

Republika ng Pilipinas
(Republic of the Philippines)
KADAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

December 10, 1992

DECS O R D E R
No. 112, s. 1992

SCHOLARSHIP PROGRAM FOR GOVERNMENT (SPG)

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators/Principals

1. Attached is Memorandum Circular No. 34, s. 1992 of the Civil Service Commission entitled "Establishing the Scholarship Program for Government and Providing for Its Effective Administration" with its implementing guidelines.

2. The Civil Service Commission requires all government agencies to submit to them a list of employee-candidates to be entered into the Computerized National Scholarship Pool. The employee-candidates should have been duly interviewed and assessed by experts on the regional level and will be matched with relevant scholarship opportunities that will be made available to the Commission.

3. The list of employee-candidates for scholarship using the prescribed CSC-SPG Form No. 2 (inclosed) together with the qualifications and statements of duties of the nominees should be sent direct to the Staff Development Division, Human Resource Development Service, DECS, for consolidation.

4. It is desired that the contents of this Order be immediately disseminated to all concerned. Effective October 15, 1992, only those with scholarship endorsements from the Commission will be allowed to leave the country.

(SGD.) ARMAND V. FABELLA
Secretary

Incls.:

As stated

Reference:

None

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
RULES & REGULATIONS

SCHOLARSHIPS
TRAINING PROGRAMS

(Inclosure to DECS Order No. 112, s. 1992)

Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 34, s. 1992

T O : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF
THE NATIONAL AND LOCAL GOVERNMENT INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND
STATE COLLEGES AND UNIVERSITIES

SUBJECT : Establishing the Scholarship Program for
Government and Providing for its Effective
Administration

In pursuit of the Civil Service Commission's constitutional mandate to establish a career system and, among others, to integrate all human resources development programs for government personnel at all levels and ranks (Article IX B, Section 3), and in keeping with Executive Order 292 which gives the CSC the authority to administer service-wide scholarship programs (EO 292, Book V, Section 16-10), the Scholarship Program for Government is hereby established.

The Scholarship Program for Government (SPG) shall make use of a system that draws its nominees from a list of employee-candidates submitted to the Commission by various departments, agencies, offices, and instrumentalities of government including the legislative, judiciary and executive branches. After the candidates shall have been assessed by a pool of interviewers/experts at the regional level, their names shall be entered officially in the Computerized National Scholarship Pool.

Allocation of Scholarship opportunities shall be biased in favor of Local Government units and particularly focused on employees performing field work or line functions. Depending on scholarship or study grants available at any given time - whether local or foreign, nominees will be matched with the corresponding scholarship opportunities relevant or appropriate to the career and personnel development thrust of the agency or office to which the employee/official belongs.

Priority shall be given to those who have not been able to avail of scholarship, study or training grants during the past 2 years - but will not include employees/officials who have been invited to attend regular conferences or meetings of the ILO, UNCTAD, or UN and other similar institutions.

Effective October 15, 1992, only employees/officials with scholarship endorsements from the CSC will be allowed to leave the country. The DFA has already been served notice to process only passports of nominees with such endorsements. In the meantime, NEDA will still continue to process papers for scholars to programs which have been arranged by its staff previously.

In the light of this development, you are invited to submit to the Commission a comprehensive list of twenty (20) employee-candidates you have properly identified or given the highest priority to attend training programs and or courses over the next two years.

Subsequently, as the grants become available, offices shall at the beginning of each year, update their nominee's list submitted and entered in the National Scholarship Pool. After appropriate assessment, it is only from this national pool of employees that the Commission shall draw its nominees for local and foreign scholarship grants.

The Personnel Development Committee (PDC) of your agency should be tapped and given the responsibility to assist by way of screening and recommending personnel for priority training and development.

The SPG form attached herein shall be accomplished and forwarded to us starting September 18, 1992 and must contain your agency's best bets as they will compete with other nominees from various agencies.

This Memorandum Circular shall take effect immediately.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

24 August 1992

A true copy.

