

Republika ng Pilipinas
PAMBANSANG FANGASIWAAN NG FATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC #17-B, s. 1976

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; HEADS OF SPECIAL PROJECTS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL IRRIGATION ENGINEERS; SUPERINTENDENTS OF IRRIGATION SYSTEMS; PROJECT ENGINEERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT: Retention of the Title of Bindery Helper in the NIA Classification Plan and Renewal of Daily Appointments

The position title, Bindery Helper, Grade 2, with a minimum daily rate of P11.67, shall be retained in the NIA Classification Plan. The title shall be used only for incumbents of the position of Bindery Helper as of March 31, 1976. Henceforth, no new appointees shall be appointed as Bindery Helpers. In its stead, the title Office Helper shall be used with the following qualification requirements:

- (a) Any combination of training and experience equivalent to graduation from high school and vocational training in general office work or completion of two years college work;
- (b) At least 3rd grade eligibility.

Incumbents of positions which were upgraded under Phase III without a change in position title shall be issued notices of wage adjustment while incumbents of positions which were retitled with or without an accompanying upgrading shall be issued appointments, the effectivity of both shall be reckoned from the date they discharged the duties and responsibilities of the position but not earlier than April 1, 1976 and will terminate on June 30, 1976. Personnel whose services are still deemed necessary to maintain the smooth operation of the office may be recommended for further appointment effective July 1, 1976. Requests for renewal of appointments with the accompanying justification and the duly accomplished Personal Data Sheets of recommendees should be submitted to their respective responsibility centers not later than June 20, 1976.

When preparing daily appointments, the applicable phrase hereunder should immediately follow the new designation and rate on CS Form #33:

"Retitled and adjusted under the NIA Classification and Pay Plan" (for retitled positions with accompanying wage adjustment)

"Retitled under the NIA Classification and Pay Plan" (for retitled positions only at same wage).


ALFREDO L. JUINIO
Administrator

May 12, 1976