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MEMORANDUM ORDER
No. 226
Series of 2023

SUBJECT: Human Resource Development Committee (HRDC) Prescribed Guidelines, Policies, and Procedures on Scholarships, Trainings, Seminars, Conferences, Conventions, and Study Leave

I. RATIONALE

Civil Service Commission (CSC) Memorandum Order No. 10 Series of 1989, directs the formation of a Personnel Development Committee (PDC) in all departments, agencies, and instrumentalities of the National Government including government Units & Government Owned and Controlled Corporations.

Pursuant thereto the Bureau of Plant Industry (BPI) – Human Resource Development Committee (HRDC) was constituted by the virtue of Memorandum Order No. 158 series of 2023.

Upon the recommendation of the BPI – HRDC to establish and strengthen a sound and strategic Human Resource Management system in the Bureau, the following set of guidelines and policies shall govern all matters pertaining to scholarship and training grants, seminar, conferences and conventions of all permanent BPI officials and employees.

II. SCOPE/COVERAGE

These guidelines shall apply to and cover all BPI officials and employees who are holding permanent positions.

1. All permanent officials and employees may avail of opportunities for local/overseas scholarship and other training grants including attendance to seminars, conventions, conference, and training to enhance and upgrade their professional and technical knowledge, skills, and competencies.
2. Human Resource Development Program refers to activities aimed at enhancing career programs and personnel growth which include scholarships, study leave, trainings, seminars, workshops, conferences, and conventions.
3. Self-solicited scholarship, training grants, and continuing Professional Development Program for all Regulated Professions accredited by the CPD Council may be allowed on highly meritorious cases as may be determined by the Director thru the HRDC.

PROCEDURES

1. All invitations and information for scholarships, study grants, trainings, and attendance to trainings, seminars, conventions, and conferences, both local and foreign, sent to the different offices of BPI must be forwarded to HRDC and must be properly disseminated to all offices of BPI by the Human Resource Section (HRS).
2. All applications for scholarship, and participation on training courses, conventions, seminars, and conferences shall be coursed through and endorsed to the HRDC for deliberation and approval.
3. Upon receipt of the nominees from the different offices of BPI, nominees' documents shall be transmitted to HRDC secretariat for screening and evaluation.
4. HRDC secretariat shall prepare a Comparative Assessment Data on all nominees to determine whether they meet the qualifications prescribed for the scholarship or training grant to which they have been nominated and the requirements under III-6 hereof.
5. The following Evaluation/Assessment Criteria shall be used by the BPI – HRDC in determining the most qualified nominee:

	Weight
A. Job Relevance	35%
B. Performance Rating	20%
C. Work Experience	20%
D. Education	15%
E. Communication Skills	10%
	100%

III. APPLICATION / AVAILMENT FOR SCHOLARSHIPS AND ATTENDANCE TO TRAININGS, SEMINARS, CONFERENCES AND CONVENTIONS

1. Availment of all human resource development programs shall be based on the applicants' need and career path. Priority shall, however, be given to applicants (1) who have not availed of any scholarship, study grant, training, seminar, workshop, conference or convention for the last two years; and (2) whose functions are relevant to the programs.

2. Local training, seminar, convention and conference can be availed of by an employee at least once a year, except when his/her attendance is necessary as official representative or focal person and in other meritorious cases to be determined and evaluated by the DA-OSEC PDC.

3. Application for scholarship, training, seminar, conventions and conference whether sponsored by and/or funded by BPI or other government and non-government institutions, should not prejudice the duties and responsibilities of the employees/applicant. Hence, prospective trainees/applicants should get the recommendation of their Chiefs of offices.

4. Attendance of personnel in authorized human resource development programs shall be on official time.

5. Participants or beneficiaries of any human resource development program shall be relieved of all duties and responsibilities for the duration of the program.

6. To avail of any Human Resource Development Programs, the applicant:

   a.) Must have rendered at least two (2) years of service in the government at the time of nomination or as prescribed by the donor country.

   b.) Must hold a permanent appointment at the time of nomination.

   c.) Must have obtained a Very Satisfactory performance rating for two consecutive periods preceding the nomination.

   d.) Must have no pending administrative and/or criminal case.

   e.) Must have no pending nomination/approved application for scholarship in another program/course.

   f.) Must have already rendered the required service obligation for a scholarship previously enjoyed.

   g.) Must be physically fit to travel and undergo training/study both local and abroad.

   h.) Foreign Scholarship Training Program (FTSP) applicants, must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for and must meet the position level, age, education and experience required and specified by the donor/country/organization/course.

7. BPI officials and employees may be authorized to participate in conventions, seminars, conferences, symposia and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the government, chargeable against

government fund. The registration or participation fee, shall not exceed ₱2,000 per day for each participant. (National Budget Circular No. 563 dated April 22, 2016, items 3.1 and 3.2)

8. There shall be no discrimination in the development and availment of scholarship of officials and employees on the account of gender identity, sexual orientation, age, civil status, disability, religions, ethnicity or political affiliation.

