



LRA CIRCULAR NO. 07-2023

TERMS OF REFERENCE OF THE LAND REGISTRATION AUTHORITY - HUMAN RESOURCE DEVELOPMENT COMMITTEE (LRA-HRDC)

I. RATIONALE AND LEGAL BASES

In the interest of service and pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, series of 1989, as amended by MC No. 43, series of 1993, all department, agencies, and instrumentalities of the National Government including Local Government Units, State of Universities and Colleges, and Government-Owned and Controlled Corporations are mandated to establish a Personnel Development Committee;

Human resource development programs in the government include scholarships, training opportunities, and other development activities which an agency undertakes primarily for the purpose of optimizing the performance of its personnel;

Scholarships or training opportunities have increased and have become necessary components of the government bureaucracy, and attendance to human resource development programs are directly related to the career growth of each civil service personnel in which there is a need to consider the equitable distribution of opportunities for training, scholarship, and other activities;

In order to establish internal control systems and procedures, and provide timely, relevant and competency-based human resource development programs and interventions to employees of the Land Registration Authority (LRA), in accordance with CSC rules and regulations, the following guidelines and procedures shall be observed and adopted.

II. OBJECTIVE

Ensure fair and equitable grant of scholarship, training and personnel development, and educational opportunities amongst LRA officials and employees in order to build and enhance their competencies for career advancement and enable them to become effective contributors in the achievement of the mandate of the Authority.

III. SCOPE

1. All Central Office (CO), Registries of Deeds (RD), LRA - Comprehensive Agrarian Reform (CARP) employees holding permanent, coterminous and contractual/casual positions with Salary Grade 23 and below; and

CERTIFIED TRUE COPY:

1

[Signature]
3/14/2023
MORLYN T. TOMAS

Chief, Central Records Section



2. Officials/Register of Deeds/ Deputy Register of Deeds (SG 21 and above) who will attend training and scholarship programs, participate in workshops, fora, and other educational and technical development activities shall not be covered by this Order. Approval to the said development activities shall be the sole prerogative of the Administrator.

IV. FUNCTIONS AND RESPONSIBILITIES

A. Human Resource Development Committee (HRDC)

1. Develop, adopt and implement a judicious screening process and criteria in the selection of nominees/candidates to ensure fair and equitable grant of scholarship and training and development opportunities among officials and employees of this Authority.
2. Periodically review and update existing policies, processes, guidelines and procedures relevant to the Committee functions and in relation to the career development and Competency-Based Human Resource Management Systems (CBHRMS) and other human resource development programs and recommend improvements thereon.
3. Evaluate and deliberate on the qualifications of candidates/nominees to:
 - 3.1 Local scholarships (LRA-sponsored or locally funded);
 - 3.2 Foreign scholarships, trainings and short-term courses;
 - 3.3 Field observation/ study tours of official welfare agencies, other agency-sponsored research to be done in other country, other development undertakings other government agencies and non-government institutions abroad;

The HRDC shall handle the initial screening in coordination with the office responsible and based on guidelines/criteria set on the same. In the absence of criteria, the HRDC shall either use the pre-determined criteria on secondment or design one for the purpose to be approved by the Office/RD in-charge of the program;
 - 3.4 Internship program to international bodies; and
 - 3.5 Other career development programs identified by the management.
4. Endorsed a candidate for scholarship nomination for the Administrator's approval.
5. Devised, in coordination with appropriate offices/units, a system of monitoring the agency scholars/grantees to assess their progress as well as the support mechanisms needed to enable them to achieve the development goals/objectives of the program, including their action/re-entry plans.

CERTIFIED TRUE COPY:

[Signature]
3/14/2023
NORILYN T. TOMAS

Chief, Central Records Section



6. Submit quarterly reports on its activities to the Administrator.
7. Resolve or facilitate resolution of relevant issues raised by any significant party.
 - 7.1 Formulate and implement policy guidelines for provisions on training and scholarship program, and participation of personnel in convention, conferences, symposia, workshop, fora and other educational and technical development activities in accordance with existing civil service policies and standards;
 - 7.2 Incorporate in said guidelines specific provisions, stating among other things, the responsibilities of selected nominees. These provisions shall be embodied in the contract which the selected nominee and the Administrator shall enter into;
 - 7.3 Prepare the LRA's Human Resource Development Training (HRDT) Plan, which shall include the list of training courses based on LRA's training needs with corresponding list of prospective participants. The list of courses and the prospective participants for each program shall be updated every six (6) months;
 - 7.4 Screen qualified employees based on the HRDT Plan, policy guidelines, and criteria set for scholarships and program participation (based on local, national and international standards) for nomination in training or study grants;
 - 7.5 Determine provisions for training/scholarship contract, training funds, and other individual and group entitlements;
 - 7.6 Recommend to the Administrator the most qualified nominees and recipients in accordance with screening results;
 - 7.7 Study and make recommendations to the Administrator on the availment of invitations and offers for participation in training or study programs both local and foreign in relation to the needs of the LRA;
 - 7.8 Monitor scholars/grantees sent to various training programs; and
 - 7.9 Submit a quarterly report of its accomplishment to the Administrator.

B. Human Resource Development Committee Secretariat

There shall be a Secretariat that will assist the Committee in the performance of its functions.

