



SUGAR REGULATORY ADMINISTRATION
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**SUGAR REGULATORY ADMINISTRATION
RECORDS SECTION**

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OFFICE CIRCULAR NO. 1
Series of 2021

SUBJECT: UPDATED GUIDELINES, POLICIES, SYSTEMS, AND PROCEDURES OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)

The Personnel Development Committee (PDC) is responsible for ensuring the development of SRA personnel in terms of knowledge, skill, competencies, and values. All trainings/seminars/conferences/conventions/scholarships, or any activity which enhances the knowledge, skills, competencies, and values of employees are covered under this circular.

In order to refurbish sound internal control systems and procedures, and to strengthen the existing guidelines and policies of the PDC in accordance with the existing Civil Service Commission (CSC) rules and regulations, the following guidelines from the Revised Personnel Development Committee (PDC) Guidelines, Policies, Systems and Procedures (Office Circular No. 1 s. 2007) were revisited and updated which 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-house or external, 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 Sugar Regulatory Administration (SRA), subject to the following:

1. All invitations and information about scholarship, training, and attendance to conventions and seminars must be properly disseminated to every department and division heads by the Records Section, and to be posted on the bulletin boards by the Human Resource Section.
2. All applications, requests for scholarships, trainings, and attendance to conventions and conferences, and personnel development-related proposals of in-house seminars shall be coursed through the Human Resource for recommendation/comments and endorsed to the PDC for deliberation and approval. Employees applying for scholarships, trainings, or attendance to conventions and



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conferences shall also fill-up and submit the Training Request Form (FM-AFD-HRS-071, Rev, 00) together with the other relevant documents.

3. Scholarships, trainings, 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. Prospective trainees shall secure a recommendation from their respective department heads through filling up and submission of the Training Request Form. The signing of the request form signifies that the department head recommends the employee-applicant to attend such scholarship, training, seminar, convention, or conference.
4. Employees can avail of attending local trainings, seminars, conventions, and conferences at least once a year. Additional trainings may be availed of, provided that:
 - a. All other employees in the department/division/section have received training or scholarship, or attended to seminars, conventions, and conferences.
 - b. The department has budget for the training, seminar, convention, or conference.
 - c. The employee by reason of his/her functions, he/she is designated as representative or focal and other meritorious cases to be determined and evaluated by the Committee.
5. For SRA officials and employees participation to conventions, seminars, conferences, symposia and similar **non-training** gatherings sponsored by non-government organization or private institutions, the existing government allowable/authorized registration fee shall not exceed **TWO THOUSAND PESOS (PHP 2,000.00)** per day for each participant. (3.2, Guidelines, National Budget Circular No. 563, April 22, 2016).
6. Membership and similar fees paid for personal or individual membership in a private organization shall be for the account of the member concerned and shall not charged to government funds. On the other hand, institutional membership fees, i.e. agency membership may be charged to government funds. (3.4, Guidelines, National Budget Circular No. 563, April 22, 2016).
7. CSC scholarships for Local-Masteral Programs (LSP-MP) shall be granted or made available to the personnel who has previously earned masteral units or who has completed academic requirement and/or is on thesis writing to complete his/her original course or pursue another course (Memorandum Circular No. 11, series of 1999) within the second level positions (SG 11 to 23). In case of several qualified applicants, preference shall be given to those who have earned the highest academic



with outstanding performances for two (2) consecutive rating periods preceding the application.

8. CSC scholarship for Bachelor's Degree Completion (LSP-BDC) shall be granted or made available to personnel who completed only second year college studies or is third year college within the first level position (SG 3 to 10) with performance appraisal rating of at least very satisfactory (VS) for two (2) consecutive years of service in the office preceding the application (Memorandum Circular No. 7, s 2000).

II. ATTENDANCE TO IN-HOUSE SEMINAR AND CONFERENCE PROGRAMS

1. Attendance to SRA orientation course and/or any other related courses shall be required for the new employees including the old employees who have not yet attended the said training, or transferees under first and second level positions.
2. Supervisory Training and/or Workshop Courses shall be required for employees with Salary Grade 18 and up and who have not yet undergone or participated in the said training.
3. The employee is required to echo his/her learnings as may be required by the Committee.

