Administrative Order
No. 16
Series of 2018

SUBJECT: ENHANCED GUIDELINES ON EDUCATIONAL SUPPORT FOR DSWD EMPLOYEES

I. RATIONALE

In order to improve organizational capacity and help the Department attain its institutional goals and objectives, it must provide opportunities for the growth and development of its human resources which are deemed as one of its most important assets.

Relative to this, the provision of educational scholarships and other short-term courses/ training program offered by established universities and/or other foreign institutions are part of the staff development program of the Department to ensure employees' professional growth. These opportunities enable the employees to enhance their competencies which will ultimately contribute to the achievement of the Department’s mission, vision and goals.

The experiences gained and feedback received in the past twelve (12) years (2005-2017) of implementing local and foreign scholarships and other educational support for DSWD employees prompted the consolidation and enhancement of three (3) existing guidelines in the Department namely Memorandum Circular No. 7, series of 2006- Educational Programs for DSWD Employees, M.C. No. 2, s. 2006- Guidelines on Foreign Scholarship, Training Grants and Related Travels Abroad, and M.C. No. 3, s. 2006 - Terms of Reference of Personnel Development Committee and some of the provisions of M.C. No. 3, s. 2008- Guidelines on Travels Abroad. The consultation visits made by the Personnel Development Committee (PDC) from June to November 2010 with its regional counterpart validated the need to integrate various issuances in the Department pertaining to scholarship programs, thus the recommendation of the Committee for an enhanced guideline on educational support for DSWD employees.

Further, Executive Order No. 402 series of 2005 was promulgated which transferred the National Economic Development Authority’s (NEDA) function of serving as clearing house of information regarding foreign education policy and scholarships to the Technical Education and Skills Development Authority

1 Some provisions of existing guidelines are no longer applicable or are overlapping. Also, the allotted Baccalaureate slots are not fully utilized because undergraduate employees are no longer interested to complete their Baccalaureate degree. Based on data, majority of the applicants for scholarship are interested to take Master’s degree and that the allocated 20 slots are not enough.

2 Amendment of M.C. No. 25, s. 2003 – Terms of Reference of Personnel Development Committee
(TESDA) for non-degree courses and Commission on Higher Education (CHED) for degree courses. With this, relevant invitations for foreign scholarship/training that is aligned to the DSWD mandate and core programs are being referred by these offices to the Department, and are subjected to the PDC selection and evaluation process.

With due consideration to the changing needs and varying conditions pertaining to the professionalization and continuing education of the Department’s human resources, this Order is hereby issued amending all other related guidelines as reference of prospective scholarship applicants, current DSWD scholars and PDC members appraising scholarship applications.

II. OBJECTIVES

General Objective:

Institutionalize a system of providing employees access to professional development opportunities through various forms of support by the Department to enhance employees' competencies and capacities for improved work performance.

Specific Objective:

1. Provide scholarship grants for employees to pursue and earn a baccalaureate or postgraduate degree in the Philippines funded by the Department; and

2. Offer counterpart monetary and/or non-monetary support to DSWD employees relative to the

   a. completion of postgraduate degrees or diplomas
   b. participation in non-academic short term courses/training program offered outside the country.

III. COVERAGE

This Order shall cover the provision of educational support, either through monetary and non-monetary assistance, to regular, contractual, coterminous, and casual employees of the Department to complete a degree, diploma, certificate course, or to attend/participate in a foreign training offered by established schools or other institutions.

The following shall not be covered by this Order:

1. short-term non-degree courses and non-academic specialized training offered by training institutions, service providers, schools, and the like within the Philippines; and
2. ministerial/high-level meetings and other travels abroad due to the exigency of DSWD services such as but not limited to: escorting of clients who are minors or physically unable; delegation to a foreign country; data gathering, providing technical assistance or monitoring of DSWD programs, among others.

IV. LEGAL BASES

The following related policies serve as reference in the development of this guideline:

The Presidential Decree No. 807.- otherwise known as the Civil Service Law, serves as the primary legal basis of this guideline. Section 1, Chapter 6, Book V of Executive Order 292 of 1987 states that every department or agency is mandated to establish a continuing program for career and personnel development for all agency personnel at all levels, and shall create an environment or work climate conducive to the development of personnel skills, talents and values for better public service.

The Civil Service Commission Memorandum Circular No. 43, series of 1993 stated the role and importance of the Personnel Development Committee (PDC) in assisting the head of agency in formulating and establishing training and development programs without a need of prior approval from the as per. The Circular also reiterated that PDC shall undertake the screening of candidates in training and scholarship opportunities and ensure equitable distribution of such to deserving employees of the organization.

Executive Order (EO) No. 367, s. 1989, amending EO No. 129 of 1968 and EO No. 421 of 1973 states the required service obligations of scholars or grantees of educational support. The EO 161 of 1994 provides the standard form of scholarship/training contract of officials and employees who participated in foreign scholarships/trainings/courses.

The CSC M.C. No. 05, s. 2016 provides the revised qualification standards for Division Chief and Executive/Managerial Positions in the Second Level.

The Leadership and Management Certification Program (CPro), an alternative mode satisfying the master’s degree educational requirement for division chief and executive/managerial positions as stated in M.C. No. 12, s. 2016 was also considered in this enhanced guideline.

The guideline also includes granting of study leave to enable non-scholar/grantee to attend and complete their educational pursuits. The policy on availment of study leave is patterned after CSC M.C. No. 21, s. 2004. This issuance states that employees may avail of study leave with pay, not exceeding six (6) months, as a time off from work for the purpose of preparing and/or taking their bar or board examinations, or completing their graduate degree.
V. DEFINITION OF TERMS

**Alternative Delivery Modes of Education** - refers to tried and tested alternative modalities of education delivery within the confines of the formal system that allow schools/academies to deliver quality education. This may include, but is not limited to: distance education, online courses, equivalency programs, and the like

**Competency** - the combination of skills, job attitude and knowledge which is reflected in specific job behaviors that can be observed, measured and evaluated

**Contractual** - an appointment issued to a person whose employment in the government is in accordance with a special contract to undertake local or foreign-assisted projects or a specific work or job requiring special or technical skills not available in the employing agency, to be accomplished within a specific period

**Casual** - an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not to exceed one year

**Coterminous** - an appointment issue to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on trust and confidence of the appointing officer/authority or of the head of the organizational unit where assigned

**DSWD-funded scholarship** - grant provided by the Department to support DSWD employees who want to pursue further studies by completing a baccalaureate degree or pursuing further studies by earning a post-graduate degree

**Educational Support Contract** - document that indicates the terms of the scholarship or educational assistance granted to the employee and will serve as a legal basis for the required service obligation of the scholar/grantee. This is formerly referred to as the service obligation contract

**Externally-sponsored scholarship** - grant offered to DSWD by external institutions/ agencies/ sponsors in the Philippines or abroad

**Fund Augmentation** – a type of monetary educational support provided to employees in completing their degree/course or the required thesis or dissertation that are relevant to the Department’s goals and mandate.
Financial support for thesis or dissertation - a type of monetary educational support provided to employees in completing their thesis or dissertation that are relevant to the Department’s goals/mandate

Grantee - refers to an employee approved by the PDC to receive a non-scholarship grant or other educational assistance stated in this guideline

Official business – a travel that is authorized by the Head of Agency or his/her delegated Authority which are necessary and within the mandate of the requesting government official or personnel, will involve the minimum expenditure, and are expected to bring substantial benefit to the country/agency. Such travels are pursued with entitlements such as pre-travel allowance, airfare, and daily subsistence allowance (DSA) prescribed under Executive Order No. 298, series of 2004.

Official Time - a time-off provided to employees who will participate in a foreign training/short-term course or scholarship, to which (1) they have directly applied to and/or (2) they have been invited by a sponsoring organization. No additional entitlements will be provided by the Department and that all costs related to the travel will be borne by the employee or the sponsoring organization.

Postgraduate degree – an academic course that leads to a Masters or Doctorate degree, certificates, or diploma for which a Bachelor’s degree is a prerequisite.

Practicum - an academic requirement wherein the student gets to apply the theories and lessons learned in the academe, by means of practical, on-the-job training in his/her particular field of study

Re-entry action plan – a plan of action of an official or employee which narrates his/her learning during the course of the scholarship or training grant and how he/she will apply these in the workplace upon his/her return to office

Scholar - an employee who has been awarded with a scholarship grant

Scholarship - a form of monetary and/or non-monetary educational support provided to DSWD employees to complete academic degrees whether availed locally or abroad, as well as foreign opportunities for non-degree courses such as diploma, short term courses and the like, regardless of the modality (e.g. via full time or part-time study, online study, dual/blended approach, etc.)

Service Obligation - the period of time required of scholars/grantees to serve the Department after their scholarship/grant

Study Leave - a time-off from work not exceeding six (6) months with pay for qualified officials and employees to help them prepare for their bar or board examinations or complete their master’s degree.

---

6 Definition from MC 35, series of 2017, Section 1 Allowable Foreign Trips
7 CSC definition as per MC No. 21, s.2004 or the Amendment to Section 68 of CSC MC No.14, s. 1999 relative to the Guidelines on Study Leave
Training - organizationally directed experience that is systematically designed to increase the knowledge and skills of personnel for the purpose of improving their individual and organizational performance.

VI. GUIDING PRINCIPLES AND POLICIES

1. The Department shall ensure the equitable distribution of educational and other professional development opportunities for all interested and qualified employees of the Department.

2. There shall be no discrimination in the selection of candidates on account of gender, civil status, age, religious belief, ethnicity or political affiliation. Further, equal opportunity and importance shall be likewise accorded to qualified persons with disabilities (PWDs) and other disadvantaged sectors, such as, but not limited to indigenous people (IPs), solo parents, etc.

3. Areas of study for which scholarships and other educational support are granted must be linked to the individual development plan (IDP), as far as applicable, of the employee and aligned with the mandate and priorities of DSWD.

4. There shall be consultation and discussion between the interested employee and his/her immediate supervisor, Head of Office/ Bureau/ Service (OBS) or Field Office and Cluster Head/s prior to application/ availment of any scholarship or other educational support.

5. Scholar/ grantee shall adhere to the terms and conditions stipulated in the educational support contract between the scholar/grantee and the Department to ensure return of investment to the Department.

6. The PDC shall be constituted to oversee the implementation of the program to ensure regularity and consistency in the principles, policies and rules. It shall deliberate applications for availment of the opportunities and grants provided herein and recommend to the Secretary or his/her designated representative. The composition and functions of the Committee are stated in Annex A.

VII. CATEGORIES OF THE EDUCATIONAL SUPPORT

A. Scholarship

1. DSWD-Funded Scholarship - is a grant provided and funded by the Department to support DSWD employees who want to pursue further academic studies to earn a postgraduate degree or complete a baccalaureate/ bachelor's degree.
Under this scholarship, **50 scholarship slots** will be maintained at any time. The Central Office and each region will have one “guaranteed” slot while the remaining slots shall be considered as “department-wide open slots”. Any unutilized “guaranteed” slots will be added in the pool of “department-wide open slots”, which may be availed of by any qualified DSWD personnel nationwide subject to the PDC screening and recommendation.

The number of scholarship slots may be increased subject to the availability of funds.

1.1 **Sub-categories:**

1.1.1 **Completion of Baccalaureate/Bachelor’s Degree**

This refers to the scholarship to be provided by DSWD to its personnel who wishes to complete his/her Bachelor’s degree course in a field that is deemed relevant to DSWD mandate, goals and objectives for a maximum of two (2) School Years, from date of effectivity of scholarship grant.

1.1.2 **Postgraduate Degree**

This covers a monetary grant for a maximum of three (3) School Years, from date of scholarship effectivity, in pursuing a Graduate Certificate, Diploma Course, Master’s or Doctoral Degree in a field that is deemed relevant to the DSWD mandates, goals and objectives.

1.1.3 **Enrollment or Availment of the Leadership and Management Certification Program (CPro)**

This refers to the support to be provided by the Department to its employees who aspire and have great potential in assuming a Division Chief position and/or equivalent Executive/Managerial position in the government.

The CPro, administered by the CSC, has two tracks, namely, the Training Track and the Recognition of Prior Learning (RPL) Track. Both the candidates of the Training Track and RPL Track shall be subject to Competency Assessment composed of written test (10%), portfolio review (50%), and behavioral event interview (40%). A Leadership and Management Certificate shall be issued to a candidate who has sufficiently shown to have acquired the five (5) Leadership Competencies such as Thinking Strategically and Creatively; Leading Change; Building Collaborative, Inclusive Working Relationships; Managing Performance and Coaching for Results; and Creating and Nurturing High Performing Organization. Such certificate is equivalent of Master’s degree required for
aspiring Division Chief and equivalent executive/managerial positions in government.

Nomination/s for CPro shall be based on the availability of funds of the Department.

1.1.4 Alternative Delivery Modes of Education

This refers to tried and tested alternative modalities of education delivery within the confines of the formal system that allow schools/academies to deliver quality education. This may include, but is not limited to the following: distance education, online courses, equivalency programs, and the like.

The applicable grant entitlement and corresponding terms and conditions will be based on the classification of the degree that will be earned after completion of the program course (i.e. Bachelor's or Masteral Degree).

1.2 Entitlements:

1.2.1 Monetary Benefits:

✓ Maximum of Php 60,000 per School Year to cover the actual tuition fee, required books, thesis writing expenditures, miscellaneous and other school related fees. Book and thesis writing expenditures shall be on reimbursable basis.

✓ For CPro, the Department will only cover the Training Fee and Competency Assessment Fee.

1.2.2 Modified Work Schedule:

A scholar can avail any of the following authorized time-off with pay per week in preparation for academic requirements:

✓ Eight (8)-hours off - this can be availed of either by two (2) half days off or one (1) whole day off per week to attend to their studies (e.g. reading sessions or book reviews, presentations, etc.)

