

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

MC # 1, s. 1974

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION ENGINEERS;
OFFICERS-IN-CHARGE OF IRRIGATION
SYSTEMS, PROVINCIAL AND PROJECT
IRRIGATION ENGINEERS
National Irrigation Administration

SUBJECT : Preparation of Monthly Appointments
in the Field Offices

In view of the forthcoming approval of the new positions in the NIA, appointments to which are expected to pour in, field officials are hereby directed to prepare the monthly appointments of their recommendees on the herein prescribed forms and submit them to the undersigned for approval, effective immediately.

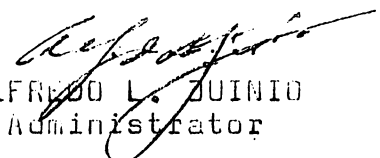
Appointments beyond Range 48 which require Board approval shall be prepared by the Central Office as usual.

Attached is the sample format to be used in submitting monthly appointment proposals.

The date of effectivity of the appointments of NIA employees shall be the 1st or 16th of the month, whichever is nearer to the date of recommendation of the Regional Irrigation Engineer to the Administrator. For transferees and newcomers, however, the date of effectivity shall be "upon approval of the Administrator."

Approval of monthly appointments will eventually be delegated to RIE's when the Civil Service shall have delegated attestation of appointments to its Regional Offices.

Please be guided accordingly.


ALFREDO L. QUINIO
Administrator

January 2, 1974

Encl.: Recommendation
1st Indorsement to WAPCO/C.S.C.
C. S. Form #33
C. S. Form #203
Letter to the Director, WAPCO
(For salary of 14404/a and above)

AFS/fe

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

1st Indorsement

Respectfully forwarded to the Honorable, the Commissioner of Civil Service, Quezon City, thru the Director, WAPCO, Quezon City, the herein appointment of M _____ duly signed by the Administrator, as _____ at P _____ per annum effective _____ for appropriate action.

The proposed appointee will fill Item No. _____

MODESTO S. ROSETTE
Chief, Administrative Department

Enclosures:

- ☒ Personal Data Sheet (C.S. Form 212)
- ☒ Medical Certificate (C.S. Form 211)
- ☒ Certification of Funds (C.S. Form 203)
- ☒ P. D. F. (WAPCO Form No. 1-A)
- ☒ Police Clearance
- ☒ Notice of Civil Service Eligibility
- ☒ Malacañang Authority under Administrative Order No. 171, as amended
- ☒ Certification as to Urgency of Position

/dfu
9/10/73

Revised - January 1963

Republic of the Philippines
NATIONAL IRRIGATION ADMINISTRATION
(Department or Agency)

(Date)

Sir/Madam:

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

(State character of appointment in this line, whether 'Permanent', 'Provisional',
'Temporary', 'Promotion', 'Transfer', 'Reinstatement', etc.)

Position to be filled: _____

Item No. _____ Page _____ R.A. _____, ~~Very~~ Very truly yours,

C.S. Eligibility: _____

Title of exam. taken _____

Place of exam. _____

Date of exam. _____

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

Performance (efficiency) Rating: _____

Highest educational attainment: _____

Comm. of Civil Service

If this is an original appointment, state whether prior certification has been
secured from the Civil Service Commission _____ Yes _____ No.

If submitted as an exception to Sec. 256 of the Revised Adm. Code, state
reason/s. _____

If appointment is vice some other employee who has been dismissed, sus-
pended, or has a pending administrative case or whose appointment is pro-
tested, so state, giving name of employee. _____

(Every appointment must be accomplished with C.S. Form No. 212, duly
accomplished by the appointee.)

REPUBLIC OF THE PHILIPPINES
PAMBANSANG PANGASIWAAN NG PATUBIG
Lungsod ng Quezon

C E R T I F I C A T I O N

The Commissioner of Civil Service
Quezon City

Sir:

In connection with the proposed appointment of _____
as _____ at
(P. _____) per annum, effective _____, 19 _____ in
this Office, I hereby certify:

- A. That funds for the position are available;
- B. That the position has been classified by WAPCO as _____
and allocated to Range _____
(P. _____), and that the appointee has been
assigned the duties attached to the said position;
- C. That the provisions of law and rules on promotion, seniority
and nepotism have been observed;
- D. That there is no pending administrative or criminal case
against the proposed appointee;
- E. That the provisions of CSC Memorandum Circular No. 6, series
of 1967, have been observed.

For the Administrator:

MODESTO S. ROSETTE
Chief, Administrative Department

(Date)

¹ If the position has not been classified, the a
sent to WAPCO. If the position is not covered
there is no need for this certification.

² In case there is a pending administrative or
the person proposed for appointment, the p
should be stated.

