



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

Memorandum Order

No. 31
Series of 2021

**SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 09, SERIES OF 2018
RE: PERSONNEL DEVELOPMENT COMMITTEE (PDC) PRESCRIBED
GUIDELINES, POLICIES, AND PROCEDURES ON SCHOLARSHIPS,
TRAININGS, SEMINARS, CONFERENCES, CONVENTIONS, AND STUDY
LEAVE**

In the interest of service and to ensure a uniform application of policies and procedures in the availment of scholarship programs, training, seminars, workshop, conferences, conventions, and study leaves of all offices under the Department of Agriculture (DA), Memorandum Order No. 09, Series of 2018 is hereby amended as follows:

1. Renaming the Personnel Development Committee (PDC) into Human Resource Development Committee (HRDC), to be adopted at the DA Central Office and its Regional Offices, Bureaus, Attached Agencies and Corporations; and
2. Reconstitution of the composition of the DA - Office of the Secretary HRDC Secretariat.

I. SCOPE/COVERAGE

These guidelines shall apply to and cover all DA officials and employees who are holding permanent positions.

1. All officials and employees may avail of opportunities for local/overseas scholarships and other training grants including attendance to seminars, conventions, conferences, and training to enhance and upgrade their professional and technical knowledge, skill, and competencies.
2. Human Resource Development Program refers to activities aimed at enhancing career programs and personnel growth, which include scholarships, study grants, study leave, training, seminars, workshop, conferences, and conventions.

Scholarships and other training grants (local and overseas) shall include those offered directly to the Department by: (1) the Commission on Higher Education (CHED) for Degree Courses; (2) the Technical Education and Skills Development Authority (TESDA) for non-degree courses; and (3) those which may be solicited by the Department from foreign foundations, universities, study centers, and other institutions.

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3. Foreign Scholarships and Training Programs (FSTP) is a component of the Overseas Development Assistance (ODA) extended to the Philippines by foreign donor countries or foreign institutions based on the identified training needs of agencies or institutions, which aims to enhance the capabilities of the institution in accordance with the National Development Thrust and Strategies.
4. Self-solicited scholarship, training grants, and Continuing Professional Development (CPD) program for all Regulated Professions accredited by the CPD Council may be allowed on highly meritorious cases, as may be determined by the Agency Head through the HRDC.

PROCEDURES

1. All invitations and information regarding scholarships, study grants, training, and attendance to training, seminars, conventions, and conferences, both local and foreign sent to the different offices of the Department must be forwarded to the HRDC and must be properly disseminated to all offices under the Department by the Human Resource Development Division.
2. All applications for scholarships and participation in training courses, conventions, seminars, and conferences shall be coursed through and endorsed to the HRDC for deliberation and approval.
3. Upon receipt of the nominees from the different units in the DA-Central Office, the nominees' documents shall be transmitted to the DA-HRDC Secretariat for screening and evaluation.
4. The HRDC Secretariat shall prepare a Comparative Assessment Data (CAD) for all the nominees to determine whether they meet the qualifications prescribed for in the scholarship or training grant to which they have been nominated and the requirements under II-6 hereof.
5. Nominees of the pre-determined agency for Local and Foreign Scholarship Grants must provide DA-OSEC HRDC a copy of their agency HRDC Deliberation Report which contains the assessment and evaluation results of all candidates for the said course/training.
6. In such cases, the DA-OSEC HRDC Secretariat shall validate the Agency HRDC Deliberation Report based on the course/training qualification requirements before the preparation of the Nominee's Profile and HRDC Evaluation.

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7. Sole nominee of the agency pre-determined by the donor country/organization/agency must be endorsed by the Head of Office/Agency Head to the DA-OSEC HRDC for validation before his/her nomination.
8. The HRDC Secretariat shall prepare a CAD only when there is more than one (1) nominee in one (1) course/program to determine whether they meet the qualifications prescribed for in the scholarship or training grant to which they have been nominated and the requirements under II-6 hereof.
9. The following Evaluation/Assessment Criteria shall be used by the DA-HRDC in determining the most qualified nominee:

	Weight
A. Job Relevance	35%
B. Performance Rating	20%
C. Work Experience and Outstanding Accomplishment	20%
D. Education and Training	15%
E. Communication Skills	<u>10%</u>
	100%

