

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 received¹ 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. 2006² - 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¹ Some provisions of existing guidelines are no longer applicable or are overlapping.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/academes 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 period³

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 year⁴

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 assigned⁵

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.

³ CSC definition as per 2017 Omnibus Rules on Appointment and Other HR Actions with Number 1701009, Promulgated on 16 June 2017

⁴ Ibid

⁵ Ibid

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/agency⁶. 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 learnings 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 degree⁷

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/academes 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 studies⁸ 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 law⁹
- ✓ 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 P1,500.00¹⁰ 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:

Purpose	Length of Study Leave ¹¹ with Pay
1. Preparation for professional licensure examinations <ul style="list-style-type: none"> a. Bar Examination b. CPA or Engineering Board Exam c. Social Work Board Examination d. Other licensure examinations 	Maximum of 6 months Maximum of 6 months Maximum of 3 months Maximum of 3 months
2. Preparation for Comprehensive Examination (in partial fulfilment of a degree course)	Maximum of one month
3. Completion of academic requirements (i.e. thesis writing, field practice, attend classes during working hours)	Maximum of 4 months

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 30,000.00¹³ 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 category¹⁴.

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 rating¹⁵ 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 units¹⁶, 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 processing¹⁷ 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-apprieved 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 degree¹⁸
- 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 deliberation¹⁹ (**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:

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

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

Local and foreign educational program and/or foreign short term non-degree courses availed in the past five years in the Department:	15 points
has not availed	15
has availed once and complied all the requirements of the previous grant/s	10
has availed more than one and complied all the requirements of the previous grants	5

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. 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. 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:

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

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 availment 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:

Completion of Baccalaureate degree	A maximum of two (2) years
Post-Graduate degree	A maximum of three (3) years
Leadership and Management Certification Program (CPro)	A maximum of one year from the release of the assessment result.

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)²⁰ 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. Fund Augmentation for Matriculation or Thesis/Dissertation

- 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:

Duration of Scholarship	Service Obligation
For every year or a fraction thereof not less than 6 months	one (1) year
Six (6) months and below	six (6) months
CPro (both Training Track and RPL)	One year

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:

Duration of Scholarship	Obligation
For every year or a fraction thereof not less than 6 months	two (2) years
A fraction of a year less than 6 months but not less than 2 months	one (1) year
A fraction of a year less than 2 months	six (6) months

B. Other Educational Assistance

B.1. Study Leave - the service obligation will be computed in accordance with CSC guidelines²¹ as follows:

²¹ CSC Resolution No. 041016, Sept. 14, 2004

Duration of Study Leave	Obligation
One (1) month	Six (6) months
Two (2) to three (3) months	One (1) year
More than three (3) months to six (6) months	Two (2) years

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 –

Fund Augmentation	Obligation
Below Php 30,000.00	Six months
Php 30,000.00 and more	One year

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:

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$

where: R = Refund

TCR = Total Compensation Received

(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 15th day of August, 2018.


VIRGINIA N. OROGO
Acting Secretary, DSWD

Certified True Copy:

 8.15.18
PAMELA E. BERNARDO
Admin. Asst. 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)
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- C. Forms and Tools
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 - C.5.4. Study Leave
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Preparation
 - C.6. Status/Update Report of Scholars/ Grantees
 - C.7. Monitoring Sheet for DSWD-Funded Scholarship
 - C.8. Request for Sub-allotment and Transfer of Funds
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 - C.10. RPDC Status Report/ Reportorial Matrix
 - C.11. Post-Travel/ Feedback Report

THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)

The composition of the Committee is as follows:

Central Office (CO-PDC)

<i>Chairperson:</i>	To be rotated among the Assistant Secretaries
<i>Vice-Chairperson:</i>	Director, Human Resource Development Bureau
<i>Members:</i>	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
<i>Secretariat:</i>	HRDB-Career Development and Employee Relations Division

Field Office (RPDC)

<i>Chairman:</i>	Assistant Regional Director
<i>Vice-Chairman:</i>	To be rotated among the Heads of Division
<i>Members:</i>	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
<i>Secretariat:</i>	Human Resource and Development Unit ¹ (HRDU) in Field Offices

