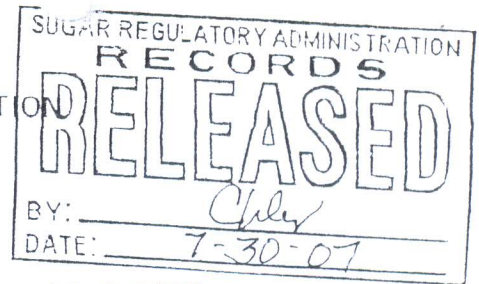




REPUBLIC OF THE PHILIPPINES
SUGAR REGULATORY ADMINISTRATION
North Avenue, Diliman, Quezon City
P.O. Box 70, U.P., Diliman, Quezon City



July 3, 2007

OFFICE CIRCULAR NO. 1
Series of 2007

**SUBJECT: REVISED PERSONNEL DEVELOPMENT COMMITTEE (PDC) GUIDELINES,
POLICIES, SYSTEMS AND PROCEDURES**

In order to establish sound internal control systems and procedures, and to strengthen the existing guidelines and policies of the Personnel Development Committee (PDC) in accordance with the existing Civil Service Commission (CSC) rules and regulations, the following revised guidelines, policies, systems and procedures shall be OBSERVED and ADOPTED:

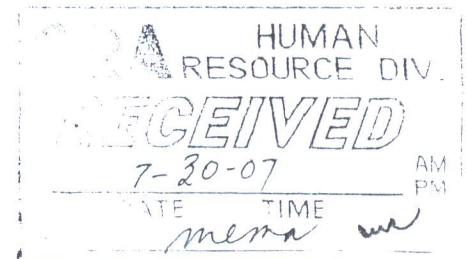
I. APPLICATION FOR SCHOLARSHIPS AND ATTENDANCE TO TRAINING SEMINARS, CONFERENCES AND CONVENTIONS

All officials and employees holding permanent positions may avail of the opportunities for scholarships, and attendance to training, seminars, conventions and conferences both local and abroad, in order to develop and enrich their professional and technical capabilities, and to improve their performance on their respective official duties and responsibilities, relevant to the attainment of the mandate of the Sugar Regulatory Administration (SRA), subject to the following.

1. All invitations and information for scholarship, training and attendance to conventions and seminars must be properly disseminated to the Dept. Manager and posted in the bulletin boards by the Human Resource Section.
2. All applications for scholarships, training and attendance to conventions, and conferences shall be coursed through and endorsed to the PDC for deliberation and approval.
3. Scholarships, training, seminars, conventions and conferences applied for whether sponsored by and/or funded by SRA or by other government and non-government institutions, should not prejudice the existing official functions, duties and responsibilities of the employee-applicant. For this reason, prospective trainees shall secure a favorable recommendation from his/her Dept. Managers/heads of the office/unit.
4. Attendance to local training, seminars, conventions and conferences can be availed of by an employee once a year, except when by reason of his/her official functions, he/she is designated as representative or focal person and other meritorious cases to be determined and evaluated by the PDC.

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Telex: 27653 PSU PHILCOM/RCA
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5. For SRA funded attendance to training and seminars, etc., the existing government allowable/authorized registration fee is **ONE THOUSAND TWO HUNDRED PESOS (PHP 1,200.00)** a day per participant/trainee. However, pursuant to the existing CSC rules and regulations, training fee in excess of P 1,200/day may be allowed only for those training and seminars conducted, for the purpose of gaining and strengthening the technical skills and management expertise of the trainee/participant particularly in his/her areas of endeavors.
6. CSC scholarships for Doctoral Degrees can be availed of by SRA employee only after two (2) years of service and with a performance appraisal rating of very satisfactory for two consecutive rating periods preceding the application. In case of several qualified applicants, preference shall be given to those with outstanding performances.
7. CSC scholarships for Local - Masteral Programs (LSP-MP) shall be granted or made available to the personnel within the second level positions (SG 11 to 23). In case of several qualified applicants, preference shall be given to those who have earned the highest academic units with outstanding performances for two (2) consecutive rating periods preceding the application.
8. CSC scholarship for Bachelors Degree Completion (LSP-BDC) shall be granted or made available to the personnel within the first level position (SG 3 to 10) with a performance appraisal rating of very satisfactory for two (2) consecutive years of service in the office preceding the application.

II. ATTENDANCE TO IN-HOUSE SEMINAR AND CONFERENCE PROGRAMS

1. Attendance to the SRA orientation course and/or any other related courses, such as Employee Effectiveness Training Course, ALAB Induction Program, Frontline Service Management Program, CSC Integrated Training Program and New Government Entrants Seminar on Public Accountability shall be required for the new employees including the old employees who have not yet attended said training, or transferees under the first and second level positions.
2. In-house review programs, seminars, planning conferences and other related activities shall be coursed through to the PDC for deliberation, and for subsequent recommendation to the Administrator and/or Deputy Administrator II for approval.
3. Supervisory Training and/or Workshop Courses shall be required for employees with Salary Grade 18 and up and who have not yet undergone or participated in said training.
4. For purposes of documentation, all other training courses shall be subject to the approval of the Committee.



