

# Employee Manual

# FOREWORD

In compliance with the institutionalization of the ISO 9001:2015 certification, an international standard that set out the criteria for a quality management system (QMS), the Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) accepts the challenge to improve staff performance and delivery.

This employee handbook aims to provide PCAARRD employees with the necessary information to enlighten them the terms and conditions of their employment and what is expected of the Council.

This also contains a consolidation of applicable Executive Orders, Civil Service Rules, Department of Budget and Management Circulars, Department of Science and Technology Circulars, and Human Resource Development Policy Guidelines which will produce an efficient public servant with more prolific outputs.

With this handbook, it is hoped that the employees will be familiarized with the agency's core values, Vision, Mission, and Mandates.

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Executive Director

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# PART I

## About PCAARRD

The Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) is one of the sectoral councils under the Department of Science and Technology (DOST). It was formed through the consolidation of the Philippine Council for Agriculture, Forestry and Natural Resources Research and Development (PCARRD) and the Philippine Council for Aquatic and Marine Resources Research and Development (PCAMRD) on June 22, 2011 pursuant to Executive Order No. 366.

Originally established in November 1972 as the Philippine Council for Agricultural Research (PCAR), it became the Philippine Council for Agriculture and Resources Research (PCARR) to include mines research in 1975. Affirming the role of S&T in development, PCARR changed its name to Philippine Council for Agriculture and Resources Research and Development (PCARRD) in 1982. The Council was tasked to provide a unified and focused direction for the country's agricultural research. It then became an apex organization that supports and manages the national network of government and higher education institutions involved in crops, livestock, forestry, fisheries, soil and water, mineral resources, and socio-economic research and development (R&D). In 1987, the Council was renamed the Philippine Council for Agriculture, Forestry and Natural Resources Research and Development but retained the acronym PCARRD. On January 30 of the same year created the Philippine Council for Aquatic and Marine Resources Research and Development (PCAMRD) from the Fisheries Research Division of PCARRD with functions focused on aquatic and marine sectors.

With expanded coverage, functions, and responsibilities, the Council formulates policies, plans, and programs for science and technology-based R&D in the different sectors under its concern. It coordinates, evaluates, and monitors the national R&D efforts in the agriculture, aquatic, and natural resources (AANR) sector. It also allocates government and external funds for R&D and generates resources to support its program.

As the apex Council of the AANR sector, PCAARRD is engaged in active partnerships with international, regional, and national organizations and funding institutions for joint R&D, human resource development and training, technical assistance, and exchange of scientists, information, and technologies. The Council is implementing its program primarily through its Research and Development and Extension Consortia which are located all over the country. It also supports the National Agriculture, Aquatic and Natural Resources Research and Development Network (NAARRDN) composed of national multi- and single- commodity and regional R&D centers, cooperating stations, and specialized agencies.

Being an ISO 9001:2015-certified agency for its quality management system, PCAARRD is committed to achieving a sustained dynamic leadership in science and technology (S&T) innovation in the AANR sector by providing a strategic leadership in promoting S&T as a platform for AANR products innovation and environment resiliency. Guided by its core values of relevance, excellence, and cooperation, PCAARRD will remain steadfast in catalyzing the Philippine AANR sector toward self- sufficiency and global competitiveness.

## **Vision**

Sustained dynamic leadership in science and technology (S&T) innovation in the agriculture, aquatic and natural resources (AANR) sectors

## **Mission**

Provide strategic leadership in promoting S&T as a platform for AANR products innovation and environment resiliency

## **Mandates**

- Formulate policies, plans, projects, and strategies for S&T development in the agriculture, forestry, aquatic and natural resources sectors;
- Program and allocate government and external funds generated for R&D efforts in the agriculture, forestry, marine and natural resources sectors;
- Monitor research and development (R&D) projects
- Generate external funds for its R&D activities

## **PCAARRD Goal**

Reduce poverty incidence, attain food security and global competitiveness and address the related environmental issues and concerns.

## **PCAARRD Objectives**

1. *Effect Sustainable Food Production.* PCAARRD will act towards achieving food security and reducing poverty. Specifically, it will provide the appropriate S&T solutions and services to increase productivity and raise the competitiveness of products and industries.
2. *Prime up the Countryside.* PCAARRD will utilize the technology transfer modalities to promote livelihood and opportunities in the countryside.
3. *Sustain Environmental Resilience.* PCAARRD will harness novel solutions for natural resource management towards developing climate-resilient communities, biodiversity conservation, and soil and water/watershed protection. It will also seek clean energy sources; develop means to adapt and mitigate climate change impacts, and ensure that S&T innovation support is given to protect and manage the AANR sectors.
4. *Advance AANR interests via Policy Research and Advocacy.* PCAARRD shall ensure that S&T policy reforms and advocacy in the AANR sectors are based on thorough and empirical policy analysis, which will contribute in developing a conducive and enabling policy environment.
5. *Enhance R&D Capability and Governance.* PCAARRD will manage the NAARRDS through implementation of the banner programs. These mechanisms will meet the needs for greater capability, increased funding, and developing information, education and communication (IEC) and information and communications technology (ICT) support for R&D and R&D results utilization.

## PCAARRD Thrusts

To realize its set vision, PCAARRD has four (4) banner programs:

1. *Strategic Research and Development*. Strategic Research and Development is the formative banner program, setting the trend for other S&T activities through its three components, namely: R&D agenda, development and maintenance of R&D information systems, and packaging of science-based information materials;
2. *R&D Results Utilization*. Beyond R&D work to develop products and services is a bigger effort to establish the channels to deliver the technological change to the end-users. PCAARRD plays a lead role in setting up this science technology- adoption link;
3. *Policy Research and Advocacy*. PCAARRD ensures that the policy environment is conducive for S&T development and investment in the AANR sectors. It thus continues to conduct analysis and advocacy on macro policy issues that impact significantly on the AANR sectors.

Its areas of concern include global competitiveness, agricultural land use and agrarian reform, food security and poverty alleviation, natural resources sustainability and environment fertility, agricultural inputs and support services, crops, livestock, forestry and environment, agricultural resources management, and others; and

4. *Capability Building and R&D Governance*. Essentially, new governance approaches are being explored to enhance the R&D systems management. The Council strengthens R&D accountability within the NAARRDS and the organization itself to ensure results and impacts from limited R&D funds.

It continues to explore new strategies in the following areas:

- DOST-DA-DENR RDE Convergence;
- Centers of Research Excellence;
- Regional R&D Management;
- Capability Building;
- Generating Resources and Linkaging;
- Enhancing Accountability;
- Harnessing ICT and IEC; and
- Knowledge and Technology Management

## FRONTLINE SERVICES

Frontline Service	Responsible Unit
1. Research and Development (R&D) GIA Funding	OED-RD
2. NAARRDN Facilities Improvement Program	IDD
3. Thesis/Dissertation Grant Assistance Program	IDD
4. IEC Dissemination	ACD
4.1. Publication Dissemination flow (for mailed/e-mailed requests)	
4.2. Publication Dissemination flow (for walk in customers)	
5. Briefing on PCAARRD and its Programs	ACD
5.1. Visitors Bureau (local)	PCMD & ACD
5.2. Visitors Bureau (local, walk-in)	
5.3. Visitors Bureau (international)	
6. Participation to PCAARRD Message Board	MISD
ACD	Applied Communication Division
IDD	Institution Development Division
MISD	Management Information Systems Division
OED-RD	Office of the Executive Director-Research and Development PCMD
	Policy Coordination and Monitoring Division



## Organizational Structure/Functional Responsibility

The Council is comprised of the following bodies:

The **Governing Council** (GC) is the highest policy-making body composed of the DOST Secretary as Chair; Department of Agriculture (DA) Secretary as Vice-Chair; Department of Environment and Natural Resources (DENR) Secretary as Co-Vice-Chair; the PCAARRD Executive Director (ED) as GC Secretary; Department of Trade and Industry (DTI) Secretary; two Chancellors from the University of the Philippines Los Baños (UPLB) and University of the Philippines Visayas (UPV); and four private sector representatives from agriculture, forestry and aquatic resources. Its main task is to provide a stable link between national development goals and S&T programs objectives. The linkage provided by the GC assures the sustained relevance and responsiveness of the NAARRDS to critical issues and exigencies in AANR. The GC concentrates on providing policy guidance initiatives for a more efficient and effective S&T systems.

The **Directors' Council** (DC) is the management body of the Secretariat composed of the Executive Director (ED) as the chair, Deputy EDs and Division Directors of the various PCAARRD units. They are the Council's senior leaders. The DC defines R&D priorities and reviews the national R&D program and PCAARRD budget before it recommends to the GC. When needed, the DC consults the experts pool who are knowledgeable of sectoral and industry concerns. The experts' pool are recommended by the **Technical Research Divisions** (TRDs) and assigned yearly by PCAARRD.

The **PCAARRD Secretariat** is the implementing arm of the GC. It is composed of the Office of the Executive Director, with the two (2) Deputy Executive Directors for Research and Development (RD) and for Administration, Resource Management and Support Services (ARMSS), five (5) enabling divisions and eight (8) core/technical research divisions.

The Office of the Executive Director (OED) is tasked to perform the following functions:

- Provide overall direction in coordinating the functions and activities of the PCAARRD Secretariat and the NAARRDN;
- Provide leadership in developing and implementing focused R&D plans and programs of PCAARRD at the various centers and consortia considering the demands and potentials of commodity assignments, as well as actual research responsibilities; and
- Formulate and implement appropriate policies necessary to undertake the above.

Under the direction and guidance of the PCAARRD Governing Council, the OED is headed by the Executive Director whose functions are the following:

- Implement the policies and guidelines formulated by the GC in accordance with the provisions of PD 461, PD 864, EO 128, and EO 784;
- Pursues a more active collaboration with government organizations (GOs), non-government organizations (NGOs), private sector and international institutions engaged in R&D training and extension for more effective delivery/promotion of technologies in the countryside;
- Initiates the programming of allocation of all government and external funds earmarked for R&D in agriculture, forestry, natural resources and environment; and
- Spearheads the generation of external funding for R&D.

The ED is supported by two **Deputy Executive Directors** (Deputy EDs), the **Deputy Executive Director for Research and Development** (OED-RD) and the **Deputy Executive Director for Administration, Resource Management and Support Services** (OED-ARMSS). Under these management offices are thirteen (13) divisions.

The **OED-RD** leads in the coordination of planning, programming, monitoring and evaluation of R&D programs and projects and formulation of R&D-related policies in the AANR sectors. It also leads in networking with local partners. Technical Research Divisions (TRDs) are directly under this office.

The following TRDs lead in the development, monitoring, and evaluation of the national R&D programs and activities in their respective sectors:

- The **Agricultural Resources Management Research Division (ARMRD)** formulates S&T sectoral plan, as well as coordinates, evaluates, and monitors R&D programs and projects relating to the agricultural resources;
- The **Crops Research Division (CRD)** formulates S&T sectoral plan, as well as coordinates, evaluates, and monitors R&D programs and projects relating to the crops sector;
- The **Forestry and Environment Research Divisions (FERD)** manages and coordinates R&D activities in the forestry and environment sectors. This involves planning, programming, monitoring, and evaluation of the sectors' R&D programs nationwide. It also includes packaging and facilitating the commercialization of mature forestry and environment technologies. The Division also initiates the development of projects and sources funds for priority programs;
- The **Inland Aquatic Resources Research Division (IARRD)** formulates S&T sectoral plan, as well as coordinates, evaluates, and monitors R&D programs and projects for inland water, including fisheries and groundwater;
- The **Livestock Research Division (LRD)** develops, monitors, and evaluates the integrated R&D programs of the livestock and poultry sector. These programs are under three commodity groupings namely: ruminants, swine, and poultry;
- The **Marine Resources Research Division (MRRD)** takes charge of the planning, coordination, monitoring and evaluation of the National Marine Resources Research and Development Program of the council. It aims to generate resource-based information for the management of the country's marine resources based on the council's Industry S&T Plan, including the development and management of its offshore/oceanic resources following the principle of sustainable development;
- The **Socio-Economics Research Division (SERD)** plans, coordinates, monitors, and evaluates the sociological and economic researches of the National Agriculture, Aquatic and Resources R&D Network (NAARRDN). It also formulates and defines the R&D directions in the areas of Applied Rural Sociology and Agriculture and Resource Economics; and
- The **Technology Transfer and Promotion Division (TTPD)** facilitates the transfer of the developed technologies to end users of agriculture, forestry, aquatic and natural resources, as well as the conduct of information dissemination, advocacy and promotion of the same.
- The **OED-ARMSS** leads in the coordination of planning, programming, monitoring, and evaluation of S&T support activities such as institution development, resource management, applied communication, and general administration.

Under the OED-ARMSS are five (5) divisions, namely, the **Policy Coordination and Monitoring Division (PCMD)**, the **Management Information Systems Division (MISD)**, the **Institution Development Division (IDD)**, the **Applied Communication Division (ACD)**, and the **Finance and Administration Division (FAD)**.

- The **Policy Coordination and Monitoring Division** assesses and coordinates the technical divisions' policy recommendations and plans for their respective sectoral concern and monitors the same to ensure consistency with the overall policy of the Council;
- The **Management Information Systems Division** develops, administers, and maintains the agency's management information systems and databases, including its NCC-approved Information Systems Strategic Plan, and initiates linkages with various local and international information centers and other information and communications technology (ICT) institutions for program partnership, information sharing, resource generation and networking;
- The **Institution Development Division (IDD)** leads the planning, development, evaluation, monitoring, and implementation of programs and projects that would develop human resources and institutions, specifically those of the NAARRDN to undertake R&D on agriculture, aquatic, forestry and natural resources;
- The **Applied Communication Division (ACD)** leads the development and implementation of strategic communication plans and programs as well as information, education and communication (IEC) strategies for the advocacy and promotion of the Council's plans and programs. The Division also coordinates the production of IEC materials on R&D outputs and the development of PCAARRD's institutional/corporate publications. It also takes charge of the production and distribution of all PCAARRD IEC materials and publications; and the
- The **Finance and Administrative Division (FAD)** provides financial management, personnel logistics, property and records management, and general housekeeping service which are necessary to carry out substantive operations of PCAARRD.