³ If the proposed appointment does not involve
from one agency to another, this item sh

/dfh...
8/23/73

IMPORTANT - Please read instructions before filling in this form

Republic of the Philippines

BUDGET COMMISSION

Wage & Position Classification Office

1. Department, Corporation or Agency

NATIONAL INVESTIGATION ADMINISTRATION

POSITION DESCRIPTION FORM

2. Bureau, Office or Unit

Present Appropriation Act No.

Item No.

3. Place of Work

Prev. Appropriation Act No.

Item No.

4. Name of Employee

6. WAGG Classification of this position (Leave blank)

(Family Name) (Given Name) (M.I.)

5. Official designation of Position

6a. Authorized Salary

6b. Other Compensation (P)SI

Actual Salary

7. Working or Proposed Title

7a. Class Title (Classification Delegated to Agency)

8. Statement of Duties: If more space is needed, please attach additional sheets

Percent of Working Time

DUTIES

9. Names, Titles and Item numbers of those directly supervise. (If more than seven (7) list only their numbers and titles)

10. List any machines, equipment (Office, automatic, construction, etc.) or tools regularly operated or used by you in doing your work.

11. Certificate of employee: I hereby certify that the above information supplied by me is correct and complete as to fact, that it is expressed in my own words, and that it describes my work as I understand it.

Date:

12(a) Certificate of immediate Supervisor: I hereby certify that I have carefully considered the answers of this employee to the foregoing items and that to the best of my knowledge they are correct and complete as to the facts concerning this position, with the following exceptions, if any:

12(b) Indicate the required qualifications by years and kind of education and experience you would consider as a minimum in filling a vacancy for this position in mind rather than the qualifications of present incumbent. This item should be filled for all positions other than teaching.)

EDUCATION:

EXPERIENCE:

12(c) What licenses or certificate, if any, are required to do this work?

Signature, Title and Item number

Date:

Signature, Title and Item Number

Date:

13. DUTIES CONFIRMED:

14. APPROVED For the Administrator:

Date:

Date:

15. General Remarks about the position:

5/11/73

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

(Date)

The Director
Wage and Position Classification Office
Quezon City

S i r :

I wish to inform you that the appointment proposed for M _____, as _____ in _____, this Office, at P _____ per annum may be given due course, pursuant to the provisions of Administrative Order No. 171, series of 1956, as amended by Executive Order No. 218, s. 1970 and pursuant to Memorandum Circular 328 dated March 9, 1970 of the Office of the President, effective _____, subject to the condition that the said appointment is in accordance with the required Merit Promotion Plan, the provisions of Republic Act No. 2260, as amended by R.A. 6040 and the Revised Civil Service Rules.

Very truly yours,

By Authority of the President:

ALFREDO L. JUINIO
Administrator

/dfu

3/21/73

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

Date

Administrator
National Irrigation Administration
Quezon City

We are forwarding the herein appointment/s of the employee/s listed hereunder, recommending approval thereof.

Very truly yours,

Recommending Official
(RIS, Project Manager)

Submitting Official
(PIE, Chief of System)

<u>Name</u>	<u>Present</u> Station <u>Designation/Rate/Item</u>	<u>Proposed</u> Station <u>Designation/Rate/Item</u>	<u>C.S. Eligi-</u> <u>ability</u>	<u>Date last</u> <u>Promoted</u>	<u>Latest</u> <u>Perf. Rating</u>	<u>REMARKS</u>
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Encl.: (Place an "X" in the corresponding boxes)

☐ C.S. Form 33

☐ C.S. Form 203

☐ Medical Certificate

☐ Police Clearance

☐ C.S. Form 212 (Revised)

☐ Driver's License

☒ Information Sheet for purposes
of Adm. Order 171 (P____ above)

☐ Evaluation sheet (when there are
several candidates next in rank)

☐ Indorsement To C. S. C.

☐ Certificate as to urgency of position

☐ Notice of C.S. Eligibility

☒ Position Description Form

☒

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

Date

IRDA, Administrator
National Irrigation Administration
Quezon City

Sir:

We are forwarding the herein appointment/s of the employee/s listed hereunder, recommending approval thereof.

Very truly yours,

Recommending Official
(RIE, Project Manager)

Submitting Official
(PIE, Chief of System)

Name	Present	Station	Proposed	Station	C.S. Eligibility	Rate Last	Latest	REMARKS
	Designation/Rate/Item		Designation/Rate/Item			Promoted	Perf. Rating	

Enclosure (Place an "X" in the corresponding boxes)

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- ☐ C.S. Form 203
- ☐ Medical Certificate
- ☐ Police Clearance

- ☐ C.S. Form 212 (Revised)
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