

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

MC # 24, s. 1973

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS,
IRRIGATION SUPERINTENDENTS, OFFICER-IN-CHARGE OF
IRRIGATION SYSTEMS, PROJECT ENGINEERS AND MANAGERS
OF SPECIAL PROJECTS
This Agency

SUBJECT : Guidelines in the Preparation of Daily Appointments

Effective immediately, the following guidelines shall govern the submission of daily appointments to the Central Office;

- I. Appointments to positions under the exempt service (~~Laboring~~ Group) shall be accomplished on the usual plantilla of appointment form, each sheet to be limited to ten (10) names, whether renewals, original appointments or reemployment. All copies must be accomplished on the mimeographed form; not on plain onion skin.
- II. Appointments to positions in the competitive service shall be accomplished individually on Civil Service Form No. 33.
- III. The provisions of law and rules on nepotism and on the employment of those with pending administrative or criminal cases, shall be observed as usual. Likewise, the appointees must be assigned the duties attached to their positions, **generally**.
- IV. Requests for change of designations within the Competitive Service should bear the prior approval of the Administrator and the date of effectivity of such changes shall be determined by him. Such request must be accompanied by a strong justification from the field officials concerned.
- V. The source of funds shall always be indicated in the proper column/space. The project where the appointees are engaged at the start of employment should be indicated. If employees are expected to be charged to other projects during the course of their employment, it should be so stated in the appointment. Numbers should not be used for identification of source of fund.
- VI. Hiring rates should always be the minimum of the range. In case of reinstatements or transfers from other government offices, appointees may be proposed at their previous rates provided such rates do not exceed the maximum of the range of the position to which they are being appointed. Certified true copies of the appointment immediately preceding reinstatement and copies of latest wage adjustment, if any, should be attached to the proposal.

VII. Only Civil Service eligibles may be appointed to positions requiring Civil Service Eligibility. Non-eligibles may be appointed to such positions only upon presentation of evidence that there are no eligibles available as certified by the Civil Service Commission, Quezon City, or the Civil Service Regional or District Office, or if eligibles decline employment.

VIII. The Regional Irrigation Engineers/Project Managers are authorized to approve the appointments of their employees who fall under the Laboring Group regardless of duration of employment. These employees (Laboring Group) are entitled to payment of their wages upon approval of their appointments by the Regional Irrigation Engineer or Project Manager as the case may be.

IX. A clean legible duplicate of appointments of those under the Laboring Group bearing the initials of the approving officials should be submitted to the Central Office for attestation in bunch within fifteen (15) days after their issuance.

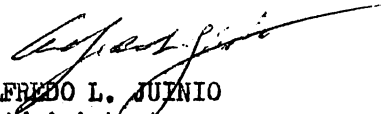
Any appointment not conforming with the herein instructions and requirements shall be held without action in this Office and a Memorandum requiring the submission of lacking data will be issued. If after one month from the issuance of said memorandum no reply is received, this Office will return the appointment without action.

Appointments of employees in the competitive services whose services are deemed necessary this coming July, 1973 should now be prepared and submitted to this Office for approval. It shall be the responsibility of the different heads of field offices to terminate the services of daily personnel whose services are no longer necessary.

The head of the NIA-UNDP Groundwater Development Project should submit his requests for the renewal of appointment of the necessary complement of daily personnel under the competitive service together with the justification not later than June 15, 1973.

This Memorandum Circular supersedes all previous Memoranda issued by this Office re-daily appointments.

Strict compliance hereon is enjoined.


ALFREDO L. JUNIO
Administrator

April 6, 1973
Enclosures:

- Annex A - List of Requirements for Daily Appointments.
- Annex B - Plantilla of appointment form.
- Annex C - Civil Service Form No. 33
- Annex D - Master List
- Annex E - Civil Service Form No. 203
- Annex F - List of positions under the Laboring Group.
- Annex G - List of positions with corresponding Civil Service Eligibilities.
- Annex H - List of positions with corresponding ranges and rates.

