



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

ADMINISTRATIVE ORDER

No. 14
Series of 2021

SUBJECT: IMPLEMENTING GUIDELINES IN THE CERTIFICATION OF ELIGIBILITY OF THE DEPARTMENT OF AGRICULTURE S&T PERSONNEL UNDER REPUBLIC ACT NO. 8439, AS AMENDED BY REPUBLIC ACT NO. 11312

WHEREAS, the Department of Science and Technology (DOST) and the Department of Budget and Management (DBM) issued several guidelines on the certification of eligibility of Science and Technology (S&T) personnel involved in Scientific and Technological Activities (STA) to avail of the benefits provided under Republic Act (R.A.) No. 8439 "Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology Personnel in the Government."

WHEREAS, R.A. 11312 "An Act Strengthening the Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology Personnel in the Government, Amending for the Purpose of R.A. 8439" stipulates that S & T personnel not employed by the Department of Science and Technology (DOST), who are involved in STA may avail of the benefits under R.A. No. 8439 upon certification of the Head of the Agency that they are involved in research and development or other scientific and technological activities. Provided, that the heads of the agencies shall abide by the guidelines promulgated by DOST for the certification of non-DOST personnel involved in STA.

WHEREAS, the DOST issued Administrative Order No. 009 series of 2020 to provide guidelines in the certification of eligibility of Non-DOST S&T personnel under R.A. No. 8439, as amended by R.A. No. 11312. As stipulated in Section 9 of DOST A.O. No. 009 s. 2020, an Agency Screening Committee (ASC) shall be constituted to assist the agency head in evaluating each applicant's qualification for certification of eligibility.

WHEREAS, the Department of Agriculture (DA) employs scientists, engineers, researchers, and other S&T personnel to pursue R4D in modernizing and industrializing Philippine agriculture through increase productivity and income of the Filipino farmers.

WHEREAS, the DA aims to support, encourage, and provide incentives to scientists, researchers, and other support personnel engaged in R4D, hence, recognizes the need to harmonize their benefits with other S&T personnel in other government institutions as provided by law.

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NOW THEREFORE, to facilitate the certification of eligibility of the Department of Agriculture (DA) S&T Personnel under R.A. No. 8439, as amended, this Administrative Order is hereby issued to serve as a guide of the DA Offices on the procedures and qualification for the certification of eligibility and entitlement to benefits under this Act.

I. OBJECTIVE

These guidelines shall provide the procedures and qualifications in certifying the Department of Agriculture S&T personnel involved in STA to avail of the benefits provided under R.A. No. 8439 as amended.

II. AUTHORITY TO CERTIFY S&T PERSONNEL

The DA personnel who are involved in STA may avail of the benefits under R.A. No. 8439, as amended, upon certification of the Secretary. Provided that the Secretary shall abide by the DOST guidelines for certification of the non-DOST personnel involved with research and development or scientific and technological activities and their entitlement to benefits.

III. QUALIFICATION REQUIREMENTS

The following qualification requirements shall apply to all government personnel of the concerned agency, including their respective Agency Head:

- A. The agency where the S&T personnel is employed must be actively doing any or all of the S&T Activities (STA):
 - 1. Research for Development (R4D)
 - 2. Scientific and Technological Services (STS)
 - 3. Scientific and Technical Education and Training (STET)
- B. The applicant must be an S&T Personnel holding an S&T position:
 - 1. S&T Managers, Supervisors, and Planners
 - 2. Members of the Scientific Career System
 - 3. Scientists, Engineers, and Researchers
 - 4. Personnel of R4D Institutions provided that:
 - a. the STA and S&T-related functions of the agency are authorized by law or competent authority;
 - b. the personnel is actually involved in STA, benefitting the agri-fisheries sector and its stakeholders; and
 - c. the concerned personnel's position is part of the authorized staffing pattern of the organizational unit performing STA.

- C. The applicant must hold a Science, Technology, Engineering, and Mathematics (STEM) degree or courses listed under the Scientific Career System (Annex A); and
- D. The applicant and the division/unit where he/she is assigned should be directly involved in the conduct of one or a combination of S&T activities mentioned in Item IV A of this guideline.

IV. DOCUMENTARY REQUIREMENTS:

1. Members of the Scientific Career System

- 1.1. Endorsement by the immediate supervisor, highlighting the significant outcomes of scientist's works in the last two (2) years;
- 1.2. Functions of service/division/section/unit where the personnel belong as certified by the immediate supervisor or any competent authority;
- 1.3. Description of actual duties and responsibilities with corresponding percentage time allocation as certified by the immediate supervisor or any competent authority;
- 1.4. A certified true copy of the last four (4) Individual Performance Commitment and Review (IPCR) Form;
- 1.5. Certification of good standing issued by the Scientific Career Council; and
- 1.6. Other relevant documents that the DA Screening Committee may require in order to establish the qualifications of the applicant to be certified as S&T personnel, i.e. significant outputs for the benefit of the agriculture or fisheries sector.

