

EXCHANGE VISITOR PROGRAM COMMITTEE IN THE PHILIPPINES

CFO RESOLUTION NO. 01-2011, September 05, 2011

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WHEREAS, the Exchange Visitor Program (EVP) Committee in the Philippines is mandated by Administrative Order (AO) No. 242 dated 17 January 1996, to promulgate policies, rules and regulations to implement the Philippine participation in the EVP;

WHEREAS, the EVP Committee promulgated and approved the "Guidelines and Procedures on the Waiver of the Two-Year Home-Country Residency Requirement for Exchange Visitors" as amended on 10 April 2008, providing among others, the procedures for alternative arrangement, which allows the EVP Committee to grant a No Objection Statement to EVP participants who do not meet the criteria for an automatic issuance;

WHEREAS, Section 15. II, of the said guidelines authorizes the EVP Committee to implement the second component of the alternative arrangement, Enhancement Training Sponsorship Project (ETSP);

WHEREAS, the EVP Committee agreed to develop the guidelines and procedures in implementing the ETSP such as the selection of beneficiaries, terms and conditions and disbursement of funds;

RESOLVED THEREFORE, that the EVP Committee hereby approves and adopts the Qualifications, Guidelines and Procedures of the Enhancement Training Sponsorship Project of the Exchange Visitor Program, which shall henceforth read as follows:

Qualifications, Guidelines and Procedures of the Enhancement Training Sponsorship Project (ETSP) of the Exchange Visitor Program (EVP)

- Dissemination of Information

Information about the availability of grants under the Enhancement Training Sponsorship Project (ETSP) of the Exchange Visitor Program (EVP) shall be disseminated by the EVP Committee Secretariat to target beneficiaries through announcements in the websites of the EVP Committee and its member agencies, national dailies, schools and other forms of mass media. The information shall indicate the applicants' qualification, available grants and documentary requirements for application.

- Classification of Grants

Type A: Masters Degree with thesis/ PhD Program

Type B: Masters Degree by coursework (non-thesis)

Type C: Thesis/Dissertation Grant

Type D: Short courses/training programs with a duration of not less than one month, but not more than one year.

- Qualifications of the Beneficiary

The beneficiary of the Enhancement Training Sponsorship Project must possess the following qualifications:

- Must be a Filipino citizen;
- Must have completed a four-year bachelor's degree (for Masters Degree and training program) or Masters Degree (for PhD program);
- Must be a good moral character, as attested by the last school attended or present employer;
- Must have satisfactory undergraduate grades particularly in subjects in his/her field of study; (see Annex A)
- Must pursue training/education in fields included in the Skills List of the Philippines; and
- Must not be related to the EVP Committee- member within the fourth (4th) civil degree of consanguinity or affinity.
- Assessment and Validation of Application
- The following documents required for the evaluation and selection must be submitted to the EVP Secretariat.
- Application letter (should indicate prospective program)
- Updated resume with passport-size photo and detailed list of work experience and in-service trainings and seminars attended (Spell out acronyms of organizer/s and topic/s or subject/s of the training programs)
- Photocopy of Certificates of Participation in trainings/ seminars
- Certified True Copy of Transcript of Academic Records (Baccalaureate/Graduate)
- Original copy of Certificate of Good Moral Character from last school attended or present employer or barangay clearance
- Recommendation letter from current employer (if employed)
- The EVP Secretariat evaluates and rates an applicant using the documents submitted and the prescribed ETSP Assessment Sheet (Annex A).
- Applicants with a total score of 60 and above are considered eligible. The grants shall be awarded to eligible applicants, giving priority to those with the highest scores depending on the number of slots available.
- A Screening Committee, composed of the Executive Director of the CFO, representative from the agency who oversees the field of specialization of the applicant and a member from the EVP Secretariat, shall determine the final list of applicants based on the evaluation of the EVP Secretariat and submit its recommendation to the EVP Committee for approval.
- The EVP Committee shall approve the final list of selected applicants who will receive the financial assistance grant, as recommended by the Screening Committee.
- Only members of the EVP Committee are exclusively authorized to have access to the selection results.
- Release of Selection Results

Applications are officially informed of the result of their applications through a letter signed by Commission on Filipinos Overseas (CFO) Chairperson or his/her duly authorized representative.