Specifically, the HRDC Secretariat shall:

CERTIFIED TRUE COPY:

3

Norilyn T. Tomas
3/14/2023
NORILYN T. TOMAS

Chief, Central Records Section



1. Ensure that the approved guidelines and documented agreements are followed in the process of identifying participants to scholarships/trainings.
2. Raise issues encountered for resolution of the Secretariat if needed.
3. Continuously explore training opportunities, scholarship programs and other capability building activities for all employees offered by local and international agencies.
4. Ensure wide and timely circulation to the extent possible, of notices/invitations for personnel development such as but not limited to scholarships, trainings, seminars, conferences and study tours opportunities.
5. Clarify information regarding invitations to scholarships, training programs, and other related travels abroad.
6. Maintain a pool of potential candidates taking into account the career development plan for each official/employee.
7. Prepare response to written queries of nominees to the status of their application.
8. Assist the HRDC during criteria setting and deliberation by:
 - a. Preparing the matrix of qualified candidates based on the submitted nominations and/or from the pool of potential candidates from within the Agency;
 - b. Preparing minutes of HRDC meetings, resolutions, and other required documents;
9. Prepare report informing all offices of the official nominees to training programs, scholarships, seminars, conferences and study tours.
10. Assist the LRA's nominee by:
 - a. Providing pre-departure briefing and technical assistance nominees to training programs, scholarships, seminars, conferences and study tours.
 - b. Preparing supporting documents relative to the scholarship/training grants, attendance to seminars and conferences abroad/ and ministerial meetings and other related travel documents such as nomination letter, travel authority, vouchers, etc.;
 - c. Coordinating and establishing network with agencies concerned for availment and efficient implementation of scholarships, training and other career development;

CERTIFIED TRUE COPY:

iny 3/14/2023
NORILYN T. TOMAS
Office, Central Records Section



- d. Maintaining/safeguarding the sanctity and confidentiality of records/deliberations and other documents related thereto. Documents shall be made available only upon approval by the HRDC Chairperson or the Administrator;
- e. Establishing and maintaining an inventory of officials and staff who have availed of local and foreign scholarship/training as well as regular scholarship opportunities;
- f. Ensuring compliance with the provisions of the scholarship contract, particularly on service obligation and submission of travel reports;
- g. Monitoring of the progress of the LRA scholars/grantees using the HRDC devised monitoring system pertinent thereto in coordination with appropriate office head or immediate supervisor of the scholars/grantee. The secretariat shall be updated with monitoring being done by the concerned supervisor/head of office on the implementation of the scholars/grantee's action/re-entry plan; and
- h. Preparing quarterly reports on the accomplishments/status of the training and career development programs. The reports shall include the review of post-evaluation of the training attended.

11. Secure hard and electronic copies of country papers or post travel reports of all scholars/grantees and all participants to scholarships/training including ministerial meetings, whether local or foreign, for reference of LRA.

V. COMPOSITION

| | |
|----------------|---|
| CHAIRMAN: | Deputy Administrator |
| VICE CHAIRMAN: | Director for Administrative Service |
| MEMBERS: | Director for Financial Service |
| | Chief of Human Resource Development Division |
| | Chief of Planning and Management Division |
| | Chief of Accounting Division |
| | Chief of Budget Division |
| | Project Manager of LRA- Comprehensive Agrarian Reform Program |
| SECRETARIAT: | HRDD, Accounting, and Budget Employees |

VI. GENERAL GUIDING PRINCIPLES AND POLICIES

- 1. There shall be no discrimination in the selection of candidates on account of age, gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated in the training course or by the sponsor agency;

CERTIFIED TRUE COPY:

[Handwritten Signature] 3/14/2023

NORILYN T. TOMAS

Chief, Central Records Section



2. There shall be an equitable distribution of scholarships and training and development opportunities among officials and employees both regular and contractual and across central and regional offices;
3. The most deserving qualified candidates especially those with sustained VS ratings and those who have not availed of any scholarship/training abroad, are given the opportunity and priority to ensure the equitable distribution of career opportunities;
4. Completeness and confidentiality of records related to screening and deliberations shall be maintained and may be released only by the HRDC Secretariat upon approval of the HRDC Chairperson or the Administrator.
5. All invitations to local scholarship, foreign academic scholarships, foreign training, short-term courses conducted abroad and other career development programs such as study tours, internship, and other agency-sponsored research to be done in other countries as well as other development undertakings, shall pass through the Committee for deliberation.
6. Participation in ministerial meetings and conferences, fora and symposia related to the international commitments of the LRA or the Philippine Government shall no longer undergo HRDC deliberation.
7. The applicant for direct application to inviting organization shall be endorsed by his/her coach-monitor to the scholarship/training requirements such as complied with the service obligation from previous training grants, has no pending scholarships nomination, has no pending administrative or criminal case, has submitted the required post travel reports and re-entry plan, etc. Participants to the latter shall be determined/approved by the Administrator.

VII. GUIDELINES AND OPERATING PROCEDURES

All employees holding permanent, elective, coterminous and contractual/casual positions may avail of the opportunities to participate in/attend trainings, scholarships, seminars, conventions and conferences both local and abroad in order to develop and enrich their professional and technical skills and capabilities, and to improve their performance on their respective official duties and responsibilities, subject to the qualification requirements of the sponsoring body/organization and the following guidelines and procedures:

A. Transmittal/Acceptance of Invitations

1. All invitations for scholarships, trainings, attendance to conventions, workshops and seminars, must be sent to or coursed through the HRDC Chairperson;
2. Requests for attendance to local scholarships, trainings, attendance to conventions, workshops and seminars must be submitted at least two (2) weeks prior to the date of the said scholarships, trainings, conventions, workshops and seminars. Attendance to foreign scholarships, trainings, attendance to conventions, workshops and seminars must be submitted at least one (1) month prior to the date of the said scholarships, trainings, conventions, workshops and seminars.

