



Republika ng Pilipinas  
**Manangang Pangasiwaan ng Pantubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

*for info*

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OUR REFERENCE:

MC No. 64 S. 2007

**MEMORANDUM CIRCULAR**

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS, PROJECT MANAGERS, OPERATIONS MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS, AND ALL OTHERS CONCERNED**

**SUBJECT: AMENDMENTS/MODIFICATIONS OF TRAVEL ORDER FORMAT**

Effective immediately, the Travel Order of all Central Office and CO-Based Project officials and employees to field offices, issued by the Assistant Administrator concerned and duly approved by the Administrator in accordance with NIA MC No. 61A s. 2005, is hereby amended and modified.

Records show that not all Central Office and CO-based project officials and employees are provided with Advice of Sub-Allotment and Cash support to cover their board and lodging for the duration of their field assignment. Likewise, not all regional and field offices can afford accommodations of Central Office employees nor do they have available living quarters.

In view of the foregoing, Travel Orders shall henceforth be worded accordingly to fit other groups who travel without Advice of Sub-Allotment and Cash support. In case an Advice of Sub-Allotment with corresponding Cash Support is provided, it is understood that all expenses while in field are covered, therefore, except for incidental expenses, reimbursements of any traveling expenses and allowances should not be made to the employee/employees. In no case should payment for whatever purpose be made to any employee other than at his/her Mother/Official Station/Unit.

You are hereby further directed to strictly comply with the prescribed form of the Certificate of Appearance under MC 31A s. 2004. The issuing official must properly accomplish the certificate particularly as to whether meals and lodging are PROVIDED with specific details or NOT PROVIDED at all.

Cash Advances for travel may be allowed and shall be in accordance with prescribed rates and rules under Executive Order No. 298 dated March 23, 2004, implemented by NIA MC No. 31 s. 2004 subject to the usual accounting and auditing rules and regulations on grant and liquidation.

Please be guided accordingly.

  
**MARCELINO V. TUGAOEN JR.**  
Administrator

December 11, 2007