

Office Address: National Government Center
EDSA, Diliman, Quezon City, Philippines
Telephone Nos. (02) 929-6071 to 78
Website: www.nia.gov.ph

Telefax No. (632) 928-9343
TIN No. 000-916-415

MC No. 12, s. 2018

MEMORANDUM CIRCULAR

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

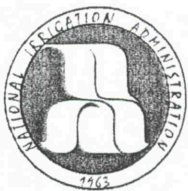
SUBJECT : ADDENDUM TO REVISED DELEGATION OF AUTHORITIES TO NIA OFFICIALS (ADMINISTRATIVE MATTERS)

The Revised Delegation of Authorities to NIA Officials need to be amended further to address immediate administrative concerns such as the great volume of appointments and contracts being processed at the Central Office. The NIA Board of Directors pursuant to Board Resolution No. 8485-17 s. 2017 has approved the third addendum to the Revised Delegation of Authorities to NIA Officials (Administrative Matters).

Section IX, Item D (Appointments of Personnel) of the Revised Delegation of Authorities to NIA Officials which provides the Appointing Official for the Appointments of Personnel is hereby amended as follows:

IX. ADMINISTRATIVE MATTERS

D. APPOINTMENT OF PERSONNEL	FROM	TO
1. Monthly (Permanent/ Temporary/Co-Terminus)		
a. xx		
b. xx		
c. xx		
d. Personnel/staff in the Office of the Deputy Administrator	Deputy Administrator concerned	Deputy Administrator for Administrative and Finance Sector
e. Up to SG – 22		
i. CO		
a.) xx		
b.) Personnel of offices under the Office of the Deputy Administrator	Deputy Administrator concerned	Deputy Administrator for Administrative and Finance Sector



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

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Deputy Administrator		Sector
ii. RIO/IISO/PMO		
2. Daily/Causal/Job Order		
a. Up to SG 18		
i. CO		
a.) xx		
b.) xx		
c.) Personnel/staff in the Office of the Deputy Administrator including personnel of offices directly under the Office of the Deputy Administrator	Deputy Administrator concerned	Deputy Administrator for Administrative and Finance Sector
ii. RIO/IISO/PMO		

For strict compliance.


GEN. RICARDO R. VISAYA (Ret.)
Administrator

02-02-18
Date



NATIONAL IRRIGATION ADMINISTRATION

BOARD OF DIRECTORS RESOLUTION

SUBJECT: Addendum to Revised Delegation of Authorities (Section IX, Item D Appointments of Personnel).

**RESOLUTION NO. 8485-17
SERIES OF 2017**

RESOLVED, as it is hereby resolved, on motion duly seconded, to approve the Addendum to the Revised Delegation of Authorities (Section IX, Item D on Appointments of Personnel) per Annex "A" hereof.

Date Adopted:

December 7, 2017

I, the undersigned, hereby certify that the foregoing is a true copy of the Resolution adopted by the Board of Directors of the National Irrigation Administration and as read in the Minutes of a duly constituted meeting of said Board held on December 7, 2017.

931st Regular
Board Meeting


PEPITO L. PADILLA
Acting Corporate Board Secretary

DETAILS:

Section IX, Item D (Appointments of Personnel) of the Revised Delegated Authorities to NIA Officials which provides the Appointing Official for the Appointments of Personnel is hereby requested to be amended as follows:

D. APPOINTMENTS OF PERSONNEL	APPOINTING OFFICIAL	
	FROM	TO
1. Monthly (Permanent/ Temporary/Co-Terminus)		
a. xx		
b. xx		
c. xx		
d. Personnel/staff in the Office of the Deputy Administrator	Deputy Administrator concerned	Deputy Administrator for Administrative and Finance Sector
e. Up to SG – 22		
i. CO		
a.) xx		
b.) Personnel of offices directly under the Office of the Deputy Administrator	Deputy Administrator concerned	Deputy Administrator for Administrative and Finance Sector
ii. RIO/IISO/PMO		
2. Daily/Causal/Job Order		
a. Up to SG 18		
i. CO		
a.) xx		
b.) xx		
c.) Personnel/staff in the Office of the Deputy Administrator including personnel of offices directly under the Office of the Deputy Administrator	Deputy Administrator concerned	Deputy Administrator for Administrative and Finance Sector
ii. RIO/IISO/PMO		