

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

MC No. 36, s. 2010

MEMORANDUM CIRCULAR

TO : DEPARTMENT MANAGERS/REGIONAL IRRIGATION
MANAGERS/PROJECT MANAGERS/OPERATIONS
MANAGERS/IRRIGATION SUPERINTENDENTS AND ALL
OTHERS CONCERNED

SUBJECT: : Search for the 2010 NIA Outstanding Employees

In its desire to grant due recognition to employees with outstanding work performance and exemplary conduct/ethical behavior, the National Irrigation Administration is launching the Search for the 2010 NIA Outstanding Employees. Conferring an award to a deserving individual or group of individuals serves as a form of recognition for their contribution. The award will also motivate and inspire other employees or groups in the performance of his/her/their function/functions that would contribute to the success of the NIA organization.

In this connection, the NIA will confer the said awards under the following categories:

a. Award for Outstanding Work Performance: LINGKOD PATUBIG AWARD

This award shall be conferred on an individual or group of individuals for exceptional or extraordinary contributions to the agency resulting from an idea or performance that had significant impact on the NIA corporate operations.

b. Award for Exemplary Conduct and Ethical Behavior: DANGAL NG NIA AWARD

This award shall be conferred on an individual for his/her performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior as provided for under RA No. 6713, namely: 1) Commitment to Public Interest 2) Professionalism 3) Justness and Sincerity 4) Political Neutrality 5) Respectfulness to the Public 6) Nationalism and Patriotism 7) Commitment to Democracy and 8) Simple Living.

The NIA Management, therefore, enjoins all concerned to participate in this undertaking. The names of the field nominees shall be submitted to the Regional PRAISE Committee in the Regional Offices, which in turn, will submit the selected awardees to the Central Office PRAISE for the final evaluation and selection.

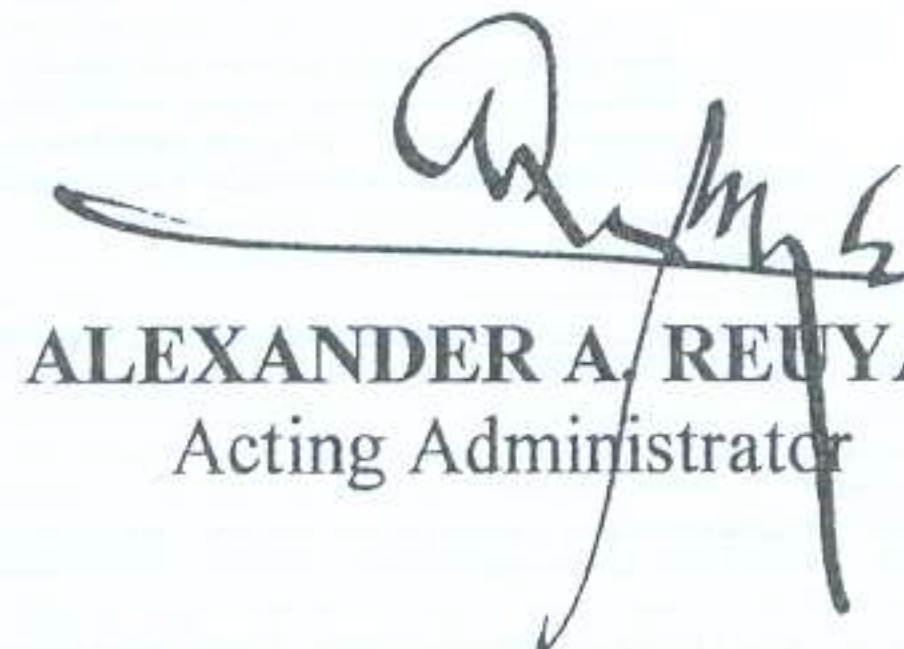
Nominations shall be submitted to the Chairman of the Central Office PRAISE Committee, Deputy Administrator Teodoro A. Velasco of the Office of the Acting

Deputy Administrator for Administrative & Finance Sector, National Irrigation Administration,
EDSA, Diliman, Quezon City. Deadline of submission is not later than May 31, 2010.

Attached are copies of the Guidelines for the outstanding employee search and
Nomination and Evaluation Forms for the two categories.

For more details, please contact the Secretariat of the Central Office PRAISE Committee
c/o Ms. Conchita G. Calsina of the Training and Career Devt. Section, Human Resources
Division, NIA-Central Office at Tel. no. 928-42-87.

Be guided accordingly.


