



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

ADMINISTRATIVE ORDER

NO. 18

Series of 2021

SUBJECT: SUPPLEMENTAL GUIDELINES TO ADMINISTRATIVE ORDER NO. 14, SERIES OF 2021, "IMPLEMENTING GUIDELINES IN THE CERTIFICATION OF ELIGIBILITY OF DEPARTMENT OF AGRICULTURE S&T PERSONNEL UNDER REPUBLIC ACT NO. 8439, AS AMENDED BY REPUBLIC ACT NO. 11312"

Administrative Order (AO) No. 14, series of 2021 was issued to provide the guidelines in the certification of eligibility of Department of Agriculture S&T Personnel under Republic Act No. 8439, as amended by Republic Act No. 11312.

To ensure the effective implementation of the said AO, additional provisions are included and amended as follows:

I. SCOPE


This issuance covers benefits to S&T personnel of the Department of Agriculture in accordance with the R.A. 8439, as amended by R. A. 11312, except for hazard allowance, which shall be applied for separately.

II. DOCUMENTARY REQUIREMENTS:

Under all other applicants, the documentary requirements are specified for new and renewing applicants.

For New Applicants

1. Endorsement by the immediate supervisor highlighting significant outcomes (how the Filipino farmers are benefitting from the S&T worker's outputs) of the researchers work;
2. Functions of service/division/section/unit where the personnel belong as certified by the immediate supervisor or any competent authority
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 (attached sample matrix);
4. A certified true copy of diploma;
5. A certified true copy of the academic transcript of records; and


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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.

For Renewing Applicants

1. 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 (attached sample matrix);
2. A certified true copy of the last four (4) Individual Performance Commitment and Review Form;
3. Copy of previous Certification of Eligibility; and
4. Other relevant documents that the DA Screening Committee may require 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.

III. PERIOD OF PROCESSING FOR NEW APPLICANTS


All new applications shall be endorsed to the Secretary within fifteen (15) working days from acceptance of complete documents.

IV. REMEDIES IN CASE OF DENIAL OF APPLICATION

In case of denial of an application, the Agency and the Department shall notify the applicant/s in writing stating therein the reason/s for denial. The remedies in case of denial of application shall be as follows:

- a. Denial of application from the agency. The applicant may file an appeal addressed to the Agency head within five (5) working days from receipt of the denial. The appellant should indicate the appropriate reasons and provide proofs that he/she is eligible for certification under the R.A. 8439, as amended by R.A. 11312.
- b. Denial of application from the Department of Agriculture. The appeal shall be addressed to the Secretary of the Department of Agriculture. The agency may file an appeal on behalf of its S&T personnel. The appeal shall be filed within five (5) working days upon receipt of the denial. The appealing agency should indicate the appropriate reasons and provide proofs that S&T personnel who was/were denied is/are eligible for certification under the R.A. 8439, as amended by R.A. 11312.

Denial of the appeal by the Agency Head and Secretary shall be final and executory.


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V. TERMINATION OF ENTITLEMENT

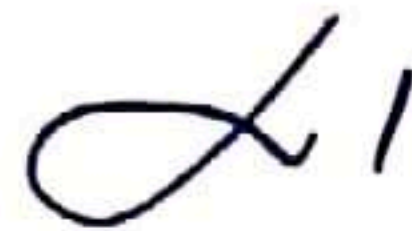
Entitlement to Magna Carta benefits under R.A. No. 8439 as amended, shall be terminated when the grantee ceases to perform significant S&T activities, i.e. suspension from work, termination of S&T projects, transfer or promotion to a non-STA position, before the expiration of the 1-year period.

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

Done this 17th day of May, 2021.



WILLIAM D. DAR, Ph.D.
Secretary



DEPARTMENT OF AGRICULTURE
in replying pls cite this code :
For Signature: S-05-21-0254
Received : 05/14/2021 04:18 PM

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