CERTIFIED TRUE COPY:
[Signature] 3/14/2023
NORILYN T. TOMAS
Chief, Central Records Section



3. LRA employees that directly receive an invitation are advised to submit the invitation to the HRDC Chairperson.
4. The HRDC shall conduct initial evaluation and disseminate the information to concerned RD/Offices/Divisions/Units.;

B. Preparation of the Announcement

1. The HRDC Secretariat will prepare the announcement to include the deadline for nominations/applications. The announcement will be signed by the Chairperson of the HRDC. If the Chairperson is not available, the Vice-Chairperson or a designated member of the Committee will sign the announcement. The following will be furnished a copy of the announcement/memorandum:

- All Divisions/ Units/Registries of Deeds concerned
- Office of the Administrator
- Administrative Service
- Financial Service
- HRDC Committee
- Human Resource Development Division (HRDD)
- Bulletin Boards

C. Announcement of Invitations/ Submission of Nominations for Scholarships/ Training Grants/ Exchange Programmes

1. **Announcement of Invitation/s** - upon receipt by the HRDC of an invitation to a study grant/training course/exchange program, the HRDC will study the course information to determine the following:

- a. Nature of the study grant/ training program/exchange programme and target participants of the course - to determine whether the invitation will be distributed to all divisions or only to specific divisions or only to specific divisions.
- b. Nature of funding - to determine whether the foreign or local training program is partially- or fully-funded.
- c. Nominations/ Applications:
 - Scholarships, trainings, seminars, conventions and conferences applied for whether sponsored by and/or funded by the LRA or by other government and non-government institutions should not prejudice the existing official functions, duties and responsibilities of the employee-applicant. For this reason, prospective trainees shall secure a favorable recommendation from his/her Supervisor/Division Head/Register of Deeds;

CERTIFIED TRUE COPY:

[Signature] 3/14/2023

NORILYN T. TOMAS
Chief, Central Records Section



- The Heads of Divisions/ Units/ Registers of Deeds will submit their nominations to the HRDC Secretariat. All nominations/applications shall be endorsed by the applicant's immediate Supervisor.
- The deadline set for the acceptance of applications will be strictly observed. Late applications will not be considered.

D. Procedures in the Selection/Nomination of Participants

The HRDC will be responsible for the screening of applicants for all scholarship / training grants/exchange programmes/workshops/seminars and conferences. The Committee Secretariat will handle the preparation of documents needed for the screening of the applicants/candidates. Participation is decided upon by the Head of the Agency taking into account the recommendation of the Committee.

1. Screening of Applicants by the HRDC

- a. When all applications are with the HRDC Secretariat according to the deadline set, the HRDC will convene to screen applicants for the scholarship/training/exchange programme/workshops/seminars.
- b. In case no one was nominated/ applied, the HRDC is accordingly informed by the Secretariat. The HRDC will not convene. A letter will accordingly be sent by the Chairperson to the sponsoring institution to inform them that the LRA is not sending a participant.
- c. The Committee will convene even if there is only one (1) nominee/ applicant. The HRDC will also screen his/her qualifications.
- d. Before the date of the screening, the Secretariat will prepare a comparative matrix of the profiles of the applicants with the following information:
 - Name of the applicant
 - Age
 - Highest educational Attainment- degree/course
 - Status of Appointment
 - Position and/or Designation
 - Years of Service in Government
 - Years of Service in Present Position
 - Foreign and Local Training Attended on Scholarships/ Training Grants
 - Performance rating for the past two (2) periods
- e. In addition, the following are taken into consideration in the selection of participants for scholarships/training grants.
 - Relevance of the activity to the job/position of the participant.

CERTIFIED TRUE COPY:

Norilyn T. Tomas
NORILYN T. TOMAS

Chief, Central Records Section



- Possible technology transfer or sharing of acquired knowledge or experience among co-workers..
 - Potential for growth and development. **As a general rule, permanent employees have an advantage over Immediate Support Staff/Coterminous, and contractual/casual employees, considering the return or benefit of the development program to LRA.**
 - Number of foreign and local training/scholarship previously granted to the applicant.
- f. The following basic additional considerations are also taken into accounting the selection of the participants.
- The person selected could best represent the LRA based on his/her actual duties and responsibilities in the office.
 - The person is knowledgeable and could contribute in the Meeting discussions and expected outputs.
 - The activity is an opportunity for training and professional advancement of the employee.

2. Guidelines for the Committee Deliberations

- a. The Committee will first have to determine if the nominee/s or applicant/s has have been cleared of any unliquidated cash advances that he/she/they acquired from LRA before accepting the application/s
- b. The performance evaluation rating of the nominee/s or applicant/s for the last two years will be considered.
- c. The Committee will assess and discuss the comparative profiles of the applicants vis-à-vis the requirements set for the training course.
- d. The nominee/s or applicant/s will be interviewed as deemed needed.
- e. A point system will be used by the Committee in determining who is/are the most qualified for the Scholarship/ Training/ Grant/ Exchange Programme.
- f. The Committee may invite a resource person (e.g., the RD/Division/ Unit Head concerned), for clarifications deemed necessary during the deliberation of a specific applicant.

Non-appearance of the nominee to the HRDC screening shall automatically forfeit his/her chance in the nomination process, except:

1. When the reason for non-appearance is relative to his/her official functions and duly certified by the immediate supervisor as important in nature.

