



LIST OF EXTERNAL DOCUMENTS

(As of December 31, 2016)

Division/Section: **Administrative Division – Records Section**

File Location	Document Title	Source	Date Issued	Distribution
CSC Circulars Archive Folder No. 1	Memorandum Circular 08 s. 2016 – 2016 Public Sector HR Symposium	Civil Service Commission	March 11, 2016	Admin – Human Resource Management Section /Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 07 s. 2016 - 2016 National Women's Month Celebration (NWMC)	Civil Service Commission	March 01, 2016	Admin – Human Resource Management Section /Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 08 s. 2014 Policy on the Computation of Salaries of Employees on Leave Without Pay	Civil Service Commission	May 06 s. 2014	Admin – Human Resource Management Section /Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 06 s. 2016 Awareness Campaign in Support of ASEAN Community 2015 and the Philippines' Chairmanship of ASEAN 2017	Civil Service Commission	February 29, 2016	Admin – Human Resource Management Section /Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 2015 – 1 Guidelines on the Grant of the Performance-Based Bonus for Fiscal year 2015 under Executive Order No. 80	Inter-Agency Task Force (Pambansang Pangasiwaan sa Kabuhayan at Pagpapaunlad, Department of Budget and Management, Office of the President of the Philippines, Department of Finance,	August 12, 2015	Finance Division/Admin – HRM Section/Office of the General Manager

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File Cabinet 1 Drawer No. 2 (MGMT)	Budget Circular No. 2014-3 Guidelines on the Grant of the Productivity Enhancement Incentive (PEI) to Government Employees for Fiscal Year (FY) 2014	Department of Budget and Management	December 02, 2014	Finance Division/Admin – HRM Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 15 s. 2012 Lodging of ARTA-Related Complaints through the Contact Center ng Bayan 1-6565	Civil Service Commission	October 01, 2012	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 05 s. 2012 Deferment of the Use of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form	Civil Service Commission	March 15, 2012	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 3 s. 2016 Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)	Civil Service Commission	February 16, 2012	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 2 s. 2012 Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters	Civil Service Commission	February 16, 2012	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Administrative Order No. 17 Directing the use of the procurement service and the Philippine Government Electronic Procurement System in Procurement Activities in Accordance with Republic Act No. 9184, and Improving the Operation of the Procurement Service	Malacañan Palace	July 28, 2011	Admin - Procurement Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 09 s. 2011 Use of the 1994 Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2010	Civil Service Commission	March 10, 2011	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 8 s. 2011 Reiteration of the Physical Fitness Program “Great Filipino Workout”	Civil Service Commission	March 07, 2011	Admin – HRM Section / Office of the General Manager

CSC Circulars Archive Folder No. 1	Executive Order No. 24 Prescribing rules to govern the compensation of members of the board of directors/trustees in government-owned or controlled corporations including government financial institutions	Malacañan Palace	February 10, 2011	Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Letter RE: Submission of Statement of Assets, Liabilities and Net Worth (SALN) together with a summary of compliant and non-compliant personnel (Memorandum Circular No. 2011-001)	Office of the Deputy Ombudsman for Luzon	February 08, 2011	All
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 1 s. 2011 Addendum to CSC Memorandum Circular No. 8 s. 2007 on Management of 201/120 Files	Civil Service Commission	January 17, 2011	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 25 s. 2010 Guidelines on the Availment of the Special Leave Benefits for Women Under R.A. 9710 (An Act Providing for the Magna Carta of Women)	Civil Service Commission	December 01, 2010	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum No. 16 s. 2010 Policy on Half Day Absence	Civil Service Commission Field Office - UP	August 11, 2010	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum No. 15 s. 2010 Policy on Undertime	Civil Service Commission Field Office - UP	August 11, 2010	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 17, s. 2010 Policy on Half Day Absence	Civil Service Commission	August 06, 2010	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 16 s. 2010 Policy on Undertime	Civil Service Commission	August 06, 2010	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 15 s. 2010 Amending Certain Provisions of the Rules on the Administrative Offense of Disgraceful and Immoral Conduct	Civil Service Commission	August 05, 2010	Admin – HRM Section / Office of the General Manager

