



MC No. 18, s. 1994

**M E M O R A N D U M      C I R C U L A R**

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

**SUBJECT : Implementing Guidelines and Operating Procedures on the Local Scholarship Program for Skilled Workers in Government, 1994**

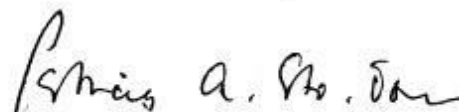
The Civil Service Commission under its Memorandum Circular No.5 as amended by MC No.33, s. 1993, established the Local Scholarship Program (LSP) to provide educational opportunities particularly in graduate studies to all qualified government personnel belonging to the professional group for their personal and career advancement.

To expand the coverage of LSP and at the same time, fulfill the Commission's mandate to provide a continuing program for the development of government employees at all levels and ranks, the Commission is establishing the Local Scholarship Program for Skilled Workers in Government (LSP-SWG) pursuant to CSC Resolution No. 94-2380. This program shall provide training grants for short term courses to first level employees, consisting of either basic training or upgrading of skills.

The guidelines implementing the LSP-SWG is attached for the information and guidance of all concerned.

All heads of departments/agencies are hereby enjoined to inform and encourage their personnel to avail of this scholarship opportunity.

This Memorandum Circular shall take effect immediately.

  
**PATRICIA A. STO. TOMAS**  
Chairman

**April 25, 1994**



Re: **ESTABLISHMENT OF THE LOCAL SCHOLARSHIP PROGRAM  
FOR SKILLED WORKERS IN GOVERNMENT**

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**RESOLUTION NO. 94 2380**

**WHEREAS**, Civil Service Commission Memorandum Circular No. 5, s. 1993 dated February 4, 1993 as amended by Memorandum Circular No. 33, s. 1993 established the Local Scholarship Program (LSP);

**WHEREAS**, the LSP shall provide educational opportunities particularly in graduate studies for the personal and career development of employees belonging in the professional level;

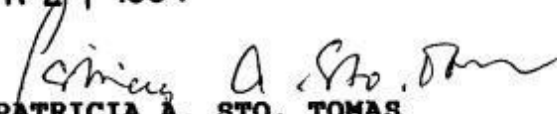
**WHEREAS**, the CSC as the central personnel agency of government, has been tasked to provide a continuing program for the professional growth and advancement of government employees at all levels and ranks;

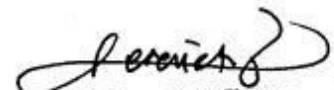
**WHEREFORE**, premises considered, the Commission resolves to establish the Local Scholarship Program for Skilled Workers in Government (LSP-SWG), thereby expanding the coverage of the LSP;

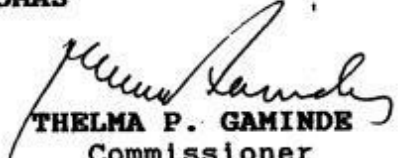
**RESOLVED** further that the program shall cover training grants for short-term courses, both for basic skills learning and skills upgrading of government workers in the first level.

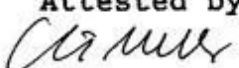
**RESOLVED FINALLY**, to adopt the attached guidelines and operating procedures for the LSP-SWG.

Quezon City. **APR 21 1994**

  
**PATRICIA A. STO. TOMAS**  
Chairman

  
**RAMON P. ERENETA, JR.**  
Commissioner

  
**THELMA P. GAMINDE**  
Commissioner

Attested by:  
  
**CARMENCITA GISELLE DAYSON**  
Board Secretary V

**IMPLEMENTING GUIDELINES AND OPERATING PROCEDURES  
OF THE LOCAL SCHOLARSHIP PROGRAM  
FOR SKILLED WORKERS IN GOVERNMENT**

In view of the Civil Service Commission's commitment to assist government agencies in developing a highly competent workforce, it is expanding the coverage of the Local Scholarship Program to include the provision of training opportunities to employees occupying first level positions in government. It shall be known as the Local Scholarship Program for Skilled Workers in Government (LSP-SWG).

