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MC # 47, s. 1989

**MEMORANDUM CIRCULAR**

**T O** : The Deputy Administrator, Assistant Administrators, Department Managers, Regional Irrigation Managers, Operation Managers, Project Managers, Irrigation Superintendents, Provincial Irrigation Engineers and All Others Concerned  
This Agency

**SUBJECT** : Guidelines for the Rotation of NIA Officials

In line with the objectives of the Agency with respect to the delivery of adequate level of irrigation service and operation of the NIA as a stable and autonomous corporate entity, and to enhance personnel productivity, efficiency and effectiveness in government service, a policy on rotation of NIA officials has been approved by the Board of Directors and shall now be implemented effective immediately. The policy on rotation shall apply to NIA officials namely: Department Managers, Regional Irrigation Managers, Operation Managers, Project Managers, Irrigation Superintendents, Provincial Irrigation Engineers and Division Managers of field offices. The rotation of officials shall be governed by the attached "Guidelines for the Rotation of NIA Officials," dated September 1989.

All previous memorandum circulars and other issuances which are inconsistent with this circular shall be deemed amended, modified and superseded accordingly.

  
JOSE B. DEL ROSARIO, JR.  
Administrator

September 21, 1989

GUIDELINES FOR THE ROTATION

OF

NIA OFFICIALS

(GUIDELINES TO MC NO. 47 S, 1989)

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## TABLE OF CONTENTS

	Page
I. AUTHORITY . . . . .	1
II. RATIONALE AND OBJECTIVES . . . . .	1
III. DEFINITION OF TERMS . . . . .	2
IV. COVERAGE . . . . .	3
V. BASES FOR DETERMINING NEW ASSIGNMENT . . . . .	5
VI. DURATION OF NEW ASSIGNMENT. . . . .	5
VII. ROTATION ORDER . . . . .	6
VIII. FINANCIAL ASSISTANCE . . . . .	7
IX. RESTRICTION . . . . .	7
X. SAVING CLAUSE . . . . .	7

## GUIDELINES FOR THE ROTATION OF NIA OFFICIALS

### I. AUTHORITY

- 1.1 All departments, bureaus, agencies, offices and instrumentalities of the Government are required to adopt and implement a system of rotation and assignment of personnel by which the talents, training, capacities and abilities of employees in the Civil Service may be availed of and used in whichever position or for whatever functions they are needed, without directly violating the existing laws and rules on the Civil Service. (Administrative Order #272)
- 1.2 An employee in the Civil Service may be reassigned from one organizational unit to another in the same agency and such reassignment shall not involve a reduction in rank, status or salary. (Sec. 24, PD 807).
- 1.3 A policy on rotation of personnel shall be adopted and implemented by the National Irrigation Administration. (Board Resolution No. 5765 dated September 11, 1989)

### II. RATIONALE AND OBJECTIVES

- 2.1 Rotation/reassignment of NIA officials is aimed at primarily promoting organizational and personnel productivity, efficiency and effectiveness in terms of the delivery of service.
- 2.2 Reassigning officials to various units on a periodic basis provides great opportunities for professional development. Officials acquire new experiences and their professional competence upgraded, thus realizing maximum career potentials.
- 2.3 Rotation provides the agency with a built-in review, check and balance mechanism on the performance of its key officials. Performance evaluation is continuously assured because of comparison between the work of the predecessor and successor. The automatic performance review compels the official to provide a level of service that will make his peers think well of him.

### III. DEFINITION OF TERMS

- 3.1 **ROTATION** - is the lateral movement or reassignment of a NIA official from his present organizational unit to another within the Agency. It involves change of assignment to another of more or less the same work complexity and rank. The official, however, retains his rank, status or salary. The movement does not require the issuance of an appointment.
- 3.2 **OFFICIAL** - a chief of office; personnel holding position of authority, namely: Department Manager, Regional Irrigation Manager, Operation Manager, Project Manager, Division Manager, and those designated as Provincial Irrigation Engineer and Irrigation Superintendent.
- 3.3 **ORGANIZATIONAL UNIT** - refers to the various structural offices in the Agency, namely the Department, Staff, Division, Regional Office, Project Office, Provincial Irrigation Office and the Irrigation System Office.
- 3.4 **POSITION** - indicates the title of the official appearing in his appointment (CSC Form 33).
- 3.5 **RANK** - denotes the relative standing of an official in the organizational hierarchy.
- 3.6 **STATUS** - the nature and character of the appointment, as approved by Civil Service, such as permanent, temporary, co-terminous, contractual, casual.
- 3.7 **SALARY** - is the basic compensation or remuneration attached by law to the position exclusive of allowances and other emoluments.
- 3.8 **CATEGORY** - refers to the grouping of positions whereby all department managers are in one category, division managers in another, etc.

#### IV. COVERAGE

4.1 The policy on rotation shall apply to the following officials of NIA:

A. CENTRAL OFFICE

Department Managers

B. FIELD OFFICE

Regional Irrigation Managers (RIM)

Operation Managers (OM)

Project Managers (PM)

Division Managers

Provincial Irrigation Engineers (PIE)

Irrigation Superintendents (IS)

4.2 Rotation of officials may either be intra or inter category.

A. INTRA CATEGORY - involves movement of officials from their present assignment to another with the same position titles and performing the same duties and responsibilities.

