



*Philippine
Council for
Agriculture
and
Fisheries*

*EMPLOYEES'
HANDBOOK*

DECEMBER 2017

TABLE OF CONTENTS

Foreword	i
Chapter I: The Philippine Council for Agriculture and Fishery (PCAF)	
History	2
Mandates, Mission and Vision.....	3
Statement of Principles.....	5
Quality Policy	5
Performance Pledge	6
Logo	6
Advisory Special Bodies	6
NAF Council Structure.....	7
Organizational Structure.....	8
Organizational Chart	8
Function of the Divisions/Sections	9
Chapter II: Recruitment, Selection and Placement	
Merit Selection Plan	
Objectives	18
Procedures.....	18
Qualification Standards.....	18
Duties and Responsibilities of PSB.....	19
Appeals and Protest	19
Chapter III: Personnel Compensation, Welfare and Benefits	
A. Direct Compensation	
1. Fixed Compensation.....	21
2. Variable Compensation.....	22
B. Indirect Compensation	
1 Protective Program.....	24
2 Leave Benefits.....	26
Chapter IV: Learning and Development	
Personnel Development Committee (PDC)	
Trainings/Scholarship.....	33
Gender and Development	33

Chapter V: Rewards and Recognition

Program on Awards and Incentives for Service Excellence (PRAISE)	
Objective.....	35
Types of Awards	
1. National Awards.....	35
2. Agency Level Awards.....	35

Chapter VI: Performance Management

Strategic Performance Management System (SPMS).....	38
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Chapter VII: General Policies

General Policies	
A. Code of Conduct and Ethical Standards for Public Officials and Employees	
1. Norms of Conduct of Officials and Employees.....	40
2. Duties of Officials and Employees	41
3. Prohibited Acts and Transactions	41
4. Statements and Disclosure	42
5. Divestment	43
B. Office Regulations	
1. Flag and Heraldic Code of the Philippines.....	43
2. Official working Hours and Office Attendance	
a. Flexible Working Hours	43
b. Use of Biometric Handpunch Machine	44
c. Daily Time Record	44
3. Policy on Absenteeism, Tardiness and undertime	
a. Habitual Absenteeism	44
b. Habitual Tardiness	45
c. Undertime	45
4. Wearing of Prescribed Office Attire.....	46
5. Wearing of PCAF Official ID.....	46
6. Office Decorum	46
7. No Smoking Policy.....	46
8. No Gambling Policy.....	46
9. Drug-Free Workplace.....	46
C. Administrative Offenses	
Classification of Administrative Offenses and Corresponding Penalties	48

Appendix A Lupang Hinirang	53
Appendix B Panunumpa sa Watawat	54
Appendix C Panunumpa ng Kawani ng Gobyerno	55
Appendix D Department of Agriculture Hymn	56
Appendix E Telephone Directory and other related information.....	57
Acknowledgment	59

FOREWORD

As a public servant, we shall at all times be accountable to the people and shall discharge our duties with utmost responsibility, integrity, competency and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

This Philippine Council for Agricultural and Fisheries (PCAF) Employees' Handbook was crafted to provide basic information about the Agency. It is also designed to present an overview of the personnel responsibilities, benefits and services as an employee of the PCAF.

As we move forward, we face many challenges due to the changing environment, however, we are confident that we will surpass these challenges because we are working together as partners and as responsible and dedicated public servants for a more caring and nurturing organization anchored on trust, mutual respect, humility and fairness.



SARAH GUTIERREZ-CAYONA
Executive Director

04 JAN 2018

Date: _____

CHAPTER I:

THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES (PCAF)

HISTORY OF PCAF

Republic Act 2084 dated June 14, 1958

The National Agricultural and Fishery Council (NAFC) started as Rice and Corn Coordinating Council (RCCC)

It was created during the time when the government aims to attain self-sufficiency in both rice and corn and provide adequate measures to ensure permanent stability in the production of these commodities by marshalling all government agencies to increase rice and corn production at a minimum cost.

Executive Order No. 62 dated January 15, 1964 signed by President Diosdado P. Macapagal

RCCC became the Rice and Corn Authority (RCA). It was created due to numerous government agencies charged with interrelated functions relative to stabilization of the rice and corn industries creating confusion and unintegrated measures which frustrate government efforts to ensure the public for ample supply of rice and corn at prices within their reach.

Executive Order No. 50 dated October 17, 1966 signed by President Ferdinand E. Marcos

RCA was replaced by the Rice and Corn Production Coordinating Council (RCPCC). RCPCC was then the government agency that has the sole power and responsibility of implementing the Rice and Corn Production Program to avoid confusion among the implementing agencies, as well as the farmers.

Executive Order No. 183 dated May 6, 1969 signed by President Ferdinand E. Marcos

Three (3) years later, the country's food requirement outgrew the effectiveness of the RCPCC, thus, in 1969, the National Food and Agriculture Council (NFAC) was formed.

NFAC was headed by the Secretary of Agriculture and Natural Resources as Chairman-Coordinator with the head of agencies related to food production including Governor of the Central Bank of the Philippines and President of various lending institutions as members.

Presidential Decree No. 914 dated March 29, 1976 signed by President Ferdinand E. Marcos

The Livestock Development Council (LDC) was created under the Department of Agriculture (DA).

The LDC was created to support the policy of the government to promote the development of the livestock industry in order to increase the supply of livestock and livestock products and to attain self-sufficiency in food commodities of animal origin.

Executive Order No. 116

dated January 30, 1987 signed by the President Corazon C Aquino

Renaming the Ministry of Agriculture and Food (MAF) into Ministry of Agriculture reorganizing its units, integrating all offices and agencies whose functions relate to agriculture and fishery into the ministry.

Thus, NFAC as an agency was reorganized structurally and functionally and renamed as National Agricultural and Fishery Council (NAFC) which serves as Secretariat to the Ministry of Agriculture.

Under E.O. 116, NAFC was mandated to create consultative bodies at the national, regional, provincial, municipal levels, primary to promote private sector participation in agricultural and fisheries development through consultation, advocacy, planning and monitoring and project evaluation.

Executive Order No. 366**Series of 2004 Consolidation of NAFC and LDC**

On June 26, 2013, the National Agricultural and Fishery Council (NAFC) and the Livestock Development Council (LDC) were consolidated under the name of Philippine Council for Agriculture and Fisheries.

MANDATES

PCAF is an attached agency of the Department of Agriculture (DA) created out of the consolidation of two councils the National Agricultural and Fishery Council (NAFC) and the Livestock Development Council (LDC) pursuant to EO 366, Series of 2004.

With the transfer of the functions of the NAFC and LDC to PCAF, it assumed strengthened functions related to coordination and monitoring of agricultural and fisheries modernization processes, and development of public-private partnerships as advisory special bodies to the DA.

In terms of legal issuances, the mandates transferred to PCAF are essentially based on Executive Order No. 116, series of 1987 and DA Administrative Order No. 6, series of 1998 as follows:

Executive Order No. 116, Series of 1987

- a. Act as advisory body to the Department of Agriculture (DA) to ensure the success of its programs and activities; and
- b. To establish nationwide network of agricultural and fishery councils to serve as the forum for consultative and continuing discussions within agriculture and fisheries sector.

P.D. 914, Series of 1976

- a. Formulate and establish comprehensive policy guidelines for the department of the livestock industry;
- b. Formulate long and short range programs calculated to achieve major self-sufficiency, efficiency and stability in food commodities of animal origin;

- c. Coordinate, integrate and supervise all policies and programs of all government agencies charged with the implementation thereof;
- d. Evaluate the activities and accomplishments of all agencies of government charged with the implementation of the different aspects of livestock development programs;
- e. Assist, coordinate and integrate private sector activities with that of the government sector with the purpose of involving the private sector in the food development programs of animal origin and allied industries;
- f. Call on any department, bureau, office, agency and other instrumentalities of the government in the form of personnel, facilities and other resources as the need arises in the performance of its function; and
- g. Perform such other as maybe necessary to attain the objectives of the livestock development programs.

DA Administrative Order No. 142, Series of 1998

- a. Assist the DA in the broad-based monitoring and coordination of the agriculture and fisheries modernization process; and
- b. Serve as integrative and consultative structure for inter-agency and inter-sectoral collaboration in agriculture and fisheries modernization.

R.A. 10601 or the Agricultural and Fisheries Mechanism (AFMec) Law, Series of 2013

- a. Promulgate the national policies and guidelines on testing and evaluation of agricultural and fisheries machinery and equipment; Encourage and assist in the organization of a privately-led classification and accreditation system to develop and promulgate its operational guidelines and procedures;
- b. Provide necessary technical support to the privately-led classification and accreditation system to classify and accredit local agricultural and fisheries machinery manufacturers, importers and suppliers, distributors and dealers into small, medium and large firm;
- c. act as an advisory body of the DA by providing policy recommendations to ensure the success on the implementation of DA programs and activities concerning agricultural and fisheries mechanization;
- d. Formulate a results-based monitoring and evaluation system for the implementation of the AFMech Law, including the NAFMP and serve as an external monitoring body to the Bureau of Agricultural and Fisheries Engineering (BAFE);
- e. Monitor and coordinate the activities of the local AFMeCs; and
- f. Provide funding assistance on the organization and operationalization of the AFMeC at the national, regional, provincial/HUCs/ICCs and city/municipal levels.

VISION

An apex policy-making body with strong, vibrant and visible private sector partners responsible for the attainment of a conducive policy environment towards a globally competitive and sustainable agriculture and fisheries sector.

MISSION STATEMENT

In partnership with our advisory special bodies and other stakeholders, we will zealously promote and strengthen capacities in participatory and collaborative governance.

Working together, we will uphold multi-stakeholder engagement, transparency and accountability in policy and program development processes for the agriculture and fisheries sector.

Together, we will work with others to create a better and brighter future for the agricultural and fishery communities.

STATEMENT OF PRINCIPLES

We, the officials and associates of PCAF, commit to performance excellence.

We will always think of what is good for our clients and stakeholders. We will work with passion, driven with a sense of urgency, as we strive to be client-focused and results-oriented.

We continuously uphold the good name, credibility and reputation of PCAF. Integrity, transparency and fairness will be the cornerstones of our work. We will maintain clarity and consistency in implementing policies/guidelines and in delivering seamless transactions.

We value, nurture and reward creativity, innovation and continuous improvement. We will open up opportunities that will enhance receptiveness to change, willingness to take risks or accept new tasks/responsibilities, and apply new learning. As we move from our comfort zones to our courage zones, we will inspire, support and encourage each other.

Working together as partners and as responsive and dedicated public servants, we will create a caring and nurturing organization anchored on trust, mutual respect, humility and fairness.

Above all, we will cherish and sustain a God-filled, harmonious and fulfilling working environment.

QUALITY POLICY

“The Philippine Council for Agriculture and Fisheries commits to ensure broad-based policy development and coordination processes, participatory monitoring and tracking services and active engagement of all stakeholders in the agriculture and fisheries sector.