CSC Circulars Archive Folder No. 1	Memorandum Circular No. 14 s. 2010 110 th Anniversary of the Philippine Civil Service	Civil Service Commission	July 28, 2010	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	R.A. No. 10149 An act to promote financial viability and fiscal discipline in government-owned or controlled corporations and to strengthen the role of the state in its governance and management to make them more responsive to the needs of public interest and for other purposes	Congress of the Philippines	July 26, 2010	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Resolution No. 10-1358 Policy on Half Day Absence	Civil Service Commission	July 06, 2010	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 24 s. 2009 Guidelines in the Approval and Monitoring of Anti-Red Tape (ARTA) Programs and Projects	Civil Service Commission	June 29, 2009	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Resolution No. 10-1250 Nepotism	Civil Service Commission	June 15, 2010	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 29 s. 2009 Assistance to Victims of Typhoon “Ondoy”	Civil Service Commission	September 28, 2009	All
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 25-A s. 2009 Prayer for the Repose of the Soul of Former President Aquino	Civil Service Commission	August 01, 2009	All
CSC Circulars Archive Folder No. 1	Memorandum Circular 23 s. 2009 Interim Guidelines on the Use of Leave Credits for Absence Due to Self-Quarantine and/or Treatment relative to the Influenza A(H1N1) Global Pandemic	Civil Service Commission	June 26, 2009	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 18 s. 2009 Anti-Red Tape Programs and Projects	Civil Service Commission	June 1, 2009	Admin - Human Resource Management Section/Office of the General Manager

CSC Circulars Archive Folder No. 1	Memorandum Circular No. 17 s. 2009 SMOKING PROHIBITION based on 100% SMOKE-FREE ENIRONMENT POLICY	Civil Service Commission	May 29, 2009	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 2009-0027 "Enjoining All Government Agencies, Including Government Owned and Controlled Corporations, State Universities and Colleges to Support the Philippine Government Employees Association's Public Sector Agenda" dated May 13, 2009	Department of Health	May 19, 2009	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 174 Enjoining all Government Owned and Controlled Corporations, State Universities and Colleges to Support the Philippine Government Employees Association's Public Sector Agenda	Malacañan Palace	May 13, 2009	Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 16 s. 2009 Prohibition on the Filing of Motions for Reconsideration on Preventive Suspension Cases	Civil Service Commission	May 07, 2009	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 15 s. 2009 Activities for the Anti-Graft and Corruption Awareness Month	Civil Service Commission	May 07, 2009	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 14, 2009 Use of the 1994 SALN Form for the Year 2008	Civil Service Commission	April 22, 2009	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 12 s. 2009 Brigada Ahensiya	Civil Service Commission	April 22, 2009	All
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 10 s. 2009 Amendment to Section 48, Rule III of CSC Resolution No. 99-1936 dated August 31, 1999 (Uniform Rules on Administrative Cases in the Civil Service)	Civil Service Commission	February 24, 2009	Admin - Human Resource Management Section/Office of the General Manager

CSC Circulars Archive Folder No. 1	Memorandum Circular No. 07 s. 2009 Celebration of the National Women's Month	Civil Service Commission	February 23, 2009	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 06 s. 2009 Fight Against Fixers	Civil Service Commission	February 11, 2009	Customer Service Division/Customer Accounts Division/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 4 s. 2009 Launch of 'Republic Service'- The E-newsletter of the Philippine Civil Service	Civil Service Commission	February 2009	All
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 03 s. 2009 – 2009 Search for Outstanding Public Officials and Employees	Civil Service Commission	January 29, 2009	All
CSC Circulars Archive Folder No. 1	National Budget Circular No. 512 Compliance with the Omnibus Election Code on the Release, Disbursement or Expenditure of Public Funds during the Election Ban (September 14, 2007 until October 29, 2007)	Department of Budget and Management	September 13, 2007	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Regional Memorandum Circular No. 1 s. 2007 – 2007 Search for Best Human Resource Practitioner	Civil Service Commission Regional Office No. 3		Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 16 s. 2006 <i>Katapatan ng Lingkod Bayan...Pahalagahan</i> The Philippine Civil Service's 106 th Anniversary Celebration	Civil Service Commission	August 16, 2006	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Regional Memorandum No. 01 s. 2006 106 th Philippine Civil Service Anniversary Celebration	Civil Service Commission Regional Office No. 3	July 31, 2006	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Joint Circular No. 01 s. 2006 Guidelines for Availing of the Rehabilitation Privilege	Civil Service Commission & Department of Budget and Management	April 27, 2006	Admin - Human Resource Management Section/Office of the General Manager