Example:

RIM to another region also as RIM;

PM to another project as PM;

Division Manager of Engineering Division to Engineering Division of another region;

PIE (Principal Engineers A,B,C or Supvg. Engr. A) to another PIO in the same or another region; or

IS (Principal Engineers A,C,D or Supvg. Engr. B) to another system in the same or another region.

- B. **INTER CATEGORY** - involves movement to a position which has a different position title/designation and performing different duties and responsibilities.

Example:

RIM to a project as PM, or to C.O. as Department Manager;

PM (under PDS, Office of the Asst. Adm. for SOEM and PDI) to a region as RIM; to C.O. as Dept. Manager;

PIE to a system as IS; to a region as Division Manager;

IS to a PIO as PIE; to a region as Division Manager;

Department Manager to a Region as RIM; to a project as PM; or

Division Manager of Operation Division to Engineering Division as Division Manager.

- 4.3 The level or rank of the position shall be considered in the rotation of the officials. As a rule, only those positions belonging to the same level or rank shall be rotated.

Example:

A. **Intra Category:**

PIE III (Principal Engineer B) of Nueva Ecija PIO and Tarlac PIO; or

IS III (Principal Engineer C) of Bago RIS and Jalaour-Suague RIS.

B. **Inter Category:**

PIE II (Princ. Engr. A) of Davao del Sur PIO and IS II (Princ. Engr. A) of Malasila-M'lang RIS; or

IS I (Supvg. Engr. B) of Lupon RIS and PIE I (Supvg. Engineer A) of Lanao del Sur PIO

## V. BASES FOR DETERMINING NEW ASSIGNMENT

5.1 Determination of new assignments shall be based on one or more of the following broad factors:

1. Overall performance in present assignment;
2. Demonstrated organizational and leadership capability;
3. Relevance of experience, training and other qualifications to the new assignment; or
4. General acceptability, adaptability or effectiveness in present/new assignment.

5.2 Whenever appropriate and applicable, one or more of the following factors shall also be considered in making the decision on new assignments:

1. Financial status of system/provincial office;
2. Stages of implementation of programs/projects;
3. Problems and needs of office/project; or
4. Specific or urgent contingencies in an office/project.

## VI. DURATION OF NEW ASSIGNMENT

6.1 The duration of new assignment shall generally be for a period of three years.

6.2 The duration may be extended beyond the three-year period or may be cut short in the interest of the service.



## VII. ROTATION ORDER

- 7.1 Rotation of officials shall be effected through the issuance of Rotation Order signed by the Administrator who has been authorized to do so pursuant to Board Resolution No. 5765-89.
- 7.2 The Rotation Order shall be issued not less than forty-five (45) days prior to the effectivity in order to give the official concerned ample time to clear his desk and brief his successor on matters such as, existing resources of the office, plans and programs, on-going activities, commitments, special problems, if any, and other items affecting the operation of his office. He shall clear himself of financial and property accountabilities in his present station.
- 7.3 Both incoming and outgoing officials shall submit to the Administrator a joint report on the takeover-turnover of assignment.
- 7.4 A Rotation Order is not an appointment. It merely changes the station of assignment of an official from one organizational unit to another. The official carries his current item under his approved appointment to the new assignment.
- 7.5 For control and monitoring purposes, the Records Management Division, Personnel and Records Management Department shall furnish copies of approved orders to the following:
  1. Original copy to the official concerned;
  2. Photo copies to:
    - a. Chief of office of the new assignment;
    - b. Chief of office of the present assignment;
    - c. Records Management Division, PRMD, for the 201 File of the official concerned; and
    - d. Personnel and Records Section, Administrative Division of field offices concerned.

## VIII. FINANCIAL ASSISTANCE

8.1 Rotation does not involve an increase in the salary of officials. In certain cases, it may entail economic adjustments in the new area of assignment. To cushion the adverse impact of such rotation, the official concerned shall be entitled to the following:

1. Per diems corresponding to the first thirty (30) days in his new assignment, subject to the following:
  - a) His new office is an area beyond 50 km. away from the former station.
  - b) The official has actually assumed office in the new station. For this purpose, a report on the date of actual assumption of duty in his new station shall be attached to his claim for per diems.
  - c) The rate of per diem shall be in accordance with the Travel Expense Law, subject to availability of funds and the usual auditing and accounting procedures. The present rates are embodied in MC 13, s. 1988.
2. Transportation Allowance during relocation - The official's transportation including that of his family and their household effects for a maximum of 3,000 kg. shall be allowed at government expense.

## IX. RESTRICTION

9.1 The rotation of any official shall not adversely affect his tenure of office, rank, salary or status.

## X. SAVING CLAUSE

10.1 Cases not covered by these guidelines shall be referred to the Administrator, Attention: Personnel & Records Management Department for appropriate action.