Requirements for Daily Appointments

No. of copies that
must be received at
the Central Office

I. COMPETITIVE SERVICE
(Positions not in the list of the Laboring Group)

A. Original Appointment or Reinstatement

1. C. S. Form No. 33 - 5 copies
2. Master List - 3 copies
3. Civil Service Form No. 212 - Personal Data Sheet - 2 copies
(Follow instructions thereon accordingly. Name and designation of official administering oath must be legible; additional information on additional sheet should be certified and signed by the appointee and by the official administering oath).
4. Civil Service Form 211 - Medical Certificate (Attach necessary documentary stamp and science stamp on original). Certificate of Physician must be properly accomplished, stating among other things whether appointee is physically and medically fit for employment or not). - 2 copies
5. Police Clearance - 2 copies
(Must be secured not earlier than six months at the time of proposal for appointment).
6. Photostatic/Xerox copy or certified true copy of Civil Service eligibility (Board and/or Bar eligibles who have not yet applied under R.A. 1080 should apply thru this Office). - 2 copies
7. WAPCO Form I-A - Position Description Form (Whenever an appointee has subordinates under him, Item 9 must be answered). - 3 copies
8. Civil Service Form 203 - Certification (To be signed by Regional Irrigation Engineer, Provincial Irrigation Engineer, - 3 copies

Project Engineer, Irrigation Superintendent, Officer-in-Charge or Project Manager as the case may be).

9. Passport size picture (for eligibles only) - 2 copies
10. Photostatic copy of driver's license (For driver designation only) - 2 copies
11. Certified true copy of latest approved appointment or of last notice of wage adjustment (For those proposed at rates higher than the minimum of the proposed position). - 3 copies
12. Approved permission to transfer and leave balance attested by the Auditor (For transferees). - 2 copies

B. Renewals

1. Civil Service Form 212 - 2 copies
2. Position Description Form (For change of designations only) - 3 copies

II. LABORING GROUP
(Exempt Service)

A. Original or Reinstatement for more than six (6) months

1. Civil Service Form No. 212
2. Civil Service Form No. 211
3. Police Clearance

No supporting papers are required for original appointments of casual laborers involving a period of six (6) months or less. However, renewal of appointments which would extend the duration of employment to more than six (6) months should be supported by the above requirements.

B. Renewal

1. Civil Service Form No. 212

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(National Irrigation Administration)
REGION

Anne B.

(2 2 2)

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.

* APPROVED/NOTED BY:

ALFREDO L. JUINIO
Administrator

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

Revised C.S. Form # 33 - Appointment

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

(Date)

Sir/Madam:

You are hereby appointed _____
in the _____
with compensation at the rate of _____
per day, the appointment to take effect: _____

Subject to availability of funds
& the contingency of the service.

(State character of appointment in the line, whether 'Temporary', 'Transfer',
'Reinstatement', 'Original', etc.)

Position to be filled: Daily Basis

Very truly yours,

Charged to: _____

APPROVED By Authority of the Board
Under Res. No. 282-66 as Amended
By Res. No. 534-67:

C.S. Eligibility: _____

Title of exam. taken _____

Place of exam. _____

Date of exam. _____

ALFREDO L. JUINIO
Administrator

(If appointee is a married woman, give
her maiden name.)

Performance Rating

Highest Educational Attainment

RECOMMENDED BY:

(Every appointment must be accompanied with C.S. Form 212, duly
accomplished by the appointee.)

/vss. 4-24-72

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

REGION _____

PROJECT/SYSTEM _____

ADDRESS _____

(Date)

Master List

NAME	DESIGNATION	EFFECTIVITY	RATE	REMARKS (State source of funds; justification for change of designation or for hiring)
1. Juan dela Cruz				
30. Juan dela Cruz				

SUBMITTED BY:

RECOMMENDED BY:

Chief of Office

Regional Irrigation Engineer

APPROVED FOR THE ADMINISTRATOR:

CONRADO G. MERCADO
Assistant Administrator

1st Indorsement

Respectfully returned.

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PA. IG
(National Irrigation Administration)
Lungsod ng Quezon

(Date)

The Commissioner
Civil Service Commission
Quezon City

S i r ;

In connection with the temporary employment of the following
employee(s):

N A M E

CLASSIFICATION

RATE
PER DAY RANGE (P _____ to P _____)

I hereby certify:

- That funds for the position(s) is/are available;
- That the positions has been classified by WAPCO & allocated as indicated above, and that the appointees have been assigned the duties attached to the said positions;
- That the provisions of laws and rules on promotion, seniority and nepotism have been observed; and
- That there is no pending administrative or criminal case against the proposed appointees.

Very truly yours,
FOR THE ADMINISTRATOR:

MODESTO S. ROSETTE
Head, Administrative Department

/fe
4-7-73