ALEXANDER A. REUYAN
Acting Administrator

May 19, 2010

GUIDELINES ON THE SEARCH FOR 2010 NIA OUTSTANDING EMPLOYEES

I. SCOPE OF THE PROGRAM

The Search for 2010 NIA Outstanding Employee shall apply to all officials and employees of the National Irrigation Administration (NIA). This includes personnel holding permanent and temporary positions in the DBM-approved Rationalized Plantilla, employees classified under Coterminus with the Incumbent Positions (CTI), project-charged personnel and daily personnel. Employees whose nature of employment fall either under job order or contract of services, as defined in Sections 1 and 2, Rule XI of the Revised Omnibus Rules on Appointments and other Personnel Actions are excluded from the coverage of the program.

II. CATEGORIES OF AWARD

A. Award for Outstanding Work Performance: LINGKOD PATUBIG AWARD

The awards for outstanding work performance under this category shall be conferred on an individual or group of individuals for exceptional or extraordinary contributions resulting from an idea or performance that had significant impact on NIA operations such as: provision of irrigation service; increased food production in the irrigation service areas; irrigation project development and management; and rural development in general. The contribution may be:

1. An innovation in irrigation management (O & M) resulting to significant increase in cropping intensity, or improved efficiency in the delivery of irrigation service;
2. Promotion and implementation of water saving techniques, climate change adaptation and mitigation measures resulting to optimized water use and efficiently-managed available water;
3. Promotion of farmers' participation and capability-building programs leading to the success of Irrigation Management Transfer (IMT);
4. Innovation or improvement in project development and implementation resulting to significant savings in cost and time; and
5. Improvement in existing office systems and procedures resulting to increased efficiency and effectiveness.

The term "group" under this category shall refer to the following:

1. formal organizational structures to include a unit, section, division, IMO, RIO, department; and
2. two or more individuals bound by a common objective, a task force, a technical group or a special working team, formed/created/organized to undertake certain projects/program

The group/team shall have demonstrated teamwork/camaraderie shown by constant communication, coordination, cooperation and cohesiveness among its members.

B. Award for Exemplary Conduct and Ethical Behavior: DANGAL NG NIA AWARDS

The award for exemplary conduct and ethical behavior under this category shall be conferred on an individual for performance of extraordinary act or public service and consistent demonstration of exemplary ethical behavior on the basis of his/her observance of the eight norms of behavior. Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" defines the norms as: Commitment to Public Interest; Professionalism; Justness and Sincerity; Political Neutrality; Respectfulness to the Public; Nationalism and Patriotism; Commitment to Democracy; and Simple Living.

III. QUALIFICATIONS

Nominated officials and employees, either in the individual or group category must meet the following criteria:

1. Must be in the government service at the time of nomination. Posthumous nominations may be made only for those who died while in the government service and should be formalized within twelve months or one year from the death of the official and/or employee;
2. Have been rated at least Very Satisfactory or its equivalent for the last two consecutive performance rating periods prior to their nominations;
3. Have not been found guilty of any administrative or criminal offense involving moral turpitude and have no pending administrative or criminal case at the time of nomination; and
4. A group or team may be nominated in the Lingkod Patubig Award even if there are members who fail to meet squarely the above qualification requirements. Said members, however, shall be excluded from the grant of award, should the team/group be selected as an awardee.

IV. CRITERIA FOR EVALUATION

A. For Lingkod Patubig Award

1. Noteworthiness of Outstanding Performance/Contribution/s – The degree of uniqueness and originality of outstanding performance or contribution/s to irrigation development and management, or to NIA corporate operations.
2. Impact of Performance/Achievement – The extent to which the idea, suggestion, innovation or invention is being used, whether it has far – reaching effect; the number of persons benefited; the paradigm shift it has caused and the improved level of utilization of corporate resources.
3. Reliability and effectiveness – The extent to which innovation/idea has effectively and efficiently addressed a pressing need and improved service delivery.
4. Consistency of Performance – The degree of consistency of the nominee as manifested by outstanding performance based on historical work record for at least one (1) year or two (2) cropping seasons, whichever is applicable (except when affected by natural calamities).

5. Demonstrated Teamwork, Cooperation, Camaraderie and Cohesiveness - The extent to which the group members motivate and support each other or the degree to which group members positively influence each other (for group/team nominee, applies to group awards).

B. For Dangal ng NIA Award (conferred to employees who are still active in the service)

1. Quality and Consistency of Behavior Performance – The level of consistency to which the nominee has demonstrated exemplary conduct and noteworthiness of behavioral performance.
2. Impact of Behavioral Performance – The extent to which the extraordinary act has created a powerful positive effect or impact on the organization or public.
3. Risk or Temptation Inherent in the Work – The degree of risk and temptation substantially present in the work that the employee has resisted.
4. Obscurity of the Position – The lowliness or insignificance of the position in relation to the degree of performance and extraordinary norm/s manifested.
5. Years of Service – the cumulative years of service that the nominee has rendered in the government vis-à-vis his/her accomplishments.
6. Other similar circumstances or considerations in favor of the nominee.

