

PhilRice Employees Manual



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November, 2012



Department of Agriculture
Philippine Rice Research Institute
Central Experiment Station
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

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ACRONYMS

Admin - Administrative Support and Services Division
APE - Association of PhilRice Employees
AQM - Air Quality Management
AO - Administrative Order
ASPPD - Agronomy, Soils, and Plant Physiology Division
BOI - Bureau of Immigration
BOT - Board of Trustees
BUR - Budget Utilization Request
CBC - Crop Biotechnology Center
CCC - Climate Change Center
CES - Central Experiment Station
CHWM - Chemical and Hazardous Waste Management
CMU - Central Mindanao University
CNA - Collective Negotiations Act
COA - Commission on Audit
COS - Certificate of Service
CPD - Crop Protection Division
CSC - Civil Service Commission
DA - Department of Agriculture
DCO - Document Control Officer
DCR - Document Change Request
DEDD - Deputy Executive Director for Development
DEDR - Deputy Executive Director for Research
DevCom - Development Communication Division
DFA - Department of Foreign Affairs
EMS - Environmental Management System
Enercon - Energy Conservation Management
ED - Executive Director
EO - Executive Order
ExeCom - Executive Council
GAA - General Appropriations Act
GPA - Grade Point Average
GRD - Genetic Resources Division
GSIS - Government Service Insurance System
HDMF - Home Development Mutual Fund
HoP - Head of the Party
IAU - Internal Audit Unit
ICS - Inventory Custodian Slip
IK - Indigenous knowledge

IP - Intellectual property
IPOPhil - Intellectual Property Office of the Philippines
IRRI - International Rice Research Institute
ISD - Information Systems Division
ISSO - Integrated Standards and Systems Office
ITSO - Innovation and Technology Support Office
JICA - Japan International Cooperation Agency
MPP - Merit Promotion Plan
MSDS - Material Safety Data Sheet
NCR - Nonconformity Report Issuance
NSIC - National Seed Industry Council
ODA - Office of the Director for Administration
ODD - Office of the Executive Director for Development
ODR - Office of the Executive Director for Research
OED - Office of the Executive Director
PAR - Property Acknowledgement Receipt
PBBD - Plant Breeding and Biotechnology Division
PBDO - PhilRice Business Development Office
PCPO - Planning and Collaborative Programs Office
PDCA - Plan-Do-Check-Act
PEMCO - PhilRice Employees' Multi-Purpose Cooperative
PhilHealth - Philippine Health Insurance Corporation
PhilPRAISE - PhilRice implements the Program on Awards and Incentives for Service Excellence
PhilRice- Philippine Rice Research Institute
PMBF - PhilRice Mutual Benefit Fund
PMS - Performance Management System
PPE - Personal Protective Equipment
PPFOD - Physical Plant and Farm Operations Division
PREC - Project Review and Evaluation Committee
PVP - Plant Variety Protection
RA - Republic Act
RCFSD - Rice Chemistry and Food Science Division
RDOC - RD and Operations Committee
R&D - Research and development
REMD - Rice Engineering and Mechanization Division
RIS - Requisition and Issue Slip
RWM - Report of Waste Material
SCS - Scientific Career System
SED - Socioeconomics Division
SeedTech - Seed Technology Division
SIEC - Scientific Integrity and Ethics Committee

SPB - Selection and Promotion Board
SWM - Solid Waste Management
TMSD - Technology Management and Services Division
TO - Travel Order
TPC - Technical Publications Committee
UP - University of the Philippines
UPLB - University of the Philippines Los Baños

PART I

1.1 FOREWORD

As PhilRice continues to adhere to international management standards together with national policies in the conduct of its daily operations, we are continually challenged to improve our performance to deliver what is expected of us.

We are producing this document to create a one-stop information point where every PhilRice employee and personnel would be able to access all the information they are likely to need in relation to their employment. This document details the terms and conditions of our employment, and what we can expect from PhilRice. It contains all pertinent information and guidelines on the day-to-day tasks, transactions, and/or operations of our divisions and units. It serves as a procedural material that answers frequently asked queries in the administration, research, and development groups. The content is a result of sewing together relevant orders and memoranda, they be revised or retained, that we still observe and enforce.

As a reference material, this manual will provide you with important things you want and need to know about PhilRice – its existence and the culture that governs it. This will also educate you on your rights, benefits, opportunities, and obligations as a worker. Putting these knowledge together results in an informed labor force and, in return, more productive outputs.

It is hoped that every employee/personnel helps create a friendly working environment to efficiently perform his/her respective duties as a public servant. For its part, the management will always consider the best interest of its workforce.

1.2 THE PHILIPPINE RICE RESEARCH INSTITUTE

Vision

A self-sufficient, sustainable, and competitive rice economy through a responsive rice R&D system, and a strong, innovative science and technology base.

Mission

To help the country attain rice self-sufficiency by increasing the productivity and profitability of rice farmers in a sustainable and competitive manner.

Mandates

- To sustain and further improve the gains already made in rice production;
- To improve the income and economic condition of small rice farmers;
- To expand employment opportunities in the rural areas; and
- To promote the general welfare of the people through self-sufficiency in rice production.

Functions

- To serve as the coordinating center of a national network of rice research stations located in the different agro-ecological regions of the country;
- To plan and carry out research and development activities, specifically in the areas of varietal development, planting and fertilizer management, integrated pest management, farm mechanization and postharvest engineering, farming systems,

training and technology transfer, and social science and policy research;

- To verify, package, and transfer economically viable technologies, giving emphasis on the social engineering aspects necessary for group endeavor;
- To provide the database or policy formulation that will stimulate and sustain rice production, marketing, and consumption;
- To organize and develop strong training programs for rice scientists, research managers, and extension workers; and
- To publish and disseminate research findings and recommendations.

Goals

- Lead strategic efforts in national rice science for development;
- Help achieve rice self-sufficiency and food security;
- Increase farm productivity and profitability;
- Reduce hunger and poverty;
- Provide new knowledge and information;
- Transform lives in rice farming communities; and
- Make rice R&D rewarding for scientists and researchers.

Strategies

- New-generation rice science and technology
- Innovative rice R&D projects/programs
- Enhanced funding
- Continuous enlistment of new and fresh talents
- Retention and retooling of outstanding staff members

- Policy advocacy
- Protection of intellectual property (IP) and indigenous knowledge (IK)
- Good governance

Values

- **P**assion for excellence
- **H**ardwork and diligence
- **I**ntegrity and honesty
- **L**eadership by good example
- **R**esponsibility and accountability
- **I**ngenuity and innovation
- **C**ourtesy and competence
- **E**ntrepreneurial spirit

Integrated Management System Policy Statement

PhilRice adheres to a system of quality management, environmental protection, and occupational health and safety in its research and development to advance rice science and ensure quality technologies and services.

1.3 BRIEF HISTORY OF PHILRICE

“I think the Philippines took for granted, because IRRI is here, the need to have our own research on rice. And that’s a mistake. If you have no domestic research organization that will receive findings on improved varieties and also that will receive the technology, then you will not be able to profit from the presence of an international organization like IRRI.”

–Senator Edgardo J. Angara

Response to an urgent need

Rice is crucial to the Philippines’ political stability and national security. It is the country’s staple food, and millions of Filipinos depend on it for a living. However, unfavorable policies, increasing population, shrinking rice hectareage, and damages caused by natural calamities and humanity beset the rice industry.

Rice research and development (R&D) efforts done up to the early 1980s were relevant but fragmented, and did not translate into sustained rice self-sufficiency. Funding support for rice R&D was also negligible primarily because of the country’s mistaken dependence on the International Rice Research Institute (IRRI). With a global mandate, IRRI cannot respond to all the needs of any one country. It can better help solve the Philippines’ rice problems if the country had a strong national rice R&D body that will localize and bring IRRI’s technologies to the farms.

Meeting of the minds

In March 1985, within the confines of the University of the Philippines (UP) in Diliman, then UP System President Edgardo J. Angara convened a committee to brainstorm on the establishment of a national rice research

institute. Later called the Executive Committee, the group was composed of brothers UP Los Baños (UPLB) Vice Chancellor for Administration Domingo M. Lantican and Director of Research Ricardo M. Lantican; Deputy Minister of Agriculture and Food (MAF) Domingo F. Panganiban; Philippine Council for Agriculture, Forestry, and Natural Resources R&D (PCARRD) Executive Director Ramon V. Valmayor; IRRI Director-General M.S. Swaminathan; and National Economic and Development Authority (NEDA) Agriculture Staff Director Manuel De Leon.

As a result of the brainstorming, a technical interagency committee chaired by Dr. R. Lantican was formed to draft the proposal. The proposal was submitted in May 1985 to Pres. Ferdinand E. Marcos through MAF Minister Salvador H. Escudero III.

Finally, on November 5, 1985, Marcos signed Executive Order (EO) 1061 creating the Philippine Rice Research Institute (PhilRice). It was subsequently amended by EO 60 signed by Pres. Corazon C. Aquino on November 7, 1986, increasing from 8 to 12 the membership of its highest policy-making body, the Board of Trustees (BOT).

Ex-officio-chaired by MAF Minister Ramon V. Mitra, members of the first BOT representing all sectors and stakeholders of the rice industry were: Edgardo J. Angara (UP System); Alberto G. Romulo (Department of Budget and Management); Solita C. Monsod (NEDA); M.S. Swaminathan (IRRI); Raul P. De Guzman (UPLB); Ramon V. Valmayor (PCARRD); Fernando A. Bernardo (science community); Gelia T. Castillo (academic community); Jaime L. Tadeo (organized farmers' community); Mary John R. Mananzan, OSB (consumer community); Jose F. Manglicmot (business community); and Santiago R. Obien (Board Secretary/PhilRice Director). The first two BOT meetings were held in April and September 1986. Pres. Aquino on December 19, 1986 officially appointed the trustees to a two-year term. Dr. Gelia T. Castillo is still a trustee up to now representing the science community.

Laying the groundwork

As a director had yet to be appointed, an Executing Committee chaired by UPLB College of Agriculture Dean Ruben L. Villareal laid the groundwork for PhilRice's program plans and operations beginning in January 1986. In June 1987, PhilRice operations went full-swing with the assumption to office of its first Executive Director, Dr. Santiago R. Obien. He brought with him his experience as president of the Mariano Marcos State University (MMSU) and director of the Philippine Tobacco Research and Training Center (PTRTC) in Ilocos Norte. A PhilRice-UPLB Management Committee was then created to select UPLB staff members to be seconded to PhilRice as program leaders.

Finding a home

PhilRice's headquarters, originally located inside the UPLB Campus, could not meet the envisioned manpower and program expansion. Thus, upon the suggestion of Prof. Kenzo Hemmi, IRRI BOT chair, PhilRice sought infrastructure and technical assistance from the Government of Japan through the Japan International Cooperation Agency (JICA). Secretaries of Agriculture Ramon V. Mitra, Carlos G. Dominguez, and Senen C. Bacani strongly supported the idea. Through a PhilRice BOT resolution in April 1988, the Maligaya Rice Research and Training Center (MRRTC) in Muñoz, Nueva Ecija, which was previously merged with PhilRice, officially became the Central Experiment Station (CES). Through a US\$ 15.7 million JICA grant approved on December 21, 1989, PhilRice improved the station and equipped it with modern laboratory and training facilities.

1.4 INTERIM ORGANIZATIONAL STRUCTURE

To effectively and efficiently carry out its mission, vision, and goals, and in anticipation of the approval of the new Rationalization Plan, PhilRice has instated an interim operations and management structure. This *de facto* structure serves as a perspective through which the PhilRice personnel see

institutional objectives for a more focused strategy that creates team spirit.

The key components of the interim structure are: (1) matching structures with functions; (2) reduction of functional overlaps and consolidation of units with related functions; and (3) maximized synergy among related units.

A. Board of Trustees (BOT)

The BOT, ex-officio chaired by the Secretary of Agriculture, is the Institute's supreme policy-making body. It is composed of individuals from diverse fields of specialization representing different sectors of the rice industry and Philippine society unified for rice research, development, and extension. It defines and approves the programs and policies of the Institute in accordance with its purposes and objectives as promulgated in Executive Order No. 1061.

Under the BOT is the **Internal Audit Unit (IAU)**, which sets standards and other measures of performance of the Institute's use of resources and evaluates the same as to utilization and corresponding output/s. It provides independent and objective assurance and consulting services designed to add value and improve the Institute's operations. It helps the Institute accomplish its objectives by evaluating and contributing to the improvement of the Institute's risk management, controls, and governance process.

B. Office of the Executive Director (OED)

The OED, headed by the Executive Director, provides leadership in all aspects of PhilRice activities and day-to-day overall management, supervision, and direction to the operations of the Institute, hand-in-hand with other management officials. It recommends, implements, and enforces policies, decisions/resolutions, orders, rules, and regulations approved and adopted by the Board of Trustees and other related government instrumentalities.

Specifically, its functions are: (1) provide general direction to research and development (R&D) and related activities; (2) generate resources and develop

linkages; (3) approve fund releases, personnel actions, travels, infrastructure, and equipment outlays; (4) ensure institutional representation in necessary situations; (5) issue administrative orders and memoranda for information, direction, and updates; (6) conduct Executive Committee meetings quarterly or as often as necessary; (7) coordinate with the BOT, and keep minutes, resolutions, directives, and advisories emanating from its meetings; and (8) review corporate communications and presentations, especially for external clients, for form and substance.

The OED is provided staff support by the Finance Division and the Planning and Collaborative Programs Office (PCPO), with the following tasks:

- **Finance Division**

The Division secures and manages the Institute's funds, and is responsible in the recording, monitoring, evaluation, control, and preparation of reports of the financial resources and activities of PhilRice. It is composed of three units: (1) Accounting and Bookkeeping; (2) Cashiering; and (3) Budget.

- **Planning and Collaborative Programs Office (PCPO)**

The PCPO is responsible for institutional planning and management of collaborative programs and activities. It coordinates the development, packaging, and generation of work and financial plans of the Institute's plans, programs, projects, and activities. It also spearheads the implementation of the monitoring and evaluation system.

C. Office of the Deputy Executive Director for Research (ODR)

The ODR is the OED's arm in providing overall management and supervision of the Institute's research thrusts, making sure that adequate resources are provided to research projects.

In consultation with the OED, it sets the Institute's research directions and focus. It provides support in upholding the status and credibility of

the Institute as a premier and model R&D institution, and as a center of R&D excellence as well as the leading source of rice science, technology, and knowledge. All actions of ODR shall be coordinated and in synergy at all times with the Office of the Deputy Executive Director for Development (ODD) to ensure integration of efforts and effective and efficient use of resources.

