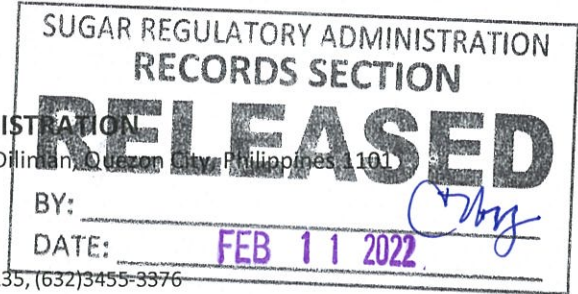




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3 February 2022

MEMORANDUM CIRCULAR NO. 4
Series of 2022

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” and SRA Board Resolution No. 2022-016, Series of 2022, 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 children and dependents of sugarcane industry workers and small sugarcane farmers to avail of undergraduate and graduate scholarship grants and deserving sugarcane industry workers who are taking up graduate 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 and postgraduate scholarship program;
- 1.4. To generate responsive, adaptable and innovative technologies, and scientific knowledge/information; and



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- 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 DEFINITION OF TERMS

- 2.1. **Sugarcane Industry Worker** - are small sugarcane farmers, and/or workers employed in 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 workers and small sugarcane farmers; b) relative of the sugarcane industry workers and small sugarcane farmers up to third (3rd) degree of consanguinity or affinity who are living with them at least five (5) years prior to application;
- 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 to the granting Institution and to Sugarcane Industry equivalent to one (1) year per year of scholarship.

3.0 SCOPE OF THE PROGRAM

Courses and Fields of Discipline

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

PRIORITY/RELEVANT PROGRAMS	MAJOR FIELDS OF DISCIPLINE
BS/MS/PhD in Agriculture	Plant Breeding/Genetics Crop/Soil Science Agronomy Plant/Crop Physiology Plant Pathology Agricultural Biotechnology Entomology Agricultural Extension
BS/MS/PhD in Chemistry	Chemistry Soil Chemistry Agricultural Chemistry
BS/MS/PhD in Engineering	Chemical Engineering/Sugar Technology Mechanical Engineering Electrical Engineering Civil Engineering Agricultural Engineering Industrial Engineering
OTHER RELEVANT COURSES:	BS Statistics

	BS Agricultural Economics BS Agricultural Business BS Accounting Management BS Financial Management BS Accountancy BS Biology/Microbiology & Biotechnology
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Full Scholarship shall be granted to all qualified beneficiaries as provided for in the next paragraph.

4.0 BENEFICIARIES

The Program is open to all underprivileged children and dependents of sugarcane industry workers and small sugarcane farmers to avail of undergraduate and graduate scholarship grants and deserving sugarcane industry workers who are taking up graduate courses in relevant fields of discipline in State Universities and Colleges (SUCs).

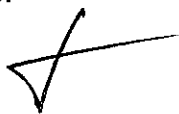
5.0 QUALIFICATION REQUIREMENTS

5.1 Undergraduate Program (Bachelor)

- 5.1.1 A Filipino Citizen;
- 5.1.2 High School Graduate, or has earned college/university academic units related to the abovementioned required degrees or courses of the program;
- 5.1.3 Passed the entrance academic examinations and other requirements of the recognized SUCs;
- 5.1.4 Not a beneficiary of any other scholarship grant;
- 5.1.5 Bonafide children and dependents of the Sugarcane Industry Workers and Small Sugarcane Farmers as certified by SRA; and
- 5.1.6 With a combined annual gross income of the parents or guardian of not more than Php 400,000.00.

5.2 Graduate Program (Master and Doctorate)

- 5.2.1 A Filipino Citizen;
- 5.2.2 Graduated from any relevant and related undergraduate course/degree;
- 5.2.3 Passed the entrance academic examination and other requirements of the recognized SUCs from the graduate programs;
- 5.2.4 Not a beneficiary of any other scholarship grant;
- 5.2.5 Bonafide children and dependents of the Sugarcane Industry Workers and Small Sugarcane Farmers as certified by SRA or Sugarcane Industry Worker; and
- 5.2.6 With a combined annual gross income of the parents or guardian of not more than Php 500,000.00.