We endeavor to enhance responsiveness and relevance of priority policies and programs in the agriculture and fisheries sector through participatory mechanisms and processes; ensure that advisory special bodies are actively engaged in shaping national and local agriculture and fishery development agenda; scale-up access and availability of knowledge products for key stakeholders in all levels; built client-focused, high performing working teams in PCAF; and gain recognition as strategic advisor, technical leader and resource linker for agriculture and fishery issues and concerns.

We commit to good governance, professionalism, excellence and continual improvement of the quality management system.”

PERFORMANCE PLEDGE

We, the officials and employees of the Philippine Council for Agriculture and Fisheries commit to:

- P* Provide effective and efficient, and participatory mechanisms and processes to come up with sound agricultural and fishery policy and program recommendations.
- C* Conduct broad-based multi-stakeholder consultations on agricultural and fishery concerns.
- A* Actively engage in shaping national and local agricultural and fishery development agenda.
- F* Foster active participation of private and government sectors representatives.

LOGO



The PCAF logo symbolizes our advisory special bodies and other stakeholders (*four people standing*) which actively discuss agriculture and fisheries (*center of the logo*) concerns to ensure broad-based policy development and coordination process.

PCAF's Advisory Special Bodies (ASBs) are:

1. National Agriculture and Fisheries (NAF) Council

- Is the highest mechanism for consultation and dialogue between and among the Department of Agriculture and other departments, government agencies, local government units (LGUs), private entities and national farmers' and fishers' group and civil society organizations.
- a. **National Sectoral and Strategic Concerns Committees (NSSCCs)**
 - Provide the venue for private-public stakeholders' dialogues and discussions of issues confronting the agriculture and fishery sectors with the end-in-view of finding solution or resolving these. This is achieved through regular and special meetings and broader public consultation when needed. The output of these meetings and consultations are policy and program/project.

The five (5) NSCs and Sub-committees are as follows:

1. Committee on Commercial Crops
 - Cacao Industry Development Sub-Committee;
 - Coffee Industry Development Sub-Committee;
 - Roots Crops Industry Development Sub-Committee;
 - Rubber Industry Development Sub-Committee; and
 - Fiber Industry Development Sub-Committee.
2. Committee on Fisheries and Aquaculture
3. Committee on Food Staples
4. Committee on Fruits and Vegetables; and
5. Committee on Poultry, Livestock & Feed Crops

The following are the three (3) Strategic Concerns Committees and Technical Working Group (TWG)

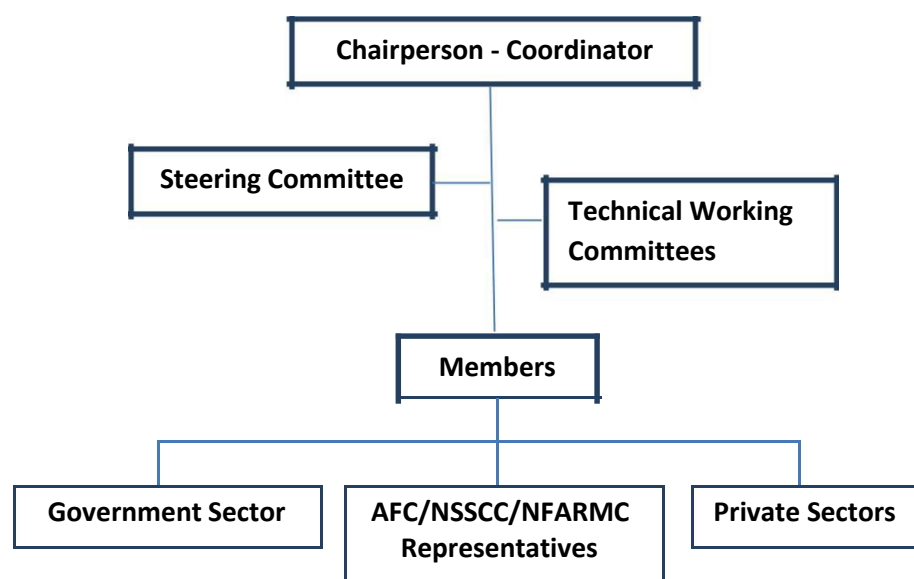
1. Agriculture and Fisheries Mechanization;
 - TWG on Research and Development;
 - TWG on Manufacturing and Supply;
 - TWG on Training and Extension; and
 - TWG on Credit and Marketing.
2. Committee on Climate Change; and
3. Committee on International Trade.

b. Agricultural and Fishery Councils (AFCs)

- Mechanism for private sector participation in the development processes at the regional, provincial and city/municipal levels. It is the “VOICE and BRIDGES” to development. The network of AFCs is composed of:

1. Regional Agricultural and Fishery Councils (RAFCs)
2. Provincial Agricultural and Fishery Councils (PAFCs)
3. Independent Component City Agricultural and Fishery Councils (ICCAFCs)/ Highly Urbanized City Council (HUCCs); and
4. Municipal Agricultural and Fishery Councils (MAFCs) / City Agricultural and Fishery Councils (CAFCs)

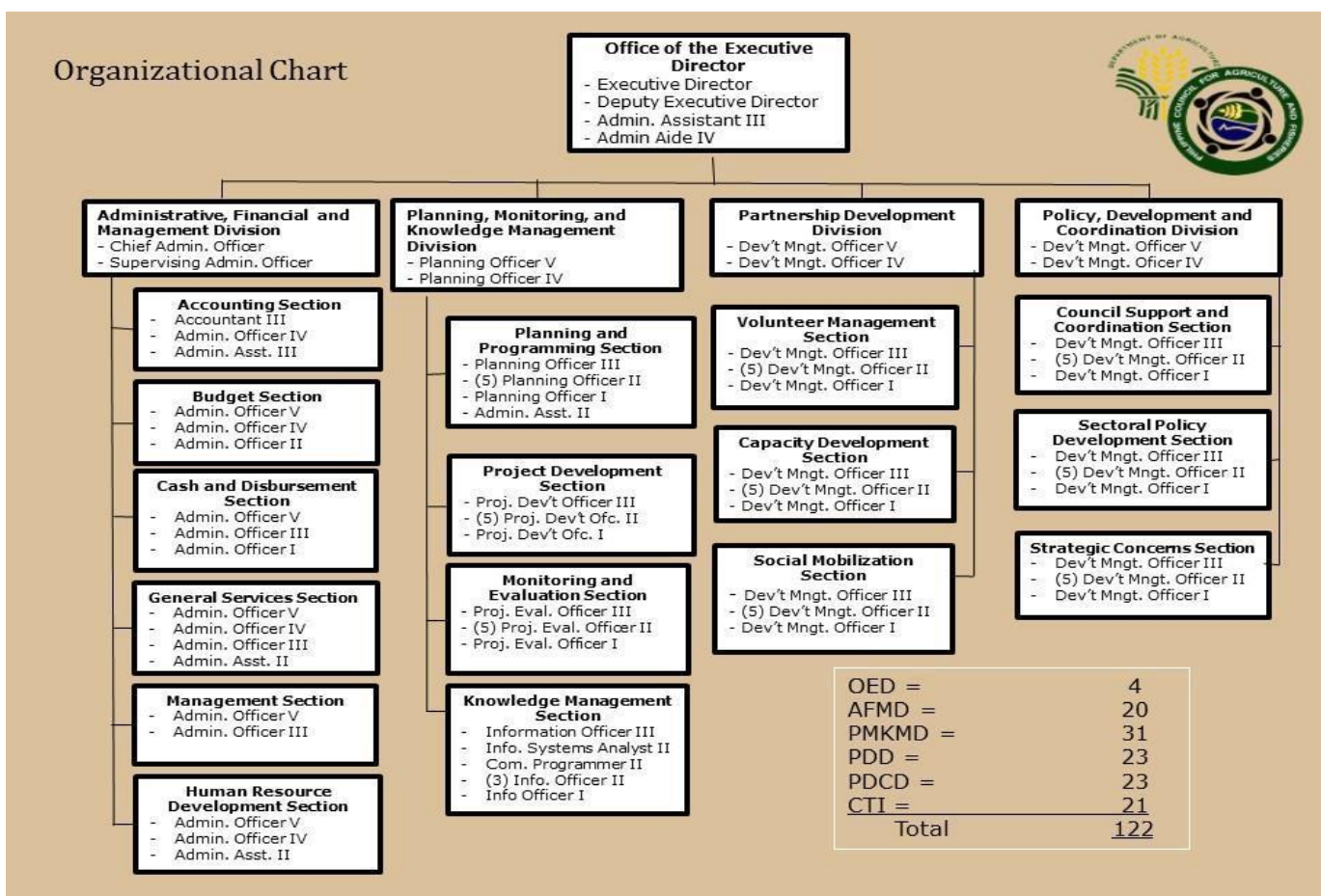
NAF COUNCIL STRUCTURE



PCAF ORGANIZATIONAL STRUCTURE



PCAF ORGANIZATIONAL CHART



FUNCTIONS OF THE PCAF DIVISIONS/SECTIONS

OFFICE OF THE EXECUTIVE DIRECTOR

1. Plan, direct, supervise and coordinate the administrative and technical activities of the agency including its resource generation functions;
2. Oversee the formulation and implementation of agency policies, plans and programs;
3. Submit periodic reports on the activities of the agency and the Council to the Secretary of Agriculture; and
4. Perform other duties as may be assigned by the Secretary of Agriculture.

I. ADMINISTRATIVE, FINANCIAL, AND MANAGEMENT DIVISION

1. Provide quality administrative, finance and management support services towards effective and efficient agency operations and optimum resource utilization;
2. Provide advisory services on administrative, finance and management related matters; and
3. Ensure the enforcement of the bidding and regulatory guidelines for the procurement and disposal of goods and services based on the existing laws and regulations.

A. Accounting Section

1. Execute general accounting principles, rules and regulations;
2. Provide technical advice on accounting, reporting, internal controls and other financial related matters;
3. Prepare timely accounting and management reports as well as periodic financial statements in conformance with existing government accounting and auditing rules and regulations;
4. Develop, maintain and periodically update accounting related aspects of the Finance, Administrative and Management Information System (FAMIS) database;
5. Serve as focal point for BIR and other related regulatory agencies; and
6. Perform other functions as may be assigned by the management.

B. Budget Section

1. Execute mandated budgeting systems and procedures, policies and principles on budget and fiscal management;
2. Provide technical advice on budgeting and other financial related matters;
3. Develop, maintain and periodically update the budget related aspects of the Finance, Administrative and Management Information System (FAMIS) database;
4. Coordinate and maintain liaison with the Department of Agriculture, Department of Budget and Management, Congress and other national government agencies on budget related matters; and
5. Perform other functions as may be assigned by the management.

C. Cash and Disbursement Section

1. Execute mandated disbursement systems and procedures and other policies and principles on cash management;
2. Provide technical advice on cashiering and other financial related matters;
3. Develop, maintain and periodically update disbursement related aspects of the Finance, Administrative and Management Information System (FAMIS) database;
4. Serve as focal point for PCAF depository banks and other related agencies; and
5. Perform other functions as may be assigned by the management.

