

## Obligations & Responsibilities

### The Mother Agency must:

1. Provide counterpart fund.
2. Pay the salary and other benefits of the grantee for the duration of the grant.
3. Relieve the grantee from his/her assignments in the office during the training.
4. Assist in the monitoring of the progress of the grantee.
5. Ensure the return of the grantee to his/her original place of assignment upon completion of the training/conference.
6. Ensure that the grantee should render his/her service obligation required by the international short-term training/conference attended.



### The Grantee must:

1. Submit the following to BAR within 30 days after arrival and/or return to duty:
  - a. Two (2) copies of travel report - it is a brief written report of participation, consisting of background information, observations/analysis and recommendations using the BAR prescribed format. It must be submitted with the following documents:
    - Pictures (*laboratory sites/training sites visited/field visit*).
    - Photocopy of the Certificate of Attendance/Participation.
    - Photocopy of the program of

activities.

- All official receipts accumulated during the training/conference.
  - Used plane tickets and boarding passes (*if grant is airfare*).
- b Two (2) copies of paper presented (*if the grantee presented a paper during the conference*)
  2. Present a paper/report in the BAR's Seminar Series/ Agency Annual In-House Review.
  3. Render the corresponding service obligation to the mother agency required for the grant (*international short-term training/conference*) extended to him/her under the contract (*i.e. one year for every year of grant, or a fraction thereof*).

For complete details, please contact:

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**Bureau of Agricultural Research**  
Department of Agriculture

# Non-Degree Assistance Program

Information & Guidelines

## Privileges

The Bureau of Agricultural Research (BAR) provides funding support for attendance or participation in agriculture- and fisheries-related R&D short-term trainings, conferences, symposia, and seminars. This supports the overall human resource development plan to modernize the agriculture and fisheries sectors, and to strengthen the Department of Agriculture's research and development system.

## Scope & Program Objective

Financial support shall be provided for attendance/participation to short-term trainings, conferences, symposia, and seminars related to AFMA themes. Grants shall be limited to two (2) persons per agency per year and shall be given for the following purposes:

- Attendance to local/international technical training.
- Attendance to local/international conference to present R&D papers (*for international conferences, priority will be given to DA-BAR funded projects*).
- Participation to local/international training/conference as a resource speaker or member of a scientific panel.



## Selection Criteria

Grants shall be made available to the R&D personnel of the NaRDSAF if he/she meets the following requirements:

- A permanent employee and actively involved in agriculture or fisheries R&D.
- Must be endorsed by the agency head.
- Must have rendered at least one (1) year of continuous satisfactory service.
- Must have no pending administrative or criminal case.
- Must be physically and mentally fit.

## Evaluation Criteria

Applicants will be evaluated based on the following points:

- Relevance of the training/conference to be attended to the actual duties and responsibilities of grantee.
- Training/conference must be within R&D priority area of the nominating agency and within NIRDAP/RIRDEAP.
- Counterpart support is provided by the mother agency or organizing agency.



## Requirements

### For international trainings/conferences

1. To be submitted at least one month before training/conference:
  - Letter addressed to the BAR Director indicating the details of the request.
  - Invitation and acceptance from the organizer of the training/conference.
  - Endorsement from the agency head indicating the counterpart funding support from the mother agency and other sources.
  - Latest service record duly

- certified by the Chief of Personnel of his/her agency.
  - Certification indicating that the applicant has no pending administrative case.
  - Curriculum vitae including job description and current responsibilities.
  - Abstract of paper to be presented (*if applicant will present a paper*).
2. To be submitted upon approval of the request:
    - Medical certificate issued by a government

- physician.
- Approved travel authority.
- Canvass from at least three (3) travel agencies (*if grant is in the form of airfare*).

### For local trainings/conferences

- To be submitted at least one month before training/conference:
- Letter addressed to the BAR Director indicating the details of the request.
  - Invitation and acceptance from the organizer of the

- training/conference.
- Endorsement from the agency head indicating the counterpart funding support from the mother agency and other sources.
- Curriculum vitae including job description and current responsibilities.
- Abstract of paper to be presented (*if applicant will present a paper*).
- Canvass from at least three (3) travel agencies (*in case grant is airfare*).

The Bureau requires **cost-sharing** with the requesting agency to cover the financial requirement of the participant for the training/conference. BAR may provide financial assistance to cover any (only one) of the following:

### For international trainings/conferences

- Registration fee that may or may not include food and accommodation for the duration of the activity
- Daily subsistence allowance (*as indicated in the DA Memorandum Circular–Guidelines on Foreign Travels*)
- Roundtrip economy class airfare (*Manila/Country/Manila*)

### For local trainings/conferences

- Registration fee that may or may not include food and accommodation for the duration of the activity
  - Transportation expenses (*roundtrip economy class airfare/coaster/bus/ferry/ship*)
- Note: The grant does not provide payment for car/vehicle rental