



PCAF Employee HANDBOOK

2024 Edition

 www.pcaf.da.gov.ph



TABLE OF CONTENTS

CHAPTERS

-	Introduction	v
-	Foreword	vii
-	Quality Policy	ix
01	The Philippine Council for Agriculture and Fisheries (PCAF)	01
02	Recruitment, Selection and Placement of Personnel	32
03	Personnel Compensation, Welfare and Benefits	38
04	Learning and Development (L&D)	60
05	Rewards and Recognition	66
06	Performance Management	75
07	General Policies	81
-	Annexes	104

INTRODUCTION



Philippine Council for Agriculture and Fisheries (PCAF) Employee Handbook—a comprehensive resource meticulously designed to acquaint both new and existing employees with our agency's core values, policies, procedures, and vibrant organizational culture. This handbook offers a detailed overview of your responsibilities, the benefits you are entitled to, and the range of services available to support you in your role.

While this handbook serves as a valuable guide, it may not cover every aspect of your employment with PCAF. Should you have any queries or require further clarification on any matter not addressed herein, please consult your immediate supervisor or reach out to the Human Resource Development Section (HRDS).

For a more in-depth understanding of our policies, processes, and procedures, you are encouraged to explore the agency's Quality Management System (QMS). Accessible via the PCAF Google site or directly at <https://sites.google.com/view/pcafqms/pcaf-qms>, the QMS provides a comprehensive repository of detailed guidelines and resources.

Please note that PCAF reserves the right to update, modify, suspend, or delete any content within this handbook without prior notice to align with our evolving quality objectives, oversight requirements, or other operational needs. Rest assured, any changes to office policies, procedures, or employee benefits will be communicated promptly to all staff members.

Legal regulations mandated by law will always take precedence, and should any provision within this handbook be deemed unenforceable or invalid, it will not compromise the integrity of the entire document but will merely nullify that specific provision.



We strongly urge all employees to obtain and thoroughly review a copy of this handbook. Newly hired employees will receive their copy during the onboarding process, while existing staff can access it at any time. Your supervisors and HRDS staff will provide an overview of essential rules and policies to help you integrate seamlessly into the agency.

We expect all employees to exercise sound judgment, uphold ethical standards, and actively engage with the content of this handbook. While it may be impractical to expect everyone to read the manual cover to cover, it is your responsibility to familiarize yourself with its contents, discuss any uncertainties with your colleagues and supervisors, and seek clarification whenever necessary. Should you encounter conflicting information or require further guidance, please do not hesitate to consult your supervisor or contact the HRDS for assistance.

Thank you for your commitment to PCAF. Together, we strive for excellence and uphold the values that make our agency exceptional.



I am proud to present the PCAF Employee Handbook. This meticulously crafted handbook serves as an invaluable guide to acquaint both new recruits and existing staff with the agency's operations, policies, procedures, and vibrant organizational culture. It encapsulates a comprehensive overview of personnel responsibilities, the array of benefits available, and the various services extended to our dedicated employees.

Our aim is to foster an environment that promotes quality policy services, ensuring the inclusive and multi-sectoral engagement of stakeholders in the agri-fishery sector. This includes active participation in policy development, coordination processes, as well as planning, monitoring, and tracking services. Furthermore, we are committed to driving results-based organizational development while implementing welfare programs that prioritize the well-being of our workforce.

As public servants, our allegiance lies with our stakeholders and the broader public. We are unwaveringly dedicated to discharging our duties with the highest levels of dedication, responsibility, integrity, competence, loyalty, patriotism, and justice. We are committed to leading lives that reflect modesty and to prioritizing public interests over personal gain.

Undoubtedly, we will encounter challenges as we navigate the ever-evolving socio-political and economic landscape and respond to the demands of our times. Yet, we remain confident in our collective ability to overcome these challenges.



By fostering a collaborative spirit, embodying responsibility, and dedication as public servants, and by operating within an organization built on trust, mutual respect, humility, and fairness, we can surmount any obstacle that comes our way.

I extend my heartfelt gratitude to PCAF OIC-Deputy Executive Director (DED) Cyril Soliaban for spearheading the revision of this handbook. Special thanks are also due to the Human Resource Development Division and the Management Section for their invaluable contributions and facilitation in compiling the contents of this handbook.

I would also like to commend the creative work of the Planning, Monitoring and Knowledge Management Division -Knowledge Management Section (PMKMD-KMS). Their design of this handbook effectively conveys the agency's efforts to ensure a harmonious working environment through clear communication of its initiatives and commitments.

Your efforts have been instrumental in creating a resource that will undoubtedly serve as a cornerstone in our journey towards excellence.

JULIETA E. OPULENCIA

Officer-in-Charge - Executive Director, PCAF



OUR QUALITY POLICY

The Philippine Council for Agriculture and Fisheries (PCAF) commits to:

1. Provide quality policy services that ensure inclusive and multi-sectoral engagement of agricultural and fishery stakeholders in the development and coordination of agriculture and fishery policies; planning, monitoring and knowledge management; and partnership development initiatives; and
2. Inspire a results-based organizational development, implement employee welfare programs, and foster continual improvement of the agency quality management system.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

A. History of PCAF

The Philippine Council for Agriculture and Fisheries traces its roots from the establishment of its predecessor agency, the National Agricultural and Fishery Council (NAFC) as follows:

1. 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 marshaling all government agencies to increase rice and corn production at a minimum cost.
2. 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 the 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.
3. 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 (RCPC). RCPC 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.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

4. 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 the Governor of the Central Bank of the Philippines and President of various lending institutions as members.

5. 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.

6. Executive Order No. 116 dated January 30, 1987, signed by President Corazon C. Aquino Renaming the Ministry of Agriculture and Food (MAF) into the 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 the Secretariat to the Ministry of Agriculture.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

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

7. 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 the Philippine Council for Agriculture and Fisheries.

B. 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 the coordination and monitoring of agricultural and fisheries modernization processes and the 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, P.D. 914, series of 1976, DA Administrative Order No. 6, series of 1998 and RA 10601 or the Agricultural and Fisheries Mechanism (AFMec) Law, series of 2013, as follows:



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

1. Executive Order No. 116, Series of 1987

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

2. P.D. 914, Series of 1976

- 2.1 Formulate and establish comprehensive policy guidelines for the department of the livestock industry;
- 2.2 Formulate long and short-range programs calculated to achieve major self-sufficiency, efficiency, and stability in food commodities of animal origin;
- 2.3 Coordinate, integrate, and supervise all policies and programs of all government agencies charged with the implementation thereof;
- 2.4 Evaluate the activities and accomplishments of all agencies of government charged with the implementation of the different aspects of livestock development programs;
- 2.5 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;
- 2.6 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



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

2.6 Perform such other functions as may be necessary to attain the objectives of the livestock development programs.

3. DA Administrative Order No. 142, Series of 1998

3.1 Assist the DA in the broad-based monitoring and coordination of the agriculture and fisheries modernization process; and

3.2 Serve as an integrative and consultative structure for inter-agency and intersectoral collaboration in agriculture and fisheries modernization.

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

4.1 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;

4.2 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 firms;

4.3 Act as an advisory body of the DA by providing policy recommendations to ensure the success of the implementation of DA programs and activities concerning agricultural and fisheries mechanization;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- 4.4 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);
- 4.5 Monitor and coordinate the activities of the local AFMecs; and
- 4.6 Provide funding assistance on the organization and operationalization of the AFMec at the national, regional, provincial/HUCs/ICCs, and city/municipal levels.

4. PCAF also draws its mandates on certain provisions cited in Article XIII of the 1987 Constitution of the Republic of the Philippines and RA 8435 or the Agricultural and Fisheries Modernization Act (AFMA) as follows:

- 5.1 Article XIII, Section 15 of the Constitution states that “... the state shall respect the role of independent people’s organizations to enable the people to pursue and protect, within the democratic framework, their legitimate and collective interest and aspirations through peaceful and lawful means....”
- 5.2 Article XIII, Section 16 of the Constitution states that “...the right of the people and their organization to effective and reasonable participation at all levels of social, political and economic decision making shall not be abridged. The state shall by law facilitate the establishment of adequate consultation mechanism....”
- 5.3 Section 2 of RA 8435 provides that “It is the policy of the state to enable those who belong to the agriculture and fisheries sectors to participate and share in the fruits of development and growth in a manner that utilizes the nation’s resources.”



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

5.4 Section 3 of RA 8435 provides that “The state shall promote people empowerment by enabling all citizens through direct participation or through their elected, or chosen representatives the opportunity to participate in policy formulation and decision making by establishing the appropriate mechanisms by giving them access to information.”

C. Vision

PCAF envisions to be 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.

D. Mission Statement

In partnership with our private sector 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.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

E. Core Values

- 1. Participation and Collaboration:** We communicate directly, engage in discussions and dialogues while maintaining our objectivity, and share feedback with A&F stakeholders at all levels. We perform and accomplish tasks together by building purposeful relationships grounded in cooperation and a shared vision. Our success is driven by our ability to build relationships, and networks and connect across operating units, functions, and geographical locations.
- 2. Transparency and Accountability:** While we abide by the policies, standards, and guidelines in providing stakeholders, timely access to relevant agency data and information, we do not only take ownership for the quality of what we share as individuals but also take pride in what we deliver as a team. Our focus is on a successful outcome for all, and when things do not go as planned, we proactively use them as opportunities to share and learn.
- 3. Grit and Innovativeness:** We set high standards for ourselves and our agency, execute on the details, creatively approach every task with the passion to attack difficult challenges, overcome obstacles and push the boundaries of the norm, and unconstrained by the way things have always been done, to produce results and accomplish tasks that we can take pride in and celebrate. We will always value, nurture and reward creativity, innovation, and continual improvement.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

F. PCAF Logo

The PCAF logo symbolizes our consultative bodies and other stakeholders (four people standing – top view) who actively discuss agriculture and fisheries (center of the logo) concerns to ensure broad-based policy development and coordination processes.



