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

CORPLAN

MC # 8, s. 1984

MEMORANDUM CIRCULAR

TO : ALL REGIONAL IRRIGATION DIRECTORS, PROJECT MANAGERS
OF FOREIGN ASSISTED PROJECTS UNDER THE OFFICE OF THE
REGIONAL IRRIGATION DIRECTORS, PROVINCIAL IRRIGATION
ENGINEERS, PROJECT ENGINEERS, IRRIGATION SUPERINTEN-
DENTS AND ALL OTHERS CONCERNED
THIS AGENCY

SUBJECT : TRAINING POLICIES TO ACHIEVE ON INTEGRATED, UNIFIED
AND WELL-COORDINATED HUMAN RESOURCE DEVELOPMENT PROGRAM

IN THE INTEREST OF PROPER PLANNING, EFFECTIVE MONITORING AND
EVALUATION OF ALL TRAINING ACTIVITIES, THE FOLLOWING SHOULD BE
COURSED THROUGH THE REGIONAL TRAINING OFFICER BEFORE SUBMITTAL TO
THE TRAINING AND DEVELOPMENT DIVISION, NIA CENTRAL OFFICE:

1. ALL TRAINING PROPOSALS, EITHER FOR THE AGENCY PERSON-
NEL OR FOR FARMERS CLIENTELE.
2. ALL REPORTS OF TRAININGS CONDUCTED, SPECIFYING ACTUAL
COST INVOLVED, NUMBER AND LEVEL OF PARTICIPANTS, VENUE,
DURATION AND OTHER RELATED DATA.
3. COORDINATION AND MONITORING OF ALL TRAINING RELATED
ACTIVITIES.
4. APPLICATIONS/REQUEST FOR ATTENDANCE OF NIA PERSONNEL TO
SEMINARS CONDUCTED BY OTHER GOVERNMENT OR PRIVATE ENTITIES.

LIKewise, THE REGIONAL/PROJECT ACCOUNTANT SHOULD FURNISH THE
TRAINING OFFICER COPY OF SUB-ALLOTMENT ADVICE RECEIVED BY THE OFFICE
TO DEFRAY TRAINING ACTIVITIES.

THIS IS IN ADDITION TO EXISTING TRAINING POLICIES AND SHALL
TAKE EFFECT IMMEDIATELY.

FOR STRICT COMPLIANCE.

(SGD.) CESAR L. TECH
ADMINISTRATOR

PURS/4/3/84