



MC No. 11, s. 2002

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Revised Guidelines on the Local Scholarship Program for Master's Degree Course (LSP-MDC)

Pursuant to CSC Resolution No. 02-0551 dated April 16, 2002, the Civil Service Commission promulgated the attached revised guidelines on the Local Scholarship Program for Master's Degree Course (LSP-MDC).

This Memorandum Circular amends/supersedes pertinent issuances and takes effect starting School Year 2002-2003.

For the information and guidance of all concerned.


KARINA CONSTANTINO-DAVID
Chairperson

16 April 2002
HRDO



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at Its Best,
Mamamayan Muna

Re: **Local Scholarship Program
for Master's Degree Course
(LSP-MDC) Revised Guidelines**

RESOLUTION NO. 020551

WHEREAS, the Commission established the Local Scholarship Program for Master's Degree Course (LSP-MDC) under CSC Resolution No. 93-299 dated February 4, 1993 and provided for its implementing guidelines;

WHEREAS, after nine (9) years of implementation, there is a need to review the terms and conditions of the scholarship and ensure that the program continues to be effective and responsive to the needs of scholars and to the goals of the Program;

WHEREFORE, foregoing premises considered, the Commission, hereby **RESOLVES** to adopt the attached amended guidelines of the LSP-MDC;

This Resolution shall supersede all previous guidelines of the LSP-MDC, not consistent herein.

Quezon City, APR 16 2002


KARINA CONSTANTINO-DAVID
Chairman


JOSE F. ERESTAIN, JR.
Commissioner


J. WALDEMAR V. VALMORES
Commissioner

Attested by:


Atty. ARIEL G. RONQUILLO
Director III

REVISED IMPLEMENTING GUIDELINES ON THE LOCAL SCHOLARSHIP PROGRAM FOR MASTER'S DEGREE COURSE (LSP-MDC)

Pursuant to its mandate to implement continuing programs for the career and personnel development of government employees, the Civil Service Commission promulgated a service-wide Local Scholarship Program (LSP) on February 4, 1993 under CSC Resolution No. 93-299. These revised guidelines are intended to promote uniformity and consistency in the administration of the LSP.

I. SCOPE

The Local Scholarship Program for Master's Degree Course is open to all government employees who are interested to pursue a masteral degree and who subsequently pass the selection criteria established by the Commission for the purpose.

II. OBJECTIVES OF THE PROGRAM

This service-wide Local Scholarship Program aims to:

- Provide educational opportunities to employees of the government for their professional and career development;
- Enhance the knowledge and skills of employees so they can contribute to the achievement of agency goals; and
- Professionalize the civil service workforce towards the effective delivery of public service.

III. APPLICATION PROCEDURE

Qualification Requirements

Employees who possess the following qualifications shall be eligible to take the written examination upon nomination of the agency head:

- A bachelor's degree from a college or university recognized and/or accredited by the Commission on Higher Education (CHED);
 - A permanent status of appointment for three (3) years at the time of application;
 - Performance rating of at least Very Satisfactory for the last two (2) consecutive rating periods;
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- No age limit provided that compliance with the service contract is assured;
- Good health as evidenced by a medical certificate from a government physician;
- Has not earned a masteral degree; and
- No service obligation being served during period of scholarship.

Employees with pending administrative cases may apply. However, should they be found guilty, their scholarship is deemed automatically revoked. Hence, they shall refund the Commission and the agency the actual amount paid for the grant.

Employees who have been found guilty of any offense in the past three (3) years prior to application are disqualified. Dismissed employees are also banned from the scholarship grant.

Employees who have previously earned masteral units and/or are on thesis writing may avail of the LSP-MDC grant to complete the original course or to pursue another course.

Employees who have availed of short-term courses whether local or foreign are still qualified to apply.

The Commission may authorize a co-terminous employee to avail of the scholarship on meritorious cases, under two (2) conditions: (1) the service obligation of the scholar will be fulfilled; and (2) the co-terminous employee is not related to the head of agency within the fourth degree of consanguinity or affinity.

Nomination

The head of agency shall nominate qualified employees to take the LSP examination by signing the nomination portion in the application form. (See attached LSP application form).

Filing

Application forms for the competitive examination are available from any Civil Service Commission Regional/Provincial/Field Office. The applicant may file the accomplished application form at the nearest regional/provincial/field office of the Commission.

Filing of application shall be from January to April of every year. Examinations shall be held every June of each year.