II. APPLICATION FOR/AVAILMENT OF SCHOLARSHIPS AND ATTENDANCE TO TRAINING, SEMINARS, CONFERENCES, AND CONVENTIONS


1. Availment of all human resource development programs shall be based on the applicants' needs and career path. Priority shall, however, be given to applicants; (1) who have not availed of any scholarships, study grants, training, seminars, workshops, conferences, or conventions in the last two (2) years; and (2) whose functions are relevant to the programs.
2. Local training, seminars, conventions, and conferences can be availed of by an employee at least once a year, except when his/her attendance is necessary as an official representative or a focal person and in other meritorious cases to be determined and evaluated by their HRDC.
3. Application for scholarships, training, seminars, conventions, and conferences, whether sponsored and/or funded by DA or other government and non-government institutions, should not prejudice the operation of the applicant's unit/office. Hence, prospective trainees/applicants should get the recommendation of their chiefs of offices before the deliberation and approval of their respective HRDC.
4. Attendance of personnel in authorized human resource development programs shall be on official time.
5. Participants or beneficiaries of any human resource development program shall be relieved of all duties and responsibilities for the duration of the program.

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6. To avail of any Human Resource Development Programs, the applicant must:
- a) At the time of nomination, have rendered at least two (2) years of service in the government, or as prescribed by the donor country.
 - b) Hold a permanent appointment at the time of nomination.
 - c) Have obtained a Very Satisfactory performance rating for two (2) consecutive periods immediately preceding the nomination.
 - d) Have no pending administrative and/or criminal case.
 - e) Have no pending nomination/approved application for scholarship in another program/course.
 - f) Have already rendered the required service obligation for a previously availed scholarship grant.
 - g) Be physically fit to travel and undergo training/study both locally and abroad.
 - h) The nominee shall not have enjoyed a scholarship/training grant in the immediate past (2) years.
 - i) Foreign Scholarship Training Program (FSTP) applicants must have a college degree and/or demonstrated sufficient ability and experience related/relevant to the course applied for and must meet the position level, age, education, and experience required as specified by the donor country/organization/course.
7. Government officials and employees may be authorized to participate in conventions, seminars, conferences, and other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the government, chargeable against government funds. The registration or participation fee, shall not exceed two thousand ₱ (2,000) pesos per day for each participant. (National Budget Circular No. 563 dated April 22, 2016, items 3.1 and 3.2)
8. There shall be no discrimination in the development and availment of scholarship by officials and employees on the account of gender identity, sexual orientation, age, civil status, disability, religions, ethnicity, and/or political affiliation.

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III. ATTENDANCE TO IN-HOUSE TRAINING, WORKSHOPS, SEMINARS, CONFERENCES, AND CONVENTIONS

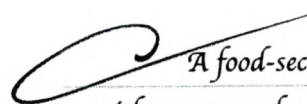
In-House Training, Seminars, Workshops, Conferences and Conventions, Training and Development Programs or Activities refer to undertakings that aim to provide opportunities for employee participation in any of the following:

- a) Development courses which include orientation and re-orientation courses, retraining or retooling on basic skills inherent to the positions, values formulation and development, pre-retirement seminars and other development programs in preparation for higher responsibilities for both rank and file and management-level employees; and
 - b) Highly specialized, technical, or scientific seminars or studies including opportunities for capability building, skills development, or enhancement at any level or rank of employment requiring an understanding or use of special tools and techniques to cope with work changes or transfer of technology.
1. Attendance to the DA Orientation Course and/or any other related courses such as Seminar-Workshop on Client-Agency Relations, Gender Sensitivity Training/Seminar, Seminar-Workshop on Professionalism in Public Service, Frontline Service Management Program, Values Orientation Workshop (VOW), Public Service Ethics and Accountability (PSEA) and CSC Integrated Training Program shall be mandatory for employees under the first and second level positions who are: (1) new employees; and (2) transferees and old employees who have not yet attended the said training.
 2. In-house review programs, planning workshops, and conferences, and other related activities shall be coursed through the HRDC for deliberation and subsequent recommendation to the approving authority.
 3. Supervisory training and/or workshop courses shall be required for employees with Salary Grade 18 and above who have not yet undergone or participated in such training and/or courses.

IV. CIVIL SERVICE COMMISSION LOCAL SCHOLARSHIP PROGRAMS (CSC-LSP)

The CSC-LSP shall consist of the following:

- A. **LSP FOR BACHELOR'S DEGREE COMPLETION (BDC)** – refers to the completion of the academic requirements for a Bachelor's Degree and shall be available to those who need only one (1) more year of study to obtain the degree.