- Signing of the Memorandum of Agreement

A Memorandum of Agreement is signed by the CFO Chairperson or his/ her duly authorized representative and the selected beneficiary to ensure compliance with the terms and conditions of the ETSP.

- Benefits

The beneficiary shall receive from the EVP Committee, through the CFO, an amount not exceeding US\$ 1,500.00[1] depending on the classification of the grant.

The grant covers tuition, school-prescribed miscellaneous fees, thesis, book and transportation allowances, among others.

- Terms

- The amount shall be given to the beneficiary in installments at the beginning of each term/semester/ training.

- The beneficiary must have satisfactorily completed the preceding term/semester with no failing grade in any subject.

- The release of the succeeding installments shall only be done after presentation of the certified true copy of grades and authority to enroll/certificate of registration when applicable.

- The beneficiary must not go on leave of absence for more than one term/semester. He/she must seek the approval of the EVP Committee prior to the leave of absence.

- The beneficiary shall submit the following documents within 30 days upon termination of the last term/semester of the course/ training:

a) Copy of Diploma or Training Certificate

b) Copy of thesis or dissertation or seminar paper, or similar documents

- The beneficiary shall acknowledge the grant by signing the Acknowledgment Receipt and Certificate of Acceptance to be provided by the EVP Committee.

- Procedures for Release of Funds

The disbursement of funds shall follow the terms below:

- Type A beneficiaries shall receive a maximum amount of \$1,500 to cover the following: \$1,000 for tuition and other fees and \$500 for thesis/dissertation.

- Type B beneficiaries shall receive a maximum amount of \$1,000 to cover tuition and other fees.

- The \$1,000 type A and B Grant shall be released to the beneficiary in installments at the beginning of each term/semester. The amount of installment shall be computed as follows:

Grant per term/semester = \$1,000*. No of units enrolled for the term/semester

No. of unit per program

- No reimbursement shall be made for units earned prior to sponsorship.

- The \$500 under Type A and C Grant shall be disbursed upon submission of the Certificate of Registration for thesis/dissertation/ short courses/trainings.

- Funds may only be released at the beginning of each term upon presentation of Certification of Registration and prospectus:

- Unused funds shall be utilized by another eligible beneficiary.

- Dropping of Beneficiaries

A chosen beneficiary may be dropped from his/her sponsorship on the following grounds:

- If he/she fails to enroll for the terms immediately, following the approval of the sponsorship;
- If he/she fails to submit reports, the Certificate of Acceptance and Acknowledgment Receipt;
- If he/she obtains a failing grade in any subject during the sponsorship period; and
- If he/she goes on an unauthorized leave of absence while on the program.
- Re-application of Sponsorship

Re-application for sponsorship shall not be allowed within a period of five (5) years from completion of the last training program of the applicant under the ETSP.

ADOPTED this 5th day of September 2011 during the 99th regular EVP Committee meeting in Manila, Philippines.

(Sgd.) PATRICIA ANN V. PAEZ

Assistant Secretary

Department of Foreign Affairs

(Sgd.) MAYLENE M. BELTRAN, MPA, CESO III

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Department of Health

(Sgd.) MA. CELESTE M. VALDERRAMA

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(Sgd.) TERESITA R. MANZALA

Chairperson

Professional Regulation Commission

(Sgd.) IMELDA M. NICOLAS
Chairperson
Commission on Filipinos Overseas

(Sgd.) ENGR. CHERRIE ROSE TENA
Director IV
Office of the President

[1] Maximum amount that may be granted to a selected applicant; may not be released in full, depending on classification of grant; shall be released in peso, following foreign exchange rate at the time the money was remitted by the sponsor.

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