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PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Government Center, EDSA, Quezon City

MC No. 5 s. 1985

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS, REGIONAL IRRIGATION
DIRECTORS, PROJECT MANAGERS, DEPARTMENT HEADS,
ALL OTHERS CONCERNED.

NATIONAL IRRIGATION ADMINISTRATION

S U B J E C T : SEARCH FOR NIA EMPLOYEES OF THE YEAR

Beginning with the 21st anniversary celebration of the Agency on March 22, 1985, we shall confer awards to exemplary NIA workers. This is the first time since the creation of the Agency that such awards will be given to deserving employees whose loyalty to the Agency has been proven by their record of efficiency, integrity, and dedication to work.

Dubbed as "NIA Employee of the Year" Award, it primarily aims to boost the morale of deserving employees whose exemplary record of performance is well above expectations; and secondarily, to encourage other workers to emulate their peers not only because there is a prize at stake but also because of the honor and prestige that go with the merit award, hence, improving service within the organization.

The Search shall be headed by a Steering Committee composed of the following whose functions include planning and laying down the groundwork of the over-all mechanics of the contest, determining the prizes to be given to prospective awardees, and calling on any employee of the Agency for assistance, among others.

- A. - Asst. Administrator JOSE L. JUINIO - Over-all Chairman
 - Dr. LINO P. ALDOVINO (Projects) - Member
 - Mr. BONIFACIO M. MANGALINDAN (Public Affairs) - Member
 - Mr. JOSE CEDEÑO (Operations) - Member
 - Mr. PABLO ESPINAS (Finance) - Member
 - Ms. TERESITA C. AUSTRIA (Personnel) - Secretary

The Sub-Committee shall be composed of:

- B. - Regional Director - Chairman
 - All Division Chiefs - Members
- C. Project Manager - Chairman
 - Asst. Project Manager and all Division Chiefs - Members

MECHANICS OF THE CONTEST:

1. For the region/project categories, selection of winners shall be region-wide/project-wide. Nominations are open to all and shall be coured to the respective Division Heads who will undertake the

preliminary screening. They shall send the name of the eligible nominee to the Sub-Committee for final screening.

The regional/project winner shall be authorized to travel to C.O. on March 22, 1985 to receive the awards.

2. In the case of the Central Office, candidates nominated by each department head shall be screened by four Department Managers representing the four sectors who shall be appointed by the respective Assistant Administrators and chaired by the NIA Board Secretary.
3. Selection and ratings of nominees shall be in accordance with the attached Guidelines using attached Rating Sheet.
4. The Sub-Committees if they so desire, may select candidate/s who has/have not been nominated, but whom they think is/are more deserving than those nominated.
5. The regions/projects/C.O. shall have one winner each who are considered finalists for the national award. (Note: Only the foreign-assisted projects reporting directly to the Central Office are included. Please see Appendix A.)
6. Each Sub-Committee shall forward to the Steering Committee the name and corresponding rating sheet of the regional/project winner on or before March 6, 1985 together with an explanation for selecting the winner.
7. The Executive Committee headed by the Administrator with the four Assistant Administrators as members shall select the national winner among the finalists.
8. The NIA Employee of the Year 1984 shall be declared during the NIA Anniversary celebration.

The decision of the Board of Judges is final.

Since we have barely one month and a half to complete the whole job before the NIA anniversary celebration, it is expected that you give utmost priority to this very significant undertaking.

The cooperation of all concerned is hereby enjoined. For particulars, please refer to the Steering Committee.


CESAR L. TECH
Administrator

February 4, 1985

Attachments:

1. Appendix A- List of On-going foreign-assisted projects directly under the Administrator.
2. Guidelines for the NIA Employee of the Year Award
3. Rating Sheet

APPENDIX A

I. ON-GOING FOREIGN-ASSISTED PROJECTS DIRECTLY UNDER THE ADMINISTRATOR:

1. ARIP I
2. BIP
3. AGUSAN II
4. BRBDP (Naga-Calabanga Project)
5. BIAD III (Rinconada-Buhi-Lalo Project)
6. LBDP II
7. DAVAO II
8. INIP (Ilocos Norte Irrigation Project)
9. JRMP
10. MRMP-IC
11. PMSIP
12. TAGO RIP
13. UPRIIS

II. *Nominees from the following foreign-assisted projects shall be included in C.O. nomination while their field counterparts shall be nominated in their respective regions/projects.*

1. ARIP II
2. DAVAO III
3. CIADP
4. CIDP
5. NISIP
6. PRIP

GUIDELINES FOR THE NIA EMPLOYEE OF THE YEAR AWARD

I. Who May Join the Contest:

The Search is open to all NIA employees (Central Office, 12 Regional Offices and 13 Foreign-Assisted Project Offices):

