

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

MC # 41 s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;
HEADS OF DEPARTMENT AND STAFFS; REGIONAL IRRIGATION
MANAGERS; OPERATION MANAGERS; HEADS OF FOREIGN-
ASSISTED PROJECTS; PROVINCIAL IRRIGATION OFFICERS;
IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : INSTALLATION OF A COMPUTER-BASED PERSONNEL INFORMATION
SYSTEM (PIS)

In line with the Agency's objective of continuously developing its human resources for optimum productivity, it has become imperative that it adopts and maintains an effective and responsive system of manpower utilization to meet the rapidly changing climate of technology. Towards this end, and in order to provide NIA management with accurate, comprehensive and easily retrievable data for personnel actions, the installation of an updated computer-based Personnel Information System (PIS) at the NIA Central Office and in each of the Regional/Project/Integrated Systems offices is hereby enjoined.

Accomplishment of the attached form shall constitute the initial step in setting up the aforecited computerized personnel information system. To ensure accuracy of data entry, the Division Manager, Administrative Division and the Sr. Industrial Relations Management Officer shall conduct a briefing/orientation session in the concerned offices (Central, Regional, Provincial, Irrigation System and District Offices) to discuss about the procedure in filling out the form and to ascertain the exact information or data called for.

The Sr. Industrial Relations Management Officer shall coordinate, collate and arrange for the encoding of the data in each of the accomplished forms which shall serve as the computerized data file in each of the offices concerned.

Considering the immediate and potential value of the installation of the PIS to management decision regarding personnel actions, the following timetable shall be followed:

August 16-31, 1993 = Reproduction and accomplishment
of forms

September 1-30, 1993 = Encoding

It is expected that the encoding shall have been completed
by September 30, 1993 and the system operational beginning
October, 1993.

Be guided accordingly.

(SGD.) APOLONIO V. BAUTISTA
Administrator

10 August, 1993

PERSONNEL INVENTORY SHEET

IDENTIFICATION CODE (#): _____ ITEM NUMBER (#): _____ (#) to be filled up by Personnel

POSITION TITLE : _____

APPOINTMENT STATUS : __ 1-Permanent 2-Monthly Temporary 3-Monthly Co-terminus 4-Probationary 5-Contractual 6-Daily Casual

EFFECTIVE DATE (from mddy) : __/__/__ SALARY GRADE : __ SALARY/ANNUUM : P _____ STATION : _____

I. Personal Background

SURNAME : _____ FIRST NAME : _____ MIDDLE INITIAL : _____

TAX IDENTIFICATION NO. : _____ GSIS POLICY NO. : _____

CIVIL STATUS : __ 1 Single 2 Married 3 Widow 4 Separated CITIZENSHIP : __ 1 Filipino RELIGION : __ 1 Catholic 2 Muslim 3 Others

SEX : __ 1 Male 2 Female BIRTH DATE (MDDYY) : __/__/__ BIRTH PLACE : _____

CIVIL SERVICE/BOARD/BAR EXAM. PASSED	RATING	DATE TAKEN (MDDYY)	PLACE TAKEN
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____

ADDRESS: _____ TEL NO.: _____ HEIGHT : _____ meters WEIGHT : _____

NAME OF FATHER : _____ PLACE OF BIRTH : _____

NAME OF MOTHER : _____ PLACE OF BIRTH : _____

NAME OF SPOUSE : _____ MAIDEN NAME (for married female employee only) : _____

OCCUPATION OF SPOUSE : __ 1 NIA Employee 2 Employee Other Gov't Office 3 Private Employee 4 Not Employed

CHILDREN :	BIRTHDATE :	CHILDREN :	BIRTHDATE :
_____	____/____/____	_____	____/____/____
_____	____/____/____	_____	____/____/____
_____	____/____/____	_____	____/____/____

SKILLS : _____

HOBBIES : _____

OTHERS (membership in associations) : _____

II. Educational Background

NAME OF SCHOOL	DEGREE	DURATION (YEAR)	
		FROM	TO
ELEMENTARY : _____	COMPLETED Yes No	_____	_____
SECONDARY : _____	COMPLETED Yes No	_____	_____
VOCATIONAL : _____		_____	_____
COLLEGE § : _____		_____	_____
_____		_____	_____
_____		_____	_____
POST GRAD **		_____	_____
_____		_____	_____
_____		_____	_____
DOCTORAL ***		_____	_____
_____		_____	_____
_____		_____	_____

Note :

§ 1 - Summa Cum Laude 3 - Cum Laude 5 - Half Scholar
 2 - Magna Cum Laude 4 - Full Scholar 6 - Completed 7 - Undergraduate

** 1 - Units 2 - Academically Completed 3 - Completed

III. Training Background

TITLE OF TRAINING	TYPE	CODE	DURATION		TRAINING HOURS	CONTRACT OF SERVICE YEARS	SPONSOR (NIA, OTHERS)	VENUE
			LOCAL (1)	ABROAD (2)				
_____	---	---	___/___/___	___/___/___	---	---	_____	_____
_____	---	---	___/___/___	___/___/___	---	---	_____	_____
_____	---	---	___/___/___	___/___/___	---	---	_____	_____
_____	---	---	___/___/___	___/___/___	---	---	_____	_____
_____	---	---	___/___/___	___/___/___	---	---	_____	_____
_____	---	---	___/___/___	___/___/___	---	---	_____	_____

(Continue on separate sheet if necessary)

IV. Service Record (Include experience outside government service)

Title	Salary	Effective Date	Action

(Continue on separate sheet if necessary)

V. Awards/Citation/Commendations Received

TITLE	DATE GIVEN	SPONSOR

(Continue on separate sheet if necessary)

VI. Others

1. Do you have any pending or previous administrative/criminal case? ☐ Yes ☐ No. If yes, give particulars

Date filed (month/year) : _/_/_/

Nature :

Decision :

2. State the name/s, position and place of assignment of any relative/s in the NIA within the 3rd civil degree, whether by consanguinity or affinity.

Name :

Position :

Name :

Position :

Name :

Position :

Name :

Position :

Signature

I N S T R U C T I O N S

1. Accomplish this form in two (2) copies. Types or print entries
2. Sign and submit the original copy to the Sr. Industrial Relations Management Officer.
3. In case of any change or additional information, inform the Sr. IRMO for update.