✓ Sixteen (16)-hours off - this can be availed of by scholars who are enrolled in field work to complete the required academic hours of practicum

✓ A time-off from work to attend the training schedule and activities related to the completion of CPro set by the CSC
2. **Externally-Sponsored Scholarship** - is a grant offered to DSWD by external institutions/agencies/sponsors either locally or abroad to support DSWD employees who want to pursue further academic studies by earning a postgraduate degree, diploma, certificates, and the like, or complete a baccalaureate/bachelor’s degree.

2.1 **Sub-categories:**

2.1.1 **Offered by Local Institutions**

These are grants or financial assistance offered by other government and private agencies or institutions in the Philippines to allow employees to pursue further academic studies\(^8\) such as but not limited to those offered by the Asian Institute of Management (AIM), Development Academy of the Philippines (DAP), and National Defense College of the Philippines (NDCP).

2.1.2 **Offered by Foreign Institutions**

These are grants extended by educational institutions or organizations to DSWD employees to avail of academic courses or short term non-degree training, seminar, or courses to be held in a foreign country on official business.

2.2 **Entitlements:**

- Full time-off from work for the entire duration of Scholarship/Training
- Salaries, allowances and other benefits provided by law\(^9\)
- Office Equipment and Facility (as deemed needed)
- Free-accommodation in Social Welfare and Development Center for Asia and the Pacific (SWADCAP), Fort Bonifacio, Taguig (for local scholarships within Metro Manila and nearby areas)
- Other school expenses not covered by sponsors may be shouldered by the Department subject to PDC deliberation, availability of funds and/or accounting/auditing rules and regulations, based on the suggested schedule of fees of the program
- Pre-travel allowance of ₱1,500.00\(^10\) and/or the allowable per diem/Daily Subsistence Allowance (DSA) or other travel

---

\(^8\) Non-degree courses shall be covered by Local Non-Academic Specialized Training Guideline

\(^9\) Officials who are entitled to RATA may be authorized to receive such entitlement pursuant to DBM Circular No. 546, dated January 17, 2013

\(^10\) or the travel allowance authorized per existing rules and regulations
expenses subject to the accounting and auditing rules and regulations (for scholarships and trainings abroad)

B. Other Educational Assistance

1. **Study Leave** - a time-off from work not exceeding six (6) months with pay for qualified officials and employees to help them prepare for their bar or board examinations or complete their master’s degree

The study leave can be availed of continuously or on a staggered basis e.g. specific days in a week, due to the exigency of service. An employee can apply for study leave for several purposes but shall not exceed the allowable six months prescribed by the CSC.

The approval of the duration of study leave will depend on the purpose, as follows:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Length of Study Leave(^{11}) with Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preparation for professional licensure examinations</td>
<td>Maximum of 6 months</td>
</tr>
<tr>
<td>a. Bar Examination</td>
<td>Maximum of 6 months</td>
</tr>
<tr>
<td>b. CPA or Engineering Board Exam</td>
<td>Maximum of 3 months</td>
</tr>
<tr>
<td>c. Social Work Board Examination</td>
<td>Maximum of 3 months</td>
</tr>
<tr>
<td>d. Other licensure examinations</td>
<td></td>
</tr>
<tr>
<td>2. Preparation for Comprehensive Examination (in partial fulfilment of a degree course)</td>
<td>Maximum of one month</td>
</tr>
<tr>
<td>3. Completion of academic requirements (i.e. thesis writing, field practice, attend classes during working hours)</td>
<td>Maximum of 4 months</td>
</tr>
</tbody>
</table>

2. **Official Time** – this is provided to employees who **directly applied for or invited by a sponsoring organization** for scholarship or foreign\(^{12}\) trainings or short term courses directly related to DSWD mandate and/or functions of the Office and of the applicant. Salary, allowances and benefits mandated by law shall be provided subject to accounting and auditing rules and regulations.

\(^{11}\) Based on the recommendations of the Regional PDC and on the duration of review classes in Metro Manila per year

\(^{12}\) Attendance to local non-academic specialized training and other short-term courses shall be covered by a separate guideline/Order
Further, to ensure that work operations will not be adversely affected, an employee can only avail of this educational support once a year and only upon favorable recommendation of the head of Office/Bureau/Service and Cluster Heads.

3. Fund Augmentation – refers to financial assistance provided to employees who are completing their degree/course, or thesis/dissertation that are relevant to the Department’s goals and mandate. Grant of such assistance will be subject to the unutilized funds of the overall educational program.

a. Matriculation Fee - priority shall be given to qualified employees with salary grade 11 and below who may be provided with tuition fee not exceeding Php 30,000.00\(^{13}\) per School Year for a maximum of two (2) School Year, from the date of the effectivity of the grant

b. Thesis or Dissertation Preparation – thesis or dissertation aligned with the Department's goals/mandate can be financed under the educational program not exceeding Php 60,000 for a school year and shall be released according to the following schedule:

  ✓ Php 30,000 (50%) upon approval of the grant
  ✓ Php 15,000.00 (25%) upon submission of the draft thesis/dissertation duly attested by the grantee’s adviser as ready for presentation and defense
  ✓ Php 15,000.00 (25%) upon submission of the bound copy of approved thesis/dissertation (with proper acknowledgement) and an electronic file

However, employees whose research topics were already funded by the Department’s Research Program are excluded from this category\(^{14}\).

VIII. QUALIFICATION REQUIREMENTS

An employee who wishes to avail of any educational support enumerated in this Order may apply provided he/she possesses the following qualifications and/or is able to provide/meet the applicable additional requirement/s to wit:

A. Minimum Qualification Requirements

A.1. Must have rendered two (2) years’ work experience in the Department as permanent, casual, contractual or coterminous, and must have

\(^{13}\) Half of the monetary benefit of a scholar under the DSWD-Funded Scholarship Grant

\(^{14}\) Administrative Order No. 09, s. 2011 or the Guidelines in the provision of Research Grant for the Implementation of the DSWD Five-Year (2010-2014) Research Agenda.
assumed and performed current function for at least one (1) year at the
time of application;

A.2. Must have at least a Very Satisfactory performance rating for the last
two (2) rating periods;

A.3. Must have no pending administrative and criminal case at the time of
application;

A.4. Must have no current service obligation from previous scholarship or
other educational assistance availed of except for those who will be
taking professional examinations for the first time;

A.5. Must have no pending local or foreign scholarship/training applications;

A.6. Must be willing to comply with the terms of the educational support and
carry out responsibilities as scholar/grantee, e.g. service obligation.

B. Additional Requirements

All applications for educational support shall be made in writing addressed to
the PDC and accompanied by a letter of endorsement by the Head of Office
and respective Cluster Head as per DSWD manual of delegation to ensure that
office operations are not hampered.

For those applications that would entail that the applicant being endorsed will
not be able to officially report to the office during the duration of the program
course, in the event that the application was approved by the PDC and/or was
favorably accepted by inviting organization, a proposed workplan, indicating the
arrangements to be made and duly conformed by (i) the applicant, (ii) identified
successor or personnel that would take on the workload, and the (iii) Head of
Office/Bureau/Service, shall also be submitted to the PDC.

B.1. DSWD-Funded Scholarship

B.1.1. For the completion of a Baccalaureate degree, the applicant
must have finished at least two years or have earned 72 units, as
evidenced by a certification from the school/university.

B.1.2. For those who will pursue CPro-RPL Track, a pre-qualifying
result from the CSC must be submitted to HRDS/FO-HRMDD.

---

15 It refers to rating/ performance period following the performance management guideline of the Department

16 Considering that the minimum units per enrolment is 18 (Computation: 18 units x 4 semesters/trisems)
B.2. Externally-Sponsored Scholarship

Must meet the requirements indicated by the sponsoring organization such as but not limited to:

B.2.1. Medical certificate stating that employee is physically fit to undertake the course;

B.2.2. Must undergo and pass any screening protocol/ requirement of the inviting sponsoring agency and the university/ school (e.g. qualifying examination, English proficiency, etc.);

B.3. Study Leave

B.3.1. Accomplished leave form as mandated by CSC;

B.3.2. In preparation for professional licensure examinations or comprehensive examination

Any support document or proof of evidence that he/she is qualified and will take the scheduled comprehensive examination such as a photocopy of application to take professional licensure examination or copy of the examination or admission slip;

B.3.3. In the completion of academic requirements such as thesis or practicum

Certified photocopy of school registration, copy of thesis proposal, or schedule of field practice/ practicum

B.4. Official Time

B.4.1. Must submit a copy of acceptance letter from the inviting organization or the invitation letter from a sponsoring agency, organization or institution

B.5. Fund Augmentation

B.5.1. For augmentation of matriculation fee, supporting documents that will indicate applicant is currently enrolled such as registration form from the school and statement of account, etc.

B.5.2. For augmentation of thesis/ dissertation expenses, supporting documents that will indicate applicant is enrolled and will be taking up or currently doing his/her thesis or dissertation such as registration form from the school, a copy of approved thesis/ dissertation proposal by his/her thesis adviser aligned to the Department’s goals, mandate, thrusts and priorities.
IX. IMPLEMENTING PROCEDURE

This section outlines the major processes involved in selecting scholars/grantees for the different categories of the educational support for DSWD employees. Process maps pertaining to each category is attached as Annex B of this guideline.

The HRDS shall be the designated office in charge of this educational support mechanism and act as the secretariat to the PDC. The PDC shall be the Committee mandated to ensure the effective implementation and execution of this guideline and when appropriate recommend enhancements to this Order.

A. Scholarship

1. Posting/ Announcement

The HRDS, as the Central Office PDC Secretariat, shall prepare invitations for scholarship to all Offices, Bureaus, and Services through a memorandum signed by the PDC Chairperson. This shall be disseminated to CO-OBS/FO via email, fax, and/or post announcement in conspicuous places within the DSWD premises, e.g. bulletin boards.

1.1 DSWD-Funded Scholarship

A slot becomes available when the scholar completes the grant or fails to acquire grant extension after not meeting the conditions of the grant stated in Section XII- Penalties.

HRDS may call for nomination/s for CPro or endorses requests from OBS/FO for PDC deliberation, whichever is applicable, subject to the availability of funds.

1.2 Externally-Sponsored Scholarship

Scholarship opportunities offered to the Department which are relevant and appropriate to DSWD’s mandate, conforms to the set criteria/standard as determined by the PDC, and has adequate time for processing are disseminated to all OBS in C.O. and F.Os., to gather pool of applicants/nominees.

Invitations for nominations received less than two weeks before the set deadline of inviting organizations must be endorsed to the cluster heads of relevant Central Office and/or Field Offices for immediate identification of possible nominee/s. A PDC resolution, in the form of a referendum, must be prepared and submitted to the Office of the Secretary for approval of nominations.

---

¹⁷ At least two weeks prior to the set timeline of the inviting organization/agency
2. **Pooling of Applicants/ Nominees and Initial Screening**

Pooling of applicants may fall under the following categories:

a. **Endorsement of Offices/Bureaus/Services/Units**

   Interested and qualified employees shall express his/ her intent to avail of scholarship through a formal letter addressed to the PDC with an endorsement letter from their respective Head of Office and Cluster Head and will accomplish the application form for educational support (Annex C.1). In some cases, the Head of Office may nominate his/her qualified staff based on the relevance of the course or program to the function of the staff but the employee/s must be well-apprised and has/have agreed to the nomination prior to the submission to the Committee.

b. **Targeted nominations as per individual profile**

   Pursuant to the submission of Personal Data Sheet (PDS) and of Individual Development Plan (IDP), the HRDS may identify and invite potential nominee/s to scholarship/foreign training subject to the concurrence of the employee and his/her supervisor and cluster head.

2.1 **DSWD-Funded Scholarship**

   For the “guaranteed” slot of the Field Office, the region will have to nominate only one nominee who met the prescribed qualifications as assessed by their respective RPDC and endorsed to CO-PDC for documentation and monitoring purposes. The CO-PDC, on the other hand, shall deliberate on the following nominations:

   - One “guaranteed” slot for the Central Office
   - Remaining slots of DSWD-funded scholarships, Baccalaureate and Post-graduate degree\(^{18}\)
   - CPro applications

2.2 **Externally-Sponsored Scholarship**

   All nominations for scholarships offered by other local institutions or foreign organizations must be submitted to the PDC Chairperson thru the HRDS with proper and complete supporting documents listed in Annex C.2 within the set deadline for deliberation.

   Applications from FOs must go through the initial deliberation of Regional Personnel Development Committee (RPDC) to ensure that it merits consideration of the Regional Director before it is endorsed to the Central Office.

\(^{18}\) Remaining 33 scholarships slots
The HRDS shall initially review the qualifications of nominees based on the requirements set by the Department and the completeness and accuracy of documents submitted by the nominating office.

- If application/nomination is in order, the Secretariat prepares a matrix of applicant/s for PDC deliberation (Annex C.3);
- If not in order, HRDS informs the nominee through a memorandum indicating what is lacking or the necessary action needed to undertake.

The HRDS and its FO counterparts shall maintain a pool of employees who plan to pursue their studies and are potential candidates for scholarships, both for DSWD-Funded and for Externally-Sponsored Scholarships based on their Individual Development Plan (IDP). Anytime a slot is vacated (DSWD-funded scholarships) or invitations from local or foreign institutions are received (Externally-sponsored scholarships), the HRDS shall call for nominations from the Central and Field Offices.

