

File 12-2-74
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Republika ng Pilipinas
PAMBANSANG PANGASTSAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

CLT - 10/10/72
LM - CSD
JLI - H. L. L.

MC # 53 s. 1976

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS; CHIEFS OF DEPARTMENTS/
STAFFS; REGIONAL IRRIGATION DIRECTORS; MANAGERS
OF SPECIAL PROJECTS; IRRIGATION SUPERINTENDENTS;
PROVINCIAL IRRIGATION ENGINEERS; OFFICERS-IN-CHARGE
National Irrigation Administration

SUBJECT : Guidelines for Nominating Employees
for Merit Increase

I wish to inform you that in addition to the general salary increase of 12% the NIA Board of Directors has approved an in-step increase in salary for a few meritorious employees. In order to determine the most deserving employees, you are hereby instructed to choose or nominate the top 30% of the personnel under your jurisdiction. To ensure uniformity of procedure, the following guidelines are issued for your guidance.

GUIDELINES FOR NOMINATING EMPLOYEES FOR MERIT INCREASE

Every chief of office shall rank the employees on monthly basis in his office regardless of position, based on factors enumerated in II and submit a list of the top 30% as nominees for merit increase. The list shall be headed by the most meritorious employee followed by the next most meritorious and so on down the list.

I. RANKING

A. Central Office including OSP

1. The department/staff chief shall form a committee composed of his division chiefs and himself as chairman to choose the top 30% of the department/staff.
2. The list of nominees shall be submitted to the appropriate Asst. Administrator for review. Staffs shall submit their lists to the Acting Asst. Administrator for Finance and Administration.
3. Personnel of independent units in the NIA such as the Training Division, Building and Facilities Maintenance Division, Programming Staff and the Central Intelligence Service shall be ranked by their respective chiefs and the ranking reviewed by the Assistant Administrator for Finance and Administration under whose jurisdiction they fall.

B. Field Offices

Regional Offices

1. Each regional director shall submit the top 30% employees

of his region regardless of position to the Asst. Administrator for Engineering and Operation under each of four categories:

- a) Provincial office - to be chosen by a committee of all provincial irrigation engineers and the regional irrigation director as chairman.
- b) Irrigation system - to be chosen by a committee of all irrigation superintendents and the regional irrigation director as chairman.
- c) Regional office proper - to be chosen by a committee of all division chiefs and the regional director as chairman.
- d) National project - to be chosen by a committee of all project engineers and the regional irrigation director as chairman.

Special Projects

The manager of each special project shall submit the top 30% of employees in the specific special project under his jurisdiction under each of the categories mentioned below, to be chosen by a committee which he shall form with his ranking officials as members and himself as chairman. The ranking shall be submitted to the Asst. Administrator for Special Projects.

<u>Special Project</u>	<u>Categories</u>
1. AMIADP	<ol style="list-style-type: none"> a. Angat-Maasim River Irrigation System Magat River Irrigation System b. AMIADP head office (Project Manager's Staff) c. AMIADP Field Construction personnel.
2. MINDORO (Philippine Rural Development Project)	<ol style="list-style-type: none"> a. Head Office and field personnel b. Irrigation Systems (Zaco and Pula) c. Provincial office personnel (Mindoro Oriental and Occidental PIOs)
3. MRMP	<ol style="list-style-type: none"> a. Head Office b. Field construction personnel
4. Chico	<ol style="list-style-type: none"> a. Head Office b. Field offices (2 zones) c. Chico River Irrigation System
5. UPRP	<ol style="list-style-type: none"> a. Head office b. Field construction personnel c. Systems under its jurisdiction
6. Tarlac Irrigation Systems Integrated Project	<ol style="list-style-type: none"> a. Project Manager's Staff (head office) b. Field construction personnel c. Systems under its jurisdiction (Tarlac, Camiling, O'Donnell)

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| 7. Laguna Lake Development Project | a. Project Manager's Staff(head office)
b. Field construction personnel
c. Systems under its jurisdiction |
| 8. Davao-Agusan Integrated Irrigation Project | a. Project Manager's Staff (head office)
b. Davao field construction personnel
c. Agusan field construction personnel |
| 9. Pulangui River Integrated Irrigation Project | a. Project Manager's Staff (head office)
b. Field construction personnel
c. Provincial office personnel |
| 10. Libmanan-Cabusao Integrated Irrigation Project. | Project Manager's Staff (head office) and field construction personnel |
| 11. Mindanao Irrigation Study | Project Manager's Staff (head office) and field personnel |

II. FACTORS FOR CHOOSING NOMINEES

1. Length of service - 3 points

Only employees who have been in their position for at least one year may be nominated.

2. Outstanding Performance - 5 points

Employees with a performance rating of at least 1 outstanding and 3 very satisfactory during the 4 immediately preceding rating periods may be nominated.

3. Working above one's position - 5 points

Employees who have been given work of higher or more complex level than the position they occupy and are performing very satisfactorily may be nominated.

Ex. - Clerk I doing work of accounting clerk
Stenographer doing work of junior mgt. analyst

4. Unpaid Overtime Work - 5 points

Under this factor the following employees may be nominated:

- a) Employees who by nature of their work have rendered overtime service in the office without pay at an average of at least 12 hours per month for the past 2 years. Such unpaid overtime service must have been duly recorded and be verifiable if necessary.

Ex. - Secretaries

- b) Employees who voluntarily stay regularly beyond their official time or come to office earlier than official time or during non-office days and perform their official work or duties during such non-official time.
- c) Employees who voluntarily and regularly take home official work or papers, to work on said papers at home rather than in office during non-office hours or non-office days.

5. Quantity and Quality of Work - 5 points

Employees may be nominated if they have contributed to the department/office an unusually large amount of work or unusually good quality of work compared to the other employees in the same office, altho they may not have been rated outstanding.

6. Punctuality and attendance - 3 points

Employees who were never late or on leave of absence during the past two years may be nominated, provided that such employees are habitually conscientious workers in the office and must have at least very satisfactory performance.

7. Initiative - 5 points

Employees who are self-starters and need no prodding or constant reminders to finish their work may be nominated.

8. Distinction in training courses/seminars/workshops - 4 points

Employees who distinguished themselves in training courses/seminars/workshops sponsored or officially recognized by the NIA may be nominated.

NOTE:

In case of tie, the same shall be broken by considering seniority in the service of NIA.

III. DEADLINES FOR SUBMISSION AND REVIEW

1. The list of nominees shall be submitted to the appropriate Asst. Administrator not later than October 31, 1976 for Central Office employees and November 15, 1976 for field employees.
2. Each Asst. Administrator shall review the recommendations and submit his final proposal to the Administrator within 5 days not later than November 5, 1976 for Central Office employees and not later than November 22, 1976 for field employees.

Strict compliance is enjoined.

(SGD.) ALFREDO L. JUINIO
Administrator

October 20, 1976

/apl