MEMORANDUM ORDER NO: 08
Series of 1996

IMPLEMENTING GUIDELINES AND OPERATING PROCEDURES ON POEA-EMPLOYEES SCHOLARSHIP PROGRAM (ESP)

SCOPE

The POEA-ESP is open to all POEA regular employees who want to complete their bachelor's degree, pursue master's degree and/or complete their masteral study and who pass the selection criteria established by this Administration for the purpose.

There are three types of scholarship grants namely,

Category A  - employees who want to finish their bachelor's degree;
Category B1  - employees who want to pursue Master in Public Management thru the Development Academy of the Philippines (DAP) and Master in National Security Administration of the DND;
Category B2  - employees who want to pursue masteral study thru the POEA-in-house graduate study program; and
Category C  - employees who want to complete their masteral study.

GENERAL QUALIFICATIONS

1) employees holding Branch Manager post and below;
2) holding permanent status;
3) who have served at least two (2) years in POEA;
4) who have not availed of similar scholarship grant either local or foreign;
5) who have at least Very Satisfactory performance rating for the past two rating periods prior to application;
6) must not be over 40 years of age on June 1, 1996 for Category A applicants;
7) must not be over 45 years of age on June 1, 1996 for Category B1, B2 and C applicants;
8) no pending administrative case; and
9) must be in good health.

GENERAL PROCEDURES

1) Interested employees must signify in writing their intention to apply for a particular scholarship grant duly endorsed by their immediate superior and next higher superior;
2) Applicants must pass the pre-qualifying comprehensive paper and pencil tests to be administered by the HRDD;

3) Successful candidates shall be selected as follows:

3.1 Category A - top 5 in the pre-qualifying exam
3.2 Category B1 - topnotcher in the qualifying exam
3.3 Category B2 - top 20 in the pre-qualifying exam
3.4 Category C - top 10 in the pre-qualifying exam

4) Scholars shall sign up and be bound by a written contract with the POEA, duly signed by the POEA Administrator and witnessed by the Deputy Administrator and the Director concerned;

5) Scholarship can be revoked at anytime during the grant if scholar fails to adhere to these guidelines.

SPECIFIC GUIDELINES AND PROCEDURES

Category A.

1) Applicant must have completed two years in college;
2) Applicant's course or degree must be relevant to POEA;
3) Applicant is limited only to CAP College or any DECS-accredited home study and correspondence program;
4) Must take the required full load per semester.

Category B1.

1) Applicant must pass the written exams conducted by the DAP or the DND;
2) Only one shall be accommodated to take the Master in Public Management at the DAP or at the DND;
3) Must not have availed of a scholarship grant from local or foreign institution prior to application;
4) Must complete the program in just one year.

Category B2.

1) Must finish the course in two (2) years;
2) Not more than 20 successful candidates;
3) Must not have availed of scholarship grant either local or foreign prior to application;
4) Must attend classes at POEA after office hours;
Category C.

1) Must have completed at least 18 units in any relevant graduate course taken not more than five years prior to application;
2) Must have enrolled in any of the courses relevant to POEA (e.g. Master in Public Management, Master in Public Administration, Master in Human Resource Management, Master in Development Communication Master in National Security Administration)
3) Maximum of ten (10) students only can be accommodated;
4) Must take the required full load.

SPECIFIC BENEFITS/PRIVILEGES

Category A.

1) Payment of salaries and allowances and other benefits;
2) Payment of tuition fees not exceeding five thousand pesos (P5,000) per semester;
3) Grant of two-day exam leave privilege every prelim, mid term and final exams;

Category B1.

1) Payment of tuition fee not exceeding forty thousand pesos (P40,000);
2) Payment of salaries, allowances and other benefits;
3) relieved from official office functions.

Category B2.

1) Payment of tuition fee not exceeding two thousand pesos (P2,000) per semester;
2) Reduced working hours of six hours per day;
3) Grant of two-day leave privilege prior to prelim, mid term and final exams;
4) Grant of one month leave of absence with pay for comprehensive exam review;
Category C.

1) Payment of tuition fee not exceeding three thousand pesos (P3,000);
2) Reduced working hours of six hours on days with classes;
3) Grant of two-day leave privilege prior to prelim, mid term and final exams;
4) Grant of one month leave privilege prior to comprehensive exams.

For compliance.

19 July 1996