D. Human Resource Development Section

1. Execute policies, rules, regulations and programs in all areas of human resource development;
2. Spearhead the assessment of strategic human manpower and requirements in relation to organizational goals, plans and programs;
3. Collaborate in the development of innovative and responsive human resource programs in the following areas: Recruitment/Selection, Orientation and Induction, Career Development, Promotion and Transfers, Capacity Development and Training, Wage, Salaries and Compensation, Performance Management and Retirement;
4. Maintain and periodically update the Human Resource Management Information System (HRMIS);
5. Advise management on human resource development issues and other related relevant matters;
6. Act as secretariat/representative of the Personnel Selection Board (PSB), Personnel Development Committee (PDC), Program on Awards and Incentives for Service Excellence (PRAISE), Grievance Committee, and other human resource related committees; and
7. Perform other functions as may be assigned by the management.

E. General Services Section

1. Execute policies, rules, regulations and programs in all areas of records management in accordance with the National Archives Law, Rules and Regulations and other existing government orders/issuances; and in all areas of property and supply management in accordance with the existing auditing and accounting procedures and procurement laws;
2. Develop, maintain and periodically update the records, property and supply management aspects of the Finance, Administrative and Management Information System (FAMIS) database;
3. Ensure effective and consistent implementation of policies and principles relative to records management and physical safety/security;
4. Advise management on strategic and/or sensitive records management issues and other related relevant matters;
5. Undertake programs to ensure management of all physical facilities, equipment, furniture, fixtures and vehicles; and
6. Perform other functions as may be assigned by the management.

F. Management Section

1. Develop plan and program objectives relative to management improvement;
2. Examine the administrative organization of the Agency and make recommendations for improvement;
3. Maintain and update the Agency's organization and other manuals;
4. Undertake regular management surveys of organization structure, manpower and operations; study special problems as assigned; review existing methods, procedures and system; and make recommendations for improvement;
5. Develop staffing standards and manpower requirements for the Agency;
6. Develop new and improved management systems; exercise staff supervision over the implementation of such improvements; and provide training in the use of the systems;
7. Review internal control system for safeguarding money and property as ascertain weaknesses and deficiencies requiring corrections; and
8. Perform other functions as may be assigned by the management.

II. PLANNING, MONITORING AND KNOWLEDGE MANAGEMENT DIVISION

1. Spearhead the formulation and periodic updating of medium-term/strategic plans, consolidation of annual agency plans and program development investment/resource programming and analyze and evaluate these relative to the agency's mandate and the Medium Term Agricultural and Fishery Development Plan;
2. Undertake timely analysis and assessment of strategic directives and policies relevant to the agri-fisheries sector, in order to ensure development of effective response to current key challenges, future scenarios and emerging issues in the sector;
3. Provide technical leadership and strategic advice to the technical departments as well as the AFCs/NSCs in planning, monitoring and knowledge management in all levels;
4. Develop and implement appropriate and robust M and E system to track and assess all components of the agriculture and fisheries modernization process as well as all PCAF programs, projects and other collaborative initiatives;
5. Support the development of knowledge-based institutional capacities and competencies within PCAF and its related structures and knowledge-based collaboration between and among PCAF, its partners and other stakeholders;
6. Promote knowledge-based collaboration and program/project development between and among PCAF, its partners and other stakeholders;
7. Identify and prioritize appropriate programs and projects to be undertaken in line with the agency's mandate, objectives and thrusts;
8. Formulate the work and financial plans, policies and strategies for the development and effective and efficient implementation of the agency's programs and projects; and
9. Coordinate with donor governments and other relevant entities – local, national and international, on the approval of project proposals endorsed for funding and other possible institutional arrangements;

A. Planning and Programming Section

1. Spearhead the formulation of agency thrusts, medium-term/strategic and public investment programs;
2. Formulate annual programs, plans, projects and targets, as well as conduct analysis of level and configuration of organizational, financial, physical and other resources required for implementation, and the results-based framework/measures by which the agency's performance may be evaluated;
3. Analyze and evaluate agency plans, programs and budgets in relation to the agency's mandate and the Philippine Agricultural Development Plan;
4. Ensure efficient and effective allocation and programming of the agency's resources including but not limited to the Official Development Assistance (ODA) funds;
5. Undertake research and development activities to support planning for all current and planned programs, projects and activities of the agency;
6. Coordinate and maintain liaison with the Department of Agriculture, Department of Budget and Management, Senate, Congress and other national government agencies;
7. Ensure tracking and assessment of the agency's effectiveness, efficiency, relevance, responsiveness and sustainability;
8. Undertake research and development activities to support policy development for all current and planned programs, projects and activities of the agency; and
9. Perform other functions as may be assigned by the management.

B. Project Development Section

1. Formulate and implement guidelines for the use and availment of funds managed by the agency;
2. Evaluate project proposals submitted by DA and its attached agencies and other government and non-government entities for possible funding;
3. Package/Assist in project proposals to conform to the form and substance as set in the guidelines;
4. Prepare/review annual work and financial plans of approved projects;
5. Develop and implement an evaluation system for project proposals submitted for funding;
6. Develop project proposals in support to agency's mandates;
7. Coordinate and mobilize resources to fund and support operations as well as priority development programs, projects and activities endorsed and/or implemented by the various groups of private-sector led organizations and relevant entities; and
8. Perform other functions as may be assigned by the management.

C. Monitoring and Evaluation Section

1. Monitor and evaluate processes, results, impact and reach of targeted A/F related policies, programs, projects and initiatives under AFMA, as well as those implemented by PCAF in collaboration with other agencies;
2. Monitor and evaluate agency performance as well as the implementation of programs and projects of the agency and its consultative bodies;

3. Establish mechanisms and measures to promote accountability for use of resources allocated to targeted A/F modernization related programs, projects, initiatives;
4. Undertake appropriate strategies/courses of action to address key findings from M&E activities; and
5. Perform other functions as may be assigned by the management.

D. Knowledge Management Section

1. Develop, implement and maintain agency information management system data/knowledge base;
2. Formulate policies, standard operating procedures and standards for the effective installation and maintenance of ICT related security measures and mechanisms;
3. Provide PCAF-related data and information that will meet required informational requirements of stakeholders, oversight agencies and the National Information Network;
4. Develop knowledge management and knowledge sharing technology support instruments, tools and templates for identifying, capturing, sharing, creating and generating new knowledge, and diffusing knowledge and information;
5. Facilitate development and strengthening of learning and knowledge sharing culture within PCAF, between and among its partners and stakeholders and between and among the NAF Council and its instrumentalities;
6. Provide advice and support on how to embed KM into ongoing programs/projects and in the design of new program/projects (e.g. in feed backing, reporting and documentation systems; in tracking, monitoring and evaluation systems; etc.);
7. Package and transform key agency knowledge and information (e.g. replicable program/project experiences, good/best innovative practices, successful models, lessons learned, network of experts, etc.) into popular and digital forms for widespread dissemination and diffusion to partners and stakeholders;
8. Design and implement strategic communication, information, education and communication and social marketing plans, programs and initiatives; and
9. Perform other functions as may be assigned by the management.

III. POLICY DEVELOPMENT AND COORDINATION DIVISION

1. Provide technical leadership, guidance and support to the consultative bodies (CBs) and other events/activities of the stakeholders on policy development and other related concerns at the national level;
2. Undertake timely analysis and assessment of strategic directives and policies relevant to the agri-fisheries sector, in order to ensure development of effective response to current key challenges, future scenarios and emerging issues in the sector;
3. Collaborate with other technical departments and partners in the conduct of researches and/or policy studies to generate substantive inputs, relevant agenda and/or up to date reference for use during consultations and other stakeholder forums;
4. Facilitate conduct of relevant studies on strategic agricultural and fishery key challenges, trends, issues and concerns, relative to scope of AFMA mandate; and

5. Advocate for creating enabling environment/policies/initiatives that will encourage participatory development in agricultural and fishery sectors at the national level.

A. Council Support and Coordination Section

1. Formulate and implement plans, programs, projects and activities to facilitate operations of the NAF Council, Steering Committee and TWCs;
2. Facilitate inter-agency and inter-sectoral planning, advocacy and collaboration on TWCs strategic development agenda;
3. Coordinate private and government sectors' active involvement in council/ committee activities;
4. Provide technical leadership and guidance and secretariat support to the NAF Council, Steering Committee and TWCs;
5. Undertake and/or assist in the conduct of policy researches to provide inputs, agenda and/or strategic advice during consultations and other stakeholder forums;
6. Establish monitoring and feedback mechanism on policy, program and project recommendations;
7. Undertake strategic level analysis to provide advice on appropriate /responsive policies and action for Agri fisheries modernization and development as well as to develop agency position/s on sectoral and strategic issues and concerns; and
8. Perform other functions as may be assigned by the management.

B. Sectoral Policy Development Section

1. Formulate and implement plans, programs, projects and activities to facilitate operations of the commodity-based National Sectoral Committees;
2. Facilitate inter-agency planning, advocacy and collaboration on sectoral strategic development agenda;
3. Coordinate private and government sectors' active involvement in the activities of the committee and other policy making bodies within/outside the DA;
4. Provide technical leadership, guidance and support to the commodity-based NSCs;
5. Undertake and/or assist in the conduct of policy researches to provide inputs, agenda and/or strategic advice during consultations and other stakeholder forums;
6. Establish monitoring and feedback mechanism on policy, program and project recommendations;
7. Undertake strategic level analysis to provide advice on appropriate /responsive policies and action for Agri fisheries modernization and development as well as to develop agency position/s on sectoral issues and concerns;
8. Perform other functions as may be assigned by the management.

C. Strategic Concerns Section

1. Formulate and implement plans, programs, projects and activities to facilitate operations of the National Sectoral Committees on strategic concerns;
2. Facilitate inter-agency planning, advocacy and collaboration on sectoral strategic development agenda;

3. Coordinate private and government sectors' active involvement in activities of the National Sectoral Committees on strategic concerns;
4. Provide technical leadership, guidance and support to the National Sectoral Committees on strategic concerns;
5. Establish monitoring and feedback mechanism on policy, program and project recommendations;
6. Undertake and/or assist in the conduct of policy researches to provide inputs, agenda and/or strategic advice during consultations and other stakeholder forums;
7. Undertake strategic level analysis to provide advice on appropriate /responsive policies and action for Agri fisheries modernization and development as well as to develop agency position/s on sectoral issues and concerns; and
8. Perform other functions as may be assigned by the management.

IV. PARTNERSHIP DEVELOPMENT DIVISION

1. Engage and sustain broad-based stakeholders' involvement in agriculture and fisheries modernization initiatives through the establishment and management of a network of volunteers from both government and private sector;
2. Provide enabling environment for feasible and practical inter-sectoral social allies to raise people's awareness of and demand for a particular development program, to assist in the delivery of resources and services and to strengthen community participation for sustainability and self-reliance;
3. Ensure the provision and/or conduct of quality, timely and cost-effective capability development activities for individual and institutional members of the various agricultural and fishery consultative bodies (Agricultural and Fishery Councils or AFCs, National Sectoral Committees or NSCs, and NAF Council including its Technical Working Committees or TWCs);
4. Provide technical leadership, guidance and administrative support in the conduct of activities of stakeholders of the local level;
5. Maximize opportunities for the involvement of the consultative bodies, volunteer members and other relevant organizations and groups in strategic policy/program dialogues and national advocacy efforts.

