

ACPC

Manual of
Operations

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MESSAGE FROM THE EXECUTIVE DIRECTOR

This manual is ACPC's way of welcoming and orienting its new employees and updating those who have been working with the organization on the rules, regulations, and traditions that make up ACPC's corporate culture.

We at ACPC recognize the value of communication in an organization. This manual therefore focuses on important matters that officials and employees need to know in connection with their employment at ACPC. This manual also defines the organization's expectations of its employees in terms of their responsibilities, personal conduct on the job and ethical behavior in dealing with the public.

It is hoped that these information will facilitate the work of every official and employee and thus inspire them to become more dedicated and efficient workers.

Employees having questions/concerns regarding their work should not hesitate to seek the assistance of their immediate supervisor and co-workers as they would be most willing to help especially in clarifying the organization's policies, procedures, functions and activities. They are always there to assist new employees perform their tasks better as part of the ACPC family.

Through this manual, we hope to strengthen the partnership that binds us towards attaining the ACPC's vision and mission.



JOVITA M. CORPUZ
Executive Director IV

The AGRICULTURAL CREDIT POLICY COUNCIL

The **AGRICULTURAL CREDIT POLICY COUNCIL (ACPC)**, was created in 1986 by virtue of Executive Order 113 to synchorize all agri-credit policies and programs in support of the Department of Agriculture (DA) priority programs. It was also tasked to monitor and evaluate the economic soundness of all agricultural credit programs.

In 1987, it became an attached agency of the DA through Executive Order 116. During the same year, it was mandated to administer the Comprehensive Agricultural Loan fund (CALF) through DA Administrative Order No. 5.

In 1992, the role of ACPC was expanded by RA 7607, the Magna Carta of Small Farmers, assigning it to conduct special projects to promote innovative financing schemes for small farmers, and to orchestrate institution building programs for agricultural finance institutions, cooperatives, coop banks, agri-corporations and small borrowers to improve their access to credit.

In 1997, the Agriculture and Fisheries Modernization Act or the AFMA (RA 8435) paved the way for ACPC to carve its niche in a liberalized and globalized environment. In support of AFMA, the ACPC was tasked to develop the design of the Agro-Industry Modernization Credit and Financing Program or the AMCFP which is the only credit pipeline for agriculture and fisheries under law. Subsequently, the ACPC was tasked to oversee the implementation of the AMCFP as per AMCFP Guidelines.

MISSION

To develop and advocate agri-credit policies and orchestrate programs that promote farmers' and fisherfolk access to sustained financial services.

VISION

The ACPC is the institution on agri-credit policy and program development that promotes a sustainable and effective delivery of financial services to the countryside.

ORGANIZATION AND FUNCTION

To fulfill its mandate, ACPC coordinates extensively with other government units especially those represented in the ACPC Council which acts as its governing board. The ACPC Council is composed of the Secretary of the Department of Agriculture who serves as Chairman, the Governor of the Central Bank of the Philippines as Vice-Chairman, and the Secretaries of the Department of Budget and Management, Department of Finance, and the Director-General of the National Economic and Development Authority as members.

MAJOR FUNCTIONS

The major functions of the ACPC Secretariat are:

- 1) To conduct policy research studies to come up with timely and reliable recommendations on appropriate credit policies and programs for the agriculture and fisheries sector.
- 2) To monitor and evaluate the implementation of the AMCFP, innovative financing schemes, the Agriculture and Fisheries Credit Guarantee Program and agricultural insurance programs.
- 3) To conduct action research studies on innovative financing schemes for small farmers and fishers.
- 4) To oversee the implementation of agricultural credit and guarantee programs to ensure that credit is truly made available and accessible to small farmers and fishers.
- 5) To empower the rural finance sector by facilitating capability-building programs for countryside financial institutions, including cooperatives and other people's organizations, and for individual farmers and fishers.

CORE VALUES

The ACPC Secretariat has a set of core values that guide officers and employees in the execution of their tasks.

➤ CLEAR ORGANIZATIONAL DIRECTION

We carry out programs and activities that will contribute to the achievement of the organization's defined VISION, MISSION, and GOALS.

➤ UNITY AND COHESION

We support and implement mutually agreed upon activities, and individually and collectively uphold the integrity of the organization.

➤ CHALLENGES AND OPPORTUNITIES

We welcome challenges and view these as opportunities for individual growth and for further developing the organization.

➤ CONSULTATION AND COMMUNICATION

We employ open communication and feedback mechanisms to ensure that our activities and programs are relevant and responsive to the needs of our staff and clientele.

➤ **SUPPORT, TRUST AND RESPECT**

We give support to our colleagues and strive towards a work environment characterized by mutual trust and due recognition of each individual's contribution.

➤ **COMMITMENT**

We pledge to give the best of our efforts to deliver quality and timely outputs.

INTERNAL ACPC ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN

BACKGROUND

Prior to the rationalization, the agency has 20 organizational units which include the Office of the Executive Director (OED), six (6) staff level units, and 13 divisions with a staffing complement of 85 (50 permanent positions and 35 contractual positions). With the objectives of (i) right sizing its organization into an efficient and results-oriented organization with outputs that significantly contribute towards the achievement of the priority development goals of the government, particularly that of the Department of Agriculture (DA), and (ii) strengthening its organizational capacity in undertaking strategic policy and program interventions in rural finance, the ACPC proposed to have six (6) organizational units without subdivisions to be complemented by 68 personnel (35 permanent positions, 25 contractual positions to be regularized and 8 co-terminus with the incumbent).

Finally, on May 2, 2013, the rationalization plan (RP) of the agency was approved. Per the approved RP, the ACPC's proposed six (6) organizational units without defined subdivisions were disapproved and replaced by 14 organizational units which include the Office of the Executive Director (OED), four (4) staff-level units and nine (9) divisions. On personnel services (PS) requirement, the proposed 60 positions were downsized to 40 positions which include the eight (8) co-terminus with the incumbent (CTI) items. Nevertheless, ACPC is expected to deliver its core services to its stakeholders in a highly effective and efficient manner.

Thus, in the light of the agency's approved RP and its objectives of (i) focusing and maximizing the use of scarce resources in the performance of its core functions with the end view of establishing and maintaining a healthy rural financial system – accessible and sustainable for small farmers and fisherfolk, (ii) transforming and strengthening the ACPC into an efficient and results-oriented organization to allow ACPC to implement the priority programs and projects of the DA using its limited resources, and (iii) improving ACPC's accountability with regards to performance, the ACPC, after consulting with the Civil Service Commission (CSC) formed its own internal functional structure and staffing pattern following the structure per the approved RP.

INTERNAL ACPC ORGANIZATIONAL STRUCTURE

The ACPC's internal structure still maintains the four (4) staff-level units/directorates. For efficiency, however, a division and 19 sections under the 10 divisions have been added with specialized functions distinct from the other divisions/sections.

At present, the ACPC is employing 35 permanent staff, 30 job orders personnel. Of the 40 permanent positions, 35 are filled. The remaining positions are in the process of being filled. On the next page is the agency's internal structure.

ORGANIZATIONAL UNIT FUNCTIONS

The newly created internal ACPC structure is the most efficient structure that can carry out effectively its mandate. Likewise, the staffing complement is the minimum number of personnel required and its composition fits the technical competency requirements that can ensure that the agency can effectively carry out its mandated responsibilities. The changes in the structure are done to ensure that the organization becomes more effective and efficient in the delivery of its core services.

1. Office of the Executive Director

The Office of the Executive Director (OED) is responsible in the execution of the programs, projects, and decisions of the ACPC Council and provides overall leadership, supervision, and guidance to ensure coordination of all activities within the agency. It initiates and facilitates regular Council meetings to report accomplishments and recommends to the DA Secretary and the ACPC Council members appropriate agricultural credit policies and programs, and prepares reports and documents of all programs with agricultural credit and financing components. The OED ensures that the organizational structure and the corresponding personnel are capable to accomplish the tasks assigned by the Council.

2. Policy, Planning, Program Development & Advocacy Staff

The Policy, Planning, Program Development & Advocacy Staff (PPPDAS) is responsible for the formulation and implementation of the ACPC research agenda, conduct of research studies included thereat and advocacy of agricultural/rural finance policies, programs, and legislation aimed at increasing the flow of credit to agriculture; formulation of agricultural/rural short and long plans and initiate, coordinate, integrate, and report the same; and conceptualization, design, and packaging of financing programs, and innovative financing schemes projects that promote sustainable access to credit by the small farmers and fisherfolk.

This staff/directorate has four (4) divisions.

2.1. Policy Research Division

The Policy Research Division (PRD) shall handle policy research studies to explore and assess options relative to viable financial modes and strategies that could be extended to the stakeholders, and handle specific operational strategies in relation to the interventions to be provided by the Agency on agri-fisheries lending programs to be extended by the GFIs, as well as coordinate with the Council members and policy-makers for the purpose. It shall carry out its functions through its two (2) sections.

2.2.1. Policy Research Section

This section shall conduct policy research studies on matters concerning agricultural and rural finance (credit, guarantee and insurance); review and make recommendations on the socio-economic soundness of proposed programs, legislation, and other policies that aim to increase the flow of credit to agriculture; develop and recommend policies for the effective and efficient implementation of credit and financing programs; and develop rural finance research proposals for funding of local and foreign institutions.

2.2.2 Certification and Accreditation Section

This section shall oversee the certification of bonds and other debt securities including the accreditation of non-bank rural financial institutions (NBRFIs).

2.2. Planning Division

The Planning Division (PD) shall initiate, coordinate, integrate and report the short, medium and long-term agriculture and rural finance plans, agency work and financial plans, and agency performance. This division shall also coordinate and prepare budget materials as required by pertinent government agencies and attend hearings on the same. These functions involve the conduct of planning activities including operational and strategic planning workshops based on the approved General Appropriations Act (GAA) budget for the year under review to clearly map out the agency's annual work and financial plan and targets as well as the regular preparation and analysis of the agency's physical performance and conduct of mid-year and year-end assessment activities.

2.3. Program Development, Management and Coordination Division

The Program Development, Management and Coordination Division (PDMCD) shall be responsible for developing the agri-fisheries financing programs and overseeing the implementation of agricultural credit and guarantee programs as inputs to program development. The PDMCD shall make sure that new finance schemes (innovative) are identified, pilot tested or field validated and special financing programs that promote improved and sustainable access to credit by the small farmers and fisherfolk are developed and implemented.

In addition, the PDMCD shall attend to invitations on the presentation of credit programs and respond to endorsements/referrals from regarding request for financial assistance.

It has two (2) sections.

2.3.1. Program Development Section

This section shall develop innovative financing schemes (IFS); consult with partner financial institutions (PFIs), farmers and fishersfolk and other stakeholders on the development of financing programs; and develop program implementing guidelines/implementing rules and regulations (IRR) and memorandum of agreement (MOA).

2.3.2. Program Management and Coordination Section

This section shall coordinate with partner financial institutions (PFIs) and DA agencies to facilitate program implementation, conduct validation activities to ensure that programs are implemented in accordance with program design and set goals and objective, and prepare periodic program status and accomplishment reports.

2.4. Institutional Capacity Building Division

The Institutional Capacity Building Division (ICBD) shall conceptualize and develop institution capacity building (ICB) programs and projects that will promote the education and training of small farmers on credit awareness, loan acquisition and loan repayment, among others. Likewise, the division shall manage, oversee, and coordinate the implementation of ICB programs and projects including the preparation of policies and guidelines for the implementation of said programs and projects; development and/or conduct training programs that will promote the establishment of strong and viable farmers' organizations such as cooperatives, credit unions, credit associations, and non-government organization; and documentation of successful ICB programs/projects. All these functions shall be delivered through its two (2) sections.

2.4.1. Project Management and Coordination Section

The Project Management and Coordination Section (PMCS) shall evaluate ICB proposals for grant assistance, coordinate the implementation of approved programs and in coordination with other agency units, evaluate and monitor the same and then recommend successful pilot programs that can be replicated. This Section shall also recommend policies for ICB programs and set up and maintain an accreditation system for service providers.

2.4.2. Training Section

The Training Section shall develop and/or conduct training courses/modules fitted to the needs of cooperatives and other farmer/fisherfolk organizations with the aim of strengthening these organizations for them to effectively deliver credit to their members. In the development of training courses/programs, the Training Section shall conduct training needs analysis (TNA) and conduct benchmark profiling of beneficiary organization relative to courses to be conducted.

3. Fund Management Staff

Composed of two (2) divisions, the Fund Management Staff (FMS) is responsible for the identification, consolidation, and recovery of credit program funds into the Agro-industry Modernization Credit and Financing Program (AMCFP) and for the accounting and remittance of such funds to the AMCFP Treasury account as well as the monitoring of fund disbursements and investments. Credit program funds recovery includes the remedial management of delinquent accounts and the formulation of guidelines on the management and disposition of assets foreclosed resulting from unpaid obligations of borrowers.