Discipline-based divisions that ensure disciplinary depth in research under the ODR are the following:

- **Plant Breeding and Biotechnology Division (PBBD)**

The PBBD is tasked to lead national efforts in the continuous development, improvement, and utilization of appropriate rice varieties. It is committed to ensuring stable and sustainable rice production through the development of high-yielding, pest and abiotic stress-resistant, and good-grain quality rice varieties suitable to major rice growing ecosystems. It applies conventional breeding and non-conventional and innovative techniques in enhancing genetic variability of potential rice varieties with yield-enhancing, stabilizing, and value-adding traits. It also provides nucleus seeds for commercial and experimental seed production and technical expertise on varietal development.

- **Rice Chemistry and Food Science Division (RCFSD)**

The RCFSD is tasked to help increase the productivity and profitability of rice and rice-based farming systems through the conduct of researches in rice grain quality improvement and rice products and by-products development, with increasing emphasis on high-value products such as nutraceuticals and pharmaceutical products. It ensures maximum utilization of research outputs to attain a competitive market for high-quality and value-added rice and rice-based products and by-products, by promoting the same to consumers/farmers, food manufacturers, and entrepreneurs. It provides quality service in routine and quality testing, extension, and inspection services for in-house programs and projects and other academic and government institutions as well as the private sector.

- **Agronomy, Soils, and Plant Physiology Division (ASPPD)**

The ASPPD leads national research efforts in identifying, evaluating, refining, and facilitating the delivery of improved soil, plant, nutrient, and water management practices that are resource use-efficient and environment-friendly for rice and rice-based ecosystems to enhance rice environment quality and profitability. The division is specifically tasked to: (1) identify and propagate approaches for integrating management of principal insect and disease pests with compatible nutrient and crop management; (2) develop technologies that will improve soil and water conservation practices; (3) develop practices to manage crop residues for healthy soils in rice ecosystems; (4) strengthen the scientific basis for rice-based cropping system technologies; (5) participate in the efficacy assessment of new agricultural inputs such as biofertilizers; and (6) assess the impact of developed technologies on environmental quality.

- **Crop Protection Division (CPD)**

Dedicated to addressing farmers' pest management needs, it generates, develops, and promotes pest management strategies that are ecosystem-focused, environment-friendly, economical, of practical application, sustainable, and compatible with each other. Its specific functions include: (1) provision of relevant and timely information on pest biology and ecology for the formulation of pest management strategies for rice and rice-based crops; and (2) verification and packaging of site-specific, cost-effective, and sustainable pest management technologies for integration and promotion with other production technologies.

- **Rice Engineering and Mechanization Division (REMD)**

The REMD is tasked to raise the national level of farm mechanization for rice production and postharvest operations. The division is responsible in strengthening the Institute's capacity to design, develop, manufacture, and promote appropriate engineering technologies and systems while considering the needs and conditions of our rice and rice-based farmers.

The division's specific responsibilities include: (1) provide leadership in designing, manufacturing, distributing, and servicing of vital equipment for rice; (2) strengthen the coordination for REM R&D among national and local agencies; (3) train manufacturers on quality manufacturing of new or improved equipment and provision of technical support for the promotion of machinery; (4) capability-building of extension intermediaries in the operation, repair, and maintenance of rice equipment; (5) provide support services to other agencies, and designers or investors on mechanization R&D; (6) assist in the implementation of DA-funded farm equipment loan projects; and (7) provision of custom services, such as design and fabrication, machining, and other machine shop services, to other PhilRice divisions/units and selected private customers.

- **Genetic Resources Division (GRD)**

The GRD performs genetic diversity research as well as germplasm collection, conservation, management, dissemination, and utilization to support rice breeding efforts.

- **Seed Technology Division (SeedTech)**

SeedTech assesses seed quality parameters. Specifically, the division is tasked to: (1) ensure high seed quality; (2) monitor seed quality testing; (3) screen and evaluate packaging materials, storage conditions, and seed treatment that will maintain seed quality; and (4) conduct compact technology demonstration of newly released inbred and hybrid varieties.

- **Crop Biotechnology Center (CBC)**

The CBC implements a rationalized, effective, and efficient agricultural biotechnology R&D. It covers rice and other important or potential crops, and associated biota such as microorganisms and insects.

- **Climate Change Center (CCC)**

The CCC shall develop and share a comprehensive and judicious understanding of the current and future impacts of climate change, including variability and extremes on Philippine rice farming systems. It envisions climate risk-resilient Philippine rice and rice-based farming communities.

This center shall provide central direction, leadership, and coordination of rice and climate change-related R&D activities and ensure optimum utilization of research outputs related to climate change mitigation and adaptation. It will also provide insights on how to cushion the effects of climate change on the realization of national goals for the rice industry.

D. Office of the Deputy Executive Director for Development (ODD)

The ODD was created to support PhilRice’s development functions grounded on rice science to help attain national goals. It provides support in upholding the status and credibility of the Institute as a premier and model R&D institution, and as a center of R&D excellence.

On behalf of the ED, the ODD provides day-to-day management and supervision in the implementation of development programs in partnership with program/project leaders. It should have close coordination and synergy at all times with the ODR to ensure integration of efforts, and effective and efficient use of resources.

Divisions under the ODD that carry out demonstration and deployment of products and processes are as follows:

- **Development Communication Division (Devcom)**

The Devcom is responsible in the proactive demonstration and promotion of technologies and knowledge on rice and rice-based agriculture among stakeholders through the strategic use of communication media as well as current information and communications technologies. It also educates and helps increase awareness, access, and understanding

of extension workers and farmers and/or the general public on various options to increase rice yields and incomes.

The division leads the building up of the Institute's corporate image and the conduct of communication researches to support technology promotion initiatives and processes.

- **Technology Management and Services Division (TMSD)**

The TMSD is tasked to promote and disseminate high-impact rice technologies that will solve location-specific rice production problems through area-based technology promotion, training, and education to help increase the productivity and income of rice farmers. It develops, tests, and evaluates new and innovative technology promotion models or strategies for faster adoption of technologies. Likewise, it continuously enhances the capacities of extension and development workers and other government and non-government change agents through re-tooling training courses or rice science and technology updates.

- **Information Systems Division (ISD)**

The ISD shall ensure availability and accessibility of complete, accurate, and up-to-date rice and rice-related data, literatures, and information to different key players in the rice industry, more particularly at PhilRice. It provides central direction and leadership in network infrastructure-related matters, including those that are needed for enhancing efficiency of administrative services, geographic information system-remote sensing activities, and other information and database systems development. It shall proactively develop innovative and efficient systems for gathering, storing, organizing, analyzing, and accessing biophysical and socioeconomic information to support agroecology-specific technology recommendations for rice and rice-based farming and value-adding activities.

- **Socioeconomics Division (SED)**

The SED conducts impact assessment, gender, technology adoption, marketing, and socio-economic researches, and policy studies to help develop an efficient, competitive, and sustainable rice industry, nurtured by a sound policy environment. It provides feedback or information on the suitability, viability, acceptability, and profitability of technologies. It supports PhilRice's function of providing timely information to stakeholders that can stimulate rice production, marketing, and consumption.

Together with ISD, SED helps facilitate the creation of an innovative, responsive, and efficient information system to improve agroecology-specific technology recommendations for rice and rice-based farming and value-adding activities to hasten adoption and help ensure maximized utilization of R&D products.

E. Office of the Director for Administration (ODA)

The ODA supports the ED in the overall administration and management of institutional operations as well as research programs and activities, by conceptualizing and implementing sound policies that are aligned with the Institute's vision, mission, and objectives. It shall continually improve the general administration and support services policies and programs for effective and efficient administrative operations of the Institute.

- **Administrative Support Services Division (Admin)**

The Admin Division provides overall administrative functions in the development and proper implementation of policies, procedures, and systems of the Institute. It ensures the delivery of quality support services to the operations of PhilRice in the aspect of legal services, human resources, records, supply and property management, visitors and facilities, training dormitory, and printing services.

- **Physical Plant and Farm Operations Division (PPFOD)**

The PPFOD supports the goals of the Institute through the development and maintenance of physical structures and facilities. It plays a significant role in lifting the production quality of PhilRice, both in goods and services, and attaining its committed projects through facility modernization and improvement. It spearheads planning and design and implements/supervises the construction of new or additional infrastructure, as well as improvements, repair, and maintenance, necessary to achieve and sustain the objectives and targets of the Institute.

Its other functions include: (1) management of farm operations by ensuring the provision of efficient, effective, and timely mechanized farm services in support of R&D and seed production operations; (2) operation and maintenance of a pool of farm machines and equipment, and roads and irrigation/drainage canals; (3) supervision of janitorial and grounds maintenance services by guaranteeing the beauty, orderliness, cleanliness, and sanitation of grounds, buildings, offices, and screenhouses; (4) handling of motorpool operations including registration, repair, maintenance, and dispatch of vehicles, and requisitioning of necessary supplies for the shop; and (5) successful initiation and completion of infrastructure projects in accordance with specifications and standards set forth in contracts.

- **PhilRice Business Development Office (PBDO)**

The PBDO consolidates, strengthens, and upgrades the Institute's capacity to commercialize its technologies, products, and services. It provides central direction and leadership in pursuing expanded and sustainable agri-based and non-agri-based income-generating programs, utilizing the Institute's resources. It proactively and aggressively develops more appropriate and timely commercialization and marketing strategies for mature PhilRice-developed products like seeds and rice wine, technologies, information, innovations, and services to reach intended markets.

- **Integrated Standards and Systems Office (ISSO)**

The ISSO is tasked to lead efforts toward continuous improvement in management systems, which should be at par with international standards. It ensures a full integration of all relevant standards on environmental protection, occupational safety and health, and client satisfaction to ensure quality outputs.

- **Security**

The Security Service is tasked to provide a well-secured, peaceful, and safe workplace and environment for PhilRice personnel and other stakeholders. It also ensures that lives and properties in the Institute are well-protected. It is likewise involved in the Institute's emergency preparedness and quick response operations, especially during untoward incidences of calamities, accidents, and disasters.

F. Branch Stations

Branch stations were established to develop and disseminate location-specific and appropriate technologies to address the needs of the rice industry in their areas of operation. The branch stations complement the activities of the central experiment station (CES). They also gather regional scientific information and feedbacks from farmers and other stakeholders that are useful in R&D projects and in policy formulation.

- **Batac**

Located in Batac City, Ilocos Norte, the station now housed within the facilities of the National Tobacco Administration, serves as the center for dryland agriculture R&D focusing on the improvement of rice-based cropping systems in semi-arid areas and development of on-farm water conservation and storage techniques.

- **Isabela**

Long known as DA-Region 2's Cagayan Valley Experiment Station (CVES) based in San Mateo town with favorable agro-climatic conditions for hybrid rice development, PhilRice Isabela officially became a branch station in January 1992 with the sole aim of boosting rice production in Northeastern Luzon. In 1998, it became the hybrid rice center of PhilRice, with the primary function of developing, packaging, and promoting hybrid rice and its related technologies.

- **Los Baños**

Situated in a prime science community within the UP Los Baños campus, PhilRice Los Baños serves as the Institute's front-liner and gateway to the information and scientific network. It will actively engage faculty members and students of UP Los Baños in rice research and development, with unique emphasis on upland rice-based cropping systems. Designated as in-charge of the hybrid nucleus and breeder seed production initiatives of PhilRice, it is instrumental in diversifying the germplasm base of the rice breeding program by using wild rice species. This branch station is mandated to improve rice grain quality and test-hybrid rice parentals.

- **Bicol**

The youngest branch and based in Batang, Ligao City, Albay, PhilRice Bicol will be developed as the center of rice-based farming system in wet areas.

- **Negros**

In July 2003, PhilRice Negros began to grow, with vital assistance from the Negros Occidental LGU, to cater to the needs of Visayan farmers. It serves as the distribution center for quality seeds of high-yielding and disease-resistant modern varieties chiefly suited for Western Visayas. Based in Cansilayan, Murcia, it is mandated to develop specialty and premium rices. The station shall develop and promote science-

based organic rice farming practices in the context of rice-based farming system with three crop cycles per year, aided by appropriate mechanization.

- **Agusan**

Located in Basilisa, RTRomualdez in Agusan del Norte, PhilRice Agusan was established to service the Northern Mindanao provinces. As the area is drenched by frequent rainfall year-round, it is an ideal venue for conducting researches on adverse soils and nutrient management, particularly on zinc deficiency. Thus, the station was designated as the nutrient management center of PhilRice. The Institute's Field Office at the CMU campus in Maramag, Bukidnon is under the administrative supervision of PhilRice Agusan.

- **Midsayap**

The first branch station in Mindanao, PhilRice Midsayap caters to the needs of the Southern Mindanao provinces, and serves as the pest management center of PhilRice. Located in Bual Norte, Midsayap, North Cotabato, it evolved from the Mindanao Rice and Corn Experiment Station of the DA-Bureau of Plant Industry. One notable achievement of the station was the development and promotion of tungro-resistant Matatag rice lines that led to lessened intensity and prevalence of tungro outbreaks in its area of responsibility.

1.5 EMPLOYMENT CONDITIONS

The following are the nature of employment at PhilRice:

1. **Permanent Status.** A permanent appointment shall be issued to a person who meets all the requirements for the position to which he is being appointed/promoted, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules, and standards

promulgated in pursuant thereof (*CSC Rule I, Section 13*), provided that a plantilla position is available.

2. **Temporary Status.** A temporary status shall be issued to a person who meets all the requirements for the position except for eligibility and that there is no other qualified candidates for the position. Temporary appointment can be issued for one year, renewable for another year.
3. **Co-terminous.** The co-terminous status may be further classified into the following:
 - Co-terminous with the project
 - Co-terminous with the appointing authority
 - Co-terminous with the incumbent
 - Co-terminous with a specific period

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

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

4. **Individual Contract of Service/Job Contract/Order.** This refers to employment described as follows:
 - The contract covers lump sum work or services;
 - The job order covers piece of work or intermittent job of short duration not exceeding six months, and pay is on a daily basis;
 - No employer-employee relationship exists between the individual and the government;
 - The contract of service and job order are not covered by Civil Service laws, rules, and regulations but are under Commission on Audit (COA) rules;

- Services rendered thereunder are not considered as government service (*CSC Resolution no. 020790, Section 1 a*).

To continually attract talented human resources and to further strengthen rice R&D, PhilRice also recruits/grants the following:

1. **Research Interns.** PhilRice sees the immediate need to be competitive in attracting and benefitting from the services of highly qualified recent college graduates of agriculture and other courses that are relevant to manpower needs of rice R&D. This is open to all new graduates with a GPA of 2.00 or better, or its equivalent from a reputable higher educational institution. Paid full time internship period is for a minimum of three months to a maximum of six months. After this and upon passing the qualifying examination and obtaining the necessary eligibilities and/or licensure examinations during the internship period, he/she may be hired as a service contractor, subject to good work performance and availability of funds.