G. PCAF Consultative Bodies

To support the fulfillment of its mandates and functions, PCAF, through its predecessor agencies, has established and sustained a nationwide network or partnership infrastructure that spans the administrative hierarchy, geographic and sectoral reach of the country. This is currently composed of the National Sector Committees (NSCs), and National Agriculture and Fisheries Council or NAF Council, at the national level; Agricultural and Fishery Councils or AFCs at the regional and local levels. PCAF also provides quality policy services that ensure inclusive and multi-sectoral engagement of A/F stakeholders in policy development and coordination processes, and participatory planning, monitoring, and tracking services:

- 1. National Sectoral Committees (NSCs)** - These Committees serve as the venue for consultations among the DA and other agencies, academe, national industry groups, and civil society organizations. They deliberate industry or commodity-specific and strategic or emerging issues and concerns and recommend policies and programs to resolve these issues. They also serve as a convener of conferences and sectoral consultations and dialogues.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

Currently, there are nine (9) commodity-based National Sectoral Committees namely:

- 2.1 Committee on Rice and Other Food Staples,
- 2.2 Committee on Corn and Feed Crops,
- 2.3 Committee on Poultry and Livestock,
- 2.4 Committee on Fisheries and Aquaculture,
- 2.5 Committee on Fruits and Vegetables,
- 2.6 Committee on Cacao and Coffee,
- 2.7 Committee on Coconut,
- 2.8 Committee on Fiber Crops, and
- 2.9 Committee on Rubber

On the other hand, there are currently four (4) National Sectoral Committees with strategic concerns that cut across commodity sectors as follows:

- 2.10 Committee on Agricultural and Fishery Mechanization;
- 2.11 Committee on Climate Change, Environment and Natural Resource;
- 2.10 Committee on International Trade and Export Development; and
- 2.11 Committee on Gender Equality and Social Inclusion

2. Regional and Local Agricultural and Fishery Councils - The AFCs are the mechanisms for private sector participation in the development processes at the regional, provincial, and city/municipal levels.

The AFCs are composed of representatives of organizations of farmers and fisherfolks, rural women, farm youth, traders, credit providers, and rural development advocates; representatives of state universities and colleges and



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

agricultural schools; as well as agriculture and fisheries officials of the Local Government Units and heads of national government agencies. At least 60% of the AFC members come from the private sector and up to 40% come from the government sector.

AFCs are headed by a chairperson, who is a representative from the private sector, freely elected by the membership. He or she is assisted by two vice chairpersons, one from the private sector, who is also elected, and one from the public sector, who takes on the position in an ex-officio capacity.

The AFCs are organized at the regional, provincial, city, and municipal levels. In some cities and municipalities, the AFCs are organized even up to the Barangay level. At the regional level, the vice chairperson is the Regional Director of the DA's regional field office; provincial level, the Provincial Agriculturist or equivalent official; municipal or city, the Municipal or City Agricultural Officer or equivalent official. The AFCs convene at least six times a year.

Overall, there are approximately 1,729 regional and local AFCs distributed as follows:

AFC LEVEL	NO.
Regional Agricultural and Fishery Councils (RAFCs)	16
Provincial and Fisheries Councils (PAFCs)	81
Highly Urbanized City Agricultural and Fishery Councils (HUCAFs)	17
Independent Component City Agricultural and Fishery Councils (ICCAFCS)	4
Municipal Agricultural and Fishery Councils (MAFCs) ideally	1,611

At present, however, only 519 AFCs are being provided with operational funds by PCAF.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- 3. National Agriculture and Fisheries Council (NAF Council)** - The NAF Council is the highest mechanism for consultation and dialogue between and among the various stakeholders in the agriculture and fishery sector. It is composed of 15 government departments whose mandates relate closely to agriculture and fisheries development, chairpersons of the NSCs, representatives of AFC clusters representing the country's island groups, heads of the leagues of provincial, city and municipal local government units, representative of the National Fisheries and Aquatic Resources Management Council, and representatives of national organizations of farmers and fisherfolks appointed by the Secretary of Agriculture every year subject to reappointment.

The NAF Council also serves as the integrative and consultative structure for inter-sectoral collaboration in the activities arising from Republic Act 8435 and assists the Department in broad-based monitoring and coordination of the agricultural and fisheries modernization process.

The NAF Council is chaired by the Secretary of Agriculture and the DA Undersecretary for Operations and Undersecretary for Policy, Research, and Development serve as Vice Chairperson-Coordinators.

The NAF Council meets at least once each semester, or more often at the behest of the Secretary or Chairperson-Cordinator.

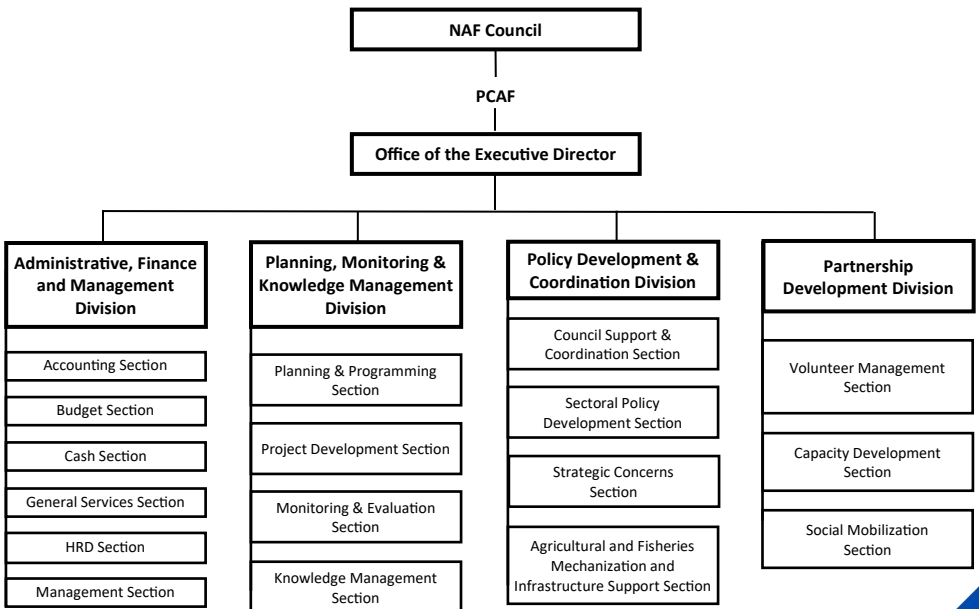


THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

H. Organizational Structure

PCAF is composed of five (5) major structural units namely: the Office of the Executive Director and four Divisions – the Policy Development and Coordination Division, Partnership Development Division, Planning, Monitoring, and Knowledge Management Division, and Administrative, Financial, and Management Division. Each division is composed of several Sections as shown in the Figure below.

PCAF Organizational Structure





THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

I. Scope of PCAF Operations

The scope of operations of the Philippine Council for Agriculture and Fisheries (PCAF) covers three core business processes under the A/F Stakeholder Engagement Program based on the Program Expenditure and Classification (PREXC) structure namely:

1. Development and Coordination A/F Policies,
2. Planning, Monitoring, and Knowledge Management, and
3. Partnership Development .

The outputs of these processes are for delivery to the Department of Agriculture (DA), Department of Budget and Management (DBM), Congress of the Philippines, and other stakeholders in the agricultural and fisheries sector.

It also includes General Administrative Support Services (GASS) which consist of management and support processes undertaken by PCAF like Financial and Management Services, Human Resource Management, and General Services.

J. Functions of the PCAF Divisions/Sections

1. OFFICE OF THE EXECUTIVE DIRECTOR

- Plan, direct, supervise and coordinate the administrative and technical activities of the agency including its resource generation functions;
- Oversee the formulation and implementation of agency policies, plans and programs;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- Submit periodic reports on the activities of the agency and the Council to the Secretary of Agriculture; and
- Perform other duties as may be assigned by the Secretary of Agriculture.

2. ADMINISTRATIVE, FINANCIAL, AND MANAGEMENT DIVISION

- Provide quality administrative, finance, and management support services towards effective and efficient agency operations and optimum resource utilization;
- Provide advisory services on administrative, finance and management-related matters; and
- 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.

2.1 Accounting Section

- Execute general accounting principles, rules, and regulations;
- Provide technical advice on accounting, reporting, internal controls, and other financial-related matters;
- Prepare timely accounting and management reports as well as periodic financial statements in conformance with existing government accounting and auditing rules and regulations;
- Develop, maintain and periodically update accounting related aspects of the Finance, Administrative, and Management Information System (FAMIS) database;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- Serve as a focal point for BIR and other related regulatory agencies; and
- Perform other functions as may be assigned by the management.

2.2 Budget Section

- Execute mandated budgeting systems and procedures, policies, and principles on budget and fiscal management;
- Provide technical advice on budgeting and other financial-related matters;
- Develop, maintain, and periodically update the budget-related aspects of the Finance, Administrative and Management Information System (FAMIS) database;
- 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
- Perform other functions as may be assigned by the management.

2.3 Cash and Disbursement Section

- Execute mandated disbursement systems and procedures and other policies and principles on cash management;
- Provide technical advice on cashiering and other financial-related matters;
- Develop, maintain, and periodically update disbursement-related aspects of the Finance, Administrative, and Management Information System (FAMIS) database;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- Serve as a focal point for PCAF depository banks and other related agencies; and
- Perform other functions as may be assigned by the management.

2.4 Human Resource Development Section

- Execute policies, rules, regulations and programs in all areas of human resource management and development;
- Spearhead the assessment of strategic human manpower and requirements in relation to organizational goals, plans and programs;
- 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;
- Maintain and periodically update the Human Resource Management Information System (HRMIS);
- Advise management on human resource development issues and other related relevant matters;
- Act as secretariat/representative of the Human Resource Merit Promotion and Selection Board (HRMPSB), Human Resource Development Committee (HRDC), Program on Awards and Incentives for Service Excellence (PRAISE), Grievance Committee, and other human resource related committees; and
- Perform other functions as may be assigned by the management.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

2.5 General Services Section

- 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;
- Develop, maintain and periodically update the records, property and supply management aspects of the Finance, Administrative, and Management Information System (FAMIS) database;
- Ensure effective and consistent implementation of policies and principles relative to records management and physical safety/security;
- Advise management on strategic and/or sensitive records management issues and other related relevant matters;
- Undertake programs to ensure management of all physical facilities, equipment, furniture, fixtures, and vehicles; and
- Perform other functions as may be assigned by the management.

2.6 Management Section

- Develop a plan and program objectives relative to management improvement;
- Examine the administrative organization of the Agency and make recommendations for improvement;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- Maintain and update the Agency's organization and other manuals;
- 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;
- Develop staffing standards and manpower requirements for the Agency;
- Develop new and improved management systems; exercise staff supervision over the implementation of such improvements; and provide training in the use of the systems;
- Review internal control system for safeguarding money and property as ascertain weaknesses and deficiencies requiring corrections; and
- Perform other functions as may be assigned by the management.