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The implementing guidelines for the LSP-BDC are embodied in CSC MC No. 27, Series of 1996.

- B. LSP FOR MASTERAL DEGREE COURSE (MDC)** - refers to (a) the pursuit of a one (1) year masteral degree course in a chosen field of study relevant to the needs of the agency; or (b) the completion of the academic requirements for a masteral degree.

To make the LSP more responsive to the needs of the scholars, the Revised Guidelines and Operating Procedures on the LSP for Masteral Degree Course is embodied in CSC MC No. 18, Series of 1998.

Upon completion of the course and/or after the one-year official study grant, the scholar must render the service obligation as follows:

Scholarship Term	Service Obligation
One (1) year	Two (2) years
One and a half (1 ½) years	Three (3) years
Two (2) years	Four (4) years

Scholars will not be allowed to go on a leave of absence for more than three consecutive (3) months while serving the required service obligation unless on emergency cases and or due to reasonable circumstances, subject to the deliberation by the HRDC.

- C. LSP FOR SKILLED WORKERS IN GOVERNMENT (LSP-SWG)** - The program shall provide training grants for short-term courses to first-level employees, consisting of either basic training or upgrading of skills.


The implementing guidelines of the LSP-SWG are embodied in CSC MC No. 18, Series of 1994.

V. COMMON PROVISIONS ON LOCAL AND FOREIGN SCHOLARSHIP

The following provisions shall apply to both local and foreign scholarships:

A. Effects of Administrative Cases

1. When a scholar is, before enrolment, formally charged with an administrative offense, where the penalty is suspension or dismissal, he/she shall be automatically disqualified to avail of the grant.


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When a formal charge is filed after enrollment, a scholar shall be allowed to continue his/her studies, unless the charge is for a grave offense and the evidence of guilt is strong.

2. When a scholar is subsequently found guilty of an administrative offense and dismissed from the service, he/she shall refund to the CSC all expenses incurred and to DA all salaries and allowances received while on a study grant.

B. Effects of Incomplete or Failing Grades of the LSP-BDC Scholars


1. In case an LSP-BDC scholar receives an incomplete grade in a particular semester or term, he/she shall still be allowed to avail of the scholarship grant for the next semester, trimester, or summer term as the case may be.
2. In case the LSP-BDC scholar receives a failing grade in any subject, the scholarship grant shall be discontinued. He/she shall refund to the CSC all expenses incurred and to DA all remuneration such as salaries and allowances received for the period covered.

C. Effects of Discontinuance of Studies for LSP Scholars

In case the LSP-BDC scholars discontinue their studies or fail to complete the course due to their own fault or willful neglect, except those due to illness or other health reasons, they shall (1) refund to the CSC all expenses incurred and to DA all salaries, allowances and emoluments received for the period covered; and (2) be barred from participating in future scholarship examinations or assessment processes.

D. OTHER LSP GUIDELINES FOR BOTH LSP-BDC AND LSP-MDP

1. In the event that the scholar fails to: (1) complete the degree or discontinue his/her studies; or (2) fulfill/render the service obligation stipulated in the contract through his/her own fault or willful neglect, resignation, voluntary separation or transfer, the scholar shall refund to the:
 - a. Civil Service Commission, the actual full amount defrayed for his/her study grant. However, in case that the scholar completed his master's degree and opted to transfer to another government agency, he/she shall no longer refund the Commission the amount spent for his/her studies.
 - b. Agency, all salaries, and other remunerations received while on a study grant.

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2. Refund of all expenses, e.g., salaries and allowances may be condoned on the following instances:
 - a. Separation from the government due to:
 - Abolition of the office;
 - Involuntary phase-out of the position being held by the grantee due to reorganization; and
 - Death or permanent disability.
3. The proportionate refund of the monetary value of the scholar's service obligation to the agency shall be allowed after he/she has rendered at least fifty percent (50%) of the total service obligation in the agency. (CSC. M.C. No. 18, Series of 1998).
4. The mode of payment, whether on an installment basis and/or through salary deduction, shall not exceed three (3) years. An agreement, duly executed in an affidavit shall be effected between the scholar and the CSC or between the scholar and the agency. (CSC. M.C. No. 18, Series of 1998).