Nominees from the field offices shall be evaluated first by the Regional PRAISE Committees. The selected regional nominees shall be submitted to the Central Office PRAISE Committee for evaluation and selection of awardees. Central Office nominees shall automatically be evaluated by the Central Office PRAISE Committee.

V. WHO MAY NOMINATE

Any employee, farmer-beneficiary, stakeholder, participant or supporter of irrigation development and management, may nominate an individual or group of individuals for any of the above-specified categories and upon nomination shall be rated by at least five (5) officials of higher levels (or NIA PRAISE Committee).

VI. FORM OF AWARD

The selected employee/s shall be recognized during the NIA anniversary celebration. The forms of awards and incentives shall consist of, though not limited to, the following:

- A message/letter from the Administrator announcing them as Lingkod Patubig Awardee or Dangal ng NIA Awardee
- Gift Certificate or cash
- Lingkod Patubig Award or Dangal ng NIA Award pin
- Plaque containing message of the Administrator
- A NIA Digest special feature dedicated to the selected employees

National Irrigation Administration DANGAL NG NIA AWARD NOMINATION FORM

NAME OF NOMINEE: _____
POSITION : _____
OFFICE : _____

JUSTIFICATION/REASON FOR THE NOMINATION:

JUSTIFICATION/REASON FOR THE NOMINATION:
Name only one (1) or two (2) significant demonstration of exemplary ethical behavior.
Please use separate sheet, if necessary.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

NOMINATED BY: _____
Signature

Name in Print

POSITION : _____
OFFICE : _____

ATTESTED BY : _____
Chairman
PRAISE Committee

National Irrigation Administration
Criteria for Lingkod Patubig Award
 Evaluation Sheet for Individual Nominee

Criteria		Maximum Points	Rating by Evaluators					Average
			1	2	3	4	5	
I.	Noteworthiness of Outstanding Performance/ Contributions	(30)						
a.	Degree of Uniqueness/ Originality	10						
b.	Extent of Innovativeness/ Change Introduced	10						
c.	Potential Coverage of Change	10						
II.	Impact of Performance/ Achievement	(30)						
a.	Extent of Adaptation	6						
b.	Extent of Effect	6						
c.	Number of Persons Benefited	6						
d.	Increase in Production/ Productivity	6						
e.	Extent of Income Generated	6						
III.	Reliability and Effectiveness	(30)						
a.	Existence of Identified Pressing Need	10						
b.	Level of Efficiency (doing things right)	10						
c.	Level of Effectivity (doing the right thing)	10						
IV.	Consistency of Performance (historical work record of nominee)	(10)						
TOTAL		100						

ANNEX "D"

National Irrigation Administration
Criteria for Lingkod Patubig Award
 Evaluation Sheet for Group Nominee

Criteria		Maximum Points	Rating by Evaluators					Average
			1	2	3	4	5	
I.	Noteworthiness of Outstanding Performance/ Contributions	(25)						
a.	Degree of Uniqueness/ Originality	9						
b.	Extent of Innovativeness/ Change Introduced	8						
c.	Potential Coverage of Change	8						
II.	Impact of Performance/ Achievement	(25)						
a.	Extent of Adaptation	5						
b.	Extent of Effect	5						
c.	Number of Persons Benefited	5						
d.	Increase in Production/ Productivity	5						
e.	Extent of Income Generated	5						
III.	Reliability and Effectiveness	(25)						
a.	Existence of Identified Pressing Need	9						
b.	Level of Efficiency (doing things right)	8						
c.	Level of Effectivity (doing the right thing)	8						
IV.	Consistency of Performance (historical work record of nominee)	(5)						
V.	Teamwork, Cooperation, Camaraderie, Cohesiveness	(20)						
TOTAL		100						

ANNEX "E"

National Irrigation Administration
Criteria for Dangal ng NIA Award
 Evaluation Sheet

Criteria		Maximum Points	Rating by Evaluators					Average
			1	2	3	4	5	
I.	Quality and Consistency of Behavioral Performance	25						
II.	Impact of Behavioral Performance	25						
III.	Risk or Temptation Inherent in the Work	25						
IV.	Obscurity of Position of Nominee	10						
V.	Years of Service	10						
VI.	Other Similar Circumstances or Considerations	5						
Total		100						