



Page	:	1 of 9
0022-59-00-14		
Reference Numbers		

OFFICE ORDER No. 14
Series of 2022

FOR : ALL BAFS PERMANENT EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

**SUBJECT : GUIDELINES ON AVAILMENT OF SCHOLARSHIP GRANTS AND
LEARNING AND DEVELOPMENT ACTIVITIES**

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 10, series of 1989 (Establishing a Human Resource Development Committee [HRDC] in All Departments, Agencies, Instrumentalities, Branches and Subdivision in Government, including Government-Owned and Controlled Corporation and Local Government), and in compliance with the Department of Agriculture - Memorandum Order No. 31, series of 2021 (Amending Memorandum Order No. 09, series of 2018 re: Personnel Development Committee, Directing the Creation of HRDCs in RFOs, bureaus, attached agencies and corporations consistent with the provisions of said Department Memorandum Order), this BAFS guidelines on the availment of scholarship programs and learning and development (L&D) activities for the BAFS permanent employees is hereby issued.

I. Objectives

These guidelines aim to provide guidance to the BAFS Human Resource Development Committee (BAFS-HRDC) and the employees concerned on the system of application, nomination, and selection of candidates for scholarships and L&D activities available to BAFS permanent employees. Specifically, this document shall provide the following:

1. general policies on the application, nomination, and selection of candidates for scholarships and L&D activities;
2. procedure on the information dissemination of available scholarship and L&D-grants;
3. requirements for applicants of scholarships and L&D activities;
4. procedure and criteria for evaluation of applicants;
5. obligations and benefits of the scholars; and
6. grounds for termination of the scholarship, and sanctions.

II. Legal Bases

The guidelines is based on the following applicable legal issuances:

1. Executive Order No. 292, series of 1987 (The Revised Administrative Code of 1987);



2. Executive Order No. 367, series of 1989 (Further Amending Executive Order No. 129 dated May 6, 1968, as amended by Executive Order No. 421, dated November 26, 1973);
3. Civil Service Commission (CSC) Memorandum Circular No. 10, series of 1989 (Establishing a Human Resource Development Committee [HRDC] in All Departments, Agencies, Instrumentalities, Branches and Subdivision in Government, including Government-Owned and Controlled Corporation and Local Government);
4. CSC Memorandum Circular No. 18, series of 1998 (Revised/Additional Guidelines and Operating Procedures on the Local Scholarship Program [LSP] for Masteral Degree Courses); and
5. Department of Agriculture - Memorandum Order No. 31, series of 2021 (Amending Memorandum Order No. 09, Series of 2018 re: Personnel Development Committee, Directing the Creation of HRDCs in RFOs, bureaus, attached agencies and corporations consistent with the provisions of said Department Memorandum Order)

III. Scope and Coverage

The guidelines shall apply to all BAFS permanent employees who are qualified under existing rules and regulations to avail of scholarship grants and learning and development activities. Scholarship grants cover continuing formal education such as master's or doctorate degrees. Learning and development (L&D) activities with the duration of 15 days which cover seminars, training, workshops, short-term courses, conferences, conventions, study tours, secondment, and others. Scholarship grants and L&D activities shall include those conducted locally and internationally, which have been offered directly or referred to BAFS, or solicited by BAFS from local or foreign foundations, universities, private sector organizations, and other institutions. It encompasses those that are fully funded or partially funded by sponsoring institutions.

The following shall not be covered under this guidelines:

1. In-house L&D activities organized by the Bureau's undertakings for its employees such as but not limited to BAFS Orientation Course and/or any other related courses (e.g., Seminar-Workshop on Client-Agency Relations, Gender Sensitivity Training/Seminar, Seminar-Workshop on Professionalism in Public Service Program, Frontline Service Management Program, Values Orientation Workshop, Public Service Ethics and Accountability, and CSC Integrated Training Program), Planning and Assessment Workshop(s);
2. Ministerial/high-level meetings and other travels abroad.

IV. Definition of Terms

For the purposes of this guidelines, the following terms shall be defined as:

1. *Grantee* refers to an employee approved with a non-scholarship or L&D grant.
2. *Learning and development (L&D)* refer to set of interventions for personal, career and professional development of the employees that intend to improve individual and organizational performance.

