

Republika ng Pilipinas

**Pambansang Pangasiwaan Ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

OFFICE ADDRESS:

NATIONAL GOVERNMENT CENTER  
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MC No. 2, Series of 2004

**MEMORANDUM CIRCULAR**


**TO : THE DEPUTY ADMINISTRATOR, ASST. ADMINISTRATORS,  
DEPARTMENT/REGIONAL/OPERATIONS/PROJECT MANAGERS  
AND ALL OTHERS CONCERNED**

**SUBJECT : OBSERVANCE OF PROPER COMMUNICATION PROTOCOL**

It has been repeatedly observed that there have been numerous incidents where letters and other similar forms of communication to other government and private offices and even inter-Agency communications do not pass through the proper officials under the existing administrative structure of the Agency.

In view hereof, it is hereby directed that no employee of the Agency should directly communicate any official matter or transaction involving the Agency to any office, whether government or private, without the proper clearance and/or indorsement from officials concerned. In addition, it is hereby reiterated that all official communications should be released through the Records Management Division as the official repository of documents of the Agency.

Sanctions as may be warranted under the circumstances shall accordingly be imposed against any official or employee who will violate this directive.

For  strict compliance.

**JESUS EMMANUEL M. PARAS**  
Administrator

January 8, 2004