FAD also provides consultative and technical advice to various division and project on the matters related to financial administration, organization and design, and other decision making and management-improvement techniques. Likewise, it aims to adopt/ develop a system of efficient fund accountability.

# PART II

## Employment Status

The employment status shall be determined by the appointment issued, which can be any of the following:

1. **Permanent.** Issued to a person who meets all the requirements for the position to which he is being appointed/promoted, including the appropriate eligibility prescribed.
2. **Temporary.** Issued to a person who meets all the requirements for the position to which he is being appointed except the appropriate civil service eligibility, but only in the absence of a qualified eligible actually available, as certified to by the appointing officer/authority. Such appointment shall not exceed twelve (12) months.
3. **Substitute.** Issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent
4. **Institutional Contract of Services.** This refers to a contract of services entered into between PCAARRD and a private firm or non-governmental agency, through public bidding or negotiated contracts and subject to pertinent COA rules and regulations.

## Taxable Compensation Income

Pursuant to the applicable provisions of RA 8424 (The Tax Reform Act of 1997) and RA 10653 (An Act Adjusting the 13<sup>th</sup> Month Pay and Other Benefits Ceiling), the following shall be considered as taxable compensation income and as such shall be considered in the computation of withholding tax:

1. Basic Salary;
2. Benefits in excess of P82,000.00. Other benefits shall include the following:
  - a. Mid-year and Year-end bonuses
  - b. Cash gift
  - c. Productivity Incentive Benefit
  - d. Medical allowance in excess of P10,000.00 per annum
  - e. Laundry allowance in excess of P300.00 per month
  - f. Productivity Enhancement Incentive
  - g. CNA Incentive in excess of P10,000.00; and
  - h. Longevity Pay

The amount of taxable compensation income for the year is determined once the gross compensation income has been subjected to mandatory deductions (SIC, Philhealth, HDMF) and other applicable tax exemptions. To facilitate an equitable distribution of withholding tax deduction, the annualized tax method has been adopted as provided for in Sec. 3(B) 5(b) of the Revenue Regulations No.10- 2008. Using this method, the estimated annual tax due from the taxable compensation income would depend on the tax rate corresponding to the compensation level or bracket of the taxable income of the employee. The estimated annual tax due will then be divided by the number of months of service per year to determine the withholding tax per month.

## **Employee Welfare and Benefits**

### **Subsistence and Laundry Allowance (SALA)**

#### *Subsistence*

S&T personnel are entitled to subsistence allowance of one hundred fifty pesos (Php 150.00) per day for actual full time service (8 hours); one hundred twenty-five pesos (Php 125.00) for at least six (6) hours but less than eight (8) hours; one hundred pesos (Php 100.00) for at least five (5) hours but less than six (6) hours; and seventy-five pesos (Php 75.00) for half-day of actual service. Employees who rendered less than four hours of service are not entitled to subsistence allowance.

The following personnel are not entitled to Subsistence Allowance:

1. Those not required to make their services available at all times such that they can leave their work stations during break-times;
2. Those on leave of absence, with or without pay;
3. Those on official travel and entitled to travel expenses under E.O. No. 298 and as amended; and
4. Those attending trainings, seminars, workshops, and similar activities where meals are provided.

#### *Laundry*

S&T personnel who are required to wear the prescribed uniform during office hours shall be entitled to laundry allowance of five hundred pesos (Php 500.00) per month which is equivalent to twenty-two pesos and seventy-two centavos (Php 22.72) per day. Those who rendered less than a month of actual service may be granted an amount corresponding to the number of days of actual services rendered.

### **Longevity Pay**

A monthly longevity pay equivalent to five percent (5%) of the current basic salary for every five (5) years of continuous and meritorious service shall be paid to S&T personnel provided that:

- The personnel shall have rendered at least a satisfactory performance on all rating periods covered by the 5-year period; and
- He/she is not guilty of any administrative or criminal case within that period.

An S&T Personnel hired on or after the effectivity of DOST-DBM Joint Circular No. 1, series 2013, and duly certified by DOST, may be granted longevity pay after the completion of five (5) years of service as S&T personnel.

The grant of Longevity Pay to an S&T personnel on leave of absence with or without pay for more than three (3) months shall be deferred corresponding to the period of leave of absence in order to complete the service and performance rating requirements.

Those who are enjoying longevity pay shall no longer be entitled to step increment. These rules apply unless otherwise superseded by amendments from appropriate rules or regulations.

### **Hazard Allowance**

Hazard allowance may be granted to PCAARRD staff on a monthly basis according to degree and duration of hazard exposure as indicated in the annual hazard pay certification by the DOST Hazard Allowance Committee. Accordingly, its amount may vary monthly.

The table below is the summary on the rates of hazard by duration and level of actual risk exposure.

**Table 1. Rates of hazard by duration and level of actual risk exposure.**

Duration of actual exposure	Level of Risk	
	High Risk	Low Risk
15 or more days	30% of monthly basic salary	15% of monthly basic salary
8 to 14 days	23% of monthly basic salary	12% of monthly basic salary
Less than 8 days	15% of monthly basic salary	10% of monthly basic salary

### **Reimbursable Medical Allowance**

The reimbursable medical allowance shall be granted to all permanent personnel of PCAARRD who have been in service for at least six (6) months and have undergone the annual physical examinations at their own personal expense.

PCAARRD officials and employees who are in government service as of June 30 of the year, shall be granted reimbursable medical allowance based on the following scales:

**Table 2. Percentage of reimbursable medical allowance based on length of government service.**

Number of Months of Government Service	Percentage of the Reimbursable Medical Allowance
<b>6 months (January 1–June 30)</b>	<b>100%</b>
<b>Less than 6 months (from January 1–June 30)</b>	<b>50%</b>

### **Housing and Quarters Allowance**

PCAARRD staff may apply for a housing unit provided that they meet the following requirements:

#### *For Senior Staff Housing Units*

- Must be a member of the Directors' Council; in the absence of qualified applicants from the Directors' Council, regular employees with SG 18 and above may be accommodated; and
- Does not own any residential/commercial housing unit within a fifteen kilometer (15km) distance from PCAARRD office.

#### *For Staff Housing Units*

- Has rendered service at PCAARRD for at least one (1) year on a permanent status; and
- Does not own any residential/commercial housing unit within a fifteen kilometer (15 km) distance from PCAARRD office.

### **Representation and Transportation Allowances (RATA)**

These are granted to government officials down to division chiefs at monthly standard rates in order to defray representation and transportation expenses while in the actual performance of the duties and responsibilities of their positions. (NBC No. 548, S of 2013)

### Uniform Allowance

S&T personnel occupying regular positions are entitled to a uniform allowance amounting to not more than six thousand pesos (Php 6,000) per annum provided that:

- The employee is already in government service and is to render services for at least six (6) months in a particular fiscal year, including leaves of absence with pay;
- Newly hired employees may qualify only after rendering six (6) months of service, and if expected to render service for at least six (6) months for the rest of the year; and
- An employee on study leave is entitled to uniform allowance if he/she renders at least six (6) months of service in the same year.

### Loyalty Award

S&T personnel holding regular positions are entitled to Loyalty Award amounting to one thousand pesos (Php1,000) for every year of service provided that the employee has completed at least ten (10) years of continuous and satisfactory service. For service to be continuous, the employee should have no Vacation Leave Without Pay (VLWOP) of fifty (50) days or more within the 10-year period and no VLWOP of twenty-five (25) days or more within the 5-year period.

Employees on secondment may be entitled to the grant provided that the duration of secondment does not exceed the allowable period of six (6) months for every ten (10) years of service.

### Year-End Bonus and Cash Gift

Year-End Bonus is equivalent to one (1) month basic pay and cash gift is in the amount of five thousand pesos (Php 5,000.00). Both of which are granted to personnel provided that:

- The employee has rendered at least a total or an aggregate of four (4) months, including leaves of absence with pay from January 1 to October 31 of the year;
- The employee is still in service as of October 31 of the same year; and
- The employee was not found guilty on any administrative/criminal offense with a penalty higher than a reprimand.

An employee with a total or an aggregate of four (4) months of service and who retires or is separated before October 31 of the year, is entitled to a proportionate share of the remaining half or balance of the Year-End Bonus and Cash Gift:

**Table 3. Percentage of year-end bonus and cash gift based on length of government service**

Length of Service	Percentage of the Year-End Bonus and Cash Gift
4 months but less than 5 months	50%
5 months but less than 6 months	60%
Length of Service	Percentage of the Year-End Bonus and Cash Gift
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to October 31 of the current year and are still in government service as of October 31 of the same year, shall be entitled solely to a pro-rated Cash as follows:

**Table 4. Percentage of year-end bonus and cash gift based on government service.**

<b>Government Service</b>	<b>%</b>	<b>Amount</b>
<b>3 months but less than 4 months</b>	40%	<b>P2,000</b>
<b>2 months but less than 3 months</b>	30%	<b>1,500</b>
<b>1 months but less than 2 months</b>	20%	<b>1,000</b>
<b>Less than one month</b>	<b>10%</b>	<b>500</b>

The Year-End Bonus and Cash Gift of personnel on detail with another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency. Those who are transferred from one agency to another shall be paid by the new agency.

Personnel who are formally charged administrative and/or criminal cases which are still pending for resolution shall be entitled to Year-End Bonus and Cash Gift until found guilty by final and executory judgment. However, those found guilty shall not be entitled to Year-End Bonus and Cash Gift in the year of finality of the decision and shall refund the Year-End Bonus and Cash Gift received for that year. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Year- End Bonus and Cash Gift.

#### **Mid-Year Bonus**

The Mid-Year Bonus is equivalent to one (1) month basic salary pay provided that:

- Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of immediately preceding year to May 15 of the current year;
- Personnel remains to be in the government service as of May 15 of the current year; and
- Personnel has received at least a satisfactory performance rating in the immediately preceding rating period.

Personnel who have rendered a total or an aggregate of less than four (4) months of service from July 1 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date shall not be entitled to the Mid- Year Bonus.

The Mid-Year Bonus of those on detail to another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency. Those who are transferred from one agency to another shall be paid by the new agency.

Those who are formally charged administrative and/or criminal cases which are still pending for resolution are entitled to Mid-Year Bonus until found guilty by final and executory judgment. Personnel who are found guilty shall not be entitled to the Mid- Year Bonus in the year of finality of the decision and shall refund the Mid-Year Bonus received for that year. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Mid-Year Bonus.



### **Performance-Based Bonus (PBB)**

It is a top-up bonus that is given to employees based on their performance and contributions to the accomplishment of their Department's overall targets and commitments.

For the grant of PBB, PCAARRD must satisfy the following conditions:

- Achieve agency performance targets;
- Satisfy 100% the Good Governance conditions set by the AO 25 Inter-Agency Task Force; and

### **Collective Negotiation Agreement (CNA) Incentive**

Personnel occupying regular positions and who are members of the Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development Employees Association (PCAARRDEA) and PCAARRD management are entitled to CNA incentive.

CNA incentive may be given equally to qualified employees or at varying rates in consideration of the employee's or his/her office's contribution to the accomplishment of performance targets, efficiency, productivity, or profitability, as determined by the agency head upon recommendation of PCAARRDEA. It is subject to availability of savings as authorized by the Department of Budget and Management and shall not exceed P25,000.00 per qualified employee.

### **Anniversary Bonus**

Anniversary Bonus shall be granted only during milestone years. A milestone year refers to the 15<sup>th</sup> anniversary and to every fifth year thereafter.

Payment of the Anniversary Bonus shall be in the amount not exceeding P3,000.00 each employee provided that the employee has rendered at least one year service in the same agency as of the date of the milestone year. In case of insufficiency of funds, the government entity concerned may grant the benefit at a rate lower than that prescribed herein, provided that such rate shall be uniformly applied to all its officials and employee.

The following are not entitled to Anniversary Bonus:

- Those found guilty of any offense in connection with their work during the five-year interval between milestone years shall not be entitled to the immediately succeeding anniversary bonus;
- Those who are on absence without leave (AWOL) as of the date of the milestone year for which the Anniversary Bonus is being paid; and
- Those who are no longer in the service in the same government entity as of the date of the milestone year.

## **Government Service Insurance System (GSIS)**

(please visit [www.gsis.gov.ph](http://www.gsis.gov.ph) for details)

The GSIS is a social insurance institution under a defined benefit scheme. It insures its members against the occurrence of certain contingencies in exchange for their monthly premium contributions.

### *Coverage*

All government personnel who are receiving fixed monthly compensation and have not reached the mandatory retirement age of sixty-five (65) years are compulsory covered as members of the GSIS and are required to pay contributions.

### *Contribution*

The amount of monthly premium for personal share is 9% of the actual monthly salary of the employee, while the government share is equivalent to 12% of the employee's actual monthly salary.

### *Remittance*

Each government agency is responsible for directly remitting the employee's and government agency's contributions within the first ten (10) days of the calendar month following the month to which the contributions apply.

The government agency shall also deduct from the fixed monthly compensation of the employee the loan amortizations, premium payments and other amounts due the GSIS.

### *Benefits*

The following are the benefits under the GSIS:

#### *A. Life Insurance Benefits*

- *Life Endowment Policy (LEP);*
- *Enhanced Life Policy (ELP);*
- *Retirement under Republic Act 660 or "Magic 87"; and*
- *Retirement under Republic Act 1616.*

B. *Survivorship Benefit* - In the event of the employee's death, his or her beneficiaries are entitled to cash and/or pension benefits, subject to the existing rules and regulations on survivorship and policies on the maximum amount of survivorship pension.

C. *Funeral Benefit* - A funeral benefit, worth twenty thousand pesos (P30,000.00) is intended to help defray the expenses incidental to the burial and funeral of the deceased member, pensioner, or retiree under any of the five retirement laws.

D. *Unemployment Benefit* - Unemployment benefit is in the form of monthly cash payments equivalent to fifty percent (50%) of the average monthly compensation.

#### *E. Disability Benefit (Nonwork-Related)*

- Permanent Total Disability (PTD);
- Permanent Partial Disability (PPD);
- Temporary Total Disability (TTD)

#### F. Loan Privileges

- Policy Loan;
- Emergency Loan;
- Salary Loan;
- Educational Loan; and
- Enhanced Consolidated Loan Program.

