

v

vii

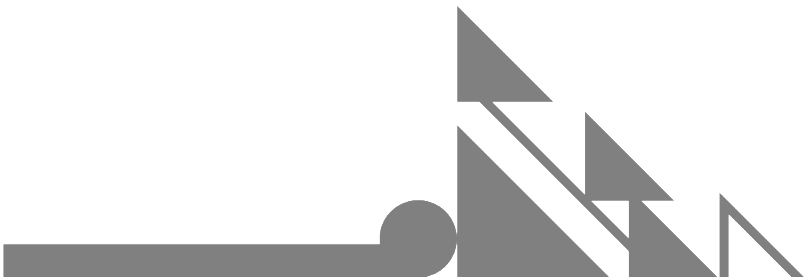
ix

01

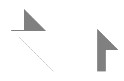
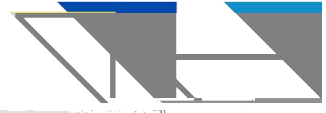
32



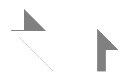
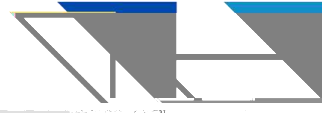
38



INTRODUCTION



FOREWORD





OUR QUALITY POLICY



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES



THE PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES

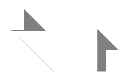
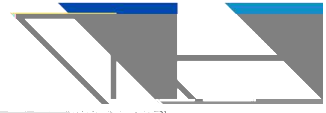
THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

3. DA Administrative Order No. 142, Series of 1998

4. R.A. 10601 or the Agricultural and Fisheries Mechanism (AFMec) Law,
Series of 2013

CHAPTER I

DEPARTMENT OF AGRICULTURE



CHAPTER I

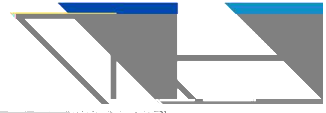
DEPARTMENT OF AGRICULTURE



THE PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES

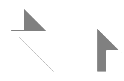
G.

THE PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

National Agriculture and Fisheries Council (NAF Council)



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

H. Organizational Structure



THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

I. Scope of PCAF Operations

J. Functions of the PCAF Divisions/Sections





THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

-

-

2.2 Budget Section

-

-

-

-





THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

2.5 General Services Section

-

-

-

-

-

-

-

2.6 Management Section

-

-





THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

-

-

-

-

3.4 Knowledge Management Section

-

-

-

-

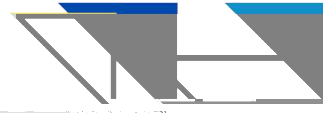
-

CHAPTER I

DEPARTMENT OF AGRICULTURE

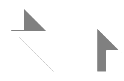






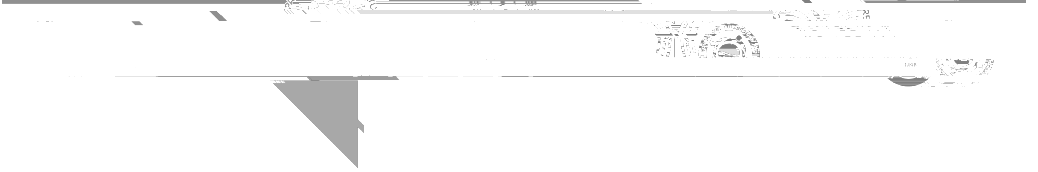
THE PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

-
-





MINISTRY OF AGRICULTURE



RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

2. Pre screening of applicants

RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

3. Administration of examinations

4. Conduct of Background Investigation

RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

7. Announcement of promoted or newly hired applicants

RECRUITMENT, SELECTION AND PLACEMENT OF PERSONNEL

C. General Procedures:

1. Education -
2. Training
3. Experience
4. Eligibility requirements



PERSONNEL COMPENSATION,
WELFARE AND BENEFITS



PERSONNEL COMPENSATION,

PERSONNEL COMPENSATION, WELFARE AND BENEFITS

-

-

-

-

- -

-

Performance Based Bonus (PBB) - -

Collective Negotiation Agreement (CNA) Incentive -

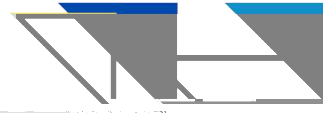
- -

-

PERSONNEL COMPENSATION, WELFARE AND BENEFITS

B. Other Welfare and Benefits

1. Government Service Insurance System (GSIS)



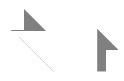
PERSONNEL COMPENSATION, WELFARE AND BENEFITS

3) Life Insurance Benefits

Life Endowment Policy (LEP)

Enhanced Endowment Policy (ELP)

4) Disability Benefits



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

-
-
-



PERSONNEL COMPENSATION, WELFARE AND BENEFITS

11) Loan Privileges

Multi Purpose Loan (MPL):

-
-
-
-
-
-

Policy Loan:

PERSONNEL COMPENSATION, WELFARE AND BENEFITS

2. Home Development Mutual Fund (HDMF)

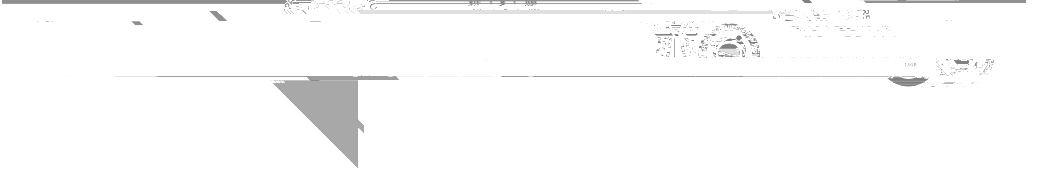
PERSONNEL COMPENSATION, WELFARE AND BENEFITS

3. PhilHealth





MINISTRY OF AGRICULTURE



PERSONNEL COMPENSATION,
WELFARE AND BENEFITS





PERSONNEL COMPENSATION, WELFARE AND BENEFITS

-
-
-

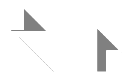
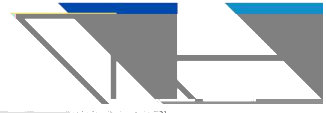


