

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

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OUR REFERENCE:
MC # 16, S. 1998

*Noted & filed
NIA
4/17/98*

MEMORANDUM CIRCULAR

MEMORANDUM

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS/STAFF, HEADS OF REGIONS/FOREIGN-ASSISTED PROJECTS, HEADS OF PROVINCIAL IRRIGATION OFFICES/IRRIGATION SYSTEMS AND OTHERS CONCERNED

SUBJECT : GUIDELINES IN THE CONDUCT OF TECHNOLOGY ENHANCEMENT PROGRAMS (TEP)

For guidance and information of all concerned, hereby issued are the guidelines relative to the conduct of Technology Enhancement Programs for NIA staff and Irrigators' Associations.

I. PROPOSAL

All TEPs to be conducted whether included or not in the approved Regional POW for the Year should be stated in a proposal to be approved by the Administrator. The proposal should be based on "felt need" and as a result of training need assessment administered for the purpose. For uniformity, all proposals should conform with the prescribed format indicated below:

Title: Proposed Technology Enhancement Program

Rationale:

Objective/Expected Output:

Participants: (List of Names and designations)

Funding Requirement and Source:

Detailed Schedule/Itinerary:

The proposal should be prepared well in advance and be submitted to Central Office at least 45 days prior to the actual conduct of the TEP.

II. PARTICIPANTS

Prospective participants should be a mixture of good-performing NIA personnel, IA officers and members who have been contributing to the enhancement of performance of a NIA office unit or IA. Priority should be given to viable NIA office unit and/or IAs. The composition of participants for one batch of TEP should be 50:50 NIA:IA meaning 50% should be from the IA and the other half from the NIA. For manageability, the number of participants in a batch should not exceed 24 persons.

III. FUNDING

The cost of conducting the program should not exceed the allocation in the approved POW. As a rule, whether the TEP is programmed or not, the average cost of accommodation per participant must not exceed the prevailing prices in the area where the training is to be held or P300 per day whichever is lower. If the cost of accommodation is higher than P300 per participant, the sponsoring office shall bear the actual cost and provide each participant a per diem allowance of P100 per day only subject to existing accounting and auditing rules and regulations. All other expenses should also be based on the prevailing prices. Host-regions should keep the cost at the minimum. Extra costs incurred beyond the approved budget will require justification from the proponent.

III. COMPLETION REPORT

A completion report for every TEP conducted should be submitted to the NIA Central Office, Attention: Institutional development Department, 1 to 2 weeks after the training. The report should be prepared in accordance with the following format:

Title: Technology Enhancement Program Completion Report

Highlights:

Actual Number of Participants:

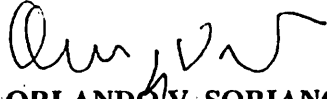
Actual Cost Incurred:

Actual Itinerary:

Lessons/Insights Gained: Action Plans for adopting such lessons

Conclusion/Recommendations:

For strict compliance.


ORLANDO V. SORIANO
Administrator

April 24, 1998

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