III. IN-HOUSE SEMINAR AND CONFERENCE PROGRAMS PROPOSAL PROCESS

1. The proponent/s shall submit a proposal letter addressed to the HR with the **title of training, objectives, list of participants, duration, target venue, and target date** of the activity for initial comments.
2. The HR will forward to the PDC for further deliberation and comments.
3. The PDC will forward the proposal to the Office of Administrator (OA) for the Administrator's approval. Should there be disapproval, the OA must write the reason/s for disapproval and shall forward it to the HR to communicate the disapproval to the proponent/s.
4. The OA will forward the approved proposal to the General Administrative Division (GAD) to check and approve the availability of venue on the provided date of in-house seminar/conference. The GAD may suggest the three (3) next available dates should the venue be unavailable on the provided date.
5. The GAD will forward the proposal with the approval of venue to the HR for drafting of Special Order (SO) to be signed by the Administrator or his/her authorize official of agency. Should there be suggestion on the next available dates, the HR should confirm it with the proponent/s and coordinate it with the GAD for the finalized date/s.



IV. GUIDELINES FOR APPLICATION FOR THE GRANT OR AVAILMENT OF STUDY LEAVE

The study leave is a time-off from work not exceeding six (6) months with pay for qualified officials and employees to help them prepare for their bar/board examinations. In completion of master's/doctoral degree, the study leave must not exceed four (4) months.

The leave shall be covered by a contract between the agency head or authorized representative and the employee concerned. No extension shall be allowed if the officials or employees avail of the maximum period of leave allowed herein. If they need more time to complete their studies, they may file a leave of absence chargeable against their vacation leave credits.

1. Applicant/s applying for study leave shall be selected based on the following requirements provided under CSC Memorandum Circular No. 21, s. 2004, as follows:

- a. The employee must have a bachelor's degree that requires the passing of the bar or a board licensure examination for practice of profession;
- b. The profession or field of study to be pursued must be relevant to the agency's mandate, or to the duties and responsibilities of the concerned employee, as determined by the agency head;
- c. The employee must have rendered at least two (2) years of service with at least very satisfactory performance for the last two (2) rating periods immediately preceding the application;
- d. The employee must have no pending administrative and/or criminal charges;
- e. The employee must not have any current foreign or local scholarship grant;
- f. The employee must have fulfilled the service obligation of any previous training/scholarship/study leave grant
- g. The employee must have a permanent appointment. In case of coterminous appointments, they may be allowed to avail of the study leave provided that they:
 - i. Meet the requirements under items a-f;
 - ii. Would be able to fulfill the required service obligation;
 - iii. Are not related to the head of agency or to any member of a collegial body or board, in case of constitutional offices and similar agencies, within the 4th degree of affinity and consanguinity.

2. Applicant/s for the study leave must submit proofs of completion corresponding to the purpose of the leave such as:

- a. For Board/Bar Examination - Certificate of Grades from the School/University, Professional Regulation Commission (PRC), Supreme Court



- b. For Thesis/Dissertation Writing - Approval Sheet of the thesis/ Dissertation by the panel and Dean of the graduate school and a copy of the approved thesis outline/proposal (Chapters 1, 2, & 3).
3. Applicant/s must secure a recommendation from the Head of the Division/Department/Office, where he/she is stationed or assigned.
 4. Applications for study leave, both local and foreign must pass through the Committee for evaluation and approval, to ensure that the course and/or the thesis proposal are relevant to the official duties and responsibilities of the applicants as well as the mandate of SRA.
 5. The head of the unit or the supervisor shall ensure that the existing duties and responsibilities of the grantee are properly delegated and assigned, so as not to hamper the operations/functions of the unit/division/department for the duration of the study leave.
 6. A grantee can avail of the study leave only once and no extension beyond the approved period shall be allowed, except under meritorious cases to be determined and evaluated by the Committee. However, in the case of approval of extension, all existing government rules in the avancement of Leave of Absence shall apply.
 7. The grantee need not be rated during the period of his/her study leave. The performance rating prior to the grant of the study leave shall be adopted.
 8. Prior to the commencement and consummation of study leave, the SRA and the Grantee shall execute a Study Leave Service Contract to be prepared by the Human Resource Section .
 9. The grantee must render a service obligation in correspondence to the length of the grant provided:

