



April 15, 2019



**REGIONAL ORDER**

No. 21, s.

**POLICY AND GUIDELINES ON SCHOLARSHIPS AND OTHER TRAINING GRANTS  
OF DEPARTMENT OF EDUCATION CARAGA**

**TO: Schools Division Superintendents  
Chiefs of Functional Divisions  
This Region**

1. For the information and guidance of all concerned, this Office issues the enclosed copy of its customized **Policy and Guidelines on Scholarships and other Training Grants of Department of Education Caraga**.
2. This Policy shall take effect immediately upon issuance.
3. All Regional Orders, Memoranda and other related issuances inconsistent with this policy are deemed amended accordingly upon its effectivity.
4. Immediate dissemination and strict compliance with this Order is directed.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC – Regional Director

Encls.: As stated

References: DepEd Order No. 68, s. 2009;

To be indicated in the Perpetual Index under the following subjects:

Policy

Scholarship

Training Grants

HRDD04/mmv

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## **Policy and Guidelines on Scholarships and Other Training Grants of the Department of Education Caraga**

### **I. General Provisions**

#### **1. Statement of Policy**

The Department of Education (DepEd) Caraga Regional Office fully supports the continuous development of its manpower to improve performance through scholarship/ fellowship and training grants of both local and overseas among others. The DepEd Caraga aims to attain well-developed and highly professionalized personnel through a continuing human resource development program by sending the most qualified and deserving employees to local or foreign scholarship and training grants.

The field of study of all scholarship and training grants shall be supportive of the Department's mission, goals, objectives and programs. Priorities should be properly equated with the program thrusts of the Department occasioned by the present needs and demands.

#### **2. Scope**

These policy and guidelines shall apply to all officials, teaching, teaching-related and non-teaching personnel of DepEd Caraga. These also cover scholarship and trainings sponsored by external agencies provided that they are not directly or indirectly related to manufacturing or distribution of tobacco products and/or liquors; may be local or foreign exchange; degree or non-degree programs.

#### **3. Related Issuances**

All scholarship and training grants are subject to existing government policies, rules and regulations, particularly those of the following:

3.1. Executive Order No. 129- Providing Rules and Regulations Governing Official Travel Abroad of Officials and Employees of the Government both National and Local, Including Government-Owned or Controlled Corporations, and Prescribing Rates of Allowances and other Expenses Therefore.

3.2. Executive Order No. 367 - Further Amending Executive Order No. 129 dated May 6, 1968 As Amended by Executive Order No. 421, dated November 26, 1973.

3.2. Executive Order No. 421 – Amending Executive Order No. 129 dated May 6, 1968.

3.3. Letter of Instruction No. 395 – Scholarship Program in Public Administration.

3.4. CSC MC No. 2, s.1977 – Rules and Regulations implementing National Scholarship for Development Fund (NSDF).

3.5. CSC MC No. 13, s. 1987 – Guidelines for Nominating Candidate with Non-Permanent Appointments to Foreign Assisted Training/Scholarship Grants.

3.6. DepEd Order No. 68, s. 2009 - Scholarship and Training Grant/Fellowship Pool





3.7. DepEd Order No. 13 s. 2007 - Reorganizing the DepEd Special Committee on Scholarships for Local and Foreign Grants.

#### 4. Definition of Terms

- a. **Field of Study.** This refers to any academic interest related to work.
- b. **Foreign Scholarship Programs.** This refers to programs of technical assistance from various bilateral and multilateral donor agencies/countries/institutions, which essentially consist of a set of grants involving academic studies/foreign trainings awarded to individuals from the government and the private sector in the interest of public service.
- c. **Grantee.** He/She is a recipient of a scholarship program.
- d. **Local Scholarship Programs.** This refers to any academic programs/studies/fellowship held locally for the pursuit of higher degree of specialization in a technical or scientific field at a recognized institution of higher learning. They are designed for the professional advancement of the grantees in line with the work.
- e. **Nominee.** An employee who is nominated by the concerned unit endorsed by DepEd to the sponsoring agency/ institution
- f. **Re-Action Plan (REAP).** It is a detailed plan outlining actions which recipients of scholarships and trainings need to develop and implement to contribute to agency's organization performance.
- g. **Grants.** These are scholarships, fellowships and training or study grants secured, arranged, offered, or sponsored by the Philippine Government or any of its agencies or from outstanding local or foreign universities or institutions, or from outstanding foundations and scholarship programs.

### II. General Policies and Guidelines

5. **Creation of Scholarship Committee.** A scholarship committee shall be created to evaluate the nominees and to recommend the most qualified to the Regional Director and to the Undersecretary concerned or Secretary for approval, whenever necessary as the case maybe.