### **Philippine Health Insurance (PhilHealth)** (please visit [www.philhealth.gov.ph](http://www.philhealth.gov.ph) for details)

PhilHealth was established to provide health insurance coverage and ensure affordable, acceptable, available and accessible health care services for all Filipinos.

#### *Coverage*

An employee of the government who renders services in any of the government branches, agencies or instrumentalities and is occupying an appointive position regardless of status of appointment is covered by PhilHealth.

#### *Monthly Contribution*

The monthly contribution of the members is as follows (Premium contributions will be equally shared by both employee and employer)



## **Effective December 7, 2019**

PhilHealth implements its new premium contribution schedule for direct contributors per PhilHealth Circular No. 2019-0009

Year	Monthly Basic Salary	Premium Rate	Monthly Premium
<b>2019</b>	P10,000.00	<b>2.75%</b>	P275.00
	P10,000.01 to P49,999.99		P275.00 to P1,375.00
	P50,000.00		P1,375.00
<b>2020</b>	P10,000.00	<b>3.00%</b>	P300.00
	P10,000.01 to P59,999.99		P300.00 to P1,800.00
	P60,000.00		P1,800.00
<b>2021</b>	P10,000.00	<b>3.50%</b>	P350.00
	P10,000.01 to P69,999.99		P350.00 to P2,450.00
	P70,000.00		P2,450.00
<b>2022</b>	P10,000.00	<b>4.00%</b>	P400.00
	P10,000.01 to P79,999.99		P400.00 to P3,200.00
	P80,000.00		P3,200.00
<b>2023</b>	P10,000.00	<b>4.50%</b>	P450.00
	P10,000.01 to P89,999.99		P450.00 to P4,050.00
	P90,000.00		P4,050.00
<b>2024 to 2025</b>	P10,000.00	<b>5.00%</b>	P500.00
	P10,000.01 to P99,999.99		P500.00 to P5,000.00
	P100,000.00		P5,000.00

(02)8441-7442 [actioncenter@philhealth.gov.ph](mailto:actioncenter@philhealth.gov.ph) PhilHealthOfficial teamphilhealth [www.philhealth.gov.ph](http://www.philhealth.gov.ph)

#### *Benefits*

- a. Paid premium contributions for at least three (3) months; and
- b. Payments were made within six (6) months immediately preceding the month of availment.

A portion of hospital charges and doctor's professional fee are covered by Philhealth. In addition to that, PhilHealth shoulders a fixed amount/case rate of hospital expenses for specific types of illnesses.

## Home Development Mutual Fund (HDMF) or PAG-IBIG Fund

(please visit [www.pagibig.gov.ph](http://www.pagibig.gov.ph) for details)

The Home Development Mutual Fund (HDMF), also called Pag-IBIG (*Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno*) Fund was established on June 11, 1978 to provide for a national savings program and an affordable shelter financing for the Filipino worker.

### Coverage:

All employees who are subject to mandatory coverage of the GSIS, regardless of their status of appointment.

### Monthly Contribution

Employee Contribution	Employer Contribution
Php100.00	PhP100.00

### Benefits

Among the benefits under Pag-IBIG are housing loan availment, multi-purpose loan program (MPL), calamity loan program, provident benefits claim, and death benefits.

## Leave and Attendance Policies

### Sick Leave

Employees of the government whether permanent, temporary, or contractual, who render work during the prescribed office hours are entitled to 15 days sick leave annually with full pay exclusive of Saturdays, Sundays and Public Holidays.

It is granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

### Vacation Leave

Employees of the government whether permanent, temporary, or contractual, who render work during the prescribed office hours are entitled to fifteen (15) day vacation leave annually with full pay exclusive of Saturdays, Sundays and Public Holidays.

### Accumulation of Vacation and Sick Leave

Vacation and sick leave are cumulative such that any unused leave may be carried over the succeeding years.

Whenever any official or employee retires, voluntarily resigns or is allowed to resign or is separated from the service through no fault of his own, he is entitled to the commutation of all the accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays and holidays.

### Deduction Against Leave Credits

Tardiness and undertime are deducted from vacation leave credits. Undertime may only be charged to sick leave credits when it is for health reasons supported by medical certificate and application for leave.

Any officer or employee who is absent in the morning is considered to be tardy. Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.

For the first violation, the employee, after due proceedings, shall be meted the penalty of six (6) months

and one (1) day to one (1) year suspension without pay. For the second violation, and after due proceedings, he shall be dismissed from service.

Any officer or employee who is absent in the afternoon is considered to have incurred undertime. Those who incur undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) months in a semester, or at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be.

### **Monetization of Leave Credits**

Personnel who have accumulated fifteen (15) days of vacation leave credits are allowed to monetize a minimum of ten (10) days: Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.

Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

- a. Health, medical and hospital needs of the employee and the immediate members of his/her family;
- b. Financial aid and assistance brought about by force majeure events such as calamities, typhoon, fire, earthquake and accidents that affect the life, limb and property of the employee or his/her immediate family;
- c. Educational needs of the employee and the immediate members of his/her family;
- d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;
- e. In cases of extreme financial needs of the employee or his/her family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing; and
- f. Other analogous cases as may be determined by the Commission.

### **Forced/Mandatory Leave**

All employees with ten (10) days or more vacation leave credits are required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually.

Those with accumulated vacation leave of less than ten (10) days have the option to go on forced leave or not. However, employees with accumulated vacation leave of fifteen (15) days who availed of monetization for ten (10) days are still required to go on forced leave.

### **Terminal Leave**

It is the application for commutation of vacation or sick leave in connection with separation of an official or employee by resignation, retirement or separation from service. The basis of payment of terminal leave for purposes of retirement or voluntary resignation is on the highest monthly salary received at any time during his period of employment from the government and not on his latest salary.

Upon retirement, an S&T personnel shall automatically be granted one (1) salary grade higher than his/her basic salary and retirement benefits shall be computed on the basis of the highest salary received.

### **Maternity Leave**

The maternity leave benefit in the Philippines was recently extended from 60 days to 105 days through a new law – RA 11210, known as the 105-Day Expanded Maternity Leave Law.

The law applies to all covered female workers including those in the informal economy, regardless of civil status or legitimacy of the child, in the instances of a birth, miscarriage or emergency termination.

The duration of the maternity benefit available to an employee may differ slightly depending on the circumstances of the birth, miscarriage or termination.

In order to compute the value of a maternity benefit, it is important to first clarify the maternity period

applicable to an employee. This may depend on individual circumstances.

For workers who have given birth – Employees are entitled to 105 leave days fully paid, regardless of whether the birth is through natural delivery or caesarean.

For miscarriages or emergency terminations - Employees who suffer miscarriages or emergency terminations of pregnancy are entitled to 60 days maternity leave benefit.

Additional extensions under the law - The Republic Act No. 8972 (Solo Parents' Welfare Act of 2000) provides for an extended maternity leave benefit of an additional fully paid 15 days for solo parents.

Under RA 11210, eligible employees can extend their leave by 30 days if they wish. However, this additional 30-day period is unpaid and employees must provide written notice to their employers 45 days before the end of their maternity leave confirming that they wish to avail of the 30 day extension.

### **Paternity Leave**

Every married male employee is entitled to paternity leave of seven (7) working days with full pay on the condition that his legal spouse with whom he is cohabiting has delivered a child or suffered a miscarriage. This shall apply only for the first four (4) deliveries of the legal spouse.

Paternity leave is non-cumulative and strictly non-convertible to cash, and may be enjoyed either in a continuous or in an intermittent manner, on the days before, during or after the childbirth or miscarriage. Said leave shall be availed of not later than sixty (60) days after the date of the child's delivery.

### **Solo Parent's Leave/Parental Leave**

In addition to leave privileges under existing laws, parental leave of not more than seven (7) working days every year shall be granted to any solo parent employee who has rendered service of at least one (1) year. The seven-day parental leave shall be non-cumulative. In the event that parental leave is not availed of, said leave shall not be convertible to cash.

Solo parent as defined under Republic Act No. 8972 otherwise known as an Act Providing for Benefits and Privileges to Solo Parents and their Children, appropriating funds therefore and for other purposes are as follows:

- A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender, provided that mother keeps and raises the child.
- Parent left solo or alone with the responsibility of parenthood due to the following circumstances:
  - ✓ Due to death of spouse;
  - ✓ Spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
  - ✓ Physical and/or mental incapacity of spouse as certified by a public medical practitioner. Legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children;
  - ✓ Declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children;
  - ✓ Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
  - ✓ Any other person who solely provides parental care and support to a child or children; and
  - ✓ Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

Children under the said Act is defined as those living with and dependent upon the solo parent for support who are unmarried, unemployed and below eighteen (18) years of age, or even eighteen (18) years and above but are incapable of self-support and/or mentally and/or physically challenged.

### ***Conditions for Entitlement of Solo Parent's Leave/Parental Leave***

- He/She has rendered at least one (1) year of service whether continuous or broken at the time of the effectivity of this Act;
- He/She has notified his/her employer of the availment thereof within a reasonable time period; and
- He/She has presented a Solo Parent Identification Card to his/her employer.

### **Ten-day paid leave**

Pursuant to Republic Act 9262 otherwise known as Anti-Violence Against Women and their Children Act, a ten-day paid leave in addition to other leave benefits is granted to:

- Any woman employee in the government service regardless of employment status, who is a victim of violence as defined under Section 3 of the said Act; and
- Any woman employee whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above eighteen (18) but unable to care for himself/herself.

The application for leave shall be filed, whenever practicable, before the actual leave of absence or immediately upon the woman employee's return from such leave. It shall be accompanied by any of the following supporting documents:

- Barangay Protection Order (BPO) obtained from the barangay;
- Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
- If the protection order is not yet issued by the barangay or the court, a certification issued by the *Punong Barangay/Kagawad* or Prosecutor of the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten- day leave; or
- In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered at the discretion of the immediate supervisor of the woman employee concerned.

The ten-day leave may be availed in a continuous or intermittent manner to cover the days that she has to attend to medical and legal concerns. It is non-cumulative and non-convertible to cash.

When necessity arises as specified in the Protection Order, the woman employee may apply for extension, and for this purpose use the other leave benefits provided under civil service rules and regulations.

### **Special Leave Benefits for Women**

Pursuant to Republic Act No. 9710 otherwise known as an Act Providing for the Magna Carta of Women, a woman employee having rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months shall be entitled to a special leave benefit of two (2) months with full pay based on her gross monthly compensation following surgery caused by gynecological disorders.

### **Special Leave Privileges**

Employees are granted the following special leave privileges for a maximum of three days in a given year without deduction from leave credits.

- Personal milestones – birthdays/weddings/wedding anniversary celebrations and other similar milestones, including death anniversary;
- Parental obligations – attendance in school programs, PTA meetings, graduations, first communion, medical needs among others, where a child of a government employee is involved;
- Filial obligations – to cover the employee's moral obligation toward his parents and siblings for their medical and social needs;
- Domestic emergencies – sudden urgent repairs needed at home, sudden absence of a maid;
- Personal transactions – to cover the entire range of transactions an individual does with government

- and private offices such as paying taxes, court appearances arranging a house loan, etc.; and
- Calamity, accident hospitalization leave – pertain to *force majeure* events that affect the life, limb, and property of the employee or his immediate family.

An employee can avail of one special privilege leave for three (3) days or a combination of any of the leaves. Special leave privileges are non-cumulative and strictly non-convertible to cash.

### **Rehabilitation Leave for Job-related Injuries**

Absence on account of wounds or injuries incurred in the performance of duty are not charged against sick leave or vacation leave.

The Executive Director may direct that absence during any period of disability thus occasioned shall be on full pay, but not to exceed six (6) months. He shall authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person.

### **Study Leave**

Study Leave is a time-off from work with pay to help qualified officials and employees prepare for their bar or board examination or complete their MS/PhD degree.

Grantees of study leave shall continue to receive salary, authorized allowances or benefits, and shall enjoy continuous service during the period of the study leave and shall earn the corresponding leave credits.

#### ***a.1 Full-time Study Leave for MS/PhD degree***

Qualified employees are allowed to avail of study leave for two (2) years and three (3) years for MS degree and PhD degree, respectively.

#### ***a.2 Full-time Study Leave for Board/Bar Review and Examination or Completion of MS/PhD Degree***

Qualified employees are authorized to avail of the study leave on a full-time basis for a period not exceeding six (6) months for Board/Bar review and examination. For completion of MS/PhD Degree, the study leave shall not exceed four (4) months.

#### ***Criteria for Eligibility***

- Must be a permanent employee and must have rendered at least two (2) years of service in PCAARRD at the time of application;
- Must have graduated with a Bachelor's Degree, which consequently requires passing the Bar/Board licensure examination;
- For thesis writing or comprehensive examination, the employee must have completed all the academic requirements for an MS/PhD Degree;
- Must have at least Very Satisfactory performance rating for the last two (2) rating periods;
- Must have no pending administrative and/or criminal case as evidenced by a certification issued by the Personnel Officer and/or any appropriate court or tribunal;
- Must have no current local or foreign scholarship grant;
- Must have fulfilled the service obligation for any previous local or foreign scholarships; and
- Must have not previously enjoyed the same privilege.

#### ***b. Part-time Study Privilege***

Qualified employees shall be allowed to enroll a maximum of six (6) units per semester and three (3) units per summer.

#### ***Criteria for Eligibility***



The applicant for part-time study privilege must have met the requirements stated under the qualifications for the Full-time Study Leave with pay, except that he/she should have rendered at least one (1) year of service in PCAARRD at the time of application.

### **Special Emergency Leave**

A 5-day leave granted to those employees directly affected by natural calamities and disasters. (CSC Memorandum Circular No. 2, s. 2012 dated February 16, 2012)

### **Leave without Pay**

All absences of an official or an employee in excess of his accumulated vacation or sick leave credits earned shall be without pay.

Leave without pay in excess of one (1) month requires the clearance of the proper head of Department.

Leave without pay not exceeding one (1) year may be granted in addition to the vacation and/or sick leave earned. However, if an employee fails to report for work at the expiration of one (1) year from the date of such leave, he shall be considered automatically separated from the service.