3. **PDC Deliberation and Identification of Department Nominee**

The Committee shall convene and deliberate nominees for educational support using the Selection Criteria (Annex C.4) below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Point System (maximum points that can be given)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance of the course/scholarship program to:</td>
<td>60 points (a+b+c)</td>
</tr>
<tr>
<td>a. Office/Division/Unit mandate or functions (20)</td>
<td></td>
</tr>
<tr>
<td>b. actual duties or position of the applicant (20)</td>
<td></td>
</tr>
<tr>
<td>c. career development and potential of the applicant to assume higher functions and responsibilities (20)</td>
<td></td>
</tr>
<tr>
<td>Very relevant</td>
<td>20</td>
</tr>
<tr>
<td>Fairly relevant</td>
<td>15</td>
</tr>
<tr>
<td>Relevant</td>
<td>10</td>
</tr>
<tr>
<td>Less relevant</td>
<td>5</td>
</tr>
<tr>
<td>Not relevant</td>
<td>0</td>
</tr>
<tr>
<td>Actual years of service in the Department:</td>
<td>15 points</td>
</tr>
<tr>
<td>more than 10 years</td>
<td>15</td>
</tr>
<tr>
<td>more than 5 years to 10 years</td>
<td>10</td>
</tr>
<tr>
<td>2 years - 5 years</td>
<td>5</td>
</tr>
<tr>
<td>Performance rating:</td>
<td>10 points</td>
</tr>
<tr>
<td>Outstanding</td>
<td>10</td>
</tr>
<tr>
<td>Very Satisfactory</td>
<td>5</td>
</tr>
</tbody>
</table>

19 A quorum (half of the total number of the Committee plus one) must be ensured prior to the deliberation

Page 16 of 26
Local and foreign educational program and/or foreign short term non-degree courses availed in the past five years in the Department:

<table>
<thead>
<tr>
<th>has not availed</th>
<th>15 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>has availed \textbf{once} and complied all the requirements of the previous grant/s</td>
<td>15</td>
</tr>
<tr>
<td>has availed \textbf{more than one} and complied all the requirements of the previous grants</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

Nominee/s who meet the criteria with a cut-off score of at least 80 points shall be recommended for scholarship slot/s or grant.

Based on the results, the PDC will select/identify the most viable nominee of the Department.

A personal interview or written examination may be conducted by the PDC as deemed necessary to select deserving employees for scholarship.

However, for the following cases, the PDC may recommend nominee/s thru a referendum based on the pool of potentials and/or endorsement of the cluster heads, to wit:

a. There is a lone candidate to the scholarship;

b. The deadline for submission of nominee/s or scholar/s is within two weeks or 10 working days and there is not enough time for the PDC to conduct deliberations; and/or

c. The PDC cannot convene due to lack of quorum

4. \textbf{Endorsement to Approving Authority and Sponsoring Agency}

The results of the deliberation/screening shall be endorsed by the PDC to the Secretary or his/her duly designated official through a resolution following the DSWD manual of delegation and delineation of authority.

Upon receipt of the approval of the Secretary’s or his/her duly designated official, HRDS will send an endorsement letter of the Department’s nominee to the inviting/sponsoring agency or organization and inform all applicants on the result of their applications through a memorandum.

5. \textbf{Awarding of Scholarship}

Employees who have been selected by the Secretary/duly designated official and/or have been accepted by the organizers/sponsors shall be assisted by HRDS in accomplishing educational support contract (Annex C.5) prior to academic undertaking and to require submission of
all other documentary requirements (e.g. travel documents or school registration).

6. **Monitoring and Evaluation of Scholar**

All scholars are required to provide the PDC, thru the Secretariat, updates/status of their academic undertaking/load (**Annex C.6**) quarterly for monitoring purposes.

Scholars under the **DSWD-Funded Scholarship** shall submit a certified copy of his/her grades and enrolment/registration form within a month after the semester/trimester ends to facilitate payment or reimbursement of matriculation/school fees for the succeeding enrolment/s. (**Annex C.7**)

The HRDS acknowledges, reviews, and evaluates the submitted documents of the scholar.

- If the scholar meets the terms and conditions of the grant, HRDS prepares the voucher (for CO scholars) or the request for sub-allotment and transfer of funds (for FO scholars) as payment for matriculation, reimbursement of book allowance or support for thesis/dissertation. (**Annex C.8 and C.9**)

- If the scholar does not meet the terms and conditions of the grant, certain penalties stipulated in Section XII will be applied.

The Field Office- Human Resource Management and Development Division (HRMDD), as Regional-PDC Secretariat, shall submit a quarterly report (**Annex C.10**) to CO-PDC every 10th day of the first month of the succeeding quarter on the status of those who availed scholarships and the issues/concerns or challenges encountered by the scholars, if any.

The HRDS maintains the database of all scholars, consolidate reports from FOs and submit executive summary reports to the PDC and/or management every 15th day first month of the succeeding quarter for information or appropriate action as deemed needed.

**B. Other Educational Assistance**

All requests for non-scholarship grant, except for study leave of rank-and-file employees below division chief from Field Office (FO), shall be endorsed and deliberated by CO-PDC.

1. **Submission of Request of Employees**

Interested and qualified employees who would like to avail of study leave, official time to attend foreign scholarships/short-term courses/training program, or fund augmentation for matriculation/thesis or dissertation preparation shall seek endorsement from their supervisor and respective cluster head and accomplish the application form (**Annex C.1**).
The duly endorsed request, together with proper and complete supporting documents listed in **Annex C.2**, must be submitted to the appropriate office as follows:

<table>
<thead>
<tr>
<th>Receiving Office</th>
<th>Type of Request</th>
<th>Requesting Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRDS (Central Office)</td>
<td>Study Leave</td>
<td>Rank and file employees in Central Office and Division Chief and up from regions</td>
</tr>
<tr>
<td></td>
<td>Granting of Official Time</td>
<td>All employees in Central and Field Offices</td>
</tr>
<tr>
<td></td>
<td>Fund Augmentation for Matriculation or Thesis/ Dissertation Preparation</td>
<td>All employees in Central and Field Offices</td>
</tr>
<tr>
<td>HRMDD (Field Office)</td>
<td>Study Leave</td>
<td>Rank and file employees in Field Offices</td>
</tr>
</tbody>
</table>

Employees who will be on a study leave for one month or more should secure an office clearance from the Personnel Administration Division/Unit (PAD) prior to the availing of the grant.

2. **Assessment of Request by PDC/RPDC**

All requests, except for the study leave requests of Field Office (FO) rank-and-file staff, shall initially be reviewed by the HRDS based on set qualification standard and completeness of documents submitted. Results of the initial assessment shall then be endorsed to the PDC for deliberation/discussion.

For study leave request of a rank-and-file staff in FO, the FO-HRMDD shall evaluate the request before endorsing it to RPDC who will deliberate on the merits of the application. Should the RPDC concur with the request, a resolution shall be made to recommend approval of the Regional Director, copy furnished the CO-PDC through HRDS.

3. **Endorsement to the Approving Authority**

Based on the result of the deliberation, a PDC resolution shall be prepared and endorsed to the approving authority as per DSWD manual of delegation and delineation of authority.

4. **Awarding of Grant**

Upon the approval of the Secretary (or his/her duly designated official) or the Regional Director of PDC/RPDC resolution (for study leave of rank-and-file), the HRDS/FO-HRMDD shall issue a memorandum to all
successful grantees through the Heads of OBS/FO, copy furnished the Cluster Head. The memorandum includes the list of documentary requirements (e.g. travel documents or enrolment form) for the processing of the grant and the corresponding contract (Annex C.5) to be accomplished and submitted by the grantee to HRDS/FO-HRMDD prior to availment of any type of other educational assistance.

5. Monitoring and Evaluation of Grantee

All grantees are required to provide the PDC, thru the Secretariat, an update/status of their academic undertaking (Annex C.6) every quarter for monitoring purposes. This includes, but is not limited to, the progress of grantee’s thesis/dissertation, or set plan in one’s preparation for professional examination or completion of other academic requirements, examination results for those who availed study leave, and diploma.

Grantees of Fund Augmentation for Thesis/Dissertation will have to submit the original or certified true copy of billing statement/assessment paper or official receipt (in case of reimbursement) to facilitate the processing of voucher or sub-allotment. Payment shall be based on the scheduled release as mentioned in Section VII. Categories of the Educational Support.

The RPDC Secretariat in different FOs shall submit a quarterly report (Annex C.10) every 10th day of the first month of the succeeding quarter on the status of those who availed of non-scholarship grants to HRDS-Central Office as well as the issues/concerns or challenges encountered by the grantee, if any.

The HRDS shall maintain the database of all grantees, consolidate reports from FOs and submit executive summary reports every 15th day of the first month of the succeeding quarter to the PDC and/or management for information or appropriate action as deemed needed.

X. TERMS AND CONDITIONS

All scholars and grantees must abide to the terms and conditions stipulated in their educational support contract signed prior to the effectivity of the scholarship/grant.

Further, any falsification of official grades/records will cause immediate termination or cancellation of scholarship or any educational support/grant without prejudice to other administrative sanctions that may be imposed.
A. Scholarship

A.1. DSWD-Funded Scholarship

A.1.1. The scholar shall complete the course within the prescribed duration:

<table>
<thead>
<tr>
<th>Completion of Baccalaureate degree</th>
<th>A maximum of two (2) years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Graduate degree</td>
<td>A maximum of three (3) years</td>
</tr>
<tr>
<td>Leadership and Management Certification Program (CPro)</td>
<td>A maximum of one year from the release of the assessment result.</td>
</tr>
</tbody>
</table>

Scholars who are not able to finish the educational program within the prescribed timeline shall submit a request of extension to the PDC for deliberation. Conditions that may merit extension are the following: in case of serious illness of the scholar, death in the family and other unavoidable meritorious circumstances. Without PDC's approval for extension, the general rule in Section XII. Penalty shall be imposed to the scholar/grantee.

A.1.2. At the end of every school semester, the scholar shall submit to CO-PDC Secretariat the certified true copy of grades. Payment for succeeding enrolment shall not be processed until submission of required document/s.

A.1.3. To remain in good standing, a scholar must obtain at least a general weighted average grade of 2.0 or its equivalent for Graduate/Post-graduate Degree, and 2.5 or its equivalent for Baccalaureate Degree, throughout the duration of the scholarship.

Scholars who fail to meet the prescribed general weighted average will result to a temporary suspension of the scholarship grant. School fees for the succeeding semester will not be covered under the scholarship. Should he/she be able to meet the required grade, the scholarship grant will continue for the following school semester, and that the course/program be completed within the stipulated duration in the educational support contract. However, if scholar still fails to meet the requirement, his/her scholarship grant will be terminated.

A.1.4. Cross-registration, transfer of school, and deferment is allowed provided that the scholar will be able to complete the course within the prescribed duration and monetary entitlement per enrollment as stipulated in the contract. The scholar should inform the CO-PDC/RPDC in writing on such cases stating a valid reason thereof.
A.1.5. The request to shift to a new academic program is allowed only once and should be approved by the PDC through a resolution based on the justification made by the scholar prior to actual shifting. This is to ensure that the new course is relevant/appropriate to the scholar’s job function or to the Department’s mandate.

A.1.6. Additional service obligation will be required in case a scholar would like to avail of the study leave in preparation for comprehensive examination, thesis preparation, or for taking professional examination provided it will not exceed the maximum of six months as prescribed by CSC.

A.1.7. A scholar pursuing CPro who failed to pass in all of the five Leadership Competencies required by the CSC but have passed at least three (3) leadership competency areas shall be given an opportunity to undergo a supplemental assessment in the failed competency area/s within a one-year period from the release of the assessment results. Supplemental assessment fee shall be at the expense of the employee concerned. Otherwise, he/she shall be subjected to Section XII. Penalties.

A.1.8. After graduation or completion of the course, scholar must submit a letter stating their completion of the scholarship/ non-scholarship grant together with a copy of diploma, thesis or dissertation, and transcript of records (TOR) certified by the School Registrar to the HRDS within six (6) months. Thesis or dissertation from scholars shall be forwarded to the Knowledge Exchange Center (KEC) of the Department for reference of OBS and other researchers.

A.2. Externally-Sponsored Scholarship

A.2.1. Upon completion of the course, the scholar must submit a feedback/travel report which includes the re-entry action plan (Annex C.11) and a certified copy of the diploma or certificate of completion from the inviting organization/institution within 30 days.

A.2.2. Scholars are required to share their knowledge and experiences either in Central Office or in their respective regions/offices or during the Technical Sharing Session (TSS) conducted by the HRDS/FO-HRMDD and/or other sharing sessions or gathering where the learning/insights of the development intervention is relevant, as applicable.

20 TSS is a half-day activity that provides venue for officials and employees, who attended local and foreign trainings, to share their newly acquired knowledge, skills, competencies, insights, learnings and technologies to their DSWD counter-part employees as part of their re-entry action plans.
B. Other Educational Assistance

B.1. Study Leave

B.1.1. The grantee should inform the PDC through a formal communication if he/she failed to take the professional licensure or comprehensive examinations, and the Committee shall determine the appropriate course of action or sanction as deemed needed.

B.1.2. In the exigency of service, the grantee may be requested to report for work. A written communication should be prepared by the Head of Office to the grantee copy furnished the CO-PDC/RPDC. In such cases, the grantee’s approved study leave can be adjusted to cover the days he/she was required to report in the office.

B.1.3. The grantee should immediately report to work the next working day of the study leave duration stated in his/her contract.

B.1.4. In no case that the study leave shall be availed beyond six (6) months. Should there be a need to avail more than one purpose of study leave, the cumulative duration for both purposes shall not exceed six (6) months.

B.2. Official Time

B.2.1. Grantees must submit a feedback report (Annex C.11) and a certificate of participation/ attendance within 30 days upon completion of the educational program highlighting its relevance to the Department’s mandate and to his/her work functions.

