

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

MC # 27, s. 1974

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS;
ALL HEADS OF DEPARTMENTS AND STAFFS;
REGIONAL, PROVINCIAL AND PROJECT
IRRIGATION ENGINEERS; IRRIGATION
SUPERINTENDENTS AND/OR OFFICERS-
IN-CHARGE OF IRRIGATION SYSTEMS;
CHIEFS OF SPECIAL PROJECTS; AND
ALL OTHERS CONCERNED
National Irrigation Administration

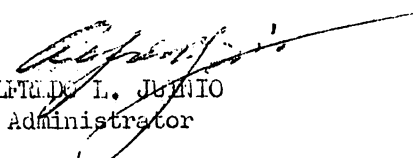
SUBJECT : Guidelines for the Establishment of a
System of Rotation and Re-Assignment
of Personnel in the Career Civil
Service, NIA

Pursuant to Administrative Order No. 272 dated February 15, 1971 of the President of the Philippines and to Memorandum Circular No. 537 dated February 1, 1972 of the Executive Secretary, there is attached herewith for your information and guidance, guidelines on a system of rotation and re-assignment of personnel in the career civil service as created under Office Memorandum No. 4, s. 1972 of this Agency.

In this connection, all parties concerned are hereby directed to adhere to these guidelines in the implementation of rotation and re-assignment of personnel in the NIA.

All memorandum circulars/orders inconsistent herewith are hereby modified and/or amended accordingly and this memorandum circular takes effect immediately.

Please be guided accordingly.


ALFREDO L. JUNIO
Administrator

MAY 24, 1974
April 18, 1974

GUIDELINES FOR THE ROTATION AND ASSIGNMENT OF OFFICIALS

AND EMPLOYEES IN THE CAREER CIVIL SERVICE, NIA

(A) (FOR PURPOSES OF PROMOTION AND ADVANCEMENT)

I - PURPOSES AND OBJECTIVES -

- (a) To enable employees to understand the workings of different units of the organization and how they relate to each other.
- (b) To develop a reservoir of well-trained personnel of wider perspective, integrity, ability and industry, to man new additional and/or expanded activities and/or projects of NIA.
- (c) To create channels of advancement and promotion of capable, competent and deserving officials and employees of NIA.
- (d) To maintain and improve the morale and camaraderie of employees and officials.

II - GUIDING PRINCIPLES -

- (a) No official or employee shall be considered indispensable in his job in the organization. There shall preferably be understudy (ies) for each position, but the rotation is not a commitment for subsequent appointments.
- (b) Officials and/or employees to be rotated shall be selected on the basis of:
 - 1. Very high potential for acquiring and adopting new skills and knowledge.
 - 2. Demonstrated high degree of integrity, capability and/or industry.
 - 3. Good prospect of advancement in the organization.
 - 4. Willingness to be relocated if opportunities for advancement and promotion become available.
- (c) The rotation of officials/employees shall be subject to existing civil service law and rules. It must be for a period of three months unless earlier terminated or further extended. However, any early termination or extension should be properly justified and agreed upon by the employees' respective supervisors.
- (d) It is the primary responsibility of Heads of Departments, Staffs, Divisions, Sections and Units to train the personnel assigned to them on the job responsibilities of their service.
- (e) For records and evaluation purposes, all rotation activities should be submitted to the Committee on the Establishment of the System of Rotation and Assignment of Personnel in Career Civil Service, c/o The Committee's Staff Officer.

III - CHANNELS OF MOVEMENT, ROTATION AND ASSIGNMENT -

- (a) For Central Office Personnel
 - 1. To the regional, provincial, systems and/or project offices.
 - 2. Within the Central Office
 - a) From section to section; from division to division within the departments
 - b) From department of similar or related functions.
 - c) From departments as understudy in the different staffs of the Administrator.

3. From the Agency (NIA) to other agencies of the government such as the NEDA, NPC, MESS, DPWTC, DMS, DLGCD.

(b) For Field Personnel in the Regions, Provincials, Systems and Project Offices:

1. To any of the different departments and staffs in the Central Office where prospects for absorption into the unit, section or division is high.
2. From the project offices in the Region, to the Provincial Offices, Irrigation Systems or Regional Offices or vice-versa to round-off experiences and familiarity in the major activities in (a) investigation, survey and plan preparation; (b) project construction and execution; (c) operation and maintenance of irrigation systems.
3. For Equipment Personnel
 - a) From the group pools to the regional depot, of vice-versa
 - b) From the region to the Central Office

IV - JUSTIFICATIONS -

1. The selection process will identify the employees and officials with talent, skills and capabilities with the most potential for advancement in the different units.
2. Under the competitive system, people work harder to gain recognition and place themselves in line for advancement under the selection process.
3. Employees and officials will be able to develop skills and capabilities in areas than their present assignment; broaden their outlook and perspective of the objectives and goals of NIA; and inject new blood and fresh ideas in the recipient units.
4. Movement through rotation overcomes monotony; improves morale, personality; increases the aspirations of people through improved knowledge, capabilities and skills.

**GUIDELINES ON THE ROTATION AND/OR ASSIGNMENT OF
OFFICIALS AND EMPLOYEES IN THE CAREER CIVIL SERVICE, NIA**

(B) (FOR PURPOSES OF IMPROVING PERFORMANCE AND WORKING RELATIONSHIP)

I - PURPOSES AND OBJECTIVES

- E -** To adjust environment and working relationship of officials and employees adversely affected by their present working condition and working relationships in order to improve their performance.

II - GUIDING PRINCIPLES

B - 5

Officials and employees whose performance do not attain the usual standard are generally adversely affected by personnel problems, low level of capability, mal-adjustment in their working environment and working relationships within their assignment.

III - CHANNELS OF MOVEMENT, ROTATION AND ASSIGNMENT

- C -** For personnel in the Central Office and in the field services.

Channels of movement and reassignment shall generally be horizontal in nature. Relocation and reassignment of these individuals in the Central Office shall generally be either within the division or within the staffs and the departments. In the field services it shall be between the divisions, provincial and/or systems; and/or within the region itself.

IV - JUSTIFICATION

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Low level of performance by individuals usually indicate; lack of motivation, inadequate training extended by supervisors, inability on the part of the supervisor and subordinate to cooperate together on the basis of human dignity. The relocation and reassignment is an opportunity for the individual to have a second chance to adjust himself to the new situation and enable him to improve his performance.