(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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OUR REFERENCE:

MC# 009 S. 1989

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS, REGIONAL IRRIGATION MANAGERS, PROJECT/OPERATION MANAGERS, IRRIGATION SUPERINTENDENTS/PROVINCIAL IRRIGATION ENGINEERS, CASHIERS, AND ALL OTHERS CONCERNED
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : DURATION OF TEMPORARY APPOINTMENTS UNDER THE MONTHLY PLANTILLA OF PERSONNEL

From time to time, this Office, in the interest of the service, issues a temporary appointment (monthly item) to a person who meets all the requirements of the position to which he is being appointed except the appropriate Civil Service eligibility. This is specifically true for positions in the Trades and Crafts Group. It is reminded that such a temporary appointment shall not exceed twelve (12) months from the date of its issuance as indicated on the upper right hand corner of CSC Form No. 33 and that the appointee may be replaced if a qualified Civil Service eligible becomes available. Should the office require the services of the employee after the lapse of his temporary appointment, the Chief of Office concerned may renew the same.

It has been observed that temporary appointees continue to render services and to receive their corresponding salaries and allowances notwithstanding the absence of an approved appointment renewal. Notice is hereby given that no temporary appointee shall be allowed to render service beyond twelve (12) months unless a subsequent appointment has been issued to him. It is understood that the renewal shall be submitted to the Civil Service Commission for approval within the prescribed sixty (60) days period otherwise the appointment becomes ineffective. The Chief of Office concerned and the Cashier shall both be held jointly liable for payments of salaries and allowances to an employee whose temporary appointment has lapsed.

For the immediate reference of the Cashier in paying claims for salaries/allowances, the Chief of the Administrative Division shall furnish the former a list of the Region's temporary appointees (see annex) and copies of temporary appointments that may be approved henceforth.

This memorandum shall take effect immediately.

Strict compliance is enjoined.

FEDERICO N. AIDAY, JR.
Administrator

_____1989

LIST OF TEMPORARY APPOINTMENTS

A M E	OFFICE	DESIGNATION	EFFECTIVITY	DATE OF LAST RENEWAL	EARNED LEAVES AS OF	VL	SL	REMARKS