



Republika ng Pilipinas
Hamnansang Pangasiwaan ng Platabig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
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QUEZON CITY PHILIPPINES

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*TO: All CORPUS Staff
Pls take note*

OUR REFERENCE:

MC # 70, s. 1998

ATA 9/1

MEMORANDUM CIRCULAR

ATA T O : The Deputy Administrator, Assistant Administrators,
Heads of Departments and Staffs, Regional Managers,
Operations Managers, Project Managers, Provincial
Irrigation Officers, Irrigation Superintendents,
Corporate Auditor, Regional/Project Auditors and
All Others Concerned
National Irrigation Administration

SUBJECT : Supplemental Guidelines to MC # 38, s. 1994
Re- NIA Performance Appraisal System

Section 10 on Sanctions regarding late submittal of Performance Appraisal Reports and MORE Commitment Sheets is hereby added as supplement to MC # 38, s. 1994.

10. SANCTIONS

Non-submission of the Performance Targets and the Performance Appraisal Reports within the prescribed period shall be the basis for withholding the allowance of the concerned employee/official for the next month following the rating period. The immediate supervisor, the Personnel Manager or the Administrative Officer concerned shall give a written notice to the cashier concerned to withhold the allowance of any employee/official violating said provision of the circular.

Raters who use the system to give undue advantage or disadvantage to employees they rate, shall be subjected to disciplinary action.

Manuel Antonio S. Arevalo
MANUEL ANTONIO S. AREVALO
Administrator

August 25, 1998