



Republika ng Pilipinas  
**National Irrigation Administration**  
(PAMBANSANG PANGASIWAAN NG PATUBIG)  
Lungsod ng Quezon



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MC No. 42, s. 2016

**MEMORANDUM CIRCULAR**

**TO : THE DEPUTY ADMINISTRATORS, DEPARTMENT/REGIONAL/PROJECT MANAGERS AND OTHERS CONCERNED**

**SUBJECT : DESIGNATION AS ACTING HEAD OF OFFICE**

To best serve the interest of the public service and continuously provide smooth, efficient and effective service whenever the Deputy Administrators are on official business or on leave of absence or as the circumstances warrant, the following officials are hereby designated or given authority to act for and in-behalf of the Deputy Administrators on top of their regular functions, viz;

**Engineering & Operations Sector**

1. Manager, Engineering Department
  2. Manager, Operations Department
- } based on hierarchical relationship of the position

**Administrative & Finance Sector**

1. Manager, Administrative Department - for matters relating to Administrative
2. Manager, Financial Management Department - for matters relating to Finance

In like manner, the Department/Regional and Project Managers shall recommend/issue similar authority in their respective department/region or office.

Be it emphasized that policy determining matters should be held in abeyance or be elevated to the office of the next higher official.

For strict compliance.

**ENGR. FLORENCIO F. PADERNAL, DPA**  
Administrator

Date: 08-18-16