



REPUBLIKA NG PILIPINAS
MINISTRI NG REPORMANG PANSAKAHAN
(MINISTRY OF AGRARIAN REFORM)
TANGGAPAN NG MINISTER
DELIAMAN, LUNGSOD NG QUEZON

81 JUL 24

Deputy Director Agrarian
Reform
Ministry of Agrarian Reform
P.O. Box 96, Quezon
City

(Personnel)

MEMORANDUM CIRCULAR NO. 10-4
Series of 1981

SUBJECT: Domestic Travel

Memorandum Circular No. 6-81, series of 1981, is hereby amended such that paragraph four (4) will read as follows:

For more effective control of movement of personnel, all field personnel who come to Central Office on official business are hereby directed to register in the Log Book of the Personnel Division and to secure their certificates of appearance from the Chief, Personnel Division, regardless of whichever offices and/or officials in the Central Office they transacted business with. Central Office ^{personnel} on travel to the Regional Offices shall sign in the Log Book of the Administrative Division and secure their certificates of appearance from either the Regional Director, Assistant Regional Director or Administrative Officer. Similarly those on travel to the District/Team Offices shall sign in the Log book of the District/Team Office and shall secure their certificates of appearance from the District Officer or Agrarian Reform Team Leader as the case may be.


CONRAD F. ESTRELLA
Minister

FR:cmg
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10.4.8
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