PERSONNEL COMPENSATION, WELFARE AND BENEFITS

Forced/Mandatory Leave

CHAPTER III

DEPARTMENT OF AGRICULTURE





PERSONNEL COMPENSATION, WELFARE AND BENEFITS

Special Emergency Leave -

-

-

Monetization of Leave Credits

-

-

-

-

-

PERSONNEL COMPENSATION,
WELFARE AND BENEFITS

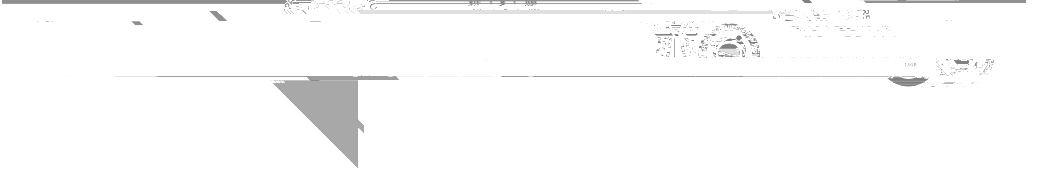
-

-

5.14 Terminal Leave



MINISTRY OF AGRICULTURE





LEARNING AND DEVELOPMENT (L&D)

LEARNING AND
DEVELOPMENT (L&D)

LEARNING AND DEVELOPMENT (L&D)



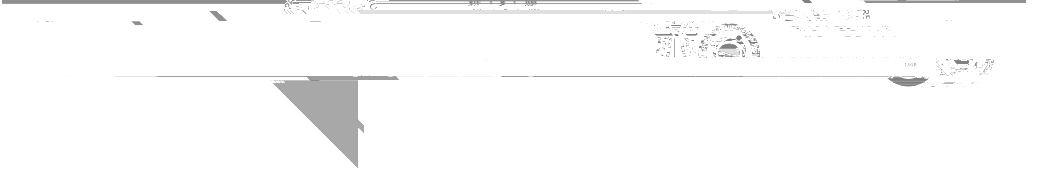
REWARDS AND RECOGNITION

A. Objectives:

REWARDS AND RECOGNITION



MINISTRY OF AGRICULTURE

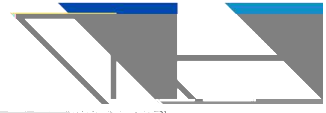


REWARDS AND RECOGNITION

3. Call for Nominations



REWARDS AND
RECOGNITION



REWARDS AND RECOGNITION

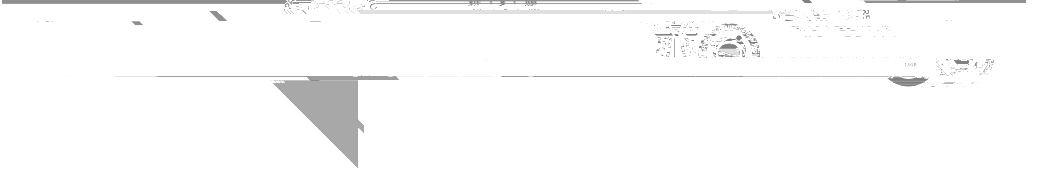
Categories	Cash Award

Categories	Cash Award

PERFORMANCE
MANAGEMENT



MINISTRY OF AGRICULTURE



PERFORMANCE
MANAGEMENT

PERFORMANCE MANAGEMENT

3. Performance Evaluation and Assessment

PERFORMANCE MANAGEMENT

b.

PERFORMANCE MANAGEMENT

5. Appeals

GENERAL POLICIES

A. Code of Ethics:



GENERAL POLICIES

3. Prohibited Acts and Transactions

3.1 Financial and material interest

3.2

GENERAL POLICIES

4. Statements and Disclosure



GENERAL POLICIES

4.4

-
-

5. Divestment

5.1

B. Office Regulations

1. FLAG AND HERALDIC CODE OF THE PHILIPPINES

GENERAL POLICIES

2. OFFICIAL WORKING HOURS AND OFFICE ATTENDANCE

GENERAL POLICIES

- First offense -

- Second offense -

-

-

-

-

-

-

-

-



MINISTRY OF AGRICULTURE



GENERAL POLICIES

5. WEARING OF PCAF OFFICIAL IDENTIFICATION (ID) CARD

6. OFFICE DECORUM

7. NO SMOKING POLiS

e



GENERAL POLICIES

-

-

-

-

GENERAL
POLICIES

GENERAL POLICIES



GENERAL POLICIES

C. Administrative Offenses*

GENERAL POLICIES



GENERAL
POLICIES

GENERAL POLICIES

GENERAL
POLICIES

GENERAL POLICIES

D. Other Specific Offenses

Offense of Sexual Harassment -

Less Grave Offenses

GENERAL POLICIES

* - based on the 2017 Rules on Administrative Cases in the Civil Service (RACCS)



Panunumpa sa Watawat ng Pilipinas:

Panunumpa ng Kawani ng Gobyerno:

