



MC No. 33 , s. 1993

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

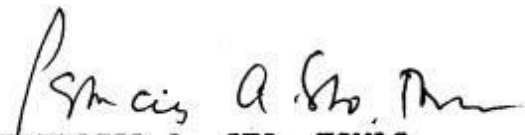
SUBJECT : Implementing Guidelines and Operating Procedures on the Local Scholarship Program (LSP) for School Year 1994-1995

The Civil Service Commission is administering the Local Scholarship Program for schoolyear 1994-1995. With the able support of Congress, the program is envisioned to reach more deserving employees in the government for the next schoolyear.

All heads of departments/agencies are hereby enjoined to give support to the Program by informing and encouraging their personnel to avail of the scholarship grants. Whenever employees qualify to the scholarship program, the scholars must be authorized to study on official time for the duration of the grant and fulfill other obligation to the scholars as enumerated in the guidelines hereof.

The implementing guidelines and operating procedures of the Local Scholarship Program for schoolyear 1994-1995 is attached for the information and guidance of all concerned.

This Memorandum Circular amends pertinent provisions of MC No. 5, s. 1993. Other issuances on the implementing guidelines and operating procedures of the Local Scholarship Program are hereby superseded.


PATRICIA A. STO. TOMAS
Chairman

September 6, 1993

**IMPLEMENTING GUIDELINES AND OPERATING PROCEDURES
ON THE LOCAL SCHOLARSHIP PROGRAM FOR THE
SCHOOLYEAR 1994-95**

The administration of the LSP for schoolyear 1994-95 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 program 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; 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.

After passing the written examination, candidates shall undergo an interview conducted by officials in the CSC regional offices.

Only those who pass both the written examination and interview shall proceed to comply with the entrance and qualifying requirements of the school where the preferred/relevant masteral program is offered. However, pending release of results, applicants may take the entrance or

qualifying examination in their preferred schools. Once admitted, the scholar shall be entitled to the benefits of the grant. If a scholar is not accepted in a participating school, he may pursue admission in another participating school.

APPLICATION PROCEDURE

Application forms or their facsimile for the competitive examination shall be obtained from a local newspaper as advertised or from any Civil Service Commission regional/field office. Such form can be reproduced and given free to anyone interested in taking the written examination.

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

Filing period shall be from September 13 to October 15, 1993. The Commission shall accept applicants on a first-come first-serve 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 government 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 office covering the terms and conditions of the scholarship;
- 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 master degree.

If the scholar gets either an incomplete or failing grade in a particular semester or summer term, he/she shall be subject to the following conditions:

- a) *Incomplete grade* - The scholar shall be allowed to go ahead with the scholarship grant; provided that, he/she completes attendance in all academic subjects and has only to fulfill other requirements of the program. Compliance with such shall be six months after each semester and/or summer term when applicable; otherwise, he/she shall refund all expenses incurred to the CSC. He/she shall not be

entitled to the benefits of the grant after the expiration of the scholarship.

- b) *Failing grade* - For reasons other than those beyond the scholar's control such as serious illness, the grant shall be discontinued and the scholar shall refund all educational expenses incurred to the Commission and all remunerations such as salary, allowances etc. to his/her agency for the period covered.
- o submit a copy of academic record or grades to the Office for Human Resource Development, CSC central office at the end of each semester.

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 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 those scholars studying outside their province or region.

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 local 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 November 14, 1993;
- 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 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; and
- o monitor the scholar's completion of the grant.