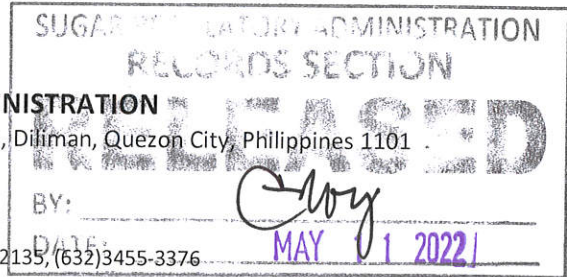




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MEMO-DEP-AFD-2022-MAY-003

10 May 2022

**MEMORANDUM CIRCULAR NO. 4-A**  
Series of 2022

**SUBJECT: REVISED GUIDELINES FOR THE SUGARCANE INDUSTRY DEVELOPMENT ACT (SIDA) UNDERGRADUATE AND GRADUATE SCHOLARSHIP PROGRAM UNDER SRA AS 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. 2022-057, Series of 2022, the following are the **revised** implementing guidelines, rules and regulations that shall govern the Undergraduate and Postgraduate Scholarship Program (Program) chargeable against the SIDA fund as provided for in the applicable General Appropriations Act (GAA):

**1.0 OBJECTIVES**

- 1.1. To enable the underprivileged sugarcane industry workers and their dependents to avail the undergraduate and/or graduate/postgraduate scholarship grants who are taking up courses in relevant fields of discipline in State Universities and Colleges (SUCs);
- 1.2. To encourage interest in fields of discipline which are necessary for the development, sustainability and competitiveness of the Philippine sugarcane industry such as but not limited to agriculture, agricultural engineering and mechanics, chemical engineering and sugar technology, agricultural extension, chemistry, agricultural business and economics, accounting and statistics, biology, microbiology, and biotechnology;
- 1.3. To provide the sugarcane industry with highly qualified technical and extension personnel through undergraduate, graduate, and postgraduate scholarship program;
- 1.4. To generate responsive, adaptable and innovative technologies, and scientific knowledge/information; and
- 1.5. To sustain a strong agricultural and industrial research and development program that will support the stability and competitiveness of the Philippine sugarcane industry.



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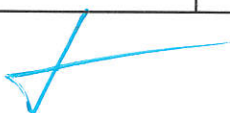
## 2.0 DEFINITION OF TERMS

- 2.1. **Sugarcane Industry Worker** - includes small sugarcane farmers and/or workers employed in the sugarcane farms, sugar mills, sugar refineries, bagasse-based power plant and bioethanol fuel distilleries using sugarcane, sugar from sugarcane, sugarcane juice or syrup, bagasse and sugarcane molasses as feedstock and other workers in the Philippine sugarcane industries;
- 2.2. **Dependent-** includes a) the legitimate, legitimated, illegitimate and/or legally adopted children of sugarcane industry worker; b) relative of the sugarcane industry worker up to the third degree of consanguinity or affinity who are living with them at least five (5) years prior to application;
- 2.3. **Small Sugarcane Farmer** - refers to a sugarcane farmer with an area of 5 hectares and less;
- 2.4. **Return of Service** - service rendered by the scholar to the granting Institution and Sugarcane Industry

## 3.0 ELIGIBILITY REQUIREMENTS

- 3.1. The Program is open to all underprivileged and deserving dependents of sugarcane industry workers and sugarcane industry workers pursuing any of the following priority courses and fields of discipline in SUCs:

PRIORITY/RELEVANT PROGRAMS	MAJOR FIELDS OF DISCIPLINE
BS/MS/Ph.D. in Agriculture	Plant Breeding/Genetics Crop/Soil Science Agronomy Plant/Crop Physiology Plant Pathology Agricultural Biotechnology Entomology Agricultural Extension
BS/MS/Ph.D. in Chemistry	Chemistry Soil Chemistry Agricultural Chemistry
BS/MS/Ph.D. in Engineering	Chemical Engineering/Sugar Technology Mechanical Engineering Electrical Engineering Civil Engineering Agricultural Engineering Industrial Engineering
OTHER RELEVANT COURSES (BS/MS/Ph.D.):	Statistics Agricultural Economics Agricultural Business Accounting Management Financial Management





