

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

MC # 25 s. 1977

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 : REVISED GUIDELINE FOR NOMINATING EMPLOYEES
FOR MERIT INCREASE

In order to arrive at a fairly accurate and objective criteria and procedure of selecting employees deserving merit increases, this revised guideline for selecting and nominating employees for merit increase is being issued.

I. QUALIFICATIONS AND DISQUALIFICATIONS

- a) All monthly employees in the central and field offices who have rendered at least one year of service in the NIA.
- b) All positions in the exempt category are disqualified.

II. CRITERIA IN THE SELECTION OF NOMINEES

The degree to which a nominee is deserving of a merit increase shall be determined by the extent to which he meets the following criteria. Every criteria is assigned a number of points so that a nominee should be able to garner the maximum number of points for each criteria. The highest total number of points a nominee can earn is 25 points.

1. Length of Service - maximum of 3 points

The computation shall be made in the following manner:

- a) .5 points for every two years of service in the NIA hence,
- b) 12 years of service in the NIA is equal to 3 points.

Example:

Pedro Cruz of the Pula Irrigation System has been working with the NIA for 8 years. His earned number of points for this criteria will be 2 points.

2. Performance - maximum of 10 points

The computation shall be based on the performance ratings of the nominee in the four (4) immediately preceeding rating periods. The number of points for each adjective rating is as follows:

✓ - 1 4
✓ - 0 4
0 - 0 4
0 - 0 4

$\frac{15}{2} = 0.25 / \text{year}$

- a) Outstanding (O) - 2.5 points
- b) Very Satisfactory - 2.0 points
- c) Satisfactory (S) - 1.5 points
- d) Unsatisfactory (US) - 0 points

Example:

1st Rating Period (June 1974) - Outstanding	- 2.5 points
2nd Rating Period (Dec. 1974) - Very Satisfactory	- 2.0 points
3rd Rating Period (June 1975) - Outstanding	- 2.5 points
4th Rating Period (Dec. 1975) - Outstanding	- 2.5 points
Total	- 9.5 points

3. Working above one's position - maximum of 5 points

This criteria refers to the additional and other assignments of the nominees aside from his regular duties and responsibilities. The assignment must have been given and discharged by the employee during the period under review, i.e., 1975 and 1976. The delegation of such additional and other assignments should be official and must be duly authorized or certified by the nominee's immediate supervisor. The assigned number of points corresponds to the number of months the nominee has been performing such additional and other assignments. The computation shall be as follows:

- a) 3 months - 1 point
- b) 4 months - 2 points
- c) 5 months - 3 points
- d) 6 months - 4 points
- e) over 6 months - 5 points

Example:

- 1) Clerk I doing the work of Accounting Clerk for 4 months - 2 points
- 2) Stenographer doing the work of Junior Management Analyst for 8 months - 5 points

4. Punctuality and Attendance - maximum of 3 points

The computation shall be based on the time cards, time records, log books, etc.. The breakdown of the assigned number of points is as follows:

- a) 0 - 5 absences and 0 - 10 lates (for 1 year) - 3 points
- b) 5 - 10 absences and 10 - 15 lates (for 1 year) - 2 points
- c) 10 - 15 absences and 15 - 20 lates (for 1 year) - 1 point

5. Participation in training courses, seminars, and workshops - maximum of 4 points

This refers to the successful completion of approved inservice training courses, seminars, workshops, etc.. The degree of relevance of such training to the duties of the nominee shall be taken into account. The nominating body/authority should check whether the nominee has in fact participated in such training program and has successfully completed the same. The computation shall be as follows:

- a) .5 points for every 20 hours of training
- b) the maximum number of points cannot exceed 4 points (equivalent to 160 training hours)

away. 160 hrs.

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

III. ORGANIZATION AND COMPOSITION OF NOMINATING COMMITTEES

A. Central Office including OSP

1. The department/staff chief shall form a committee composed of his division chiefs and himself as chairman to rank the employees in their respective department/staff. He shall submit the list of nominees to the Assistant Administrator concerned.
2. The independent units in the NIA such as the Training Division, Building and Maintenance Division, Programming Staff and the Central Intelligence Service shall form a committee chaired by the head of office and the ranking employees as members. He shall submit the list of nominees to the Assistant Administrator concerned.

B. Field Offices

Regional Offices

1. Provincial Office - The committee shall be composed of all provincial irrigation engineers with the regional irrigation director as chairman.
2. Irrigation System - The committee shall be composed of all irrigation superintendents with the regional irrigation director as chairman.
3. Regional Office Proper - The committee shall be composed of all division chiefs with the regional irrigation director as chairman.
4. National Project - The committee shall be composed of project engineers with the regional irrigation director as chairman.

The regional irrigation director shall submit the list of nominees to the Assistant Administrator for Engineering and Operation for review.

Special Projects

The manager of each special project shall form a committee with himself as chairman and the ranking officials of the project as members to choose the nominees. The selection shall be made according to the following categories/groupings of employees.

