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

TELEPHONE NOS.: 929-60-71 to 78
CABLE NIAPHIL
TELEX 42802 NIA PM

copy to PRG EDP MSD

OUR REFERENCE:
MC No. 61-A, s. 2005

# MEMORANDUM CIRCULAR

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

**SUBJECT** : **AMENDATORY GUIDELINES TO MC NO. 61, S. 2005 ON APPROVAL OF TRAVEL ORDER**

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Effective immediately, travel order of all Central Office and CO-Based Project officials and employees up to thirty (30) days to field offices shall be issued by the Assistant Administrator concerned to be approved by the Administrator.

Likewise, request of Regional / Operations / Project Managers to come to Central Office shall be cleared with the Administrator.

For uniformity, the herein Revised Travel Order shall be used by CO personnel going on official business to field offices.

This Memorandum Circular supersedes any other issuance inconsistent herewith.

For strict compliance.

**BALTAZAR H. USIS**
Administrator

November 14, 2005

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# TRAVEL ORDER

_____
Date

**MEMORANDUM TO:**

_____
(Name)

_____
(Position)

_____
(Office)

You are hereby directed to proceed to _____
(office)

on _____ to _____
(date) (purpose)

_____

and expected to return on _____.
(date)

You shall use land / air transportation and your traveling expenses shall be charged to _____.

You shall be provided with free board and lodging by the field office concerned during the duration of your field work in accordance with existing accounting and auditing rules. The Advice of Sub-Allotment with corresponding cash shall be released for the purpose.

_____
Assistant Administrator

Approved:

**BALTAZAR H. USIS**
Administrator