3.1. Fund Recovery Division

The Fund Recovery Division (FRD) shall ensure the collection of agricultural credit funds. To carry this out, the FRD shall update the inventory of all credit programs for consolidation into the AMCFP; develop strategies for fund recovery including filing of cases in court, entering into out-of-court settlements, asset foreclosure and all other reasonable means to collect; review and formulate guidelines on the recovery of funds; and evaluate, strengthen and update collaterals/loan security in accordance with approved guidelines and strategies.

It has two (2) sections, viz:

3.1.1. Collection Section

3.1.1.1. AMCFP

This sub-section shall be responsible for the collection of current accounts.

3.1.1.2. Terminated Agri-Direct Credit Programs

This sub-section shall identify and recover funds under various programs implemented by the ACPC, DA and other attached agencies.

3.1.2. Remedial Accounts Management Section

The Remedial Accounts Management Section (RAMS) shall be responsible for undertaking measure needed in the collection of delinquent accounts, and ensure that acquired assets are managed and disposed properly.

3.2. Assets Disposition Division

The Assets Disposition Division (ADD), with its two (2) sections, shall formulate guidelines on the disposition of assets foreclosed resulting from unpaid obligations of borrowers. Said division shall also coordinate with the Department of Finance in relation to the asset disposition programs.

3.2.1. Assets Management and Custodianship Section

The Assets Management and Custodianship Section shall be responsible for the maintenance and/or improvement of acquired assets, ensure compliance to requirements of regulatory bodies, and safekeeping of legal and loan documents.

3.2.2. Assets Disposal Section

The Assets Disposal Section shall be responsible in the identification and computation of the market values of foreclosed assets, notification of properties for sale, facilitation of the bidding process and preparation of documentary requirements.

4. Program Monitoring and Information Systems Management Staff

The Program Monitoring and Information Systems Management Staff (PMISMS) shall be tasked with the monitoring, analysis, and preparation of reports on statistical trends in agricultural lending

of the banking system, crop insurance, agricultural guarantee, and other agri-related financing programs. It shall monitor, evaluate, and prepare reports on the AFMA-mandated AMCFP and shall conduct benchmarking and performance/impact evaluation of the AMCFP. In addition, it shall establish and maintain an Information Management System (ISM) on agri-rural finance. The PMISMS is further tasked to develop/strengthen the information technology (IT) capability of the ACPC staff, acquire and maintain IT resources, and automate ACPC's operations/systems.

It is composed of two (2) divisions.

4.1. Monitoring Division

The Monitoring Division (MD) shall develop and implement monitoring system and tools for the purpose of ensuring the operational effectiveness of programs and projects. It has two (2) sections.

4.1.1. Monitoring Section

This section shall collect and analyze data, establish benchmark information in areas where credit program/s will be implemented and assess the performance of on-going and completed credit programs through outsourcing of evaluation studies, and recommend strategies and activities for the effective and efficient implementation of on-going programs/projects.

4.1.2. Evaluation Section

The Evaluation Section shall prepare framework for impact evaluation of agri-credit programs, conduct performance evaluation of agri-credit programs, and establish benchmark information in areas where credit programs will be implemented.

4.2. Information Systems Management and Public Affairs Division

This division shall install and manage a reliable database on the credit assistance facilities and activities spearheaded by the ACPC, in coordination with government financial institutions (GFIs). It shall also develop and implement public affairs and advocacy programs that will facilitate access and generate broader participation in agri-financing programs, promote ACPC research outputs and agri-finance policies and elicits feedback and action from farmers, fisherfolk, policymakers and other stakeholders, as well as establish and maintain goodwill with the general public. It shall carry out its functions through its Information Management Section, Information Technology Management Section, and Public Affairs and Advocacy Section.

4.2.1. Information Management Section

This section is responsible for establishing and maintaining a management information system (MIS) for AMCFP and database systems on borrowing incidence, borrowers' profile, bank lending, credit, guarantee and insurance programs, capacity building programs and other relevant agriculture and rural finance data. This section shall also establish and maintain an ACPC office database and manage and maintain the ACPC website.

4.2.2. Information Technology Resources Management Section

This section shall establish and maintain an IT network system; determine hardware and software requirements; formulate plans, guidelines and/or policies on the use, maintenance and acquisition of computer resources; formulate plans, guidelines and/or policies on the use, maintenance and acquisition of computer resources; plan programs and activities on computer training for ACPC management and staff; provides technical advice on hardware and software and other related IT needs of ACPC; and conduct regular check-up and cleaning of computers and other IT resources including trouble shooting.

4.2.3. Public Affairs and Advocacy Section

This section is responsible for producing and disseminating print, audio-visual and electronic information materials; develop and implement public and advocacy programs; and establish and maintain the knowledge center on agriculture and rural finance thru the ACPC library of publications and research materials and the ACPC e-portal of information on rural finance.

5. Administrative, Financial and Management Staff

The Administrative, Financial and Management Staff or AFMS shall be in charge in ensuring a responsive and efficient delivery of support services in terms of human and financial resources management, assets and properties, and efficient procurement, storage and distribution of supplies to ensure the smooth operation of the ACPC. This staff/directorate is subdivided into two (2) divisions with four (sections).

5.1. Administrative Division

This division shall provide services relating to the management of personnel, cashiering, records, property, procurement, transportation and general services matters.

5.1.1. Human Resource Management Section

The HRM Section shall administer all personnel matters and promotes human resource development.

It shall be responsible in establishing structure and determine the authority, responsibility and accountability of each ACPC member in relation to their jobs; maintain human resources through employment, compensation, benefits, training and development, and setting performance standards and evaluating employee performance vis a vis standards and initiate corrective actions, if required.

This section shall also maintain human resources through employment, compensation, benefits, training and development. It shall put in place/interpret/implement HR policies to deal with wage fixation, working conditions, and promotional opportunities.

The HRM Section shall endeavor to ensure effective two-way communication for the exchange of information encouraging good relations among employees and between employees and

management, attend to concerns relative to labor relations, advice the management on the policies and programs regarding employee welfare and development, and maintain group morale through the creation of a positive work environment.

In addition, the HRM shall study, recommend and implement policies and procedures on records management; maintain a comprehensive list of records inventory and appraisal and records disposition; and maintain and implement a centralized filing and retrieval of circulars, memoranda, orders, contracts and similar documents.

5.1.2. General Services, Property and Supply Section

The GSPS Section shall be responsible for the procurement, storage and distribution of supplies, materials, equipment, and services necessary in the operations of the agency. It shall also provide printing, transportation, custodial and general utility services including janitorial and security; and conduct periodic inventories of supplies and equipment including the disposal thereof. Further, the GSPS shall release mails and parcels, maintain and control incoming and outgoing documents, and provide messengerial and liaison services

5.2. Finance and Management Division

The FMD shall provide services relating to budgetary, financial and management matters. It shall develop and implement policies and rules on the same and shall be in charge in the development and improvement of budgetary methods and procedures including the preparation of annual financial/budget plan and monitoring of budget execution.

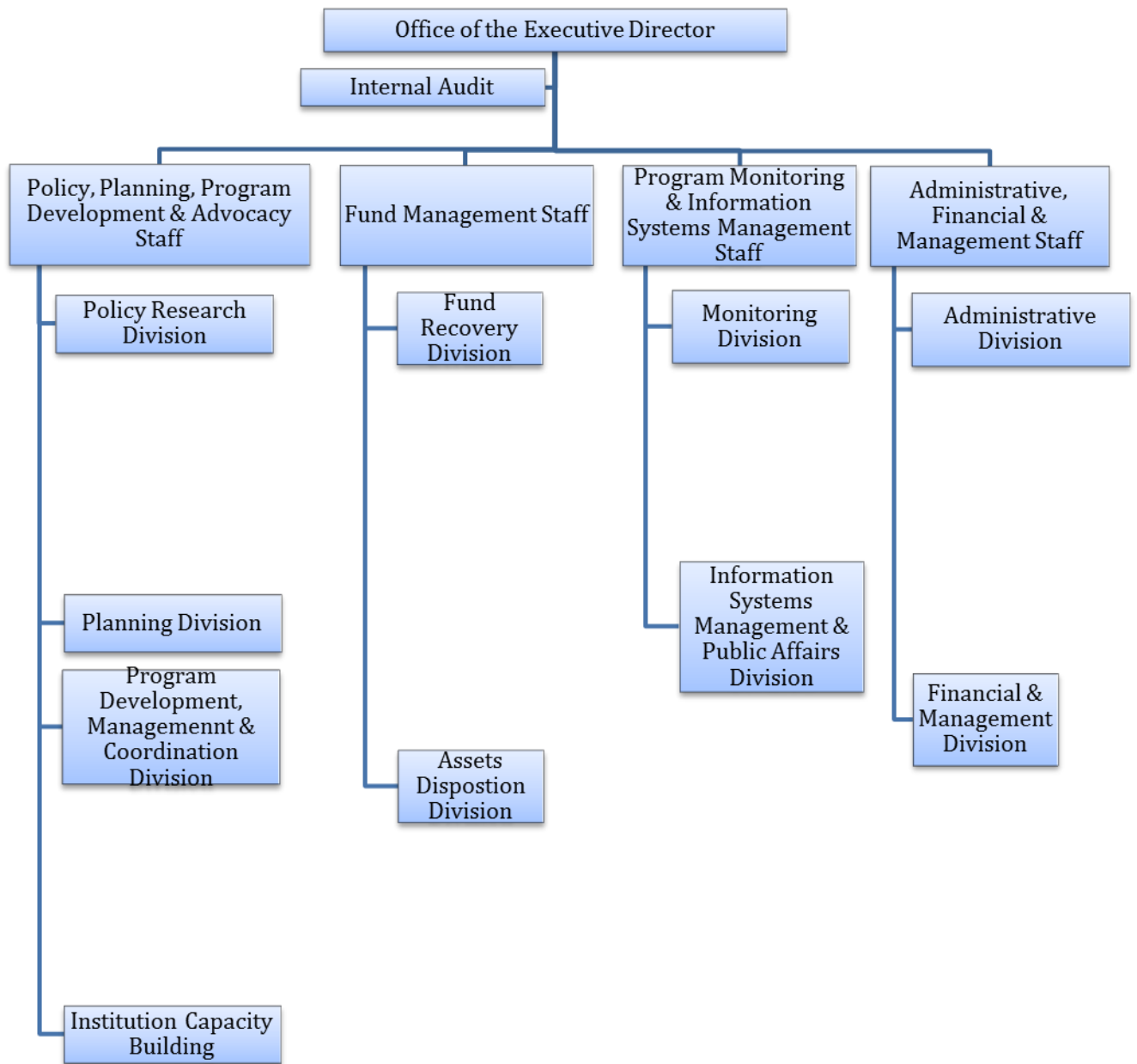
5.2.1 Budget and Accounting Section

The BAS shall maintain, prepare and submit financial reports to management and other government agencies authorized to receive such reports; advise management on financial matters; maintain basic and subsidiary accounting records and books of accounts to reflect accounts and current financial information required by existing auditing rules and regulations; certify to the availability of funds, obligate funds and issue treasury warrants to liquidate obligations; process vouchers, payrolls, cash advances and other financial claims and reports of collections and disbursements; prepare and process remittances to GSIS, PAG-IBIG Fund and other concerned government agencies; assist management, in coordination with the Planning Division, in the presentation of the agency's budgetary estimates; prepare the ACPC's annual financial work plans; control allocation of funds; and implement and review the financial management and control.

5.2.2. Treasury Section

This section shall take charge of collection and disbursement of funds, i.e. salaries, cash advances, etc. It shall prepare checks for all mandatory and MOEE claims, issues advices to checks issued and cancelled; prepare financial reports such as Cash Disbursement Report, Liquidations and Report of Checks Issued for financial obligations; coordinates with the different units of the agency and government servicing banks, Bureau of the Treasury and COA on some matters related to disbursement of funds and financial obligations; and assist in the

collection of Miscellaneous Income and issues official receipts for some accounts receivables from clients and ACPC personnel in settlement of their financial obligations.



Chapter I

EMPLOYMENT

It is a declared policy of the government that all qualified citizens should be given opportunity for government service. Positive efforts shall be exerted by the Human Resource Division (HRD) to attract those who are best qualified for employment.

ACPC seeks to employ men and women who demonstrate:

- competence and fitness for demanding jobs in the managerial, professional, technical, non-technical, trades and crafts positions;
- personal integrity and high standards of moral values befitting those entrusted with public responsibility and trust; and
- potential to succeed in their jobs and grow with the organization.

1) **Recruitment**

ACPC Personnel are selected on the basis of their qualifications and fitness to perform the duties and responsibilities that go with the positions to which they will be appointed.

Positions at the entrance professional level may be filled by college graduates who possess sufficient academic training and intelligence required of the position.

Whenever possible, vacancies in the plantilla items are filled by promoting qualified employees within the ACPC, or seeking the transfer of competent and qualified personnel from other government agencies.

Job vacancy announcements reach out to universities, professional groups and even through mass media. Other ways of recruitment include walk-in, and write-in applicants, personnel files and advertising.