5.1. The **Personnel Development Committee (PDC)** shall serve as the regional scholarship committee and shall have the following functions:

- a. lead the effort to proactively search for and tap scholarship opportunities both local and abroad, that would benefit the teaching and non-teaching personnel of the region;
- b. disseminate information on scholarship opportunities as widely as possible to all levels of DepEd Region organization including its attached units;
- c. screen and recommend nominees for scholarship grants, study tours and the like;
- d. lead in the efficient facilitation of these scholarship grants (including degree and non-degree courses); and
- e. recommend internal policies and procedures concerning scholarship availment, scholars' benefits and entitlements return service obligations application for extension and other related policies.



5.2. **Prioritization of Scholarships.** Priority for scholarship and training grants, both local and foreign training programs, shall be given to permanent employees.

5.3. **Pooling of Prospective Grantees.** To ensure smooth implementation of the DepEd scholarship programs, equitable allocation of scholarship/fellowship slots and avoid loss of scholarship slots due to delay in submission of nominees, the PDC shall maintain scholarship/ fellowship/ training grantees pool from where the nominees to specific programs shall be selected on the basis of criteria set by either the sponsoring agency or DepEd.

5.3.1. **Pool of Nominees.** To facilitate the pooling of prospective grantees, all offices concerned shall submit their nominees be on the basis of needs to the PDC. The following guidelines shall be observed in identifying the nominees:

- a. all SDOs shall maintain their pool of nominees for specific training areas;
- b. teachers and school administrators who were recipients of national awards shall be included in the pool;
- c. nominees selected should meet the following requirements and submit the document enumerated in 5.3.2; and
- d. the pool of nominees from each SDO shall be grouped by area of study or field of study.

5.3.2. **Basic Requirements.** In addition to existing laws, rules, regulations and policies, nominee selected should meet the following:

- a. has been in the service for at least 5 years with at least very satisfactory performance for the last two years;
- b. has shown strong leadership potential in the school and in the community;
- c. initiated innovations in the area being recommended;
- d. has no pending administrative case and a person of good moral character;
- e. is certified to be in good health by a local government physician and is fit to undergo serious studies away from his/her family for a week or more to one year;
- f. has sufficient command of English, both written and oral communication, or of a particular language specified by the sponsoring agency;
- g. has capability to disseminate or train other teachers/school administrator on the area studied upon returning from training manifested through a comprehensive Re-Entry Plan (REAP);
- h. must have at least 10 years remaining term in the Department of Education; and
- i. meets the additional requirements as needed by sponsoring agency.

5.3.3. **Documents for submission:**

- a. Personal Description Form (PDF)
- b. Service Records
- c. Certificate of no pending case
- d. Individual Performance Commitment and Review Form (IPCRF) for 2 consecutive years
- e. Certificate of good moral character
- f. Trainings/scholarships attended for the last three (3) years
- g. Medical Certificate
- h. Transcript of Records (Certified, Authenticated and Validated)





- i. Re-entry Action Plan (REAP). See Annex B.
- j. Leave Approval Form (CSC Form 6).

5.3.4. The pool of nominees from each division shall be grouped by area of study.

5.3.5. The Human Resource Development Division (HRDD) shall receive all nominations from the SDOs and make initial comparative evaluation of the nominees and select the most qualified among the candidates and shall be forwarded to the PDC for final evaluation.

5.3.6. The following Evaluation Criteria shall be used:

| Evaluation Criteria                        | Weight      |
|--------------------------------------------|-------------|
| Job Relevance                              | 20%         |
| Experience and Outstanding Accomplishments | 20%         |
| Education and Training                     | 10 %        |
| Performance Rating                         | 20%         |
| Language and Communication Skills          | 10%         |
| Character and Personality Traits           | 10%         |
| Potentials                                 | 10%         |
| <b>Total</b>                               | <b>100%</b> |

5.3.7. The PDC shall be responsible for the judicious and fair evaluation of all nominees and shall see to it that only the most qualified shall be recommended.

5.3.8. Test and interviews shall be conducted by the PDC when deemed necessary.

5.4. **Direct Application.** Grantees/Trainees who are able to personally avail themselves of any training program may be allowed to go on official leave, as long as the course is related to their office and is subject to the discretion of the Head of Office and Schools.

6.0. In case where fellowship/training courses require counterpart funding like round trip fare, allowance, etc., the nominating divisions shall certify to pay for such expense item. As a general rule, pre-departure expenses of selected scholarships shall be charged to local funds.

7.0. The supervisor and the grantee/trainee, whether for local or foreign training programs, shall make a joint commitment with the Department to apply knowledge and expertise acquired from the training to their respective office unit and other units in the Department, using the form attached as **Annex D**.

