

MC # • 11 s. 1982

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROJECT MANAGERS AND PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE OF SYSTEMS; CHIEF CORPORATE ACCOUNTANT AND REGIONAL/PROJECT ACCOUNTANTS; CORPORATE AUDITOR AND REGIONAL/PROJECT AUDITORS AND ALL OTHERS CONCERNED

National Irrigation Administration

SUBJECT : Policy Guidelines for the NIA Manpower Development Program

For the information, guidance and compliance of all NIA officials and employees, attached is a copy of the revised policy guidelines for the NIA Manpower Development Program.

These policy guidelines supersede the training policies of 1968 and all other previous memoranda regarding the same subject.

THIS CIRCULAR TAKES EFFECT IMMEDIATELY. •


FIORELLO R. ESTUAR
Administrator

March 12, 1982

POLICY GUIDELINES FOR NIA
MANPOWER DEVELOPMENT PROGRAM

I. RATIONALE

The National Irrigation Administration is committed to the task of increased agricultural production in the country through the provision of efficient and adequate irrigation services.

This commitment carries with it the responsibility to maintain an efficient and effective manpower resource through the administration of a continuing program of personnel training and development. The authority draws legal sanctions from Section 1 (2)B, Article XII of the Constitution enjoining the promotion of efficiency and integrity in the civil service; from Section 25, PD 807 (Civil Service Decree) on Career and Employee Development; and from LOI No. 319 dated September 23, 1975 requiring that government personnel at all levels should have the knowledge, skills and attitudes necessary for the accomplishment of national development goals.

The NIA Training and Manpower Development Program comprises the following course levels:

1. Orientation/Reorientation
2. Employee Development
3. Professional, Technical, Scientific Development
4. Executive Development

II. GENERAL OBJECTIVES

1. To increase the efficiency and effectiveness of NIA operations;
2. To broaden skills and knowledge, increase aptitudes and foster positive attitudes of NIA personnel at all levels and prepare them for higher and more responsible positions.

III. SPECIFIC OBJECTIVES

1. To familiarize NIA personnel with the Agency's organization, objectives, conditions of employment as well as employee rights/privileges and responsibilities;
2. To bring employee performance up to the required professional, technical and scientific skills standards;
3. To upgrade supervisory and managerial competence by imparting adequate knowledge reinforced with task-oriented exercises;
4. To reduce accidents, injuries and minimize losses resulting from the installation, operation and maintenance of NIA equipment and property;
5. To help train farmers in water management and in related agricultural practices; and, to participate in the formation of farmers association which will eventually evolve into cooperatives.

IV. CLASSIFICATION OF NIA TRAINING PROGRAMS

NIA Training programs shall include all Training Courses participated in by NIA personnel and clientele.

1. In-House Training - These programs shall cover training activities designed and administered by the Agency to improve the quality of knowledge, skills and attitudes of NIA personnel at all levels; and training of farmers in water management and irrigation systems operation and maintenance.
2. External Training - These shall include degree and non-degree programs conducted by outside agencies, locally or abroad, including conferences and study tours participated in by NIA personnel. Attendance in this training may either be financed in full by the NIA or partly by

the hosting outside agency. Outside Agency shall refer to an organization which sponsors or conducts degree and non-degree courses along areas relevant to NIA operations.

2.1 - Locally-conducted programs shall refer to courses conducted by outside agencies within the country whether sponsored by private or by other government agencies.

2.2 - Foreign-conducted programs shall refer to courses or training activities conducted in foreign countries.

V. SCHOLARSHIP

1. Degree Program:

a. NIA-CSC Public Administration Program - This is a scholarship grant for a Master's Degree in Public Administration extended to NIA personnel who pass the CSC competitive examination, pursuant to LOI 395 dated April 19, 1976.

b. NIA-NSFD Scholarship Grant - This is a scholarship program open to employees wishing to pursue formal education at the graduate or undergraduate level in any relevant course as determined by the NSFD Committee. An employee's tuition fee and other fees are advanced by the NIA subject to a contract of agreement whereby the former repays the NIA after completion of the course. The employee is exempted from repayment if he continually maintain a high scholastic record.

Invitation to attend degree programs by other sponsoring institutions like the Ford Foundation may be availed of by NIA employees subject to availability of funds and prior approval to study.

2. Non-Degree Program:

This program covers all courses other than those classified as degree courses in Section VI hereof whether NIA sponsored or outside Agency sponsored.

VI. CONDITION OF SCHOLARSHIPS/TRAINING COURSES/SEMINARS

Scholarships and training courses specified herein shall be awarded or authorized subject to a contract of service with the Agency, to be accomplished before the start of the grant or training. Likewise, a memorandum specifying the inclusive dates of the contract or service shall be issued to the scholar who will sign the same as evidence of his acknowledgement.

Attendance to scholarship grants, training courses or seminars of more than one month, whether pursued abroad or within the country, shall be covered by a contract of service. The contract of service shall be three times the length or duration of the courses/training/seminar attended.

