



JUN 24 2009

DepED ORDER
No. **68**, s. 2009

SCHOLARSHIP AND TRAINING GRANT/FELLOWSHIP POOL

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. The Department of Education (DepED) fully supports the continuous development of its manpower to improve performance through scholarship/fellowship and training grants local and overseas among others. A Scholarship Secretariat chaired by the Assistant Secretary for Programs and Projects was also constituted.

2. To ensure smooth implementation of the DepED Scholarship Program, equitable allocation of scholarship/fellowship slots and avoid loss of scholarship slots due to delay in submission of nominees, the Scholarship Secretariat shall maintain scholarship/fellowship/training grantees pool from where the nominees to specific programs shall be selected on the basis of criteria set by either the sponsoring agency or the DepED.

3. To facilitate the pooling of prospective grantees, all offices concerned shall on the basis of needs, submit their nominees, to the DepED Scholarship Secretariat. The following guidelines shall be observed in identifying nominees:

- a. All divisions shall maintain its own pool of nominees for specific training areas;
- b. Teachers and school administrators who were recipient of national awards shall be included in the pool; and
- c. Nominees selected should meet the following requirements and should submit the documents enumerated in c.2.

c.1 Requirements:

- Had been in the service for at least 5 years with at least very satisfactory performance for the last two years;
- Has shown strong leadership potential in the school and in the community;
- Has initiated innovations in the area being recommended;
- Has no pending administrative case and a person of good moral character;
- Is certified to be in good health by a local government physician and is fit to undergo serious studies away from his/her family for a week or more to one year;

- Has capability to disseminate or train other teachers/school administrators on the area studied upon returning from training;
- **After availment of the study grant, the scholar shall serve DepED for 2 years for every year of study or a fraction thereof not less than 6 months; 1 year for a fraction of a year less than 6 months but not less than 2 months of study, and; 6 months for a fraction of a year less than 2 months as stipulated in Executive Order No. 367 dated August 21, 1989 (Enclosure No. 1);**
- **The grantee shall sign a Scholarship Service Contract to this effect witnessed by the School Administrator as guarantor (Enclosure No. 2);**
- Is computer literate as needed; and
- Is 50 years old and below or depending on the age requirement set by the sponsoring organization/ agency and/or Department.

c.2 Documents for submission:

- Personal Description Form (PDF)
- Service Record
- Certificate of no pending case
- Certificate of good moral character
- Certificate of grades/years and subjects taught for the last 3 years
- Trainings/scholarships attended for the last three (3) years
- Medical Certificate
- Duly authenticated transcript of records

4. The nominating divisions and regions shall certify that trained personnel shall be utilized in enhancing school performance along the area where they trained on.

5. In cases where fellowships/training courses require counterpart funding like round trip airfare, allowance, etc., the nominating divisions/regions shall certify to pay such expense item. As a general rule, pre-departure expenses of selected scholars shall be charged to local funds.

6. The pool of nominees from each region which shall be grouped by area of study and classified as foreign or local, degree or non-degree shall be indorsed by the heads of schools and/or units to the division which in turn shall indorse the same to the region then to the DepED Scholarship Committee Secretariat. A teacher/administrator shall be nominated only to one area. The pool of nominees shall be addressed to:

Office of the Assistant Secretary for Programs and Projects
Chair, Scholarship Committee Secretariat
Department of Education, Meralco Avenue, Pasig City

7. Final evaluation of nominees shall be undertaken by the DepED Scholarship Secretariat which may/shall directly contact the nominee for other needed documents for submission.

8. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

SCHOLARSHIPS
TEACHERS
TRAINING PROGRAMS

Sheila, MPPD-TS, DO Scholarship and Training Grant
June 11, 2009

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MANILA

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EXECUTIVE ORDER NO. 367

FURTHER AMENDING EXECUTIVE ORDER NO. 129 DATED MAY 6,
1968, AS AMENDED BY EXECUTIVE ORDER NO. 421, DATED
NOVEMBER 26, 1973

I, CORAZON C. AQUINO, President of the Philippines, by
virtue of the powers vested in me by law, do hereby order:

SECTION 1. Section 7, Title I of Executive Order No
129 is hereby amended to read as follows:

"Sec. 7. Clothing Allowance. The grantee or trainee shall be granted clothing allowance of \$400 for temperate and \$300 for tropical zones for the duration of 24 months and below. The clothing allowance shall not be granted more often than once every twenty-four (24) months and a certification that no clothing allowance has been received during the next preceding twenty-four (24) months shall be submitted together with the request. In cases where the clothing allowance previously received by the grantee or trainee concerned was less than the clothing allowance for the subsequent trip, or when the clothing allowance being granted by the donor is less than the clothing allowance indicated herein, he may be granted the difference."