A. Volunteer Management Section

1. Design, plan and implement recruitment and retention policy;
2. Develop/maintain database of members of consultative bodies and networking files;
3. Develop and implement operations manual to institutionalize stakeholders' participation;
4. Develop and/or implement appropriate rewards and recognition modalities and other structured motivational programs for all volunteer partners;
5. Maximize opportunities for involvement of the volunteers in all development processes;
6. Monitor performance of AFCs, NSCs and volunteer members; and
7. Perform other functions as may be assigned by the management.

B. Capacity Development Section

1. Integrate/oversee capability building for stakeholders;
2. Conduct training needs assessment of stakeholders;
3. Formulate capability building programs for the stakeholders;
4. Facilitate and/or conduct training/seminars and other educational activities needed to enable volunteer-members perform functions, address issues and concerns, and set and achieve organizational and sector goals and objectives;
5. Monitor and evaluate results of capacity development activities conducted; and
6. Perform other functions as may be assigned by the management.

C. Social Mobilization Section

1. Provide technical leadership, guidance and financial support in the conduct of regular meetings of the AFCs;
2. Advocate for the establishment/reactivation of AFCs and in providing support to the consultative bodies;
3. Advocate for creating enabling environment/policies/initiatives that will encourage participatory development in agricultural and fishery sectors at the local level;
4. Scout/explore possible resource streams to sustain operations of local consultative bodies and ensure the provision and/or facilitation of logistics support to private sector-led partners and stakeholders;
5. Manage, implement and/or coordinate all PCAF-implemented programs, projects and other collaborative efforts to support stakeholders' activities and initiatives;
6. Spearhead and/or facilitate in the building of networks and alliances with strategic and potential partners; and
7. Perform other functions as may be assigned by the management.

CHAPTER II:

RECRUITMENT, SELECTION AND PLACEMENT

An equal employment opportunity at PCAF shall be open to all qualified applicants. Recruitment, placement and selection of employees shall be based on the approved agency Merit Selection Plan (MSP).

a. Legal Basis:

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 03, Series of 2001 for revised policies on merit promotion plan, to wit:

xxx

21. All government agencies shall submit their Merit Promotion Plan to the Civil Service Commission which shall take effect immediately upon approval.

xxx

In view thereof, the PCAF submitted the Merit Selection Plan to CSC on 11 March 2016 and same was approved on 24 June 2016.

b. Objectives:

1. Establish a system characterized by strict observance of merit, fitness and equality principles in the selection of employees for appointment to positions classified under the first and second levels of the career service, based on the agency plantilla;
2. Create equal opportunities for employment to all qualified persons to enter the government service and for career advancement in the agency; and
3. Facilitate the just adjudication of protest cases and grievances relative to selection and promotion.

c. Procedures:

1. Announcement of vacant position;
2. Filling of application;
3. Administration of examinations;
4. Pre-screening of applicants;
5. Evaluation of qualified applicants;
6. Submission of comprehensive evaluation report of candidates;
7. Approval of the Executive Director; and
8. Announcement of promoted and newly hired applicants.

d. Qualification Standards:

1. Education –
Refers to academic, technical or vocational studies that shall enable the applicant to successfully perform the duties and responsibilities of the positions to be filled.
2. Training –
Refers to the successful completion of local or foreign training courses acquired from CSC or any training institution that are relevant to the duties of the position to be filled.

3. Experience –
Refers to work experiences which are relevant to the functions of the position applied for.
4. Eligibility requirements –
Refers to eligibility granted by the Civil Service Commission (CSC) and/or Professional Regulation Commission (PRC) license.
5. Other Requirements, if necessary
Refers to additional documentary requirement needed for the said vacant position.

e. Duties and Responsibilities of Personnel Selection Board (PSB)

1. Assist the appointing authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan;
2. Follow strictly the process on the selection of employees for appointment in the government service;
3. Submit a comprehensive evaluation report of all candidates screened for appointment so that appointing authority shall be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report;
4. Comply with the policy on the three (3) salary grade limitation on promotion; and
5. Check the approved agency System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position.

f. Appeals and Protests

A protest on appointment shall no longer be acted upon through the grievance machinery.

The same shall be initially appealed to the appointing authority who issued the appointment, then to the Civil Service Commission Regional Office (CSCRO), and then to the Civil Service Commission Proper.

CHAPTER III:

PERSONNEL COMPENSATION, WELFARE AND BENEFITS

Compensation

PCAF adopts the employee welfare and benefit system to motivate personnel and career growth and reward good performance and length of service.

It is composed of the following:

A. Direct Compensation – these are cash compensation items which are either fixed or variable and are paid to an employee for the performance of work. These include the following:

1. Fixed Compensation – these are cash compensation items which are regularly granted to all employees. These are:

a. Basic pay

This is the primary cash compensation for work performed, excluding any other payments, allowances and fringe benefits. (in accordance of E.O. 201, series of 2016)

b. Personnel Economic Relief Allowance (PERA)

This shall be given at Two Thousand pesos (Php2,000.00) per month, the combined total of the current Five Hundred pesos (Php500.00) PERA and the One Thousand Five Hundred pesos (Php1,500.00) Additional Compensation, to supplement pay due to the rising cost of living. *(DBM Circular No. 03, S of 2009)*

c. Uniform/Clothing Allowance (U/CA)

All officials and employees are customarily provided with allowance for uniform and clothing as authorized under DBM Circular No. 2012-1, series of 2012

d. Mid-Year Bonus

Equivalent to one (1) month basic pay as of May 15 shall be given to entitled personnel not earlier than May 15 of the current year, subject to the following condition: (DBM Circular No. 2017-02, Series of 2017)

- Personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;
- Personnel remains to be in the government service as of May 15 of the current year; and
- Personnel has obtained at least a satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total or aggregate service under item (a) hereof is complied with.

e. **Productivity Enhancement Incentive**

Shall be given not earlier than December 15 of every year to all qualified government employees at Five Thousand Pesos (PHP5,000.00) each for the purpose of improving the government employees' productivity in accordance with Executive Order No. 201, Series of 2016.

f. **Year- end bonus and cash gift**

Equivalent of one (1) month basic pay and cash gift of Five Thousand Pesos (Php5,000.00) shall be given to entitled government personnel, subject to the following conditions:

- Personnel has rendered at least a total or an aggregate of four (4) months of service from January 1 to October 31 of the current year; and
- Personnel remains to be in the government service as of October 31 of the same year.

g. **Representation and Transportation Allowances (RATA)**

These are granted to government officials down to division chiefs at monthly standard rates in order to defray representation and transportation expenses while in the actual performance of the duties and responsibilities of their positions. (NBC No. 546, S of 2013)

h. **Loyalty Cash Award/Incentive**

Granted to official and employee who rendered ten (10) years of continuous and satisfactory service in the Agency. In the same way, an official or employee who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award. Services rendered in other government agencies prior to January 1, 2002 shall not considered for purpose of granting loyalty award.

The guidelines on the grant of Loyalty Cash Award/Incentive are provided under COA Resolution No. 2002-010 dated November 29, 2002 and Loyalty Award under CSC Memorandum Circular No. 6. s 2002 dated March 1, 2002.

2. Variable Compensation - these are cash compensation items which are granted to employees based on certain qualifications or rendition of special services.

a. **Honorarium**

A form of compensation given as a token of appreciation or reward for gratuitous service on account of one's broad and superior knowledge or expertise in a specific field for which, going by custom, tradition or propriety no fixed price is set.

b. **Overtime Pay**

Payment for the rendition of overtime services shall be authorized only when *extremely necessary*, such as when a particular work of activity cannot be completed within the regular work hours and that non-completion of the same will: a.) cause financial loss to the government or its instrumentalities; b.) embarrass the government due to its inability to meet its commitments; or c.) negate the purposes for which the work or activity was conceived.

- **The priority activities that may warrant rendition of necessary overtime services include the following:**
 - ❖ Implementation of special or priority programs and projects embodied in Presidential directives with specific dates of completion;
 - ❖ Essential public services during emergency or critical situations that would require immediate or quick response;
 - ❖ Seasonal work, such as but limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
 - ❖ Preparation of financial and accountability reports required by oversight agencies like Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management and National Economic and Development Authority;
 - ❖ Services rendered by drivers and other immediate staff of official when they are required to keep the same working hours as these officials; and
 - ❖ Such other activities as are needed to meet performance targets or deliver services to the public as may be determined by the agency.
- **Employees who may be authorized to render overtime services with pay and compensation**
 - ❖ Only appointive and salaried civilian government employees holding regular, contractual and casual positions of the agency, limited to Division Chief and below;
 - ❖ Incumbents of positions of Division Chief or Equivalent level and below, designated as Officer-in-Charge of higher level positions.
- c. **Performance-Based Bonus**
The existing PBB granted to qualified government personnel, including those in LGUs, shall be enhanced to strengthen its results orientation, to be given in an amount equivalent to one (1) month basic salary up to two (2) months basic salary, to be implemented in two (2) phases starting in FY 2017. The PBB shall be subject to the achievement by departments or agencies, including LGUs and individual employees of their performance targets or commitments and compliance with good governance and other conditions
- d. **Collective Negotiation Agreement (CNA) Incentives**
This may be granted to both management and rank-and-file employees of agencies with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost, in attaining more efficient and viable operations through cost-cutting measures and systems improvement.

B. Indirect Compensation

These are usually non-cash or in-kind benefit items that contribute to the employee's welfare, standard of living and personal development, such as:

1. Protective Program

a. Government Service Insurance System (GSIS) Benefits

Pursuant to Republic Act No. 8291 dated May 30, 1997 also known as "The Government Service Insurance System Act of 1997" PCAF contributes an amount equivalent to twelve (12) percent of the employee's monthly compensation (basic pay or salary) to the Government Service Insurance System (GSIS). On the other hand, the monthly salary of an employee is deducted an amount equivalent to nine (9) percent of his/her monthly basic rate.

Benefits

Monthly Pension of old-age and RA disability pensioners is Five Thousand (Php5,000.00) Pesos.

