MEMORANDUM ORDER NO. 10
Series of 2000

SUBJECT: IMPLEMENTING GUIDELINES AND OPERATING
PROCEDURES OF THE POEA-EMPLOYEES
SCHOLARSHIP PROGRAM (Amended)

I. BENEFICIARIES

POEA employees who have rendered at least two (2) years of service in
the POEA and holder of permanent appointments may avail of the program upon
recommendation of their respective Office Director and Deputy Administrator.

Employees with temporary appointment are also qualified to avail of the
program provided they also meet two (2) years residency in the POEA.

II. COVERAGE

The POEA-ESP covers local studies with course offering that are relevant
to the goals and objectives and/or the priorities of the Administration.

A. Graduate/Post-graduate Study - allows qualified employees to pursue a
Masteral or Doctoral Degree for a minimum of one year to a maximum of two
years.

B. Completion of Master’s Degree - allows qualified employees who have
started to pursue graduate/post graduate studies on their own to finish the
same within one year provided, further, that they have already earned at least
half of the units required to complete the degree. Those in the process of
thesis/dissertation writing or preparing for comprehensive examination may
also avail of this for a maximum of six (6) months.

C. Completion of Bachelor’s Degree – allows qualified undergraduate
employees to finish their course within the duration of two years.

D. Review Classes - allows qualified interested employees to attend review
classes, e.g. law, accounting, and other similar review classes for a maximum
of six (6) months.

E. Vocational Course - allows qualified employees to pursue relevant
vocational course which is related to their present work and considered vital
and necessary in the performance of their duties as certified by the Office
Director.
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III. BASIC REQUIREMENTS

To avail of the POEA scholarship grant, the employee must meet the following conditions:

1. must hold a permanent or temporary appointment, the latter to avail only of courses not exceeding six (6) months;

2. must have rendered at least two (2) years of service in the POEA in a permanent or temporary capacity.

3. must not have any pending administrative case nor found guilty of any administrative/criminal offense at the time of application and for the duration of the study grant;

4. must not have any pending application for a scholarship/training under the DOLE-DESP or another scholarship program at the time of the application;

5. must have rendered at least seventy five percent (75%) of service obligation for a scholarship previously availed;

6. a recipient of a Very Satisfactory PES rating for the preceding period;

7. must be physically and mentally fit, as evaluated by the POEA Physician, to pursue advanced academic degree program and/or level of education desired;

8. must submit a certification from the Office Director that his/her availment of a scholarship grant will not disrupt the delivery of office services;

IV. GENERAL PROCEDURES

1. Interested qualified employees must signify in writing their interest for a particular scholarship grant duly endorsed by their Office Director and Deputy Administrator concerned. It is understood that an employee duly endorsed by his Office Director and Deputy Administrator shall be allowed to enjoy the privileges attached to the scholarship grant once admitted to a course.

2. The HRDD shall initially evaluate the application/s/nomination/s based on the following criteria:

2.1 Performance
2.2 Pre-qualifying examination results
2.3 Relevance of the course to be taken
2.4 Number of local and/or foreign scholarship grants availed of
2.5 School Admission requirement
3. If there are more applicants vis-à-vis scholarship slots, ranking shall be made based on the result of the examination and the criteria stated in Section IV-2 hereof.

4. The HRDD shall submit to the Deputy Administrator for Management Services the result/s of the evaluation. The Deputy Administrator for Management Services shall recommend to the Administrator the proposed recipient/s of the scholarship grant/s. All applicants shall be formally informed of the result of their application.

5. Scholars shall be bound by a written scholarship contract with the POEA.

6. A scholarship may be revoked at anytime if the scholar fails to adhere to the obligations stipulated in the scholarship contract.

IV.