SECTORAL CLASSIFICATION

I. Social

1. Health/Medical Treatment
2. Nutrition
3. Education
4. Labor and Manpower
5. Population
6. Social Services
7. Housing
8. Welfare
9. Public Utility Works
10. Judiciary
11. Peace and Order

II. Infrastructure and Technical Support

1. Science and Technology
2. Infrastructure
3. Energy
4. Transportation and Traffic
5. Telecommunication and Broadcasting
6. Postal Services

III. Economic

1. Agriculture
2. Commerce and Trade
3. Tourism
4. Mining and Minerals
5. Industry
6. Fisheries
7. Forestry
8. Animal Husbandry
9. Agrarian Reforms
10. Natural Resource Development and Management
11. Finance

IV. Development Administration and Planning

1. Human Resources
2. Development Plan and Administration
3. Managerial Program (regardless of sector)
4. Local Government
5. Policy Formulation and Analysis

AGENCY LIST OF NOMINEES

INSTRUCTIONS:

Please accomplish this form, preferably typewritten. Forward a copy to the Office for Human Resource Development, Civil Service Commission, Constitution Hills, Diliman, Quezon City not later than September 18, 1992.

1. Name of Agency: _____

2. Agency Address: _____

3. Telephone Number: _____ Telefax Number: _____

4. Type of Organization:

- | | |
|--|--|
| <input type="checkbox"/> National | <input type="checkbox"/> Local Government Unit |
| <input type="checkbox"/> Government-owned & Controlled Corporation | <input type="checkbox"/> State Universities & Colleges |

5. Sectoral Classification:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Social | <input type="checkbox"/> Infrastructure & Technical Support |
| <input type="checkbox"/> Economic | <input type="checkbox"/> Dev't. Administration & Planning |

Areas of Specialization: (refer to back page)

6. Statement of Agency Mission/Mandate:

7. Agency Key Functions/Services:

8. NOMINEES

100-1	100-2	100-3	100-4	100-5	100-6	100-7	100-8	100-9	100-10	100-11	100-12	100-13	100-14	100-15	100-16	100-17	100-18	100-19	100-20	
NAME	SECURITY CLEARANCE	CURRENT POSITION	STATUS OF APPOINTMENT	LENGTH OF SERVICE	NAME OF INSTITUTION & PLACE OF STUDY	E D U C A T I O N	DEGREE	MAJOR FIELD OF STUDY	DEGREES	FOREIGN LANGUAGES	LIST 5 TRAININGS	SCHOLARSHIP	SPENT ATTENDED	SPECIALIZATION	INTEREST					

Date: _____

Recommended by: _____

The above employees are hereby nominated to training scholarship grants appropriate/relevant to their field of specialization as indicated.

Chairman
Personnel Development Committee
PFDC

Signature of Head of Agency

Guidelines For the Scholarship Program For Government

The following guidelines are hereby established to govern the effective and equitable implementation of the scholarship program for government:

A. Procedure in the Selection of Nominees

The service-wide scholarship program administered by the Commission is open to all government employees. However, preference shall be given to those who have been identified or given the highest priority to attend academic or non-academic courses by their respective heads of agencies after an assessment process.

To facilitate the selection of nominees to available scholarship opportunities, the following procedures shall be observed:

1. At the beginning of each year, heads of agencies shall submit to the Commission at least twenty (20) candidates from among their employees who have been targetted to undergo a scholarship intervention upon the recommendation/certification of the agency's Personnel Development Committee (PDC). The number of candidates may be increased depending on the scholarship slots available. The list of agency candidates shall be updated, reiterated or cancelled by the agency head and submitted to the Commission on a yearly basis.

Prior screening by the Agency's Personnel Development Committee is required to ensure that the candidates meet the qualification requirements stipulated herein.

2. Qualification to the initial evaluation shall be the basis for the further screening of the candidate. This includes a personal interview conducted by a screening committee or by a pool of experts/interviewers at the regional level created for the purpose.
3. The DHRD shall evaluate the paper qualifications of the candidates to determine if they meet the minimum requirements of a given relevant training course/seminar or study grant. Evaluation criteria shall include, among others, education, work experience, age, job relevance, career goals or plans and organizational needs.

4. From among the lists submitted, the Commission, through the Office for Human Resource Development (OHRD), shall form a computerized manpower pool of scholar-candidates to be matched with the available scholarship training or study grants.
5. Agency candidates who are selected or nominated to a scholarship slot shall be required to submit additional documents, as follows:
 - a) Result of the comprehensive physical and medical examination and results of specific medical tests such as AIDS and Hepatitis;
 - b) Six (6) passport-sized pictures;
 - c) Birth certificate;
6. Upon submission of the supporting documents, the Commission shall endorse the nominee(s) to the donor's local embassy thru the Department of Foreign Affairs (DFA). The local embassy shall forward the candidate's papers to the training institution or university in the particular country where the final evaluation and selection of scholars is made.

The notice of acceptance by the donor country/institution/foundation is then communicated by the local embassy to the Commission through the DFA in the form of a *Note Verbale*.

For service-wide scholarships in local universities/institutions, the final selection and evaluation of candidates shall be made by the Commission.

