



Department of Agriculture
**PHILIPPINE RURAL
DEVELOPMENT PROJECT**
Enabling Communities. Expanding Opportunities.

**DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL
DEVELOPMENT PROJECT
(DA-PRDP)**

ADMINISTRATIVE GUIDELINES



UPDATED AS OF OCTOBER 19, 2023

Introduction

The Administrative Guidelines is hereby formulated to set the standard of conduct and guide the technical contracted staff and DA regular staff in the day-to-day coordination activities of the Department of Agriculture - Philippine Rural Development Project (DA-PRDP). It is also designed to provide a broader and clearer understanding of the rules and procedures of the organization that would benefit the DA-PRDP officials, DA regular staff and its technical contracted staff in normal operating conditions, and during times of calamities and national emergencies. This Guidelines shall pave the way for the DA regular staff, technical contracted staff to perform their functions effectively and efficiently for the best interest of the Project.

Moreover, this Guidelines will provide rules and regulations concerning the following support services:

- I. General Administrative Policies
- II. Staff Management
- III. Compensation Administration
- IV. Communication Process and Records Management
- V. Supply and Property Management
- VI. Transportation Services
- VII. Security and Housekeeping Services
- VIII. Institutional Strengthening Arrangement Program (ISAP)
- IX. Creation of Committees
- X. Final Provisions

General Objective:

This Administrative Guidelines aims at ensuring a sound, efficient and effective management of the DA-PRDP.

Definition of Terms

1. **Back-to-Office Report (BTOR)** - Post-travel report prepared after an official travel, signed by the Deputy Project Director and Component/Unit/Alternate Head.
2. **Technical Contracted Staff** - Manpower directly hired by the PRDP, classified as contractuels based on their respective approved terms of references (TORs) under the Incremental Operating Cost (IOC), to render eight (8) hours of work from Mondays to Fridays.
3. **Daily Time Record (DTR)** - Computation of a staff's time worked under the Project, for monitoring and proper compensation.
4. **DA Regular Staff** - Manpower employed under the DA that are also detailed to the PRDP. Can be part time or full time, depending on the signed Special Order by the Secretary or Regional Executive Director.
5. **Department of Agriculture (DA)** - The DA is the government agency responsible for the promotion of agricultural development by providing the policy framework, public investments, and support services needed for domestic and export-oriented business enterprises, envisioning a food-secure and resilient Philippines with empowered and prosperous farmers and fishers.
6. **Document Tracking System (DTS)** - is a correspondence using the Internal Correspondence Format from respective components/units. Details of the correspondence shall be inputted in the Document Tracking System (DTS) for monitoring purposes.
7. **Health and Safety Officers (HSOs) or Health and Safety Coordinators (HSCs)** - DA-PRDP personnel designated by Management to actively monitor and supervise all health related concerns of the Project's manpower.
8. **Individual Performance Evaluation Profile - Accomplishment Reporting System (iPEP-ARS)** - a web-based, in-house developed work management system aimed to streamline the Performance Evaluation Profile document management process and systematically track workforce productivity to ensure it meets management objectives.
9. **National Project Coordination Office (NPCO)** - PRDP's Main Office located at the DA Central Office.
10. **National Project Steering Committee (NPSC)** - Responsible for the overall direction and oversight of the Project implementation. The NPSC is the overall governing and policy-making body at the national level, and it is composed of the DA Secretary as Chairperson, the National Project Director as Co-Chairperson, National Deputy Project Director as Vice Chairperson and duly designated representatives, with a rank not lower than a Director of the member agencies.
11. **No Noon Break Policy** - This policy is prescribed under Republic Act No. 9485, or the "Anti-Red Tape Act of 2007" Section 8 (e), stating that "heads of offices and agencies, which render frontline services, shall adopt appropriate working schedules to ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break and after regular working hours."

12. **Official Travel** - Work-related duties outside of the main office premises.
13. **Performance Evaluation Review Committee (PERC)** - PERC is formed in the NPCO, PSOs and RPCOs that shall conduct a formal review of the performance evaluation of its technical contracted staff and DA regular staff on a semestral basis.
14. **Personnel Selection Committee (PSC)** - PSC shall serve as the recommendatory authority in the hiring of [hired] consultants and/or [contracted] staff.
15. **Philippine Rural Development Project (PRDP)** - PRDP is a project under the DA designed to establish the government platform for a modern, climate-smart, and market-oriented agri-fishery sector. PRDP will partner with Local Government Units and the private sector in providing key infrastructure, facilities, technology, and information that will raise incomes, productivity, and competitiveness in the countryside.
16. **PRDP Staff** - refers to all technical contracted staff and DA regular staff.
17. **Project Support Office (PSO)** - PRDP cluster offices situated in North Luzon, South Luzon, Visayas, and Mindanao.
18. **Regional Project Coordination Office (RPCO)** - Regional offices falling under the supervision of the PSOs in its respective clusters.
19. **Terms of Reference (TOR)** - Official document that sets duties and responsibilities for the PRDP staff, including objectives, qualifications, scope and deliverables.
20. **Travel Order (TO)** - Official document issued for supporting official travels outside of the city/municipality of the Project technical contracted staff/DA regular staff's station.
21. **Trip Ticket** - Official document issued for supporting official travels and businesses of the Project's official vehicles.

Chapter I

GENERAL ADMINISTRATIVE POLICIES

I.1. Objective

The Administrative Guidelines aims to promote the value of professionalism among PRDP technical contracted staff and DA regular staff detailed to the Project, and ensure that all shall comply with the rules and regulations set forth by the Project.

I.2. National Project Steering Committee (NPSC) - Responsible for the overall direction and oversight of the Project implementation. The NPSC is the overall governing and policy-making body at the national level, and it is composed of the DA Secretary as Chairperson, the National Project Director as Co-Chairperson, National Deputy Project Director as Vice Chairperson and duly designated representatives, with a rank not lower than a Director, of the following attached agencies as members:

1. Agriculture Training Institute (ATI)
2. Bureau of Agricultural and Fisheries Standards (BAFS)
3. Bureau of Animal Industry (BAI), Bureau of Agricultural Research (BAR)
4. Bureau of Fisheries and Aquatic Resources (BFAR)
5. Bureau of Plant Industry (BPI)
6. Agricultural Credit Policy Council (ACPC)
7. Philippine Fiber Industry Development Authority (PhilFIDA)
8. National Dairy Authority (NDA)
9. Philippine Crop Insurance Corporation (PCIC)
10. Philippine Center for Postharvest Development and Mechanization (PHILMECH)
11. Philippine Fisheries Development Authority (PFDA)
12. Sugar Regulatory Administration (SRA)
13. Bureau of Agricultural and Fisheries Engineering (BAFE)
14. National Irrigation Authority (NIA)
15. Philippine Coconut Authority (PCA)

I.3. Organizational Structure

I.3.1. National Project Coordination Office (NPCO)

PRDP's Main Office is located at the DA Central Office.

I.3.2. Project Support Office (PSO)

PRDP cluster offices situated in North Luzon, South Luzon, Visayas, and Mindanao.

I.3.3. Regional Project Coordination Office (RPCO)

Regional offices falling under the supervision of the PSOs in its respective clusters.

I.4. Working Days and Office Hours

Part Time DA Regular Staff– Part time DA regular staff detailed to the PRDP shall render services for the Project based on work arrangements agreed upon between him/her and the immediate superior of his/her mother unit/agency and the DA-PRDP management.

Full Time DA Regular Staff – Full time DA regular staff detailed to the PRDP are expected to render the full eight (8) working hours to PRDP activities from Mondays to Fridays.

Working Time for DA-PRDP Technical Contracted Staff – DA-PRDP technical contracted staff shall render eight (8) hours of work, starting 8:00 AM to 5:00 PM, Mondays to Fridays, unless otherwise suspended due to calamities or national emergencies, and shall be based on their approved or signed work arrangements by the National Project Director (NPD) or Project Director (PD).

On-Site Work Arrangements for DA-PRDP Technical Contracted Staff – DA-PRDP technical contracted staff are required to register their arrival at and departure from the office premises, including their leaving from and return to the office during noon break (12:00 noon to 1:00 p.m.). Those who report at 8:01am and later shall be considered tardy or late. The time recorder machine provided by the Project shall be used for this purpose.

Work-From-Home (WFH) Arrangements for DA-PRDP Technical Contracted Staff – DA-PRDP technical contracted staff are required to be reachable and available through calls, emails, online meetings, texts and other social media platforms. Failure to comply, unavailability or no actions shall be considered absent. They are also required to work on-site even during the WFH schedule when needed.

The technical contracted staff and DA regular staff are required to sign up and log-in to an online-based work management platform, the Individual Performance Evaluation Profile - Accomplishment Reporting System (iPEP-ARS) for recording of delivered tasks.

The Project observes the “No Noon Break” policy and enjoins its components and units to ensure that office operations shall not be disrupted/hampered during the one-hour noon break, particularly in attending to the needs of the Project’s clients and the public.

1.5. Official Travel

Except for extraordinary and unavoidable circumstances, official travels shall be allowed from Tuesdays to Fridays only. Mondays should be devoted to regular Mancom, and inter-component and unit meetings for more effective project implementation as the use of internet connection shall be required during the implementation of Digital Signature.

1.5.1. Travel Order (TO)

Without prejudice to the foregoing rule, technical contracted staff and DA regular staff, all travels shall be limited to four (4) days including departure and return date. In addition, all PRDP staff are not allowed to travel on Mondays.

This is to ensure that the documents submitted to the NPCO, PSOs and RPCOs are appropriately reviewed and processed in a timely manner to avoid delays in submission and procedures of approval.

The approval of the submitted Travel Order (TO) is upon the discretion of the National Project Director / Project Director such as PRDP staff to travel and duration, depending on the submitted monthly travel plan and program.

PRDP staff may pursue official functions or conduct work outside of their respective official stations, subject to the following rules:

- a. Official travels outside of the city/municipality of the Project staff/consultants' station: shall be deemed authorized if covered by an approved Travel Order (TO) with Itinerary of Travel per advised by the PRDP Management, supported by the following:
 - If the travel is initiated *motu proprio* by NPCO/PSOs/RPCOs (visiting unit office) - with approved Memorandum allowing the said travel;
 - If the travel is through invitation of the NPCO/PSOs/RPCOs/LGUs (office to be visited) - with the signed invitation letter or Memorandum from the requesting unit/office.
- b. If official business is to be conducted at a place other than the premises of the DA-PRDP office but within the same city/municipality shall secure a signed/approved Memorandum allowing the personnel to attend/travel.
- c. For transactions to be conducted outside of his/her official station and with other government/private offices, a Locator Slip/Office Business and/or Certificate of Appearance issued by the visited office/agency shall be secured for such purpose.
- d. The TO with Itinerary of Travel must be secured in accordance with the prescribed TO Process Flow and using the official TO Form. All documents required above shall be secured **with a minimum of five (5) working days prior to the date/time of departure for the authorized out-of-town trip.**
- e. Properly accomplished Travel Orders (TOs) with Itinerary of Travel for technical contracted staff and DA regular staff of the National Project Coordination Office (NPCO) and Project Support Offices (PSOs) shall exhibit the following: (a) signature of the Deputy Project Director as the authority recommending the approval of the TO with initial by his/her Component/Unit/Alternate Head or immediate supervisor; and (b) signature of the Project Director as approving authority.
- f. Provided that, in the case of PSOs, the DPD or Designated Regional Technical Director shall, for reasons of expediency, also be granted the authority to approve TOs.
- g. With respect to Regional Project Coordination Offices (RPCOs), TOs shall be approved by the Regional Executive Directors/Project Directors.
- h. All TOs with its attachments (i.e, travel itinerary, program of activities or letters/memoranda, vehicle request form) must be submitted to the assigned Administrative Staff to be checked and monitored by the Administrative Unit/Alternate Head prior to the consultant/staff's attendance and whereabouts.
- i. Component/Unit/Alternate Head shall initial and monitor the approval of his/her team's Travel Order with Itinerary of Travel in order to avoid overlapping of travel activities.

1.5.2. CANCELLATION/DEVIATION/CUT SHORT TRAVEL

A PRDP technical contracted staff/DA regular staff with an approved TO with Itinerary of Travel but did not undertake the approved travel shall punch in at the biometrics. Otherwise, he or she will be marked absent.

A PRDP technical contracted staff/DA regular staff is required to report to the office if his/her trip was cut short by at least 24 hours or upon the instruction of the Project Director or Deputy Project Director particularly for urgent and important tasks that require the technical contracted staff/DA regular staff's presence in the office.

A PRDP technical contracted staff/DA regular staff shall report any deviation in the approved Itinerary of Travel that include but are not limited to trips that are cut short or prolonged and destination points that were changed.

PRDP technical contracted staff/DA regular staff should claim actual per diems only. Technical contracted staff/DA regular staff claiming reimbursements contrary to the actual travel conducted shall be subjected to the Disciplinary Committee.

1.5.3. Trip Tickets for DA-PRDP Drivers – DA-PRDP Drivers assigned as official drivers to designated vehicles and are going on authorized travels are required to secure, apart from the approved TO with Itinerary of Travel, a duly accomplished Trip Ticket Form prior to departure to be signed/initialed by the Administrative Unit/Alternate Head, designated Dispatcher and Mechanic **with a minimum of seven (7) working days prior to the date/time of departure for the authorized out-of-town trip.**

Project drivers shall immediately provide the Administrative Unit a copy of their accomplished Trip Ticket upon their return from their official travel. This is to ensure consistency between per diems of the Project drivers and their passengers.

1.5.4. Back-to-Office Report (BTOR) – technical contracted staff/DA regular staff who went on official travels, immediately upon return within fifteen (15) days to their official station, shall submit their signed BTOR to the I-SUPPORT Component/Alternate Head, Administrative Unit/Alternate Head and M&E/MEL Unit/Alternate Head/Specialist before approval of the Project Director/Deputy Project Director for monitoring of subproject(s) status and Project staff's attendance and whereabouts.

I.6. Tardiness, Undertime and Absences – Tardiness, under time and absences shall result in corresponding deductions from the concerned project technical contracted staff's monthly pay (i.e. equivalent to the lost work time).

A technical contracted staff/DA regular staff shall be deemed tardy or late whenever he/she logs in beyond 8:00 a.m. upon arrival at the office. Undertime is incurred when the technical contracted staff/DA regular staff logs out before 5:00 p.m., unless otherwise suspended due to calamities or national emergencies, and shall be based on their approved work arrangements.

A technical contracted staff/DA regular staff is deemed absent when he/she is unavailable for work as assigned/scheduled. technical contracted staff/DA regular staff with no entries in the biometric machine and/or official logbook at the assigned security guard's desk shall be considered absent or under time and the equivalent period thereof shall be deducted from his/her attendance, which shall entail a corresponding compensation deduction.

For purposes of taking planned personal leaves from work, the concerned technical contracted staff/DA regular staff must submit to the Administrative Unit/Alternate Head, at least two (2) days before the scheduled absence, an Application for Leave and Clearance (ALC) approved by the:

- o **NPCO** : National Deputy Project Director /

Administrative/Alternate Unit Head

- o **PSO** : Deputy Project Director / Administrative Unit Head
- o **RPCO** : Regional Executive Director / Administrative Unit Head

In cases of emergency or unscheduled absences, technical contracted staff/DA regular staff concerned must, as soon as possible, through telephone, email or any means of communications, notify his/her Component/Unit Head or immediate supervisor of his/her inability to report for work. Upon return to work, he/she shall submit the necessary personal leave or ALC.

Once reported to the Component/Unit/Alternate Head or immediate supervisor, the Component/Unit/Alternate Head shall inform the Administrative Unit/Alternate Head for attendance monitoring. Or, the technical contracted staff/DA regular staff must notify both the Component/Unit Head and the Administrative Unit/Alternate Head of his/her leave.

I.7. Working Beyond Office Hours

technical contracted staff/DA regular staff intending to work beyond regular office hours (7:00 PM onwards), Saturdays, Sundays or during holidays at his/her official work station shall, for security purposes, secure a permit to render overtime work, duly approved by the Component/Unit/Alternate Head or immediate supervisor and Deputy Project Director/Administrative Unit/Alternate Head. In addition, at or around the time of delivering said services, the concerned technical contracted staff/DA regular staff must record his/her attendance in a logbook and in the biometrics, which shall be maintained by the Administrative Unit.

I.8. Daily Time Record (DTR)

As a rule, technical contracted staff/DA regular staff's attendance at work shall be recorded through individual Daily Time Records (DTRs) generated through the time recorder provided by the Project, accordingly:

- (a) The time entries in the DTR shall be the bases for determining whether a technical contracted staff/DA regular staff was tardy for work and/or went on undertime on any given day;
- (b) The absence of or incomplete time-in/ time-out entries shall generally be regarded as proof of a concerned PRDP staff absence from work on any particular day. At any rate, Project staff are, necessarily, not expected to time in/out when they are bound for or are on official business outside of their regular work station. In the latter case, nevertheless, in order to not be considered absent, the concerned PRDP staff must submit to the Administrative Unit/Alternate Head his/her approved or signed TO(s), Locator Slip(s) or Trip Ticket(s), and/or Certificates of Appearance(s), as appropriate.
- (c) To combat the COVID-19 pandemic, all technical contracted staff/DA regular staff must follow the health protocols and procedures issued by all concerned government agencies. All PRDP staff are also required to record their work attendance with body temperature by making pertinent entries in a logbook at the guard's desk maintained for recording significant incidents at the different PRDP work premises.

I.9. Submission of Requirements for the Processing of Compensation of

Consultants

These are the following digitally signed (per COA Guidelines No. 2021-006) or originally signed requirements for the preparation of the bi-monthly payroll and the eventual payment of the PRDP staff’s compensation/fees shortly after the end of every half-month:

- a) Duly-signed / approved DTR by the approving authority;
- b) Accomplishment Report (for the payment period) signed by the approving authority;
- c) Certificate of Job Acceptance signed by the approving authority.
- d) If any, necessary attachments to the DTR and accomplishment report as supporting documents for official travels taken during the report or payment period (e.g. Travel Orders, Locator Slips/OB Forms, Trip Tickets, Certificates of Attendance / Participation).

For technical contracted staff, in order to have a timely compensation, these are the following schedule of submission to the Administrative Unit:

COMPENSATION REQUIREMENT	DEADLINE OF SUBMISSION
Accomplishment Report (AR)	On or before 15 th & 30 th of the month @1:00 PM
Certificate of Job Acceptance (CJA)	
Certified Copy of Travel Order (TO)	
Certified Copy of Certificate of Appearance/Participation (CA)	On or before 1:00 PM after the cut-off
Official Business Form (OB)	
Daily-Time Record (DTR)	

Failure to do so will result in the delay of the release of compensation of the erring PRDP staff, and will be included in the second (2nd) batch.

For detailed DA regular staff, accomplishment reports shall be submitted every last working day of the month for the payment of their remuneration.

Approval of Daily Time Records & Accomplishment Reports:

STAFF	APPROVING AUTHORITY
Deputy Project Director	Project Director
Component/Unit Heads	Deputy Project Director
Office of the DPD Staff	Deputy Project Director
Specialists/Officers and Staff	Component / Unit Heads. However, DTRs of technical contracted staff whose Component/Unit Heads are not DA regular

	staff, these shall be signed by the Deputy Project Director or Project Director.
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All DTRs and ARs shall be reviewed and signed/initialed by the Administrative/Alternate Unit Head for accuracy checking based on the PRDP staff's attendance record prior to approval and signing of the Project Director/Deputy Project Director.

I.10 Dress Code

technical contracted staff and DA regular staff are expected to be in proper and decent attire within the office premises. More specifically, office attire shall conform to the Dress Code prescribed for DA employees.

I.11. Project Management Mechanisms

The Project's Annual Procurement Plan (APP) and Work and Financial Plan (WFP) for the following year, shall be submitted to the World Bank for its No Objection Letter (NOL), two (2) to three (3) weeks prior to the set deadline (every 31st of October of the current year), in order to have ample time allowance for making possible amendment(s) or clarifications that the Bank may require.

I.12. Recommending and Approving Authority for Specific Transactions and Activities

This matrix shall serve as a reference for technical contracted staff in referring to authorized officials/personnel to recommend and approve an activity or transaction within the Project:

Activities	Review/Recommending Approval	Approval	Remarks
Consultancy/Contract Services			
Short-listing of Applicants	Personnel Selection Committee (PSC)	PD	At least three (3) and maximum of six (6) applicants
Panel Interview	Personnel Selection Committee (PSC)	PD	Interview materials must be prepared beforehand
Selection	Personnel Selection Committee (PSC)	PD	
Contract Preparation and Execution	Administrative Unit Head	PD	
Performance Evaluation <i>Component/Unit Heads Specialist/Officers/Staff</i>	Performance Evaluation Review Committee (PERC)	PD	Conducted on semestral basis

All Communications All Directives & Policies related to the Project	DPD	PD	
Finance			
Reimbursement: DPD		PD	Shall abide with the government accounting and auditing rules
Component/Unit Heads	DPD	PD	
Specialist/Officers/Staff	Component/Unit Heads	DPD	
All Payments	DPD	PD	
Training/Capacity Building		PD	
Training/Workshop Schedule	Component/Unit Heads		
Activity/Training Design			
Authority to Conduct	DPD		

Chapter II

STAFF MANAGEMENT

II.1. Objective

This chapter lays down guidelines toward the efficient management and development of PRDP technical contracted staff/DA regular staff to the end, that the Project implementation is facilitated by a healthy, proficient, dedicated, and professional workforce.

General Guidelines:

1. As a rule, PRDP's staffing structure shall be filled by regular staff of the DA. Depending on the extent of services they would be required to deliver, these staff may be re-assigned to PRDP to perform full-time work therefore, or detailed/assigned to render work for the Project on a part-time basis.
2. If, however, the required competencies for needed services could not be provided by and/or are not available from the DA regular staff, the services of qualified staff from other line agencies and LGUs may be secured, in which case, these staff shall be detailed to the DA-PRDP. If the said recourse is still not enough for the service requirements of the Project, then it shall directly hire consultants and staff from outside of the government.
3. The staffing structure of the DA-PRDP shall be reviewed and approved by the National Project Steering Committee (NPSC). This includes the NPSC's authority to create new positions, set the limits in the number of technical contracted staff to hire or maintain per position and/or prescribe any increase or decrease thereof, and to abolish existing positions upon the recommendation of the NPCO Management Committee (ManCom).
4. Provisions for the filling in or maintenance of consultants/staff in accordance with the NPSC-approved staffing structure shall form part of the Approved Annual Procurement Plan (APP) and the Approved Work and Financial Plan (WFP) of the PRDP.
5. The Project shall maintain the Management Committee (ManCom) at the NPCO level composed of the National Project Director, National Deputy Project Director and all Component, Unit and Alternate Heads – which is responsible for the overall operations of the PRDP.
6. The DA-PRDP PSOs and RPCOs shall constitute their respective ManCom to oversee and formulate directives to the management and administration of the Project and subproject operations and activities in their respective areas.
7. Relative to the engagement of technical contracted staff's services (i.e. from outside the DA, other line agencies, and LGUs), the NPCO, PSOs and RPCOs shall maintain the Personnel Selection Committee (PSC).

8. The PSCs shall serve as the recommendatory authority in the hiring of consultants/staff (recommendation being submitted to the bids and awards committee) and shall be composed of but not limited to the following:
- Deputy Project Director as Chairperson
 - Administrative Unit Head as Co-Chairperson
 - I-SUPPORT Component/Alternate Head as Vice-Chairperson
 - Concerned Component/Unit as Member/s
 - Administrative Alternate Unit Head as Member

The Administrative Staff will act as Secretariat of the PSC.

9. The final authority to hire a consultant/staff is vested in the National Project Director, PSO Project Director and RPCO Project Director upon recommendation of the Special Bids and Awards Committee (SBAC).
10. Detailed/Reassigned/Designated full-time and part-time DA regular staff to PRDP-NPCO and PSO shall be facilitated through a Special Order (SO) signed by the Secretary. Likewise, at the RPCO level, the PD/RED shall issue an Officer Order (OO) to designate DA regular staff to be assigned to the RPCOs.
11. The authority to terminate and/or contract non-renewal of a technical contracted staff, and to reassign/re-detail DA regular staff are vested in the National Project Director, PSO Project Directors and RPCO Project Directors who shall act upon the recommendation of the **Performance Evaluation Review Committee (PERC) which also serve as the Disciplinary Committee**, as applicable. Provided that the termination directed by the National Project Director or Project Directors in disciplinary cases or matters shall be subject to the rules on appeal to the Secretary.
12. technical contracted staff on a semestral basis or before his/her maximum one (1) year contract ends, and also the DA regular staff on a semestral basis for continuing of his/her assignment through a Special Order as full-time or part-time to the Project, shall undergo performance evaluation review to be conducted by the respective NPCO/PSOs/RPCOs' Performance Evaluation Review Committees (PERCs). The results of which are among the bases for the renewal or end of contract (endo) of technical contracted staff's contracts, and reassignment/re-detailment for DA regular staff.
13. The respective Performance Evaluation Review Committees (PERCs) shall serve as the recommendatory authority for renewal, non-renewal or termination of technical contracted staff, if to be renewed the recommendation is submitted to the SBAC, and reassignment/re-detailment for DA regular staff, shall be composed of but not limited to the following:
- Deputy Project Director as Chairperson
 - Administrative Unit Head as Co-Chairperson
 - I-SUPPORT Component/Alternate Head as Vice-Chairperson
 - Component/Unit/Alternate Heads as Members
 - Administrative Alternate Unit Head as Member

The Administrative Staff will act as Secretariat of the PERC.

II.2. Category of DA-PRDP Staff

II.2.1 Directly Technical Contracted Staff by the Project through Selection of Individual Consultants (SIC)

These are technical contracted staff by the Project through Selection of Individual Consultants (SIC) after undergoing the procurement process in accordance with the applicable guidelines on the procurement of consulting services (as provided in the Loan Agreement, the World Bank Guidelines on the Selection and Employment of Consultants and the PRDP Procurement Manual).

II.2.2 Regular Staff of the DA / Other Government Agencies Assigned/Detailed to Perform Work for and Under PRDP

- a. **Reassigned** – an employee or DA regular staff under one organizational unit of the Department of Agriculture re-assigned to PRDP and the reassignment does not involve a reduction in rank, status or salary.
- b. **Detailed** – an employee or regular staff of another agency assigned to do work for and under the DA-PRDP without the issuance of an appointment even as this movement shall be allowed only for a limited period and only in cases of employees occupying professional, technical and scientific positions.
- c. Regular staff of the DA assigned/detailed to perform work for the PRDP on a part-time basis.

II.3. Hiring and Selection Process

II.3.1. General Guidelines

1. technical contracted staff's positions in the Project shall be filled in accordance with the staffing structure approved by the National Project Steering Committee (NPSC).
2. All positions in the Project shall have their corresponding individual Terms of Reference (TOR), which may be amended from time-to-time to conform to the changes in the Project's needs.
3. The compensation of technical contracted staff shall be determined by the NPSC even as the existing NPSC-approved compensation rates shall be applied for the remainder of the Project period unless, in the meantime, the said Committee authorizes any change thereto; provided, that any change in the technical contracted staff's compensation shall be subject to applicable accounting and auditing rules and other relevant regulations and statutes of the Government of the Philippines (GOP).
4. As a rule, Contracts of Service (COS) for technical contracted staff shall commence on the first working day of January and conclude on the last day of December of the same year for a total contract period of twelve (12) months. Nevertheless, in cases where the technical contracted staff's contracts commenced on any date after January 1st of the year, the same should still have a maximum eleven (11) months as its last day of effectivity subject to availability of funds for renewal of Individual Consultancy Contracts/Contracts of Service.

II.3.2. Hiring and Selection Process

1. As a rule, vacancy notices or equivalent announcements (e.g. Requests for Expression of Interest) shall be published in the PRDP and PhilGEPS websites for recruitment notices. The minimum notice period for this purpose shall be seven (7) days and the period for the submission of applications/expression of interest and related documents shall be set any number of days within the minimum of seven (7) calendar days counted from the first day of publication to a maximum of fifteen (15) calendar days, therefrom.
2. DA-PRDP technical contracted staff may compete for advertised vacancies.
3. The requirements for job applicants are as follows:
 - Application letter/Letter of Expression of Interest
 - Curriculum Vitae
 - Diploma (photocopy/certified true copy)
 - Transcript of Records (photocopy/certified true copy)
 - ID license, if applicable (photocopy/certified true copy)
4. The PSC secretariat shall prepare a comparative matrix of submitted documents and endorse the same to the Personnel Selection Committee (PSC).
5. The PSC shall evaluate and shortlist the applicants who are qualified and meet the minimum requirements based on the approved Terms of References (TORs) and set evaluation criteria.
6. The PSC shall submit to the SBAC Secretariat its PSC Resolution recommending the hiring of the specific applicants that, to its mind, is the most qualified to the Individual Consultancy Contract/Contract of Service position or item applied for. The PSC Resolution shall include the overall evaluation and a summary of the results of the applicants' interview and written examination. The PSC Resolution shall be endorsed to the SBAC Secretariat with all supporting documents (individual evaluation/examination papers, etc.).
7. The SBAC shall evaluate and validate the PSC Resolution alongside the supporting documentation and come up with its own recommendation relative to the hiring of an applicant to the position under consideration.
8. The SBAC shall prepare an SBAC Resolution recommending the award of the ICC/CoS to the successful applicant(s).
9. After the approval of the obligation and CAF issuance, the HR/Staff Section, Administrative Unit facilitates contract execution.

II.3.3. Placement

The submission of the following documents is required from the successful applicant(s) as a condition to contract execution:

- a) Three (3) sets of Personal Data Sheet (Form 212) with passport size ID picture
- b) Tax Identification Number
- c) Medical Clearance (fit to work)
- d) Professional Driver's License (for drivers only)

e) NBI Clearance or National Police Clearance

The Administrative Unit shall prepare contracts of service of the technical contracted staff and facilitate the immediate execution thereof.

II.3.4. Orientation

It is the responsibility of the Administrative Unit and the concerned Component/ Unit Heads to provide standard orientation to newly technical contracted staff on the following:

- Goals, objectives and approaches of the PRDP
- Terms of Reference for the Job
- Individual Performance Evaluation Profile (iPEP)
- Organizational Structure and Staff
- Office Facilities
- Staff/consultants' terms, policies and guidelines
- Administrative Guidelines and Operations Manuals, in general.

II.4. Termination Procedures

The technical contracted staff's contracts may be terminated by the DA-PRDP or by him/her upon valid grounds for termination and following the processes therefore as follows:

II.4.1. Grounds For the Termination of Staff/Consultant's Contract by the DA-PRDP:

1. Breach of contract, and/or the technical contracted staff's failure to deliver or perform outputs and deliverables within the required or instructed period, or any other obligations under the contract.
2. As a result of Force Majeure, the Consultant/Staff is unable to perform a material portion of the services required of him/her for a period of not less than sixty (60) days. If, as the result of the force majeure, the technical contracted staff is unable to perform a material portion of the services for a period of not less than sixty (60) calendar days after the technical contracted staff's receipt of the notice from DA stating that the circumstance of force majeure is deemed to have ceased.
3. The occurrence of any condition or situation, which to any reasonable mind, could seriously interfere with or threaten the successful implementation of the Project and/or the fulfillment of the contract's purpose(s) or has actually seriously interfered with or threatened the successful implementation of the Project and/or the fulfillment of the contract's purpose(s).
4. Inability to report or perform for work for a period of thirty (30) working days.
5. Termination for Cause or Unlawful Acts- or termination grounded upon the finding that the technical contracted staff has conducted herself/himself in such a way or, otherwise, committed any of the acts that seriously offend against standards of conduct or performance. Any of these disciplinary causes for termination are as follows:
 1. Incompetence to meet and comply with the scope of works and services as solely determined by PRDP management.

2. Dishonesty
3. Oppression
4. Neglect of duty
5. Misconduct
6. Disgraceful and immoral conduct, also bullying, body shaming, bantering, etc.
7. Poor performance as per evaluation of PERC.
8. Discourtesy in the course of official duties.
9. Refusal to obey office rules, guidelines, operation manuals, protocols; and written or oral orders from the Project Director, Deputy Project Director, Component/Unit Head/Alternate Head and/or Immediate Superior.
10. Loss of Trust and Confidence
11. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift, or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons, or committing acts punishable under the anti-graft laws.
12. Conviction of a crime involving moral turpitude.
13. Any other act analogous to the foregoing.

The abovementioned grounds for the termination of a technical contracted staff's contract by the DA-PRDP are included or stipulated in the Individual Consultancy Contract (ICC)/Contract of Service (CoS) as binding agreement between the DA-PRDP and the technical contracted staff to be hired in the Project, and shall be applied as Breach of Contract.

II.4.2. Grounds for the Termination of Contract by the Technical Contracted Staff:

1. By reason of any situation or of the occurrence of any event beyond the reasonable control of the technical contracted staff, the performance of the obligations under the contract by the technical contracted staff are rendered or has become impossible (e.g. sickness, incapacity, death).
2. Termination in these cases shall be evidenced by notice of resignation/shortening of contract period received by the concerned DA-PRDP office from the technical contracted staff or his/her next of kin or, otherwise by the memorandum of the unit/component head as to the factual basis of contract termination in this regard.
3. In any other case, upon a 30-day notice to the DA-PRDP management; Provided that, if the effective date of termination falls on a day before the lapse of first half of the contract period, he/she shall reimburse the DA-PRDP of the cost of any staff training or staff capacity-building activity availed of within the effective period of the said contract.
4. The Performance Evaluation Review Committee or PERC will also act as **Disciplinary Committee**, has recommendatory power and shall compose of:

Chairperson	:	Deputy Project Director
Vice Chairperson	:	Administrative Unit Head
Members	:	Concerned Component/Unit/Alternate Heads Administrative Alternate Unit Head

The Administrative Staff will act as Secretariat of the PERC or Disciplinary Committee.

The Disciplinary Committee shall be utilized for the implementation of due process for the concerned technical contracted staff. The following disciplinary actions shall be observed:

- 1st Offense** - Oral Reprimand by the Project Director, Deputy Project Director, Administrative/Alternate Unit Head or concerned Component/Unit/Alternate Head/Immediate Supervisor
- 2nd Offense** - Written Reprimand signed by the Deputy Project Director recommended by his/her Component/Unit/Alternate Head /Immediate Supervisor
- 3rd Offense** - Termination of Contract, the PERC shall issue a PERC Resolution recommending the termination of technical contracted staff's contract, and for memorandum approval by the National Project Director or Project Director

Any member of the PERC who is directly concerned or affected with the outcome of the case, either as complainant or respondent, for disposition of the Committee shall inhibit and be prohibited to participate in the resolution of the said case.

II.5. Release of First and Last Consultant's Compensation

The first payment to a technical contracted staff shall be made only if the documents listed below are complete and attached to the payroll of technical contracted staff.

- (a) Original or Certified True Copy (CTC) of Contract
- (b) Approved Daily Time Record (DTR)
- (c) Certificate of Job Acceptance (CJA)
- (d) Accomplishment Report (AR)
- (e) Notice to Proceed (NTP)
- (f) Approved Travel Order (TO) for working days on official business, if any
- (g) Certificate(s) of Appearance / Locator Slip(s), if any
- (h) Annual Procurement Plan (APP)
- (i) Approved Purchase Request Action Slip (PRAS)
- (j) Notice of Award (NOA) with conforme
- (k) SBAC Resolution recommending award of contract to the Consultant/Staff
- (l) PhilGEPS Posting of Award
- (m) PSC Resolution and other pertinent documents

The last payment to the technical contracted staff shall be made only after the following documents are submitted and attached to the payroll:

- a. For technical contracted staff, completing their term per contract period stipulated in the ICC:
 - Approved Daily Time Record (DTR)
 - Certificate of Job Acceptance (CJA)
 - Accomplishment Report (AR)
 - Approved Travel Order (TO) for working days on official business, if any
 - Certificate(s) of Appearance / Locator Slip(s), if any
 - Certificate of Clearance from the Office

- b. For technical contracted staff whose terms is terminated prior to the lapse of the stipulated contract period, the following shall also be submitted:
- Memorandum regarding the Termination of Contract / Breach of Contract from the National Project Director or Project Director if the termination was initiated by the DA-PRDP through the PERC/Disciplinary Committee for any of the authorized non-disciplinary causes, and as stipulated in the “PRDP Administrative Guidelines’ Grounds for the Termination of Technical Contracted Staff’s Contract by the DA-PRDP;” or
 - Notice of resignation or of shortening of contract period received by the concerned PRDP office from the technical contracted staff or his/her authorized representative, or memorandum of the component/unit head for contract termination by the technical contracted staff; or
 - Notice of Resignation or of shortening of contract accepted by the concerned Project Director or Deputy Project Director in cases of contract termination by the technical contracted staff.
 - The PD or DPD shall issue a letter to the technical contracted staff confirming his/her resignation with final exact date of work, and shall allow at least thirty (30) day notice to ensure proper turn-over of all files, documents and equipment owned by the Project.
 - Once the letter to technical contracted staff confirming resignation is issued, and upon the instruction of the PD or DPD, the Administrative Unit shall prepare the Procurement Request Action Slip (PRAS) and facilitate the hiring/recruitment process for replacement.

II.6 Individual Performance Evaluation Profile and Accomplishment Reporting System (iPEP-ARS) Output-Based

The respective **Performance Evaluation Review Committees** or **PERCs** of NPCO, PSOs and RPCOs shall conduct a formal review of the performance evaluation of its technical contracted staff and DA regular staff on a semestral basis with two (2) consecutive quarters of the submitted targeted and accomplished iPEPs. For this purpose, each technical/contracted staff/DA regular staff shall set necessary targets, and accomplish the Individual Performance Evaluation (iPEP) Form Output-Based, which is earned from the technical contracted staff/DA regular staff’s bi-monthly accomplishment reports (ARs) submission, and secure the approval of his/her immediate supervisor with the recommendation by the PERC thereon.

An online-based work management platform, the PRDP Individual Performance Evaluation Profile and Accomplishment Reporting System (iPEP-ARS) is developed to digitalize processes in iPEP targeting, individual recording of delivered output, automated computation of individual performance with aggregated dashboard and generation of electronic copies of accomplishment and iPEP reports. This platform will also serve as a decision support tool for the PERCs for their review and recommendation.

The results of which are among the bases for the renewal, non-renewal or termination of technical contracted staff’s ICC/COC/contracts, and reassignment/re-detailment for the DA regular staff in the manner provided for in these guidelines:

Targeted iPEPs' Schedule of Submission
(Technical Contracted Staff & DA Regular Staff)

Activities	Review / Recommending Approval	Approval	Deadline of Submission	Remarks
Two (2) consecutive quarters targeted iPEPs of RPCOs' technical contracted staff /DA regular staff	RPCO-PERC	RPCO PD	Every 1st of the first month of the semester or two (2) consecutive quarters	Submission to the PSO for PSO-PERC's review and recommendation
Two (2) consecutive quarters targeted iPEPs from the RPCOs' technical contracted staff /DA regular staff	PSO-PERC	PSO PD	Every 8th of the first month of the semester or two (2) consecutive quarters	Submission to the NPCO for NPCO-PERC's review and recommendation
Two (2) consecutive quarters targeted iPEPs from the PSOs' technical contracted staff /DA regular staff	NPCO-PERC	NPD	Every 15th of the first month of the semester or two (2) consecutive quarters	Submission to the National Project Director through the National Deputy Project Director for review and approval
Two (2) consecutive quarters targeted iPEPs of the NPCO's technical contracted staff /DA regular staff	NPCO-PERC	NPD	Every 22nd of the first month of the semester or two (2) consecutive quarters	Submission to the National Project Director through the National Deputy Project Director for review and approval

Accomplished PEPs' Schedule of Submission
(Technical Contracted Staff & DA Regular Staff)

Activities	Review / Recommending Approval	Approval	Deadline of Submission	Remarks
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Two (2) consecutive quarters accomplished PEPs of the RPCOs' technical contracted staff /DA regular staff	RPCO-PERC	RPCO PD	Every 1st of the 7th month of the semester or two (2) consecutive quarters	Submission to the PSO for PSO-PERC's review and recommendation
Two (2) consecutive quarters accomplished PEPs from the RPCOs' technical contracted staff /DA regular staff	PSO-PERC	PSO PD	Every 8th of the 7th month of the semester or two (2) consecutive quarters	Submission to the NPCO for NPCO-PERC's review and recommendation
Two (2) consecutive quarters accomplished PEPs from the PSOs' technical contracted staff /DA regular staff	NPCO-PERC	NPD	Every 15th of the 7th month of the semester or two (2) consecutive quarters	Decisions are to be made before the 7th month ends for termination of contract
Two (2) consecutive quarters accomplished PEPs of the NPCO's technical contracted staff /DA regular staff	NPCO-PERC	NPD	Every 15th of the 7th month of the semester or two (2) consecutive quarters	Decisions are to be made before the 7th month ends for termination of contract

II.6.1. Features of the Individual Performance Evaluation Profile (iPEP) Form Output-Based

Part A - Individual Performance Evaluation Profile (iPEP) Form Output-Based -- The performance evaluation form features a direct correlation between the accomplishment of the targets of the component/unit with the individual's assessment. This means that the rate of target accomplishments of the component/unit where a technical contracted staff/DA regular staff belongs will affect his/her individual total equivalent point score (EPS). The performance percentage under this form comprises 70% of the total rating.

Target setting of the iPEP Form Output-Based per component/unit, shall be based on utilization/disbursement rate, technical support and/or administrative/logistical support depending on the approved Terms of Reference (TOR) and signed ICC/Contract.

Part B - Behavioral Dimension Form -- The Behavioral Dimension Form measures the individual performance of a technical contracted staff/DA regular staff in the areas listed below. The ratings for this part cover 30% of the total rating:

- Courtesy & Obedience (6%)
- HR & Stress Tolerance (6%)
- Punctuality & Attendance (6%)
- Initiative & Leadership (6%)

- Judgment & Decision Making (6%)

II.6.2. Performance Evaluation Procedure

1. The technical contracted staff/DA regular staff and his/her component/unit/alternate head or immediate supervisor need to come up with an agreement on the technical contracted staff/DA regular staff's work program and/or targets based on the expected deliverables/outputs as provided in the Terms of Reference (TOR). Then proceed filling up the Individual Performance Evaluation Profile (iPEP) Form Output-Based, adopting religiously the Triple A Elements:
 - Agreed
 - Aligned
 - Attainable
2. The technical contracted staff/DA regular staff must regularly monitor the attainment of the set targets.
3. The technical contracted staff/DA regular staff must fill-up the prescribed iPEP Form Output-Based, and discuss his/her ratings with his/her component/unit/alternate head/immediate supervisor.
4. The technical contracted staff/DA regular staff also needs to secure the signatures (digital or original) of the PERC's members in his/her (1) Accomplished and (2) Targets iPEPs Form Output-Based documents.
5. Thereafter, the parties must sign (digital or original) and submit through online/actual both (1) Accomplished and (2) Targeted iPEP Form Output-Based documents to the HR/Personnel Section under the Administrative Unit for review and consolidation.
6. The Administrative Unit must submit to the PERC the pertinent documents. After thorough review and assessment, the PERC must issue its Resolution for their recommendation to the National Project Director or Project Director for approval.
7. Once approved, the NPCO Administrative Unit will route to the NPCO Procurement Unit and needs to prepare a No Object Letter (NOL) for renewal (SSS) of PRDP staff/consultants endorsed by the NDPD and signed by the NPD, and to be submitted to the World Bank.
8. NPCO-PERC has the oversight functions to review, evaluate and recommend to the National Project Director. If necessary, to re-evaluate, recall or disapprove all (1) Accomplished and (2) Targets iPEPs Form Output-Based submitted by the NPCO/PSOs/RPCOs' technical contracted staff/DA regular staff. PSO-PERCs and RPCO-PERCs also have the same oversight functions in their respective areas.
9. The HR/Staff Section under the Administrative Unit must keep records and files of all technical contracted staff/DA regular staff's performance evaluation documents.

Chapter III

COMPENSATION ADMINISTRATION

III.1. Objective:

This aims to show the process of compensating the technical contracted staff for services rendered to the Project.

III.2. Operating Policies:

1. The individual consultancy contracts/contracts of services between the DA-PRDP and its technical contracted staff shall provide for the fact that there is no employer-employee relationship by and between the technical contracted staff and the Project.
2. DA-PRDP technical contracted staff are entitled to receive: (a) compensation in accordance with the approved staffing or position and compensation scheme (showing the approved or authorized staffing and monthly remuneration rate per consultancy/staff item); and (b) authorized traveling allowances for official travel.
3. The payment to technical contracted staff of their monthly compensation shall be made in two tranches – the first installment to cover the first fifteen (15) days of the month and the 2nd tranche to cover the remaining days thereof. Such payments shall be made within an earliest time possible from the end of each of the said payment periods subject to the availability of funds and the usual government accounting and auditing procedures.
4. The following deductions shall be made against technical contracted staff's earnings:
 - Applicable withholding taxes – the amounts to be deducted shall be based on appropriate rates as per the applicable internal revenue laws, rules and regulations;
 - Monetary equivalent of lost work time due to absences, tardiness and undertime;
 - Overpayments including payments disallowed by the Commission on Audit (COA).
5. The Administrative Unit is chiefly responsible in the preparation of payrolls and the facilitation of monetary claims of the technical contracted staff.
6. Payment to DA-PRDP regular staff (full time and part-time) shall be made in accordance with applicable NPSC decisions and/or resolutions and government laws, rules and regulations, as applicable.

III.3. Compensation Table

The current staffing and compensation status of the DA-PRDP is laid out and is based on the approved NPAB Resolution No. 2, Series of 2022 with World Bank No Objection Letter (NOL), entitled: *“Resolution Approving the Compensation Increase of the PRDP Hired Staff and Approved the Revised NPCO-PSOs-RPCOs Staffing, Rates and Remunerations (Annex A) Effective January 1, 2023.”* The entries of this table are subject to any change that the NPAB or NPSC may hereafter authorize.

III.4. Per Diem / Traveling Allowances

technical contracted staff who completed authorized travels may avail of the per diem/ traveling allowances in consonance with the pertinent provisions of Executive Order (EO) No. 298 as amended; subject to the availability of funds and the usual government accounting and auditing procedures.

Chapter IV

COMMUNICATION PROCESS AND RECORDS MANAGEMENT

IV.1. Objective

1. This is to establish a mechanism to ensure the smooth and effective flow of communication and efficient records management in the Project.
2. All incoming and outgoing communications shall be coursed through the Office of the Project Director or Deputy Project Director.
3. All outgoing communications shall be signed by the National Project Director or National Deputy Project Director for the NPCO, and Project Director or Deputy Project Director for the PSOs and RPCOs.
4. For communications that need the approval/signature of the DA Secretary, correspondence must follow the prescribed protocols of the DA-Office of the Secretary.

IV.2. Communication Process

IV.2.1. Internal Correspondence

1. These are written communications issued by the project management for the information of technical contracted staff. Internal correspondence should not be issued outside of PRDP, except otherwise, as deemed necessary or appropriate. The most common forms of internal correspondences are:
 - **Memorandum (Memo)** - a written communication issued by the Project Director or Deputy Project Director wherein the purpose and actions required are clearly stated and identified.
 - **No Objection Letter**
 - **No Objection Letter 1** - clearance to proceed to procurement
 - **No Objection Letter 2** - clearance to award of contract to winning bidder/firm
 - **Minutes of the Meeting** - contains the discussion of the meeting including list of attendees, statement of issues raised and agreements reached on the issues raised.
 - **Back-to-Office Report** - Document submitted by consultant/staff upon return to the station stating the important issues and concerns including highlights of discussion during the travel and recommendations for the management.

- **Special Order** – issued by the Department Secretary for the information of all operating units under DA.
 - **Office Order** – issued by the National Project Director and/or Project Director for information of all operating units under PRDP.
2. The National Project Director and/or Project Director shall furnish copies of correspondences signed by the DPD on his behalf.
 3. The following is the procedure for **internal correspondence**:
 - The component/unit shall prepare the correspondence using the Internal Correspondence Format. Details of the correspondence shall be inputted in the Document Tracking System (DTS) for monitoring purposes. The auto-generated DTS Number shall be written on the upper right corner of the correspondence. The document shall bear the signature of the Component/Unit Head and shall be submitted to the Office of the Deputy Project Director for his/her initial/signature/appropriate action.
 - The Office of the Deputy Project Director (ODPD) staff shall receive the correspondence and review the appropriateness and correctness prior to endorsement for initial/signature/action of the Deputy Project Director, as appropriate.
 - The ODPD staff shall release the document to the Administrative Unit for subsequent endorsement to the Office of the Project Director for initial/signature/ action by the Project Director, as appropriate. For correspondences not requiring the action of the Project Director, the Administrative Unit shall route/endorse signed correspondences to concerned offices. For Memoranda, the Administrative Unit through the Administrative Unit/Alternate Head shall assign/indicate the Memorandum Number in the document prior to its release.
 - The source component/unit shall furnish a copy of the correspondence once duly signed and approved, with the original document filed and chronologically arranged at the Administrative Unit.
 - For the Back to Office Reports (BTORs), it shall be reviewed and approved by the component/unit/alternate head and the Deputy Project Director.

IV.2.2. External Correspondence (Incoming)

These are correspondences received by the Project from offices outside of the Department. The incoming document process flow is as follows:

1. The ODPD staff or Administrative Unit shall receive incoming documents.
2. The ODPD staff or Administrative Unit shall register in the Document Tracking System the details of the correspondence and attach the Routing Slip to the document for the instructions of the DPD.
3. On the Routing Slip, the Deputy Project Director shall indicate to which component/unit the document must be routed along with the specific actions

required. For urgent concerns, the ODPD shall provide an advance copy of the correspondence to the concerned component/unit for their information and immediate action.

4. The ODPD shall release the documents to the Administrative Unit for their routing to the component/unit identified in the Routing Slip.
5. The original document shall be filed at the Administrative Unit unless this is needed as an attachment. As such, the Administrative Unit shall retain a copy of the document for file.
6. For correspondence with general information, a copy of this shall be placed on the Bulletin Board, as necessary. All originals shall be promptly returned to the Administrative Unit for filing and monitoring.

IV.2.3. Outgoing Communications

All outgoing communications of the DA-PRDP to other government agencies, local government units and other project stakeholders shall be signed by the Project Director. All outgoing correspondences shall bear the initials of the Deputy Project Director before forwarding the documents to the Office of the Project Director (OPD).

The following describes the process flow of outgoing correspondences:

1. The source component/unit prepares the correspondence for the initial of the Deputy Project Director. The details of the correspondence shall be inputted in the Document Tracking System (DTS) for monitoring purposes.
2. The ODPD or Administrative Unit shall receive the communication and review the appropriateness and correctness of the correspondence prior to endorsement to the DPD for initial/signature. Should there be corrections, the correspondence shall be returned to the source component/unit for revision.
3. Once signed/initialed by the DPD, the ODPD shall release the correspondence to the Administrative Unit for endorsement to the Office of the Project Director.
4. The Office of the Project Director (OPD) shall receive the correspondence for signature and approval of the Project Director.
5. After the signature and approval of the Project Director, the OPD shall transmit the correspondence to the Administrative Unit.
6. The Administrative Unit shall release the signed correspondence to the concerned office/agency.
7. The source component/unit shall be furnished with a copy of the signed correspondence.
8. The receiving copy of the correspondence shall be filed and monitored at the Administrative Unit.
9. An electronic copy of the signed correspondence shall be kept by the Administrative Unit and the source component/unit for filing and monitoring.

IV.3. Records Management

It is the responsibility of the Administrative Unit to maintain all Project correspondences in the appropriate file for easy retrieval and monitoring. This requires the assistance of the consultant/staff who shall:

- Ensures that communications are filed and recorded properly both original and electronic copies.
- Ensures file numbers and names are stated on all correspondences.
- Ensure that all communications circulated or referred for action are promptly returned to the Administrative Unit.
- Ensures that retrieved files have the permission of the Administrative Unit.
- Ensures that documents are not removed from files for long periods of time.
- Ensures that the cabinets where the documents are filed are always kept locked for security purposes.

The component/unit shall maintain electronic copies (Cloud storage, USB Flash Disk, External Hard Drives) of all its documents, if possible. All electronic copies of project documents shall be maintained by the M&E Unit or MEL Unit.

A recording of all packages received, and other relevant information, shall be the responsibility of the Executive Assistant/Administrative Staff in the ODPD. For packages released, the Administrative Unit shall conduct the recording.

IV.3.1. Request for Official DA-PRDP Documents

IV.3.1.1. Within PRDP NPCO/ PSO/RPCO

Project staff/consultants requesting for the retrieval of correspondences shall fill up and sign in the appropriate logbook of the Administrative Unit and indicate what documents are needed so that the request will be properly facilitated.

IV.3.1.2. From other Agencies, Offices, LGUs (non-DA-PRDP)

Requests for documents, records and alike shall be facilitated by the Administrative Unit provided a written request must be submitted to the ODPD for the approval of the Deputy Project Director.

IV.3.1.3. Courier Services

It is the responsibility of the Administrative Unit to send out immediately all mails/correspondences to all concerned offices/agencies whether through courier, electronic mail or facsimile. The Administrative Unit shall secure that all correspondences are dispatched immediately. The Administrative Unit staff shall ensure that the dispatch of mail is covered with the appropriate slip.

Chapter V

SUPPLY AND PROPERTY MANAGEMENT

V. 1. Objective

This Chapter aims to discuss in detail the procurement process of goods and services through the most economical, efficient and appropriate logistical management.

V.2. Policies

1. Procurement of goods and services shall comply with the modes of procurement canvassing, bidding and awards as provided in the harmonized World Bank and Government of the Philippines procurement guidelines.
2. Payment shall be made within thirty (30) days after the delivery and acceptance of goods and services by the Supply and Property Officer, Associate Supply and Property Officer or Administrative Unit/Alternate Head of the Administrative Unit.
3. The task of canvassing for procurement of certain goods and services shall be undertaken by the designated pool of canvassers, headed by the Administrative Unit/Alternate Head of the Administrative Unit as End-User.

V.3. Procedure in the Requisition and Issuance of Supplies and Equipment

Sequence No.	Activity	Responsible Person
1	Prepares Requisition and Issue Slip (RIS) in three (3) copies and ensures necessary information pertaining to requisition is provided.	Concerned Requesting Component/Unit Staff
2	Reviews RIS and signs 'Requested By' in the Requisition column.	Authorized Official
3	Records the signed RIS in the logbook and indicates the date, and remarks. Forwards the same to the Supply and Property Officer and/or Associate Supply and Property Officer for processing of the requisition.	Requesting Staff

4	Receives signed RIS from Requesting Office. Records the date, and Requesting Office in the logbook. Assigns number on RIS and issues Copy 3 to Requesting Staff for filing and monitoring.	Supply and Property Receiving Staff
5	Verifies RIS and checks against the PRAS.	Supply and Property Officer and/or Associate Supply and Property Officer
6	Initials RIS and forwards the original and Copy 2 of RIS to the Supply and Property for review and approval.	Supply and Property Officer and/or Associate Supply and Property Officer
7	Reviews RIS and signs the 'Approved By' portion of RIS. Forwards Copies 1-2 of RIS to Property Custodian.	Head/Alternate Head of the Administrative Unit
8	Based on the approved RIS, assigns a number on the property being transferred/issued. Indicates the number in the RIS.	Supply and Property Officer and/or Associate Supply and Property Officer
9	Release the requested supplies/equipment to the concerned user.	Supply and Property Officer and/or Associate Supply and Property Officer
10	Prepares Acknowledgment Receipt of Equipment (ARE). Indicates the quantity, unit, description and property number of the items issued. Signs in the 'Received from' and 'Issued by' portions of the ARE and RIS, respectively. Records the date, number and particulars in the ARE logbook.	Supply and Property Officer and/or Associate Supply and Property Officer

V.4. Property and Supply Forms

1. Inspection and Acceptance Report (IAR) - The IAR is used to report the quantity and quality of supplies/materials received, to check the consistency of the specifications indicated in the Purchase Order against the invoice and delivery receipts.
2. Requisition and Issue Slip (RIS) - This form is used by the end-user to request issues of supplies and materials that are carried on stock. It is also used by the Property and/or Supply to indicate availability or non-availability of items requisitioned and/or to record issues of item/s requisitioned.
3. Property Acknowledgement Receipt (PAR) - The PAR is prepared by the Supply and Property Officer. This form is issued when a semi-expendable or non-expendable property/equipment is assigned to any officer or DA regular staff for official use. Upon receipt of the PAR, the

accountability portion is transferred from the Supply and Property Officer to the DA regular staff concerned receiving the item mentioned in the PAR.

4. Stock Ledger – shall be used to record all receipts and issues of supplies and the balance in quantity at any time. It shall be maintained by the Administrative Unit for each item in stock. The IAR, RIS, PO and DR serve as the original sources of information for making entries on the card.

V.5. Equipment and Property Inventory

V.5.1. Policies

1. Inventory of project equipment/property shall be done semi-annually by the Designated Supply and Property Officer and/or Associate Supply and Property Officer of the PRDP. Annual inventory of Property Plant Equipment (PPE) together with the DA Central Office Inventory Team, COA representative and Accounting Unit representative shall be conducted to be assisted by the PRDP Project Inventory Team.
2. In case of resignation/termination of a technical contracted staff, turnover of property under their care must be made prior to the signing of their clearance.
3. All project equipment/property shall be recorded in the PRDP inventory of equipment/property logbook.

V.5.2. Procedures

1. Upon receipt/delivery of equipment/property procured, the Supply and Property Officer and/or Associate Supply and Property Officer assigns a property number with proper designated codes to each equipment/property received based on the project's inventory numbering and control system.
2. The Supply and Property Officer and/or Associate Supply and Property Officer enters the needed information in the equipment and property inventory/control book, updates the PRDP Inventory List and provides a copy to the Administrative Unit/Alternate Head.
3. The Supply and Property Officer and/or Associate Supply and Property Officer prepares a Property Acknowledgement Receipt (PAR) for signature of the staff (end-user) whom the equipment/property shall be assigned.
4. The Supply and Property Officer and/or Associate Supply and Property Officer physically transfers the equipment to the end-user.
5. A copy of the PAR shall be given to the recipient/end-user for his file/reference.
6. The Supply and Property Officer and/or Associate Supply and Property Officer shall conduct a semi-annual inventory/inspection of the program equipment/property and determine its condition, whether it is still serviceable, unserviceable or beyond repair.
7. Report on the Physical Count of Property, Plant and Equipment shall be prepared after the annual inventory duly signed by the Inventory Team, Deputy Project Director and the Project Director.

8. For equipment purchased by the DA-PRDP for LGUs, these shall be transferred without cost through the issuance of an Invoice Receipt of Property.

V.6. Maintenance of Office Facilities and Equipment

1. Each technical contracted staff/DA regular staff shall maintain the cleanliness and orderliness of his/her work area and its immediate vicinity.
2. Regular cleaning of office facilities should be scheduled to maintain cleanliness.
3. The Administrative Unit shall conduct a weekly inspection of the office facilities to ensure that it is properly maintained.
4. Any loss, breakage or mishap that occurs to any equipment or facility of the DA-PRDP shall be reported immediately to the Administrative Unit for appropriate action.

V.7. Bringing of LCD Projector, Desktop Computer, Printer and Photocopier Outside of the PRDP Premises

In cases when a technical contracted staff/DA regular staff needs to bring an office facility/equipment such as the LCD projector, desktop computer, printer and photocopier outside the office for an official use, an Equipment Gate Pass shall be duly approved by the Administrative Unit/Alternate Head before the said facility/equipment may be brought out.

V.8. Borrowing of PRDP Equipment by other DA Offices

1. An official letter requesting to borrow is required and shall be submitted to the concerned PRDP office. The request shall be approved/disapproved by the Deputy Project Director and/or the Administrative Unit/Alternate Head, depending on the availability of the equipment being borrowed.
2. The guard on duty shall be notified that such equipment is being borrowed. A copy of the Equipment Gate Pass shall be furnished to the guard on duty. The details regarding the borrowed equipment shall be recorded in the Guard's logbook.

Chapter VI

Transportation

VI.1. General Policies

1. Four-wheeled vehicles shall be on pool basis. The Administrative Unit through the Administrative Unit/Alternate Head, Supply and Property Officer, Associate Supply and Property Officer or Mechanic/Driver shall be responsible for vehicle trip schedules, assignment, dispatch and coordination with the concerned component/unit.
2. All NPCO, PSOs and RPCOs' technical contracted staff/DA regular staff requesting for the use of vehicle(s) shall accomplish the Vehicle Request Form. The Component/Unit/Alternate Head shall submit their monthly requirements for vehicle(s) use to the Administrative Unit for 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 Administrative Unit upon completion of the travel.
4. The Administrative Unit shall ensure regular maintenance/check-up of all official/government vehicles (change oil, battery replacement, tire replacement, etc.), and that are all registered and covered with adequate insurances. Said documents must be properly filed and updated by the Administrative Unit/Alternate Head, Supply and Property Officer, Associate Supply and Property Officer or Mechanic/Driver.

VI.2. Authorized Drivers

1. The selection of drivers to be assigned for each travel will follow a pre-determined list. The Administrative Unit/Alternate Head or designated dispatcher will select the driver to be assigned per travel in the order that the drivers are listed, regardless of the nature and type of the travel. This is to ensure that the drivers are given equal chance to receive the per diems in these travels.
2. All drivers and mechanics must stay in the PRDP respective office (NPCO, PSO or RPCO) and avoid loitering in the DA premises.
3. All drivers and mechanics are directed not to have their breaks simultaneously but instead have it by batches, ensuring that a driver is available for the use PRDP at any given time.
4. All drivers and mechanics are advised that all supplies, services and materials needed for the maintenance and used of their assigned vehicles must be secured through the proper procurement process. PRDP have only secured a supplier for gas and lubricants, all others must be secured through another procurement process.

5. All drivers and mechanics are advised that they shall be subject to inspections at any time of the working day, to ensure the cleanliness and working order of all PRDP NPCO Vehicles. Should they fail to meet the standards of the assigned inspector, drivers and mechanics will receive a demerit which will be taken into consideration in their assessment and evaluation for contract renewal.
6. All drivers and mechanics shall observe the prescribed speed limit of the Land Transportation Office (LTO) and traffic rules and regulations including the prescribed dress code of the Project. Violations thereof shall be dealt with accordingly.
7. The Administrative Unit shall ensure that Project drivers are fit to render the required service. All drivers and mechanics shall inform the Administrative Unit/Alternate Head or designated Dispatcher if he is not fit to drive or operate the vehicle.
8. In the exigency of service, drivers may be required to render service during Saturdays, Sundays and holidays and beyond the designated official working hours.

VI.3. Vehicles

1. Project vehicles are solely for official use only for the purpose of the Project implementation.
2. Carrying of passengers other than PRDP technical contracted staff/DA regular staff are prohibited. However, non-PRDP technical contracted staff/DA regular staff may use the vehicle upon presenting a duly approved vehicle request by the PD/DPD or Administrative/Alternate Unit Head and/or during emergencies.
3. Drivers and passengers are required to always wear seat belts while on travel.
4. Smoking, drinking, gambling and sexual intercourse are strictly prohibited inside the vehicle.
5. For safety purposes, drivers shall ensure that the passengers and luggages load do not exceed carrying capacity.
6. It is prohibited to ride on the roof rack/courier of the vehicle.
7. The driver shall regularly ensure that their assigned vehicle is clean and sanitized especially after each trip.
8. Drivers shall require their passengers to sign the Trip Ticket after completion of travel.

VI.4. Trip Procedures

1. Vehicle assignments shall be scheduled on a monthly basis.
2. A detailed Itinerary of Travel is required for submission to the Administrative Unit 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, staff/consultants must share the vehicle.

4. Every trip shall have a duly approved Trip Ticket in triplicate, indicating therein the trip number, inclusive dates of travel, Travel Order number, name of driver, passengers and exact destinations. Any unauthorized use of the vehicle shall subject the offender to the Disciplinary Committee.
5. The meeting place for trips is always at the NPCO, PSO and RPCO respective offices. Drivers are not obliged to ferry/fetch their passengers at home. Unless otherwise suspended due to unavoidable circumstances like, security and safety issues, calamities or national emergencies, and shall be based on their approved or signed work arrangements.
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/her passengers at least 15 minutes after the agreed time of departure.
7. When on field, wherein trip extension is necessary because the work cannot be deferred to a later date, the extension should be communicated immediately to the Administrative Unit/Alternate Head or designated Dispatcher for their information. Thus, the reason for trip extension must be reflected on the Trip Ticket with Itinerary of Travel, signed by the authorized passengers.
8. In cases wherein the trip was cut short, the driver and passengers shall report immediately for work.
9. The drivers shall only drive to the authorized destinations as indicated in the approved trip ticket and in pursuance to item no. 7.
10. Each vehicle must have a logbook recording for each trip, gas/oil issued/consumed, repairs and maintenance cost for each unit and update the Administrative Unit/Alternate Head or designated Dispatcher on the condition of the vehicle.
11. Vehicle keys shall be turned-over upon completion of the trip to the Administrative Unit/Alternate Head or designated Dispatcher.

VI.5. Trip Ticket Approval

1. Trip Tickets shall be approved by the Deputy Project Director with signed/initialed by the Administrative Unit/Alternate Head authorizing the official travel based on the approved vehicle request.
2. Trip Ticket shall be properly filled-up and shall be submitted to the Administrative Unit after each travel/trip.
3. Trip Ticket issued shall always be logged in the Trip Ticket logbook.

VI.6. Fuel and Oil

Fuel shall be obtained from the authorized supplier only.

VI.7. Repair and Maintenance

1. The driver shall inspect the vehicle under his care to be in good running condition prior to each trip to be reviewed and recommended by the Mechanic, if available.
2. A regular check-up service of all vehicles is to be carried out by the drivers in coordination with the Administrative Unit/Alternate Head, designated Dispatcher and/or Mechanic.
3. Drivers must ensure that Basic Tools and OR/CR must be kept on-board the vehicle at all times.
4. Repair and maintenance work of all vehicles shall be done in the motorpool area by the Mechanic, if available.
5. Drivers must fill up the Job Order Form for any repairs to be done on their assigned vehicle to be reviewed and recommended by the Mechanic, if available.

VI.8. Parking

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

VI.9. Cost of Damaged Repairs

Repair of damages resulting from any violation mentioned in this Guidelines will be charged to the driver or staff/consultants, if determined to be liable by the Administrative Unit/Alternate Head per evaluation by the Mechanic.

VI.10. Responsibilities

It shall be the responsibility of the Administrative Unit/Alternate Head to ensure that these policies are strictly adhered to.

VI.11. Emergencies

1. In an emergency, the driver should give utmost priority to the safety of his/her passengers and himself/herself. Second priority should be given to the safety of the vehicle.
2. The Administrative Unit/Alternate Head must be informed of any emergency situation as soon as possible. A supporting Incident Report (IR) should be submitted to the Administrative Unit upon return to the office.
3. Any accident or damage involving a PRDP vehicle or other property, injury to the driver, passenger or third party, must be reported immediately to the police having jurisdiction to conduct the 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 Administrative Unit/Alternate Head, Supply and Property Officer, Associate Supply and Property Officer or Mechanic must immediately notify the insurer of the fact and in coordination with the DA General Services, facilitate the claim.

Chapter VII

SECURITY AND HOUSEKEEPING SERVICES

VII.1. Objective

To provide the Project adequate security for the protection of its office premises and property as well as ensuring safety for its staff/consultants while in the workplace. The maintenance and cleanliness of the entire office premises is of utmost importance to create a conducive place to work in.

VII.2. General Policies

All technical contracted staff/DA regular staff are enjoined to maintain orderliness and cleanliness within the office premises. Observance of proper filing, storing and upkeep of documents, equipment, furniture and fixtures shall be imposed among staff.

Moreover, each technical contracted staff/DA regular staff shall adhere to security and safety measures being imposed by the government and authorized entities by the Department of Agriculture (DA).

VII.3. Security Services

1. The Project shall provide/hire security guards for the safety of all NPCO, PSO and RPCO premises, technical contracted staff/DA regular staff and its property.
2. The management has the responsibility to ensure that security guards perform their duties as provided under their contract.
3. technical contracted staff/DA regular staff must always be security conscious. Before leaving the office, windows and doors should be closed and outside lights should be kept on. All electrical equipment should be turned off and unplugged from electrical outlets.
4. The guard on duty shall promptly inform the Administrative Unit/Alternate Head on any untoward incident that may arise within the office premises.
5. No project equipment, supplies and materials shall be taken outside the office premises without the written approval of the Administrative Unit/Alternate Head. Any equipment permitted to be carried outside of the office shall be under the full responsibility of the requesting party.
6. Leaving personal valuables in the office is discouraged. It is the responsibility of the technical contracted staff/DA regular staff to safekeep his/her personal belongings in the office.
7. Important documents must be properly secured and locked by concerned technical contracted staff/DA regular staff.

VII.4. Housekeeping Services

1. The utility worker/administrative aide shall be present during workdays. However, the Administrative Unit/Alternate Head may request their services even during weekends and holidays, if necessary.
2. Cleaning period shall be at least an hour before office hours start. In addition, comprehensive cleaning of both inside and outside office premises shall be undertaken anytime.
3. All technical contracted staff/DA regular staff are required to observe cleanliness and orderliness in their working areas at all times.

VII.5. Health and Safety

1. The Project has the responsibility to take all reasonable steps to ensure the occupational health and safety of all technical contracted staff/DA regular staff to include but not limited to:
 - Disaster Preparedness Training
 - Physical Fitness and Sports Program
 - First Aid Training
 - Health Protocols Orientation
 - Service-Continuity Orientation (pandemic, natural & man-made calamities, etc.)
2. First aid kits shall be placed at conspicuous locations to be provided by the Office.
3. When in times of pandemic, natural & man-made calamities, and in accordance with the issued ***Guidelines on Service Continuity: The New Normal Workforce and Workplace Plan of the Department of Agriculture*** which was crafted by the DA-Service Continuity Planning and Management Team (SCPMT) on May 5, 2020, the PRDP Management shall designate Health and Safety Officers (HSOs) or Health and Safety Coordinators (HSCs) each component/unit at the NPCO, PSOs and RPCOs.

The PRDP Management shall also designate Lead HSO/HSC and Deputy Lead HSO/HSC in all PRDP offices.

The Health and Safety Officers (HSOs) / Health and Safety Coordinators (HSCs) shall:

- a. Actively monitors the development of the pandemic and stays updated on the latest announcements from the Philippine Government.
- b. Coordinates regularly with the SCPMT Lead HSO, the ICTS and all DA employees to ensure effective communication and implementation of procedures as called for by the authorities and/or the Department.
- c. Coordinates with AFID and Records Division on the provision of relevant information to employees such as:
 - measures on personal hygiene;
 - appropriate personal protective equipment and procedures on proper use;
 - medical devices and procedures on proper use;

- social distancing measures; and
 - work environment measures.
- d. Ensure the daily conduct of temperature and symptom monitoring of technical contracted staff/DA regular staff and all clients and visitors before entering work/office premises and prior to leaving the work/office premises.
- e. Procedures upon detection of visitors and staff that show symptoms shall be carried out as guided by the Department of Health (DOH) Screening Tool for COVID-19.
- f. Ensures through the Administrative Unit and Procurement Unit, availability of adequate supplies of the following:
- medical devices (thermometers and/or thermal scanners)
 - face masks
 - face shields
 - soap
 - alcohol based hand sanitizers containing at least 60% ethanol or isopropanol
 - medicine for flu, common colds, sore throat, etc.
 - tissues or disposable wipes
 - wastes bins
 - trash bags
- g. Maintains an updated contact information database of all staff/consultants with at least the following: name, mobile number, email address and home address.

VII.6. Fire Prevention

1. Each office shall be equipped with fire extinguishers and must be placed strategically within reach in case of fire.
2. Installation of fire alarms.
3. Smoking is strictly prohibited inside office premises.
4. A directory of emergency numbers must be maintained in all offices.
5. The Project offices must have a fire exit plan to be posted in every room, hallway and corridor.

VII.7. Doors and Accessibility

1. Access to the office is through the main door, where the guard on duty is posted.
2. All office keys shall be deposited at the guards' station. No duplication of keys shall be allowed except for the DPD and the Administrative/Alternate Unit Head.

VII. 8. Visitors

1. Security Guard on duty must adhere to the following procedures regarding visitors:

- a) Record in the Visitor's Logbook the names of the visitors, the date, time, purpose and the concerned technical contracted/DA regular staff to be visited.
 - b) Guide them to the reception area and inform the concerned party.
2. Personal visitors are discouraged, and the time and frequency of visits shall be strictly observed. Personal visitors shall be entertained in the reception area.
 3. Any sign of security risks, presence of suspicious characters or circumstances shall be reported to the Project Management, or superior, as soon as possible. Unauthorized parties, unofficial gatherings, and meetings, drinking intoxicating liquor, gambling, etc. in the office beyond office hours are strictly prohibited.

Chapter VIII

INSTITUTIONAL STRENGTHENING ARRANGEMENT PROGRAM (ISAP)

VIII.1. Internal Audit Specialist

The PRDP-NPCO shall designate an Internal Audit Specialist which shall either be the DA-Internal Audit Service (DA-IAS) Director or a DA-IAS Division Chief delegated by the DA-IAS Director to serve such function.

The Internal Audit Specialist shall be under the Office of the National Deputy Project Director. PRDP shall update its staffing pattern accordingly and secure the approval of the NPSC and the No Objection Letter of the World Bank accordingly.

The Internal Audit Specialist shall chair the Internal Audit Function Committee and ensure that its functions, duties and responsibilities are accomplished in a manner that is in accordance with DA-IAS guidelines, procedures and policies.

VIII.2. Internal Audit Function Committee

The PRDP-NPCO shall create an Internal Audit Function Committee which shall have the following composition:

Chairperson:	Internal Audit Specialist
Vice-Chairperson:	Anti-Graft and Corrupt Specialist or Anti-Fraud Specialist
Members:	A representative from Legal Unit or Compliance Officer
	A representative from I-SUPPORT Component
	A representative from Social and Environmental Safeguards (SES) Unit
	A representative from I-BUILD Component
	A representative from I-REAP Component
	A representative from MEL Unit
	A representative from Procurement Unit
	A representative from Administrative Unit

Each PSO, RPCO, Proponent LGU, FCA shall appoint a focal person to coordinate, facilitate, and assist the Committee in the performance of their internal auditing functions.

The PRDP-NPCO Internal Audit Function Committee shall have the following functions:

1. Conduct management and operations performance audit of PRDP and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations.
2. Review and appraise PRDP systems and procedures/processes, organizational structure, asset management practices, financial and management records, reports and performance standards.
3. Verify and analyze operations data to ascertain if attendant management information systems generate data or reports are complete, accurate and valid.
4. Evaluate the quality of performance of components/units/individuals in carrying out their assigned responsibilities.
5. Ascertain the extent to which the assets and other resources of PRDP are accounted for and safeguarded from losses of all kinds.
6. Review and evaluate the soundness, adequacy and application of accounting, financial and management controls and promote the most effective control at reasonable cost.
7. Determine whether all processes, procedures and practices are economic, efficient and compliant to pertinent rules and regulations.
8. The Committee shall have the power to request the presence of technical or resource persons and for said technical or resource persons to produce and to submit the pertinent documents needed to assist in the internal audit.
9. Prepare Guidelines and procedures for governing its audit.
10. Analyze and evaluate PRDP management deficiencies, particularly in Fraud and Graft and Corruption prevention as well as assist management by recommending realistic courses of action to remedy these and all discovered issues above enumerated.
11. The Committee shall draft a Report containing its factual findings and recommendations after its audit. The aforementioned report shall be approved by the National Project Director for appropriate action.

The Internal Audit Function Committee shall conduct the audit of one (1) PRDP PSO Cluster every quarter by randomly selecting subprojects in said PSO as a sample set for audit. Priority shall be given to subprojects with pending or recent complaints and grievances.

The Internal Audit Function Committee shall perform all above-stated functions in accordance with pertinent DA-IAS guidelines, procedures and policies.

The Internal Audit Function Committee shall also act with utmost independence in the performance of their duties. PRDP management cannot intervene or influence the preparation of their report, findings and recommendations. Should their independence be violated in any manner, the Internal Audit Function Committee may seek appropriate redress and remedy directly with the World Bank.

COMPREHENSIVE COMMITTEE REPORT

After the conduct of the Audit, the Committee shall prepare a Comprehensive Internal Audit Report and Recommendation of the randomly selected subprojects to be submitted to the National Project Director for appropriate action. The National Project Director shall act on the report and recommendations of the Committee within the timeline provided Comprehensive Report.

A Consolidated Report on all the Committee's recommendations, Findings and the actions taken by PRDP management shall be submitted to the World Bank every Implementation Support Mission.

VIII.3. Anti-Graft and Corruption and Anti-Fraud Specialist

The DA-PRDP shall create the positions of and hire an Anti-Graft and Corruption Specialist and an Anti-Fraud Specialist which shall be under the Office of the PRDP National Deputy Project Director. The positions shall have the following qualifications:

Qualifications of an Anti-Graft and Corruption Specialist

1. One (1) year experience and must be engaged in the practice of law specifically in the prosecution and the investigation relating to graft and corruption cases.
2. One (1) year experience in government compliance or internal audit.
3. Eight (8) hours relevant training.
4. Must be a person of integrity, honor, and competence.
5. Must be impartial and must take an active role in the dispensation of justice.

Qualifications of an Anti-Fraud Specialist

1. One (1) year experience and must be engaged in the practice of law specifically in the prosecution and the investigation relating to graft and corruption cases.
2. One (1) year experience in government compliance or internal audit.
3. Eight (8) hours relevant training.
4. Must be a person of integrity, honor, and competence.
5. Must be impartial and must take an active role in the dispensation of justice.

PRDP shall update its staffing pattern accordingly and secure the approval of the NPSC and the No Objection Letter (NOL) of the World Bank accordingly.

VIII.4. Internal Complaints, Fact-Finding, and Resolution Committee

The PRDP-NPCO shall create Internal Complaints, Fact-Finding and Resolution Committee which shall have the following composition:

Chairperson:	Legal Unit Head
Vice-Chairperson:	Anti-Graft and Corrupt Specialist or Anti-Fraud Specialist
Members:	A representative from Legal Unit or Compliance Officer
	A representative from I-SUPPORT Component
	A representative from Social and Environmental Safeguards (SES) Unit
	A representative from I-BUILD Component
	A representative from I-REAP Component
	A representative from MEL Unit
	A representative from Procurement Unit
	A representative from Administrative Unit

Each PSO, RPCO, Proponent LGU, FCA shall appoint a focal person to coordinate, facilitate, and assist the Committee in the performance of their functions.

The PRDP-NPCO Internal Complaints, Fact-Finding and Resolution Committee shall have the following functions:

1. The Committee shall receive and investigate all complaints and grievances, whether anonymous or otherwise, endorsed and filed before PRDP NPCO which covers acts under R.A. 3019, graft and corrupt practices, fraud, internal administrative matters, and grievances of PRDP project technical contracted and DA regular staff.
2. The Committee shall also investigate all grievances and complaints lodged before PRDP PSOs, RPCOs, Proponent LGUs and all other government and non-government entities, of a nature which covers acts under R.A. 3019, graft and corrupt practices and fraud, endorsed to PRDP NPCO.
3. The Committee shall have the power to request the presence of technical or resource persons and to produce and to submit the pertinent documents to assist in the proper resolution of the complaint or grievance.
4. Prepare guidelines and procedures for governing its investigation.
5. The Committee shall draft a Report containing its factual findings and resolution of the complaint or grievance which may include but not limited to an endorsement of the complaint to the Office of the Prosecutor, Ombudsman, DA Litigation and Adjudication Division, or others of the same forum. The aforementioned report shall be approved by the National Project Director for appropriate action.

FILING AND ENDORSING COMPLAINTS AND GRIEVANCES BEFORE PRDP-NPCO

All complaints and grievances lodged before PRDP NPCO shall be filed with PRDP NPCO Administrative Unit who shall register the same before the Grievance System. The complaints and grievances shall be endorsed to the PRDP Legal Unit/ Compliance Officer who shall determine whether the case is under the purview of the Internal Complaints, Fact-Finding and Resolution Committee or another body, which includes the DA Legal Service or PRDP SES unit for appropriate action.

All complaints and grievances lodged before PSOs, RPCOs, Proponent LGUs and FCAs of a of the nature of fraud and corruption must be endorsed to the PRDP NPCO for appropriate action of the Internal Complaints, Fact-Finding and Resolution Committee

EXEMPTED CASES

All complaints and grievances lodged before PRDP NPCO which are not of the nature of fraud, corruption, or administrative matters shall be endorsed to the DA Legal Service or PRDP SES unit for appropriate action.

All complaints and grievances lodged before PSOs, RPCOs, LGU, government and non-government entities, not of the nature of fraud and corruption, shall be resolved by the respective PSOs/RPCOs, the Local Chief Executive or the pertinent governing bodies.

COMPREHENSIVE COMMITTEE REPORT

After the conduct of the fact-finding process, the Committee shall prepare a comprehensive Resolution and Recommendation to be submitted to the National Project Director for appropriate action.

The National Project Director shall act on the report and recommendations of the Internal Complaints, Fact-Finding, and Resolution Committee within the timeline as recommended by the aforesaid Committee.

A Consolidated Report on all the Committee's recommendations, Findings and the actions taken by PRDP management shall be submitted to the World Bank every Implementation Support Mission.

Chapter IX

CREATION OF COMMITTEES

These Committees are intended to further enhance, develop and manage accordingly the implementation of the Project. That will address and resolve the issues and concerns arises in the day-to-day operations of the respective offices in the NPCO, PSOs and RPCOs nationwide.

IX.1. GENDER AND DEVELOPMENT

In coordination with the DA-GAD Focal Point System (DA-GFPS), the PRDP NPCO, PSOs and RPCOs are advised to create a Gender and Development (GAD) Committee in their respective offices, in concurrent capacity with their regular functions and other designations:

- Chairperson and Permanent Focal Person
- Vice Chairperson and Alternate Focal Person
- Members
- Secretariat

The functions and responsibilities of the Gender and Development Committee are as follows:

1. Prepares GAD Plan and Budget per recommending approval by the National Deputy Project Director and duly approved by the National Project Director.
2. Coordinates and conducts implementation of GAD programs / activities / projects based on the approved plans and budget.
3. Prepares and consolidates performance reports and recommends policy improvements.
4. Gathers and analyzes gender-related information and other data.

Functions of the Secretariat:

1. Take charge in the documentation of the meetings.
2. Provide assistance to the GAD Committee in gathering relevant evidence.
3. Provide coordination services to the GAD Committee.

4. Perform similar/related functions/tasks as may be assigned by the GAD Committee.

IX.2. SENIOR CITIZENS, PERSONS WITH DISABILITIES AND YOUTH DEVELOPMENT

Also, the PRDP NPCO, PSOs and RPCOs are advised to create a Senior Citizens, Persons with Disability (PWDs) and Youth Development Committee, in concurrent capacity with their regular functions and other designations:

- Chairperson
- Vice Chairperson
- Focal Persons
 - Senior Citizens
 - PWD
 - Youth Development
- Secretariat

The functions and responsibilities of the Senior Citizens, Persons with Disability and Youth Development Committee are as follows:

1. Prepares Senior Citizens, PWDs & Youth Development Plan and Budget per recommending approval by the PRDP National Deputy Project Director and duly approved by the PRDP National Project Director.
2. Coordinates and conducts implementation of Senior Citizens, PWDs and Youth Development programs / activities / projects based on the approved plans and budget.
3. Prepares and consolidates performance reports and recommends policy improvements.
4. Gathers and analyzes sector-related information and other data.

Functions of the Secretariat:

1. Take charge in the documentation of the meetings.
2. Provide assistance to the Senior Citizens, PWDs and Youth Development Committee in gathering relevant evidence.
3. Provide coordination services to the Senior Citizens, PWDs and Youth Development Committee.
4. Perform similar/related functions/tasks as may be assigned by the Senior Citizens, PWDs and Youth Development Committee.

IX.3. Special Rightsizing Committee

In order to ensure a sound, efficient and effective management, and delivery of the services of the Project, a Special Committee on the rightsizing of PRDP NPCO-PSO-RPCO Staffing Pattern is hereby created as follows:

- Chairperson : National Deputy Project Director
 - Co-Chairperson : Administrative Unit Head, NPCO
 - Vice Chairperson : Institutional Development Unit Head, NPCO
 - Co-Vice Chairperson : I-SUPPORT Alternate Component Head, NPCO
 - Member & Secretariat : Administrative Alternate Unit Head, NPCO
 - Members : Institutional Development Alternate Unit Head, NPCO
- Senior Institutional Development Specialist, NPCO
 Legal Officer, NPCO
 Compliance Officer, NPCO
 Concerned NPCO Component/Unit Head/Alternate
 Concerned PSO Deputy Project Director

The Special Committee shall:

1. Hold consultations, meetings, data gathering, open fora and similar activities in relation to the planned rightsizing of the PRDP staffing pattern.
2. Assess and review the current PRDP staffing pattern.
3. Recommend the guidelines and parameters that shall dictate when rightsizing, whether such be an increase or decrease of technical contracted staff and DA regular staff, is appropriate which shall be recommended by the National Deputy Project Director and shall be approved by the National Project Director.
4. Implement above-stated duly approved guidelines and direct the Administrative Unit/Alternate Head from the NPCO, PSOs and RPCOs to provide a comprehensive list of all the instances when the determined rightsizing parameters is apparent in their staffing pattern.
5. Collate and review the comprehensive list provided by the Administrative Unit/Alternate Head from the NPCO, PSOs and RPCOs.
6. Prepare a revised PRDP staffing pattern, using the collated and reviewed list above, as basis.
7. Submit the PRDP staffing pattern to the National Project Director through the National Deputy Project Director who shall review the same, and/or direct amendments, until approved.
8. Incorporate the amendments directed by the National Project Director through the National Deputy Project Director who upon approval recommend and present the same to the National Project Steering Committee (NPSC).

9. Perform all tasks inherent and necessary in order to achieve the above stated functions and directives.
10. Perform all functions that may be directed by the National Project Director and/or National Deputy Project Director.

IX.4. Blacklisting Committee

Pursuant to the Annex 3 or the Guidelines on the Blacklisting of Firms (Manufacturers, Suppliers, Distributors, Contractors, and Consultants) of Module 0 - Cross Reference Manual on Procurement under the Philippine Rural Development Project (PRDP), there is a need to create a Blacklisting Committee to process of blacklisting of erring bidders or contractors.

Hence, the Blacklisting Committee of PRDP composed of the following:

- Chairperson : Legal Unit Head, NPCO
- Vice Chairperson : Legal Officer, NPCO
- Members : Administrative Unit Head, NPCO
 - : I-BUILD Alternate Component Head, NPCO
 - : SES Specialist, NPCO
 - : Compliance Officer, NPCO
 - : I-REAP Business Development Specialist, NPCO
 - : Concerned PSO I-BUILD Component Head
- Member and Secretariat : Administrative Alternate Unit Head, NPCO

The functions and responsibilities of the Blacklisting Committee are as follows:

1. Conduct either *motu proprio* or through a complaint supported by evidence the procedure of blacklisting of erring contractors during the contract implementation or erring bidders during procurement at the PRDP National Project Coordination Office (PRDP-NPCO);
2. Observe the PRDP Blacklisting rules and procedures provided in the PRDP Procurement Manual (Cross Reference);
3. Issue Blacklisting Order (BO) pursuant to the said guidelines per recommending approval by the National Deputy Project Director and duly approved by the National Project Director;
4. Post the list of blacklisted bidders or contractors at the PRDP dashboard with the assistance of the Secretariat;

5. Delist the blacklisted person/entity which is maintained delisted due to justifiable reasons despite the lapse of the delisted period by issuing a Delisting Order per recommending approval by the National Deputy Project Director and duly approved by the National Project Director.

Functions of the Secretariat:

1. Take charge in the documentation of the meetings;
2. Provide assistance to the Blacklisting Committee in gathering relevant evidence;
3. Provide coordination services to the Blacklisting Committee; and
4. Perform similar/related functions/tasks as may be assigned by the Blacklisting Committee.

IX.5. Disposal Committee

Pursuant to the National Budget Circular No. 425 series of 1992, the DBM Manual on the Disposal of Government Property and COA AOM 23-04 (herein attached), there is a need to dispose certain identified unserviceable properties of PRDP-NPCO and thus a need to create a Disposal Committee to process the disposal of said identified unserviceable properties.

Hence, the Disposal Committee is composed of the following:

- Chairman : Deputy Project Director
- Vice Chairman : Administrative Unit Head
- Members : I-SUPPORT Alternate Component Head
: Administrative Alternate Unit Head
: Accountant
: Finance Analyst
- Secretariat : Property and Supply Officer
Associate Property and Supply Officer
Administrative Officer III

The functions and responsibilities of the Disposal Committee are as follows:

1. Inspect or authorize the inspection by NPCO/PSO/RPCO and DA Personnel of PRDP unserviceable properties to verify disposal thereof.
2. Set the Final Appraisal Value of unserviceable properties considering obsolescence, market demand, physical condition, the results of prior bidding on similar properties and other pertinent factors.
3. Recommend the disposal and manner of disposal of unserviceable properties to the Project Director through the Deputy Project Director, pursuant to the appropriate rules and guidelines.

4. Conduct the disposal of unserviceable properties, whether it be public bidding or otherwise, and recommend the award of the same to the Project Director through the Deputy Project Director, pursuant to the appropriate rules and guidelines.
5. Perform and do all functions necessary to carry out the above stated purposes subject to all limitations and conditions set by the appropriate rules and guidelines.

Functions of the Secretariat:

5. Take charge in the documentation of the meetings.
6. Provide assistance to the Disposal Committee in gathering relevant evidence.
7. Provide coordination services to the Disposal Committee.
8. Perform similar/related functions/tasks as may be assigned by the Disposal Committee.

IX.6. Contract Termination Review Committee

The Contract Termination Review Committee shall act the same in their concurrent capacity with their other designations:

- Chairperson
- Vice Chairperson
- Members
- Secretariat

The CTRC shall perform the following duties and responsibilities:

1. Evaluate and investigate fault committed by suppliers based on the contract terms and conditions and other related documents submitted by the suppliers.
2. Process of termination, recommendation to the HOPE to terminate the existing contract based on just cause and for possible blacklisting.
3. Provided recommendation for policy reforms to enhance PRDP procedures to mitigate fraud.
4. Perform other related functions as necessary.

Chapter X
FINAL PROVISIONS

X.1. Annexes

All Annexes to these Administrative Guidelines shall continue an integral part of hereof.

X.2. Applicability of Law and Other Issuances

All applicable laws, rules and regulations, and other issuances are deemed to part of these Administrative Guidelines. It is understood that provisions of applicable laws, rules and regulations, and other issuances prevail in case of contradiction.

X.3. Separability Clause

If any provision or part hereof is held invalid or unconstitutional, the remainder of these Administrative Guidelines or the provision not otherwise affected shall remain valid and subsisting.

X.4. Repealing Clause

Prior regulations, guidelines, issuances issued by the Management and office practices inconsistent herewith are hereby repealed or modified accordingly.

X.5. Effectivity Clause

These Guidelines shall take effect immediately.