CSC Circulars Archive Folder No. 1	Memorandum Circular No. 10 s. 2006 Review and Compliance Procedure in the Filing and Submission of the Statement of Assets , Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections	Civil Service Commission	April 27, 2006	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 1 s. 2006 Search for the 2006 Outstanding Public Officials and Employees	Civil Service Commission	January 03, 2006	All
CSC Circulars Archive Folder No. 1	Resolution No. 021481 Recording of Services Rendered in the Government; Amendment No. 2 (CSC Resolution Nos. 97-0550 and 97-4603	Civil Service Commission	April 20, 2005	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 8 s. 2005 Updating of the Personal Data Sheet Using the Revised CS Form 212	Civil Service Commission	February 16, 2005	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Joint Circular No. 03, s. 2004 Continued Adoption of Austerity Measures Through the Non-Filling of Vacant Positions	Civil Service Commission & Department of Budget and Management	December 4, 2004	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Administrative Order No. 103 Directing the Continued Adoption of Austerity Measures in the Government	Malacañan Palace	August 31, 2004	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 18 s. 2004 Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko	Civil Service Commission	August 02, 2004	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 17 s. 2004 104 th Philippine Civil Service Anniversary	Civil Service Commission	August 02, 2004	Admin - Human Resource Management Section/Office of the General Manager

CSC Circulars Archive Folder No. 1	Memorandum Circular No. 15 s. 2005 105 th Philippine Civil Service Anniversary Celebration	Civil Service Commission	August 02, 2004	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 07 s. 2004 Reiteration on the Submission of Statements of Assets, Liabilities and Net Worth (SALNW)	Civil Service Commission	March 24, 2004	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Regional Memorandum No. 2 s. 2003 Guidelines on Publication of Service Guides and Posting of Workflow Charts as Directed by OP Memo-Circular No. 35	Civil Service Commission Region Office No. 3	November 07, 2003	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Budget Circular No. 2003-6 Guidelines Relative to the Grant of Per Diems to Members of Collegial Bodies and Members of the Board of Regents/Trustees of State Universities and Colleges	Department of Budget and Management	September 29, 2003	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 08 s. 2003 Amendment to Section 24 of CSC MC No. 41, s. 1998 on Computation of Leave Monetization and Reiteration of Policy on Maternity Leave	Civil Service Commission	September 04, 2003	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Regional Memorandum No. 1 s. 2003 Posting of Workflow Chart	Civil Service Commission Region Office No. 3	March 26, 2003	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 26 s. 2002 Revised Education Requirements for Career Service Professional and Sub Professional Examinations	Civil Service Commission	December 27, 2002	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 25 s. 2002 Amendment to CSC Memorandum Circular No. 8 and 8- A, S. 1997 on recording of services rendered in the government service	Civil Service Commission	November 12, 2002	Admin - Human Resource Management Section/Office of the General Manager

