




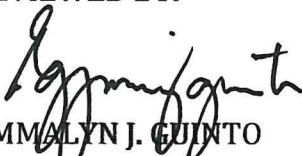
AGRICULTURAL CREDIT POLICY COUNCIL

ADMINISTRATIVE DIVISION MANUAL OF OPERATIONS

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INTRODUCTION

Administrative, Financial and Management Staff

The Administrative, Financial and Management Staff or AFMS is in charge of 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 namely Administrative Division and Financial and Management Division.

The ACPC Administrative Division is in charge of the identification, formulation/design, and implementation of policies, procedures, guidelines and innovative practices on human resource, procurement, motorpool, mailing and supplies management.

I. Human Resource Management Section:

A. Human Resource Management

- a. Recruitment and Promotion
- b. Attendance and tardiness monitoring/recording
- c. Administration of the Human Resource Information System (HRIS)
- d. Records keeping and document tracking

B. Human Resource Development

- a. Employee development and training
- b. Employee engagement including implementation of Program on Awards and Incentives for Service Excellence (PRAISE)
- c. Administration of personnel salaries and other benefits
- d. Performance Management
- e. Implementation of corporate social responsibility activities
- f. Monitoring and implementation of ISO 9001:2015 and other admin-related National Government guidelines and policies

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II. General Services Section

- A. Procurement Management
 - a. Procurement Planning
 - b. Preparation of Project Procurement Management Plans (PPMP)
 - c. Preparation of Annual Procurement Plan (APP)
- B. Implementation of the Projects, Activities, Programs (PAPs)
 - a. Mode of Procurement
 - a.1. Compleitive Bidding
 - a.2. Procurement through Alternative Modes
 - a.3. Procurement of Water, Electricity, Telecommunications and Internet Service Providers
 - a.4. Purchase through PS-DBM
- C. Supply and Property Management
 - a. Inspection and Acceptance
 - b. Requisition and Utilization
 - c. Accountability and Custodianship
 - d. Disposal of unserviceable properties
- D. Messengerial, Correspondence and Records Management
- E. Motorpool Management
 - a. Provision of transportation assistance during official land travels or attendance to necessary trainings, seminars or meetings
 - b. Vehicle maintenance
- F. Maintenance and Facilities Management

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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 Management Section (HRMS) 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 position.
- Personal integrity and high standards of moral values benefiting those entrusted with public responsibility and trust; and
- Potential to succeed in their jobs and grow with the organization.

A. PERSONNEL ACTION

Any action denoting the movement or progress of personnel in the civil service constitutes personnel action. All personnel actions 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.

- 1. Permanent Appointment-** A permanent appointment shall be issued to a person who meets all the requirements of the position to which he is being appointed, including the appropriate eligibility prescribed, in accordance with the provision of laws, rules and standards in pursuance thereof.
- 2. Temporary Appointment-** A temporary appointment shall be issued to a person who meets all the requirements of the position to which he is being appointed except the appropriate civil service eligibility and such shall not exceed twelve months, or maybe renewed if there is no qualified appointee or the appointee maybe replaced sooner if a qualified eligible becomes available.
- 3. Promotion-** Promotion is a movement from one position to another with an increase in duties and responsibilities and accompanied by an increase in pay. The movement may be from one organizational unit to another in the same department or agency.
- 4. Transfer-** A transfer is a movement from one position to another which is of equivalent rank, level or salary without break in service involving the same issuance of an appointment. Transfer maybe from one department or agency to another or from one organizational unit to another in the same department or agency.

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5. **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 thereof, may be reinstated to a position in the same level for which he is qualified.
6. **Reemployment-** Persons who have been appointed permanently to positions in the career service and who have been separated as a result of reduction in force or reorganization shall be entered in the list from which selection from re-employment shall be made.
7. **Detail-** A detail is a movement of an employee from one agency to another without the issuance of an appointment and shall be allowed for a period of one (1) year and extension thereof maybe allowed for justifiable reason/s.
8. **Reassignment-** An employee may be reassigned from one organizational unit to another in the same agency provides that such reassignment shall not involve a reduction in rank status or salary.
9. **Secondment-** Secondment is a movement of an employee from one department or agency to another which is temporary in nature and which does not require the issuance of an appointment but may either involve reduction or increase in compensation. Secondment shall be covered by a written agreement of the mother agency and the receiving agency and concurred by the employee concerned. Payment of salaries of seconded employee shall be borne by the seconding agency. The seconded employee shall be on leave without pay in his mother agency. The position of the seconded employee shall not be filled up by his mother agency. Secondment shall be subject to the approval of the Civil Service Commission.
10. **Demotion-** Demotion is the movement from one position to another involving the issuance of an appointment with diminution in duties and responsibilities, status or rank which may or may not involve reduction in salary. Written consent of the appointee is required.
11. **Separation-** Separation is a voluntary or involuntary termination of employment.

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B. RECRUITMENT

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

Whenever possible, vacancies in the plantilla are filled by promoting qualified employees within ACPC or seeking the transfer of competent and qualified personnel from other government agencies. Recruitment, selection and promotion are accordance with the policies set forth in the Merit System Promotion Plan as approved by the Civil Service Commission required under the provision of CSC Memorandum Circular No. 24 series of 2017.

1. MERIT SELECTION AND PROMOTION PLAN

Appointment to regular positions whether permanent, temporary, original, promotion is made in accordance with **ACPC Merit Selection and Promotion Plan** and the pertinent provisions of the Civil Service laws and rules. Job order/Contract of Service personnel is not covered by these policies, but they are covered by COA Rules and Regulations. You may look at the annex portion of the Admin Manual for a copy of the Merit Selection and Promotion Plan.

2. HIRING OF CONTRACT OF SERVICE PERSONNEL

In compliance with the Joint DBM-COA-CSC Circular No.1 series of 2017, hiring of Contract of Service personnel shall be for reasons of exigency, such as the need to augment the operating unit's workplace so as not to affect the performance or deliverable of the unit.

- Position to be requested must be in accordance with the mandate/function of each office.
- Engagement of services of individuals through the institutional Contract of Service.
- Provider should not exceed fifty (50) percent of ACPC's authorized positions. However, if in the exigency of the service requires more COS personnel due to the limited number of unauthorized positions, justification should be made by the Executive Director and approved by the Head of the Department.
- Engagement services of Consultants and its compensation shall be subject to the pertinent provision of the IRR of R.A 9184 and auditing and regulations.
- The Terms of Reference (TOR) for each position shall be prepared by ACPC-HRMS.

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- Request for hiring of COS, JO's. Consultants must have an approved budget and must be included in the Annual Procurement Plan (APP) of ACPC.

SELECTION PROCESS

Prior to the facilitation of filling in of vacancies, Division Chiefs must submit a Personnel Requisition Form (PRF) requesting for (1) additional COS personnel or (2) replacement of COS personnel due to transfer, promotion, resignation or non-renewal of contract. The creation of new COS positions will be strictly upon the approval of the Executive Director and the endorsement of Finance Head and OIC Admin.

1. Personnel Requisition Form (PRF)– for Divisions/Directorates requesting for additional COS personnel

- 1.1 The Division Chief (DC) of the concerned unit shall fill out the required information in the *Personnel Requisition Form (PRF)*.
- 1.2 The DC needs to justify the additional manpower complement, the detailed Terms of Reference and the budgetary requirement for the position.
- 1.3 The PRF shall be signed by the concerned Director and endorsed by the: a) Finance Head who will authorize the additional position based on the availability of funds, and b) OIC-Admin who will, in turn, authorize said additional COS based on the number of COS positions and salary grades approved by the DBM.
- 1.4 The Executive Director shall approve or disapprove the request based on the justifications and other details.
- 1.5 If approved, the Human Resource Management Section (HRMS) shall proceed with the posting of said position in the Notice of Vacancies. If disapproved, the HRMS shall notify the concerned DC

2. Posting of Notice of Vacancies

- Notice of Vacancies are published/ posted in the ACPC website even reach out to universities, professional groups and through mass media. Other ways of recruitment include walk-in and write in applicants, personnel files and advertising. A pool of applicants shall be gathered.

3. Review of CVs and other credentials of Job Applicants by HRMS

- Human Resource Management Section (HRMS) reviews the applicants' qualifications (e.g. education and experience) based on CVs and other credentials submitted.
- Suggested Timeline: Within the 10 days of ad/announcement posting (i.e. as the CVs are submitted)

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4. **Short-listing of Job Applicants by HRMS based on qualifications per CVs and other credentials submitted**
 - Human Resource Management Section (HRMS) prepares a short-list of candidates who are qualified based on CVs and other credentials submitted.
 - Suggested Timeline: One (1) day after the required 10-day posting period
5. **Initial interview of the Job Applicants by concerned senior staff and officers (i.e., unit Chief, Director, Deputy Executive Director)**
 - Human Resource Management Section (HRMS) coordinates the scheduling of interviews by the concerned officers with the applicants.
 - Concerned senior staff and officers (i.e., unit Chief, Director, Deputy Executive Director) conduct interview of the applicants.
 - The interviewer will score the applicant using the Interview Assessment Form (see attached copy of ACPC PSB Form No. 3)
 - Suggested Timeline: Within a period of 1-2 weeks (but also depending on availability of the concerned officers)
6. **Concerned Director/Division Chief recommends to Human Resource Management Section (HRMS) which of the Job Applicant/s are cleared to take the standard tests administered to Job Applicants**
 - Concerned Director/Division Chief recommends to Human Resource Management Section (HRMS), based on the initial interview/s, which of the applicant/s may proceed to the next step of taking the standard aptitude, personality and essay tests administered to job applicants.
 - Suggested Timeline: Immediately after the interview with the applicant by the concerned official/s (still within the same 1-2-week period)
7. **Human Resource Management Section (HRMS) administers standard tests given to Job Applicants**
 - Applicants take the standard aptitude, personality and essay examinations as administered by the Human Resource Management Section (HRMS).
 - HRMS shall endorse the essay test to the concerned Director/Division Chief for scoring.
 - The rating of the Essay test shall be in accordance with the ACPC Essay Writing Scale (see attached copy of ACPC Essay Writing Scale)
 - Suggested Timeline: Still within the same 1-week period

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8. Human Resource Management Section (HRMS) will conduct a background investigation of the Job Applicants

- Suggested Timeline: Still within the same 1-week period

9. Human Resource Management Section (HRMS) endorses the results of the recruitment and selection process to the concerned Director/Division Chief

- A summary report of the results of the process and examinations taken by the applicants is prepared by the Human Resource Management Section (HRMS) and endorsed to the Director/Division Chief of the concerned Division/Section.
- Suggested Timeline: Three (3) days after the examinations

10. Concerned Director/Division Chief selects the applicant to be hired and recommends to Executive Director

- Director/Division Chief will draft their recommendation for the successful applicant.

