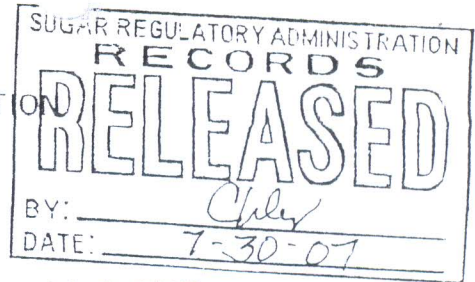




REPUBLIC OF THE PHILIPPINES
SUGAR REGULATORY ADMINISTRATION
North Avenue, Diliman, Quezon City
P.O. Box 70, U.P., Diliman, Quezon City



July 3, 2007

OFFICE CIRCULAR NO. 1
Series of 2007

**SUBJECT: REVISED PERSONNEL DEVELOPMENT COMMITTEE (PDC) GUIDELINES,
POLICIES, SYSTEMS AND PROCEDURES**

In order to establish sound internal control systems and procedures, and to strengthen the existing guidelines and policies of the Personnel Development Committee (PDC) in accordance with the existing Civil Service Commission (CSC) rules and regulations, the following revised guidelines, policies, systems and procedures shall be OBSERVED and ADOPTED:

I. APPLICATION FOR SCHOLARSHIPS AND ATTENDANCE TO TRAINING SEMINARS, CONFERENCES AND CONVENTIONS

All officials and employees holding permanent positions may avail of the opportunities for scholarships, and attendance to training, seminars, conventions and conferences both local and abroad, in order to develop and enrich their professional and technical capabilities, and to improve their performance on their respective official duties and responsibilities, relevant to the attainment of the mandate of the Sugar Regulatory Administration (SRA), subject to the following.

1. All invitations and information for scholarship, training and attendance to conventions and seminars must be properly disseminated to the Dept. Manager and posted in the bulletin boards by the Human Resource Section.
2. All applications for scholarships, training and attendance to conventions, and conferences shall be coursed through and endorsed to the PDC for deliberation and approval.
3. Scholarships, training, seminars, conventions and conferences applied for whether sponsored by and/or funded by SRA or by other government and non-government institutions, should not prejudice the existing official functions, duties and responsibilities of the employee-applicant. For this reason, prospective trainees shall secure a favorable recommendation from his/her Dept. Managers/heads of the office/unit.
4. Attendance to local training, seminars, conventions and conferences can be availed of by an employee once a year, except when by reason of his/her official functions, he/she is designated as representative or focal person and other meritorious cases to be determined and evaluated by the PDC.

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