2) **Manpower Requisition**

Request for manpower are to be made through a Personnel Requisition Slip (PRS). It shall specify the position, education, training, experience and other special qualifications required of applicants, the salary, timeframe within which the position is to be filled. All requests shall be coursed through the HRD through the Deputy Executive Director of the sector concerned before they are forwarded to the Executive Director for action.

3) **Screening and Preliminary Interview**

The HRD conducts preliminary screening and interviews of qualified applicants. The bases for reviewing, assessing and evaluating applicants are his educational credentials, prior work experience and other qualifications as indicated in his resume.

4) **Personnel Testing**

Applicants go through competitive written test. It is deemed to be an appropriate measure for determining intelligence, specific skills and ability.

5) **Personnel Interview**

A more effective means of making a choice among qualified applicants is the personnel interview conducted by the supervisor of the sector concerned.

6) **Selection**

The ACPC Personnel Selection Board helps the Executive Director in the selection process based on the ACPC Merit Selection Plan.

Personnel are finally selected among the applicants based on these areas: a) education; b) work experience; c) training; d) test results; and, e) physical characteristics.

7) **Pre-Employment Requirements**

A medical and physical examination is required of prospective employees prior to employment in ACPC. A checklist of requirements for appointment must also be submitted to the HRD before reporting on the first day of work.

8) **Appointment**

Appointment whether regular, temporary, original or by promotion, are made in accordance with ACPC policies and procedures and the pertinent provisions of the Civil Service Commission Laws and Rules. However, Job Order personnel/Contract of Service personnel are under COA Rules and Regulations.

Classification of Employment

The nature of employment is classified as follows:

- 8.1. Regular or permanent appointment – A permanent appointment shall be issued to a person who meets all the requirements for the position to which he is being appointed/promoted, including the appropriate eligibility prescribed in accordance with the provisions of law, rules and standards promulgated in pursuant thereof (CSC Rule I, Section 13), provided that a plantilla position is available.

- 8.2. Temporary Appointment – appointee who does not possess the necessary civil service eligibility but is otherwise qualified for a position to be filled shall be issued a temporary appointment.

Employment covers a definite period of not more than twelve (12) months or one (1) year, and the appointee may be replaced at any time if a person who possesses the necessary civil service eligibility and other required qualifications is immediately available for employment.

- 8.2. Co-terminous. The co-terminous status may be further classified into the following:

- Co-terminous with the project
- Co-terminous with the appointing authority
- Co-terminous with the incumbent
- Co-terminous with a specific period

All appointments to the abovementioned conditions are acted upon by the Executive Director.

To augment the present regular workforce of ACPC that had been adversely affected by the government rationalization process, the ACPC resorts to Job Contracting system or Contract of Service

- 8.3 Individual Contract of Service/Job Contract/Order. This refers to employment described as follows:

- The contract covers lump sum work or services;
- The job order covers piece of work or intermittent job of short duration not exceeding six months, and pay is on a daily basis;
- No-employee-employer relationship exists between the individual and the government;
- The contract of service and job order are not covered by Civil Service laws and rules and regulations but are under Commission on Audit (COA)

- c. Where the work to be accomplished is very urgent but in utilizing the regular staff, other functions of the agency will be unduly hampered.

- 8.3. Effectivity of Appointment – All appointments must be submitted to the Civil Service Commission within thirty (30) days from the date of issuance. Otherwise such appointment shall become ineffective thirty (30) days thereafter and the appointing authority shall be liable for the payment of salaries of the appointee for services actually rendered. The same liability holds if the appointment has been disapproved because the issuance was in violation of existing laws or rules, making the appointment unlawful.

- 8.5. Revocation of Appointment – Once the appointment or contract has been signed by the proper authorities, the HRD shall inform the appointee of its approval. Failure on the part of the appointee to report to the HRD for proper instructions within thirty (30) days from the date they are notified of the approval of appointment, shall be construed as loss of interest on his part and, therefore, the appointment shall be automatically revoked after such period.

9. **Orientation**

An orientation session is conducted by the HRD in coordination with the Public Affairs and Information Services (PAIS) for new employees about the ACPC management, organization, mandate and functions, and the individual's role and responsibility in the organization.

10. **Personnel Action**

Any action denoting the movement or progress of personnel in the civil service constitutes personnel action. Such action shall include appointment through promotion, transfer, reinstatement, reemployment, detail reassignment, demotion, and separation. All personnel actions shall be in accordance with such rules, standards, and regulations as may be promulgated by the Civil Service Commission.

All appointments in the career service shall be made only according to merit and fitness, to be determined as much as practicable by competitive examinations. A non-eligible shall not be appointed to any position in the civil service whenever there is a civil service eligible actually available for and ready to accept appointment.

11. **Job Rotation**

When the service so requires, job rotation may be resorted to by an employer upon his request or recommendation by the respective supervisors or sector heads. But in no case shall the duties of first level position employees be performed by those in second level positions.

12. **Transfer**

A transfer is a movement from one position to another of equivalent rank, level or salary without break in service and involving the issuance of an appointment.

It shall not be considered disciplinary when made in the interest of public service, in which case the employee concerned shall be informed of the reasons thereof. The transfer may be from one department or agency to another or from one organizational unit to another in the same department or agency, provided, however, that any movement from non-career service to career service shall not be considered a transfer.

An employee who wishes to transfer to another government office shall first secure from the Executive Director, a written permission seeking transfer, which will be valid only thirty (30) days from the date of issue. Before the transfer is effected, the employee shall be required to get the necessary clearance regarding property and money accountabilities. His unused vacation and/or sick leave credits shall be carried over to his new office.

13. **Reinstatement**

Any person who has been permanently appointed to a position in the career service and who has, through no delinquency or misconduct, been separated therefrom, may be reinstated to a position in the same level for which he is qualified.

14. **Re-employment**

A person who has been appointed permanently to a position in the career service but was separated as a result of a reduction in force and/or re-organization, shall be included in a list from which selection for reemployment shall be made.

15. **Detail**

A detail is a movement of an employee from one agency to another without the issuance of an appointment and which is allowed only for a limited period in the case of employees occupying professional, technical and specific positions.

16. **Reassignment**

An employee may be reassigned from one organizational unit to another in the same agency, provided that such reassignment shall not involve a reduction in rank, status or salary.

17. **Voluntary Resignation**

An officer who plans to resign should submit a letter of resignation to the Chairman thru the Executive Director at least one (1) month if he is a regular employee or fifteen (15) days if he is a Job Order personnel. For rank and file employees, the letter shall be addressed to the Executive Director thru the Director concerned.

Chapter II

COMPENSATION AND JOB SYSTEM

1. Position Classification and compensation Plan

1.1. Salary Administration and Structure

The ACPC is guided by the Department of Budget and Management's (DBM) Position Classification Plan where positions are classified according to classes on the basis of duties and responsibilities, qualification requirements and other factors. The salary or compensation is determined by the position, as evaluated in terms of complexity, level of difficulty, and responsibility.

The Compensation Grade Plan consists of 29 salary grade units with eight (8) salary steps within each grade. Each grade represents a level of work difficulty and responsibility which distinguishes it from other grades.

The Salary Standardization Plan of the government serves as the basis for assigning a corresponding salary grade for each position. A new appointee is given the first step of salary within the salary grade assigned to his position.

1.2. Basic Pay

The basic pay of each employee corresponds to the first step in the salary grade, and is reflected in the appointment paper. Salary is based on the schedule provided for in RA 6758 (Salary Standardization Law)

1.3. Pay Days

Salaries of permanent employees are usually released on the 7th, 15th, 22nd, and the end of the month. Job Order personnel receive their pay on the 15th and end of the month. When a payday falls on a weekend or a legal holiday, payments are made a day before the weekend/holiday,

2. Allowances

2.1. Representation and Transportation Allowance (RATA)

Employees belonging to the officers level are granted representation and transportation allowance to defray expenses incurred in their official functions, in accordance with the rate prescribed for each level/grade under the pertinent provisions of the General Appropriation Act of the particular calendar year.

2.2. **13th Month Pay/Year-End Bonus**

This is given in recognition of dedication to government service, and in keeping with the spirit of Christmas. The annual Christmas Bonus or 13th month pay equivalent to one (1) month's basic salary is granted to employees who have rendered a total of at least four (4) months of service (including leave of absence with pay) with the ACPC from January 1 to October 31 within the year and who are still in the ACPC service as of October 31 of the same year.

DBM Budget Circular No. 11 dated October 31, 1996 prescribed the grant of Year-End Bonus and Cash Gift and Advance Payment of One-Half (1/2) thereof for FY 1996 and Years Thereafter, this is further amended by DBM Budget Circular No. 11-B dated March 30, 1998 providing government personnel the option to receive advance payment of one-half (1/2) the benefits authorized therein not earlier than May 15 but not later than May 31 of each year. The balance thereof shall be paid not earlier than November 15 but not later than November 30 of each year.

2.3. **Cash Gift**

In addition to the 13th month pay, the same employees shall also be entitled to cash gift of FIVE THOUSAND PESOS (P5,000.00).

2.4 Personnel Economic Relief Allowance (PERA) - An amount of Two Thousand Pesos (P2,000.00) per month shall be granted to regular employees and appointive positions

2.5. **Uniform Allowance**

To create a businesslike atmosphere in the office, permanent, with at least six (6) months of continuous service are provided with uniforms from the annual uniform allowance set forth in the annual General Appropriations Act. This shall be given in cash or in kind.

3. **Merit Promotion Plan**

Advancement to a position of higher responsibility is based primarily on merit. The progress depends on the employee's initiative, performance and qualification for the vacant position. Other factors for promotion are educational, training and experience, outstanding accomplishments, personality traits, characteristics and potential.

The Plan has a three-fold objective:

- to establish a promotion system by observing the merit principle in the selection of employees for promotion to a higher position;

- to create equal opportunities for advancement to all qualified and competent employees;
- to provide a guide for the speedy and for fair adjudication of protests of employees regarding promotion.

To ensure fair and objective consideration in the selection process, appropriate promotion and selection standards have been adopted by management. Position vacancies are first announced through advertisement (i.e. CSC Bulletin of Vacant Positions, newspapers and bulletin boards). The heads of the sectors concerned will then submit to the Human Resource Division the names of the officials or employees who are qualified for promotion.

Recommended employees are evaluated by the Human Resource Management Officer (HRMO) based on ranking of positions and personnel qualifications.

A comparative point rating evaluation using the factors of promotion is made, after which the list of candidates is submitted to the Personnel Selection Board (PSB) for deliberation. The board then determines en banc the most qualified and competent employees from among the list. Finally, the Executive Director assesses the merit of the Board's recommendation and selects the employee he/she deems to be the best qualified to fill the vacancy.

Only officers and employees who are qualified and next-in-rank may file a protest against a promotion. A letter of protest must be submitted to the Executive Director within fifteen (15) days from date the notice of issuance of an appointment has been published.

4. **Performance Appraisal System**

The employee's performance is measured basically in terms of actual accomplishments and outputs in comparison with standards or targets, i.e. quantity, quality, timeliness and other factors which the employee and his/her supervisor have mutually agreed upon for a particular appraisal period. In addition, the employee is evaluated on the basis of certain behavioral factors considered as critical to his position and work.

The performance rating is used to determine the development and training needs of the employee. The supervisor and the subordinate have to work out a plan of identified outputs and job-related behavior, as well as corresponding performance.

Performance evaluation is made every six (6) months (January to June and July to December). However, the appraisal period may be adjusted according to the need that may arise or a minimum period of ninety (90) days or three (3) months.

The system also provides opportunity for supervisors to make comments, suggestions and recommendations to improve their subordinate weaknesses and build on his strengths.

The system utilizes five (5) adjective ratings, namely: (a) Outstanding (O); (b) Very Satisfactory (VS); (c) Satisfactory (S); (d) Unsatisfactory (US); and (e) Poor.

OUTSTANDING - An employee shall be given this rating whenever he exceeds his performance targets by at least 25% and if he possesses certain personal qualities relevant to the accomplishment of such targets. It also represents an extraordinary level of achievement and commitment in terms of quality and time, technical knowledge and skill, ingenuity, creativity and initiative. The employee has demonstrated exceptional job mastery in all major areas of responsibility. His achievement and contribution to the organization are of marked excellence.

VERY SATISFACTORY - An employee shall be given this rating whenever he exceeds his targets by at least 20% but falls short of what is considered an outstanding performance. His competence and contribution will be recognized based on Performance Appraisal System (PAS) established criteria.

SATISFACTORY - An employee shall be given this rating whenever he meets the usual standards or requirements of the duties of the position.

UNSATISFACTORY - An employee shall be given this rating whenever his performance falls short of the minimum requirements but could stand improvement.

POOR - An employee shall be given this rating if he fails to meet performance requirements and there is no evidence that he can improve his performance. A performance rating of "unsatisfactory" or "poor" shall be considered grounds for separation from the service.

