

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

**LABANAN
ANG
KAHIRAPAN**



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

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For Info.

MC No. 10, S. 2009

MEMORANDUM CIRCULAR

TO : THE ACTING SENIOR DEPUTY ADMINISTRATOR,
ACTING DEPUTY ADMINISTRATORS,
DEPARTMENT/REGIONAL/OPERATIONS MANAGERS,
DIVISION MANAGERS, IRRIGATION SUPERINTENDENTS,
PROVINCIAL IRRIGATION OFFICERS
AND OTHERS CONCERNED

SUBJECT: **GUIDELINES FOR PLACEMENT OF PERSONNEL AFFECTED BY THE
RATIONALIZATION OF THE FUNCTIONS AND AGENCIES IN THE
EXECUTIVE BRANCH**

In pursuance of the mandate under EO 366 issued on 04 October 2004 entitled "Directing Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch" and EO 718 dated 08 April 2008 entitled "Authorizing The Phased Implementation of the Rationalization Plan of the National Irrigation Administration and the Availment of the Separation Incentive Package under Executive Order No. 366", you are hereby enjoined to comply with the enclosed "Guidelines for the Placement of Personnel Affected by the Rationalization of the Functions and Agencies of the Executive Branch" as resolved under CSC Resolution No. 060056 dated 11 January 2006 and adopted under CSC Memorandum Circular No. 02, s. 2006 dated 13 January 2006.

In addition to the therein prescribed Forms, NIA-RPlan Form 01 is hereby made as an attachment hereof to be issued to affected personnel who have opted for placement.

Be guided accordingly.

CARLOS S. SALAZAR
Administrator

2 March 2009



Republic of the Philippines
Civil Service Commission
Christillan Hills, Balasong Pambansa Complex, Diliman 1125 Quezon City

100 Years of Service,
Civil Service at its Best.

Magmamayroon Muna

MC No. 02, s. 2006

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL GOVERNMENT; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; GOVERNMENT FINANCIAL INSTITUTIONS; BOARDS, TASK FORCES, COUNCILS, COMMISSIONS AND OTHER AGENCIES ATTACHED TO OR UNDER THEIR ADMINISTRATIVE SUPERVISION

SUBJECT : Guidelines for the Placement of Personnel Affected by the Rationalization of the Functions and Agencies in the Executive Branch

Pursuant to CSC Resolution No. 060056 dated January 11, 2006, and mandate under Executive Order No. 366 issued on October 04, 2004, entitled "*Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees Who May Be Affected by the Rationalization of the Functions and Agencies of the Executive Branch*", the Civil Service Commission hereby promulgates and adopts the attached Guidelines for the Placement of Personnel Affected by the Rationalization of the Functions and Agencies of the Executive Branch.

Heads of Departments and agencies are enjoined to comply with these guidelines.

KARINA CONSTANTINO-DAVID
Chairman

13 January 2006



Republic of the Philippines
Civil Service Commission
Constitution Hills, Belasang Pambansa Complex, Cilliman 1126 Quezon City

100 Years of Service:
Civil Service at its Best.

**Guidelines for the Placement of Personnel Affected
by the Rationalization of the Functions and Agencies
of the Executive Branch**

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RESOLUTION NO. 060056

WHEREAS, the CSC, as the central personnel agency of the government, is mandated under Section 3, Article IX-B of the Constitution to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service;

WHEREAS, considering the current demands and prevailing challenges facing the public sector, Executive Order No. 366 entitled "*Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees Who May Be Affected by the Rationalization of the Functions and Agencies of the Executive Branch*" was issued by the President;

WHEREAS, Executive Order No. 366 aims to improve the government's service delivery and productivity;

WHEREAS, Section 9 of the said Executive Order (EO) directs the Civil Service Commission (CSC) to effectively implement the placement of personnel affected by the rationalization program subject to the provisions specified in the EO;

WHEREAS, the CSC seeks to establish efficient and effective placement of personnel affected by the rationalization program to ensure their continued welfare and productivity in the new work environment;

NOW, THEREFORE, the Commission RESOLVES to promulgate and adopt the attached "Guidelines for the Placement of Personnel Affected by the Rationalization of the Functions and Agencies of the Executive Branch".