11. HRMS submits the results of the recruitment and selection process and the recommendation of the concerned Director/Division Chief to the Executive Director for approval

C. GUIDELINES ON PROMOTION

1. MERIT SELECTION AND 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 accomplishment, 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; and
- To provide a guide for the speedy and for fair adjudication of protests of employees regarding promotion.

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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 HRMS the names of the officials or employees who are qualified for promotion.

Recommended employees are evaluated by HRMS 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.

2. PROMOTION FOR COS PERSONNEL

The upgrade/promotion of personnel will be allowed only if there is a vacant position based on the approved internal organization structure per division and shall be strictly upon the approval of the Executive Director and the endorsement of Finance Head and OIC Admin.

For staff promotion/ salary upgrade requests, the following steps shall be followed:

1. The Division Chief of the concerned unit shall fill out the required information in the *Request for Promotion Form*. (RPF)
2. The DC needs to justify/present evidence the promotion of the personnel.
3. The DC shall likewise present the Terms of Reference (TOR) based on the upgraded position of the said personnel.
4. The HRMS shall indicate the following records of the personnel: a) performance, based on the Individual Performance Commitment Review; b), attendance, based on the Daily Attendance Record; c) submission of timekeeping requirements; and d) if the staff has any pending administrative case.

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5. The RPF shall be signed by the concerned Director and endorsed by the:
 - a) Finance Head who will authorize the upgrade/promotion of the personnel based on the availability of fund, and b) OIC-Admin who will, in turn, authorize said upgrade/promotion based on the number of COS positions and salary grades approved by the DBM.
6. The Executive Director shall approve or disapprove the request based on the justifications and other details.
7. If approved, the Human Resource Management Section (HRMS) shall prepare the contract of the said COS reflecting the upgrade/promotion. If disapproved, the HRMS shall notify the concerned DC.

Through the RPF, the following criteria will be evaluated, i.e., whether the staff:

- g. Has worked with ACPC for a minimum period of one (1) year;
- h. Has a performance rating of Very Satisfactory;
- i. Has no pending administrative case;
- j. Has a compliance rating of 80% and up on the submission of administrative requirements during the previous rating period.

No COS staff shall be promoted in two (2) consecutive semesters.

D. STRATEGIC PERFORMANCE MANAGEMENT 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 these strengths.

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

An employee who expresses dissatisfaction over the rating given to him by his supervisor may appeal through the duly established Grievance Machinery within fifteen (15) days after the receipt of a copy of the Performance Rating. Failure to file an appeal within the prescribed period shall be deemed a waiver of such right.

E. REQUIREMENTS UPON RETIREMENT/SEPARATION

Upon separation/retirement and any other modes of separation from the service, ACPC personnel, whether permanent, COS/JO's are required to secure clearance from work, money and property accountabilities within Thirty (30) days prior from the date of separation.

GROUND FOR TERMINATION OF CONTRACT FOR COS PERSONNEL

- a) Inability to report for work for a period of at least thirty (30) working days without valid/justifiable reason/s.
- b) Resignation, transfer, voluntary separation from service.
- c) Termination grounded upon finding that COS/Consultants have committed acts that seriously offend against standards of Conduct or performance such as:
 - Dishonesty
 - Neglect of duty
 - Oppression
 - Misconduct
 - Disgraceful and immoral conduct
 - Discourtesy in the course of official duties
 - Inefficiency and competence in the performance of official duties
 - Conviction of a crime involving moral turpitude
 - Soliciting or accepting directly or indirectly any gift, favor or anything of monetary value in the course of his official duties and committing acts punishable under the anti-graft laws.

The authority to terminate the Contracts rests in the Executive Director, Deputy Executive Director and concerned Directors as the case may be.

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F. EXIT INTERVIEW

ACPC personnel who are about to leave the agency shall be scheduled for an Exit Interview before their last day of employment. HRMS shall ask the personnel to answer the Exit Interview Form followed by the actual interview. This interview aims to gather honest feedback from the personnel as a way of identifying possible major improvements the agency can implement.

Results of the Exit Interviews shall be consolidated and reported to the Top Management.

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CHAPTER II

WORKING HOURS AND ATTENDANCE

In compliance with the Civil Service Commission Resolution No. 2200209 dated 18 May 2022 entitled "Policies on Flexible Work Arrangements in the Government", the following work arrangement is hereby adopted at the Agricultural Credit Policy Council Head Office:

A. Hybrid Work Schedule (Combination of Flexitime, Skeleton Workforce/onsite, Work-from Home/offsite)

ACPC personnel shall report physically to the office for 3 days and shall be on a work-from-home work arrangement for the remaining 2 days.

The specific work schedules of all personnel, i.e., specific days when they are to report onsite or offsite, shall be approved bi-annually (every renewal of contract for COS personnel) taking into consideration the recommendations of the concerned supervisors.

The approved offsite work schedule is without prejudice to the authority of the Executive Director, the director/division chief to require an employee (despite being on offsite work schedule for the day) to report onsite when necessary to ascertain the timely completion of an assignment or to attend to an official activity.

To ensure the uninterrupted delivery of public service, at least 50% staff of the department/office must be reporting onsite.

Flexitime shall remain to be in effect for those reporting onsite. Accordingly, personnel are allowed to clock-in anytime between 7:00 AM and 10:00 AM, and to clock-out anytime between 4:00 PM and 7:00 PM, provided that they render no less than eight (8) hours of work per day, exclusive of one (1) hour lunch break.

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	ALTERNATIVE WORK ARRANGEMENT
<p>Other personnel</p> <p>Skeleton Workforce Total Head Count per day</p> <p>OED (including ED & DED) – 3</p> <p>CPAD including DC – 4</p> <p>ADMIN-GSS – 3</p> <p>ADMIN -HRMS – 3</p> <p>FMD including Dir. & DC– 5</p> <p>FRD including DC– 4</p> <p>ADD – 2</p> <p>MD including Dir & DC– 5</p> <p>ISMD including DC– 4</p> <p>PLANNING including DC & Dir – 3</p> <p>ACD including DC– 4</p> <p>AD including DC - 5</p> <p>PDD including Dir & DCs– 14</p>	<p><i>Hybrid Work Schedule - Combination of Flexitime, Skeleton Workforce/onsite and Work from Home/offsite</i></p> <p>ACPC personnel shall report physically to the office for 3 days and shall be on a work-from-home work arrangement for the remaining 2 days.</p> <p>To ensure the uninterrupted delivery of public service, at least 50% staff of the department/office must be reporting onsite.</p>
Drivers	<p>Compressed Workweek – Forty-hour (40) workweek shall be compressed to four (4) days. Drivers shall be divided into 2 teams – 1 team shall not be required to report to office on Mondays and the other on Fridays.</p>
Messengers	<p>Flexitime - Personnel are allowed to clock-in anytime between 7:00 AM and 10:00 AM, and to clock-out anytime between 4:00 PM and 7:00 PM, provided that they render no less than eight (8) hours of work per day, exclusive of one (1) hour lunch break.</p>

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B. General Requirements for Alternative Work Arrangements

To facilitate the implementation of the Alternative Work Arrangements, ACPC personnel must comply with the following:

1. On Communication:

- All Directors, Division Chiefs and staff are required to open their communication lines at all times. In the same manner, all staff should be reached at any given time by their respective Directors and/or Division Chiefs.

2. On Data Management and Videoconferencing:

- ACPC personnel must abide by the Republic Act 10173 or the Data Privacy Act of 2012 in handling confidential agency information.
- Arrangements to access data from the personal computers of staff should be coursed through the Information System Management Division (ISMD).
- The use of videoconferencing/teleconferencing shall be adopted in conducting meetings/ assemblies and other official activities, whenever applicable

3. On Timekeeping

- Personnel shall render at least eight (8) hours of service within the day exclusive of a one-hour lunch break and not less than a total of forty (40) hours a week for five (5) days a week. Any employee who renders services for less than the mentioned duration shall be considered undertime.
- Any reporting time of an employee earlier than 7:00 am shall not be counted in determining the number of hours he/she rendered services. On the other hand, if the reporting time of an employee is 10:01 am or later, he/she shall automatically be considered tardy. No grace period shall be applied.
- Schedule of reporting to office shall be fixed subject to mutually agreed arrangements between the superiors and personnel. Swapping of schedules of reporting to office is not allowed.
- Personnel who are part of the Skeleton Workforce are required to use the biometrics at the start and end of their work schedule. Those who are working from home should time in/out using the Human Resource Information System (HRIS). Failure to Time in and out would mean half-day work.
- DTR Correction Form shall no longer be used. Those who do not have stable internet connection at home should report to the office instead.
- The heads of divisions, services, offices, or units must ensure that the public is assured of the continuous services of the agency from 8:00 am to 5:00 pm. To ensure that the "NO NOON BREAK POLICY" for government offices is observed, each unit shall ensure that there is at least one staff member available in their respective units at all times.

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- Break time is allotted fifteen (15) minutes each for mid-morning and mid-afternoon snacks, from 10:00 A.M to 10:15 A.M and 3:00 P.M to 3:15 P.M., lunch is from 12:00 NOON to 1:00 P.M.
- Compensatory service shall not be allowed for all Contract of Service Personnel.

4. On Official Travels

- Offsetting of Work-from-Home schedule after being on travel is not allowed.
- Personnel on official travel are not required to log in/out in the HRIS provided that they secured a Travel Order/ Pass Slip.

5. On the submission of Accomplishment Report

ACPC Personnel shall still comply with the revised deadlines on the submission of timekeeping documents as stated in the memo dated February 14, 2022. All forms should be signed by the signatories (ACPC Personnel, Division Chiefs and Directors) before forwarding the final copy to the HRMS.