B.2.2. Grantees who attended foreign training or short-term courses are required to share his/her knowledge and experiences in Central Office or in their respective offices during the conduct of TSS and/or other sharing sessions or gathering where the learning/insights of the development intervention is relevant.


B.3.1. The grantee must complete his course/degree within two (2) school years or the thesis/dissertation within a year from the time that the financial support was granted.

B.3.2. Thesis or dissertation shall be financed based on set schedule in Section VII and shall be completed within one year.

B.3.2. Grantees must provide the DSWD Knowledge Exchange Center (KEC) a copy of the completed thesis or dissertation or other
knowledge products. An executive summary (with emphasis on findings and recommendations) prepared by the grantee shall be endorsed to appropriate OBSU/s where thesis/ dissertation will mostly have significance and/or usage.

XI. SERVICE OBLIGATION

The scholar/ grantee shall serve compulsory service obligation in the DSWD after the completion of grant to ensure return of investment (ROI) and facilitate the transfer of technology. The duration/ specific coverage of the service obligation shall be determined accordingly and stipulated in the scholarship contract.

A. Scholarship

A.1. DSWD-Funded Scholarship - considering that the scholar reports to work while under scholarship or pursuing studies part-time, the required service obligation is as follows:

<table>
<thead>
<tr>
<th>Duration of Scholarship</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>For every year or a fraction thereof not less than 6 months</td>
<td>one (1) year</td>
</tr>
<tr>
<td>Six (6) months and below</td>
<td>six (6) months</td>
</tr>
<tr>
<td>CPro (both Training Track and RPL)</td>
<td>One year</td>
</tr>
</tbody>
</table>

A.2. Externally-Sponsored Scholarship – scholar who is given an official time to pursue their studies full-time is obliged for the following service obligation:

<table>
<thead>
<tr>
<th>Duration of Scholarship</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>For every year or a fraction thereof not less than 6 months</td>
<td>two (2) years</td>
</tr>
<tr>
<td>A fraction of a year less than 6 months but not less than 2 months</td>
<td>one (1) year</td>
</tr>
<tr>
<td>A fraction of a year less than 2 months</td>
<td>six (6) months</td>
</tr>
</tbody>
</table>

B. Other Educational Assistance

B.1. Study Leave - the service obligation will be computed in accordance with CSC guidelines\(^1\) as follows:

\(^1\) CSC Resolution No. 041016, Sept. 14, 2004
<table>
<thead>
<tr>
<th>Duration of Study Leave</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) month</td>
<td>Six (6) months</td>
</tr>
<tr>
<td>Two (2) to three (3) months</td>
<td>One (1) year</td>
</tr>
<tr>
<td>More than three (3) months to six (6) months</td>
<td>Two (2) years</td>
</tr>
</tbody>
</table>

**B.2. Official Time** – shall follow the service obligation table of the Externally-Sponsored Scholarship under A.2.

**B.3. Fund Augmentation for Matriculation or Thesis/Dissertation** –

<table>
<thead>
<tr>
<th>Fund Augmentation</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Php 30,000.00</td>
<td>Six months</td>
</tr>
<tr>
<td>Php 30,000.00 and more</td>
<td>One year</td>
</tr>
</tbody>
</table>

**XII. PENALTIES**

As a general rule, a scholar/grantee who fails to meet the conditions of the grant through his/her own fault or neglect, resignation or voluntary separation, shall pay the actual amount of the grant and the total compensation and benefits received during the duration of the educational support.

However, if the scholar has rendered **at least 50%** of the required service obligation, the proportionate refund of the monetary value of the scholar's obligation to the agency shall be computed as follows:

\[
R = \left( \frac{SOS}{SOR} - 1 \right) \times TCR
\]

where:  
- \( R \) = Refund  
- \( TCR \) = Total Compensation Received  
- \( (\text{Gross salary, allowances, and other benefits received while on scholarship program}) \)  
- \( SOS \) = Service Obligation Served (rounded off to the nearest month)  
- \( SOR \) = Service Obligation Required (rounded off to the nearest month)

An agreement of the refund shall be made between the scholar and DSWD. Payment on installment basis through salary deduction should not exceed three (3) years.

In case of separation from DSWD due to resignation or non-renewal of appointment, the employee shall pay in full the equivalent monetary cost of the remaining obligation or may submit a request letter to Personnel Administration Division (PAD) to deduct from his/her terminal leave or any monetary benefits.
to be received from the Department the amount to be refunded to the Department.

However, in case of transfer to other government agencies, continuation of service obligation may be allowed, given the following conditions:

a. reason for transfer is due to promotion in position/rank; and
b. the grantee has rendered at least 50% of the required service obligation in DSWD.

The refund of all expenses may be condoned in the following instances:

a. abolition of the office
b. dissolution of the position being held by the scholar/grantee
c. death or permanent disability

XIII. EFFECTIVITY AND REPEALING CLAUSE

This Order shall take effect immediately and shall continue to be in force and effect until revoked. Previous order, issuance or circulars inconsistent herewith are deemed amended, superseded or revoked accordingly.

Copies of this Order shall be disseminated to all the Bureaus, Services and Offices at the Central Office and Field Offices. Any issues not covered in this guideline shall be raised to the PDC for resolution.

Issued in Quezon City, this ___ day of ___ 2018.

VIRGINIA N. OROGO
Acting Secretary, DSWD

Certified True Copy:

PAMELA E. BERNARDO
Admin. AId. III- Records and Archives
Management Division
LIST OF ANNEXES

A. Personnel Development Committee (PDC) Composition and Functions

B. Process Maps:
   B.1. Application for Scholarship (both for Local and Foreign)
   B.2. Application for Study Leave
   B.3. Application for Official Time to Attend Trainings/Courses/Scholarships Abroad
   B.5. Monitoring of Existing Scholars/Grantees
   B.6. Monitoring of the Implementation of the Educational Support for DSWD Employees

C. Forms and Tools
   C.1. Application Form
   C.2. Checklist of Requirements
   C.3. Matrix of Applicant/Nominee
   C.4. Selection Criteria
   C.5. Contract of Scholars/Grantees
      C.5.1. DSWD-Funded Scholarship
      C.5.2. Externally-Sponsored Local Scholarship
      C.5.3. Externally-Sponsored Foreign Scholarship
      C.5.4. Study Leave
      C.5.5. Official Time
      C.5.6. Fund Augmentation for Matriculation or Thesis/Dissertation Preparation
   C.7. Monitoring Sheet for DSWD-Funded Scholarship
   C.8. Request for Sub-allotment and Transfer of Funds
   C.9. Request for Reimbursement of Book Expenditures
   C.10. RPDC Status Report/Repportorial Matrix
   C.11. Post-Travel/Feedback Report
THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)

The composition of the Committee is as follows:

**Central Office (CO-PDC)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>To be rotated among the Assistant Secretaries</td>
</tr>
<tr>
<td>Vice-Chairperson</td>
<td>Director, Human Resource Development Bureau</td>
</tr>
<tr>
<td>Members</td>
<td>Cluster Representative (holding at least SG 18 position) and an Alternate (holding at least SG 15 position) and a duly authorized representative of the Employees Association/SWEAP</td>
</tr>
<tr>
<td>Secretariat</td>
<td>HRDB-Career Development and Employee Relations Division</td>
</tr>
</tbody>
</table>

**Field Office (RPDC)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>Assistant Regional Director</td>
</tr>
<tr>
<td>Vice-Chairman</td>
<td>To be rotated among the Heads of Division</td>
</tr>
<tr>
<td>Members</td>
<td>Division Representative (holding at least SG 18 position) and an Alternate (holding at least SG 15 position) and a duly authorized representative of the Employees Association/SWEAP</td>
</tr>
<tr>
<td>Secretariat</td>
<td>Human Resource and Development Unit(^1) (HRDU) in Field Offices</td>
</tr>
</tbody>
</table>

The CO-PDC/ RPDC members and their alternates shall be designated by the heads of Cluster groups, the Regional Directors and the Chapter Head of Employees Association/SWEAP. Membership shall be for **two years** and a Special Order for the purpose shall be prepared by the CO-PDC/ RPDC Secretariat.

---

\(^1\) As a general rule, the HR Officer shall head the Secretariat in the FOs. The Regional Director, however, has the discretion to designate employees from other divisions if needed.
The PDC Key Functions and Responsibilities

CO-PDC/RPDC Members

- Develop, implement and enhance the screening process and criteria in the selection of nominees to ensure equitable distribution of educational and personnel development opportunities among employees of the Department
- Evaluate and deliberate on the qualifications of candidates
- Endorse candidate/s to scholarship or training nominations for the Secretary’s approval or his/her duly designated official
- Resolve or facilitate resolution of relevant issues raised by any significant party
- Develop a professional development agenda aligned to the strategic plans and direction of the Department

HRDB/HRDU, as CO-PDC/ RPDC Secretariat

- Initially assess nominations or requests of employees for availment of education support and prepare matrix of candidates and needed documents for PDC deliberation
- Document the proceedings of PDC deliberation
- Raise issues encountered for resolution of the PDC if needed
- Prepares referendum/resolution of the PDC
- Assists the Department’s nominee by facilitating the processing of travel documents, coordinating and establishing network with institutions/organizations concerned, providing pre-departure seminars, and providing technical assistance whenever necessary
- Continuously explore educational opportunities and other personnel development opportunities for all employees offered by local and international institutions/organizations
- Maintain database and monitor progress of the scholars/grantees and their compliance with the provisions of the scholarship contracts, on service obligation and submission of travel reports/ re-entry plan
- Prepare periodic reports, year-end assessment, and provide recommendation on the implementation of the educational program for DSWD employees
- Maintain pool of potential nominees for scholarship
- Gathers feedback from the supervisor on the implementation of the scholar’s re-entry plan
- Recommends policy enhancement in the implementation of the education program to the PDC
APPLICATION FOR SCHOLARSHIP (Local and Foreign)

**Annex B.1**

**Step 1: Posting/Announcement**
- **DSWD Funded:**
  - Vacancy of slot due to completion/termination of scholarship
- Externally Funded:
  - Invitation from the organizer
- HRDS reviews/assesses:
  - Invitation
  - Budgetary requirements
  - Deadline of organizer
  - Meet the criteria in the guideline
  - (45 mins-1 hr/invitation)
- **Dissemination**
- **YES**
  - HRDS prepares memo to invite nominees from OBS/FO (20-30 mins)
- **NO**
  - HRDS prepares regret letter (10-20 mins)

**Step 2: Pooling of Applicants**
- Interested employees seek approval from his/her supervisor and concurrence of cluster heads (10-15 working days)
- HRDS receives CO endorsement/nominations while HRMMD receives FO applications and pass thru RPDC for initial deliberation before RD submits it to HRDS

**Step 3: Screening and Selection**
- HRDS screens all applications
  - Meet criteria in the guideline
  - Completeness of documents (20-30 mins per applicant)
- **YES**
  - Qualified
  - **YES**
    - HRDS prepares matrix for each applicant (30-40 mins per applicant)
  - **NO**
    - **NO**
      - HRDS prepares regret letter (10-20 mins)

**Step 4: Endorsement to the Approving Authority/Sponsoring Agency**
- HRDS submits the Dept’s nominee to the organizer (1-2 working days)
- Secretary or duly designated officer approves PDC recommendation (5-10 working days)
- PDC reviews/recommends approval of the resolution to appropriate signatories (7-10 working days)
  - **YES**
    - Adequate slot/time
    - PDC convenes and deliberates
    - PDC Secretariat (HRDS) prepares referendum for lone applicant/urgent nominations (within the day)
  - **NO**

**Step 5: Awarding of Scholarship**
- Employee signs a scholarship contract once accepted in the program (1-2 working days)

Annex B.5
APPLICATION FOR STUDY LEAVE

Step 1: Submission of Request

- Need for study leave, e.g. in preparation for exam, completion of academic requirements like thesis etc.
- Interested applicant seeks approval of his/her supervisor/s* and concurrence from cluster heads
- OBS/FO endorses the request to HRDS/HRMDD with supporting documents
  - YES
  - Regret

Step 2: Assessment of Request by PDC/RPDC

- HRDS/HRMDD screens and review the request per set criteria in the guideline (one hour per request)
  - YES
  - Qualified
  - NO
  - HRDS/HRMDD prepares regret letter (10-20 mins.)

Step 3: Endorsement to the Approving Authority

- Secretary or duly designated officer approves PDC recommendation:
  - All Div Chief and up (CO & FO) – Secretary
  - CO Rank & File – Use for GASSG (5-10 working days)
- Regional Director approves RPDC recommendation on study leave request of FO rank-and-file staff (5-10 working days)
  - YES
  - PDC/RPDC concurrence
  - NO
  - PDC/RPDC members review the resolution (7-10 working days)

Step 4: Awarding of Grant

- HRDS/HRMDD informs the applicants/ OBS of the approval of the request and require the grantee to accomplish a study leave contract (within the day upon receipt of the approval)
- PDC/RPDC endorses the resolution to the approving authority (within the day)

*FO rank-and-file must seeks the recommendation of his/her unit head and division chief whereas DC and all employees in CO must have the concurrence of their respective cluster heads.
APPLICATION FOR OFFICIAL TIME TO ATTEND FOREIGN SCHOLARSHIPS, TRAININGS AND SHORT-TERM NON-DEGREE COURSES

Annex B.3

Step 1: Submission of Request

Need for official time

Interested applicant seeks approval of his/her immediate, supervisor, Director/s and concurrence from cluster heads

Approval from the supervisor and coach monitor

YES ⇒ OBS/FO endorses the request to HRDS with supporting documents for review

NO ⇒ Regret

Step 2: Assessment of Request by PDC

HRDS screens and review the request per set criteria in the guideline (one hour per request)

YES ⇒ HRDS convenes the PDC and discusses the request

Qualified

NO ⇒ HRDS prepares regret letter

Step 3: Endorsement to the Approving Authority

Secretary approves the request based on PDC recommendation (5-10 working days)

PDC members' reviews and recommends approval of the request (7-10 working days)

Step 4: Awarding of Grant

HRDS informs the applicants of the approval of the request and requires the grantees to accomplish a contract and facilitate processing of travel documents (within the day)

Annex 8.5

[Type here]
APPLICATION FOR FUND AUGMENTATION FOR MATRICULATION OR THESIS/DISSERTATION

**Step 1: Submission of Request**
- Employees need financial support for matriculation or thesis/dissertation
  - Employee submits requests and/or thesis/dissertation proposal to his/her supervisor
  - Seek endorsement for management financial support thru PDC

**Step 2: Assessment of Request by PDC/RPDC**
- OBS/FO endorses the request to HRDS/HRMDD with supporting documents
- Concurrence of Supervisors
  - YES
    - HRMDD prepares and submits the resolution to the RD for deliberation
  - NO
    - Regret
- Qualification
  - YES
    - HRMDD prepares resolution (1-2 hours per request)
  - NO
    - HRMDD prepares regret letter (10-20 mins.)