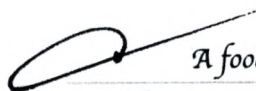
E. Failure to Complete the Foreign or Local Scholarship Grant (DA Scholars)

A scholar who will not be able to complete the grant after the extended term/period may continue his/her studies at his/her own time and expense. He/she may file a leave of absence, subject to the approval of the Head of Office to enable him/her to complete the grant within six (6) months. Otherwise, the scholar will refund to the sponsoring agency all the expenses defrayed for his/her studies and to his/her agency the salaries, allowances, and emoluments he/she received while on a study grant. No employee shall be authorized to apply for any study/scholarship grant until after rendering the required service obligation on the previous grant attended. (E.O. No. 367, Series of 1989).

F. Failure to Render Service Obligation (DA Scholars)

In case the scholar fails to comply with the foregoing conditions of the Training/Scholarship Service Contract through his/her fault or willful neglect, voluntary resignation, optional retirement, and other causes within his/her control, he/she shall refund to his/her Office the amount defrayed by the Philippine Government and the Sponsor.

Proportionate refund shall be allowed, provided that the GRANTEE has served the Department of Agriculture at least 75% of his/her total service obligation. (E.O. No. 367, Series of 1989).


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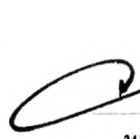
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Scholarship Obligation
(Based on E.O. 367, Sec. 2 (h), Series of 1989)

Nature	Duration of Scholarship	Service Obligation
For academic/ Non-academic programs, including extensions	For every year or a fraction thereof not less than 6 months	2 years
	A fraction of a year less than 6 months but not less than 2 months	1 year
	A fraction of a year less than 2 months	6 months

VI. APPLICATION FOR THE GRANT OR AVAILMENT OF STUDY LEAVE

- Applicant/s must possess all the qualifications as provided under CSC Memorandum Circular No. 21, Series of 2004, as amended.
- Applicant/s for study leave must submit proofs of completion corresponding to the purpose of the leave such as:
 - For Board/Bar Examination - Certification of Grades from the School/University, Professional Regulation Commission (PRC), or Supreme Court
 - For Thesis/Dissertation Writing - Approval Sheet of the thesis/dissertation by the panel and Dean of the graduate school and a copy of the approved thesis outline/proposal (Chapters 1,2 & 3)
- Applicant/s must secure a favorable recommendation from the Head of the Division/Department/Office.
- All applicants for study leave, both local and foreign, must pass through the Committee for evaluation and approval, to ensure the relevance of the course and/or the thesis proposal to the official duties and responsibilities of the applicant as well as to the mandate of DA.
- The Head of the Unit or the Supervisor shall ensure that the existing duties and responsibilities of the grantee are properly delegated and assigned, so as not to hamper the operations/functions of the unit/division/department for the duration of the study leave.
- A grantee can avail of the study leave only once, and no extension beyond the approved period shall be allowed, except under meritorious cases to be determined and evaluated by the Committee. However, in case of approval of the extension, all existing government rules in the availment of Leave of Absence shall apply.


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7. The grantee need not be rated during the period of his/her study leave; the performance rating before the grant of the study leave shall be used instead, as necessary.
8. Prior to the commencement and consummation of the study leave, the DA and grantee shall execute a Study Leave Contract to be prepared and provided by the Personnel Division.
9. In case the official or employee fails to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through his/her own fault, or other causes within his/her control, he/she shall refund the gross salary, allowances and other benefits received while on study leave based on the following formula:

$$R = \frac{(SOR-SOS)}{SOR} \times TCR$$


WHERE R = REFUND
TCR = TOTAL COMPENSATION RECEIVED
(GROSS SALARY, ALLOWANCES, AND OTHER BENEFITS RECEIVED WHILE ON STUDY LEAVE)

SOS = SERVICE OBLIGATION SERVED
SOR = SERVICE OBLIGATION REQUIRED

The official/employee beneficiary of the study-leave shall inform the Department of Agriculture in writing, through the Personnel Office, of his failure to pursue his studies or his failure to take the bar/board examination.

10. The service obligation to the Department shall be as follows:

Period of Grant	Service Obligation
One (1) month	Six (6) months
Two (2) to Three (3) months	One (1) year
More than three (3) months to six (6) months	Two (2) years

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VIII. The grantee/scholar is required by the Committee to submit an Action Plan, Re-Entry Plan (REP), or Re-Entry Action Plan (REAP) and render an oral report or re-echo seminar in addition to their Post Training Report for Foreign Travel which should be submitted within 30 days upon his/her return using a prescribed format for Official Travel Report (except for local seminar, training, and conference). Further, the grantee is required to submit a Certificate of Training/ Attendance and Learning Application Plan approved by his/her immediate supervisor.

