

Republic of the Philippines
MINISTRY OF PUBLIC WORKS
MA Building, E. de los Santos Ave., Quezon City
OFFICE of the MINISTER

November 1979

MINISTRY ORDER)

NO. 79-23)

SUBJECT : Periodic Reassignment
of Key Field Officials

x-x-x-x-x-x-x-x)

In the Memorandum of the President to the Minister of Public Works dated August 16, 1979, defining the policy directions and program thrusts of the New Ministry, explicit instructions are given to embark upon an organization renewal which shall include among others the realignment of jobs and the periodic reassignment of personnel, specially regional directors and other key field officials.

To provide rational, fair and consistent decision-making in the periodic reassignment of regional directors, assistant regional directors, district engineers and assistant district engineers, the following policies and procedures are hereby established for the guidance and information of all concerned.


Rationale

1. The periodic reassignment of regional directors, assistant regional directors, district engineers, assistant district engineers and other field officials shall form part of the MPW integrated personnel management and development program.
2. Periodic reassignment shall be optimized in order to promote the personal growth and development of the field official concerned as well as to prevent the dysfunctional effects to the organization of too long a stay of the field official in a place of assignment.
3. Reassignment shall be considered a challenge to the capacity of the field official to relate to new situations and a test of his willingness to contribute to organizational versatility and viability.

Policies

1. As a general rule, no regional director, assistant regional director or district engineer shall remain in a place of assignment longer than five (5) years and except for special reasons, these key field officials shall not be moved to another station oftener than once in three (3) years.
2. Every effort shall be made to integrate the needs of the region/district office to the special qualifications/circumstances of the field official being reassigned.
3. To insure that officials receive well rounded out experience, preferred posts and hardship posts shall, to the degree possible, be rotated equitably.
4. Exceptionally outstanding performance shall merit for the field official concerned, preferential consideration in the choice of reassignment situs.
5. Whenever possible, no field official shall be moved if he is due for compulsory retirement in two years or less time, except at his option.
6. Reassignment of district engineers shall, initially, be intra-regional, but shall when the MPW structure has stabilized, be preferably interregional.
7. The Regional Director and his Assistant Regional Director shall not be rotated at the same time. The same rule shall apply to the District Engineer and his assistant.

Procedures

1. In the first week of December each year, the Regional Director shall submit to the Office of the Minister the names of the Assistant Regional Director, District Engineers and Assistant District Engineers within his area of jurisdiction who are due for reassignment and the names of others who have on their own initiative requested reassignment.
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Updated information sheets, performance rating reports for the last three years, certification of awards received and such other documents as may be deemed relevant shall be forwarded together with the list/s.

2. The MPW Field Personnel Reassignment Committee composed of the Deputy Minister as Chairman and all the Assistant Secretary as members shall on the basis of these guidelines make appropriate recommendation/s to the Minister.

The Committee may set-up any evaluation schemes as they see fit provided such evaluation schemes conform to the basic philosophy and guidelines herein stipulated.

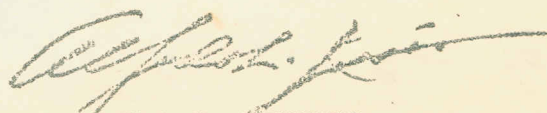
The Committee shall take the necessary initiative in making recommendations to the Minister on the reassignment of Regional Directors.

3. Upon approval of the Minister, the Personnel Division shall prepare the necessary documents for the Minister's signature: in the case of district engineers and assistant district engineers, the reassignment orders, and in the case of Regional Directors and Assistant Regional Directors, the appropriate recommendations to His Excellency, the President thru the Career Executive Service Board.
4. All approved reassignment orders shall be forwarded by the Personnel Division to the officials concerned.

The Personnel Division shall be responsible for keeping records of these reassignments.

Initial Implementation

These policies and procedures shall be observed whenever applicable in the initial placement of key field officials in the approved staffing pattern of the Ministry.


ALFREDO L. QUINIO
Minister