Ref. : AO 2012-06 (Research Internship Program)

2. Fellowship

- **Research Fellowship.** This is a full time position designed to provide support for outstanding R&D practitioners to undertake new and promising research in rice and to contribute to PhilRice's goal of helping the country attain rice self-sufficiency. A Research Fellow will be in charge of implementing his/her proposed project at PhilRice on a full-time basis. Funding shall be based on the period of fellowship (short or medium term). Monthly stipend shall be up to P30,000 for junior research fellow, and up to P40,000 (MS graduate) and up to P50,000 (PhD graduate) for Senior Research Fellow.
- **Thesis/Dissertation Fellowship.** This is provided as funding support to innovative and deserving thesis research proposals for BS, MS, and PhD students. It only covers thesis expenses, exclusive of stipend.

- Graduate Research Assistantship. This paid position is provided to graduate students to be involved in ongoing PhilRice projects, apart from their proposed research topic in rice R&D.

*Ref: Administrative Order 2012-08 Research Fellowship
Implementing Guidelines*

1.6 EMPLOYEE WELFARE AND BENEFITS

PhilRice adopts an employee welfare and benefit system to encourage excellence in staff performance. This creates a working atmosphere conducive to a healthy management-employee relationship and boosts employees' morale.

The Human Resource Management Office (HRMO) is mandated to implement rules and regulations relevant to employees' benefits. HRMO ensures that all pertinent documents are accurately prepared and that all employees regularly receive the benefits on time. The office implements a system to achieve such.

Who are qualified for the entitlements?

- Plantilla personnel at all PhilRice stations
- Service contractors

What are the benefits?

A. For Permanent Employees

1. *Salary.* Salary is based on the schedule provided for in RA 6758 (Salary Standardization Law)

2. *Personnel Economic Relief Allowance (PERA)*. An amount of Two Thousand Pesos (P 2,000) per month shall be granted to regular employees and appointive positions.
3. *Rice Allowance (RA)*. This amounts to One Thousand Pesos (P1,000) per month.
4. *Year-End Bonus and Cash Gift*. This is equivalent to one month basic salary and cash gift provided under RA 6686, as amended by RA 8441. Henceforth, the annual general appropriations shall fund the year-end bonus and other cash gifts.
5. *Uniform or Clothing Allowance*. Allowance granted to government employees for office uniforms, the amount of which shall be authorized by applicable General Appropriations Act (GAA) which may be given in kind or in cash.
6. *Health Insurance and Life Insurance*. This is being handled by the Association of PhilRice Employees (APE) through its Collective Negotiations Agreement (CNA). This was institutionalized to help maintain a healthy, high-spirited workforce, and enable officials and employees to cope with the high cost of hospitalization and other medical expenses.
7. *Terminal Leave Benefits*. This is the payment for the monetary value of the total accumulated leave credits of an employee based on the highest salary rate received upon retirement date/voluntary separation.
8. *Retirement Benefits*. These are the benefits that will come from GSIS and HDMF through the facilitation of HRMO.
9. *Leave Benefits*. These are vacation, sick, paternity, maternity, and special leave privileges which an employee may avail subject to Leave Laws.
10. *Day Care Center*. This is established to implement a child-care program that will provide assistance to parents through substitute parenting while on work.

11. *Loyalty Award*. This award is granted to all officials and employees who have rendered 10 years of continuous and satisfactory service in the government subject to guidelines on granting the award.
12. *Step Increment based on Length of Service*. A one-step increment shall be granted to officials and employees for every three years of continuous satisfactory service in the position. This includes those rendered by incumbents appointed to a career position on a temporary or provisional status who have been subsequently appointed to the same career position on a permanent status.
13. *Performance Incentive Benefits (PIB)*. PIB is a financial reward given to government personnel for acceptable or exemplary performance, which contributed to the attainment of agency targets and goals as evaluated and determined by the head of agency. Performance includes conduct and behavior in the discharge of the duties of a public office. PIB will be based on PMS equivalent rating.
14. *Representation Allowance (RA)*. This is granted to authorized officials and employees for official entertainment while in the actual performance of their respective functions or duties and responsibilities pertaining to their position/designation.
15. *Transportation Allowance (TA)*. Also granted to authorized officials and employees for transportation expenses which shall be paid from the programmed appropriations provided for their respective offices/designations.
16. *Anniversary Bonus*. This is given starting on the 10th year of the Institute and every five years thereafter.
17. *Membership in GSIS, HDMF (Pag-Ibig), and PhilHealth*. All government employees with permanent appointment are automatically entitled to such memberships.

18. *Membership in the PhilRice Mutual Benefit Fund (PMBF).* Members who are permanent PhilRice employees may avail of PMBF services to include loans; hospitalization and out-patient assistance; and maternity, paternity, and death benefits.

HRMO also administers other work-life benefits such as distribution of birthday cards and tokens, administration of uniform allowance, burial assistance, and other related services and linkages.

B. For Service Contractors

1. **Contract Amount.** Amount is based on the equivalent position in the salary scale as approved by PhilRice management.
2. **PMBF Services.** Service contractors and their dependents who may wish to avail of hospitalization and death benefits under PMBF may apply/enroll subject to personal payment of premiums.
3. **Year-end benefits.** This may be given subject to availability of funds and approval of the Board of Trustees.
4. **Training.** The provision includes local and foreign training opportunities.

1.7 LEAVE AND ATTENDANCE POLICIES

All plantilla personnel are entitled to monthly leave benefits and earned leave credits. Employees may avail of leave on a staggered or continuous basis. Attendance policies cover both regular employees and full time service contractors and research fellows.

Leave Policies

Leave privileges include 15-day vacation and 15-day sick leaves annually with full pay exclusive of Saturdays, Sundays, and Public Holidays. Accumulation of such leave credits has no limitation.

- **Vacation Leave.** This can be availed of by filing an application at least five days before the date of leave. Five days of mandatory vacation leave in a year should be availed of by the employee unless services are highly needed, otherwise the five days will be automatically deducted from the earned annual leave credits.
- **Sick Leave.** This can be availed of on account of sickness of the employee or his/her immediate family member. This should be filed upon return to work.
- **Maternity leave for women employees.** Sixty calendar days with pay are allowed subject to leave laws.
- **Rehabilitation leave.** Availed of for job-related injuries.
- **Paternity leave.** Allowed for seven calendar days.
- **Special Leave Privilege (SLP).** Three days are allowed for the following purposes: personal milestones, parental obligation, filial obligation, domestic emergencies, personal transactions (government or private), and calamity, accident, and hospitalization pertaining to force majeure events.
- **Special Leave Benefits for Women under RA 9710 (known as Magna Carta for Women).**
- **Monetization of Leave Credits.** Subject to availability of funds, officials and employees who have accumulated 15 days of vacation leave credits shall be allowed to monetize a maximum of 10 days; a maximum of 30 days may be monetized in a given year. Monetization of 50% or more of the accumulated vacation/sick leave credits may be allowed for valid and justifiable reasons.

- ***Non-Monetary Remuneration for Overtime Services Rendered.***
Accumulated approved overtime hours can be added up to leave credits.

Attendance Policies

- Every employee, except those authorized to use the Certificate of Service (COS), should log in/out through any of the biometrics log boxes installed throughout the compound. Memo 1991-38 states that members of the Executive Council are authorized to use the COS.
- The eight hours per day (core hours) required by the Civil Service Commission (CSC) should be observed (Sec. 5, Rule XVIII, Book V of EO 292). Core hours can be changed every six months and should be approved by division head.
- Latest entry is 8:30 AM and earliest exit is 5:00 PM. Every employee may select his own work schedule from the options provided in AO 2006-11 (Policy Guidelines on Attendance and Leave using ALEMS).
- Regardless of the core hours, all employees are required to attend the flag ceremony every Monday.
- Lunch break is set at 12:00 noon to 1:00 pm or as stated in work schedule.

1.8 AWARDS AND RECOGNITIONS/ POLICY ON HONORARIA AND INCENTIVES

To encourage and sustain productiveness, innovativeness, creativeness, and world-class excellence among its officials and employees, including contractors and research fellows, PhilRice implements the Program on Awards and Incentives for Service Excellence (PhilPRAISE). A PhilPRAISE Committee was created as implementing arm of the program.

Basic Policies:

1. Recognitions, Awards, and Incentives shall be open to all PhilRice personnel who had continuously served the Institute for at least six months, regardless of status and rank.
2. These shall be based on performance, innovative ideas, inventions, outstanding accomplishments, exemplary behavior, and other personal and team efforts, which contribute to the attainment of the purposes and objectives of PhilRice;
3. These shall be given in a timely manner. Thus, in addition to recognition and awards given during anniversary celebrations, these may be granted on-the-spot.
4. Recognition shall be either monetary or non-monetary, or both.

General Categories of Awards

A. Resource Generation Award

1. *Eureka Award* – provided to any staffer or group solely responsible in generating project funds from agencies outside PhilRice. A cash incentive equal to 3% of the approved project fund chargeable against its administrative cost or as authorized by the donor, may be claimed. This incentive shall still accrue to the proponents when the projects are extended. However, this excludes unsolicited funds, as those from IRRI, JICA, DA, and other funding agencies that initiated collaborative activities.

2. Implementation Incentive for Externally Funded Project – given to PhilRice personnel, regardless of employment status, who implement externally funded projects. This incentive shall be based on the amount approved by the donor, and shall be on top of the administrative cost imposed by PhilRice, and shall be subject to the rules on indirect, additional, and double compensation.

B. Personal Development Incentives

1. Publications – cash incentive shall be shared among co-authors (PhilRice staff only) amount of which shall be determined by the identified main author. Papers/articles published more than once (same content but customized for different readers) shall be recognized only once.
 - a. Published references – author(s) of scientific, technical, or administrative papers; research notes, policy briefs, invited reviews, extended abstracts, bulletins, manuals, monographs, or books related to rice research and management or its support services published outside PhilRice (and not supported by PhilRice as co-publisher or sponsor) are to receive cash incentives depending on where the paper/chapter is published (journals/publications) as follows:

Publication type/ Incentive Amount	Non-refereed		Refereed			
	Local	Inter- national	Non-ISI	ISI	ISI (Current Contents)	High Impact ISI Journals
Full technical paper/ policy paper or brief	P5,000	P7,500	P15,000	P20,000	P50,000	P75,000
Research Notes	P3,000	P4,000	P8,000	P10,000	P25,000	P35,000
Invited Review	P3,500	P5,000	P10,000	P12,000	P30,000	P40,000
Research Review	P3,000	P4,000	P5,000	P7,000	P10,000	P15,000
Bulletin	P2,000					
Book Chapter	P10,000					
Book/Monograph	P50,000/P25,000					
Technical editor of book	P20,000					

- b. Popular articles – authors of popularized rice science articles (news feature or feature story, with by or tag lines) published in magazines and newspapers with community/regional or national circulation (excluding PhilRice newsletter and other publications) shall also be considered as eligible to receive cash incentives as follows:

TYPE OF MAGAZINE/NEWSPAPER	INCENTIVE AMOUNT per PAPER/CHAPTER
Community/regional circulation	P1,000
National/International circulation	P2,000
Web-based (except PhilRice webpage)	P2,000

2. Best Paper/Poster award - authors of adjudged best paper/poster awards of annual conventions of national/international professional associations and societies (excluding National Rice R&D Conference) are entitled to receive the following cash incentive (shared among authors):

CATEGORY	FIRST		SECOND		THIRD	
	Best Poster	Best Paper	Best Poster	Best Paper	Best Poster	Best Paper
Local	P3,000	P5,000	P2,000	P3,000	P1,000	P1,000
National	P5,000	P8,000	P3,000	P5,000	P2,000	P3,000
International	P10,000	P15,000	P7,000	P10,000	P4,000	P8,000

3. Scholastic Award incentive - aside from the P3,000/P5,000 for MS/PhD Degree graduates, a graduated PhilRice scholar is entitled to receive a monthly incentive award, provided that he/she comply with the three basic principles stated in AO 2012-02, as follows:

Degree obtained	Corresponding Position	Monthly Incentive
MS/MA/MBA/MPA	At least Senior SRS	P 6,000
Doctorate	At least Supervising SRS	P 8,000

4. Peer Award Incentive – paid to PhilRice staffers recognized or cited by another agency, a local government unit, a scientific organization, or an award-giving body, local or international, for meritorious R&D/administrative work and professional excellence. Only recipients of top awards (not finalists or recipients of plaque of recognition) may be given cash incentive of P10,000 for local awards, P20,000 for national awards, and P50,000 for international awards. If award is for group, incentive will be shared.

C. Annual Performance Award Incentive

Every year, PhilRice shall grant its staff members outstanding performance and loyalty/service awards in recognition for meritorious accomplishment and years of continuous service at the Institute.

1. Outstanding Performance

Regardless of status and rank, except research fellows, senior advisers, consultants, and visiting scientists, these awards shall be given during the anniversary celebration. Awards consist of a cash incentive and plaque/certificate of recognition or any other form as deemed fit by the Committee.

- a. Individual award categories – given to employees at different categories and levels:
 - a.1. Outstanding Research Staffer
 - a.2. Outstanding Development Staffer
 - a.3. Outstanding Research and Development Support Staffer Award
 - a.4. Outstanding Administrative Staffer
 - a.5. Outstanding Official Award (Program Leaders, Division Heads, Branch Station Heads)
 - a.6. Outstanding Field worker Award

- b. Group categories - to encourage teamwork that fosters group productivity within the various offices/divisions/stations/units at PhilRice
 - b.1. Outstanding Branch Station
 - b.2. Outstanding Division
 - b.3. Outstanding Unit/Team
 - b.4. Outstanding Support Service Team

- 2. Loyalty Incentives. This award, authorized by the Civil Service Commission, is given to permanent staff members who have continuously served PhilRice for at least 10 years and every after five years of continuous employment at PhilRice. A cash gift of P1,000 for every year of service shall be given to qualified employees.

- 3. Executive Director's Award/Incentive. Yearly given to a group or staff member(s) who is personally recognized by the ED for meritorious and exemplary performance of tasks assigned on top of other duties and responsibilities.

- 4. Individual Employee Reward System. This reward encourages every employee to report any individual improvement or innovations he/she has learned and applied in his/her work area, or any idea contributed for the improvement of work processes, and has been adopted by the process owners. An Individual Improvement Form (IIF) shall be filled-up by the proponent and shall be validated by the Division Head. Food/grocery stub worth P100/P300/P500, and a certificate of recognition will be given.

