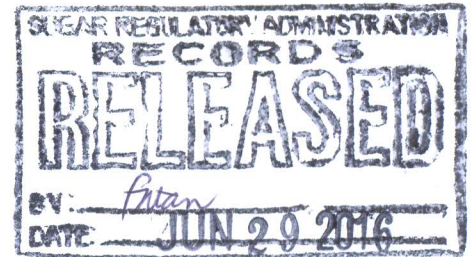




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



MEMO-AFD-2016-Jun-016

June 28, 2016

**MEMORANDUM CIRCULAR NO. 8**  
Series of 2016

**SUBJECT:** Guidelines for the Sugar Regulatory Administration (SRA) Undergraduate and Graduate Scholarship Program under RA 10659, or the Sugarcane Industry Development Act (SIDA) of 2015 in partnership with the Commission on Higher Education (CHED) as the implementing agency

---

Pursuant to the provisions of Section 6.b of the Republic Act No. 10659, or the “Sugarcane Industry Development Act (SIDA) of 2015” and SRA Board Resolution No. 2016-132, dated June 21, 2016, the following are the guidelines that shall govern in the implementation of the Undergraduate and Post-Graduate Scholarship Program:

**1.0 OBJECTIVES**

- Pursuant to Section 6 of the Act, which states that “all stakeholders in the sugarcane industry shall contribute to the development of a sustainable human resource for the industry,” the objectives of the program are the following:
  - a. To enable the underprivileged but deserving children and dependents of sugarcane industry workers and small sugarcane farmers to avail of college and post-graduate scholarship grants; and
  - b. To encourage career in the field of agriculture, agricultural engineering and mechanics, and chemical engineering and sugar technology as identified in Sec.6.b of R.A. 10659.

**2.0 DEFINITION OF TERMS**

**Sugarcane Industry Worker** – workers employed in sugarcane farms, sugar mills, sugar refineries, bagasse-based power plants and bioethanol fuel distilleries using sugarcane, sugar from sugarcane, sugarcane juice or syrup, bagasse and sugarcane molasses as feedstocks.

**Dependent** – includes a) the legitimate, legitimated, illegitimate and/or legally adopted children of sugarcane industry workers and small sugarcane farmers. b) relative of the sugarcane industry workers and small sugarcane farmers up to third (3<sup>rd</sup>) degree of consanguinity or affinity who are living with them at least five (5) years prior to application.



### 3.0 COVERAGE

The Program covers:

#### a. Educational Courses:

Undergraduate and graduate degree programs in agriculture, agricultural engineering and mechanics, chemical engineering and sugar technology, and similar or equivalent degrees as provided for under the aforesaid Act. These courses include the major fields of, but not limited to the following:

COURSES	MAJOR FIELDS
BS in Agriculture	Plant Breeding Plant and Crop Physiology Plant Pathology Entomology Soil and Agricultural Chemistry Agricultural Engineering Extension Education
BS in Engineering	Chemical Engineering Mechanical Engineering Agricultural Engineering
BS in Statistics	Agricultural Statistics
BS in Biology	Molecular Biology
BS in Community Development	

#### b. Beneficiaries:

The program is open to children and dependents of sugarcane industry workers and small sugarcane farmers, whose combined annual gross income of the parents or guardians does not exceed PHP 300,000.00 for the undergraduate and PHP 500,000.00 for the graduate programs.

#### c. Schools/State Universities and Colleges:

Scholar/s shall only enroll in State Universities and Colleges (SUCs) as identified and recognized by the Commission on Higher Education (CHED) and Sugar Regulatory Administration (SRA).

**4.0 NUMBER OF SCHOLARS AND BUDGETARY ALLOCATION PER MILL DISTRICT DEVELOPMENT COUNCIL FOUNDATION, INC. (MDDCFI)**

Allocations for the number of scholars and budgetary appropriation shall be proportionate to the total land area planted with sugarcane based on the preceding crop year of the mill district. The Human Resource Development Program Committee (HRDPC) - Technical Working Group (TWG) shall disseminate the allocations for each (MDDCFI) through the issuance of SRA Memorandum before the start of the school/academic year.

