IMPLEMENTING GUIDELINES AND OPERATING PROCEDURES OF THE LOCAL SCHOLARSHIP PROGRAM

CSC MEMORANDUM CIRCULAR NO. 05 s. 1993, February 04, 1993

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The Civil Service Commission established the Scholarship Program for Government (SPG) under MC No. 34, s. 1992. In support of the program, Congress appropriated the amount of P10 Million as initial fund for scholarship grants to enable promising and deserving employees in government to pursue further education and specialize in fields of study which are supportive of national development goals.

Hence, a service-wide Local Scholarship Program as a component of SPG was established pursuant to CSC Resolution No. 93-299 dated February 4, 1993, and provided for its administration. This program aims to: a) provide educational opportunities particularly in graduate studies for the personal development and career advancement of government employees; b) enhance their knowledge and skills so they can contribute to the achievement of national development goals; and c) support the process of professionalizing the civil service workforce to make them more effective in the delivery of public services.

The guidelines implementing the Local Scholarship Program (LSP) 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.

Adopted: 4 Feb. 1993

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

RESOLUTION NO. 93-299

ESTABLISHING THE LOCAL SCHOLARSHIP
PROGRAM (LSP) AS A COMPONENT
OF THE SCHOLARSHIP PROGRAM FOR
GOVERNMENT (SPG) AND PROVIDING
FOR ITS ADMINISTRATION

WHEREAS, it is the policy of the government that a continuing program of career and personnel development be established for all government employees at all levels;

WHEREAS, the development of the government workforce facilitates people empowerment and increases opportunities for their professional growth and advancement;

WHEREAS, in support of this policy, the Commission established the Scholarship Program for Government (SPG) under MC No. 34, s. 1992 to provide local and foreign scholarship and training opportunities for

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government officials and employees.

WHEREAS, Congress has allocated the amount of P10 Million as an initial fund for the administration of a service-wide local scholarship program;

NOW, THEREFORE, the Commission RESOLVES to establish the Local Scholarship Program (LSP), as a component of the Scholarship Program for Government (SPG) to a) provide educational opportunities particularly in graduate studies to promising and deserving employees of the government for their personal development and career advancement; b) enhance their knowledge and skills so they can contribute to the achievement of national development goals; and c) support the process of professionalizing the civil service workforce to make them more effective in the delivery of public services.

RESOLVED, further that program shall cover one-year masteral degree programs in selected fields of study identified jointly by the Commission and the Department of Education, Culture and Sports.

RESOLVED, finally, to adopt the attached guidelines and operating procedures for the Local Scholarship Program.

DONE this 4th day of February nineteen hundred ninety-three at Quezon City.

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

(Sgd.) SAMILO N. BARLONGAY
Commissioner

(Sgd.) RAMON P. EREÑETA, JR.
Commissioner

IMPLEMENTING GUIDELINES AND
OPERATING PROCEDURES OF
THE LOCAL SCHOLARSHIP PROGRAM

Pursuant to its role in assisting agencies in establishing continuing programs of career and personnel development for government employees, the Civil Service Commission established the Scholarship program for Government (SPG) under MC No. 34, s. 1992. As a component of the SPG, a service-wide Local Scholarship Program (LSP) was also established. The administration of the LSP shall be governed by the following guidelines:

Objectives of the Program — This service-wide local scholarship program aims to:

a. provide educational opportunities particularly in graduate studies to promising and deserving employees of the government for their personal development and career advancement;

b. enhance their knowledge and skills so they can contribute to the achievement of national development goals; and

c. support the process of professionalizing the civil service workforce to make them more effective in the delivery of public services.

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 — Scholars shall be selected on the basis of passing the written competitive examination and

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oral interview administered by the Civil Service Commission, including the entrance and/or qualifying requirements of any one of the graduate schools in the list provided by the Commission.

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

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a Bachelor's degree with a general average rating of not lower than 2.5 or its equivalent from a college or university of good standing;

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a permanent appointment;

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at least two (2) years work experience in government;

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performance rating of at least Satisfactory for the last two consecutive rating periods;

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not more than 45 years old on June 1; and

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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 oral interview conducted by officials in CSC regional offices.

Only those who pass both the written examination, and the oral interview shall proceed to take the entrance and

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qualifying requirements of the school where the preferred/relevant masteral program is offered. Once admitted, the scholar shall be entitled to the benefits of the grant.

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 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 a copy of his/her duly authenticated official academic transcript of records. No application fee shall be charged.

Filing period shall be from February 17 to March 09, 1993. The Commission shall accept a total of 30,000 applicants only on a first-come first-serve basis.

Responsibilities of the Scholar — In addition to his responsibilities as stated in MC No. 44, s. 1992, the government scholar shall:

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choose a field of study from those specified or recommended by the Department of Education, Culture and Sports (DECS) and the Civil Service Commission;

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sign a scholarship contract with the Commission covering the terms and conditions of the scholarship;

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complete all academic requirements within one (1) year;

If the scholar fails to complete the degree within one year for reasons other than those beyond his control such as severe illness, etc. the scholar shall refund to the Commission all expenses incurred; and

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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 the requirements of the program, the head of agency shall:

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authorize the scholar to study on official time for one year;

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relieve the scholar of all duties and responsibilities for the duration of the grant;

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pay the scholar’s salary and other allowances; and

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shoulder other essential and lawful expenses not included in the grant subject to availability of funds.

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Role of the Department of Education, Culture and Sports - The Bureau of Higher Education of the Department of Education, Culture and Sports shall:

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identify and recommend to CSC schools of good standing which offer relevant masteral degree programs;

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coordinate program offerings of public and private academic institutions; and

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enforce policies and standards on graduate studies administration.

Role of the Civil Service Commission — The Civil Service Commission shall:

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evaluate qualifications of candidates;

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administer the written examination;

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rank candidates who pass the written examination to qualify for interview;

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conduct oral interview and choose scholar(s);

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make direct payments to the school where the scholar is enrolled, to include tuition and other school fees which shall not exceed P22,500 per scholar. However, any school fees in excess of the amount granted shall be borne by the scholar himself or other donor institutions or persons; and

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release payment directly to the scholar to cover book allowance of P3,000 and thesis/research writing assistance of P1,000.

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monitor the scholar’s completion of the grant.

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