ATTENDANCE CUT OFF/ PAYOUT	DOCUMENTARY REQUIREMENT	BATCH	DEADLINE OF SUBMISSION
Attendance Coverage: 1 st to 15 th day of the month Payout Schedule* 1 st Batch: On or before 20 th day of the month 2 nd Batch: On or before 25 th day of the month	Daily Time Record (for Focal Personnel) * Focal personnel are required to time in and out using the HRIS.	1 st Batch	Every 16 th day of the month
		2 nd Batch	Every 21 st day of the month
	1. Signed DTRs generated via HRIS (COS Personnel) 2. Division Accomplishment Report (Permanent and COS)	1 st Batch	Every 17 th of the month
		2 nd Batch	Every 22 nd day of the month

* Depending on the submission of complete documentary requirements

Attendance Coverage: 16 th to last day of the month Payout Schedule* 1 st Batch: On or before 5 th day of the following month 2 nd Batch: On or before 10 th day of the following month	Daily Time Record (for Focal Personnel) * Focal personnel are required to time in and out using the HRIS.	1 st Batch	Every 1 st day of the succeeding month
		2 nd Batch	Every 6 th day of the succeeding month
	1. Signed DTRs generated via HRIS (COS Personnel) 2. Division Accomplishment Report (Permanent and COS)	1 st Batch	Every 2 nd day of the succeeding month
		2 nd Batch	Every 7 th day of the succeeding month

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Personnel who will not be able to submit the required documents after the deadlines specified for the 2nd batch of processing shall have their fees credited on the schedule of salary release for the succeeding cut off.

6. Suspension of Work during calamities

Except as provided for by law or appropriate proclamation, the Executive Director shall, in the exercise of management prerogative, suspend work to ensure the safety and health of their employees during natural or man-made calamity.

All ACPC personnel to be responsible in the exercise of the flexibility provided to them under the hybrid work arrangement, most especially in ensuring that services to all stakeholders, ongoing projects, pending deliverables, and other work commitments are provided, implemented, submitted, and duly complied with in a timely and efficient manner.

C. TARDINESS ABSENTEEISM AND LEAVE OF ABSENCE

The time entries in the DTR and HRIS shall be the bases for determining whether a staff was tardy for work and/or went on undertime on any given day. Notice of Tardiness Slip is given to ACPC personnel who incurred more than 10 times of tardiness per month for at least two (2) months in a semester or at least (2) consecutive months in a year in accordance to the Civil Service Commission (CSC) rule on habitual tardiness.

The penalties for habitual tardiness are as follows:

- 1st offense: Reprimand
- 2nd offense: Suspension for (1) to thirty (30) days
- 3rd offense: Dismissal

In cases where the time logging machine malfunctions, the basis of the employees' in/out shall be the logbook daily maintained by the guard-on-duty.

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D. PROCEDURES ON TIMEKEEPING DOCUMENTS

Daily Time Record (DTR)

- The Human Resource Management Section (HRMS) distributes the DTRs to all staff to give opportunity to review and check if there are any necessary corrections. The distributed DTRs should be re-submitted by the staff to HRMS within 1-2 days after distribution. Please note that any delayed re-submission of a DTR corresponds to a delayed processing of the entire payroll which will affect everyone else.
- Upon re-submission to HRMS, DTRs should already be duly signed (by the personnel and their superior). HRMS will not accept and process unsigned or incompletely signed DTRs.

Travel Order (TO)

- All staff requesting to be transported by ACPC vehicles to official travel destinations outside of NCR should ensure that the ACPC driver assigned is also included/properly documented in their T.O. (as a consideration to the driver in order that he will not be automatically marked absent by HRMS during the period that he was not recorded by the office biometrics attendance system).
- The Motorpool Supervisor shall also submit to HRMS a weekly summary report of ACPC drivers' official travel assignments (outside of NCR) during the previous week for validation purposes.
- Should there be change/s in any of the details indicated in a T.O., concerned staff should immediately: a) revise the T.O. accordingly to reflect such change/s and have it signed by the immediate supervisor/director; and b) inform HRMS of the change/s for proper recording.

Pass Slip

- The revised Pass Slip is divided into two (2) parts namely activities under a) Official Business Transactions and b) Personal Matters. Day/s or hour/s spent outside the office doing one of the official business transactions as listed in the form shall be paid provided that the required documents are attached. On the other hand, submission of pass slip indicating reasons concerning personal matters shall not be paid for Contract of Service personnel and shall be deducted to the leave credits of permanent employees.
- Recommending approval shall come from the Immediate Superior or Director of the employee while the final approval/disapproval shall be given by the Officer-in-Charge of the Administrative Division.

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- Two (2) copies of the Pass Slip shall be prepared. The first copy shall be given to the guard on duty **BEFORE** attending to any official business outside of the office. The guard shall affix his signature on both copies of the PLS and shall then forward all collected Pass Slip/s to the Human Resource Management Section (HRMS) early morning of the following day.
- The second copy of the Pass Slip shall be kept by the ACPC personnel. Borrowing of Pass Slip in the HRMS for attachment in reimbursement forms, validation of records and reports and other purposes is strictly not allowed.
- Submissions of Pass Slip/s without the proper supporting document/s will not be accepted and processed by HRMS. Personnel who fail to submit a Pass Slip to HRMS within three (3) days after the date of the official business will automatically be marked ABSENT/UNDERTIME.
- For personnel directly going to field work, copies of the PLS shall be submitted to the guard on duty a day before their scheduled field work.

A. APPLICATION FOR LEAVE

Pursuant to the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292), ACPC adopts the following measures on Leave Procedures and Administration.

Procedures in the Filing, Processing and Approval of Leave Applications

1. Permanent employees are required to file leave applications using CSC Form No. 6 which should be fully accomplished whenever they go on leave of absence. Contract of Service (COS personnel) shall use the Pass Slip in lieu of the mentioned form.
2. In using CSC Form No. 6, the supervisor recommends the approval or disapproval of the application. The authorized official approves the application following the rules on delineation of functions/ delegation of authority. The HRMS processes the application, including certification as to leave balances for permanent employees.

Leave Administration

- Employees who render work during the prescribe hours are entitled to 15 days vacation leave and 15 days sick leave credits annually or 1.25 days vacation and sick leave credits monthly, with full pay.
- Application for leave of absence except for emergency sick leave shall be filed in advance, whenever possible, five (5) days before the effectivity of leave.
- Application for sick leave shall be filed upon return to work. If filed in advance, or exceeding five (5) days, it shall be accompanied by a medical certificate.

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- Approved sick leave submitted to HRMS later than the 6th working day after the leave of absence shall be deducted from the employee's salary.
- Application for leave for thirty (30) calendar days or more shall be accompanied by an Office Clearance from money and property accountabilities.
- Employees who are absent without approved leave shall not be entitled to receive their salary corresponding to the period of their unauthorized leave of absence.
- Employees who are continuously absent without approved leave for at least thirty (30) working days shall be considered AWOL and shall be separated from the service or dropped from the rolls without prior notice.
They shall, however, be informed at their last known address appearing on their 201 files of their separation from the service, not later than five (5) days from its effectivity.
- If the number of unauthorized absences is less than thirty (30) days, a written Return-to-Work Order shall be served to them at their last known written address on the record.
Failure on their part to report to work within the period stated in the Order shall be a valid ground for dropping them from the rolls.

In case of emergency or unscheduled absences, the staff concerned must, as soon as possible notify his/her immediate supervisor through telephone, e-mail or any means of communication of his/her inability to work. Upon return to work, the concerned staff should submit the proof of evidence to establish validity of the absence.

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.

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The availment 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 is demand.

Monetization of Leave Credits

Permanent 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 of vacation credits a year. This means that the employee may be paid the monetary value of his accumulated vacation leave credit 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 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).

Accumulated Leave Credits

Vacation and sick leave credits are cumulative and may be earned over the succeeding year in over the succeeding year. In the 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.

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.

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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.

B. Overtime Service

The rendition of overtime services shall be authorized by the Executive Director, Deputy Executive Director or any of the Directors 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:

- Cause financial loss to government or its instrumentalities
- Embarrass government due to its inability to meet its commitment
- Negate the purpose for which the work or activity was conceived.

As a general rule, payment of overtime services shall be in accordance with the guidelines under the CSC-DBM Joint Circular No. 2, S. 2004 and No. 2 A, S. 2005 respectively.

For overtime work, a fully accomplished Justification for Overtime Request form signed by the immediate superior of the employee shall be submitted to HRMS at least a day before – not after – the day when the requested overtime will be performed. Overtime requests processed after the performance of any “overtime work” shall be disallowed.

C. Compensatory Time-Off (CTO)

In lieu of overtime pay, the Management may opt for Compensatory Time-Off for services rendered beyond working hours. Availing this non-monetary benefit excuses the employee from reporting for work with full pay and benefits. Duly signed Compensatory Overtime Credit form with supporting documents such as Justification for Overtime Request and, if applicable, Travel Order during the conduct of overtime work shall be submitted to the HRMS at least 5 days before the availment of CTO.

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Supervisors shall exercise prudent judgment in approving or recommending requests for overtime. In all instances, the supervisor concerned shall certify that the work project to be accomplished cannot be normally performed or completed during regular working hours.

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CHAPTER III COMPENSATION AND BENEFITS

A. SALARY AND COMPENSATION

The basic pay of each employee corresponds to the first step in the salary grade based on the salary schedule provided for in RA 6758 (Salary Standardization Law)

B. SALARY ADMINISTRATION FOR COS PERSONNEL

The Contract of Service between ACPC and its Consultants/COS/JO's shall provide for the fact that there is no employer-employee relationship by and between ACPC and its hired COS.

ACPC's COS personnel are time-based and are thus entitled to receive:

- a) Salaries/compensation in accordance with the approved compensation scheme set forth by the Head of the Department.
- b) Authorized traveling allowance for official travel.

Payment of salaries shall be made in two (2) tranches-the first installment to cover the fifteen (15) days of the month and the second tranche to cover the remaining days thereof. Such payments shall be made within reasonable time from the end of each of the said payment periods and if possible, not to exceed three (3) days after processing thereof.