SCHOLARSHIP GRANT ALLOCATION

The following scholarship grants shall be made available to qualified employees:

1. Graduate/Post Graduate Studies

   Maximum Allocation

<table>
<thead>
<tr>
<th>Course/School/Scholarship Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master in Public Administration</td>
</tr>
<tr>
<td>MNSA</td>
</tr>
<tr>
<td>In-house Master's Degree Program</td>
</tr>
<tr>
<td>CSC Local Scholarship Program</td>
</tr>
</tbody>
</table>

2. Completion of Master's Degree

   Any school/university accredited by DECS

3. Completion of Bachelor's Degree

   CSC Local Scholarship Program
   CAP College/any university
   Accredited by DECS

4. Review Classes

   DOLE Educational Support Program

5. Vocational Courses

   DOLE Educational Support Program
VI. BUDGET ALLOCATION

Scholarship grants shall be funded as follows:

<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Maximum amount of grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master in Public Management/ Master in Public Administration</td>
<td>P60,000.00/scholar</td>
</tr>
<tr>
<td>MNSA</td>
<td>P80,000.00/scholar</td>
</tr>
<tr>
<td>In-house Master’s Degree Program</td>
<td>P20,000.00/scholar</td>
</tr>
<tr>
<td>CSC Local Scholarship – Master Degree (for miscellaneous fees)</td>
<td>P15,000.00/scholar</td>
</tr>
<tr>
<td>Completion of Master’s Degree</td>
<td>P 8,000.00/scholar/semester</td>
</tr>
<tr>
<td>CSC Local Scholarship – Bachelor’s Degree P10,000.00/scholar (for miscellaneous fees)</td>
<td></td>
</tr>
<tr>
<td>Completion of Bachelor’s Degree</td>
<td>P 8,000.00/scholar/semester</td>
</tr>
<tr>
<td>Review Classes</td>
<td>P4,000.00/scholar</td>
</tr>
<tr>
<td>Vocational Courses</td>
<td>P5,000.00/scholar</td>
</tr>
</tbody>
</table>

The amount of the grant shall include matriculation and graduation fees and other miscellaneous fees as may deemed necessary in the completion of the course as certified by the school. For CSC Local Scholarship, the amount stipulated shall only cover book and transportation allowances. Other expenses in connection with the completion of the course(s) may be granted by the Administrator provided it does not exceed the maximum amount allotted for each course. All scholarship expenses shall be subject to the usual accounting and auditing rules and regulations and availability of funds.

VII. TYPES OF SCHOLARSHIPS

A. For Master in Public Administration, Master in Public Management, MNSA courses

Scholars shall be entitled to full scholarship benefits.

The POEA shoulders the tuition fee and other fees but not to exceed the amount allocated for the course and pays in full the salary of the grantee for the duration of the study.

The grantee attends classes on official time on a full-time basis and shall be freed from all duties and responsibilities while on scholarship grant.

The grantee shall take the full academic load as prescribed by the university or admitting institution.
B. For CSC Local Scholarship (Master's Degree and Bachelor's Degree) Program

The grantee shall be entitled to book and transportation allowances and attends classes on official time on a full-time basis.

The grantee shall take the full load as prescribed by the admitting university/institution or all the subject/units required for the semester/term.

The POEA pays in full the salary of the grantee for the duration of the program.

C. For In-house Master's Degree Program

The POEA shoulders the tuition fee and other fees not to exceed the amount stipulated in Section V.

The grantee shall have reduced work hours of six (6) hours a day, three times a week, for the duration of the study, a two-day study leave prior to preliminary, midterm and final examinations, and one month leave for comprehensive exam review, all on official time.

The grantee shall take the full load as prescribed by the admitting university/institution and shall complete the course in one year.

D. For Completion of Master’s and Bachelor’s Degree

1. Partial Scholarship - Full official time only

The POEA shoulders the tuition fee and other fees but attends classes on official time on a full-time basis.

The grantee shall take the full load as prescribed by the admitting university/institution required for the semester/term.

The POEA pays in full the salary of the grantee for the duration of the study/course.

2. Partial Scholarship – After Office Hours

The grantee attends classes after office hours and the POEA shoulders tuition fee not exceeding the amount stipulated in Section V.

The grantee shall take the full load as prescribed by the admitting university/institution required for the semester/term.

