



TARLAC AGRICULTURAL UNIVERSITY

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FULL TEXT OF THE REVISED STUDENT INCENTIVE PROGRAM

I. RATIONALE

By virtue of BOR Resolution 10 s. 2018 aka "Student Incentive Program," the Tarlac Agricultural University (TAU), through the Office of Student Services and Development (OSSD), has provided incentives to students who have brought honors to the university and to those whose academic standings are deemed excellent.

Five years since the program was implemented, the OSSD has successfully processed the grants of deserving students in accordance with the pertinent stipulations of said program. However, several setbacks have also been observed and hindered many students to fully enjoy the program. This includes the following:

1. Curriculum revisions in some courses limited the students to avail of academic incentives, i.e., the units enrolled by regular students no longer meet the requirement for academic incentives.
2. Some students participating in cultural, sports, academic and other competitions could not avail of the training incentives as their category is not mentioned in the approved program.
3. CSC Governors no longer automatically become SSC Council members.
4. Some student leaders in the CSC do not receive incentives as their positions were not indicated in the old provisions of the program.
5. Student research publications have not been given due recognition
6. Concerning the official Student Publications, the positions indicated in the Student Incentive program are no longer aligned with those indicated in the approved TAU Code 2021.

Furthermore, this incentive program was designed not only to acknowledge students' excellent performance in their fields of expertise but also to assist them in their educational needs. However, the amount provided in the old Student Incentive Program which aimed to help them survive their everyday educational expenses may no longer be enough due to rising inflation.

For this reason, this Revised Students Incentive Program of the Tarlac Agricultural University is proposed.

II. LEGAL BASIS

The basis for granting the proposed amounts for the above incentives is taken from the CHED Memorandum Order 20 series 2011, which specifically states that:



Article III. Specific Budgetary Allocation

Section 6. Budget Allocation for Instruction

c) Student Development

*"Budget allocation shall be used for in-house trainings of student leaders or officers, trainings sponsored by accredited agencies, student labor deployment and compensation, IT equipment, Medical and dental services/programs, trainings, orientation or seminar workshop for student organization officers, **scholarship and incentive programs designed to uplift and motivate student achievers**, and other similar activities, in furtherance of the goal in support of the welfare of the general student population"*

III. PROVISIONS OF THE REVISED STUDENT INCENTIVE PROGRAM

A. General Provisions in the Granting of Incentives

Except otherwise specifically provided, the granting of incentives to students with exemplary academic performance, athletes, members of the performing guild, and student leaders shall be governed by the following provisions:

1. Students must be officially enrolled to qualify for the incentive.
2. Students must have no conditional, dropped (UW or OD), and failed grades (5.00) during the applicable semester;
3. Students must be of good moral character and not be subjected to any disciplinary actions by school authorities.
4. Incentives given to deserving students per semester (Academic, Student Leaders shall be at a maximum of **P5,000.00**. Appropriate percentages of grants shall be applied to each deserving student.
5. Athletes and the Members of the Performing Guild shall receive semestral allowances amounting to **P5,000.00**.
6. Additional allowances may be given as specifically provided on the following provisions and subject to availability of funds.

B. Academic Incentives

The following guidelines shall be followed in the granting of academic incentives:

1. Students applying for academic incentives must have taken the normal/regular load indicated in their program for the applicable semester. However, Mid-year classes and On-the-job trainings, whether taken during semesters or midyear, shall be excluded from this program.
2. Students shall not have Dropped (UW or OD), Conditional, and Failed grades in the applicable semester.



3. Grades in the National Service Training Program (NSTP) are not included in the computation of GWA for the applicable semester.
4. Students with GWA of 1.20-1.00 shall receive full academic incentives (100%); while students with GWA of 1.75-1.21 shall receive partial academic incentives (50%).

Category	% of Grant	Requirement
Full academic Incentives	100%	GWA of "1.20-1.00" of an academic load for regular students with no dropped (UW or OD), conditional grades, or failed grades in any subjects.
Partial Academic Incentives	50%	GWA of "1.75-1.21" of an academic load for regular students with no dropped (UW or OD), conditional grades, or failed grades in any subjects.