PERIOD OF GRANT	SERVICE OBLIGATION
One (1) month	Six (6) months
Two (2) to three (3) months	One (1) year
More than three (3) to six (6) months	Two (2) years

10. Should the employee fail to render in full the service obligation due to voluntary resignation, optional retirement, expiration of the term of appointment for coterminous employees, separation from the service through one's own fault, or other causes within one's control, the official or employee shall refund the gross amount of salary, allowances and other benefits received while on study leave proportionate to the balance of the service obligation required based on the following formula:



$$\text{Refund} = \frac{(\text{SOR} - \text{SOS}) \times \text{TCR}}{\text{SOR}}$$

Where:	R	-	Refund
	TCR	-	Total Compensation Received (gross salary, allowances and other benefits Received while on study leave)
	SOS	-	Service Obligation Served
	SOR	-	Service Obligation Required


11. The Official/Employee beneficiary of the study leave shall inform the Agency in writing, through the Human Resource Section, of his/her failure to take the bar/board examination or to complete his/her master's degree for which he/she was granted the study leave. The official/employee beneficiary shall also refund to the agency all the salaries and benefits received during the study leave. Further, for causes within his/her control, he/she shall be warned that a repeat of the same would bar him/her from future availment of the study leave and training/scholarship grant whether foreign or local.
12. The grantee is required to echo his/her learnings, as may be required by the Committee, and submits the certificate of attendance and reports within five (5) days and thirty (30) days after his/her seminar, training and conference, respectively.

V. APPLICATION FOR THE GRANT OR AVAILMENT OF STUDY LEAVE PROCESS

1. The applicant must write a letter to the PDC for the request to avail the study leave with the attached documents. The following information must be viewed in the application:
 - a. Name of the requester
 - b. Position
 - c. Reason/s for the availment of the study leave
 - d. Start and duration of the study leave
 - e. Recommendation from the Head of Division/Department/Office
 - f. **For study leave due to board/bar review:** certificate of completion/diploma for the said course, Board/Bar exam schedule
 - g. **For thesis/dissertation writing:** Approval sheet from the thesis/dissertation panel and Chapters 1, 2, & 3
2. The PDC deliberates and provides recommendations.
3. The PDC forwards the request to the Office of the Administrator for approval or disapproval.



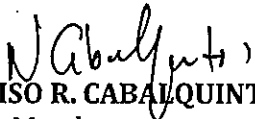
4. The HR forwards the request to the HR. In case of disapproval, the HR will provide the decision and the reason/s for disapproval to the requester. In case of approval, the HR will prepare a contract between the SRA and the requester/grantee for the service obligation before the commencement of the study leave.
5. The contract will be forwarded to the administrator first for signature, then to the grantee for the grantee's signature.
- VI. All previous Office Circulars and Orders, relative to Personnel Development Committee (PDC) that are inconsistent herewith are amended, modified and revoked accordingly.


ATTY. BRANDO D. NOROÑA
 Chairperson

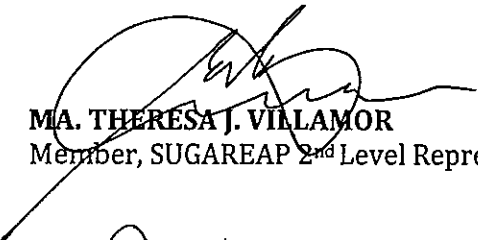

LUISITO C. MALAGKIT
 Vice-Chairperson

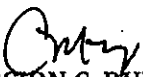
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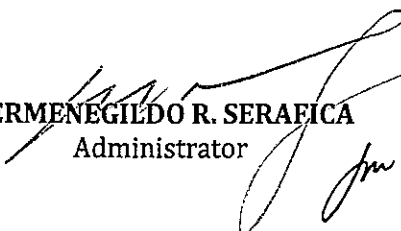

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