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

MC No. 33, s. 1992

MEMORANDUM CIRCULAR

**T O : THE ASSISTANT ADMINISTRATOR'S/DEPARTMENT MANAGER/  
REGIONAL MANAGER/OPERATIONS MANAGER/PROJECT  
MANAGER/IRRIGATION SUPERINTENDENT/PROVINCIAL  
IRRIGATION ENGINEER AND ALL OTHERS CONCERNED**

**SUBJECT : Search for the 1992 NIA Outstanding  
Official/Employee**

In connection with the Search for the 1992 Outstanding Public Officials/Employees in government offices including government-owned or controlled corporations launched by the Civil Service Commission, there is hereby constituted the following NIA Committees:

**A. Screening Committee**

**1. Central Office**

- a. Chairman - Assistant Administrator for Administrative Services
- b. Members -
  - 1) one (1) representative from the four (4) sectors to be designated by the Assistant Administrator concerned i.e.
    - Project Development and Implementation
    - Administrative Services
    - Systems Operation and Equipment Management
    - Finance and Management
  - 2) PRMD Representative
  - 3) Representative from the duly accredited employees' association
- c. Secretariat - Manager, Personnel Division

## 2. Field Office

Chairman - Regional Manager/Project Manager/  
Operation Manager

Members - One (1) representative from each  
Division/System/Provincial  
Irrigation Office  
- One (1) representative from NIAES

### B. Executive Committee

1. Over-all Chairman- Administrator

2. Members:  
four (4) assistant Administrators

3. Secretariat - to be designated by the  
Administrator

The Committees shall encourage participation by requiring, if possible, each Department/Division/System/Office to submit at least one deserving nominee to the contest. They shall evaluate the nominees contribution in accordance with the established criteria provided by the Civil Service Commission. In addition, they shall determine the type of award (please see annex A) befitting each contribution as follows:

- a. Presidential or Lingkod Bayan Award
- b. Civil Service Award or Pag-asa Award
- c. Dangal ng Bayan Award

### I. Coverage/Qualifications:

- a. The contest is open to all employees in the Central/Regional/Projects/Systems/Provincial Irrigation Offices regardless of status of appointment except:  
- those on contractual basis
- b. A nominee must have a significant contribution in the form of suggestion, ideas, improvements, innovations, heroic act, etc., which benefitted the NIA or the country as a whole.
- c. A nominee must have a Performance Rating of at least Very Satisfactory for the last two (2) rating periods.
- d. A nominee must have no derogatory record of a criminal/administrative offense/case against him or her either served or pending for the year under review. An employee meted with the penalty of suspension is not eligible for the award.

## II. Mechanics:

1. An employee qualified for the award may be nominated by the following:
  - a. His immediate supervisor
  - b. His co-worker within the Section/Division/Department/Staff/Irrigation Superintendent/Provincial Irrigation Office as the case may be.
  - c. NIA employees from other sector
  - d. A private person or group
2. Nominations shall be coursed through the respective Division Chiefs who will review/recommend the merits in accordance with the guidelines and rating sheets as basis for grading (see Annex B). This will be considered as the preliminary screening.
3. A list of all qualified candidates citing the innovations, heroic/courageous deeds, suggestions/inventions shall be forwarded to the Chairman, Field Office/Central Office screening committee through the Division Manager and the Department Manager respectively, who will in turn forward their recommendations to the EXECOM Secretariat.
4. The judgement of the EXECOM shall not be bound by the point system in the rating sheet. They shall decide which of the nominees is the most meritorious considering the significant contribution made by the candidate to the Agency.
5. The decision of the EXECOM shall be final and binding.
6. Awards shall be conferred at fitting ceremonies on the NIA anniversary celebrations.
7. The awardee shall receive a prize as well as a certificate of recognition for his significant contribution and shall become the official entrant of the NIA to the CSC Search for Outstanding Public Service Awardees.

## III. Requirements

Nominations shall be considered only when the following supporting papers are submitted, viz:

1. Certificate that the nominee has been screened by the Division Head prior to submission to the Screening Committee;

2. Performance Rating for the two (2) semesters of 1991;

3. Report/description of the nominee's significant contribution;

4. Certification that the nominee has no administrative case against him/her either served or pending;

5. Form 212 with a 2x2 photo of the nominee.

Nominations should be submitted to the Division/Department/Regional Manager/Project Manager/Operation Manager on or before May 29, 1992.