3. *Official business* refers to a travel that is authorized by the Head of Agency or his/her delegated authority which are necessary and within the mandate of the requesting government official or personnel, will involve the minimum expenditure, and are expected to bring substantial benefit to the country/agency. Such travels are pursued with entitlements such as pre-travel allowance, airfare, and daily subsistence allowance (DSA) prescribed under applicable guidelines.
4. *Re-entry action plan* refers to a plan of action of an official or employee which narrates his/her learnings during the course of the scholarship or L&D grant and how he/she will apply these in the workplace upon his/her return to the office.
5. *Scholar* refers to an employee who has been awarded with a scholarship grant.
6. *Scholarship* refers to a form of monetary and/or non-monetary educational support provided to an employee to complete academic degrees whether availed locally or abroad.
7. *Sponsoring institutions* refers to local or foreign foundations, universities, private sector organizations, and other institutions that offer scholarship grants and L&D activities, either fully funded or partially funded.

V. Guidelines Principles and Policies

1. The scholarship or L&D grant shall contribute to the overall mandate of the BAFS and shall be consistent with the L&D Plan of the Bureau.
2. Availment of all scholarships shall be based on staffing plan or succession plan, while availment of L&D activities shall be based on the applicants' need as identified in the Bureau's L&D Plan.
3. There shall be an equitable distribution of scholarship and L&D opportunities among permanent officials and employees.
4. Application for scholarship and L&D should not prejudice the duties and responsibilities of the applicant. Hence, prospective applicants should get the recommendation of their Chief or immediate supervisor.
5. Preference shall be given to those who are most qualified, next in the succession plan and have not availed of previous or existing scholarship grants or L&D activities, whose functions are relevant to the scholarship and L&D activities, and those who have previously availed of scholarship grant or L&D activities that have successfully implemented their re-entry plan.
6. There shall be no discrimination in the selection of candidates on account of gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated in the training course or by the sponsoring agency.
7. An applicant shall commit to finish the scholarship grant within prescribed time period. Extensions shall be allowed due to valid reasons e.g., health reasons among others.

8. Attendance of personnel in authorized scholarship and L&D activities shall be on official time.
9. Participants or beneficiaries of any scholarship grants and L&D activities shall be relieved of all duties and responsibilities for the duration of the program.

A. Specific Guidelines on L&D Activities

1. L&D activities can be availed by an employee at least once a year, except when their attendance is necessary as official representative or focal person and in other meritorious cases to be determined and evaluated by the BAFS-HRDC.
2. Participation to L&D activities with the duration of more than 15 days activities shall be subject to the evaluation of the BAFS-HRDC in accordance with Section VII (Processes and Procedures) hereof.
3. Participation in L&D activities with a duration less than 15 days must be endorsed by the Division Chief subject to the approval of the BAFS-HRDC.
4. L&D activities with pre-identified nominees by the sponsoring institution shall still be subject to the endorsement of the heads of division and shall go through the deliberation of the BAFS-HRDC to ensure that the identified nominee is suitable to attend.
5. Participants to the Supervisory Training and/or Workshop Courses shall be required for employees with Salary Grade 18 and above shall be formally endorsed by the Division Chiefs for the approval of the BAFS-HRDC.

VI. Qualification Requirements for Scholarship and L&D Grants

In addition to the requirements prescribed under existing laws, rules and regulations and of the sponsoring institution, the following additional requirements are hereby adopted for purposes of evaluation:

1. A nominee must have no administrative and/or criminal charges;
2. Meet the requirements specified by the sponsoring institution;
3. Have a performance rating of at least "Very Satisfactory" for the last two (2) rating periods prior to the nomination;
4. Must be physically and mentally fit to travel and undergo the L&D activity local and abroad;
5. Hold a permanent appointment at the time of nomination;
6. Have no pending nomination or approved application for scholarship in another program or course;
7. For full-time scholarships, a nominee must have served BAFS for at least two (2) years and within the prescribed age limit of the sponsoring institution years old at the time of nomination;
8. The nominee's present duties and responsibilities must be relevant to the field of study; and
9. A nominee who has previously availed of a scholarship or L&D grant may be considered for another scholarship or L&D grant, provided that such nominee has completed the service obligations specified in Section IX (Obligation of the Grantee) hereof.