**General Objective:**

To provide first level employees in government with opportunities for enhancing basic and/or existing skills through short-term training programs.

**Specific Objectives:**

1. To provide employees working knowledge of new developments and innovations along their areas of work; and
2. To upgrade existing skill levels in government and enhance capabilities which will allow expanded career paths for rank and file employees.

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The administration of the (LSP-SWG) shall be governed by the following guidelines:

***Scope and Coverage of the Program:***

The LSP-SWG is open to all first level government employees who want to pursue further training in their respective areas of work. The program shall cover both basic skills learning and upgrading courses.

However, in its initial year, 1994, it shall give priority to workers occupying trades and crafts positions. It shall offer only skills upgrading courses along the areas of:

1. Electromechanics
2. Land Transport
3. Construction Trades
4. Electronics and Telecommunications

Attached is the official list of courses to be offered and the schedule of trainings in the participating training institutions.

***General Admission Requirements:***

Employees who have the following qualifications can be admitted in the program:

1. Must hold a permanent or temporary appointment;
2. Must have served at least one (1) year in government (aggregate);
3. Must obtain a performance rating of at least satisfactory in the last rating period;
4. Must not be more than 50 years old;
5. Must have no pending administrative case; and
6. Must be in good health.

Additional entry requirements for employees who are interested in skills upgrading courses are:

1. Must be presently performing jobs relevant to the course nominated to or applied for; and
2. Must have the basic skills and/or related experience.

***Application Procedure:***

Those who meet the above qualification requirements can apply in the program, either by:

**1. Official Nomination:**

The Personnel Development Committee (PDC) or its equivalent body in each agency shall submit a maximum of 10 nominations to the courses offered in the LSP-SWG using the attached nomination form. The nominees should meet the admission requirements of the program. They shall be listed according to course preference and as prioritized by the agency. Final submission of nominations is on June 30, 1994

Eighty percent (80%) of total number of slots shall be reserved for applicants by official nomination. They shall be considered on a first-come-first-served basis.

## **2. Direct Application:**

Qualified employees who are interested in the program but were not included in the nominations because their PDCs failed to submit or accomplish nomination forms, may apply directly to the nearest CSC regional/field office starting May 2 to June 30, 1994. They shall fill up the application form for direct applicants.

Twenty percent (20%) of total slots shall be available for direct applicants who shall likewise, be accepted on a first-come-first-served basis.

### ***Enrolment of Qualified Applicants:***

The Commission shall facilitate the official enrolment of all qualified applicants according to their preferred course, training institution and schedule. They shall be duly notified of their admission to the program thru their agency heads and shall be informed of their benefits and responsibilities as LSP-SWG grantees.

Training programs will be conducted starting on May, 1994.

### ***Benefits of the Grantee:***

The LSP-SWG grantee shall have the following benefits:

1. Training fee not exceeding P2,250 to be paid by the Civil Service Commission;
2. Attendance in training on official time;
3. Salaries and Personnel Emergency and Relief Allowance (PERA) to be paid by his agency during the period of training;
4. Travel and per diem allowances to be shouldered by his agency if grantee attends training in another region/province/municipality.

### ***Responsibilities:***

The grantee, the head of his/her agency and the Civil Service Commission shall have the respective responsibilities listed below.

#### **Grantee:**

1. Sign a contract with the Commission and his agency covering the terms and conditions of the training grant;

2. Serve the agency for the period stipulated in MC no. 44, s. 1992.
3. Complete all requirements of his course within the specified period but not to exceed six (6) months;
4. Submit a certificate of training completed or ratings to the Commission through its regional offices.

**Head of Agency:**

1. Exercise full discretion in authorizing a grantee to attend the training course on official time.
2. Relieve grantee of all duties and responsibilities for the duration of the training.
3. Authorize payment of grantee's salary and allowances while on training. The agency shall shoulder other expenses not included in the grant subject to availability of funds and the usual accounting and auditing procedures.

