

24 Jul 02

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

MC No. 46, s. 2002

MEMORANDUM CIRCULAR

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

SUBJECT: GUIDELINES IN THE SECONDMENT OF NIA OFFICIALS / EMPLOYEES FOR OVERSEAS OR LOCAL ASSIGNMENT

Officials and employees of NIA with commendable track record in irrigation and allied fields, are given the opportunity to enter into a contract for overseas or local assignment thru NIACONSULT, NIA's subsidiary corporation or to other government agencies desiring to avail of their skills and competencies. This particular personnel action is called Secondment.

I. LEGAL BASIS:

- a) Section 9, Rule VII of Omnibus Rules implementing Book V of EO #299 defines Secondment as "a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation."
- b) Section 1, Rule X of Omnibus Rules implementing Book V of EO #299 authorizes the establishment of Program on Awards and Incentives for Service Excellence (PRAISE) formerly known as Employee Suggestions and Incentive Award System (ESIAS).

Under this scheme, officials and employees whether individually or in groups are given honorary recognition, award/s and incentives which maybe monetary and non-monetary in nature for their creativity, innovativeness, efficiency, integrity and productivity xxx.

Secondment may be classified as a non-monetary incentive to NIA officials and employees with outstanding performance in their respective areas of specialization.

II. GUIDELINES:

To standardize procedure and practice of assigning/detailing NIA officials and employees to NIACONSULT and/or to other government entities, the following guidelines are hereby adopted:

- a) Secondment for a period exceeding one (1) year shall be subject to approval by the Civil Service Commission (CSC);
- b) Secondment to international bodies/organizations recognized by the Philippine government may be allowed;
- c) Secondment shall always be covered by written agreement between the NIA and the receiving agency duly concurred by the seconded employee;
- d) Payment of salaries of seconded employee shall be borne by the seconding agency.

In case of a higher compensation covered by duly issued appointment within the Philippine government, the same may be used for the purpose of computing his retirement benefits but not for the purpose of commutation of leave credits earned in the mother agency. In case of a lower compensation, the mother agency shall pay the difference. This rule, however, does not apply in cases of secondment to an international agency.

- e) The seconded employee shall be on leave without pay in his mother agency for the duration of his secondment, and during such period, he may earn leave credits which are commutable immediately thereafter at and payable by the receiving agency.
- f) Issuance of Substitute Appointment

Pursuant to Sec.2C, Rule II of the Omnibus Rules on Appointment and other Personnel Actions, a substitute appointment may be issued during the approved leave of absence of the seconded employee involving at least three (3) months. The substitute appointment, however, is effective only until the return of the seconded employee. It is understood that the employee with substitute appointment shall be automatically reverted back to his position upon the assumption of the duties and functions of the seconded employee.

- g) Except for cases covered by a specific contract or agreement authorized by proper authorities, all assignments/ detail of NIA officials or employees to other government entities, local or overseas, with a duration of at least one (1) month, shall be under secondment.

III. PERTINENT SUPPORTING PAPERS/DOCUMENTS REQUIRED

<u>Name</u>	<u>No. of Copies</u>	<u>Distribution</u>
• MOA	5	Original - Seconded Official/ Employee - Receiving Office - Personnel Div., PRMD - 201 File, Records Mgt. Div., PRMD - CSC
• Letter request/ • Personnel Div., PRMD approval of the receiving Agency	3	- - Controllership Dept. - 201 File, Records Mgt. Div., PRMD
• Letter of the Seconded employee informing the Office of his return/assumption of duty	2	- Mother Unit - Personnel Div., PRMD

Be guided accordingly.


JESUS EMMANUEL M. PARAS
Administrator