



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
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MEMO-AFD-2016-Jun-017

June 28, 2016

MEMORANDUM CIRCULAR NO. 9
Series of 2016

SUBJECT: Guidelines for the Sugar Regulatory Administration (SRA) Technical Training for Skills Development under RA 10659 or the Sugarcane Industry Development Act of 2015 in partnership with the Technical Educational and Skills Development Authority (TESDA) as the implementing agency

Pursuant to the provisions of Section 6.b of the Republic Act (RA) No. 10659, or the Sugarcane Industry Development Act (SIDA) of 2015 and SRA Board Resolution No. 2016-131 dated June 21, 2016, the following are implementing guidelines that shall govern in the implementation of the Technical Training for Skills Development of the bona fide sugarcane industry workers and dependents:

1.0 OBJECTIVES

The general objective of the program is to provide scholarships for vocational courses and skills development for farmers and farm technicians; skilled workers in sugar mills, sugar refineries, distilleries and biomass power plants; and dependents of sugarcane industry farmers and workers.

2.0 DEFINITION OF TERMS

- a. **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.
- b. **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 (3rd) degree of consanguinity or affinity who are living with them at least five (5) years prior to application.



3.0 COVERAGE

The scholarship program is open to qualified Sugarcane Industry Workers or Small Farmers, and/or children and dependents of Sugarcane Industry Workers and Small Farmers. SRA shall verify and evaluate the status or qualifications of the applicant-beneficiary through the consideration of the following:

1. Preference shall be given to beneficiaries whose combined family income of not more than PHP 300,000.00; and
2. Only the courses relevant to the enhancement of sugarcane farm productivity shall be considered for scholarship program as provided for under the Act.

4.0 NUMBER OF SCHOLARS AND BUDGETARY ALLOCATION

SRA shall allocate the budgetary appropriation and number of the slots of scholars per MDDCFI in proportion to its area planted with sugarcane based on the preceding crop year data.

However, SRA reserves the right to reallocate the slots to other MDDCFIs, if in case, the concerned mill district did not fully avail of, or consume the allocated slots.

Further, when the number of qualified applicants exceeded the allotted number of slots, the Human Resource Development Program Committee (HRDPC) - Technical Working Group (TWG) shall conduct a raffle draw to determine the beneficiaries and grant the scholarship award of the program.

The MDDCFI may submit to SRA a request of skills training needed by their district for inclusion in the next fiscal year General Appropriations Act (GAA) budgetary allocation.

