

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Maynila

November 8, 1985

MECS O R D E R  
No. 63, s.1985

ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE  
NATIONAL SCHOLARSHIP AND STUDENT LOAN CENTER

To: Bureau Directors  
Regional Directors  
Chief of Service and Heads of Units/Centers  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. Consonant with Letter of Instructions No. 1424 creating a single student assistance center and Office Order "Implementation of Recommendations of the Management Improvement Project" dated February 27, 1984 directing the merging of the National Scholarship Center (NSC) and the National Educational Loan Assistance Center (NELAC) into the National Scholarship and Student Loan Center (NSSLC), there is hereby defined the organizational and functional structures of the National Scholarship and Student Loan Center for immediate implementation.
2. The NSSLC shall be headed by one Executive Director, who shall be charged with the administration and supervision thereof and likewise with the formulation of policies, rules and regulations relative to various programs and projects on scholarships, study grants and educational loan assistance. The Executive Director shall be assisted by one Assistant Executive Director who shall oversee the functions of the Administrative Staff.
3. There is hereby created an Ad-Hoc Committee to formulate and recommend policies on scholarships and study grants. The Committee which shall also serve as an advisory body for the Minister, will complement the Educational Assistance Policy Council (EAPC), the policy-determining body on student loan assistance. The Committee shall be chaired by a Deputy Minister who, as well as its members, shall be chosen and appointed by the Minister.
4. Directly under the immediate supervision of the Executive Director is the Program Development and Monitoring Staff, to be headed by one Chief Educational Researcher. The Staff is charged, among others, with the functions of program, project and plans development; statistical research studies; reporting system and materials publication on student financial assistance.
5. The internal administrative operation shall be the immediate responsibility of the Assistant Executive Director. The administrative activities shall be grouped under six (6) sections, namely: Personnel Section, Accounting Section, Supply and Property Section, Budget Section, Records Section and a Cash Section which shall be created. Each section

shall perform the function as accordingly defined by its sectional nomenclature, and shall be staffed in accordance with the approved organizational staffing pattern.

6. A Cash Section is created in view of the volume of financial transaction and the need for prompt payment of grantees' stipends and school accounts.

7. The Center shall consist of line divisions and corresponding sections. Each division shall be headed by a Chief Educational Researcher and each section by a Senior Educational Researcher.

8. The NSSLC as herein restructured with a total force of 105 officials and employees is believed sufficiently complemented for the present time and capable to effectively carry on its operation and functions.

9. The NSSLC shall act as secretariat to the Educational Assistance Policy Council.

10. The organization structure, staffing pattern and functions of the National Scholarship and Student Loan Center are inclosed.

11. All previous orders and memoranda of this Office or a part or parts thereof that are inconsistent or in conflict with this Memorandum are hereby repealed or amended accordingly.

12. This Memorandum shall take effect immediately.

(SGD.) JAIME C. LAYA  
Minister

Incls.:

As stated

References:

MECS Memorandum: No. 163, s. 1984

Office Order: (Dated February 27, 1984)

Allotment: 1-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index

under the following subjects:

