

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

MC # 46, s. 1972

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS; PROJECT MANAGERS/DIRECTORS/CHIEFS OF SPECIAL PROJECTS; REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Delegation of Authority to Approve Appointments

I. Monthly Appointments from range 26 up to and including range 48

Appointing Official - Assistant Administrator or the Chief, Engineering Department in the absence of the former

- UPRP Project Manager - for UPRP personnel

Approving Official - Administrator

II. Daily Appointments from range 26 up to and including range 48

A. Field Appointments

1. RENEWAL

a. Competitive Service -

Approving Official - Chief, Administrative Department or Chief, Personnel Division in the absence of the former (NIA Central Office)

- UPRP Project Manager for UPRP personnel

b. Non-Competitive Service -

Approving Official - Regional Irrigation Engineers

- Chiefs of Special Projects including UPRP

Attesting Official - Chief, Administrative Department or Chief, Personnel Division in the absence of the former

2. Original Appointments including Reemployment
from range 26 up to & including range 48
regardless of duration of employment

a. Competitive Service -

Approving Official - Assistant Administrator or
Chief, Engineering Dept.
in the absence of the former.

- UPRP Project Manager for
UPRP personnel

b. Non-Competitive Service (Laboring Group)

Appointments of one month or less

Approving Official - Regional Irrigation Engineers

- Chiefs of Special Projects

- Project Engineers of UPRP

Attesting Official - Chief, Administrative Dept.
or Chief, Personnel Division
in the absence of the former.

- UPRP Business Manager

Appointments exceeding one month

Approving Official - Assistant Administrator or
Chief, Engineering Department
in the absence of the former.

- UPRP Project Manager

3. Daily Appointments in the Competitive Service
Involving Change of Designation

Approving Official - Assistant Administrator or
Chief, Engineering Department
in the absence of the former.

- UPRP Project Manager

Henceforth, the required master lists for field daily appointments shall be submitted to cover only those appointments in the Competitive Service be they original, renewal or appointments involving change of designation.

These master lists shall be approved by the Assistant Administrator or the Chief, Engineering Department in the absence of the former official.

Field appointments should reach the Central Office not later than one (1) month after date of effectivity of said appointments otherwise, the same shall be returned without action.

B. Central Office Daily Appointments - Original, Renewal
or Change of Designation

Approving Officials:

Assistant Administrator - for employees under
the Management, Legal and PRO Staffs

Chief, Administrative Department - for Administrative
Department employees

Chief, Engineering Department - for Engineering
Department employees

Corporate Treasurer - for Treasury Department
employees


UPRP Project Manager - for UPRP employees

Personnel Action Slips which are prepared for monthly and original daily appointments for Central Office, UPRP Head Office, NIA-UNDP Groundwater Development Project Head Office and Magat Project Head Office personnel and requests for renewal of such appointments shall be approved by the Administrator. Moreover, it is hereby emphasized that all new appointees must report for duty NOT earlier than the effective date stated in their Personnel Action Slips.

Conversions of appointments from provisional/temporary status to permanent which do not fall under the above-cited authority require approval of the Administrator.

All appointments above range 48 shall be signed by the Administrator and coursed thru the Board of Directors for approval.

All other memoranda in conflict herewith are revoked and/or amended accordingly.


ALFREDO L. JUINIO
Administrator

AFS/tcg

Copy furnished:

The Civil Service Commission
San Francisco

July 27, 1972