



**MEMORANDUM CIRCULAR NO. 52**  
Series of 2026

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

**SUBJECT: NIA PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE  
EXCELLENCE EVALUATION YEAR 2025 AWARD CATEGORIES AND  
CRITERIA**

In search of the best performing offices and employees in the Calendar Year 2025, the following award categories have been identified by the NIA Program on Awards and Incentives for Service Excellence (NIA PRAISE) Committee for conferment during the agency's 63<sup>rd</sup> Anniversary Celebration:

**GROUP AWARD CATEGORIES**

1. Best Regional Office of the Year/ Integrated Irrigation Systems Office of the Year
2. Best Irrigation Management Office of the Year/ Integrated Irrigation Systems Office- Division of the Year

**INDIVIDUAL AWARD CATEGORIES**

1. Best Central Office Department Manager of the Year
2. Best Central Office Division Manager of the Year
3. Best Field Office Division Manager of the Year
4. Best Central Office Employee of the Year
5. Best Field Office Employee of the Year
6. Central Office Rookie of the Year
7. Field Office Rookie of the Year

Deadline for the nomination to the Individual Award Categories shall be not later than 21 May 2026 (Thursday). Criteria that will serve as evaluation tools for both group and individual award categories are attached for your information (*Please see Annexes A & B*).

The offices and individuals who will emerge at the top of the evaluation for each award category will be awarded with monetary incentive and plaque of recognition during the Daloy ng Tagumpay culminating activity on 22 June 2026.

For your information and guidance.

**ENGR. EDUARDO EDDIE G. GUILLEN**  
Administrator





**Annex A**

**CRITERIA FOR BEST REGIONAL OFFICES/ INTEGRATED IRRIGATION SYSTEMS OFFICES/  
BEST IRRIGATION MANAGEMENT OFFICES/ INTEGRATED IRRIGATION SYSTEMS OFFICES –  
DIVISION FOR THE PERIOD OF JANUARY TO DECEMBER 2025**

PARAMETERS		(TARGETS+MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING
<b>STRATEGIC OBJECTIVE</b>				
<b>A. Increased Irrigated Areas Contributing to Food Security</b>				<b>15%</b>
1.	Percentage of irrigation development	_ % of the _ha Potential Irrigable Area developed by end of Dec 202_		
2.	Cropping intensity for NIS (%)			
	a. Reservoir Systems	_ % cropping intensity attained on reservoir systems by end of Dec 202_		
	b. Diversion systems	_ % cropping intensity attained on diversion systems by end of Dec 202_		
	c. Pump systems	_ % cropping intensity attained on pump systems by end of Dec 202_		
	Average Cropping Intensity for NIS	_ % cropping intensity for NIS attained by end of Dec 202_		
	Cropping Intensity for CIS (%)			
	a. Diversion systems	_ % cropping intensity attained on diversion systems by end of Dec 202_		
	b. Pump systems	_ % cropping intensity attained on pump systems by end of Dec 202_		
	Average Cropping Intensity for CIS	_ average cropping intensity for CIS attained by end of Dec202_		
<b>B. Increased Productivity, Income and Satisfaction of Farmers</b>				<b>15%</b>
3.	Satisfaction rating on services			
	a. NIS	_ % satisfaction rating on services rendered on NIS within the year		
	b. CIS	_ % satisfaction rating on services rendered on NIS within the year		
<b>C. Improve Planning, Design and Implementation of Irrigation Projects</b>				<b>40%</b>
4.	Areas generated and restored			
	a. Generated (ha)			



	-Current year	_ ha of CY 202_ GAA target generated by end of December 202_		
	-Carry over	_ha carry-over projects generated by end of December 202_		
	b. Restored			
	-Current year	_ ha of CY 202_ GAA target restored by end of December 202_		
	-Carry over	_ ha carry-over projects restored by end of December 202_		
5.	Repair and rehabilitation of existing irrigation facilities			
	a. Earth Canal (km)	_ kms of earth canal completed by end of December 202_		
	b. Concrete Lined Canal (km)	_ kms of concrete canal completed by end of December 202_		
	c. No. of Canal Structures	_ units of structures completed by end of December 202_		
6.	Area covered with coconet along irrigation facilities for slope protection			
	Current	_sqm. covered with coconet completed by end of December 202_		
	Carry-over	_sqm. covered with coconet (carry-over) completed by end of December 202_		
<b>D. Ensure Efficient and Effective Operation and Maintenance of Irrigation Systems</b>				<b>10%</b>
7.	Number of IAs with modified IMT Contracts	_number of IAs with modified IMT contracts signed by end of December 202_		
<b>E. Improve Income Generation from Non-Irrigation Sources</b>				<b>10%</b>
8.	Total Other Income	Breakdown of assumptions for 202_ other income		
<b>F. Income from ISF of above 8 hectares</b>				<b>10%</b>
<b>CORE FUNCTIONS</b>				
<b>A. Plan Agency Operations and Report Compliance</b>				<b>10%</b>
1	Submission of Annual regional budget for irrigation development	Annual budget proposal submitted to CO on schedule		
2	Strategic planning and performance management	Commitment (OPCR/DPCR) Required report received on schedule/physical, financial and project DIME		
3	Compliance to online monitoring reports	On time submission of monthly reports		
<b>B. Preparation, Construction and Implementation of Irrigation Projects</b>				<b>35%</b>