**Step 3: Endorsement to the Approving Authority**
- Secretary or duly designated officer approves PDC recommendation:
  - Director, OICs and up (CO & FO)
  - Secretary
  - Div. Chief and below (CO & FO)
  - Usec for GASSG

**Step 4: Awarding of Grant**
- HRDS inform the applicants/OBS of the approval of the request and require the grantee to accomplish a contract
- (within the day upon receipt of the approval)

---

*FO employees seek the approval of his/her Division Chief and Regional Director while Central Office employees seek the approval of his/her DC and Directors and concurrence of cluster heads*
Monitoring of Existing Scholars/Grantees

- Scholar/grantee submits his/her enrolment form, grades, status updates, request for sub-allotment/payment to PDC/RPDC Secretariat

  - RPDC Secretariat reviews and endorses documents to HRDS (30-45 mins/request)

  - HRDBS acknowledges and screens submitted documents (within the day)

  - Meet the terms and conditions

    - HRDS prepares memo to OBS/RPDC of the provisions and sanctions per policy (1-2 working days)

    - HRDS convenes the PDC for discussion

    - HRDS prepares necessary documents such as memo, voucher/sub-allotment (1-2 working days)

      - YES

        - HRDS monitors and reminds scholar to submit requirements of the grant: grades, status/updates quarterly (20-30 mins per scholar/grantee)

      - NO

        - HRDS prepares resolution and memo to RPDC/scholar on the termination of grant and the corresponding penalties (1-2 working days)

        - HRDS prepares resolution and memo to RPDC/scholar on the termination of grant and the corresponding penalties (1-2 working days)

        - HRDS opens the scholarship slot (20-30 mins)

- HRDS consolidates and prepares report for PDC/management (every 15th day of the first month of succeeding quarter)

- RPDC submits quarterly report to HRDS (every 10th day of the first month of succeeding quarter)

- HRDS maintains updated database of all scholars and grantees
Monitoring of the Implementation of the Educational Support for DSWD Employees

Submission of completion documents of scholars/grantee (diploma, TOR, thesis, travel/feedback report/re-entry action plan (REAP)

HRDS, as the PDC Secretariat, monitors the completion of the service obligation of all scholars and grantees

Students/grantees will echo his/her learning or result of study/thesis during the conduct of Technical Sharing Session or office meeting

HRDS issues memo requesting feedback from the supervisors of the scholar/grantee on the application of their learning and/or implementation of REAP concurred by their supervisor

HRDS enhances existing guidelines based on the recommendation and issues/concerns gathered during the implementation of the program

HRDS evaluates the effectiveness of the educational program of the Department

HRDS consolidates reports of scholars/grantees on their REAP implementation and submits report to the PDC/management
EDUCATIONAL SUPPORT FOR DSWD EMPLOYEES
APPLICATION FORM

Instruction: Please write legibly and neatly and fill-up everything. Write N/A if the information requested is not applicable.

Categories of Educational Program: Please check the appropriate box:
A. Scholarship:
   - [ ] DSWD-Funded Scholarship – Completion of Baccalaureate Degree
   - [ ] DSWD-Funded Scholarship – Postgraduate Degree
   - [ ] DSWD-Funded Scholarship – Leadership and Management Certification Program/CPro
   - [ ] DSWD-Funded Scholarship – Alternative Delivery Modes of Education

   - [ ] Externally-Sponsored Scholarship – Local Scholarship
   - [ ] Externally-Sponsored Scholarship – Foreign Scholarship

B. Other Educational Assistance:
   - [ ] Study Leave: (state the purpose) ____________________________
   - [ ] Official Time
   - [ ] Fund Augmentation for Matriculation
   - [ ] Fund Augmentation for Thesis/ Dissertation Preparation

Name: ____________________________ Position: ____________________________
Office/Region-Unit: ____________________________ Status of Employment: ____________________________
Civil Status: ____________________________ Status of Birth/Age: ____________________________
Telephone No: ____________________________ Mobile No.: ____________________________
Email Add: ____________________________ Date of Application: ____________________________

Highest Educational Attainment (College and Graduate Studies (State no. of units if not graduated):
Performance Rating (pls. specify the last two (2) rating periods and the period it covers):

No. of Years in the Agency (as permanent/casual/contractual or co-term employee): ______
No. of Years in Present Position: ______ Income Level/ Salary: ______

Travel/s Abroad for the Past Five Years (please use separate sheet, if needed):

<table>
<thead>
<tr>
<th>Duration</th>
<th>Country</th>
<th>Training program/Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Educational Program Availed/ Supported by DSWD (Discuss briefly):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Present Actual Duties and Responsibilities (Enumerate briefly):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Annex C.1

Work experience (Enumerate briefly chronological work experiences):

<table>
<thead>
<tr>
<th>Position (Brief description of main function)</th>
<th>Inclusive dates</th>
<th>Agency/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Justification and/or significant contribution or additional qualifications that can be considered relevant to the course/program or other educational support being applied for:


Please answer the following questions:

1. Are you in good health condition?
   Yes ( )  No ( )

2. Do you have pending administrative or criminal charge filed against you?
   Yes ( )  No ( )

3. Do you have pending local or foreign scholarship nomination?
   Yes ( )  No ( )

4. Do you have pending service obligation from previous scholarship grants?
   Yes ( )  No ( )

5. Have you submitted all the required post-training/travel report and/or re-entry plan from previous scholarship grants?
   Yes ( )  No ( )  Not applicable ( )

6. Have you complied in the provisions of previous educational assistance program contract(s)?
   Yes ( )  No ( )  Not applicable ( )

7. Do you have any financial obligation due to the non-completion of a course?
   Yes ( )  No ( )  Not applicable ( )

This is to declare that the application form has been accomplished in good faith and the information provided is true based on my personal knowledge and authentic records.

Printed Name and Signature of Applicant

This is to nominate Mr./Ms. ____________________________ (name),
_________________________________________ (position) of ____________________________ (office/region-unit) to the
(categorisation of educational program).

This certifies that the course is relevant to the career development of the nominee. Further, this certifies that office operations will not be affected and the nominee has arranged office set-up with the Director/Coach Monitor. The undersigned has identified alternate staff to take on the duties of the nominee in case he/she is granted the scholarship.

Nominated and certified correct by:

Printed Name and Signature of Director/Coach - Monitor
Educational Support for the DSWD Employees
Checklist of Requirements

<table>
<thead>
<tr>
<th>Documentary Requirements</th>
<th>Date Received</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Endorsement of Head of Office/ Director/ Immediate Supervisor stating/certifying alternative courses of action of a work arrangement so that office functions, responsibilities, and deliverables will not be hampered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Accomplished Application Form (Annex C.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Service Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Very Satisfactory (VS) ratings for the last two (2) consecutive rating periods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Certification of No Pending Administrative/ Criminal (CNPAC) Charge filed against the applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F Certification of No Current Service Obligation and No Pending Nomination related to other Local/Foreign Scholarship or Training Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G Updated Personal Data Sheet (PDS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H Regional Personnel Development Committee Resolution (for Field Office only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Requirements

| I Medical Certificate (for Foreign Scholarships/Trainings) |
| J Letter of Intent/ Request for Non-Scholarship Grant (Study Leave, Official Time or Fund Augmentation) |
| K Accomplished Application for Leave Form (for Study Leave) |
| L Permit to take Board/ Licensure Examination or Schedule of Examination (for Study Leave) |
| M School Registration/ Enrollment Form/ Schedule of Classes (for DSWD-Sponsored Scho./ Study Leave/Fund Augmentation for Matriculation) |
| O Acceptance Letter or Invitation from the Sponsoring Agency/ Organization (for Official Time) |

Reviewed by:

Name and Signature (PDC/RPDC Secretariat)
Date: ____________________
## Matrix of Applicant/ Nominee for Educational Support for DSWD Employees

### Justification:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Performance Rating</th>
<th>Civil Status</th>
<th>Birthday/Age</th>
<th>Highest Educational Attainment</th>
<th>No. of years in</th>
<th>Travel Abroad</th>
<th>Present Function</th>
<th>Experience in the Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Justification:

Prepared by: Name and Signature of the PDC/ RPDC Secretariat

Concurred by: Name and Signature of the PDC/ RPDC Chairperson

Date: [Date]

Date: [Date]
**SELECTION CRITERIA**

<table>
<thead>
<tr>
<th>Candidate/s</th>
<th>Relevance of the course/scholarship program to the Dept's thrust and mandate and to the function of the candidate = 60 points</th>
<th>Actual years of service in the Department = 15 points</th>
<th>Performance rating = 10 points</th>
<th>Local and Foreign Educational Program/short term courses availed in the past five years in the Dept. = 15 points</th>
<th>Total = 100 points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relevance to the office/division/unit mandate or functions (20 points)</td>
<td>Relevance to the current actual duties (20 points)</td>
<td>Relevance to career development (20 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Very relevant - 20 points; Fairly relevant - 15 points; Relevant - 10 points; Less Relevant - 5 points; Not so relevant - 5 points</td>
<td>More than 10 years - 15 points</td>
<td>More than 5-10 years - 10 points</td>
<td>Outstanding - 10 points; Very Satisfactory - 5 points</td>
<td>Has not availed - 15 points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepared by:</th>
<th>Concurred by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Signature of the PDC/ RPDC Secretariat</td>
<td>Name and Signature of the PDC/ RPDC Chairperson</td>
</tr>
<tr>
<td>Date:________</td>
<td>Date:________</td>
</tr>
</tbody>
</table>
Annex C.5.1

DSWD EDUCATIONAL SUPPORT CONTRACT
FOR DSWD-FUNDED SCHOLARSHIP

The Republic of the Philippines through the Department of Social Welfare and Development (DSWD) represented by ____________________________ (name of the Secretary or his/her authorize official/representative), ____________________ (office), herein referred to as the Grantor:

Mr./Ms. ____________________________ (name of the scholar) of legal age, Filipino, single/married presently residing at ____________________________ (complete address), herein called the Grantee;

Mr./Ms. ____________________________ (name of the supervisor) of the ____________________________ (office), DSWD - ____________________________ (central office/ regional office) of legal age, Filipino, single/married, with postal address at ____________________________ (complete address) hereinafter called the Bureau/Service/Regional Director; and

Mr./Ms. ____________________________ (name of colleague or relatives or spouse) of legal age, Filipino, single/ married, presently residing at ____________________________ (complete address), herein called the Guarantor.

WITNESSETH:

WHEREAS, the Grantor in its effort to improve organizational capacity and help the Department attain its institutional goals and objectives, provides opportunities for the growth and development of its human resources through “Enhanced Guidelines on Educational Support for DSWD Employees” (Administrative Order No. ___, series of 2018);

WHEREAS, the Grantee, in line with his/her very satisfactory performance, determination and value for professional growth and development desires to pursue and earn a Post-Graduate, Diploma and in special cases the completion of Baccalaureate degree;

WHEREAS, the Bureau/Service/Office/Regional Director, as the direct supervisor of the Grantee, assures that the grantee shall comply with the requirements of the academic undertaking and fulfill the terms and conditions of the grant.

WHEREAS, the Guarantor agrees to assume subsidiary liability with the Grantee for any monetary liability that the Grantee may owe the Department under this Contract.

IN CONSIDERATION OF THE FOREGOING PREMISES, the parties hereby agree as follows:

A. The Grantor

The Grantor through the agency head shall:

1. Exercise full discretion in authorizing the Grantee the privilege to pursue ____________________ (state the course) at
2. Pay the Grantee's salary, allowances and other benefits based on existing/ prevailing accounting and auditing rules/ regulations;

3. Pay the actual tuition fees, required books, thesis writing expenditures, miscellaneous, and other school related expenses not exceeding **Php 30,000.00** per semester/ trimester for and in behalf of the Grantee for the __________________________ (duration of the scholarship)

4. Release payment to the college or university or to the grantee upon submission by the grantee's statement of school fees duly signed by the school accountant/registrar;

5. Shall exercise due process in determining the accountability of the Guarantor in the event the Grantee failed to finish the grant.

