

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

MC # 29, s. 1973

MEMORANDUM CIRCULAR


TO : THE ASSISTANT ADMINISTRATOR; SPECIAL ASSISTANT; HEADS
OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION ENGINEERS
National Irrigation Administration

SUBJECT : Implementation of the Reorganization Plan of NIA as of
February, 1973 (Recruitment and Selection of Additional
Personnel)

You are hereby furnished for your information, reference and file, one copy each of the Reorganization Plan of NIA as of February, 1973 which has been approved by the NIA Board under Resolution No. 1970-73 dated April 11, 1973. Enclosed also are guidelines and policies that should be followed in the recruitment and selection of personnel to fill up existing vacant positions embodied in the reorganization. In this connection it is hereby directed that the Chief, Administrative Department formulate and develop orientation training to be given to new employees, so that they will be able to understand the workings of the organization and get a better insight of possible advancement within the organization.

All concerned in the recruitment and selection of additional personnel in conformity with the reorganization plan are enjoined to cooperate with the Chief, Administrative Department in order to avoid unnecessary delay in the implementation.

Please be guided accordingly.


ALFREDO L. JUNIO
Administrator

May 16, 1973

GUIDELINES AND/OR POLICIES IN THE RECRUITMENT
AND SELECTION OF PERSONNEL

Enumerated hereunder are proposed guidelines and policies that may be followed in the recruitment and selection of personnel:

1. For the purpose of maintaining and/or improving the morale of personnel in the NIA, existing vacant positions shall first be offered to and filled up by qualified officials or employees within the organization under our existing rules and regulations for personnel advancement.
2. Recruitment and selection of new applicants outside of the organization should be started immediately in order to avoid unnecessary delay. The immediate objective is to create a reservoir of new employees who will be on probation from where to draw the personnel to fill up the vacated unfilled and proposed new positions that are urgently needed.

For this purpose it is necessary that:

- a) We announce in the papers that NIA is in need of capable and qualified applicants to man existing vacancies indicating information on the location of these vacant positions.
 - b) The regional offices shall be furnished immediately one copy each of the reorganization plan for their guidance and reference so that they can also undertake simultaneous recruitment and selection of applicants coming from within their respective jurisdictions.
 - c) Immediate employment of applicants coming from outside of NIA shall be provisional in nature and the applicants shall first be extended temporary appointments and shall be paid on daily basis so that their fitness and capability to perform the work to be assigned to them may be tested and verified before extending to them permanent appointments.
3. Orientation training should be extended to these new employees on the organizational set up of the NIA so that they will be able to understand the working of the organization. It will also enable them to have a better insight of the NIA and anticipate their advancement within the organization.

*OK
Jiles*

DISTRIBUTION OF THE NIA REORGANIZATION PLAN (Modified)

	COPY NO.
1. THE ASSISTANT ADMINISTRATOR - - - - -	006
2. THE SPECIAL ASSISTANT/CHIEF, ENGINEERING DEPARTMENT - - -	003
3. THE CHIEF, OPERATIONS DEPARTMENT - - - - -	009
4. THE CHIEF, ADMINISTRATIVE DEPARTMENT - - - - -	004
5. THE CHIEF, FINANCE DEPARTMENT - - - - -	005
6. THE CHIEF, TREASURY DEPARTMENT - - - - -	011
7. THE CHIEF, LEGAL STAFF - - - - -	012
8. THE CHIEF, PUBLIC INFORMATION STAFF - - - - -	014
9. THE CHIEF, MANAGEMENT STAFF - - - - -	008
10. THE RIE-REGION I URDANETA, PANGASINAN - - - - -	015
11. THE RIE-REGION II SAN MATEO, ISABELLA - - - - -	016
12. THE RIE-REGION III QUEZON CITY - - - - -	017
13. THE RIE-REGION IV NAGA CITY - - - - -	018
14. THE RIE-REGION V ILOILO CITY - - - - -	019
15. THE RIE-REGION VI TACLOBAN CITY - - - - -	020
16. THE RIE-REGION VII MOLAVE, ZAMBOANGA DEL SUR - - - -	022
17. THE RIE-REGION VIII DAVAO CITY - - - - -	023
18. THE CHIEF, ENGINEERING DEPARTMENT - - - - -	024
19. THE CHIEF, NIA-UNDP GROUNDWATER DEVELOPMENT PROJECT - - -	025
20. THE CHIEF, HRAPS - - - - -	026

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

MC # 29-A, s. 1973

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATOR; SPECIAL ASSISTANT; HEADS OF DEPARTMENTS AND STAFFS; PROJECT MANAGER, UPRP; ACTING PROJECT MANAGER, AMIADP; REGIONAL IRRIGATION ENGINEERS; PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS; ALL OTHERS CONCERNED
This Office

SUBJECT : Modification of the Reorganization Plan Regarding Revision of the Territorial Jurisdiction of Regions 3 and 3-a

In order to clarify the territorial jurisdiction of the special projects, such as the Upper Pampanga River Project and the Angat-Magat Integrated Agricultural Development Project, it is hereby directed that the revised territorial jurisdiction of the regions concerned and special projects shall be as follows:

A - Region 3 shall consist of the following provinces:

1. Zambales
2. Pampanga
3. Bulacan
4. Bataan
5. Rizal
6. Mindoro Occidental
7. Romblon
8. Palawan

B - Region 3-a shall consist of the following provinces:

1. Cavite
2. Laguna
3. Batangas
4. Quezon
5. Marinduque
6. Mindoro Oriental

C - Upper Pampanga River Project shall consist of the provinces of:

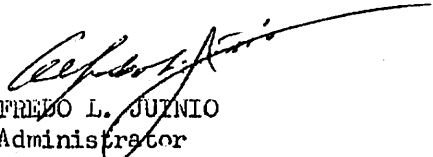
1. Nueva Ecija
2. Sub-province of Aurora
3. Functional supervision includes other Central Luzon provinces covered by its feasibility studies.