Quezon City, JAN 11 2006

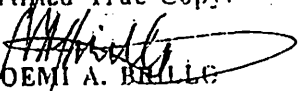

KARINA CONSTANTINO-DAVID
Chairman

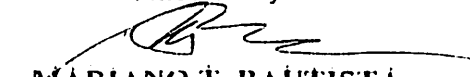

J. WALDEMAR V. VALMORES
Commissioner


CESAR D. BUENAFLOR
Commissioner

Attested by:

Certified True Copy:


NOEMI A. BELLE


MARIANO T. BAUTISTA
Caretaker Director III

Commission Secretariat and Liaison Office, Commission Secretariat and Liaison Office
Civil Service Commission

GUIDELINES FOR THE PLACEMENT OF PERSONNEL AFFECTED BY THE RATIONALIZATION OF THE FUNCTIONS AND AGENCIES OF THE EXECUTIVE BRANCH

I. RATIONALE

Cognizant of the need to address the current demands and prevailing challenges facing the public sector, Executive Order No. 366 dated October 04, 2004 provides for the strategic review of the operations and organizations of the executive branch and options and incentives for government employees who may be affected by the rationalization program of the executive branch.

Pursuant to the provisions of EO 366 and as the central personnel agency of the government mandated to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, the Civil Service Commission hereby adopts the following guidelines for the efficient and effective placement and integration of personnel affected by the rationalization program in the executive branch.

II. OBJECTIVES

These guidelines seek to accomplish the following:

1. Define the responsibilities and accountabilities of all concerned agencies;
2. Provide specific and detailed processes and procedures for the smooth placement and integration of the affected personnel; and
3. Establish mechanisms that will help affected personnel adjust and cope with the changes in their career and work environment.

III. COVERAGE

All departments of the Executive Branch including their component units/bureaus, government-owned and/or controlled corporations (GOCCs)/government financial institutions (GFIs), boards, task forces, councils, commissions and all other agencies attached to or under their administrative supervision shall be covered by the guidelines prescribed herein.

IV. DEFINITION OF TERMS

1. Commission – refers to the Civil Service Commission
2. Affected Personnel – incumbents of the positions whose functions have been declared redundant or non-core services/activities of the units/agencies in the department/agencies
3. Recipient Agency – the agency where the affected personnel will be placed

1183

4. Mother Agency – originating agency of the affected personnel
5. HRMO/Coach – personnel designated by the recipient agency to provide support and information to affected personnel for not less than two (2) months, i.e., initial job orientation and familiarization
6. Transfer Order – a document signed by the CSC Regional Director indicating the place of assignment of the affected personnel. The Transfer Order shall legitimize the transfer and formal integration of the affected personnel.

V. POLICIES

1. Affected personnel shall be placed within two (2) months from the date of receipt by the Commission of the agency's list of affected personnel and their corresponding priority agencies. Agencies shall submit the list to the respective CSC Regional/Field Offices.

Affected personnel who are not placed after the 2-month period shall initially be transferred to the Commission until a match is found.

2. The Placement and Monitoring Committee in the CSC Regional Offices shall oversee the matching of the affected personnel and their priority agencies.
3. Placement of personnel shall be based upon the matching of position, qualifications and skills of affected personnel and the requirements of priority agencies.
4. In case no match can be found within the agencies chosen by the affected personnel, the CSC shall then look for a match in other agencies within the present province/region of assignment of the affected employee, unless another area of reassignment has been requested.
5. The Transfer Order (Attached RP Form 2) issued by the Commission shall serve as appointment legitimizing the placement and integration of affected personnel.
6. Affected personnel who are placed shall carry with them their incumbent positions. Such personnel shall not suffer any diminution in pay; however, they shall no longer be entitled to certain allowances given corresponding to the performance of specific functions which would no longer form part of their new functions in the recipient agencies.

Further, affected personnel shall have full rights to all the benefits which may be available to other government employees, including the Collective Negotiation Agreement (CNA) incentives. In case there is a difference between the benefits enjoyed by employees in the mother and in the recipient agency, they shall enjoy the larger benefits for a period of one (1) year.