8.0. Grantees/ trainees of all scholarship/training programs are required to undertake post-training sharing sessions in their respective offices within one month from arrival to disseminate among the staff, the knowledge, skills or expertise acquired from the training. The sessions should include, among other things, observations, experiences, and expertise that would improve the office efficiency, with emphasis on scientific/technical innovation. In addition, they should act as resource persons for in-house training/seminars where the expertise acquired are deemed necessary to enhance the subject/ course.



9.0. Grantees/Trainees shall render a narrative report to the PDC relative to the study indicating among others the following:

- 9.1. the grantee's position or designation and responsibility with brief indication of previous trainings and specific nature of work prior to his selection;
- 9.2. activities participated, and the knowledge and skills learned while in the program;
- 9.3. views and insights on how the study or trainings abroad or in the Philippines as the case may be, can contribute to the development of the agency; and
- 9.4. provide a long- and short-term recommendations and suggestions which he/she thinks the agency should undertake with the corresponding justification.

10.. In consideration of the acceptance of a scholarship, fellowship or training/ study grant, the grantee/trainee shall be bound to a contract with the Department based on the constitution stipulated in E. O. 129, s. 1968 for foreign-assisted scholarship or training programs and CSC MC no. 2, s. 1977 for local scholarship programs.

11. **Obligations of a Grantee or Trainee.** In consideration of his acceptance of a foreign scholarship/training grant, the grantee or trainee bind himself to the following conditions:

- a. to live up to the terms and conditions of grant;
- b. to conduct himself in such a manner as not to bring disgrace or dishonor to his country;
- c. to keep up with the standards of scholarships or accomplishments;
- d. to submit to the head of office and the PDC his/her official transcript of grades at the close of each quarter, term or semester
- e. to return immediately upon the termination of his scholarship/training;
- f. to submit to the head of his office and the committee a report on his study/training within sixty (60) days after his return to duty;
- g. to submit a re-entry plan or proposal for the application of newly-acquired skills or expertise to his office and the committee, upon completion of at least six (6) months study/ training; and
- h. to serve his office or any other government office or instrumentally as the exigencies of the period indicated below:

| Nature Obligation                      | Training Duration of Scholarship                                   | Service  |
|----------------------------------------|--------------------------------------------------------------------|----------|
| For academic and non-academic programs | for every year or a fraction thereof not less than 6 months        | 2 years  |
|                                        | a fraction of a year less than 6 months but not less than 2 months | 1 years  |
|                                        | a fraction of a year less than 2 months                            | 6 months |

- i. failure of the grantee or trainee to fulfill obligations provided under subparagraphs (a), (b), (c) and (d) of this Section shall be sufficient cause for the cancellation of his scholarship/training grant and for his recall. Should failure in any of such cases be due to his own fault or willful neglect, he shall refund all expenses in accordance with the provisions of the succeeding subparagraphs of this Section.





- j. for failure to render the required length of service referred to in subparagraph (h) of this Section, on account of voluntary resignation, retirement, separation from the service through his own fault or other causes within his control, the grantee or trainee shall refund in full to his agency such amount as may have been defrayed for expenses incident to his scholarship/training as determined by the Committee;
  - k. to serve the office which sends him abroad, or any other government office or instrumentality as the exigencies of the service may require, along the field of his specialization or training, for a period of not less than two (2) years for every year of his fellowship or training, or a fraction thereof not less than two (2) months. Where the scholarship, fellowship, or training is for a period of less than two (2) months, the service shall not be less than one (1) year;
  - l. to refund in full to the financing agency of office of the Philippine Government such amount or amounts as may have been defrayed for his transportation, salary, allowances and other expenses incident to his scholarship, fellowship, or training or study grant for a specified period of time;
  - m. the obligations of grantees or trainees affected/displaced by the reorganization of their respective departments shall be governed by the herein attached ("Obligation of Scholars Displaced by Reorganization," which is made an integral part of this Executive Order;
  - n. it is the policy of the Committee to allow proportionate refund of the monetary value of the grantee's or trainee's service obligation, when he has served at least 75% of the total service obligation in the agency/department which sent him abroad; and
  - o. the proportionate amount and mode of payment shall be determined by the agency and confirmed by the Special Committee on Scholarships. In such cases, the amount shall be paid within three (3) years from the effectivity of the arrangement between the grantee or trainee and his agency, and to the execution of the affidavit of undertaking duly secured by a bond with his agency/department.
12. **Submission of transcript of grades and report.** Every grantee of scholarship of fellowship shall at the close of each quarter, term or semester, submit to the head of his office and the Special Committee on scholarships official transcripts of the grades received by him/her, or certificates of performance or their equivalent. Upon the termination of the scholarships, fellowships, training, or observation, and within sixty (60) days after the return to duty of the grantee or trainee, he/she shall submit a report on his/her studies, studies, training, and/or observation to the head of his office, a copy each thereof to be furnished the department head concerned and the Special Committee on Scholarships. Where a final travel expense voucher is represented, a copy of the report shall also be submitted there with.
13. **Salary.** All grantees, under a scholarship grant, may travel on official time or shall be with salary unless the employment of substitute is imperative and no savings or other funds are available for the payment of the salaries of the substitute.