3. PLANNING, MONITORING, AND KNOWLEDGE MANAGEMENT DIVISION

- 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;
- Undertake timely analysis and assessment of strategic directives and policies relevant to the agri-fisheries sector, in order to ensure the



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

development of an effective response to current key challenges, future scenarios and emerging issues in the sector;

- 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;
- 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;
- 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;
- Promote knowledge-based collaboration and program/project development between and among PCAF, its partners and other stakeholders;
- Identify and prioritize appropriate programs and projects to be undertaken in line with the agency's mandate, objectives and thrusts;
- 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
- 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.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

3.1 Planning and Programming Section

- Spearhead the formulation of agency thrusts, medium-term/strategic and public investment programs;
- 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;
- Analyze and evaluate agency plans, programs and budgets in relation to the agency's mandate and the Philippine Agricultural Development Plan;
- Ensure efficient and effective allocation and programming of the agency's resources including but not limited to the Official Development Assistance (ODA) funds;
- Undertake research and development activities to support planning for all current and planned programs, projects and activities of the agency;
- Coordinate and maintain liaison with the Department of Agriculture, Department of Budget and Management, Senate, Congress and other national government agencies;
- Ensure tracking and assessment of the agency's effectiveness, efficiency, relevance, responsiveness and sustainability;
- Undertake research and development activities to support policy development for all current and planned programs, projects and activities of the agency; and
- Perform other functions as may be assigned by the management.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

3.2 Project Development Section

- Formulate and implement guidelines for the use and availment of funds managed by the agency;
- Evaluate project proposals submitted by DA and its attached agencies and other government and non-government entities for possible funding;
- Package/Assist in project proposals to conform to the form and substance as set in the guidelines;
- Prepare/review annual work and financial plans of approved projects;
- Develop and implement an evaluation system for project proposals submitted for funding;
- Develop project proposals in support to agency's mandates;
- 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
- Perform other functions as may be assigned by the management.

3.3 Monitoring and Evaluation Section

- 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;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- Monitor and evaluate agency performance as well as the implementation of programs and projects of the agency and its consultative bodies;
- Establish mechanisms and measures to promote accountability for use of resources allocated to targeted A/F modernization related programs, projects, initiatives;
- Undertake appropriate strategies/courses of action to address key findings from M&E activities; and
- Perform other functions as may be assigned by the management.

3.4 Knowledge Management Section

- Develop, implement and maintain agency information management system data/knowledge base;
- Formulate policies, standard operating procedures and standards for the effective installation and maintenance of ICT related security measures and mechanisms;
- Provide PCAF-related data and information that will meet required informational requirements of stakeholders, oversight agencies and the National Information Network;
- 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;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- 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;
- 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.);
- 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;
- Design and implement strategic communication, information, education and communication and social marketing plans, programs and initiatives; and
- Perform other functions as may be assigned by the management.

4. POLICY DEVELOPMENT AND COORDINATION DIVISION

- 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;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- 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;
- 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;
- Facilitate conduct of relevant studies on strategic agricultural and fishery key challenges, trends, issues and concerns, relative to scope of AFMA mandate; and
- Advocate for creating enabling environment/policies/initiatives that will encourage participatory development in agricultural and fishery sectors at the national level.

4.1 Council Support and Coordination Section

- Formulate and implement plans, programs, projects, and activities to facilitate operations of the NAF Council, Steering Committee, and TWCs;
- Facilitate inter-agency and inter-sectoral planning, advocacy, and collaboration on TWCs strategic development agenda;
- Coordinate private and government sectors' active involvement in council/committee activities;
- Provide technical leadership and guidance and secretariat support to the NAF Council, Steering Committee and TWCs;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- Undertake and/or assist in the conduct of policy researches to provide inputs, agenda and/or strategic advice during consultations and other stakeholder forums;
- Establish monitoring and feedback mechanism on policy, program and project recommendations;
- 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
- Perform other functions as may be assigned by the management.

4.2 Sectoral Policy Development Section

- Formulate and implement plans, programs, projects and activities to facilitate operations of the commodity-based National Sectoral Committees;
- Facilitate inter-agency planning, advocacy and collaboration on sectoral strategic development agenda;
- Coordinate private and government sectors' active involvement in the activities of the committee and other policy making bodies within/outside the DA;
- Provide technical leadership, guidance and support to the commodity-based NSCs;
- Undertake and/or assist in the conduct of policy researches to provide inputs, agenda and/or strategic advice during consultations and other stakeholder forums;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- Establish monitoring and feedback mechanism on policy, program and project recommendations;
- 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;
- Perform other functions as may be assigned by the management.

4.3 Strategic Concerns Section

- Formulate and implement plans, programs, projects and activities to facilitate operations of the National Sectoral Committees on strategic concerns;
- Facilitate inter-agency planning, advocacy and collaboration on sectoral strategic development agenda;
- Coordinate private and government sectors' active involvement in activities of the National Sectoral Committees on strategic concerns;
- Provide technical leadership, guidance and support to the National Sectoral Committees on strategic concerns;
- Establish monitoring and feedback mechanism on policy, program and project recommendations;
- Undertake and/or assist in the conduct of policy researches to provide inputs, agenda and/or strategic advice during consultations and other stakeholder forums;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- 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
- Perform other functions as may be assigned by the management.

4.4 Agricultural and Fisheries Mechanization and Infrastructure Support Section

- Lead the implementation of the Construction Performance Evaluation (CPES) of the Department of Agriculture;
- Develop database for all CPES information and documents relative to its projects and constructors;
- Assist in the organization of a private-led classification and accreditation system;
- Provide technical, administrative, and logistical support to the classification and accreditation system which will classify and authorize local agricultural and fisheries machinery, manufacturers, importers, and dealers; and
- Provide technical and secretariat support services to the members of the National Agricultural Machinery manufacturers, Distributors and Dealers accreditation and Classification Board and the Committee on Agricultural and Fishery Mechanization.
- Perform other functions as may be assigned by the management.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

5. PARTNERSHIP DEVELOPMENT DIVISION

- 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;
- 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;
- 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);
- Provide technical leadership, guidance and administrative support in the conduct of activities of stakeholders of the local level;
- 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.

5.1 Volunteer Management Section

- Design, plan and implement recruitment and retention policy;
- Develop/maintain database of members of consultative bodies and networking files;



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

- Develop and implement operations manual to institutionalize stakeholders' participation;
- Develop and/or implement appropriate rewards and recognition modalities and other structured motivational programs for all volunteer partners;
- Maximize opportunities for involvement of the volunteers in all development processes;
- Monitor performance of AFCs, NSCs and volunteer members; and
- Perform other functions as may be assigned by the management.

5.2 Capacity Development Section

- Integrate/oversee capability building for stakeholders;
- Conduct training needs assessment of stakeholders;
- Formulate capability building programs for the stakeholders;
- 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;
- Monitor and evaluate results of capacity development activities conducted; and
- Perform other functions as may be assigned by the management.



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

5.3 Social Mobilization Section

- Provide technical leadership, guidance and financial support in the conduct of regular meetings of the AFCs;
- Advocate for the establishment/reactivation of AFCs and in providing support to the consultative bodies;
- Advocate for creating enabling environment/policies/initiatives that will encourage participatory development in agricultural and fishery sectors at the local level;
- 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;
- Manage, implement and/or coordinate all PCAF-implemented programs, projects and other collaborative efforts to support stakeholders' activities and initiatives;
- Spearhead and/or facilitate in the building of networks and alliances with strategic and potential partners; and
- Perform other functions as may be assigned by the management.



RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

A. Objectives:

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;

1. Create equal opportunities for employment to all qualified persons to enter the government service and for career advancement in the agency; and
2. Facilitate the just adjudication of protest cases and grievances relative to selection and promotion.

B. General Procedures:

An Equal Opportunity Principle (EOP) at PCAF shall be open to all qualified applicants. Recruitment, selection and placement of employees shall be based on the approved agency Merit Selection Plan (MSP) in compliance with the Internal Recruitment and Promotion Guidelines and its corresponding QMS Procedure (PCAF-AFMD-QP08).

1. General Guidelines

- 1.1 The Human Resource Development Section (HRDS) staff shall regularly review the Personal Service Itemization and Plantilla of Personnel (PSIPOP) to identify vacant positions to be filled up.



RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

- 1.2 The HRDS staff shall post the approved Request for Publication of Vacant Positions including the position's duties and responsibilities in three (3) conspicuous places in the office for at least ten (10) calendar days. Other appropriate modes of publication, such as but not limited to posting in the Civil Service Commission (CSC) website and Agency Official Website and Social Media platforms may also be considered.
- 1.3 All next-in-rank employees identified in PCAF's System of Ranking Positions (SRP) shall be automatically considered candidates for promotion and shall be informed through a letter from the HRDS. Interested next-in-rank employees shall confirm their application by submitting the above-mentioned documents except for the Letter of Intent. Likewise, their application shall be subjected to the pre-screening process of the Human Resource Merit Promotion and Selection Board (HRMPSB).

2. Pre-screening of applicants

- 2.1 The HRDS staff shall check and review the completeness of requirements and data submitted and evaluate the applicant's qualifications vis-a-vis the minimum and basic requirements for positions in PCAF in terms of education, training, experience and eligibility as stated in the CSC Qualification Standards (QS) Manual.
- 2.2 The HRDS staff shall endorse the initially pre-screened applications to the HRMPSB using the Pre-Screened Applicant/s to Vacant Permanent Position Form.
- 2.3 The HRDS staff shall post the results of pre-screened applicants in three (3) conspicuous places in the office for at least ten (10) calendar days.



RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

2.4 The HRDS staff and Chief shall inform the applicants on the results of the pre-screening via e-mail. Applicants who passed the pre-screening shall also be notified on the schedule of their examination.

3. Administration of examinations

3.1 The HRDS staff shall facilitate the conduct of the examination to the qualified applicants, as follows:

Applicants	Exam/s to undertake
For Promotion	- Personality Test
New Entrants	- Written Examination (Differential Aptitude Test) - Essay (related to the position being applied for) - Skills test (computer exam) - Personality Test

3.2 Applicants who failed to pass the exam and/or obtained a general rating of “Below Average” shall not be qualified to the next phase.

4. Conduct of Background Investigation

4.1 A Background Investigation (BI) shall also be conducted by the PCAF-BI Team to the qualified applicants for the purpose of evaluating their suitability, competencies, performance records, and other relevant information following the procedures of the PCAF-approved BI Guidelines.

4.2 The results of the BI shall form part of the documents for deliberation of the HRMPSB.



RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

5. Evaluation of qualified applicants

5.1 The HRMPSB shall assess the qualifications and competencies of the qualified applicants through an interview and further conduct deliberation adopting the following criteria with corresponding percentage weights based on the approved PCAF Promotion and Recruitment Internal Guidelines:

Factor	Promotion (1%)	Recruitment (%)
Performance (PCR)	35	-
Education	20	30
Experience	15	20
Training	10	10
Psycho-Social Attributes	10	20
Potential	10	20
Total	100	100

5.2 The HRMPSB may also conduct online recruitment and selection processes through the use of web-based technology.

6. Approval of the Executive Director

6.1 The Head of Agency shall be guided by the report of the HRMPSB's assessment of shortlisted candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five ranking candidates or less, deemed most qualified for appointment to the vacant position.



RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

6.2 Once approved, the HRDS Chief shall notify and issue an appointment to the recommended candidate.

7. Announcement of promoted or newly hired applicants

- 7.1 The HRDS staff shall post a notice announcing the appointment of the recommended candidate in three (3) conspicuous places in the agency a day after the issuance of the appointment for at least 15 days. The date of posting shall be indicated in the notice.
- 7.2 The HRDS staff shall further inform the recommended candidate on the submission of other required documents as stated in the 2017 ORAOHRA (Revised July 2018). These documents shall be retained in the agency and filed in the employee's 201 file.
- 7.3 The HRDS staff shall provide an original copy of the approved appointment to the appointee and a duplicate copy on the individual 201 file.
- 7.4 The HRDS staff shall facilitate the Oath Taking.

8. Placement

Onboarding of Newly Hired Employee - The onboarding of newly hired employees shall be governed by the provisions set forth under Onboarding Guidelines.



RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

C. General Procedures:

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.

D. Appeals and Protests:

A protest on appointment shall no longer be acted upon through the grievance machinery. However, based 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), only a qualified next-in-rank official or employee may initially appeal 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, if necessary. Protest may be filed within fifteen (15) days from the announcement and/or posting of appointments subject of protest and shall not render an appointment ineffective or bar the approval/validation thereof, by the CSC FO, CSC RO or the Commission, as the case may be, but the approval/validation shall be subject to the final outcome of the protest.



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

A. Personnel 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 direct compensation which are cash compensation items - either fixed or variable and are paid to an employee for the performance of work.

1. **Fixed Compensation** – these are cash compensation items which are regularly granted to all employees. These are:
 - 1.1 **Basic pay/salary** - This is the primary cash compensation for work performed, excluding any other payments, allowances and fringe benefits. (Republic Act 11466 dated January 8, 2020)
 - 1.2 **Personnel Economic Relief Allowance (PERA)** - This allowance of Two Thousand Pesos (Php 2,000.00) per month is granted only when basic pay (salary) is also provided. It is contingent upon the employee rendering full-time services, which entails working 8 hours per day for 22 working days each month. This includes any leave of absence with pay.
 - 1.3 **Uniform/Clothing Allowance (U/CA)** - All officials and employees are customarily provided with allowance for uniform and clothing as authorized under DBM Budget Circular No. 2024-1, dated April 4, 2024.
 - 1.4 **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 provisions of the corresponding DBM Budget Circular.
 - 1.5 **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 the accompanying DBM Budget Circular.



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

- 1.6 **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 provisions of the corresponding DBM Budget Circular.
- 1.7 **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. (DBM National Budget Circular No. 593, dated May 03, 2024.
- 1.8 **Loyalty Cash Award/Incentive** - Granted to official and employee who rendered ten (10) years of continuous and satisfactory service in the Agency. (COA Resolution No. 2002-010 dated November 29, 2002 and of Loyalty Award under CSC Memorandum Circular No. 6. s 2002 dated March 1, 2002.

An official or employee who incurred and aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award. 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.

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



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

- 2.1 **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.
- 2.2 **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:
- cause financial loss to the government or its instrumentalities;
 - embarrass the government due to its inability to meet its commitments; or
 - 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;



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

- 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 which are limited to Division Chief and below; and
- Incumbents of positions of Division Chief or Equivalent level and below, designated as Officer-in-Charge of higher-level positions.

2.3 Performance-Based Bonus (PBB) - is a top-up bonus that is given to employees based on the performance and contributions to the accomplishment of their agency's overall targets and commitments and compliance with good governance and other conditions. The PBB shall be subject to the guidelines issued annually by the concerned authority.

2.4 Collective Negotiation Agreement (CNA) Incentive - 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.



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

B. Other Welfare and Benefits

Other welfare and benefits include indirect compensation which are usually non-cash or in-kind benefit items that contribute to the employee's welfare, standard of living and personal development, such as protective programs like:

1. Government Service Insurance System (GSIS)

Pursuant to Revised Implementing Rules and Regulations of Republic Act No. 8291 approved on June 30, 2010 provides that the rate of contribution payable by the member and government agency shall be nine (9) percent and twelve (12) percent respectively, based on the actual monthly salary of the member.

The amount for each type of benefit is anchored on the basic monthly pension (BMP) defined as follows:

BMP = 37.5% x RAMC* if the service is 15 years or less

= 37.5% x RAMC + 2.5% x RAMC x (Total years of service-15 years

* if total service is more than 15 years. 2

But in no case shall the BMP exceed 90% of AMC*

*AMC = Average Monthly Compensation (Total monthly compensation received during the last 36 months of service divided by 36)

*RAMC = Revalued Average Monthly Compensation (P 700 +AMC)



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

1) Retirement Benefits

- a. A member who has reached the age of 60 years and who has at least 15 years of creditable service rendered may retire from active service and receive the retirement benefits, provided the member is not receiving a monthly pension from permanent total disability.
- b. The retirement benefit is either a lump sum equivalent to 60 months of BMP payable at the time of retirement plus an old-age pension benefit equal to the BMP payable for life starting upon the expiration of the five years covered by the lump sum, or a cash payment equivalent to 18 months times the BMP plus monthly pension for life payable immediately.

2) Separation Benefit

- a. For members with at least three (3) years but less than fifteen (15) years of service:

A cash payment equivalent to one hundred percent (100%) of the AMC for every year of service the member has paid contributions (creditable service), but not less than twelve thousand pesos (P12,000 or USD242.37)), payable upon reaching sixty (60) years of age or upon separation, whichever comes later.

- b. For members with at least fifteen (15) years of service and less than sixty years of age upon separation: a) A cash payment equivalent to eighteen (18) times the BMP payable at the time of resignation or separation. b) An old-age pension benefit equal to the BMP, payable monthly for life upon reaching the age of 60.



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

3) Life Insurance Benefits

- a. **Life Endowment Policy (LEP)** – Old insurance cover issued to GSIS members who entered government service before 1 August 2003.
 1. Maturity
 2. Cash Surrender Value
 3. Permanent Total Disability
 4. Death Benefit
 5. Accidental Death Benefit
 6. Sickness Income Benefit
 7. Annual Dividend

- b. **Enhanced Endowment Policy (ELP)** – Issued to new entrants in government service on or after 1 August 2003; to LEP holders who opted for conversion from LEP to ELP; and to those whose policy matured on or after 31 July 2003.
 1. Termination Value
 2. Death Benefit
 3. Annual Dividend

4) Disability Benefits

- a. Permanent Total Disability (PTD) benefits shall be granted if the disability caused complete, irreversible, and lifelong incapacity that permanently hinders the member to work or to engage in any gainful



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

occupation, due to loss or impairment of normal functions of the mental and/or physical faculties of the member.

- 1) A member who becomes permanently and totally disabled while in active service and has paid at least 180 monthly contributions prior to his disability, shall be paid the permanent total disability benefit in the form of monthly income benefit equivalent to the basic monthly pension for life effective from the date of disability. In addition, the member shall receive cash payment equivalent to 18 times the basic monthly pension.
- 2) A member who is separated from the service and has paid at least 36 monthly contributions within the 5-year period immediately preceding the disability or has paid a total of at least 180 months contributions prior to the disability, shall be entitled to basic monthly pension for life. Provided, however, that the following conditions shall be met:
 - He/she is gainfully employed prior to the commencement of disability resulting in loss of income as evidenced by any incontrovertible proof thereof;
 - He/she is not a registered member of any social insurance institution;
 - He/she is not receiving any other pension either from GSIS or another local or foreign institution or organization
- 3) A separated member who becomes permanently and totally disabled with at least three (3) years of service but has not paid a total of at least 180 monthly contributions prior to the disability,



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

shall be entitled only to cash payment benefit equivalent to 100% of Average Monthly Compensation (AMC) for every year of service with paid contributions but not less than Php12,000. Accordingly, he/she shall no longer receive separation benefit.

5) Survivorship Benefits

- a. **Primary** – the legitimate spouse, until he/she remarries and the dependent children. In this regard, dependent children shall be the legitimate, legitimated and/or legally adopted child, including any illegitimate child, who is below 18 years of age, unmarried, not gainfully employed, or being more than 18 years of age but incapacitated and incapable of self-support due to mental or physical incapacity acquired prior to age of majority.
- b. **Secondary** – are the dependent parents and legitimate descendants. The beneficiaries/legal heirs of deceased members are entitled to receive the following survivorship benefits, whichever is applicable:
 - 1) Basic Survivorship Pension (BSP) which is fifty percent (50%) of the Basic Monthly Pension (BMP), and Dependents' Pension equivalent to ten percent (10%) of the BMP for each child but not exceeding 5 counted from youngest to eldest with no substitution given to the surviving children.
 - 2) Cash payment equivalent to eighteen (18) months BMP;
 - 3) Cash payment equivalent to 100% of the AMC for every year of service with Periods with Paid Premiums (PPP) but not less than Twelve Thousand Pesos (P12,000.00)



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

6) Funeral Benefit

The amount of funeral benefit is P30,000 payable to the spouse or the legitimate child of a qualified deceased member or to any other person who can show incontrovertible proof of having borne the funeral expenses.

7) Unemployment Benefit

Unemployment benefit is a monthly cash payment equivalent to fifty percent (50%) of the average monthly compensation (AMC). It is paid when a permanent employee is involuntarily separated from service as a result of the abolition of his office or position, usually resulting from reorganization.

8) Christmas Cash Gift for Pensioners

A one-month pension up to a pre-determined maximum amount is usually given to all pensioners during the Christmas season.

9) Milestone Benefit for Pensioners

Regular pensioners will be paid the following milestone benefit on their birthday: P20,000 to pensioners who will turn 90 years old; P30,000 to pensioners who will turn 95 years old; and P50,000 to pensioners who will turn 100 years old.

10) Cash Benefit

An annual cash benefit may be granted to all members of GSIS whose life insurance is in force for at least one (1) year, based on the records submitted by the employer. An Allocation Formula shall be determined and circularized by the GSIS for this purpose.



