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Republika ng Pilipinas  
PAMPANSANG PANGASTIWAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 62, s. 1990

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION  
MANAGERS, OPERATION MANAGERS, PROJECT MANAGERS,  
PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERIN-  
TENDENTS AND ALL OTHERS CONCERNED  
This Agency

SUBJECT : Guidelines on the Reassignment of Personnel

For your information, guidance and implementation the following  
guidelines on movement of personnel are hereby promulgated:

1. As a rule and as much as possible an employee should work in the  
organizational unit where his position is located. However re-  
assignment may be allowed in the exigency of the service, subject  
to the approval of appropriate authority.  
Reassignment of personnel refers to the movement of an  
employee from the office/station where his position belongs to  
another office/station without the issuance of a new appointment.
2. Reassignment of an employee on monthly basis at any salary grade  
from one region to another, project to region, field office to  
central office or vice-versa may be authorized only by the  
Administrator upon recommendation of the AA concerned, based on  
mutual agreement between or conformity of the head of the releas-  
ing organization and accepting organization. Please see attached form.
3. Reassignment of an employee on monthly basis within the same region/  
project, such as from one division to another may be approved by  
the head of the office concerned, provided that the reassignment of  
Division Managers, Provincial Irrigation Engineers or Irrigation  
Superintendents shall be approved by the Assistant Administrator  
concerned. Please see attached form.
4. Reassignment of an employee on daily basis from one region/project  
to another or from field to central office or vice-versa is not  
allowed. The proper procedure is for the daily employee to be  
appointed to a vacancy in the receiving organization if one exists.  
The employee should report to his new unit only when the appoint-  
ment thereto has been approved. His previous daily appointment  
may either be filled by another or abolished as the needs of the  
office dictate.
5. A daily position charged to current operating budget which is  
vacated due to the appointment of the incumbent to a monthly posi-  
tion, is automatically abolished. Hence it may no longer be filled.
6. All the above rules apply to existing organizational units inclu-  
ding UPRIIS and MARIIS.

This Memorandum Circular takes effect immediately and supersedes  
in whole or in part any previous issuance inconsistent with the above.

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

03 September 1990

( Date )

MEMORANDUM TO:

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C O N F O R M E :

\_\_\_\_\_  
Head, (Releasing Office)

\_\_\_\_\_  
Head, (Accepting Office)

Recommending Approval:

\_\_\_\_\_  
Assistant Administrator  
(of concerned Sector)

APPROVED/DISAPPROVED:

\_\_\_\_\_  
Administrator

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MEMORANDUM TO:

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C O N F O R M E :

\_\_\_\_\_  
RIM/PM/OM  
(Releasing Office)

\_\_\_\_\_  
RIM/PM/OM  
(Accepting Office)

APPROVED/DISAPPROVED:

~~Assistant Administrator Concerned~~