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

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MC No. 37 ps/R2009RENCE:

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT / REGIONAL / OPERATION / PROJECT MANAGERS, PROVINCIAL IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS AND ALL OTHERS CONCERNED

SUBJECT: **AMENDATORY / SUPPLEMENTAL GUIDELINES TO MEMORANDUM CIRCULAR NO. 04, SERIES OF 2009 DATED 13 FEBRUARY 2009**

Section 5.1.1 of NIA MC No. 04, s. 2009 dated 13 February 2009 on the subject *"Revised Guidelines for the Implementation of NIA Rationalization Plan Pursuant to Executive Order No. 718 dated April 8, 2008,"* reads as follows:

> *"5.1.1 A Notice of Matching of Position with Rationalized Position (NMPRP) shall be issued to incumbents of positions considered as equal or exact match (NOT AFFECTED PERSONNEL) provided all the hereunder conditions are satisfied.*
>
> *Ex: One (1) Secretary A, SG 9 to One (1) Secretary A, SG 9*
>
> *5.1.1.1 Number of position/s maintained;*
> *5.1.1.2 Rank of position maintained;*
> *5.1.1.3 Position Title/Salary Grade maintained; and*
> 5.1.1.4 *Appearing in the same organizational unit."*

The above-quoted provision is now being revised to read as follows:

> *"5.1.1 A Notice of Matching of Position with Rationalized Position (NMPRP) shall be issued only to incumbents of positions (Section Chief and below) with equal or exact match in the Rationalized Plantilla of Positions, i.e. the same position title and salary grade allocation and whose functions are carried over in the rationalized organizational unit closely identified with or considered as forerunner of their former sections/divisions.*
>
> *Said Notice shall serve as their appointment in the rationalized set-up.*
>
> *Ex:*

FROM	*TO*
Secretary A, SG 9 *Controllership Department*	*Secretary A, SG 9* *Financial Management Dept.*
Senior Engineer A, SG 16 *Operations Division*	*Senior Engineer A, SG 16* *Engineering and Operations Division*

As a supplementary guideline, the following is hereby adopted which shall henceforth form part as Section 5.1.3 of MC. No. 04, s. 2009 viz:

"5.1.3 There are organizational units, namely, Division/Department under the Rationalized Staffing Pattern that have been merged with other divisions / departments s performing similar / allied functions that gave rise to responsibility areas with diverse functions but nonetheless maintaining their existing position title and salary grade allocation as hereunder illustrated:

Ex.:

FROM	*TO (Rationalized Set-up)*
1. *Central Office*	
Systems Management Department (Department Manager A, SG 26) *Institutional Development Department (Department Manager A, SG 26)* *Equipment Management Department (Department Manager A, SG 26)*	*Operations Department (Department Manager A SG-26)*
2. *Regional Office*	
Administrative Division (Division Manager A, SG 24) *Finance & Mgt. Division (Division Manager A, SG 24*	*Administrative & Finance Div. (Division Manager A, SG 24)*

Should there be only one incumbent in a permanent capacity whose option is to remain in the service, the subject incumbent Division Manager A / Department Manager A shall be appointed to the same position title and salary grade without change in employment status, irrespective of whether or not he/she meets the qualification requirements therefor and without need of going through the usual screening and selection process. However, he/she shall no longer be promoted to the next higher position unless he/she meets the qualification requirements of the position involved. Thus, Division/Department Manager incumbents falling under this situation shall be issued a new appointment. On the other hand, should there be two or more Division/Department Manager incumbents opting to remain in the service belonging to the same merged division/department all of them shall be subjected to the usual screening and selection process and the QS for said position/s shall be adopted.

For strict compliance.

CARLOS S. SALAZAR
Administrator

14 July 2009