



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

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OUR REFERENCE:

MC No. 25, Series of 2000

MEMORANDUM CIRCULAR

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

SUBJECT : CENTRALIZATION OF ALL HUMAN RESOURCES DEVELOPMENT ACTIVITIES

It has come to the attention of the undersigned that the conduct of trainings and seminars as well as the attendance of NIA officials and employees to trainings/seminars and conventions outside of NIA are not properly coordinated with the Training and Manpower Development Division (TMDD) in the Central Office and the Administrative Division in the field offices in contravention to the existing policies of the Agency on this subject matter.

In view hereof, the following guidelines are hereby adopted and reiterated to ensure the centralization of all human resources development activities of the Agency:

1. Preparation and conduct of all trainings and seminars should be done in coordination with the Training and Manpower Development Division (TMDD) or the Administrative Division in the field offices. This is to ensure thorough monitoring and documentation of the conduct of training activities so that the management can make appropriate decisions in identifying priorities for funding allocation.
2. Attendance of NIA officials and employees to other seminars/trainings and conventions conducted by other agencies should, before approval by the official concerned, be coursed through the Training and Manpower Development Division (TMDD) or the Administrative Division in the field offices. Only those which have the appropriate endorsement from the

Manager, Training Division or the Administrative Div., as the case may be, should be acted upon by the concerned official.

3. The rotation scheme in the attendance to seminars/trainings and conventions is hereby adopted. Under this scheme, an employee is allowed only to attend seminars/trainings or conventions at least once in every five years, except in cases of extreme necessity as identified and recommended by TMDD/Administrative Div. to the approving official. This shall be determined by identifying the number of employees in a unit divided by five (5) years to guarantee that no employee will attend a seminar/convention related to his/her field of specialization more often than reasonably necessary.

In the field and project offices, the Regional Irrigation Managers, Project Managers, Operations Managers, Provincial Irrigation Officers and Irrigation Superintendents shall be responsible in implementing the said guidelines. Any unauthorized deviation therefrom shall be reported immediately to the undersigned, Attention: The Assistant Administrator for Administrative Services, for appropriate action.

Further, a midyear and yearend report should be submitted to The Assistant Administrator for Administrative Services, Attention: Manager, Training and Manpower Development Division, for monitoring purposes.

All previous circulars inconsistent herewith are hereby revoked or amended accordingly.

For compliance.


MANUEL S. AREVALO
Administrator

24 October, 2000