**B. The Grantee**

The Grantee shall abide by the policies stated in A.O. No. __, series of 2018 entitled, “Enhanced Guidelines on Educational Support for DSWD Employees” and fulfill the following terms and conditions:

1. He/She shall complete the course within the prescribed duration:

<table>
<thead>
<tr>
<th>Completion of Baccalaureate degree</th>
<th>A maximum of two (2) years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Graduate degree</td>
<td>A maximum of three (3) years</td>
</tr>
<tr>
<td>Leadership and Management Certification Program (CPro)</td>
<td>A maximum of one year from the release of the assessment result.</td>
</tr>
</tbody>
</table>

2. He/She shall provide update/ status and submit a monitoring sheet and certified true copy of grades to the Personnel Development Committee (PDC) at the end of every semester/ trimester. Payment of succeeding enrollment shall not be processed upon failure of submission of required documents;

3. He/She should have no failing grade in any subject and must obtain at least a general weighted average of 2.0 or its equivalent for Post-Graduate degree, and 2.5 or its equivalent for Baccalaureate degree, throughout the duration of the scholarship. Scholars who fail to meet the prescribed general weighted average will result to a **temporary suspension** of the scholarship grant. School fees for the succeeding semester will not be covered under the scholarship. Should he/she be able to meet the required grade, the scholarship grant will continue for the following school semester, and that the course/ program be completed within the stipulated duration in the educational support contract. However, if scholar still fails to meet the requirement, his/her scholarship grant will be terminated;
4. He/She shall inform the PDC in writing in case of cross registration, transfer of school or deferment and must be able to complete the course within the prescribed duration and monetary entitlement per enrollment as stipulated in the guideline;

5. He/She shall seek approval from the PDC should he/she wishes to shift his/her course and should only be allowed only once;

6. He/She shall have additional service obligation should he/she avail of the study leave in preparation for comprehensive examination, thesis preparation, or for taking professional examination provided it will not exceed the maximum of six months as prescribed by CSC;

7. A scholar pursuing CPro who failed to pass in all of the five Leadership Competencies required by the CSC but have passed at least three (3) leadership competency areas shall be given an opportunity to undergo a supplemental assessment in the failed competency area/s within a one-year period from the release of the assessment results. Supplemental assessment fee shall be at the expense of the employee concerned. Otherwise, he/she shall be subjected to Section XII. Penalties.

8. He/She shall submit a completion report, copy of diploma, thesis or dissertation and transcript of record certified by the School Registrar to the HRDS within six (6) months after graduation or completion of the course;

9. He/She shall serve DSWD under the compulsory service obligation after completion of the course in exchange for scholarship grant as follows:

<table>
<thead>
<tr>
<th>Period of Grant</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>For every year or a fraction thereof, not less than 6 months</td>
<td>One year</td>
</tr>
<tr>
<td>Six (6) months and below</td>
<td>Six months</td>
</tr>
<tr>
<td>CPro (both Training Track and RPL)</td>
<td>One year</td>
</tr>
</tbody>
</table>

10. Should the grantee fail to comply with the required service obligations as a result of resignation, voluntary retirement or other causes within his/her control, he/she shall refund the amount defrayed by the Department for his/her salary, allowances and benefits for the period that he/she was on scholarship. Proportionate refund shall be allowed provided that the Grantee has served the Department for at least 50% of his/her total service obligation.
C. The Bureau/Service/Regional Director

The Bureau/ Service/ Regional Director shall:

1. Ensure that the Grantee complete his/her ________(course);

2. Support and monitor the Grantee's implementation of his/ her re-entry plan upon completion of the scholarship;

3. Provide the PDC with a status report on the progress of the Grantee's implementation of Grantee's re-entry plan.

D. The Guarantor

In the event, that the Grantee fails to comply with his/her undertaking in this Contract, the Guarantor shall be subsidiarily liable to the Republic for any monetary liability that the Grantee may owe the Department under this contract.

IN WITNESS THEREOF, the parties have hereunder set their hands this ___ day of ___________ 20___ at _____________________________.

__________________________________________________________
Grantee

__________________________________________________________
Guarantor

__________________________________________________________
Bureau/Service/ Regional Director

__________________________________________________________
Grantor

ACKNOWLEDGMENT

(REPUBLIC OF THE PHILIPPINES)

__________________________________________________________
S.S.

Before me, this ___ day of ___________ in ________________, Philippines, personally appeared the following persons:

<table>
<thead>
<tr>
<th>Name</th>
<th>CTC No./ ID No.</th>
<th>Issued in</th>
<th>Issued on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
known to me to be the same persons who executed the foregoing instrument, and acknowledged to me that the same is their free act and deed.

In witness whereof, I have hereunto set my hand, the day, year and place above written.

Doc. No. _________
Page No. _________
Book No. _________
Series of 20 _______
DSWD EDUCATIONAL SUPPORT CONTRACT
FOR EXTERNALLY-SPONSORED LOCAL SCHOLARSHIP

The Republic of the Philippines through the Department of Social Welfare and Development (DSWD) represented by ___________________________ (name of the Secretary or his/her authorized official/representative), ___________________________ (office), herein referred to as the Grantor:

Mr./Ms. ___________________________ (name of the scholar) of legal age, Filipino, single/married presently residing at ___________________________ (complete address), herein called the Grantee;

Mr./Ms. ___________________________ (name of the supervisor) of the ___________________________ (office), DSWD - ___________________________ (central office/regional office) of legal age, Filipino, single/married, with postal address at ___________________________ (complete address) hereinafter called the Bureau/Service/Regional Director; and

Mr./Ms. ___________________________ (name of colleague or relatives or spouse) of legal age, Filipino, single/married, presently residing at ___________________________ (complete address), herein called the Guarantor.

WITNESSETH:

WHEREAS, the Grantor in its effort to improve organizational capacity and help the Department attain its institutional goals and objectives, provides opportunities for the growth and development of its human resources through "Enhanced Guidelines on Educational Support for DSWD Employees" (Administrative Order No. __, series of 2018);

WHEREAS, the Grantee, in line with his/her very satisfactory performance, determination and value for professional growth and development, desires to continually improve himself/herself and as such, will go for higher studies;

WHEREAS, the Bureau/Service/Regional Director, as the direct supervisor of the Grantee, assures that the grantee shall comply with the requirements of the academic undertaking and fulfill the terms and conditions of the grant.

WHEREAS, the Guarantor agrees to assume subsidiary liability with the Grantee for any monetary liability that the Grantee may owe the Department under this contract.

IN CONSIDERATION OF THE FOREGOING PREMISES, the parties hereby agree as follows:

A. The Grantor

The Grantor through the agency head shall:

1. Exercise full discretion in authorizing the Grantee the privilege to pursue full-time pursuing ___________________________ (state the course) at ___________________________ (name of the school/organizer/institution) from __________ to __________ (duration of the course);
2. Pay the Grantee’s salary and other benefits or counterpart expenses (if any) based on existing/ prevailing accounting and auditing rules/ regulations and availability of funds;

3. Exercise due process in determining the accountability of the Guarantor in the event the Grantee fails to finish the grant.

B. The Grantee

The Grantee shall abide by the policies stated in A.O. No. ___, series of 2018 entitled, “Enhanced Guidelines Educational Support for DSWD Employees” and fulfill the following terms and conditions:

1. He/She shall keep up with the prescribe standards of the ________ (sponsor/title of the scholarship program);

2. He/She shall conduct herself in a manner as not to bring disgrace or dishonor to himself/ herself and the Philippines;

3. He/She shall provide update/ status and a certified copy of his/ her grades every end of the term/ module to the Head of his/her Office and to Personnel Development Committee (PDC);

4. If there is sufficient reason for the extension of the Grantee’s original scholarship award, he/ she shall submit a formal request to the Secretary through PDC with justification and recommendation from his/ her Program Adviser. It is understood that approval of the extension shall be made only upon the recommendation of the agency and upon his/ her execution of a supplementary scholarship contract covering the extension period;

4. He/She shall return immediately to his/ her office upon the completion or termination of his/ her scholarship grant;

5. He/She shall submit to the Head of his/her Office and to PDC a completion/ feedback report, certified copy of his/ her diploma, transcript of record, and thesis/ research paper within 30 days;

6. He/She shall serve the Department under the compulsory service obligation in exchange for the scholarship granted under this contract.

<table>
<thead>
<tr>
<th>Duration of Scholarship</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>For every year or a fraction thereof not less than 6 months</td>
<td>Two years</td>
</tr>
<tr>
<td>A fraction of a year less than 6 months but not less than 2 months</td>
<td>One year</td>
</tr>
<tr>
<td>A fraction of a year less than 2 months</td>
<td>Six months</td>
</tr>
</tbody>
</table>

8. Should the grantee fail to comply with the required service obligation as a result of resignation, voluntary retirement or other causes within his/ her control, he/ she shall refund the amount defrayed by the Department for his/ her salary and benefits for the period that he/ she was on scholarship. Proportionate refund shall be allowed provided that the Grantee has served the Department for at least 50% of his/ her total service obligation.
C. The Bureau/Service/Regional Director

The Bureau/Service/Office/Regional Director shall:

1. Ensure that the Grantee complete his/ her scholarship grant;

2. Support and monitor the Grantee's implementation of his/ her re-entry plan upon completion of the course;

3. Provide the PDC with a status report on the progress of the Grantee's implementation of Grantee's re-entry plan.

D. The Guarantor

In the event, that the Grantee fails to comply with his/her undertaking in this Contract, the Guarantor shall be subsidiary liable to the Republic for any monetary liability that the Grantee may owe the Department under this contract.

IN WITNESS THEREOF, the parties have hereunder set their hands this ___ day of _______ 20__ at _________________________________.

_________________________  __________________________
Grantee                              Guarantor

_________________________  __________________________
Bureau/ Service/Regional Director    Grantor
ACKNOWLEDGMENT

(REPUBLIC OF THE PHILIPPINES)  S.S.

Before me, this ___ day of __________ in __________, Philippines, personally appeared the following persons:

<table>
<thead>
<tr>
<th>Name</th>
<th>CTC No./ ID No.</th>
<th>Issued in</th>
<th>Issued on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

known to me to be the same persons who executed the foregoing instrument, and acknowledged to me that the same is their free act and deed.

In witness whereof, I have hereunto set my hand, the day, year and place above written.

Doc. No. _________
Page No. _________
Book No. _________
Series of _________
DSWD EDUCATIONAL SUPPORT CONTRACT
FOR EXTERNALLY-SPONSORED FOREIGN SCHOLARSHIP

The Republic of the Philippines through the Department of Social Welfare and Development (DSWD) represented by (name of the Secretary or his/her authorize official/representative), (office), herein referred to as the Grantor:

Mr./Ms. ____________________________ (name of the scholar) of legal age, Filipino, single/married presently residing at ____________________________ (complete address), herein called the Grantee;

Mr./Ms. ____________________________ (name of the supervisor) of the _______________ (office), DSWD - ____________________________ (central office/ regional office) of legal age, Filipino, single/married, with postal address at ____________________________ (complete address) hereinafter called the Bureau/Service/Regional Director; and

Mr./Ms. ____________________________ (name of colleague or relatives or spouse) of legal age, Filipino, single/married, presently residing at ____________________________ (complete address), herein called the Guarantor.

WITNESSETH:

WHEREAS, the Grantor in its effort to improve organizational capacity and help the Department attain its institutional goals and objectives, provides educational and training opportunities abroad through "Enhanced Guidelines on Educational Support for DSWD Employees" (Administrative Order No. __, series of 2018);

WHEREAS, the Grantee, in line with his/her very satisfactory performance, determination and value for professional growth and development, desires to be trained and updated with global studies;

WHEREAS, the Bureau/Service/Office/Regional Director, as the supervisor of the Grantee assures that the grantee shall comply with the requirements of the foreign scholarship and fulfill the terms and conditions of the grant.

WHEREAS, the Guarantor agrees to assume subsidiary liability with the Grantee for any monetary liability that the Grantee may owe the Department under this Contract.

IN CONSIDERATION OF THE FOREGOING PREMISES, the parties hereby agree as follows:

A. The Grantor

The Grantor through the agency head shall:

1. Exercise full discretion in authorizing the Grantee the privilege to pursue/participate on ____________________________ (state the course/training) in ____________________________ (name of the country/organizer/institution) from __________ to __________ (duration of the course/training);
2. Pay the Grantee's salary, allowances, benefits and other expenses relative to the foreign scholarship/ training:

3. Exercise due process in determining the accountability of the Guarantor in the event the Grantee failed to finish the grant.

B. The Grantee

The Grantee shall abide by the policies stated in A.O. No. __, series of 2018 entitled, "Enhanced Guidelines on Educational Support for DSWD Employees" and fulfill the following terms and conditions:

1. He/She shall keep up with the standards of the ________________ (sponsor/title of the scholarship/training/course program);

2. He/She shall conduct him/herself in a manner as not to bring disgrace or dishonor to himself/herself and the Philippines;

3. He/She shall provide a quarterly update/status and a certified copy of his/her grades every end of the term/module to the Head of his/her Office and to Personnel Development Committee (PDC);

4. If there is sufficient reason for the extension of the Grantee's original scholarship/training award, he/she shall submit a formal request to the Secretary through PDC, with justification and recommendation from his/her Program Adviser, six (6) months prior to the expiration of his/her travel authority/validity of the passport. It is understood that approval of the extension shall be made only upon the recommendation of the agency and upon his/her execution of a supplementary scholarship contract covering the extension period;

5. He/She shall return immediately to the Philippines and report to his/her office upon the completion or termination of his/her scholarship, fellowship or training grant;

6. He/She shall submit to the head of his/her Office and to PDC a post-travel report, certified copy of his/her diploma and transcript of record, and thesis/research paper within 30 days upon completion of the program/course;

7. He/She shall serve the Department under the compulsory service obligation in exchange for the foreign scholarship/training/course granted under this contract as per E.O. 367

<table>
<thead>
<tr>
<th>Duration of Scholarship</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>For every year or a fraction thereof not less than 6 months</td>
<td>Two years</td>
</tr>
<tr>
<td>A fraction of a year less than 6 months but not less than 2 months</td>
<td>One year</td>
</tr>
<tr>
<td>A fraction of a year less than 2 months</td>
<td>Six months</td>
</tr>
</tbody>
</table>
8. He/She accepts his/her salary, allowances, and benefits as per existing guidelines and parameters;

9. Should the Grantee fail to comply with the foregoing conditions through his/her fault or willful neglect, resignation, voluntary retirement and other causes within his/her control, he/she shall refund to his/her Office the amount defrayed by the Department. Proportionate refund shall be allowed, provided that the Grantee has served his/her office/agency at least 50% of his/her total service obligation;

10. The Grantee shall have a guarantor as his/her co-maker or co-signor in this contract who shall assume full responsibility jointly and severally should he/she fail to comply with the conditions set forth.

