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

MC No. 39 s.1985

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROJECT MANAGERS AND PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND OFFICER-IN-CHARGE OF SYSTEMS; CHIEF CORPORATE ACCOUNTANT AND PROJECT AUDITORS; CASHIERS, COLLECTING OFFICERS AND ALL OTHERS CONCERNED:

National Irrigation Administration

SUBJECT : MONTHLY SUBMISSION TO CENTRAL OFFICE THRU RADIO MESSAGE AMOUNTS AUTOMATICALLY TRANSFERRED BY PNB BRANCHES TO PNB-NIA-MAIN SAVINGS ACCOUNT UNDER THE "ONE WAY DEPOSIT" BY CASHIERS AND COLLECTING OFFICERS.

This circular is issued to monitor the automatic transfers of funds coming from the various PNB Provincial Branches for credit to our Main Savings Account No. 268-509996-1 with PNB NIA-Branch.

It has been observed that the Regional/UPRIIS Accountants usually encounter difficulties in the preparation of their respective Bank Reconciliation Statement for Cash-Savings Deposit with PNB (Account 70-305) under the One-Way Deposit Account Facility. Since the information reflected in the Credit Memo issued by the PNB does not include the particular Savings Account No. and Name of the particular Cashier/Collecting Officer being debited, the Regional/UPRIIS Accountants find it difficult as to whose particular savings account number or who among their Cashiers/Collecting Officers will be debited especially when two or more accountable officers are maintaining the said deposit with the same PNB Branch. Arrangements were made with the PNB NIA Branch and the required information to indicate the particular Savings Account No. in the credit memo were relayed by PNB-NIA Branch to their different PNB Branches in the provinces or regional offices for implementation.

To minimize this problem as well as monitor if all the deposits automatically transferred by the different PNB-Provincial Branches to our PNB Main Savings Account No. 268-509996-1 were all properly credited to the said account and to counter-check whether all the transfers coming from the various PNB Branches are all accounted for, starting June, 1985 and every month thereafter, all Cashiers and Collecting Officers maintaining One-Way Deposit Accounts with PNB are required to transmit by Radio Message to General Accounting Division/Controllership Department the amounts transferred to PNB NIA Branch as reflected in the withdrawal column of their respective Savings Accountpassbook. The date of transfer should always be indicated opposite the amounts transferred. If for a particular month there were no transfers made, the same should be relayed to Central Office. Please forward also the same information required under separate transmittal, all automatic transfers made from the time the Cashier/Collecting Officer concerned started the said Savings Deposit Account up to May 31, 1985 for our record purposes.

The Cashier/Collecting Officers should regularly present their respective passbook to the PNB Branch concerned every 17th and 6th day of the month. The Regional/Project/UPRIIS Accountant has the responsibility of overseeing that automatic transfers of savings deposits from PNB Provincial Branches to PNB NIA-Branch are regularly observed by the bank

When transmitting the required information, this format should be followed:

AMOUNT TRANSFERRED TO PNB NIA BRANCH
FOR THE MONTH OF _____

NAME OF CASHIER/ COLLECTING OFFICER	PNB BRANCH	SAVINGS ACCOUNT NO?	DATE	AMOUNT TRANSFERRED

THIS CIRCULAR TAKES EFFECT JUNE 1, 1985.

(SGD.) CESAR L. TECH
Administrator

PPG/vcm

CONCURRED:

(SGD.) ELISA P. AFRICA
Assistant Manager
Auditor