- 5. Other Special Incentives
 - a. On-the-spot Reward - granted to any PhilRice staff member or personnel who saves the life or honor of a fellow employee/personnel, or prevents the loss or damage of PhilRice property, or does similar meritorious acts or deeds. The award is usually given during the flag ceremony.

- b. Specific Award – The PhilRice management may opt to create/ grant other awards and incentives to encourage and inspire service performance among staff members/personnel.

Ref: Administrative Order 2008-07

1.9 STAFF DEVELOPMENT

There is a need for a continuing staff development program to attain and sustain a critical mass of scientists with a strong commitment and distinct competence in the various fields of rice R&D, and administration. The program was created with the following specific objectives:

- To develop the institutional capabilities of PhilRice
- To provide relevant and high-quality degree or non-degree training to a core of dedicated and committed researchers, development specialists, administrators, and staffers of PhilRice
- To serve as an effective vehicle in the recruitment of young and bright graduates and in maintaining R&D staff with the highest level of competency, efficiency, and commitment.

The program coverage and components shall cover all officials and staffers of PhilRice and the national rice R&D network, with the following basic components:

- **Graduate Degree Training** – covers the Masters and Doctorate degree levels. Graduate degree training aims to develop top-caliber and committed R&D and support staff who shall provide leadership in implementing the national rice R&D program. Candidates must have demonstrated outstanding academic credentials, work performance, and high potential to become rice R&D scientists and administrators.
- **Non-degree Training** – aims to upgrade specific skill levels, broaden the research experience, and enhance the competence and performance of the staff. This component also aims to provide the

necessary exposure and experience through study, observation and exchange tours, and includes post-doctoral fellowship, post degree internship/apprenticeship/associateship, career fellowship, and stint as visiting scientists.

The terms and entitlements are specifically defined as follows:

- **Full-time study leave, full entitlements** - means the scholar/trainee devotes all (100%) of office hours to the scholarship/training program, and receives from PhilRice full salaries or wages and related benefits as provided by law, and other entitlements such as stipend, tuition and other school fees, book allowance, photocopying, and other reference materials, thesis/dissertation support, graduation fees, and one round-trip travel support during the entire degree/non degree training, and group hospitalization and accident insurance.
- **Full-time study leave, partial entitlements** - means the scholar/trainee devotes all (100%) of office hours to the scholarship/training program, and only receives from PhilRice full salaries, wages, and related benefits as provided by law.
- **Part-time, full entitlements** - means the scholar/trainee devotes at least 50% of office hours to earn the program, receives full salaries or wages and related benefits, and avails of stipends, book allowances, tuition fees, thesis/dissertation support, and other related expenses that qualify as full entitlements.
- **Full-time, own-time, no entitlements**- means that the personnel is attending a full staff development program after office hours or during weekends, receives only salaries or wages and related benefits as provided by law.

Special assistance to self-initiated career development activities is a component geared at facilitating the completion of self-financed career development undertakings by officers or staffers, which are consistent with the requirements of the Institute.

All foreign graduate degree scholarships shall be screened and evaluated by the SDC to ensure conformity and consistency with the SDP. Tenure depends on the specifications of the degree program. All foreign graduate degree scholars shall be entitled to compensation and other benefits accruing to regular employees as provided by law. Whenever justifiable and necessary, as in cases when the foreign scholarship entitlement excludes travel from station to location of graduate school and vice versa, such travel expenses can be provided as additional entitlement, subject to auditing regulations.

Entitlements for recipients for externally sponsored non-degree and study tour programs shall be provided by the sponsor, except for the basic salary and compensation which shall be provided by the Institute. Whenever necessary for the accomplishment of the program and whenever justifiable, the Institute may provide complementary and supplementary entitlements, subject to the recommendation of the SDC and approval by the Executive Director.

Detailed guidelines are embodied in a separate manual for the staff development program uploaded at http://dbmp.philrice.gov.ph/dms_records/log_in.php.

1.10 SELECTION AND PROMOTION

Opportunity for employment at PhilRice shall be open to all qualified applicants. Employees/personnel shall be selected on the basis of merit and fitness to perform the duties and assumed responsibilities of the position.

PhilRice abides by CSC laws on recruitment based on the following levels:

- First level
- Second level
- Third level

Entrance to the first and second levels shall be through competitive examinations, which shall be open to incumbent employees and new applicants who meet the minimum qualification requirements.

Designation to higher-level positions such as Deputy Executive Director shall be subject to the Board of Trustees' established guidelines. The President of the Philippines appoints the Executive Director.

For promotion, PhilRice implements a Merit Promotion Plan (MPP) as a system of promotion for qualified employees. PhilRice shall strictly adhere to the merit principle in the promotion of its employees to create equal opportunities for advancement to all qualified and competent employees.

The MPP shall cover all positions in all levels. There shall be no discrimination on account of gender, civil status, religion, ethnicity, or political affiliation.

The MPP provides for basic policies, system of ranking positions, procedures on hiring and promotion, scoring system, and criteria to cover education, training, and experience.

Vacant positions for filling up shall be published in accordance to Republic Act 7041 (Publication of Vacant Position), and shall also be posted in three conspicuous places at PhilRice for 10 days, after which filling up shall be made.

The following positions are exempt from the publication requirement:

- Primarily confidential positions (i.e. private secretary)
- Positions that are policy-determining
- Highly technical positions
- Non-career positions
- Third level positions
- Positions to be filled up by existing regular PhilRice employees, in case of reorganization

To evaluate all applicants and to properly implement the MPP, a Selection and Promotion Board (SPB) is established for the first and second level positions. The SPB is composed of the following (SPB Composition Memo 2008-16):

1. Chair - designated by the Executive Director

2. Members:
 - Two representatives from the rank-and-file employees, one each from the 1st and 2nd level positions who shall be both designated by the Association of PhilRice Employees (APE)
 - Two representatives from the rank-and-file employees, one each from 1st and 2nd level positions chosen through a general assembly.
 - Head of the Administrative Division
3. Secretary – Head of the Human Resource Management Office

The SPB shall maintain fairness and impartiality in the assessment of candidates for appointment. SPB shall evaluate all candidates for vacant positions at the 1st and 2nd levels, and shall recommend at least five candidates per position to the Executive Director for approval.

1.11 EMPLOYEE DISCIPLINE

To promote professionalism, encourage commitment to service, and observe ethical standards and behavior required of an empowered employee, PhilRice developed an employee monitoring system focusing on compliance with employees' absences and tardiness, observance of dress code, and implementation of RA 6713 or the Code of Conduct for Government Officials and Employees.

Administrative offenses with their corresponding penalties are classified into grave, less grave and light offenses, depending on the gravity of their nature and effects.

PhilRice follows Civil Service Rules on Employee Discipline. Before imposing penalties, due process is being followed and that a fact-finding or special committee is created for the purpose.

1.12 GRIEVANCE MECHANISM

PhilRice adopts a system for settlement of grievances (Revised Policies on the Settlement of Grievances in the Public Sector – CSC Resolution No. 010113 dated January 10, 2001).

A grievance shall be settled expeditiously at the lowest possible level. Supervisors or officials shall take action on a grievance brought to their attention. For grievances that cannot be settled at the lowest level, the Grievance Committee shall take action subject to the guidelines and provisions set forth in the program.

Ref: PhilRice Machinery for Settlement of Grievances uploaded at http://dbmp.philrice.gov.ph/dms_records/log_in.php.

1.13 DOCUMENT MANAGEMENT

Document management is a systematic control on the creation, revision and updating, approval and re-approval, and distribution of documents. This ensures that all PhilRice documents are effectively managed and controlled. This procedure covers all internal and external documents that relate to the operations of the Institute.

Procedure/Guidelines

1. Document Change Request (DCR)

- Creation, revision, and cancellation of documents shall require an approved PhilRice DCR to be submitted to the Document Control Officer (DCO).
- For revision and cancellation of R&D protocols, PhilRice R&D DCR shall be duly accomplished and submitted for approval to ODR or ODD, whichever is appropriate.

*Ref: Memorandum on DCR for Changes in R&D Project/Study
GPM on Control of Documents
PhilRice DCR, PhilRice R&D DCR*

2. Signing

- Documents shall be prepared, reviewed, recommended, and approved by authorized signatories.

Ref: Memorandum on Signing Authorities uploaded at http://dbmp.philrice.gov.ph/dms_records/log_in.php.

3. Creation

- All documents shall require use of appropriate templates, formats, and forms in accordance with applicable policies and memoranda.
- As a general rule, all documents shall be written in Arial 11. A4-sized paper shall be used except for R&D Protocols, Memorandum of Agreements, Masterlist of Forms, References and Records, and General Maintenance and Calibration Plan which shall be written in legal-sized paper.
- Documents received in thermal paper shall be photocopied to prevent loss of information and deterioration that might affect readability.
- A single-line strike-through shall be used for erasures due to minor corrections or modifications, countersigned by any of the authorized signatories or DCO.

4. Revision

- Review and revision of documents shall be done by process owners to check for their continued adequacy, suitability, and relevance on a yearly basis or as the need arises.
- The following might trigger the review, update, and approval of documents: (a) introduction of new products or services, equipment, and processes; (b) change in organizational/corporate focus; (c) technological breakthroughs (newly

developed technologies); (d) improved methods or practices; and (e) result of internal audit and Operational Control Monitoring (OCM).

5. Cancellation

- Document obsolescence shall be determined by process owners, and appropriate DCR shall be properly accomplished and submitted.
- Process owners shall be responsible in marking suitable identification (OBSOLETE) on the document previously issued to them at the time of its obsolescence.

6. Receipt and Dissemination

- All incoming and outgoing documents shall be tracked through the PhilRice Document Tracking System. PhilRice Tracking Sheet shall be used when necessary.
- The concerned staff/process owner shall perform preliminary assessment of document and implement appropriate action.
- Correspondence and issuances that are received by Records Office from internal and external sources that need to be disseminated shall be e-mailed to concerned staff thru PhilRice webmail or alternate e-mail address for dissemination purposes.
- Those that are marked “to be posted” by PhilRice officials and/or identified as urgent communication shall be posted in the bulletin boards at conspicuous places in the Institute.
- Certified copies of documents shall be freshly stamped, signed by the Records Officer/DCO and issued to copyholders.

*Ref: PhilRice Document Tracking System
PhilRice Records Classification Schedule
PhilRice Records Disposition Schedule
REC-WIM on Management of Correspondence and Issuance*

7. Request for Internal and External Documents

- DCO/Records Officer shall furnish the requisitioner with the needed document one day after the approved PhilRice Document and Records Request Slip was presented.
- For internal users- request for confidential documents shall be approved by the Head of the Agency or the Deputy Executive Directors, as appropriate. Request for non-confidential documents shall be approved by the Records Officer.
- For external users- request for confidential documents shall be approved by the Head of the Agency or Deputy Executive Directors, as appropriate. Request for non-confidential documents shall be approved by the Head of the Administrative Division.

Ref: PhilRice Document and Records Request Slip (available at the Records Office)

8. Nonconformity Report Issuance (NCR)

- The following shall warrant nonconformity issuance using PhilRice NDR:
 - a. Missing document - issued to those who are unable to locate the missing document after the five-day grace period upon notice or verification of loss.
 - b. Obsolete document not properly marked or identified.
 - c. Soiled, torn and physically deteriorated document.
 - d. Other nonconformity in violation of a requirement of the standards and of the Institute's internal policies and procedures on document control.

Ref: GPM on Control of Documents, PhilRice NDR

1.14 RECORDS MANAGEMENT

Records management is a systematic control over the creation, maintenance, and use and disposition of records. This ensures adequate and proper documentation of transactions of PhilRice for its efficient, effective, and economical operations.

PhilRice records are documents used to capture information stating results achieved or evidence of activities performed in the Institute. Generally, records need not be under revision control (i.e. test results/report, minutes of meetings, equipment preventive maintenance checklist).

The Records Office under the Administrative Division acts as the repository of the Institute's official records.

Ref. General Procedure on the Control of Records

Classification and Filing

- Records shall be classified using the Classification Scheme for PhilRice Records. It shall be properly labeled and arranged in a filing cabinet and retained based on PhilRice Records Disposition Schedule.
- Institutional Records (i.e. built-in infrastructure plans including changes during implementation, 202 Files, Minutes of Meetings etc.) shall be handled and controlled by the Records Officer. Records of the PhilRice Board of Trustees shall be under the custody of its Secretary.

Division-based records such as results of experiments, financial records, calibration reports of their equipment, etc. shall be controlled by the division/unit concerned.

*Ref: REC-WIM on Records Maintenance and Control (Filing)
General Procedure Manual on Control of Records*

Retrieval

- The Records Officer shall furnish the requisitioner with the needed records one day after the approved request was presented, unless extremely urgent.
 - a. For internal users - request for confidential records shall be approved by the Head of Agency and/or Deputy Executive Directors. Request for non-confidential records shall be approved by the Records Officer.
 - b. For external users - request for confidential records shall be approved by the Head of Agency and/or Deputy Executive Directors. Request for non-confidential records shall be approved by the Administrative Officer.
 - c. Confidential records - are records that contain sensitive information and data that must be protected from unauthorized use, therefore, prior to release of requested document, approval is required, unless a Sub-Poena Duces Tecum issued by a competent court is presented.
- PhilRice issuances and other valuable files are uploaded at PhilRice Document Management System and can be searched and retrieved at http://dbmp.philrice.gov.ph/dms_records/log_in.php.

Ref: REC-WIM on Records Maintenance and Control (Retrieval)

PhilRice Documents and Records Request Slip

Record Holdings

Disposition

Disposition means the systematic transfer of inactive records from division/unit to Records Office Storage Area; the identification or preservation of permanent records and disposal of valueless records.

- Division/Unit inactive records selected for transfer to the Records Office should be organized in properly labeled folders. Filled-out Documents

and Records Transfer Form shall be submitted to the Records Office for review before the actual transfer.

- Disposal of valueless records shall be in accordance with Republic Act No. 9470, National Archives of the Philippine Rules and Regulations, and PhilRice Records Disposition Schedule. Steps required for the disposal of records are as follows:
 - a. Inventory and appraisal of records shall be done annually
 - b. Division/Unit valueless records shall be turned over to the Records Office for disposal.
 - c. PhilRice Records Management Improvement Committee shall evaluate the request for disposal and submit recommendations to the Agency Head/Representative.
 - d. Once approved, the Records Officer shall submit the request for authority to dispose records to the National Archives of the Philippines.
 - e. Disposal of records shall be done in the presence of the PhilRice RMIC, NAP, and COA representatives.

