

Republika ng Pilipinas
NATIONAL IRRIGATION ADMINISTRATION
(Pambansang Pangasiwaan ng Patubig)
Lungsod ng Quezon

MC 1, 1990

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
REGIONAL IRRIGATION MANAGERS, OPERATION/PROJECT MANAGERS,
IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION
ENGINEERS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Creation/Extension of Daily Positions and Issuance/
Renewal of Daily Appointments

In line with the present thrust of the Agency to maintain a lean but strong organization, and in compliance with the economy measures required under MC #53, s. 1989, the following guidelines in the creation/extension of daily positions and issuance/renewal of daily appointments shall be implemented:

- I. Creation/extension of the following daily positions shall require prior approval by the Central Office:
 1. Positions charged to Corporate Funds.
 2. Office/staff positions charged to Project Funds. These positions refer to technical, administrative, clerical and other positions assigned in the Office.
 3. On-site positions above grade 14. These positions are those charged to direct cost such as foreman, carpenter, mason and laborer. However, on-site positions below grade 14 shall be approved by the RIM/OM/PM concerned and the approved list shall be submitted to the Administrator for notation.
 4. All requests for creation/extension of daily positions from the field offices requiring Central Office approval shall be submitted to the Management & Budget Section of the Regional/Project Office for consolidation and review before forwarding the same to Central Office. Submission of requests shall be made at least one month before the start of a new quarter.

II. Issuance/Renewal of Daily Appointments

- A. Appointments of all daily wage employees for CY 1990 shall be strictly on a quarterly basis.
- B. Appointments of daily personnel based on the approved positions shall be issued /approved by the following officials:
 - 1. Administrator - Salary grades 15 and above
 - 2. RIM/PM/OM - Salary grades 1 to 14


JOSE B. DEL ROSARIO, JR.
Administrator

January 5, 1990