C. Student Leaders Incentives

The following are the guidelines for granting incentives to student leaders:

1. All students holding leadership positions indicated in the TAU Code 2021 (SSC, CSC, and ROTC), whether elective or appointive, shall receive due incentives from this Student Incentive Program.
2. Students holding positions in the Official Student Publications based on the positions indicated in the TAU Code 2021 shall also receive due incentives.
3. Student leaders claiming for incentives must have no dropped subjects (UW or OD) and failed grades (5.0).
4. All student leaders (SSC, CSC, ROTC, Official Publications) shall be given incentives upon monitoring, evaluation and endorsement of their advisers for all applicable semesters.



Category	% of Grant
<i>Supreme Student Council and College Student Council</i> - SSC President - SSC Vice-President - SSC Councilors & College Representatives - SSC Secretary, Sub-Secretary, Treasurer, Sub-Treasurer, Auditor - CSC Chairperson - CSC Vice-Chairperson - CSC Councilors - CSC Secretary, Sub-Secretary, Treasurer, Sub-Treasurer, Auditor	100% 80% 80% 50% 80% 60% 40% 20%
<i>Reserved Officer Training Corps (ROTC)</i> - First Class - Second Class	100% 50%
<i>Official Student Publication</i> - Editor-in-Chief - Associate Editor - Managing Auditor, Circulation Manager, - Section Editors / Correspondents (Literary, Sports, Feature, Filipino, News, Opinion, DevCom) - Illustrators (Layout artist, Cartoonist, Photojournalist)	100% 80% 50% 50% 50%

NOTE: All student leaders (SSC, CSC, ROTC, Official Publications) shall be given incentives upon monitoring, evaluation, and endorsement of their advisers and must have no failing grades, and dropped subjects during the applicable semester.

**D. Incentives to Athletes**

The following guidelines shall govern the granting of allowances to student athletes:

1. All athletes shall receive the following allowances during their preparations for and participation in regional and national sporting competitions:
 - a. Regular Training Allowance
 - b. Ten-day Rigid Training Allowance
 - c. Daily Competition Allowance
2. Students may receive their regular training allowances monthly, semestral, or annually, depending on the endorsement of the Sports Development Director.
3. Athletes shall be given additional allowance for their rigid training, at a maximum of ten (10) days before the sporting events amounting to P200 per day. This shall be supported by a request letter, prepared by the Director for Sports Development and duly approved by the University President.
4. Athletes shall also receive daily competition allowance for regional and national competitions held inside or outside the campus.

Destination		Maximum Daily Allowance
Cluster 1	Region 1	P1,500.00
	Region 2	
	Region 3	Accommodation: P750
	Region 5	Breakfast: P150
	Region 8	Lunch: P150
	Region 9	Dinner: P150
	Region 12	Incidental: P300
	Region 13 ARMM	
Cluster 2	CAR	P1,800.00
	Region 6	
	Region 7	Accommodation: P900
	Region 10	Breakfast: P180
	Region 11	Lunch: P180
Cluster 3		Dinner: P180
		Incidental: P360
Cluster 3	National Capital Region	P2,220.00
	Region 4-A	
	Region 4-B	Accommodation: P1,100



		Breakfast:	P220
		Lunch:	P220
		Dinner:	P220
		Incidental:	P460

5. Claims for these allowances shall not require the presentation of bills and receipts.
6. The university shall also cover the cost of transportation (land and airfare) from the campus to the place of destination, EXCEPT when the student decides not to avail of the service vehicle arranged by the university.
7. The granting of allowances to the athletes shall be subject to monitoring, evaluation, and endorsement of the Director for Sports Development.

Category	Amount
1. Regular Training Allowance	P5,000.00
2. Rigid Training Allowance	P200/day for 10 days before the competition (P2,000.00)
3. Daily Competition Allowance	Cluster 1: P1,500.00/day Cluster 2: P1,800.00/day Cluster 3: P2,220.00/day

E. Incentives to the Members of the TAU Performing Guild

The following guidelines shall govern the granting of incentives and allowances to the members of the TAU Performing Guild when joining culture and the arts competitions:

1. All members of the Performing Guild (dance troupe, musical/chorale, performing arts, literary and visual arts) shall receive the following allowances during their preparations for and participation in regional or national cultural competitions:
 - a. Regular Training Allowance.
 - b. Ten-day Rigid Training Allowance
 - c. Daily Competition Allowance
2. Students may receive their regular training allowances monthly, semestral, or annually, depending on the endorsement of the Socio-Cultural Development Director.