Ref: PhilRice Records Disposition Schedule

NAP Form No. 1, 2 & 3

Documents and Records Transfer Form

PhilRice Request For Authority to Dispose Records Form

1.15 CUSTOMER SATISFACTION AND COMPLAINTS

This process ensures that internal or external customer requirements are consistently satisfied in all product- and service-related processes of PhilRice Central Experiment Station, and that complaints are properly handled and evaluated. Monitoring tools such as survey forms, web surveys, interviews, and other forms of documentation shall be developed to evaluate whether the sets of quality objectives based on identified customer needs are met.

What is the scope of customer feedback and who should do it?

All PhilRice staffers and service contractors are considered internal customers of all products and services of the Institute. Hence, we can freely give feedback about how satisfied we are in our products and services.

How do we give feedback?

1. Every staff is encouraged to give feedback for services (e.g. processing of claims, request for HR services, request for supplies, internet connection services, etc.) and products (e.g. rice, rice wine, seeds, etc.) of the Institute that he/she availed of. Feedback can be both positive and/or negative.
2. Fill out all information in the survey form especially the Customer Profile which is available in your offices through your administrative assistants or the guards at the main lobby and main gate. Submit filled out survey form to the lobby/main gate guard, or to your administrative assistant.
3. The Integrated Systems and Standards Office (ISSO) will collect the survey forms, summarize, analyze, and make appropriate report to the RDOC on the results of the feedback. However, if immediate action from the process owner is needed, the ISSO will make sure that the feedback will immediately reach the process owner.
4. Verbal feedback is also encouraged but should also be supported with appropriate document.

1.16 HAZARD AND RISK ASSESSMENT

Hazard and risk assessment is a process of identifying the quality, environmental and occupational hazards of PhilRice in all its operations, assessing the risks involved, and determining possible mitigation or control measures to avoid occurrence or recurrence of hazards and risks. It applies

to all the quality, environmental, and occupational hazards that it can control or influence taking into account all existing, planned, modified, or new activities/processes. It is applicable to all R&D programs, projects and studies, including all branch stations.

Who does the assessment?

The main process owner (staff in-charge) and all those involved in a particular process sit down and assess the hazards pertaining to quality, environment, safety, and reputation of the Institute.

How to do it?

Below are the general guidelines and steps in conducting the hazard and risk assessment:

1. Hazard/Aspect shall be identified in each activity of a process by the process owner taking into consideration the following:
 - Potential hazards coming from direct and indirect sources (i.e. facility tours, fuel, and supply delivery).
 - Conditions where environmental (normal, abnormal) and occupational health and safety (routine or non-routine) hazard exists, where there is adverse effect on the results of the R&D activities and all other processes (i.e. pest infestation, natural calamities).
 - The human capability or human factors especially when these pose hazards to environment and workers (i.e. eyesight problem, height, deformities)
2. Identify the impact/risk, its severity and likelihood of occurrence – impact/risk shall be identified in relation to its effect on environment, health & safety, quality, and reputation, whichever is applicable, how severe it can be and the possibility that the risk will occur.

3. Evaluate the risk, identify its existing control, and effectiveness in order to assess whether the risk is significant or not.
4. If the impact or risk is significant, the process owners should come up with corrective and/or preventive actions to prevent the risk from recurring. These corrective and/or preventive actions may come in the form of guidelines, policies, or long-term objectives and targets.
5. Implement and monitor effectiveness of the corrective and preventive actions.

Ref: General Procedures Manual - 05

1.17 HEALTH AND SAFETY MANAGEMENT

The Occupational Health and Safety Management System covers the general safety in the workplace – including but not limited to offices, laboratories, experimental fields and field schools, warehouses and other postharvest facilities, machine shops, infrastructures, and other work environments.

Who are covered?

The system provides general safety guidelines and preventive measures for all PhilRice employees (regular and service contractors) and other stakeholders within the Institute’s workplace.

Why is it important?

The objective is to protect every staff, worker, visitor, and other stakeholders against the dangers of injury, sickness, or death as a result of their work in the Institute through safe and healthy environment or working conditions.

General Guidelines

- PhilRice provides a safe, comfortable, and adequate work environment for you. Immediately report to your supervisor any problem with illumination, ventilation, temperature, and noise in your work area.
- Use of appropriate personal protective equipment (PPE) is a must. Please see the memorandum on use of PPE to know your minimum requirement.
- Familiarize yourself with work instructions, procedures, or guidelines related to your work before starting any operation.
- Always practice good housekeeping. Clean spills at once properly, dispose of your wastes in designated segregation bins, and put everything in its proper place.
- Arrange office furnishings in a manner that provides ergonomics and unobstructed areas for movement. Utility cords and cables shall be arranged to avoid tripping.
- When working on heights, use a ladder or other appropriate stepping tools. Horseplay is never allowed in any work place.
- Turn off lights, ventilation, and other electrical equipment before leaving the work place.
- Observe Institute policies while inside its premises.

What to do in case of emergency and other incidents

- Call the lobby guard at local 234 or the Integrated Systems and Standards Office (ISSO) at local 713 or 712. Inform them who, where, and what is the emergency all about.
- Familiarize yourself with the emergency numbers indicated at the back page of this manual.

- When you hear the alarm, leave your work area calmly and immediately, and proceed to designated evacuation areas outside the PhilRice buildings.
- In case of bleeding, stop the bleeding by covering the wound with clean cloth and adding slight pressure on it until first aiders arrive.
- Report all incidents to the supervisor to prevent recurrence.

Specific safety reminders in work areas

- In pesticide application, safety procedures should be followed in accordance with the division protocols. Always refer to the material safety data sheet (MSDS) on how to handle a particular chemical.
- Field equipment, machines, and tools shall always be handled with care. Any repair should be done by authorized personnel only.
- Observe proper lifting procedures based on warehouse work instruction manual.
- Observe procedures in the laboratory work instruction manual or protocols during handling or mixing chemicals, pipetting solutions, maintaining and cleaning equipment, handling compressed gas, and using laboratory equipment.
- Adhere to all applicable safety requirements, rules, and regulations when working inside the machine shop.
- High-powered tools, machines, and other equipment shall be operated by trained personnel only. Simple repairs shall be done in accordance with its manual. All items for repair shall be reported immediately for proper action.
- Electrical safety should be observed at all times.

1.18 ENVIRONMENTAL MANAGEMENT SYSTEM

PhilRice Environmental Management System (EMS) is based on the framework of international standard ISO 14001 (EMS) under which PhilRice is certified. The EMS is composed of several activities that ensure protection of the environment and compliance to environmental legal requirements.

Why do we implement EMS?

The Philippine environmental laws and regulations mandate that an organization should comply with its minimum requirements. The ISO 14001 provides a framework to conform to these requirements and ensure the continual improvement of the system. The following are the environmental activities that PhilRice implements and their corresponding legal requirements.

1. Solid Waste Management (SWM)

- The SWM complies with the legal requirements of RA 9003 (Ecological Solid Waste Management Act of 2000).
- The SWM provides guidelines on segregation at source, recycling, composting, waste utilization, and disposal.

Ref: GPM-17 Solid Waste Management Guidelines

2. Chemical and Hazardous Waste Management (CHWM)

- The CHWM complies with the legal requirements of RA 6969 (Toxic Substances and Hazardous and Nuclear Control Act of 1990).
- The CHWM provides guidelines on safety handling of chemical and hazardous wastes, waste classification, treatment at source, proper turn-over and handling, temporary containment and storage, and waste hauling and disposal.

Ref: GPM - 18 Chemical and Hazardous Waste Management

3. Energy Conservation Management (Enercon)

- The Enercon guidelines promote and encourage energy conservation by providing tips and instructions. The guidelines include proper use of electrical equipment such as lightings, air conditioners, and other office equipment and appliances. It also includes use of fuel and other office supplies.

Ref: GPM -19 Energy Conservation Management

4. Air Quality Management (AQM)

- The AQM complies with the requirements of RA 8749 (The Philippine Clean Air Act of 1999).
- The AQM provides guidelines on measurement of air quality in the workplace, smoking, and emission test of vehicles and generator sets.

Ref: GPM -20 Air Quality Management

5. Water Conservation Management

- Water conservation management complies with the requirements of RA 9275 (Philippine Clean Water Act of 2004).
- It aims to reduce the consumption of water through effective maintenance procedures and ensure that waste water is within the standards of RA 9275.

Ref: GPM -19 Energy Conservation Management

Who implements the EMS?

The Integrated Systems and Standards Office (ISSO) implements, monitors, and maintains the EMS through a designated Environment Management Representative (EMR) and Pollution Control Officer (PCO) who takes charge in ensuring the compliances of PhilRice with ISO 14001 standards and other environmental legal requirements.

All staff members and visitors are required to comply with the policies, rules, and regulations of the EMS. Any violation of the set guidelines shall be reprimanded according to the penalty system that PhilRice observes.

How is EMS implemented?

The EMS is implemented by the guidelines of the ISO 14001. It conforms to the principle of PDCA (Plan-Do-Check-Act) cycle. The EMS implementation is reviewed yearly through Internal Audit, Management Review, and External Audit. The DENR also conducts yearly inspection to ensure that proper compliance is observed.

1.19 PROPERTY MANAGEMENT

The Property Office is responsible in the conduct of preliminary evaluation and acceptance of deliveries. It ensures that movements of supplies, materials, and equipment are documented; records are properly maintained and updated; physical assets are well accounted for; accountable persons are informed and updated on their accountabilities; and disposal of unserviceable equipment are in accordance with existing government rules and regulations.

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

- Approved Requisition and Issue Slip (RIS)
- Approved Budget Utilization Request (BUR)
- Inventory Custodian Slip (ICS) for supplies and materials with estimated useful life of more than one year, but small enough to be considered as property plant and equipment (PPE)

- Property Acknowledgement Receipt (PAR) for equipment and semi-expendable supplies with a value of less than P10,000 and have a life expectancy of more than one year. PAR shall be renewed every three years.

Note: For the CES, the supplies and materials can be withdrawn from the Central Bodega, Monday to Friday from 8:00 AM to 12:00 NN.

What are the requirements for repair of equipment?

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

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

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

What happens in case of loss of government property?

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

- The accountable officer/end-user shall immediately notify the Commission on Audit or auditor concerned of the occurrence of the loss of government property while in-transit or when the loss is caused by fire, theft, casualty, or other force majeure; and

- Within 30 days, submit an application for relief, supported by the following documents, whichever are applicable (Sec. 499, GAAM Vol. I):
 1. Affidavit executed by the accountable/co-accountable employee stating the following facts:
 - a. Property lost and its valuation
 - b. Actual date in which the absence was first noted
 - c. Manner of disappearance
 - d. Efforts put forth to recover the same
 - e. Provision made to safeguard the property; and
 - f. Date when the loss was reported to the auditor and the police authorities
 2. Joint Affidavit of two disinterested persons cognizant of the facts and circumstances about the loss. In case it is not possible to obtain statement of two disinterested persons and only one is available, or none at all, such fact should be set forth in the affidavit of the person requesting relief, giving the reasons therefor.
 - a. Final Police report showing the steps taken by the police authorities to recover the lost property and apprehend the suspect(s) and the present status of the case;
 - b. Comments and/or recommendations of the agency head;
 - c. Certification from Police/Fire Chief/Provincial Governor/Mayor or other competent authority as to the destruction brought by natural calamity and/or insurgency;
 - d. Inspection report on the extent of damage on insured property;
 - e. Evidence of the immediate issuance of the notice of loss of accountable forms as required under COA Circular No. 84-233 dated August 24, 1984;
 - f. Report on cash examination immediately conducted after the loss (for cash losses);

- g. Copy of PAR for lost property;
- h. Certificate by the veterinarian as to the cause of death with a description of the animal, if the property is a government animal under the care of the veterinarian.

1.20 INFORMATION SYSTEM MANAGEMENT

Ownership

The Philippine Rice Research Institute (PhilRice) is the owner of the network and its components.

Purpose

- Pursuit of rice knowledge through the global information highway.
- Productive use and sharing of rice knowledge and technology to target clientele.
- Collaboration among PhilRice workers and their national and international collaborators.
- Automation of processes and delivery of services to the public by electronic means.
- Generation of tangible assets and intellectual property rights and value-added services to PhilRice and the government.

Scope

- PhilRice information systems include computers, computer networks, softwares, electronic mail (e-mail), facsimiles, internet connectivity, telephones, and all equipment associated or connected within.

- The following guidelines have been established to apply to all PhilRice staffers including employees, non-paid volunteers, affiliates, and independent contractors. This policy also applies to remote access users.

Responsibilities of Network Users

- Make sure that sharing of files to the intended person or persons only be done via password-protected or read-only folder.
- Sharing of files in publicly accessible folders is prohibited.
- Immediately report to ISD any detection of unauthorized users.
- Regularly backup files from the desktop to any reliable external storage media.
- Acknowledge materials, content, and services shared over the network.
- Regularly update the operating system as protection against virus attacks.
- Refrain from any use of unauthorized and/or illegal program(s). This is a full responsibility of the user.
- Report to ISD any downtime observed in the network.

Prohibited Activities in the Network

- Forwarding chain emails, powerpoint shows, unethical, or any materials unrelated to PhilRice or official functions of the employee.
- Circulation of malicious mischief, defamation, and poison emails that damage the reputation of other people.
- Accessing online commercial subscriptions, casinos, bandwidth-hugging internet services, pornographic sites, and other unproductive activities in the workplace.
- Unauthorized use of other accounts, passwords, and tampering of network settings.

- Unauthorized installation of softwares, virus programs, stealth programs, and sniffing tools.
- Unauthorized deletion or modification of files and uploading of malicious files.
- Hacking and cracking to gain access into folders, servers, and other network devices.
- Network sabotage which destroys databases, network devices, parts, or accessories.
- Use of network for personal or commercial gain.
- Violations of E-Commerce Act.

Penalties

- Suspension to revocation of access, administrative suspension, termination of contract, dismissal, and/or filing of criminal case in violation of the Philippine e-Commerce Law (RA 8792)

Policy Violations

- Abuse of PhilRice information systems, through excessive personal use, or use in violation of law or Institute policies, will result in disciplinary action, up to and including termination of employment. All supervisory personnel are responsible for ensuring that these policies are adhered to within their respective areas of responsibility.
- All users of PhilRice information systems may report institute policy or law violations to their immediate supervisor or to the personnel officer, or directly to the Information Systems Division Head.

Oath of Usage (to be signed by every staff, facilitated by ISD)

- I have received a copy of, read, and understood this Information System Policy provided to me through the PhilRice Employees Manual.