IV. ATTENDANCE TO IN-HOUSE TRAININGS, WORKSHOPS, SEMINARS, CONFERENCES AND CONVENTIONS

In-house trainings, seminars, workshops, conferences and conventions, training and development programs or activities refer to undertakings that aim to provide opportunities for employee participation in any of the following:

a.) Development Courses which include Orientation and Re-Orientation Courses, Retraining or Retooling on Basic Skills inherent to the positions, Values Formulation and Development, Pre-Retirement Seminars and other development programs in preparation for higher responsibilities for both rank and file and management-level employees; and

b.) Highly Specialized, technical or scientific seminars or studies including opportunities for capability building, skills development or enhancement at any level or rank of employment requiring an understanding or use of special tools and techniques in order to cope with work changes or transfer of technology.

1. Attendance to BPI – 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 Program, Frontline Service Management Program, Values Orientation Workshop (VOW), Public Service Ethics Accountability (PSEA) and CEC Integrated Training programs shall be required for the new employee including the old employees who have not attended the said trainings or transferee under the first and second level position.
2. In-House Review Program, Planning Workshop and Conferences, and other related activities shall be coursed through the HRDC for deliberation and for subsequent recommendation to the Director.
3. Supervisory Training and or Workshop Courses shall be required for employee with Salary Grade 18 and above who have not yet undergone or participated in such training.

V. CIVIL SERVICE COMMISION LOCAL SCHOLARSHIP PROGRAMS (CSC-LSP)

The CSC-LSP shall consist of the following:

A. **LSP FOR BACHELOR'S DEGREE COMPLETION (BDC)** – This program refers to the completion of the academic requirements for a Bachelor's Degree and shall be available to those who need only one (1) more year of study to obtain the degree.

The guidelines implementing the LSP-BDC including operating procedures is embodied in CSC MC No. 27, series of 1996.

B. **LSP FOR MASTER'S DEGREE COURSE (MDC)** – This program refers to (a) the pursuit of a one (1) year master's degree course in a chosen field of study relevant to the needs of the agency; or (b) the completion of the academic requirements for a master's degree.

To make the LSP more responsive to the needs of the scholars, the revised/additional Guidelines and Operating Procedures on the LSP for Master's Degree Course is embodied in the CSC MC No. 18, series of 1998.

Upon completion of the course and/or after the one-year official study grant, the scholar must render the service obligation as follows:

Scholarship Term	Service Contract
One (1) year	Two (2) years
One and a half (1 ½) years	Three (3) years
Two (2) years	Four (4) years

C. **LSP FOR SKILLED WORKERS IN GOVERNMENT (LSP-SWG)** – The program shall provide training grants for short-term courses to first level employees, consisting of either basic training or upgrading of skills.

The guidelines implementing LSP-SWG including operating procedures is embodied in CSC MC No. 18, series of 1994.

VI. COMMON PROVISIONS ON LOCAL AND FOREIGN SCHOLARSHIP

The following provisions shall apply to both local and foreign scholarships:

A. **Effects of Administrative Cases**

1. When a scholar is formally charged prior to enrolment with an administrative offense where the penalty is suspension or dismissal, he/she shall be automatically disqualified to avail of the grant.

2. When a formal charge is filed after enrolment, a scholar shall be allowed to continue his/her studies, unless the charge is for a grave offense and the evidence of guilt is strong.

3. When a scholar is subsequently found guilty of an administrative offense and dismissed from the service, he/she shall refund to the CSC all expenses incurred and to BPI all salaries and allowances received while studying.

B. Effects of Incomplete or Failing Grades of the LSP-BDC Scholars

1. In case an LSP-BDC scholar receives an incomplete grade in particular semester of terms, he or she shall still be allowed to avail of the scholarship grant for the next semester/trimester or summers term as the case maybe.

2. In case the LSP-BDC scholar receives a failing grade in any subject the scholarship grant shall be discontinued. He/she shall refund to the CSC all expenses incurred and to BPI all remuneration such as salaries and allowances received for the period covered.

C. Effects of Discontinuance of Studies for LSP Scholars

In case the LSP- BDC scholars discontinue their studies or fail to complete the course due to their own fault or willful neglect, except those due to illness or health reasons, they shall (1) refund to the CSC all expenses incurred and to BPI all salaries, allowances and emoluments received for the period recovered; and (2) barred from participating in future scholarship examinations or assessment processes.

D. Other added LSP Guidelines for Both LSP-MDP and LSP-BDC.

1. In the event that the scholar fails to: (1) complete the degree or discontinue his/her studies; or (2) fails to fulfill/render the service obligation stipulated in the contract through his/her own fault or willful neglect, resignation, voluntary separation or transfer, the scholar shall refund to the:

   A. Civil Service Commission the actual full amount actually defrayed for his/her study grant. However, in case, the scholar completed his master's degree and opted to transfer to another government agency,

he/she shall no longer refund to the Commission the amount spent for his/her studies.

