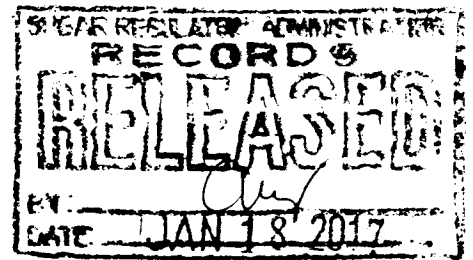




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



MEMO-AFD-2016-Dec- 036

December 27, 2016

**MEMORANDUM CIRCULAR NO. 14**  
Series of 2016

**SUBJECT: SUGARCANE INDUSTRY DEVELOPMENT ACT 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. 346, Series of 2016, the following are the 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 but deserving graduate and postgraduate students taking up courses in relevant fields of discipline in State Universities and Colleges (SUCs) to avail of undergraduate and postgraduate scholarship grants;
- 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, mechanics and extension; chemical engineering and sugar technology; agricultural extension; chemistry; agricultural business, economics, accounting and statistics; biology, microbiology and biotechnology;
- 1.3 To provide the sugarcane industry with highly qualified technical and extension personnel through undergraduate and postgraduate scholarships;
- 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.

## 2.0 SCOPE OF THE PROGRAM

### 2.1 Courses and Fields of Discipline

The Program covers the following priority/major and other relevant programs and fields of discipline:

| <b>PRIORITY/RELEVANT PROGRAMS</b> | <b>MAJOR FIELDS OF DISCIPLINE</b>   |
|-----------------------------------|---|
| BS/MS/PhD in Agriculture          | Plant Breeding/Genetics<br>Crop/Soil Science<br>Agronomy<br>Plant/Crop Physiology<br>Plant Pathology<br>Agricultural Bio-technology<br>Entomology<br>Agricultural Extension |
| BS/MS/PhD in Chemistry            | Chemistry<br>Soil Chemistry<br>Agricultural Chemistry   |
| BS/MS/PhD in Engineering          | Chemical Engineering/Sugar Technology<br>Mechanical Engineering<br>Electrical Engineering<br>Civil Engineering<br>Agricultural Engineering                                  |
| OTHER RELEVANT COURSES:           | BS Statistics<br>BS Agricultural Economics<br>BS Agricultural Business<br>BS Financial Accounting/Management<br>BS Biology / Microbiology &<br>Biotechnology                |

Full Scholarship shall be granted to all qualified beneficiaries as provided for in the next paragraph.

### 2.2 Beneficiaries

The Program is open to all qualified underprivileged but deserving graduate and postgraduate students taking up courses in relevant fields of discipline in State Universities and Colleges (SUCs).

### 2.3 Schools/State Universities and Colleges

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

### **3.0 QUALIFICATION REQUIREMENTS**

#### **3.1 Undergraduate Program**

- 3.1.1 A Filipino citizen;
- 3.1.2 High school graduate, or has earned college/university academic units related to the abovementioned required degrees or courses of the program;
- 3.1.3 Passed the entrance academic examinations and other requirements of the recognized SUCs; and
- 3.1.4 Not a beneficiary of any other scholarship grant.

#### **3.2 Graduate Program**

- 3.2.1 A Filipino citizen;
- 3.2.2 Graduated from any relevant and related undergraduate course/degree;
- 3.2.3 Passed the entrance academic examination and other requirements of the recognized SUCs for the graduate programs; and
- 3.2.4 Not a beneficiary of any other scholarship grant.

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

- 4.1 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.
- 4.2 Technical Working Group (TWG)
  - a) 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) Prepare scholarship contracts, MOUs with SUCs, documents, forms and reports;
  - f) Monitor and evaluate academic performance of scholars; and
  - g) Evaluate and recommend for approval of the HRDP Committee the thesis, dissertation and research proposals relevant to the sustainability and competitiveness of the sugarcane industry.

## 5.0 BUDGETARY APPROPRIATION

The budgetary appropriation for this scholarship program will be based on the allocation provided by the General Appropriation Act (GAA). This amount shall be used to defray the cost of tuition and miscellaneous fees and other allowances such as books, subsistence, and research proposals, thesis and dissertation. A two and a half percent (2 ½ %) administrative costs shall also be allocated in the implementation of the Program.