CSC Circulars Archive Folder No. 1	Memorandum Circular No. 23 s. 2002 Frequency of Taking the Career Service Examinations	Civil Service Commission	November 06, 2002	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 22 s. 2002 Amendment of Section 11. Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code 1987	Civil Service Commission	October 23, 2002	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Resolution No. 021279 Frequency of Taking the Career Service Examination	Civil Service Commission	October 07, 2002	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 16 s. 2002 Amendment to Section 23. Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 also known as the Omnibus Rules on Leave	Civil Service Commission	June 24, 2002	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 11 s. 2002 Revised Guidelines on the Local Scholarship Program for Master's Degree Course (LSP- MDC)	Civil Service Commission	April 16, 2002	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 10 s. 2002 Clarification and Amendment to CSC MC No. 3 s. 2002 Issuance of CSC Announcements/Endorsement of Training and Development Programs and Similar Activities	Civil Service Commission	April 15, 2002	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum 2002-013 DBM Budget Circular No. 2002-1 dated January 14, 2002 entitled "Computation and Funding of Terminal Leave Benefits and Monetization of Leave Credits"	Commission on Audit	February 05, 2002	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 2002 – 1 Computation and Funding of Terminal Leave Benefits and Monetization of Leave Credits	Department of Budget and Management	January 14, 2002	Admin - Human Resource Management Section/Office of the General Manager

CSC Circulars Archive Folder No. 1	Regional Memorandum No. 2 s. 2001 Updating and Maintenance of Government Personnel Database using Kompyuserb	Civil Service Commission – Region III Office	February 9, 2001	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 19 s. 2000 Revised dress code prescribed for all government officials and employees in the workplace	Civil Service Commission	October 31, 2000	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Office Memorandum No. 112 s. 2000 – 2000 Updating and Maintenance of Government Personnel Database using Kompyuserb	Civil Service Commission	October 12, 2000	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 14, 1999 Additional Provisions and Amendments to CSC Memorandum Circular No. 41, 1998	Civil Service Commission	August 23, 1999	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 41 s. 1998 Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292)	Civil Service Commission	December 24, 1998	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 02 s. 1998 Amendment of Section 15, Rule XIV of the Omnibus Rules, Book V of the Administrative Code of 1987	Civil Service Commission	January 22, 1998	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 20 s. 1997 Wearing of Filipina Dress in Line with the Philippine Centennial Celebration	Civil Service Commission	August 04, 1997	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 20 s. 1996 Clarification on the Grant of Special Privileges Under CSC Memorandum Circular No. 06 s. 1996	Civil Service Commission	September 23, 1996	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 13 s. 1996 Observance of the 96 th Anniversary of the Philippine Civil Service	Civil Service Commission		Admin - Human Resource Management Section/Office of the General Manager

