



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



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. 13 s. 2019

**MEMORANDUM CIRCULAR**

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

**SUBJECT: REVISED NIA PERSONNEL DEVELOPMENT COMMITTEE (PDC)**

Pursuant to CSC MC No. 10, s. 1989, NIA-Personnel Development Committee (NIA-PDC) was established and re-established and disseminated through MC No., 32, s. 1989 and MC No. 10, s. 1997, respectively.

In view of organizational changes and personnel movement, the membership of the NIA PDC was reconstituted under MC No. 34, s. 2014.

To further ensure that opportunities for human resources development programs are implemented fairly and equitably among qualified and deserving employees, NIA-PDC is hereby revised.

- I. **COMPOSITION-** the composition of NIA-PDC which is on an ex-officio capacity shall be as follows:

**A. Central Office**

Chairperson	Deputy Administrator for Administrative & Finance Sector
Vice-Chairperson	Deputy Administrator for Engineering & Operations (Alternate: Manager, Engineering and Operations Department)
Members	1. Manager, Administrative Department 2. Manager, Corporate Planning Services or Manager, Management Services Division 3. Manager, Human Resources Division 4. Concerned Department Manager/s 5. NIAEASP Representative
Secretariat	Training & Career Development Section, HRD

B. Regional/Project Management Office

Chairperson	Department/Regional/Project Manager
Members	1. Manager, Administrative & Finance Division 2. Manager, Engineering & Operations Division 3. Administrative Services Officer or Administrative Services Chief A 4. NIAEASP Representative
Secretariat	Administrative Section

II. FUNCTIONS

The PDC shall have the following functions:

1. Review and update the Criteria in the Selection of Candidates to Local or Overseas Scholarship/Trainings and Seminars (*Annex "A"*), Criteria in the Attendance to Other Human Resource Development Program – International and Local Conventions, Conferences, Symposia and the Like (*Annex "B"*) in accordance with existing Civil Service Commission (CSC), Commission on Higher Education (CHED) Technical Education and Skills Development Authority (TESDA) policies and standards;
2. Review and update NIA's existing policies governing the responsibilities of selected training/scholarship grantee. These shall be embodied in the Scholarship Service Contract which the selected nominee and the Head of the Agency shall enter into;
3. Conduct the evaluation of applicants to the scholarship/training course under consideration;
4. Recommend to the Head of the Agency the most qualified nominee/s in accordance with the guidelines for scholarship or training grants and requirements of the sponsoring country or institution.

The Committee Secretariat shall perform the following functions:

1. Issue notice of meeting to all members of the PDC;
2. Provide the Committee a list of applicants for scholarship, training and other human resource development program;
3. Conduct a preliminary evaluation of candidates to scholarship, training and other human resource development program;
4. Prepare and maintain Minutes of the Meeting and other documents relative to the availment of scholarship, training and other human resource development program.

The selection/attendance of employee/s to international and local scholarship, trainings, seminars, conventions, conferences, symposia and similar activities shall be coursed thru the PDC, Attn: Training and Career Development Section (TCDS), Human Resources Division (HRD) for evaluation and recommendation.

In like manner, online applications for international/local trainings, seminar and other human resource development program shall go through the same evaluation process.

All previous circulars inconsistent herewith are deemed revoked or amended accordingly.

For compliance.



**GEN RICARDO R VISAYA (RET)**  
Administrator

Date: 02-21-19



**Annex "A"**

**CRITERIA IN THE SELECTION OF CANDIDATES TO LOCAL OR OVERSEAS  
SCHOLARSHIP/TRAINING AND SEMINARS**

<u>FACTORS</u>	<u>POINTS (%)</u>
1. Relevance – based on actual duties & responsibilities	<b>30</b>
a. Actually doing supervisory work involving knowledge and skills to be covered by the course or training	30
b. Actually doing work involving knowledge and Skills to be covered by the course or training	20
c. Potential candidate for position requiring knowledge and skills to be covered by the course or training	10
2. Performance Rating (for the recent rating period)	<b>30</b>
a. Outstanding performance	30
b. Very Satisfactory	
4.66– 4.99	20
4.33 – 4.65	10
4.00 – 4.32	5
3. Length of Service	<b>20</b>
a. Five (5) years or more of performing supervisory work relevant to the course or training	20
b. Less than five (5) years of performing supervisory work relevant to the course or training	15
c. Five (5) years or more of performing non-supervisory work relevant to the course or training	10
d. Less than five (5) years of performing work Relevant to the course or training	5
4. Level of Position	<b>10</b>
a. Division Chief for at least one (1) year	10
b. Section Chief and Equivalent	5
c. Other Position	3
5. Scholastic Rating	<b>10</b>
2.00 – 1.00 or 94 – 100%	10
2.50 – 1.99 or 89 – 93%	8
2.50 or 85% and below	5
	<hr/> <b>100%</b>



## 6. Other Factors

- a. An employee/candidate who is an awardee for outstanding performance;
- b. An employee/candidate who has never been a recipient of scholarship/training abroad shall be given preference;
- c. An employee/candidate should not be serving a service contract by virtue of a previous training or scholarship;
- d. An employee/candidate should have no pending nomination under another program;
- e. No two (2) nominees for a particular program should come from the same Region/Office;
- f. The requirements set by the sponsoring/donor country or institution such as age, permanent status of appointment for at least two (2) years, education, position level, experience, etc. should be strictly observed;
- g. A lapse of three (3) years shall be required before an employee who has been sent overseas officially on a scholarship or training grant may be authorized again, except for cases certified to be urgently necessary by the head of the office and approved by Administrator;
- h. Attendance to any human resource development programs within one (1) year prior to compulsory retirement shall be least priority.

***Annex "B"***

**CRITERIA IN THE ATTENDANCE TO OTHER HUMAN RESOURCE DEVELOPMENT  
PROGRAM - INTERNATIONAL AND LOCAL CONVENTIONS, CONFERENCES,  
SYMPOSIA AND THE LIKE**

International and local conventions, conferences, symposia and similar non-training gatherings are conducted basically for the purpose of sharing, discussing or disseminating ideas and information in particular fields of interests, and/or for general understanding of certain issues.

This includes but not limited to those conducted by international organizations or institutions, professional organizations or groups of common interest, non-government organizations or private institutions where government employees are members.

The PDC shall strictly observe the following criteria in the selection of participants to international conventions, conferences, symposia and similar activities sponsored by organizations where the Philippines, particularly NIA is a member;

1. Officials and active member/s of the organization;
2. Official and employee who are Paper presenter;
3. Officials and employees who are members of Committee or Technical Working Group;
4. Official and employees performing functions relevant to the conventions, conferences and symposia.

For **local** conventions, conferences, symposia and similar activities the PDC shall strictly observe the following criteria;

1. Officials and employees performing functions most relevant to the conventions, conferences and symposia;
2. Officials and employees who are members of the sponsoring organization/s;

The appointed/elected head of the international/local organizations wherein NIA is a member, thru their secretariat, shall submit justifications of their nominees, and shall be a member of the PDC for selection purposes.