III. APPLICATION FOR THE GRANT OR AVAILMENT OF STUDY LEAVE

1. Applicant/s must possess all the qualifications as provided for under Section 68 of CSC Memorandum Circular No. 41, Series of 1998 as amended.
2. Applicant/s for the study leave must submit proofs of completion corresponding to the purpose of the leave such as:

For Board/Bar Examination – Certification of Grades from the School/University, Professional Regulation Commission (PRC) Supreme Court

For Thesis/Dissertation Writing - Approval Sheet of the thesis/Dissertation by the panel and Dean of the graduate school and a copy of the approved thesis outline/proposal (Chapters 1, 2 & 3)

3. Applicant/s must secure a favorable recommendation from the Head of the Division/Department/Office.
4. All applications for study leave, both local and foreign must pass through the Committee for evaluation and approval, to ensure that the course and/or the thesis proposal are relevant to the official duties and responsibilities of the applicant as well as to the mandate of SRA.
5. The Head of the unit or the Supervisor shall ensure that the existing duties and responsibilities of the grantee are properly delegated and assigned, so as not to hamper the operations/functions of the unit/division/department for the duration of the study leave.
6. A grantee can avail of the study leave only once, and no extension beyond the approved period shall be allowed, except under meritorious cases to be determined and evaluated by the Committee. However, in the case of approval of extension, all existing government rules in the availment of Leave of Absence shall apply.
7. The grantee need not be rated during the period of his/her study leave, as the Performance rating prior to the grant of the study leave shall be adopted, Instead.
8. Prior to the commencement and consummation of study leave, the SRA and Grantee shall execute a Study Leave Service Contract to be prepared and provided by the Human Resource Section.



9. IN CASE THE OFFICIAL OR EMPLOYEE FAILS TO RE-EMPLOY FULL THE SERVICE OBLIGATION OFFERED TO IN THE CONTRACT ON ACCOUNT OF VOLUNTARY RESIGNATION, OPTIONAL RETIREMENT, SEPARATION FROM THE SERVICE THROUGH HIS OWN FAULT, OR OTHER CAUSES WITHIN HIS CONTROL, HE SHALL REFUND THE GROSS SALARY, ALLOWANCES AND OTHER BENEFITS RECEIVED WHILE ON STUDY LEAVE BASED ON THE FOLLOWING FORMULA:

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


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


SOS = SERVICE OBLIGATION SERVED
 SOR = SERVICE OBLIGATION REQUIRED

THE OFFICIAL/EMPLOYEE BENEFICIARY OF THE STUDY LEAVE SHALL INFORM HIS AGENCY IN WRITING, THROUGH THE PERSONNEL OFFICE, OF HIS FAILURE TO PURSUE HIS STUDIES OR HIS FAILURE TO TAKE THE BAR/BOARD EXAMINATION FOR WHICH HE WAS GRANTED THE STUDY LEAVE.

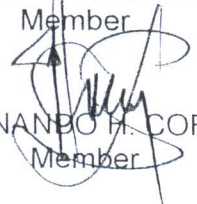
- IV. The grantee is required to echo as maybe required by the committee, and submits the certificate of attendance and reports within 5 days and 30 days after his/her seminar, training and conference, respectively.
- V. All previous Office Circulars and Orders, relative to Personnel Development Committee (PDC) that are inconsistent herewith are amended, modified, and revoked accordingly.


 JOSEPHINO M. AGOSTO
 Chairman



 PRISCILA V. MADRID
 Member



 MARCELINO M. GUEVARRA
 Member


 JOHANA S. JADOC
 Member


 FERNANDO H. CORPUZ
 Member


 LUIS M. MARAJAS
 Member


 LEILANI S. ABACAN
 Member
 SUGAREAP 2nd Level


 ZENAIDA E. TUBIERA
 Member
 SUGAREAP - 1st Level

APPROVED:


 JAMES C. LEDESMA
 Administrator



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336

November 12, 2014

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SPECIAL ORDER NO. _____
Series of 2014

In compliance with Civil Service Commission (CSC) Memorandum Circular (MC) No. 34, series of 1992, establishing the Scholarship Program for Government and providing for its effective administration and in conjunction with CSC MC No. 10, s. 1989, the Sugar Regulatory Administration Personnel Development Committee constituted under Special Order No. 4 dated January 3, 2012, is reconstituted/amended as follows:

JOSEPHINO M. AGOSTO Department Manager III Administrative and Finance Dept.	-	Chairman
DAISY CORAZON N. FABIA Department Manager III Regulation Department	-	Member
MARCELINO M. GUEVARRA Chief Science Research Specialist Research & Laboratory Division (LAREC)	-	Member
PRISCILA V. MADRID <i>Administrative Officer V</i> General Administrative Division	-	Member
LEILANI S. ABACAN Planning Officer IV Planning & Policy Department	-	Member
JEAN NANETTE C. SUMAGAYSAY Chemist III Laboratory Services - RD & E (Quezon City)	-	Member
MARCO D. SORIANO SUGAREAP Representative for 2 nd level	-	Member
JOSEPH PETER R. GONZALES (Alternate)		
MA. THERESA R. PAMINTUAN SUGAREAP Representative for 1 st level	-	Member
MA. LETICIA D. GOMEZ (Alternate)		



Provided that only one (1) SUGAREAP representative shall sit at the meeting i.e. the employee representative for first level personnel if the scholarship grant under consideration is for the first level, and the employee representative for the second level personnel if the scholarship grant under consideration is for the second level.


SECRETARIAT:

MELCHOR A. TAROY
Human Resource Management Officer I

The Committee is likewise authorized, whenever necessary, to enlist the assistance of any or all officials or employees in the performance of its function.

This Order shall take effect immediately.

All other issuances inconsistent or contrary to this Special Order are revoked, amended or modified accordingly.


MA. REGINA BAUTISTA-MARTIN
Administrator