A scholarship/training or study grant, fellowship, and/or study tour which is solicited by the individual employee or is a result of direct invitation to agencies shall be allowed, provided that such grants, fellowships or study tours are coursed to the Commission and determined as relevant to the manpower development requirements of the agency or government.

7. The Commission shall notify the different agencies, through their respective heads, of the status of their respective employee-nominee chosen for scholarship in local universities or scheduled for further screening for overseas scholarship.

8. In case the nominee is accepted to a foreign training/scholarship grant, the Commission shall:
 - a. issue a travel authority to the grantee;
 - b. endorse grantee to the Department of Foreign Affairs (DFA) for processing of travel document; and
 - c. endorse grantee to the Philippine Tourism Authority (PTA) for travel tax exemption

The grantee shall bring travel authority to the Consular Division of DFA together with the letter endorsement from Civil Service Commission (CSC) for issuance of official passport; proceed to PTA for travel tax exemption and then to concerned embassy for visa [for training of six (6) months duration or longer]. The travel authority issued by the CSC shall also be the basis for CID to allow the grantee to leave the country.

9. In case the grantee is provided a Non-PAL (Philippine Airlines) ticket by the donor country, he/she shall secure a waiver from the PAL (Government Travel and Ticketing Office).
10. The grantee shall proceed to the local embassy of the donor country or to the CSC for a pre-departure briefing.

B. Qualifications of Nominees

Candidates to any of the courses in the service-wide scholarship program must meet the following qualification requirements prior to selection/nomination by the Commission:

1. Must have rendered at least two years of government service.
2. Must hold a permanent appointment. Candidates with non-permanent appointments may, however, be granted a waiver by the CSC subject to the existing provisions under the Omnibus Civil Service Rules Implementing Executive Order 292.
3. Must have a college degree related to the field of study or training, or must have demonstrated ability and aptitude along the field of study/training.
4. Must not have a pending nomination for a scholarship or training grant under another program, or must not have availed of a scholarship

program within the past three years. A candidate who has availed of a scholarship program shall not be qualified for nomination within a one year period after he/she shall have completed his/her service obligation.

5. A minimum of satisfactory performance for the two (2) consecutive rating periods preceeding the scholarship;
6. No age limit shall be set unless otherwise specified by the donor country/institution.
7. Must qualify in the screening procedures established by the Commission for the purpose.
8. Each applicant selected for scholarship program or training or study grant shall undergo a thorough and complete physical examination by the Department of Health or any recognized government health or medical unit professionally and adequately equipped for such purpose. Candidates possessing symptoms of disease/illness or physical condition that might adversely affect their performance as students or trainees shall be disqualified.
9. Married pregnant woman or with a child or children irrespective of age shall be considered for local and foreign scholarship training grants.

C. Documentary Requirements

A nominee whose qualifications or credentials matches a grant available shall be required to accomplish the application form(s) for the donor country or institution and to submit the following documents:

1. A certification addressed to the Chairman of the Civil Service Commission signed by the department/agency head or the duly authorized representative/official, indicating, among others, the following:
 - a) That the nominee has no pending administrative and criminal charge.
 - b) That the nominee's spouse has no objection to his/her nomination and eventual endorsement to avail of a study/training grant.

- c) That the nominee has at least a bachelor's degree in case of academic studies leading to graduate or post-graduate courses.
 - d) That the services of the nominee once accepted, shall be utilized or harnessed by the agency, for the period provided in these guidelines.
 - e) That the nominee shall be paid his/her salaries and other financial benefits or remuneration due them while on scholarship.
2. Certified copy of the nominee's service record;
 3. Statement of actual duties and responsibilities;
 4. An authenticated copy of the nominees' transcript of records and/or diploma.

D. Terms and Conditions of Scholarship Contracts

Scholarship opportunities for academic studies or training grants are considered as contracts or agreements between the individual employee and the agency, to which both bind themselves to perform certain actions, conditions and obligations. Prior to the grant of a scholarship opportunity, a Scholarship Contract detailing such conditions and obligations shall be executed. These include, among others, provisions on the specific obligations of the scholarship-grantee, as follows:

1. A service obligation on the part of the scholarship grantee is as follows:

<u>Training/Scholarship Duration</u>	<u>Service Obligation</u>
For every year or a fraction thereof but not less than six (6) months	2 years
A fraction of a year less than six (6) months but not less than two (2) months	1 year
A fraction of a year less than two (2) months	6 months

2. Fulfillment of reasonable standards of behavior or academic/training performance while on scholarship. Such standards shall be established by the Personnel Development Committee and approved by the head of agency.