The following deductions shall be made against COS personnel:

- a) Applicable withholding taxes – the amount to be deducted shall be based on appropriate rates as per applicable internal revenue (BIR) laws, rules and regulations.
- b) Monetary equivalent of lost time work due to absences, tardiness and under time.
- c) Overpayments including payments disallowed by COA.

C. PAYDAYS OF PERMANENT EMPLOYEES

Salaries of ACPC's permanent employees are released on the 7th, 15th, 22nd and at the end of the month. When a payday falls on a weekend or a legal holiday, payments are made a day before the weekend/holiday.

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D. BENEFITS

Permanent ACPC employees are entitled to the following benefits:

- a. RATA- granted to 3rd level officers
- b. Mid-year and Year-end Bonus
- c. Cash Gift of Php5,000.00
- d. PERA (Personnel Economic Relief Allowance) of Php2,000.00
- e. Uniform Allowance as provided under the Annual General Appropriations Act.
This can be granted in cash or kind.
- f. Length of Service Award

Benefits of COS and JO's are subject to the pronouncement/order from the Office of the President.

E. RETIREMENT/SEPARATION

Retirement/Separation from the service is made either upon the employees' voluntary choice or upon reaching the mandatory retirement age of 65. Employee who plans 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, and other modes of separation from the service, e.g. resignation, transfer must secure clearance from work, money and property accountabilities on the last working day. Salary and cash benefits maybe withheld until clearance is presented/submitted.

1. MODES OF RETIREMENT

An employee may choose to retire under any of the following options:

- a) Compulsory Retirement- An employee is automatically, and compulsory retired from the service upon reaching the age of 65, if he has at least fifteen (15) years or more of government service, provided the last three years of such service is continuous.
- b) Optional Retirement- An employee may opt to retire after rendering twenty (20) years of service, regardless of age.
- c) P.D 1146- Employees who entered the government service after May 31, 1997, who are at least sixty (60) years of age and with at least fifteen (15)

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years of service, is entitled to old-age pension benefit upon separation from the service.

- d) R.A 660- Lump sum payment for five (5) years and monthly pension for life starting at the end of the 5-years guaranteed period.

Under the new retirement law, a retiree has two options:

- G.** The 5-years lump sum payment and monthly pension for life starting at the end of the 5-years guaranteed period.
- H.** The cash payment equivalent to 18 months basic salary and monthly pension for life starting immediately upon retirement.

2. MODES OF SEPARATION

a) Voluntary Separation

- Resignation
- Transfer
- Retirement
- Filing of Certificate of Candidacy
- Abandonment of Office

b) Involuntary Separation

- Reorganization
- Reduction in force
- Expiration/termination of appointment or service contract
- Abolition of the Office or of the position
- Separation for Disciplinary reason
- Disability or Death
- Physical and mental unfitness
- Unsatisfactory or poor performance

Whether for cause or not, separation from the service entitles an employee from receiving benefits unless the term of separation provide otherwise.

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CHAPTER IV

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).

A. 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.

B. 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.

C. 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).

D. 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

E. 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.

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F. 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.

G. 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

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CHAPTER V

HUMAN RESOURCE DEVELOPMENT PROGRAM

I. RATIONALE

In line with the policy of the government that a continuing program of career and personnel development be established for all government employees at all levels, and as stated in ISO 9001:2015 clause 7.2 requiring organizations to determine the competency requirements for people performing work under its control, take any actions necessary to resolve any competency gaps and evaluate the effectiveness of the actions, the DA-Agricultural Credit Policy Council shall support the training and development needs of its personnel as the agency views them as asset or resource to be valued, developed, and utilized in the delivery of public service.

The guidelines outline the process and procedures on how employees of ACPC may be considered and supported by the agency (ACPC) to attend training, scholarship and other development activities in the country or abroad. The guidelines are anchored on the policies of the Civil Service Commission (CSC) and other relevant government rules and regulations and take into consideration the staff development needs of ACPC officers and staff based on the various mandates of the ACPC being performed through its different units – i.e., development of credit programs/innovative financing schemes for marginalized farmers, fisherfolk, and their households; implementation of the Agro-Industry Modernization Credit and Financing Program (AMCFP); loan collection and asset disposition; policy/action research; monitoring and evaluation of agricultural credit and financing programs; institutional capacity building for organizations and institutions engaged in agricultural credit delivery; information systems management; and accreditation of bonds and non-bank financial institutions for banks' alternative compliance under the Agri-Agra Reform Credit Act.

II. OBJECTIVES

The objectives of the guidelines for ACPC staff development activities are to:

- a. Promote professional growth and personal development of all ACPC employees;
- b. Promote equitable opportunities for professional growth and personal development among all ACPC employees;
- c. Prepare the employee for greater responsibilities, to create a better fit between his capabilities and the job requirements; and to maximize the use of skills and abilities; and,
- d. Improve the supervisory and managerial competence at all levels of job responsibilities.

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III. FUNDING

Funding for ACPC staff development activities shall come from the Agency allocation for staff development from the General Appropriations Act (GAA) and from other sources such as the ACPC Supplemental Budget. The ACPC Human Resource Management Section (HRMS) shall propose an annual budget allocation for this purpose for inclusion in the Agency's proposed budget.

Government officials and employees may be authorized to participate in conventions, seminars, conferences, and other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the government. The registration or participation fee, shall not exceed two thousand (2,000 pesos) per day for each participant. (National Budget Circular No. 563 dated April 22, 2016, items 3.1 and 3.2)

Each permanent employee will have a budget that the HRMO can use as reference on the maximum limit of training fees to be spent for that specific personnel. Number of individual trainings per year depends on the budget allotted per permanent employee.

IV. SCOPE AND COVERAGE

The ACPC Human Resource Development Program covers ACPC officers and rank and file employees who pass the eligibility and selection criteria for purposes of training, scholarship and other development activities in the country or abroad, which require attendance on official time, and/or funding from the government.

Training and development programs shall refer to the following:

A. Scholarships and other training grants

Scholarships and other training grants (local and overseas) shall include those directly to the Department by: (1) the Commission on Higher Education (CHED) for Degree Courses; (2) the Technical Education and Skills Development Authority (TESDA) for non-degree courses; and (3) those which may be solicited by the Department from foreign foundations, universities, study centers and other institutions.

1. Degree Programs – These are diploma/undergraduate (i.e., bachelor's degree completion) and post-graduate (i.e., masters, doctorate, bachelor of laws) degrees programs. These shall include subjects relevant to functions being performed by ACPC personnel, such as Agriculture, Agri-Business, Economics, Statistics, Finance and Banking, Communication Skills, Information Communications Technology, Business Management, Rural Development, Community Development, Development Management, Public Administration, and other related fields.

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2. Short-Term Non-Degree Programs and International Study Visits – These are aimed at enhancing the capability of staff in performing their duties and responsibilities and attendance in observational, educational international tours.

These shall include courses/visits on such subjects as the following:

>rural development	>organizational development and institutional capacity building	>auditing
>economics	>accounting	>internal control and internal audit
>agribusiness	>statistics	>office management
>banking	>econometrics	>executive leadership/management
>rural banking	>project development	>supervisory development
>microfinance	>project monitoring and evaluation	>human resource development
>financial management	>asset procurement and disposition	>personnel management
>credit management and loans collection	>supply and property inventory	>personality development
>communication skills development	>information communications technology	>computer operations and management

It shall also cover values development, pre-retirement, and other related courses.

3. Foreign Scholarships and Training Programs (FSTP) is a component of the Overseas Development Assistance (ODA) extended to the Philippines by foreign donor countries or foreign institutions based on the identified training needs of agencies or institutions, which aims to enhance the capabilities of the institution in accordance with the National Development Thrust and Strategies.
 4. Self-solicited scholarship, training grants and Continuing Professional Development (CPD) program for all Regulated Professions accredited by the CPD Council may be allowed on highly meritorious cases, as may be determined by the Agency Head through the HRDC.
- B. Conferences, conventions, workshops, seminars, symposia catering to various core and technical competencies– These include participation in conferences, workshop seminars, and conventions that are less than one (1) month in duration wherein topics relevant/pertinent to the ACPC mandate shall be discussed or tackled. These shall cater to the following competencies:

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1. Leadership Competencies
2. Core Competencies
3. Inhouse Core Competency Trainings
4. Organizational/ Quality Management System Competencies
5. Technical Competencies

V. FRAMEWORK

The DA-ACPC Competency Framework provides the basis for the Learning and Development (L&D) interventions appropriate to levels of positions and employment status, as follows:

POSITION LEVEL	COMPETENCY CLASSIFICATION			
Directors	Leadership Competencies	Core Competencies <i>(including Degree Programs, Short-Term Non-Degree Programs, Foreign Scholarships and Training Programs and Self-solicited scholarship, training grants and Continuing Professional Development (CPD))</i>		
Division Chiefs			Organizational/ Quality Management System Competencies	Technical Competencies
Section Heads				
Non - Supervisors (Remaining Permanent Employees)				
COS Personnel				

The services of the contract of service personnel are not covered by Civil Service law and rules. Thus, they are not creditable as government service. They do not enjoy the benefits enjoyed by government employees. Due to the limitations in their nature of employment, COS Personnel can only be allowed to attend individual paid trainings if the trainings are *highly specialized in their work tasks*. In accordance with the ACPC Competency Framework, COS Personnel may engage in trainings only for Organizational/Quality Management and Technical Competencies.

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The following matrix will be the guide to help employees navigate through the learning and development programs offered to them over their period of employment with DA-ACPC:

	From 0-1 year	More than 1 year to 5 years	From Assumption to continuing
Technical Competencies	Basic Technical Competency Training	Intermediate Technical Competency Training	Advanced Technical Competency Training
Organizational/ Quality Management System Competencies	New Employee Onboarding Program		
	ISO-QMS 9001:2015 Orientation	Specialized Trainings for members of QMS Subteams	
	Gender Sensitivity Training		
Core Competencies	Inhouse Trainings/ Values Training by CSC	Priority trainings as result of Training Needs Analysis	
Leadership Competencies			Trainings from CSC/ CSC Accredited Institutions

Determination of Basic, Intermediate and Advanced Technical Competency Trainings was done through answering the Individual Training Needs Analysis form for permanent employees and the Annual Division Training Needs Analysis by Division Chiefs and approved by their corresponding Director.