**5.0 QUALIFICATION REQUIREMENTS**

**a. Undergraduate Program**

1. A Filipino Citizen;
2. High School Graduate, or had earned college/university academic units related to the abovementioned required degrees or courses of the program;
3. Passed the entrance academic requirements of the recognized SUCs;
4. Bona fide children and dependents of the Sugarcane Industry Workers and Small Sugarcane Farmers as certified by SRA; and
5. A combined annual gross income of the parents or guardian of not more than PHP 300,000.00.

**b. Graduate Program**

1. Must be a Filipino Citizen;
2. Graduated from a relevant and related undergraduate course/degree;
3. Passed the entrance academic requirements of the recognized SUCs for the graduate programs;
4. Bona fide children and dependents of the Sugarcane Industry Workers and Small Sugarcane Farmers as certified by SRA; and
5. A combined annual gross income of the parents, or the guardian or spouse of not more than PHP 500,000.00.

**6.0 UNDERGRADUATE AND GRADUATE PROGRAMS: APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS**

- a.** The applicant-beneficiary shall submit the certified photocopies of the following requirements to the bona fide sugarcane stakeholders as identified by SRA in a particular MDDCFI:
1. Authenticated Certificate of Live Birth from the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO);
  2. Admission papers and examination results of the recognized SUCs, or any other relative entrance academic requirements; and

3. Latest income tax returns of the applicant's parents, or guardian or spouse, and/or if exempted from Income Tax Return (ITR) filing, a certification from the BIR – Revenue District Office (RDO) is required.
- b. When an applicant-beneficiary has met the qualification and documentary requirements as provided for under **Section 5.0**, the bona fide sugarcane industry stakeholder/s shall endorse the application documents to the SRA officially assigned MDO in a particular MDDCFI.

Chairpersons and/or Heads of the following sugarcane industry stakeholders' organizations/associations/cooperatives/federations are the only authorized signatories to issue the endorsement/s, such as:

1. Mill District Development Councils (MDDCs);
  2. Block farm organizations;
  3. Sugarcane planters confederations and associations;
  4. Workers unions or federations;
  5. Sugar millers and sugar refiners associations; and
  6. Bioethanol fuel producers associations.
- c. The MDO shall receive and validate the applicants' application and documentary requirements.
  - d. Application documents shall be endorsed by the MDO to the HRDPC – Technical Working Group (TWG).
  - e. The TWG shall review and check the completeness and authenticities of the documents; and if found qualified, a certification as to the Sugarcane Industry Workers or Small Farmers' children and dependents shall also be prepared and issued and signed by the SRA Administrator.