4	Conduct feasibility studies and detailed engineering			
	a. Feasibility Studies No. ___	__Feasibility studies conducted with FSR approved by RM and submitted to CO by end of December 202__		
	b. Detailed Design No. ___	__ Detailed design completed with FSR approved by RM and submitted to CO by end of December 202__		
5	Submit Program of Work	__ CY 202__ POW reviews evaluated and approved by March 202__ for implementation		
6	Procurement of Contract Works	No. of contracts approved and issued with NTP		
7	Project Monitoring/Inspection	No. of projects monitored/inspected implemented on schedule		
8	Monitoring/Review and Preparation/Consolidation of Reports	All required reports submitted on schedule; 100% accurate and complete		
9	Strengthening of Partnerships and convergence activities; Internal and External Coordination (for project implementation)	No. of coordination/stakeholders meetings attended		
<b>C. O&amp;M of existing NIS</b>				<b>30%</b>
10	NIS maintained	No. of NIS operated and maintained		
11	Seasonal Irrigated Areas in NIS, ha			
	a. Wet Season	No. of ha irrigated		
	b. Dry Season	No. of ha irrigated		
12	Rice Yield for NIS	___ MT/ha		
13	Operation & Maintenance Plan	No. of NIS submitted approved O&M Plan by RM		
14	SMC and O&M Planning	Conduct SMC and O&M Planning with IA, as scheduled		
15	Water distribution and delivery based on O&M Plans	No delays on irrigation water delivery (Target Start of Water Delivery)		
16	Gauging Stations	No. of rain and staff gauging stations established		
17	Irrigation system efficiency	Efficiency level increase from ___ to ___%		
18	Programmed capacity of	100% maintained and dam operation rule curve followed, under normal conditions		

19	Watershed management (wherever applicable)	No. of trees planted; area covered		
20	Monitoring/Review and Preparation/Consolidation of Reports	All required reports submitted on schedule; 100% accurate and complete		
21	Strengthening of Partnerships and convergence activities; Internal and External Coordination (for O&M of IS)	No. of coordination/stakeholders meetings attended		
<b>D. Assistance to CIS</b>				
10%				
22	Monitoring of CIS	No. of CIS monitored; service area		
23	Seasonal Irrigated areas in CIS, ha			
	a. Wet Season	No. of ha irrigated during wet season		
	b. Dry Season	No. of ha irrigated during dry season		
24	Rice Yield in CIS, MT/ha	___ MT/ha		
25	Technical Assistance to CIS	No. of CIS provided with technical assistance		
26	Monitoring/Review and Preparation/Consolidation of Reports	All required reports submitted on schedule; 100% accurate and complete		
<b>E. Institutional Development</b>				10%
27	IA Organization	No. of IAs organized		
28	IA Registration	No. of IAs registered		
29	IA training and capability building	No. of trainings conducted; no. of farmer-beneficiaries trained		
30	No. of trainings provided to NIA staff	No. of trainings conducted; no/ of NIA personnel		
31	IA functionality Survey	Conduct of IA Functionality Survey and Validation of results, as scheduled		
32	Level of IA Performance	Increased level of performance (more IAs with higher rating), No. of IAs per level of rating		
33	Monitoring/Review and	All required reports submitted on schedule; 100% accurate and complete		
34	Strengthening of Partnerships and convergence activities; Internal and External Coordination (for institutional Devt.)	No. of coordination/ stakeholders meetings attended		
<b>F. Equipment Management</b>				5%
35	Repair Maintenance and Trouble-shooting of equipment	No. of units maintained and repaired		

36	Equipment Utilization	100% Optimal utilization/deployment of equipment		
37	Monitoring/Review and Preparation/Consolidation of Reports	All required reports submitted on schedule; 100% accurate and complete		
38	Strengthening Internal and External Coordination	All required coordination and meetings attended		