- **Christmas Cash Gift** – is a yearly benefit to old-age and disability pensioners given in December. Pensioners whose previous Christmas Cash Gift is above Ten Thousand (Php10,000) Pesos are given an amount equivalent to one – month pension but not more than Twelve Thousand Six Hundred (Php12,600.00) Pesos. However, for those pensioners whose previous Christmas Cash Gift is Ten Thousand (Php10,000.00) and below are given an amount equivalent to one-month pension but not more than Ten Thousand (Php10,000).
- **Milestone Benefit for Pensioners** – the milestone for old-age and disability pensioners is a fixed cash benefit for GSIS pensioners who have reached 90,95 and 100 years old amounting to Twenty Thousand, Thirty Thousand and Fifty Thousand, respectively.
- **Funeral Benefit** – the funeral benefits of old-age and disability pensioners has been increased from Twenty Thousand (Php20,000) to thirty thousand (Php30,000.00).
- **Pension Loan** - it is a loan facility open to pensioners under RA 660, PD 1146 RA 8291 or Portability Law with no outstanding service loans being amortized under the choice of Loan Amortization Schedule for Pensioners (CLASP) at the time of filing. The loanable amount is based on the monthly pension and the pensioner's age as of the date of receipt of the application or the time the pensioner applied through the kiosk, as shown in the table.

Table of Maximum Loanable Amount

Age	Loan Amount
60-64 years old	Maximum of 6 times your monthly pension but not to exceed Php100,000.00
65-69 years old	Maximum of 4 times your monthly pension but not to exceed Php60,000.00
70 years old and above	Maximum of 2 times your monthly pension but not to exceed Php20,000.00

- **Pensioners Emergency Loan** – it is a loan facility open to old-age pensioners living in areas declared under a state of calamity. The maximum loanable amount is Twenty Thousand (Php20,000.00)
- **Group Personal Accident Insurance**
Is an annual policy for active members which provide compensation in the event of injuries, disability or death caused solely by violent, accidental, external and visible events, shall cover the following benefits:
 - Accidental Death/Dismemberment
 - Medical Reimbursement
 - Bereavement Assistance.

b. Home Development Mutual Fund (HDMF) Benefits

Under RA 9679, membership to the Fund, also known as Pag-IBIG, is compulsory for all employees covered by GSIS and SSS.

The maximum monthly compensation used in computing the employee contributions is currently set at P5,000. This means that at present, the maximum employer counterpart per month is P100. However, a member may increase his/her monthly contributions anytime.

Benefits

The Fund offers its members the following benefits:

- Savings with Annual Dividends
- Access to Short-Term Loans
- Access to Housing Loan Programs

c. PhilHealth Benefits

Employees of the government, whether regular, casual or contractual, who render service in any government branch, military or police force, political subdivisions, agencies, or instrumentalities, including government-owned and controlled corporations, financial institutions with original charters, constitutional commissions, and are occupying either elective or appointive position, regardless of status of appointment.

Benefit Coverage

The benefits under Philhealth shall cover the following:

- Room and board;
- Services of health care professionals;
- Diagnostic laboratory and other medical examination services;
- Use of surgical or medical equipment and facilities;
- Prescription drugs and biologicals; and
- In-patient education packages.

Types of Benefits

Program beneficiaries who are confined in a hospital on account of sickness or injury requiring hospitalization are entitled to confinement days per calendar year, as follows:

- Maximum of 45 days' members; and
- Maximum of 45 days for all dependents.

d. Program and Projects related to Senior Citizens and Persons with Disability

Pursuant to R.A. No. 9994, "Expanded Senior Citizens Act. Of 2010" and Section 29 of R.A. 10352, "Benefits and Privileges of Senior Citizen (SCs) and Persons with Disability (PWD)", the following program and projects are as follows:

- Implement an integrated health services to the Senior Citizen;
- Capacity enhancement training;
- Image and incentive promotions (Senior Citizens Day);
- Wellness/recreation program; and
- Social services support to the internship program for people with disability.

2. Leave Benefits

All PCAF officials and employees are entitled to the following leave benefits pursuant to CSC Memorandum Circular No., 41, S of 1998, Resolution No. 98-3142, S of 1998, regarding the amendments to Rule XVI (Leave) of Executive Order No. 292.

Employees are entitled to 15 days' vacation leave and 15 days' sick leave credits annually or 1.25 days' vacation and 1.25 sick leave credits monthly. Application for leave of absence except for emergency sick leave shall be filed in advance per PCAF Memorandum dated August 1, 2017 on the prescribed timelines provided by the CSC using CSC Form No. 6. Officials and employees may avail of leave on a staggered or continuous basis. The different leaves are the following:

a. Vacation Leave

Leave granted to officials and employees for personal reasons. The approval of which is contingent upon the necessities of the service. Applications for vacation leave for one (1) day or more shall be submitted on the prescribed form, five (5) days in advance, whenever possible. Approval shall be at the discretion of the head of agency.

b. Sick Leave

Leave granted on account of sickness or disability on the part of the employee concerned or any member of his/her immediate family. Applications must be filed immediately upon employee's return from such leave. Sick Leave in excess of five (5) successive days shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by the concerned official or employee.

c. **Maternity Leave**

Leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave with the following conditions to wit:

- Every woman in the government service who has rendered an aggregate of 2 or more years of service;
- Those who have rendered 1 year or more but less than 2 years of service shall be computed in proportion to their length of service;
- Those who have served for less than 1 year shall be entitled to 60-day maternity leave with half pay;
- Enjoyment of maternity leave (ML) cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 calendar days;
- In every instance of pregnancy irrespective of its frequency;
- Who wants to report back to duty before the expiration of her maternity leave, may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position;
- The commuted money value of the unexpired portion of the leave need not be refunded;
- When the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the ML law and the salary for actual services rendered effective the day she reports for work;
 - ML with pay may be granted even if the delivery occurs within 15 calendar days after the termination of employee's service;
 - A woman employee can still avail of 60 days ML with pay even if she is on an extended leave of absence without pay; and
 - Every woman employee is entitled to ML of absence with pay even if she has a pending administrative case;

d. **Paternity Leave**

Privilege granted to a married male employee allowing him not to report while continuing to earn the compensation with the following conditions to wit:

- Every married male employee is entitled to paternity leave (PL) of 7 working days for the 1st 4 deliveries of his legitimate spouse with whom he is cohabiting;
- Married male employee with more than one spouses shall be entitled to avail of PL for an absolute maximum of 4 deliveries regardless of whichever spouse gives birth;
- PL is non-cumulative/non-commutative (not convertible to cash);
- PL may be enjoyed either in a continuous or in intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse; and

- PL shall be availed of not later than sixty (60) days after the date of the child's delivery.

e. Special Leave Privilege

Leave of absence which officials and employees may avail of for a maximum of 3 days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestone and/or attend to filial and domestic responsibilities.

- Personal Milestone (Birthdays, Wedding, Anniversaries;
- Parental Obligations (attendance in school programs, graduations, first communions, medical needs of your child);
- Filial Obligations (moral obligations toward his parents and siblings for their medical and social needs);
- Domestic emergencies (sudden urgent repairs needed at home, absence of a yaya);
- Personal transactions to cover the entire range of transactions an individual does with government and private offices; and
- Calamity, accident, hospitalization that affect the life, limb and property of the employee or his immediate family.

An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.

Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.

Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for 3 days or a combination of any of the leaves for maximum 3 days in a given year. SPL are non-cumulative and strictly non-convertible to cash.

f. Forced/Mandatory Leave

All officials and employees with ten (10) days or more vacation leave (VL) credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of 5 working days annually under the following conditions:

- The head of agency shall prepare a staggered schedule of the mandatory 5-day VL of officials and employees;
- The prepared schedule shall be in consultation with the employees;
- In the exigency of the service, an employee may cancel any previously scheduled leave;

- The mandatory annual 5-day VL shall be forfeited if not taken during the year;
- The scheduled leave has been cancelled in the exigency of the service by the head of the agency and the scheduled leave not enjoyed shall no longer be deducted from the total accumulated VL;
- Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required 5-day mandatory VL;
- Accumulated VL of less than 10 days shall have the option to go on Forced Leave (FL) or not; and
- Officials and employees with accumulated VL of 15 days, who availed of monetization for 10 days, shall still be required to go on FL.

g. Rehabilitation Leave for job-related injuries

Officials and employees may avail for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. Illness or sickness resulting from or aggravated by working conditions or the environment cannot be a basis for availment.

Injuries from accidents that occurred while the official/employee was going to work and going home from work are not considered sustained while in the performance of official duties; The conditions are as follows:

- Absence from work during the period shall not be deducted from VL/SL;
- However, he will not earn and accumulate VL and SL on said period;
- He will receive his salaries and regular benefits;
- He is not entitled to benefits and privileges that are enjoyed based on the actual performance of duties of positions;
- Application shall be made through a letter, supported by relevant reports, if any, and medical certificate; and
- The agency head through the HRDS should monitor monthly the medical status of the employee.

h. Study Leave

PCAF officials and employees may apply for study leave subject to the following conditions:

- The study leave is a time-off from work not exceeding six months with pay for qualified officials and employees to help them prepare their bar and board examinations or complete their master's degree. For completion of master's degree, the study leave shall 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.

The officials and employees shall be selected based on the following requirements:

1. The officials/employee must have a bachelor's degree that requires the passing of the bar or a board licensure examination for the practice of profession;
2. 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 official or employee, as determined by the agency head;
3. The employee must have rendered at least two (2) years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application;
4. The official/ employee must have no pending administrative and/or criminal charges;
5. The employee must not have any current foreign or local scholarship grant; and
6. The employee must have fulfilled the service obligation of any previous training /scholarship/study leave grant.

i. Parental Leave for Solo Parent

Provided under CSC Res. No. 040284 dated March 22, 2004 under CSC MC. 8, s. 2004. A seven (7) day parental leave shall be granted to a solo parent employee of the PCAF, subject to the following conditions, among others:

1. It can be availed of every year, on staggered or continuous basis, subject to the approval of the head of agency/office.
2. It may be availed by the solo parent employee under any of the following circumstances:
 - attend to personal milestones of a child such as birthdays, first communion, graduations and similar events;
 - performs parental obligations such as enrollment and attendance in school programs, PTA meetings and the like;
 - attend to medical, social, spiritual and recreational needs of the child; and
 - other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

j. Ten-Day Leave

Under R.A. 9262 (Anti-Violence Against Women and Their Children Act of 2004) pursuant to CSC Resolution No. 05-1206 dated August 26, 2005. Any woman employee of the government service is entitled to a paid leave of absence not exceeding ten (10) days, under the following circumstances:

- She is a victim of violence as defined under Section 3 of R.A. 9262; and

- Her child is a victim of violence as defined therein and whose age is below eighteen (18) but unable to take care of himself/herself.

k. Special Emergency Leave

A 5-day leave granted to those employees directly affected by natural calamities and disasters. (CSC Memorandum Circular No. 2, s. 2012 dated February 16, 2012).

l. Monetization of Leave Credits

Officials and employees who have accumulated fifteen (15) days of vacation leave credits may be allowed to monetize a maximum of ten (10) days leave credits subject to the availability of funds.

Monetization of 50% or more of the accumulated vacation/sick leave credits may be allowed for valid and justifiable reasons to wit:

- Health, medical and hospital needs of the employee and the immediate members of the family;
- Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;
- Education needs of the employee and the immediate members of his/her family;
- Payment of mortgages and loans which were entered into for the benefit or which incurred for the benefit of the employee and his/her immediate family;
- Extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfil basic needs such as food, shelter and clothing;
- The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

m. Terminal Leave

The money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation

n. Special Leave Benefits for Women

Any female employee shall be entitled to special leave of a maximum of two (2) months with full pay based on her gross monthly compensation, provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynaecological disorder.