Be guided accordingly.

(SGD.) DOMINGO T. BAUTISTA  
Acting Administrator

May 6, 1992

Republic of the Philippines  
CIVIL SERVICE COMMISSION

ANNEX "A"

MEMORANDUM CIRCULAR

MC No. 04, s. 1992

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND  
AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT,  
INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED  
CORPORATIONS, STATE UNIVERSITIES AND COLLEGES

SUBJECT : Launching of the Search for the 1992  
Outstanding Public Officials/Employees

Recognizing outstanding performance and exemplary behavior in the government service is an integral part of public personnel administration. Conferring awards is one form of recognition in order to motivate and inspire public servants to enhance their competence, creativity, innovativeness, integrity and productivity in the performance of their functions.

In this connection, the Civil Service Commission hereby launches the Search for the 1992 Outstanding Public Officials/Employees under the following categories:

- a. Presidential or LINGKOD BAYAN AWARD which is conferred on an individual or group of individuals in recognition of highly exceptional or extraordinary contributions resulting from an idea or performance whose effect is nationwide and principally affects the national interest, security and patrimony.
- b. The Civil Service Commission Award or the PAGASA AWARD which shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefits to more than one department or to the government though not of such extraordinary or exceptional degree as to warrant the Lingkod Bayan Award. Consistent dedicated performance exemplifying the best example in any of the professions or occupations in the public service shall be considered for this category.
- c. Outstanding Public Official/Employee Award or DANGAL NG BAYAN AWARD which shall be granted to officials and employees in the government

who have demonstrated exemplary service and behavior on the basis of their observance of the eight (8) norms of conduct as provided for under RA 6713.

Aside from those mentioned above, the Department or KAPWA AWARD shall be given to an individual or group of individuals in recognition of contributions from an idea or performance resulting in direct benefits to a single department or agency in the government. However, nominations for this type of award need not be submitted to the CSC for screening and evaluation. It shall be the responsibility of the Department or Agency SIAC to screen and evaluate nominations for this award and recommend further to the Head of the Department or Agency the most qualified nominees.

The Commission hereby enjoins all concerned to actively participate in this undertaking, and to submit nominations to the Office for Career Systems and Standards, 3rd Floor, Civil Service Commission, Constitution Hills, Diliman, Quezon City on or before June 15, 1992.

Attached are MC No. 56, s. 1989, and MC No. 03, s. 1992 together with the information kits and nomination forms.

For more information, you may visit said office or call telephone nos. 983281, 983282 or 991848 local 249 and 262.

(SGD.) SAMILO N. BARLONGAY  
Acting Chairman

January 28, 1992

CRITERIA

1. PERFORMANCE - - - - - 30
  - A. Very Satisfactory Rating for 2 semesters - 10
  - B. Competence - - - - - 10
  - C. Flexibility - - - - - 5
  - D. Work Simplification - - - - - 5
2. PUNCTUALITY & ATTENDANCE - - - - - 10
  - a. less than 5 days approved absence in a month; under-  
times totalling not more than the equivalent of:
    - 4 hours in a month - - - - 10
    - 5 hours UT in a month - - 9
    - 6 hours UT in a month - - 8
  - b. Five (5) days approved absence in a month; under-  
times totalling not more than the equivalent of:
    - 8 hours/one in a month - - 7
    - 12 hours UT/one & one half day - 6
    - 16 hours or two days - - - 5
  - c. Less than five (5) days approved absences in a  
month; undertimes incurred more than those indicated  
in a and b above - - - - - 4
  - d. More than seven (7) days absence in a month/undertimes  
more than two (2) days in a month- 3
  - e. Ten (10) days absence or undertimes within  
a month - - - - - 2
  - f. More than ten (10) days absence or undertimes  
within a month - - - - - 1

3. Significant Contribution - - - - - 30

a. Idea/Suggestion/Improvement/Innovation

BASIC - - - - - 10

BONUS - - - - - 20

(Scale 1-5 highest)

a. Relevance - - - - - 5

b. Impact - - - - - 5

c. Creativity & Originality- 5

d. Reliability - - - - - 5

4. Cost Consciousness - - - - - 10

5. Interpersonal Relations & Teamwork - - - - - 10

6. Public Relations - - - - - 10

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100

"Annex A"

EVALUATOR'S GUIDE

1. PERFORMANCE - - - - 30

a. Nominee shall be given the full 10 point if his Performance Rating for the last two semesters has been Very Satisfactory.

b. Knowledge & Skills - the level of expertise/experience the employee applies on the job. The extent he utilizes these knowledge & skills in his job. His awareness of current SOP'S, policies, rules.