	Accountancy Biology/Microbiology & Biotechnology
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3.2. The applicant must be:

- 3.2.1. A Filipino Citizen;
- 3.2.2. Bonafide dependent of sugarcane industry worker or sugarcane industry worker as certified by SRA
- 3.2.3. Not a beneficiary of any other scholarship grant;
- 3.2.4. Passed the entrance academic examinations and other requirements of the recognized SUCs;
- 3.2.5. For undergraduate program:
  - 3.2.5.1 High School graduate or has earned college/university academic units related to the abovementioned priority courses/fields of discipline of the program;
  - 3.2.5.2 **With a general weighted average of at least 2.50 or 80.00%; and**
  - 3.2.5.3 With a combined annual gross income of the parents or guardian of not more than Php 400,000.00.
- 3.2.6 For graduate and postgraduate program:
  - 3.2.6.1. Graduated from any relevant and related undergraduate course/degree;
  - 3.2.6.2. **With a general weighted average of at least 2.00 or 85.00%; and**
  - 3.2.6.3. With a combined annual gross income of the applicant and/or spouse of not more than Php 500,000.00

Full Scholarship shall be granted to all qualified beneficiaries.

**4.0. ANNUAL ALLOCATION OF SCHOLARSHIP SLOTS**

The allocations for the number of scholars and budgetary appropriation shall primarily be proportional to the total land area planted with sugarcane based on the preceding crop year of the mill district, the number of available qualified applicants, and other meritorious factors. The Human Resource Development Program Committee (HDRDPC) - Technical Working Group shall disseminate the allocations for each Mill District Office through the issuance of SRA Memorandum before the start of the school/academic year.

**5.0. SCHOLARSHIP POLICIES**

**5.1. Duration of the Scholarship**

Program	Period
Bachelor's Degree	1-4 years
MS and PhD	1-3 years

Scholars may **request in writing** an extension for their scholarship contract **under valid and extraordinary circumstances** as deemed by the SIDA HRDPC Technical Working Group.

## 5.2. Financial Benefits

Scholars shall receive the following **per academic year**:

<b>TYPE</b>	<b>UNDER-GRADUATE (Bachelor)</b>	<b>GRADUATE (Master)</b>	<b>POST-GRADUATE (Doctorate)</b>
Tuition & Miscellaneous Allowance	Free tuition and other school fees (RA 10931)	Php 30,000	Php 40,000
Book Allowance	Php 10,000	Php 15,000	Php 15,000
Stipend	Php 100,000	Php 100,000	Php 100,000
<b>TOTAL</b>	<b>Php 110,000</b>	<b>Php 145,000</b>	<b>Php 155,000</b>
Thesis Allowance (One-Time and Output-Based)	Php 75,000	Php 100,000	
Dissertation Allowance (One-Time and Output-Based)			Php 100,000

The abovementioned financial benefits shall be disbursed in the following manner:

### A. Undergraduate (Bachelor)

- A1. The book allowance shall be released as an outright grant upon submission of the proof of enrollment of the current semester and complete passing grades of the previous semester.
- A2. For scholars enrolled in SUCs with a semestral schedule, the stipend shall be Php 50,000 per semester or Php 10,000 per month. Likewise, the book allowance shall be Php 5,000 per semester.
- A3. For scholars enrolled in SUCs with a trimester schedule, the stipend and book allowance shall be distributed as follows:
  - Stipend - Php 40,000 for 1st term, Php 30,000 each for 2nd and 3rd term
  - Book allowance - Php 4,000 for 1st term and Php 3,000 each for 2nd and 3rd terms
- A4. The thesis allowance shall be output-based and disbursed outright upon submission of the hardbound copy of the thesis with signed approval sheet or certification from SUC of completion of study within thirty (30) days from the date of graduation. A sugarcane-related thesis is a prerequisite for the release of allowance.