2. All other applicants

- 2.1 Endorsement by the immediate supervisor highlighting significant outcomes (how the Filipino farmers are benefitting from the S&T worker's outputs) of the researcher's work;
- 2.2 Functions of service/division/section/unit where the personnel belong as certified by the immediate supervisor or any competent authority;
- 2.3 An individual matrix containing the following information: position title, salary grade and description of actual duties and responsibilities with corresponding percentage time allocation as certified by the immediate supervisor or any competent authority (Sample matrix- Annex B);
- 2.4 A certified true copy of the last four (4) Individual Performance Commitment and Review (IPCR) Form;
- 2.5 Certified true copy of diploma;
- 2.6 Certified true copy of the academic transcript of records; and
- 2.7 Other relevant documents that may be required by the DA Screening Committee in order to establish the qualifications of the applicant to be certified as S&T personnel, i.e., significant outputs for the benefit of the agriculture or fisheries sector.

V. AGENCY SCREENING COMMITTEE

To systematize the review process, the Heads of Bureaus, Attached Agencies, and DA Regional Field Offices (RFOs) shall create an Agency Screening Committee (ASC) in their respective units composed of not more than five (5) members including two R4D, one finance and administrative staff, one operations and extension, one employees' association staff.

The ASC shall do the initial screening and evaluation of the applicants in their respective agencies. The screening and evaluation shall look into the contribution of the S&T personnel's work outcome benefitting the Filipino farmers.

The report and recommendation of the ASC shall be signed by all committee members and endorsed by the Head of Bureaus, Attached Agencies and Regional Field Offices to the DA Screening Committee.

VI. DA SCREENING COMMITTEE

The Department of Agriculture (DA) Screening Committee shall be created to do the final screening, evaluation, and recommendation to the Secretary of those who are eligible for certification under R.A. 8439, as amended. The screening shall consider the qualification and merit (outcome of work benefitting the Filipino farmers) in certifying the applicant's eligibility.


The Secretary shall designate the members of the committee and shall be composed of the following:

- a. Chairperson
- b. Co-Chairperson
- c. Three (3) Members from DA Attached Bureaus and Agencies
- d. The Bureau of Agricultural Research (BAR) shall serve as the Secretariat

VII. PROCEDURE FOR APPLICATION

1. New Application

- a. New applications (complete with required documents) shall be submitted to the Agency Screening Committee (ASC) for initial screening and evaluation;
- b. The ASC shall check the completeness of the application;
- c. If documentary requirements are complete, the ASC shall proceed with the evaluation of the qualifications of the applicant. In case of deficiency in the documentary requirements to establish the eligibility of the applicant, the ASC shall inform the applicant in writing;

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- d. The ASC shall prepare and submit its report consisting of a matrix of all applicants and their documentary requirements to the Agency Head for consideration and endorsement to the DA Screening Committee. The Agency Head shall endorse the ASC report and certification of funds availability for the Magna Carta benefits.
- e. The DA Screening Committee shall evaluate and validate the report and documents submitted by the ASC;
- f. The DA Screening Committee shall submit to the Secretary its findings and recommendation for approval;
- g. The Secretary shall issue the Certificate of Eligibility. Otherwise, a Notice of Denial shall be issued to inform the applicant, detailing the grounds or reasons for the non-approval of the application.

2. Application for Renewal

The Certificate of Eligibility shall be renewed annually. The ASC shall review the applicants' credentials for compliance with the requirements of the Certificate of Eligibility. The renewal of application shall begin on the first working day of October until end of November.

Agency Heads shall ensure that all applications for renewal of certification shall be acted upon before the Certificate of Eligibility expiration. For this purpose, the Agency Heads may set a deadline for the submission of all applications. In case the employee is promoted/reassigned, or when his/her position/functions have changed, the individual matrix should indicate the description of his/her position/functions as well as the functions of his/her new unit/station. Based on the ASC's recommendation, the agency head may not endorse an employee certification because of change in functions and poor performance as R4D personnel.

VIII. EFFECTIVITY OF CERTIFICATION

1. For new applicants, entitlement of S&T Personnel to the Magna Carta benefits under R.A. No. 8439 shall be valid from the date of approval until December 31 of the same year; and
2. For renewing applicants, entitlement of S&T Personnel to the Magna Carta benefits under R.A. No. 8439, shall be valid from January 1 until December 31 of the current year.



IX. FUNDING

The Agency Head shall ensure sufficient funding for Magna Carta benefits and the conduct of R4D projects. Payment for Magna Carta benefits under RA 8439 shall be sourced from the agency's budget; and subject to the provisions of the DBM-DOST Joint Circular No. 1, s. of 2013 and such other issuances that DBM and DOST may promulgate, and applicable accounting and auditing rules and regulations.

