



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

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SUGAR REGULATORY ADMINISTRATION
RECORDS SECTION

RELEASED

BY: _____

DATE: _____

DEC 20 2021

MEMO-ADM-2021-Dec-024

MEMORANDUM ORDER

No. 4

Series of 2021

SUBJECT: GUIDELINES ON THE HIRING & RENEWAL OF PAKYAW FARM LABORERS

A. RATIONALE

The perennial problem of irregularities and abuses in the hiring, indorsement, selection and renewal of pakyaw farm laborers proved to be an area of compelling Management concern, as records reveal that the lack of competent and reliable control and supervisory mechanism tolerates the perpetuation of irregularities.

With the end view of insuring that the hiring & renewal of these laborers shall be responsive to exigency of service and shall not entail a mere wastage of public funds, there is a need to promulgate an implementing guidelines on the hiring, indorsement, selection and renewal of pakyaw farm laborers to forestall further abuse.

B. OBJECTIVES

1. To instill to all Project Proponents sense of full responsibility and accountability on the hiring, indorsement, selection, monitoring and renewal of pakyaw farm laborers.
2. To consolidate and harmonize all existing DA, CSC, DBM and COA rules and regulations on the hiring & renewal of pakyaw farm laborers for uniformity of application.
3. To ensure proper distribution of duties and responsibilities while maintaining the most economic personnel composition as far as practicable.
4. To exact strict compliance with the mandatory requirement of submission of daily accomplishment report.



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C. IMPLEMENTING GUIDELINES

C.1. COVERAGE

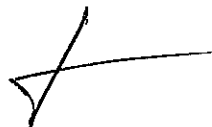
These guidelines shall cover the following pertinent:

1. Guidelines on the hiring & renewal of pakyaw farm laborers.
2. Equitable and economic distribution of duties and responsibilities.
3. Submission of daily accomplishment report containing specific, measurable and verifiable standards by pakyaw farm laborers.

C.2. GENERAL REQUIREMENTS

As valid basis of any request for hiring and renewal of pakyaw farm laborers, the following premises must be satisfied:

1. There shall be a clear, distinct and explicit enumeration of scope of works, which shall be composed of duties and responsibilities of pakyaw laborers. In this regard, it shall be emphasized the necessity for "*delineation of duties and responsibilities*" such that there shall be no concurrent assumption of projects at the same contract period by a pakyaw laborer, following the requirement on "*specific piece of work*" under the COA-DBM Joint Circular No. 2, Series of 2020.
2. A verified Work and Financial Plan duly attested by the immediate supervisor, reviewed by the Manager and approved by the Deputy Administrator. Further, said plan shall be subject to review by the PPSPD. The same shall include the number of hectares and the number of persons needed per hectare. It shall be imperative upon the requesting/recommending authority to sufficiently justify said request for hiring or renewal which shall align with the approved budget allocation for the Fiscal Year.
3. In case of renewal, there shall be a consolidation of the daily accomplishment reports filed by the pakyaw laborer, which shall be duly attested by the immediate supervisor, reviewed by the Manager and endorsed by the Deputy Administrator. Prompt and complete submission thereof must be made, explaining in detail the area covered & the number of accomplishments made on a particular day. In this regard, said report shall contain specific, measurable & verifiable standards as determined by the Deputy Administrator.



4. The request is complete with the attachment of all supporting documents such as but not limited to: valid government id, police clearance, barangay clearance and birth certificate.

D. RESPONSIBILITIES AND ACCOUNTABILITIES

Hereunder compliance are strictly enjoined for all concerned parties:

- d.1. For the requesting/recommending party, submission of all required attachments and circulate standard indorsement form with the details and justifications for the request for hiring or renewal.
- d.2. For the Human Resource Department, to verify the representations made in the application and the completeness thereof. The HR shall consider not only the material facts but also the circumstances which would otherwise raise suspicion to avert any conflict of interest. In this regard, the HR shall be authorized to conduct background check as may be necessary.
- d.3. For the Management, as represented by the Administrator or the Deputy Administrator for RD&E as his duly-authorized representative.
- d.4. Failure to observe any of the foregoing provisions may be a subject of proper administrative or disciplinary sanction, without prejudice to the institution of civil or criminal proceedings as may be warranted.

E. EFFECTIVITY

This Guidelines shall take effect upon approval.

APPROVED and PROMULGATED this 17th day of December 2021.

ENGR. HERMENEGILDO R. SERAFICA
Administrator

