

PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 20, s. 1972

MEMORANDUM CIRCULAR

TO : ALL REGIONAL, PROVINCIAL AND PROJECT
IRRIGATION ENGINEERS; IRRIGATION
SUPERINTENDENTS AND/OR OFFICERS-IN-
CHARGE OF IRRIGATION SYSTEMS/OFFICES
AND HEADS OF SPECIAL PROJECTS
National Irrigation Administration

SUBJECT : CSC Unassembled Examination for
Supervisor

You are hereby informed that the Civil Service Commission has recently announced the holding of unassembled examination for supervisors.

Hereunder are the details of the examination:

DUTIES

Under general supervision, plans, organizes, directs, and controls the activities of a major organizational unit or program; assigns responsibilities and delegates authority; interprets objectives and policies; directs the installation and maintenance of operating policies and procedures; exercises general supervision over subordinates; or directs and participates in the work of a group of executive or technical assistants in performing a variety of research, administrative and technical duties which assist executives in reaching or implementing substantive decisions or in advising department heads on matters relative to departmental policies and procedures; or performs other advisory or consultative functions in the particular area or field of specialization; and does related work.

BASIS OF GRANTING ELIGIBILITY

No written examination is required. An intensive review will be made of the education, training, and experience of each candidate as described in his application form and supported by corroborative evidence. The evaluation will take into account the quality, recency, and progressiveness of experience and relevancy of education and training.

MINIMUM REQUIREMENTS

Education and Experience

Applicants must meet all of the following qualifications:

1. Be actually in the government service;
2. Hold or had held a duly approved appointment to a supervisory position of at least section chief level or its equivalent, or an advisory, consultative, or other comparable staff position in the

classified service;

3. Have had at least 5 years of extensive and significant experience in a supervisory position which has provided a thorough knowledge of supervisory principles and methods, management and/or administration, or as adviser, consultant, or other comparable staff position in an area or field of specialization which has provided sufficient background to perform specialized functions. The experience required must have been of a progressively responsible character and the degree of responsibilities involved must be proportionately greater for each successively higher range allocation and/or salary level;
4. Possess first grade eligibility, or its equivalent (eligibility in examinations in professional, technical, or specialized fields); and
5. Hold a bachelor's degree including or supplemented by 12 units at the graduate level or 18 units at the undergraduate level in Public Administration or Management. The graduate units should include any combination of the following subjects: Introduction to Public Administration; Organization and Management; Public Personnel Administration; Public Fiscal Administration; Philippine Local Government Administration; or allied courses.

The undergraduate units should include any combination of the following subjects: The Philippine Administrative System; Introduction to Administrative Management; Introduction to Public Personnel Administration; Introduction to Public Fiscal Administration; Public Administration and the Economic Order; Politics and Administration; Administrative Law; Introduction to Local Government and Administration; or allied courses.

Applicants who possess any one (1 or 2) of the following combinations of education, training, and experience may also be admitted:

1. a. Hold a master's degree in Public Administration, or Management.
b. Meet Education and Experience requirements 1 and 4 above, and
c. Have at least 1 year of experience of the type described in Education and Experience requirement 3 above, or 2 years in a senior position in the classified service;
2. a. Hold a master's degree in their field of specialization (not Public Administration or Management),
b. Meet Education and Experience requirements 1, 4, and 5 above, and
c. Have had at least 2 years of experience of the type described in Education and Experience requirement 3 above or 3 years in a senior position in the classified service.

Substitutions allowed

- A. Deficiency in units in Public Administration or Management required may be offset, the substitution not to exceed 6 graduate units or 9 undergraduate units, by any of the following, each one credited 3 units:
1. A supervisory and/or personnel management course or seminar of at least 50 hours given by a government agency duly approved by the Civil Service Commission;
 2. A training course or seminar of not less than 3 months in the field of Public Administration or Management sponsored by the NEC-AID, Colombo, U.N., or other grants-in-aid programs;
 3. An executive development course conducted by the U.P. College of Public Administration, the Philippine Executive Academy, the Civil Service Commission, or similar institutions;
 4. Supervisory experience of the following kind:
 - a. 1 1/2 years of experience in the first line supervisory level (starting with chief of section or a comparable supervisory position);
 - b. 1 year of experience at the middle management level starting with the division chief where divisions compose the major organizational units; or a comparable supervisory position;
 - c. 1/2 year of experience at the administrative or top management level starting with director of a department, where departments are the major organizational units, or the regional director or branch manager, where there are regional offices or branches; or comparable supervisory positions.
- B. Three of the 5 years' experience under Education and Experience requirement 3 may be offset by units in Public Administration or Management at the rate of 6 graduate units or 9 undergraduate units for every year lacking of such experience. Only units earned in excess of the minimum required may be used for substitution.

Physical Condition

Applicants must be in good health and free from physical defects to enable them meet the physical standard deemed necessary for the position.

EXAMINATION FEE

An examination fee of P2.00 is charged each applicant for admission to the examination in accordance with Article VIII, Section 38 of R.A. No. 2260.

PHOTOGRAPH

Every competitor should attach to his application (C.S. Form 100) a 1" x 1" copy of his recent photograph properly signed by him.

What to file

1. C.S. Form 100
2. C.S. Form 47
3. Transcript of Records, Diploma, Special Order, or any other authentic evidence of
 - a. Completion of a bachelor's degree
 - b. Completion of master's degree (if any)
4. Credentials in support of the units in the Public Administration or Management claimed;
5. A service record duly certified by the employing agency;
6. A description of work for each period of employment in supervisory, advisory, or consultative positions including the following:
 - a. A concise and brief description of duties performed and responsibilities assumed;
 - b. The number and level of positions of employees supervised, the nature of the supervision exercised, and the supervision received;
 - c. The nature and scope of decision making and/or discretion exercised;
 - d. Three samples of written work (memoranda, policy recommendations, special duties of reports, etc.) officially submitted for consideration, in support to experience claimed in Education and Experience requirement 3.
7. A copy of the duly approved organization chart indicating the applicant's relative position in the organization;
8. Certificates of completion of supervisory or executive development course or seminar or in-service training;
9. Certificate or evidence of scholarship or training grants;
10. Certificates or awards for Meritorious Service or Outstanding Achievement.

Where to get forms:


The names of applicants should be forwarded to this Office c/o The Personnel Officer who will forward the necessary forms to the offices concerned. Forms may also be secured from the following branches of the Civil Service Commission: Dagupan City, Ilagan, Isabela, Naga City, Davao City, Zamboanga City, & Iloilo City.

Where and When to file:

All applications must be filed with the Personnel Division, NIA, Quezon City. Applications should be submitted to this Office as soon as possible but not later than April 30, 1972.

All Chiefs of Offices are advised to disseminate the above information to their employees performing supervisory duties.

Those who meet the admission requirements should be encouraged to apply for the examination.


ALFREDO L. JUINIO
Administrator

March 9, 1972