5.0 DUTIES AND RESPONSIBILITIES OF SRA

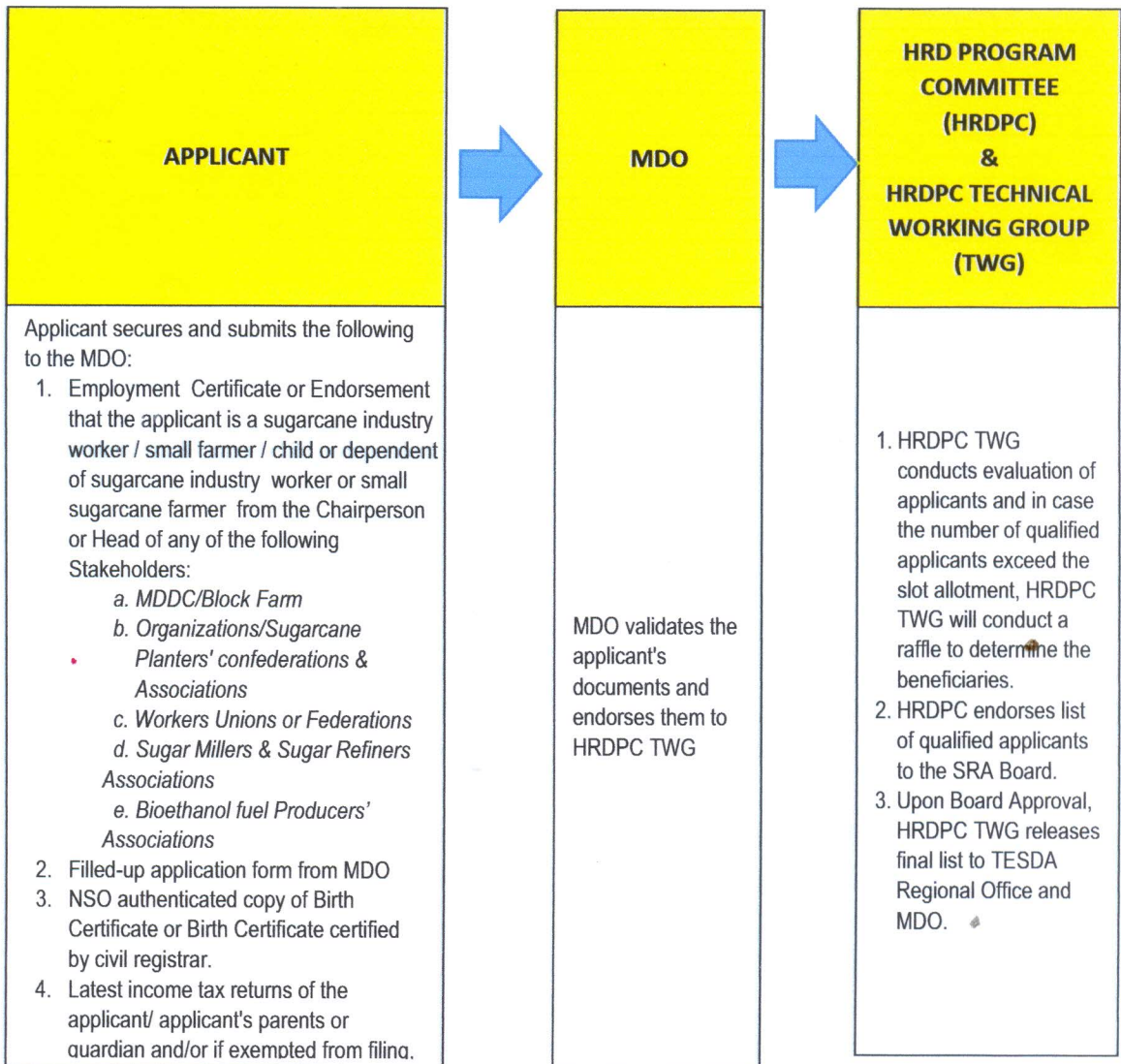
The SRA shall:

1. Determine the budgetary allocation and the number of scholars per MDDCFI;
2. Inform the MDDCFI of the allocation;
3. Disseminate information to all stakeholders regarding the TESDA scholarship guidelines;
4. Receive scholarship applications and evaluate applicants' submitted documents;
5. Evaluate the beneficiaries based on the aforementioned criteria in **Section 3.0**
6. Provide TESDA with final list of beneficiaries; and
7. Conduct monitoring and evaluation on the implementation of the program.

6.0 PROCEDURES AND QUALIFICATION REQUIREMENTS

- a. The applicant-beneficiary shall secure the scholarship application form from the SRA Mill District Officer (MDO) assigned in the concerned MMDCFI, and an employment certificate or an endorsement from the Chairperson or Head of the following sugarcane industry associations/federations/cooperatives/foundations, that she or he is a bona fide sugarcane industry worker or a child of a small farmer, or a dependent of Sugarcane Industry:
 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.
- b. The applicant-beneficiary shall submit her/his complete and filled-out application form and documents to the Mill district officer (MDO) together with verified / certified photocopy of the following:
 1. Authenticated Certificate of Live Birth from the Philippine Statistics Authority (PSA), formerly NSO; and
 2. Latest income tax returns of the applicant's parents or guardians and/or if exempted from filing, a certification from the BIR – Revenue District Office (RDO).
- c. The MDO shall verify the application documents and requirements; and endorse the same to the HRDPC – TWG for further evaluation, review and screening.
- d. In case the number of qualified applicants exceeds the slots allotment of a particular MMDCFI, HRDPC - TWG shall conduct a raffle draw to determine the awardees and/or the qualified beneficiaries.
- e. HRDPC shall endorse the list of qualified applicants to the SRA Board for approval.
- f. HRDPC - TWG shall release the final list to TESDA Regional Office and MDO.
- g. MDO shall coordinate with beneficiaries, TESDA provincial office and Tech-Voc institution regarding schedule of training.

7.0 PROCESS FLOW



8.0 EFFECTIVITY

This Circular Letter shall take effect immediately.


MA. REGINA BAUTISTA-MARTIN
 Administrator