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

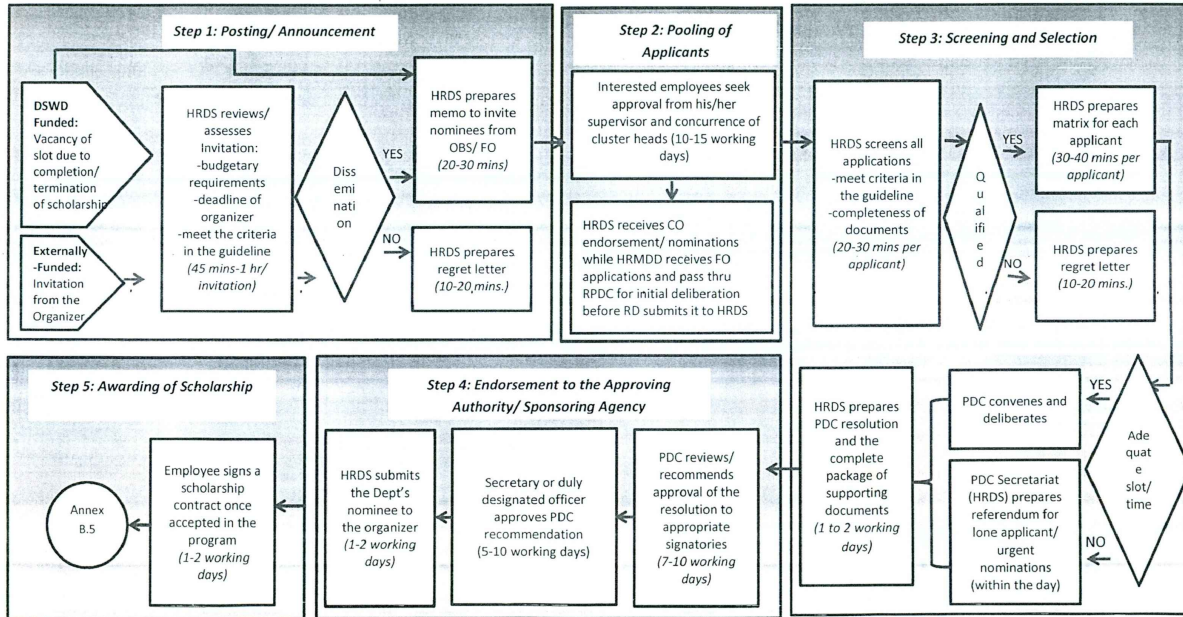
CO-PDC/RPDC Members

- 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

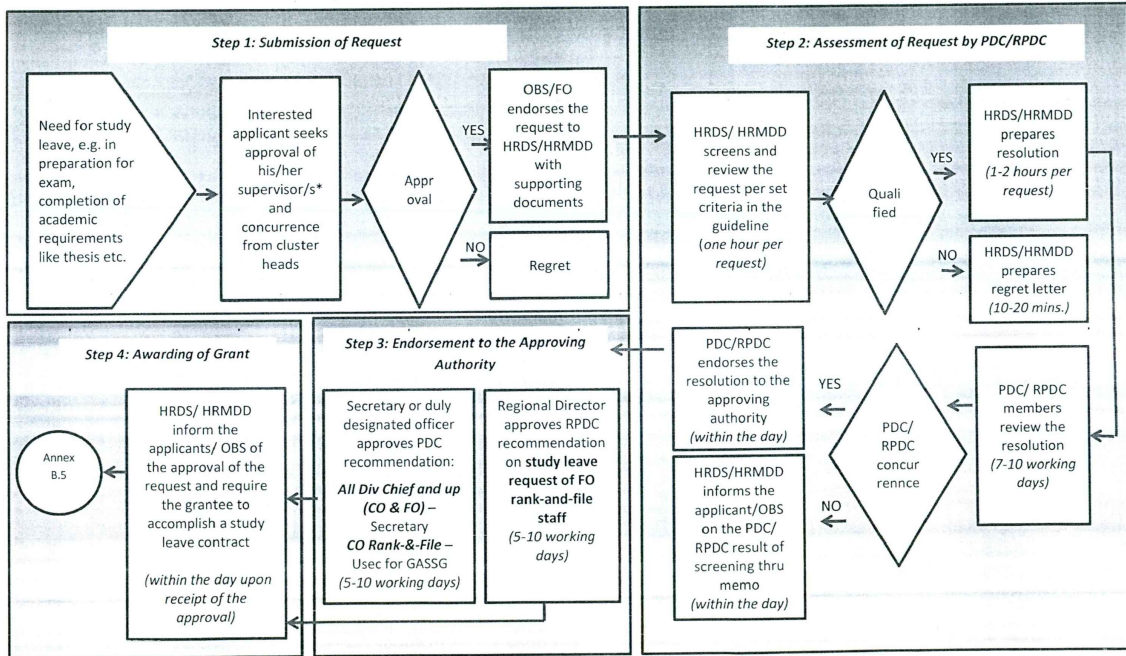
- Initially assess nominations or requests of employees for availment of education support and prepare matrix of candidates and needed documents for PDC deliberation
- Document the proceedings of PDC deliberation
- Raise issues encountered for resolution of the PDC if needed
- Prepares referendum/resolution 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)

