NATIONAL ADMINISTRATIVE REGISTER · SEPTEMBER 18, 1992

POLICIES AND GUIDELINES GOVERNING THE IMPLEMENTATION OF THE SKILLS FOR EMPLOYMENT SCHOLARSHIP PROGRAM (SESP) PHASE II

OWWA MEMORANDUM OF INSTRUCTIONS NO. 014, September 18, 1992

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For the purpose of implementing the Skills for Employment Scholarship Program (SESP)-Phase II, the following policies and guidelines are hereby set.

I
Nature of the Program

The SESP Phase II provides scholarship in collegiate courses leading to baccalaureate degree not exceeding five (5) years of program of instruction to less fortunate and deserving dependents of overseas contract workers.

II
Objectives

To alleviate the financial condition of less fortunate overseas contract workers by providing opportunity for college education to their deserving dependents and placement assistance after graduation.

III
Coverage

The program shall be made available to target program beneficiaries in the following order of priority.

1. Dependents of deceased OCWs

2. Dependents of OCWs who sustained work related injuries at the jobsite and were rendered permanently disabled.

Dependents as used herein shall be limited to OCW's legal children, who are single and not more than 21 years of age.

The number of grant recipients and their respective courses and school/s shall be determined solely by the Scholarship Committee in accordance with the program budget as approved by the Board of Trustees.

IV
Qualifications

Applicants/nominees for scholarship must possess the following qualifications:

1. Must be a Filipino citizen;

2. Must be single;

3. Must be of good moral character;

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4. Must be physically and mentally fit;

5. Must be deserving;

- Must belong to the top ten (10) of the graduating class;

- Must have obtained a National College Entrance Examination (NCEE) score with a general average percentile rank for specific courses as follows:

Engineering – 80%

Nursing and Education – 70%

Other 4-year Courses – 65%

- High school graduate nominees must have a general average of not less than 85% in fourth year high school.

Nominees in the collegiate level have a general weighted average of 85% or its equivalent and must not have obtained an incomplete grade.

- Must pass the competitive entrance examination to be given by the designated college or university

5. Must belong to a family with an aggregate income within the poverty threshold as determined by NEDA at the time of application and place of residence of the applicant.

The poverty threshold schedule by region is appended hereto as annex A.[*]

6. Must be willing to enroll in any of the courses prescribed by the program.

7. Must be a full-time student.

V
Requirements

a. accomplished application form;

b. ID pictures "2 x 2" (2 copies);

c. birth certificate duly authenticated by the local civil registrar;

d. police clearance;

e. high school card/transcript of records;

f. certification by Principal as to applicant's rank in the graduating class;

g. National College Entrance Examination (NCEE) Result;

h. Medical/health certificate issued by government physician;

i. OCW’s death or permanent disability certificate;

j. Passport or seamen's service record book;

k. Proof of OCWs Welfare Fund Contribution to OWWA or any of the following;

- certification of burial/disability benefit received from OWWA (to be issued by the Benefits and Statistics Division or Seafarer's Welfare Department)

- Travel Exit Pass (TEP) or Overseas employment Certificate (OEC)

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- OCW's Info Sheet;
- Official Receipt of Welfare Fund Contribution;
- OWWA I.D.

l. Original copy of latest income tax return (ITR) of parents

m. Certification from the Programs and Projects Division or the Seafarer's Welfare Department that neither the OCW nor any one of his/her dependents (son/daughter, brother/sister) was a grantee of SESP-1.

Regional applicants must apply at the Regional OWWA Units.

VI
Selection

a. The regional OWWA Units shall screen regional applicants for the purpose of selecting and endorsing a maximum of three "nominees" for every slot available.

The Programs and Projects and the Seafarers Programs and Projects Divisions (PPD and SPPD) shall screen applicants from the National Capital Regional (NCR).

b. Regional nominees' applications, together with the required documents, shall be forwarded to Manila for review by PPD and SPPD.

Applications with incomplete or defective documents shall not be considered.

c. Applications shall then be referred to the Selection Committee for final selection of the "awardees".

- The decision of the Selection Committee shall be final.
- The Selection Committee shall be composed of the following:
- Director, Benefits and Programs Department
- Director, Seafarers and Welfare Department
- Director, Reintegration Program Department

VII
Benefits

The scholarship covers the following assistance:

a. Free tuition and standard school fees;

b. Monthly allowance or P500.00 for ten months every year for four (4) years in a 4-year course or for five (5) years in a 5-year course as the case may be.

c. Clothing allowance of P750.00 every semester

d. Allowance for books and school applies of P750.00 every semester

VIII
Availment Procedures

1. Awardee and parent/s attend orientation to be conducted by the Regional OWWA Unit PPD/SPPD prior to enrolment.

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2. Awardee, assisted by his/her parent signs AGREEMENT with OWWA (appended hereto as Annex B[*]) with the latter to be represented by the regional supervisor in the case of regional awardees.

3. OWWA Regional Unit or PPD/SPPD awards the educational plan to the awardee and issues referral slip.

4. Awardee reports to the company of origin of his educational plan for instructions on enrolment procedures

5. Awardee enrolls in the designated college/university

IX
Continuance/Termination of the Grant

Each awardee shall continue to enjoy his/her scholarship until graduation from the designated school provided that he/she meets the requisites for continuance of the scholarship specific in the AGREEMENT.

The awardee can select to transfer to another school of the same category specified in his/her educational plan, provided that the transfer shall be with prior OWWA approval and shall be done only in the second semester of the first year.

In such a case, the awardee, shall shoulder the tuition fee of additional subjects resulting from the transfer.

X
Monitoring and Reporting

The Programs and Projects Division (PPD) and the Seafarers Programs and Projects Division (SPPD), in coordination with the OWWA regional units and schools concerned shall monitor the academic performance and status of the awardees, prepare and submit to the Scholarship Committee a consolidated report on the same and such other reports as may be required by the Committee at the end of every semester.

XI
Enforceability of Agreement

The agreement between OWWA and the AWARDEE shall be an integral part of this Memorandum of Instructions (MOI).

XII
Effectivity

This MOI shall take effect immediately.

Adopted: 18 Sept. 1992

(SGD.) DAVID P. CORPIN
Administrator

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[*] Available upon request at the Office of the National Administrative Register (ONAR), U.P. Law Center, Diliman, Quezon City.

[*] Available upon request at Overseas Workers Welfare Administration.

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