- I understand that PhilRice reserves the right at any time to examine, inspect, and/or monitor my use of its telephones, computers, computer networks, e-mail systems, Internet connectivity, or any other communications systems provided or owned by PhilRice, at its sole discretion and without further notice or permission from me.
- I acknowledge and agree that any electronic files, records, and communications which I create or use on the information systems shall at all times remain subject to access, review, or deletion by PhilRice as set forth in such policy. I further agree that I will not install any electronic data or software that is not expressly authorized by law or PhilRice policies. I have no expectation of full personal privacy regarding communications created, received, stored on, or sent through the PhilRice information systems and electronic communications systems, including e-mail and voice mail messages.

1.21 PERFORMANCE MANAGEMENT SYSTEM

PhilRice continues to improve its track record of excellence in R&D activities and related services through the Performance Management System (PMS). It is a dynamic system that puts premium on high standards in the conduct of R&D work, including quality support service. The PMS specifies several criteria in evaluating the performance of the Institute's staff members.

Who should undergo PMS evaluation?

All PhilRice staffers, permanent or contracted, are required to undergo PMS evaluation. Rating is done by the immediate supervisor (division head/center director/branch manager), recommended and approved by authorized signatories.

How is PMS rating evaluation done?

R&D Senior Staff

The PMS recommends three basic items as bases for rating: (1) refereed journal articles; (2) competitive and external resource funds generated; and (3) networking. Rating for each criterion shall be done on the scale as follows: 0 point – unsatisfactory; 1 point – satisfactory; 2 points – very satisfactory; and 3 points or more – excellent. An overall rating of seven points represents an excellent rating, while a three-point total indicates a satisfactory rating.

- **Refereed journal articles generated** pertain to the number of scientific or technical papers in refereed journals either published or submitted for publication. Regardless of employment status, a staffer shall be given a corresponding point or credit. R&D products generated such as lines, varieties, machines, processes, techniques, decision support tools, and knowledge products registered with IPO/NSIC/National Library can be converted into equivalents of a refereed journal article.
- **Competitive and external funds generated** refer to the grant modality through which projects are generated following a call for proposals directed at institutions or organizations. This encourages staff members to search for additional resources for the Institute.
- **Networking** is designed to encourage PhilRice staffers to establish important linkages and collaborations (research fellowship, graduate research assistantship, MS/PhD thesis fellowship, and undergraduate internship under the PhilRice Research Fellowship Program).

An R&D staff member must have a total of three points in order to be satisfactory (overall rating of seven indicates excellent rating). At least one point must be from a peer-reviewed journal article/paper or several papers submitted for publication and undergoing peer review process.

R&D Junior Staff

- Junior regular/contracted staff members must be able to co-author at least one paper. He/she may do so until his second year, after which he or she shall be a candidate for non-renewal if no such output is produced.
- Service contractors who assisted in a publication will be given due credit depending on his or her intellectual contributions and inputs (i.e. analysis of data, literature reviews, etc.). If he or she is one of multiple authors, the point may be divided by the number of authors.
- To have a satisfactory rating, an R&D junior staffer must also be able to find at least one external fund and one network, in addition to assisting a main author produce a paper for publication.

Support Services

Support services (administrative support, laborers, etc.) shall use the existing system of performance evaluation under Memorandum Number 2009-378.

1.22 R&D WORKLOAD SYSTEM

The workload system has been devised to ensure efficiency in the delivery of desired outcomes in R&D. This also guarantees identification of each PhilRice staff member, whether regular or service contractor, so that their efforts are well accounted for and properly recognized as contributions toward achieving the goals, mission, and vision of the Institute.

What is the workload policy?

The workload of an R or D staffer must be commensurate to the position occupied or salary grade and equity received since it also becomes a basis for the PMS targets. Staffers who graduated MS or PhD holding lower positions but receiving incentives shall have a load equivalent to the prospective

position. Scholars who did not complete their degrees (lack thesis or dissertation) must also have a load as if they completed their degrees but without incentive.

The workload comprises of three components, namely: R and/or D implementation, R or D management/support, and extracurricular activities.

- **R and/or D implementation** can be gained by leading a project, and implementing and assisting its studies and activities, including those that are externally funded.
- **R & D management or support** can be earned by leading branch/divisions or OED units or as member of the branch management and operations team. These can also be derived from active involvement in standing/institutional committees and other committees created for R or D management activities and to support the administration.
- **Extra-curricular activities** can be earned or considered only if the minimum R and/or D implementation requirements have been met, especially for R and D personnel who are SRS 1 and above. Those below SRS 1 can earn points from extra-curricular activities as part of their workload's equivalent points but these can be equalized by earning additional points in R and D, R and D management, or support to administration.

Specific guidelines are provided for in Memorandum No. 2009-378.

1.23 VEHICLE DISPATCHING SYSTEM

The dispatching system provides an organized scheme in dispatching PhilRice vehicles. It aims to limit the use of vehicles to very important official trips to save on maintenance costs, fuel, and related traveling expenses and ensure the safety, welfare, and well-being of staff passengers and drivers.

Request for Travel Orders and Trip Tickets

- Duly accomplished and approved Travel Orders (TO) are accepted until 12:00 NN.
- Preparation/scheduling/approval of Trip Tickets are done daily.
- Approved Trip Tickets are issued to drivers a day before the trip.
- Verification of approved/cancelled Trip Tickets is done through networking.
- Approval of vehicle request is subject to the condition and availability of drivers/vehicles on a first-come-first-served basis.

Submission of Travel Orders and Issuance of Approved Trip Tickets

- Approved TOs should be submitted to the dispatcher at least three days before the scheduled travel.

Dispatching

- Only roadworthy vehicles shall be dispatched.
- Carpooling shall be strictly observed at all times. Passenger vehicles shall be dispatched only when the minimum number of passengers is met.
 - a. At least two passengers for pick-up trucks
 - b. At least three passengers for AUVs or SUVs
 - c. At least four passengers for vans
- The Dispatcher and the Head of the Party (HoP) shall designate departure/pick-up points and time for passengers attending meetings, being ferried to/fetched at the airports, seaports, and bus terminals

- Issuance of a duplicate Trip Ticket copy to the gate guard upon leaving the compound. The original copy shall be submitted to the Dispatcher after the trip.
- The Dispatcher shall provide certified photocopies of the accomplished original trip ticket to the driver and passengers for claim purposes.

Legitimate Travel Orders

- Duly signed by officials and for official business.
- Authorization from the dispatch to join the trip for late passengers with legitimate travel orders.
- Accommodation of hitching passengers only if there is available space, and with consent of the Dispatcher and HoP.
- The HoPs are requested to pay toll fees.

Official Handing Over of Baggage (*Padala*)

- All documents and parcels to be delivered from CES to any destination shall be coordinated with the Dispatcher; items to be delivered from Metro Manila to CES shall be coordinated with the PhilRice-ATI Office in Quezon City, with a transmittal form.
- Guard-on-duty will inform and get clearance from the Dispatcher before modifying or attaching anything to the approved trip tickets.

1.24 FOREIGN TRAVEL

PhilRice is being represented both locally and internationally through meetings, seminars, workshops, conventions, fellowships, and trainings. Travel authority (TA) is the major requirement for foreign travel. It is a letter

from the Secretary of Agriculture authorizing a PhilRice staffer to travel outside the Philippines for official purposes. This letter is addressed to the Secretary of Foreign Affairs to be used for official passport application, renewal, and revalidation. The TA shall be presented to the Bureau of Immigration (BOI) and concerned embassies in the Philippines, when necessary.

What are the requirements for foreign travel?

1. Travel Authority

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

2. Passport

The following are required for Official Passport Application

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

General Requirements in securing a passport:

- a. For all single individuals – a copy of authenticated Birth Certificate (acquired from the National Statistics Office in Quezon City or its branches).
 - b. For married male individuals – a copy of authenticated Birth Certificate
 - c. For married female individuals – a copy of authenticated Marriage Certificate.
- Certified photocopy of the invitation letter signed by the Records Officer
 - Filled-up application form for validation, renewal, or first-time application for passport
 - Three passport-size ID photos
 - Application and processing fees
 - Endorsement letter of the Secretary of Agriculture to the DFA Secretary

3. *Visa (when required)*

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

How much is the pre-travel allowance?

Staffers travelling abroad are entitled to pre-travel allowance of P1,500 for processing expenses.

How about non-permanent employees?

They are allowed to travel abroad subject to an approved invitation from the sponsoring agency. The same passport requirements apply.

1.25 LIAISON OFFICE IN QUEZON CITY

PhilRice Liaison Office is located at the 3rd Floor, DA-Agricultural Training Institute Building, Elliptical Road, Diliman, Quezon City. It was established so that PhilRice, through a liaison officer, may easily coordinate with other government agencies, private companies, embassies, and other organizations in Metro Manila. The office also caters to customers within Metro Manila who need information on PhilRice technologies, products, and services.

What are the transactions performed at PhilRice Liaison Office?

- Handling requests for travel authority (TA)
- Assistance to foreign travel processing
- Assistance to PhilRice Business Development Office (PBDO)
- Receiving deliveries for purchased supplies/materials/equipment
- Check issuance to suppliers
- Acceptance and distribution of documents

1.26 MANAGEMENT COMMITTEES AND THEIR FUNCTIONS, AND OTHER EMPLOYEE ORGANIZATIONS

PhilRice has created the Executive Council (ExeCom), and the RD and Operations Committee (RDOC) to help manage the Institute's affairs and activities.

The Executive Council (ExeCom)

The Council is chaired by the Executive Director. Members are the designated Deputy Executive Directors, Director for Administration, Branch Managers and Officers-In-Charge. The Council meets as often as necessary. Its functions are as follows:

- Reviews existing policies
- Amends/changes obsolete policies

- Formulates new policies for approval of the Board of Trustees
- Coordinates administrative, operational, and research activities of the Institute
- Addresses and resolves legal and policy issues
- Acts on recommendations and proposals of the RDOC and discusses the rationale/justification of top management's actions
- Decides on the budgetary allocations of divisions, programs, projects (regular and special), and stations.
- Identifies local and foreign sources of funds
- Facilitates national and international coordination and networking of the Institute
- Conceptualizes and recommends income-generating projects where results/outputs of completed researches will be utilized
- Acts as consultative body on all matters pertaining to PhilRice
- Creates ad hoc committees if deemed necessary

Ref: Administrative Order 2012-11

The RD and Operations Committee (RDOC)

The committee is co-chaired, and its meetings will be presided alternately, by the designated Deputy Executive Directors, and the Director for Administration. Members are: (1) Program Leaders; (2) R&D Division Heads; (3) Heads of the Finance Division, Administrative Support and Services Division, PBDO, PPFOD, PCPO, ISSO, IAU, the Secretary of the Board of Trustees, and the APE's President; and (4) Center Directors.

The Committee will regularly meet every month. Its functions are as follows:

- Reports and evaluates the accomplishments and recommendations of all programs, projects, divisions, and standing committees

- Adopts better methodologies in performing R&D, administrative, and operational activities
- Finds and implements solutions to R&D, administrative, and operational bottlenecks
- Determines budgetary and manpower requirements of all divisions, programs, and projects, and recommends approval on expenditures
- Decides on matters with clear established legal basis without prejudice to the ExeCom's exercise of supervision and control authorities
- Finds ways for optimum dissemination/utilization/adoption of results/ outputs of completed researches
- Updates ongoing researches, related activities, and feedback mechanisms
- Screens program and project research proposals for internal or external funding
- Sets up criteria to select ecosystem-based and site-specific technologies and information for promotion, commercialization, and/or publication
- Provides the Executive Director with a copy of the minutes of every meeting for his information and action

Ref.: Administrative Order 2012-10

The PhilRice Mutual Benefit Fund (PMBF)

The PMBF was established by the PhilRice Board of Trustees on August 17, 1992 in accordance with provisions of Administrative Order No. 279 dated May 5, 1992, as mandated in Section 41, RA 7180. Generally, PMBF serves as an immediate source of assistance to its members and their beneficiaries in response to emergency or recurring needs.

Major Benefits/Services Offered

- Soft Loans
- Financial assistance to sick/deceased members, and their declared or enrolled dependents

- Financial assistance to deceased members' declared dependents of fixed or any sum of money, irrespective of whether such aim or purpose is carried out by means of fixed dues or assessments collected regularly from the members.

The Association of PhilRice Employees (APE)

The APE is a legitimate public labor union duly registered under the Department of Labor and Employment (DOLE) and duly accredited by the Civil Service Commission (CSC).

Benefits/Services Offered

- Coordination between the staff and management
- Monetary assistance in case of death of the member and/or relatives
- Loans
- Grievance mechanism for staff members

The PhilRice Employees' Multi-Purpose Cooperative (PEMCO)

PEMCO is a primary non-agricultural cooperative with powers generally granted under RA 6938.

Benefits/Services Offered

- Providential/productive loans
- Provision of quality goods and services
- Direct link between producers and consumers
- Rebate/Patronage benefits

1.27 EMPLOYEE SEPARATION, TURNOVER, AND CLEARANCE SYSTEM

On separation

1. Transfer

- This is a movement from one position to another that is of equivalent rank, level, or salary without break in service involving the issuance of an appointment.
- The transfer may be from one department or agency to another, or from one organizational unit to another in the same department or agency, provided that any movement from the non-career service to the career service shall not be considered a transfer.
- Transfer shall not be considered disciplinary when made in the interest of public service, in which case, the employee concerned shall be informed of the reasons thereof. If the employee believes that there is no justification for the transfer, he may appeal his case to the Civil Service Commission.

2. Resignation

- This is a voluntary written notice of an employee informing the appointing authority that he is relinquishing his position and stating the date such resignation shall take effect. The acceptance of resignation in writing by the agency head or appointing authority which should indicate the effectivity date of resignation shall be submitted to the CSC office concerned for record purposes.
- An officer or employee under administrative investigation may be allowed to resign pending decision of his case but it shall be without prejudice to the filing of any administrative/criminal case against him for any act committed while still in the service.

3. Retirement

- Employees leave the service when they reach the retirement age of 65 or have rendered at least 15 years of service and must be at least 60 years of age.

Clearance system

- Employees who shall go on leave of absence for more than one year, resigned, retired, or transferred to another agency shall accomplish Clearance Form 1, while employees who will go on leave of absence for 30 days to less than a year shall accomplish Clearance Form 2. Service contractors are allowed to use these forms for the same purpose.
- The clearance should be processed within one month before effectivity of separation.
- Property accountabilities shall be turned over to the property officer if no end user within the division is willing to accept.
- Clearance form may be circulated for signature during RDOC meetings.
- Processing of clearance shall be the accountability of the person concerned.
- Properties not accounted for shall be charged to the benefits of the person concerned.