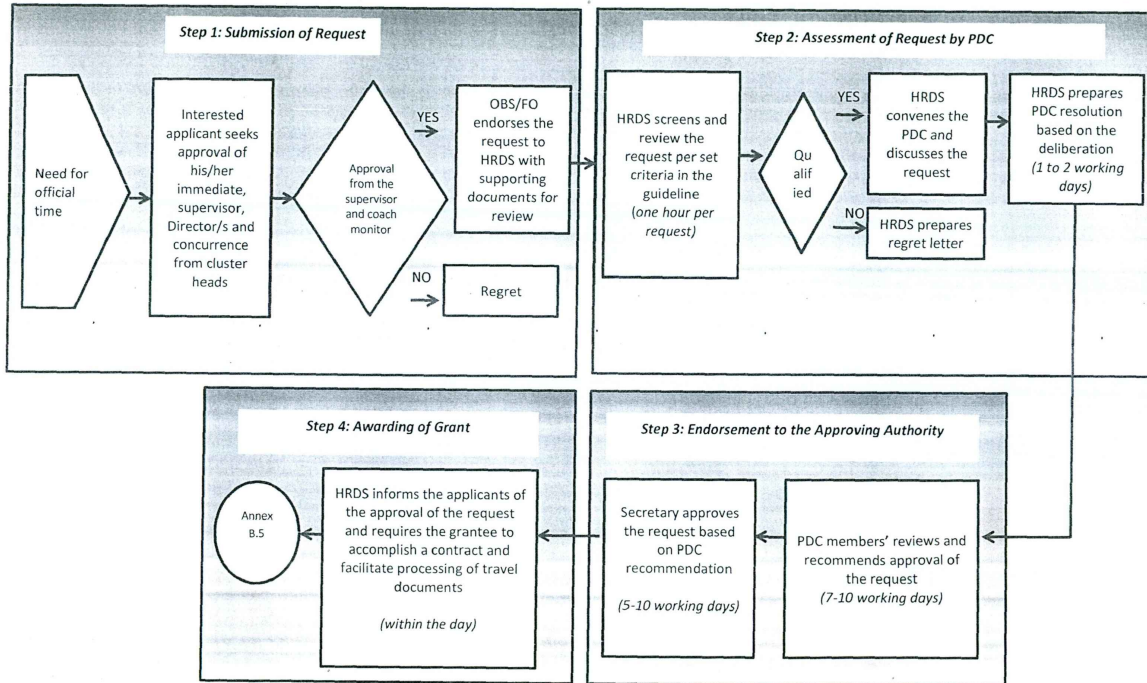


APPLICATION FOR STUDY LEAVE

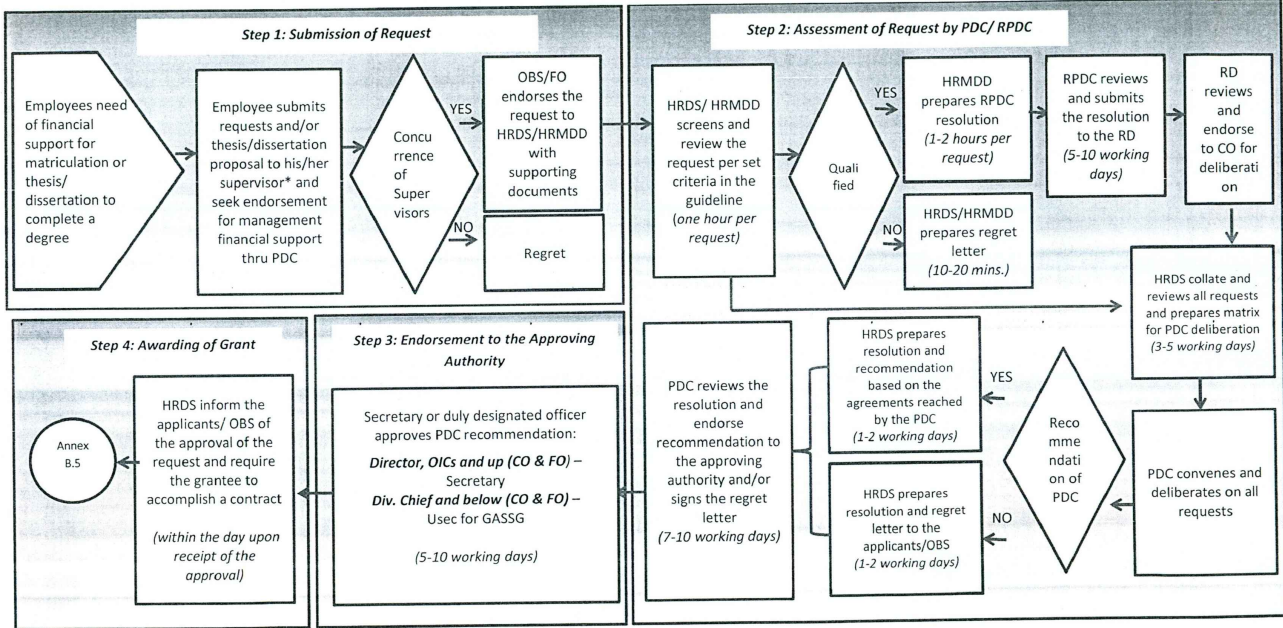
Annex B.2



*FO rank-and-file must seek 