MEMORANDUM

FOR : ALL OFFICIALS/OFFICERS

RE : ORIENTATION PROGRAM FOR POLOS

A new batch of POLOs composed of the following shall have their orientation on POEA operations on February 1-3 (Tuesday-Thursday):

1. Bernardino Julve Rome
2. George Eduvala Netherlands
3. Mae Josol Greece or Taipei
4. Esperanza Belmonte Hongkong
5. Vicente Cabe Jeddah
6. Alicia Santos Lebanon

We are expected to provide them with a comprehensive and market specific orientation suitable to their OE background and their area of assignment.

In this regard, all officials/officers concerned are requested to prepare their respective modules/hand-outs and certify the completion of the seminars by the POLOs concerned. The IED shall coordinate this program and come up with common and individual programs for each of the POLOs.

For information and compliance.

REYNALDO A. REGALADO
Administrator

25 January 2000
Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

DOLE EDUCATIONAL SUPPORT PROGRAM (DESP)
SCHOLARSHIP CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This scholarship contract entered into and executed this day of


at Manila, Philippines, by and between:

The Department of Labor and Employment, DOLE Building, Intramuros, Manila,
represented by Secretary BIENVENIDO E. LAGUESMA, hereinafter referred to as the
GRANTOR;

-and-

Mr./Ms._                                                  of legal age, Filipino, single/married,
presently employed as                                         at
(position)                                                  (Office/Agency)
and residing at                                           hereinafter referred to as GRANTEE;

-and-

Mr./Ms._                                                  of legal age, Filipino, and residing
at                                                      hereinafter referred to as the GUARANTOR.

WITNESSETH:

THAT PURSUANT to CSC Memorandum Circular No. 13, s. 1992 and further, DOLE
Administrative Order No. 167, s.1994, as amended by A.O. No. 86, s. 1999, which seeks
primarily to improve agency operations by enhancing service capability of DOLE employees
through continuing education via the DOLE Educational Support Program (DESP), and in
consideration of the approval of the GRANTEE’s application to the DESP under the program of


GRANTEE HEREBY AGREES TO FULFILL the
following terms and conditions:

1. That the GRANTEE SHALL COMPLY with all the rules and regulations duly
   prescribed in the DESP Implementing Guidelines. No financial repayment or refund of
   the equivalent service obligation shall be allowed. Completion of service contract in the
   respective office is required;

2. That the GRANTEE SHALL SUBMIT to the HRDS thru his/her office at the end of
each term/review, his/her official transcript of records, class card, rating card or its
   equivalent;

3. That the GRANTEE SHALL REPORT BACK TO WORK upon the completion or
   termination of his/her grant;
6. That the **GRANTEE SHALL PROVIDE** the HRDS with the approved copy of his/her thesis or dissertation of the masteral or doctoral course (including those pursuing thesis writing only);

7. That the **GRANTEE SHALL CONDUCT** an oral presentation of his/her thesis or dissertation and/or echo session before the DRAC/TEAC;

8. That, if the **GRANTEE** cannot pursue or avail of this approved grant, for one reason or another such as pregnancy, major personal crisis, serious health problem or family problem, he/she shall submit a formal request addressed to the Honorable Secretary, with justification, supporting documents and recommendation of Office/Agency Head;

9. That, if the **GRANTEE** fails to notify in writing the HRDS for not pursuing the grant, he/she shall be disqualified to avail of any other scholarship grants for two years hence.

**IN WITNESS WHEREOF,** the parties concerned hereby affix their signatures this ___ day of ___________, 2000, at ___________________________.

______________________________
GRANTEE

______________________________
GRANTOR
Secretary
Department of Labor & Employment

______________________________
GUARANTOR

**SIGNED IN THE PRESENCE OF:**

______________________________

**ACKNOWLEDGEMENT**

Republic of the Philippines)
City of Manila ) S.S.

**BEFORE ME,** a Notary Public in the City of Manila, personally appeared ______________________ with Community Tax Certificate No. ______________________ issuing at ______________________ on ______________________, and ______________________ with Community Tax Certificate No. ______________________ issuing at ______________________ on ______________________, and ______________________ with Community Tax Certificate No. ______________________ issuing at ______________________ on ______________________, known to me to be the same persons who executed the foregoing DESP Scholarship Contract and they acknowledged to me that the same are their free act and voluntary deed.

**IN WITNESS WHEREOF,** I have hereunto affixed my signature and Notarial Seal this ___ day of ___________, 2000 at the City of Manila, Philippines.

______________________________
NOTARY PUBLIC
MEMORANDUM

TO : ALL CONCERNED EMPLOYEES
    This Department

DATE : January 11, 2000

SUBJECT : DEADLINE OF FILING OF DESP
APPLICATIONS FOR SCHOOL YEAR 2000-2001

The Human Resource Development Service (HRDS) through its Staff Development Division is now accepting applications to the DOLE Educational Support Program (DESP) for School Year 2000-2001. Deadline of filing of applications is on February 15, 2000.

Agencies/Offices with interested employees must see to it that they comply with the necessary requirements to expedite processing. These are as follows:

1. Certificate of no pending administrative/criminal charge
2. Certificate of no pending application for scholarship or training under another program
3. PES rating for the previous semester
4. Medical Certificate
5. Certification that the delivery of office services shall not be disrupted by the employee’s availment of the DESP, and that his/her nomination is within the allowable 5% of the office’s plantilla positions
6. Service Record
7. For those who are completing/pursuing undergraduate studies or masteral degree, submit evaluation of your previous course
8. Three copies of the new DESP Scholarship Contract properly filled up and signed
9. Duly accomplished application form

Applications with incomplete requirements will not be processed.

All HRMOs and designates who are in charge of the DESP of their respective offices are likewise reminded to update the HRDS on the status of their grantees.

For information and guidance.