PART 2

2.1 COMPETITIVE GRANT SCHEME/RESEARCH PROPOSAL EVALUATION

These guidelines standardize the evaluation of new project proposals submitted by PhilRice staff members and the National Rice R&D Network to further strengthen project management and ensure proper allocation of resources.

The guidelines apply to **all proposed new R&D projects** and DO NOT include ministerial activities.

Steps in submitting proposals and applying for grants

1. The ODEDs shall initiate a call for new research proposals that are in line with the priority areas and directions of the national rice R&D program.
2. Proponents shall prepare and submit: (a) concept paper following prescribed format, and (b) R&D Proposal Form 1 on or before October 31 of the year.
3. Division Heads, Project Leaders, Branch Heads, or R&D Coordinators shall evaluate and endorse proposals.
4. Approved concept proposals shall be reviewed by the Program Leaders, using the R&D Proposal Form 2.
5. The DEDs for R&D/Project Review and Evaluation Committee (PREC) shall validate evaluators' recommendations and make a shortlist of qualified projects based on priorities and available resources.
6. The DED/PREC shall issue formal notifications to all proponents indicating whether a proposal is approved or disapproved.

7. The proponents shall prepare a detailed proposal incorporating the recommendations.
8. The ODEDs for R&D shall review detailed proposals for final approval and assign project codes to approved detailed proposals
9. The PCPO and Budget Office shall closely coordinate with the ODEDs in the documentation of proposals for monitoring and evaluation of project implementation.

For more details and to know the prescribed format and forms, refer to Administrative Order 2007-07 dated September 10, 2007. A memorandum on the composition and term of the PREC shall be issued on a separate memorandum, or together with the call for proposals.

2.2 AUTHORSHIP POLICY AND IMPLEMENTING GUIDELINES

The Institute encourages outstanding research outputs through quality publications with corresponding incentives. It is also intended to have well-defined, multi-disciplinary, or team-based research implementation. Authorship policies and guidelines have been created as primary bases for inclusion of a researcher or collaborator in the authorship of a scientific publication. This is under the Scientific Integrity and Ethics Committee (SIEC).

Contributors to a scientific publication are credited and acknowledged in at least three areas: (1) list of authors; (2) acknowledgment of contribution from others; and (3) citation of work or list of references.

What is Authorship?

This is defined as assigning responsibility and giving credit for intellectual work, and practices thereof are judged by honest reflection of the actual

contributions to the final product. It is taking credit for a published work and being accountable for the content of the published work. An **author** of a publication is someone who has made substantial intellectual and major practical contributions to the published work, and takes responsibility and accountability for the integrity of the research results being reported and for the content of the published work.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed as authors. As authorship is a matter of public credit and responsibility, only those who have met accepted criteria for authorship should be included as authors.

The **first** or **primary author** is the senior author and primary progenitor of the work being reported, who did most of the research and the writing of the published work. The **guarantor** is the author who takes primary responsibility for the work as a whole; in most cases, the guarantor is the first or the primary author. **Co-authorship** is contribution to a shared project and, at its best, acceptance of personal responsibility. **Honorary/guest/gift authorship** is having those from funding agency and laboratory needs with prior agreement for inclusion in the byline for any publication resulting in the funded research or use of laboratory facilities for the conduct of research. **Ghost authorship** is listing an author who has no contribution at all to the work resulting in the scientific publication.

What are the accepted criteria for authorship?

- Anyone who is listed as an author should have made a substantial, direct intellectual, or practical contribution to the work. He/she should have met at least two or three criteria for authorship as listed in Table 1. Any one item, while essential to the work, is not sufficient contribution to justify authorship.

Table 1. Author's intellectual and practical contribution

Contribution	Weight/ Point*	Description/Detail
Concept	1	The idea for the research or article, formulating/developing the hypothesis
Design	1	Planning the methods to generate results
Supervision and Leadership	1	Oversight and responsibility for the organization and course of the project and the manuscript
Resources	1	Finances, equipment, laboratory space, personnel vital to the project
Experimental Material	1	Biological materials, reagents, supplies, etc.
Data Collection and Processing	2	Responsibility for doing the experiments, managing experimental materials, organizing and reporting data
Analysis and Interpretation	2	Responsibility for making sense of and presenting the results
Literature Search	1	Responsibility for creating all or a substantive part of the manuscript
Writing Manuscript	2	Responsibility for creating all or a substantive part of the manuscript
Critical Review	1	Reworking the manuscript for intellectual content before submission (substance editing), not just spelling and grammar checking (language spelling)
Other	1	For novel contributions
*To qualify as an author, the total contribution should have an equivalent point of at least 3.		

- Anyone who has made substantial intellectual and practical contributions to the work should be listed as an author. However, he/she should only be acknowledged if a substantial contribution was made, but not justified enough to warrant authorship.
- Inclusion of honorary/guest/gift/ghost authors is misconduct and should not be practiced.

- When research is done by teams whose members are highly specialized, individual contribution and responsibility may be limited to specific aspect of the work.
- All authors should participate in writing the manuscript by reviewing drafts and approving the final version.
- One author (guarantor) should take primary responsibility for the work as a whole, even if he or she does not have an in-depth understanding of every part of the work.
- The guarantor should assure that all authors meet basic standards for authorship and should prepare a concise, written description of their contributions to the work, which has been approved by all authors. This record should remain with the sponsoring division/institution.
- Anybody listed as author should be informed of his inclusion in the byline and should be provided with the draft of the manuscript for review before submission for publication.
- Asking for inclusion of, or allowing a colleague's or supervisor's name to be included in the manuscript reporting research with which he/she has not been involved and has no substantial intellectual or practical contribution, is a misconduct and should not be practiced.
- It is misconduct for the laboratory/division/funding agency head to insist upon having his/her name on all papers published from his laboratory/funded research, or using the "laundry list" where everyone in the laboratory is named as authors. (These are cases of honorary/guest/gift authorship.)
- All contributors who do not meet the criteria for authorship should be listed in the acknowledgment section (e.g. a person who provided purely technical help, writing assistance, department or laboratory head that provided only general support.)

How is crediting of authors done?

- For authors involving PhilRice staff, research team discusses together and records authorship issues openly from the very beginning. In case there are new members, they are briefed immediately on authorship policies. Rules and regulations governing authorship are part of research ethics orientation and course for new staff. All researchers must be clarified of the set criteria.
- Authorship disputes, conflicts, and disagreements are settled by authors themselves. Grievance Committee may handle situations where conflicts are not resolved right away.
- The SIEC periodically reviews authorship policies for relevance.
- If the authors involve non-PhilRice collaborators, they must mutually assess their abilities, the tasks needed to complete the publication, the extent of supervision required, and the appropriate expectations for what each collaborator can reasonably contribute to the project. In the assessment process, PhilRice researchers must discuss, agree and put on record tasks, contributions, and efforts required of both parties to warrant authorship and determine the order. These are often reflected or included in the terms of reference and/or memorandum of agreement with the collaborators.

2.3 R&D REPORTS SUBMISSION AND MONITORING SYSTEM

PhilRice staff members, under Memo Order 2012-198 (Format and Deadlines of R&D Reports Submissions at Various Levels and Establishing Traceability), are required to submit reports periodically as an evidence of monitoring and evaluation of research outputs and accomplishments. The Institute also promotes the intelligent and economical use of resources by encouraging the staff to send reports via electronic mail and less on paper.

There are three levels as far as report preparation is concerned: (1) study level; (2) project level; and (3) program/division/center/branch station level.

Table 1. *Specific types of reports.*

STUDY LEVEL	PROJECT LEVEL	PROGRAM/DIV/CENTERS/BS LEVEL
Study quarterly reports	Project progress reports	
Study seasonal reports	Project seasonal reports	Seasonal reports
Study annual reports	Project annual reports	Annual reports

Study-level reports are in the form of study quarterly/seasonal/annual reports, while project-level reports are accomplished through project progress, seasonal, and annual reports. The program/division/center/branch station level prepares and submits seasonal and annual reports only.

How is the reporting process conducted?

At the study level, study leaders are required to submit to the project leader quarterly progress reports covering the first and third quarter milestones. The content of the document must be based largely on the work plan schedule using the format below:

Table 2. *Study progress report format.*

STUDY PROGRESS REPORT					
Study Title:					
Study Code:					
Study Leader:					
Activities	Targets	Expected Outputs	Accomplishments	Expected Budget	Remarks

Quarterly reports are for internal monitoring by study and project leaders on the progress of achievement. The deadline for the first quarter study report (January to March) is April 10 while the third quarter report (July to September) is October 10.

Study seasonal and **annual reports** shall be submitted by study leaders to project leaders as milestones based on the work plan schedule or study log frame. Study leaders shall also submit a “narrative report” using the R&D Highlights format (see Memo No. 2011-26).

At the project level, project leaders shall submit progress reports based on the format below:

Table 3. *Project progress report format.*

PROJECT PROGRESS REPORT					
Project Title:					
Project Code:					
Project Leader:					
Activities	Targets	Expected Outputs	Accomplishments	Expected Budget	Remarks

The deadline for the **first quarter project report** is April 20 while the **third quarter report** is October 20.

Project seasonal and **annual reports** shall be submitted by project leaders to program leaders as milestones based on the work plan schedule or project log frame. Project leaders shall also submit a “narrative report” using the R&D Highlights format (see Memo No. 2011-26). Project seasonal report’s deadline is July 20, while the annual report is February 10.

Program leaders shall submit program reports based on the format below:

Table 4. Program progress report format.

PROGRAM PROGRESS REPORT					
Program Title:					
Program Code:					
Program Leader:					
Activities	Targets	Expected Outputs	Accomplishments	Expected Budget	Remarks

The deadline for the **program seasonal report** is July 30 while the **program annual report** is February 28.

R & D highlights shall have an executive summary containing the overall analysis and summary of achievements of programs/divisions/centers/branch stations. The program leaders shall submit this to the Deputy EDs for Research (DEDR) or Development (DEDD).

2.4 EVALUATION OF PAPERS FOR PUBLICATION

Appraisal or assessment of scientific papers prior to publication is a way of establishing quality in terms of promoting the scientific outputs developed from PhilRice R&D projects. This presupposes that projects of the Institute are properly reported using acceptable forms of publication.

Who Should Undergo Paper Evaluation and Why?

All researchers are qualified to undergo paper evaluation especially those whose papers have been accepted for presentation in scientific conferences, provided that the disclosure is not prejudicial to research results that are patentable, if the same is not yet applied for (do not disclose critical part).

The Technical Publications Committee (TPC) is mandated to implement functions and guidelines relevant to the evaluation of scientific papers prior to publication and presentation. The two main classifications of publications are: (1) **refereed journals** or the scientific, ISI-listed journals where papers can be submitted for refereed publication; and (2) **non-refereed journals** or periodicals and other forms of publications (i.e. books). Non-refereed publications are not within the scope of the TPC but are being handled by subject matter specialists, the Development Communication Division, and the contracted editors of the Institute.

How is the paper evaluation process being done?

Evaluation starts once scientific papers are submitted in response to calls by scientific societies, consortia, or organizing bodies of scientific meetings, workshops, and symposia. However, papers invited for presentation in academic institutions, government meetings, consultations, and workshops are not included.

1. Scientific journals, preferably ISI-related, where papers are submitted for refereed publication, are pre-identified. PhilRice maintains a list of recommended journals regularly updated for reference.

2. A manuscript is submitted by a staffer to TPC together with Form 1 (Review of Scientific Paper for Submission to Refereed Journal).
3. Preliminary review of manuscripts and recommendations for improvement are usually conducted.
4. The TPC will assign the manuscript to an anonymous reviewer from an in-house pool of reviewers.
5. After completing the review, the TPC will prepare a new Form 1 indicating comments of the anonymous reviewer to be signed by the TPC Chair and Deputy ED for Research or Development.
6. The TPC assigns the manuscript to a reviewer within one week. A reviewer submits preliminary Form 1 in two weeks.
7. TPC submits final Form 1 to DEDD or DEDR in a week.
8. Publication fees will be charged to author's project funds.

2.5 INTELLECTUAL PROPERTY MANAGEMENT

Intellectual Property (IP) refers to creations of the mind that are protected by law. PhilRice promulgated its own IP policy, in consonance with national laws such as the Intellectual Property Code of the Philippines (RA 8293), Plant Variety Protection Act (RA 9168), and the Technology Transfer Act (RA 10055). PhilRice also entered into an agreement with the Intellectual Property Office of the Philippines (IPOPhil) for the establishment of the Innovation and Technology Support Office (ITSO).

Who is covered?

Our IP policy covers:

- all regular staff members whether in permanent, casual, or temporary status;

- those under contract of service or special appointment or designation, whether in a full-time or part-time engagement status, such as service or professional contractors, consultants, and undergraduate students; and
- collaborators or partners, whether in the national rice R&D network or other agencies and organizations, both public and private, such as postgraduate fellows, visiting scientists, those on sabbatical leave, project and study leaders, trainees, and others.

Those covered shall have the obligations to comply with the PhilRice Intellectual Property Policy and its implementing guidelines, and specifically, to:

- disclose promptly to PhilRice any intellectual property or any information thereto which he/she may solely or jointly with other discoverers generate or create in the performance of the contract, or with use of PhilRice funds, facilities, or services;
- do all things necessary to assist PhilRice in protecting and commercializing the intellectual property; and
- use any proprietary information on any intellectual property of PhilRice only in the performance of the contract and employ all reasonable precautions to assure that they are not disclosed to unauthorized persons or used in an unauthorized manner, among others.

Kinds of IP

Below are the intellectual property rights (IPR) that you are most likely to encounter at PhilRice. The list is by no means exclusive.

1. ***Patent and utility model*** - A patent is an exclusive right granted by the government for a product or process which is new, non-obvious, and industrially applicable. To establish patentability, an invention

is compared to the closest prior art(s). A patent is applied for if the difference is not obvious. Otherwise, a utility model is opted for. A utility model is similar to a patent except that it does not satisfy the non-obviousness criterion.

It is prudent not to completely disclose an invention prior to IP application. Otherwise, there is a risk of losing the right to the public domain.

2. **Copyright** – This refers to the rights of authors to control the reproduction, sale, dissemination, copying, and publishing of their works.
3. **Industrial Design** – It protects the new ornamental appearance, shape, configuration, or pattern of an article of manufacture.
4. **Plant Variety Protection (PVP)** – protection granted by law to breeders or farmers over the varieties they bred or developed. The variety should be distinct, uniform, and stable.

Where to go?