VII. Processes and Procedures

A. Posting/Announcement

1. All invitations for scholarships and L&D grants shall be received and/or endorsed by the Office of the Director to the Administrative Head through the BAFS-HRDC.
2. The BAFS-HRDC shall deliberate all invitations for scholarship and L&D activities.
3. The Administrative Head, through the BAFS-HRDC Secretariat, shall notify all Division Chiefs on the scholarships and L&D grants which are available to permanent employees with a request for the submission of their respective nominee(s) within the set deadline. The notice shall state the following:
 - a. title and short description of the course;
 - b. place and duration thereof;
 - c. required qualifications of nominees;
 - d. requirements; and
 - e. deadline for submission of nominees.
4. The Administrative Head, through the BAFS-HRDC Secretariat, shall circulate and post notices on the available scholarship and L&D activities in strategic places within the BAFS premise and other available online platforms.
5. Records related to completeness and confidentiality of records related to the screening and deliberations of the BAFS-HRDC shall be maintained and may be released only, upon submission of written request, by the BAFS-HRDC Secretariat upon approval of the BAFS-HRDC Chairperson for justifiable reasons.

B. Evaluation and Selection of Candidates

1. Interested BAFS employees shall submit a formal letter of intent addressed to the head of office (or BAFS-HRDC Chairperson) and endorsed by the Division Chief along with the accomplished application form. The letter of intent shall provide justification why they should be selected. In some cases, the Division Chief may nominate qualified staff based on the relevance of the course or program to the function of the employee(s). The employee(s) must be apprised of the nomination prior to the submission to the BAFS-HRDC.
2. All nominations for scholarships must be submitted to the BAFS-HRDC Chairperson through the BAFS-HRDC Secretariat with proper and complete application documents within the set deadline.
3. The BAFS-HRDC Secretariat shall pre-assess the completeness of the submitted documents and qualifications of the nominees based on the requirements of these guidelines and the sponsoring institution. In case of incomplete documentary requirements, the BAFS-HRDC Secretariat shall immediately inform the nominee on the lacking document(s) or the necessary action to undertake.
4. The BAFS-HRDC Secretariat shall prepare a comparative matrix on all the nominee(s) for BAFS-HRDC deliberation.

5. The BAFS-HRDC shall convene to deliberate and determine the most qualified nominee(s) based on the following criteria:

Criteria	Point System
Relevance of the course/program to: a. Office/Division/Unit mandate or function – 15 points b. Actual duties or position of the applicant – 15 points	30 (a+b)
Very relevant	15
Fairly relevant	12
Relevant	10
Less relevant	5
Not relevant	0
Performance Rating	15
Outstanding	15
Very Satisfactory	10
Work Experience and Accomplishment	15
More than 8 years	15
More than 5 to 8 years	10
2 to 5 years	5
Written and Oral Communication Skills	15
Intellectual Ability	15
Maturity and Emotional Stability	5
Diligence in Study and Work Habits	5
Total	100

6. Nominee(s) who meet the criteria with a cut-off score of at least 80 points shall be recommended for scholarship or L&D grant.

7. Based on the results of the evaluation, the BAFS-HRDC will identify the most viable nominee of the Bureau.

8. The BAFS-HRDC may recommend nominee through a referendum based on the submitted nominations in case of the following:

- a. There is lone candidate to the scholarship;
- b. The deadline for submission of nominee(s) is within two (2) weeks or 10 working days; and/or
- c. The Committee cannot convene due to lack of quorum

C. Endorsement to Approving Authority and Sponsoring Institution

1. The results of the deliberation shall be officially endorsed by the BAFS-HRDC to the DA Secretary through the DA-HRDC following the DA Memorandum Order 31, series of 2021.



An affiliate of
IFOAM
ORGANICS
INTERNATIONAL



2. Upon receipt of the approval of the DA Secretary, the BAFS-HRDC Secretariat shall inform the nominees on the result of their applications through formal means.

D. Awarding of Scholarship

Employee(s) who have been selected by the Secretary and/or have been accepted by the organizers/sponsoring institution shall be assisted by the BAFS-HRDC Secretariat in accomplishing contract (Annex A) prior to academic undertaking and to require submission of all other documentary requirements.

E. Monitoring and Evaluation of Scholars

1. All scholars are required to provide the BAFS-HRDC, through the Secretariat, updates/status of their academic undertaking/load (Annex B) every semester for monitoring purposes.
2. The BAFS-HRDC Secretariat shall maintain a database of all scholars, consolidate and regularly submit reports to the BAFS-HRDC.