VII. SELECTION AND ATTENDANCE OF TRAINING PARTICIPANTS

1. Attendance in duly approved training programs and conferences is in the nature of official business whether conducted during or outside office hours. Successful completion of an approved training course is given due consideration in employee promotion and other personnel actions.
2. No official or employee shall be authorized to attend any training program and conferences to be conducted by other government/private agencies without prior approval from the Central Office. Said request for approval shall be coursed through the Training and Development Division.
3. Nomination for any official or employee to attend any training activity outside the country shall include justification of the necessity and urgency of attending said activity.

VIII. CRITERIA FOR SELECTION

The selection of participants to scholarships, training grants, seminars, study tours and other similar activities, local or overseas, whether sponsored/co-sponsored by the agency or undertaken only on official time shall depend on the following criteria:

1. Relevance of training

Scholarships, training grants, study tours, seminars and similar activities should be relevant to the current or proposed duties and functions of the nominee/s;

2. Employment Status

Only officials and employees with permanent appointment shall be considered for selection/nomination;

3. Educational Attainment

This refers to the required academic degree which should be along the specific field of scholarship or training grant;

4. Performance Rating

A consistent record of very satisfactory performance rating for the last two periods attested by the immediate supervisor;

5. Experience

The nominee/s should have at least two (2) years of experience in the field of study being applied for (unless otherwise specified by the donor entity);

6. Clearance

A certificate of clearance from administrative charge shall be required;

7. Age

The age qualification required by the donor entity shall be followed. Otherwise, trainees/nominees must not

be more than 45 years old, unless exemption is endorsed by the Scholarship Committee and duly approved by the Administrator;

8. Previous Training

Except as otherwise specified, nominees who have never been a recipient of scholarship or training grant shall be given preference;

9. Health Condition

Nominees must be physically and mentally fit to undergo the training or scholarship grant as certified by the NIA Clinic Physician;

10. Language

A sufficient command of English, both written and oral, shall be required.

IX. TRAINING EXPENSES

In line with the present economy measures being observed in government, training programs shall be limited to those which shall involve the least costs to the NIA. Resource persons within the locality as well as the field training staff/coordinators should be utilized, whenever possible, in order to reduce traveling expenses, per diems and allowances. Requests for resource persons/facilitators/coordinators from the Central Office should be reduced to a minimum and only in instances when the required expertise is not available in the place of training or when new procedures/policies have to be introduced. The request should be made when seeking approval of funding for a training course/seminar to give ample time for the Central Office to select a speaker who would be able to maximize the time and effort.

Expenses incurred in connection with a seminar such as TEV's/ cash advances should be liquidated immediately not later than one (1) week from completion of the seminar.

Training Programs in Regional Offices shall be financed through sub-allotments to be issued by the Central Office Budget Division. The field Cashier or Special Disbursing Officer shall take care of the disbursements for the seminars to be undertaken.

In addition to the payment of tuition and other expenses of grantees, incentives such as stipends, reimbursements for books and other allowances may be provided for scholars subject to availability of funds and the terms of agreement stipulated in their contract. Disbursements of training funds shall be subject to an authority from the Assistant Administrator for Administrative and Personnel Services based on an approved training course/seminar which should include a budgetary estimate.

X. SCHOLARSHIP SCREENING COMMITTEE

To provide for equal opportunities for all NIA employees throughout the country and to insure that only the most qualified, deserving and competent are selected as candidates to scholarships, training grants, seminars, study tours and other similar activities, local or overseas, whether sponsored/co-sponsored by the agency or undertaken only on official time, a Scholarship/Screening Committee is hereby created to be constituted as follows:

Asst. Administrator - Chairman/Co-Chairman •

Members: Director, Management Services Department

Director, Personnel Management Department

Secretary: - Division Manager B
Training and Development Division

The Chairmanship of the Scholarship Screening Committee shall rotate among the four (4) Assistant Administrators, said rotation to be based upon the field of authority or sphere of functions involved in the scholarship, training grant, seminars, study tours and other similar activities under consideration.

The recommendation of the Scholarship Screening Committee shall be subject to the final approval of the Administrator.

XI. DOCUMENTATION PROCEDURE

1. All papers pertaining to manpower development shall be coursed through the Training and Development Division, Personnel Management Department, NIA Central Office. These papers shall include requests, applications, contracts, terminal reports and vouchers for training/scholarship grants and observation tours.
2. All invitations to attend trainings, scholarship grants and/or observation tours in foreign countries shall be coursed to the Training and Development Division which in turn shall disseminate the training opportunity to all NIA offices.
3. No scholarship grantee for foreign study/training shall be issued any payment/allowance unless he/she has undertaken a pre-departure briefing with the Training and Development Division. Likewise, he/she may be allowed to resume duty only after a reentry interview has been made by the same division. A certification to this effect shall be issued by the Training and Development Division.

XII. EFFECTIVITY

These policy guidelines shall take effect immediately upon the date of approval.

APPROVED/DISAPPROVED:

FIORIELLO R. ESTUAR
Administrator

February 22, 1962