

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 43 s, 2001

MEMORANDUM CIRCULAR

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

SUBJECT : **COMPOSITION AND REGULAR MEETINGS OF THE
EXECOM, MANCOM, SECTORAL MANCON, ETC.**

I. Rationale:

The conduct of meetings regularly shall speed up resolution of issues and effect a more efficient management of NIA affairs. It shall also promote effective communication between the Management / managers and staff. These meetings shall elicit ideas / recommendations, issues and other matters from the employees; thereby involving the latter in problem solving, decision and policy-making. Matters taken up or decisions made during meetings that need to be disseminated shall be communicated to the employees immediately to keep them informed of developments, new policies and/or issues.

II. Objectives:

1. To speed up resolution of bottlenecks / issues and promote a more efficient management of NIA's affairs;
2. To make the employees aware of the policies, major decisions, issues affecting them and/or our programs.
3. To be able to elicit ideas/issues/matters from the employees which need to be taken up during MANCOM / EXECOM meetings; and
4. To be able to disseminate the information to the employees immediately.

III. Type of Meetings, Composition, Frequency/Schedule

The schedule of regular meetings shall be as follows:

| Type of Meeting/ Conference | Composition/ Participants | Frequency/ Schedule |
|--|--|---|
| 1. Executive Committee (EXECOM) | Administrator Deputy Administrator Assistant Administrators | Every Monday 10:00 a.m. |
| 2. Management Committee (MANCOM) | Administrator Deputy Administrator Assistant Administrators Department Managers and Central Office-Based Project Managers President or representative of: NIAEASP NASPIE ISAP ARDOMA | Monthly (Every 1 st Thursday of the month) |
| 3. Sectoral MANCOM | Assistant Administrator Concerned Department Managers Division Managers Section Chiefs | Monthly |
| 4. Managers Conference | Administrator Deputy Administrator Assistant Administrators Department Managers Regional Irrigation Managers Project Managers Operations Managers | Semi-Annually (February and August) |

N.B. Other officials and concerned employees may be invited when necessary.

IV. Regional / Project Visits / Meetings

The Administrator shall conduct visit to the regional, project and operations offices at least once a month to inspect projects / facilities and meet with the employees, some irrigator associations and local officials.

V. Secretariat and Its Role

CORPLAN shall serve as secretariat to the EXECOM, MANCOM and Managers Meetings/Conferences. The secretariat shall:

1. Prepare folders for EXECOM and MANCOM and Managers' Conference and make these available to the members at least two

days before the meetings (for the EXECOM and MANCOM). These folders shall contain the necessary papers: agenda, minutes of previous meetings and relevant information on matters to be taken up.

2. Prepare and prioritize list of items to be included in the agenda.
3. Prepare and distribute notices of meetings seven days before the scheduled meeting.
4. Prepare minutes of meetings.
5. Monitor and report on the actions taken by the concerned officials/ units on instructions issued by the Administrator/Deputy Administrator or Assistant Administrators during meetings.

Each SECTOR should also have its own secretariat that shall be responsible in the coordination with CORPLAN, for the minutes of meetings, issues / actions taken and other matters that need to be taken up during the EXECOM and MANCOM meetings.

VI. Responsibility of Chiefs of Offices

The Chiefs of Offices/Projects concerned shall strictly comply and be held responsible for the implementation of this Circular in their respective area of jurisdiction.

Matters taken up in the EXECOM and MANCOM that need to reach their staff / employees should be taken up immediately in their Sectoral MANCOM meetings.

The Chiefs of Offices / Projects are expected to illicit from their staff issues / matters / recommendations that can / must reach the MANCOM / EXECOM, particularly those matters affecting or relating various sectors.

Section Chiefs are, in turn, expected to disseminate information taken up in their Sectoral MANCOM that need to reach their staff / employees.

VII. Effectivity

This shall take effect immediately.


JESUS EMMANUEL M. PARAS
Administrator

17 July, 2001