CERTIFIED TRUE COPY:

[Signature]
2/14/2023
NORILYN T. TOMAS
Chief, Central Records Section



2. When the nominee will (still) come from the regional or provincial office, provided all the papers are complete.
3. When the nominee is being represented by his immediate supervisor or his designated alternate.
4. Non-appearance to the screening was made in writing and received by the HRDC Secretariat one (1) day before the scheduled screening

3. Criteria and Rating Guide

| | | | | | | | | | | |
|---|----------------------|--|--------------------|--------|--------------|--------|--------------|-------|--------------|-------|
| RELEVANCE TO JOB | 15 or 30 PTS. | <p>This refers to the relevance of the <i>course to the job or actual duties of the nominee</i>. It includes the need for training to the productivity of the nominee or the importance of the training grant to the is directly related to the job of the nominee, that nominee shall gain a higher point 30pts.</p> <p>In the case that the other nominee(s) where the training grant offered is only related to his/her education, the nominee(s) shall gain 15pts.</p> | | | | | | | | |
| POTENTIAL TO LEARN/ KNOWLEDGE TRANSFER | 25 PTS. | Means the ability of the participants to acquire the knowledge and his/her ability to transfer the same to his colleagues. This also refers to his/ her ability to communicate and express his/her views correctly and clearly, both orally and in writing. | | | | | | | | |
| ATTITUDE | 15 PTS. | Refers to the temperament and overall personality of the nominee which could affect his/her status as trainee. | | | | | | | | |
| LENGTH OF SERVICE | 4-15 PTS | <p>Refers to the number of years of the nominee in the Government Service. The rating shall be as follows:</p> <p>Years in Service Corresponding Points</p> <table style="margin-left: 20px;"> <tr> <td>10 years and above</td> <td>15pts.</td> </tr> <tr> <td>7 to 9 years</td> <td>10pts.</td> </tr> <tr> <td>4 to 6 years</td> <td>6pts.</td> </tr> <tr> <td>2 to 3 years</td> <td>4pts.</td> </tr> </table> | 10 years and above | 15pts. | 7 to 9 years | 10pts. | 4 to 6 years | 6pts. | 2 to 3 years | 4pts. |
| 10 years and above | 15pts. | | | | | | | | | |
| 7 to 9 years | 10pts. | | | | | | | | | |
| 4 to 6 years | 6pts. | | | | | | | | | |
| 2 to 3 years | 4pts. | | | | | | | | | |

CERTIFIED TRUE COPY:

Handwritten signature and date: 3/14/2023

MORILYN T. TOMAS
Chief, Central Records Section



| | | | | | | | | | | | | | | | | | |
|---|-------------------|---|---|--|-----------------------------|-----------|--|----|-------------------------|--|---|---|--|---|---|--|---|
| FOREIGN TRAININGS | 2-10 PTS | <p>Refers to the number of Local and Foreign Trainings or Study Grants availed of by the nominee under any agreement. The Rating System shall be as follows:</p> <table border="0"> <tr> <td colspan="2">Number of Trainings/Corresponding Study Grants Availed</td> <td>Points</td> </tr> <tr> <td>None</td> <td></td> <td>10</td> </tr> <tr> <td>1</td> <td></td> <td>6</td> </tr> <tr> <td>2</td> <td></td> <td>4</td> </tr> <tr> <td>3</td> <td></td> <td>2</td> </tr> </table> | Number of Trainings/Corresponding Study Grants Availed | | Points | None | | 10 | 1 | | 6 | 2 | | 4 | 3 | | 2 |
| Number of Trainings/Corresponding Study Grants Availed | | Points | | | | | | | | | | | | | | | |
| None | | 10 | | | | | | | | | | | | | | | |
| 1 | | 6 | | | | | | | | | | | | | | | |
| 2 | | 4 | | | | | | | | | | | | | | | |
| 3 | | 2 | | | | | | | | | | | | | | | |
| STATUS OF EMPLOYMENT | 1 or 5 PTS | <p>As a rule, permanent employees are given priority over casual or contractual employees, except in cases where the qualifications of the nominee holding casual or contractual status is far superior than the nominee holding a permanent status of employment. For this purpose, the rating shall be as follows:</p> <table border="0"> <tr> <td colspan="2">Status of Appointment</td> <td>Corresponding Points</td> </tr> <tr> <td>Permanent</td> <td></td> <td>5</td> </tr> <tr> <td>Casual/ Temporary, etc.</td> <td></td> <td>1</td> </tr> </table> | Status of Appointment | | Corresponding Points | Permanent | | 5 | Casual/ Temporary, etc. | | 1 | | | | | | |
| Status of Appointment | | Corresponding Points | | | | | | | | | | | | | | | |
| Permanent | | 5 | | | | | | | | | | | | | | | |
| Casual/ Temporary, etc. | | 1 | | | | | | | | | | | | | | | |

- a. The Committee may decide on the nominee/s for the Scholarship/ Training Grant by consensus, each member may indicate his/her choice accordingly. If there is a tie, the Chairperson will vote to break the tie.
- b. The Committee's choice will be recommended to the Administrator in a Resolution.
 1. The Secretariat will prepare the Resolution. This will be reviewed/ edited as deemed necessary by the Chairperson and members of the Committee.
 2. The resolution will be signed by the Committee Members and submitted to the Administrator for his/her consideration.

E. Announcement of the LRA Nominee/s to the Scholarship/ Training Grant/ Exchange Programme/Workshops/Seminars

CERTIFIED TRUE COPY:

NORILYN T. TOMAS
 Chief, Central Records Section



1. Approval by the Administrator

- a. The Administrator may indicate his approval of the Committee's recommended nominee/s in the Resolution.
- b. Should the Administrator indicate his disapproval of the Committee's recommended nominee/s on the Resolution, the members will immediately reconvene to discuss options to be taken accordingly. In such a case, if warranted, an alternative nominee may be recommended.
- c. The approval by the Administrator of the recommended nominee/s will signal the process for the official announcement of the selected nominee.
- d. The approved announcement of the nominee/s will be sent to the RD/Division/Section Chief concerned and the nominee. The RD/Head shall also inform the Nominee personally.
- e. The announcement will also be posted on the Bulletin Boards.

F. Registration Requirements and Payment

1. Upon the announcement of the names of the LRA participants to the scholarship/training grant/exchange programme/workshop/seminar, the HRDC Secretariat shall assist the participants in the preparation of
 - a. the registration requirements and payment of the inviting organization/sponsoring agency.