A5. In case of a thesis jointly authored by 2 or more scholars under SIDA SRA and SIDA CHED, the allowance shall be charged to the agency's SIDA Fund which has accepted and approved first of the application for their allowance. Further, the scholars are directed to disclose or inform the other agency relative to their application for thesis allowance with the approving agency.

**B. Graduate & Postgraduate (Master and Doctorate)**

B1. The tuition and miscellaneous allowance shall be released outright once the scholar has submitted his/her proof of enrollment of the current semester and complete passing grades of the previous semester. The said allowance may be enjoyed for a maximum of three (3) years or six (6) semesters.

B2. The book allowance and stipend shall only be provided during the first two (2) years or maximum of four (4) semesters with enrolled academic subjects. The schedule and manner of release shall be the same as A2 and A3 above.

B3. The thesis/dissertation allowance shall likewise be output-based and disbursed outright upon submission of the required documents. The said output must be relevant to the sugarcane industry.

C. Scholars who were granted extension of their contracts due to acceptable and valid reasons are no longer entitled to tuition, miscellaneous, book allowances, and stipend. The said scholars may be allowed under valid and extraordinary circumstances to claim their thesis/dissertation allowance up to a maximum of one (1) year after the specified duration of their scholarship contract subject to the availability of SIDA Scholarship funds.

**6.0. APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS**

6.1 The applicant shall submit the accomplished application form along with certified photocopies of the following to the SRA offices in Quezon City, Bacolod City, LGAREC, LAREC, and other SRA Field Offices through Mill District Officers (MDOs) or Extension Officers;

**6.1.1 Undergraduate Program (Bachelor)**

- For incoming 1st year, duly certified true copy of grades for Grade 11 and 1st semester of Grade 12
- For applicants with earned units in college – duly certified copy of grades for the latest semester/term attended
- Certificate of Good Moral Character from the last school attended
- Notice of admission and/or Certificate of Registration/Enrollment from the SUC
- Proof of Income – any of the following (latest ITR of parents/guardian if employed, Certificate of Tax exemption from BIR, Certificate of No Income from BIR, Certificate of Indigency from their barangay, Certificate from DSWD or for children of OFW and Seafarer, a latest copy of contract or proof of income)



### **6.1.2 Graduate Program (Master and Doctorate)**

- Diploma and Transcript of Records (TOR) of baccalaureate/master's degree
  - Certificate of Good Moral Character
  - Notice of admission and/or Certificate of Registration/Enrollment from the SUC together with its Plan of Course Work
  - Proof of Income – any of the following (latest ITR of the applicant and/or spouse if employed, Certificate of Tax exemption from BIR, -Certificate of No Income from BIR, Certificate of Indigency from their barangay, Certificate from DSWD or for children of OFW and Seafarer, latest copy of contract or proof of income)
- 6.2. The MDO shall receive and validate the applicant's application and documentary requirements. The MDO shall stamp *received* on the application and set a deadline for the submission of requirements for proper evaluation and documentation.
- 6.3. The TWG shall review and check the completeness and authenticity of the documents. If found qualified, the TWG shall make the appropriate recommendation and endorse the list of qualified applicants for Board approval.

## **7.0 OBLIGATION OF SCHOLARS**

Scholar/s shall have the following responsibilities, obligations, and accountabilities:

- 7.1. Pursue academic degrees for which they have applied;
- 7.2. Execute a Scholarship Contract with SRA wherein a scholar shall render service equivalent to one (1) year per year of scholarship. The return of service is required after graduation prioritizing the following in the exact manner: 1) government agencies directly working with Sugarcane, 2) other government agencies, and 3) private entities related to Philippine Sugarcane Industry. The service obligation may be deferred should the scholar pursue further studies provided that the scholar has requested in writing for the deferment with attached proof of acceptance to the graduate school. The render service obligation may commence after graduating further studies.
- 7.3. Report to the SRA office together with his/her parents/legal guardian (for undergraduate scholars) for the orientation of the scholarship policies and signing of the scholarship contract. In case the scholar is under the care of a guardian, he/she is required to submit an affidavit of guardianship.
- 7.4. Enroll the required number of units for every semester as mandatorily prescribed by the SUCs and maintain the general weighted average required and no failing grade. An INC or IP grade due to valid and extraordinary circumstances may be considered and the complete grade must be submitted within one (1) year;
- 7.5. Submit copies of assessment of tuition fees, proof of enrollment, and other supporting documents of disbursements;
- 7.6. Seek approval from the TWG should the scholar drop any subject or shift to another course/program in writing. The reason thereof must be valid and acceptable as deemed by the TWG. The course/program the scholar intends to shift to must be in the list of priority courses/programs;
- 7.7. Submit photocopies of Certificate of Grades within fifteen (15) days after the