VI. QUALIFICATIONS AND AVAILMENT

All ACPC employees regardless of employment status who possess the following qualifications shall be eligible candidates for conferences, conventions, workshops, seminars, symposia, and special programs:

1. Recommended by HRMO and his/her immediate supervisor through the result of the Individual Training Needs Analysis for permanent employees and Division Training Needs Analysis for COS personnel that the subject matter is relevant to the agency thrust and his/her job responsibility.
2. Must be physically fit to travel and/ or undergo training;
3. No pending administrative and/or criminal case;

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A. PROCEDURES

1. TRAINING NEEDS ANALYSIS

Training Needs Analysis aims to determine the areas for development of an employee to bridge identified gaps in his/her capability areas. The training needs analysis form shall be accomplished by their immediate superiors where they will identify competencies needed for the position of their staff. Another column in the form is allotted for the evaluation of their staff's current competency profile. The column will be used by the HRMO to identify which of the listed competencies should be highly prioritized.

2. TRAINING PLAN

After the accomplishment of Training Needs Analysis, HRMO shall devise a Training Plan for the agency. The Training Plan includes the competency classifications, position levels and titles of the training related to the competencies. This shall be the guide of the HRMO in which trainings to prioritize and will track the competencies not yet covered by the trainings the employee attended.

3. ONLINE TRAINING CALENDAR

After gathering training calendars from several training providers, HRMO shall come up with the agency's training calendar where all approved trainings are plotted. This can help employees be reminded of the trainings they need to attend and other training opportunities offered by the agency.

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	Responsible Unit/ Office	Activity
1	HRMO	Distribute Training Needs Analysis Form to Immediate Superiors
2	Division Chiefs/ Directors	Conduct the training needs analysis by enumerating essential competencies for the position of their staff and evaluating the staff's current capabilities
3	HRMO	Consolidate and Analyze the Training Need Analysis Forms submitted
4	HRMO	Communicate the result of Training Needs Analysis
5	HRMO	Prepare Training Plan and Training Calendar
6	HRMO	Look for trainings specified on the Training Plan
7	HRMO	Email the employee (cc: Division Chiefs) for available trainings to check for his/her availability and the immediate superior's approval
8	HRMO	Once the availability of the employee is confirmed, the HRMO shall draft a Recommendation Memo for the approval of the Executive Director.
9	HRMO	After getting the approval of the Executive Director, the HRMO shall prepare the Special Order and other documents needed to facilitate the processing of payments and requirements needed for the training.
10	Employee	Attend the training
11	Employee	Submit copy of the training certificate, answer Post Training Requirements and submit to HRMO
11	HRMO	Consolidate results of Training Evaluation and update employee's training records and 201 file.

VII. EVALUATION OF HUMAN RESOURCE MANAGEMENT INTERVENTIONS

1. EVALUATION OF INTERVENTION

The evaluation of intervention shall be based on the Kirkpatrick Evaluation Model.

LEVEL 1 EVALUATION: REACTION

To evaluate efficiency of Learning and Development Interventions, the HRMS shall ask the attendees of the trainings to answer a Training Evaluation Sheet. This form shall cover evaluation of the training attended and the resource speakers.

LEVEL 2 EVALUATION: LEARNING

The second part of the evaluation form is the Individual Action Plan which will ask them about their realizations and concrete strategies on how they can apply what they learned from the training in their current job responsibilities. The form will also require them to attach a copy of their training certificates for the updating of their 201 files.

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Another way of measuring how much information was effectively absorbed by the participants during the trainings they attended is by asking them to share the knowledge they gained to their colleagues. HRMS shall choose among the training attendees who can possibly echo the training during the scheduled Brown Bag Sessions of DA-ACPC.

LEVEL 3 EVALUATION: BEHAVIOR

Since the conduct of Training Needs Analysis will not be done yearly, another way to know that the learning gaps have been addressed is by monitoring the accomplishment of what the staff stated in their Individual Action Plans. Improvements in terms of employee performance and productivity shall be reflected in the Individual Performance Commitment and Review form submitted every semester. This is the CSC-prescribed Performance Appraisal Form for government agencies where the employees are tasked to enumerate their major outputs, success indicators (target + measure), and actual accomplishment. Their immediate superiors shall rate them based on Effectiveness/Quality, Efficiency and Timeliness. This is the basis for overall performance rating which they consider during hiring for higher permanent plantilla positions. High rating on the IPCR can also be an indicator that the employee, upon completion of a training program, performed better and became more productive.

LEVEL 4 EVALUATION: RESULTS

On the other hand, employee satisfaction and retention can be evident in terms of the employee's Service Record where the number of years of service was indicated. It can also be manifested by computing the attrition rate of employees in DA-ACPC. Longer period of service in the company after being a recipient of the Training Program and having lower agency attrition rate are equivalent to higher retention and satisfaction rate.

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CHAPTER VI

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

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.

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.

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.

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.

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

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.

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.

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.

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.

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.

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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.

Outside Employment

Employment with another firm or a part-time practice of profession requires the approval of or written authority from 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.

Conflict of Interests

Officials 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.

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).

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

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.

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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

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: (See next pages)

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

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.

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.

Summary Proceedings

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

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- 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).

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CHAPTER VII

OFFICE CONTROL AND SECURITY MEASURES

I. Wearing of Office Uniforms

The following are prohibited:

1. Gauzy, transparent or net-like skirt or blouse;
2. Sando, strapless, or spaghetti-strap blouse (unless worn as undershirt), tank tops, blouse with plunging necklines;
3. Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants;
4. Ostentatious display of jewelry, except for special occasions and during official celebrations;
5. Use of costume/flashy accessories and timepieces; and
6. Wearing of heavy or theatrical make-up.

Exemptions:

1. When the nature of work of the official or employee demands that he/she wears clothing such as barong/ business suite when representing ACPC in high-level meetings or formal occasions;
2. When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her a particular clothing;
3. Pregnant female employees are allowed to wear maternity dress during the period of pregnancy;
4. Employees who lost a loved one can wear mourning clothes during the period of mourning; and
5. Other circumstances analogous to the foregoing.

II. 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 Management Section (HRMS) to secure a replacement as soon as possible. The ID card must be surrendered upon the termination of appointment in ACPC.'

III. Visitors Admission

For security purposes, Guard on duty must adhere to the following procedures regarding visitors:

- a. Record in the visitor's logbook the name of the visitors, the date, time, purpose and the concerned ACPC official or personnel to be visited.
- b. Guide them to the Reception Area and inform the personnel concerned.

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- c. Personnel visitors are discouraged except for valid reason. The time and frequency of the visit shall be strictly observed, and they shall be entertained in the reception area.
- d. Unauthorized parties, unofficial meetings/gatherings, drinking, gambling in the office beyond office hours are strictly prohibited.
- e. Any sign of security risk, presence of suspicious characters or circumstances shall be reported to the Administrative Director as soon as possible.

IV. Health and Safety

ACPC has a responsibility to take all reasonable steps to ensure the health and safety of all its employees, to include not limited to:

- Disaster Preparedness Training
- Physical Fitness and Sports Program
- First Aid Training
- Each Office shall be equipped with fire extinguisher and must be placed strategically within reach in case of fire
- Fire alarms shall be installed and maintained within the office premises.
- The Office must have a fire exit plan to be posted in every room, hall way and corridor.
- A directory of emergency number must be maintained in all units.
- Smoking is strictly prohibited inside the office premises. There be a shall designated a smoking area for smoker:

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CHAPTER VIII

MOTORPOOL SERVICES

I. General Policies

1. Four-wheeled vehicles shall be on pool basis. The Motorpool Unit under the Admin Division shall be responsible for vehicle trip schedules, assignment, dispatch and coordination with the concerned component/unit.
2. ACPC personnel requesting for the use of vehicle shall accomplish the Vehicle Request Form and submit to the Motorpool Unit for assignment, scheduling and monitoring purposes.
3. All drivers shall always bring with them their professional driver's license and a duly approved Trip Ticket during the whole duration of their travel. Accomplished trip tickets shall be returned to the Motorpool Unit upon completion of the travel.
4. The Motorpool Unit shall ensure that all vehicles are registered and covered with adequate insurances. Said documents must be properly filed and updated by the Motorpool Supervisor.

II. Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of company, employees, spouse or significant other.
2. Must be at least 21 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of drugs.

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- Has automobile insurance canceled, declined or not renewed by a company.
- Been convicted of an alcohol- or drug-related offense while driving.
- Had driver's license suspended or revoked.
- Been convicted of three or more speeding violations or one or more other serious violations.
- Been involved in three or more chargeable accidents.

The Philippine Land Transportation Office Records will be used as the source for verifying driver history. The said record will be obtained and reviewed at least annually on employee, employee spouse or significant other. Driving privileges may be withdrawn or suspended and/or the company vehicle removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

III. Authorized Drivers

1. A vehicle shall be assigned to each driver to ensure proper care and maintenance.
2. All drivers shall conform to the prescribed dress code of ACPC
3. Drivers shall observe the prescribed speed limit of the Land Transportation Office (LTO). Violations thereof shall be dealt with accordingly.
4. The Motorpool Unit shall ensure that drivers are fit to render the required service.
5. Drivers shall inform the Motorpool Supervisor if he is not fit to drive or operate the vehicle.
6. In the exigency of service, drivers may be required to render service during Saturdays, Sundays and holidays and beyond the designated official working hours.
7. Drivers when not on official trips shall render support services to the Admin Division.
8. Assignment of two drivers (i.e. the other driver to serve as a reliever) to a particular official travel shall only be allowed if both following conditions are met: (a) the destination is 500 km or more; and (b) there is another driver who is available and has no conflicting official assignment. In the event that there is no other available driver to function as reliever, other ACPC staff authorized to drive ACPC vehicles may serve as reliever

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IV. Vehicles

1. ACPC vehicles are for official use only.
2. Carrying of passengers other than ACPC staff is prohibited, except when authorized by the Executive Director or the Admin Head or during emergency.
3. Drivers and passengers are to wear seat belts at all times while on travel.
4. Smoking, drinking, gambling and use of prohibited drugs is strictly not allowed inside the vehicle.
5. For safety purposes, drivers shall ensure that the passenger and baggage load do not exceed its carrying capacity.
6. It is prohibited to ride on the roof rack/courier of the vehicle.
7. The drivers shall regularly ensure that their assigned vehicle is clean and sanitized especially after each trip.
8. Drivers shall require his passengers to sign the trip ticket after completion of travel.
9. Drivers shall require his passengers to accomplish the Passenger Feedback Checklist.