BUREAUS & OFFICES

CENTERS

CHANGE

COMMITTEE

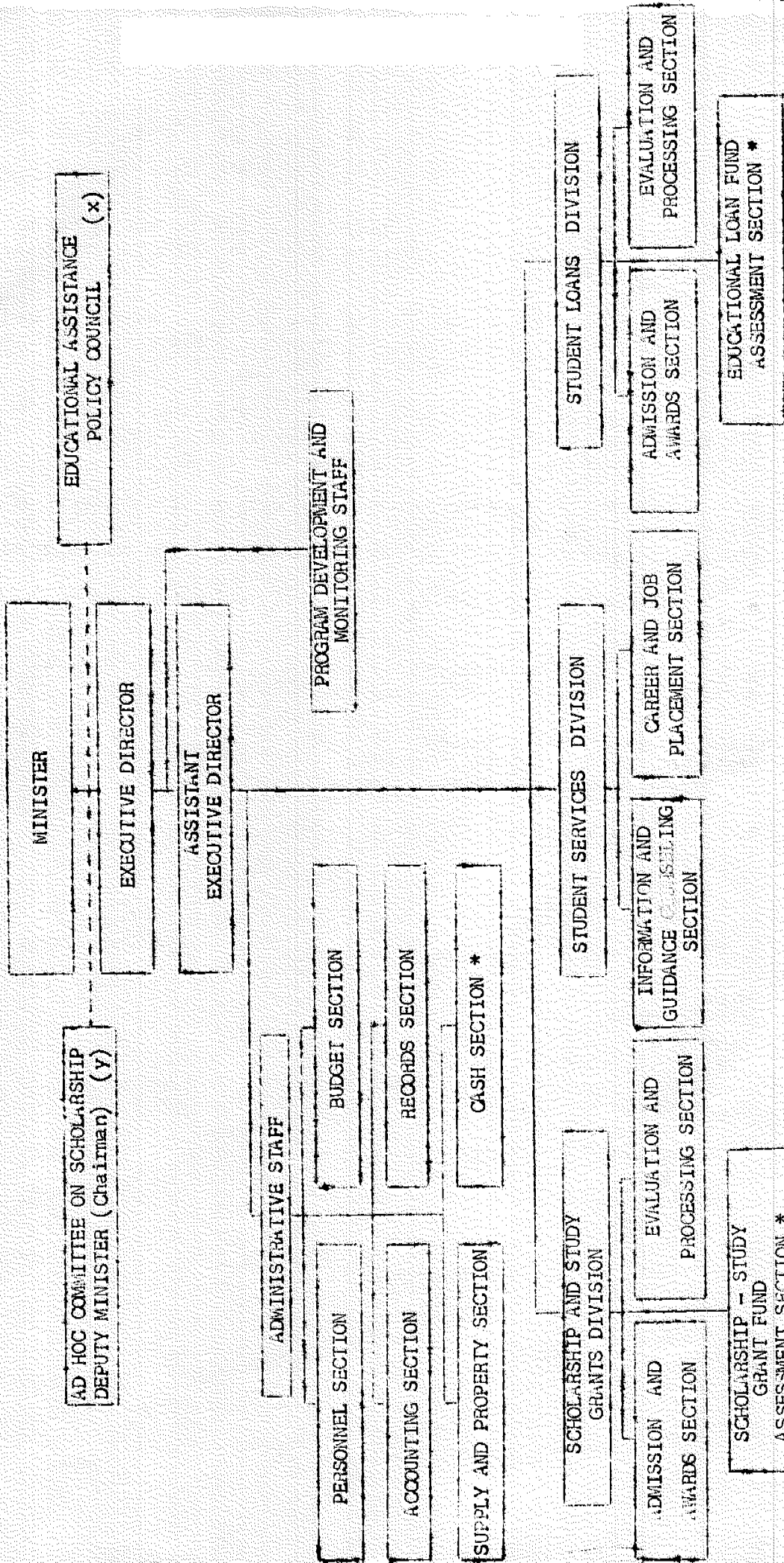
OFFICIALS

ORGANIZATION

SCHOLARSHIPS

(Inclosure No. 1 to HECs Order No. 63, s. 1985)

MINISTRY OF EDUCATION, CULTURE AND SPORTS  
NATIONAL SCHOLARSHIP AND STUDENT LOAN CENTER  
ORGANIZATIONAL CHART



(y) - policy formulation on SCHOLARSHIP-STUDY GRANTS. \* proposed sections

(x) - policy formulation on STUDENT LOANS ASSISTANCE.