E. Employees may also complete and/or pursue their studies through their own initiative using their personal money and free time. In case the course to be taken requires full-time study, an employee may be authorized an official leave of absence (with or without pay depending on the earned leave credits), not to exceed one year. No service obligation is required in this scheme.
VIII. OBLIGATIONS OF GRANTEEES

A. Service Obligation

1. The grantee, upon completion/termination of his/her study under full and partial scholarships, shall be required to render corresponding service obligation, which is twice the duration of the study grant. A fixed formula of 1:2 ratio shall be followed in the computation of service obligation.

2. Successful board/bar passers, however, shall be required to render a minimum of two (2) years service obligation in the POEA and/or the Department.

B. Submission of report

1. The grantee shall submit to the HRD Division the following documents for monitoring, recording and evaluation purposes:
   1.1 Report card and/or proof of completion at the end of each semester/term
   1.2 Copy of thesis/dissertation

C. Monetary Accountability

1. If a grantee fails to fulfill the service obligation due to voluntary retirement, transfer to another government agency, resignation or other similar reasons, he/she is required to pay the money value of the unfinished portion of the service obligation based on his/her salary at the time of retirement/transfer/resignation.

2. In case of breach of contract or non-completion of the course within the specified period, all financial support extended to the grantee shall be deducted from his/her salary or from whatever benefits due the employee.

3. In case of permanent disability or death of the grantee in the course of his/her studies or service obligation, the corresponding amount extended by the POEA to the grantee shall be considered fully paid after presentation and validation of evidence.

4. In case the grantee fails to complete the course due to poor performance or other similar reasons, his/her study grant shall be terminated and he/she shall pay back in full the amount given for tuition and other fees and render the equivalent length of service obligation to the POEA.

IX. SPECIAL CONDITIONS

1. In all the schemes, it shall be a precondition and an indispensable requirement that all applications for POEA scholarship grants shall bear the recommendation of respective Office Director, who shall also certify that the delivery of office services shall not be disrupted by the employee's avAILment of the scholarship.
2. Economic considerations as well as quality of education shall be primary factors in the selection of institution wherein a grantee may avail himself/herself of further education. However, he/she may enroll in any reputable institutions of his/her choice (e.g. AIM, Ateneo, La Salle) but shall be responsible for the payment of tuition fees in excess of the amount stated in Section V granted by the POEA.

3. The grantee shall be disqualified from availing any other scholarships (local or foreign) while under POEA scholarship.

4. A grantee should be able to finish his/her studies within the period agreed upon in the scholarship contract and/or within the allowable period set by the university/institution but not to exceed two years. No extension or grace period shall be allowed unless a formal request is submitted to the Office of the Administrator with appropriate justification and supporting documents.

5. The grantee shall maintain a minimum average of Pass or its equivalent for each semester. A rating of failure in two or more subjects would disqualify him/her from further pursuing the study/course.

6. The grantee shall be required to report for work if he/she is not enrolled during summer classes.

7. The grantee shall enter into a contract with the POEA and shall live up to its terms and conditions. These guideline shall be an integral part of the contract.

8. For all types of scholarship, except Partial Scholarship-After Office Hours scheme, approved application for leave of absence with enrolment and scholarship documents as attachments must be submitted to the HRDD for monitoring purposes.

9. A grantee may be allowed to enroll for the succeeding semester only until the HRDD issues a clearance or authority to enroll upon completion/submission of the required report as stipulated in Section VI-B.1.

X. PRIVILEGES

Qualified grantees are entitled to the following benefits:

1. Grantee shall be paid his/her salary for the duration of the study grant.
2. A grantee shall be considered in actual service, thus, shall be entitled to benefits due him/her, and may be considered for promotion, if qualified.

XI. FUNDING

Funding for this program shall be drawn from the approved scholarship budget of the Administration.
X. Effectivity.

The amended guidelines on the POEA Scholarship Program shall take effect immediately subject to annual review, if necessary.

REYNALDO A. REGALADO
Administrator

26 December 2000