5. **Step Increment based on Length of Service**

A one-step increment shall be granted to officials and employees for every three (3) of continuous satisfactory service in the position. This includes those rendered by incumbents appointed to a career positions on a temporary or provisional status who have been subsequently appointed to the same career position on a permanent status.

6. **Performance Incentive Benefits (PIB).** PIB is a financial reward given to government personnel for acceptable or exemplary performance which contributed to the attainment of agency target and goals as evaluated and determined by the head of agency Performance includes conduct of behavior in the discharge of the duties of a public office. PEI will be based on PES Equivalent Rating.

7. **Loyalty Award.** This award is granted to all official and employees who have rendered 10 years of continuous and satisfactory service in the government subject to guidelines on granting the award (COA Rules and Regulation).

Chapter III

WORKING HOURS AND ATTENDANCE

1. **Flexible Time Schedule**

Government employees are required to be punctual and available on the job from Mondays to Fridays from 8:00 am to 12:00 am and from 1:00 pm to 5:00 pm.

A flexible time schedule may also be observed at 7:00 am to 4:00 pm, 8:00 am to 5:00 pm and 9:00 am to 6:00 pm. Employees are given a choice from among these working hours as their official time.

Compensatory service shall be allowed but to a maximum of thirty (30) minutes only per day; in excess of 30 minutes allowance, employee shall be considered tardy.

2. **Breaks**

Breaktime is allotted fifteen (15) minutes each for mid-morning and mid-afternoon snacks, from 10:00 am to 10:15 am, and 3:00 pm to 3:15 pm. Lunch is from 12:00 noon to 1:00 pm.

To ensure that staff members are available at all times, each unit is required to stagger their breaktime.

3. **Bundy Clock**

Punching a time card is required in the morning upon the start of work, at 7:00, 8:00 or 9:00 am depending on the flexible working hours schedule, and then again at 12:00 noon with at least thirty (30) minutes interval before punching in at 1:00 pm and at 4:00 pm, 5:00 pm or 6:00 pm at the end of the workday. Punching time cards of co-workers is not allowed and violators will be charged accordingly.

4. **Absence and Tardiness**

Frequent and unauthorized absences exceeding the allowable 2.5 days monthly leave credits for at least three (3) consecutive months during the year shall be considered absenteeism. A daily report of attendance as well as monthly report of absences and tardiness is monitored by the Human Resource Division (HRD). Punching the time card any time after thirty (30) minutes of the start of the official working hours constitutes tardiness and will be reflected in the employee's personal record. Habitual and frequent tardiness may mean an immediate sanction for violation of the rules on tardiness and may subject the employee to disciplinary action, and thereby prejudice his opportunities for promotion.

5. **Leaving the Office for Official/Personal Reasons**

Employees leaving the office for official or personal reasons must secure a pass out slip to be approved by the sector head concerned (Executive Director or Deputy Executive Director or Director), after which it must be presented to the security guard on duty. A copy of the slip should be attached to the Daily Attendance Report.

Employees leaving the office during office hours for personal reasons must also register "OUT" in the bundy clock before leaving and "IN" upon returning.

6. **Overtime Service (OT)**

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

As a general rule, the remuneration for overtime services shall be through CTO, in accordance with the guidelines under the CSC-DBM Joint Circulars No. 2 s. 2004 and No. 2-a. s. 2005.

The payment in cash of overtime services through Overtime Pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of the agency.

7. **Holidays**

Like any other government institutions, the ACPC observes legal and special holidays as officially proclaimed.

All monthly-salaried employees are paid for non-working holidays, whether legal or officially proclaimed.

8. **Suspension of Work**

In case of extreme necessity and upon approval of the Chairman or the Executive Director, work may be suspended due to any of the following situations:

- typhoon signal no. 3;
- earthquake, and other calamities as officially declared by the government; and
- whenever it is deemed necessary by the management in the interest of its operations and to protect its personnel and properties.

Chapter IV

EMPLOYEES PRIVILEGES

1. **Paid Holidays**

Employees are entitled to payment of their corresponding salaries for legal or special public holidays. Service rendered during legal holidays is correspondingly paid as overtime service, subject to entitlement and availability of funds.

2. **Leave of Absence**

All employees are provided mandatory vacation leave for rest, recreation and for bonafide cases of illness. However, major safeguards against abuse of these privileges and excessive absences and tardiness shall be observed.

3. **Vacation and Sick Leave**

A leave of absence is a privilege granted to officers and employees, whether permanent, temporary or contractual who have rendered at least six (6) months of continuous, faithful and satisfactory service. They are entitled to fifteen (15) days vacation and fifteen (15) days sick leave with full pay for each calendar year, exclusive of Saturdays, Sundays and public holidays. However, sick leave shall be granted only on account of illness on the part of the employee concerned or of any member of his immediate family, which includes any relative with whom he is living under the same roof and/or dependent upon the employee for support.

Vacation leave may be granted for personal reasons. However, this should be filed at least five (5) days in advance since the granting of this privilege is contingent upon the exigency of the service and employees may be recalled to work within the duration of the leave.

In case of inability to report for work due to illness, one may be granted sick leave. However, the supervisor should immediately be notified and a corresponding leave application filed upon reporting to work.

Should it be necessary for an employee to be absent on account of illness or any other reason, the office should be promptly notified either by telephone or other means of communication.

Sick leave application exceeding five (5) days must be accompanied by a medical certificate.

Application for leave of absence for thirty (30) calendar days must have a clearance from money and property accountability.

4. **Maternity Leave**

Married women employees who hold permanent, temporary and contractual positions may be entitled to maternity leave credits with pay for pregnancy or confinement due to abortion or miscarriage, according to terms specified as follows:

- a. Permanent and regular employees who rendered two or more years of continuous service which may be under provisional or temporary status, shall be entitled to sixty (60) days maternity leave with full pay.
- b. Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided that those who have served for less than one (1) year shall be entitled to 60-days maternity leave.
- c. Married contractual employees shall be entitled to maternity leave benefits like regular employees.
- d. Married women may go on maternity leave for less than sixty (60) days. - When an employee wants to report back to duty before the expiration of her maternity leave, she 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 maternity leave law and the salary for actual services rendered effective the day she reports back to work.

The formula of computation for this purpose is as follows:

$$\text{SALARY} = \frac{\text{MONTHLY SALARY RATE}}{22 \text{ DAYS}} \times \text{ACTUAL NO. OF DAYS WORKED}$$

(Provided under CSC MC No. 14, s. 1999)

Maternity leave with pay may be granted even if delivery occurs before not more than fifteen (15) calendar days after the termination of employee's service as her right thereto has already accrued. (Provided under CSC MC No. 41, s. 1998)

Maternity leave of employee on extended leave of absence without pay. – If already entitled, a woman employee can still avail of sixty (60) days maternity leave with pay even if she is on an extended leave of absence without pay. (Provided under CSC MC No. 41, s. 1998)

Maternity leave of employee with pending administrative case. – A married woman employee is entitled to maternity leave of absence with pay even if she has a pending administrative case. (Amended by CSC MC No. 41, s. 1998)

5. Paternity Leave

Every married male employee is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting.

The first of the four deliveries shall be reckoned from the effectivity of the Paternity Leave Act on July 15, 1996.

Married male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four deliveries regardless of whichever spouse gives birth. (Provided under CSC MC No. 41, s. 1998)

Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse. (Provided under CSC MC No. 41, s. 1998 and amended by CSC MC No. 14, s. 1999)

6. Special Leave Privileges

In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws, are granted the following special leave privileges subject to the conditions hereunder stated:

- a) Personal milestones such as birthdays/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.
- b) Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion; medical needs, among others, where a child of the government employee is involved.
- c) Filial obligations to cover the employee's moral obligation to his parents and siblings for their medical and social needs.
- d) Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of a *yaya* or maid, and the like.
- e) Personal transactions covering the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.

- f) Calamity, accident, hospitalization leave pertains to *force majeure* events that affect the life, limb, and property of the employee or his immediate family.

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

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

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

Immediate family in the Rule (Definition of Terms) refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee for support. (Provided under CSC MC No. 41, s. 1998 and further amended by CSC MC 6, s. 1999)

7. **Annual Five (5) Days Vacation Leave**

Laws on leave of absence are social legislation, which have been enacted to promote the physical and mental well being of employees in the government.

Employees are required to go on vacation leave for a minimum of five (5) working days annually. This is mandatory to allow for sufficient rest and recreation for better efficiency of work.

This five (5) – day vacation leave can be taken within a calendar year for a period aggregating not less than five (5) days, which need not be successive.

8. **Availment of Leave of Absence**

The following rules and regulations shall govern availment of leaves of absence by ACPC personnel:

- a. Application for vacation or sick leave of absence shall be submitted in the prescribed form for approval by the Chairman, in the case of the ED, the ED in the case of DED, and the ED or DED or Director, for other members of the Staff.
- b. Whenever possible, applications for vacation leave of absence for one full day or more shall be submitted five (5) days before its effectivity date. Otherwise, the application must be filed within three (3) working days from the date of return to duty, provided that sick leave applications exceeding five days must be accompanied by a medical certificate or a certificate allowing the return to work as approved by a physician.

- c. Any leave of absence without approval from the immediate superior or failure to notify the office, in the case of sick leave of absence, shall be considered as unexcused leave of absence without pay. A second similar offense shall be subject to disciplinary action.
- d. The following shall be the procedure for filing applications for vacation, sick or maternity leave of absence.
 - the application shall first be referred to the applicant's immediate superior, who shall make the proper recommendations thereon. An application for sick leave must first be accompanied by a medical certificate.
 - with the proper recommendation by the immediate superior, the application shall then be acted upon by the ED/DED/Director.

9. **Leave with or without Pay**

As a general rule, leave with or without pay shall not exceed beyond one (1) year subject to the discretion of the Executive Director. Absence beyond the approved leave period is not allowed, for which a notice to return upon notification will imply administrative sanctions for abandonment of post.

Exceptions to the preceding rules are the following cases:

- a. Those on sick leave duly supported by a medical certificate and approved by the Executive Director.
- b. Those undertaking or completing a course of study in the Philippines or abroad, for which previous approval had been granted.
- c. Those reviewing and taking the bar/board examinations, provided that the application for leave of absence had been approved.

The availing of vacation leave privileges shall be understood as subject to the exigencies of the service. An application for vacation leave, with or without pay must be denied if the exigencies of the service so demand.

10. **Monetization of Leave Credits**

Permanent, temporary or contractual employees who have accumulated at least fifteen (15) days or more of vacation leave credits may be allowed to monetize a maximum of ten (10) working days vacation leave credits a year. This means that the employee may be paid the monetary value of his accumulated vacation leave credits without actually going on leave of absence. Employee with salary grade 15 and below shall be given priority in processing request for monetization. Provided at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days maybe monetized in a given year (CSC MC No. 41, s. 1998). Monetization of 50% of all the accumulated leave

credits may be allowed for valid and justifiable reasons subject to the discretion of the agency head and the availability of funds (CSC MC No. 41, s. 1998).

11. Accumulated Leave Credits

Vacation and sick leave credits are cumulative and may be earned over to the succeeding year. In case of voluntary resignation or separation from the service, the employee shall be entitled to the commutation of all his accumulated vacation and/or sick leave credits.

Accumulated sick leave credits become useful during cases of prolonged illness, for which the ordinary sick leave privilege is usually insufficient. It is therefore, not intended to be consumed for ordinary absences. Special concern must be given to preserve leave benefits for this exigency.

12. Commutation of Leave Credits

Commutation of leave credits means advance payment for the working days in which leave was applied for. Upon the recommendation of the Head of the unit, the ED/DED may authorize the commutation of the salary on or before the beginning of the leave period, from the fund from which the salary will be paid.

Payment covering the commutation of leave for more than thirty (30) days of final settlement shall be approved only upon clearance of all money and property accountabilities in the position held on the date of the commutation of leave or final settlement.

13. Refund of Commuted Leave

Advance payment of vacation or sick leave shall not be allowed where the person requesting such payment is likely to be recalled to duty during the period of the leave granted. No person whose vacation and sick leave has been paid in advance shall be permitted to return to duty without first refunding the unused portion of the leave credit to avoid payment of salary for service yet to be rendered.

The Omnibus Rules on Leave issued by the Civil Service Commission (CSC) consolidates all laws and administrative issuances relative to leave administration in the government sector (copy available at the HRD).

14. Social Benefits

14.1 Philippine Health Insurance Corporation (PHIC)

Membership in the Government Service Insurance System (GSIS) automatically entitles the employee to the Medicare Program being administered by the Philippine Health Insurance Corporation (PHIC). The Program covers all salaried government employees.

14.2. **Government Service Insurance System (GSIS)**

All government employees are automatically members of the GSIS. Permanent employees are issued insurance policies with the premium payments deducted from the salaries.

A primer on the various types of social insurance, social security benefits, employee compensation claims and basic requirements for entitlement under the different laws administered by the GSIS can be availed of from the HRD.