Procedure

- a. The Committee shall submit an Official Memo addressed to the Administrator endorsing the participant's request to participate in a particular training, seminar or workshop, through the Budget and Accounting Division Chiefs (for the Certification of the Availability of Funds). The Memo should include the following attachments:
 - o invitation letter from the training provider (if any);
 - o course description;
 - o registration information;
 - o copy of the Monthly Cash Program (MCP) showing that the requested training is included in the office's annual plan; and
 - o payment details.
2. The HRDC Secretariat shall also transmit to the participants the Service Obligation Contract (SOC) for signature. Upon signing, the participants shall transmit the SOC to the Secretariat for approval and signature of the Administrator.
3. The completed training request must be endorsed by the Committee and forwarded to the Budget Division for the processing of payment.

CERTIFIED TRUE COPY:

12


MORILYN T. TOMAS
Chief, Central Records Section



4. Upon completion of the payment and confirmation of the inviting organization/sponsoring agency, the HRDC Secretariat shall inform the participants of his/her acceptance to the program.

G. Pre-Travel and Post-Travel Requirements

1. A letter from the HRDC will be sent to the inviting/sponsoring institution to submit the name of the official LRA participant/s to the study program/training grant/ exchange programme/workshop/seminar.
2. The HRDC Secretariat then provides assistance in the preparation of travel requirements for participants.
3. Guidelines for pre-travel arrangements /requirements are based on the existing administrative policies of the LRA.

a. Foreign and Local Travel Order

- A letter request for Foreign or Local Travel Order with supporting documents for the participant/s will be sent by the HRDC to the Administrative Service;
- The Administrative Service shall instruct the HRDD to prepare the Administrative Order (local) or Indorsement to the Department of Justice (DOJ) (foreign), which will then be endorsed to the Administrator for approval.
- Upon receipt of the approved Administrative Order or Foreign Travel Order, the grantee/s will prepare his/her/their itinerary of travel and other supporting documents signed by his/her immediate supervisor for submission to the HRDC for processing of travel allowance.

b. Payment of Per Diem/Allowances

- The HRDC will submit a request for travel allowances of the participants to the Administrator. If approved, this request will be submitted to the Financial Service for processing. In accordance with current LRA policy and Executive Order (EO) No. 77, Series of 2019, the travel allowance will include:

Foreign Training:

1. Pre-departure expenses
2. Clothing Allowance (If applicable)
3. Daily subsistence allowance

Local Training:

1. Daily Travel Expense

- The Committee may also recommend the granting of the following additional allowances, subject to usual accounting and auditing rules and regulation.:
 - o Visa Fee

CERTIFIED TRUE COPY:

[Signature]
NORILYN T. TOMAS

Chief, Central Records Section

13



- o Travel Tax
- o Medical Tests required by the inviting/ sponsoring/ institution to be conducted by a government hospital.

c. Visa Application

Most countries require a visa. The HRDC will provide the grantee/s or participant/s information as to whether the country of destination requires a visa and the visa fee amount. The following documents will be needed for the visa application.

- Acceptance Letter
- Passport (Official or Regular will do; valid for 6 months beyond their last day of stay in the Philippines)
- Administrative Order or Travel Authority
- Visa Fee (if required)

d. Pre-departure Briefing

- The HRDC shall conduct a pre-departure briefing for the participants.

3. The grantee shall submit and process all post-travel and reportorial requirements within 15 working days after returning to his/her permanent station.
4. As a general rule, all grantees/attendees are required to submit terminal reports, recommendations, plans of action whichever is applicable. They shall likewise share their learning to their co-staff/ and other employees.
5. The HRDC Secretariat shall arrange an echo seminar, as deemed appropriate, to be conducted by the participant within one month after the completion of the training program.

H. Service Obligation Contract (SOC)

1. The grantee/s or participant/s will sign a Scholarship/ Training Grant/ Exchange Programme Service Obligation Agreement as required by the LRA prior to departure.
2. The service obligation to the agency shall be as follows:

| Period of Grant | Service Obligation |
|------------------------------------|---------------------------|
| One (1) to two (2) weeks | Three (3) months |
| Three (3) weeks to one (1) month | Six (6) months |
| Two (2) to three (3) months | One (1) year |
| Four (4) months to five (5) months | Two (2) years |

CERTIFIED TRUE COPY:

[Signature]
2/14/2023
NORILYN T. TOMAS
Chief, Central Records Section



| | |
|----------------|-----------------|
| Six (6) months | Three (3) years |
|----------------|-----------------|

3. Should the employee fail to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, expiration of term of appointment for coterminous employees, separation from the service through one's own fault, or other causes within one's own fault, or other causes within one's control, the official or employee shall refund the gross amount of salary, allowances and other benefits received while on grant.
4. As a general rule, the grantee/s or participant/s shall complete his/her service obligation requirements before he/she can apply for any seminar/workshop/training/scholarship programme.
5. In consideration of an employee's acceptance to local or foreign training scholarship grant, he/she shall serve his/her office or any other government office or instrumentality for the abovementioned specified period. Transfer of the employee to another government agency shall be considered as continuity of his/her service obligation.

On Learning and Development and Other Considerations:

In adherence to Section 1, Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292, the LRA commits to enhancing the knowledge and skills of its employees through developing and implementing its own Competency-Based Human Resource Management System (CBHRMS).

The CBHRMS is an initiative of the Civil Service Commission (CSC) aimed at addressing the problem of competency gaps. In this program, competencies are used as standards against which employee development needs are assessed to determine priorities based on the needs of the organization.

It is deemed important in establishing the competency requirements of the divisions/sections/units for them to accomplish their mandate.

The final output in this stage is to establish the competency requirements for each position in order to successfully execute what Learning Intervention is required and expected from each position holder after attending the webinar/seminars.

