Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration) - 003
Lungsod ng Quezon

MC No. 003, s. 1988

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS AND STAFF, PROJECT MANAGERS, REGIONAL MANAGERS, OPERATIONS MANAGERS, IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Processing of RIVs/Other Documents Leading to the Release/Utilization of Funds

It has been noted that RIVs and other related documents leading to the release/utilization of funds are being processed and approved and subsequently funded without having been reviewed/checked against the approved Programs of Work of projects resulting in:

1. Uncontrolled procurement giving rise to:

   a) Unwarranted overstocking
   b) Shortfalls in the funding support for other project activities leading to work delays.

2. Overburdening of the local funds support resulting further to slow disbursement/under utilization of loan proceeds.

It is further noted that some suppliers/dealers are personally hand-carrying these RIVs and other related documents. This practice may result to:

1. Lost/untraceable RIVs resulting further to delay in the procurement.

2. Misunderstandings/suspicions

Effective immediately, no RIVs and other related documents leading to the release/utilization of funds shall be approved without having been reviewed/checked against the approved Programs of Work. Hand-carrying of these documents by suppliers/dealers shall not be allowed.

Strict compliance is enjoined.

(SGD.) FEDERICO N. ALDAY, JR.
Administrator

signed by FNA - 1-14-88