



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

MC NO. 19 S. 2005

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION
MANAGERS, PROJECT/OPERATION MANAGERS, PROVINCIAL
IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS AND
ALL OTHERS CONCERNED
National Irrigation Administration**

**SUBJECT : Supplemental Guidelines on Rotation/Reassignment of Irrigation
Superintendents**

In line with the Agency's policy to improve the operation of National Irrigation Systems, the following guidelines/criteria on rotation/reassignment of Irrigation Superintendents shall be implemented:

1. Rotation/reassignment shall be done at the end of every cropping season, end of June for Dry Crop and end of December for Wet Crop, based on the result of the evaluation/assessment on the individual performance of all the Irrigation Superintendents.
2. ISF Current Account Collection Efficiency shall be given considerable weight in the evaluation. The minimum current account collection efficiency must be at least 75%. If the IS fails to achieve the minimum collection efficiency, he shall be a candidate for rotation/reassignment. However, if the IS was able to increase his collection by at least 12% compared to his previous collection, he shall not be included in the rotation/reassignment for that particular cropping season.
3. An Irrigation Superintendent who achieved a collection efficiency of more than 75% but achieved a viability index of less than 1.0 shall also be considered for rotation.

4. In case all Irrigation Superintendents were able to meet the 75% current collection efficiency batting average and are financially viable, no IS will be rotated. However, if there will be a noted drop in the collection and financial performance of the systems, the rotation process shall continue.
5. An Irrigation Superintendent who failed to achieve a collection efficiency of at least 75% for three (3) consecutive cropping seasons under normal working conditions shall no longer be assigned to any NIS to carry out the duties of an IS.

Rotation/reassignment of Irrigation Superintendents may either be intra or inter category. Intra Category - when the movement of officials is from their present assignment to another with the same position titles and performing the same duties and responsibilities. Inter Category - involves movement to a position which has a different position title/designation and performing different duties and responsibilities.

The result of the evaluation/assessment on the individual performance of the Irrigation Superintendents shall be submitted by their respective Regional Managers to the Administrator every end of cropping season. This will serve as basis for the issuance of rotation order.

For strict compliance.


PROCESO T. DOMINGO
Administrator

March 16, 2005