SUPPORT FUNCTIONS			50%	
<b>A. FINANCIAL MANAGEMENT</b>				
1	Obligations, disbursements and expenditures	100% obligations/disbursements within the approved POW		
2	Fund allocation and releases	Funds allocated and released within 10 days upon availability		
	a. SAA	SAA's issued to field offices within 2 days upon receipt		
	Current			
	Prior Years			
3	Compliance to existing policies and government regulations (COA)	100% compliance		
4	Savings Generated	_% savings in MOOE (refer to DBM Circular on CNA)		
5	Compensation Benefits			
	a. Salaries and allowances	100% of salaries and allowances disbursed/released within the given time frame		
	b. Processing of requests/claims	100% of all requests/claims processed within 3 days (if without discrepancies)		
6	Custody of Collections			
	a. Collections and remittances	Collections received and deposited within the prescribed period and booked and remitted to Central Office		
	b. MC 34 s2004 (Strengthening Internal Control and Sanctions)	100% compliance to MC 34 s2004; two (2) Audit reports submitted, end of every cropping season		
7	Management of Financial Records, Accounting, Billing Forms/Books of Accounts	Ledgers (GL and SL) and Journals maintained and updated by EO 202__ for every fund		
	a. Payment of obligations (EOD Requests)	100% of all requests from EOD acted upon, provided no discrepancies		

	<b>b. Posting Zero Book Balance (EOD), Imprest System</b>	<b>Regular/daily posting and determination of Zero Book Balance (EOD)/Imprest System</b>		
8	<b>Management of Financial Reports</b>	<b>100% RIO, CO, COA required reports submitted on due date:100% accurate and reliable accounting data</b>		
9	<b>Annual Budget (COB)</b>	<b>Approved Budget for ensuing CY submitted on deadline given of the Current Year</b>		
10	<b>Payment of accounts payable downloaded by Regional/Project Offices to Irrigation Management Offices (IMO) within 3 days</b>	<b>Amount to be downloaded to the IMO within 3 days</b>	<small>NOTE: No E9 (Payment of accounts payable downloaded by Regional/Project Offices) Should be included in the support function. Financial since certifications, rentals, and trainings are the ones included in the non-Irrigation Sources</small>	
<b>B. Administrative and General Services</b>				<b>30%</b>
11	<b>Establishment of HR Plan</b>	<b>Participation in development of NIA HR Plan</b>		
12	<b>Capability Building of NIA personnel</b>	<b>No. of trainings conducted; no. of personnel provided with trainings</b>		
13	<b>Personnel Recruitment and Selection</b>	<b>Best candidate for the job hired within 30 days from date of request for hiring; appointments based on Revised MSP Appointments to CSC.</b>		
14	<b>Employee Benefits and Welfare</b>			
	<b>a. Personnel and Records requirements</b>	<b>100% of all requirements (application for leave of absence, service record, certificate of employment, etc.) acted upon within time frame and availability of cash</b>		
	<b>b. Promotions and cash incentives</b>	<b>Cash incentives granted to all qualified recipients at least once a year; promotions to qualified personnel</b>		
15	<b>Records Management</b>			
	<b>a. 201 files</b>	<b>100% of 201 files of all employees are properly maintained and updated every end of the semester</b>		
	<b>b. Information dissemination</b>	<b>MCs, memos, information materials disseminated within 2 days upon receipt</b>		
	<b>c. Receiving, releasing and filing</b>	<b>100% of communications to and from the office properly recorded and filed</b>		
16	<b>Procurement, Management and Disposal of Property</b>			

	a. Procurement of properties and supplies	100% of requested properties and supplies procured within 30 days from date of requisition and at the lowest price or price most advantageous to the government		
	b. Recording and inventory	100% property stocks card updated; inventory of properties done annually		
	c. Disposal of non-serviceable properties	All disposable/non-serviceable properties appraised and sold to the highest bidder within _ days from date of appraisal		
	d. Registration of properties	100% of properties registered on due dates		
17	Buildings and Facilities Maintenance			
	a. General Maintenance	All facilities are properly maintained at all times		
	b. Orderliness	Orderliness in the NIA compound maintained daily		
18	Submission of Reports (on Administrative matters)	100% prepared and submitted accurate and reliable reports on deadline (monthly, quarterly)		
19	Submission of Project Procurement Management Plan (PPMP) & Supplemental	Required reports received on schedule		
20	Submission of SPMS Document/Reports	Required reports received on schedule		
21	Action taken on COA Notices (AOM, Notice of Suspension, Disallowances, etc.) received	No. of notices received and complied within the prescribed period		
22	Compliance to GCG Reportorial Requirements	Required reports received on schedule		
<b>C. Knowledge management sharing and utilization</b>				<b>10%</b>
23	Internal Publication	Regular issuance of newsletters & in-house publications		
		Development/updating officers & other IEC Materials		
24	Events Documentation	Photo/Video Documentation of NIA Special Events		
		Maintenance of Photo gallery		
25	Media Relations	Issuance of Press Release to local papers		
		Conduct of Press Conferences as the need arises		

26	Strengthened Interagency Linkaging	Attendance/Participation to other NIA Stakeholders Activities		
D. Oversight/Inter-Agency Actions Compliance				10%
27	Internal Audit Services (IAS) Audit Findings	Comments and Recommendations acted upon. Compliance report/Action taken on Audit findings submitted on time		
28	Committee on Discipline, 8888 Hotline, FOI	Action taken on the complaints/requests within the prescribed period		