



MC NO. 20, s. 1995

MEMORANDUM CIRCULAR

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 : Revised Guidelines and Operating Procedures on the Local Scholarship Program (LSP)

Pursuant to CSC Resolution No. 95-5327 dated August 31, 1995, the Commission promulgated the revised guidelines and operating procedures on the Local Scholarship Program (LSP). Attached are the said guidelines for the information and guidance of all concerned.

This Memorandum Circular supersedes MC No. 26, s. 1994. Other issuances on the implementing guidelines and operating procedures of the Local Scholarship Program inconsistent with these guidelines are also hereby superseded.


CORAZON ALMA G. DE LEON
Chairman

August **31** 1995

Republic of the Philippines
CIVIL SERVICE COMMISSION



**Re: Revised Guidelines on the
Local Scholarship Program (LSP)**

RESOLUTION NO. 955327

WHEREAS, the Commission has been implementing the Local Scholarship Program (LSP) for the past two (2) years;

WHEREAS, some concerns have been expressed by the beneficiaries of the program, particularly on the extension of LSP grant, refund of tuition fees, acceptance of temporary appointment before or during scholarship, scholars who are reporting to office from time to time; administrative cases involving scholars and service contract with the agency;

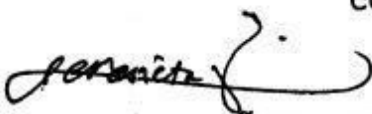
WHEREAS, the aforesaid concerns need to be addressed by the Commission to make the terms and conditions of the scholarship grant clearer;


WHEREFORE, foregoing premises considered, the Commission hereby resolves to adopt the attached revised implementing guidelines and operating procedures on the Local Scholarship Program (LSP).

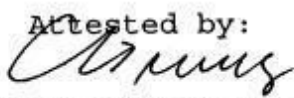
This Resolution shall supersede the previous guidelines adopted in CSC Res. No. 93-299 and disseminated by Memorandum Circular Nos. 5, s. 1993 and 26, s. 1994.

Quezon City, **AUG 31 1995**.


CORAZON ALMA G. DE LEON
Chairman


RAMON P. ERENETA, JR.
Commissioner


THELMA P. GAMINDE
Commissioner

Attested by:

CARMENCITA GISELLE B. DAYSON
Board Secretary VI

IMPLEMENTING GUIDELINES AND OPERATING PROCEDURES ON THE LOCAL SCHOLARSHIP PROGRAM (LSP)

The administration of the LSP shall be governed by the following guidelines:

SCOPE OF THE PROGRAM

The Local Scholarship Program is open to all government employees who want to pursue a one-year masteral degree and who pass the selection criteria established by the Commission for the purpose.

SELECTION PROCEDURE

Employees who possess the following qualifications shall be eligible to take the written examination:

- o a Bachelor's degree from a college or university of good standing;
- o a permanent appointment at the time of filing;
- o at least two (2) years work experience (in aggregate) in government;
- o performance rating of at least SATISFACTORY for the last two consecutive rating periods;
- o not more than 45 years old as of last birthday;
- o in good health;
- o no pending administrative case;
- o must not have earned a masteral degree; and
- o must not have availed of any foreign/local scholarship grant from the government in the past two years prior to the school year employee will study.

However, an employee who has previously earned masteral units but has not completed any masteral degree shall be accepted in the program. The original course he/she intends to pursue must be offered in any of the participating schools and he/she must be able to complete the course in one year's time. Otherwise, he/she may start another course.

Once the employee qualifies in both the written examination and interview, he/she shall be entitled to the benefits of the grant. If a scholar is not accepted in one participating school, he/she may seek admission in another participating school.

In case the scholar is not authorized by the agency head to pursue the grant on official time, or he/she decides not to avail of the scholarship for one reason or another, he/she forfeits the privilege of the grant. No deferment will be allowed.

LSP scholars may be allowed to study and at the same time report to office provided they finish their course in the prescribed period. Otherwise, they shall refund all expenses incurred by the Commission for their studies.

In case the scholar is not allowed to study on official time, he/she may go on official vacation leave with pay, or leave without pay, not exceeding one year in case the scholar has no more leave to his/her credit. However, the grant of such leave shall be at the discretion of the agency head.

APPLICATION PROCEDURE

Application forms or their facsimile for the competitive examination shall be obtained from any Civil Service Commission Regional/Provincial/Field Office. Such forms may be reproduced and are given free to those interested in taking the written examination.

When filing, the applicant shall submit the accomplished form to the nearest regional/provincial/field office of the Commission. The Central Office of the Commission shall not accept nor process any accomplished application form.

The Commission shall accept applicants on a first-come-first-serve basis. No application fee shall be charged.

