

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
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QUEZON CITY PHILIPPINES

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OUR REFERENCE:

MC # 10, s. 1997

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
REGIONAL IRRIGATION MANAGERS, PROJECT/OPERATIONS
MANAGERS, DEPARTMENT MANAGERS AND ALL OTHERS CONCERNED
This Agency

SUBJECT : RE-ESTABLISHMENT OF A NIA PERSONNEL DEVELOPMENT
COMMITTEE

Pursuant to Memorandum Circular No. 10 dated March 2, 1989 of the Civil Service Commission and Memorandum Circular No. 32 dated July 25, 1989 of the NIA, a Personnel Development Committee (PDC) in the Central Office and a Personnel Development Committee (PDC) in each Regional/Project Office are hereby re-established with their corresponding composition and functions as follows:

1. Functions:

- 1.1 Review/update the agency criteria for the selection of agency nominee/s to training and scholarship programs in accordance with existing Civil Service Commission and NEDA policies and standards;
- 1.2 Review/update the agency's existing policies governing the responsibilities of selected training/scholarship grantee. These shall be embodied in the contract which the selected nominee and the head of the agency shall enter into;
- 1.3 Conduct the screening of employee/s from the list of prospective participants to training course/scholarship under consideration;
- 1.4 Recommend to the head of agency the most qualified nominee/s in accordance with agency guideline for training or study grants;
- 1.5 Disseminate, publish or post in conspicuous places within the office premises, available training or scholarship opportunities;

- 1.6 Conduct a continuing monitoring of training/scholarships grantee/s, both foreign and local;
 - 1.7 Submit to the concerned head of office a semestral report on aforementioned activities.
2. Composition of the agency Personnel Development Committee:
- 2.1 The agency personnel Development Committee in the Central Office (CO-PDC) shall be composed of the following:
 - 2.1.1 Chairman

Assistant Administrator for Administrative Services/
Finance and Management
 - 2.1.2 Members

Manager, Personnel & Records Management Department
Manager, Management Services Department
President, NIAEAS or representative
Manager, concerned Department/Sector
 - 2.2 The Personnel Development Committee in the Regional/Project Offices (RPDC/PPDC) shall be composed of the following:
 - 2.2.1 Chairman - Regional/Project Manager
 - 2.2.2 Members

Manager, Administrative Division
Manager, Engineering Division
Manager, Operations Division
Representative, Employees Association
3. Committee Secretariat
- The Committee Secretariat shall assist the concerned Personnel Development Committee in the performance of the following:
- 3.1 The Committee Secretariat in the Central Office shall be composed of the following:
 - 3.1.1 Manager, Training and Manpower Development Division
 - 3.1.2 In-charge of Scholarship Section
 - 3.2 The Regional/Project Secretariat shall be composed of the following:
 - 3.2.1 Manager, Administrative Division
 - 3.2.2 In-charge of training

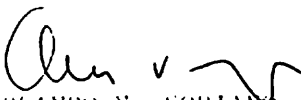
3.3 The Secretariat shall perform the following functions:

- 3.3.1 Provide the committee a list of qualified employee/s for training/scholarship grant.
- 3.3.2 Prepare correspondences, memoranda, reports, etc. relative to scholarships/study grants.
- 3.3.3 Issue notice of meeting to all members of the committee.
- 3.3.4 Maintain records of committee deliberations and other documents relative to the availment of scholarships/study grants.
- 3.3.5 In the case of Regional/Project Personnel Development Committee, submit to Training and Manpower Development Division, NIA Central Office, a semestral report of all training or scholarship availments, both local and foreign, indicating among others, the title, duration and expenses involved.

It is understood that in the selection of candidates for training and scholarships grants, the CO-PDC/RPDC-PPDC shall ensure that such opportunities are equitably distributed and are awarded to deserving employees considering such factors as length of service, performance levels, training and development needs, status of appointment and other factors as embodied in the attached criteria (NIA-PDC Form # 1).

The attached NIA-PDC Form # 1, (criteria) training evaluation sheet (NIA-PDC Form # 2 (evaluation sheet) and NIA-PDC Form # 3 shall be used for the aforementioned purposes.

The provisions of previous circulars or memoranda inconsistent in whole or in part with the foregoing shall henceforth be deemed superseded.


