



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

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OUR REFERENCE:

MC NO. 22, s. 2006

**MEMORANDUM CIRCULAR**

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

**SUBJECT: CREATION OF CENTRAL COMMITTEE ON CAREER EXECUTIVE  
SERVICE PERFORMANCE EVALUATION SYSTEM**

To carry out the pilot-testing and eventual installation and implementation of the new Career Executive Service Performance Evaluation System (CESPES) being administered by the Career Executive Service Board (CESB), a Central CESPES Committee is hereby constituted with the following composition:

Over-all Chairman	:	Deputy Administrator
Vice Chairman	:	Assistant Administrator for Administrative Services
Members	:	Department Managers Personnel and Records Management Department Management Services Department CORPLAN Construction Management Department System Management Department Regional Manager/ President, ARDOMA Project Manager/ President, Society of Project Managers National President, NIAEASP
Secretariat	:	Training and Manpower Development Division, PRMD

Among others, the CESPES Committee shall discharge the following regular functions:

1. **Planning.** The Committee shall review and assess the approved employee performance targets and standards adopted for each position in order to ensure that the same are aligned with the over-all objectives of the Agency and may recommend necessary modifications and corrective actions.
2. **Monitoring.** The Committee shall monitor periodically the performance of the personnel vis a vis the performance of the Agency according to the set targets and shall continuously provide feedback and coaching.

3. **Evaluation.** At the end of the rating period, the Committee shall review documents, evaluate accomplishments and performance ratings, conduct hearings, provide opportunities for personnel to defend particular rating and eventually determine the final rating.
4. **Review.** The Committee shall undertake periodic review of the effectiveness of the system and recommend necessary improvements to ensure its suitability to the subject employee positions and needs of the Agency.

Initially, the Committee shall form part of the pool of mentors that shall serve as an internal support system and learning group. They shall meet regularly to discuss and share ideas on addressing issues and challenges in installing and implementing the CESPES, especially those that are specific to NIA's organizational context.

For compliance.

  
**BALTAZAR H. USIS**  
Administrator

May 12, 2006