The special leave may be availed for every instance of gynaecological disorder requiring surgery.

CHAPTER IV:

LEARNING AND DEVELOPMENT

A. Personnel Development Committee (PDC)

Trainings/Scholarships:

Pursuant to Memorandum Circular No. 20, series of 1989 of the CSC dated March 20, 1989, the Personnel Development Committee (PDC) was created to perform the following functions:

1. Develop/ review agency guidelines for the selection of agency nominees to training and scholarship programs in accordance with the existing civil service rules, policies and standards;
2. Incorporate in the said guidelines specific provisions on the responsibilities of selected nominees to the agency sending them to a scholarship or training grant and vice versa;
3. Prepare a list of training courses/scholarships based on the identified agency training needs in Human Resource Plan (HRP) with the corresponding list of participants, updated every six (6) months;
4. Conduct the screening of qualified employees from the list of prospective participants relevant to the training course/scholarship under consideration;
5. Recommend to the head of the agency the most qualified nominee in accordance with agency guidelines or training or study programs;
6. Study and make recommendations to the head of the agency on the availment of invitations and offers for participation in training or study programs both local and foreign in relation to the needs of the agency;
7. Publish or post in conspicuous places within the agency premises available training or scholarship opportunities;
8. Conduct a continuing monitoring and evaluation of performance of trainees and scholarship grantees during and after undergoing their respective programs; and
9. Submit to the head of the agency a quarterly report of its accomplishments.

B. Gender and Development (GAD)

As the Department of Agriculture's apex policy making body on agriculture and fisheries development, PCAF highly adheres and espouses Chapter V Section 25 of R.A. No. 9710 known as Magna carta of Women on the Right to Representation and Participation.

Section 25 states that:

"The State shall ensure women's participation on policy -making or decision-making bodies in the regional, national and international levels. It shall also ensure the participation of grassroots women leaders in decision and policy-making bodies in their respective sectors including, but not limited to, the Presidential Agrarian Reform Council (PARC) and its local counterparts; community-based resource management bodies or mechanisms on forest management and stewardship; the National Fisheries and Aquatic Resources Management Council (NFARMC) and its local counterparts; National Commission on Indigenous People; the Presidential Commission for the urban Poor; the National Anti-Poverty Commission; and, where applicable the local housing boards.

CHAPTER V:

REWARDS AND RECOGNITION

To encourage, reinforce level of commitment to the organization and strive to meet or exceed performance targets among its official and employees, PCAF implements the Program on Awards and Incentives for Service Excellence (PRAISE). PRAISE Committee was created as implementing arm of the program.

A. Objective

To encourage, recognize and reward employees in the PCAF, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, outstanding accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in the Agency's operations, attainment of the Major Final Output (MFO) and organizational productivity.

B. Type of awards

1. National Awards

The agency shall participate in the search for deserving employees who may be included in the screening of candidates for awards given by other government agencies, private entities, NGOs and other award giving bodies such as:

a. Honor Awards and Program

The Honor Awards and Program (HAP) is the reward and recognition program of the CSC. The award is categorized by the following:

- Presidential Lingkod Bayan (PLB) Award
- Civil Service Commission Pagasa Award
- Outstanding Public Officials and Employees Award or the Dangal ng Bayan Award (DnB)

b. Pamanang Lingkod Bayani

The Pamanang Lingkod Bayani (PLBi) is a project under the Honor Awards Program. With the following components:

- Pamanang Parangal sa Lingkod Bayani;
- Pamanang Lingkod Bayani Iskolarship;
- Pondong Pamanang Lingkod Bayani.

2. Agency Level Awards

Refer to those developed by the Agency aside from CSC awards. These include the following:

a. PCAF Outstanding Employee Award (Pinakanatatanging Kawani)

Given to an employee in recognition of an outstanding performance that contributed the most in the attainment of the goals and objectives of the agency.

b. Best Employee Award (Natatanging Kawani)

Granted to an employee who excelled in the performance of his/her assigned functions, duties and responsibilities. This is categorized into two (2) levels: Supervisory and non-supervisory.

- c. **Best Organizational Unit Award (Natatanging Sangay)**
Granted to the organizational unit for extra-ordinary performance of core functions. This may be a division, section or unit.
- d. **On-the-Spot Award (Gantimpala Agad Award)**
Granted outright to employee(s) with commendation by clients for any or combination but not limited to the following: honesty, heroic acts and deeds, courtesy, collaboration, initiative, results-oriented, service and stewardship.
- e. **Behavior Award (Kapuri-puring Ugali)**
Granted to employees based on the eight (8) norms of conduct as provided under R.A 6713 (Code of Conduct and Ethical Standards for Government Officials and Employees).
- f. **Best Housekeeping Award (Masinop Award)**
Given to an employee whose physical area of responsibility is well maintained and follows good office keeping practices as defined by the principles of Basic “5S” of good housekeeping.
- g. **Model Employee Award (Ulirang Kawani)**
Given to an employee who has exhibited exemplary dedication to his/her work and to the agency in terms of outstanding performance and behavioral dimensions, compliance to office attendance, cost cutting measures, liquidation of cash advances and others.
- h. **Prestige Award (Pagkilala Award)**
Given to an employee by any national professional organization which aims to recognize the employees’ achievement, thus resulting in prestige to the agency.
- i. **Creative Award (Malikhain Award)**
Granted to an employee or unit who initiates and implements creative systems or solutions that resulted in significant contribution to the agency.
- j. **Tribute to Retirees (Parangal sa Retirado)**
Granted to retiring employees on the last day of service.

CHAPTER VI: PERFORMANCE MANAGEMENT

Strategic Performance Management System (SPMS)

The approved SPMS shall strengthen the culture of performance and accountability on PCAF. It is focused on linking individual performance vis-à-vis the agency organizational vision, mission and strategic goals taking into account the following major steps:

- A. Performance Planning and Commitment
 - 1. Target Setting
 - 2. Determination of Performance Measures
- B. Performance Monitoring and Coaching
 - 1. Monitoring
 - 2. Coaching
- C. Performance Review and Evaluation
 - 1. Office Performance Assessment
 - 2. Performance Assessment for Individual Employees
- D. Performance Rewarding and Developing Planning
 - 1. Career Plans for Employees
 - 2. Developmental Intervention
 - 3. Rewards and Incentives

To reflect the cascading approach of the SPMS towards achieving organizational goals, PCAF adopts the following forms:

- Office Performance Commitment and Review (OPCR) form is accomplished by Agency Directors;
- Division Performance Commitment and Review (DPCR) Form is accomplish by Division Chiefs; and
- Individual Performance Commitment and Review (IPCR) Form is accomplish by individual staff in all units of the organization.

PCAF ensures the performance targets listed in the OPCR, DPCR and IPCR are linked and aligned towards achieving its organization's Major Final Outputs (MFO)

Performance evaluation shall be done semi-annually. However, if there is a need for a short or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is not longer than One (1) calendar year.

PCAF-SPMS rating scale falls within the range prescribed in MC 13, s. 1999 (Revised Policies on the PES) specifically a 5-point numerical rating scale with adjectival descriptions and ranges.

Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions. Employees with Outstanding and Very Satisfactory performance ratings shall be considered for the abovementioned personnel actions and other related matters.

Unless justified and accepted by the PMT, non-submission of the OPCR and/or DPCR form to the PMT and the IPCR form to the HRD Section within the specified dates shall be subjected to Civil Service Law and Rules.

CHAPTER VII

GENERAL POLICIES

GENERAL POLICIES

A. CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES – Republic Act No. 6713

All Officials and employees at PCAF must at all times, be accountable to the people and discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest.

This Agency reiterates the importance of the provisions under RA 6713 which are covered by the following rules:

1. NORMS OF CONDUCT OF OFFICIALS AND EMPLOYEES

Every official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

a. Commitment to public interest

Officials and employees shall always uphold the public interest over and above personal interest.

b. Professionalism

Officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

c. Justness and sincerity

Officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest.

d. Political neutrality

Officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

e. Responsiveness to the public

Officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio- economic conditions prevailing in the country, especially in the depressed rural and urban areas.

f. Nationalism and patriotism

Officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

g. Commitment to democracy

Officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

h. Simple living

Officials and employees and their families shall lead modest lives appropriate to their positions and income.

2. DUTIES OF OFFICIALS AND EMPLOYEES

In the performance of their duties, all officials and employees are under obligation to:

a. Act promptly on letters and requests

All Officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public.

b. Submit annual performance reports

The Executive Director shall, within forty-five (45) working days from the end of the year, render a performance report of the agency. Such report shall be open and available to the public within regular office hours.

c. Process documents and papers expeditiously

All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein.

d. Act immediately on the public's personal transactions

All officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

e. Make documents accessible to the public

All public documents must be made accessible to and readily available for inspection by the public within reasonable working hours.

3. PROHIBITED ACTS AND TRANSACTIONS.

In addition to acts and omissions of officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any official and employee and are hereby declared to be unlawful:

a. Financial and material interest

Officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

b. Outside employment and other activities related thereto

Officials and employees during their incumbency shall not:

- Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

- Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or
- Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

c. Disclosure and/or misuse of confidential information

Officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

- To further their private interests, or give undue advantage to anyone; or
- To prejudice the public interest.

d. Solicitation or acceptance of gifts

Officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

4. STATEMENTS AND DISCLOSURE

Officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

a. Statements of Assets and Liabilities and Financial Disclosure

- All officials and employees shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

b. Identification and disclosure of relatives.

- It shall be the duty of every official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

c. Accessibility of documents.

- Any and all statements filed stated herein, shall be made available for inspection at reasonable hours. Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law
- Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.
- Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

d. Prohibited acts.

- It shall be unlawful for any person to obtain or use any statement filed under this Act for:
 - any purpose contrary to morals or public policy; or
 - any commercial purpose other than by news and communications media for dissemination to the general public.

5. DIVESTMENT

All officials or employees shall avoid conflicts of interest at all times. When a conflict of interest arises, he/she shall resign from his/her position in any private business enterprise within thirty (30) days from his/her assumption of office and/or divest himself/herself of his shareholdings or interest within sixty (60) days from such assumption.

B. OFFICE REGULATIONS

1. FLAG AND HERALDIC CODE OF THE PHILIPPINES

In compliance to Republic Act No.8491, otherwise known as the ‘Flag and Heraldic Code of the Philippines’ and the CSC MC No.19, series of 2012, requiring all government offices to observe the flag raising ceremony every Monday morning and flag-lowering ceremony every Friday afternoon.

To ensure that government employees regularly accord respect to the Philippine Flag and to provide a venue where they will be constantly reminded of how they must conduct themselves as public servants, all PCAF official and employees are required to attend the flag raising ceremony every Monday morning and flag-lowering ceremony every Friday afternoon, if the said official or employees failed to do so, the HRDS shall issue a memorandum to the concerned official and employees to explain.