(Inclosure No. 2 to MECS Order No. 63, s. 1985)

NATIONAL SCHOLARSHIP AND STUDENT LOAN CENTER STAFFING PATTERN

<u>Position</u>	<u>Number</u>
1. Executive Director	1
2. Assistant Executive Director	1
3. Chief Educational Researcher	4 <u>1/</u>
4. Supervising Educational Researcher	4
5. Senior Educational Researcher	9
6. Educational Researcher II	9
7. Educational Researcher I	16
8. Assistant Educational Researcher	11
9. Educational Researcher Aide	2
10. Budget Officer I	1
11. Accountant I	1
12. Administrative Assistant II	1
13. Administrative Assistant I	1
14. Statistician I	3
15. Bookkeeper I	1
16. Records Officer I	1
17. Senior Storekeeper	1
18. Senior Personnel Officer	1
19. Stenographer	1
20. Clerk II	7
21. Budget Aide	1
22. Clerk I	8
23. Illustrator I	1
24. Statistical Aide	1
25. Driver	1
26. Duplicating Equipment Operator	2
27. Messenger	3
28. Clerical Aide	1
29. Janitor	3
30. Binding Helper	2
31. Laborer	3
32. Accounting Clerk III	2 <u>2/</u>
33. Cashier I	1 <u>3/</u>
Total number of positions	..... <u>105</u>

- 1/ One Supervising Educational Researcher position shall be recommended for upgrading to Chief Educational Researcher position.
- 2/ One Clerk I position and one Statistician I position shall be recommended for reclassification to Accounting Clerk III position.
- 3/ One Statistician I position shall be recommended for reclassification to Cashier I position.

NATIONAL SCHOLARSHIP AND STUDENT LOAN CENTER  
FUNCTIONAL ORGANIZATION

Executive Director

1. Directs the formulation of policies, rules and regulations relative to the programs and projects involving scholarships, study grants and educational loan assistance for approval by higher authorities.
2. Directs, monitors, supervises, evaluates and coordinates all activities of the various divisions of the center.
3. Plans, develops and evaluates the scholarship, study grants, student loans and other educational financial assistance programs.
4. Coordinates with the various services and offices in the Ministry on matters affecting the various programs.
5. Coordinates with the Educational Assistance Policy Council, lending institutions, Inter-agency Secretariat and coordinating agencies dealing on student loan assistance.
6. Renders periodic and other required reports on the activities of the center and makes recommendations to attain the goals and objectives of the programs.
7. Seeks assistance from the foundations, foreign governments and agencies, international entities and bodies and other sources for the support of any programs of scholarships, study grants and educational loan programs.
8. Represents the Minister in conferences, conventions and other similar group meetings on matters affecting financial assistance programs.
9. Initiates, develops, and/or administers in-service trainings, workshops and conferences which deal with matters affecting the main activities of the center.
10. Performs such other tasks necessary to efficiently implement the National Scholarship and Student Loan Programs.

Assistant Executive Director

1. Participates in formulating and developing policies, rules and regulations affecting the center.
2. Assists the Executive Director in the implementation of the rules, regulations and policies for the attainment of the goals and objectives of the center.
3. Performs, upon designation, the duties and responsibilities of the Executive Director, in the latter's absence.
4. Oversees the functions of the Administrative Staff.
5. Performs such duties as the Executive Director may assign.



Program Development and Monitoring Staff

1. Develops programs, projects and plans on student financial assistance.
2. Conducts developmental and statistical research studies.
3. Extrapolates statistical data.
4. Formulates policies, rules and regulations based on statistical inferences and research studies conducted by the various divisions.
5. Monitors and evaluates the student financial assistance programs.
6. Develops reporting system of the center.
7. Publishes materials on student financial assistance.

Administrative Staff

1. Assists/advises the Director in the development and execution of the policies relating to personnel management in accordance with Civil Service Law, rules and regulations and other directives and issuances.
2. Implements Civil Service Commission policies and decisions regarding personnel transaction such as recruitment, promotions and transfers.
3. Prepares appointments, plantilla of personnel, salary adjustment notices and processes applications for leaves, transfers, resignations, separations, reinstatements and upgradings.
4. Undertakes a comprehensive and balanced personnel program designated to raise the level of competence, efficiency, effectiveness and morale of personnel.
5. Assists in the development and formulation of performance standards and evaluation.
6. Keeps personnel records of employees including earned vacation and sick leave benefits.
7. Other related matters.