C. The Bureau/Service/Regional Director

The Bureau/Service/Office/Regional Director shall:

1. Ensure that the Grantee complete his /her foreign scholarship/ training/ course;

2. Support and monitor the Grantee's implementation of his/ her re-entry plan upon completion of the scholarship/ training/ course;

3. Provide the PDC with a status report on the progress of the Grantee’s implementation of Grantee’s re-entry plan.

D. The Guarantor

In the event, that the Grantee fails to comply with his/her undertaking in this Contract, the Guarantor shall be subsidiary liable to the Republic for any monetary liability that the Grantee may owe the Department under this contract.

IN WITNESS THEREOF, we have hereunder set our hands this ___day of
__________, 20____, at _____________________________.

_________________________  ___________________________
Grantee                                                Guarantor

_________________________  ___________________________
Bureau/ Service/ Regional Director               Guarantor
ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )
QUEZON CITY ) S. S.

BEFORE ME, this ____ day of ________, 20____ in the Municipality/ City of __________________________, Philippines, personally appeared the following persons:

<table>
<thead>
<tr>
<th>Name</th>
<th>CTC No./ I.D. No.</th>
<th>Issued in</th>
<th>Issued on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

known to me to be same persons who executed the foregoing instrument, and they acknowledged to me that same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this ________ day of ___________, 20_____.

Doc. No. ______
Page No. ______
Book No. ______
Series of ______
Annex C.5.4

DSWD EDUCATIONAL SUPPORT CONTRACT
FOR STUDY LEAVE

The Republic of the Philippines through the Department of Social Welfare and Development (DSWD) represented by ________________ (name of the Secretary or his/her authorize official/representative), ________________ (office), herein referred to as the Grantor:

Mr./Ms. ________________ (name of the scholar) of legal age, Filipino, single/married presently residing at ________________, (complete address), herein called the Grantee;

Mr./Ms. ________________ (name of the supervisor) of the ________________ (office), DSWD - ________________ (central office/regional office) of legal age, Filipino, single/married, with postal address at ________________, (complete address) hereinafter called the Bureau/Service/Regional Director; and

Mr./Ms. ________________ (name of colleague or relatives) of legal age, Filipino, single/married, presently residing at ________________, (complete address), herein called the Guarantor.

WITNESSETH:

WHEREAS, the Grantor in its effort to improve organizational capacity and help the Department attain its institutional goals and objectives, provides opportunities for the growth and development of its human resources through "Enhanced Guidelines on Educational Support for DSWD Employees" (Administrative Order No. __, series of 2018);

WHEREAS, the Grantee, in line with his/her very satisfactory performance, determination and value for professional growth and development desires to complete his/her studies and/or acquire professional eligibility;

WHEREAS, the Bureau/Service/ Regional Director, as the direct supervisor of the Grantee, assures that the grantee shall comply with the requirements of the academic undertaking and fulfill the terms and conditions of the grant.

WHEREAS, the Guarantor agrees to assume subsidiary liability with the Grantee for any monetary liability that the Grantee may owe the Department under this contract.

IN CONSIDERATION OF THE FOREGOING PREMISES, the parties hereby agree as follows:

A. The Grantor

The Grantor through the agency head shall:

1. Exercise full discretion in authorizing the Grantee the privilege to go on study leave from ________________ to ________________ (duration) in order to ________________ (purpose);
2. Pay the Grantee’s salary, allowances and other benefits based on existing/prevailing accounting and auditing rules/regulations;

3. Exercise due process in determining the accountability of the Guarantor in the event the Grantee fails to finish the terms and conditions of the grant.

B. The Grantee

The Grantee shall abide by the policies stated in A.O. No. __, series of 2018 entitled, “Enhanced Guidelines on Educational Support for DSWD Employees” and fulfill the following terms and conditions:

1. He/ She shall keep up with the prescribed standards stipulated in the guideline and inform the Personnel Development Committee (PDC) thru a formal communication if he/ she failed to take the professional licensure or comprehensive examinations;

2. He/ She shall provide updates/status report to the Head of his/her Office and to Personnel Development Committee (PDC);

3. He/ She shall provide the DSWD library a copy of his/her thesis, as the case may be;

4. He/ She shall serve the Department under the compulsory service obligation in exchange for the study leave granted under this contract

<table>
<thead>
<tr>
<th>Duration of Study Leave</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) month</td>
<td>Six (6) months</td>
</tr>
<tr>
<td>Two (2) to three (3) months</td>
<td>One (1) year</td>
</tr>
<tr>
<td>More than three months to six (6) months</td>
<td>Two (2) years</td>
</tr>
</tbody>
</table>

5. In the exigency of service, grantee may be requested to report for work of which the approved study leave can be adjusted to cover the days he/she was required to report in the office;

6. Should the grantee fail to comply with the required service obligations as a result of resignation, voluntary retirement or other causes within his/her control, he/she shall refund the amount defrayed by the Department for his/her salary, allowances and benefits for the period that he/she was on study leave.

C. The Bureau/Service/Regional Director

The Bureau/Service/Regional Director shall:

1. Ensure that the Grantee complete his/her

- Thesis requirements
- Bar/board examination
- Comprehensive examination
- Field work/practicum
2. Provide the PDC with a status report on the result of Grantee's educational support given thereof.

D. The Guarantor

In the event, that the Grantee fails to comply with his/her undertaking in this Contract, the Guarantor shall be subsidiarily liable to the Republic for any monetary liability that the Grantee may owe the Department under this contract.

IN WITNESS THEREOF, the parties have hereunder set their hands this __________ day of __________ 20__ in ________________________________

-------------------------------------------------------------

_________________________  ___________________________
Grantee                  Guarantor

_________________________  ___________________________
Bureau/ Service/ Regional Director                  Grantor

ACKNOWLEDGMENT

(REPUBLIC OF THE PHILIPPINES)

________________________________        S.S.

Before me, this ______ day of ______ in ______, Philippines, personally appeared the following persons:

<table>
<thead>
<tr>
<th>Name</th>
<th>CTC No.</th>
<th>Issued in</th>
<th>Issued on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

known to me to be the same persons who executed the foregoing instrument, and acknowledged to me that the same is their free act and deed.

In witness whereof, I have hereunto set my hand, the day, year and place above written.

Doc. No. _________
Page No. _________
Book No. _________
Series of 20____
DSWD EDUCATIONAL SUPPORT CONTRACT
FOR GRANTING OFFICIAL TIME FOR ATTENDANCE IN FOREIGN
SHORT-TERM NON-DEGREE COURSES/TRAININGS/SCHOLARSHIPS

The Republic of the Philippines through the Department of Social Welfare and Development (DSWD) represented by __________________________ (name of the Secretary or his/ her authorize official/ representative), __________________________ (office), herein referred to as the Grantor;

Mr./Ms. __________________________ (name of the grantee) of legal age, Filipino, single/married presently residing at __________________________ (complete address), herein called the Grantee;

Mr./Ms. __________________________ (name of the supervisor) of the __________________________ (office), DSWD - __________________________ (central office/ regional office) of legal age, Filipino, single/ married, with postal address at __________________________ (complete address) hereinafter called the Bureau/Service/Regional Director; and

Mr./Ms. __________________________ (name of colleague or relatives) of legal age, Filipino, single/ married, presently residing at __________________________ (complete address), herein called the Guarantor.

WITNESSETH:

WHEREAS, the Grantor in its effort to improve organizational capacity and help the Department attain its institutional goals and objectives, provides educational and training opportunities both local and abroad through "Enhanced Guidelines on Educational Support for DSWD Employees" (Administrative Order No. ___, series of 2018);

WHEREAS, the Grantee, in line with his/ her very satisfactory performance, determination and value for professional growth and development, desires to be trained and updated with global studies;

WHEREAS, the Bureau/ Service/ Regional Director, as the supervisor of the Grantee, assures that the grantee shall comply with the requirements of granting official time for attending foreign or local short-term non-degree courses and fulfill the terms and conditions of the grant.

WHEREAS, the Guarantor agrees to assume subsidiary liability with the Grantee for any monetary liability that the Grantee may owe the Department under this Contract.

IN CONSIDERATION OF THE FOREGOING PREMISES, the parties hereby agree as follows:

A. The Grantor

The Grantor through the agency head shall:
4. Exercise full discretion in authorizing the Grantee the privilege to attend

(state the course/training) in __________

(name of the country/ organizer/ institutions) from __________ to __________

duration of the course/training);

5. Pay the Grantee’s salary, allowances, and benefits relative to his/her attendance in foreign scholarship, training, or short-term non-degree courses based on existing/prevailing accounting and auditing rules/regulations and availability of funds;

6. Shall exercise due process in determining the accountability of the Guarantor in the event the Grantee failed to finish the grant.

B. The Grantee

The Grantee shall abide by the policies stated in A.O. No. ___, series of 2018 entitled, "Enhanced Guidelines on Educational Support for DSWD Employees" and fulfill the following terms and conditions:

1. He/ She shall keep up with the standards of the _________ (sponsor/title of the scholarship/training/course program);

2. He/ She shall conduct him/herself in a manner as not to bring disgrace or dishonor to him/herself and the Philippines;

3. He/ She shall provide an update/status report to the Head of his/her Office and to Personnel Development Committee (PDC);

4. He/ She shall return immediately to the Philippines and report to his/her office upon the completion of the course;

5. He/ She shall submit to the head of his/her Office and to PDC, his/her certificate of attendance/participation and a post-travel/feedback report within 30 days upon completion of the course;

6. He/ She shall serve the Department under the compulsory service obligation in exchange for the official time given under this contract as per E.O. 367

<table>
<thead>
<tr>
<th>Duration of Scholarship</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>For every year or a fraction thereof not less than 6 months</td>
<td>Two years</td>
</tr>
<tr>
<td>A fraction of a year less than 6 months but not less than 2 months</td>
<td>One year</td>
</tr>
<tr>
<td>A fraction of a year less than 2 months</td>
<td>Six months</td>
</tr>
</tbody>
</table>

7. He/ She is required to share his/her knowledge and experiences in Central Office or in their respective offices;

8. Should the Grantee fail to comply with the foregoing conditions through his/her fault or willful neglect, resignation, voluntary retirement and other causes within his/her control, he/she shall refund to his/her Office the amount defrayed by the Department. Proportionate refund shall be allowed, provided that the Grantee has served his/her office/agency at least 50% of his/her total service obligation.
C. The Bureau/Service/Regional Director

The Bureau/Service/Regional Director shall:

1. Ensure that the Grantee complete his/her participation in foreign/local short-term non-degree course, training, or scholarship, on official time;

2. Monitor the Grantee's submission of post-travel report and implementation of his/her re-entry plan, if any, upon completion of the course to the Personnel Development Committee;

3. The Guarantor

In the event, that the Grantee fails to comply with his/her undertaking in this Contract, the Guarantor shall be subsidiary liable to the Republic for any monetary liability that the Grantee may owe the Department under this contract.

IN WITNESS THEREOF, we have hereunder set our hands this ___ day of ____________, 20__, at _____________________.

_________________________        ____________________________
Grantee                                      Guarantor

_________________________        ____________________________
Bureau/Service/Regional Director              Grantor
ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )
QUEZON CITY ) S. S.

BEFORE ME, this ____day of ________, 20____ in the Municipality/ City of ______________________, Philippines, personally appeared the following persons:

<table>
<thead>
<tr>
<th>Name</th>
<th>CTC No./ I.D. No.</th>
<th>Issued in</th>
<th>Issued on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

known to me to be same persons who executed the foregoing instrument, and they acknowledged to me that same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this _____day of ____________________, 20______.

Doc. No. ______
Page No. ______
Book No. ______
Series of ______
Annex C.5.6

DSWD EDUCATIONAL SUPPORT CONTRACT
FOR FUND AUGMENTATION FOR MATRICULATION OR THESIS/
DISSERTATION PREPARATION

The Republic of the Philippines through the Department of Social Welfare and Development (DSWD) represented by __________________________ (name of the Secretary or his/her authorize official/representative), ______________________ (office), herein referred to as the Grantor:

Mr./Ms. __________________________ (name of the scholar) of legal age, Filipino, single/married presently residing at __________________________ (complete address), herein called the Grantee;

Mr./Ms. __________________________ (name of the supervisor) of the __________________________ (office), DSWD - __________________________ (central office/regional office) of legal age, Filipino, single/married, with postal address at __________________________ (complete address) hereinafter called the Bureau/Service/Regional Director; and

Mr./Ms. __________________________ (name of colleague or relatives) of legal age, Filipino, single/married, presently residing at __________________________ (complete address), herein called the Guarantor.

WITNESSETH:

WHEREAS, the Grantor in its effort to improve organizational capacity and help the Department attain its institutional goals and objectives, provides opportunities for the growth and development of its human resources through “Enhanced Guidelines on Educational Support for DSWD Employees” (Administrative Order No. ___, series of 2018);

WHEREAS, the Grantee, a proposed research/thesis entitled __________________________ has been submitted and funded under the Educational Program for DSWD Employees, in line with his/her very satisfactory performance, determination and value for professional growth and development desires to complete his/her studies;

WHEREAS, the Bureau/Service/Regional Director, as the direct supervisor of the Grantee assures that the grantee shall comply with the requirements of the academic undertaking and fulfill the terms and conditions of the grant.