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

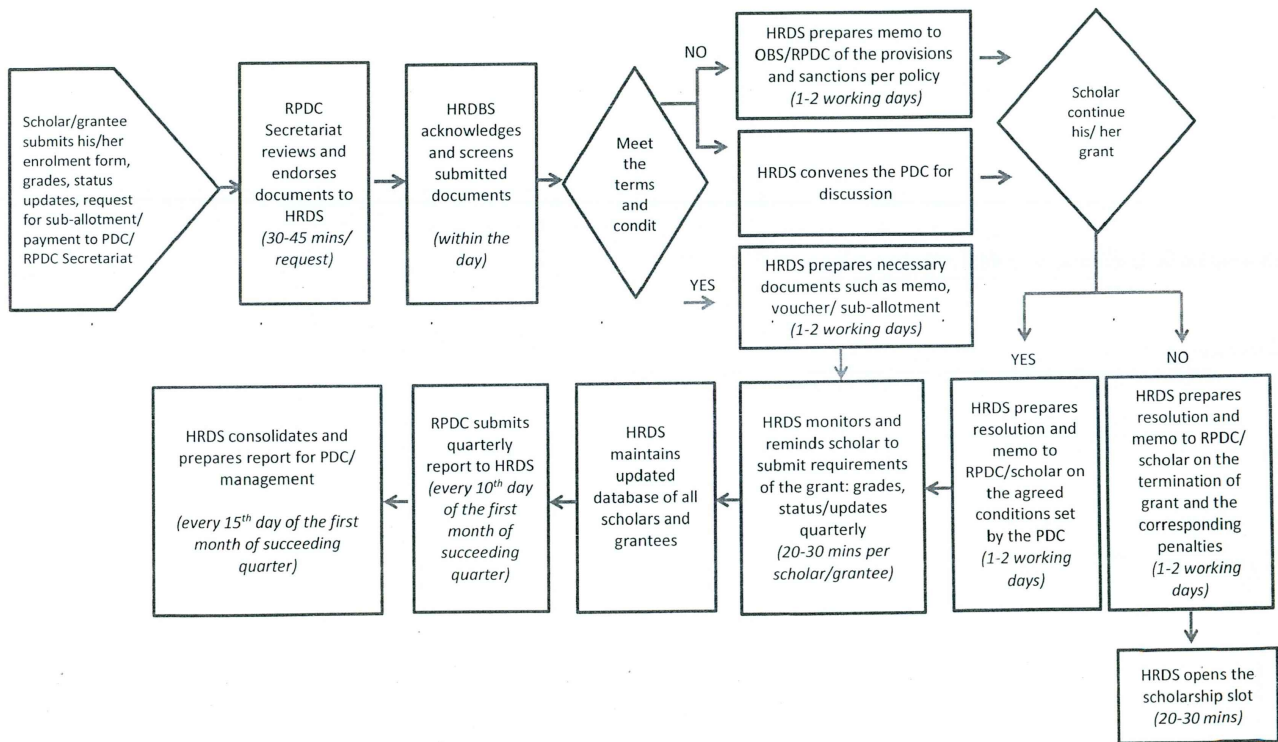
APPLICATION FOR OFFICIAL TIME TO ATTEND FOREIGN SCHOLARSHIPS, TRAININGS AND SHORT-TERM NON-DEGREE COURSES

