



Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

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OUR REFERENCE:

MC NO. 43 s. 2004

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS, OPERATIONS MANAGERS, PROJECT MANAGERS, PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS, REGIONAL FINANCE MANAGERS, PROJECT ACCOUNTANTS, REGIONAL/FIELD INTERNAL AUDITORS, CASHIERS,/COLLECTING OFFICERS AND ALL OTHERS CONCERNED.

SUBJECT : CREATION OF COMPOSITE TEAMS TO CONDUCT AUDIT FOR EFFECTIVE MANAGEMENT AND MONITORING OF ONE-WAY DEPOSIT OF FIELD OFFICES CASH COLLECTIONS TO CENTRAL OFFICE

In the exigency of the service and for the information and guidance of all concerned, three (3) Composite Teams are hereby constituted to conduct review on one-way deposit of field offices' cash collection and remittances to Central Office to ensure optimum, transparent, equitable distribution and utilization of funds. The Team shall be as follows:

CENTRAL AND NORTHERN LUZON:

MSD : Sonia M. Legua (Team Leader)
MSD : Camela R. Ubaldo (Alternate)
TD : Deoscella SJ. Mata
CD : Nicolas B. Duran (Alternate)
IDD : Heartie E. Navarro

VISAYAS AND SOUTHERN LUZON:

MSD : Corazon P. Garcia (Team Leader)
MSD : Angelica H. Castillo (Alternate)
TD : Marife C. Peralta
CD : Elenita M. Galinato (Alternate)
IDD : Angelina A. Abalos

MINDANAO:

MSD : Apolonia G. Gaberia (Team Leader)
MSD : Andrea P. Linco (Alternate)
TD : Bonifacio M. Kabigting
CD : Cecilia P. Layug (Alternate)
IDD : Rosalina P. dela Cruz

The Composite Teams shall be led by MSD representatives; hence, individual report prepared by representatives from other department shall be consolidated by the Team Leader. Likewise, the team shall be complemented by representatives from the Field Office consisting of Sr. Management Analyst, Financial Analyst, Sr. Accounting Processor A and NIAEAS President or Representative. The consolidated reports shall be submitted to the undersigned one (1) week after completion of audit.


JESUS EMMANUEL M. PARAS
Administrator

November 23, 2004