

REPUBLIKA NG PILIPINAS
PAMBANG PANGASIWAAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
LUNGSOD NG QUEZON

MC # 40, S. 1977

MEMORANDUM-CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; ALL HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROJECT MANAGERS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Prohibition against personal follow-up of appointment papers at the Office of Compensation and Position Classification/Civil Service Commission

The attention of this Agency has been called by the Office of Compensation and Position Classification (OCPC) and the Civil Service Commission (CSC) to the rampant following-up of appointment papers by NIA personnel in these Offices. It is to be noted that an inventory of NIA appointments at the OCPC as of March, 1977 revealed an approximate number of no less than seven hundred (700). This appointment-clog has been mainly due to the recent Memorandum Circular of the Civil Service Commission No. 6, series of 1977, constraining this Agency to course appointments to the OCPC. A thorough study of the NIA Position and Classification Pay Plan had to be undertaken by said Office, and it is gratifying to note that, upon representations of this Agency to maintain the NIA Position and Classification Pay Plan, the unprecedented number of appointments received at the OCPC from March to June were finally passed upon within a record-breaking time of only two weeks as of June 30, 1977. Realizing the cooperative effort of the OCPC/CSC to expedite action on NIA appointments, the undersigned enjoins all concerned to refrain from making follow-ups at the aforementioned offices in order not to disrupt activities thereat.

The prohibition against handcarrying and personal follow-up of official communications, as embodied in NIA MC # 32, series of 1976 and MC # 900 of the Office of the President dated March 25, 1976, is hereby reiterated. It is reminded once more that any official or employee violating this prohibition will be subject to administrative disciplinary action.

If follow-up on status of appointment is really unavoidable, particularly of those issued before March, 1977, you are requested to transact directly with the Personnel Divisions in the NIA Proper/Office of Special Projects and not with the OCPC or CSC. In the case of field offices, inquiries may be made with the NIA Central Office via radio messages.

Please be guided accordingly.

(SGD.) ALFREDO L. JUINIO
Administrator

July 21, 1977