



M.C. No. 38, s. 1998

## MEMORANDUM CIRCULAR

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

**SUBJECT : Equitable Distribution of the Local Scholarship Program  
(LSP) Benefits**

Pursuant to CSC Resolution No. 98-2827 dated October 29, 1998 the Civil Service Commission (CSC) revised the existing guidelines on the award of scholarship grants. Hence, the Guidelines and Operating Procedures on the Equitable Distribution of the Local Scholarship Program (LSP) Benefits is attached for the information and guidance of all concerned.

This Memorandum Circular supersedes pertinent provisions of MC No. 26, s. 1996.

  
**THELMA P. GAMINDE**  
Commissioner

October 29, 1998

**HRDO**

/csc-hrdo-sad: lsp-equi (msw)

# GUIDELINES AND OPERATING PROCEDURES FOR THE EQUITABLE DISTRIBUTION OF THE LOCAL SCHOLARSHIP PROGRAM (LSP) BENEFITS

The following is the revised Guidelines and Operating Procedures for the equitable distribution of scholarship grants on the Local Scholarship Program (LSP):

## AWARD OF LSP GRANT

- ☐ Each region shall be allotted a number of scholarship grants based on the number of provinces/legislative districts a region has, as follows:

Region	Proposed Regional Quota <i>(Based on Quota for each province/district)</i>
NCR	116
CAR	30
01	40
02	33
03	50
04	48
05	45
06	60
07	50
08	39
09	33
10	39
CARAGA	25
11	53
12	18
ARMM	21
	700

- ☐ To realize the allocated slots for the province/city, the cut-off score shall be adjusted based on the slots available. For example, if Baguio City has 10 slots, the Civil Service Regional Office (CSRO) will get the first 10 examinees obtaining the highest score in Baguio City to qualify for the interview phase of the LSP assessment process.
- ☐ The Office for Recruitment, Examination and Placement (OREP), CSC, therefore, shall simply rank the examinees per province/city and region wide.
- ☐ In case there are no examinees for a given province/city, or in case of waivers of grantees, the CSRO shall allocate the slots for that particular province/city to the examinees in the poorer province.
- ☐ In extreme cases, where there are less examinees than the number of targetted scholars in a particular region, the Commission, through the Human Resource Development Office (HRDO), shall allocate the quota to other regions, prioritizing the more disadvantaged region/province. ■

**29 October 1998**  
**HRDO**