Superior resource in all aspects - 5

Above Average - - - - - 4

Average - - - - - 3

Fair - - - - - 2



- c. Effectiveness & Dependability - Ability of the nominee to complete required tasks/assignments on schedule. His availability when needed to work on special assignments without thought of extra compensation. Rate the nominee in a scale of 5 (highest) to 1 (lowest).
  - d. Attitude & Quality of Work - The interest/concern of the nominee towards his work and the accuracy/completeness of the tasks performed. (Scale of 5 to 1).
  - e. Interpersonal Relations & Teamwork - The ability of the nominee to establish and maintain a harmonious relationship with his subordinates/peers/superiors in the performance of his duties. (Scale 5 to 1)
2. PUNCTUALITY & ATTENDANCE - 10 (Scale already provided in the rating sheet)
3. SIGNIFICANT CONTRIBUTION - 40
- a. Idea/Suggestion/Improvement/Innovation - must be properly documented.
  - b. Performance - Extraordinary acts of public interest which enhanced the image of the NIA. Sustained work performance despite hazards/risks in area of assignment.
  - c. Invention - Tangible savings generated to the Agency as a result of a modification/repair of equipment/machines etc.

BONUS POINTS - Rate nominee on a scale of 1 to 5 (highest)

Relevance - Pertinence/Applicability. The extent of which the idea/suggestion etc. is pertinent and related to the needs of the Agency.

Impact - Strong influence; powerful effect. The degree of positive influence on Agency operations/costs. The applicability of the idea or invention to other Sectors which is outside the scope of the area of assignment of the nominee.

Effectiveness - The extent to which the idea is operational. Worthy of confidence or trustworthy since it is a product of careful planning and research.

Initiative - Doing something without being told.

Nominee has acted on his own judgment without thought of remuneration or prospect of promotion; or if he has been instructed to do it, no remuneration was expected by the employee; resourcefulness is evident and the nominee ably discharged his regular duties despite the additional assignment. Researches were done without collecting reimbursement for expenses incurred from the NIA.

Cost Saving- Economy of operation; Invention was achieved with the least expenditure of resources (time, materials, funds, equipment) or the expenses incurred compared to the price of procuring a new unit or to job-out the unit is minimal and will result/generate savings to the N.I.A.

4. Safety Consciousness - The extent of which the nominee consistently adheres to safety standards and rules which, makes him/her a model to his workers/peers/superiors which is worthy of emulation.

Conscientious in carrying out safety practices; Calls attention to possible work hazards; suggest ways of improving and keeping his work environment safe and clean - - - - - 10

Usually implements/follows safety practices; Quick to spot; potential hazards in workplace - - 8

Regularly heeds/implements/safety practices; Occasionally calls attention to possible safety hazards - - - - - 6

Aware of safety standards & rules but needs to be reminded about adherence to safety - - - - 4

Has incurred some violations on safety standards and rules; occasionally being called to heed safety standards but follows when told - - 2

Apathetic to possible work hazards - - - - 0

5. Preventive Maintenance - - 10

The extent to which the nominee handles equipment and material in a manner that ensures its durability and serviceability. Cleans/oils/attends to smallest defect of machines/equipment/materials assigned to prevent greater loss to Agency.

Superior	- - - - -	10
Above Average	- - - - -	7
Average	- - - - -	4
Fair	- - - - -	2
Poor	- - - - -	0

RATERS GUIDE

1. PERFORMANCE - - - 30

- a. Very Satisfactory Performance Rating for the last two semesters - - - - - 10
- b. Competence - - - - - 10

Consider the knowledge of the nominee on the function of the unit/Section/Division/Department where he/she belongs and the expertise that he/she possesses in his field of assignment.