7. The compensation of the placed personnel, including those from the GOCCs/GFIs, shall be transferred to the recipient agency, except for those who will be placed in the LGUs, in which case their compensation shall remain with the CSC for subsequent reversion to the General Fund upon retirement/separation, absorption by the LGU or transfer to another LGU, government agency or the private sector. The compensation of the placed personnel shall not be considered savings of the mother agency.
8. Placed personnel shall enjoy security of tenure in the agencies where they have been reassigned in accordance with civil service rules and regulations.
9. Affected personnel who object to their new job assignment shall be deemed separated/retired and shall be paid retirement, separation or unemployment benefit, whichever is applicable under existing retirement/separation laws.

VI. PROCEDURES *(attached flowchart)*

1. Information/Announcement

- a. A complete list of the positions in the units/offices of agencies which need additional personnel shall be published and disseminated by the Department of Budget and Management.
- b. The CSC shall also provide the same in its website.
- c. Affected employees shall be duly notified by the Mother Agency not later than ten (10) days from the submission of the Rationalization Plan to the DBM and shall be required to submit to the Agency Personnel Officer three (3) priority agencies for transfer.
- d. The affected personnel shall decide where they prefer to be placed and shall submit the Application for Transfer (*Attached RP Form 1*) and updated Personal Data Sheet (CS Form 212 -Revised 2005) to the Head of the Mother Agency or to the agency where they are presently employed. They shall be allowed to identify three (3) preferred agencies. In case employees want to be reassigned to an area outside of their present province/region of assignment, the preferred area shall be indicated. However, affected personnel will continue to remain in their respective mother agencies for a period of two (2) months.
- e. All concerned agencies shall submit to the Commission the application for transfer and updated PDS of their respective personnel affected by the rationalization program. The agencies within the jurisdiction of the National Capital Region shall submit their applications to the CSC-NCR while those within the jurisdiction of the regional offices shall submit these to the respective CSCROs.

2. Matching and Issuance of Transfer Order

- a. The CSC shall match the position, qualifications and skills of the affected personnel with the needs of the agencies identified as priority agencies for transfer, within two (2) months.
- b. The Placement and Monitoring Committee established in the Regional Offices shall strategically schedule, plan and conduct interviews and counseling of affected personnel to ensure that placement is facilitated effectively.
- c. If a match has been made, the concerned CSC Regional Office shall issue a Transfer Order (*attached RP Form 2*) which shall be acknowledged by both the affected personnel and the recipient agency.

3. Integration Period

- a. The reassigned personnel shall undergo briefings and orientations regarding the agency policies, programs, systems and procedures and other relevant organizational matters.
- b. The HRMO or coach who shall serve as the "guardian angel" of the affected personnel shall be designated by the recipient agency to provide support and assist the employee in adjusting to a new work environment.

4. Monitoring and Evaluation

- a. A report (*attached RP Form 3*) on critical incidents relative to the placement and integration of the affected personnel shall be submitted to the Commission through its Regional Office, by the recipient agency three (3) months after the date of assumption of the placed personnel.
- b. The Commission, through its Placement and Monitoring Committee, may conduct interviews, consultative meetings, surveys or on-site visits as it deems necessary to monitor the progress on the job of affected personnel. The monitoring will seek to solicit any issues, concerns and insights by the affected personnel and ensure their productivity in the new work environment.
- c. The Commission shall prepare an assessment report on the implementation of the program.

VII. ROLES/ RESPONSIBILITIES

1. Civil Service Commission

The Civil Service Commission shall:

- a. oversee the placement and integration of the affected personnel in the recipient agencies;

- b. constitute a Placement and Monitoring Committee in the Regional Offices;
- c. issue Transfer Order which shall serve as appointment to affected personnel; and
- d. assess and monitor the implementation of these guidelines.

2. Recipient Agency

The Recipient Agency shall:

- a. prepare a program that will ensure the proper integration and reception into the agency of the affected personnel including among others, the designation of accountable persons for this purpose;
- b. conduct orientation/briefing for affected personnel on the different functions/programs/activities of the organization and on other important organizational matters;
- c. designate a coach/counselor who shall provide assistance and support to the affected personnel for not less than 2 months after the date of transfer; and
- d. ensure the inclusion of the position item of the affected personnel in the regular plantilla of positions and in the subsequent agency Personal Services (PS) budget to be submitted to the Department of Budget and Management.