D - Angat-Magat Integrated Agricultural Development Project shall consist of the following:

1. Angat River Irrigation System, including proposed extension.
2. Magat River Irrigation System, including proposed extension.

This revision is necessary in order to delineate jurisdictional responsibilities of the special projects and regions, and balance the work load distribution between the two (2) regional engineers.

The corresponding tabulation of pages which are superseded and the insertion of new pages in the manual on the reorganization plan will be distributed at a later date.


ALFREDO L. JUNIO
Administrator

REGI

0 SAN
RIZA
CAVI
QUEZ
LAGU
BATAI
MARIA
MINDO
MINDO
BOMBI

REGI

0 ILO
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REGI

0 PAGADI
ZAN
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PROPOSAL II & III

PROPOSED EIGHT REGIONAL OFFICES WITH TWO SUB-REGIONAL OFFICES



REGION 1

O URDANETA, PANGASINAN
ILOCOS NORTE
ABRA
ILOCOS SUR
MT. PROVINCE
BENGUET
LA UNION
PANGASINAN
TARLAC

REGION 2

O SAN MATEO, ISABELA
BATANES
KALINGA-APAYAO
CAGAYAN
IFUGAO
ISABELA
NUVA VIZAYA

REGION 3

O PLARIDEL, BULACAN
ZAMBALES
NUEVA ECIJA
PAMPANGA
BULACAN
BATAAN
AURORA (SUB-PROV.)
PALAWAN
Rizal
Laguna
Mindoro Oriental, Occidental

REGION 4

O NAGA CITY, CAM. SUR
CAMARINES NORTE
CAMARINES SUR
ALBAY
CATANDUANES
SORSOGON
MASBATE

REGION 5A

O SAN PABLO CITY, LAGUNA
RIZAL
CAVITE
QUEZON
LAGUNA
BATAANGAS
MARINDUQUE
MINDORO OCC.
MINDORO OR.
ROMBLON

REGION 6

O TACLOBAN CITY, LEYTE
NORTHERN SAMAR
WESTERN SAMAR
EASTERN SAMAR
CEBU
NORTHERN LEYTE
BOHOL
SOUTHERN LEYTE

REGION 7

O ILOILO CITY
AKLAN
ANTIQUE
CAPIZ
ILOILO
NEGROS OCC.
NEGROS OR.

REGION 8A

O DAVAO CITY
O CAGAYAN DEORO CITY
SURIGAO DEL NORTE
SURIGAO DEL SUR
CAGAYAN
AGUSAN DEL NORTE
AGUSAN DEL SUR
MISAMIS OR.
MISAMIS OCC.
BUKIDNON
LANAO DEL NORTE
LANAO DEL SUR
DAVAO DEL NORTE
DAVAO DEL SUR
DAVAO ORIENTAL

REGION 7

O PAGADIAN CITY, ZAMB. DEL. SUR
ZAMBOANGA DEL NORTE
ZAMBOANGA DEL SUR
SULU ARCHIPELAGO

REGION 8

O MARBEL, COTABATO
NORTH COTABATO
SOUTH COTABATO
BUKIDNON
MISAMIS ORIENTAL
CAGAYAN

LEGEND

O Headquarters

drafted by
RRC
6-23-73

NOTE: REGIONALIZATION UNDER
APPROVED MHA REORGANIZATION
FEB. 1973

PROPOSED

	POTENTIAL AREA (1000 ha)	EXISTING IRRIGATION SYSTEM			
		NATIONAL	COMMUNAL	PUMP	TOTAL
Bataan	132	292	667	163	1122
Pampanga	12876	1489	1260	2854	3603
Zambales	6034	582	764	123	1471
Ryall	2448	24	819	265	1108
Marikina	545	22	175	34	231
Marikina Occ.	5325	-	248	360	608
	27360	2409	3955	3799	10163
D-A					
Batangas	2617	84	79	1261	1424
Canib	2065	1501	77	160	1737
Laguna	2696	1112	328	301	1741
Marikina	450	12	64	37	113
Marikina Oriental	4284	806	167	526	1799
Palawan	6517	-	-	68	68
Quezon	3542	449	93	632	1174
	22171	3964	808	3285	8056

PRESENT

REGION II		POTENTIAL AREA (1000 ha)	REGION III	
1	Bataan	1706	1	
2	Bulacan *	9984	2	
3	Marikina City **	23435	3	
4	Pampanga	12876	4	
5	Quezon **	1110	5	
6	Tambales	6034	6	
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* To be placed under AMIADP
 ** Under UPRP