CSC Circulars Archive Folder No. 1	Joint Circular No. 01 s. 1996 Implementing Rules and Regulations of Republic Act No. 8187 (The Paternity Leave of 1996)	Civil Service Commission & Department of Health	July 05, 1996	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 66 S. 1998 Special Leave Privilege	Civil Service Commission	March 21, 1996	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Letter pursuant to CSC Resolution No. 94-2380	Civil Service Commission Regional Office No. 3	May 25, 1994	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 18 s. 1994 Implementing Guidelines and Operating Procedures on the Local Scholarship Program for Skilled Workers in Government, 1994	Civil Service Commission	April 25, 1994	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Resolution No. 94-2380 Establishment of the Local Scholarship Program for Skilled Workers in Government	Civil Service Commission	April 21, 1994	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Republic Act No. 7430 An act providing for optimum utilization of personnel in government service through a system of attrition providing penalties for violation thereof, and for other purposes	Congress of the Philippines	February 7, 1992	Admin - Human Resource Management Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Resolution No. 021355 Revising the Education Requirement for the Career Service Professional Level and Sub professional Level Examinations	Civil Service Commission		Admin - Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Budget Circular 2016-4 Updated Rules and Regulations on the Grant of the Year-End Bonus and Cash Gift for FY 2016 and Years thereafter	Department of Budget and Management	April 28, 2016	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Budget Circular 2016-3 Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2016	Department of Budget and Management	April 28, 2016	Finance Division / Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	National Budget Circular Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions	Department of Budget and Management	April 22, 2016	Admin – Human Resource Management Section / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	National Budget Circular No. 562 Implementation of the First Tranche Compensation Adjustment for Civilian Personnel, and Military and Uniformed Personnel in the National Government	Department of Budget and Management	February 24, 2016	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Budget Circular 2012-3 Guidelines on the Grant of the Productivity Enhancement Incentive (PEI) to Government Employees for Fiscal Year (FY) 2012	Department of Budget and Management	November 29, 2012	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Three-day Seminar-Workshop on R.A. No. 9814, its Implementing Rules and Regulations and Updates with the Bids and Awards Committee/Technical Working Group/Secretariat members as target participants	Department of Budget and Management Regional Office III	October 02, 2012	Admin – Human Resource Management Section / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Corporate Budget Circular No. 21 Amendatory Guidelines on the Implementation of the Revised Rates of Representation and Transportation Allowances (RATA) of Officials in Local Water Districts (LWDs)	Department of Budget and Management	June 15, 2011	Admin – Human Resource Management Section / Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	National Budget Circular No. 524 Implementation of the Second Tranche Monthly Salary Schedule for Civilian Personnel and Base Pay Schedule for Military and Uniformed Personnel in the National Government	Department of Budget and Management	June 23, 2010	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: The request for clarification on Cost of Living Allowance entitlement and Amelioration Allowance	Department of Budget and Management	May 03, 2006	Finance Division / Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Four-day work week of DBM Regional Office III	Department of Budget and Management Regional Office III	April 07, 2005	Admin – Human Resource Management Section / Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Corporate Compensation Circular No. 12 Implementation of Judicial Decisions Authorizing Grant of Additional Allowances to Government-Owned and/or Controlled Corporations and Government Financial Institutions	Department of Budget and Management	March 20, 2006	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Strategic Review	Department of Budget and Management	December 05, 2005	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	National Budget Circular No. 498 Revised Rates of Representation and Transportation Allowances (RATA)	Department of Budget and Management	April 01, 2005	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Budget Circular 2005-3 Grant of Educational Assistance for FY 2005	Department of Budget and Management		Admin – Human Resource Management Section / Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Budget Circular 2005-1 Grant of Productivity Enhancement Pay	Department of Budget and Management	February 10, 2005	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Local Budget Memorandum 2004-45 Clarificatory Guidelines on the Grant of Extra Cash Gift (ECG)/Additional Benefit to Officials and Employees of Local Government Units (LGUs) for FY 2004	Department of Budget and Management	December 09, 2004	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Change of DBM's Regional Director	Department of Budget and Management Regional Office III	April 30, 2004	Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Guidelines on the Grant of Honoraria to Government Personnel Involved in Government Procurement	Department of Budget and Management	March 23, 2004	Admin - Procurement Section/ Finance Division/ Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Budget Circular 2004-5 Guidelines on the Grant of Honoraria to Government Personnel involved in Government Procurement	Department of Budget and Management	March 23, 2004	Admin - Procurement Section / Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Budget Circular 2003-2 Liberalization of the Rules and Regulations on the Payment of Year-End Bonus and Cash Gift	Department of Budget and Management	May 9, 2003	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Assigning the OIC of DMB's Regional Director Position	Department of Budget and Management Regional Office III	April 23, 2003	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Request for authority to continue the payment of allowances/fringe benefits	Department of Budget and Management	January 13, 2003	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Request for upgrading of two (2) regular positions and creation of nine (9) positions for Santa Maria Water District	Department of Budget and Management	March 22, 2002	Admin – Human Resource Management Section / Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Reference to request for filling-up of the following three (3) positions as an exemption to the provisions of Administrative Order (AO) No. 5	Department of Budget and Management Regional Office III	October 16, 2001	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Request of the Sta. Maria Water District for approval of proposed Organizational Structure/Staffing Pattern (OS/SP) due to its re-categorization	Department of Budget and Management Regional Office III	November 20, 2000	Admin – Human Resource Management Section / Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 015.16 PBB 2016 Ranking of Delivery Units	Local Water Utilities Administration	October 21, 2016	Admin – Human Resource Management Section / Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 013.16 Addendum to Memorandum Circular 009.16 (Printing of OR by RGPs)	Local Water District Administration	October 21, 2016	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 011. 16 Reportorial Requirements for Water Districts covered by the Supreme Court Mandamus	Local Water District Administration	August 31, 2016	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 010.16 Issuance of Certificate of Availability of Funds (CAF) by WDs on the Basis of CAF issued by LWUA for bidding purposes	Local Water District Administration	August 31, 2016	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 009.16 Printing of Official Receipts by Recognized Government Policies	Local Water District Administration	August 05, 2016	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 008.16 Milestones & Activities concerning Manila Bay Mandamus	Local Water District Administration	July 14, 2016	Admin – Human Resource Management Section – Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 007.16 Signatory	Local Water District Administration	June 13, 2016	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 005.16 Revised Policy Guidelines pertaining to proper representation in the water district Board of Directors and amending Resolution No. 337, series of 2009 and other related issuances for the purpose	Local Water District Administration	June 6, 2016	Office of the Board of Directors/Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 006.16 Guidelines on the grant of FY 2015 Performance Based Incentive (PBI) for Board of Directors of Local Water Districts (LWDs)	Local Water District Administration	June 2, 2016	Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 004.16 Y2015 In-Place Costs for Various WaterWorks Facilities	Local Water District Administration	February 23, 2016	Engineering Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 003.16 World Water Day 2016	Local Water Utilities Administration	February 15, 2016	Admin – Human Resource Management / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 002.16 Validation of the Submitted Documents for the Performance Based Incentive (PBI) for the Board of Directors of Eligible Local Water Districts	Local Water Utilities Administration	January 18, 2016	Office of the Board of Directors/ Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 001.16 Implementing Guidelines for the Grant of Performance-Based Incentive (PBI) for Board of Directors of Local Water Districts (LWDs)	Local Water Utilities Administration	January 18, 2016	Office of the Board of Directors/ Finance Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 004.15 Reiteration of LWUA MC No. 002- 08: Compliance with the Philippine National Standards for Drinking Water (PNSDW, 2007)	Local Water Utilities Administration	March 17, 2015	Water Resource Division / Engineering Division/ Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Approval for authority to attend the 88 th Annual WEFTEC 2015	Local Water Utilities Administration	July 14, 2015	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Request for a Copy of Certificate of Availability of Funds	Local Water Utilities Administration	June 17, 2015	Office of the Board of Directors/Office of the General Manager
File Cabinet	Letter RE: Review of appointment documents of Ms. Carmelita T.	Local Water Utilities	February 04, 2015	Office of the Board of Directors/Office of

