

(National Irrigation Administration)
Lungsod ng Quezon

MC # 53, s. 1973

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS
This Agency

SUBJECT : Recruitment, Selection and Appointment
of Personnel

In view of the implementation of the integrated reorganization of the NIA, staffing patterns of which were furnished you under MC #29, series of 1973, you are hereby directed to recruit, select and recommend/approve appointments of personnel within your respective regions in accordance with the guidelines herein set forth:

A - Appointment:

1. The Regional Irrigation Engineers shall approve appointments on the daily basis up to range 44, whether original, renewal or change of designation in the competitive or non-competitive service, within their respective regions.
2. Daily appointments to positions in the competitive service approved by the RIE shall be forwarded to the Civil Service Commission for attestation thru the Administrator, Attention: Personnel and Training Division, for better coordination.
3. All appointments above range 44 shall be submitted as usual to the Central Office for approval.

B - Recruitment and Selection

1. All vacancies indicated in the attached list should be filled up, priority to be given key positions such as heads of Provincial Irrigation Offices, Systems, Projects, Divisions and Sections.
2. Appointees are to be selected according to the following priorities:
 - A. Monthly NIA employees within the region;
 - B. Monthly NIA employees from Central Office or other Regional Offices seeking transfer (to)
to your region;
 - C. Daily employees within the region for positions at the entrance level;
 - D. Civil service eligible employees from other government offices who are certified as displaced/laid-off because of reorganization;
 - E. Applicants from other sources to be appointed on the daily basis for a probationary period not exceeding 6 months.

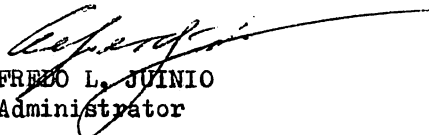
authorized to issue designations in acting capacity, not to exceed 6 months, to personnel who meet the minimum qualification requirements of the vacancy in their respective regions. If not available, new recruits qualified to fill the vacancies shall be appointed on a temporary basis not to exceed 6 months.

4. It is understood that the Civil Service Qualifications Manual (Green Book) should serve as reference when screening candidates.
5. No employee should be proposed under a temporary status if there are other candidates including those on the daily basis who are qualified for permanent appointment.
6. A report (Annex B) of action taken hereon shall be submitted to the undersigned at the end of every quarter.
7. Regional Irrigation Engineers should furnish the Central Office, Attention: Personnel and Training Division, with a list of positions for which no immediate candidates are available, for assistance in recruitment.

The Central Office will furnish the Regional Irrigation Engineers a list of applicants. Regional Irrigation Engineers in turn should furnish the Central Office and other regions with names of their employees seeking transfer thereto. A sample notice of announcement for transferees is attached.

The undersigned will inform the Regional Irrigation Engineers when appointments to new positions (with asterisk) in the Staffing Pattern may be made. In the meantime, you may start screening candidates for these new positions. If there are no qualified candidates within the NIA, you may hire employees on the daily basis and charge their wages to whatever funds are available in the region.

This Memorandum Circular takes effect immediately.


ALFREDO L. JUNIO
Administrator

Encl.: A/S

July 18, 1973

Quarterly Report on Recruitment and Selection of Personnel
For the Period July - September, 1973

(1)	(2)	(3)	(4)	(5)	(6)	(7)
s filled by Appt. A.No. Title	Positions filled by Desig. in Actg. Capacity	Name of Appointee	Former Sta. of Appointee	Date Released to C.O./ Date Designated	Action Taken (To be filled by C. O.)	Remarks

No. of vacant positions as of July 1, 1973

Positions filled up during the previous period

(Applicable for the period ending September 30, 1973)

(Include positions filled in acting capacity)

Positions filled up during the period under review

Positions not yet filled

No.

%

Prepared by:

Administrative Officer

Submitted by:

Regional Irrigation Engineer

submitted to the C.O. not later than the 10th of the following month after the quarter.