IX. Monitoring of DA-Office of the Secretary scholars (CHED and TESDA scholars) will be undertaken by the Human Resource Development Division (HRDD). The HRDD shall maintain a DA-Scholar Profile and conduct Post Evaluation Survey for Returning Scholars as part of his/her impact assessment.

The HRDD will also consult and coordinate with the scholar's immediate supervisor to ensure that all learning gained from the scholarship program indicated in the submitted Action Plan (AP), Re-Entry Plan (REP), or Re-Entry Action Plan (REAP) will be significantly applied in his/her respective office/organization.

Returning scholars who will render re-echo seminars/oral reports in their respective offices must coordinate with the HRDD for monitoring and evaluation purposes.

X. COMPOSITION OF THE COMMITTEE AND THE COMMITTEE SECRETARIAT

1. The Human Resource Development Committee shall be composed of the following:

DA OSEC HRDC COMMITTEE

Chairperson	:	Undersecretary for Administration and Finance
Co-Chairperson	:	Undersecretary for Policy and Planning
Vice Chairperson	:	Director for Administration
Members	:	Chief, Human Resource Development Division
		Chief, Investment Programming Division
		Chief, Personnel Division
		Chief, Management Division
		Chief, Budget Division
		President, DA Employees Association/Representative

FUNCTIONS AND RESPONSIBILITIES

1. Formulate and implement the Human Resource Development Plan for DA-OSEC personnel.
2. Recommend to the management a Learning and Development Policy enhancement or issuance of new guidelines, as may be necessary.

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3. Develop guidelines for the selection of DA nominees to training/seminar/study and scholarship programs in accordance with existing Civil Service rules and regulations.
4. Define duties and responsibilities of the agency nominees to scholarship and training programs and incorporate them in the guidelines.
5. Coordinate with various institutions offering training/scholarships/study tours or visits, both foreign and local for dissemination in the various DA offices.
6. Conduct screening and evaluation of potential applicants/nominees for various training/scholarship programs.
7. Recommend the most qualified nominee for specific training/scholarship programs to the Head of Agency in accordance with agency guidelines.
8. Render and submit to the Head of Agency the Committee Accomplishment Report.

DA OSEC HRDC HRDC SECRETARIAT

Head Secretariat	:	Supervising Administrative Officer-HRDD
Alternate Head Secretariat	:	Supervising Administrative Officer-Personnel
Members	:	AGUSTIN M. MANGANIP, JR.
	:	ROXANNE P. LIZARDO
	:	JONATHAN C. REAL

FUNCTIONS AND RESPONSIBILITIES

There shall be a Secretariat that will assist the COMMITTEE in the performance of its functions.

The HRDC Secretariat shall:

1. Advise the HRDC regarding applicant/candidate qualifications based on records;
2. Ensure that the approved guidelines and documented agreements are followed in the process of identifying recommendee/s to scholarships/training, etc;
3. Coordinate and monitor the conduct of screening and evaluation of nominee/candidate;

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4. Schedule, organize, and arrange all meetings and other activities of HRDC;
5. Prepare and disseminate Notices of Meeting (NOM), Minutes of the Meeting (NOM), proceedings and deliberations, as well as Committee Accomplishment Reports and other administrative support;
6. Received consolidated list of application with required documents for screening and evaluation of the committee;
7. Provide HR records/statistics of nominees and invitations;
8. Inquire from various institutions offering training and scholarship programs, both foreign and local, and seek clarification, if needed;
9. Submit to the HRDC pressing issues and concerns for resolution;
10. Provide administrative support to HRDC; and
11. Perform other related functions as may be assigned by HRDC.

CREATION OF HRDCs IN RFOs, BUREAUS, ATTACHED AGENCIES AND CORPORATIONS

The Heads of RFOs, Bureaus, Attached Agencies, and Corporations shall create their respective HRDCs consistent with the provisions of this Department Memorandum Order.

XI. REPEALING AND EFFECTIVITY CLAUSE

Memorandum Order No. 09, Series of 2018; Special Order No. 858, Series of 2017; and Special Order No. 914, Series of 2017, and all other issuances inconsistent herewith are deemed repealed.

This Order shall take effect immediately.

Issued this 29th day of April 2021.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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