



Republika ng Pilipinas

Department of Agriculture

Pambansang Pangasiwaan ng Patubig

(NATIONAL IRRIGATION ADMINISTRATION)

Lungsod ng Quezon



**LABANAN
ANG
KABIRAPAN**



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MC No. 6, s. 2009

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

**SUBJECT : AMENDING MEMORANDUM CIRCULAR NO. 82 S. 2007
ON THE RULES ON GIFTS AND BENEFITS**

For the guidance of every NIA officials and employees, the following provisions of NIA Memorandum Circular No. 82, S 2007, are hereby amended which shall now be read as follows:

Section 10. All prohibited gifts left at the Office or its premises shall be immediately returned to the giver. In circumstances where it is considered inappropriate or impractical to return the said gifts (e.g. perishable goods), the official or employee concerned shall immediately hand over the same to the Head, CSAO or his duly designated representative, who shall dispose of the same in favor of charitable organizations, including indigent families. The Head, CSAO or his designated representative of the Central Office, or the Chief of Office of the field office concerned, shall report to the administrator any incident covered by this Section.

Section 12. In the Central Office, it shall be the duty of the Head, CSAO to submit quarterly reports on the gifts registered in the Registry Book to the Internal Audit Service.

In the field offices, the guard-on-duty shall be tasked to record in a Registry Book the gifts referred to in the foregoing Sections. The Chief of Office of the field office concerned shall submit a quarterly report to the Internal Audit Service on the gifts registered in the Registry Book.

The Internal Audit Service Officer shall monitor the Registry Book, and shall in turn submit annual report to the Administrator.

IV. PENALTIES

Any violation of these Rules shall be a ground for disciplinary action under the Civil Service Rules and Regulations, without prejudice to the filing of appropriate criminal charges, if warranted, against the erring official and/or employee.

Please be guided accordingly.

CARLOS S. SALAZAR
Administrator

19 February 2009