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

MC // . s. 1974

MEMORANDUM CIRCULAR

ΤO

: 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, affective 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 nearcr 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.

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January 2, 1974

Encl.: Recommendation 1st Indorsement to WAPCU/C.S.C. C. S. Form #33 C. S. Form #205 Letter to the Director, WAPCU (For selery of 4404/a and above).

AFS/fe

Lungsod na Cuezon (National Irrigation Administration) PAMBARGTHETTER DE PAMBARGE PALITRIC Lungsod ng Quezon

1st Indersement.

Respectfully forwarded to the Honorable, the Commissioner of **Giv**il 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!

9/10/73

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) blice Clearance Notice of Civil Service Eligibility Malagafiang Authority under Administrative Order No, 171, as amended Certification as to Urgency of Position /dfu

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Revised – January 1963	
Republik of the Philippines	
NATIONAL IRRIGATION ADMINISTRATION (Department or Agency)	
(Date)	
Sir/Madam:	
You are hereby appointed	
n the	with
besos per annum, the appointment to take effect:	
State character of appointment in this line, whether 'Fermanent', 'F	Provisionali
Temporary, Promotion, Transfer, Reinstatement, etc.)	· · · · · · · · · · · · · · · · · · ·
Position to be filled: Item NoPageR.AVery truly yours,	
C.S. Eligibility: Title of exam.taken	
Flace of exam	
Date of exam If appointee is a married woman, give her	
maiden name.)	
	1748 1888 1999
Ferformance (efficiency) Rating:	
Highest educational attainment; Comm. of Civil Ser	rvice
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If this is an original appointment, state whether prior certification h secured from the Civil Service CommissionYes If submitted as an exception to Sec. 256 of the Revised Adm. Cod	_No.
réason/s.	d avg_
If appointment is vice some other employee who has been dismisse pended, or has a pending administrative case or whose appointme tested, so state, giving name of employee. (Every appointment must be accomplished with C.S. Form No. 21	nt is pro-
pended, or has a pending administrative case or whose appointme tested, so state, giving name of employee.	nt is pro-

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Republic of the Philippines PAMBANSANG PANGASIWAAN NG PATUBIG Lungsod ng Quezon

The Commissioner of Civil Service Quezon City

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Siri

In connection with the proposed appointment of

a' per annum, effective 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..... P), and that the appointee has been assigned the duties attached to the said position;

- G, 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 Mamorandum Circular No.6, series of 1967, have been observed.

For the Administrator:

MODESTO S. ROSETTE Chief, Administrative Department

(Date)

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.

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

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

/dfy... 8/23/73

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oftemontud (soff10) tramdiu6so senthosm vnsttetu House & the state of the state CALENDER TO THE REAL OF THE OF **拉动动脉 他回归**中2008 de lie dity their numbers of those directly supervise. (If more than Indianal ... Please road business busies a filling in this form Republika ng Pilipinas PAMBANSANG PANGASIWAAN NG PATUBIG (National Irrigation Administration) Lungsod ng Quezon (Date) The Director Wage and Position Classification Office Quezon City Sir: I wish to inform you that the appointment proposed for M as • __, this Office, at P in 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) Lungmod ng Quezon

Administrator ional Irrigation Administration zon City

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

Very truly yours,

Submitting Official Recommending Official (PIE, Chief of System) (RIE, Project Manager) Proposed Present Station Station C.S. Eligi-Date Last Latext REMARKS Designation/Rate/Item Designation/Rate/Item Promoted Perf. Rating wibility Name acl.: (Place an "X" in the corresponding boxes) C.S. Form 33 C.S. Form 212 (Revised) Indorsement To C. S. C. C.S., Form 203 Driver's License Certificate as to urgency of position Medical Certificate Notice of C.S. Eligibility Information Sheet for purposes of Adm. Order 171 (P_____ above) Police Clearance Position Description Form Evaluation sheet (when there are Several candidates next in rank

Date

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

Date

LEGA : Administrator LEGO i ional Irrigation Administration 2 MORAZON City

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

Recommending Official (RIE, Project Manager) <u>Present</u> Station N a m e Designation/Rate/Item Desi

Proposed tation S<u>tation</u> tem D<u>esignation/Rate/Item</u>

Submitting Official (PIE. Chief of System)

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Promoted Perf. Rating

Very truly yours,

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C.S. Elizi-

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REMARKS

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Several candidates next in rank