WHEREAS, the Guarantor agrees to assume subsidiary liability with the Grantee for any monetary liability that the Grantee may owe the Department under this contract.

IN CONSIDERATION OF THE FOREGOING PREMISES, the parties hereby agree as follows:

A. The Grantor

The Grantor through the agency head shall:

1. Exercise full discretion, in providing financial support for thesis/dissertation aligned with the Department’s goals/mandate of the Grantee
to complete his/her studies subject to the unutilized funds of the overall educational program;

2. Release of financial support for a maximum of **Php 30,000** shall be according to the following schedule:

- Php 15,000.00 (50%) upon approval of the grant
- Php 7,500.00 (25%) upon submission of the draft thesis/dissertation duly attested by the grantee’s adviser as ready for presentation and defense
- Php 7,500.00 (25%): upon submission of the bound copy of approved thesis/dissertation (with proper acknowledgement) and an electronic file

3. Exercise due process in determining the accountability of the Guarantor in the event the Grantee fails to finish the terms and conditions of the grant.

**B. The Grantee**

The Grantee shall abide by the policies stated in A.O. No. __, series of 2018 entitled, “Enhanced Guidelines on Educational Support for DSWD Employees” and fulfill the following terms and conditions:

1. He/ She shall keep up with the prescribed standards stipulated in the guideline and give updates on the development of his/her thesis or dissertation paper;

2. He/ She must complete his/ her thesis or dissertation **within one year** from the time that the financial support was granted;

3. He/ She shall request for payment/ reimbursement of legal and valid actual expenses incurred supported by complete documents required under the existing budgeting, accounting, and auditing rules and regulations. It is understood that expenses without the required supporting documents shall not be paid/ reimbursed by the Grantor and Guarantor;

4. He/ She provide the DSWD Knowledge Exchange Center a copy of his/her thesis or dissertation after its completion. An executive summary and recommendations prepared by the grantee shall be endorsed to appropriate OBSUs where thesis/ dissertation will mostly have significance and/or usage;

5. He/ She shall serve the Department under the compulsory service obligation in exchange for the grant under this contract after the completion and submission of the thesis or dissertation:

<table>
<thead>
<tr>
<th>Fund Augmented</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Php 30,000</td>
<td>Six months</td>
</tr>
<tr>
<td>Php 30,000 and More</td>
<td>One year</td>
</tr>
</tbody>
</table>

6. Should the grantee fail to comply with the required service obligations as a result of resignation, voluntary retirement or other causes within his/ her control, he/ she shall refund the amount defrayed by the Department for his/ her salary, allowances and benefits for the period that he/ she was on study leave.
C. Bureau/Service/Regional Director

The Bureau/Service/Regional Director shall:

1. Ensure that the Grantee complete his/her thesis or dissertation and monitor its progress;

2. Provide the Personnel Development Committee (PDC) with a status report on the result of Grantee's educational support given thereof.

D. Guarantor

In the event, that the Grantee fails to comply with his/her undertaking in this Contract, the Guarantor shall be subsidiarily liable to the Republic for any monetary liability that the Grantee may owe the Department under this contract.

IN WITNESS THEREOF, the parties have hereunder set their hands this ___ day of 20___ in ____________________________

_________________________  ___________________________
Grantee                                      Guarantor

_________________________  ___________________________
Bureau/Service/Regional Director          Guarantor

ACKNOWLEDGMENT

(REPUBLIC OF THE PHILIPPINES)________________________ S.S.

Before me, this ___ day of ___________ in ____________, Philippines, personally appeared the following persons:

<table>
<thead>
<tr>
<th>Name</th>
<th>CTC No./ID No.</th>
<th>Issued in</th>
<th>Issued on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

known to me to be the same persons who executed the foregoing instrument, and acknowledged to me that the same is their free act and deed.

In witness whereof, I have hereunto set my hand, the day, year and place above written.

Doc. No. __________
Page No. __________
Book No. __________
Series of 20____
Status/ Update Report of Scholars/ Grantees
(under Externally-Funded Scholarship and Other Educational Assistance)

(Date)

FOR: HRDS/ HRMDD or Institutional Development Division

ATTENTION: PDC/ RPDC Secretariat

SUBJECT: Update for ______ Semester/Trimester CY ______

Relative to the (scholarship/grant) of the undersigned, please be informed of the following updates (bulleted points):

(Sample)
- Have completed a total of ___ units/subjects and presently enrolled with ___ units/ subjects
- ___ no. of units/ subjects to be taken to complete the course
- Progress/ development of thesis/ dissertation
- Schedule of review classes
- Others: issues and concerns or assistance needed (if any)

Should there be other concern, please do not hesitate to inform me at (contact details) or (email).

Thank you.

_______________________________
Name of Scholar/ Grantee

---

1 To be submitted every end of semester/trisem to PDC/ RPDC Secretariat by CO and FO scholar/grantee
2 Counter-part of HRDS in the region
MONITORING SHEET\textsuperscript{1} FOR DSWD-FUNDED SCHOLARSHIP
As of __________

I. Information on Scholar

Name: \\
Place of Assignment: \\
Present Position: \\
Course: \\
School: \\

II. Date/ School-year started with the Program: ______________

III. Subjects taken under the scholarship program:

<table>
<thead>
<tr>
<th>School Year</th>
<th>Semester</th>
<th>Subject</th>
<th>Unit</th>
<th>Grade\textsuperscript{2}</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. Number of semesters to finish the course: ______________

V. Problems encountered relative to study:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

VI. Recommendations

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

\textsuperscript{1} To be accomplished by the scholar every end of semester/trimester

\textsuperscript{2} Supported by a certified photocopy of grades/ assessment from the school/ university
VII. Plans for the next semester


Scholar's Name / Signature

VIII. Remarks of Adviser and/or College/ University Authorities


Monitor by:
PDC/RPDC Secretariat

Noted by:
Bureau/Service Director
DSWD, ___
FOR : Personnel Development Committee Chairperson

ATTENTION : PDC Secretariat

SUBJECT : Request for Sub-allotment and Transfer of Funds

This pertains to the scholarship awarded to ________________ (name of the scholar, position and place of assignment) in ______ (month and year of scholarship approval).

____________ (scholar's surname) is pursuing ________________ (course) at the ________________ (school/university). She has earned _____ units (total units earned under scholarship) and this is his/her ____ enrolment/ term\(^1\) under the Educational Program for DSWD Employees.

At present, ________________ (scholar's surname) is enrolled for ______ (semester and school year) with ____ (no. of units enrolled). The breakdown of his/her school fees are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount(^2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Fee</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>Others:</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

Attached is the certified copy of assessment/receipts for your reference. Should there be other concerns, kindly coordinate with _______________________ (name of the RPDC secretariat) at ________ (contact details).

Thank you.

Name of the Regional Director

\(^1\) Number of semesters the scholar enrolled under the scholarship program (e.g. 1\(^{st}\), 2\(^{nd}\), 3\(^{rd}\) etc.)

\(^2\) The amount indicated should be consistent with the attached school assessment or receipts
Annex C.9

(Name of Office/ Bureau/ Service/ Field Office)

FOR : Personnel Development Committee Chairperson

ATTENTION : PDC Secretariat

SUBJECT : Request for Reimbursement of Book Expenditures

This pertains to the scholarship awarded to ________________________(name of the scholar, position and place of assignment) in _____ (month and year of scholarship approval).

______________________ (scholar’s surname) is pursuing ____________________ (course) at the ________________ (school/ university). She has earned _____ units (total units earned under scholarship) and this is his/her _____ enrolment/ term\(^1\) under the Educational Program for DSWD Employees.

For _____ (semester and school year), ________________ (scholar’s surname) purchased the following books and reference materials as follows:

<table>
<thead>
<tr>
<th>Title of the Book</th>
<th>Amount(^2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Attached is the certified copy of receipts for your reference. Should there be other concerns, kindly coordinate with ________________________ (name of the RPDC secretariat) at ______ (contact details).

Thank you.

Name of OBS/Field Office

---
\(^1\) Number of semesters the scholar enrolled under the scholarship program (e.g. 1\(^{st}\), 2\(^{nd}\), 3\(^{rd}\) etc.)

\(^2\) The amount indicated should be consistent with the attached school assessment or receipts
EDUCATIONAL SUPPORT FOR DSWD EMPLOYEES

Status Report - (specify Quarter)
(name of Field Office)

I. Statistics

A. Scholarship

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Scholars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DSWD-Funded Scholarship:</td>
<td></td>
</tr>
<tr>
<td>1.1 Completion of Baccalaureate degree</td>
<td></td>
</tr>
<tr>
<td>1.2 Graduate/ Post-Graduate degree</td>
<td></td>
</tr>
<tr>
<td>1.3 Leadership and Management Certification Program (CPro)</td>
<td></td>
</tr>
<tr>
<td>1.4 Alternative Delivery Modes of Education</td>
<td></td>
</tr>
<tr>
<td>2. Externally-Sponsored Scholarship:</td>
<td></td>
</tr>
<tr>
<td>2.1 Local Scholarship</td>
<td></td>
</tr>
<tr>
<td>2.2 Foreign Scholarship</td>
<td></td>
</tr>
</tbody>
</table>

B. Other Educational Assistance

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Grantees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Study Leave</td>
<td></td>
</tr>
<tr>
<td>2. Official Time to Attend Foreign Scholarship, Training or Short-term Non-degree courses</td>
<td></td>
</tr>
<tr>
<td>3. Fund Augmentation for Matriculation or Thesis/ Dissertation Preparation</td>
<td></td>
</tr>
</tbody>
</table>

II. Progress/ Status of Scholars and Grantees

<table>
<thead>
<tr>
<th>Name of the Scholar/ Grantee</th>
<th>Progress/ Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Issues/Concerns and Recommendations

<table>
<thead>
<tr>
<th>Issues and Concerns</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by: RPDC Focal Person
Date: ____________

Noted by: Regional Director
Date: ____________
**EDUCATIONAL SUPPORT FOR DSWD EMPLOYEES**

*(name of Field Office)*

As of ____________

<table>
<thead>
<tr>
<th>Name of Scholar</th>
<th>Position</th>
<th>Division/ Unit</th>
<th>Start of Scholarship</th>
<th>End of Scholarship</th>
<th>Course</th>
<th>School/ University</th>
<th>Status/ Remarks (e.g. no. of enrolment/ term, units and grades earned, among others)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B. Other Educational Assistance**

**B.1 Study Leave**

<table>
<thead>
<tr>
<th>Name of Grantee</th>
<th>Position</th>
<th>Division/ Unit</th>
<th>Duration of Study Leave</th>
<th>Purpose</th>
<th>Status/ Progress/ Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B.2 Official Time to Attend Foreign Scholarship, Training or Short term Non-degree Courses**

<table>
<thead>
<tr>
<th>Name of Grantee</th>
<th>Position</th>
<th>Division/ Unit</th>
<th>Course Title</th>
<th>Duration</th>
<th>Country/ Venue</th>
<th>Status/ Progress/ Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B.3 Fund Augmentation for Matriculation or Thesis or Dissertation Preparation**

<table>
<thead>
<tr>
<th>Name of Grantee</th>
<th>Position</th>
<th>Division/ Unit</th>
<th>Thesis/ Dissertation Title</th>
<th>Approved Amount</th>
<th>Status/ Progress/ Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
POST-TRAVEL/ TRAINING/ FEEDBACK REPORT

NAME OF GRANTEE/SCHOLAR
OFFICE / BUREAU/ SERVICE
TITLE OF PROGRAM/ COURSE
INCLUSIVE DATE
PLACE OF TRAINING

I. Evaluation of the course, the content delivery, applicability to Philippine situation to include positive and negative factors

This includes the grantee or scholar's ideas and expectations on the course in both technical and administrative matters. Technically, the impression must indicate the manner that the course design was prepared, the effectiveness of the lecturers and the programming of lectures. The impression must also indicate the efficiency of the overall administrative and logistical support e.g. allowances, accommodations, student advisers, among others.

The evaluation should be an analysis of the training program which should mention: (a) the importance of the course in relation to the agency's training needs as well as the thrusts and priorities of the agency; (b) its applicability to the present work of the scholars in the workplace to ensure transfer of learning; (c) strengths and areas for improvements of the training program; (d) other agencies or institutes who will benefit from training program.

II. Problems Encountered

This portion should indicate the challenges encountered by the scholars, e.g. training methodologies, schedules, languages, facilities, etc. It must also indicate the donor agency's rapport to the respective institute/ university and school adviser.

III. Recommendations

This includes learning and insights of the scholars and how he/she would be able to apply these in his/her present functions. It should highlight the ways and extent of the training which contributed to the training needs of the scholar and the agency. Suggestions may respond to the issues and problems identified along social welfare and development.

IV. Re-entry Plan

Re-entry plan must explain how the technology gained will be transferred/ applied to the agency to maximize the learning from the training program. The plan must at least cover 2-3 years plan of action with clear quantifiable targets to address actual gaps in his/her office/organization. It should be supported by schedule of activities with corresponding budgetary requirements. Assistance from donor institute or the government coordinating authority may likewise be employed to make an effective proposal.

V. Others

This may include items that will contribute to the improvement/ effectiveness of the program attended, e.g. the formulation of course designs/ programs can be discussed in this portion. This is to ensure that the program will be more responsive/ applicable to the needs along social welfare and development initiatives of the Department. Other special concerns of the scholars may also be highlighted in this section.

1 Adopted with some modifications from the prescribed template of the post-travel/training report from NEDA-Special Committee on Scholarships