

Republika ng Pilipinas
KAGAWARAN NG REFORMANG PANSAKAHAN
(DEPARTMENT OF AGRARIAN REFORM)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon
D-505

In reply, please address:

THE SECRETARY
Department of Agrarian Reform
P.O. Box No. 2993
Manila



DEPARTMENT

MEMORANDUM CIRCULAR

No. 4, Series of 1972

TO: All Regional Directors (OICs)
Agrarian Reform District Officers,
Agrarian Reform Team Leaders,
Cashiers, Special Disbursing,
Officers, Accountants, and
Others Concerned.

Provisions of any Department Memorandum Circular, Special Order or Department Administrative Order to the contrary notwithstanding, all Department of Agrarian Reform personnel in the Regional and District Offices and Agrarian Reform Teams in the field who are actually appointed or officially designated as Special Disbursing Officer, Cashier or Accountant and who, as of June 30, 1972, are actually performing the functions and duties as such, are hereby directed to remain in their present places of assignment and continue discharging their duties and functions as Special Disbursing Officer, Cashier, or Accountant until further notice.


In the interim, the above-stated officials and employees shall start clearing themselves of their money, property and other accountabilities and shall clear their tables of pending assignments in preparation for the turnover of the duties and functions of their position to the new incumbents.

It is, however, understood that this Memorandum Circular shall affect only the above-stated officials and employees who have already received their notice of placement and who are assigned in places other than their present place of assignment.

All Regional Directors, Agrarian Reform District Officers and Agrarian Reform Team Leaders are hereby enjoined to coordinate with their respective Special Disbursing Officers, Cashiers and Accountants for the purpose of providing an effective means of internal control relative to operations involving the disbursement of government funds, in their respective Region, District or Agrarian Reform Team in preparation for the implementation of the new staffing pattern of the Department of Agrarian Reform.

This Memorandum Circular shall take effect

June 30, 1972.


ERNESTO VALDES
Acting Secretary