Scholars shall receive the following:

| TYPE  | UNDER-GRADUATE   | GRADUATE (MS)    | POST-GRADUATE (PhD) |
|---|------------------|------------------|---------------------|
| Tuition & Miscellaneous Fees-for one (1) semester (maximum)- as billed by the SUC | 25,000.00        | 30,000.00        | 30,000.00           |
| Book Allowance-for one (1) semester   | 5,000.00         | 10,000.00        | 10,000.00           |
| Stipend- 10,000/month   | 50,000.00        | 50,000.00        | 50,000.00           |
| <b>TOTAL</b>  | <b>80,000.00</b> | <b>90,000.00</b> | <b>90,000.00</b>    |
| Thesis Allowance – One-Time   | 75,000.00        | 100,000.00       |                     |
| Dissertation Allowance – One-Time   |                  |                  | 150,000.00          |

## 6.0 OBLIGATIONS OF SCHOLARS

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

- 6.1.1 Pursue academic degrees for which they have applied for;
- 6.1.2 Execute a Scholarship Contract with SRA wherein a scholar shall render service within the Philippine sugarcane industry equivalent to two (2) years for every 1 year or a fraction thereof of schooling;
- 6.1.3 Report to SRA office together with his/her parents / legal guardian for the orientation of the scholarship policies and signing of the scholarship contract, and submit affidavit of guardianship in case he/she is under the care of a guardian;
- 6.1.4 Enroll the required number of units for every semester as mandatorily prescribed by the SUCs;
- 6.1.5 Submit copies of assessment of tuition fees, proof of enrollment, official receipts and other supporting documents of disbursements;
- 6.1.6 Maintain a weighted average grade of 2.50 or higher. A weighted average grade lower than 2.50 shall place the scholar in a probationary status for one (1) semester and subject to further review and assessment of the Committee;
- 6.1.7 Seek approval from the Committee should he/she drop any subject. For unjustifiable reasons, he/she assumes the tuition fee for the subject dropped upon re-enrollment, the amount of which to be deducted from his/her monthly allowance;
- 6.1.8 Submit photocopies of Certificate of grades within fifteen (15) days after the end of every semester as basis for the next enrollment;
- 6.1.9 Submit hard-bound copy of the thesis or dissertation;

- 6.1.10 Reimburse the total amount received from the Program, and in addition a 20% penalty charge if he/she withdraws from the Program for unjustifiable reasons, and/or refuses to render reasonable service as stipulated in the Scholarship Contract, for whatever reasons; and
- 6.1.11 Refund all the amounts received from SRA during the scholarship period plus 20% penalty charge if found to have submitted falsified or fraudulent documents.

## **7.0 APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS**

- 7.1 The applicant shall submit the accomplished application form along with certified photocopies of the following documents to the SRA offices in Quezon City, Bacolod City, LGAREC, LAREC, and other SRA field offices through Mill District Officers (MDO) or Extension Officers:
  - 7.1.1 **Authenticated Certificate of Live Birth**, from the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO) or Certified by the Local Civil Registrar;
  - 7.1.2 **Proof of admission to a recognized State University or College (SUC)** such as Admission papers, examination results, enrollment form or any other relative academic entrance document; and
  - 7.1.3 **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 the applicant resides.
- 7.2 The MDO shall receive and validate the applicants' application and documentary requirements.
- 7.3 The TWG shall review and check the completeness and authenticity of the documents. If found qualified, the TWG shall make the appropriate recommendation to the HRDP Committee.
- 7.4 The HRDP Committee shall endorse the list of qualified applicants to the Sugar Board.
- 7.5 TWG shall notify the scholarship grantee through phone and/or email.

## **8.0 GROUNDS FOR THE TERMINATION OF THE SCHOLARSHIP GRANT**

- 8.1 Misbehavior or failing health caused by alcoholism, drug abuse or other unhealthful habits;
- 8.2 Conviction of any crime by any competent court of justice or administrative body;
- 8.3 Conviction for violation of the rules and regulations of the school/university;
- 8.4 Non-compliance to the terms and conditions stipulated in the scholarship contract; and
- 8.5 Submission of falsified or fraudulent documents.

## **9.0 TENURE OF SCHOLARSHIP**

In case of failure to meet the terms and conditions stipulated in the Scholarship Contract, the scholarship shall be automatically terminated. The scholar shall refund within one year the actual amount spent for his/ her schooling. If non-compliance is due to disabling illness (except those in 8.1) as determined by a government physician, the scholarship benefits shall be deferred during the period of absence.

## **10.0 EFFECTIVITY**

These guidelines, shall take effect immediately and remain in full force unless revoked or amended in writing.

By Authority of the Board:



**ANNA ROSARIO V. PANER**  
Administrator