



Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER
Diliman, Quezon City

September 25, 1979

SPECIAL ORDER
NO. 218
Series of 1979

SUBJECT: Creation of a Committee to Undertake Job Analysis of Work Performed by Emergency Employees.

To provide Management with a more effective means of determining the actual needs for the services of emergency employees, it was found imperative to conduct a job analysis of the work performed by them.

This job analysis will: (a) provide Management with a clearer picture of the actual tasks and duties performed by emergency employees; (b) help management prepare accurate job description and establish job titles thereof; (c) provide a more rational and concrete basis for determining wage scales; (d) discover training needs; and (e) determine the number of new positions needed by each service/division/section/unit, where such positions are presently occupied by emergency employees. The later could be the basis for the creation of new positions.

For this purpose, a committee composed of the following is hereby created:

1. Mr. Pedro G. Pangilinan - Chairman
2. Mr. Antonio Piga - Vice-Chairman
3. Mr. Prisciliano Nazal - Member
4. Ms. Nora C. Eslava - "
5. Ms. Juliana Aben - "
6. Ms. Isidora Bautista - "
7. Ms. Aloida Guerrero - "
8. Ms. Angela S. Batara - "
9. Mr. Salvador La Madrid - "

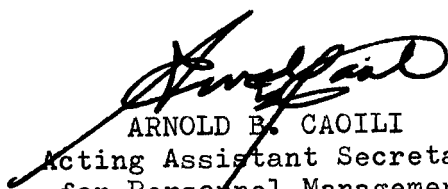
The Committee shall have the following functions:

1. Prepare the necessary instruments to be accomplished by emergency employees and their supervisors which will be the basis for the job analysis.
2. Administer the said instruments.
3. Gather and collate the instruments and evaluate the same.

4. Conduct desk audit and/or interview emergency employees and their supervisors.
5. Draft and finalize job description forms for all emergency employees, and classify their job and thereafter have them signed by the employees and their supervisors.

All MNR officials and employees are hereby requested to extend necessary assistance to the committee. The committee is authorized to call on services/sections/units to facilitate immediate completion of this project. A report on this undertaking must be submitted within thirty (30) days from the date hereof.

By Authority of the Minister:


ARNOLD B. CAOILI
Acting Assistant Secretary
for Personnel Management
and Development

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