



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
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MEMO-AFD-2016-Dec-038

December 27, 2016

MEMORANDUM CIRCULAR NO. 9-A
Series of 2016

SUBJECT: Revised Guidelines for the RA 10659, or the Sugarcane Industry Development Act Scholarship Program for Technical Vocational and Skills Development in partnership with the Technical Educational and Skills Development Authority (TESDA)

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. 345, Series of 2016, the following are the **revised** guidelines that shall govern the implementation of the Technical Training for Skills Development:

1.0 OBJECTIVES

To provide scholarships for technical vocational and skills development courses for the children and dependents of the small sugarcane farmers, the sugarcane farmers and/or workers employed in the 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, and other workers in the Philippine sugarcane industries.

2.0 DEFINITION OF TERMS

2.1 Sugarcane Industry Workers – are small sugarcane farmers, and/or workers employed in the 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, 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 Workers b) relative of the Sugarcane Industry Workers up to the third (3rd) degree of consanguinity or affinity who are living with them at least five (5) years prior to the filing of the subject application.

3.0 COVERAGE OF THE PROGRAM

The Scholarship Program (Program) is open to all qualified Philippine Sugarcane Industry Workers and their dependents as defined in Section 2.0 of this Memo Circular (“Beneficiaries”).

SRA shall verify and evaluate the qualifications of the applicant based on the following considerations:

- 3.1 Beneficiaries whose combined family income is not more than PHP 300,000.00, as reflected on BIR income tax returns of the applicant, parents or guardians, as may be applicable and/or if exempted from filing, a certification from the BIR – Revenue District Office (RDO), or a Certificate of Indigency issued and certified by the Barangay Chairman/Captain where an applicant resides; and
- 3.2 Only the courses relevant to the enhancement of sugarcane farm productivity shall be considered for scholarship program. The Mill District Development Council (MDDC) shall 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.

4.0 ANNUAL ALLOCATION OF SCHOLARSHIP SLOTS

The annual scholarship allocation per mill district shall be determined by the HRDP Committee and SRA Sugar Board upon the recommendation of the Technical Working Group (TWG). However, SRA reserves the right to reallocate scholarship slots to other Mill Districts in cases where a mill district did not fully avail of, or consume the allocated slots. Further, when the number of qualified applicants exceed the allotted number of slots, the Technical Working Group (TWG) shall select who among those qualified applicants may be entitled to the scholarship slot by giving priority to sugarcane farm and millworkers who are living below the poverty line as defined by the Philippine Statistics Authority.

5.0 DUTIES AND RESPONSIBILITIES

- 5.1 SRA-SIDA Human Resource Development Program Committee (HRDP) Committee
 - 5.1.1 Review and approve proposed guidelines, policies and procedures for the Program; and
 - 5.1.2 Approve qualified applicants based on the recommendation of the TWG.
- 5.2 Technical Working Group (TWG)
 - 5.2.1 Draft guidelines, policies and procedures for the Program;
 - 5.2.2 Determine the budgetary allocation and the number of scholars per MDDC;
 - 5.2.3 Disseminate information to all stakeholders regarding the TESDA scholarship guidelines;
 - 5.2.4 Receive scholarship applications and evaluate applicants' submitted documents;
 - 5.2.5 Coordinate closely with TESDA for the conduct of the training programs;
 - 5.2.6 Provide TESDA with the final list of beneficiaries; and
 - 5.2.7 Conduct monitoring and evaluation on the implementation of the Program.


6.0 PROCEDURE AND QUALIFICATION REQUIREMENTS

- 6.1 The applicant shall secure the scholarship application form from the SRA Mill District Officer (MDO) (Annex-A) assigned in the concerned mill district.
- 6.2 The applicant shall submit the completely filled-out application form to the MDO together with the following documents:
 - 6.2.1 Verified / certified photocopy of the Authenticated Certificate of Live Birth from the Philippine Statistics Authority (PSA), formerly NSO; or Certificate of Live Birth issued and certified by the Local Civil Registrar; and
 - 6.2.2 Latest income tax returns of the applicant, parents or guardians, as may be applicable and/or if exempted from filing, a certification from the BIR – Revenue District Office (RDO), or a Certificate of Indigency issued and certified by the Barangay Chairman/Captain where an applicant resides.
 - 6.2.3 Employment certificate or an endorsement from the Chairperson / Head of the following sugarcane industry entities, that *she / he is a bona fide sugarcane industry worker or a child / dependent of a sugarcane industry worker*:
 - 6.2.3.1 Mill District Development Councils (MDDCs);
 - 6.2.3.2 Block farm organizations;
 - 6.2.3.3 Sugarcane planters' confederations and associations;
 - 6.2.3.4 Workers unions or federations;
 - 6.2.3.5 Sugar millers and sugar refiners associations; and
 - 6.2.3.6 Bioethanol fuel producers associations.
- 6.3 The MDO shall verify the applicant's documents and endorse the same to the HRDPC TWG for further evaluation, review and screening.
- 6.4 The HRDPC TWG shall recommend the qualified beneficiaries to the HRDPC
- 6.5 HRDPC shall endorse the list of qualified applicants to the SRA Board for approval.
- 6.6 Upon board approval, the HRDPC-TWG shall release the final list to TESDA Regional Office and MDO.
- 6.7 MDO shall coordinate with beneficiaries, TESDA provincial office and Tech-Voc institution regarding schedule of training.

7.0 EFFECTIVITY

This Memorandum Circular automatically amends the previously issued MC # 9, series of 2016, and shall take effect immediately and remain in full force unless revoked or amended in writing.

By the Authority of the Sugar Board:


ANNE ROSARIO V. PANER
Administrator