

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,
OPERATIONS/PROJECT MANAGERS, PROVINCIAL IRRIGATION
ENGINEERS, IRRIGATION SUPERINTENDENTS AND ALL OTHERS
CONCERNED**

SUBJECT : CREATION OF NIA COMMITTEE ON DISCIPLINE (COD)

Pursuant to the provisions of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," mandating a high standard of ethics in public service, a NIA Committee on Discipline (COD) is hereby created to ensure faithful compliance by NIA officials and employees to the pertinent laws, rules and regulations relative to the proper conduct and decorum required for efficient discharge and execution of public functions.

1. COMPOSITION

The NIA Committee on Discipline shall be composed of the following:

Chairman	: Assistant Administrator for Administrative Services
Members	: Manager, Legal Department Manager, Management Services Department Manager, Personnel and Records Management Department Department Manager representing the SOEM Sector Department Manager representing the PDI Sector Department Manager of the official or employee subject of investigation NIAEASP President or Representative Head Executive Assistant, Office of the Administrator
Secretariat	: Personnel and Records Management Department

2. FUNCTIONS

The Committee shall have the following functions and duties:

- 2.1. To receive, process and evaluate complaints as determined by the Committee against NIA officials and employees and determine the appropriate action/s to be taken thereon;
- 2.2. To investigate violations of the Civil Service Commission Rules and Regulations and other issuances and other infractions of Agency policies by such officials and employees;

- 2.3. To coordinate or refer complaints to the appropriate officials, department or office for expeditious resolution of the same;
- 2.4. To settle Intra-office disputes involving NIA employees and other officials;
- 2.5. To recommend to the Administrator the appropriate penalty to be imposed for said violation after an inquiry conducted for such purpose;
- 2.6. To recommend to the Administrator such other policies as may be deemed necessary to maintain a well-disciplined workforce;
- 2.7. To submit yearly report to the Administrator on its activities or at any time the Administrator may require; and,
- 2.8. To perform such other relevant functions and duties which the Administrator may assign from time to time.

3. PROMULGATION OF RULES & REGULATIONS

Within thirty (30) calendar days after the approval of this Circular, the Committee shall convene to promulgate rules and regulations necessary to carry out its functions. The Committee may likewise adopt such guidelines essential to the speedy disposition of complaints. Such rules and regulations and/or guidelines shall be subject to the prior approval of the Administrator.

4. REPEALING AND SEPARABILITY CLAUSE

All existing NIA circulars or part thereof inconsistent herewith are deemed superseded or modified accordingly. However, if any part of this circular shall be inconsistent with the CSC Memorandum Circular No. 71, series of 1989 re Reinstallation of Grievance Machinery in all Government Offices or any other subsequent CSC issuances bearing on the subject of this memorandum circular, the latter shall prevail this circular to be taken as complementary in nature to such CSC issuances.

5. EFFECTIVITY

This Circular shall take effect immediately.

Strict compliance is hereby enjoined.


MANUEL S. AREVALO
Administrator

2 October, 2000