6. Attendance to external local trainings, seminars, conventions and conferences can be availed of by a permanent employee at **least twice a year**, except when by reason of their official functions, they are designated as representative or focal person and other meritorious cases to be determined and evaluated by the HRDC;

CERTIFIED TRUE COPY:


NORILYN T. TOMAS

Chief, Central Records Section



7. CSC Scholarships for Masteral or Doctoral Degrees can be availed of by permanent employees only after two (2) years of service and with a performance appraisal rating of very satisfactory for two (2) consecutive rating periods preceding the application. In case of several qualified applicants, preferences shall be given to those with outstanding performances;
8. Attendance to the orientation courses and seminars and/or other related courses is mandatory. After completion of the same, the employee shall be issued certificate of completion affirming the participant's participation and attendance;
9. In-house review programs, seminars, planning conferences and other related activities shall be coursed through the HRDC for deliberation and the Head of Agency for approval;
10. Supervisory Training and/or Workshop Courses shall be required for employees with supervisory functions and up and who have not yet undergone or participated in said training;
11. In general, LRA will not consider invitations that are self-solicited or self-initiated. LRA personnel are advised to refrain from soliciting personal invitations; and
12. The participation in self-solicited invitations may be allowed in certain cases, on official time, provided that:
 - a. permission from the immediate superior is secured;
 - b. the activity is relevant to his/her job or will contribute to the employee's professional development;
 - c. no disruption of work will occur during absence in the office; and
 - d. will travel on own expenses/at no cost to the LRA.

As a matter of policy, LRA will not grant per diem or allowance to employees who will participate in self-solicited foreign/local events/activities.

11. **Note:** Invitations requiring the participation of previous LRA participants or representatives (e.g., refresher courses, alumni gathering, follow-up activity, etc.) are not to be considered self-solicited or self-initiated.

I. Application for the Grant or Availment of Study Leave

1. Applicants must possess all the qualifications as provided for under Section 68 of CSC Memorandum Circular No. 41, series of 1998 as amended; and CSC MC 21, 2004 further amended.

CERTIFIED TRUE COPY:

16

Norilyn T. Tomas 3/14/2023

NORILYN T. TOMAS

Chief, Central Records Section



2. The study leave is a time off from work not exceeding six (6) months with pay for qualified officials and employees to help them prepare for their bar or board examination. For completion of the master's degree, the study leave shall not exceed four (4) months.
3. The leave shall be covered by a Study Leave Service Contract between the Administrator or authorized representative and the employee concerned. Prior to the commencement and consummation of the study leave the agency shall execute the contract to be prepared and provided by the HRDC Secretariat. No extension shall be allowed if the official or employee avails of the maximum period of leaves of absence allowed herein. If they need more time to complete their studies, they may file a leave of absence chargeable against their vacation leave credits.
4. The beneficiary of such leave shall be selected based on the following requirements:
 - a. The official/employee must have a bachelor's degree that requires the passing of the bar or a board licensure examination for the practice of profession;
 - b. The profession or field to be pursued must be relevant to the Agency's mandate, or to the duties and responsibilities of the concerned official or employees, as determines by the head of agency;
 - c. The employee must have rendered at least two (2) years of service with at least very satisfactory performance for the last two rating period immediately preceding the application;
 - d. The employee must have no pending administrative and/or criminal charges;
 - e. The employee must not have any current foreign or local scholarship grant;
 - f. The employee must have filled the service obligation of any previous training/scholarship/study leave grant; and
 - g. The employee must have a permanent appointment. However, as the purpose of granting a study leave is to develop a critical mass of competent and efficient employees which will redound to the improvement of the Agency's delivery of public service, employees with coterminous appointments may be allowed to avail of the study leave provided they:
 - Meet the requirements under items a to f; and

CERTIFIED TRUE COPY:

[Signature]
3/19/2023
NORILYN T. TOMAS
Chief, Central Records Section



- Are not related to the Head of Agency or to any member of the HRDC or governing body within the 4th degree of affinity or consanguinity.

5. The service obligation to LRA shall be as follows:

| Period of Grant | Service Obligation |
|--|--------------------|
| One (1) month | Six (6) months |
| Two (2) to three (3) months | One (1) year |
| More than three (3) months to six (6) months | Two (2) years |

Should the official or employee fail to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, expiration of term of appointment for coterminous employees, separation from the service through one's own fault, or other causes within one's own fault, or other causes within one's control, the official or employee shall refund the gross amount of salary, allowances and other benefits received while on study leave proportionate to the balance of the service obligation required based on the following formula:

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

Where:

- R = Refund
- TCR = Total Compensation Received (Gross salary, allowances and other benefits received while on study leave)
- SOS = Service Obligation Served
- SOR = Service Obligation Required

6. The beneficiaries of the study leave shall inform the Administrator in writing through the HRDD and HRDC Secretariat, of their failure to take the bar/board examination or to complete their master's degree for which they were granted the study leave. Further, for causes within their control, they shall be warned that a repeat of the same would bar them from future availment of the study leave and training/scholarship grant whether foreign or local.