14.3 **Home Development Mutual Fund (Pag-IBIG Fund)**

The Home Development Mutual Fund is a provident savings system for employees in the private and public service that serves as the members. Members' contributions are supported and matched by their respective employers with housing as the primary investment.

In 1995, Pag-IBIG membership became compulsory. Regular employees are provided with a budgetary allocation for such benefits.

Chapter V

CODE OF CONDUCT AND DISCIPLINE

Employment with ACPC entails a moral obligation and commitment. It calls for a steadfast adherence to high personnel principles and values directed toward the general well-being of the ACPC and its council members, employees, supervisors and co-workers.

The following are guidelines on other aspects of day-to-day operations of the ACPC:

1. **General Behavior**

Officials and employees are expected to behave in a manner benefiting their structure as respectable persons and as responsible members of the organization. During office hours, officials and employees must refrain from engaging in activities not directly related to their official duties and responsibilities. Each official or employee should, as much as possible, avoid action which disturbs co-workers and adversely affect their own work and productivity.

2. **Work Attitude**

Officials and employees must bear in mind that they are members of a family bound by a common responsibility to carry out the thrust, mandate and objectives of the ACPC. They should therefore develop a deep sense of loyalty to the organization, discharge the duties and responsibilities to the best of their ability, observe the highest degree of personal integrity and dignity, and continually strive to improve their performance.

Devotion to duty implies loyalty to ACPC - an institution who deserves the highest standard of service worthy of the faith and confidence that the public has bestowed on it.

3. **Relationship with the Public**

The ACPC official or employee must practice utmost courtesy in dealing with the public – the ACPC clients and ultimate employers. They must be attended to promptly and courteously. When necessary, they must be referred to any appropriate agency or institution that can best attend to their needs.

4. **Relationship with officials, supervisors and co-workers**

The very essence of the ACPC organization is family – complete harmony, cooperation, cordiality, friendliness, respect and teamwork – which constitute its strong foundation. Rivalries, petty bickerings and intrigues can adversely affect this foundation.

Teamwork and cooperation are necessary ingredients to the success of any group enterprise.

Employees must therefore strive to observe mutual respect and understanding in the discharge of their duties and responsibilities.

5. **Office Discipline**

ACPC expects all its employees to observe self-discipline in their jobs and interactions with other employees from day to day. His sense of responsibility rather than fear of punishment, should inspire him to discharge his functions with diligence and dedication.

Supervisors, in particular, should practice self-discipline. Their subordinates' important role in the ACPC's operations should be given due emphasis, as well as the need for dedication and a sense of responsibility. Above all, supervisors must set good examples to their subordinates and intelligently apply the accepted principles of good supervision.

6. **Telephone Etiquette**

Telephones at ACPC are primarily for official calls. While using these telephones for private purposes such as emergency cases, is not prohibited, personal calls must be brief and not exceeding three (3) minutes.

Incoming and outgoing personal calls must be limited to avoid interfering with official calls of ACPC and to allow other vital or urgent calls to reach the office. All phone calls must be answered after the first ring and all inquiries must be handled courteously. Everything possible must be done to spare callers the inconvenience of transferring to another line.

7. **Appearance and Attire**

The ACPC staff must dress neatly and properly. If provided with a uniform clothing allowance, the uniform must be worn accordingly. A reasonably presentable appearance enhances acceptability and effectiveness.

8. **Health and Sanitation**

Good health, clean living and temperate habits are conducive to physical well-being and consequently the ability to work efficiently. Thus, those with communicable diseases must undergo proper treatment and should not be allowed to report for work.

9. **Availability and Accessibility**

A public servant must be readily accessible to the general public and his co-workers at all times.

Working hours including break times must therefore be properly and religiously observed.

An advance notice of absence and intended whereabouts other than the permanent work station must be given when necessary, along with other information pertaining to non-availability during working days and working hours.

A call to the HRD or the secretary may be made in the morning in case of inability to report for work during the day.

10. **Pass Out Slip**

Upon leaving the office for official business or for personal reasons, a "Pass Out Slip" must be filled up and duly signed only by their respective Director of each directorate.

11. **Cleanliness of Premises**

While ACPC employs janitors to maintain the cleanliness of the office environment, each staff must exert extra effort to keep the premises clean and sanitary at all times, by observing proper use of facilities and receptacles and by exercising proper hygiene and sanitary habits.

Proper use of toilet facilities must be observed at all times, and efforts shall be exerted to maintain cleanliness.

Littering, writing on walls, tables or charts and spitting on the walls, corridors and floors of the premises must be avoided.

12. **Outside Employment**

Employment with another firm or a part-time practice of profession requires the approval of or written authority from the Chairman as recommended by the Executive Director. A

second job must not interfere with the employee's regular task at ACPC, and must be done beyond office hours and outside of ACPC premises.

13. **Conflict of Interests**

Official and employees should avoid conflict of interest in the discharge of their functions at all times. Conflict of interest occurs: (1) when the official or employee is: (a) a substantial stockholder of a private corporation, or (b) a member of the Board of Directors, or (c) an officer of the corporation or organization, or (d) an owner or has a substantial interest in a business; or (e) a partner in a partnership; and (2) the interest of such corporation or business or duties therein are opposed to or affected by the faithful performance of official duty.

When a conflict of interest arises, the official or employee involved should resign from his position in the private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his share holdings or in cases of possible conflict of interest, employees should properly disclose or submit for review any such situation to the concerned authorities.

14. **Rumor Mongering**

Any government official or employee who is found guilty of rumor mongering or spreading false information shall be absolutely and perpetually disqualified from holding any public office (PD 90).

15. **Rivalries**

Envy and intrigues among officers and employees of ACPC tend to destroy the essence and purpose of the organization. Officers and employees of ACPC are accordingly prohibited from indulging in these destructive habits. Good fellowship and the spirit of camaraderie should prevail among the members of the staff.

16. **Anonymous Letter**

Employees who have proof of disloyalty, negligence or dishonesty by a member of the staff should not file charges by means of anonymous communication, but should be courageous enough to present their charges in writing to the Executive Director.

17. **Complaints and Grievance**

A grievance mechanism and procedure is provided to promote wholesome and desirable working relationship in the office and to prevent dissatisfaction, with an eye to better performance, efficiency and public service.

18. **Administrative Discipline and Sanctions**

ACPC seeks to establish a standard of acceptable conduct and shall enforce proper disciplinary action against any employee who is found guilty of having violated existing rules, regulations and procedures.

In this regard, no officer or employee shall be suspended, dismissed or removed from office except for cause as provided by law and after due process.

The Civil Service Commission (CSC) Law (PD No. 807) and the Code of Conduct (R.A. 6713) classify administrative offenses as grave, less grave and light and prescribe the following guidelines in applying penalties in administrative cases:

19. **Disciplinary Action**

Offenses are meted out punishment commensurately. Penalty is range from reprimand to fine or suspension or in extreme cases, forced resignation or dismissal from the service. According to the kind of offense committed as grave, less grave and light, such penalties may be modified depending on the presence or absence of either mitigating or aggravating circumstances as defined by law.

20. **Criminal Liability**

Penalties imposed for administrative offenses do not absolve the guilty party of any criminal liability and may still have to face a criminal charge if the circumstances so warrant.

21. **Preventive Suspension**

The Executive Director may temporarily suspend any subordinate official or employee who is under investigation, if the charge against the official or employee involves dishonesty, oppression or grave misconduct, or gross neglect in the performance of duty, or if there is strong reason to believe that the respondent is guilty of the charge.

22. **Summary Proceedings**

Any official or employee may be immediately removed or dismissed, without need for a formal investigation under any of the following circumstances:

- a. When the charge is serious and the evidence of guilt is strong.
- b. When the respondent is a recidivist or has been repeatedly charged and there is reasonable ground to believe that he is guilty of the present charge, or
- c. When the respondent is notoriously undesirable (PD No. 6).

Chapter VI

FACILITIES AND SERVICES

1. **Office Machines and Equipment**

Office machines or equipment are available for use by all ACPC staff and officers. Employees to whom computers, typewriters, calculators and other machines or equipment have been issued are primarily responsible for their safekeeping, maintenance and cleanliness. They are intended to facilitate the tasks at ACPC.

2. **Xerox and Reproduction**

Xerox and reproduction machines are available at the General Services Division (GSD) for staff use. A request form for the use of the above facilities is also available at the GSD.

At the end of every working day, these machines or equipment must be properly covered and those electrically operated must be unplugged.

4. **Computer Machines**

Sophisticated computer machines such as laser printers, and software such as ventura, pagemaker, desktop publisher, Harvard graphics and the like are available in the computer room. These machines are used for printing reports, research papers and other publications. Computer machines shall not be used for playing games, which can easily damage the computers. Materials or documents, which need laser print must secure approval from Director concerned.

5. **Conference Room/Board Room**

The conference room is for meetings and conferences. The use of the conference room should be coordinated with the secretary of the Executive Director.

6. **Security Guard**

Security guards shall protect office property from theft, pilferage, robbery and/or other unlawful acts.

7. **Janitorial Services**

Janitorial services are provided to maintain cleanliness and sanitation of office premises. Daily routine services include sweeping, mopping, scrubbing, polishing and scrubbing of floors, emptying trash receptacles and garbage, disinfecting and sanitizing toilet bowls and bathrooms, and checking and reporting malfunctioning electrical and plumbing fixtures.

8. **Parking Area**

ACPC vehicles are allotted six (6) parking slots at the basement parking area and another one in front of the building.

9. **Audio Visual System**

Some of the Audio-Visual Systems available are the LCD, overhead projector, screen, tape recorder, etc. These equipments can be requested from the General Services Division.

10. **Bulletin Board**

Interesting and up-to-date information relevant to the agency and its staff such as messages from the Chairman, Executive Director, news, reports on staff promotions, policies and procedures, memoranda, circulars and others are displayed on the bulletin boards which should be referred to regularly by employees to keep themselves abreast of developments.

Chapter VII

OFFICE CONTROL AND SECURITY MEASURES

1. **Wearing of Office Uniforms**

All employees who have been provided with allowance for uniforms must wear them according to the rules and regulations on the wearing of uniform, except when mourning, during pregnancy or typhoon signal No. 2. If wearing of office uniforms is not enforced, a dress code shall be implemented accordingly.

2. **Personnel Identification**

For fast and accurate identification of personnel, ACPC employees are issued ID cards and are required to wear it at all times within ACPC premises. Lost cards must be immediately reported to the Human Resources Division (HRD) to secure a replacement as soon as possible. The ID card must be surrendered upon the termination of appointment in ACPC.

3. **Visitors Admission**

All visitors on official business shall be allowed to enter the office and should proceed to specific areas where they are to transact business, after securing clearance from the security guard. Visitors are required to wear ID tags which must be surrendered to the guard on duty upon leaving the premises.

4. **Package Control System**

For security reasons and to prevent merchandising within ACPC premises during office hours, a package control system is adopted. Bags and packages brought along by your visitors on official business may be deposited with the security guard. Personal property may be moved from the office premises upon serving a property control pass from the GSD. The security guard on duty shall have the authority to examine the contents of any package when considered necessary.

5. **Property and Supply Control System**

Moving out, transfer and/or relocation of office equipment, furniture, and other properties outside ACPC premises shall be correspondingly covered by property pass out slips duly signed by the approving officer or the Supply Officer. The security guard-on-duty shall be responsible for checking and inspecting the property being transferred or relocated for the purpose.

Equipment and supplies, whether consumables or non-consumables, are issued by the GSD. Issuances of goods from stock are made only upon presentation of the duly accomplished Requisition Issue Slip (RIS). Non-consumable supplies issued for official use shall be covered by a Memorandum Receipt (MR) to ensure proper accountability. MRs and other supporting papers are also kept for inventory purposes.

6. **Requisition and Issuance of Office Supplies**

Economy must be observed in the use of office supplies. Request for supplies, in minimal quantities should be forwarded to the GSD only on Mondays, Wednesdays and Fridays.

7. **Safety**

Any person who receives calls or information regarding sabotage, bomb threats, etc. must immediately report the matter to the security guard who shall handle the situation in accordance with standard operating procedures on emergency/security threat situations.

The recipient of calls should not relay the information to other officials or employees in a manner that could precipitate panic or chaos among personnel. Any employee who deliberately raises false alarm, thereby causing panic and confusion in ACPC premises, shall be subjected to disciplinary action.

Observe safety rules and regulations, as follows:

- Report defective electrical machines and equipment immediately. Always unplug electrical machines or equipment after working hours.
- Smoking is prohibited in all enclosed rooms, including the library and conference room, within the ACPC premises.
- Repair jobs should be done only by trained personnel.

- Equipment, heavy packages, bulky records and other big objects must not be placed where they could fall and pose danger to others.
- Take precautionary measures of safekeeping personal belongings and valuables.

8. **Fire and Robbery**

In case of fire and robbery inside the ACPC premises, the first officer or employee who becomes aware of such eventuality should at once give the necessary alarm and should exercise efforts as far as circumstances would permit to save funds and properties from loss or destruction.