ORLANDO V. SORIANO
Administrator

April 3, 1997

CRITERIA FOR SELECTION OF CANDIDATES*
FOR SCHOLARSHIP/TRAINING OUTSIDE NIA

To insure that the few opportunities for training, scholarships and other development opportunities are distributed fairly and equitably among the qualified and deserving employees, these criteria shall be observed by the NIA Training Core Group in selecting nominee/s:

<u>F A C T O R S</u>	<u>POINTS</u>
I. <u>RELEVANCE (50 points)</u>	
- Actually doing work involving knowledge skills to be covered by the course or training	50 points
- A potential candidate for a position requiring knowledge and skills to be covered by the course or training	30 points
II. <u>LEVEL OF POSITION (5 points)</u>	
- Head of Office	5 points
- Section Chief and equivalent	4 points
- Other positions	3 points
III. <u>LENGTH OF SERVICE IN NIA (10 points)</u>	
- 1 point for every two years of service	10 points
IV. <u>PERFORMANCE RATING (20 points)</u> (Immediate past semester)	
- Outstanding performance	20 points
- Very Satisfactory performance	15 points
V. <u>SCHOLASTIC RATING (15 points)</u>	
1.50 - 1.00 or 95 - 100	15 points
2.00 - 1.51 or 90 - 94	12 points
2.50 - 2.01 or 85 - 89	10 points
3.00 - 2.51 or 80 - 84	8 points
3.50 - 3.01 or 75 - 79	6 points

S U M M A R Y

I. RELEVANCE	50 points
II. LEVEL OF POSITION	5 points
III. LENGTH OF SERVICE	10 points
IV. PERFORMANCE RATING	20 points
V. SCHOLASTIC RATING	15 points
TOTAL POINTS	100 points

In case of tie, other factors like being a board topnotcher or having received an award from the NIA for outstanding accomplishment shall be considered and assigned five (5) points.

The age limit set by the sponsoring country or institution shall be observed.

Except for cases certified to be urgently necessary by the head of field office and approved by the Administrator, a lapse of four (4) years shall be required before any employee who has been sent abroad officially by NIA on a training or scholarship grant, may be authorized again.

No two (2) nominees for a particular grant should come from the same Region. Where there are two or more slots for a particular grant the next ranking candidates from another region should get the second slot and so on down the line.

In all cases, availment of a fellowship, training or scholarship grant, local or foreign shall be subject to a Contract of service to be entered into by and between the grantee/s and the Agency, stipulating among others that the grantee/s shall serve the Agency for a period three (3) times the length of the training or scholarship grant (MC 11, s. 1982).

TRAINING/SCHOLARSHIP EVALUATION SHEET

COURSE :
 VENUE :
 SPONSOR:
 DATE OF TRAINING :
 DATE OF SUBMISSION TO NEDA :

AGE LIMIT :

N A M E	POSITION	OFFICE	DIVISION/ SECTION	AGE	DEGREE	AVE. BACHE- LOR DEGREE RATING	YRS. OF SER- VICE	PER- FOR- MANCE RATING	POSITION 5 points	RELEVANCE 50 points	SCHOLASTIC 15 points	SERVICE 10 points	PERFORMANCE 20 points	TOTAL POINTS	RANKING

Prepared by: _____

APPROVED BY THE NIA PERSONNEL DEVELOPMENT COMMITTEE - CENTRAL OFFICE

Member, President/Representative
 NIAEES

Member, Manager
 PRMD

Member, Manager
 Concerned
 Dept./Sector

Member, Manager
 Mgt. Services
 Dept.

Chairman
 Assistant Administrator

COURSE :
VENUE :
SPONSOR :
DATE OF TRAINING :
DATE OF SUBMISSION TO NEDA :

AGE LIMIT :

NAME	POSITION	OFFICE	DIVISION/ SECTION	AGE	DEGREE	AVE. BACHE- LOR DEGREE RATING	YRS. OF SER- VICE	PER- FOR- MANCE RATING	POSITION 5 points	RELEVANCE 50 points	SCHOLASTIC 15 points	SERVICE 10 points	PERFORMANCE 20 points	TOTAL POINTS 100

Prepared by: _____

APPROVED BY THE NIA REGIONAL/PROJECT DEVELOPMENT COMMITTEE (NIA RPDC)

Secretary / Manager
Member, Administrative
Division

Member, Manager
Eng'g. Div.

Member, Manager
Operations
Division

Member, NIAEAS
Representative

Chairman
Regional Manager/Proj. Manager