7. Applicants for the study leave must submit proofs of completion corresponding to the purpose of the leave within sixty (60) days upon return to duty, such as:

CERTIFIED TRUE COPY:

[Signature] 3/14/2023
NORILYN T. TOMAS
 Chief, Central Records Section



- For Board/Bar Examination - Certification of Grades or Transcript of Records from School/University, Professional Regulations Commission (PRC) if already made available.
 - For Thesis/Dissertation Writing - Approval Sheet of the Thesis Dissertation by the Panel and the Dean of the Graduate School and the copy of the approved Thesis Outline Proposal (Chapters 1, 2 and 3).
 - Other supporting documents required by the LRA HRDC and DOJ.
8. Applicants must secure a favorable recommendation from their supervisor. The supervisor shall ensure that the existing duties and responsibilities of the grantee are properly delegated and assigned so as not to hamper the operations/functions of the office for the duration of the study leave;
 9. All applicants for study leave, both local and foreign, must pass through the Committee for evaluation and approval to ensure that the courses and/or the thesis proposal are relevant to the official duties and responsibilities of the applicant as well as to the mandate of the Agency;
 10. A grantee can avail of the study leave only once in every three (3) years and no extensions beyond the approved period shall be allowed except under meritorious cases to be determined and evaluated by the committee. However, in the case of the approval of the extension, all existing government rules in the availment of leave of absence shall apply;
 11. The grantee need not be rated during the period of his /her study leave as the Performance Rating prior to the grant of the study leave shall be adopted instead;
 12. LRA shall cover tuition fees for review courses not exceeding Php12,000.00;
 13. Refund or reimbursement shall be allowed upon issuance of certification of actual examination and other documentary requirements;
 14. An official/employee with previously earned coursework units for a Master's Degree Program and intends to take written and oral examination including thesis writing to complete the requirements of the Masteral course may avail of a study leave not exceeding four (4) months; and

Documentary Requirements:

A. Primary Requirements:

CERTIFIED TRUE COPY:

[Handwritten Signature]
3/14/2023
NORILYN T. TOMAS
Chief, Central Records Section



- Duly signed Letter of Intent
- Duly signed Contract of Undertaking/Scholarship Service Contract
- Latest IPCR for two (2) rating periods
- Proof or Enrollment / Registration / Admission to the Program
- Copy of payment Receipt (For reimbursement purposes)
- Certificate of No Pending Administrative and/or Criminal Case
- Certificate of No Outstanding Service Obligation and Scholarship Grant
- Certificate of No Backlog issued by the immediate supervisor

B. Secondary Requirements (Proof of Completion):

- For Board/Bar Examination – Certification of Grades from the School/University, Certificates of Registration to Review Classes, Certificate of Admission to Take the Examination from the Supreme Court (SC) or the Professional Regulatory Commission (PRC)
- Thesis/Dissertation Writing or Comprehensive Examination – Certificate of Registration or Enrollment Form, Approval Sheet by the School's Panel and/or Dean of the approved thesis/dissertation outline/proposal

Process Timelines:

- All request shall be addressed to the Honorable Administrator for approval at least thirty (30) days prior to the scheduled study leave;
- Primary requirements shall be attached to the request for approval of study leave otherwise, the same shall not be acted;
- Processing of refund shall be submitted within thirty (30) days from the completion of the study leave grant;
- Five (5) days prior to assumption of office, official/employees must inform the Chief HRDD, through formal letter, of his/her intention to assume office;

VIII. CAREER EMPLOYEES AND NON- CAREER PERSONNEL

The Terms of Reference of the HRDC shall only be limited and allow paid training for career employees of the LRA. These are the permanent employees, in the sense that they hold office until they reach the retirement age.

The Non-Career Personnel are non-permanent personnel that hold office only for temporary or limited period. These are the Coterminous, Contract of Service (COS) and Job Order (JO) Personnel. The Non-Career Personnel shall be allowed to participate in *In-House Seminars/Webinars conducted by the LRA (In-house training is*

CERTIFIED TRUE COPY:

[Signature] 3/14/23
NORILYN T. TOMAS
Chief, Central Records Section



a type of learning intervention that is being organized and facilitated within the organization).

Their Attendance or participation in training/seminars with external providers shall be subject to the approval of the HRDC. Their respective immediate supervisors may recommend their participation, provided that the following requirements will be submitted:

- Letter from the RD or head of office/division/unit addressed to the Chairperson of HRDC, recommending the participation of the non-career personnel;
- Justification that the said non-career personnel has the potential for growth and development and possess the qualifications to be regularized;
- Taking into consideration that in the absence of a qualified permanent employee, the non-career personnel will attend/participate in the specific training/seminar required for his/her functions;
- Once approved by HRDC, the non-career personnel shall sign the Service Obligation Contract (SOC); and
- The non-career personnel shall submit an After-Activity Report (AAR) within three (3) days after the webinar/seminar.

Non-Career Personnel (Trainings conducted by External Providers)

| Employment Status | Number of External Training per year | Service Obligation | Training fee |
|-------------------|--|----------------------|--------------------------------|
| Coterminous | Not more than twice per year (maximum of 15 days per seminar/training) | 2 months to 9 months | maximum of Php2,500.00 per day |

Note: The above-mentioned training fees are subject to the availability of funds and the usual accounting and auditing requirements.

IX. REPORTING /MONITORING AND DOCUMENTATION

The HRDC shall meet every last Friday of the month or as necessary in order to deliberate, evaluate and concur participation in scholarship/training of concerned employees & officials.

X. REPEALING CLAUSE AND EFFECTIVITY

All previous orders relative to the Human Resource Development Committee (HRDC) that are inconsistent herewith are amended, modified and revoked accordingly.

Copies of this circular shall be disseminated to all the RDs, CO Offices, divisions, units at the LRA.

CERTIFIED TRUE COPY:


[Handwritten Signature] 3/14/2023

NORILYN T. TOMAS

Chief, Central Records Section



Issued this 14 day of March in Quezon City.


GERARDO PANGA SIRIOS
Administrator *HP TK Y*

CERTIFIED TRUE COPY:


3/14/2023
NORILYN T. TOMAS
Chief, Central Records Section

Republic of the Philippines
LAND REGISTRATION AUTHORITY

CONTRACT OF UNDERTAKING
(For Study Leave Program)

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Undertaking entered into this _____ day of _____ by and between:

The Government of the Philippines through the **LAND REGISTRATION AUTHORITY**, with office address at East Avenue Cor NIA Road, Diliman, Quezon City, Philippines represented herein by GERARDO PANGA SIRIOS, Administrator, hereinafter called the **AGENCY**;

-and-

_____, a permanent employee of the Land Registration Authority (LRA), holding the position of _____ at the _____, of legal age, and presently residing at _____, hereinafter called the **GRANTEE**.