2. OFFICIAL WORKING HOURS AND OFFICE ATTENDANCE

Under Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292, all PCAF officials and employees are required to render eight (8) working hours a day (core hours) for five (5) days a week, or a total of forty (40) hours a week excluding time for lunch. The normal working hours shall be from 8:00AM to 12:00PM and 1:00PM to 5:00PM.

In case of work suspension, an employee shall not be considered absent for the whole day. Instead, his/her leave credits shall be deducted for the corresponding time computed from official working hours start up to the time of work suspension is announced.

a. Flexible Working Hours

The adoption of flexible working hours or flexi-time schedule is being considered at PCAF where the employees are required to complete the core working hours in the Agency but free to determine their arrival and departure time, as follows:

1. Every Monday starts from 7:00AM to 8:00AM and ends from 4:00 PM to 5:00PM; and

2. Every Tuesday and Friday starts from 7:00AM to 9:00AM and ends from 4:00PM to 6:00PM.

To ensure the continuous and efficient service to the public, at least 10% of the total work bodies in each of the Agency unit are required to be present from 8:00AM to 5:00PM.

Likewise, employees may be required to report early or extend their work hours in case of group work, staff meeting, flag ceremonies and other exigencies of the service.

b. Use of Biometric Hand punch Machine

All employees are required to register their attendance four (4) times a day through the biometric hand punch machines installed at PCAF lobby – 2nd floor (2 units) and New PCAF Building – 3rd floor (1 unit).

All employees shall enter/key-in the issued Employee ID Number in the hand punch machine.

1. Log in and out in the morning; and
2. Log in and log out in the afternoon.

Failure to key-in four (4) times shall be considered as incomplete transaction which shall mean either half day, undertime and absent unless supported by approved travel order, special order, official business form and daily time record adjustment/pass slip (DTRAPS)

For back-up purposes, the security guard on duty and employees shall record the log in and out in the official logbook of attendance.

c. Daily Time Record (DTR)

All PCAF employees shall submit their duly signed DTRs to the HRDS within five (5) working days upon receipt of their DTRs from HRDS. The same is for the timely updating of the employee's accumulated leave credits.

Employees who not submit and submit late the DTR shall be subjected to Civil Service Law and Rules.

3. POLICY ON ABSENTEEISM, TARDINESS AND UNDERTIME

a. Habitual Absenteeism

An officer or employee is considered habitually absent if he/she incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three months in a semester or at least three consecutive months during a year. (CSC MC No. 01, series of 2017).

Sanction

Any officer or employee who incurs frequent unauthorized absences, from duty during regular office hours shall have the following penalties (CSC Resolution No. 98-981395):

- First offense – suspension for (6) months and one (1) day to one (1) year;
- Second offense – Dismissal from the service

b. Habitual Tardiness

Tardiness is defined simply as the failure to arrive at a time set; lack of punctuality or not arriving on time. Thus, one can be tardy twice in a day – one in the morning and another in the afternoon; in just five days, it is possible for an officer or employee to be tardy ten (10) times. (CSC Resolution No. 000970 dated April 7, 2000).

Tardiness is incurred in the following instances:

- a) Arriving at the office after the prescribed time for flag-raising ceremonies on Mondays and after 9:00 in the morning from Tuesdays to Fridays;
- b) Arriving at the office after 1:00 in the afternoon from Mondays to Fridays; and
- c) Incurring half-day absences in the morning (CSC MC. No. 17, s. 2010)
Any officer or employee is considered habitually tardy when he incurs tardiness regardless of the number of minutes/hours, ten times a month for at least two months in a semester or at least two consecutive months during the year (CSC MC. No. 23, s. 1998)

Sanction

Any officer or employee who is habitually tardy shall be liable for violation of reasonable office rules and regulations, with prescribed penalty as follows (CSC MC NO. 23, s. 1998):

- First offense – reprimand;
- Second offense – Suspension for one day to 30 days;
- Third offense – dismissal

c. Undertime

Undertime is defined as working time that is less than the full time or the required minimum working hours. This is usually incurred by an officer or employee who leaves or quits from work earlier than the usual eight-hour work schedule in a given working day. (CSC Resolution No. 000970 dated April 7, 2010).

Undertime is incurred in the following circumstances:

- a) Leaving office before 12:00 noon from Mondays to Fridays;
- b) Leaving office in the afternoon before the completion of eight-hour workday from Mondays to Thursdays, and before the prescribed time for flag retreat on Fridays; and
- c) Incurring half-day absence in the afternoon. (CSC MC. No. 17, s. 2010)

Sanction

An officer or employee who incurs undertime regardless of the number of minutes/hours, at least ten times a month for at least two months in a semester; or at least ten times a month for at least two consecutive months during the year, shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service (CSC MC No. 16 s. 2010)

4. WEARING OF PRESCRIBED OFFICE ATTIRE

PCAF officials and employees shall wear prescribed office attire.

5. WEARING OF PCAF OFFICIAL IDENTIFICATION (ID) CARD

- All PCAF officials and employees shall wear the issued PCAF official ID card on workdays during office hours within the office premises.
- Only the HRDS shall issue ID Cards and no other units in PCAF. Lost ID Cards are replaced only upon presentation of affidavit of loss. Employees who will be found using ID Cards issued other than by the HRDS shall be subjected to Civil Service Law and Rules.
- All ID Cards must be surrendered to the HRDS upon separation from PCAF.

6. OFFICE DECORUM

- a. Loitering, loud-talking, boisterous laughing and other similar actions/actuation is not allowed within the PCAF premises.
- b. Drinking of alcoholic beverages is strictly prohibited within PCAF premises and DA compound.
- c. Any violation of the above rules shall be subjected to Civil Service Law and Rules.

7. NO SMOKING POLICY

Pursuant to CSC MC No. 17, series of 2009 regarding the smoking prohibition on 100% Smoke Free Environment Policy and Memorandum from the Office of Undersecretary for Administration, Department of Agriculture reiterating of the said prohibition, all PCAF official and employees are strictly directed to comply with the said prohibition to ensure a healthy and productive workforce. Accordingly, any violation shall be a ground for disciplinary action pursuant to Rule XIV (Discipline) of the Omnibus Rules Implementing Book V of Executive Order No. 292.

8. NO GAMBLING POLICY

With reference to the directive of the President dated July 19, 2016 and the Office of the Secretary Memorandum dated July 27, 2017, no employee shall be allowed gambling inside gambling establishments.

Any employee of PCAF caught engaging in gambling inside DA and PCAF premises or any gambling establishments will be dealt with under the CSC- Revised Rules on Administrative Cases.

9. DRUG-FREE WORKPLACE

Pursuant to CSC Memorandum Circular No. 13, series of 2017 on the guidelines in the mandatory random drug test for public officials and employees provides that:

Pre-employment Drug Testing

Drug testing shall remain a requirement for initial entry to government service for appointive public officials and employees. Any applicant found positive for drug use shall be denied entry to government service.

Initial and Subsequent Drug Testing of Public Officials and Employees

All constitutional bodies, departments, bureaus and agencies of the national government, local government units, government-owned or controlled corporations and state and local universities and colleges shall conduct a mandatory, random and suspicionless drug testing of their incumbent public officials and employees as a condition for retention in government service.

The frequency of subsequent random drug tests shall be prescribed by the concerned agencies taking into consideration among others, the number of public officials and employees, nature of work being discharged, funding and other logistics. Subsequent random testing shall be periodically conducted in an interval not to exceed two (2) years.

The agencies shall conduct the drug tests in accordance with the procedures set forth by the Dangerous Drug Board which shall be disseminated to their personnel to include but not limited to the following:

- a. The drug test shall only be conducted by a government drug testing laboratory or by a drug testing laboratory duly authorized and accredited by the DOH.
- b. The randomly selected public officials and employees will fill up and sign a chain of custody form issued to them.
- c. The specimen bottles must be properly labelled and taking of specimen samples for screening test must be done in an area where manipulation (e.g. adding of water) is not possible.
- d. Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.

A positive drug test result from the confirmatory test shall immediately be made known to the Head of the office/agency or to the person designated by the Head of the office/agency who shall then notify the concerned public official or employee. Said public official and employee shall have fifteen (15) days from receipt of notice to challenge the result of the confirmatory test. The challenge test shall be conducted using the same specimen, by a government drug testing laboratory or by a drug testing laboratory duly authorized and accredited by the DOH. Failure to file a challenge within the prescribed period shall make the positive drug test result from the confirmatory test final and the office/agency shall then take the appropriate action.

A positive drug test result from the challenge test is deemed final and the public official or employee shall be immediately subjected to the provisions in the succeeding section.

The drug test result shall be attached to the 201 file of the public official and employee. All drug test results and records must strictly be held confidential as provided for under the pertinent provisions of R.A. no. 9165.

Interventions

Public officials and employees who are found positive of dangerous drugs at the first instance after the challenge test, or after positive drug test result from a confirmatory test should the concerned public officials or employee fail to challenge said result, shall undergo a Drug Dependency Examination conducted by the DOH or by any medical practitioner accredited by the DOH to conduct said examination and shall be subjected to following treatment and rehabilitation program:

- a. Experimenter- Outpatient, guidance counselling for six (6) months;
- b. Occasional user – Outpatient, guidance counselling and regular monthly drug testing for six (6) months which shall be at the personal expense of public official or employee concerned; and
- c. Chronic user/drug dependent – mandatory continuous treatment and rehabilitation for a minimum of six (6) months in a government rehabilitation center, a DOH-accredited private rehabilitation center, or through a community rehabilitation program sanctioned under the rules of the Dangerous Drugs Board.

Administrative liability

- a. Public officials and employees found to have used dangerous drugs during the prescribed period of their intervention or rehabilitation shall be charged with the administrative offense of grave misconduct;
- b. Public officials and employees who are not issued a certification of completion (in the case of experimenter and occasional user) or a certificate of completion with clearance (in the case of a chronic user/drug dependent), shall be charged with the administrative offense of grave misconduct;
- c. Any public official or employee who after being tested positive of drug use shall refuse to undergo treatment or rehabilitation, or fails to complete his/her treatment or rehabilitation program, shall be charged with the administrative offense of grave misconduct;

The charge of grave misconduct shall be grounded on the fact that said public official or employee was tested positive of drug use and not on his/her refusal to undergo or failure to complete his/her treatment.

- d. Any public official or employee, who refuses, without any valid reason, to submit himself/herself for drug testing, shall be charged with the administrative offense of gross insubordination.
- e. Public officials and employees who for the second time have tested positive in a random drug test after completion of his/her treatment and/or rehabilitation program or shall be found to have used dangerous drugs during the prescribed period of intervention or rehabilitation, shall be charged with the administrative offense of Grave Misconduct;
- f. Any public officials or employee found to have tampered the result of a drug test or interfered in the conduct of the drug test or in the release of drug test results shall be charged with the administrative offense of Grave Misconduct; and
- g. Officials and employees caught using or peddling drugs shall be charged with the administrative offense of Grave Misconduct, without prejudice to the filing of appropriate criminal charge/s under R.A. No. 9165 and other pertinent laws.