3. Mother Agency

The Mother Agency shall:

- a. notify in writing the affected personnel whose functions have been considered redundant and/or non-core services/activities at the earliest but not later than (10) days prior to the submission of the Rationalization Plan to the DBM (Section 13 (b), Rule VI of the IRR);
- b. establish a mechanism for informing and assisting affected personnel who opted to remain in the government service;
- c. submit to the Commission the list of affected personnel and their priority agencies to facilitate the matching and placement;
- d. facilitate the clearance and transfer of the records of the affected personnel including the budgetary requirements and allotments to the recipient agency; and
- e. ensure the continuous and prompt payment of the salaries and benefits of affected personnel until the integration of their plantilla items in the recipient agency's PS budget.

4. Department of Budget and Management

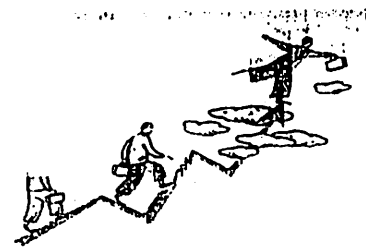
The Department of Budget and Management shall:

- a. along with the CSC, consult with the various Departments and public sector unions to come up with a list of agencies and their required additional personnel/positions for frontline/core services;
- b. transfer the affected personnel's PS budget to the CSC, in case said personnel are not placed within two (2) months; and
- c. ensure integration of the plantilla items and the corresponding PS budget of the affected personnel to the recipient agency's total budget appropriations for the succeeding budget year.

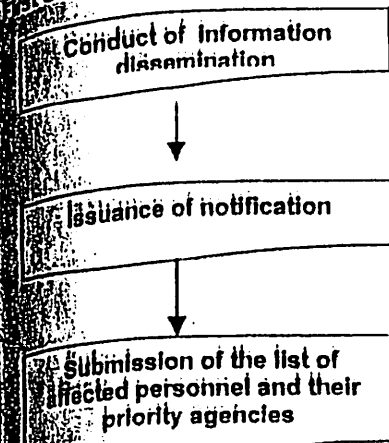
VIII. Miscellaneous Provisions

1. The Commission shall submit to the Department of Budget and Management (DBM) a report on the results of the placement and integration process together with the recommendations, if any;
2. All civil service rules and regulations, circulars and memoranda or parts thereof inconsistent with these guidelines are hereby repealed or modified accordingly.

PROCEDURAL FLOW FOR THE PLACEMENT OF AFFECTED PERSONNEL



1st Stage (Information/Notification)



1. DBM publishes/disseminates list of positions in agencies which need additional personnel. The CSC provides the same in its website.

2. The Agency Head shall duly notify affected personnel.

Not later than 10 days before submission of the plan

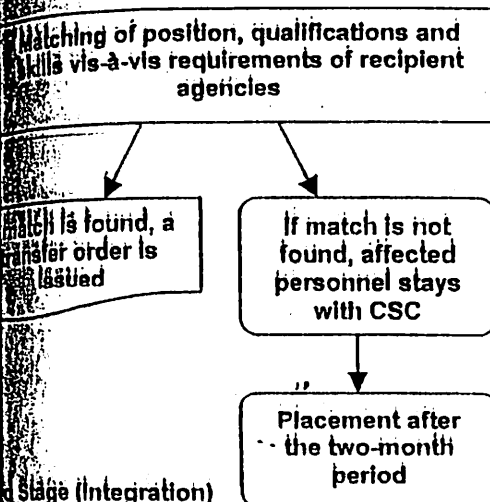
3. Upon notification, affected personnel shall identify and submit to the Agency Head (3) priority agencies.

Within 2 months upon receipt of the notification

4. Agency Head shall submit to the CSC the list of affected personnel and their priority agencies. Applications for transfer of concerned agencies shall be submitted to the respective CSC regional offices.

Immediately after decision was made by affected personnel

2nd Stage (Matching and Issuance of Transfer Order)



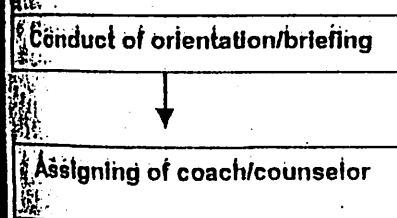
5. The CSC Placement and Monitoring Committee established in the regional offices shall validate the matching of position, qualifications and skills of affected personnel with the requirements of the recipient agencies undertaken by the Field Office.