IV. SELECTION PROCEDURE

There shall be two (2) phases of the selection for the grant of scholarship: the written examination and the interview.

The LSP-MDC grant shall be awarded to employees who pass both the written examination and the interview.

The head of agency shall be notified of employees who passed the LSP assessment.

The CSC shall post in its website: www.csc.gov.ph the list of the LSP qualifiers and the same shall be published in newspapers of general circulation.

However, those who failed the interview phase invalidates the examination rate, hence, need to reapply.

V. AWARD OF SCHOLARSHIP

The agency head shall authorize the scholar to study on official time and shall relieve the grantee from all duties and responsibilities during this period.

The award consists of the following benefits:

- Tuition and other school fees not exceeding P30,000; and
- Book allowance of P10,000 and thesis writing assistance of P10,000 for those enrolled in a thesis program or P5,000 research assistance for those enrolled in a non-thesis program with research or policy paper, project or action plan and other similar requirements.

The scholar shall be entitled to receive salaries, allowances and other benefits as provided by law and the period of scholarship shall be credited as continuous service.

Deferment of Grant

Request for deferment shall be applied with the CSCRO by the scholar upon endorsement of the agency head. The scholarship may be availed of within two (2) school years after qualifying in the program.

Thereafter, no deferment of scholarship shall be allowed. The scholar loses one's right to the benefits of the scholarship and shall participate in the LSP assessment process anew.

Incentives to Top Ten LSP Qualifiers

The top ten (10) qualifiers are entitled to a grant of P100,000. Tuition, book, and other school fees, however, shall not exceed P80,000. Thesis writing or research/policy paper, project or action plan and other similar requirements shall not exceed the amount of P20,000.

Once awarded the scholarship, the scholar shall no longer be eligible for nomination to any local or foreign training scholarship grant.

VI. ENROLLMENT

The scholar shall:

- Choose a field of study which is relevant to the agency's mandate;
- Sign a scholarship contract with the Commission and the agency covering the terms and conditions of scholarship;
- Enroll only in colleges and universities included in CSC's list of recommended schools; and
- Take the maximum load per semester/term while on official study grant.

On Distance Education Program:

Scholars who enroll under the distance education program shall be entitled to tuition fees, other expenses and allowances not exceeding P50,000. Those who will continue to work while studying shall not be covered by any service obligation.

Part-time scholars shall fulfill the service obligation as prescribed in these guidelines.

Agency heads may authorize the scholars on official time to attend tutorial sessions, study learning modules and review for their examination. These arrangements shall be agreed upon by the scholar and the agency head.

VII. TERMS AND CONDITIONS OF SCHOLARSHIP

The scholar must:

- Complete all requirements for masteral degree within one (1) year;

In case a scholar is unable to complete the course within one (1) year for meritorious reasons such as pregnancy, grave or serious illness, recall to office in the exigency of the service, non-offering of subjects in a particular term, and other valid circumstances, the Commission may grant extension for six (6) months up to one (1) year on a part time or full time basis upon the endorsement of the agency head.

For masteral programs requiring more than one (1) year of study, the Commission may allow the extension of the grant on official time upon the endorsement of the agency head.

All requests for extension of scholarship term shall be made in writing and upon endorsement of the agency head. Initial requests shall be addressed to the CSCRO Directors and all subsequent requests to the CSC Chairperson.

- Pass at least 2/3 of all enrolled subjects each semester and maintain a general weighted average of 1.5 or its equivalent;
- Submit a copy of academic record or grades with general weighted average duly certified by the school registrar within one (1) month after the end of the school term to the CSC Regional Office and the head of agency;
- Undertake thesis/research study that is relevant to the mandate and operation of the agency upon discussion with the agency head;
- Provide the Commission and head of agency a copy of the thesis;
- Upon return to work, fulfill the service obligation:

<u>Scholarship Term</u>	<u>Service Contract</u>
6 months	1 year
1 year	2 years
1 1/2 years	3 years
2 years	4 years

VIII. TERMINATION OF SCHOLARSHIP

The scholarship shall be terminated in the following cases:

- Failure to maintain a general weighted average of 1.5 or its equivalent;
- Failure to pass at least 2/3 of the subjects enrolled in a semester;

- Failure to complete the scholarship shall disqualify the scholar from other CSC-sponsored/administered local and foreign scholarship for a period of three (3) years; and
- Finding of guilt in any administrative offense.

