

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

MC # 35, s. 1984

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, DEPARTMENT/STAFF
HEADS, REGIONAL IRRIGATION DIRECTORS, PROJECT/
OPERATION MANAGERS, PROVINCIAL/PROJECT IRRIGATION
ENGINEERS, IRRIGATION SUPERINTENDENTS AND ALL
OTHERS CONCERNED
THIS AGENCY

SUBJECT : GUIDELINES FOR OFFICERS WHO RETIRE FROM THE NIA

IT HAS BEEN OBSERVED THAT OFFICERS AT DIVISION CHIEF LEVEL AND ABOVE WHO RETIRE OR OTHERWISE LEAVE THE NIA FOR WHATEVER REASONS LEAVE BEHIND UNFINISHED WORK AND INCOMPLETE RECORDS, SOMETIMES FAILING TO BRIEF THEIR SUCCESSORS ADEQUATELY. THE SUCCESSOR HAS TO BEGIN ALL OVER AGAIN, THUS ADVERSELY AFFECTING OFFICE PERFORMANCE. THE OFFICE ROUTINE IS OFTEN DISRUPTED, COMMITMENTS ARE NOT COMPLIED WITH OR REPORTS ARE NOT ON TIME AND, NATURALLY, THE SUCCESSOR POINTS TO THE RETIRING OFFICER AS HIS SCAPEGOAT. THIS MC IS, THEREFORE, ISSUED TO RECTIFY THIS PRACTICE AND IMPROVE OUR SYSTEM.

I. POLICY

IN ORDER TO ENSURE CONTINUITY OF WORK AND TO ENABLE THE NIA TO BENEFIT FROM THE EXPERIENCES, TRAINING AND EXPERTISE OF ALL ITS OFFICERS, EVERY NIA OFFICER WHO LEAVES THE SERVICE IS HEREBY DIRECTED TO PREPARE HIS SUCCESSOR ADEQUATELY AND TO LEAVE BEHIND A RETROSPECTIVE PAPER. THIS IS ESPECIALLY TRUE OF OFFICERS WHO HAVE STAYED WITH THE NIA FOR AT LEAST FIVE YEARS AND WHO HAVE BEEN SENT ON TRAINING HERE AND ABROAD.

II. COVERAGE

THIS POLICY APPLIES TO EMPLOYEES AT DIVISION CHIEF LEVEL AND ABOVE IN THE CENTRAL, REGIONAL AND PROJECT OFFICES. FOR PURPOSES OF THIS MC, SUCH EMPLOYEES SHALL BE REFERRED TO AS "OFFICERS".

III. PROCEDURE

1. AN OFFICER WHO INTENDS TO RETIRE OR BE SEPARATED FROM THE NIA SHALL FILE AN APPLICATION AT LEAST 3 MONTHS BEFORE THE EFFECTIVE DATE OF SEPARATION.
2. THE ASSISTANT ADMINISTRATOR CONCERNED SHALL REQUIRE EVERY APPLICANT FROM HIS SECTOR TO SUBMIT THE FOLLOWING BEFORE ENDORSING THE APPLICATION:
 - A. LIST OF ALL PENDING WORK IN THE DIVISION/DEPARTMENT.
 - B. LIST OF ALL COMMITTEES WITHIN AND OUTSIDE THE AGENCY WHEREIN HE REPRESENTS THE NIA.
 - C. LIST OF PERIODIC REPORTS PREPARED BY HIS DIVISION/DEPARTMENT, IF ANY.
 - D. LIST OF TRAININGS/SCHOLARSHIPS HERE AND ABROAD SPONSORED BY THE NIA ENJOYED BY HIM INCLUDING THE CONDITIONS OF SUCH SPONSORSHIPS AND A STATEMENT ON THE STATUS OF HIS COMPLIANCE DULY CERTIFIED BY THE TRAINING DIVISION OF THE PRMD.

RECOMMENDED OUTLINE OF THE WRITE-UP

A. EMPLOYMENT PROFILE OF THE OFFICER

B. ON THE DIVISION/DEPARTMENT.

1. EXISTING STANDARD OPERATING PROCEDURES

2. RECOMMENDATIONS FOR IMPROVEMENT

3. EXCEPTIONS TO RULES AND REGULATIONS IMPLEMENTED BY THE DIVISION/DEPARTMENT.

4. PROBLEMS WHICH THE OFFICER ENCOUNTERED DURING HIS STEWARDSHIP OF THE DIVISION/DEPARTMENT CLASSIFIED AS FOLLOWS:

A) THOSE HE HAD SOLVED EFFECTIVE SOLUTIONS HE HAD FORMULATED AS PART OF HIS OFFICIAL ACCOMPLISHMENT.

B) THOSE HE HAD NOT SOLVED. HIS RECOMMENDATION TO THE DIVISION/DEPARTMENT.

C) THOSE HE FEELS AND THINKS THE ENTIRE AGENCY IS FACED WITH HIS RECOMMENDATION TO THE TOP MANAGEMENT FOR:

- 1) THE NIA
- 2) THE FARMERS AS CLIENTS
- 3) THE NATIONAL ECONOMY