1 Drawer No. 2 (MGMT)	Francisco	Administration		the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Approval of Authority to attend the HIDA-NGC Seminar	Local Water Utilities Administration	January 28, 2015	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 001.14 Implementing Guidelines on the Adjustment of Per Diems of Water District Board of Directors	Local Water Utilities Administration	December 02, 2014	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 009.14 Mandamus to Clean-Up Manila Bay per Supreme Court Ruling	Local Water Utilities Administration	November 03, 2014	Admin – Human Resource Division / Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Submission of Non- Revenue Water (NRW) Reduction Program	Local Water Utilities Administration	December 05, 2013	Water Resource Division/Construction and Maintenance Division/Engineering Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Finalizing the approval of loan for Non-Revenue Water (NRW) Reduction Program	Local Water Utilities Administration	September 16, 2013	Water Resource Division/Construction and Maintenance Division/Engineering Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: LWUA's 40 th Founding Anniversary	Local Water Utilities Administration	August 14, 2013	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Invitation to Attend the Consultative-Workshop on the Planned Bulacan Bulk Water Supply	Local Water Utilities Administration	August 04, 2013 (Date received)	Admin – Human Resource Management Section/ Engineering Division/Office of the General Manager
File Cabinet 1 Drawer	Memorandum Circular No. 007.13 List of Authorized Signatories of LWUA Officials	Local Water Utilities Administration	July 02, 2013	Office of the General Manager