3. Submission of a completion report on the scholarship enjoyed within thirty (30) days after reporting to duty. The report should contain at least a brief description of the program, insights gained or highlights and their practical application in the agency, problems encountered and recommendations, if any. A re-entry plan or proposal for the application or sharing of the newly-acquired skills and expertise shall also be submitted upon completion of at least six (6 months) of study/training.
 - a. In case of foreign grant, the submission of completion reports, re-entry plans or proposals, the original shall be forwarded to the Civil Service Commission copy furnished the head of agency.
 - b. The implementation of re-entry plans, proposals, and the exercise of sharing the learnings gained, in case of foreign grants shall be closely monitored by the Head of Agency.
4. Turn-over or submission to the agency of all materials and academic work (or copies thereof) received and prepared in connection with the scholarship to form part of the agency's reference library.
5. Cancellation of the scholarship grant or refund of a portion or all agency expenditures in case of willful violation of the terms and conditions of the contract, including, but not limited to, failure to render the service obligation, violation of the behavioral standards, or inability to meet the specified academic performance or training requirements.

On the other hand, the scholarship contract shall also stipulate the obligations of the agency, as follows:

1. Grant temporary release to employee-grantee from all official duties and responsibilities for the duration of the program and allow his/her attendance/participation thereto on official time.
2. Shoulder the necessary expenses required by the scholarship grantee and pay all the benefits/remuneration due him/her for the duration of the program. Such benefits and expenses include, in appropriate cases:

- a. salary
 - b. living allowance
 - c. per diem
 - d. transportation expenses
 - e. clothing allowance
 - f. tuition and matriculation fees
 - g. books and supplies
 - h. medical and dental care,
 - i. insurance,
 - j. and pre-travel expenses.
3. Monitor the progress of the scholarship-grantee for the duration of the program to determine his/her progress and or academic performance.
 4. Based on the scholarship-grantee's completion report, facilitate the process of sharing and applying newly-acquired skills and expertise among colleagues or staff in the agency. In appropriate cases, the agency shall likewise undertake the evaluation and provide support for the implementation of the grantee's re-entry plan or proposal.
 5. Submit to the Civil Service Commission a semestral report on the status of its scholarship program to be incorporated initially, in the "Report of Training, Development and Scholarship Programs/Activities". The overall evaluation of the scholarship program of the agency shall likewise be submitted to the Commission at the end of each Year.

Except for the contract for scholarship in local universities which shall be between the agency and the scholarship-grantee, all other contracts under the service-wide scholarship program shall be attested/witnessed by the Commission.

E. Other Operating Guidelines

Penalties for Violation of Scholarship Contracts

In the event that the scholar-grantee fails to fulfill/render the service obligation stipulated in the contract through willful neglect, resignation, voluntary separation or transfer, he/she shall refund to the agency the full amount actually spent in connection with the

study or training grant. Such refund, however, may be condoned in the following instances:

1. abolition of the office;
2. involuntary phase-out of the scholarship-grantee due to reorganization; and
3. death or permanent disability

The proportionate refund of the monetary value of the scholar-grantee's service obligation may be allowed after he/she has served/rendered at least 75% of the total service obligation in the department or agency which authorized his/her grant. In such cases, the proportionate amount of refund shall be determined by the agency and confirmed by the Commission, while the mode of payment shall not exceed three (3) years after an agreement, duly executed in an affidavit and secured by a bond, has been effected between the grantee and the agency concerned.

Payment of the salary of a scholarship-grantee shall be suspended in case of failure to render an accounting of his/her cash advance within a reasonable time after reporting to duty.

Liquidation of cash advance should be made within thirty (30) days for local scholarship grant, and sixty (60) days for overseas training or study grant. The procedure for such liquidation or rendition of account for cash advance shall be in accordance with existing rules and regulations or such rules and regulations as may be promulgated by the Commission on Audit (COA) for the purpose.

Allowable Expenses Incidental to the Grant

A scholarship grant runs from the time the study or training program commences and ends at the last day of the course. Grantees, however, may be allowed sufficient time to prepare the necessary documents before, or accomplish the customary requirements for the program.

In case of foreign or overseas scholarships, duration of the grant shall include travel time computed according to the shortest or most direct air route. Also included in the duration of the grant is a grace period of not more than three (3) days before and three (3) days after the official travel, unless otherwise specified in the authority issued for the trip. Any additional extension either in time or day caused by taking a different or longer route shall not be on government time or expense.