14. **Cancellation of scholarships, fellowships, or training or study grant.** - Failure of a grantee or trainee to keep up with the necessary standards of scholarship or accomplishment, or to live up to the terms and conditions of his/her grant, shall be sufficient cause for cancelling his/her scholarship, fellowship, or training or study grant and for his/her recall. Should failure in any of the cases mentioned in section 11a to section 11j be due to his own fault or willful neglect, s/he shall refund all expenses in accordance with the provisions in section 11.

15. **Monitoring and Evaluation.** A continuing evaluation and monitoring of the implementation of the Re-Entry Plan or the Learning Action Plan specialized skills learned from the scholarship/training undertaken, together with the corresponding recommendation and other related information, should be made by the PDC.

16. **Effectivity**

These policies and guidelines shall take effect immediately.

**Approved:**

**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC-Regional Director





## Annex A

### SCHOLARSHIP SERVICE CONTRACT

The Government of the Philippines through the \_\_\_\_\_,  
represented by \_\_\_\_\_ with principal office  
at \_\_\_\_\_, here in after referred to as the GRANTOR;

\_\_\_\_\_, of legal age, Filipino, single/married, presently  
Residing at \_\_\_\_\_. Hereinafter called the GRANTEE;

\_\_\_\_\_, of legal age, Filipino, single/married, presently  
Residing at \_\_\_\_\_. Hereinafter called the GUARANTOR.

#### WITNESSETH:

That pursuant to the provision E. O. 129 as amended and in consideration of the grant and acceptance  
by the GRANTEE of a scholarship/ training award to undergo on official time to a program entitled

\_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_, the GRANTEE hereby agrees to fulfill the following terms and  
conditions:

1. That the Grantee shall keep up with the standards of a scholarship or award;
2. That the grantee shall conduct himself/herself in a manner as not bring disagree or dishonor to him/ her or his/ her country;
3. That the Grantee shall submit to the head of his/ her Office and to the Special Committee on Scholarships which is the Personnel Development Committee (PDC) at the end of each term, his/ her official transcript of grades, certificates of performance of its equivalent;
4. That if there is sufficient reason for the extension of the Grantee's original scholarship/ training/ award, he/ she shall submit a formal request to his/ her agency 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/ period of leave of absence. It is understood that approval of the extension shall be made upon the approval of the head of agency/ office and upon the Grantee's execution of a supplementary training/ scholarship contract covering the extension period;
5. The Grantee shall return immediately to the Philippines and report to his/her office upon the completion or termination of his/ her scholarship or training grant;
6. That the Grantee shall submit to his/her office, PDC and other concerned offices a completion report on his or her training/ scholarship within sixty (60) days after his/ her duty, as per attached outline;



7. That the grantee shall serve his/her office or any other government office or instrumentally for the period of \_\_\_\_\_ year (s) as exigencies of the service require per section 2 of E.O. 367;

8. That the Grantee accepts the value of the following:

|                                                                                         |                |                 |
|-----------------------------------------------------------------------------------------|----------------|-----------------|
| a. Transportation (GOP, local and International)                                        | P _____        | \$ _____        |
| b. Tuition fees & other fees                                                            | P _____        | \$ _____        |
| c. Allowances (GOP & Sponsor)<br>Clothing<br>Living/Stipends<br>Establishments<br>Books | P _____        | \$ _____        |
| d. Salaries, other emoluments and adjustment                                            | P _____        | \$ _____        |
| <b>TOTAL</b>                                                                            | <b>P _____</b> | <b>\$ _____</b> |

9. That should the Grantee fail to comply with the foregoing conditions through his/ her fault or willful neglect, resignation, voluntary retirement or other causes with his/ her control, he/ she shall refund to his/ her office the amount defrayed by the Philippine Government and the sponsor as enumerated in Section 8;  
Proportionate refund shall be allowed provided that the Grantee shall serve his/ her Office agency at least 75% of his/ her total service obligation;
10. That 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 condition set forth.

IN WITNESS THEREOF, we have hereunder set our hands this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Guarantor/ Address  
(Relative to the Grantee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Head of Agency

\_\_\_\_\_  
Signature

#### ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
CITY OF \_\_\_\_\_ S.S \_\_\_\_\_

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_, PHILIPPINES, personally appeared \_\_\_\_\_, with Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_.