

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

MC# 19, s. 1976

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEAD OF
DEPARTMENTS AND STAFFS; HEADS OF SPECIAL
PROJECTS; REGIONAL IRRIGATION DIRECTORS;
PROVINCIAL IRRIGATION ENGINEERS; SUPER-
INTENDENTS OF IRRIGATION SYSTEMS; PROJECTS
ENGINEERS
National Irrigation Administration

SUBJECT : Guidelines in the Implementation of the
Revised Re-Organization Plan of the NIA.

The positions reflected in the official copy of the
Plantilla of Personnel furnished you are hereby categorized
as follows:

- GROUP I - Existing positions under PD #733 whose titles
and salary grades under the NIA Position
Classification and Pay Plan have been
maintained.
- GROUP II - New positions under PD #552.
- GROUP III - Existing positions under PD #733 which were
upgraded and/or retitled.

- A. Appointments to vacancies under the
three groups above shall take effect
upon approval of the Administrator.
- B. Upgrading without change in title.

Incumbents of items which were up-
graded without a change in position
title shall be issued notices of
adjustment effective as of the date
they were performing the duties
attached to their positions as finally
upgraded but not earlier than July 1,
1975 provided they have been dis-
charging such duties efficiently.
Notices of adjustment under Phase I
shall be prepared in the Regional
Office/Special Projects Offices with
an accompanying certification of the
Chiefs thereof that they have been
discharging efficiently the duties
attached to the positions as upgraded
since the recommended date of effect-
ivity, and shall be forwarded to the
approving official concerned (MC #54-A,
S. 1975).

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C. Retitling and upgrading

Incumbents of positions which were retitled with an accompanying upgrading shall be issued appointments effective upon approval of the Administrator provided they meet the minimum qualification standards (Education, Experience, C.S. Eligibility) of the retitled position,

D. Retitling

Incumbents of positions which were merely retitled without an increase in salary grade shall likewise be issued appointments reflecting the new position titles effective upon approval of the Administrator.

When preparing appointments, the applicable phrase hereunder should immediately follow the designation and rate on C.S. Form #33:

"Retitled and adjusted under the NIA Revised Reorganization Plan"

"Retitled under the NIA Revised Reorganization Plan at the same salary."

Adherence to the recruitment and selection system of the NIA in filling vacancies is reiterated.


ALFREDO L. JUINIO
Administrator

Encl.: Qualification Standards for -
Irrigation Technician
Right-of-Way Negotiator
Collecting & Disbursing Officer

April 23, 1976

QUALIFICATION STANDARDS

Irrigation Technician

- Education : At least 2 years college work in Agriculture, Agricultural Engineering or Civil Engineering
- Experience : 2 years experience in the operation and maintenance of irrigation systems
- Substitution : College work may be offset by additional experience of 1 year for each year of education requirement
- C.S. Eligibility : Second Grade, Career Service (Sub-Prof.)

Right-of-Way Negotiator

- Education : At least 2 years college work
- Experience : 1 year experience in negotiating for acquisition of real estate
- Substitution : College work may be offset by additional experience of one year for each year of education requirement
- C.S. Eligibility : Second Grade, Career Service (Sub-Prof.)

Collecting and Disbursing Officer

- Education : Bachelor's Degree preferably in Commerce or Business Administration or any other degree including or supplemented by 12 units in Accounting
- Experience : 3 years supervisory experience in the handling and accounting of cash items plus 6 months of experience in administrative matters
- C.S. Eligibility : First Grade, Career Service (Prof.), Supervisor
- W. M.*