



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

ADMINISTRATIVE ORDER

No. 03

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SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF THE CAPACITY BUILDING UNDER THE MEMORANDUM OF UNDERSTANDING (MOU) ON AGRICULTURAL AND FISHERY DEVELOPMENT COOPERATION BETWEEN THE PHILIPPINES DEPARTMENT OF AGRICULTURE (DA) AND KYUNGPOOK NATIONAL UNIVERSITY (KNU)

I. Rationale

Human resources are one of the important resources of every organization and to harness their full potential, there is a need to implement capacity development activities for the Staff. Staff development plays a vital role in ensuring that every personnel in the organization can effectively and efficiently contribute to the collective delivery of quality services. To ensure that the Department of Agriculture (DA) addresses the capacity needs of its workforce and maintains highly competent and professional personnel, DA and Kyungpook National University (KNU) in Daegu, South Korea signed a Memorandum of Understanding (MOU) to collaborate in providing degree and non-degree courses for DA personnel.

KNU is a national comprehensive university in South Korea known for information technology (IT), agriculture, engineering, and business administration. The University through Daegu Gyeongbuk International Development Cooperation Center (DG-IDCC) carries out Official Development Assistance (ODA) of the Government of South Korea to solve global development problems of poverty and food security in developing countries such as in Asia, Africa, and Latin America. It conducts and implements projects and master's degree programs for developing countries in education, agriculture, forestry, and fisheries, including invitational training, expert dispatch, conduct of R&D, and construction of infrastructure.

With this, DA and KNU will collaborate to provide capacity-building activities for selected DA employees to be held in South Korea to advance their knowledge in various fields/ expertise.

II. Objectives

Generally, this implementing guideline aims to institutionalize the mechanisms in designing, providing/implementing, and availing human resources development programs from the partnership between DA and KNU.

Specifically, this guideline shall dwell upon the following thematic activities/areas:

1. Pursue and promote scientific and technical cooperation for the development of agriculture and fisheries and related sectors, including community development through the principles of farm and fisheries clustering and consolidation;

2. Professionalize the DA's human resources through the organization of professional education/ agriculture career system, staff development programs/education and training, symposia, and conferences on subjects of mutual interests; and
3. Develop a pool of highly competent staff that will support the delivery of DA's mandates, functions, and people commitment and contribute to the overall development of the agriculture and fisheries (AF) sector.

III. Scope and Coverage

This implementing guideline shall apply to and cover personnel holding permanent positions in the Department of Agriculture interested and qualified in availing of the non-degree resources programs according to the following programs:

1. Exchange of scientific and technical materials, publications data, and other information in agriculture;
2. Collaboration studies on jointly-decided specific areas of cooperation;
3. Organization of professional education and staff development programs, through training courses, symposia, and conferences specifically in the following areas:
 - i. Training on Digital Agriculture or Smart Agriculture;
 - ii. Training in Data Science for Agriculture;
 - iii. Advance Agricultural Technology Education;
 - iv. Saemaul Undong Movement Training;
 - v. Training for Foreign Agricultural Workers; and
 - vi. Internship Training for Young Professional

IV. Creation of National Committee

To ensure the implementation of the MOU, a Joint Committee (JC) will be created/established

1. For the Republic of the Philippines:
Department of Agriculture
 - Undersecretary for Special Concerns & Official Development Assistance (ODA)
 - Undersecretary for Policy, Planning and Regulation
 - Assistant Secretary for Special Concerns and ODA
 - Philippine Agriculture Office in Seoul
 - Agricultural Training Institute (ATI)
 - Bureau of Agricultural Research (BAR)
 - Human Resource Development Division (HRDD)
 - Selected Korea International Cooperation Agency (KOICA) – KNU Alumni
2. For the Republic of Korea:
Kyungpook National University, Daegu, South Korea
 - Institute of the International Research and Development (KNU-IIRD)



The Committee will have the following roles and responsibilities:

1. Formulate, facilitate, and submit programs, projects, and activities to realize this MOU's objectives;
2. Design, plan, implement and monitor, and evaluate (M&E) the human resource development program, including coordination activities;
3. Hold meetings regularly (according to mutually agreed activities) alternately in the Philippines and South Korea with the representative from the host country as Chairman of the meeting. Whenever necessary, an interim meeting may be held subject to the decision by the committee and arrangements through diplomatic channels.