IX. PENALTIES FOR VIOLATION OF THE TERMS AND CONDITIONS OF SCHOLARSHIP CONTRACT

□ **Penalties for Failure to Complete the Degree**

- If the scholar fails to complete the degree stipulated in the contract through the scholar's own fault or willful neglect or loss of confidence, resignation, or voluntary separation, the scholar shall refund to the:
 - a. Civil Service Commission the actual amount defrayed for the study grant; and
 - b. Agency the salaries and all other allowances and benefits while on scholarship.

□ **Penalties for Failure to Complete the Service Obligation**

- If the scholar fails to complete the service obligation and has rendered less than fifty percent (50%) of service obligation, the scholar shall pay the full refund of school fees as well as the total compensation received, to both the Civil Service Commission and the agency, respectively;
- If the scholar fails to complete the service obligation but has rendered at least fifty percent (50%) of such, the proportionate refund of the monetary value of the scholar's service obligation to the agency shall be computed based on the following formula:

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

Where	R	-	Refund	
	TCR	-	Total Compensation Received, allowances and other benefits received while on scholarship	
	SOS	-	Service Obligation Served	} <i>Rounded off to the nearest month</i>
	SOR	-	Service Obligation Required	

An agreement of the refund, duly executed in an affidavit shall be made between the: (a) scholar and the CSC; and (b) scholar and the agency. Payment on installment basis through salary deduction should not exceed three (3) years.

- If the scholar whether permanent or co-terminous, transfers to another government agency with the approval of the agency head, the scholar need not refund to the Commission the amount defrayed for the study. The service obligation however, shall continue. If the head of agency does not approve the request for transfer, the scholar shall refund to the agency the equivalent amount of the remaining service obligation.

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

- a. abolition of the office;
- b. involuntary phase-out of the position being held by the grantee due to reorganization; and
- c. death or permanent disability.

X. FINANCIAL SUPPORT AND OTHER RESPONSIBILITIES OF THE AGENCY

- Prioritize and determine number of scholars based on agency Personnel Development Committee policies and Career Development Plan;
- Pay the scholar's salary, allowances and other benefits as may be allowed by law;
- Shoulder other essential and lawful expenses subject to availability of funds and the approval of agency head such as:
 - a. Cost of transportation from the scholar's official station to the place of school in case the scholar is enrolled in another province or region; and
 - b. Relocation allowance for the first thirty (30) days, the rates of which shall be in accordance with Executive Order No. 248, s. 1995.
- Provide additional stipend or allowances subject to the internal policies of the agency;
- Inform the Commission about the research agenda for their scholars;

- Report to the Commission scholars found guilty of any administrative offense and/or dismissed from the service;
- Effect the refund of all school expenses in case of violation of terms and conditions of the scholarship and remit the same to the Commission; and
- Ensure the completion of the degree course within the prescribed period.



Republic of the Philippines
**CIVIL
SERVICE
COMMISSION**

**LOCAL
SCHOLARSHIP
PROGRAM (LSP)**
Monitoring Sheet
SY 20 ____ - 20 ____

PART I: PERSONAL INFORMATION

NAME _____
(Last) (Given) (Middle)

CURRENT POSITION _____

STATUS OF APPOINTMENT _____ Permanent or
Others (specify) _____

DEPARTMENT/AGENCY ADDRESS _____

Tel. No. _____

NUMBER OF YEARS IN
GOVERNMENT SERVICE

PERMANENT HOME ADDRESS _____

Tel. No. _____

DATE OF BIRTH _____
CIVIL STATUS _____
SEX _____
AGE _____

EDUCATIONAL ATTAINMENT:

	Degree	School	Inclusive Dates
College	_____	_____	_____
Graduate	_____	_____	_____
Post Graduate Studies	_____	_____	_____

SPECIAL STUDIES/TRAININGS AND SCHOLARSHIPS AVAILED DURING THE LAST TWO (2) YEARS:

Title of Program/Course	Inclusive Dates	Venue
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(add additional sheets if necessary)

2" x 2"
PHOTOGRAPH
(Black and White)

Please sign
at the back of the photo.

Signature

Printed Name

Date

PART II: LSP RECORDS

SEMESTER	SUBJECTS ENROLLED FOR THE SEMESTER	UNITS	STATUS (Completed, Dropped, Failed, Incomplete)	GRADE	REMARKS/ EXPLANATION
First Semester					
Total Units: Enrolled _____ Completed _____		General Weighted Average _____			
Second Semester					
Total Units: Enrolled _____ Completed _____		General Weighted Average _____			