Within 2 months

The Committee may schedule, plan and conduct interviews and counseling with affected personnel to effectively facilitate the placement.

6. If match is found, a transfer order is issued by the concerned Regional Office.

3rd Stage (Integration)



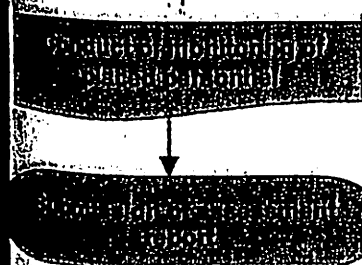
7. Upon assumption, the recipient agency gives orientation/briefings on agency's rules and regulations, organizational structure, etc.

Within one week

8. Further, placed personnel is assigned a coach/counselor to provide assistance and support in the initial period of integration.

Within 2 months

4th Stage (Monitoring and Evaluation)



9. Recipient agency submits to the CSC a report on critical incidents relative to the placement and integration of the affected personnel.

After 3 months from the date of assumption

CSC Placement and Monitoring Committee conducts on-site visits, interviews, consultative meetings or other interventions as may be appropriate to solicit pertinent concerns, issues and insights of placed personnel.

10. CSC submits assessment report on the implementation of the program.

Application for Transfer

(In pursuance of Executive Order No. 366 dated October 4, 2004 and its IRR)

I hereby apply for transfer to any of the following agencies:
Office/ Location

Option 1: _____

Option 2: _____

Option 3: _____

Aware that my current position, qualifications and skills shall be matched vis-à-vis the requirements of my priority agencies, I submit myself for further assessment of the Civil Service Commission.

I understand that this application shall facilitate my placement to any of my priority agencies or other government agencies and LGUs, as deemed appropriate by the Commission.

Very truly yours,

Name and Signature of Employee

Position

Date of Application

**(Please submit this form with the updated Personal Data Sheet
(CS Form 212- Revised 2005))**

TRANSFER ORDER

Ms. TERESA GARCIA

(Name)

Pursuance to Executive Order No. 366 dated October 04, 2004 and its Implementing Rules and Regulations, you are hereby directed to transfer to the Department of Health with your incumbent position as Administrative Officer V and compensation at the rate of P 15, 841.00/mo.

This transfer shall take effect not later than thirty (30) days from the date of signing of this Order.

Very truly yours,

Regional Director
Civil Service Commission

Date of Signing

AGENCY REPORT ON THE PLACED PERSONNEL

(In pursuance to Memorandum Circular No. 02, s. 2006, providing for the Guidelines for Placement of Personnel Affected by the Rationalization of the Functions and Agencies of the Executive Branch of the Government (EO 366))

Name of the Recipient Agency/Location: _____

I. **Basic Information** (Provide basic information about the placed personnel)

Name of Placed Personnel	Position	Salary	Date of Assumption

II. **Critical Incidents** (Highlight issues and concerns encountered and other pertinent information within the three month period of integration of the placed personnel)

To be submitted to the Civil Service Commission
Regional Office

10-3-7



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

**CONFIRMATION OF NIA OFFICES PREFERRED
FOR PLACEMENT**

Mr./Ms. _____

Dear Mr./Ms. _____:

In accordance with the submitted Confirmation Sheet duly signed by you, dated _____, you identified the following NIA offices as your preference for possible placement:

Preference 1:

Preference 2:

Preference 3:

Pursuant to NIA-CMT Advisory No. 2, s. 2009, filling-up of positions identified as choices of preference for placement by those whose final option is to remain in the service but have not been matched to rationalized position to date shall be done not later than 07 April 2009.

Be informed that in pursuance of CSC MC No. 02, s. 2006 dated 12 January 2006, your name shall be included in the list for submission to the Civil Service Commission for pooling and possible placement in other government agencies once you have not been placed within the prescribed period and that you shall no longer be entitled to additional incentives under EO 366/EO 718.

Relative thereto, you are directed to identify and submit your three (3) priority agencies for transfer using the attached Application for Transfer (RP Form 1)

Very truly yours,

Chair, NIA-RPlan CMT/SCMT

CONFORME:

(Signature over Printed Name)

Position Title/SG

Plantilla Location