### **Absence Without Official Leave (AWOL)**

An official or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice.

However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) working days three (3) times in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. He shall, however, be informed of his separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his 201 files or to his last known address.

If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him from the rolls.

### **Habitual Absenteeism**

An officer or employee shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credits for at least three (3) months in a semester or at least three (3) consecutive months during the year.

In case of claims of ill health, heads of departments or agencies are encouraged to verify the validity of such claim and, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application should be disapproved outright.

In the discretion of the head of any department, agency or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave. Those found violating the leave laws, rules or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

The following sanctions shall be imposed for violation of the above guidelines:

- For the first violation, the employee, after due proceedings, shall be meted the penalty of six (6) months and one (1) day to one (1) year suspension without pay.

- For the second violation, and after due proceedings, he shall be dismissed from service.

### **Compensatory Time-Off (CTO)**

The availment of CTO in lieu of overtime pay covers incumbents of positions of chief of division and below under permanent and temporary status subject to the following guidelines:

- The Division Director must see to it that employees shall only be allowed to render overtime services for activities that are necessary and urgent. Rendering of overtime services for activities related to special project shall be minimized. However, such overtime shall not be applied for availment of CTO;
- Each employee may accrue not more than forty (40) hours Compensatory Overtime Credits (COCs) in a month. In no instance shall the unused balance exceed 120 hours;
- The COCs are non-cumulative hence, these should be used as time-off within the year earned;
- The CTO may be availed for either half-day or full day leave of absence. It may be used continuously up to a maximum of five (5) days consecutive per single availment or on a staggered basis within the year;
- The COCs shall be considered on official time for the following purposes:
  - ✓ Compliance with compensation rules relative to the entitlement of PERA, Additional Compensation, year-end benefits and other benefits; and
  - ✓ Computation of service hours for entitlement to sick and vacation leave credits, and step increments due to length of service.
- The application for CTO should be filed in advance and subject to clearance by FAD-Personnel prior to approval of the Executive Director/Authorized Official. This is to ensure adequacy of accumulated overtime hours for the CTO being availed; and
- The management shall accommodate to the extent applicable, all applications for availment of CTO at the time requested by the employee. However, in the exigency of service, it may be recalled and subsequently rescheduled within the year.

## **Training and Employee Development**

S&T personnel are entitled to avail of scholarship benefits and grants to pursue post- graduate or training courses.

Scholarship privileges may be on full-time or part-time basis and include matriculation/tuition fees, book/school supplies allowance, transportation allowance, monthly stipend, dissertation grants, thesis assistance, insurance, and the payment of regular salary and other benefits. Grantees of the program may study within the Philippines or abroad subject to strict measures to ensure their return to the country to render the service obligation.

PCAARRD employees may avail of scholarships under the DOST Human Resource Development Program and PCAARRD Human Resource Development Program.

Scholarship includes an incentive program for self-financed graduates of Doctorate and Master's degree and may be availed of by the staff only once for Master's Degree and once for Doctorate degree.

## **DOST Human Resource Development Program**

### **A. Local Graduate Scholarship and Training**

#### **A.1. Local Graduate Scholarships**

Local Graduate Scholarships are available to those who will pursue graduate degree (Master's and Doctorate) in any of the following:

#### *Fields of Specialization*

- Science and Mathematics;
- Agriculture, Forestry and Aquatic Resources;

- Environmental, Earth other related courses;
- Information and Communications Technology and related courses;
- Engineering;
- Public Management/Administration;
- Technology Management;
- Business Administration;
- Management Engineering;
- Communication;
- Economics; and
- Other Social Science Courses

#### *Criteria for Eligibility*

- Must have rendered service to DOST System as a permanent employee for at least two (2) years at the time of application;
- Not be more than 50 years old at the time of application;
- Must have a performance rating of at least "Very Satisfactory" for the last two (2) rating periods;
- Must be favorably endorsed by the Agency Head upon recommendation of the Agency HRDP Committee;
- Must be physically fit to undergo the advanced academic degree program as certified by a licensed physician;
- Has been admitted as a regular student in the Graduate Degree Program where he/she intends to enroll;
- Has no pending administrative case;
- Has no record of non-completion of previous study/training programs except if such non-completion is for a valid reason, as determined by the DOST HRDP Committee;
- Has no financial/service obligation due to non-completion of course; and
- Has good scholastic record (Above average GWA).

#### *Privileges*

A scholar pursuing M/MA/MS or D/PhD degree shall be entitled to the following financial assistance during the actual period of study:

- Tuition and other school fees (As billed by the university or official receipt if the scholar paid in advance);
- Monthly stipend;
- Book allowance (To be released per term/semester);
- Transportation allowance (Reimbursement of one (1) round trip economy fare per academic year for scholars whose place of study is outside of his permanent home province);
- Thesis/Dissertation Dissemination Allowance (local or international);
- Thesis/Dissertation Grant;
- Graduation Fee (As billed by the university); and
- Group Accident Insurance

#### *DOST Identified Universities or Institutions:*

- Schools/Universities accredited by Federation of Accrediting Agencies of the Philippines (FAAP) as level III;
- Universities recognized by the CHED as Center of Excellence and Center of Development;
- Universities recognized by CHED with Autonomous or Deregulated Status; and
- Government Institutions other than SUCs and LGU funded Higher Educational Institutions offering Graduate Degree Programs.

#### *Scholarship Category*

##### *1. Full-time Scholar*

This shall carry the minimum academic load of nine (9) units per semester/trimester or as provided in his/her program of study as officially issued by the university or institution where he/she is enrolled, whichever is higher. In the case of a quarterly-based school year, the minimum academic load shall be defined by the university/institution where he/she is enrolled. In case of conflict between the HRDP policy and official program of study, the latter shall prevail.

A full-time scholar is granted a maximum of two (2) years for M/MS and three (3) years for D/PhD to finish the program of study.

## **2. *Part-time Scholar***

This shall carry the minimum academic load of six (6) units per semester/trimester or at least 50% of what is provided in his/her program of study for a particular semester/term as officially issued by the university or institution where he/she is enrolled, whichever is higher. In the case of a quarterly-based school year, the minimum part-time academic load shall be at least 50% of the minimum full-time load as defined by the university/institution where he/she is enrolled.

In case of conflict between the HRDP policy and official program of study, the latter shall prevail.

A part-time scholar is granted a maximum of four (4) years for M/MS and six (6) years for D/PhD.

### ***Extension of Study Period***

A scholar may be allowed an extension for a maximum period of one (1) academic year to finish the degree upon written request and with the endorsement of the Agency Head. However, he/she shall no longer be entitled to any financial assistance during this period except for the unreleased thesis/dissertation allowance.

### ***Service Obligation***

For M/MS/MA wherein the duration of scholarship (including extensions), Grants or Training is two (2) years, the service obligation for full-time scholar shall be one (1) year for every year of scholarship, while for part-time scholar, the service obligation shall be ½ year for every year of scholarship.

For D/PhD wherein the duration of scholarship (including extensions), Grants or Training is three (3) years, the service obligation for full-time scholar shall be for one (1) year for every year of scholarship, while for part-time scholar, the service obligation shall be ½ year for every year of scholarship.

The rendition of the service obligation commences once the grantee reports back for work in his/her agency after completion of the degree. Any service rendered before the completion of the degree shall not be considered as part of his/her service obligations.

A scholar who transfers to another DOST agency may be allowed provided the remaining service obligation is not more than 50%, subject to the approval of the Agency Head and the HRDP Committee. However, a scholar who will transfer to a non-DOST Agency shall not be allowed unless full payment for salaries and benefits equivalent to his/her unserved service/financial obligation is made to the agency while the scholarship privileges is made to DOST, except in highly meritorious cases that involve national interest as determined by the HRDP Committee and affirmed by the DOST Secretary. In such a case, the service obligation shall continue. The grantee shall complete the unserved service obligation in the receiving agency. Clearance from DOST HRDP must be sought by the grantee prior to his retirement or separation from the receiving agency.

### ***A.2 Thesis/Dissertation Grant***

Thesis/Dissertation grants may be availed by those who have already completed the course work on their own. Cash grant shall be given to defray expenses for thesis/dissertation completion subject to the submission of an approved thesis/dissertation outline, duly supported by a line-item budget to be approved by the HRDP Committee. The research topic/scope must be consistent with the DOST Research and Development (R&D) Agenda.

The grant shall not exceed the maximum allowable amount for the dry and wet research, to be released directly to the scholar as an outright grant, as follows

	Master's Degree	Doctorate Degree
<b>Dry Research</b>	P30,000.00 - maximum	<b>P60,000.00 - maximum</b>
<b>Wet Research</b>	P50,000.00 - maximum	<b>P100,000.00 - maximum</b>
<b>International/Local Thesis/ Dissertation Presentation</b>	<b>P75,000.00 maximum</b>	<b>P75,000.00 maximum</b>

#### *Criteria for Eligibility*

- Must be endorsed by the Agency Head;
- The thesis/dissertation topic must be aligned with the research agenda or organizational strategies of the DOST/Agency;
- Budget proposal/line-item budget duly endorsed by the adviser;
- Must have an approved thesis/dissertation proposal; and
- Must be enrolled in a DOST identified school.

The duration for the conduct of thesis shall be for a maximum of one (1) year; while conduct of dissertation shall be for a maximum of two (2) years.

#### *Service Obligation*

The grantee shall render one (1) year service obligation to his/her sending agency for a Master's degree and two (2) years for Doctorate degree. Failure to finish within the allotted time shall require repayment to DOST and Agency of all financial privileges received and time used in the conduct of research, respectively.

#### *A.3 Incentive Program for Self-Financed Graduates of Doctorate and Master's Degree*

This applies to all regular DOST employees, who during the period of their employment at DOST were able to obtain a degree in either the Doctorate or Master's level as a self-financed student.

#### *Criteria for Eligibility*

- Must be a permanent employee of DOST/Council/Institutes/Regional offices and must have rendered service for at least two (2) years upon nomination;
- Must not be beyond sixty (60) years old for Doctorate graduates and fifty- five (55) years old for Master's degree;
- Must not have any pending application for retirement;
- Must not have any pending administrative case; and
- Must have completed the degree.

#### *List of incentives:*

Master's Degree	Doctorate Degree
a. None	a. Payment for annual membership fee in one (1) international organization of the grantee's choice including annual subscription of one (1) journal/book in the field of specialization not exceeding \$150 or its peso equivalent to a period not more than two (2) years.
b. P80,000.00 for fully self-financed P40,000.00 for partially self-financed	b. P120,000.00 for fully self-financed P60,000.00 for partially self-financed

c. Certificate of merit	c. Certificate of merit
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As part of the incentive program, scholars who completed their degrees earlier than the prescribed period of study shall receive the remaining stipend for the scholarship duration.

#### *A.4 Short-term Training or Non-degree Courses*

The HRDP shall sponsor short-term training or non-degree courses for qualified DOST personnel to enhance their skills and upgrade their knowledge on recent developments in a particular area of specialization subject to availability of funds and approval of the HRDP Committee. These short-term training or non-degree courses may be offered in-house or by other recognized institution for a period not exceeding one (1) year and excludes attendance to seminars, conventions and conferences. These may be organized and implemented by DOST or its agencies in collaboration with a recognized training institution or an expert.

### *B. Foreign Graduate Scholarship*

The HRDP may support partial scholarship for qualified DOST personnel who will pursue graduate degrees (Master's and Doctorate) in the DOST priority areas in institutions abroad subject to availability of funds and approval of the HRDP Committee.

#### *Criteria for Eligibility*

- Must be a permanent employee of DOST/Council/Institute/Regional Offices and must have rendered service for at least two (2) years upon nomination;
- Must be endorsed by the Agency Head;
- Has a very satisfactory performance for the last two (2) rating periods;
- Has duties and responsibilities relevant to the training;
- Has no pending administrative and/or criminal case;
- Must meet the age requirement of the sponsoring agency; and
- Must have a Grant of Foreign Scholarship.

#### *Privileges*

Privileges to be given by DOST through HRDP shall depend on the grant provided by the sponsor.

#### *Duration*

A full-time scholar shall be granted a maximum period of two (2) years for M/MA/MS and three (3) years for PhD/D to finish the program of study. A part-time scholar shall be granted a maximum period of four (4) years for M/MA/MS and six (6) years of PhD.

#### *Extension of Study period*

A grantee, upon written request, and with the endorsement of Agency head may be given an extension period of study by the DOST HRDP Committee for a maximum period of one (1) academic year to finish the degree. However, he/she shall no longer be entitled to any financial assistance during this period, except for the unreleased thesis/dissertation allowance.

#### *Service Obligation*

The grantee shall serve the corresponding service obligation required for the scholarship, fellowship,

training or study grant extended to him/her under the contract as provided for under E.O. 367, as follows:

Nature	Duration of Scholarship	Service Obligation
For academic, non academic programs, including extensions	For every year or a fraction thereof but 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

### **PCAARRD Human Resource Development Program (HRDP)**

#### ***A. Degree Scholarship Program***

Under the PCAARRD HRDP, degree program may be classified as PCAARRD- sponsored and non-PCAARRD sponsored or self-financed.

The following are the requirements for PCAARRD-sponsored and non-PCAARRD sponsored degree programs:

- Must have a permanent appointment;
- Must have a performance rating of at least "Very Satisfactory" during the last two (2) rating periods;
- MS and PhD programs shall be made available down to the level of Science Research Analyst and Administrative Officer III;
- Must have served PCAARRD for two (2) continuous years prior to his/her application;
- Must meet the 20% warm body requirement allotted for his/her division, based on the number of plantilla positions. This requirement may be exceeded but subject to justification based on the need and absorptive capacity of the division;
- Must have been admitted as a regular student in a PCAARRD or other sponsor's accredited college or university he/she intends to enroll in;
- Must not be over 50 years old upon submission of his/her application (for both MS and PhD applicants);
- Must be certified by a government physician to be physically and mentally fit to undergo (advance) academic degree program;
- Must have a Grade Point Average (GPA) acceptable to PCAARRD or other sponsor's accredited college or university he/she intends to enroll in;
- Must specialize in a field consistent with PCAARRD's priority fields of specialization, and his/her current (or future) duties and responsibilities. A formal certification to that effect shall be issued by the Division Director where he/she belongs;
- Must be favorably recommended by his/her division director;
- Must have fulfilled scholarship service obligation if recipient of former scholarship;
- Must have prepared a reentry plan, approved by the division director;
- Must not have been found guilty of an administrative or criminal charge. In the event that the grantee is found guilty as charged, scholarship shall be automatically abrogated and all the expenses released by PCAARRD/DOST or its sponsor relative to the scholarship shall have to be refunded;
- Must have no pending nomination to other local and foreign scholarship or training;
- Must have no record of non-completion of previous study/training, except if such non completion is

for a very valid reason as determined by the PCAARRD/DOST HRD Committee;

- Must not have on-going financial obligation due to non-completion of a course; and
- Other criteria/requirements as may be prescribed by PCAARRD/DOST and its sponsor.