SEC. 2. Section 12 of Title I of the Executive Order No. 129 is hereby amended to read, as follows:

"Sec. 12. Obligations of a grantee or trainee. In consideration of his acceptance of a foreign scholarship/training grant, the grantee or trainee binds himself to the following conditions:

- a. To live up to the terms and conditions of grant;
- b. To conduct himself in such a manner as not to bring disgrace or dishonor to himself or to his country;
- c. To keep up with the standards of scholarship or accomplishments;

- d. To submit to the head of his office and the Committee his official transcript of grades at the close of each quarter, term or semester;
- e. To return immediately upon the termination of his scholarship/training;
- f. To submit to the head of his office and the Committee a report on his study/training within sixty (60) days after his return to duty;
- g. To submit a re-entry plan or proposal for the application of newly-acquired skills or expertise to his Office and the Committee, upon completion of at least six (6) months study/training; and
- h. To serve his Office or any other government office or instrumentality as the exigencies of the service may require, for the specified period indicated below:

NATURE	TRAINING	
	TRAINING DURATION OF SCHOLARSHIP	SERVICE OBLIGATION
For academic non-academic programs, including extensions	For every year or a fraction thereof not less than 6 months	2 years
	A fraction of a year less than 6 months but not less than 2 months	1 year
	A fraction of a year less than 2 months	6 months

Failure of the grantee or trainee to fulfill the obligations provided under subparagraphs (a), (b), (c) and (d) of this Section shall be sufficient cause for the cancellation of his scholarship/training grant and for his recall. Should failure in any of such cases be due to his own fault or willful neglect, he shall refund all expenses in accordance with the provisions of the succeeding subparagraphs of this Section.

For failure to render the required length of service referred to in subparagraph (h) of this Section, on account of voluntary resignation, retirement, separation from the service through his own fault or other causes within his control, the grantee or trainee shall refund in full to his agency such amount as may have been defrayed for expenses incident to his scholarship/training as determined by the Committee.

The obligations of grantees or trainees affected/displaced by the reorganization of their respective departments shall be governed by the herein attached "Obligation of Scholars Displaced by Reorganization," which is made an integral part of this Executive Order.

It is the policy of the Committee to allow proportionate refund of the monetary value of the grantee's or trainee's service obligation, when he has served at least 75% of the total service obligation in the agency/department which sent him abroad.

The proportionate amount and mode of payment shall be determined by the agency and confirmed by the Special Committee on Scholarships. In such cases, the amount shall be paid within three (3) years from the effectivity of the arrangement between the grantee or trainee and his agency, and to the execution of the affidavit of undertaking duly secured by a bond with his agency/department.

A condonation of the agency/department concerned may be allowed only in the following cases:

- a. Abolition of the Office or involuntary phase-out of the trainee or grantee in a reorganized office; and
- b. Death or permanent disability

The Committee may impose such other penalties as it may deem necessary for failure of the grantee or trainee to fulfill other obligations provided under this Section."

SEC. 3. Section 16 of Executive Order No 129, dated November 26, 1973, is hereby further amended to read as follows:

Sec.
nd

Officials
under this

Clothing Allowance Per Diem

- a) The Department Secretaries; the Executive Secretary; the Cabinet Secretary; other officials with Cabinet rank; the Chairman, Commission on Audit; the Chairman, Commission on Elections; the Chairman, Civil Service Commission; the Director-General, National Economic and Development Authority; the Legal Adviser to the President; the Legislative Secretary; the Deputy Directors-General and Assistant Directors-General, National Economic and Development Authority; the Department Undersecretaries; ambassadors, ambassadors extraordinary and plenipotentiary; the Deputy Executive Secretary; the Undersecretary, Presidential Management Staff; the Assistant Executive Secretaries; the Department Assistant Secretaries; the Solicitor General; the Commissioners, Commission on Audit; the Commissioners, Commission on Elections; the Commissioners, Civil Service Commission; the Commissioners, Merit Systems Protection Board; the Government Corporate Counsel; the Managing Director, National Computer Center; the President, University of the Philippines and the presidents of other state universities; the Chairman of governing boards and the general managers or the managing heads of government-owned or controlled corporations; heads of delegations with full powers; and other officials of similar or equivalent rank. \$300.00 \$100.00
- b) The vice-chairman and members of the governing boards and councils and the assistant general

ral managers or other assistant managing heads of government-owned or-controlled corporations; career ministers; directors of bureaus and bureau-level offices; assistant directors of bureaus and bureau-level offices; general officers of the Armed Forces of the Philippines; vice-presidents of state universities; and other officials of similar or equivalent rank.	\$300.00	\$80.00
c) The heads of primary units and officials of equivalent rank in the Executive Department, the Constitutional Commissions, and Government-owned or-controlled corporations; field grade officers of the Armed Forces of the Philippines; foreign service officers; heads of state colleges and deans of colleges of the University of the Philippines; and other officials of similar or equivalent rank.	\$250.00	\$70.00
d) All other employees.	\$250.00	\$60.00

In addition to the aforementioned clothing allowance and per diem, members of the Cabinet and persons holding other positions of equivalent rank shall also be entitled to reasonable expenses of \$80.00 per day.