X. EFFECTIVITY

This order shall take effect immediately upon approval of the Secretary.

Done this 16th day of April, 2021.


WILLIAM D. DAR, PhD.
Secretary

DEPARTMENT OF AGRICULTURE

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ANNEX A

Specifically, the Scientific Career System (SCS) shall cover the following disciplines:

A. Basic/Natural Sciences and Mathematics

1. Archaeology
2. Astronomy
3. Biology (including Molecular Biology)
4. Biotechnology
5. Botany
6. Chemistry (including Biochemistry)
7. Earth Sciences
 - 7.1 Geochemistry
 - 7.2 Geology
 - 7.3 Geophysics
 - 7.4 Seismology
 - 7.5 Volcanology
8. Environmental Sciences (including Ecology)
9. Mathematical Sciences
 - 9.1 Mathematics (pure/abstract/applied, including analysis, differential geometry and graphs)
 - 9.2 Operations Research
 - 9.3 Statistics (including mathematical probability, statistical mathematics and computing and graphics)
10. Materials Science
11. Meteorology
12. Microbiology (including Veterinary and Agricultural Microbiology)
13. Nutrition
14. Oceanography and Marine Sciences
15. Physics (including Biophysics and Mathematical Physics)
16. Space Sciences
 - 16.1 Astronomy
 - 16.2 Interferometry
 - 16.3 Remote Sensing
17. Zoology



B. Engineering and Information and Communication Technology

1. Aeronautical and Nautical Engineering
2. Agricultural Engineering
3. Architecture
4. Chemical Engineering
5. Civil Engineering
6. Computer Engineering
7. Computer Science
8. Communications Engineering
9. Earthquake Engineering
10. Electrical Engineering
11. Electronics Engineering
12. Energy Engineering
13. Environmental Engineering
14. Food Engineering
15. Forest Products Engineering
16. Geothermal Engineering
17. Industrial Engineering
18. Information Technology
19. Materials Engineering
20. Mechanical Engineering
21. Metallurgical Engineering
22. Mining Engineering
23. Nuclear Engineering
24. Structural Engineering
25. Textile Engineering

C. Medical Sciences

1. Basic Sciences
 - 1.1 Anatomy
 - 1.2 Epidemiology
 - 1.3 Medical Pathology
 - 1.4 Medical Parasitology
 - 1.5 Medical Microbiology
 - 1.6 Physiology
 - 1.7 Pharmacology
 - 1.8 Public Health



2. Clinical Sciences

- 2.1 Medical (including Pediatrics and sub-specialties of Internal Medicine and Psychiatry)
- 2.2 Surgical (including subspecialties of Surgery, Obstetrics, Gynecology, Ear-Nose Throat (ENT) and Ophthalmology Medical Biotechnology)

3. Health Related Sciences

- 3.1 Dentistry
- 3.2 Medical Technology
- 3.3 Nursing
- 3.4 Pharmacy

4. Medical Biotechnology

5. Medical Genetics

6. Rehabilitation Science

- 6.1 Occupational Therapy
- 6.2 Physical Therapy
- 6.3 Rehabilitation Medicine
- 6.4 Speech Therapy

D. Agricultural Sciences

- 1. Agricultural Biotechnology
- 2. Agronomy
- 3. Animal Science
- 4. Entomology
- 5. Fisheries and Aquaculture
- 6. Food Science and Technology
- 7. Forestry and Forest Products
- 8. Horticulture
- 9. Plant Breeding and Genetics
- 10. Plant Pathology
- 11. Soil Science
- 12. Veterinary Medicine
- 13. Weed Science

E. Selected Fields of Social Sciences (per SCC Res. No. 12 dated 08-20-98)

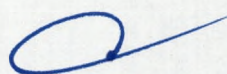
- 1. Anthropology
- 2. Communication
- 3. Demography
- 4. Economics
- 5. Geography



6. History
7. Linguistics
8. Political Science
9. Psychology
10. Public Administration
11. Social Work
12. Sociology

F. Others

1. Library and Archival Sciences
2. Scientific and Technical Documentation

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ANNEX B. Application for Certification of Eligibility under R.A. 8439, as amended by R.A 11312

Name of Agency: _____

CY _____

Name/Position/ STA Classification/ SG/Course/Eligibility	Division Functions	Service Record	Function/Description of Position	Actual Duties and Responsibilities	% Time	Remarks
JUAN DE LA CRUZ	Division Name	Director, Perm-12 years	Provides.....		25%	New Application
Director I SG 26	Function 1	etc	Directs and manages....		20%	or
BS Civil Engineering MBA	Function 2		Etc.			Renewal
Other documentary requirements	Etc.					
	(If under a section, include also the function in the section)					
					Total of 100%	
Prepared by:		Certified Correct:				
	*					
Juan dela Cruz		Immediate				