VIII. Terms and Conditions, and Obligations and Responsibilities of Scholars

In consideration of the acceptance of a scholarship or L&D grant, the grantee shall bind him/herself to comply with the following conditions which will be embodied in a scholarship/L&D contract to be entered into between the scholars and the BAFS:

1. Submit to the BAFS-HRDC a copy of the contract and/or terms of conditions of the grant at least one (1) month prior to the start of scholarship/L&D.
2. All scholars and grantees must abide by the terms and conditions stipulated in their contract signed prior to the effectivity of the scholarship or grant.
3. Maintain lawful and moral conduct so as not to bring disgrace or dishonor to themselves, the BAFS and country. In this connection, the grantee/trainee shall undergo an orientation dialogue with the BAFS-HRDC or with invited resource persons;
4. Keep up with the standards of scholarship or accomplishments;
5. Submit to the head of office and to the BAFS-HRDC the updates/status of their academic undertaking/load with duplicate copy of the official transcript of grades at the end of each quarter, term, or semester, as the case may be;
6. Report for duty to the BAFS immediately upon the termination of their scholarship/grant;
7. Upon completion of the course/program, the scholar/grantee must submit a travel report which includes the re-entry action plan (REAP) in Annex No. C and a duplicate copy of the diploma or certificate of completion from the sponsoring institution within 30 days. In addition, the L&D grantee is required to submit an Attendance and Learning Application Plan (Annex D) approved by their immediate supervisor.
8. Upon completion of at least six (6) months of study/L&D, submit the necessary updates on the implementation of the approved REAP or proposal.
9. Serve the BAFS or any other government office or instrumentality as the exigencies of the service may require, the corresponding service obligation subject to the other conditions provided under Executive Order No. 367 dated 21 August 1989.



IX. Service Obligation

1. The scholar or grantee shall serve compulsory service obligation in the Bureau after the completion of grant to ensure return of investment (ROI) and facilitate the transfer of technology. The duration or specific coverage of the service obligation shall be determined accordingly and stipulated in the scholarship contract.

Nature	Duration of Scholarship/L&D	Service Obligation
For academic, non-academic programs including extension	For every year or a fraction thereof not less than 6 months	2 years
	A fraction of a year less than 6 months but not less than 2 months	1 year
	A fraction of a year less than 2 months	6 months

- 2. No employee shall be authorized to apply for any scholarship or L&D grant until after rendering the required service obligation on the previous grant attended.
- 3. In case the scholar fails to render the service obligation stipulated in the contract through their own fault or willful neglect, resignation, voluntary separation or transfer the scholar shall refund to the DA-BAFS the actual full amount actually defrayed for their grant. However, in case, the scholar completed their degree and opted to transfer to another government agency, they shall no longer refund to the Bureau the amount spent for their studies.
- 4. A scholar who will not be able to complete the grant after the allowable extended term or period may continue their studies at their own time and expense. They may file a leave of absence, subject to the approval of the Head of Office to enable him/her to complete the grant within six (6) months. Otherwise, the scholar will refund to the sponsoring institution all the expenses defrayed for their studies and to their DA-BAFS the salaries, allowances and emoluments they received while on scholarship or L&D grant.

X. Grounds for Disqualification and Termination of the Scholarship and L&D Grant, and Sanctions

A. Grounds for disqualification and termination of scholarship and L&D grant:

- 1. When a scholar or grantee is formally charged prior to enrolment with an administrative offense where the penalty is suspension or dismissal.
- 2. When a formal charge is filed after enrolment and the scholar is subsequently found guilty of an administrative offense and dismissed from the service.
- 3. In case the scholar receives a failing grade in any subject the scholarship grant shall be discontinued.
- 4. Failure to comply with the conditions stipulated in the scholarship contract through the scholar’s fault or willful neglect, resignation, voluntary retirement or other causes within his/her control shall be considered a breach and default of contract.



feh

B. Sanctions

1. In the event that the scholar fails to complete the degree or discontinue their studies due to their own fault or willful neglect, except those due to illness or health reasons, the scholar shall:
 - a. refund to the sponsoring agency all expenses incurred and to DA-BAFS all salaries, allowances and emoluments received for the period covered; and
 - b. be barred from participating in future scholarship examinations or assessment processes
2. Refund of all expenses, e.g., salaries and allowances may be condoned in case of separation from government due to:
 - a. Abolition of the office; or
 - b. Involuntary phase-out of the position being held by the grantee due to reorganization; or
 - c. Death or permanent disability
3. The proportionate refund of the monetary value of the scholar's service obligation to the agency shall be allowed after they have rendered at least fifty (50%) of the total service obligation in the agency.
4. Mode of payment whether on installment basis and/or through salary deduction, shall not exceed three (3) years. An agreement duly executed in an affidavit shall be effected between the scholar and the Bureau.

XI. Effectivity

This Guideline shall take effect immediately and shall remain in force until officially revoked in writing. All orders inconsistent herewith are deemed revoked.

Done this 13th day of July 2022.


VIVENCIO R. MAMARIL, PhD
Director IV