No. 2 (MGMT)				
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No.: 005.13 Follow up on the Supreme Court Mandamus on Manila Bay Clean Up	Local Water Utilities Administration	June 17, 2013	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular 003.13 LWUA Review of Build-Operate-Transfer and Similar Public-Private Partnership (PPP) Proposals on Water Supply Projects of Water Districts	Local Water Utilities Administration	February 28, 2013	Water Resource Division/Engineering Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular 015'12 Revised Guidelines on the Compensation of Water District Directors and Other Benefits Pursuant to EO 65	Local Water Utilities Administration	November 22, 2012	Office of the Board of Directors/Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular 014'12 Verification of LWUA Accreditation Issued to Products/Manufacturers/Suppliers	Local Water Utilities Administration	October 02, 2012	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Invitation to participate on training programs	Local Water Utilities Administration	September 28, 2012	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Results on SMWD's Categorization	Department of Budget and Management	March 27, 2012	All
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular 005'12 Per Diems of Water District Directors Pursuant to Executive Order No. 65	Local Water Utilities Administration	March 16, 2012	Office of the Board of Directors/Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memo Circular No. 004'12 Categorization of Water Districts without Required Submittals	Local Water Utilities Administration	March 13, 2012	Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Memo Circular No. 002'12 Inventory of Wells, Springs, Surface Sources and Reservoirs including Lot Ownership	Local Water Utilities Administration	February 27, 2012	Water Resource Division/Engineering Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Acknowledge receipt of Financial Statements and Monthly Data Sheets	Local Water Utilities Administration	February 22, 2012	Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 008.11 Water District Geographical Information System and Database Management (WDGIS/DBM)	Local Water Utilities Administration	June 06, 2011	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 005.11 Invitation to Planning Workshop on Watershed Management	Local Water Utilities Administration	February 24, 2011	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memo Circular No. 004. 11 Implication of Executive Order No. 24 to the Grant of the Year-End Financial Assistance and P5,000.00 Cash Gift for CY 2010 to Members of Water District Board of Directors	Local Water Utilities Administration	February 15, 2011	Office of the Board of Directors/Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memo Circular No. 003.11 Nationwide World Water Day Celebration on march 22, 2011 Theme – Water for Cities: Responding to the Urban Challenge	Local Water Utilities Administration		Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 002-11 La Niña Advisory	Local Water Utilities Administration	February 16, 2011	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 001.11 Classification of Commercial Connections	Local Water Utilities Administration	January 27, 2011	Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 015.10 Suspension of Year-End Financial Assistance and P5,000.00 Cash Gift to Incumbent Members of Water District Board of Directors	Local Water Utilities Administration	December 07, 2010	Office of the Board of Directors/Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 016.10 Extension of Service of Retired Government Employees	Local Water Utilities Administration	December 06, 2010	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 014.10 Performance Audit of Water Meters	Local Water Utilities Administration	December 02, 2010	Engineering Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 010.10 Foreign Travel of Water District Officials	Local Water Utilities Administration		Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 006.10 Invitation to the National Summit on Watershed Management	Local Water Utilities Administration	May 14, 2010	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 003.10 El Niño Action Plan	Local Water Utilities Administration	January 28, 2010	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Mandatory Deposit of Reserve Funds	Local Water Utilities Administration	January 26, 2010	Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Deed of Assignment	Local Water Utilities Administration	January 25, 2010	Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 002.10 El Niño Mitigation Measures	Local Water Utilities Administration	January 21, 2010	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Assignment of LWUA receivables from water districts (WDs) as security to the RPNL.	Local Water Utilities Administration	December 02, 2009	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 009.09 List of Authorized Signatories of LWUA Officials	Local Water Utilities Administration	November 16, 2009	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 008.09 Amendment to LWUA Memorandum Circular 006.09: (Policy Guidelines/Regulations Pertaining to Proper Representation in the Water District's Board of Directors)	Local Water Utilities Administration	November 05, 2009	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 007.09 Damage and Loss Assessment from recent Typhoons	Local Water Utilities Administration	October 27, 2009	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Endorsement of Special Anniversary feature on LWUA	Local Water Utilities Administration	August 07, 2009	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Position as 6 th Member of the Sta. Maria Water District	Local Water Utilities Administration	July 02, 2009	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Effectivity date and appointment of the 6 th member of the Board of Directors of Sta. Maria Water District	Local Water Utilities Administration	March 17, 2009	Office of the Board of Directors/Office of the General Manager


