

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 32 s. 1989

MEMORANDUM CIRCULAR

TO : All Regional Irrigation Managers,
Project Managers/Operation Managers,
Department Managers and All
Others Concerned
This Agency

SUBJECT : ESTABLISHMENT OF A NIA PERSONNEL
DEVELOPMENT COMMITTEE

It is the policy in government that human resource development programs which include scholarships, training opportunities and other development activities, be undertaken for all levels and ranks. Since attendance to human resource development programs is directly related to the career growth of each civil service personnel, and considering further that such openings are few, the Civil Service Commission (CSC) has taken steps to ensure the equitable distribution of development opportunities for training and scholarship.

Pursuant to Memorandum Circular No. 10, dated March 2, 1988 of the CSC, there is hereby established in the NIA a Personnel Development Committee (PDC) in the Central Office, and a Personnel Development Sub-Committee (PDSC) in each Regional/Project office with their corresponding composition and functions.

PERSONNEL DEVELOPMENT COMMITTEE (PDC)

Composition

Chairman: The Asst. Administrator for
Administrative Services

Co-Chairman: Asst. Administrator of the
Concerned Sector

Members : Manager, PMD
Manager, HSD
Manager, Concerned Dept.

Two (2) representatives (one for the first level employees; and the other for the second level) from the duly accredited employee association (For purposes of deliberations only the representative of the concerned level shall sit).

ajl
LPF - *[initials]*
VAM - *[initials]*
YMR - *[initials]*
LMF - *[initials]*
RCM - *[initials]*
SBB - *[initials]*
File.

Functions:

Subject to the approval of the Administrator, PDC shall:

1. Develop or update guidelines and criteria for the selection of agency nominee/s to training and scholarship programs in accordance with existing civil service policies and standards (See Annex A);
2. Incorporate in said guidelines specific provisions stating among others the responsibilities of selected nominee/s to the agency. These provisions shall be embodied in the Training/Scholarship Contract which the selected nominee/s and the head of the agency shall enter into;
3. Prepare or update a yearly calendar of training courses based on the identified training needs of the entire agency personnel.
4. Conduct the preliminary screening of candidates to any foreign training/scholarship under consideration; recommend to the head of the agency the most qualified nominee/s in accordance with existing guidelines;
5. Study and make recommendations to the head of agency on the availment of invitations and offers for participation in training or study programs, both local and foreign, in relation to the needs of the agency.
6. Disseminate agency-wide available training or scholarship opportunities, local or foreign;
7. Conduct a continuing monitoring of performance status of agency scholars/grantees sent to various training program, both foreign and local; and
8. Submit to the head of the agency a summary report of all training/scholarship or other related personnel development activities participated in by NIA personnel, as may be required.

Committee Secretariat

The Division Manager and his staff of the Manpower Training & Development Division at the NIA Central Office shall function as the Personnel Development Committee Secretariat (PDCS) with the following functions:

1. Maintain an updated list of employees qualified for scholarships, fellowships, training or study grant, agency-wide.
2. Conduct a preliminary screening of candidates to a training or scholarship grant and submit the result of the same to the Personnel Development Committee for approval/disapproval.

3. Prepare/facilitate the processing of pertinent papers to a scholarship/training such as nomination letter, authority to travel, etc..
4. Issue notice of meeting to all members of the Committee.
5. Maintain a record of committee deliberation and other documents relative to the availment of a scholarship, training or any other related personnel development activities.
6. Keep an updated record of all training or scholarship availments both local and foreign.