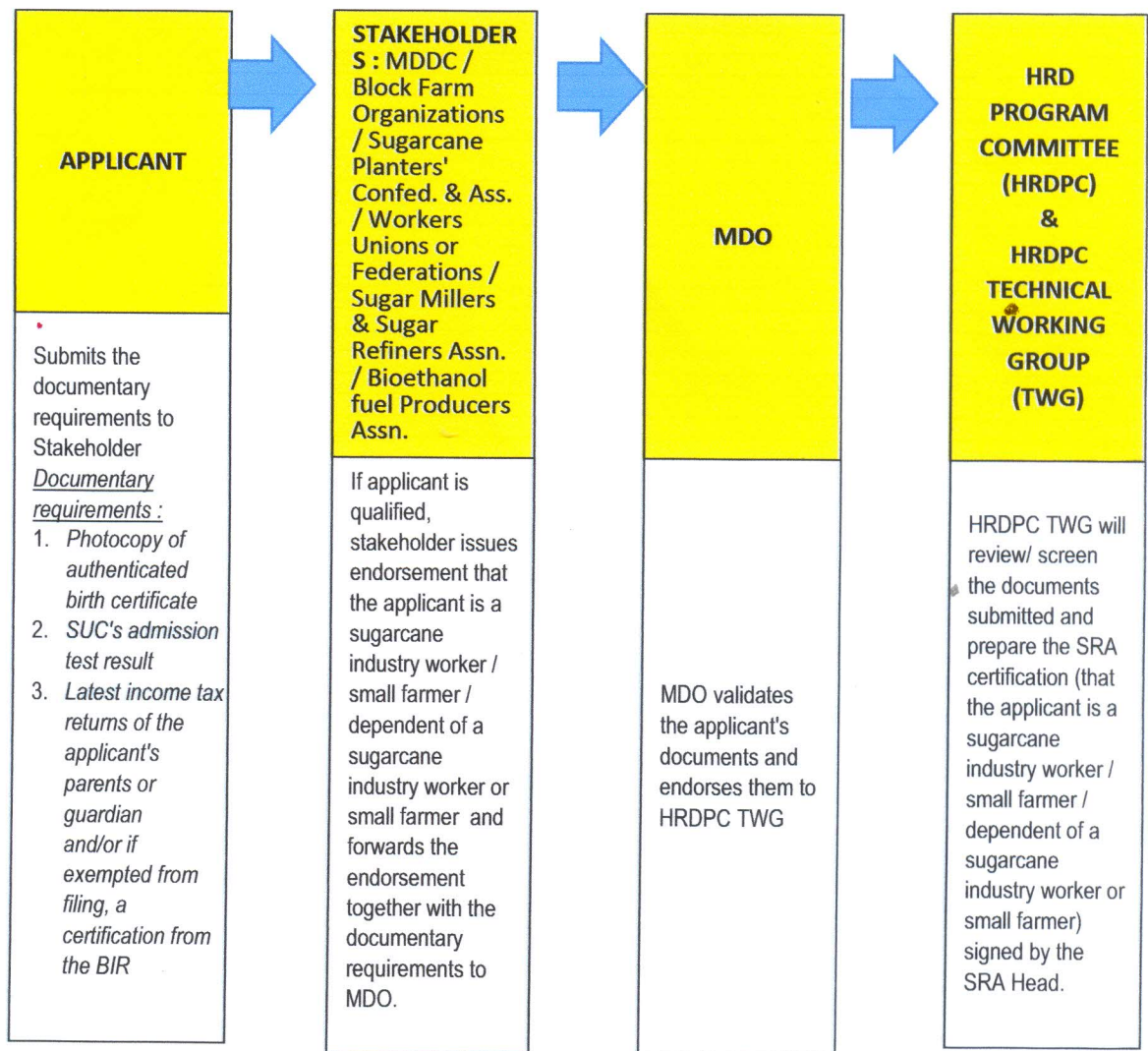
## **7.0 DUTIES AND RESPONSIBILITIES**

The SRA shall:

- a. upon the endorsement of the authorized stakeholders required in **Section 6.0**, issue a certification of the applicant-beneficiary as to her/his bona fide status of being a children and dependents of Sugarcane Industry Workers and Small Sugarcane Farmers;
- b. provide CHED the list of relevant undergraduate and graduate degree programs and the recognized SUCs;

- c. provide the necessary technical assistance to CHED on Student Development and Service (ODS) and CHED Regional Offices (ROs) which may involve the background checking and investigation of the applicant-beneficiary;
- d. collaborate and join with CHED in the monitoring and evaluation in the effective implementation of the scholarship program; and
- e. determine and recommend the number of slot and budgetary allocations per MDDCFI basis; and

**8.0 PROCESS FLOW**



**9.0 REQUEST FOR RECONSIDERATION**

In case of denial of the applicant's request for SRA certification, the applicant shall file her/his request for reconsideration to the HRDP Committee within ten (10) days upon receipt of the disqualification notice.

**10.0 EFFECTIVITY**

This Circular Letter shall take effect immediately.



**MA. REGINA BAUTISTA-MARTIN**  
Administrator