When alarm is given for such and other cases, employees of ACPC should always endeavor to maintain their presence of mind, avoid creating panic among themselves so as not to further aggravate the situation.

Chapter VIII

PROPERTY AND MONETARY ACCOUNTABILITY

1. **Accountability for ACPC Property**

All properties and equipment entrusted to each staff are safeguarded with a Memorandum Receipt (MR) issued at the time such properties are received. The staff to which the property has been issued is therefore held accountable for the proper use of the property in accordance with standard practice or applicable regulations. He is liable for all loss, damage or deterioration occasioned by negligence in the keeping or use of such property, whether it be at a time of actual custody or not.

Equipment which can no longer be used must be returned to the supply officer for proper disposition or re-issue to other employees.

2. **Annual Physical Inventory of Properties**

All properties and equipment covered by an MR in the name of an employee are subject to yearly physical inventory. MRs for property in the custody of an officer or employee are reviewed regularly.

Aside from the annual physical inventory of properties, inventory of supplies and materials in stock shall be undertaken every six (6) months on June 30 and December 30 of each year.

All such inventories shall be reported and certified correct by the committee-in-charge thereof, attested to by the representative of the Commission on Audit (COA) Auditor and approved by the Executive Director.

What are the requirements for the issuance of supplies , materials, and equipment?

- Approved Requisition and Issue Slip (RIS)
- Approved Budget Utilization Request (BUR)
- Inventory Custodian Slip (ICS) for supplies and materials with estimated useful life of more than one year, but small enough to be considered as property plant and equipment (PPE)
- Property Acknowledgement Receipt (PAR) for equipment and semi-expendable supplies with a value of less than 10,000 and have a life expectancy of more than one year. PAR shall be renewed every three years.

What are the requirements for repair of equipment?

- Request for Pre-Repair Inspection signed by the end-user/accountable employee, the designated inspector, and approved by the authorized head. When the repair cost is more than 30% of its fair market value, the property is no longer economically repairable.
- Whenever replacement of parts is necessary, a Report of Waste Material (RWM) shall be approved by the authorized head. Parts replaced are also subject to inspection of the designated inspector

What is the requirement to surrender unserviceable or no longer needed equipment?

- Report of Waste Material (RWM) signed by the accountable officer, approved by the authorized head, and inspected by the designated inspector.

What happens in case of loss of government property?

A set of procedures/requirements shall be followed to ensure relief from accountability of lost government properties:

- The accountable officer/end-user shall immediately notify the Commission on Audit (COA) or Auditor concerned of the occurrence of the loss of government property while in-transit or when the loss is caused by fire, theft, casualty, or other force majeure; and within 30 days, submit an application for relief, supported by documents, whichever are applicable (Sec. 499, GAAM Vol. I).

3. **Transfer of Monetary and Property Accountability**

Upon resignation or transfer to another office, application for clearance should include a complete statement of the monetary and property accountability involved with the position. To avoid being held liable for any loss arising from negligence, utmost care must be exercised in accepting new accountabilities.

Clearance from money and property accountability is also required in case of separation from the service, retirement, resignation or leave of absence of thirty (30) days or more.

4. **Relief from Property Accountability**

When loss of ACPC property occurs while in transit or caused by theft, fire or other calamities, the employee accountable for the custody thereof shall formally notify the Auditor through the Executive Director and the Director for Administrative and Finance Services of the loss immediately or within thirty (30) days. The employee may then apply for relief from accountability.

5. **Bonding Employees**

Every official or employee shall, whenever the nature of his duties permits or requires the custody of funds, property and other assets for which he or she is accountable, be deemed a bondable officer and shall be bonded, and his/her fidelity insured in accordance with the provision of the Public Bonding Law.

Chapter IX

COMMUNICATION AND RECORDS

1. **Records Management System**

Records are necessary for the efficient and successful operation of an organization. Official records and documents shall be filed and kept in accordance with sound record management practices to ensure facility of location, safety against fire and other hazards.

1.1. **Records Disposition and Retention**

The Records Custodian shall prepare disposal and retention schedules for non-current records. The schedule must be authorized and approved by the Records Management Improvement Committee. Records which cease to have value for administrative, financial, legal, operation or research purposes must be properly disposed of.

2. **Communication, Mails and Messengerial Services**

For the efficient flow of communications or mails within and outside the office, request for mail/package delivery or pick up must be given to the messengerial unit before 9:00 am for morning delivery, and before 1:00 pm for afternoon deliveries.

Personal mails must be provided with either stamps or cash for mailing.

3. **Fax Messages/Telephone Calls (Local Long Distance & Overseas)**

Local Long Distance & Overseas telephone calls and the use of the facsimile machine for official/personal purposes must have prior approval by the Director for Administrative, Financial and Management Staff/Director Concerned or his/her duly authorized representative. Request forms are available at the pigeon box. Personal charges must be settled with the cashier.

Chapter X PERSONNEL RECORDS AND REPORTS

The ACPC compiles basic information about each employee. To ensure correct and most relevant data, it is important that an employee must provide the HRD with complete, accurate and up-to-date information. The HRD must be furnished with a copy of all documents containing changes in information and data. These documents may be required for official transactions with other government offices such as the Civil Service Commission (CSC), Department of Budget and Management (DBM), Government Service Insurance System (GSIS), Philippine Health Insurance (PHIC) and Pag-IBIG (HDMF).

1. **Physical and Medical Exam**

A thorough physical and medical examination shall be required of prospective employees prior to employment. Only those who satisfactorily pass such examination shall be issued appointments.

2. **Clearance for Employment**

New appointees shall be required to source the necessary employment clearance or Police Clearance or clearance from the National Bureau of Investigation.

3. **Oath of Office**

Newly appointed personnel of ACPC shall, before their assumption of duties, be required to take and subscribe to an oath of office. The Oath of Office, duly sworn to and administered by the proper administering officer, shall be kept in the Personnel File (201 File) in the Human Resource Division (HRD).

4. **Statement of Assets and Liabilities**

Every ACPC official and employee shall file a sworn statement of assets and liabilities within thirty (30) days from assumption of office, and for immediate preceding year.

Those who assume office less than two (2) weeks before the end of the calendar year may file their first statement of assets and liabilities in the month of January. The statements of assets and liabilities shall be filed every year thereafter and upon resignation or separation from ACPC.

5. **Change of Name on Account of Marriage**

When a female employee marries, she shall request the Executive Director, through the Director for Administration and Finance Services, for a change of her recorded name, attaching a copy of the marriage contract. The HRD shall prepare an extract, copies of which shall be furnished the Civil Service Commission and the GSIS.

6. **Record of Addresses / Roster of Personnel**

The HRD shall keep an updated list of the roster of personnel, addresses and telephone numbers of ACPC officials and employees. The Roster of Personnel indicates the employee's position, title and the staff / division to which he is assigned, as well as the educational attainment. Changes in address or telephone number should immediately be reported to the HRD.

7. **Qualification Index**

An employee who passes the civil service examination, successfully completes a duly recognized in-service training course, earns an academic degree, or receives recognition for any accomplishment, should report the matter in writing to the HRD so that the records in his qualification index may be updated accordingly.

Chapter XI

OFFICIAL TRAVEL

"Travel expense" includes actual and necessary expenses such as transportation of one's personal and essential baggage, per diem while in route or away from the permanent station and other necessary expenses incidental thereto. The term "permanent official station" shall mean the place where the office or regular place of business/work of the office or employee concerned is permanently located.

1. **Domestic or Local Travel**

"Domestic or local travel" shall apply to travels on official business within the Philippines of officers and employees of ACPC outside of their permanent official stations.

1.1. Allowable Travel Expenses

The travel expenses of government personnel regardless of rank and destination shall be in the amount of Eight Hundred Pesos (P800.00) per day which shall be apportioned as follows: 1) fifty percent (50%) for hotel/lodging, 2) thirty percent (30) for meals and 3) twenty (20%) percent for incidental expenses.

Claims for reimbursement of actual travel expenses in excess of the travel expenses authorized herein may be allowed upon certification of the head of agency concerned as absolute necessary in the performance of an assignment and presentation of bills and receipt. Provided, that certification or affidavit of loss shall not be considered as appropriate replacement for the required hotel/lodging bills and receipts.

Entitlement to travel expenses shall start only upon arrival at the place of destination and shall cease upon departure from the following percentage

Particulars	Percentage	To Cover
Arrival not later than 12:00 noon	100 %	Hotel/lodging (50%); meals (30%) And incidental expenses (20%)
Arrival after 12:00 noon	80%	Hotel/lodging (50%);dinner (10%) And incidental expenses (20%)
Departure before 12:00 noon	30%	Breakfast (10%) and incidental Expenses (20%)
Departure at 12:00 noon and later	40%	Breakfast (10%), lunch (10%) and Incidental expenses (20%)

1.2. **Mode and Class of Transportation**

The mode and class of transportation to be used shall be the most advantageous to ACPC from standpoint of economy and efficiency. As a general rule, only ordinary public conveyances or customary modes of transportation shall be used. The use of taxis and charter trips or special hiring of PU's and garage cars, launches, motorboats, sailboats, bancas and all forms of animal transport as well as other extraordinary means of transportation shall not be allowed unless justified by the circumstances or approved by the Executive Director.

Whenever government vehicles are used in the travel, the official or employee concerned will not be entitled to the actual transportation fare.

Under no circumstances should fuel be issued to privately-owned motor vehicles. No reimbursement for the cost of gasoline and oil shall be allowed where a private vehicle has been used. However, the official and employees concerned shall be entitled to the reimbursement of the equivalent cost of the customary mode of transportation.

1.3. Drawing of Cash Advance

- a. The cash advance voucher shall be supported by travel order properly approved in accordance with Section 5 of E.O. 248, as amended and itinerary of travel detailing the transportation expenses and travel expenses to be incurred as basis for determining the amount of cash advance.
- b. The amount of transportation expenses allowable shall be the actual rates of the authorized means of transportation (land, sea and air) from the permanent official station to the destination or place of work or assignment in the field and back, plus other incidental expenses (1) from the office or residence to the point of embarkation, (2) from the point of embarkation to the point of debarkation in the place of destination, and (3) from the point of debarkation to the office of destination or temporary residence in the place of assignment in the field and return.
- c. The transportation expenses shall be in addition to the travel expenses which as defined under Section 6 of E.O. 248, as amended, is divided into two components: i.e., travel allowance of two hundred pesos (P400.00) which will cover the cost of meal, inland transportation and other incidental expenses; and hotel room/lodging rate of one hundred pesos (P400.00).
- d. The allowable transportation expenses shall not include local or inland transportation and other expenses after arrival in the office or temporary residence in the place of assignment in the field which are contemplated to be covered by the travel allowance specified in Section 6(a) of E.O. 248.
- e. Only ordinary public conveyance or customary modes of transportation shall be used. Exceptions may be made in meritorious cases and justified by prevailing circumstances. For this purpose, the Department/ Agency Head concerned or his equivalent shall determine and indicate in the travel authority the mode or class of transportation and the kind of hotel/lodging/pension houses to be taken, which in all cases shall be advantageous to the government from the standpoint of economy and efficiency.
- f. As a general rule, claims for payment of travel expenses for official local travel in the amount of P800 per day as provided for under Section 6 of E.O. 248, shall not require the presentation of bills and receipts except in the following cases:
 1. When the claim for reimbursement of actual travel expenses is in excess of P800 per day, in which case, invoices with official receipts covering the whole amount claimed should be submitted

and certification of the head of agency as to the absolute necessity of the expenses in the performance of the assignment;

2. When the official travel/assignment is to places within the fifty (50) kilometers radius from the last city or municipality covered by the Metropolitan Manila Area (MMA) for those whose permanent official station is in the MMA, or by the city or municipality wherein their permanent official station is located in the case of those outside the MMA and when the amount of travel expenses being claimed includes the hotel room/lodging rate, all of which would require the following:

- submission of the hotel room/lodging bills or invoices with official receipts to prove that he stayed in the place of destination or assignment and was not commuting daily from the place of assignment to the place of his residence or permanent official station.
- The presentation of bills and receipts covering the cost of meals shall no longer be required, except for the transportation tickets which shall form part of the evidence of the actual travel undertaken.

1.4 Liquidation of Cash Advance (Local Travel)

a. The cash advance for travel shall be liquidated by the official/employee concerned strictly within thirty (30) days after his return to his permanent official station as required under Section 16 of E.O. 248 as amended otherwise, payment of his salary shall be suspended until he complies therewith.

b. The official/employee concerned shall draw a liquidation voucher to be supported by the following:

1. Certificate of Travel Completed
2. Plane, boat or bus tickets covering actual transportation fare from the official station or residence to the place of destination and back. A certification or affidavit of loss executed by the official or employee concerned shall not be considered as appropriate replacement for the required transportation tickets.
3. Certification of the head of the agency as to the absolute necessity of the expenses together with the corresponding bills and receipts, if the expenses incurred on official local travel exceed prescribed rate of P800 per day.

