

Republika ng Filipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Gusaling APC, Quezon Memorial Circle  
Diliman, Lungsod ng Quezon

MC # 17, s. 1973

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATOR; CHIEFS OF DEPARTMENTS; CHIEFS OF STAFFS; CHIEF, FINANCIAL PLANNING AND CONTROL DIVISION; CHIEF, ACCOUNTING DIVISION; REGIONAL IRRIGATION ENGINEERS; PROVINCIAL IRRIGATION ENGINEERS; OFFICERS-IN-CHARGE, PROVINCIAL IRRIGATION OFFICES; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE, IRRIGATION SYSTEMS; AND ALL OTHERS CONCERNED

SUBJECT : Guidelines for Classification of Positions in Accordance with the Budget Proposal

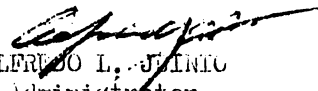
In order that the classification of positions for inclusion in the annual Budget of NIA may be made uniform, there is herewith attached Guidelines for Classification of Positions in accordance with the revised Budget Program Structure which has been submitted to the Budget Commission for the use of this Agency.

This guidelines indicate the budget program structure and their corresponding programmed project classification by organizational units within the revised staffing pattern of NIA.

It must be emphasized that the objective of identifying and classifying activities within the agency into their corresponding budget programs and projects require the proper determination and measurement of units of work so as to reflect the accomplishment in terms of activities. For this purpose, the basic unit of work measurement shall be in hectares to be placed under irrigation. If it is necessary that other sub-units of measure be ascertained and identified such as cost of: diversion works, canalization, canal structures, project facilities, and general administration cost, these sub-units of measure shall be consolidated into the basic unit of measure which is the number of hectares to be placed under irrigation.

All concerned are enjoined to act accordingly.

March 12, 1973

  
ALFREDO L. JUNCIO  
Administrator

**GUIDELINES FOR CLASSIFYING POSITIONS  
IN AGREEMENT WITH BUDGET PROGRAMS  
(Budget Program and Structure)**

**CURRENT OPERATING EXPENDITURES**

**PROGRAM I - General Administration**

**A. Project No. 1 - General Administration**

**1. Central Office -**

- a - Office of NIA Board (Board Secretary)
- b - Office of the Administrator & Assistant Administrator
- c - Management Staff
- d - Legal Staff
- e - Public Information Staff
- f - Administrative Department
- g - Finance Department
- h - Treasury Department
- i - Office of the Corporate Auditor

**2. Field Services -**

- a - Office of RIEs (RIE & STAFF)
- b - Administrative Division (Regional Offices)

**PROGRAM II - Investigation, Survey and Plan Preparation**

**A. Project No. 1 - Irrigation**

**1. Central Office -**

- a - Engineering Department (except Deepwell Drilling personnel complement)
- b - Deepwell Drilling Crew (Groundwater Division)

**2. Field Services -**

- a - Engineering Division (Regional Office)
- b - Provincial Irrigation Offices

**B. Project No. 2 - Agro-Economics Investigations**

**PROGRAM III - Operation, Maintenance and Repair Services**

**A. Project No. 1 - Irrigation**

- a - Operations Department (except Equipment Management Division)
- b - Operations Division (Regional Office)
- c - National Irrigation Systems

**B . Project No. 2 - Equipment**

- a - Equipment Management Division (Operations Department)
- b - Equipment Division (Regional Office)
- c - Group Pools (Regional and Provincial Offices)

**PROGRAM IV - Acquisition and Installation of Irrigation Pump Sets**

**Project No. 1 - Acquisition of Irrigation Pump Sets**

**Project No. 2 - Drilling and Installation of Pump Units**

**CAPITAL OUTLAYS**

**PROGRAM V - Construction of Permanent Improvement and Acquisition of Irrigation Heavy Construction Equipment.**

**A. Project No. 1 - Construction of Permanent Improvement**

- a - Communal Irrigation Projects
- b - National Irrigation Projects
- c - Multi-Purpose Projects

**B. Project No. 2 - Acquisition of Irrigation Heavy Construction Equipment**

- a - Purchase of Heavy Construction Equipment
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