

MC # 39, s. 1972

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; PROJECT ENGINEERS AND CASHIERS OR SPECIAL DISBURSING OFFICERS; PROJECT MANAGER, NIA-ADB COTABATO IRRIGATION PROJECT; PROJECT DIRECTOR, NIA-UNDP GROUNDWATER DEVELOPMENT PROJECT; PROJECT CHIEF, MAGAT RIVER PROJECT FEASIBILITY STUDY
National Irrigation Administration

SUBJECT : Submission of Appointments of Personnel on the Daily Basis Effective July 1, 1972

You are hereby reminded that the appointments of your personnel on the daily basis will terminate on June 30, 1972. Those employees whose services are deemed necessary this coming Fiscal Year starting July 1, 1972 should be prepared and submitted to this Office for approval or attestation as the case may be.

The guidelines stated under NIA MC # 20, s. 1970, as amended by MC # 34, s. 1971 should be observed carefully, particularly the following requirements:

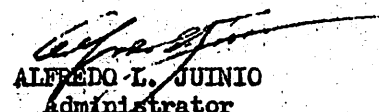
1. PDF's (3 copies only) must be properly accomplished. Duties stated must be those actually performed by appointee, not those copied word for word from the WAPCO Manual.
2. Duplicates of appointments should be accomplished on the prescribed forms. Attached are sample forms of appointments of laborers with conditions "x" and "y".
3. The age column for the Laboring Group should be filled up.
4. Copies of appointments and supporting papers should be legible if they are to be of any use.
5. At least six (6) copies of the appointments should be received at the Central Office.
6. The specific project against which the wages of the appointee are to be charged should be stated under the proper column. (If to be charged against several communal projects, specify the project at the start of employment).

It shall be the responsibility of the different heads of Regions, Projects, Systems, etc. to terminate the services of personnel whose services are no longer needed.

The heads of NIA-UNDP Groundwater Development Project and the Magat River Project Feasibility Study should submit their request for the renewal of appointment of the necessary daily personnel in their Head Offices together with their justification not later than June 15, 1972.

Employees who have no approved appointments after July 31, 1972 shall not be allowed to draw their wages.

Compliance herewith is enjoined.


ALFREDO L. JUINIO
Administrator

June 8, 1972

AFS jst

Plantilla of Temporary Appointment

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
REGION _____

PROJECT/SYSTEM _____
ADDRESS _____

(Date) _____

N A M E	DESIGNATION	RATE PER DAY	PERIOD OF EMPLOYMENT		IF RENEWAL STATE DATE OF EMPLOYMENT	AGE	REMARKS (State source of funds)
			FROM	TO			

The above-named personnel are hereby given temporary employment under Sec. 6 of R.A. 2260 as amended by R.A. 6040 at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid off anytime even before the expiration of the employment period when their services are no longer needed or if funds are no longer available.

SUBMITTED BY:

* RECOMMENDED/APPROVED BY:

* APPROVED/NOTED BY:

Regional Irrigation Engineer

ALFREDO L. JUINIO
Administrator

Cross out inapplicable word

(X) Subject to the provisions of law and rules on nepotism and on the employment of those with pending administrative or criminal cases.
6-15-78

(y) "Subject to immediate revocation if found, upon audit, to be performing classified duties (Sec. 24(f), R.A. 2260)."

By Authority of the Administrator:

RODELFO D. RIMANDO (X) (y)
Chief, Administrative Department