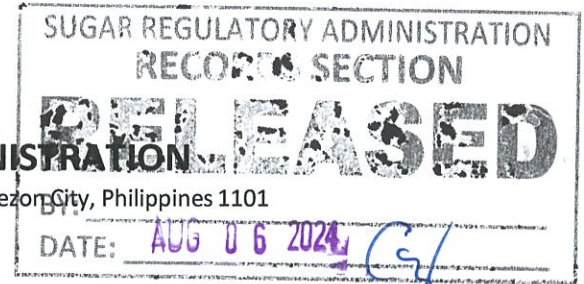




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MEMO-ADM-2024-JUL-60

MEMORANDUM CIRCULAR NO. 12

Series of 2024

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”, 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 and qualified 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 plants 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 third degree of consanguinity or affinity.
- 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 SRA, to other institutions within the Sugarcane Industry or to other government agencies or employers within the Philippines.

3.0 ELIGIBILITY REQUIREMENTS

- 3.1. The Program is open to all qualified sugarcane industry workers and their dependents 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	<ul style="list-style-type: none">• Agricultural Biotechnology• Agricultural Extension / Technology• Agricultural Economics• Agricultural Business / Entrepreneurship• Agronomy• Crop/Soil Science• Entomology• Plant Breeding• Plant/Crop Physiology• Plant Pathology• Weed Science• Horticulture
BS / MS / Ph.D. in Chemistry	<ul style="list-style-type: none">• Agricultural Chemistry• Chemistry• Soil Chemistry
BS / MS / Ph.D. in Engineering	<ul style="list-style-type: none">• Agricultural and Biosystems Engineering• Chemical Engineering• Civil Engineering

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	<ul style="list-style-type: none"> • Electrical Engineering • Industrial Engineering • Mechanical Engineering • Sugar Technology
OTHER RELEVANT COURSES	<ul style="list-style-type: none"> • Biology / Genetics / Microbiology & Biotechnology • Environmental Science • Accountancy • Accounting Management • Financial Management • Statistics • Food Technology

3.2. The applicant must be:

- 3.2.1. A natural-born Filipino Citizen;
- 3.2.2. Bonafide sugarcane industry workers and their dependents as certified by the SRA;
- 3.2.3. Not a recipient of any government-funded financial assistance program;
- 3.2.4. Passed the entrance academic examinations and other requirements of the recognized SUCs; and
- 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 2.5 or 80% or equivalent; 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 2.0 or 85% or equivalent; 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

Based on justifiable grounds where the income exceeds Php 400,000.00, in case of an undergraduate program, and Php 500,000.00 in the case of graduate program, the SRA HRDP TWG shall consider the merits of the application, such as but not limited to family member/s having medical issues, those with valuable contributions to the sugarcane industry, and those with two (2) or more dependents enrolled in college.

4.0. ANNUAL ALLOCATION OF SCHOLARSHIP SLOTS

The allocation for the number of scholars and budgetary appropriation per mill district is based on the following factors:

- a. proportional to the total land area planted with sugarcane based on the preceding crop year of the mill district;
- b. economic condition of the sugarcane workers/farmers;
- c. the number of available qualified applicants; and
- d. other meritorious factors to be assessed by the TWG.



The Human Resource Development Program Committee (HDRDPC) - Technical Working Group shall disseminate the allocations for each Mill District Office 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 must write formally for an extension of their scholarship contract under valid and meritorious circumstances as deemed appropriate by the SIDA HRDPC Technical Working Group.

5.2. Financial Benefits

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

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

The above-mentioned financial benefits shall be disbursed in the following manner:

A. Undergraduate (Bachelor)

- A1. The Book and Learning Materials Allowances shall be released as an outright grant upon submission of the proof of enrollment for 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 and Learning Materials Allowances shall be Php 5,000 per semester.
- A3. For scholars enrolled in SUCs with a trimester schedule, the stipend and Book and Learning Materials Allowances shall be distributed as follows:
- Stipend - Php 40,000 for 1st term, Php 30,000 each for 2nd and 3rd terms
- Book and Learning Materials Allowances - 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. Relative to the output-based ruling for the granting of the thesis allowance, only one (1) thesis grant will be disbursed in case of a thesis jointly authored by 2 or more SIDA scholars

B. Graduate & Postgraduate (Masters 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.
- For scholars enrolled in SUCs with semestral schedule, the stipend shall be Php 50,000 per semester or Php 10,000 per month. Likewise, the Book and Learning Materials Allowances shall be Php 7,500 per semester.
 - For scholars enrolled in SUCs with a trimester schedule, the stipend and Book and Learning Materials Allowances shall be distributed as follows:

Stipend - Php 40,000 for 1st term, Php 30,000 each for 2nd and 3rd terms

Book and Learning Materials Allowances - Php 5,000 for each term.



- B2. The Book and Learning Materials Allowances and stipend shall only be provided during the first two (2) years or maximum of four (4) semesters with enrolled academic subjects.
- B3. The thesis/dissertation allowance shall likewise be output-based and disbursed outright upon submission of the hardbound copy of manuscript. The said output must be relevant to the sugarcane industry.
- B4. Graduate and Post-graduate scholars who were granted extension of their contracts due to acceptable and valid reasons are entitled to tuition fee allowance only. These said scholars may be allowed under reasonable circumstances to claim their thesis/dissertation allowance within the maximum period of one (1) year after the specified duration of their scholarship contract, subject to availability of SIDA Scholarship fund.