6.0 ANNUAL ALLOCATION OF SCHOLARSHIP SLOTS

Allocation for the number of scholars and budgetary appropriation shall primarily be proportional to the total land area planted with sugarcane based on the preceding crop year of the mill district, the number of available qualified applicants, and other meritorious factors. The Human Resource Development Program Committee (HRDPC) – Technical Working Group (TWG) shall disseminate the allocations for each Mill District Office through the issuance of SRA Memorandum before the start of the school/academic year.

7.0 FUNCTIONS AND RESPONSIBILITIES IN THE ADMINISTRATION OF THE PROGRAM

7.1 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

7.2 Technical Working Group (TWG)

- a) Review and draft guidelines, policies and procedures of the Program;
- b) Screen, evaluate, and recommend qualified applicant/s;
- c) Disseminate information and/or post in the SRA website;
- d) Coordinate with the participating SUCs, MDDCs, Sugar Federations/Associations/MDOs and other stakeholders;
- e) Inform the MDOs of the list of scholars approved by the Sugar Board;
- f) Prepare scholarship contracts, forms, reports, and other necessary documents;
- g) Monitor and evaluate academic performance of scholars in coordination with MDOs;
- h) Evaluate and approve the thesis dissertation and research proposals relevant to the sustainability and competitiveness of the sugarcane industry; and
- i) In case of any violation of the terms and condition of the contract, file appropriate legal action in a court of competent jurisdiction, exclusively in Quezon City.

8.0 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, research proposals, thesis and dissertation. Administrative costs shall also be allocated in the implementation of the Program charged to SRA Corporate Fund as stated in the IRR Section 11.6 Operating Fund.



8.1. Scholars shall receive the following per semester:

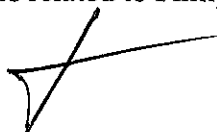
TYPE	UNDER-GRADUATE (Bachelor)	GRADUATE (Master)	POST-GRADUATE (Doctorate)
Tuition & Miscellaneous Fees- for one (1) semester (maximum)- as billed by the SUC	Free tuition and other school fees (RA 10931)	Php 15,000	Php 20,000
Book Allowance- for one (1) semester	Php 5,000	Php 7,500	Php 7,500
Stipend- Php 10,000/month	Php 50,000	Php 50,000	Php 50,000
TOTAL	Php 55,000	Php 72,500	Php 77,500
Thesis Allowance (One-Time)	Php 75,000	Php 100,000	
Dissertation Allowance (One-Time)			Php 100,000

- 8.2. The stipend will be regularly distributed per month upon submission of proof of enrollment/ certificate of registration of the current semester and the complete and passing grades of the previous semester.
- 8.3. The book allowance shall be disbursed at the beginning of the semester after the scholar has submitted the proof of enrollment/certificate of registration of the current semester and complete grades of previous semester.
- 8.4. For MS and PhD scholars, the stipend and book allowance shall only be provided during the semesters with academic subjects.
- 8.5. The thesis/dissertation allowance shall be disbursed upon submission of the hardbound copy of thesis/dissertation with signed approval sheet or certification from SUC of completion of study within thirty (30) days from the date of graduation. Sugarcane-related thesis/dissertation is a prerequisite for the release of allowance.