**Civil Service Commission:**

1. Organize training courses in accordance with the training needs of government agencies in the area of trades and crafts.
2. Evaluate qualifications of applicants.
3. Make direct payments to the participating institutions for school fees amounting to a maximum of P2,250 per grantee.
4. Monitor the grantees' completion of their training courses.



**COURSES TO BE OFFERED IN THE LOCAL SCHOLARSHIP PROGRAM  
FOR SKILLED WORKERS IN GOVERNMENT BY TRAINING INSTITUTION**

C O U R S E	1 NAVY REGIONAL MANPOWER TRAINING CENTER												2 MERALCO FOUNDATION	UNIVERSITY OF SOUTHEASTERN PHILIPPINES (REGION XI)		
	NCR OMSD	CAP	1	2	3	4	5	6	7	8	9	10			11	12
I. ELECTROMECHANICS																
1. Electric Wiring System and Design	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x (May 3-12)
2. Building Wiring																
3. Commercial PAC	x	x		x	x	x				x	x	x	x	x		
4. Electric Mechanic Design and Assembly (Rewinding)																
5. Motor and Transformer Rewinding	x	x	x	x	x	x	x	x		x	x		x	x	x	
II. LAND TRANSPORT																
1. Diesel Engine Mechanic	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
2. Gas Engine Mechanic	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
3. Automotive Mechanic																x (May 16-26)
4. Automotive Electricity	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x (May 11-21)
5. Vehicle Maintenance	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
III. CONSTRUCTION TRADES																
1. Plumbing	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
2. Reinforced Concrete and Masonry	x	x	x	x	x	x	x			x	x	x	x	x	x	
IV. ELECTRONICS AND COMMUNICATION																
1. Microcomputer Servicing																
2. Radio/Audio Servicing	x															x (May 11-21)

<sup>1</sup> Training will commence on May, 1994.

<sup>2</sup> Offices and Quepo Branches, Manila. Training starts May, 1994.





**LOCAL SCHOLARSHIP PROGRAM  
FOR SKILLED WORKERS IN GOVERNMENT**

Department/Agency: \_\_\_\_\_

						EDUCATION				
TRAINING COURSE	NAME	SEX	DATE OF BIRTH (YYMMDD)	CURRENT POSITION	STAT. OF APPT.	DATE STARTED IN GOVT. (YYMMDD)	SCHOOL	COURSE	DATE GRADUATED	PERFORMANCE RATING AS OF LAST RATING PERIOD
I. ELECTRO-MECHANICS a. Electrical Wiring System and Design b. Building Wiring c. Commercial Refrigeration and Air-conditioning d. Electrical Machine Design and Assembly (Rewinding)										
II. LAND TRANSPORT a. Diesel Engine Mechanic b. Gas Engine Mechanic										

*The above employees have no pending administrative charges and are physically fit to undergo training.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairman  
Personnel Development Committee

\_\_\_\_\_  
Head of Agency  
Signature over Printed Name

**LOCAL SCHOLARSHIP PROGRAM  
FOR SKILLED WORKERS IN GOVERNMENT**

Department/Agency: \_\_\_\_\_

						EDUCATION				
TRAINING COURSE	NAME	SEX	DATE OF BIRTH (YY/MM/DD)	CURRENT POSITION	STAT. OF APPT.	DATE STARTED IN GOVT. (YY/MM/DD)	SCHOOL	COURSE	DATE GRADUATED	PERFORMANCE RATING AS OF LAST RATING PERIOD
(cont.)										
c. Automotive Mechanic										
d. Automotive Electricity										
e. Vehicle Maintenance										
III. CONSTRUCTION TRADES										
a. Plumbing										
b. Reinforced Concrete and Masonry										
IV. ELECTRONICS AND COMMUNICATIONS										
a. Microcomputer Servicing										
b. Radio/Audio Servicing										

*The above employees have no pending administrative charges and are physically fit to undergo training.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairman  
Personnel Development Committee

\_\_\_\_\_  
Head of Agency  
Signature over Printed Name