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

11) Loan Privileges

- a. **Multi-Purpose Loan (MPL):** A program that gives active members an additional credit line that will help them consolidate and settle their outstanding GSIS loan balances. Qualified members to apply for MPL are the following:
 - have paid at least three (3) months premiums;
 - are not on leave of absence without pay;
 - have no pending administrative or criminal case;
 - belong to an agency whose status is not suspended;
 - have resulting net take-home pay not lower than the amount required under the General Appropriations Act after all monthly obligations have been deducted; and
 - belong to an agency with memorandum of agreement on MPL or GFAL with GSIS.
- b. **Policy Loan:** It is a loan facility that you may apply for from your GSIS life insurance policy, which is either Life Endowment Policy (LEP) - 50% of the accumulated cash surrender value, or Enhance Life Policy (ELP) - 90% of the accumulated termination value of your policy.
- c. **Emergency Loan:** A financial assistance that GSIS offers to its member/pensioner in times of natural calamities and disasters who are residing or working in a calamity-declared area.
- d. **GSIS Financial Assistance Loan (GFAL):** A one-time and non-renewable debt-consolidation and balance-transfer facility that



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

enables GSIS members to settle their outstanding loan balance with other lending institutions at reduced interest rate and longer payment term with the aim of improving the financial capability of GSIS members.

2. Home Development Mutual Fund (HDMF)

Under RA 9679, membership to the Fund, also known as Pag-IBIG (Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno), 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.

Membership shall be for a period of twenty (20) years commencing from the first day of the month to which the member's initial membership contribution applies, provided that said member shall have contributed the corresponding two hundred forty (240) monthly membership contributions, but it may be earlier terminated by reason of retirement, permanent or total disability, insanity, death, permanent departure from the country or other causes as may be provided for by the HDMF Board of Trustees.

The Fund offers its members the following programs and benefits:

- Membership and Savings programs
- Short-Term Loans
- Housing Loan Programs



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

3. PhilHealth

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.

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

4. Senior Citizens and Persons with Disability Program

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;



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

- Image and incentive promotions (Senior Citizens Day);
- Wellness/recreation program; and
- Social services support to the internship program for people with disability

5. Leave Benefits

5.1 **Vacation Leave** - Appointing officials up to level of Heads of Executive Departments, Heads of Departments, Undersecretaries, and employees are entitled to 1.25 days monthly or 15 days' vacation leave annually 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.

5.2 **Sick Leave** - Leave granted to officials and employees are also entitled to 1.25 days' sick leave monthly or 15 days' annually 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 sick 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.

5.3 **Maternity Leave (ML)** – IRR of Republic Act No. 11210, also known as the "105-day Expanded Maternity Leave Law".

Rule V: Maternity Leave of Female Workers in the Public Sector.

- Any pregnant female worker in the government service regardless of employment status and length of service in National Government



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

- Agencies (NGAs) shall be granted maternity leave of one hundred (105) days with full pay regardless of the manner of delivery of the child.
- An employee qualifies as a solo parent under Republic Act No. 8972, or the "Solo Parents' Welfare Act", the employee shall be paid an additional maternity benefit of fifteen (15) days.
 - ML of sixty (60) days, with full pay, shall be granted for miscarriage or emergency termination of pregnancy.
 - The female worker shall give prior notice to the head of agency of her pregnancy and her availment of maternity leave at least thirty (30) days in advance supported by a medical certificate.
 - In case of live childbirth, an additional ML of thirty (30) days, without pay, or use earned sick leave credits for extended leave with pay or vacation leave credits may be used if sick leave credits are exhausted.
 - The female worker shall be entitled to full during maternity leave which shall be paid by the agency. The female worker shall have the option to receive full pay either through lump sum payment or regular payment of salary through agency payroll.
 - The maternity leave benefits granted shall be enjoyed by a female worker in the government service even if she has a pending administrative case.
 - In case of overlapping maternity benefit claims, e.g. one miscarriage or emergency termination of pregnancy after the other or followed by live



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

childbirth, the female member shall be granted maternity benefits for the two contingencies in a consecutive manner. She shall be paid only one maternity benefits, regardless of the number of offspring, per childbirth/delivery.

Enjoyment of maternity leave cannot be deferred but should be availed of either before or after the actual period of delivery (prenatal and postnatal leave) in a continuous and uninterrupted manner as long as it does not exceed the allowed number of maternity leave credits.

Female government employees who want 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.

5.4 Special Leave Benefit - Under the Magna Carta of Women, A woman employee having rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months shall be entitled to a special leave benefit of two (2) months with full pay based on her gross monthly compensation following surgery caused by gynecological disorders.

5.5 Paternity Leave - RA No. 8187, "Paternity leave act of 1996": 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;



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

- 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.

5.6 **Special Leave Privileges** - 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.



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

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.

5.7 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 that 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;



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

- 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.

5.8 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.

5.9 Study Leave - PCAF officials and employees may apply for study leave. *(Please refer to Chapter IV, Learning and Development on the requirements and conditions on how to avail study leave).*



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

5.10 **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:

- It can be availed of every year, on staggered or continuous basis, subject to the approval of the head of agency/office.
- 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.

5.11 **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.



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

5.12 **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).

- It can be availed of every year, on staggered or continuous basis, subject to the approval of the head of agency/office.
- It may be availed by the solo parent employee under any of the following circumstances:

5.13 **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;



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

- 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.

5.14 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.



LEARNING AND DEVELOPMENT (L&D)

A. Objectives:

In general, the learning and development (L&D) aims to provide opportunities for employees to practice and improve their knowledge, skills and experience through workplace or experiential learning; and enhance employee engagement in various activities to develop/improve competencies needed to perform their jobs/functions.

B. General Procedures:

1. The Human Resource Development Committee (HRDC) shall receive all invitations and information regarding scholarships, study grants, training, and attendance to training, seminars, conventions, and conferences, both local and foreign sent to PCAF.
2. The HRDC shall prepare a Comparative Assessment Data (CAD) for all the nominees to determine whether they meet the qualifications prescribed for in the scholarship or training grant.
3. For local and foreign scholarship grants offered or referred to by the DA:
 - 3.1 A copy of the agency's HRDC Deliberation Report which contains the assessment and evaluation results of all candidates for the said course/training shall be submitted to the DA HRDC for validation and preparation of the Nominee's Profile and DA HRDC Evaluation.
 - 3.2 In case of the sole nominee of the agency pre-determined by the donor country/organization/agency, he/she must be endorsed by the Head of Office/Agency Head to the DA-OSEC HRDC for validation before his/her nomination.



LEARNING AND DEVELOPMENT (L&D)

4. The following Evaluation/Assessment Criteria shall be used in determining the most qualified nominee:

Criteria	Weight
A. Job Relevance	35%
B. Performance Rating	20%
C. Work Experience and Outstanding Accomplishment	20%
D. Education and Training	15%
E. Communication Skills	10%
TOTAL	100%

5. Availment of all human resource development programs shall be based on the applicants' needs and career path. Priority shall, however, be given to applicants; 1) who are regular employees; 2) who have not availed of any scholarships, study grants, training, seminars, workshops, conferences, or conventions in the last two (2) years; and 3) whose functions are relevant to the programs.
6. To avail of Human Resource Development Programs, the applicant must:
- 6.1 For scholarship grants/foreign trainings/seminars/conferences:
- At the time of nomination, have rendered at least two (2) years of service in the government, or as prescribed by the donor country .
 - Hold a permanent appointment at the time of nomination.
 - Have obtained a Very Satisfactory performance rating for two (2) consecutive periods immediately preceding the nomination.
 - Have no pending administrative and/or criminal case.



LEARNING AND DEVELOPMENT (L&D)

- e. Have no pending nomination/approved application for scholarship in another program/course.
- f. Have already rendered the required service obligation for a previously availed scholarship grant.
- g. Be physically fit to travel and undergo training/study both locally and abroad.
- h. The nominee shall not have enjoyed a scholarship/training grant in the immediate past (2) years.
- i. Foreign Scholarship Training Program (FSTP) applicants must have a college degree and/or demonstrated sufficient ability and experience related/relevant to the course applied for and must meet the position level, age, education, and experience required as specified by the donor country/organization/course.

6.2 For local trainings/seminars/conferences/conventions

- a. Employees, whether permanent or non-permanent in the condition that it should be stipulated in his/her Contract and it shall be extremely necessary in the performance of his/her duties and responsibilities, may be selected, nominated and authorized for training, seminars, conferences or conventions;
- b. Priority participants are those pre-identified based on the competency gaps that need to be addressed through HR intervention .
- c. The participants' job description or his/her operating unit functions are related to the L&D intervention being offered.



LEARNING AND DEVELOPMENT (L&D)

7. Attendance to the Orientation Course and/or any other related courses such as Seminar-Workshop on Client-Agency Relations, Gender Sensitivity Training/Seminar, Seminar-Workshop on Professionalism in Public Service, Frontline Service Management Program, Values Orientation Workshop (VOW), Public Service Ethics and Accountability (PSEA) and CSC Integrated Training Program shall be mandatory for employees under the first and second level positions who are: (1) new employees; and (2) transferees and old employees who have not yet attended the said training.
8. Supervisory training and/or workshop courses shall be required for employees with Salary Grade 18 and above who have not yet undergone or participated in such training and/or courses
9. The registration or participation fee, shall not exceed two thousand (₱2,000) pesos per day for each participant. (National Budget Circular No. 563 dated April 22, 2016, items 3.1 and 3.2).
10. There shall be no discrimination in the development and availment of scholarship by officials and employees on the account of gender identity, sexual orientation, age, civil status, disability, religions, ethnicity, and/or political affiliation.
11. The Participants or beneficiaries of any human resource development program shall be relieved of all duties and responsibilities for the duration of the program.

C. Application for the Grant or Availment of Study Leave

1. Applicant/s must possess all the qualifications as provided under CSC Memorandum Circular No. 21, Series of 2004, as amended.



LEARNING AND DEVELOPMENT (L&D)

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

For Board/ Bar Examination: Certification of Grades from the School/ University, Professional Regulation Commission (PRC), or Supreme Court

For Thesis/ Dissertation Writing: Approval Sheet of the thesis/ dissertation by the panel and Dean of the graduate school and a copy of the approved thesis outline/ proposal (Chapters 1, 2 & 3)

3. Applicant/s must secure a favorable recommendation from the Head of the Division/Office.
4. The Head of the Unit/Division or the Supervisor shall ensure that the existing duties and responsibilities of the grantee are properly delegated and assigned, so as not to hamper the operations/functions of the Unit/Section/ Division for the duration of the study leave.
5. A grantee can avail of the study leave only once, and no extension beyond the approved period shall be allowed, except under meritorious cases to be determined and evaluated by the Committee. However, in case of approval of the extension, all existing government rules in the availment of Leave of Absence shall apply.
6. Prior to the commencement and consummation of the study leave, the agency and grantee shall execute a Study Leave Contract to be prepared and provided by the HRDS.