Priority fields of specialization for the PCAARRD Scholarship Program shall be those in the high-end sciences, to include information and communications technology, biotechnology, and policy studies. Other emerging, strategic fields to be considered under the scholarship program shall be subject for approval by the HRDC.

Only 60% of available scholarship slots for the Secretariat shall focus on the above priority fields. The remaining 40% of slots shall focus on other fields, to provide opportunities for staff not involved in the high-end sciences to also upgrade their skills.

#### *A.1 PCAARRD Sponsored Degree Program*

PCAARRD offers scholarship programs for master and doctorate degree to staff. Invitation for availment of the PCAARRD Scholarship Program is issued by the IDD to the FAD-Personnel which takes charge of disseminating the information to various divisions. Upon receipt of notice, the respective division directors submit their recommendation/s to FAD-Personnel, along with the applicant's Scholarship Application Form and other requirements mentioned above.

FAD-Personnel conducts a preliminary evaluation of the recommendees based on a set of criteria. This is presented to the HRDC for further evaluation and recommendation for approval by the executive director. PCAARRD awards the scholarship upon receipt of an official letter of notification to the awardee. A contract is then prepared by the IDD and signed by the parties concerned, binding the scholar/awardee, the executive director, the scholar's/awardee's director and IDD to the terms and conditions of the scholarship. From then on, IDD takes charge of implementing the PCAARRD Scholarship Program.

Full-time scholars are not entitled to subsistence and laundry allowance, and hazard allowance. However, those with laboratory work may be paid hazard allowance, the amount of which shall be based on actual presence in the laboratory duly supported by a certification from the head of the school or agency. Hazard allowance is not provided to those with laboratory work but whose accident insurance is provided for by PCAARRD. Scholars are entitled to full medical insurance.

#### *A.2 Non-PCAARRD Sponsored Degree Program*

Scholarship programs not sponsored by PCAARRD are usually in the form of foreign grants administered by the National Economic and Development Authority (NEDA) under the Philippine Bilateral Program; and local grants through DOST, Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA), Civil Service Commission (CSC) and other institutions.

This may be sourced either through formal channels; or through personal contacts/negotiations.

##### *• Formal Channels*

Invitation for the availment of these degree programs emanates from NEDA which sends out application forms to government line agencies, including DOST. DOST then sends the notice of invitation to its council members, including PCAARRD. PCAARRD through FAD-Personnel disseminates the information to the concerned division/s who submit/s their recommendations.

Pre-evaluation is done by FAD-Personnel, while the final evaluation is done by the HRDC, particularly in cases where there is more than one (1) recommended.

PCAARRD, the mother agency, shall authorize the study leave based on an official letter of award from the agency/institution granting the scholarship. The grantee/awardee, division director, and



executive director shall enter into a contract defining the roles/responsibilities of each before, during and after the study program.

• *Personal Contract/Negotiation*

Staff who are able to derive a scholarship grant outside of PCAARRD may be endorsed by the HRDC if they meet the minimum requirements of the grant and PCAARRD (where applicable), and are programmed to study within the year. Those who are not programmed for the year may be allowed to go on study leave without pay upon the recommendation of his/her director and subject to existing HRD policies.

A staff on full-time grant of degree trainings whether local or foreign may be allowed to go on study leave for a maximum of two (2) years for MS degree and three (3) years for PhD degree. The staff on part-time grant may be allowed to finish the course within four (4) years for MS and six (6) years for PhD. Scholarship may be extended only under meritorious circumstances to be determined by the HRD Committee. Request of time may be granted on a case-to-case basis. A maximum of one year leave without pay is allowed without a binding contract.

✓ *Full-time Self-financed Studies on Official Time*

A full-time self-financed study on official time refers to studies to be undertaken by an employee at his/her own expense without reporting in the office for the duration of the study with pay. This also means carrying the required regular academic load of 12 units/semester.

*Coverage*

All PCAARRD personnel who have been programmed to avail of PCAARRD scholarship in a given year, but were not granted due to limited funds and who are willing to study at their own expense.

*Criteria for Eligibility*

- Must be 45 years old or below;
- Must hold a permanent appointment;
- Must have at least three (3) years of continuous service in PCAARRD on a permanent status;
- Must be certified by a physician to be physically fit to undergo advance academic degree program for MS and PhD, and college course for BS;
- Must have a performance rating of at least "Very Satisfactory" during the last two (2) rating periods;
- Must apply in the field of specialization that conforms with the R&D priorities of PCAARRD;
- Must have obtained prior admission from school accredited by PCAARRD where he/she intends to enroll;
- Must be within 10% of filled plantilla items of the division; and
- For BS, must have completed at least two (2) years or 50% of course work.

*Privileges*

- Grantees will be provided their salary, allowances (e.g. PERA and ACA), bonus, and cash gift and other personnel benefits allowed under existing policies/regulations for a maximum of two (2) years for BS and MS and three (3) years for PhD;
- Thesis support with a maximum amount of P30,000.00 for MS and P60,000.00 for PhD upon request of the grantee subject to availability of funds, provided the thesis proposal is within the

R&D priorities of PCAARRD; and

- Grantees are relieved from their regular duties and responsibilities for the duration of the study leave;

#### *Grantee's Responsibilities*

- Finish the program within two (2) years for BS and MS, and three (3) years for PhD;
- Devote full time to the approved course program of study in the specified field of specialization and direct efforts towards accomplishing the purposes for which the study leave is made;
- Carry at least the required regular academic load of twelve (12) units/semester and six (6) units/summer for MS and PhD. For BS degree, at least the regular academic load required by the school shall apply;
- Not to leave the program without prior approval of PCAARRD, and if ever granted, he/she should report back to duty;
- Not to shift/change to another course nor drop any subject without permission/approval of PCAARRD, and shall not enroll in subjects not included in the program of study merely to comply with the load requirements; and
- Submit the following documentary requirements to FAD-Personnel Section:

Document	Submission Period
1. Application for Study Leave	One month before the start of classes
2. Approved PCAARRD Clearance Sheet	One month before the start of classes
3. ID pictures (2 copies of 1x1 and 2 copies of 2x2)	One month before the start of classes
4. Approved reentry plan	One month before the start of classes
5. Photocopy of registration form	Immediately after registration
6. Report on courses taken and grades obtained certified by the registrar or other authorized officer	Not later than one month after the last day of classes of the semester/term being reported
7. Approved plan of coursework (as approved by Guidance Committee/Academic Panel)	Sixty days after the start of the second term of enrollment
8. Copy of approved thesis outline preceding completion of course work	Within the semester immediately
9. Photocopy of diploma, transcript of records and one copy of thesis manuscript approved by the Graduate School	Within one month after completion/ graduation

#### *Service Obligation*

Upon completion of the Program, grantees should serve PCAARRD for the equivalent period of one (1) year for every year or fraction thereof of the study leave privilege;

#### *Termination of the Contract*

The contract between the grantee and PCAARRD shall be terminated under any of the following circumstances:

- Failure to enroll in specified area of specialization in a PCAARRD- accredited school;
- Willful abandonment of the contract;
- Leave of absence from school without due notice and approval by PCAARRD;
- Failure to meet the academic standard set by the school;
- Transfer to private institutions or government agencies outside the NARRDS, except in valid cases as approved by PCAARRD;
- Violation of the terms and conditions of the contract;
- Gross misconduct;
- Dishonesty;
- Removal from the service; and
- Resignation or optional retirement.

In case of termination of the contract, the grantee should refund PCAARRD of all salaries, allowances, bonuses and other benefits received by the grantee during his/her study leave within six (6) months upon notice.

✓ *Part-time Self-financed Studies on Official Time*

This refers to studies to be undertaken by an employee at his/her own expense while reporting in the office to work for 50% of the required office hours with full payment of salaries and other benefits allowed under existing policies/regulations. This means carrying an academic load of not less than six (6) units per semester and three (3) units per summer for MS and PhD. For BS degree, at least the minimum load required by the school shall apply.

To qualify for this program, the following conditions must be met:

- Degree and field of specialization to be pursued shall be in accordance with the human resource development plan of the division;
- The basic requirements for scholarship application are met; and
- The schedule of study is based on the updated divisional human resource development plan.

*Coverage*

All PCAARRD personnel who have been programmed to avail of PCAARRD scholarship in a given year, but were not granted due to limited funds and who are willing to study on their own on part-time basis.

*Criteria for Eligibility*

- Must be 45 years old or below;
- Must hold a permanent appointment;
- Must have at least three (3) years of continuous service in PCAARRD on a permanent status;

- Must be certified by a physician to be physically fit to undergo advance academic degree program for MS and PhD, and college course for BS;
- Must have a performance rating of at least “Very Satisfactory” during the last two (2) rating periods;
- Must apply in the field of specialization that conforms with the research and development priorities of PCAARRD;
- Must have obtained prior admission from the school accredited by PCAARRD where he/she intends to enroll; and
- For BS, must have completed the number of units equivalent to at least two (2) years or 50% of course work.

#### *Privileges*

- Provided with their salary, allowances (e.g., PERA and ACA), bonus and cash gift and other personnel benefits allowed under existing policies/regulations;
- Permitted to leave the office on official time to attend to his/her scheduled classes;
- Provided thesis support with a maximum amount of P30,000.00 for MS and P60,000/00 for PhD upon request of the grantee subject to availability of funds; provided the thesis proposal is within the R&D priorities of PCAARRD; and
- Allowed to devote 50% of his official time to his/her studies and reduce his/her assignments by 50% for the duration of the study.

#### *Grantee's Responsibilities*

- Finish the course within four (4) years for BS and MS, and six
- (6) years for PhD;
- Carry the academic load of not less than six (6) units per semester and three (3) units per summer for MS and PhD;
- Not to leave the program without prior approval of PCAARRD, and if ever granted, he/she should report back to duty on full- time;
- Not to shift/change to another course nor drop any subject without permission/approval from PCAARRD, and shall not enroll in subjects not included in the program of study merely to comply with the load requirements;
- Maintain at least a “Very Satisfactory” work performance; and
- Submit the following Documentary Requirements to FAD- Personnel:

#### *Documentary Requirements*

Document	Submission Period
1. Approved reentry plan	One month before the start of classes
2. Photocopy of registration form	Immediately after registration
3. Report on courses taken and grades obtained certified by the Registrar or other authorized officer	Not later than one month after the last day of classes of the semester/term being reported
4. Approved plan of coursework (as approved by guidance committee/academic panel)	Sixty days after the start of the second term of enrollment
5. Copy of approved thesis outline	Within the semester immediately preceding completion of course work
6. Photocopy of diplomat, transcript of records and one copy of thesis manuscript approved by the Graduate School	Within one month after completion/graduation

#### *Service Obligation*

Upon completion of the program, grantees should serve PCAARRD for the equivalent period of three (3) months for every year or fraction thereof of the study privilege.

#### *Termination of the Contract*

- Failure to enroll in the specified area of specialization in a PCAARRD-accredited school (for MS and PhD); and for BS, to the school where he/she intends to study;
- Willful abandonment from the school without due notice to and approval by PCAARRD;
- Leave of absence from the school without due notice to and approval by PCAARRD;
- Failure to meet the academic standard set by the school;
- Failure to complete the course within the specified duration of the program, except in valid cases as approved by PCAARRD;
- Transfer to private institutions or government agencies outside the NARRDS except in valid cases as approved by PCAARRD;
- Failure to abide by the terms and conditions of the contract;
- Gross misconduct;
- Dishonesty;
- Removal from the service; and
- Resignation or optional retirement.

In case of termination of the contract, refund PCAARRD of the equivalent amount of all salaries, allowances, bonuses and other benefits received by the grantee during his/her official study leave within six (6) months upon notice.

#### *C. Undergraduate Scholarship for PCAARRD Staff*

Regular staff with permanent appointment who has been holding such status for a minimum of three (3) years continuous service and who has completed a two-year collegiate course may apply for this program. This program is on a full-time basis and first priority will be given to those who are fourth year entrants for the degree being pursued;

The recommendation for the staff to pursue the program should be based on the human resource development plan of the division. Furthermore, the field of specialization must be relevant to the recommendee's duties and responsibilities at PCAARRD;

Upon approval of the grant, the awardee, the division director, and the executive director shall enter into a contract stipulating the terms and conditions of the grant.

#### *Criteria for Eligibility*

- Must not be over 45 years of old at the time of the award;
- Must have obtained prior admission to the school where he/she intends to enroll; and
- He/She must have obtained a grade weighted average not lower than 2.5 or its equivalent numerical grade for all courses taken during the previous semesters.

#### *Privileges*

- Provided with salary and other privileges due to a regular staff, actual matriculation/actual tuition and other school fees, book allowance of P1,000.00 per semester, monthly stipend of P2,000.00, graduation fees, and group accident insurance;
- The scholar and awardee must be cleared from his/her duties and responsibilities;

#### *Grantee's Responsibilities*

- The scholar/awardee shall devote full time to his/her program of study in the field of specialization stipulated in the letter of award;
- The scholar/awardee shall register the number of load prescribed in his/her curriculum as reflected in his/her coursework. Underloading and/or dropping of courses shall require the FAD director's approval;
- The scholar/awardee shall not enter into other part-time employment or paid work which may compete with his time for study;

- The scholar/awardee is required to finish his/her program within the number of years stipulated in the contract. Extension shall be allowed under extremely justifiable reasons;
- The scholar shall maintain an average grade of 2.5 or better per semester. Under no circumstance shall a failing grade be allowed; and
- Submit the following Documentary Requirements to FAD-Personnel:

Document	Submission Period
1. Approved plan of coursework	Immediately after registration
2. Photocopy of registration form	Immediately after registration
3. Semestral/Summer progress reports indicating subjects taken and grades obtained; report of grades must be duly certified by the Registrar or other authorized officer	Not later than one month after the last day of classes of the semester/term being reported
4. Thesis or field study report	Every semester it is enrolled
5. Final report (photocopy of diploma and transcript of records)	Within one month after completion

Should these requirements are not submitted on time, the stipend of the scholars/awardees shall be withheld.