Once a scholarship opportunity has been granted to qualified employees, they shall be considered on full-time study or training status. This will mean a temporary release from the duties and responsibilities of the position to enable him/her to take full advantage and concentrate on acquiring the knowledge and skills that will benefit both the organization and the public service as a whole. As such, the scholar-grantee shall not be given nor shall he/she accept any other assignment or be entitled to any emoluments, allowances or privileges other than those authorized in these guidelines.

Salary. As a general rule, all scholarship-grantees shall receive their full salary while on study or training grant. Non-payment of salary or leave without pay while on scholarship/training shall be observed in the following cases:

1. When the employment of substitutes is imperative for the continuing operations or delivery of vital services of the department/agency and there are no savings or other funds available for the payment of such substitutes; and
2. When the scholarship grant is self-solicited and does not fall under the priority listing of programs under the Scholarship Program of Government and that the grantee has already exhausted all his leave credits.

Living allowance and per diem. The scholar-grantee, irrespective of his/her official rank, shall be entitled to a monthly stipend or living allowance for the duration of the training.

In cases where the scholarship grant includes/ requires provisions for ad hoc studies or observation trips of not more than thirty (30) days, the grantee shall be entitled to such per diem as may be authorized by the Commission but not exceeding \$15 or its equivalent per day. Should such ad hoc studies or observation trips take place at the same place for more than thirty (30) days, the grantee shall receive, instead, the monthly allowance herein provided, effective as of the starting date of said studies or trips.

On the other hand, if the study or training program involves travel from one station to another, the scholarship-grantee shall be on travel status and shall be entitled to per diems or living allowance, as the case may be, provided that such travel status shall not be more than thirty (30) days within a period of one (1) year. Travel status in excess of thirty (30) days shall be subject to the approval of the Commission.

Where the overseas scholarship-grantee is provided by the sponsoring institution/country with stipend, per diem, or allowance lower than that prescribed in these guidelines, he/she shall be entitled to the difference between the amounts.

Transportation. The scholarship-grantee shall be entitled to transportation next below the first class. However, in case the sponsoring institution/agency or host country provides a lower class of transportation, the grantee concerned may avail of the class of transportation herein authorized, provided that the additional cost shall be borne by the department/agency concerned if funds are available for the purpose.

In case the grantee is not provided with transportation by the host country or sponsoring organization or agency, he/she shall be allowed official transportation which shall be of the economy class unless otherwise specified in the travel authority.

Clothing Allowance. The scholarship-grantee for overseas study or training program shall be entitled to clothing allowance of \$400 for temperate and \$300 for tropical zones if such grant runs for two (2) years or less. The clothing allowance shall not be granted more than once during the two-year period and a certification that no such allowance has been received two (2) years prior to the claim shall be submitted with the request.

In cases where the subsequent allowable clothing allowance for a second trip is less than the previous claim or when such allowance granted by the sponsoring institution is less than the amount herein indicated, the scholarship-grantee may claim the difference.

Tuition and matriculation; books and supplies.

A scholarship-grantee shall be entitled to tuition and matriculation fees in case the same is not specifically provided in the grant. Expenses for books and supplies shall also be allowed provided that the same are certified by the school authorities as necessary for his/her studies, and the amount to be granted for such books and supplies shall not exceed \$150 or its equivalent per year.

Medical and dental care. Where the grant does not so provide, the overseas grantee shall be entitled to a reasonable allowance for medical care and hospitalization if the illness is contracted in the line of duty. If a grantee

becomes seriously ill and his/her recovery cannot be expected within a reasonable time, he/she shall return home as soon as his/her physical condition permits.

Allowance for dental care shall only be granted for ordinary treatment and shall not include dentures, bridges, and other related services.

Pre-travel expenses. An overseas scholarship-grantee shall be entitled to pre-travel expenses of P600.00 to cover local transportation fares to and from within Metro Manila, medical examination, and processing of passport and travel tax exemption. Other incidental expenses are also covered such as photographs, affidavits, certificate of birth, local portorage at customary rates and related airport expenses excluding fees for excess baggage.

Insurance. Any official or employee travelling under a scholarship grant shall be allowed reimbursement of premiums for accident insurance for the duration of the official trip abroad. Such insurance shall not exceed fifty thousand pesos (P 50,000.00) and under no circumstance shall premiums on insurance of personal or household effects belonging to any official or employee on official travel be charged to government funds.

Chargeability of expenses. The expenses for per diems, allowances and other items authorized under these guidelines, unless otherwise specified, are to be charged against the appropriations of the office/agency/department to which the official or employee concerned belongs, subject to availability of funds.