



Republika ng Pilipinas  
**Pamantasan ng Lungsod ng Quezon**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

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OUR REFERENCE:  
M.C. # 39, s. 1999

**MEMORANDUM CIRCULAR**

TO : **THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT/STAFF HEADS, REGIONAL MANAGERS, PROJECT MANAGERS/OPERATIONS MANAGERS AND ALL OTHER CONCERNED**  
**This Agency**

SUBJECT : **Revised Criteria for Selection of Candidates for NIA Scholarship/Training Grants**

To insure that opportunities for training, scholarships and other development activities (local or overseas) are distributed fairly and equitably among qualified and deserving employees, these Revised Criteria shall be observed by the NIA Personnel Development Committee (PDC) in the Central Office and in the Field Offices.

Selection/attendance of representatives to conventions/conferences and of candidates to local/overseas training shall be coursed thru Personnel Development Committee (PDC), ATTN: Training & Manpower Development Division for evaluation or recommend exemption from the evaluation under meritorious circumstances.

Further, it is informed that henceforth, as an agency policy, only study grants, scholarships/ fellowships, local or foreign, officially authenticated by PDC thru Training & Manpower Development Division, PRMD, shall be officially credited for evaluation purposes for personnel movement or related personnel action.

This memorandum takes effect immediately and supersedes all previous memoranda on the criteria for the selection of candidates for scholarships/training grant, local and overseas, and other issuances regarding overseas training which are inconsistent hereto.

Compliance hereon is enjoined.

  
**MANUEL S. AREVALO**  
Administrator

27 October 1999

## REVISED CRITERIA FOR SELECTION OF CANDIDATES FOR NIA SCHOLARSHIP/TRAINING GRANTS

To insure that opportunities for training, scholarships, and other development activities local or overseas are distributed fairly and equitably among qualified and deserving employees, these criteria shall be observed by the NIA Personnel Development Committee (PDC) in selecting nominee/s:

FACTORS	POINTS
<b>I. RELEVANCE (50 points)</b>	
a. Actually doing work involving knowledge & skills to be covered by the course/training -----	50 points
b. A potential candidate for position requiring knowledge and skills to be covered by the course or training -----	25 points
<b>II. LEVEL OF POSITION (5 points)</b>	
a. Division Chief including PIO's & I.S. for at least 1 year	5 points
b. Section Chief and equivalent -----	4 points
c. Other position -----	3 points
<b>III. LENGTH OF SERVICE IN NIA (10 points)</b>	
a. One (1) point for every two (2) years of service spent in the position relevant to the proposed training.-----	10 points
<b>*IV. PERFORMANCE RATING (20 points)</b> (For semester immediately preceding the date of selection/evaluation)	
a. Outstanding performance -----	20 points
b. Very satisfactory performance -----	10 points
<b>V. SCHOLASTIC RATING (15 points)</b>	
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

### SUMMARY

I. RELEVANCE -----	50 points
II. LEVEL OF POSITION -----	5 points
III. LENGTH OF SERVICE -----	10 points
IV. PERFORMANCE RATING -----	20 points
V. SCHOLASTIC RATING -----	<u>15 points</u>
T O T A L	100 points

**\* NEDA's minimum requirement is Very Satisfactory (VS).**

**ADDITIONALLY, THE FOLLOWING SHALL BE OBSERVED  
IN THE EVALUATION OF CANDIDATES**

1. All nominations for scholarship or training, local or overseas, shall be coursed thru the NIA Personnel Development Committee (PDC), ATTN: Training and Manpower Development Division at NIA Central Office, which shall initially conduct the evaluation or recommend exemption from the evaluation under meritorious circumstances.
2. The age limit and other requirements set by the sponsoring country or institution shall be strictly observed.
3. In case of tie, other factors like being a board toprnotcher (among the ten (10)) or having received an award from the NIA for outstanding accomplishment shall be considered and assigned five (5) points.
4. For a masteral degree/course, a candidate/s with high scholastic ratings shall be preferred over those with relatively low grades/ratings.
5. Except for cases certified to be urgently necessary by the head of field office or Department Manager at central office and approved by the Administrator upon PDC's recommendation, no employee serving a service contract by virtue of a previous NIA training or scholarship grant maybe authorized again. A minimum of one (1) year service contract shall be required for all trainings attended overseas.
6. No two (2) nominees for a particular grant should come from the same Region/Office. Where there are two or more slots for a particular grant, the next ranking candidates/s from another region should get the slots and so on down the line.
7. In all cases, availment of 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 II, s. 1982) or as required under the guidelines of a special scholarship/training i.e. CSC-I SP.
8. All cases of proposed attendance/participation of central office personnel in training courses conducted by other government agencies or by private institutions should be coursed through the Personnel and Records Management Department.
9. An employee/candidate with a pending nomination or still serving a contract obligation arising from a previous training/scholarship shall be excluded from the final list of candidates.
10. Non-relevance of functions shall be a ground for automatic non-inclusion of the nominee/s in the final list of candidates.