WITNESSETH

WHEREAS, Section 68, Rule XVI of Resolution No. 91-1631 adopted, promulgated, and approved by the Civil Service Commission as amended by Resolution No. 040116 or Memorandum Circular No. 21 dated 14 September 2004, provides for the grant of study leave to officials and employees to prepare for the bar or board examinations or to complete their master's degree;

WHEREAS, the GRANTEE has manifested his willingness to avail of the study leave for the purpose of _____ and is favorably recommended by the LRA Human Resource Development Committee (HRDC);

NOW, THEREFORE, in consideration of the foregoing premises, the parties, hereby agree to fulfill the following terms and conditions:

A. OBLIGATIONS OF THE AGENCY

1. The AGENCY shall authorize the GRANTEE to undergo study leave, on official time, to undertake _____ covering the period from _____ to _____;
(Bar/Board Review)
2. The AGENCY shall authorize the GRANTEE to draw his salaries and other emoluments covering the aforesaid period with the assurance that the GRANTEE will continue to enjoy the benefits which he may be entitled to or may receive within the said period;
3. The AGENCY shall not advance any payment for the duration of her study leave;

4. The AGENCY shall terminate this Contract of Undertaking upon proof that the GRANTEE has not complied with her obligations as stated in the contract. In such event, the AGENCY shall compel the GRANTEE to charge the number of days he has absented from work against her leave credits, and if the GRANTEE has no leave credits, the AGENCY shall require the GRANTEE to pay an equivalent amount for the number of days she was absent or on leave without pay.

B. OBLIGATION OF THE GRANTEE

1. The GRANTEE shall, upon the approval of this Contract, enroll in _____ and thereafter take the _____
(Bar/Board Review) *(Bar/Board Examination)*
covering the aforementioned period;
2. The GRANTEE shall submit to the AGENCY through the HRD Committee Secretariat the required documentary requirements as stated in the LRA Circular No. ____, Terms of Reference of the LRA-Human Resource Development Committee and other relevant laws, rules, and regulation. After the study leave period, the GRANTEE shall also submit the following documents within sixty (60) days upon return to duty for monitoring purposes:
 - a. Certificate of enrollment in a review school (if applicable) or university / college;
 - b. Proof of having taken the Bar / Board / Comprehensive Examination or completion of Master's Thesis;
 - c. Certificate of Assumption to the Office / Work after study leave;
 - d. Report of Rating / True Copy of Grade; and
 - e. Post-Program Evaluation and Completion Report;
3. The Service of the GRANTEE during the period requested may be dispensed with;
4. The GRANTEE shall report back to her official station immediately after the end of study leave period, or after a reasonable travel time from place of examination to his official station;
5. The GRANTEE must render the required service obligation equivalent to _____ years and _____ months;
6. In instances the GRANTEE fails to complete the Bar / Board Examination Review Classes or the Thesis / Comprehensive Examination, she shall immediately inform the Administrator in writing through the HRDD and HRDC Secretariat and shall refund the salaries and allowances received during the period of study leave. The GRANTEE shall be temporarily disqualified from availment of future scholarships and study grants in the AGENCY until full payment of the required refund. However, in exceptional cases where reasons are justifiable as determined by the HRD Committee, the GRANTEE may be allowed to avail himself of the remainder of the authorized study leave period without refunding the salaries and allowances received during the earlier period of the study leave, subject to the

recommendation of the HRD Committee and the approval of the Administrator;

7. Upon failure of the GRANTEE to render in full the required service obligation on the account of voluntary resignation, optional retirement, separation from the service through own fault, transfer to other government agencies, or other causes within her control, she shall refund the gross salary, allowances, and other benefits received while on study leave based on the following formula:

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

Where:

R = Refund
TCR = Total Compensation Received (Gross salary, allowances and other benefits received while on study leave)
SOS = Service Obligation Served
SOR = Service Obligation Required

C. COMMON PROVISIONS

1. The authorized study leave shall not exceed the allowed maximum period and shall not be renewed. Additional period to complete the studies or review may be allowed but shall be chargeable against the available leave credits;
2. Both the AGENCY and the GRANTEE shall comply with the provisions of the Terms of Reference of the LRA- Human Resource Development Committee and other relevant policies, laws, and regulations of LRA and Department of Justice;
3. This Contract shall take effect immediately upon approval of the authorization of the study leave and shall cease after the grantee has rendered in full the required service obligation or has paid in full the required refund.

IN WITNESS THEREOF, we have hereunder set our hands this ____ day of _____ at Manila, Philippines.

(Name/Signature/Position/Designation)
Grantee's Immediate Supervisor

(Name/Signature/Position/Designation)
Grantee

(Name/Signature/Position/Designation)
Chairperson, HRD Committee

(Name/Signature/Position/Designation)
Chief, Accounting Division

GERARDO P. SIRIOS
Administrator

ACKNOWLEDGMENT

Republic of the Philippines)
_____) ss.

BEFORE ME, this ____ of _____, personally appeared the following persons with their LRA Identification Cards (ID) known to me and to me known to be the same person who executed the foregoing instrument (consisting of 4 pages including the page to which this acknowledgement is written) and acknowledged that the same is their own free and voluntary act and deed:

| NAME | ID NUMBER |
|------|-----------|
| | |
| | |
| | |
| | |
| | |

WITNESS MY SEAL, on the date and place above written.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____