The per diem herein provided for shall be granted only for the duration for the official trip, including travel time as defined in Section 20 hereof."

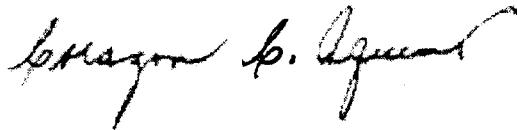
SEC. 4. Section 21, Title III of Executive Order No. 129 is hereby amended to read as follows:

"Sec. 21. Pre-Travel Expenses - The grantee or trainee shall be provided allowance of P600 for local transportation fares to and from and within Metro Manila; medical examination; processing for the issuance of passport and travel tax exemption including incidental expenses for photographs, affidavits, certificate of birth and other related expenses; airport expenses excluding fees for excess baggage; and local portorage at customary rates."

SEC. 5. The Special Committee on Scholarships, in coordination with the Department of Budget and Management, shall conduct periodic review of the rates of allowances, per diem and other expenses mentioned in the preceding sections for its implementation. The Committee tasked with the administration and enforcement of Executive Order No. 129, as amended, shall promulgate the necessary implementing rules and regulations. Such rules and regulations shall become effective fifteen (15) days after publication in a newspaper of general circulation.

SEC. 6. This Executive Order shall take effect immediately.

Done in the City of Manila, this 21st day of August in the year of Our Lord, nineteen hundred and eighty-nine.



By the President:



CATALINO MACARAIG, JR.
Executive Secretary

SCHOLARSHIP SERVICE CONTRACT

The Government of the Philippines through the _____, represented by
 (Agency/Office) _____ with principal office at
 (Head of Agency/Office) _____, hereinafter referred to as the GRANTOR;
 _____ of legal age, Filipino, single/married, presently
 residing at _____
 hereinafter called the GRANTEE;
 _____ of legal age, Filipino, single/married,
 presently residing at _____
 hereinafter called the GUARANTOR.

WITNESSETH:

That the pursuant to the provision of E.O. 129 as amended and in consideration of the grant and acceptance by the GRANTEE of a scholarship/training award to undergo on official time a program entitled _____ from _____ to _____, the GRANTEE hereby agrees to fulfill the following terms and conditions:

1. That the Grantee shall keep up with the standards of scholarship or award;
2. That the Grantee shall conduct him/herself in a manner as not to bring disgrace or dishonor to him/herself and/or his/her country;
3. That the Grantee shall submit to the head of his/her Office and to Special Committee on Scholarships (SCS) at the end of each term, his/her official transcript of grades, certificate of performance or its equivalent;
4. That if there is sufficient reason for the extension of the Grantee's original scholarship/training/award, he/she shall submit a formal request to his/her agency with justification and recommendation from his/her Program Adviser, six (6) months prior to the expiration of his/her travel authority/validity of the passport. It is understood that approval of the extension shall be made only upon the approval of the head of agency/office and upon the Grantee's execution of a supplementary training/scholarship contract covering the extension period;
5. That the Grantee shall return immediately to the Philippines and report to his/her office upon the completion or termination of his/scholarship, fellowship or training grant;

6. That the Grantee shall submit to his or her Office, SCS and other concerned offices a completion report on his or her training/scholarship within sixty (60) days after his/her return to duty, as per attached outline;
7. That the Grantee shall serve his/her office or any other government office or Instrumentality for the period of _____ year (s) as exigencies of the service require per Section 2 of EO 367;
8. That the Grantee accepts the value of the following as follows:

a. Transportation (GOP, Local & International)	P _____	\$ _____
b. Tuition fees & other fees	P _____	\$ _____
c. Allowances (GOP & Sponsor)	P _____	\$ _____
Clothing	P _____	\$ _____
Living/Stipends		\$ _____
Establishments		\$ _____
Books		\$ _____
d. Salaries, other emoluments & Adjustments	P _____	
TOTAL	P _____	\$ _____

9. That should the Grantee fail to comply with the foregoing conditions through/his/her fault or willful neglect, resignation, voluntary retirement or other causes within his/her control, he/she shall refund to his/her Office the amount defrayed by the Philippine Government and the sponsor as enumerated in Section 8;

Proportionate refund shall be allowed, provided that the Grantee has serve his/her Office or agency at least 75% of his/her total service obligation;

10. That the Grantee shall have a guarantor as his/her co-maker or co-signor in this contract who shall assume full responsibility jointly and severally should he/she fail to comply with the conditions set forth.

IN WITNESS THEREOF, we have hereunder set our hands this _____ day of _____, _____, at _____.

Head of Agency
(GOP Representative)

(Grantee)

Guarantor/Address
(Relative to the Grantee)

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) s.s.

BEFORE ME, this _____ day of _____ in the
Municipality of _____, Philippines,
personally appeared _____, with
Residence Certificate No. _____ issued at
_____ on _____
respectively, known to me to be the same persons who executed the foregoing
instrument and they acknowledged to me that the same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this _____
day of _____.