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NIDA/FILE: TCG

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

MC No. 3, s. 1992

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
REGIONAL IRRIGATION MANAGERS, OPERATIONS MANAGER,
PROJECT MANAGERS, IRRIGATION SUPERINTENDENTS,
PROVINCIAL IRRIGATION ENGINEERS, AND ALL OTHERS
CONCERNED
This Agency

SUBJECT : Creation of Training Core Groups

To help promote a comprehensive, intensified and integrated Human Resource Development Program for NIA Staff, including client-farmers, as a vehicle to attain the vision of the Agency for a strong and viable NIA and irrigators associations partnership to accelerate irrigation development and to provide efficient levels of irrigation services, the following core groups to lead the program are hereby constituted:

I. NATIONAL TRAINING CORE GROUP (NTCG)

COMPOSITION:

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|----------------------|--|
| Chairman | : The Assistant Administrator for Administrative Services |
| Members | : Sectoral Representatives designated by Assistant Administrators concerned |
| Secretary/ Member | : Manager, Training and Manpower Development Division |

FUNCTIONS:

1. Reviews, and prioritizes training programs/proposals submitted by different departments, regional, integrated systems and project offices.
2. Consolidates the training program for the agency for budgeting purposes.
3. Sets guidelines for equitable distribution of training opportunities.
4. Reviews criteria for local and overseas trainings.
5. Reconciles inter-organizational conflicts relative to trainings.

NTCG SECRETARIAT

The Training and Manpower Development Division shall function as the NTCG Secretariat with the following functions:

1. Maintains an updated agency-wide list of employees qualified for scholarship, fellowship, training or study grant.
2. Conducts preliminary screening of candidates for training or scholarship grant and submits results to the NTCG.
3. Schedules meeting of the NTCG and takes minutes of deliberations.
4. Assists the NTCG in its activities.

II. REGIONAL TRAINING CORE GROUP (RTCG)

COMPOSITION:

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|------------------|---|---|
| Chairman | : | Administrative Division Manager |
| Members | : | Division Representatives & Senior Institutional Development Officer (or equivalent in integrated systems offices) |
| Member/Secretary | : | Regional Training Officer (or equivalent in integrated systems offices) |

FUNCTIONS:

1. Identifies training needs of NIA personnel and IAs.
2. Develops training programs based on training needs analysis.
3. Submits training proposals/programs to Assistant Administrator for Administrative Services; Attention: The Manager, Training and Manpower Development Division.
4. Designs detailed courses and implements approved training programs.
5. Evaluates and monitors training programs conducted.
6. Reconciles inter-organizational conflicts relative to staff training and IA's trainings.

Training proposals for project offices shall be submitted to the NTCG, thru the concerned sectoral representatives.

This Memorandum Circular shall take effect immediately.

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

January 10, 1992