File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum RE: Designation as 6 th Membership of the Board of Sta. Maria Water District	Local Water Utilities Administration	March 10, 2009	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 001.09 Operations Audit	Local Water Utilities Administration	February 26, 2009	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 006.08 Submittal of Documents – Confirmation of WD BOD Appointments	Local Water Utilities Administration	October 28, 2008	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 004.08 Compliance with the Water Quality Monitoring Program	Local Water Utilities Administration	July 08, 2008	Water Resource Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 003.08 CPS-NGAS Modified Chart of Accounts for use of Water Districts	Local Water Utilities Administration	June 16, 2008	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Planting of Narra Tree in the Celebration of the World Water Day 2008	Local Water Utilities Administration	February 12, 2008	Admin – Human Resource Management/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 001.08 Case updates on Koronadal Water District	Local Water Utilities Administration	January 16, 2008	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 004.07 Imposition of Realty Tax on WD Real Property under the Local Government Code of 1991	Local Water Utilities Administration	November 23, 2007	Finance Division/Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Reminder of submission of complete tables and figures for the Engineering Study of the proposed expansion program for the six (6) barangays of Sta. Maria	Local Water Utilities Administration	September 04, 2007	Engineering Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Invitation to Advance Policy Makers' Seminar	Local Water Utilities Administration	August 22, 2007	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 003.07 Green Philippines Program	Local Water Utilities Administration	August 07, 2007	Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: A full-page special anniversary supplement in the Manila Bulletin	Local Water Utilities Administration	July 26, 2007	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 004.06 Definitions Relating to WD Water Supply Coverage, and Submission of Related WD Data to LWUA	Local Water Utilities Administration	July 03, 2006	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Transmittal of Copy of the 2004 Water District Industry Average	Local Water Utilities Administration	April 20, 2006	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Request for confirmation of the participation of three (3) Board of Directors	Local Water Utilities Administration	July 18, 2005	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: New Service Facility of LWUA	Local Water Utilities Administration	June 22, 2005	Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Reference on letter about use of LWUA's 150 psi Airman Air Compressor	Local Water Utilities Administration	May 31, 2005	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 001.05 Exemption from Administrative Order No. 117	Local Water Utilities Administration	April 04, 2005	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: New Service Facility of LWUA	Local Water Utilities Administration	February 11, 2005	Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular RE: Deposit and Utilization of Water District Reserve Accounts and Other Special Funds	Local Water Utilities Administration	June 22, 2004	Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Office Order No. 026.04 Guidelines on Deposit and Utilization of Water District Reserve Accounts and Other Special Funds	Local Water Utilities Administration	February 10, 2004	Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 004.02 Implementing Guidelines on New Set of Per Diems of Water District Board of Directors	Local Water Utilities Administration	May 21, 2002	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Confirmation of proposed water rates of Sta. Maria Water District	Local Water Utilities Administration	September 12, 2001	Customer Service Division/Customer Accounts Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 003.00 Revised Guidelines for the Allocation and Utilization of Water District Reserves	Local Water Utilities Administration	August 14, 2000	Office of the General Manager

File Cabinet 1 Drawer No. 2 (MGMT)	Circular Letter No. 99-4A Additional Procedures to be followed in the payment of terminal leave and retirement gratuity	Department of Budget and Management	October 14, 1999	Finance Division/Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Circular Letter No. 99-4 Revised Procedures in the Payment of Terminal Leave and Retirement Gratuity Benefits	Department of Budget and Management	February 9, 1999	Finance Division/Admin – Human Resource Management Section/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Local Budget Circular No. 65 Guidelines on the Grant of Anniversary Bonus in the Local Government	Department of Budget and Management	March 3, 1997	Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Letter RE: Report on the Operations Audit	Local Water Utilities Administration	October 16, 1995	Office of the Board of Directors/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	National Budget Circular No. 438 Prescribing the Guidelines on the Purchase of Equipment	Department of Budget and Management	January 11, 1995	Admin – Procurement Section/Finance Division/Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 7 Guidelines on Foreign Travels	Philippine Association of Water Districts, Inc.	December 01, 1999	Admin – Human Resource Management Section/Office of the General Manager

Prepared by:


 Sara Jane P. Sta. Ana
 Records Assistant