V. Trip Procedures

1. Vehicle assignments shall be scheduled on weekly basis.
2. A detailed itinerary is required for submission to the Motorpool Supervisor when requesting for a vehicle.
3. In case there may be more than one request for vehicle use and with the same schedule and destination/route, ACPC staff must share the vehicle.
4. Every trip shall have a duly approved Trip Ticket (copies of which shall depend on the number of passengers), indicating therein the trip number, inclusive date of travel, Travel Order No., name of driver, passengers and destinations. Any unauthorized use of vehicle shall subject the offender to the Disciplinary Procedures.
5. Drivers are not obligated to ferry/fetch their passengers to/from their home.
6. The drivers shall see to it that all passengers listed in the trip ticket are present before leaving. The driver must wait for his listed passengers before departure.

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7. In cases wherein the trip was cut-short, the driver shall report immediately for work.
8. The drivers shall only drive to the authorized destination as indicated in the approved trip ticket.
9. Each vehicle must have a logbook recording for each trip, gas/oil issued/consumed, repairs and maintenance cost for each unit and update the Motorpool Supervisor on the condition of the vehicle.
10. Vehicle keys shall be turned-over upon completion of the trips to guard-on-duty.

VI. Trip Ticket Approval

1. Trip Tickets are to be approved by the Motorpool Supervisor or the Admin Head as authorizing official based on the approved vehicle request.
2. Trip Ticket shall be properly filled-up and shall be submitted to the Motorpool Supervisor after each travel.
3. Trip Ticket issued shall always be logged in the Trip Ticket logbook maintained by the Motorpool Supervisor.

VII. Fuel and Oil

1. Fuel shall be obtained from the authorized supplier only.

VIII. Repair and Maintenance

1. The driver shall inspect the vehicle under his care to be in good running condition prior to each trip.
2. A regular check-up service of all units is to be carried out by the drivers in coordination with the Motorpool Supervisor.
3. Drivers must ensure that Basic Tools, Fire Extinguisher, First Aid Kit, and OR/CR must be kept on-board the vehicle at all times.
4. Drivers must fill up the Request for Repair and Maintenance Form for any repairs to be done on their assigned vehicle.

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IX. Parking

Vehicles should be parked at the designated parking area after office hours/each travel. When on travel, the driver must ensure that the vehicle is parked in a safe place.

X. Cellular/ Mobile Phones

Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents. Inattention can also involve adjusting the radio, eating, smoking, daydreaming, talking to passengers, things outside the vehicle, and other distractions.

1. Allow voice mail to handle your calls and return them at your safe convenience.
2. If you need to place or receive a call pull off the road to a safe location.
3. Ask a passenger to make or take the call.
4. Inform regular callers your driving schedule, and when you will be available to talk.
5. Keep your hands on the wheel and your eyes and mind on the road while driving.

XI. Accidents Involving Company Vehicles

In the event of an accident:

1. Call the police on all accidents and obtain a copy of the police report.
2. Do not admit negligence or liability.
3. Do not attempt settlement, regardless of how minor.
4. Get name, address and phone number of injured person and witnesses if possible.
5. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
6. Take a photograph of the scene of accident if possible.
7. Complete the accident report in your vehicle.
8. Turn all information over to Motorpool Supervisor within 24 hours.

XII. Thefts

In the event of the theft of a ACPC vehicle, notify local police and the Motorpool Supervisor immediately.

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XIII. Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

Safety Guidelines to Prevent Accidents

- Do Not Follow too close
- Do Not Drive too fast for conditions
- Do Not Fail to observe clearances
- Do Not Fail to obey signs
- Do Not Make Improper turns
- Do Not Fail to observe signals from other drivers
- Do Not Fail to reduce speed
- Do Not Park improperly
- Do Not Pass improperly
- Do Not Fail to yield
- Do Not Back up improperly
- Do Not Fail to obey traffic signals or directions
- Do Not Exceed the posted speed limit
- Do Not Drive While Intoxicated

XIV. Cost of Damaged Repairs

Repair of damages resulting from any violation mentioned in this manual will be charged to the driver, if determined to be liable by the Admin Head.

XV. Responsibilities

1. It shall be the responsibility of the Administrative Head to ensure that these policies are strictly adhered to.
2. Availability of the Motorpool Supervisor or an alternate for both drivers and passengers shall be ensured at all times.

XVI. Passengers

ACPC passengers should be aware that vehicles are expensive resources. There is a general responsibility on all personnel boarding ACPC vehicles to ensure that they take the same level of care with these vehicles as they would do if they were their own property.

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XVII. Emergencies

1. In an emergency, the driver should give utmost priority to the safety of his passengers and himself. Second priority should be given to the safety of the vehicle.
2. The Motorpool Supervisor must be informed of any emergency situation as soon as possible. A supporting incident report should be submitted to the Admin Head upon return to the office.
3. Any accident or damage involving ACPC vehicle or other property, injury to the driver, passenger or third party, must be reported immediately to the Police having jurisdiction to conduct investigation. A police report on the matter is required for insurance and claims purposes.
4. When any of the above emergencies require a claim against the insurer of the vehicle, the Motorpool Supervisor must immediately notify the insurer of the fact to facilitate the claim.

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CHAPTER IX

MESSENGERIAL, CORRESPONDENCE AND RECORDS MANAGEMENT

Correspondence, records and documents are necessary for the efficient and successful operation of an organization. Management of official correspondence, records and documents shall be in accordance with sound practices.

A. Communications Process

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

Internal Correspondence is written communication issued by the Executive Director or other members of the Executive Committee for the information of ACPC personnel. Internal correspondence should not be issued outside of ACPC, except otherwise, as deemed necessary and appropriate. The most common forms of internal correspondence are:

1. Memorandum- issued by the Executive Director/Deputy Executive Director/ Director for administration wherein the purpose and actions required are clearly stated and identified.
2. Special Order- issued by the Executive Director for information of all operating units.
3. Minutes of Meeting- contains the discussion of the meeting including list of attendees, statement of issues raised and agreements reached on the issues raised.
4. Back to Station Reports- Documents submitted by ACPC personnel staff upon return to the station stating the important issues and concerns including highlights of the discussion during the travel and recommendations for the management.

B. Procedure for Internal Correspondence

1. The concerned unit shall prepare the correspondence. The document shall bear the signature of the Unit Head and shall be submitted to the Office of the Executive Director for signature/appropriate action.

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2. The Executive Assistant of the Executive Director shall receive the correspondence and review the appropriateness and correctness prior to the signature/action of the Executive Director
3. The Executive Assistant shall then release the document to the concerned unit for appropriate action.
4. The source unit shall retain a copy of the correspondence, with the original documents filed at the HRMS.
5. Back to Station Reports shall be returned to the source unit for appropriate action/filing.

C. External Correspondence

These are correspondences received by ACPC from Offices outside of the Agency.

The incoming documents process flows are as follows;

1. The Receiving Officer shall receive all incoming documents.
2. All incoming documents shall be entered into the Document Tracking System (i.e. the details of the correspondence).
3. Documents addressed to the Executive Director shall be endorsed to the Office of the Executive Director.
4. A routing slip containing the instruction of the Executive Director shall be attached to the document.
5. The Executive Director/DED shall indicate in the routing slip to which Component/Unit the document must be routed along with specific action required.
6. For correspondence with general information, copies shall be placed on the bulletin board as necessary and original copies shall be returned to the HRMS for proper filing.

All outgoing communications of ACPC to other government agencies, local government units and other stakeholders shall be signed by the Executive Director or the concerned official/s.

D. Records Management

- It is the responsibility of the Administrative Division/HRMS to maintain all ACPC records in the appropriate file for easy retrieval.

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- Employees' Personal files shall always be updated and it is the employees' responsibility to provide the HRMS with complete, accurate and up-to-date information for their 201 files.
- HRMS shall ensure that all records are filed and recorded properly. They shall ensure the safety of all documents, correspondences, personal files of employees for security purposes.
- Requests for documents, records and the file shall be facilitated by the HRMS upon written requests for approval of the Director for Administration.

E. Records Disposition and Retention

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

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CHAPTER X

PROCUREMENT, SUPPLY AND PROPERTY MANAGEMENT

This Chapter aims to discuss in detail the process of acquisition, utilization and disposal of properties and equipment. It also involves the proper custodianship, inventory, storage, distribution of ACPC's supplies, materials and equipment.

Procurement

ACPC's procurement of goods and services, infrastructure project and consulting services shall comply with the modes of procurement in accordance with the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulation.

A. Procurement Planning

1. All procurement shall be within the approved budget of ACPC.
2. All Divisions shall submit their Project Procurement Management Plan (PPMP) to the Accounting Divisions for evaluation.
3. Updating of the PPMP and consolidated APP shall be undertaken every 6 months or as maybe required by the HoPE one (1) month before its implementation.
4. Updating of the PPMP shall be the responsibility of the end users or divisions, while consolidation of the updated PPMP shall be the responsibility of the Procurement unit/BAC Secretariat, subject for approval by the Executive Director.
5. No procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP).