Is recognized by others as an authority/expert in his field of assignment	- - - - -	10
Above average	- - - - -	8
Adequate	- - - - -	5
Minimum	- - - - -	2
Deficient	- - - - -	0

- c. Flexibility - - - - - 5

The ability of the nominee to perform effectively and reliably on new assignments other than what is stated as his/her regular duties. The extent to which the nominee is able to adapt and adjust to the various demands at work and view new ideas including constructive criticism with receptiveness.

Does successfully well in other lines of work within the Department. Highly capable of adjusting to changes - - 5

Voluntarily takes over assignment of co-employees  
in their absence without being told when clients  
follow up transactions - - - - - 4

Readily adjustable to new work with brief  
instructions; welcomes changes - - - - 3

Normally able to adjust to new work assign-  
ments after careful instructions - - - 2

Shows indifference & lack of initiative in  
accepting new assignments - - - - - 1

d. Work Simplification - - - 5.

The desire to facilitate action immediately and  
independently in a reliable manner; the  
extent to which the nominee proposes new  
methods of improving work procedures/systems.

Exceptional self-starting ability. Consistently  
suggests new and highly workable ideas for the  
improvement of the quality of service of the  
unit/section/division/staff - - - - - 5

Generally quick to devise new work  
improvements and advocates in eliminating  
red tape - - - - - 4

Occasionally proposes new ideas - - - 3

Seldom shows interest in suggesting/  
implementing new methods; relies on  
precedents - - - - - 2

Reluctant to suggest/implement new  
methods - - - - - 1

2. PUNCTUALITY & ATTENDANCE - - - - - 10 (Already  
provided in the criteria)

3. SIGNIFICANT CONTRIBUTION - - - - - 30

a. Idea/Suggestion/Improvement/Innovation -  
(Properly documented)

BASIC - - - - - 10

BONUS - - - - - 20

(Scale 1-5 on the following factors)

a. Relevance - Pertinence/applicability.

The extent to which the idea/suggestion is pertinent and related to the needs of the Agency.

b. Impact-Strong Influence. Powerful effect.

c. Creativity & Originality - The presentation of a new concept/idea

d. Reliability - Assurance that the idea/concept will be beneficial to the Agency.

4. COST CONSCIOUSNESS - - - - - 10

The extent to which the nominee achieves results in his day-to-day work by conserving and optimizing the use of available resources. Shows care in handling of Office machines, materials to prolong their serviceability.

Consistently delivers superior output even with the most limited resources - - - - 10

Occasionally delivers better-than-expected outputs even with limited resources - - - 8

Delivers above-average output - 6

Achieves average output; understandably finds difficulty in delivering outputs when given inadequate resources - - - - 4

Delivers output but shows lack of concern in the proper use of available resources - 2

5. TEAMWORK & COOPERATION - - - - - 10

The extent to which interpersonal relations with co-employees are harmoniously established and maintained in the performance of his duties.

Brings out the best in others; Practices tact and diplomacy in day-to-day dealings with co-employees; A model of self-control; Fosters harmony and co-operation within the unit - - - - 10

Works helpfully and pleasantly with others.  
Relied upon to help reduce friction and boost  
morale of employees within the unit - - - 8

Works well with co-employees and is effective as  
a team member; Cooperates as requested - - 5

Relates fairly with co-employees; occasionally  
gets into disagreements - - - - - 3

Difficult to get along with; shows little considera-  
tion for others - - - - - 1

6. PUBLIC RELATIONS - - - - 10

The extent to which the employee impresses the public/  
clients with work manners, and attitudes of helpfulness.  
His graciousness in attending clients regardless of  
of rank/social/economic status or ethnic background  
even when transaction to be conducted is outside of his  
work assignment.

Always attends to the public with a smile.  
Makes them feel welcome and able to transform  
difficult situations with the public into  
an atmosphere of goodwill - - - 10

Usually friendly and polite towards clients.  
Makes them feel at ease and satisfied with  
services rendered - - - - - 8

Does work impersonally and meets people with  
unimpressive politeness. Rarely criticized or  
complimented by outsiders - - - 5

Attends to the public/client in a business like  
manner. Can be very gracious in dealing with  
clients who come from the same ethnic background  
as he does - - - - - 3

Occasionally displays indifference to clients.  
Attends to clients only when the transaction  
being followed-up belongs to his area of assign-  
ment - - - - - 1