LEARNING AND DEVELOPMENT (L&D)

7. In case the official or employee fails to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through his/her own fault, or other causes within his/her control, he/she shall refund the gross salary, allowances and other benefits received while on study leave based on the following formula:

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

Where R = Refund

TCR = Total Compensation Received (Gross Salary, Allowances and Other Benefits Received while on Study Leave)

SOS = Service Obligation Served

SOR = Service Obligation Required

The official/employee beneficiary of the study-leave shall inform the Head of Agency in writing, through the HRDS, of his failure to pursue his studies or his failure to take the bar/board examination.

The service obligation to the Department shall be as follows:

Period of Grant	Service Obligation
- One(1) month	- Six(6) months
- Two(2) to Three(3) months	- One(1) year
- More than three(3) months to six(6) months	- Two(2) years

For more comprehensive details of the L&D process, policies and procedures, the L&D quality objectives, quality procedure, quality forms and work instructions may be accessed through the PCAF QMS Google site.



REWARDS AND RECOGNITION

A. Objectives:

Rewards and Recognition system shall be the basis of the grant of the Awards and Incentives in the Philippine Council for Agriculture and Fisheries and align it with the standard systems and practices for Maturity Level II of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), based on Civil Service Commission (CSC) Memorandum Circular No. 3, series of 2012.

B. General Procedures:

1. Annual Rewards and Recognition Plan

The Program on Awards and Incentives for Service Excellence (PRAISE) Committee shall prepare the Rewards and Recognition Annual Plan (PCAF-PRAISE-QP01-F01) within the first (1st) quarter of the calendar year, pursuant to the CSC-approved PCAF PRAISE Guidelines.

2. Setting the Selection Criteria and Requirements for PCAF Awards

2.1 The PRAISE Committee shall formulate the selection criteria and nomination requirements for the following PCAF Awards:

- a. Outstanding Official/Employee Award - This shall be given annually to one (1) official/employee in each of the following categories:
 - Outstanding Division Chief
 - Outstanding Section Chief
 - Outstanding Technical Staff
 - Outstanding Administrative/Support Staff



REWARDS AND RECOGNITION

- b. The Outstanding Division Chief category includes Division Chiefs, Assistant Division Chiefs and the Executive Assistant. Further, the award for Outstanding Division Chief and Outstanding Section Chief shall not be exclusive to the duly-appointed Section Chiefs and Division Chiefs. Those designated as the Officer-in-Charge (OIC) by virtue of an approved Special Order shall, likewise, be eligible.
- c. Outstanding Team Award category shall be granted to a Division and four Sections (one per Division) working on key programs/projects/activities of the Agency, as follows:
 - Outstanding Division
 - Outstanding Section in AFMD
 - Outstanding Section in PMKMD
 - Outstanding Section in PDCD
 - Outstanding Section in PDD
 - Outstanding Management Committee
- d. The Outstanding Management Committee award shall be considered as the group category for the Outstanding Team Award. This category shall refer to the PCAF Management Committees and other committees created as mandated by pertinent laws, or constituted through a Special Order such as, but not limited to the following:
 - a) Committee on Decorum and Investigation of Sexual Harassment Cases (CODI),
 - b) Gender and Development Focal Point System;
 - c) HR Committees (such as the Human Resource Merit Promotion and Selection Board (HRMPSB) and Human Resource Development Committee (HRDC));



REWARDS AND RECOGNITION

- d) Bids and Awards Committee;
- e) ISO Certification Team; among others. Needless to say, the PRAISE Committee shall inhibit from contending for the Outstanding Committee award because they will deliberate and submit the shortlisted candidates for the award.
- e. Executive Director's Award - shall be given yearly to an individual and group or committee that is personally recognized by the Executive Director for meritorious service performance and exemplary performance of tasks assigned on top of other duties and responsibilities that contributed significantly to the Office of the Executive Director (OED) or agency-wide concerns.
- f. "Ulirang Kawani" Award - This shall be given to PCAF employees who have diligently observed the following:
 - No absence or leave filed during the year except for the five (5) days Mandatory Leave and three (3) days Special Privilege Leave;
 - Has only incurred five (5) or less tardiness during the year;
 - Has only incurred five (5) or less undertime during the year;
 - Has at least a "Very Satisfactory" (VS) rating during the last two (2) consecutive performance evaluations;
 - Has not received any form of official reprimand for violating PCAF Rules and Regulations;
 - Timely liquidation of cash advances in compliance with existing accounting and auditing rules and regulations; and



REWARDS AND RECOGNITION

- Has not received a rating of less than 3.0 or complaint/s from the Customer Satisfaction Survey or Presidential Complaint Center (8888) or Contact Center ng Bayan (CCB).
- e. “Masinop Award” - This shall be granted to the Section that meticulously applies the Good Housekeeping Practices (5S) in physical areas under its direct vicinity and responsibility. The annual 5S audit using the rating form (PCAF-PRAISE-QP01-F05) shall be the basis for selecting one (1) awardee, which shall receive a cash award and a plaque of recognition.

For purposes of implementation, any operating unit of the Agency shall be eligible to receive the Masinop Award. This is in view of the overlapping workspaces of various Sections, which will make it problematic to mark demarcations during the 5S audit. The awardee may be either a section, a division, a unit or a committee.

3. Call for Nominations

- 3.1 The said Memorandum shall also contain instructions to the heads of the operating units about the standard procedure for nomination, including an attached sample of the Nomination Form (PCAF-PRAISE-QP01-F03).
- 3.2 Immediate superiors shall make the nomination to the PCAF PRAISE Committee. This mode of nomination shall apply to the Outstanding PCAF Official/Employee Award and for the individual category of the Executive Director’s Award. The term “immediate superior” shall refer to the immediate supervisor or other PCAF officials with supervisory functions. The other types of PCAF Awards shall require no nomination.



REWARDS AND RECOGNITION

3.3 The PRAISE Secretariat shall accept accomplished nomination forms and the relevant requirements and proofs/evidences until the last working day of March only to give the PRAISE Committee ample time to identify the awardees which shall be announced during the PCAF Anniversary in the month of June.

4. Documentary Requirements

- 4.1 Nomination Form (PCAF-PRAISE-QP01-F03);
- 4.2 Updated and duly notarized CSC Form 212 (Personal Data Sheet) of the nominee with latest passport size (4.5cm x 3.5cm) photo;
- 4.3 Copy of Statement of Assets, Liabilities, and Net Worth (SALN) of the Nominee and Certified as true copy by the HRDS;
- 4.4 Updated Service Record issued by the HRDS; and
- 4.5 Certificates, photos, videos, clippings, testimonials, and other forms of evidence of accomplishments.

5. Eligibility of the Nominee

- 5.1 Has been employed with PCAF for at least twelve (12) months;
- 5.2 Has received a performance rating of at least Very Satisfactory (VS) in the last two (2) rating periods; and
- 5.3 Has not been found guilty of and has no pending case involving any criminal or administrative offense.



REWARDS AND RECOGNITION

6. Deliberation to Select the Recipients of PCAF Awards

- 5.1 The PRAISE Committee shall use the Comparative Assessment Form (PCAF-PRAISE-QP01-F04) to generate an assessment rating for each nominee based on the approved Selection Criteria for PCAF Awards (PCAF-PRAISE-QP01-F02).
- 5.2 The PRAISE Committee shall indicate the name of the highest ranked nominee in the Comparative Assessment Form (PCAF-PRAISE-QP01-F04), as the recommended recipient of the particular award.

7. Implementing the PCAF Incentives Package

- 7.1 PCAF officials/employees who shall qualify to receive the following incentives shall accomplish the form for the Application to Claim PCAF Incentive (PCAF-PRAISE-QP01-F06):
- Prestige Incentive** - This shall be granted to an employee who has received an award from a government award-giving body, private institution or civil society organization, local or international, resulting in honor and prestige to PCAF. A cash incentive amounting to ₱20,000.00 and a plaque of recognition shall be given to each recipient.
 - Scholastic Incentive** - This shall be given to a PCAF employee who has finished a Baccalaureate/Master's/ Doctorate degree during employment in the agency, with or without a scholarship grant.

Category	Cash Award
Bachelor's Degree	₱ 10,000.00
Master's Degree	₱ 15,000.00
Doctorate Degree	₱ 20,000.00



REWARDS AND RECOGNITION

- c. Best Paper/Poster Incentive - This shall be given to an individual or group who received the best paper or best poster award from any reputable regional/national/international professional associations and societies.

Category	Best Paper	Best Poster
National	₱ 5,000.00	₱ 3,000.00
International	₱ 10,000.00	₱ 5,000.00

- d. Retirement Incentive - This shall be given to a retiree under optional or compulsory retirement schemes, provided that he/she was not imposed a penalty or suspension during the period of the grant.

The recipient shall be entitled to a cash incentive of ₱1,000.00 per year of service in PCAF, a plaque of recognition and a token of appreciation (i.e., wrist watch, ring, earring, necklace with pendant, etc.) worth ₱20,000.00 and shall be given during the PCAF Anniversary.

“Years of service” shall refer to the number of years of service in PCAF and its precursor agencies, which can either be the National Food and Agriculture Council (NFAC), National Agricultural and Fishery Council (NAFC) or Livestock Development Council (LDC).



REWARDS AND RECOGNITION

7.2 The following proof/evidence shall be required to validate the claim:

Incentive	Valid Proof/ Evidence
- Prestige Incentive	- Certificate/Plaque/Trophy
- Scholastic Incentive	- Diploma/Transcript of Records
- Best Paper/ Poster Incentive	- Certificate/Plaque/Trophy
- Separation Pay	- Approved Resignation Letter
- Retirement Incentive	- Updated Service Record
- Bereavement Aid	- Death Certificate

8. Facilitating Funding

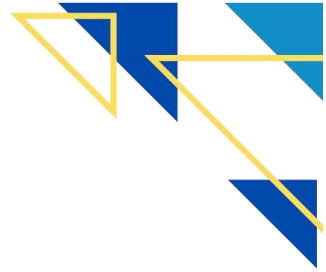
Expenses incurred in the implementation of the Rewards and Recognition Annual Plan (PCAF-PRAISE-QP01-F01) shall be charged against the annual PRAISE Fund, subject to its availability and following the usual government accounting and auditing rules and regulations.

9. Awarding/Release of Cash Amount/Plaque/Tokens

9.1 The awarding ceremony shall be held during the PCAF Anniversary celebration in the month of June. Awardees shall receive cash and plaque of recognition.

