

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 20, s. 1993

MEMORANDUM CIRCULAR

T O : The Deputy Administrator, Assistant Administrators,
Heads of Departments/Staffs, Heads of Foreign-Assisted
Projects, Heads of Provincial Irrigation Offices,
Irrigation Superintendents and All Others Concerned
This Agency

SUBJECT : Implementing Guidelines and Operating Procedures of
the Local Scholarship Program

Quoted hereunder in full is CSC M.C. No. 05, s. 1993 for
implementation and guidance of all concerned.

"Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 05, s. 1993

MEMORANDUM CIRCULAR

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

SUBJECT : Implementing Guidelines and Operating Procedures
of the Local Scholarship Program

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 Progra, 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.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

February 4, 1993"

Interested NIA employees may apply to the C.S.C. for the said scholarship program starting February 17 to March 9, 1994 to be able to avail of the scholarship opportunity for SY 1994-1995.

Please be guided accordingly.

(SGD.) APOLONIO V. BAUTISTA
Administrator

April 27, 1993

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 past 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 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:

- 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;
- a permanent appointment;
- at least two (2) years work experience in government;
- performance rating of at least Satisfactory for the last two consecutive rating periods;
- not more than 45 years old on June 1; and
- 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 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 In addition to his responsibilities as stated OF THE SCHOLAR in MC No. 44, s. 1992, the government scholar shall:

- . choose a field of study from those specified or recommended by the Department of Education, Culture and Sports (DECS) and the Civil Service Commission;
- . sign a scholarship contract with the Commission covering the terms and conditions of the scholarship;
- . 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
- . 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:

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

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

pay the scholar's salary and other allowances; and

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

ROLE OF THE DEPARTMENT OF EDUCATION, CULTURE, AND SPORTS

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

- . identify and recommend to CSC schools of good standing which offer relevant masteral degree programs;
- . coordinate program offerings of public and private academic institutions; and
- . enforce policies and standards on graduate studies administration.

ROLE OF THE CIVIL SERVICE COMMISSION

The Civil Service Commission shall:

- . evaluate qualifications of candidates;
- . administer the written examination;
- . rank candidates who pass the written examination to qualify for interview;
- . conduct oral interview and choose scholar(s);
- . make direct payments to the school where the scholar is enrolled, to include tuition and other school fees which shall not exceed ₱22,500 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
- . release payment directly to the scholar to cover book allowance of ₱3,000 and thesis/research writing assistance of ₱1,000;
- . monitor the scholar's completion of the grant.