The presentation of a certification or affidavit of loss or misplace of the bills and receipts shall not be considered for the purpose.

4. Hotel room/lodging bills with official receipts in the case of official travel to places within the fifty (50) kilometers radius from the last city or municipality covered by the MMA in the case of those whose permanent official station is in the MMA, or the city or municipality wherein the permanent official station is located in the case of those outside the MMA, if the travel allowance being claimed includes the hotel room/lodging rate.
 5. Certificate of appearance of a copy of the report on the accomplishment of the purpose of the travel duly noted by the agency head or his authorized representative. However, the certificate of appearance shall no longer be required in the case of travels of agency heads within their area of jurisdiction.
- c. Where a trip is cancelled, the amount paid in advance shall be refunded in full. In cases where the trip is cut short or terminated in advance of the itinerary, the excess payment shall likewise be refunded. These refunds shall be made immediately upon cancellation or termination of the trip. It shall be the primary duty of agency heads to enforce promptly the refund.
- d. When a trip exceeds the approved itinerary, the additional travel expenses due shall be paid upon satisfaction of the following requirements:
1. Submission of a written justification satisfactory to the agency head or his authorized representative and an additional itinerary for the extension of the trip.
 2. If the whole travel period exceeds one (1) calendar month, approval of the President must first be secured before the additional payment shall be made.

2. **Foreign Travel (E.O. 248 as amended by E.O 298)**

Conferences, special missions and other non-study trips. Official travels abroad whose nature falls under the category of conference, special mission and non-study trip should involve the minimum allowable expenditure and shall cover only those which are urgent and extremely necessary, and which are expected to bring immediate benefits to the country and the Agricultural Credit Policy Council (ACPC) as well. Travels and assignments under section 3 of Executive Order No. 401 (April 26, 1990) shall include those undertaken for the following purposes:

- a. To attend conferences and seminars sponsored by foreign governments or international government organizations to which the ACPC is committed or invited to send representatives or participants.

- b. To attend conferences or seminars sponsored by private organizations, whether international or not, which have sent invitation to ACPC.
- c. To undertake any other official mission as directed by the Chairman/Council.

The office provides means and support within existing government policies to facilitate foreign travel. There are internal systems and standards to substantiate these guidelines and to rationalize official trips of ACPC officers and employees.

The Chairman of ACPC has the final authority for approving foreign official travel.

- 2.1 Allowable Travel Expenses. Government personnel who travel abroad shall be entitled to the Daily Subsistence Allowance (DSA) as provided under the United National Development Program (UNDP) Index, which can be secured from the Department of Foreign Affairs. The DSA shall be apportioned as follows unless otherwise stated in the UNDP index; 1) fifty percent (50%) for hotel/lodging; 2) thirty percent (30%) for meals; and 3) twenty percent (20%) for incidental expenses. When the country of destination is not listed in the said index, the DSA for the nearest country shall be adopted.

“Entitlement to DS shall start only upon arrival at the country of destination and shall cease upon departure there from at the following percentage:

Particulars	Percentage	To Cover
Arrival not later than 12:00 noon	100%	Hotel/lodging (50%); meals (30%) And incidental expenses (20%)
Arrival after 12:00 noon	80%	Hotel/lodging (50%); diner (10%) and Incidental expenses
Departure before 12:00 noon	30%	Breakfast (10%), lunch (10%) and Incidental expenses (20%)
Departure at 12:00 noon and later	40%	Breakfast (10%), lunch (10%) and Incidental expense (20%)

2.2. **Transportation**

Plane fare is usually provided by the host country, or sponsoring organization or inviting institution. In case transportation fare is not provided, however, officer and employees shall be given official transportation fare which shall be for economy class subject to existing rules and regulation set forth by the Office of the President of the Philippines.

2.3. **Daily Allowance and Reimbursable Limit for Hotel Room Rate**

Officials and employees who travel under the category of conferences, special missions and other non-study trips shall be granted daily allowance and reimbursable hotel room expenses as prescribed under E.O. 248, s. 1995 subject to any further amendments, economy measure that may be issued by the Office of the President.

2.4. Scholarship and Training Grants (EO 367, 421 and 129)

ACPC may send scholars and trainees to participate or attend foreign training and scholarship subject to the provisions and guidelines under the ACPC Staff Development Program.

2.5. Pre-Travel Expenses

The grantee or trainee shall be provided allowance of P1,500.00 for local transportation fare to and from and within Metro-Manila, medical examination, processing for the issuance of his passport and travel tax exemption including incidental expenses for photographs, affidavits, certificate of birth and other related expenses, airport expenses excluding fees for excess baggage and local portorage at customary rates.

2.6. Duration of Travel

The allowed travel time shall be completed according to the most direct air route which shall include not more than three (3) days before and three (3) days after the training, conference or mission, unless otherwise specified in the authority for the trip. Any travel time extension caused by taking longer routes shall not be covered by ACPC expense/budget.

2.7. Insurance

Any official or employee shall be allowed reimbursement of the premium for accident insurance not exceeding two hundred thousand pesos (P200,000.00) for the duration of an official trip abroad. Under no circumstances shall the premium on insurance of personal or household effects belonging to any official or employee on official travel be charged to the office.

Submission of Report

Every official or employee authorized to travel abroad shall within thirty (30) days after his return to the country, submit a report with his recommendation, if any, on the conference or seminar attended or mission undertaken, to the Chairman through the Executive Director of the agency, and furnish copies to the Office of the President of the Philippines and the 201 file. The official travel report form can be secured from the HRD.

What are the requirements for foreign travel?

1. Travel Authority

TA is only for a staffer with a permanent status of employment and with invitation indicating the place of country to be visited, duration, purpose and source of funding. Travel expenses are paid by the specific sponsor. Portions of travel expense may be shouldered by DA's attached agencies/bureaus upon approval.

2. Passport

The following are required for Official Passport Application

- Travel Authority Request
- Travel Authority and Passport Validation Request
 - a. Photocopy of Invitation Letter from Sponsor
 - b. Certificate of Employment
 - c. Certificate of No Pending Administrative Case
 - d. Updated Service Record
- Approved Travel Authority from the Department of Agriculture or Malacanang
- Official or Red Passport for revalidation at the DFA- Diplomatic and Official Passport Section (DFA-DOPS)

3 Visa (when required)

- Filled-out application form for the country of destination. A note Verbale will be issued by DFA-DOPS.

Chapter XII

CASH ADVANCE FOR PETTY EXPENSES

Cash advances are classified into two types, namely, the regular cash advance, and the special cash advance.

- 1) Regular cash advances are those granted to cashiers, disbursing officers, and/or property and supply officers separately for (a) salaries and wages (b) commutable allowances; (c) honoraria and other similar payments to officers and employees; and (d) petty operating expenses consisting of small payments for maintenance and operating expenses which cannot be paid conveniently by check or are required to be paid immediately.

- 2) Special Cash Advances are those granted on the explicit authority of the Head of Agency only to duly designated disbursing officers or employees for other legally authorized purposes such as:
 - a. Current operating expenditures of the agency, of the activity of the agency undertaken in the field when it is impractical to pay the same by check, i.e. salaries, wages and allowances, maintenance and operating expenses.
 - b. Foreign travel expenditures including transportation fares, per diems, allowances, and other expenses incurred by official and employee in connection with official travel abroad.

1. **When May the Cash Advance be Granted?**

Cash advance may be granted to official and employees authorized to go on official travel.

Only permanent appointed officials and employees shall be granted cash advances. The transfer of cash advance from one Accountable Officer (AO) to another shall not be allowed. Any officer and employee, given cash advances for foreign travel need not be designated as Special Disbursing Officer (SDO). The cash advance shall be used solely for the specific legal purpose for which it was granted. Under no circumstances shall it be issued for encashment of checks or for liquidation of a previous cash advance.

No additional cash advance shall be granted to any official or employee unless a previous cash advance is first settled or a proper accounting thereof is made for the full amount of the cash advance.

Each AO or SDO with a total cash accountability of more than P2,000.00 shall be bonded.

2. **Handling, Custody and Disposition of the Cashbook**

A newly appointed or designated accountable officer should use a new cashbook for record keeping. All transaction on the total disbursement for the day, depending on the volume of the transactions incurred, must be recorded in the cashbook, i.e. invoice/receipt/vouchers.

3. **Amount of Allowable Travel Limits**

Cash advances that may be granted to any official and employee shall be limited to the amount necessary to cover cash payments, which they are likely to incur during the course of the official travel. They shall be used strictly for official expenditures. Requests for cash advance shall be approved by the Executive Director or his/her authorized representative.

For local travels, the amount of per diems and daily allowances shall be determined on the basis of the approved itinerary and shall be paid to the officer or employee before the trip. All other charges which may be incurred incident to the trip may be paid after the completion of the assignment only when justified by the circumstances and upon presentation of supporting documents duly approved for payments by the Executive Director.

4. **Liquidation of Cash Advance (Petty / Project Expenses)**

Cash advance granted to all Accountable Officers (AOs) or Special Disbursing Officers (SDOs) on account of local or foreign travel must be liquidated.

Officers and employees authorized to travel locally shall liquidate Cash Advance not later than thirty (30) days after expense was incurred.

For official travels abroad, the cash advance shall be liquidated within sixty (60) days after the return from the trip. Failure to liquidate cash advances on the stipulated period will mean withholding the salary of the designated AOs or SDOs.

A cash advance that is no longer needed or has not been used must be immediately returned to or deposited with the cashier. All cash advances shall be fully liquidated by the end of the year. Except for the petty cash fund, the accountable officer shall refund the unused portion or remaining amount of the cash advance to the Cashier/Collecting Officer who will issue the necessary official receipt.

Chapter XIII

TRAINING AND DEVELOPMENT

1. **Staff Development Program**

Growing professionally and moving up in the organization depends largely on the extent of; (a) one's contribution to the organization's effectiveness by means of work performance; and (b) one's personal and professional preparedness to assume higher responsibilities.

The ACPC program for human resources development includes both in-house training and external programs for officers and employees and supporting their education through local and foreign scholarship grants and assistance. The purpose of training is to make officers and employees more efficient, more perceptive and more effective in the performance of their work. It serves to upgrade skills and enhance learning and perspective to enable them to qualify for supervisory and managerial level positions.

2. **Scholarship Program**

To promote the employees' professional growth and ensure availability of expertise needed to sustain ACPC operations, a scholarship program for qualified candidates is adopted. This may cover academic and non-academic courses offered by local or foreign institutions.

Scholarship training grants are generally given to permanent employees in the career service. Non-career (contractual) personnel may be considered on a case to case basis.

The ACPC scholarship, training and development program covers the following:

- a. **Long Term Degree (General) Program** – these are graduate degrees to be pursued in recognized universities, either in domestic or foreign institutions such as graduate studies in Agriculture, Agri-business, Economics, Statistics, Finance and Banking, Communication, Business Management, Rural Development, Public Administration and other related fields.
- b. **Short Term Program** – these are non-degree courses on computer operations and management, library management, cooperatives, econometrics, project development and evaluation, rural development, statistics, banking, supply and property/inventory management, financial management, accounting, auditing, human resources development and other related courses.
- c. **Operational Training** – these are training programs for rank and file employees to enhance their capability in performing their duties. Training courses such as secretarial development, office management, personnel management as well as trades and crafts fall in this category.
- d. **Study visits and fellowship, conferences, workshops, seminars, symposia** – these may include observational, educational tours, attendance or participation in any conference, workshop and seminars wherein topics relevant/pertinent to the ACPC mandate are addressed.
- e. **Special Programs** – An officer with a rank of Division Chief or above who wishes to pursue post graduate studies or post doctoral fellowship in local or foreign universities may be considered for a special program on a case to case basis.

2.1. Selection Process

Scholars or trainees shall be selected based on performance rating, education and training, work experience, potential, personality traits and supervisory skills.

An officer or employee may signify his interest to pursue a long-term degree program in writing to the Staff Development Committee (SDC), as approved by his superior (Director) and with a notice of admission from the school.

If the request is approved, the HRD shall prepare all the necessary documents for the scholarship program. The SDC shall then evaluate, review and recommend action for approval by the Executive Director (ED).

2.2. Short Term Program

The HRD shall screen and process invitations to training programs on relevant topics and subjects, and prepare a list of candidates or nominees for the said programs.

The SDC shall then evaluate the relevance of the training program and choose from among the staff those who may participate in accordance with the evaluation.

2.3. Service Contract

Scholars or trainees shall be required to sign a corresponding service contract for official, local or foreign academic and non-academic program privileges.

For training or scholarship pursued for one year or a fraction thereof but not less than six (6) months, each trainee is required to render the corresponding service for one (1) year and six (6) months for those who pursued training locally, and two (2) years for foreign training.

For training pursued during a fraction of a year less than six (6) months but not less than two (2) months, each trainee is required to render corresponding service for nine (9) months for local, and one (1) year for foreign training. If training is less than two (2) months, each trainee is required to serve four (4) months for local and six (6) months for foreign training.