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 students, certified true copy of Grade 12 grades.
- For applicants with earned units in college – certified true 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/Case Study from MSWD/CSWD, Certificate of Indigency).

6.1.2 Graduate Program (Masters and Doctorate)

- Diploma and Transcript of Records (TOR) of baccalaureate/master's degree
- Certificate of Good Moral Character from the last school attended
- 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).

- 6.2. The MDO shall receive and validate the application, documentary requirements submitted and to conduct personal interview on the applicant. 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 the academic degrees which they have applied for;
- 7.2. Execute a Scholarship Contract with SRA wherein a scholar shall render a return service equivalent to one (1) year per year of scholarship. As much as practicable, the scholar must first comply with his/her return of service before applying for another scholarship under the SIDA program. However, the service obligation may be deferred should the scholar pursue further studies provided that he/she has officially requested for the deferment with attached proof of acceptance to the graduate school. The return of service obligation may commence after graduation.

In the return of service, priority and preference should be given to the Sugar Regulatory Administration. The scholar must first seek employment with SRA and in case there are no available employment opportunities therein, the scholar is required to secure a Certification from SRA to that effect before he/she can render a return of service with the following institutions/offices/companies:

- 7.2.1. Sugar Mills, Refineries, Distilleries, and Co-generation Plants related to the sugarcane industry;
- 7.2.2 Various associations related to Philippine Sugarcane Industry (e.g., Planters' Association/Federations, Millers' Associations, PHILSURIN, etc.);
- 7.2.3. Other government agencies (e.g., DA, DOE, DOST, etc.) including SUCs and GOCCs; and
- 7.2.4. Private companies/individuals related to the Philippine Sugarcane Industry like, but not limited to Sugar Traders, Food Processors, etc.

- 7.3. Report to the SRA/Mill District 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 not yet of legal age and still 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 grade required with no failing grade. Dropping out of any subject is a ground for the termination of the scholarship grant. An incomplete (INC) or in-progress (IP) grade due to valid and reasonable circumstances may be considered and the complete grade must be submitted within one (1) year upon tagging of the INC or IP, as the case may be. Non-conformance with the required GWA will automatically place the scholar in the probationary category and his/her corresponding allowance within said period is forfeited. The continuance of the scholarship grant is subject to further review and assessment of the HRDP TWG. The scholar is only allowed to be under the probationary category once (1).

- 7.5. Submit copies of the assessment of tuition fees, proof of enrollment, and grades from previous semester within fifteen (15) days after the end of every semester;
- 7.6 If the scholar shifts to another course/program, a written notice must be submitted to the TWG before enrollment. In order to enjoy the continuity of the scholarship program, the scholar must enroll to courses/programs under Section 3.1. The reason thereof for the shifting must be valid and acceptable as deemed by the TWG.
- 7.7. Submit a hardbound copy of the thesis or dissertation;
- 7.8. Complete the degree program enrolled within its prescribed duration as earlier stated. In case of delayed completion due to acceptable and valid reasons, the contract may be extended upon thorough deliberation and approval by the TWG. Entitled only to financial benefit subject to provision of 5.2-C of this Memorandum.
- 7.9. Not to avail simultaneously with this grant any other scholarship grant from other governmental sources.

8.0. POST SCHOLARSHIP INCENTIVES

SIDA Scholars will receive the following incentives upon graduation:

- a. Priority for job placement for available positions 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.

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) Endorse qualified applicants to the Sugar Board for its approval;
- d) Disseminate information about the program with the MIS team through the SRA website;
- e) Coordinate with the participating SUCs, MDDCs, Sugar Federations / Associations / MDOs and other stakeholders;
- f) Inform the MDOs on the list of scholars who qualified within their respective districts;
- g) Prepare scholarship contracts, forms, reports, and other necessary documents;
- h) Monitor and evaluate the academic performance of scholars;
- i) Evaluate and approve the thesis, dissertation and research proposals, duly recommended by the MDO or agency research experts, relevant to the sustainability and competitiveness of the sugarcane industry;
- j) Evaluate and settle, as far as practicable, all other matters/issues arising in the

- Scholarship Program which are not stipulated herein;
- k) Endorse the list of graduates to partner SUCs, MDDCs, Sugar Federations / Associations / MDOs and other stakeholders for possible employment; and
 - l) File legal action in cases of violation of the terms and conditions of this contract in a court of competent jurisdiction, exclusively in Quezon City.

10.0 GROUNDS FOR THE TERMINATION OF THE SCHOLARSHIP GRANT

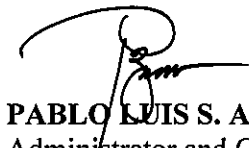
The SIDA HRDPC TWG reserves the right to terminate the scholarship grant due to the following grounds:

- 10.1. Failure to meet the grade requirements and/or terms and conditions stipulated in the Scholarship Contract;
- 10.2. Shifting to courses not covered under Section 3.1;
- 10.3. Misbehavior, alcoholism, and drug addiction;
- 10.4. Conviction of any crime involving moral turpitude;
- 10.5. Conviction for violation of the rules and regulations of the SUC; 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.

Approved by:



PABLO LUIS S. AZCONA
Administrator and CEO