9.0 OBLIGATION OF SCHOLARS

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

- 9.1. Pursue academic degrees for which they have applied for;
- 9.2. Execute a Scholarship Contract with SRA wherein a scholar shall render service equivalent to one (1) year per year of scholarship. The return of service is required after graduation prioritizing the following in exact manner: 1) government agencies directly working with Sugarcane, 2) other government agencies, and 3) private entities related to Philippine Sugarcane Industry

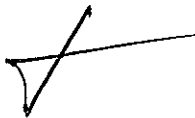


- 9.3. Report to SRA office together with his/her parents/legal guardian (for undergraduate scholars) for the orientation of the scholarship policies and signing of the scholarship contract. In case the scholar is under the care of a guardian, he/she is required to submit an affidavit of guardianship;
- 9.4. Enroll the required number of units for every semester as mandatorily prescribed by the SUCs;
- 9.5. Submit copies of assessment of tuition fees, proof of enrollment, official receipts and other supporting documents of disbursements;
- 9.6. Maintain a general weighted average (GWA) of 2.50 or higher for baccalaureate and 2.0 for graduate. A GWA lower than the requirement shall place the scholar in a probationary status for one (1) semester and subject to further review and assessment of the TWG;
- 9.7. Seek approval from the TWG should the scholar drop any subject. For unjustifiable reasons, he/she assumes the tuition fee for the subject dropped upon re-enrollment and the amount of which to be deducted from his/her monthly allowance;
- 9.8. Inform the Technical Working Group if shifting to another course/program and state the reason thereof. The course/program which the scholar intends to shift to must be in the list of priority courses/programs;
- 9.9. Submit photocopies of Certificate of Grades within fifteen (15) days after the end of every semester as basis for the next enrollment;
- 9.10. Submit hardbound copy of the thesis or dissertation, diploma, official transcript of records, and resume/curriculum vitae;
- 9.11. Complete the degree program enrolled within its prescribed duration. In case of delayed completion due to acceptable and valid reasons, one semester extension may be granted but without stipend;
- 9.12. Refund within one (1) year the total amount received from the Program, and in addition a 20% penalty charge for the following grounds:
 - a) withdraws from the Program for unjustifiable reasons
 - b) refuses to render reasonable service as stipulated in the Scholarship Contract
 - c) if found to have submitted falsified or fraudulent documents

10.0 APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS

10.1 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;

10.1.1 Undergraduate Program (Bachelor)

- For incoming 1st year, duly certified true copy of grades for Grade 11 and 1st semester of Grade 12
 - For applicants with earned units in college – duly certified 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 of Indigency from their barangay, Certificate from DSWD or for children of OFW and Seafarer, a latest copy of contract or proof of income)

10.1.2 Graduate Program (Master and Doctorate)

- Diploma and Transcript of Records (TOR) of baccalaureate/master's degree
 - Certificate of Good Moral Character
 - 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 parents/guardian if employed, Certificate of Tax exemption from BIR, -Certificate of No Income from BIR, Certificate of Indigency from their barangay, Certificate from DSWD or for children of OFW and Seafarer, a latest copy of contract or proof of income)
- 10.2.** The MDO shall receive and validate the application and documentary requirements. The MDO shall stamp received on the application and set a deadline for the submission of requirements for proper evaluation and documentation. Complete applications shall be forwarded to TWG for evaluation.
- 10.3.** 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.

11.0 GROUND FOR THE TERMINATION OF THE SCHOLARSHIP GRANT

- 11.1.** Misbehavior or failing health caused by alcoholism, drug abuse or other unhealthful habits;
- 11.2.** Conviction of any crime by competent court of justice or administrative body;
- 11.3.** Conviction for violation of the rules and regulations of the SUC;
- 11.4.** Non-compliance to the terms and conditions stipulated in the Scholarship Contract; and
- 11.5.** Submission of falsified or fraudulent documents
- 11.6.** Other justifiable reasons upon deliberation of the SIDA HRDP Committee TWG.
- 11.7.** Upon termination, the required render of service is still mandatory until fully satisfied.

12.0 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 (1) year the actual amount spent for his/her schooling. If non-compliance is due to disabling illness (except those in 11.1) as determined by a government



physician, the scholarship benefits shall be deferred during the period of absence.

13.0 EFFECTIVITY

These guidelines shall take effect immediately and remain in full force unless revoked or amended in writing. These guidelines shall apply to ongoing scholars starting Academic Year 2021-2022.

By Authority of the Board:

HERMENEGILDO R. SERAFICA
Administrator