The service obligation shall not apply to official travels abroad by ACPC official or personnel invited to represent the institution as resource person, paper presenter or speaker, or as participant under the category of conference, seminar or special mission sponsored and fully funded by foreign governments or international or private organizations.

2.4. Allowances and Entitlements

For local schools, a scholarship grantee shall be entitled to his/her basic salary, tuition fees and other related allowances.

<p>FOR MORE DETAILS AND RELATED INFORMATION, THE ACPC STAFF DEVELOPMENT PROGRAM IS AVAILABLE AT THE HRD FOR YOUR REFERENCE / PERUSAL.</p>
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Chapter XIV

RETIREMENT

1. Retirement Plan

Retirement from service is made either upon the employee's voluntary choice or upon reaching the mandatory retirement age of 65. Employees who plan to leave or retire must submit a notice in writing to the Executive Director through the Deputy Executive Director three (3) months before the effectivity date of retirement. All retirees must secure clearance from all money and property accountability on the last working day. Salary and cash benefits may be withheld until clearance is presented.

The retirement plan in government is administered by the GSIS, which provides the employee and his dependents with substantial financial benefits upon retirement, permanent disability, death or separation from ACPC. An employee becomes a member of the GSIS upon permanent or contractual employment with ACPC, for which the employee and ACPC share in the monthly contribution to the GSIS, which is deducted from the monthly pay as follows:

MONTHLY PAY	% OF MONTHLY COMPENSATION EMPLOYEE'S SHARE	% OF MONTHLY COMPENSATION EMPLOYER'S SHARE
SG-1 UP TO SG-29 P9,000 – P73,000	9%	12%

2. Retirement Option

An employee may choose to retire under any of these options:

a. Compulsory Retirement

An employee is automatically and compulsory retired from the service when he reaches the age 65 if he has at least fifteen (15) years or more of government service, provided the last three years of such service were continuous.

If the service is less than fifteen (15) years, the employee is required to continue working until the service requirement is fully satisfied or completed, or the law on portability may apply.

b. Optional Retirement

Under this plan, the employee may elect optional retirement. Regardless of age, an employee may opt to retire after rendering thirty (30) years of service. Still another option is retirement after at least twenty (20) years of service regardless of age (R.A. 1616).

Under Presidential Decree No. 1146, employees who entered the government service after May 31, 1977 who are at least sixty (60) years of age, and with at least fifteen (15) years of service, is entitled to the old-age pension benefit upon separation from service.

All retirement insurance benefits may be in the form of annual or monthly pension for life, payable to the member and transferable to the beneficiary upon the member's death pursuant to RA 660 and PD 1146, or a gratuity benefit equivalent to one month salary (highest rate received), for every one year of service for the first twenty (20) years and one and one-half (1½) months salary for every year in excess of thirty (30) years of service which is payable in lump sum to the member by the last employer, plus the refund of the retirement contribution, personal share with interest, government share without interest under RA 1616, which are payable by GSIS.

Republic Act 8291 or the Government Service Insurance System Act of 1997 coverage under this new law, membership is compulsory for all government employees:

- appointive or elective;
- whether temporary, casual, permanent or contractual with employee-employer relationship;
- who are receiving basic pay or salary but not per diems, honoraria or allowances; and
- who have reached the compulsory retirement age of 65 years.

Except for non-permanent employees who were in the service as of the effectivity of this Act, membership in the GSIS shall take effect upon the employee's assumption to duty pursuant to a valid appointment or election and oath of office.

Membership in the GSIS for non-permanent employees who were in the service as of the effectivity of this Act shall take effect on June 24, 1997.

Benefits

Benefits under R.A. 8291 can be availed of by an eligible member in the event of the following contingency occurring on or after June 24, 1997:

- retirement
- separation
- unemployment
- disability
 - permanent total
 - permanent partial
 - temporary total
- survivorship
- death (life insurance and funeral)

Unemployment Benefit

This benefit will be payable to eligible members or permanent employees involuntarily separated from the service due to reorganization, merger or privatization as a result of the abolition of his office or position usually resulting from reorganization.

To be eligible for this benefit a permanent employee should have paid the twelve (12) monthly integrated contributions stipulated in R.A. 8291.

Unemployment benefits are in the form of monthly cash payments equivalent to 50% of the average monthly compensation (AMC). The duration of the benefit depends on the length of service and ranges from 2 months to a maximum of 6 months. It shall be paid in accordance with the following schedule:

- | | | |
|---|---|----------|
| ➤ 1 year but less than 3 years | - | 2 months |
| ➤ 3 or more years but less than 6 years | - | 3 months |
| ➤ 6 or more years but less than 9 years | - | 4 months |
| ➤ 9 or more years but less than 11 years | - | 5 months |
| ➤ 11 or more years but less than 15 years | - | 6 months |

Separation Benefit

A cash payment of 18 times the Basic Monthly Pension (BMP) at time of separation and a life pension to start at age 60 will be given to those who separate from the service with at least 15 years service and are below 60 years of age. Under P.D. No. 1146, the old law, the separated member will have to wait until he is 60 years of age to receive any separation benefit.

There are two types of separation benefits and eligibility requirements:

- 1) A member who has rendered at least 3 years but less than 15 years of service is eligible for separation benefit in the form of a cash payment equivalent to 100% of the Average Monthly Compensation for every year

of service payable upon reaching age 60 or upon separation, whichever comes later, if he is not receiving a monthly pension benefit from permanent total disability.

- 2) A member who has rendered at least 15 years service and who is below 60 years of age at time of resignation or separation is eligible for separation benefit in the form of a cash payment equivalent to 18 times the Basic Monthly Pension payable at time of separation plus the basic monthly pension for life starting at age 60.

Retirement

A member is eligible for retirement benefit when he has satisfied all the following conditions:

- He/she has rendered at least 15 years of service;
- He/she is at least 60 years of age at time of retirement; and
- He/she is not receiving a monthly pension benefit from permanent total disability

Under the new law, a retiree has two (2) options:

- 1) The 5-year lump sum (60 x Basic Monthly Pension) plus the basic monthly pension for life starting at the end of the 5-year guaranteed period; or
- 2) The cash payment (18 x Basic Monthly Pension) plus the basic monthly pension for life starting immediately upon retirement.

Chapter XV

ACPC COMMITTEES

1. **EXECUTIVE COMMITTEE (ExeCom)** – shall be responsible for:
 - Recommend policy directions of ACPC for approval of the ACPC Governing Council;
 - Recommend to the ACPC Governing Council the approval of the Operational Guidelines of the Agency;
 - Recommend to the ACPC Governing council credit policies and major programs/projects of ACPC;
 - Advise the ACPC Governing Council on matters ranging from strategy, planning, policy and on other matters requiring the action of the Execom,
 - Oversee policy development and implementation of programs/projects and
 - Provide executive oversight on issued related to the implementation of programs and projects and recommend necessary activities/measures to address such constraints and issued to the ACPC Governing Council.

2. **MANAGEMENT COMMITTEE (ManCom)** – shall be responsible for:
 - Develop and submit to ACPC Operations Guidelines of the Agency:
 - Develop and review strategic and operational plans and budget of respective units/divisions;
 - Monitor the implementation of Agency plans and revise as appropriate;
 - Develop programs/projects of ACPC in accordance with DA and supervise priorities and monitor the implementation of the same
 - Develop and/or review regularly and recommend updates on policies/procedures and actions on matters concerning the Agency
 - Provide guidance to the ACPC ExecCom regarding the policies and programs;
 - Act as sounding board for staff ideas;
 - Provide staff support and development.

3. **PERSONNEL SELECTION BOARD (PSB)** –shall be responsible for:
 - Formulate the criteria for the evaluation of candidates for hiring/promotion in the agency;
 - Evaluate the qualifications of applicants vis-à-vis the minimum qualification standards and other criteria that may be set by the Board;
 - Assist the appointing authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Merit Selection Plan (MSP)
 - In assisting the appointing authority in the exercise of his/her wide latitude of discretion, the PSB shall:
 - a) Follow strictly the process on the selection of employees for appointment in the government service;
 - b) Submit a comprehensive evaluation report of candidate screened for appointment to specific positions to be filled. The evaluation report should

include observations and comments on the candidate competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates preference of assignment should be mentioned in the report.

- c) Comply with the policy on the three (3) salary grade limitation on promotion. This policy is intended to minimize possible abuse of discretion in the appointment and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3 salary grade limitation shall apply to promotion and not to transfer, reemployment, re appointment and reclassification/upgrading, including appointment from non-career service positions to career service positions and vice versa.
- d) Check the approved agency Systems of Ranking Positions (SRP) in identifying the next in rank positions to be considered in filling a vacant positions.
- e) Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written requests and for inspection and audit by the CSC. If necessary
- f) Through the HRM Unit make accessible the following information or documents upon written request.
 - Screening procedure and criteria for selection, and its amendments;
 - Policies relative to personal actions. Including the gender and development dimensions of the Merit Selection Plan;
 - Approved agency MSP;
- g) Notify all applicants assessed by the PSB of their individual rating on the basis of education, training, experience, eligibility, interview as well as the outcome of the evaluation of the PSB
- h) Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority

4. STAFF DEVELOPMENT COMMITTEE – shall be responsible for

- Screen training programs/courses if applicable to the office/staff
- Classify the training courses in accordance to the following major categories:
 - a) Academic Studies (Long term)
 - b) Operational Training (Short term)
 - c) Specialized Courses
- Evaluate the staff nominated in particular course based on the queuing system
- Prepare initial recommendation to the Executive Director of the chosen nominee candidate for her notation/approval
- Prepare recommendation to the sponsoring agency

5. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

- Prescribe, subject to the approval of the Executive Director the procedure in evaluating employee suggestions, inventions or accomplishments;
- Receive, review and process suggestions and nominations
- Recommend the appropriate monetary award to the employee for his/her idea or suggestion subject to the criteria established by DA Department Order No. 2 series of 2001
- Perform such other related functions which maybe necessary.

6. EDITORIAL COMMITTEE

- Set the policies which shall govern the criteria and process for approving research studies and similar articles written by staff for possible publication
- Evaluate and assess the relevance of the studies and articles submitted by the staff for possible publication
- Scheduling of studies and articles to be published
- Edit the technical contents of the studies and articles to be published; and
- Suggest to the publication in charge ways and means on further improving the publication.

7. SPORTS COMMITTEE

- Identify fund sources and recommend kind of sports activity (ies) wherein majority of ACPC can participate;
- Arrange and select venue for the conduct of sports activity
- Form group/teams of participating staff members
- Classify awards to be given to the winning players/teams
- Formulate rules and guidelines in the conduct of such activity ; and
- Prepare estimated expenses to be incurred in accordance with the current years'budget for cultural and sports activity.

8. GRIEVANCE COMMITTEE

- In addition to finding the best way to address specific grievance, the Committee shall have the following responsibilities:
 - a) Establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties
 - b) Develop and implement pro-active measures or activities to prevent grievance such as employee assembly which shall be conducted at least onnce every quarter counseling and other HRD interventions. Minutes of the proceeding of these activities shall be documented for audit purposes.
 - c) Conduct continuing information drive on Grievance Machinery among officials and employees in collaboration with HRM Unit
 - d) Conduct dialogue between and among the parties involved
 - e) Conduct an investigation and hearing within (10) days from receipt of the grievance and render a decision within five (5) working days after the investigation

- f) Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved.
- g) Issue certification on the Final Action on the Grievance which shall contain among other things
- h) Issue certification on the final action on the Grievance which shall contain among other things the following information; history and final action taken by the agency on the grievance and
- i) Submit a quarterly report of its accomplishments and status of unresolved grievance to the Civil Service Commission or Regional Office Concerned.

9. STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE

- Facilitate conduct of briefing on the new SALN Form;
- Evaluate the SALN Form submitted to determine whether it was submitted on time, accomplished completely and in proper form;
- Submit annually to the Civil Service Commission (CSC) accomplished SALN of all officers and staff every 30th of June

10. SENIOR CITIZEN'S AND DIFFERENTLY-ABLE PERSON COMMITTEE

- Prepare/formulate programs/projects to address the concerns of all senior citizens and differently-able person to give them support in the improvement of their total well-being;
- Motivate and encourage them to contribute to nation building, promote a rising standard of living and an improved quality of life.

11. GENDER AND DEVELOPMENT COMMITTEE

- Attends inter agency meeting concerning GAD activities of the Department of Agriculture and other concerned agencies
- Submits reports pertaining to Gender and Development as required by the DA, COA and other government agencies
- Conducts gender responsive programs, projects and activities in accordance with the DA-Gender and Development Focal System

EFFECTIVITY

The foregoing rules and regulations shall take effect upon approval by the Executive Director. All existing office policies, rules and regulations, office orders, circulars and memoranda, etc., which are not inconsistent herewith, shall continue to remain in full force and effect.



JOVITA M. CORPUZ

Executive Director

