Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE

NATIONAL IRRIGATION ADMINISTRATION
RELEASED
SEP 17 2026
By:
HRD-RECORDS SECTION
BAGONG PILIPINAS

MEMORANDUM CIRCULAR No. 84
Series of 2026

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

SUBJECT : GUIDELINES ON DESIGNATION TO MANAGERIAL POSITIONS

The Civil Service Commission has adopted guidelines governing designation under the 2025 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA). Rule IV, Section 13.c.2 thereof provides that "***designees shall meet the QS of the position to which they are designated***".

In compliance with the foregoing and consistent with NIA Succession Program Guidelines under NIA Memorandum Circular No. 149, series of 2023, all concerned officials and employees are hereby directed to submit the following documents to the **Deputy Administrator for Administrative and Finance, Attention : Manager of the Administrative Department,** on or before **September 28, 2026 (Monday)**:

1. All Section Chiefs and Division Managers whether designated or appointed, shall submit their Individual Career Plan prescribed under NIA Memorandum Circular No. 149, series of 2023 (NIA Succession Program Guidelines), together with the following updated documents:
   1.1 Personal Data Sheet (PDS)
   1.2 Work Experience Sheet (WES); and
   1.3 Recent Performance Rating.

2. For anticipated vacancies, all Department Managers, Regional Managers and Project Managers shall submit the names of their recommended employees for designation to Division Manager positions, together with the following documents, at least three (3) months prior to the anticipated vacancy date:

   2.1 Justification for the recommended designee;
   2.2 Succession Readiness Assessment Result pursuant to NIA Memorandum Circular No. 149, series of 2023. Only the leadership competency evaluation shall be accomplished; the core and technical competency components may be disregarded for purposes of this submission;
   2.3 Updated PDS and WES; and
   2.4 Recent Performance Rating

The submission of the foregoing documents shall facilitate the assessment of potential successors and ensure that the designees meet the the qualification standards of the position consistent with the existing Civil Service Commission rules and the Agency's succession program.

Furthermore, Item No. VI. (Roles and Responsibilities) of NIA MC No. 149 series of 2023 is hereby reiterated, as follows:

1. Candidate
   - Submit the required document for profiling.
   - Accept feedback and advise
   - Show willingness to undergo the required examinations.

2. Human Resources Division/Administrative and Finance Division

   - Maintain and update the database of possible successors.
   - Perform Secretariat functions during Executive Committee Meeting.
   - Provide input to NIA Top Management on matters concerning succession plan
   - Conduct training workshop on succession planning and career development
   - Design and develop professional development program and activities to all next in rank
   - Provide a comparative assessment and ranking of all candidates to be presented to Executive Committee

3. Heads of Regional/Department/Project Offices
   - Conduct mentoring and coaching to all next in rank and potential successors
   - Conduct performance review and evaluation
   - Submit their recommended candidates
   - Monitor and track the progress of the selected candidate for designation/appointment to managerial position
   - Identify and understand the developmental needs of employees

4. Deputy Administrator concerned
   - Oversee the implementation of the succession program of the Agency
   - Foster a culture of trust and fairness.
   - Direct Heads of Department/Regional/Project Offices to submit progress of their designated/appointed managers.

This Memorandum Circular shall take effect immediately.

For strict compliance.

ENGR. EDUARDO EDDIE G. GUILLEN
Administrator
16 SEP 2026
Date

INDIVIDUAL CAREER PLAN

Name				Date:	
Age		Birthdate		Length of Government Service	
Position Title (as per appointment)			Designation (if any)		

I. SELF ASSESSMENT SUMMARY STATEMENTS

Current Skills & Knowledge

Skills & Knowledge needed for future career goals

II. CAREER GOALS

Short-Term (1 year)

Medium-Term (2-3 years)

SUCESSION READINESS RESULT

Name	:	
Current Position/JG	:	
Proposed Higher Position	:	
Location	:	

I. **COMPETENCY EVALUATION** *(as rated by the immediate supervisor)*

LEADERSHIP				
Competencies	**Level**		**Passed (P) / Intervention Needed (IN)**	**REMARKS**
	Required	**Current**		
Conflict Management				
Leading and Managing Change				
People Management				
Stakeholder Engagement				
Strategic Thinking and Visioning				

CORE				
Competencies	**Level**		**Passed (P) / Intervention Needed (IN)**	**REMARKS**
	Required	**Current**		
Accountability				
Interpersonal Communication				
Organizational Awareness				

TECHNICAL				
Competencies	**Level**		**Passed (P) / Intervention Needed (IN)**	**REMARKS**
	Required	**Current**		
Accounting Acumen				
Analytical and Creative Thinking				
Asset Management				
Budget Management				
Community Organizing				
Computer Literacy				
Construction Supervision				
Designing and Managing Training				
Engineering Design				
Financial Reporting				
HR Service Excellence				
Information Management				
Irrigation System Management				
IT Expertise				
Learning Facilitation				

TECHNICAL				
Competency	Level		Passed (P) / Intervention Needed (IN)	REMARKS
	Required	Current		
Making Presentations (Presenting Effectively)				
Monitoring and Evaluation				
Problem Solving and Decision Making				
Procurement Management				
Program Delivery and Administration				
Project Management				
Project Planning and Development				
Property Administration				
Technical Writing				

II. QUALIFICATION STANDARDS EVALUATION

	Qualifications Required of Next-Higher Position	Applicant's Qualification	Qualified / Not Qualified
Educational Attainment			
Experience			
Training			
Civil Service Eligibility			

III. PERFORMANCE RATING FOR THE LAST THREE (3) YEARS

SEMESTER / YEAR	RATING	ADJECTIVAL RATING

IV. RESULT OF PERSONALITY TEST AND MENTAL ABILITY TEST *(as administered by licensed Psychometrician)*

V. RESULT OF BACKGROUND INVESTIGATION *(as culled from the records of Committee on Discipline)*

	YES	NO
Is there a pending criminal/administrative case?	☐	☐
Is there a pending Committee on Discipline case?	☐	☐

VI. CAREER PLAN OF CANDIDATE

VII. JUSTIFICATIONS FOR RECOMMENDATION BY THE HEAD OF OFFICES AND/OR FORMER INCUMBENTS

VIII. RECOMMENDATION BY THE EXECOM

- ☐ Ready Now
- ☐ Ready Next
- ☐ Ready Soon

Remarks: