



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
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MEMORANDUM CIRCULAR

No. 09
Series of 2021

SUBJECT: IMPLEMENTING GUIDELINES FOR THE PROVISION OF SCHOLARSHIP GRANTS TO STUDENTS ENROLLED IN BS AGRICULTURE MAJORING IN ORGANIC AGRICULTURE OR OTHER UNDERGRADUATE PROGRAMS WITH CERTAIN SPECIALIZATIONS ON ORGANIC AGRICULTURE

SECTION 1. RATIONALE AND DESCRIPTION OF THE PROJECT

A decade after the passing of the Organic Agriculture Act of 2010, "An Act Providing for the Development, Promotion and Commercialization of Organic Agriculture in the Philippines and for Other Purposes," as now amended by RA 11511, the development of the organic agriculture industry has remained in its immovable position in the agriculture industry in the Philippines. Though there is a significant amount of organic farmers in the Philippines, the number of adaptors present is still not enough to cater a larger scale of consumers which in result, the limited supply of organic inputs link with the increasing price of organic products thus make consumers to patronize inorganic products.

The granting of scholarship assistance to students shall encourage capable and deserving youth to pursue studies in organic agriculture. It shall serve as a route to increase the number of organic agriculture adaptors in the country as it carries out the initiative of the Program to support the youth in their interest to enter the industry of organic agriculture.

The provisions under this Memorandum Circular aim to provide the criteria, rules and procedures for the granting and awarding of academic scholarships to students enrolled under the BS Agriculture majoring in Organic Agriculture or other undergraduate degrees specializing in Organic Agriculture, as well as to specify the roles and responsibilities of the parties involved in the implementation of this Guidelines.

SECTION 2. SCOPE AND COVERAGE

The awarding of each scholarship grant shall be accessible to qualified and deserving Filipino students, specifically, those enrolled and under the BS Agriculture program majoring in Organic Agriculture, and other undergraduate programs with certain specializations in Organic Agriculture.

The awarding shall be based on the evaluation and assessment of the implementing State Universities and Colleges (SUCs) in accordance with the requirements herein set forth.

Consequently, the National Organic Agriculture Program shall provide scholarship to students enrolled in BS Agriculture Majoring in Organic Agriculture, and other undergraduate programs with certain specializations in Organic Agriculture to support the integration of organic agriculture in the collegiate level.

SECTION 3. ELIGIBLE BENEFICIARIES/PARTNERS

For the initial year of implementation, the NOAP may grant scholarship assistance to two hundred (200) qualified students, from first year to fourth year, who are currently


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enrolled under BS Agriculture majoring in Organic Agriculture and other undergraduate programs with certain specializations in Organic Agriculture

SECTION 4. ELIGIBILITY REQUIREMENTS

A student-applicant must comply with the following criteria to qualify for the scholarship grant:

- A. Filipino citizen;
 - B. Currently enrolled in BS Agriculture, majoring in Organic Agriculture, 1st or 2nd Year BS Agriculture students interested in majoring in Organic Agriculture, or any other undergraduate programs with certain specializations in Organic Agriculture.
- 4.1 Should the interested students within a SUC exceed two hundred (200) applicants, prioritization ranking should be observed. During this process, the combined annual gross income of parent/s, guardian that does not exceed Four Hundred Thousand Pesos (PhP 400,000), or in cases where the income exceeds aforementioned amount, an applicant must present a written certification or medical findings of illness of a family member, or school certifications of two (2) or more dependents enrolled in college.

SECTION 5. DOCUMENTARY REQUIREMENTS

- A. Application for Scholarship form; and
 - B. Proof of enrollment or registration card.
- 5.1 For students under the prioritization ranking, any one (1) of the following proof of income shall be submitted:
- a. Latest Income Tax Return (ITR) of parents or guardian;
 - b. Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR);
 - c. Certificate of Indigence from their Barangay or Department of Social Welfare and Development (DSWD);
 - d. Certificate/Case study from Department of Social Welfare and Development (DSWD);
 - e. For children of OFW and Seafarers, a latest copy of contract or proof of income may be considered.
- 5.2 Aside from the requirements under Section 5, those student-applicants belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, and Indigenous Peoples under RA 8371, shall submit certifications and/or identification cards (IDs) issued by the appropriate office or agencies.

SECTION 6. PROCEDURES

- A. Applicant submits the accomplished scholarship application form together with the required supporting documents to the Admissions Office/or Organic Agriculture R&D Center (if existing) of the SUC;

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If an application is filed through online, the application together with the supporting documents shall be electronically submitted to the Admissions Office/or Organic Agriculture R&D Center (if existing) or any office within the university/college of the same function, in PDF format, subject to further verification against the original documents if necessary; and Application together with the supporting documents may also be submitted through courier;

- B. The SUC evaluates the applications and ranks the qualified applicant according to Section VII hereof;
- C. The SUC submits an initial list of qualified applicants to the NOAP for further deliberation and evaluation;
The NOAP, will revert an approved list of qualified applicants to the SUC;
- D. The SUC sends the individual Notice of Award (NOA) to the applicant;
- E. Applicant accepts the NOA by affixing his/her signature on the return slip and submits the same to the SUC through hardcopy or electronic from within 15 working days from date of receipt of the NOA; and
- F. If the applicant waives the NOA, he/she shall write the word "WAIVED" on the return slip and affix his/her signature thereto and return the same or communicate his waiver in writing to the SUC within the same period prescribed in 6.E.

Student-applicants interested in the scholarship must submit their application for the scholarship every semester. Failure to submit requirements provided herewith shall be deferred from the list of scholars.

For 1st year and 2nd year BS Agriculture student-applicants, a Memorandum of Understanding (MOU) between the students, the NOAP and the SUC shall be signed declaring that the student-applicant must major in Organic Agriculture in their 3rd year.

SECTION 7. SELECTION CRITERIA FOR PRIORITIZATION RANKING

The ranking shall be used by the SUC and the NOAP in selecting the most qualified applicants based on the requirements stated in Section 5 hereof. The ranking shall be made according to the following percentage distribution:

Academic Merit	25%
Has an established organic farm or organic backyard farm/garden; or Organic farm worker or children of an organic farm worker	25%
Indigenous People/Persons with Disabilities	25%
Annual Gross Income	25%
TOTAL	100%

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Awarding of the scholarship will be given to qualified students/applicants based on the results of the ranking system.

Academic Ranking		Equivalent Points
99	100	100
97	98	95
95	96	90
93	94	85
91	92	80
89	90	75
87	88	70
85	86	65

Range (Pesos)		Equivalent Points
from	to	
0	70,000.00	100
70,001.00	136,000.00	95
136,001.00	202,000.00	90
202,001.00	268,000.00	85
268,001.00	334,000.00	80
334,001.00	400,000.00	75

One hundred (100) points will automatically be incorporated in the ranking computation of the student-applicants who belong to the following:

- Has an established organic farm or organic backyard farm/garden; and
- Is an organic farm worker or children of an organic farm worker

For applicants who do not fall under then aforementioned conditions, no additional points will be added in their ranking computation.

For applicants who fall under the IP/PWD category, one hundred (100) points will automatically be included in their ranking computation. For student applicants who do not fall under the aforementioned categories, no additional points will be earned.

Given		Equivalent Points	% Weight	Computed Score
a	b	c (ref. to Tables 1&2)	d (ref. to Sec. 11)	e = (c x d)
Grade	95	90	25%	63
Income	200,000.00	90	25%	27
Organic Farm		100	25%	25
IP/PWD		0	25%	0
Rank Score			100%	115
Total Rank Score				115

SECTION 8. FINANCIAL ASSISTANCE

The financial assistance under this scholarship shall cover stipend to qualified applicants, which shall be released to the students through the SUCs per semester of a given academic year until the completion of the degree program.

Table 8.1

Period	Stipend	Total Amount
Annual	50,000.00	50,000.00
Semestral	25,000.00	25,000.00

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Table 8.2 Regular Allowance

Type	Unit Cost (PHP)	Total Cost per Academic Year (PHP)
a. Stipend (which includes subsistence, module allowance and other learning materials, clothing, transportation allowance, educational tours, field trips, expenses for small projects and researches, medical insurance	5,000.00/month x 5 months or 25,000/semester	25,000.00
Subtotal		50,000.00

Table 8.3 Others

Type	Total Cost
Thesis support for 4 th year students	50,000.00

Tuition and other school fees will no longer be provided in the financial benefits to align with the implementation of RA 10931 “Universal Access to Quality Tertiary Education Act” which now provides for free tuition and other school fees following the effectivity of the law.

8.1 Documentary Requirement of Thesis Support

Thesis should be related to organic agriculture industry and thesis outline shall be approved by the adviser as a prerequisite for the release of thesis support.

A hardbound copy of Thesis with the signed approval sheet from the Advisory Committee or certification from the SUC of the completion of the study shall be submitted to the NOAP. Thesis should be an individual activity and Group thesis is not allowed.

SECTION 9. MODES AND PROCEDURES OF PAYMENT

9.1 Transfer of Funds from NOAP to the SUCs

The release of the cash allocation for transfer of funds from the NOAP to the SUCs shall be based on:

- 9.1.1 New slot allocation intended for entering freshmen for the specified academic year as determined by the concerned SUC Department/Faculty;
- 9.1.2 Ongoing scholars – list of scholars submitted by the SUCs;

9.2 Transfer of Funds from SUCs to scholar

SUCs transfers financial assistance to scholars by crediting it to the account of scholars through automated teller machine (ATM). The following scholars shall submit the following requirements to the concerned SUCs:

Initial payment	<ul style="list-style-type: none"> ● Certified true copy of the registration form ● Photocopy of Automated Teller Machine (ATM) card ● Copy of school I.D validated for current semester/term
Succeeding Payment	<ul style="list-style-type: none"> ● Certified true copy of the registration form ● Copy of school I.D validated for current semester/term



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SECTION 10. RESPONSIBILITIES OF A SCHOLAR

10.1 A Scholar shall have the following responsibility:

- 10.1.1 Must remain enrolled under the BS Agriculture, Major in Organic Agriculture or other undergraduate programs with specialization in organic agriculture.

Financial benefits shall be terminated if the beneficiary fails to meet the above-mentioned condition of the scholarship program. In this case, replacement may be allowed within a given academic year. A substitute must be chosen based from the approved official rank list of the SUC.

In case a BS Agriculture student did not enroll in Organic Agriculture as their major field, student shall serve as a student-assistant and carry out administrative and technical tasks or serve in the university demo-farm or other organic farms as requested by a supervisor and provide support throughout the college/university or organic farm until they graduate.

SECTION 11. Responsibilities of SUCs and NOAP in the implementation of NOAP Scholarship Programs

11.1 State Universities And Colleges

- a. Accepts and evaluates applications of students. If there is an existing Organic Agriculture R&D Center within the SUC, they shall accept and evaluate the application of students;
- b. Determine the qualified applicants and ranks them according to the selection criteria stated in Section 7 hereof;
- c. Inform and issue Notice of Award directly to the qualified applicants through letters/emails or sends notification of list of awardees;
- d. Conduct orientation of scholars of their obligations, duties and responsibilities upon acceptance of the NOA;
- e. Act in cases of deferment, replacement, transfer or termination of award;
- f. Submit to NOAP required status reports of scholars;
- g. Submit to NOAP the official list of scholars every semester of a given academic year;
- h. Facilitate the timely release of the financial benefits directly to the scholars as transferred by the NOAP;
- i. Submit to concerned offices the periodic reports on the financial utilization of scholarship grants;
- j. Monitor participating scholars;
- k. Provide the NOAP the approved masterlist of scholars/grantees for proper identification;
- l. Submit to NOAP liquidation report on the disbursement of fund received for payment of financial benefits of scholars/grantees;
- m. Submit to NOAP data or information on scholars/grantees as needed;
- n. Provide guidance and counseling services and assistance in job placement of scholars/grantees and;
- o. Maintain an updated database of scholars and submit the same to the NOAP thirty (30) days after the end of each semester;

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11.2 National Organic Agriculture Program

- a. Determines and recommends slots allocation per concerned SUC;
- b. Obligate financial benefits of scholars for one academic year;
- c. Facilitate the timely release of the financial benefits directly to the SUCs;
- d. Submit to NOAB periodic reports on the physical/financial utilization under the NOAP scholarship;
- e. Monitor participating SUCs and scholars;
- f. Maintain an updated database of scholars; and
- g. Joins in the monitoring and evaluation on the implementation of the program as needed;

SECTION 12. MONITORING

The NOAP and SUCs shall conduct joint monitoring on the implementation of the granting of scholarships at the end of each semester/term of every academic year after the effectivity of this Memorandum Circular, particularly on the status of scholars, fund utilization, distribution of slots, and submit reports to the NOAB and other relevant offices for reference purposes.

SECTION 14. SEPARABILITY CLAUSE

If any part of this MC is declared unconstitutional or invalid, such parts or provisions thereof not so declared shall remain valid and subsisting.

SECTION 15. EFFECTIVITY

This Memorandum Circular shall take effect immediately after its issuance. Immediate dissemination of and strict compliance with this MC is directed.

Issued this 19th of May, 2021 in Quezon City, Philippines.

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Secretary
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DEPARTMENT OF AGRICULTURE

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