B. Preparation of Project Procurement Management Plans (PPMP)

1. It is a document guide in the procurement and contract implementation process which also serve as reference in procurement monitoring.
2. Each division is responsible in creating their respective PPMPs for their programs, activities, and projects.
3. They may conduct market research: (i) to ensure the availability of supplier; (ii) to determine the Approved Budget for the Contract; and (iii) to identify the methods of procurement to be used and the timeline or schedule of each procurement activity.
4. The PPMP has a prescribed form and shall contain the following:

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- a.) Information on whether PAPs will be contracted out, implemented by administration in accordance with the guidelines issued by the GPPB, or consigned²⁵;
 - b.) The type and objective of contract to be employed;
 - c.) The extent/size of contract scopes/packages;
 - d.) The procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced as provided in Section 53.6 of the Implementing Rules and Regulations of the Republic Act 9184;
 - e.) The time schedule for each procurement activity and for the contract implementation; and
 - f.) The estimated budget for the general components of the contract.
5. The PPMP shall then be submitted by the end-user to Accounting Division for evaluation and if included in the budget proposal.
 6. After approval, the PPMP shall then be forwarded to Procurement unit/BAC Secretariat for its review and consolidation into the proposed APP.
- C. Preparation of Annual Procurement Plan (APP)**
1. It is a document that consolidated the various PPMPs submitted by the End-Users/Divisions.
 2. It reflects the entirety of the procurement activities of ACPC that will be undertaken within the calendar year, which shall be approved by the Chairperson.
 3. The Procurement unit/BAC Secretariat is responsible in consolidating the Annual Procurement Plan (APP) based on the PPMP submitted by the end-user/divisions.
 4. The APP has a prescribed form provided by the Government Procurement Policy Board.

Implementation of the Projects, Activities, Programs (PAPs)

Procedure:

1. End-users prepare Purchase Request (PR) indicating the full description of the project, purpose of the requested goods, infrastructure, or consulting services, and the approved budget for the contract to be approved by the Accounting division and the HoPE.
2. The approved PR together with the approved Memo and PPMP shall then be submitted to Procurement unit for processing.
3. The Procurement unit will identify the mode of procurement to be used based on the approved PPMP.

Mode of Procurement

A. Completive Bidding

- This manual manages all the procurement activities conducted by ACPC with regards to competitive bidding. It shall be followed and referred from the Revised IRR of RA 9184.

B. Procurement through Alternative Modes

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- This manual manages all the procurement activities conducted by ACPC with regards to Alternative Mode of procurement. It shall be followed and referred from the Revised IRR of RA 9184
 - a. Limited Source Bidding - otherwise known as selective bidding, is a method of procurement of Goods and Consulting Services that involves direct invitation to bid by ACPC from the list of pre-selected suppliers or consultants with known experience and proven capability on the requirements of the particular contract.
 - b. Direct Contracting - or single source procurement is a method of procurement of Goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations.
 - c. Repeat Order - when provided for in the APP, is a method of procurement of Goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding.
 - d. Shopping - is a method of procurement of Goods whereby ACPC simply requests for the submission of price quotations for readily available off-the shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed in any of the following cases:
 - a) When there is an unforeseen contingency requiring immediate purchase:
Provided, however, That the amount shall not exceed the thresholds prescribed in Annex "H" of the IRR of RA 9184.
 - b) Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding the thresholds prescribed in Annex "H" of the IRR of RA 9184.
 - e. Negotiated Procurement - is a method of procurement of Goods, Infrastructure Projects and Consulting services, whereby the Procuring Entity directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant in any of the following cases:
 - a) Two Failed Biddings – Where there has been failure of public bidding for the second time, as provided in Section 35 of RA 9184.
 - b) Emergency Cases – In case of imminent danger to life or property during a state of calamity, or when time is of the essence rising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of public utilities.

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- c) Take-Over Contracts – which have been rescinded or terminated for causes provided for in the contract and existing laws, where immediate action is necessary to prevent damage to or loss of life of property, or to restore vital public services, infrastructure facilities and other public utilities.
- d) Adjacent and contiguous – where the contract is adjacent or contiguous to an on-going Infrastructure Project or Consulting Service where the consultants have unique experience and expertise to deliver the required service: Provided, however, that (a) the original contract is the result of a competitive bidding; (b) the subject contract to be negotiated has similar or related scopes of work; (c) it is within the contracting capacity of the contractor/consultant; (d) the contractor/consultant uses the same prices or lower unit prices as in the original contract less mobilization cost; (e) the amount involved does not exceed the amount of the ongoing project; and (f) the contractor/consultant has no negative slippage/delay: Provided further, that negotiations for the procurement are commenced before the expiry of the original contract.
- e) Agency to Agency- Procurement of infrastructure projects, consulting services and goods from another agency of the GOP, such as the PS-DBM, which is tasked with a centralized procurement of Common-Use supplies for the government of the Philippines in accordance with Letters of Instruction No. 755 and Executive Order No. 359 series of 1989.
- f) Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services. Where Goods, Infrastructure Projects and Consulting Services can be contracted to a particular supplier, contractor or consultant and as determined by the HoPE, for any of the following:
 - 1. The requirement is for:
 - a. Work of art; commissioned work or services of an artist for a specific artist skill (e.g., Singer, poet, writer, painter, sculptor, etc.);
 - b. Scientific, academic, scholarly work or research, or legal services;
 - c. Highly-specialized life-saving medical equipment, as certified by the Department of Health (DOH);
 - d. Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; or

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- e. Media documentation, advertisement, or announcement through television, radio, newspaper, internet, and other communication media.
 - g) Highly Technical Consultants – In case of individual consultants hired to do work that is (i) highly technical or proprietary; or (ii) primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant: Provided, however, that the term of the individual consultants shall at the most, be on six-month basis, renewable at the option of the Chairperson, but in no case shall exceed the term of the latter.
 - h) Small Value Procurement – where the procurement does not fall under Shopping in Section 52 of the IRR and the amount involved does not exceed the thresholds prescribed in Annex “H” of the IRR of RA 9184.
 - i) Lease of Real Property – lease of privately owned real property and venue for official use, subject to guidelines issued by the GPPB.
- C. Procurement of Water, Electricity, Telecommunications and Internet Service Providers
- This shall govern the procurement of water, electricity, telecommunications (landline and cellular phone), and internet service providers by ACPC as end users.
 - This manual manages all the procurement activities conducted by ACPC with regards to the procurement of procuring Water, Electricity, Telecommunications and Internet Service Providers. It shall be followed and referred from the Revised IRR of RA 9184.
 - a. Water and Electricity Services – Shall be done through direct contracting. However, this shall not apply to the purchase of bottled water.
 - b. Telecommunications (Landline and Cellular Phones)

Existing Line – Contractual agreements previously entered into with telecommunication companies shall be respected. At the end of each year, however, ACPC shall assess the quality of service provided by its telecommunication service provider. Cost charged shall be compared against other service provider in the area. If results of the assessment continue to favor the existing provider, ACPC shall renew its services. If it does not, ACPC shall undergo Public Bidding for said services. Repeat Order under Section 51 of IRR of RA 9184 may be resorted if additional lines are needed during the year.
 - c. Internet Service Providers (ISP)

Existing ISPs– Contractual agreements previously entered into with ISPs shall be respected. At the end of each year, ACPC shall assess the quality of service

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D. Purchase through PS-DBM

- Procurement of commonly used supplies and equipment can be undertaken through the Procurement Service of the Department of Budget and Management.

Delivery, Inspection and Acceptance

Delivery

1. Delivery of supplies, materials and equipment must be made by the supplier/manufacturer/contractor in accordance with the specifications, terms and conditions provided in the signed Contract/Purchase Order (PO).

2. Deliveries of supplies must be made by the supplier/Manufacturer/Contractor within the stipulated period and at the place/s indicated in the purchase order or contract.

Delivery Schedule: Monday – Friday 9am -3

3. Failure to make delivery within the prescribed period, the supplier/manufacturer/contractor shall be liable for penalty in the form of liquidated damages specified in the Contract/Purchase Order. For each day of delay in the delivery, a liquidated damages shall be in the amount of 1/10 of one (1%) percent of the total value of the contract or if the contract has been partially filled within the stipulated period, the total value of unfilled portion thereof or make an open market purchase of the supplies that the contractor/supplier failed to deliver and charge to the supplier the excess in the price if any either deduct the value of the penalty imposed from any money due or may become due, or from the bonds filed by the supplier, if there are any.

The supplier/contractor/manufacturer may, in meritorious and justifiable cause, request for extension of time to of time to deliver. The request shall be made before the expiration of the contract period. Extension of time may be granted for the following reason:

- i. in case of force majeure,
- ii. fortuitous event,
- iii. if the reason beyond the control of the contractor,
- iv. the delay is attributable to purchaser or the like.

4. All supplies shall be adequately contained, packed, crated, cased, bundled, wrapped or sealed to prevent damage, spoilage and loss. They must be properly labelled and marked in accordance with the minimum labelling requirement of RA 7391 otherwise known as “Consumer Act of the Philippines”. Responsibility in case of damage, spoilage or loss shall be governed by the existing laws on the matter unless the purchase order or contract provides otherwise. Deliveries shall be made within seven (7) calendar days upon receipt of the order unless otherwise provided in the Purchase Order or Contract.

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5. All items delivered shall be received by the Supply Officer/Designated Property Custodian as the case may receiving and signing on the Delivery Receipt (DR) and temporary recording of the deliveries shall be subjected to inspection by the designated ACPC Inspection Team.
6. Delivered goods which are rejected due to non-conformity with the specifications or due to other justifiable reasons shall be withdrawn by the supplier within ten (10) days after the date of receipt of the said notice or of the rejected goods.

Inspection

1. All inspection and acceptance of supplies and services by the agency shall be conducted in the most economical and expeditious manner consistent with the best interest of the government and, shall conform to the provision of applicable regulations and standards, sampling procedures (statistical) quality control procedures. Policies relating to interchange of services and uniform method of interpreting specifications.
2. Inspect in behalf of the government shall be conducted in all cases prior to acceptance, except as otherwise permitted by regulation. Inspection shall be accomplished by or under the supervision of the ACPC Inspection Team.
3. The Inspection Team shall take the lead in implementing the policy guidelines on the inspection of deliveries of procured goods, hence shall be knowledgeable of product specifications.
 - (1) Inspection of deliveries shall always be done on a timely manner.
 - (2) The deliveries are in accordance with the purchase order (PO) or contract as to quantity and specifications and terms of the PO to ensure that all procurements are properly documented.
 - (3) The inspection reports are easily verifiable and are readily available to proper parties of interest to the report.

Acceptance or Rejection

2. The Inspection Team may recommend a rejection/reduction of price when there is a shortage in quantity, deficiency, or defectiveness in quality. Supplies or property whose quantity is short by volume. weight, actual count, etc. shall be subjected to reduction on contract price at an amount equivalent to the shortage, provided that the said deliveries are acceptable to the agency or unit; and damaged items that are not disclosed or incorrectly marked as such shall be subjected to corresponding reduction in the contract.