B. All agency salaries and other remunerations will be received while on scholarship

2. Refund of all expenses, e.g., salaries and allowances may be condoned on the following instances:

   A. Separation from government due to:

      - Abolition of the office; or
      - Involuntary phase-out of the position being held by the grantee due to reorganization; or
      - Death or permanent disability

3. The proportionate refund of the monetary value of the scholar's service obligation to the agency shall be allowed after he/she rendered at least fifty (50%) of the total service obligation in the agency. (CSC. M.C. No. 18, series of 1998)
4. The mode of payment whether on installment basis and/or through salary deduction, shall not exceed three (3) years. An agreement, duly executed in an affidavit shall be effected between the scholar and the CSC or between the scholar and the agency. (CSC. M.C. No. 18, series of 1998)

E. BPI Scholars on Failure to Complete the Foreign or Local Scholarship Grant

A Scholar who will not be able to complete the grant after the extended term/period may continue his/her studies at his/her own time and expense. He/she may file a leave of absences, subject to the approval of the Director to enable him/her to complete the grant within six (6) months. Otherwise, the scholar will refund to the sponsoring agency all the expenses defrayed for his/her studies and to BPI the salaries, allowances and emoluments he/she received while on study grant. No employee shall be authorized to apply for any study/scholarship grant until after rendering the required service obligation on the previous grant attended. (E.O. No. 367, series of 1989)

F. BPI Scholars Failure to Render Service Obligation (E.O. No. 367, series of 1989)

In case the scholar fails to comply with the foregoing conditions of the Training/Scholarship Service Contract through his/her fault or willful neglect, voluntary resignation, optional retirement and other causes within his/her

control, he/she shall refund to BPI the amount defrayed by the Philippine Government and the Sponsor.

Proportionate refund shall be allowed, provided that the GRANTEE has served BPI at least 75% of his/her total service obligation.

Service Obligation
(Based on E.O. 367, Sec. 2 (h), series of 1989)

Nature	Duration of Scholarship	Service Obligation
For Academic/Non-Academic Programs, Including Extensions	For every year or a fraction thereof not less than 6 months	2 years
	A fraction of a year less than 6 months but not less than 2 months	1 year
	A fraction of a year less than 2 months	6 months

VII. APPLICATION FOR THE GRANT OR AVAILMENT OF STUDY LEAVE

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

2. Applicant/s for the 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) 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 (Chapter 1, 2, & 3).

3. Applicant/s must secure a favorable recommendation from the Division/Section/Center Chief.

4. All applicants for study leave both local and foreign must pass through the HRDC evaluation and approval, to ensure that the course and/or the thesis

proposal are relevant to the official duties and responsibilities of the applicant as well as to the Bureau's mandates.

5. The Division/Center/Section Chief shall ensure that the existing duties and responsibilities of the grantee are properly delegated and assigned, so as not to hamper the operations/functions of the unit/division/department for the duration of the study leave.

6. A grantee can avail of the study leave only once, and no extension beyond the approved period shall be allowed, except under meritorious cases to be determined and evaluated by the HRDC. However, in case of approval of extension, all existing government rules in the availment of Leave of Absence shall apply.

7. The grantee needs not be rated during the period of his/her study leave; the performance rating prior to the grant of the study leave shall be used instead; as necessary.

8. Prior to the commencement and consummation of study leave, BPI and Grantee shall execute a Study Leave Service Contract to be prepared and provided by HRS.

9. 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 own fault, or other causes within his control, he 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

10. 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

VIII. The grantee/scholar is required by HRDC to submit Action Plan, Re-Entry Plan (REP) or Re-Entry Action Plan (REAP). He/She shall be required to have an oral report or re-echo seminar in addition to their Post Training Report for Foreign Travel which should be submitted within 30 days upon his/her return using a prescribed format for Official Travel Report. Grantees are also required to submit Certificate of training/Attendance and Learning Application Plan approved by their immediate supervisor.

IX. Monitoring of BPI Scholars will be undertaken by the HRS. HRS shall maintain a BPI-Scholar Profile and Conduct Post Evaluation Survey for Returning Scholars as part of their impact assessment.

HRS will also consult and coordinate with scholar's immediate supervisor to ensure that all learning gained from the scholarship program indicated in the submitted Action Plan (AP), Re-Entry Plan (REP) or Re-Entry Action Plan (REAP) will be significantly applied in their respective office/organization.

Returning scholars who will render re-echo seminar/oral report in their respective office must coordinate with the HRS for monitoring and evaluation purposes.

X. All previous Office Circulars and Orders, relative to HRDC that are inconsistent herewith are amended, modified and revoked accordingly.

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Director