#### *Service Obligation*

Upon completion of the program, the awardee shall serve the agency for the equivalent period of one (1) year for every year or a fraction of his/her scholarship grant.

#### *Termination of Contract*

The scholar/awardee shall refund to PCAARRD the total amount spent for his/her program on any of the following grounds:

- Transfer to private agencies, international agencies, or agencies outside NARRDS;
- Willful abandonment of scholarship or leave of absence without prior notice and approval;
- Inability to complete the degree within the specified duration of the program, except in valid cases as approved by PCAARRD;
- Violation to abide by, or observe the terms and conditions of the scholarship contract;
- Gross misconduct; and
- Other valid reasons that may be approved by PCAARRD.

Those whose scholarship was terminated must return to the division and render service for the period stated in the service clause of the contract.

#### *Guidelines in the Grant of Extension in Time for PCAARRD Staff Scholars*

The extension in time of the scholarship is a privilege granted to scholars whose scholarship terms, based on the scholarship contract, have expired but have not yet completed their degree program. A maximum period of one (1) year can be granted subject to evaluation by the HRDC. The grant of extension shall mean deferment of repayment of obligations stipulated in the scholarship contract. This shall also allow the scholar to avail of the remaining financial privileges (e.g. thesis grant, graduation expenses, etc.) under the scholarship program. Beyond the extension period, all remaining financial privileges shall be automatically forfeited.

#### *C.1. Coverage*

These guidelines applies to PCAARRD staff who are granted scholarship for a degree program regardless of the scholarship funding source.

### *C.2. Criteria for Eligibility*

The request for extension of time shall be submitted to the FAD-Personnel Section at least fifteen (15) days before expiration of the first leave. It shall be supported by the following documents: Justification for the delay in the completion of the program duly noted by the adviser; and Timetable showing completion of the program within the extension period being requested.

The request shall be noted by the adviser and endorsed by the division director concerned.

### *C.3. Reporting for Duty during the Extension Period*

- Scholars shall not be allowed to report for duty without completing the comprehensive examination and the experimental phase of the thesis/dissertation work;
- Should the scholar's timetable allow reporting for duty within the extension period, this shall be availed of only one, that is, no intermittent reporting for duty shall be allowed to prevent disruption of activities/workload distribution in the division; and
- Upon expiration of the extension period, the scholar shall be expected to report for duty

### *C.4. Repayment of Obligation*

- A grantee who fails to fulfill his/her service obligation due to transfer to another government institution or resignation to PCAARRD is required to pay the money value of the service obligation based on the salary received at the time of transfer or resignation;
- All financial privileges/support extended to the scholar shall be repaid to PCAARRD and/or its sponsor in case he/she is unable to finish the course and/or failed to render the required years of service. This shall include all expenses incurred in connection with the scholarship grant such as salaries, bonuses, monthly stipends, tuition and other school fees, book allowances, travel allowances, thesis/dissertation grant, graduation expenses, accident insurance expenses, and other allowances and benefits received by the scholar. However, when the program is terminated due to lack of funds or death of the grantee, or no fault of the grantee as determined by the HRD Committee, repayment shall be waived;
- The complete payment of the obligation shall be made within two (2) years from the date of collection notice. The FAD-Personnel Section shall see to it that the collection notice is served promptly; and
- The scholars shall be entitled to the refund of amounts repaid due to non completion of their program (within the prescribed period) if the scholar completes the graduate program within his/her maximum residency period or two (2) years from the date of the collection notice, whichever comes first. This, however, does not apply to scholars who have voluntarily withdrawn before the program completion.

#### *Guidelines for Scholars Who Would Like to Report Back to Work Before Finishing their Study Program*

Scholars may be allowed to extend their study term up to one (1) year maximum using their accrued vacation leave credits, if already exhausted, they can opt to go on leave without pay provided that:

- They seek PCAARRD's approval of their intention to report back to work at least one (1) month before the proposed date. Their communication should specify the status of their thesis program/schedule of thesis completion (attested by major adviser) and the reasons for reporting to work without completing their study program. Request should be endorsed by the division director for approval by the executive director;
- Returning to work will be allowed if the scholar is on write-up stage or on last stages of his thesis/dissertation work. If not, (e.g. experimental stage), their leave will be extended but charged on their leave credits; and
- They submit a status report of their thesis to their division director, deputy executive director, or the executive director as the case may be, to reflect the extent to which he/she is progressing with his/her study program, and to ensure the he/she is on schedule based on the agreed study program.

#### *Other Policies on PCAARRD HRDP*

- A scholar who is not enrolled during the summer session should report for work in PCAARRD. Enrollment during the summer session should have the permission of the HRDC if such enrollment is not reflected in the approved plan of coursework;
- Anyone who fails to avail of his/her scholarship during the period for which it was approved shall lose the privilege and only in meritorious cases shall he/she be considered for future scholarship under the program undergoing the usual application, screening and selection process, except if deferment of scholarship has been endorsed by the HRD Committee and approved by the Executive Director;
- All PCAARRD personnel enjoying the scholarship program are deemed in actual service and may be considered for promotion; and
- Other policies on scholarship shall depend on the sponsor and/or university where the grantee is enrolled in.

#### ***B. Non-Degree Training Program***

S&T Personnel upon recommendation of their respective Division Directors may attend to the available trainings, subject to personnel clearance, availability of funds, review and recommendation by Human Resource Development Committee, and approval by the Executive Director.

Non-degree trainings include attendance to short-term courses, on-the-job trainings, and study tours either locally or abroad. These trainings may be funded and/or implemented by PCAARRD on its own or in collaboration with other agencies.

#### *Criteria for Eligibility*

- He/She must have served PCAARRD for at least one (1) year on permanent status;
- He/She must not have any pending nomination to other local or foreign degree or non-degree training unless he/she waives the same;
- He/She must have a performance rating of at least "Very Satisfactory" for the last rating period;
- He/She must be involved in a job/task/assignment that is related to the training program so that he/she can apply his/her learnings to his/her current work or he/she is considered an understudy for a specific job/task/assignment directly related to the training course;
- He/She must have completely rendered his/her service obligations (if any);
- He/She must have settled any financial accountability pertaining to previous scholarship grant or have consistently been paying in accordance with the agreed terms and conditions; and
- He/She must have already submitted/accomplished the required documents pertaining to previous training/scholarship grant (i.e., foreign travel report, certificate of trainings attended, post evaluation for the trainings previously/recently attended).

### **Workplace Relations Employee Conduct and Discipline**

Please refer to Annexes for the Code of Conduct and Ethical Standards for Public Official and Employees.

Government employees may not be suspended nor dismissed except for cause and after due process. The following administrative offenses are grounds for disciplinary action with their respective penalties.

#### *Grounds for Disciplinary Action*

The following grave offenses shall be punishable by dismissal from the service:

1. Serious Dishonesty;
2. Gross Neglect of Duty;



3. Grave Misconduct;
4. Being Notoriously Undesirable;
5. Conviction of a crime involving moral turpitude;
6. Falsification of official document;
7. Physical or mental incapacity of disability due to immoral or vicious habits;
8. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded to other persons, or committing acts punishable under the anti-graft laws;
9. Contracting loans of money or other property from persons with whom the office of the employee has business relations;
10. Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his/her official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of his/her office. The propriety or impropriety of the foregoing shall be determined by its value, kinship, or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature;
11. Nepotism; and
12. Disloyalty to the Republic of the Philippines and to the Filipino people.

The following grave offenses shall be punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense:

1. Less serious dishonesty;
2. Oppression;
3. Disgraceful and immoral conduct;
4. Inefficiency and incompetence in the performance of official duties;
5. Frequent unauthorized absences, or tardiness in reporting for duty, loafing from duty during regular hours;
6. Refusal to perform official duty;
7. Gross Insubordination;
8. Conduct prejudicial to the best interest of the service;
9. Directly or indirectly having financial and material interest in any transaction requiring the approval of his/her office. Financial and material interest is defined as pecuniary or propriety interest by which a person will gain or lose something;
10. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by his/her office, unless expressly allowed by law;
11. Disclosing or misusing confidential or classified information officially known to him/her by reason of his/her office and not made available to the public, to further his/her private interests or give undue advantage to anyone, or to prejudice the public interest;
12. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public; and
13. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his/her office, unless such recommendation or referral is mandated by (1) law, or (2) international agreements, commitment and obligation, or as part of the function of his/her office.

The grave offense of Inefficiency and Incompetence in the performance of official duties is punishable by Demotion. In this case, the guilty person shall be appointed to the next lower position to which he/she is qualified in the plantilla of the agency. In case there is no such next lower position available, he/she shall

suffer diminution in salary corresponding to the next lower salary grade.

The following less grave offenses are punishable by suspension of one (1) month and one (1) day suspension to six (6) months for the first offense; and dismissal from the service for the second offense:

1. Simple Neglect of Duty;
2. Simple Misconduct;
3. Discourtesy in the course of official duties;
4. Violation of existing Civil Service Law and rules of serious nature;
5. Insubordination;
6. Habitual Drunkenness;
7. Unfair discrimination in rendering public service due to party affiliation or preference;
8. Failure to file sworn statements of assets, liabilities and net worth, and disclosure of business interest and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households;
9. Failure to resign from his/her position in the private business enterprise within thirty (30) days from assumption to public office when conflict of interest arises, and/or failure to divest himself/herself of his/her shareholdings or interest in private business enterprise within sixty (60) days from assumption of public office when conflict of interest arises; Provided, however, that for those who are already in the service and conflict of interest arises, the official or employee must either resign or divest himself/herself of said interest within the periods hereinabove provided, reckoned from the date when the conflict of interest had arisen; and
10. Engaging directly or indirectly in partisan political activities by one holding non- political office.

The less grave offense of Simple Dishonesty is punishable by suspension one (1) month and one (1) day to six (6) months for the first offense; six (6) months and one (1) day to one (1) year for the second offense; and dismissal for the third offense.

The following light offenses are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense:

1. Simple discourtesy in the course of official duties;
2. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children;
3. Violation of reasonable office rules and regulations;
4. Frequent unauthorized tardiness (Habitual Tardiness);
5. Gambling prohibited by law;
6. Refusal to render overtime service;
7. Disgraceful, immoral or dishonest conduct prior to entering the service;
8. Borrowing money by superior officers from subordinates;
9. Willful failure to pay just debts or willful failure to pay taxes due to the government. The term "just debts" shall apply only to:
  - Claims adjudicated by a court of law; or
  - Claims the existence and justness of which are admitted by the debtor.
10. Lobbying for personal interest or gain in legislative halls and offices without authority;
11. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is no prior authority; and
12. Failure to act promptly on letters and request within fifteen (15) working days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards of Public

Officials and Employees;

### **Wearing of Office Uniform**

Office uniform should be worn at all times in accordance with the appropriate uniform schedule.

Appropriate footwear shall mean closed formal shoes for male and closed open-toed shoes for female employees. Mules and sling back shoes for open-toed shoes or for those that cover the toes are allowed.

The wearing of jeans when paired with collared polo/shirt (for male employees) or any appropriate blouse/shirt (for female employees), rubber shoes and sandals is allowed on Fridays only.

Wearing of the prescribed uniform is exempted for the following:

- When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed;
- When religious affiliation or creed or any legitimate practice by employee in relation thereto, requires him/her to wear a particular clothing;
- Physical disabilities, and other legitimate health reasons;
- Pregnant female employees are allowed to wear maternity dress during the period of their pregnancy;
- Employees who lost a loved one can wear mourning clothes during the period of mourning; and
- Other circumstances analogous to the foregoing.

Employees who have no uniform yet including contractual, job order, and casual personnel should follow the color coding and shall observe proper dress code as prescribed by the CSC, complete with Office Identification cards (ID) at all times.

### ***Prohibited Attire:***

The following attires are prohibited for all government employees when performing official functions inside the workplace:

- Gauzy, transparent or net-like shirt or blouse;
- *Sando*, strapless or spaghetti-strap blouse (unless worn as an undershirt), tank- tops, blouse with over-plunging necklines;
- Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
- Rubber sandals, rubber slippers, "*bakya*".

The following shall also be prohibited during office hours and within office premises:

- Ostentatious display of jewelry, except for special occasions and during official celebrations; and
- Wearing of heavy or theatrical make-up.

Employees who have no uniform yet including contractual, job order, and casual personnel should follow the color coding and shall observe the proper dress code, complete with office Identification Cards (ID) at all times.

### **Grievance Mechanism**

In case a dispute arises in the performance of duty, an employee may raise his/her concern through the Grievance Machinery. This applies to all levels of PCAARRD officials and employees.

The following cases shall be acted upon through the Grievance and Protest Committee:

- Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
- Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them

such as failure to observe selection process in appointment, and undue delay in the processing of retirement papers;

- Inadequate physical working conditions such as lack of proper ventilation in the workplace, and insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous;
- Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;
- Protest on appointments and other personnel actions; and
- All other matters giving rise to employee dissatisfaction and discontentment.
- Cases that are not acted upon through the Grievance and Protest Committee:
- Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
- Sexual harassment cases as provided for in R.A. 7877; and
- Union-related issues and concerns.

The Grievance Committee is composed of the following:

<b>Chairperson:</b>	Deputy Director or its equivalent
<b>Members:</b>	Two (2) Division Chiefs
	Two (2) Rank and File Representatives
	One (1) Representative from Personnel Section

#### *Grievance Procedure*

##### 1. Discussion with Immediate Supervisor

- The aggrieved party presents grievance, verbally or in writing, to his/her immediate supervisor;
- The supervisor may conduct a dialogue between and among the parties involved; Should the parties involved be under different divisions, a dialogue among both division directors and the parties involved will be conducted;
- The supervisor will inform the aggrieved party of the corresponding action within three (3) working days from the date of presentation; and
- Where the object of the grievance is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.