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Acceptance of deliveries maybe made only if the supplies and materials delivered conform to the standards and specifications stated in the contract/PO.

4. If the supplier failed to comply with the requirements, the Supply and Property Officer/ Property Custodian shall submit a report to the Head of the Agency for appropriate actions. The Head of the Agency may forfeit the contractor's performance bond, if any, and may also institute civil actions against the contractors for breach of contract.
5. The Supply and Property Officer shall be responsible for accepting deliveries of procured items and should notify the Auditor within twenty-four (24) hour upon receipt of deliveries.

Requisition and Issuance

Issuance and utilization of supplies, materials and equipment are among the activities of property custodianship. The custodianship of supplies and equipment is transferred from the Supply Officer/designated Property Custodian and Storekeeper/warehouseman to the end-user who is responsible and accountable for the utilization and or safekeeping. However, the utilization of supplies and property requires an efficient and honest procurement, an adequate stock control, complete recording and proper care of the property. Likewise, a systematic and coordinated transfer of dormant, surplus, and excess items from one government agency to another as well as maintenance and repair of property can also promote greater service and timely transfer/movement of property can promote greater economy in the utilization of resources of the government. To assure such service and economy, a responsible official/employee should be selected to perform the custodianship of property.

Requisition of Supplies and Equipment

The RIS shall be used by the Requisitioning Division to request supplies/goods/ equipment/property carried in stock and by the Supply and Property unit to issue the items requested.

Procedure for the Requisition of Supplies and Equipment:

- A. All item/s requested shall be based on the Project Procurement Management Plan.
- B. Requesting Personnel (RP) send the accomplished RIS via email through gss.acpc@gmail.com.
- C. Email request for supplies will only be accommodated every Monday and Wednesday from 8 am to 3 pm.

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- D. Supply Officer determines the availability of item requested.
 - a. If not available, the Supply Officer shall notify the RP of unavailability of stocks.
 - b. If available, the Supply Officer shall assign a number and print the RIS Form which for releasing.

- E. Releasing of supplies will only be done on Tuesdays and Thursdays from 9 am – 3 pm. For urgent requests, RIS Form must be signed by their Division Chief indication “Immediate” as the email subject and should be submitted before 12 NN.

- F. Upon receiving of the items requested, the RP shall sign the printed Form.

Issuance of Properties

- a. Based on an approved Requisition and Issue Slip, the following issuance documents shall be prepared by GSS to support the issuance of properties to ACPC officers and employees:
 - a. Property Accountability Receipt (PAR) - for PPE (₱ 50,000.00 and above)
 - b. Inventory Custodian Slip (ICS)— for Semi-expendable properties (₱ 50,000.00 and below)

- B. PARs shall automatically be renewed every three (3) years after issue or every time there is change in accountability or custodianship of the property.

- C. PARs covering properties issued to officers and employees under casual, coterminous and contractual status shall only be renewed upon submission of proof of renewal of contract or re-appointment, as the case maybe, within two (2) months before the end of the period of contract or appointment.

- D. IT Equipment issued to COS employees shall sign the Acknowledgement of Accountability (AoA) where he/she shall agree, among others, to shoulder cost of repairing the property or in the event of damage or loss, due to negligence, while the same is in his/her custody, shall payments may either be as follows.
 - (1) One Time Cash Payment;
 - (2) PPE of the same or higher specifications or features, is subject to examination and acceptance of the Supply Property Custodian or Information Systems Management Division (ISMD);
 - 2. Deduction from the service fee of the subject JO which can be one-time deduction or thru amortization, depending on the date of expiration of the contract; and
 - 3. Amortization payments plus payment of cash for full payment.

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- E. Semi-expandable properties shall be classified into two (2) categories:
- Low-valued items – cost each item is ₱5,000.00
 - Accountability shall be extinguished upon expiration of its useful life, or upon return of the property before the end of its, whether serviceable or non-serviceable, to the Property and Supply units
 - High valued items – cost each item is more than ₱5,000.00 but less than ₱50,000.00.
 - Accountability shall only be extinguished upon return to the Property and Supply units or in case of loss, upon approval of the request for the relief from accountability, regardless of the expiration of the estimated useful life.
- F. Upon expiration of the estimated useful life for low-valued semi-expandable properties, the issued ICS to the ACPC employee. The end of its useful life means the end of the responsibility of the employee. However, if the low-valued semi-expandable properties is deemed unserviceable before the end of its useful life, it shall be returned to the Property and Supply unit for cancellation of the ICS and proper disposal.
- G. For PPE of ₱50,000.00 and above, accountability shall only be extinguished upon return to the Property and Supply units or in case of loss, upon approval of the request for the relief from accountability, regardless of the expiration of the estimated useful life, whether serviceable or non-serviceable.

Acknowledgment and Receipt of Property

- The officer or employee concerned shall acknowledge the receipt of property and sign the pertinent portion in the PAR/ICS. No officer/employee shall be authorized to sign for and on behalf of another's accountability.
- In case of issuance of property to COS employees, the officer or employee concerned shall submit appropriate request, duly noted by the head of office, to Supply and Property Sections in for the facilitation and preparation of AoA.

Monitoring of Physical Movement of Properties

- Property movement should be made only upon prior approval, recording and verification as to description, condition and quantity of the property to be moved.
- Whenever there is movement of property from its original station, the following process shall be observed.

Issuance of Property Pass-out

Properties to be used outside the ACPC Office shall be accompanied by a Property Pass-out accomplished by the requesting party and the person bringing out the item, stating therein the

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purpose and the description of the properties and the date the same shall be returned. The pass out shall be duly approved by the Supply and Property Officer and the OIC Administrative Division.

Facilitation of Cancellation and Transfer of Accountability

- A. Upon proper turnover of property by the accountable officers, the Supply and Property Sections shall effect the cancellation of the accountable officer's property accountability.
- B. In case of transfer of properties from one accountable officer to another, the original accountable officer shall inform the Supply and Property Sections concerned and request the following.
 - (1) Issuance of new PAR to be acknowledged/signed by the person to whom the property is re-issued.
 - (2) Cancellation of the old PAR.

Lost, Stolen, Damaged or Destroyed Property

- i. Lost or stolen property shall be reported to COA within 30 days.
- ii. Request for relief from accountability shall be submitted by accountable person.
- iii. Any damage to or loss of the property due to negligence shall be borne by the user/accountable person.
- iv. Lost equipment/property is the responsibility of the accountable person. The person responsible shall exercise due diligence in producing the lost equipment/property. In the instance that the equipment/property cannot be located, the person responsible shall immediately file a notarized Affidavit of Loss and submit the same to the Property Custodian. The lost equipment should be replaced by a new one or at least the same descriptions and specifications. If the lost property is not available in the local market, the user shall deposit an amount for clearance purposes.

Request for Relief from Property Accountability

Whenever warranted or when the loss or damage to property is caused by fire, theft, or other casualty or force majeure, the accountable officer may, in accordance with COA Circular No. 92-751 dated February 24, 1992, request the Commission on Audit to relieve him/her from property accountability upon recommendation of the Head of the Agency, as the case maybe.

In facilitating the request for relief from property accountability, the following procedures must be observed.

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A. Within 72 hours from the occurrence of loss, the accountable officer or employee having custody thereof shall immediately notify the COA through a "Report of Lost, Stolen, Damaged, Destroyed Property", copy furnished the Head of the Agency and the Supply and Property Unit.

B. Within 30 days from the occurrence of loss, the accountable officer or employee may present his/her application for relief to the COA Auditor with the following required documents.

Affidavit executed by the accountable office/person stating the following facts:

1. Property lost and its valuation
2. Actual date in which the absence was first noted
3. Manner of disappearance
4. Efforts put to recover the same, and
5. Provisions made to safeguard the property
6. Date when the loss was reported to the COA Auditor and the police authorities

C. Joint affidavit of two (2) disinterested persons cognizant of the facts and circumstances about the loss. In case it is not possible to obtain the statement of two (2) persons and only one is available or none at all, such fact should be set forth in the affidavit of the person requesting relief, giving the reason/s therefor.

1. If applicable, final police report/s showing the steps taken by the police authorities to recover the property lost and to apprehend the suspect/s, and the present status of the case.
2. Comments or recommendation of the Head of Agency, upon endorsement of Division Chief or Director of the Division.
3. Certification from Police/Fire/Chief/Provincial Governor/Mayor or other competent authority as to the destruction brought by natural calamity and/or insurgency.
4. Inspection Report on the extent of damage of insured property.
5. Copy of Property Accountability Receipt (PAR)/ICS covering the lost property.

Granting or Denying the Request for Relief

Whenever warranted and on the basis of the evidence presented, request for relief may be denied or granted

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Repair and Maintenance of Properties

Property repair and maintenance is necessary for the purpose of attaining and /or extending the established standard economical and useful life of a property.

However, no repair of equipment shall be undertaken if the cost of repair shall exceed thirty (30) percent of the current market price of the same or similar equipment per COA Circular 92-386. Upon proper documentation, said property should be properly turned-over to Supply and Property Units for the next action.

Disposal of Unserviceable Properties and Waste Materials

Once property items become unserviceable for any cause or are no longer needed, the accountable officer shall immediately return the same to the Supply and Property Unit.

Conformably to the existing government laws and regulations, the following activities and procedures shall be observed in the disposal of unserviceable, obsolete or no longer needed properties of the Agency.

Modes of Disposal

a. Sale/Public Auction

As a general rule, the disposal of government property shall be through sale by public bidding. This is done through sealed public bidding or when circumstances warrant, by viva voce.

b. Sale thru Negotiation

For justifiable reasons and as demanded in the exigency of the service, disposal through negotiated sale may be resorted to as a consequence of failed bidding.

A public bidding is considered a failure when:

- (a) there is only one bidder — in this case, the offer or bid, if sealed, shall not be opened; or
- (b) All the tenders are non-complying or unacceptable. The tender is not complying or unacceptable when it does not comply with the prescribed legal, technical and financial requirements for pre-qualification.

C. Donation

Upon recommendation of the Disposal Committee, disposable properties which are no longer needed, unserviceable and obsolete may be donated to charitable, scientific, educational or cultural institutions.

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