Special Project

Categories

1. AMIADP

- a) Angat-Maasim River Irrigation System
- b) Magat River Irrigation System
- c) AMIADP head office (Project Manager's Staff)
- d) AMIADP Field Construction Personnel

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|--|---|
| 2) MINDORO (Philippine Rural Development Project) | a) Head Office and field personnel
b) Irrigation Systems (Baco & Pula)
c) Provincial Office Personnel (Mindoro Oriental and Occidental Provincial Irrigation Offices) |
| 3) M R M P | a) Head Office
b) Field construction personnel |
| 4) Chico | a) Head Office
b) Field Offices (2 zones)
c) Chico River Irrigation System |
| 5) UPRIS | a) Head Office
b) Field construction personnel
c) Systems under its jurisdiction |
| 6) TISIP | a) Project Manager's Staff (Head Office)
b) Field Construction personnel
c) Systems under its jurisdiction (Tarlac, Camiling, O'Donnell) |
| 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-Gabusao Integrated Area Development Project | a) Project Manager's Staff (Head Office)
b) Field Construction personnel |
| 11) Jalaur River Irrigation Project | a) Project Manager's Staff (Head Office)
b) Field construction personnel
c) Systems under its jurisdiction |
| 12) Central Luzon Groundwater Irrigation Project | a) Project Manager's Staff (Head Office)
b) Detailed PDD personnel |
| 13) Water Management Training Program | a) Head office
b) Field personnel |
| 14) Erosion Control Project | a) Head Office
b) Field Personnel |

IV. NOMINATION OF RANKING NIA EMPLOYEES

A. Central Office

1. The head of department/staff shall rank the division chiefs in accordance with the criteria set herein. The heads of independent unit e.g. Training and Manpower Division shall likewise do the same with regards to the ranking officials in his/her office who served as members of the committees. He shall submit the list of nominees to the Assistant Administrator concerned for review.

2. The respective Assistant Administrators shall rank the heads of departments and staffs, not otherwise disqualified, also in accordance with the criteria set herein. He shall submit the list of nominees to the Administrator for review.

B. Field Offices

Regional Offices

1. The Regional Irrigation Director shall form a committee composed of the division chiefs in the regional office and with himself as chairman to rank the provincial irrigation engineers, irrigation superintendents, and project engineers. He shall submit the list of nominees to the Assistant Administrator for Engineering and Operation for review.
2. The regional irrigation director shall rank the division chiefs in the regional office. He shall submit the list of nominees to the Assistant Administrator for Engineering and Operation for review.
3. The Assistant Administrator for Engineering and Operation shall form a committee composed of the department heads and with himself as chairman to rank the regional irrigation directors. He shall submit the list of nominees to the Administrator for review.

Special Projects

1. The project manager shall rank the employees of the project who served in the nomination committee i.e. these must be ranking officials of the project. He shall submit the list of nominees to the Assistant Administrator for Special Projects for review.
2. The Assistant Administrator for Special Projects shall form a committee composed of the department heads and with himself as chairman to rank the project managers who otherwise were not disqualified. He shall submit the list of nominees to the Administrator for review.

V. INSTRUCTIONS

1. Every employee shall be ranked according to the criteria set herein. The ranking shall be made by the respective committee/authority e.g. the Assistant Administrators, Regional Irrigation Directors, etc..
2. The committee/authority shall prepare a listing of the employees who have garnered the most number of points.
3. The committee/authority shall indicate the respective salaries and allowances of the nominated employees.
4. The committee/authority shall submit the list of nominees together with the computation and other supporting documents to the Assistant Administrators or the Administrator, as the case may be.

Example:

Sta. Maria Irrigation System

<u>Name of Nominee</u>	<u>Total No. of Points</u>	<u>Salary/Allowance</u>
1. Jose Santos	23	P700/month
2. Pedro Cruz	22	P2,000/mo. +100 allowance
3. Luis Reyes	22	P450/month
4. Manuel Castro	20	P1,000/month
5. Roman Atienza	19	P1,500/mo. +P180 Allowance

VI. SPECIAL PROVISIONS

1. The awarding of merit increase shall be in accordance with the following scheme of priorities: *
 - a) First Priority - those receiving a salary of P1,000 per month and below
 - b) Second Priority - those receiving a salary of P1,100 to P2,000 per month
 - c) Third Priority - those receiving a salary above P2,000 per month and allowance of less than P500 per month
 - d) Last Priority - those receiving a salary above P2,000 per month and allowance of more than P500 per month
2. Automatic merit increases shall be given to employees who by the nature of their work rendered overtime service in the office without pay at an average of at least 12 hours per month for the past year. Such unpaid overtime services must have been duly recorded and verifiable is necessary.
3. Automatic merit increases shall be awarded to bill collectors whose collection efficiency is 10% higher the national average.

VII. EFFECTIVITY OF MERIT INCREASES

The effectivity of merit increases shall be announced in due time.

VIII. DEADLINE FOR SUBMISSION AND REVIEW

1. The list of nominees shall be submitted to the Assistant Administrator concerned or the Administrator, as the case may be, not later than June 24, 1977.
2. Each Assistant Administrator shall review the recommendations and submit his final proposal to the Administrator within 5 days but not later than June 30, 1977.

- IX. This memorandum circular supersedes all other circulars inconsistent therewith.

Strict compliance is hereby enjoined.

(SGD.) ALFREDO L. JUINIO
Administrator

June 1, 1977

* This is without prejudice to the giving of merit increases to deserving employees who may not be included in First or Second Priority