C. ADMINISTRATIVE OFFENSES

Classification	1st Offense	2nd Offense	3rd Offense
A. Grave Offenses			
- Serious Dishonesty;			
- Gross Neglect of Duty;			
- Grave Misconduct;			
- Being Notoriously Undesirable;			

- Conviction of a Crime Involving Moral Turpitude;	Dismissal	N/A	N/A
- Falsification of Official Document;			
- Physical or mental disorder or disability due to immoral or vicious habits;			
- Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded to other persons, or committing acts punishable under anti-graft laws;			
- Contracting loans of money or other property from persons with whom the office of the employee has business relations;			
- Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of one's official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of one's office. The propriety or impropriety of the foregoing shall be determined by its value, kinship or relationship between give and receiver and the motivation. A thing of monetary value is one which evidently or manifestly excessive by its very nature;			
- Nepotism; and			
- Disloyalty to the Republic of the Philippines and to the Filipino people.			
B. Grave Offenses			
- Less Serious Dishonesty;	6 months and 1 day to 1-year suspension	Dismissal	N/A
- Oppression;			
- Disgraceful and Immoral Conduct;			
- Inefficiency and Incompetence in the Performance of Official Duties;			
- Frequent Unauthorized Absences (Habitual Absenteeism);			
- Habitual tardiness in reporting for duty causing prejudice to the operations of the office;			
- Loafing from Duty During Regular Working Hours;			
- Refusal to Perform Official Duty;			
- Gross Insubordination;			
- Conduct Prejudicial to the Best Interest of the Service;			
- Directly or indirectly having financial and material interest in any transaction requiring the approval of one's office. Financial and material interest is defined as pecuniary or proprietary interest by which a person will gain or lose something;	6 months and 1 day to 1-year suspension	Dismissal	N/A
- Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by one's office, unless expressly allowed by law;			
- Disclosing or misusing confidential or classified information officially known by reason of one's office and not made available to the public, to further one's private interests or give undue advantage to anyone, or to prejudice the public interest;			
- Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general			

public; and			
- Recommending any person to any position in a private enterprise which has a regular or pending official transaction with one's office, unless such recommendation or referral is mandated by (1) law, or (2) international agreements, commitment and obligation, or as part of the function of one's office.			
- Inefficiency and Incompetence in the performance of Demotion official duties may be punishable by Demotion. In this case, the guilty person shall suffer diminution in salary corresponding to the next lower salary grade with the same salary step.			
C. Less Grave Offenses			
- Simple Neglect of Duty;	1 month and 1 day to 6 months suspension	Dismissal	N/A
- Simple Misconduct;			
- Discourtesy in the Course of Official Duties			
- Violation of existing Civil Service Law and rules of serious nature;			
- Insubordination;			
- Habitual drunkenness;			
- Unfair discrimination in rendering public service due to party affiliation or preference;			
- Failure to file sworn statements of assets, liabilities and net worth and disclosure of business interest and financial connections including those of one's spouse and unmarried children under eighteen (18) years of age living in one's household;			
- Failure to resign from one's position in the private business enterprise within thirty (30) days from assumption of public office when conflict of interest arises, and/or failure to divest oneself of one's shareholdings or interest in private business enterprise within sixty (60) days from assumption of public office when conflict of interest arises; Provided, however, that for those who are already in the service and conflict of interest arises, the official or employee must either resign or divest himself/herself of said interest within the periods hereinabove provided, reckoned from the date when the conflict of interest had arisen; and	1 month and 1 day to 6 months suspension	6 month and 1 day to 1 year suspension	Dismissal
- Engaging directly or indirectly in partisan political activities by one holding non-political office.			
- Simple Dishonesty	1 month and 1 day to 6 months suspension	6 month and 1 day to 1 year suspension	Dismissal
D. Light Offenses			
- Simple Discourtesy in the Course of Official Duties;	reprimand	1 day to 30 days suspension	Dismissal
- Improper or unauthorized solicitation of contributions from subordinate employees;			
- Violation of Reasonable Office Rules and Regulations;			
- Habitual Tardiness;			
- Gambling Prohibited by law;			
- Refusal to Render Overtime Service;			
- Disgraceful, Immoral or Dishonest Conduct Prior to Entering the service;			
- Borrowing Money by Superior Officers from Subordinates;			
- Willful failure to pay just debts or willful failure to pay taxes due to the government;			
- Lobbying for personal interest or gain in legislative halls and offices without authority;			

- Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is no prior authority;	reprimand	1 day to 30 days suspension	Dismissal
- Failure to act promptly on letters and request within fifteen (15) working days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;			
- Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;			
- Failure to attend to anyone who wants to avail himself/herself of the services of the office, or act promptly and expeditiously on public transactions;			
- Engaging in private practice of one's profession unless authorized by the Constitution, law or regulation or the head of the office where the employee or official is assigned and provided that such practice will not conflict with one's official functions; and			
- Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations.			
E. Other Specific Offenses	1st Offense	2nd Offense	3rd Offense
a. Offense of Sexual Harassment.			
a. Grave Offenses			
- Unwanted touching of private parts of the body (inner thighs, genitalia, buttocks and breast)			
- Sexual assault			
- Malicious touching			
- Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance			
- Other analogous cases			
b. Less Grave			
- Unwanted touching or brushing against a victim's body			
- Pinching not falling under grave offences			
- Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person			
- Verbal abuse with sexual overtones			
- Other analogous cases			
c. Light Offenses			
- Surreptitiously looking at a person's private part or worn undergarments			
- Making sexist statements and uttering smutting jokes or sending these through text, electronic mail including but not limited to social media platform, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive or vulgar;			
- Malicious leering or ogling;			
- Display of sexually offensive pictures, materials and graffiti;			

- Unwelcome inquiries or comments about a person's sex life;			
- Unwelcome sexual flirtation, advances, propositions;			
- Making offensive hand and body gestures at an employee;			
- Persistent unwanted attention with sexual overtones;			
- Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and			
- Other analogous cases b.			
Anti- Red Tape Act of 2007			
a. Grave Offense			
- Fixing and/or collusion with fixers in consideration of economic and/or other gain or advantage.	Dismissal and perpetual disqualification from public service		
b. Light Offenses			
- Refusal to accept application and/or request within the prescribed period or any document being submitted by a client	Thirty (30) days suspension without pay and mandatory attendance in Values Orientation Program	Three (3) months suspension without pay	Dismissal and perpetual disqualification from public service
- Failure to act on an application and/or request or failure to refer back to the client a request which cannot be acted upon due to lack of requirements within the prescribed period.			
- Failure to attend to clients who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break.			
- Failure to render frontline services within the prescribed period on any application and/or request without due cause.			
- Failure to give the client a written notice on the disapproval of an application or request; and			
- Imposition of additional irrelevant requirements other than those listed in the first notice.			



LUPANG HINIRANG

Bayang magiliw
Perlas ng silanganan,
Alab ng puso,
Sa dibdib mo'y buhay

Lupang hinirang,
Duyan ka ng Magiting,
Sa Manlulupig,
Di ka Pasisil.

Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May Dilag ang tula
At awit sa paglayang Minamahal.

Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya
Kailan pa ma'y di magdidilim.

Lupa ng araw, ng luwalhati't pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya, na pag may mang-aapi
Ang mamatay nang dahil sa iyo.



Panunumpa Sa Watawat Ng Pilipinas

Ako ay Pilipino,

Buong katapatang nanunumpa sa watawat
ng Pilipinas,

At sa bansang kanyang sinasagisag,

Na may dangal, katarungan at kalayaan,

Na pinakikilos ng sambayanang

Maka-Diyos, Maka-kalikasan, Maka tao at

Maka bansa.



PANUNUMPA NG KAWANI NG GOBYERNO

Ako'y kawani ng gobyerno.
Tungkulin ko ang maglingkod nang tapat at mahusay.

Dahil dito,

Ako'y papasok ng maaga at magtatrabaho nang
lampas sa takdang oras kung kinakailangan;

Magsisilbi ako nang magalang at mabilis
sa lahat ng nangangailangan;

Pangangalagaan ko ang mga gamit, kasangkapan,
at iba pang pag-aari ng pamahalaan;

Magiging pantay at makatarungan ang pakikitungo ko
sa mga lumalapit sa aming tanggapan;

Magsasalita ako laban sa katiwalian at pagsasamantala;

Hindi ko gagamitin ang aking panunungkulan
sa sarili kong kapakanan;

Hindi ako hihingi o tatanggap ng suhol;

Sisikapin kong madagdagan ang aking talino at kakayahan upang
ang antas ng paglilingkod sa bayan ay patuloy na maitaas.

Sapagkat ako'y isang kawani ng gobyerno at tungkulin ko ang
maglingkod nang tapat at mahusay sa bayan ko at sa panahong ito
Ako at ang aking mga kapwa kawani ay kailangan tungo sa
isang maunlad, masagana, at mapayapang Pilipinas.

Sa harap ninyong lahat, ako'y taos pusong nanunumpa.



DEPARTMENT OF AGRICULTURE HYMN

(Titik at musika ni Noel Cabangon)

Dito sa Kagawaran ng Pagsasaka
Dito magmumula ang tunay na paglilingkod sa bansa
Katuwang ng mga magsasaka
Katuwang ng mga mangingisda
Kasama tungo sa pag-unlad ng bansa

Sa wasto at makabagong teknolohiya
Ibayong kakayahan at lakas sa pagsasaka
Sapat na suporta sa agrikultura
At patnubay ng Dakilang Manlilikha

Dito sa Kagawaran ng Pagsasaka
Dito kami at tapat na maglilingkod sa bansa
Katuwang ng mga magsasaka
Katuwang ng mga mangingisda
Kasama tungo sa pag-unlad ng bansa

Maunlad na kabuhayan sa kanayunan
Masaganang ani sa ngayon hanggang kinabukasan
Pantay na pakinabang sa kalakalan
Sapat na pagkain sa hapag ng bayan

Dito sa Kagawaran ng Pagsasaka
Dito magmumula ang tunay na paglilingkod sa bansa
Katuwang ng mga magsasaka
Katuwang ng mga mangingisda
Kasama tungo sa pag-unlad ng bansa

Dito sa Kagawaran ng Pagsasaka
Dito kami at tapat na maglilingkod sa bansa
Katuwang ng mga magsasaka
Katuwang ng mga mangingisda
Kasama tungo sa pag-unlad ng bansa
Kasama tungo sa pag-unlad ng bansa
Ng bansa... ng bansa

Telephone Directory and Related Information

Division/Section	Contact Person	Contact No.		
		PLDT	Local	Cellphone No.
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Office of Deputy Executive Director	John D. Pagaduan Email Ad: johnpagaduan@gmail.com			921-820-2812
AFMD	Engr. Alexander S. Daroya Email Ad: pcaf.afmd@gmail.com	920-4097	2613	917-579-4513
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Property and Supply Unit		927-8651	2610	
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To God Be the Glory.



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