9.2 The Outstanding PCAF Official/Employee Award shall be given annually to one (1) official/employee in each of the following categories:

Categories	Cash Award
Outstanding Division Chief	₱ 30,000.00
Outstanding Section Chief	₱ 20,000.00
Outstanding Technical Staff	₱ 10,000.00
Outstanding Administrative Staff	₱ 10,000.00



REWARDS AND RECOGNITION

9.3 The Executive Director’s Award shall be granted to the winning individual and organizational unit/committee, as follows:

Categories	Cash Award
Outstanding Division	₱ 50,000.00
Outstanding Section of AFMD	₱ 25,000.00
Outstanding Section of PDCD	₱ 25,000.00
Outstanding Section of PDD	₱ 25,000.00
Outstanding Section of PMKMD	₱ 25,000.00

9.4 The Executive Director’s Award shall be granted to the winning individual and organizational unit/committee, as follows:

Categories	Cash Award
Individual Awardee	₱ 10,000.00

9.5 A cash award of ₱10,000.00 shall be given to each awardee of the Ulirang Kawani Award while ₱20,000.00 shall be granted to the recipient of the “Masinop Award.”





PERFORMANCE MANAGEMENT

Performance Management (PM) is the heart of human resource management systems because information produced from it is valuable in human resource planning, evaluation, management, and decision-making process.

The PCAF-Strategic Performance Management System (SPMS) is focused on linking individual performance vis-à-vis the agency's organizational vision, mission and strategic goals. It is composed of strategies, methods, and tools for ensuring the fulfillment of functions of the Operating Units and its personnel as well as for assessing the accomplishments. It is a mechanism that ensures that each employee contributes to the attainment of or aid in achieving the objectives set by the organization while also guaranteeing that the latter achieves the objectives that it has set itself to achieve as indicated in its strategic plan.

A. Objectives:

SPMS is establish to maintain an effective and systematic mechanism in the conduct of agency performance planning, monitoring evaluation and development.

B. General Procedures:

1. Performance Planning and Commitment (Cascading and Setting of Targets)

- 1.1 Prior to the start of target setting, the PCAF Executive Director or duly designated representative will meet with all the heads of Operating Units (OUs) and agree on the organization commitments or outputs that should be accomplished based on the goals and objectives of the Units including the rating system. This will be done to determine success indicators and measures.



PERFORMANCE MANAGEMENT

- 1.1 Prior to the start of target setting, the PCAF Executive Director or duly designated representative will meet with all the heads of Operating Units (OUs) and agree on the organization commitments or outputs that should be accomplished based on the goals and objectives of the Units including the rating system. This will be done to determine success indicators and measures.
- 1.2 Rating guide will be prepared which will operationalize the indicators to be committed for the year. This will contain all targets and criteria in terms of quality, efficiency and timeliness for each performance indicator. This document shall serve as the basis during the office performance review.
- 1.3 The PMT shall evaluate and review the OPCR and ensure that OUs performance indicators, targets and budgets are aligned with the approved plan and budget
- 1.4 The signed OPCR will be forwarded to DA-OSEC for the Secretary's approval.
- 1.5 Each Division shall conduct a SPMS planning to prepare and discuss the Division, Section and Individual Targets. This will be done prior to the submission of performance commitment as scheduled on the PCAF-SPMS Calendar.
- 1.6 The approved OPCR shall serve as the basis for the Division level targets and measures to be reflected in the DPCR Form. Each division shall be held as primarily accountable for producing designated target outputs for each program, project and activity. These targets, performance measures, budget and accountability sections shall be summarized in the DPCR Form.



PERFORMANCE MANAGEMENT

- 1.7 From the approved Division Performance Commitment, cascading of performance targets to section level targets and individual performance targets and measures shall be facilitated through the preparation of SPCR and IPCR, respectively. The indicators are cascaded from the required outcomes of the agency in the Office Performance Commitment and Division Performance Commitment to the specific outcomes needed to be achieved by individual staff.
- 1.8 Accomplished DPCRs and SPCRs shall be submitted to PPS while the IPCRs shall be submitted to Human Resource Development Section (HRDS) for review and approval.

2. Performance Monitoring and Coaching

- 2.1 The Performance Monitoring and Coaching shall be done using the Performance Monitoring and Coaching Journal (Annex E - PCAF-HRDC-QP01-F06). This journal will be used as a key instrument for the immediate supervisor to monitor the work activities by periodically checking on the progress and quality of work output of individual officers and employees.
- 2.2 Performance monitoring and coaching between the rater and the ratee shall be done at least once a month or as need arises starting from the target setting to the rating period and shall be documented using the coaching journal.
- 2.3 Coaching sessions can be done as team/group or individual. This can be facilitated through regular meetings (i.e., staff meeting), one-on-one discussions, and review of pertinent documents such as reports, concept notes and memorandum, among others. Aside from the immediate



PERFORMANCE MANAGEMENT

supervisor, coaching can be done with co-employee or next higher supervisor while the immediate supervisor shall do the monitoring.

2.4 The concerned supervisor shall submit the accomplished form to the HRDS.

3. Performance Evaluation and Assessment

3.1 Performance evaluation and assessment shall be regularly done semi-annually. This shall be conducted one (1) month after the rating period, in July after the 1st Semester (January – June rating period) and in January of the following year for July to December rating period.

3.2 The PMT shall review the submitted PCR Forms by validating it against the performance targets and measures.

3.3 To assess the office and individual officer/employee performance the following shall be evaluated:

- a. Organization Performance Evaluation
- b. Performance Assessment of the Divisions
- c. Performance Assessment of the Sections
- d. Performance Assessment of Individual Employees

4. Performance Rewarding and Development Planning

4.1 Development Planning

The result of the performance evaluation/assessment shall be discussed by the Head of the Division and the Section Chief with the individual employee at the end of each rating period. The discussion shall focus on the strengths,



PERFORMANCE MANAGEMENT

competency related performance gaps, and the opportunities to address these gaps, career path and alternatives.

- b. Appropriate developmental interventions shall be recommended by the supervisor for all employees or subordinates enabling him/her to contribute more fully in achieving and accounting for office/agency performance results.

4.2 Performance Rewarding

The results of the performance evaluation/ assessment shall serve as inputs to the following:

- a. Chiefs of Divisions in identifying and providing the kinds of interventions needed, based on the developmental needs identified;
- b. HRDS in consolidation and coordinating developmental interventions that will form part of the HR Plan; in designing and implementing other HR interventions and actions; and, the solid basis for rewards and incentives, including promotion, and sanctions as the case may be;
- c. PMT in identifying employees with exemplary performance for various awards and incentives such as PRAISE; and
- d. PRAISE Committee in determining top performers of the Agency who qualify for PRAISE awards and incentives.



PERFORMANCE MANAGEMENT

5. Appeals

- 5.1 Individual employees not satisfied with their final performance ratings may file a formal appeal to the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation from their Division Chief.
- 5.2 The PMT shall decide on the appeals within one (1) month from receipt of appeals.
- 5.3 The decision of the PMT may be appealed to the office of the Executive Director.
- 5.4 Officials of employees who are dropped from the rolls on Unsatisfactory or Poor performance rating can appeal to the CSC within 15 days from receipt of the order or notice of separation.



GENERAL POLICIES

A. Code of Ethics:

It is the declared policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall 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 Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) 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:

- 1.1 Commitment to public interest** - Officials and employees shall always uphold the public interest over and above personal interest.
- 1.2 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.
- 1.3 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.



GENERAL POLICIES

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.

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

1.5 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.

1.6 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.

1.7 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



GENERAL POLICIES

authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

1.8 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:

2.1 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. 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.

2.2 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.

2.3 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.

2.4 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.



GENERAL POLICIES

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:

3.1 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.

3.2 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.

3.3 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



GENERAL POLICIES

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.

4.1 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.

4.2 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.

4.3 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 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.



GENERAL POLICIES

4.4 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

5.1 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

1.1 In compliance with Republic Act No.8491, otherwise known as the ‘Flag and Heraldic Code of the Philippines’ and the CSC MC No. 19, series of 2012, all officials and employees are required to attend the flag-raising ceremony every Monday morning, or the next working day if Monday is declared a holiday, and a flag-lowering ceremony every Friday afternoon or on the last working day of each week.

1.2 The HRDS shall be responsible for monitoring the attendance, In the event of failure to comply, the HRDS shall issue a Memorandum to the concerned official or employee, requesting a written explanation.



GENERAL POLICIES

2. OFFICIAL WORKING HOURS AND OFFICE ATTENDANCE

2.1 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 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM.

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 the official working hours start-up to the time of work suspension is announced.

2.2 Flexible Working Hours - employees are allowed to work in flexible hours, provided that such shall render not less than eight (8) hours a day. The flexible working hours shall be no earlier than 7:00 AM and end no later than 6:00 PM. In addition, at least 10% of the total work bodies in each of the Agency units are required to be present from 8:00 AM to 5:00 PM and shall ensure continuous and efficient service to the public even during lunch breaks.

2.3 In various circumstances, the Head of the Agency and/or Division may require the employees to report early or extend their work hours.

2.4 Use of Biometric Fingerprint Machine - All employees are required to log their attendance four (4) times a day through the biometric machines installed at the PCAF lobby – 2nd floor (2 units) and New PCAF Building – 3rd floor (1 unit).



GENERAL POLICIES

Failure to time log four (4) times shall be considered as an incomplete transaction which shall result in either half-day, undertime and absence unless supported by approved travel order, special order, official business form, and/or attached photocopy of official logbook/record book by the assigned security guard on duty.

For backup purposes, the security guard on duty shall record all time logs of employees in the official logbook/record book.

2.5 Daily Time Record (DTR) - All PCAF employees shall sign and submit their duly signed DTRs to the HRDS within five (5) working days of receipt.

2.6 Sec. 4, Rule XVII, Omnibus Rules Implementing Book V of E.O. No. 292 provides that falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant.

3. POLICY ON ABSENTEEISM, TARDINESS, AND UNDERTIME

3.1 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 (3) months in a semester or at least three consecutive months during a year. (CSC MC No. 01, series of 2017).



GENERAL POLICIES

Any officer or employee who incurred Frequent Unauthorized Absences (Habitual Absenteeism) shall have the following penalties (Section 46 (B) (5), RARACCS):

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

3.2 Habitual Tardiness - an officer or employee is considered habitually tardy if he/she incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year (CSC MC. No. 23, s. 1998).

Tardiness is incurred in the following instances:

- 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;
- Arriving at the office after 1:00 in the afternoon from Mondays to Fridays; and
- Any officer or employee who is absent in the morning is considered to be tardy and is subject to provisions on Habitual Tardiness (CSC MC. No. 17, s. 2010).

