



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

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OUR REFERENCE:

MC No. 44, s. 2012

**MEMORANDUM CIRCULAR**

**TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL / OPERATIONS / PROJECT MANAGERS AND OTHERS CONCERNED**

**Subject: CREATION OF NIA- CENTRAL OFFICE PERFORMANCE MANAGEMENT TEAM (PMT)**

To carry out the establishment and implementation of NIA Strategic Performance Management System pursuant to Civil Service Commission (CSC) - MC No. 6, s. 2012 dated March 15, 2012 and implemented under NIA Memorandum Circular Nos. 38 and 42, s. 2012 a Central Office Performance Management Team (PMT) is hereby constituted to lead and oversee the installation of the System.

The PMT's Chairmanship and membership shall be on ex-officio capacity, as follows:

DESIGNATION	INCUMBENT/DESIGNEE
<b>Chairperson:</b> Senior Deputy Administrator	Antonio A. Galvez
<b>Members :</b>  Highest HRMO or the career service employee directly responsible for HR management - Manager, Administrative Department	Violeta C. Esguerra
Highest HRDO or the career service employee directly responsible for personnel training and development - Manager, HR Division, AD	Wilma E. Caguioa

Highest Planning Officer or the career service employee directly responsible for organizational planning - Manager, Corporate Planning Services	Angelina P. Angeles
Highest Finance Officer or the career service employee directly responsible for financial management - Manager, Financial Management Department	Rebecca C. Malazarte
President of the accredited employee association or the authorized alternate representative President, NIAEASP	Victorino T. Aron/ Louella R. Mercado
Secretariat - Corporate Planning Chief	Anabelen J. Landicho

The PMT shall have the following functions:

- Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form
- Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/units are rationalized
- Recommends approval of the office performance commitment and rating to the Head of the Agency
- Acts as appeals body and final arbiter for performance management issues of the agency
- Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives

Each Regional/Operation/Project Office is directed to submit their respective PMT composition/membership to the undersigned for approval.

Chairmanship and membership in the Team shall be considered part of the Chairperson and member's regular duties and functions. Inasmuch as membership is under ex-officio capacity, any change of those presently at the helm of concerned offices shall automatically become the Chairperson/member of the Team, as the case may be.

Be guided accordingly.

  
ANTONIO S. KIANZEL  
Administrator

Date: October 16, 2012