APPLICATION FOR FUND AUGMENTATION FOR MATRICULATION OR THESIS/ DISSERTATION

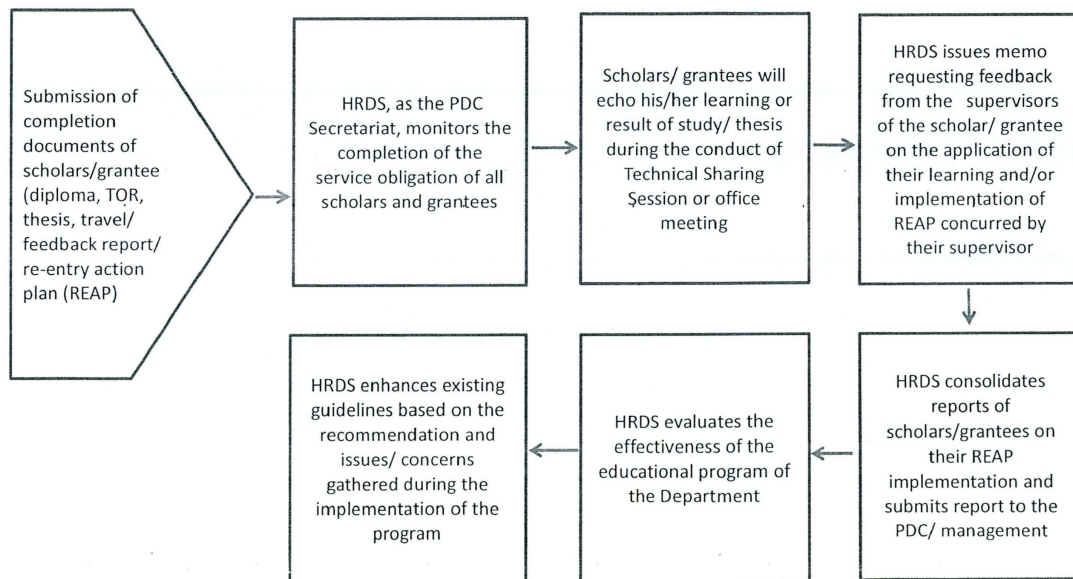


*FO employees seeks the approval of his/her Division Chief and Regional Director while Central Office employees seek the approval of his/her DC and Directors and concurrence of cluster heads

Monitoring of Existing Scholars/ Grantees



Monitoring of the Implementation of the Educational Support for DSWD Employees



**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: _____
 Office/Region-Unit: _____
 Civil Status: _____
 Telephone No: _____
 Email Add: _____

Position: _____
 Status of Employment: _____
 Date of Birth/Age: _____
 Mobile No.: _____
 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):

Duration	Country	Training program/Travel

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

Present Actual Duties and Responsibilities (*Enumerate briefly*):

Work experience (Enumerate briefly chronological work experiences):

Position (Brief description of main function)	Inclusive dates	Agency/ Office

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

(category 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

	Documentary Requirements	Date Received	Remarks
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		
B	Accomplished Application Form (Annex C.1)		
C	Service Record		
D	Very Satisfactory (VS) ratings for the last two (2) consecutive rating periods		
E	Certification of No Pending Administrative/ Criminal (CNPAC) Charge filed against the applicant		
F	Certification of No Current Service Obligation and No Pending Nomination related to other Local/Foreign Scholarship or Training Program		
G	Updated Personal Data Sheet (PDS)		
H	Regional Personnel Development Committee Resolution (for Field Office only)		
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)		
N	Thesis/ Dissertation Proposal Aligned to the Research Agenda or Priority/ Performance Areas of DSWD (for Fund Augmentation for Thesis/Dissertation)		
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