PERSONNEL DEVELOPMENT SUB-COMMITTEE IN REGIONAL OR PROJECT
OFFICES (PDSC)

Composition

Chairman : Administrative Officer

Co-Chairman : Division Manager of
concerned sector

Members : Regional Training Officer

Two (2) representatives (one from the first level, the other from the second level) duly elected by at least 50% + 1 of the entire rank & file population of the Regional/Project Office (For purposes of deliberations only the representative of concerned level shall sit)

Functions:

Submit to the approval of the Regional Irrigation Manager or the Project Manager, the PDSC shall:

1. Prepare & submit to Manpower Training & Development Division at the NIA Central Office on or before wk 3 November, a yearly calendar of training courses based on the identified training needs of the entire region/project personnel.
2. Submit to Manpower Training & Development Division at the NIA Central Office not later than last week of November of every current year an updated list of qualified employees for training/scholarship region or project wide.
3. Prepare/facilitate the processing of papers relative to a scholarship or study grant such as: administrative clearance, service record, description of duties, etc..

4. Issue notice of meeting to all members of the sub-committee.
5. Maintain a record of committee deliberation & other documents relative to the availment of a training, scholarship and other personnel development activities, both local and foreign.
6. Submit to Training & Development Division, NIA Central Office, a quarterly report of all training or scholarship availments, both local and foreign, indicating among others, the title, duration and expenses involved. Training report submission shall be on before wk 3 of March, June, September & December of each calendar year.

It is understood that selection of all participants to scholarships, fellowships, training or study grants, or any other related personnel development activities, local or overseas, shall be coursed through the Sub-Committee, as the case may be.

For strict compliance.

(SGD) JOSE B. DEL ROSARIO, JR.
Administrator

25 July 1989

ANNEX A

EVALUATION CRITERIA FOR OVERSEAS
SCHOLARSHIP/TRAINING GRANT

Pursuant to CSC MC 10 series 1979 which, among others, seeks to insure that the few opportunities for training, scholarship and other development opportunities are distributed fairly and equitably among the qualified and deserving employees, these criteria shall be observed by the NIA Personnel Development Committee in selecting nominee/s:

<u>I. RELEVANCE (25)</u>		<u>POINTS</u>
- actually doing work involving knowledge/skills to be covered by the training or course		25
- recommended by the head of office, being a potential for the position requiring knowledge & skills to be covered by the training or course		20
<u>II. POSITION LEVEL (15)</u>		
Department Manager or equivalent		15
Division Manager		14
Section Chief		12
Other positions		10
<u>III. SERVICE (20)</u>		
(To consider only services with NIA in a professional capacity)		
over 10 yrs.		20
8 to 9 yrs.		18
6 to 7 yrs.		16
4 to 5 yrs.		13
less than 4		
<u>IV. PERFORMANCE RATING (20)</u>		
1.00 - 1.50		20
1.51 - 2.00		18
2.01 - 2.59		16
2.60 - 3.00		13
below 3		
<u>V. SCHOLASTIC RATING (10)</u>		
1.00 - 1.50 over 95%		10
1.51 - 2.00 or 91-95%		9
2.01 - 2.59 or 86-90%		8
2.60 - 2.99 or 79-85%		7
3.00 or 75-78%		5

VI. BOARD EXAM. RATING (10)

84 +	10
82-83	9
80-81	8
78-89	7
76-77	6
75 or less	5

In case of tie, other factors like being a board toptotcher or having received an award from the NIA for outstanding accomplishment shall be considered and assigned five (5) points.

The age limit set by the sponsoring country or institution shall be observed; otherwise, the NEDA requirement of 45 years and below shall apply.

Except for cases certified to be urgently necessary by the head or field office and approved by the Administrator, a lapse of four (4) years shall be required before any employee who has been sent abroad officially by NIA on a training or scholarship grant, may be authorized again.

No two (2) nominees for a particular grant should come from the same Region. Where there are two or more slots for a particular grant the next ranking candidates from another region should get the second slot and so on down the line.

In all cases, availment of a fellowship, training or scholarship grant, local or foreign, shall be subject to a Contract of service to be entered into by and between the grantee/s and the Agency, stipulating among others that the grantee/s shall serve the agency for a period three (3) times the length of the training or scholarship grant. (Mc 11 s. 1982).

SUMMARY

RELEVANCE	25
POSITION	15
SERVICE	20
PERFORMANCE RATING	20
SCHOLASTIC RATING	10
BOARD EXAM RATING	10