1. whose position is either on monthly or daily basis regardless of the length of service;
2. whose position is Division Chief level or below;
3. whose position is either technical (engineering, architecture, economics, agriculture, geology and chemistry groups) or non-technical (all others not included in the technical positions);
4. whose performance rating shall at least be Very Satisfactory (VS);
5. who is known to be an all-around worker in addition to his regular duties;
6. who can respond promptly to any assignment or call of duty and is innovative; and
7. who must have no pending administrative or criminal case(s)

II. Mode of Selection:

1. In the regionwide/projectwide selection, nominees screened by the Provincial Irrigation Engineers, Irrigation Superintendents and Division Chiefs shall be submitted to the subcommittees (RIDs/PMs) for final selection of the regional and project winner.

2. Nominees shall be selected according to merits using the rating sheets as basis for grading.

3. Rating and evaluation of candidates is divided into four (4) areas, namely: 1) Performance, 2) Attendance, 3) Integrity and 4) Significant contribution which benefitted the Agency. The contribution may include ideas, recommendations and suggestions which were adopted by his office.

To facilitate rating, these areas are broken down into sub-areas with corresponding maximum points each.

Please use the criteria rating sheet in your evaluation of each candidate.

III. Members of the Board of Judges:

1. The Board of Judges on the Central Office Level shall be composed of four (4) Department Managers appointed by their respective AAs and chaired by the Board Secretary.

2. The Board of Judges on the Regional and Foreign-Assisted Projects Level shall be separately composed of the following:

a. Regional Irrigation Director/Project Manager -
Chairman

b. Respective Division Chiefs - Members

3. The Board of Judges on the National Level shall be composed of the Administrator as Chairman and the four (4) Assistant Administrators as members.

RATING SHEET

Note: The percentages enumerated hereunder are the maximum grades any nominee could attain in the rating and should not necessarily be followed in the evaluation.

A. PERFORMANCE - 50%

1. Exemplary performance over and above the call of duty -15%
2. Job knowledge -10%
 - a. Has adequate understanding of job; can perform work under normal supervision5%
 - b. Rarely commits mistake. Has broad perspective of job. Easily grasps new information/instructions 6-10%
 - c. Does high quality of work. Has thorough knowledge of all aspects of job.11-15%
3. Special recognition/awards/citation/commendation received from the RID/PM/Administrator 5%
4. Performance rating of VS for the year 5%
5. Work attitude and industry 5%
 - a. Moderately interested in work. Shows average diligence. Accepts responsibility when asked 1%
 - b. Enthusiastic about work; exerts effort voluntarily asks for work when through with his assignment 2-3%
 - c. Shows marked enthusiasm towards work, exerts a great deal of extra effort. Innovative 4-5%
6. Dependability 5%
 - a. Generally does accept work within set rules, regulations and guidelines 1%
 - b. Does good quality of work; maybe relied upon to finish new assignment with minimum instructions 2-3%
 - c. Highly dependable; maybe entrusted with delicate tasks with very minimum supervision 4-5%
7. Flexibility5%
 - a. Normally adjusts to new work/procedure after careful instructions 1%
 - b. Readily adjustable to new work with brief instructions; welcomes changes 2-3%
 - c. Does successfully well in several lines of work. Highly capable of adjusting to changes 4-5%

B. ATTENDANCE AND PUNCTUALITY 15%

1. Attendance 10%

- a. Average attendance, absences are with good reason and with due notice. (less than 15 days/yr.)..... 3%
- b. Very few absences with good reason (7 days during the year)..... 4 to 6%
- c. Perfect attendance 8-10%

2. Punctuality 5%

- a. Starts work on time; meets targeted time.....1%
- b. Meets targeted date ahead sometimes with quality output 2-3%
- c. Meets targeted date ahead always with quality output 4-5%

C. INTEGRITY 15%

1. Public Relations 5%

- a. Does work impersonally and meets people with unimpressive politeness. Rarely criticized or complimented by outsiders..... 1%
- b. Has sincere interest in others and shows it. Usually makes them feel at ease and satisfied..... 2-3%
- c. Invariably impresses others with work, manners and attitudes of helpfulness..... 4-5%

2. No pending administrative/criminal cases..... 5%

3. Cooperation 5%

- a. Cooperates as requested. Works reasonably with others..... 1%
- b. Works helpfully and pleasantly with others. Tones up work. Cooperates own initiative 2-3%
- c. Brings out the best in others. Helps and teaches others willingly. A strong force of morales..... 4-5%

D. SIGNIFICANT CONTRIBUTION TO AGENCY 20%

Attach in a separate sheet a brief explanation of the significant contribution of nominee which in some way has redounded to the benefit of the Agency and write why the nominee deserves to be awarded.

GRAND TOTAL 100%