_____ (Category)
 _____ (Title of the Course/Training/ Purpose)
 _____ (Duration and School/Country)

Name	Position	Office	Performance Rating	Civil Status	Birthdate/ Age	Highest Educational Attainment	No. of years in		Travel Abroad			Present Function	Experience in the Department
							DSWD	Present Position	Year	Country	Program Title		

JUSTIFICATION:

Prepared by:

Concurred by:

 Name and Signature of the PDC/ RPDC Secretariat
 Date: _____

 Name and Signature of the PDC/ RPDC Chairperson
 Date: _____

**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

_____ (name of the school/ university and its complete address);

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:

Completion of Baccalaureate degree	A maximum of two (2) years
Post-Graduate degree	A maximum of three (3) years
Leadership and Management Certification Program (CPro)	A maximum of one year from the release of the assessment result.

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 writings 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:

Period of Grant	Service Obligation
For every year or a fraction thereof, not less than 6 months	One year
Six (6) months and below	Six months
CPro (both Training Track and RPL)	One year

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:

Name	CTC No./ ID No.	Issued in	Issued on

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 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 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.

Duration of Scholarship	Service Obligation
For every year or a fraction thereof not less than 6 months	Two years
A fraction of a year less than 6 months but not less than 2 months	One year
A fraction of a year less than 2 months	Six months

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:

Name	CTC No./ ID No.	Issued in	Issued on

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

Duration of Scholarship	Service Obligation
For every year or a fraction thereof not less than 6 months	Two years
A fraction of a year less than 6 months but not less than 2 months	One year
A fraction of a year less than 2 months	Six months

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

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:

Name	CTC No./ I.D. No.	Issued in	Issued on

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 _____

**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

Duration of Study Leave	Service Obligation
One (1) month	Six (6) months
Two (2) to three (3) months	One (1) year
More than three months to six (6) months	Two (2) years

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:

Name	CTC No.	Issued in	Issued on

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

Duration of Scholarship	Service Obligation
For every year or a fraction thereof not less than 6 months	Two years
A fraction of a year less than 6 months but not less than 2 months	One year
A fraction of a year less than 2 months	Six months

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:

Name	CTC No./ I.D. No.	Issued in	Issued on

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 _____

**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

Fund Augmented	Obligation
Below Php 30,000	Six months
Php 30,000 and More	One year

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.

Status/ Update¹ Report of Scholars/ Grantees
(under Externally-Funded Scholarship and Other Educational Assistance)

(Date)

FOR : _____
HRDS/ HRMDD or Institutional Development Division²

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 SHEET¹ 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:

School Year	Semester	Subject	Unit	Grade ²

IV. Number of semesters to finish the course: _____

V. Problems encountered relative to study:

VI. Recommendations

¹ To be accomplished by the scholar every end of semester/trimester

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

Monitored by:

PDC/ RPDC Secretariat

Noted by:

Bureau/Service Director
DSWD, _____

(Name/ Letterhead of Field Office)

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/ term¹ 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:

	Amount ²
Tuition Fee	
Miscellaneous Fee	
Books	
Others:	
Total	

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. 1st, 2nd, 3rd etc.)

² The amount indicated should be consistent with the attached school assessment or receipts

(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/ term¹ under the Educational Program for DSWD Employees.

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

Title of the Book	Amount ²
Total	

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. 1st, 2nd, 3rd 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**

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

B. Other Educational Assistance

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

II. Progress/ Status of Scholars and Grantees

Name of the Scholar/ Grantee	Progress/ Status

III. Issues/Concerns and Recommendations

Issues and Concerns	Recommendations

Prepared by:

Noted by:

RPDC Focal Person

Date: _____

Regional Director

Date: _____

EDUCATIONAL SUPPORT FOR DSWD EMPLOYEES

(name of Field Office)

As of _____

A. Scholarship

Name of Scholar	Position	Division/ Unit	Start of Scholarship	End of Scholarship	Course	School/ University	Status/ Remarks (e.g. no. of enrolment/ term, units and grades earned, among others)

B. Other Educational Assistance

B.1 Study Leave

Name of Grantee	Position	Division/ Unit	Duration of Study Leave	Purpose	Status/ Progress/ Remarks

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

Name of Grantee	Position	Division/ Unit	Course Title	Duration	Country/ Venue	Status/ Progress/ Remarks

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

Name of Grantee	Position	Division/ Unit	Thesis/ Dissertation Title	Approved Amount	Status/ Progress/ Remarks

POST-TRAVEL/ TRAINING/ FEEDBACK REPORT¹

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