Any employee with potential IP should contact IPMO (local 262 at PhilRice CES or email ipmo@email.philrice.gov.ph) for appropriate protection and application.

For inquiries on related topics like IPR incentives, royalties and benefits, MTAs, licensing, commercialization etc., you may refer to: PhilRice Administrative Orders No. 2004-08 and 2011-02 at the PhilRice DBMP database (http://dbmp.philrice.gov.ph/DBMP_Main/index.html). You may also check the relevant national laws mentioned above.

2.6 SCIENTIFIC CAREER SYSTEM

The Scientific Career System (SCS) is a structure of recruitment, career progression, recognition, and reward of scientists in the public service as a means of developing a pool of highly qualified and productive scientific personnel. It was established within the CSC through:

- EO 784 (Section 19. Scientific Career System)
- EO 901 Prescribing the Rules and Regulations to Implement the SCS initially in the National Science and Technology Authority (now DOST).
- RA 8439 (Section 4) Magna Carta for Scientists, Engineers, Researchers, & Other Science and Technology Personnel in Government

Features

- Entrance to and career progression or advancement based on qualifications, merit, and scientific productivity;
- Career paths that shall allow scientists to develop within their respective areas of expertise without leaving their status as scientists; and
- Incentives and rewards to ensure attraction and retention of highly qualified persons in the science and technology sector.

Scientific Career Evaluation Committee

- Management committees encourage PhilRice senior staffers to pursue the SCS and seek out applications for them.
- Performs preliminary screening and evaluation of qualified PhilRice senior staff members as possible candidates to the SCS.
- Conducts the field validation of the PhilRice candidates' accomplishments and other relevant functions based on the guidelines set by the Scientific Career Council.

- Recommends qualified candidates to the Executive Director who shall endorse the PhilRice nominees to SCS.
- Evaluates applications for upgrading of ranks of conferred scientists before endorsement of the Executive Director.

Scientist ranks and equivalent salary grade (Compensation)

Scientist I	-	SG 26
Scientist II	-	SG 27
Scientist III	-	SG 28
Scientist IV	-	SG 29
Scientist V	-	SG 30

Incentives and benefits

- Representation and Travel Allowance (RATA)
- Magna Carta Benefits*
- Travel Assistance (Local)**
- Membership in one international scientific organization and/or subscription to scientific journals***
- Publication assistance***
- International paper presentation****

**for non-DOST scientists, application for accreditation is required for purposes of availment of benefits granted under RA 8439.*

***SCS-related activities only, e.g. attendance in fora/consultation meetings organized by the SCC Secretariat.*

****reimbursement basis*

*****2000 USD per scientist every two years (requests subject to evaluation and approval by DOST's advisory agency)*

TELEPHONE DIRECTORY

Help desk: (044)456-5387

PhilRice Text Center: 0920-911-1398

PABX Trunklines: (044) 456-5389; 456-0258; 456-0394; 456-0415; 456-0285; 456-0653

Mobile: 0920-970-2629

Office of the Executive Director (OED) (456-0354), (456-0112)*

Eufemio T. Rasco, Jr.

Executive Director

Secretary: 203

Local Line: 201

ITSO* (JSerapion): 262*

Mobile No. : 0920-951-8440 / 0908-867-7018

Office of the Deputy Executive Director for Research (ODEDR) (456-0644)*

Manuel Jose C. Regalado

Acting Deputy Executive Director for Research

Secretary: 240

Local Line: 223

Technical Staff: 241

Mobile No. : 0928-551-5340

Office of the Deputy Executive Director for Development (ODEDD) (456-5383)*

Eduardo Jimmy P. Quilang

Acting Deputy Executive Director for Development

Secretary: 500

Local Line: 500

Technical Staff: 509

Mobile No. : 0920-947-3641

Office of the Director for Administration (ODA) (456-5385)

Caesar Joventino M. Tado

Acting Director for Administration

Secretary: 262*

Local Line: 202

Mobile No. : 0920-901-2053

Visitors and Conference Services Office (VCSO)

Office/S&T Museum: 527*

AV Room: 237

Social Hall: 525

Social Hall Control Room: 526

EMERGENCY ASSISTANCE

Chief of Security (Nick Lucero): 523 / 0933-612-4485

Lobby Guard / Officer of the Day: 234 / Call sign 70

Main Gate: 501 / Call sign 85

IMR (Hazel Orge): 713 / 712 / 0918-906-4065

Environment (Froilan Serrano): 713 / 712 / 0918-586-0660

Health & Safety: 268 / 801

Repair / Maintenance: 528 / Call sign 01

Muñoz, PNP: 456-0104

Muñoz, Bureau of Fire Protection: 456-5893

Muñoz City Health Office: 456-5921

CLSU Infirmary: 456-0689

BRANCH STATIONS

PhilRice Agusan

Abner T. Montecalvo

Basilisa, RTRomualdez

8611 Agusan Norte

BM/Admin/Research: (85)343-0768*

Development: (85)343-0534, (85)343-0778

PhilRice Batac

Fidela P. Bongat

MMSU Campus,

Batac City

2906 Ilocos Norte

BM: (77)670-1867*

Research/Admin/Dev't: (77)670-1882, (77)792-4702*, (77)792-2543

PhilRice Bicol

Diego G. Ramos

Batang, Ligao City

4504 Albay

Staff: 0918-946-7439

PhilRice Isabela

Democrito B. Rebong II

Malasin, San Mateo

3318 Isabela

BM/Admin: 0918-951-0754, 0908-895-7796

Research: 0935-170-7701

Development: 0935-230-5653

PBDO: 0921-471-2653

PhilRice Los Baños

Diego G. Ramos

UPLB Campus, College

4031 Laguna

BM/Admin: (49)501-1917*, 0920-911-1420

Research: (49)536-3633

Development: (49)536-8620*

PhilRice Midsayap

Rodolfo S. Escabarte, Jr

Bual Norte, Midsayap

9410 North Cotabato

BM/Admin/Development: (64)229-8178*

Research: (64)229-7241*; (64)229-7243

Supply: (64)229-7242*

PhilRice Negros

Leo C. Javier

Cansilayan, Murcia

6129 Negros Occidental

0928-506-0515

PhilRice - CMU Field Office

Mario Ramos

CMU Campus,

Musuan, Maramag

8710 Bukidnon

(88)356-1888*

LOCAL AND DIRECT LINES LOCAL AND DIRECT LINES

Administrative Division (ADMIN) (456-5386)

Div. Head: 715

Supply: 208

Admin Staff: 219

Property: 218/225

HR: 209/268

Supply and Property: 456-0403*

Training Dorm: 102

Records: 250; 456-0648*

Printing: 235

Legal: 236; 456-0441*

Agronomy, Soils, and Plant Physiology Division (ASPPD)

Div. Head/Staff: 215

AA/Doctors' Rm.: 212*

AgroSoils Lab: 216

Staff: 217

Commission On Audit (COA)

Auditor/Staff: 106

Crop Protection Division (CPD)

Div. Head /AA/Staff: 227*

Plant Path: 229/230

Weed Sci.: 231

Entom: 228

IPM/CRSP: 221

Headhouse: 301

Development Communication Division (Devcomm) (940-8377)

Div. Head: 511

AA/Staff: 512*

OPAPA: 502; 456-5390*

Finance Division (456-5391)

Div. Head: 210

Staff: 207*

Budget: 801

Cash: 205*
Accountant: 222
PMBF: 709

Genetic Resources Division (GRD)
Div. Head: 252
AA/Staff: 253
Unit Head/Staff: 707

Information Systems Division (ISD)
Div. Head/GIS Lab: 211
Technicians: 708
AA/Staff: 233*
Staff: 232
Library: 224
IPR Room: 506

Integrated Systems and Standards Office (ISSO)
Div. Head/AA: 713
Staff: 712*

Internal Audit Unit (IAU)
Unit Head/Staff: 707

PhilRice Business Development Office (PBDO) (456-0645)*
Div. Head: 519
PBDO-Finance/Accounting: 520
AA/Sales Office: 706
Rice Wine Production: 401
Staff/Marketing: 517

Planning and Collaborative Programs Office (PCPO) (456-5388)*
Unit Head: 261
AA/Staff: 242

Plant Breeding and Biotechnology Division (PBBD)
Div. Head: 411
1st Floor: 418/417
AA (Rice Breeding): 413*
NCT/Milling: 420
Staff: 414
AA/Jr. Staff (Biotech): 260*

Molgen Staff Rm.: 251
Isolation Rm.: 249
Prep. Rm. /TCL Rm.: 254
GTL Staff Rm.: 257
Doctors' Rm.: 255
Molgen Lab: 259
Headhouse: 302
2nd Floor: 415/416

Physical Plant and Farm Operations Division (PPFOD)
Infra/Staff: 528
Div. Head/Dispatch/AA: 522/705*
Motorpool: 521
Maintenance: 419
FOM Office: 310

Rice Chemistry and Food Science Division (RCFSD)
Div. Head/AA/Staff: 245*
Food Sci.: 243
Staff: 246
Grain Quality Lab: 248*

Rice Engineering and Mechanization Division (REMD)
Div. Head 311 ACEF: 307
AA: 309

Security
AA/Staff: 523
Lobby Guard: 234
Main Gate: 501

Seed Technology Division (SeedTech)
Div. Head/Staff: 518

Socio Economics Division (SED)
Div. Head: 264
AA/Staff: 226*
Center Director: 257
AA: 260

Technology Management and Services Division (TMSD)
Div. Head: 710

Staff/AA: 514/513*
Training Room: 711
Director/Staff: 503

Crop Biotechnology Center
Center Director: 257
AA: 260

Climate Change Center
Center Director/Staff: 211

KOPIA (456-5384)*
Director/Staff: 503

FAO Small - Scale Irrigation System Project Office (FAO-SSIS) (456-0650)*
AA/Staff: 308

Other local lines
Board Rm.: 220
Cafeteria: 103
Crop Service Building: 305
Day Care: 602
FTIC Training Rm.: 711
Main Bldg. Training Rm. 3: 238
RCPC: 403
Staff Dorm (Women's Wing): 702
Staff Dorm (Men's Wing): 701

Drivers (Mobile Phone Numbers)
Alvarez, Rolando: 0932-459-5791
Ang, Anthony: 0917-569-1896
Arena, John Michael: 0908-265-2836
Coloma, Melquiades: 0929-404-2051
Cunanan, Jonathan: 0919-661-9069
De Luna, Dante: 0949-891-1584
Dela Cruz, Fredy: 0919-755-0268
Dela Cruz, Ronaldo: 0929-802-8702
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LEGEND:

1. BPI TYPE HOUSING AREA
2. ROCKEFELLER SCHOLARS HOUSING
3. EXECUTIVE HOUSING
4. DOMESTIC WATER TANK 1 (EXEC. HOUSING)
5. DOMESTIC WATER TANK 2 (APTS & DUPLEX)
6. WATER TANK (MAIN BUILDING)
7. POWERHOUSE SUBSTATION 1
8. POWERHOUSE SUBSTATION 2
9. POWERHOUSE SUBSTATION 3
10. POWERHOUSE SUBSTATION 4
11. SUBSTATION A
12. SUBSTATION B
- (TRANSFER SWITCH BOARD TO HOUSING)
13. SEED HEALTH LABORATORY BUILDING
14. PHYSICAL PLANT & FOM BUILDING
15. GUARD HOUSE (MAIN GATE)
- 16.a. DUPLEX HOUSING
- 16.b. STAFF HOUSE
17. CROP SERVICE BUILDING
18. RICE MECHANIZATION AND ENG'G CENTER
19. METHANE PROJECT FIELD OFFICE
20. COLD TOLERANCE EXPT. FACILITIES
21. BICOON BUILDING
22. SCREENING GREENHOUSES
23. RCPC (DA-RFU III)
24. PLANT BREEDING SERVICE BUILDING
25. AGROMET STATION
26. TECHNO-DEMO FARM
27. FARMERS TRAINING AND INFO. CENTER
28. STAFF DORMITORY
29. 8-DOOR APARTMENT 1
30. 8-DOOR APARTMENT 2
31. GUARD HOUSE (2ND GATE)
32. NEW STAGE W/ LOCKER ROOMS
33. CENTRAL SUPPLY BUILDING
34. 900 KVA GENERATOR SET
35. GUEST HOUSE
36. CHEMICAL WASTE TREATMENT/FUMIGATION BLDG.
37. MAIN LABORATORY BUILDING
38. 6 DOOR APARTMENT
39. 3 DOOR APARTMENT
40. I.T. TOWER
42. SOCIAL HALL
43. ORGANIC FERTILIZER PRODUCTION AREA
44. CAFETERIA & TRAINING DORM 1
45. DORMITORY II (K2)
46. TRANSGENIC PLOT
48. 4 DOOR APARTMENT
49. DAY CARE CENTER
50. DRYLAND/EXPT. AREA
52. ISSO - SECURITY BUILDING
53. FUEL STORAGE
54. RICE MUSEUM
55. MOTORPOOL
56. SEED PROCESSING SHED
57. DRYER BUILDING
58. MILLING FACILITIES BUILDING
59. GREENHOUSE (JICA)
60. NEW SCREENHOUSE WITH HEADHOUSE
61. ATM-LAND BANK
62. RECREATIONAL FISHING AREA
64. BIOMAS CENTER
65. SOLID WASTE MGT. CENTER
66. RESERVOIR
67. TENNIS COURT
- 67b. MINI CLUBHOUSE
68. BASKETBALL COURT
69. INCOME GEN. OFFICE (IGO)
70. OLD CAFETERIA
71. SOCS/SPHD BUILDING
72. HELIPAD
73. CHB LINED CANAL (PHASE I)
74. SCREENHOUSE
75. PHILLRICE MARKER
76. FOM MACHINERY POOL
77. FOM WASHING AREA
- 77b. TREATMENT POND
78. PUMP HOUSE
79. POND

**CENTRAL EXPERIMENT STATION
SITE DEVELOPMENT PLAN**

We are a government corporate entity attached to the Department of Agriculture. We were created through Executive Order 1061 on 5 November 1985 (as amended) to help develop high-yielding and cost-reducing technologies so farmers can produce enough rice for all Filipinos.

We accomplish this mission through research and development work in our central and six branch stations, coordinating with a network that comprises 57 agencies and 70 seed centers strategically located nationwide.

To help farmers achieve holistic development, we will pursue the following goals in 2010-2020: attaining and sustaining rice self-sufficiency; reducing poverty and malnutrition; and achieving competitiveness through agricultural science and technology.

We have the following certifications: ISO 9001:2008 (Quality Management), ISO 14001:2004 (Environmental Management), and OHSAS 18001:2007 (Occupational Health and Safety Assessment Series).

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