Budget Section

1. Plans, prepares and coordinates the Annual Budget Preparation to include the estimation of the cost required to finance the proposed program/activities of the center; preparation of the analysis and justification to support budget proposal; and provides assistance to management during budget hearings.
2. Prepares and controls request for allotments in accordance with the approved financial and work plan.

3. Prepares special budgets as the need arises.
4. Prepares and controls notice of Cash Disbursement Ceiling.
5. Prepares budgetary reports, keeps and safeguards budgetary records.

#### Accounting Section

1. Processes vouchers, payrolls, purchase orders, service orders and other regulations.
2. Certifies to the availability of funds before incurrence of obligations and examines their legality, accuracy of computations and proper account classifications.
3. Maintains basic accounting records and books of accounts to reflect accurately the financial condition of the center.
4. Advises the Director on the status of appropriations and allotments and other financial matters.
5. Maintains subsidiary records of accounts payable.
6. Prepares reports and other financial statements as may be required by management and other government agencies.
7. Makes periodic statements of subsidiary ledger balance.

#### Records Section

1. Acts as the receiving and releasing unit of all communications.
2. Serves certified copies of records (non-restricted) upon request.
3. Performs delivery services such as mailing checks and official communications, transmits telegrams, radio messages and other communication materials.
4. Maintains a systematic and updated file and compilation of records/documents.
5. Acts as the central custodian of all records and documents.

#### Supply and Property Section

1. Determines the equipment and supply needs of the office and prepares the NSSLC annual equipment and supply program.
2. Keeps in custody supplies/equipment and issues same from time to time pursuant to approved requisitions.
3. Prepares service orders for repair of office equipment.
4. Sees to the proper utilization and use of property, building and equipment.
5. Submits periodic inventories and other required reports.

### Cash Section

1. Keeps custody of cash and other accountable forms.
2. Keeps control of the Cash Disbursement Ceilings and the cash books for all disbursements.
3. Prepares daily report of and keeps record books for NSSLC checks issued and cancelled.
4. Prepares checks for cash advances/payrolls of personnel.
5. Prepares report of disbursements for personal services and sundry expenses, deposits and payment advices.
6. Prepares and pays payrolls and vouchers of personnel.

### Scholarship and Study Grants Division

1. Takes charge of all matters distinct to the scholarship and study grant programs.
2. Participates in formulating and developing policies, rules and regulations affecting scholarships and study grants.
3. Plans and develops strategies for the implementation of policies, rules and regulations on scholarships and study grants.
4. Conducts training programs for coordinators on scholarships and study grants.
5. Plans and conducts research studies on scholarship and study grant matters.
6. Formulates and prescribes admission criteria for applicants to educational assistance programs.
7. Evaluates performance of scholarships/study grantees.
8. Processes awardees' papers and recommends issuance of allowances and payment of school fees.

### Admission and Awards Section

1. Develops and formulates guidelines and timetables in the screening and selection of applicants to the scholarship and study grant programs.
2. Coordinates with the NETC on matters relating to the NS examination.
3. Administers the NS Examination.
4. Develops and prescribes program for the processing and scoring scholarship tests.
5. Develops and implements a scheme of scholarship/study grant slot distribution.



6. Analyzes and interprets test results and determines qualified applicants.
7. Recommends awardees under each scholarship and study grant program.
8. Evaluates the scholarship and study grant program and renders a report on applicants and awardees.

