



MC No. 26 , s. 1994

**MEMORANDUM CIRCULAR**

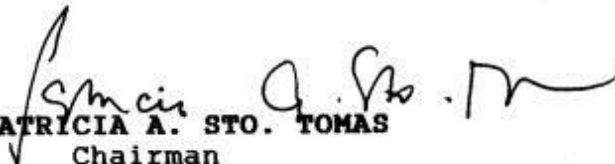
**T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING THE GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES**

**SUBJECT : Implementing Guidelines and Operating Procedures on the Local Scholarship Program (LSP)**

The Civil Service Commission (CSC) is administering the Local Scholarship Program for schoolyear 1995-1996. All heads of departments/agencies are hereby enjoined once more to give support to the Program by informing and encouraging their personnel to avail of the scholarship grants. Any employee who is awarded scholarship grant shall be authorized to study on official time for the duration of the scholarship. Heads of agencies are likewise enjoined to fulfill their obligations to the scholars as enumerated in the guidelines hereof.

The implementing guidelines and operating procedures of the Local Scholarship Program are attached for the information and guidance of all concerned.

This Memorandum Circular supersedes MC No. 33, s. 1993. Other issuances on the implementing guidelines and operating procedures of the Local Scholarship Program inconsistent with these guidelines are also hereby superseded.

  
**PATRICIA A. STO. TOMAS**  
Chairman

26 July 1994

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## **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; and
- o no pending administrative case.

Those who have already earned a masteral degree and/or have availed of any foreign/local scholarship grant from the government in the past two years are disqualified from participating in this program.



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 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 one year. Otherwise, they shall refund all expenses incurred by the Commission for their studies.

In the same light, a scholar may also 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.

Filing period for the schoolyear 1995-1996 shall be from August 8 to September 2, 1994. The Commission shall accept applicants on a first-come-first-served basis. No application fee shall be charged.



## RESPONSIBILITIES OF THE SCHOLAR

In addition to the responsibilities as stated in MC No. 44, s. 1992, 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.

If the scholar receives an incomplete grade in a particular semester or term, he/she shall be allowed to continue with the scholarship to fulfill the requirements thereof. Compliance with such shall be for six months after each semester and/or summer term when applicable. Otherwise, he/she shall refund all expenses incurred to the CSC.

In case the scholar receives a failing grade, the scholarship grant shall be discontinued. He/she shall likewise 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 scholars who discontinue their 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.

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

The Commission reserves the right to decide if discontinuance is warranted.

- 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.



## **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.

## **ROLE OF THE CIVIL SERVICE COMMISSION**

The Civil Service Commission shall:

- o evaluate qualifications of candidates;
- o administer the written examination on October 9, 1994;
- 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 masteral program such as:

- tuition/matriculation fee
- registration fee
- library fee
- medical and dental fees

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

- 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 shall not exceed P22,500. Any school 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 P1,000;
- o monitor the scholar's completion of the grant; and
- o hold appropriate recognition program for LSP graduates.