A Lead Program Coordinator each from DA and KNU will be designated to coordinate with concerned agencies and deal with the daily and routine work of the Committee.

V. Qualification for the Availment of the Program

A. Eligibility Requirements

1. Must hold a permanent appointment and have rendered at least two (2) years of continuous service as a permanent employee in the Department;
2. Must have obtained at least a Very Satisfactory Performance Rating for the last two (2) consecutive rating periods preceding the application for the scholarship/training grant;
3. Must have no pending administrative case or criminal charges;
4. Must have no pending nomination/ approved application for scholarship/training grant or study leave;
5. Must have already rendered the required service obligation for previously availed scholarship/training grant
6. Must be physically and mentally fit to travel and undergo study/training abroad.

B. Documentary Requirements

The applicant must submit a letter of intent addressed to the director of both ATI and BAR, along with the following attachments, during the 2nd week of March and August:

1. Updated Personal Data Sheet
2. Work Experience Sheet
3. Copy of the DPCR/IPCR for the last two rating periods
4. Service Record
5. Certificate of No Pending Administrative Case
6. Certification from the Human Resource and Management Office (HRMO) that the applicant:
 - i. Complied with the service requirements of a previous scholarship/grant;
 - ii. Not presently enjoying any scholarship/grant; and
 - iii. Not enjoyed a scholarship grant for the last five (5) years for degree programs and two (2) years for non-degree program applicants.



VI. Selection and Evaluation

A maximum of 10 applicants per year (2024-2026) will be endorsed by BAR and ATI to the committee. The screening process for qualified documents will be conducted by the Department of Agriculture - Human Resource and Development Division (DA-HRDD). Applicants must meet at least 80 points to qualify for the program.

Criteria	Point System
Relevance of the Program to: <ul style="list-style-type: none"> a. Office Mandate or function -15 points b. Actual duties or position of the applicant - 15 points <ul style="list-style-type: none"> Very relevant 15 Fairly relevant 12 Relevant 10 Less relevant 5 Not relevant 0 	30 (a+b)
Individual Performance Commitment <ul style="list-style-type: none"> Outstanding 20 Very Satisfactory 15 	20
Length of service in government <ul style="list-style-type: none"> More than 8 years 10 More than 5 to 8 years 8 2 years to 5 years 5 	10
Credentials and accomplishments of the applicants within the institution	15
Interview results with the applicants	25
TOTAL	100



VII. Entitlements and Incentives

1. Employees awarded with the scholarship / training grant shall be considered on official business for the duration of the grant and shall be relieved of all duties and responsibilities.
2. Grantees shall enjoy the incentives as prescribed in applicable rules and regulations and rate of expenses and allowances for official local and foreign travels of the government personnel.
3. Grantees shall receive his/her salary and other entitlements and incentives in accordance with the guidelines provided by the Department of Budget and Management (DBM), Civil Service Commission (CSC) and the Department.

VIII. Responsibilities

A. Responsibility of the Grantees

In addition to the responsibilities of the scholars as stated in CSC Memorandum Circular No. 44, series of 1992, and the provision stipulated in the signed contract, the grantee is obligated to abide by the following:

1. Complete all the requirements for his/her non-degree project within the prescribed period;
2. Return to the office immediately upon completion or termination of the non-degree scholarship grant, and
3. The grantee must submit a Staff Development Report and Re-entry Plan should be submitted within sixty (60) days of completion of the grant.

B. Service Obligation

- a. As stipulated in the contract, the grantee must have a capacity to render service obligation to his/her mother agency for a period equivalent to the length of the approved non-degree scholarship grant, as follows:

DURATION	SERVICE OBLIGATION
For every year or a fraction thereof not less than six (6) months	Two (2) years
Six (6) months but not less than two (2)	One (1) year
Less than Two (2) months	Six (6) months

C. Effects of Administrative Cases

When a grantee is formally charged, upon application or before enrolment, with an administrative offense, where the penalty is suspension or dismissal, he/she shall be automatically disqualified from availing of the program.

D. Effects of Non-Completion of the Program or the Required Service Obligation

1. If the grantee fails to: (a) complete the degree or discontinue his/her studies upon his/her fault or willful neglect, except those due to illness or health reasons; or (b) render the service obligation specified in the contract through his/her fault or willful neglect, resignation, voluntary separation, or transfer, the grantee shall:
 - i. Refund to the mother agency the full amount of actual expenses defrayed for his/her grant. Provided, however, that no refund is necessary in case



the grantee fully completes the terms and requirements of its educational program.

- ii. Reimburse to their mother agency the gross salary, tuition, allowances, and other benefits received while on scholarship based on the following formula:

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

Where: R = Refund

TCR = Total Compensation Received (gross salary, allowances, and other benefits received for the duration of the grant

SOS = Service Obligation Served

SOR = Service Obligation Required

2. A proportionate refund shall be allowed, provided that the grantee has served the Agency at least 75% of his/her total service obligation. In such a case, the scholars shall only refund 25% of the total amount of compensation received for the duration of the grant.
3. BAR and ATI shall exhaust all legal remedies to extract collection of all unpaid reimbursements from the grantee.
4. Repayment of salaries and allowances may be condoned in the event of meritorious reasons such as pregnancy, grave illness, non-offering of a subject in a particular term, voluntary separation from the government, and other valid circumstances. An extension may be granted for six (6) months.

IX. Monitoring Scheme

- A. The performance of grantees shall be regularly monitored by the Joint Committee (DA-BAR and ATI). Compliance with the above guidelines shall be likewise supervised.
- B. A database shall be established, maintained, and regularly updated by the Joint Committee.
- C. The Joint Committee shall request the concerned Human Resource Management Office to monitor the re-entry plan of the Immediate Supervisor for Six (6) months to One (1) year after the completion of the grant. This is to validate the status/progress of implementation of the actions identified in the documents.
- D. Each grantee will submit monthly submission of status or progress reports to the Committee
- E. Assess the overall effectiveness of the Programs/ modules relative to the identified knowledge gaps analysis made.
- F. After the Three (3) years of implementation of the program, a program assessment / end-term evaluation study will be conducted to assess the performance of the program that will be funded by BAR and ATI.



X. Funding

Both agencies shall allocate funding support for three (3) years (2024-2026) for the provision of the non-degree scholarship program. The funds shall cover all research allowance cost (professor's fee, researchers fee, lectures, Korean Culture and Recreation and interpretation fee), operating expenses (guide fees, entrance and experience fees, souvenirs and etc.), food, accommodation, travel expenses (plane fair and in Korea), business promotion expenses (OT event, conference fees and others), overseas document expenses (DSA, travel and visa insurance) and the indirect cost (taxes to the university industry-academic cooperation foundation).

It is allowed to commission a third party to manage the project for the implementation of the program, with funds charged against the regular agency allocations. On the other hand, special funds may also be sourced and utilized to supplement the resource requirements for the scholarship program outlined in this guideline.

Additionally, for the implementation of the program, the KNU will cover the expenses for presentation materials, booklets, consumable supplies, lecture room rental fees and certificate participations.

XI. Amendment and Separability

All rules and regulations, other issuances, or parts thereof, which are inconsistent with the provision of these guidelines, shall be repealed or modified accordingly. Any provisions may be amended provided that changes are still substantially consistent with the entirety of the guidelines as well as the signed Memorandum of Understanding between DA and KNU.

This Order shall take effect immediately.

Done this 20th day of MARCH 2025.


FRANCISCO P. TIUL LAUREL JR.
Secretary



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