3. The Performers shall be given additional allowance for their rigid training, at a maximum of ten (10) days before the competition, amounting to P200 per day. This shall be supported by a request letter, prepared by the Director for Socio-Cultural Development and duly approved by the University President.
4. The Performers shall also receive daily competition allowance for regional and national competitions held inside or outside the campus.
5. Claims for these allowances shall not require the presentation of bills and receipts.
6. The university shall also cover the cost of transportation (land and airfare) from the campus to the place of destination, EXCEPT when the student decides not to avail of the service vehicle arranged by the university.
7. The granting of allowances to the students shall be subject to monitoring, evaluation, and endorsement of the Socio-Cultural Development Director.

Category	Amount
1. Regular Training Allowance	P5,000.00
2. Rigid Training Allowance	P200/day for 10 days before the competition (P2,000.00)
3. Daily Competition Allowance	Cluster 1: P1,500.00/day Cluster 2: P1,800.00/day Cluster 3: P2,220.00/day

F. Incentives to Students (outside TAU Performing Guild and athletes) joining Regional or National Academic and Non-Academic competitions

The following guidelines shall be followed when granting the incentives to students outside TAU Performing Guild and athletes joining Regional or National Academic and Non-Academic competitions:

1. All students joining regional and national competitions (academic and non-academic) shall be given the following incentives, provided that their participation is approved by the University President:
 - a. Ten-day rigid training allowance
 - b. Daily competition allowance
2. The rigid training allowance shall only be given to students joining competitions endorsed by either the Socio-Cultural Development Director or the Sports



Development Director. As such, the concerned Director must present a request letter to claim for rigid training allowance, duly approved by the university president. The student-participants shall then be eligible to receive a P200.00 daily rigid training allowance, at a maximum of ten (10) days.

3. Academic Competitions do not normally require rigid training among student-participants. However, should the Dean concerned sees fit to conduct rigid training, he/she may write a request letter to claim for rigid training allowance, duly approved by the University President.
4. The students shall also receive daily competition allowance for regional and national competitions held inside or outside the campus.
5. Claims for these allowances shall not require the presentation of bills and receipts.
6. The university shall also cover the cost of transportation (land and airfare) from the campus to the place of destination, EXCEPT when the student decides not to avail of the service vehicle arranged by the university.
7. The granting of allowances to the performers shall be subject to monitoring, evaluation, and endorsement of the Dean concerned for academic competitions, and the Socio-Cultural Development Director for other competitions (Culture and the Arts competitions).

Category	Incentive	% of Grant
<i>Incentives to Students (outside TAU Performing Guild and TAU Chorale) joining Culture and the Arts Competitions</i>	<i>Rigid training allowance</i>	<i>P200 per day for ten days (P2000.00)</i>
	<i>Daily competition allowance</i>	<i>Cluster 1: P1,500.00/day</i>
		<i>Cluster 2: P1,800.00/day</i>
		<i>Cluster 3: P2,220.00/day</i>

G. Participation in International Competitions

To students wanting to join competitions in an international milieu, the following guidelines shall govern the granting of allowances:

1. International Academic and Non-Academic (Sports and Cultural) Competitions may be participated by the students, provided, that the



- 1 competition is endorsed by the university and that the name of the
- 2 university is represented.
- 3 2. The Dean or Director concerned shall prepare a letter of request allowing
- 4 the students to join international competitions, duly approved by the
- 5 University President.
- 6 3. The university shall cover the cost of transportation (land and airfare) from
- 7 the campus to the place of destination, EXCEPT when the student decides
- 8 to not avail of the service vehicle arranged by the university.
- 9 4. Students shall receive P10,000.00 competition allowance for meals,
- 10 accommodation, and registration, if any. Any excess in expenses shall then
- 11 be covered by the students.
- 12 5. The granting of allowances for International competitions held in the
- 13 Philippines shall follow the guidelines set forth for the granting of
- 14 allowances for Regional and National Competitions.