RESPONSIBILITIES OF THE SCHOLAR

The scholar shall:

- o choose a field of study relevant to the needs of his/her agency;
- o sign a scholarship contract with the Commission and his agency covering the terms and conditions of the scholarship; and
- o complete all requirements for the masteral degree within one year. This means completion of all academic units, term papers, examinations, and thesis or project/research study needed to earn a masteral degree.

In case a scholar is unable to complete the course within one year due to circumstances beyond his control, the grant may be extended by the CSC Regional Director up to a maximum period of 18 months. However, whether or not the scholar will continue his study on official time during the extended term is addressed to the sound discretion of the agency head. The grant shall cover the tuition and other school fees of the scholar for the extended term provided that the amount of P22,500 allotted for each scholar has not been fully utilized.

- o upon the completion of the course, serve his/her agency for a period of not less than two years for every year of scholarship or a portion thereof in excess of six (6) months.
- o submit a copy of academic record or grades to the CSC Regional Offices at the end of each semester/term duly certified by the school registrar or official concerned.

A scholar studying on official time but who reports to office from time to time, is not required to record his/her time of arrival and/or departure.

A scholar who accepts temporary appointment before or after enrollment shall automatically become disqualified to avail of the grant.

If the scholar receives an incomplete grade in a particular semester or term, he/she shall still be allowed to avail of the scholarship grant for the next semester.

In case the scholar receives a failing grade, the scholarship grant shall be discontinued. He/she shall refund all expenses incurred to the CSC and all remunerations such as salary and allowances to his/her agency for the period covered.

The same ruling shall apply to a scholar who discontinue his/her studies for reasons other than those beyond their control, such as serious illness. The term **serious illness** means the scholar is incapacitated by illness or disease to report back to the school to study and to his/her agency to work. The scholar may resume his/her studies once he/she gets well.

A scholar who discontinues his/her studies or who fails to complete the course due to his own fault or willful neglect, except those due to illness or health reasons, shall be barred from participating in future LSP examinations or assessment processes.

On Administrative Cases

In case an administrative case is filed against an employee who has been awarded a LSP grant but has not yet enrolled, the employee shall not be allowed to avail of the grant while the case has not been resolved.

When the formal charge is filed after the scholar has enrolled, he/she shall be allowed to continue his/her studies unless the offense involved is grave and the evidence of guilt is strong. Moreover, in case the scholar is subsequently found guilty and dismissed from the service, he/she shall refund to the Commission and his/her agency all expenses incurred in his/her studies and salaries received while studying.

SUPPORT OF THE AGENCY

When a candidate qualifies and meets all requirements of the program, the head of agency shall:

- o exercise full discretion in authorizing the scholar to study on official time for one year;
- o relieve the scholar of all duties and responsibilities for the duration of the grant;
- o pay the scholar's salary and other benefits and allowances; and
- o shoulder other essential and lawful expenses such as:
 - a) Cost of transportation from the scholar's official station to the place of school in case the scholar is enrolled in another province or region;
 - b) Relocation allowance for the first thirty (30) days, the rates of which shall be in accordance with NBC No. 391, 391-A and Executive Order No. 389.

Such allowances may be given to LSP grantees subject to availability of funds and the usual accounting and auditing rules and regulations.

However, if there are other allowances given to scholars of agency sponsored scholarship programs the same may be given to LSP scholars of that agency.

The agency head may also give additional book allowance and or thesis/writing assistance in addition to the allowances given by the Commission.

ROLE OF THE CIVIL SERVICE COMMISSION

The Civil Service Commission shall:

- o evaluate qualifications of candidates;
- o administer the written examination;

- o rank candidates who pass the written examination to qualify for interview;
- o make direct payments to the school where the scholar is enrolled, to include only the actual fees charged to regular students in a masteral programs such as:
 - tuition/matriculation fee
 - registration fee
 - library fee
 - medical and dental fees

Further, it shall shoulder expenses whichever are relevant or applicable to the course taken as billed by the school such as the following:

- laboratory fee
- comprehensive examination fee
- thesis proposal hearing fee
- oral defense/panel's fee
- adviser's fee

However, it shall not provide for the payments of fees for instructional materials and data analysis services since the LSP has provisions for book allowance and thesis writing assistance, respectively.

Total payments for tuition and other school fees shall not exceed P22,500. Any fees in excess of this amount shall be borne by the scholar himself or other donor institutions or persons.

- o release payment directly to the scholar to cover book allowance of P3,000 and thesis/research writing assistance of P2,500 (effective schoolyear 1995-1996);
- o monitor the scholar's completion of the grant; and
- o hold appropriate recognition program for LSP graduates.