##### 2. Appeal to the Higher Supervisor

- If the aggrieved party is not satisfied with the verbal decision, he/she may submit the grievance in writing, within five (5) days from receipt of the decision of the immediate supervisor to the next higher supervisor; and
- The next higher supervisor shall render his/her decision within five (5) working days from receipt of the grievance.

##### 3. Appeal to the Grievance Committee

- If the aggrieved party is not satisfied with the decision of the next higher supervisor, he/she may elevate the said decision to the grievance committee within five (5) working days from receipt of the decision of the next higher supervisor;
- The grievance committee shall render decision within five (5) working days after the investigation; and
- Where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management.

##### 4. Appeal to Top Management

- If the aggrieved party is not satisfied with the decision of the grievance committee, he/she may elevate his/her grievance within five (5) working days from receipt of the decision through the committee to top management;
- The top management shall make the decision within ten (10) working days after the receipt of the grievance; and
- Where the object of the grievance is the top management, the aggrieved party may bring his/her

grievance directly to the Civil Service Commission Regional Office.

5. Appeal to the Civil Service Commission Regional Office.

- If the aggrieved party is not satisfied with the decision of top management, he/she may appeal or elevate his/her grievance to the Civil Service Commission Regional Office concerned within fifteen (15) working days from receipt of such decision;
- Together with the appeal, the aggrieved party shall submit a Certification on the Final Action on the Grievance (CFAG); and
- The Civil Service Commission Regional Office shall rule on the appeal in accordance with existing civil service law, rules and regulations.

**Figure 1. Grievance Procedure Modes of Separation**



***Voluntary Separation***

An employee may opt to separate from the office by way of resignation, optional retirement, filing of certificate of candidacy to public office or abandonment of office.

For resignation, the employee must submit a voluntary written notice at least thirty (30) days in advance of the effective date of resignation informing the Executive Director through the Division Director that he/she is relinquishing the position.

***Involuntary Separation***

An employee may be separated from service due to compulsory retirement, separation for disciplinary reasons, abolition of office or position, reduction in force, death or disability, termination/expiration of temporary appointment, dropping from the rolls.

For separation due to disciplinary reasons as mentioned under Employee Discipline, a government employee may be removed from service.

Officers and employees who are either habitually absent or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties may be dropped from the rolls subject to the following procedures:

*Absence without approved leave*

For policy on Absence Without Official Leave (AWOL), please see #17. Absence Without Official Leave under Employee Benefits of this manual.

*Unsatisfactory or Poor Performance*

An official or employee who is given two (2) consecutive "Unsatisfactory" ratings may be dropped from the rolls after due notice. Notice shall mean that the officer or employee concerned is informed in writing of his unsatisfactory performance for a semester and is sufficiently warned that a succeeding unsatisfactory performance shall warrant his separation from the service. Such notice shall be given not later than thirty (30) days from the end of the semester and shall contain sufficient information which shall enable the employee to prepare an explanation.

An official or employee, who for one evaluation period is rated "Poor" in performance, may be dropped from the rolls after due notice. Due notice shall mean that the officer or employee is informed in writing of the status of his performance not later than the fourth (4th) month of that rating period with sufficient warning that failure to improve his performance within the remaining period of the semester shall warrant his separation from the service. Such notice shall also contain sufficient information which shall enable the employee to prepare an explanation.

*Physically and Mentally Unfit*

An officer or employee who is continuously absent for more than one (1) year by reason of illness may be declared physically unfit to perform his duties and the head of office in the exercise of his sound judgment may consequently drop him from the rolls.

An officer or employee who is intermittently absent by reason of illness for at least two hundred and sixty (260) working days during a 24-month period may also be declared physically unfit by the head of office.

An officer or employee who is behaving abnormally for an extended period which manifests continuing mental disorder an incapacity to work as reported by his co- workers or immediate supervisor and confirmed by the head of office, may likewise be dropped from the rolls.

This mode of separation from the service for unauthorized absences or unsatisfactory or poor performance or physical and mental incapacity is non-disciplinary in nature and shall not result in the forfeiture of benefits on the part of the official or employee nor in disqualifying him from reemployment in the government.

## ACRONYMS

AANR	Agriculture, Aquatic and Natural Resources
ACD	Applied Communication Division
AFNR	Agriculture, Forestry, and Natural Resources
AFNR-HRDPU	Agriculture, Forestry, and Natural Resources - Human Resources Development Program Unit
ALNRTTU	Aquatic, Livestock and Natural Resources Technology Transfer Unit AO
	Administrative Order
ARMRD	Agricultural Resources Management Research Division
AWOL	Absence without Official Leave
BOT	Board of Trustees
CNA	Collective Negotiation Agreement
CCCU	Cross Cutting Concerns Unit
COA	Commission on Audit
COMSTE	Congressional Commission on Science and Technology and Engineering
CorPlan	Corporate Plan
COS	Certificate of Service
CRD	Crops Research Division
CSC	Civil Service Commission
CTTU	Crops Technology Transfer Unit
DA	Department of Agriculture
DBM	Department of Budget and Management
DevCom	Development Communication
DC	Director's Council
DENR	Department of Environment and Natural Resources
DOST	Department of Science and Technology
ED	Executive Director
OED	Office of the Executive Director
EO	Executive Order
ExeCom	Executive Council
FAD	Finance and Administration Division
FERD	Forestry and Environment Research Division
FDMU	Facilities Development and Management Unit
FNU	Facilities and Networking Unit
FY	Fiscal Year
GAA	General Appropriations Act
GC	Governing Council
GSIS	Government Service Insurance System
HDMF	Home Development Mutual Fund
HRDU	Human Resources Development Unit
HRDC	Human Resources Development Center
HITS	High Impact Technology Solutions
HRDC	Human Resource Development Center
IARRD	Inland Aquatic Resources Research Division
ICT	Information and Communications Technology

ICTRTU	Information and Communications Technology Research and Training Unit
IDD	Institutional Development Division
IEC	Information Education Communication
IP	Intellectual Property
IPR	Intellectual Property Rights
ISP	Industry Strategic Plans
ISSP	Information Systems Strategic Plan
ISO	International Organization for Standardization
KMU	Knowledge Management Unit
KRA	Key Results Area
LRD	Livestock Research Division
MISD	Management Information Systems Division
MRRD	Marine Resources Research Division
NAARRDS	National Agriculture, Aquatic and Resources Research and Development System
NAARRDN	National Agriculture, Aquatic and Natural Resources Research and Development Network
NAST	National Academy of Science and Technology
NGP	National Greening Program
ODED-ARMMS	Office of the Deputy Executive Director for Administration, Resource Management and Support Services
ODED-RD	Office of the Deputy Executive Director for Research and Development
ODR	Office of the Executive Director for Research
OED	Office of the Executive Director
PARRFI	Philippine Agriculture and Resources Research Foundation, Inc.
PCAMRD	Philippine Council for Aquatic and Marine Research and Development
PCARRD	Philippine Council for Agriculture, Forestry and Natural Resources Research and Development
PCAARRDEA	Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development Employees' Association
PCAARRD	Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development
PCMD	Policy Coordination and Monitoring Division
PDRGS	Program Development and Resource Generation Section
PEI	Productivity Enhancement Incentive
PhilHealth	Philippine Health Insurance Corporation
PMEPBIS	Program Monitoring, Evaluation and Program-based Information System Section
PMPC	PCAARRD Multi-Purpose Cooperative
PPPS	Planning, Programming and Packaging Section
R&D	Research and Development
RA	Republic Act
SDDMU	Systems Development and Database Management Unit
SERD	Socio-Economics Research Division
S&T	Science and Technology



TO  
TTPD  
VLWOP

Travel Order  
Technology Transfer and Promotions Division  
Vacation Leave without Pay

## ANNEXES

### **CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIAL AND EMPLOYEES (Republic Act No. 6713)**

AN ACT ESTABLISHING A CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST, GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

**Section 1. *Title.*** This Act shall be known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

**Section 2. *Declaration of Policies.*** It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

**Section 3. *Definition of Terms.*** As used in this Act, the term:

- (a) "Government" includes the National Government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.
- (b) "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.
- (c) "Gift" refers to a thing or a right to dispose of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.
- (d) "Receiving any gift" includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.
- (e) "Loan" covers both simple loan and commodatum as well as guarantees, financing arrangements or accommodations intended to ensure its approval. "Substantial stockholder" means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.
- (f) "Family of public officials or employees" means their spouses and unmarried children under eighteen (18) years of age.
- (g) "Person" includes natural and juridical persons unless the context indicates otherwise.
- (h) "Conflict of interest" arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.
- (i) "Divestment" is the transfer of title or disposal of interest in property by voluntarily, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.
- (j) "Relatives" refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including *bilas*, *inso* and *balae*.

**Section 4. Norms of Conduct of Public Officials and Employees.** Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

- (a) **Commitment to public interest.** Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.
- (b) **Professionalism.** Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.
- (c) **Justness and sincerity.** Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.
- (d) **Political neutrality.** Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.
- (e) **Responsiveness to the public.** Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.
- f) **Nationalism and patriotism.** Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.
- (g) **Commitment to democracy.** Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.
- (h) **Simple living.** Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.
- (i) The Civil Service Commission shall adopt positive measures to promote:
  - observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and
  - continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

**Section 5. Duties of Public Officials and Employees.** In the performance of their duties, all public officials and employees are under obligation to:

- (a) **Act promptly on letters and requests.** All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.

- (b) **Submit annual performance reports.** All heads or other responsible officers of offices and agencies of the government and of government- owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.
- (c) **Process documents and papers expeditiously.** All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer in charge shall sign for and in their behalf.
- (d) **Act immediately on the public's personal transactions.** All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.
- (e) **Make documents accessible to the public.** All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

**Section 6. System of Incentives and Rewards.** A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and Chairman of the Civil Service Commission as Co-Chairmen, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members.

It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, paid vacations and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

**Section 7. Prohibited Acts and Transactions.** In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

- (a) **Financial and material interest.** Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.
- (b) **Outside employment and other activities related thereto.** Public officials and employees during their incumbency shall not:
  - Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;
  - Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or
  - Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

- These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) **Disclosure and/or misuse of confidential information.** Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

- To further their private interests, or give undue advantage to anyone; or
- To prejudice the public interest.

(d) **Solicitation or acceptance of gifts.** Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to:

- The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;
- The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or
- The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this subsection, including pertinent reporting and disclosure requirements.

Nothing in this Act shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

**Section 8. Statements and Disclosure.** Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

(a) **Statements of Assets and Liabilities and Financial Disclosure.** - All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

- real property, its improvements, acquisition costs, assessed value and current fair market value;
- personal property and acquisition cost;
- all other assets such as investments, cash on hand or in banks, stocks, bonds, and the likes;
- liabilities, and;
- all business interests and financial connections. The documents must be filed:
  - ✓ within thirty (30) days after assumption of office;
  - ✓ on or before April 30, of every year thereafter; and
  - ✓ within thirty (30) days after separation from the service.

All public officials and employees required under this section to file the aforesaid documents shall also execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government.

Husband and wife who are both public officials or employees may file the required statements jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections shall be filed by:

- Constitutional and national elective officials, with the national office of the Ombudsman;
- Senators and Congressmen, with the Secretaries of the Senate and the House of Representatives, respectively; Justices, with the Clerk of Court of the Supreme Court; Judges, with the Court Administrator; and all national executive officials with the Office of the President.
- Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;
- Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below said ranks, with the Deputy Ombudsman in their respective regions; and
- All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(b) Identification and disclosure of relatives. - It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(c) Accessibility of documents:

- Any and all statements filed under this Act, shall be made available for inspection at reasonable hours;
- Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law;
- Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification; and
- Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(d) **Prohibited acts.** It shall be unlawful for any person to obtain or use any statement filed under this Act for:

- Any purpose contrary to morals or public policy; or
- Any commercial purpose other than by news and communications media for dissemination to the general public.

**Section 9. Divestment.** A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

#### **Section 10. *Review and Compliance Procedure.***

- (a) The designated Committees of both Houses of the Congress shall establish procedures for the review of statements to determine whether said statements which have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.
- (b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the majority of the particular House concerned.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

- (c) The heads of other offices shall perform the duties stated in subsections (a) and (b) hereof insofar as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

#### **Section 11. *Penalties.***

- (a) Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.
- (b) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.
- (c) Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the same penal liabilities as the public officials or employees and shall be tried jointly with them.
- (d) The official or employee concerned may bring an action against any person who obtains or uses a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (P25,000). If another sanction hereunder or under any other law is heavier, the latter shall apply.

#### **Section 12. *Promulgation of Rules and Regulations, Administration and Enforcement of this Act.***

The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: Provided, however, that it may institute such administrative actions and disciplinary measures as may be warranted in accordance with law.

Nothing in this provision shall be construed as a deprivation of the right of each House of Congress to discipline its Members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Act, including guidelines for individuals who render free voluntary service to the Government. The Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

**Section 13. *Provisions for More Stringent Standards.*** Nothing in this Act shall be construed to derogate from any law, or any regulation prescribed by anybody or agency, which provides for more stringent standards for its official and employees.

**Section 14. *Appropriations.*** The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission.

Thereafter, such sum as may be needed for its continued implementation shall be included in the annual General Appropriations Act.

**Section 15. *Separability Clause.*** If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.

**Section 16. *Repealing Clause.*** All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

**Section 17. *Effectivity.*** This Act shall take effect after thirty (30) days following the completion of its publication in the Official Gazette or in two (2) national newspapers of general circulation.



**Policy on Wearing of Office Identification Card**

**OFFICE OF THE EXECUTIVE DIRECTOR**

24 September 2015

Administrative Order No. 158  
Series of 2015

**TO : PCAARRD DIRECTORATE AND STAFF**

**FROM : REYNALDO V. EBORA**  
Acting Executive Director

**SUBJECT : Policy on wearing of Office Identification Card**

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Pursuant to Section 4 of the Implementing Rules and Regulations of Republic Act No. 9485, or the Anti-Red Tape Act of 2007, everyone is enjoined to wear the new Office Identification Card (ID) at all times while within the office premises.