Category	Incentive
<i>International Competitions</i> • Academic • Non-Academic (Sports and Cultural)	<i>1. P10,000.00 competition allowance</i> <i>2. Transportation (Covered by TAU)</i>

H. Invitational Competitions and Performances

Often the members of the TAU Performing Guild and Athletes are invited to compete and present special performances. In such cases, the following guidelines shall also be followed in the granting of incentives and allowances:

1. Invitations to perform or compete shall be addressed to and noted by the University President.
2. Students joining the event must be officially enrolled during the applicable semester and monitored by the Sports Development or Socio-Cultural Development Directors.
3. The participation of students in such events shall be endorsed by concerned director and approved by the University President.
4. The granting of allowances shall follow the guidelines set forth in joining regional, national, and international competitions.



I. Members of the Official Student Publications documenting Regional and National Competitions

The members of the Official Student Publication may also be granted allowances when documenting competitions participated by the students. The following guidelines shall govern the granting of their allowances:

1. The participation of staff of Official Student Publication must be supported by a letter of request, endorsed by the advisers and approved by the University President.
2. The staff, preferably photojournalists and writers but may change depending on the recommendations of the advisers, shall be tasked to document the event and provide relevant reports to the university.
3. The amount for the allowances shall be the same as the competition allowance received by the athletes and members of the performing guild, provided that the venue for competitions is outside 50-km radius.
4. The university shall also cover the cost of transportation (land and airfare) from the campus to the place of destination, EXCEPT when the students decide not to avail of the service vehicle arranged by the university.

J. Outstanding Performances of Students in Competitions outside the University

The following guidelines shall govern the granting of incentives to students securing top five (5) places in Regional, National, and International Competitions:

1. Students must be officially enrolled during the semester when the competitions happened.
2. Only competitions endorsed by the University shall be participated by the students. As such, students must know that they represent the name of the university in such competitions.
3. Students participating and winning in competitions on their personal representation shall not be eligible to receive incentives.

Level	Rank	1-4 Participants	5-9 Participants	10 or more Participants
Regional	1	P6,000.00	P10,000.00	P14,000.00
	2	P5,000.00	P9,000.00	P13,000.00
	3	P4,000.00	P8,000.00	P12,000.00
	4	P3,000.00	P7,000.00	P11,000.00
	5	P2,000.00	P6,000.00	P10,000.00



National	1	P10,000.00	P13,000.00	P15,000.00
	2	P9,000.00	P12,000.00	P14,000.00
	3	P8,000.00	P11,000.00	P13,000.00
	4	P7,000.00	P10,000.00	P12,000.00
	5	P6,000.00	P9,000.00	P11,000.00
International	1	P12,000.00	P16,000.00	P20,000.00
	2	P11,000.00	P15,000.00	P19,000.00
	3	P10,000.00	P14,000.00	P18,000.00
	4	P9,000.00	P13,000.00	P17,000.00
	5	P8,000.00	P12,000.00	P16,000.00

NOTE: Students participating and winning in competitions on their personal representation shall not be eligible to receive incentives.

K. Board Licensure Examination Topnotchers

The following incentives shall be given to graduates topping their respective Board Licensure Examinations:

Rank	Amount
1	P150, 000.00
2	P140, 000.00
3	P130, 000.00
4	P120, 000.00
5	P110, 000.00
6	P100, 000.00
7	P90, 000.00
8	P80, 000.00
9	P70, 000.00
10	P60, 000.00

L. Publication of Student Researches

The following guidelines shall govern the application for the granting of incentives to students having published their theses/researches:

1. Students publishing their theses/studies in journals indexed in SCOPUS, Asian Citation Index, and Web of Science shall be eligible for the incentives (Local and International).
2. The student-authors/researchers applying for incentive must ensure that the name of the university is represented in their publication.



3. The total amount of incentives shall be divided equally among all student – authors/researchers.
4. Advisers shall be included in the divisor, but will not receive incentive from this program, as there is a separate incentive program dedicated to employees' research publications.

Category	Amount
Articles (Thesis/Studies/Researches) published in journals indexed in SCOPUS, Web of Science, or Asian Citation Index	P30,000.00 International P20,000.00 National

NOTE: (1) The total amount of incentives shall be divided equally among all student – authors/researchers. (2) Advisers who are included as authors shall be included in the divisor but will not receive incentive from this program.

IV. SOURCE OF FUND

The incentives shall be taken from the internally generated income (Fund 05) of the university. The granting of incentives shall be subject to the availability of funds and subjected to government accounting Rules and Regulations.

Prepared by the Committee on Student Incentive Program

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