

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

MC No. 22, S. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT/REGIONAL/OPERATIONS/PROJECT MANAGERS,
ALL CONCERNED
This Agency

SUBJECT : Guidelines on the Detail/Reassignment/Retention
of Project Personnel to the Central Office or
to other Offices.

In the interest of the service and in view of the current reduction in the 1991 capital outlay which greatly affects the volume of construction activities of projects, a reduction in operating expenses particularly for personal services is deemed very necessary at the moment and shall be implemented in accordance with the following guidelines:

1. MONTHLY PERSONNEL FROM COMPLETED PROJECTS WHO ARE REASSIGNED TO OTHER ON-GOING PROJECTS OR TO CENTRAL OFFICE - Except for those designated by the Administrator to be officers in charge of new projects or for specific offices/activities, monthly positions shall be converted to the daily basis and wages shall be charged to project or unit where engaged.

Requirements:

- a) Their services are needed in the unit of new assignment;
- b) Their reassignment is approved by the Administrator; all concerned are required to secure new duly approved reassignment orders from the Administrator starting February 27, 1991. Those who cannot secure such reassignment orders shall be terminated effective March 16, 1991;
- c) Their daily appointment takes effect on March 16, 1991; and
- d) Those who are not reassigned shall be phased out effective March 16, 1991.

2. MONTHLY PERSONNEL FROM ON-GOING PROJECTS DETAILED TO OTHER OFFICES - Retention of the detail shall be subject to a new written order as follows:
 - a) A written concurrence from the Project Manager of the mother unit and endorsement by the Assistant Administrator concerned as to the reassignment and charging of salaries.
 - b) The reassignment or detail is approved by the Administrator.
3. DAILY PERSONNEL CHARGED TO PROJECTS - All daily personnel from on-going Projects shall return to their mother units not later than March 15, 1991. Those who are unwilling to go back to their project offices shall be laid off.

For clarification, an "on-going project" is a project that has authorized funding under the 1991 General Appropriations budget, otherwise a project which has been implemented and no longer included in the said 1991 budget shall be considered as a "completed project".

This MC takes effect immediately and shall be in force until further notice.

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

February 26, 1991

JP
27 Feb 91