This initiative is made for purposes of security, professionalism and means of identification by our clients. Designated Marshalls of every division shall monitor compliance within their division.

This policy shall take effect on **October 16, 2015**.

For information and compliance.



No. 6713 (An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principle of Public Office Being a Public Trust Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes); Office of the President Memorandum Circular (MC) No.17, s. 1986 Revoking Memorandum No. 1025 dated November 25, 1977 "Prohibiting Any Government Official and Employee from Accepting Private Employment in any Capacity Without Prior Authority of the Office of the President; Section 13. Article VII of the 1987 Constitution; Civil Service Commission (CSC) Memorandum Circular No. 40, s.1998 entitled "Revised Omnibus Rules on Appointments and Other Personnel Actions (as amended by CSC MC No. 15, s. 1999); and CSC MC No. 15, s. 1999 entitled "Additional Provisions and Amendments to CSC MC No. 40, s. 1998".

#### **4. Definition of Terms**

##### **4.1. Limited Practice of Profession**

Limited practice of profession is defined as various engagements outside of DOST-PCAARRD in any activity related to the field of expertise but not necessarily related to his/her function in the agency for a fee, whether cash, stocks or in kind, for a limited period of time.

##### **4.2. Consultancy Services**

As defined in Section 6 Paragraph 2 of the DBM-DOST JC 1, s. 2013, consultancy services refer to the technical and advisory services rendered by S&T personnel outside of the parent agency. It may be in the form of local consultancy, rendered to Filipino-owned/controlled enterprises/entities based locally or abroad, or in the form of foreign consultancy, rendered to foreign-owned/controlled enterprises or institutions based locally or abroad.

**4.3. Skills-related non-consultancy based services** refers to engagement outside of DOST-PCAARRD by staff whose skills were developed through work experience, be it paid work or volunteer work.

**4.4. Profession-related non-consultancy based services** refers to engagement outside of DOST-PCAARRD by registered professionals from 44 various fields identified by the PRC (Annex 1) and licensee to practice law issued by the Supreme Court.

**4.5. Advanced-degree non-consultancy based services** refers to engagement outside of DOST-PCAARRD by staff with MS and PhD degrees.

#### **5. Mechanics for the Limited Practice of Profession**

##### **5.1. General Conditions**

**5.1.1.** DOST-PCAARRD staff who shall engage in the limited practice of profession shall be entitled to receive honorarium/professional fees that may be paid to them by the entity that tapped/ engaged/availed



the services of the staff. Such payments shall be over and above their salaries from the government during the period of practice and shall not be considered as double compensation; provided that, the consultancy work does not jeopardize or adversely affect the operations or activities of DOST-PCAARRD and the attainment of the staff's identified/assigned targets/outputs in his/her individual performance commitment and review; and there shall be full disclosure of the terms and conditions including specific schedule/period of the engagement, remuneration and benefits; subject to the approval of the Executive Director (ED).

5.1.2. Consistent to Section 3 of this Administrative Order (AO), consultancy-based limited practice of profession shall follow the existing guidelines set forth in the IRR of RA 8439 and DBM-DOST JC 1, s. 2013.

5.1.3. Non-consultancy-based limited practice of profession shall be further classified into two (2):

**5.1.3.1. Continuing Engagement**

DOST-PCAARRD staff shall be allowed to engage in the limited practice of profession subject to the approval of the ED, if the nature of engagement is continuing such as teaching, research and the like, whether or not falling within office hours. For engagements with duration of one year or more, a yearly approval shall be required.

**5.1.3.2. Short-term Engagement**

If the nature of engagement is not continuing or a one-time engagement and conducted outside of office hours, approval need not be secured. The S&T personnel who engage in this type of limited practice of profession, however, shall be required to inform DOST-PCAARRD of said engagement.

**5.2. Specific Conditions**

5.2.1. The DOST-PCAARRD staff who shall engage in the non-consultancy-based limited practice of profession must have the following qualifications:

5.2.1.1. Permanent appointment;

5.2.1.2. Possess the appropriate education, training, and relevant experience;

5.2.1.3. Have rendered a minimum of 2 years of continuous service to DOST-PCAARRD;

5.2.1.4. Have very satisfactory performance ratings for the last 2 consecutive semestral rating periods; and



- 5.2.1.5. Must not have pending administrative or criminal cases.
- 5.2.2. DOST-PCAARRD staff shall be allowed to engage in the limited practice of profession in any private entity or other government agencies for a maximum of thirty two (32) hours per month.
- 5.2.3. There shall be full disclosure of the engagement. The DOST-PCAARRD staff shall be required to fill out AO No. 147 Form 1 providing brief description of the engagement, time required in professional man-hours, and statement that no conflict shall exist between the assignment and current functions at DOST-PCAARRD.
- 5.2.4. DOST-PCAARRD staff can engage in the limited practice of profession in any projects funded by DOST and its attached agencies provided that there is no additional compensation for their services.
- 5.2.5. The engagement in the limited practice of profession will not involve divulging Philippine trade, business, military/national security secrets, and Philippine cutting edge technologies especially to foreign competitors based locally or abroad.
- 5.2.6. Whenever applicable, the corporation or institution where the DOST-PCAARRD staff will be engaged does not use rare, endemic and endangered species of animals and plants including micro-organisms as raw materials in manufacturing their products.
- 5.2.7. Whenever applicable, the corporation or institution has established policies/programs on environment protection.

### **5.3. Process of Approval**

A Committee shall handle the necessary evaluation and recommendation to the ED for each staff applying for the limited practice of profession. The minimum membership of the Committee shall be composed of the concerned Deputy Executive Director, Director of Finance and Administration Division; Head of Personnel Section and other members that may be delegated. The approval shall take into consideration the following:

- 5.3.1. Recommending approval by the Division Director;
- 5.3.2. Workload of the staff, his/her unit and his/her division;

Recommendations regarding any necessity for offsetting of time to enable the accomplishment of his/her identified/assigned targets/outputs affecting divisional output;

- 5.3.3. Annual performance to ensure core functions at the division and DOST-PCAARRD are not affected; and
- 5.3.4. Other criteria that may be formulated by the Committee.

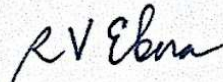


DOST-PCAARRD reserves the right to disallow a staff from engaging in the limited practice of profession upon the recommendation of the Committee.

**6. Effectivity**

This order shall take effect on September 15, 2016.

Approved By:

A handwritten signature in black ink, appearing to read 'RV Ebora', is written above the printed name.

**REYNALDO V. EBORA**  
Acting Executive Director

Annex 1. List of professions regulated by the PRC

Accountancy	Master Plumbers
Aeronautical Engineering	Mechanical Engineering
Agricultural Engineering	Medical Technology
Agriculture	Medicine
Architecture	Metallurgical Engineering
Chemical Engineering	Midwifery
Chemistry	Mining Engineering
Civil Engineering	Naval Architecture and Marine Engineering
Criminology	Nursing
Customs Brokers	Nutrition and Dietetics
Dentistry	Optometry
Electrical Engineering	Pharmacy
Electronics Engineering	Physical Therapy and Occupational Therapy
Environmental Planning	Psychology
Fishery Technology	Professional Teachers
Foresters	Radiologic and X-Ray Technology
Geodetic Engineering	Real Estate Service
Geology	Respiratory Therapy
Guidance Counseling	Sanitary Engineering
Interior Design	Social Workers
Landscape Architecture	Sugar Technology

### **Panunumpa ng Lingkod Bayan sa Bagong Milenyo**

Ako'y Lingkod ng Bayan  
Ang paglilingkod sa mamamayan  
ay aking katungkulan.  
Bilang pagtupad,  
aking isasa-isip  
Na ang kapakanan ng buong bansa ay nakasalalay  
Sa taos-puso, tapat,  
at mahusay na pagtupad sa tungkulin  
ng mga kapwa kong naglilingkod sa pamahalaan

Tutuparin ko ng higit na husay at katapatan  
ang tungkuling naka-atang sa akin  
Hindi ko gagamitin ang aking posisyon  
upang magsamantala  
o pagbigyan ang pansariling interes.

Ako'y magsisiwalat ng anumang kasamaan o katiwalian  
na aabot sa aking kaalaman  
Magsisilbi ako anumang oras kung kinakailangan  
at ituturing kong gintong butil ang bawat sandali  
na gagawing kapaki-pakinabang at hindi sasayangin  
Ako ay tutulong na mapalaganap ang kaayusan at kapayapaan sa ating pamahalaan  
at magiging halimbawa ako ng isang mamamayang masunurin sa batas at alituntunin na pina-iiral sa  
alinmang tanggapan  
Patuloy kong dadagdagan ang aking kaalaman  
upang walang tigil na mapa-unlad ang uri ng serbisyo na aking inihahandog sa mamamayan  
Sapagkat higit sa lahat  
mamamayan muna, hindi mamaya na.  
Kasihan nawa ako ng Diyos.

### **Panunumpa sa Watawat**

Ako ay Pilipino  
Buong katapatang nanunumpa  
sa watawat ng Pilipinas  
at sa bansang kanyang sinasagisag  
na may dangal,  
katarungan,  
at Kalayaan  
na pinakikilos ng sambayanang maka-Diyos,  
makakalikasan,  
Makatao,  
at makabansa

## Telephone Directory

### PCAARRD VOIP Extensions

ACD Director	241
ACD Secretary	245
ACD SLS (Library)	276
ACD Staff	264
Circulation	219
ARMRD Director	286
ARMRD Secretary	239
ARMRD Staff	240
BAC Office	206
BPK Lobby	207
BPK Basement	402
BPK Conference Room	403
BPK Dorm	404
C.B. Perez Room	208
CIP	536-1662
COA (DL: 536-5906)	258
CRD Director	218
CRD Secretary	231
CRD Staff	246
FAD Director	280
FAD Secretary	281
FAD Chief Accountant	259
FAD Accounting Staff	265
FAD Budget Officer	252
FAD Budget Staff	296
FAD Cash	251
FAD Personnel Officer	260
FAD Personnel Staff	287
FAD Property Officer	291
FAD Property Staff	254
FAD Records	255
FAD GSS	202
FAD Motorpool	257
FERD Director	266



FERD Secretary	247
FERD Staff	282
F.P. Felizar Room	214
IARD Director	301
IARD Secretary	302
IARD Staff	300
IDD Director	284
IDD Secretary	237
IDD Staff	243
IDD HRDC Manager	242
Lobby Guard	211
LRD Director	235
LRD Secretary	236
LRD Staff	292
Main Gate	303
Manila Office (Richard Apuyan)	837-1650/837-1651
MISD Director	277
MISD Asst. Director	400
MISD Secretary	267
MISD Staff	279
MRD Director	298
MRD Staff	294
Network Operations Center	401
OEDD-RD (Deputy)	203
OEDD-RD Secretary	228
OEDD-RD Staff	271
OEDD-RD Staff	297
OEDD-ARMSS (Deputy)	285
OEDD-ARMSS Secretary	226
OEDD-ARMSS Staff	269
OED ED (DL-536-8006)	295
OED AED	275
OED Secretary	201
OED Staff	215
OED Staff	221
PARRFI	216
PCMD Director	204

PCMD Secretary	244
PCMD Staff	234
PMPC	250
SERD Director	223
SERD Secretary	233
SERD Staff	283
TTPD Director	293
TTPD Secretary	229
TTPD Staff	205

#### Attached Agencies

AGENCY/OFFICE	NUMBER
Advanced Science and Technology Institute (ASTI)	927-3502/927-2541
DOST Trunklines	(02) 837-2071 to 82
Food and Nutrition Research Institute (FNRI)	(02) 837-2934
Forest Products Research and Development Institute (FPRDI)	536-2360
Industrial Technology Development Institute (ITDI)	(02) 837-2071 to 82
Metals Industry Research and Development Center (MIRDC)	(02) 837-0431
National Academy of Science and Technology (NAST)	(02) 837-3170
National Research Council of the Philippines (NRCP)	(02) 837-0409
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)	(02) 434-2696
Philippine Council for Health Research and Development (PCHRD)	(02) 837-7536
Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD)	(02) 837-2071 to 82
Philippine Institute of Volcanology and Seismology (PHIVOLCS)	(02) 426-1468 to 79

AGENCY/OFFICE	NUMBER
Philippine Nuclear Research Institute (PNRI)	(02) 929-6011
Philippine Textile Research Institute (PTRI)	(02) 837-1325
Science and Technology Information Institute (STII)	(02) 837-2191
Science Education Institute (SEI)	(02) 837-0749
Technology Application and Promotion Institute (TAPI)	(02) 838-1112

## OTHER AGENCIES

AGENCY/OFFICE	TELEPHONE NUMBER
Bureau of Internal Revenue (BIR) -San Pablo	503-2246 562-7487
Credit Development Cooperative (CDC)	536-2263
Civil Service Commission (CSC) -Sta. Cruz, Laguna	501-3324
Department of Public Works and Highways (DPWH) -Los Baños	536-0273
Ecosystems Research and Development Bureau (ERDB)	536-0684
Government Service Insurance System (GSIS) - Pagsanjan	501-6955
Home Development Mutual Fund (HDMF)/ Pag-IBIG - Calamba	545-1225
International Rice Research Institute (IRRI)	536-2701 to 2705
Municipal Office of Los Baños	530-2818 530-2589
Los Baños Fire Station	536-7965
Los Baños Police	827-2854
Philippine Rice Research Institute (PhilRice)	536-3633
Philippine Health Insurance Corporation (PhilHealth) - Calamba	502-5697
Southeast Asian Regional Center for Research and Graduate Study in Agriculture (SEARCA)	536-2365
University of the Philippines Los Baños (UPLB)	536-2928
UPLB Open University	536-6001-6006
<b>Banks</b>	
Land Bank of the Philippines (LBP)	536-7094

AGENCY/OFFICE	TELEPHONE NUMBER
Planters Bank - UPLB Branch	536-3058
PNB - UPLB Branch	536-2733
<b>Hospitals</b>	
Healthserv	536-4858
Los Baños Doctor's Hospital	536-1825
St. Jude Family Hospital	536-1982
UPLB Health Service	536-3247