- end of every semester as basis for the next enrollment;
- 7.8. Submit hardbound copy of the thesis or dissertation ;
  - 7.9. Complete the degree program enrolled within its prescribed duration. In case of delayed completion due to acceptable, valid, and extraordinary circumstances, a contract extension may be granted as deliberated by the TWG. The Entitled financial benefit is subject to provision 5.2-C of this Memorandum.
  - 7.10. Refund within one (1) year the total amount received from the Program, and in addition a 20% penalty charge for the following grounds:
    - a. Withdrawal from the Program
    - b. Refuses to render reasonable service as stipulated in the Scholarship Contract
    - c. If found to have submitted falsified or fraudulent documents

## **8.0. POST SCHOLARSHIP INCENTIVES**

SIDA Scholars shall be entitled to the following incentives upon graduation:

- a. Priority for job placement with the Sugar Regulatory Administration
- b. For honor graduates and board passers, a Certificate of Recognition shall be awarded upon presentation of proof of honor or result of Board Examination

## **9.0 FUNCTIONS AND RESPONSIBILITIES IN THE ADMINISTRATION OF THE PROGRAM**

### **9.1 SRA-SIDA Human Resource Development Program (HRDP) Committee**

- a) Review and approve proposed guidelines, policies and procedures of the program; and
- b) Approve qualified applicants based on the recommendation of the TWG

### **9.2 Technical Working Group (TWG)**

- a) Review and draft guidelines, policies and procedures of the Program;
- b) Screen, evaluate, and recommend qualified applicant/s;
- c) Disseminate information and/or post in the SRA website;
- d) Coordinate with the participating SUCs, MDDCs, Sugar Federations/Associations/MDOs and other stakeholders;
- e) Inform the MDOs of the list of scholars approved by the Sugar Board;
- f) Prepare scholarship contracts, forms, reports, and other necessary documents;
- g) Monitor and evaluate the academic performance of scholars;
- h) Evaluate and approve the thesis dissertation and research proposals relevant to the sustainability and competitiveness of the sugarcane industry;
- i) All other matters/issues arising in the Scholarship Program which are not stipulated herein are subject to the evaluation and approval of the TWG; and
- j) In case of any violation of the terms and conditions of the contract, file appropriate legal action in a court of competent jurisdiction, exclusively in Quezon City.

## **10.0 GROUND FOR THE TERMINATION OF THE SCHOLARSHIP GRANT**

The SIDA HRDPC TWG reserves the right to terminate the scholarship grant due to the following grounds:



- 10.1. Failure to meet the grade requirements and/or terms and conditions stipulated in the Scholarship Contract;
- 10.2. Misbehavior or failing health caused by alcoholism, drug abuse or other unhealthful habits;
- 10.3. Conviction of any crime or administrative offense by competent court of justice or administrative body, or the case may be;
- 10.4. Conviction for violation of the rules and regulations of the SUC;
- 10.5. Non-compliance to the terms and conditions stipulated in the Scholarship Contract; and
- 10.6 Submission of falsified or fraudulent documents.

### **11.0 EFFECTIVITY**

These guidelines shall take effect immediately and remain in full force unless revoked or amended in writing. These guidelines shall apply to ongoing scholars starting Academic Year 2021-2022.

By Authority of the Board:

**HERMENEGILDO R. SERAFICA**  
Administrator