#### Evaluation and Processing Section

1. Recommends the financial privileges of scholars/study grantees not covered by the banking scheme.
2. Issues notices of payment for stipends and payment of school accounts of scholars/grantees covered by the banking scheme.
3. Constructs masterlists of awardees entitled to payment of allowance.
4. Reviews and countersigns monthly withdrawal slips of scholars/study grantees.
5. Acts on queries of awardees regarding unpaid stipends and school accounts of scholars and study grantees.
6. Coordinates with participating colleges and universities regarding late submission of school accounts of scholars and study grantees.
7. Coordinates with the agencies involved in payment of these.

#### Scholarship-Study Grant Fund Assessment Section

1. Processes and issues scholarship/study grant documents to awardees.
2. Accounts for scholarship and study grant slot.
3. Evaluates scholars and grantees performance.
4. Renders consultative assistance to the regional scholarship and coordinating unit.
5. Synchronize activities of the ROSU of the two autonomous regions with that of the SSGD to accounting slots.
6. Conducts researches on scholarship and study grantees.

#### Student Services Division

1. Plans, develops and implements the national guidance and counseling program for awardees.
2. Plans, develops, implements and evaluates a comprehensive and continuing system of information dissemination on educational assistance programs.

#### Information and Guidance - Counseling Section

1. Develops and implements a national guidance and counseling program for awardees.

2. Interviews awardees and assists them in finding solutions to their personal, academic, emotional, economic problems and other related problems.
3. Plans, organizes and conducts group guidance and orientation activities for awardees in the various places all over the country.
4. Conducts investigations and analyzes cases of awardees' request for reconsideration, extension, shifting, transfer, underloaning, dropping of subjects and recommends appropriate action.
5. Makes available to all concerned information and guidance service as needed.
6. Provides direction in the career development of graduates when needed.

#### Career and Job Placement Section

1. Plans, develops and undertakes a continuing program of information dissemination on the various educational assistance programs.
2. Gathers, consolidates, systematizes and makes available agencies concerned data on recipients of educational assistance.
3. Conducts continuing research studies on status and characteristics of awardees.
4. Establishes linkages with employment agencies for job placement of awardee-grantees.

#### Student Loans Division

1. Takes charge of all matters to the Student Loan Educational Assistance Program.
2. Participates in formulating and developing policies, rules and regulations affecting student loan grants.
3. Plans and develops strategies for the implementation of policies, rules and regulations on student loan educational assistance program.
4. Conducts investigation and recommends for appropriate action on matters concerning the student loan grant program.
5. Conducts training program pertaining to the student loan educational assistance program.
6. Evaluates and improves the repayment scheme on student loans.

#### Admission and Awards Section

1. Develops and formulates prescribed guidelines and timetable for screening and selecting qualified loanees.
2. Coordinates with the lending institution on matters relating to the Study Now Pay Later Plan program.
3. Evaluates qualifications of applicants for student loans and recommends approval/disapproval of loans.

4. Develops and prescribes programs for the processing and screening of applicants in the Study Now Pay Later Plan.
5. Develops and implements a rationalized scheme of SNPLP slot distribution.
6. Analyzes and determines qualified applicants and renders report thereof.

Evaluation and Processing Section

1. Evaluates the performance of grantees to determine loan continuance, discontinuance or suspension of loan grant.
2. Renders report to the Inter-Agency Secretariat on the performance of grantees.
3. Maintains an updated accounting of slots in every project of the SNPLP.
4. Analyzes, interprets, and compiles statistical data on loan assistance of grantees.
5. Synchronizes the activities of SNPLP with the five lending institutions on Student Loans.
6. Plans and conducts research studies on student loan matters.

Educational Loan Fund Assessment Section

1. Establishes linkages with the government and private employing agencies and negotiates for more job opportunities for the Study Now Pay Later Plan grantees.
2. Develops and implements a workable repayment scheme on loans.
3. Provides the Review Committee of the ELGF needed data on loanees.
4. Maintains up-to-date statistical data on status of deceased, defaultees and disabled loanees.
5. Works for the prompt release of funds for the ELGF by the Ministry of Budget and the Central Bank.
6. Tabulates and analyzes statistical data on repayment made by the Study Now Play Later Plan grantees.

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