Any officer or employee who is determined to be habitually tardy shall be liable for the following penalty as follows (CSC MC NO. 23, s. 1998):

- First offense – reprimand;
- Second offense – suspension for one (1) day to thirty (30) days;
- Third offense – dismissal



GENERAL POLICIES

3.3 **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:

- Leaving office before 12:00 noon from Mondays to Fridays;
- 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
- Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime (CSC MC. No. 17, s. 2010).

Sanction - An officer or employee who incurs undertime, regardless of the number of minutes/hours, at least ten (10) times a month for at least two (2) months in a semester; or at least ten (10) times a month for at least two (2) 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

4.1 All PCAF officials and employees shall wear the official dress code (DA Memorandum dated September 28, 2022 consistent with CSC MC No. 14, s. 2001 and MC No. 19 s. 2000)



GENERAL POLICIES

5. WEARING OF PCAF OFFICIAL IDENTIFICATION (ID) CARD

- 5.1 I.D. cards shall be worn at all times during office hours with the office premises
- 5.2 Only the HRDS is authorized to issue the prescribed I.D. cards.
- 5.3 Lost ID Cards are replaced upon request to the HRDS.
- 5.4 Employees who will be found using ID Cards other than issued by the HRDS shall be subjected to disciplinary action in consistent with Civil Service Law and Rules.

6. OFFICE DECORUM

- 6.1 Loitering, loud-talking, boisterous laughing and other similar actions/actuation is not allowed within the PCAF premises.
- 6.2 Drinking of alcoholic beverages is strictly prohibited within PCAF premises and DA compound.
- 6.3 Any violation of the above rules shall be subjected to disciplinary action in consistent with Civil Service Law and Rules.

7. NO SMOKING POLICY

- 7.1 Pursuant to CSC MC No. 17, series of 2009, all PCAF officials and employees are prohibited to smoke in all areas of government premises, buildings and grounds, in order to ensure a healthy and productive workplace
- 7.2 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.



GENERAL POLICIES

8. NO GAMBLING POLICY

- 8.1 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.
- 8.2 Any employee of PCAF caught engaging in gambling inside DA and PCAF premises or any gambling establishments will be dealt with under the Rule 10 (Penalties) of CSC-RRACCS

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:

- 9.1 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.
- 9.2 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 suspicion less drug testing of their incumbent public officials and employees as a condition for retention in government service.



GENERAL POLICIES

- 9.3 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.
- 9.4 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:
- 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.
 - The randomly selected public officials and employees will fill up and sign a chain of custody form issued to them.
 - 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.
 - Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.
- 9.5 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



GENERAL POLICIES

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.

9.6 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:

- Experimenter- Outpatient, guidance counseling for six (6) months;
- Occasional user – Outpatient, guidance counseling and regular monthly drug testing for six (6) months which shall be at the personal expense of public official or employee concerned; and
- 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.



GENERAL POLICIES

9.7 Administrative liability

- 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;
- 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;
- 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;
- 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;
- 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;



GENERAL POLICIES

- Any public official 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
- 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*

1. The following grave offenses shall be punishable by dismissal from the service:
 - 1.1 Serious Dishonesty;
 - 1.2 Gross Neglect of Duty;
 - 1.3 Grave Misconduct;
 - 1.4 Being Notoriously Undesirable;
 - 1.5 Conviction of a Crime Involving Moral Turpitude;
 - 1.6 Falsification of Official Document;
 - 1.7 Physical or mental disorder or disability due to immoral or vicious habits;
 - 1.8 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;



GENERAL POLICIES

- 1.9 Contracting loans of money or other property from persons with whom the office of the employee has business relations;
 - 1.10 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;
 - 1.11 Nepotism; and
 - 1.12 Disloyalty to the Republic of the Philippines and to the Filipino people.
2. The following grave offenses shall be punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense:
 - 2.1 Less Serious Dishonesty
 - 2.2 Oppression;
 - 2.3 Disgraceful and Immoral Conduct;
 - 2.4 Inefficiency and Incompetence in the Performance of Official Duties;
 - 2.5 Frequent Unauthorized Absences (Habitual Absenteeism);
 - 2.6 Habitual tardiness in reporting for duty causing prejudice to the operations of the office;
 - 2.7 Loafing from Duty During Regular Working Hours;



GENERAL POLICIES

- 2.8 Refusal to Perform Official Duty;
- 2.9 Gross Insubordination;
- 2.10 Conduct Prejudicial to the Best Interest of the Service;
- 2.11 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;
- 2.12 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;
- 2.13 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;
- 2.14 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
- 2.15 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.



GENERAL POLICIES

3. The grave offense of 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.
4. The following less grave offenses shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from the service for the second offense:
 - 4.1 Simple Neglect of Duty;
 - 4.2 Simple Misconduct;
 - 4.3 Discourtesy in the Course of Official Duties;
 - 4.4 Violation of existing Civil Service Law and rules of serious nature;
 - 4.5 Insubordination;
 - 4.6 Habitual drunkenness;
 - 4.7 Unfair discrimination in rendering public service due to party affiliation or preference;
 - 4.8 Failure to file sworn statements of assets, liabilities and net worth and disclosure of business interest and financial 1 month and connections including those of one's spouse and unmarried children under eighteen (18) years of age living in one's months household;
 - 4.9 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,



GENERAL POLICIES

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

- 4.10 Engaging directly or indirectly in partisan political activities by one holding non-political office.
5. The less grave offense of Simple Dishonesty is punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; six (6) months and one (1) day to one (1) year for the second offense; and dismissal for the third offense.
6. The following light offenses are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal for the third offense.
 - 6.1 Simple Discourtesy in the Course of Official Duties;
 - 6.2 Improper or unauthorized solicitation of contributions from subordinate employees;
 - 6.3 Violation of Reasonable Office Rules and Regulations;
 - 6.4 Habitual Tardiness;
 - 6.5 Gambling Prohibited by law;
 - 6.6 Refusal to Render Overtime Service;
 - 6.7 Disgraceful, Immoral or Dishonest Conduct Prior to Entering the service;
 - 6.8 Borrowing Money by Superior Officers from Subordinates;



GENERAL POLICIES

- 6.9 Willful failure to pay just debts or willful failure to pay taxes due to the government;
- 6.10 Lobbying for personal interest or gain in legislative halls and offices without authority;
- 6.11 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;
- 6.12 Failure to act promptly on letters and request within fifteen (15) working days from receipt, except as days otherwise provided in the rules implementing the Code of suspension Conduct and Ethical Standards for Public Officials and Employees;
- 6.13 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;
- 6.14 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;
- 6.15 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
- 6.16 Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations.



GENERAL POLICIES

D. Other Specific Offenses

The following acts also constitute administrative offenses:

1. **Offense of Sexual Harassment** - Grave Offenses punishable by dismissal from the service shall include:
 - 1.1 Unwanted touching of private parts of the body (inner thighs, genitalia, buttocks and breast);
 - 1.2 Sexual assault;
 - 1.3 Malicious touching;
 - 1.4 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; and
 - 1.5 Other analogous cases
2. **Less Grave Offenses** – shall include, but are not limited to:
 - 2.1 Unwanted touching or brushing against a victim’s body;
 - 2.2 Pinching not falling under grave offences;
 - 2.3 Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one’s sexual orientation or used to describe a person;
 - 2.4 Verbal abuse with sexual overtones; and
 - 2.5 Other analogous cases.



GENERAL POLICIES

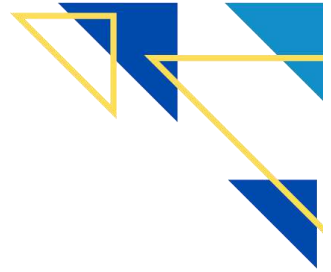
3. Light Offenses shall include, but are not limited to:
 - 3.1 Surreptitiously looking at a person's private part or worn undergarments;
 - 3.2 Making sexist statements and uttering smutting jokes or sending these through text, electronic mail including but not limited to social media platform, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
 - 3.3 Malicious leering or ogling;
 - 3.4 Display of sexually offensive pictures, materials and graffiti;
 - 3.5 Unwelcome inquiries or comments about a person's sex life;
 - 3.6 Unwelcome sexual flirtation, advances, propositions;
 - 3.7 Making offensive hand and body gestures at an employee;
 - 3.8 Persistent unwanted attention with sexual overtones;
 - 3.9 Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
 - 3.10 Other analogous cases.



GENERAL POLICIES

4. Offenses based on the Anti-Red Tape Act of 2007
 - 4.1 Grave Offense punishable by dismissal and perpetual disqualification from public service include fixing and/or collusion with fixers in consideration of economic and/or other gain or advantage;
 - 4.2 Light Offenses are punishable by thirty (30) days suspension without pay and mandatory in Values Orientation Program for the first offense; three (3) months suspension without pay for second offense; and dismissal and perpetual disqualification from public service for third offense:
 - 4.2.1 Refusal to accept application and/or request within the prescribed period or any document being submitted by a client;
 - 4.2.2 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.
 - 4.2.3 Failure to attend to clients who are within the premises of the office or agency concerned prior to the end of public official working hours and during lunch break.
 - 4.2.4 Failure to render frontline services within the prescribed period on any application and/or request without due cause.
 - 4.2.5 Failure to give the client a written notice of the disapproval of an application or request; and
 - 4.2.6 Imposition of additional irrelevant requirements other than those listed in the first notice.

** - based on the 2017 Rules on Administrative Cases in the Civil Service (RACCS)*



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 ay isang lingkod bayan.

Pangangalagaan ko ang tiwalang ipinagkaloob ng mamamayan.

Maglilingkod ako nang may malasakit, katapatan, at kahusayan na walang kinikilingan.

Magiging mabuting halimbawa ako, at magbibigay ng pag-asa at inspirasyon sa aking kapwa lingkod bayan.

Lilinangin ko ang aking sariling kakayahan upang sa lahat ng panahon ay mapaglingkuran ko nang buong kahusayan ang sambayanan.

Hindi ako makikibahagi sa mga katiwalian sa pamahalaan.

Pipigilan at isisiwalat ko ito sa pamamagitan ng tama at angkop na pamamaraan.

Isasabuhay ko ang isang lingkod bayang maka-Diyos, maka-tao, makakalikasan at makabansa.

Tutugon ako sa mga hamon ng makabagong panahon tungo sa adhikain ng matatag, maginhawa, at panatag na buhay.

Sa mga tungkulin at hangaring ito, kasihan nawa ako ng Maykapal.





Contact Information



928-8751 to 64 locals 2601 to 2614



pcafofficial@pcaf.da.gov.ph



<http://www.pcaf.da.gov.ph>

 www.pcaf.da.gov.ph