

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

MC # 77, s, 1975

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS & STAFFS; HEADS OF SPECIAL PROJECTS; CHIEFS OF DIVISIONS AND SECTIONS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES; AND ALL OTHERS CONCERNED  
~~This Office~~

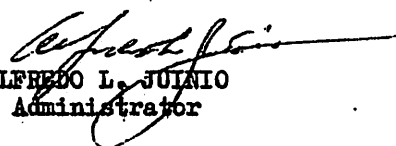
SUBJECT : Manual on Personnel Recruitment and Selection

In line with the objectives of a dynamic and progressive personnel program, this Office has taken steps to standardize its employment procedures. For this purpose, a Manual on Personnel Recruitment and Selection has been designed to emphasize among other things NIA's objectives of hiring only competent and qualified personnel, of establishing control in the number of employment and of reducing the possibility of haphazard and whimsical personnel recruitment. The Manual also enumerates the steps in the recruitment and selection process, criteria for selection of employees, employment requirements, responsibilities of organizational units and officials in the recruitment and selection process, as well as restrictions on transfers. It likewise includes sample forms to be used for purposes of requesting personnel, interviewing and screening applicants, and hiring personnel.

It is therefore directed that the procedures prescribed in the attached Manual be adopted immediately.

This Memorandum supersedes all other memoranda on the same subject matter.

Please be guided accordingly.

  
ALFREDO L. JUNIO  
Administrator

APB/AB:lp

November <sup>11</sup>~~10~~, 1975