



PHILIPPINES 2000



DEPT. OF SOCIAL WELFARE & DEVT.  
ISP ROAD, CONSTITUTION HILLS, Q.C.

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**ADMINISTRATIVE ORDER**  
**NO. 185**  
**Series of 2002**

**SUBJECT: Educational Program for DSWD Employees**

**I. Rationale**

Human resource is one of the most important assets of every organization, thus, an organization must provide opportunities for the growth and development of its employees, which are essential component to the attainment of organizational goals and objectives.

The education program of the agency reflects the quality of management commitment to improve the competencies of its employees. Likewise, the pursuit of an academic/postgraduate degree and/or professional licensure is one significant manifestation of an employee's value for growth, development and competence. This goal must be supported by the organization by providing concrete policies for employees' scholarship program, education completion program (study leave) and continuing education (eight hours off) privileges. Hence, this Educational Program for DSWD employees is hereby established.

**II. Legal Bases**

**A. Scholarship**

Department Order No. 42, series of 1996, which was adopted from Civil Service Commission's Memorandum Circular No. 33 Series of 1999, mandates all Departments, Bureaus, Offices to continuously provide educational opportunities particularly in graduate studies to all qualified personnel belonging to the professional group for their professional and career advancement. On this, the Department is pursuing a Scholarship Program (Distance or In-Campus) in coordination with colleges and universities.

**B. Education Completion for Non-Scholars.**

The policy on the avilment of Study Leave for non-scholars is CSC Memorandum Circular No. 14, series of 1999. It states that employees

may avail of Study Leave as a time off from work for the purpose of preparing for their Bar or Board Examination or to Complete there Postgraduate (Masters/Doctors) Degree.

### **C. Continuing Education for Non-Scholars**

The policy guidelines for continuing education for non-scholars is Department Order No.06, series of 1999, which allows eligible DSWD personnel for the completion of Baccalaureate, Diploma, Masters and Doctors Degree during office hours.

## **III. Objective**

### **A. General**

This program aims to provide educational opportunities for DSWD employees to build and enhance competencies to enable them to become effective contributors in the achievement of the Vision/Mission/Goal (VMG) of the department. The program covers baccalaureate and postgraduate degrees leading towards professionalization of the Department's manpower resource.

### **B. Specific**

1. To develop pool of career conscious and competent staff to enhance and sustain quality service in government;
2. To improve/increase career opportunities in order to retain high quality staff in the Department;
3. To encourage deserving DSWD employees to pursue and earn baccalaureate and/or postgraduate degrees for their career and personal development; and
4. To serve as a component of the career development program of the Department.

## **IV. Categories of Educational Program**

### **A. SCHOLARSHIP**

#### **1. Baccalaureate/Bachelor's Degree**

The educational opportunities have been expanded to cover bachelor's degree in any field or profession for career advancement of administrative staff.

## 2. Master's Degree (In-campus/Off-Campus)

This covers 3-year or six-semester full grants intended to provide ample time for the beneficiary to complete courses/degrees in any field or profession that may be deemed needed in the pursuit of DSWD functions and programs. The grant includes tuition fee not exceeding P15,000 per semester per scholar, the actual cost of miscellaneous fees, books/instructional materials at P2,000/semester and thesis allowance at 4,000 per semester for a maximum of two (2) semesters only.

### **B. Education Completion for Non-Scholars**

This opportunity is a full 6-month study leave with pay given to qualified employees for purposes of preparing for their BAR or Board Exam or to complete their postgraduate (MS/Doctors) Degree. An employee can avail of the full term of six (6) months study leave once, or two full terms of 3 months each term. Only a maximum of two (2) persons in an office shall be allowed at a time. The office herein referred to is any major functional sub-division of a Bureau/Service/office in Central and/or Regional Offices, which is equivalent to Division.

### **C. Continuing Education for Non-Scholars.**

This type of grant allows staff to complete their Baccalaureate, Masters and Doctoral Degree courses by providing the employee two (2) half-days-off per week to attend classes or comply other requirements of the course within the "core time" as long as the 40-hour requirement of CSC per week is satisfied. Employees who have started their studies and have earned the highest number of units towards completion of the course shall be given the highest priority for entitlement to this grant.

## **V. SLOTS ALLOCATION.**

- a. There shall be a total of thirty (30) dull scholarship slots i.e. Twenty (20) for Masters degrees and ten (10) Bachelors Degree, for the whole department per year, which could be enrolled in modular/distance mode of education or in campus/residential.
- b. For purposes of a relatively equitable distribution of opportunities, each region will have one (1) while Central Office will have five (5) slots.

However, any unutilized slots may be re-allocated to any region based on need subject to Personnel Development Committee (PDC) deliberation and recommendation.

## **VI. QUALIFICATION REQUIREMENTS:**

### **A. Scholarship (Masters/Baccalaureate)**

An employee who possesses the following qualifications shall be eligible for the availment of any of the three (3) categories of scholarship grants.

1. For Masters and continuing education, a bachelor's degree from a college or university recognized and/or accredited by the Commission on Higher Education (CHED);
2. For Baccalaureate, one must have completed at least two (2) years at least 72 units of the academic requirement for completion of a four (4) year course (for B.S.);
3. Have been appointed to a permanent or casual position for at least three (3) years at the time of application;
4. Must have a Performance rating of at least Very Satisfactory for the last two (2) consecutive rating periods;
5. No age limit provided that compliance with the service contract is assured;
6. Good health as evidenced by a medical certificate from a government physician;
7. No service obligation (for local/foreign scholarships/trainings) being served during the period of scholarship prior to application;
8. No pending administrative/criminal charges.

### **B. Education Completion for Non-Scholars**

1. Must have graduated with a bachelor's degree, and have completed all academic requirements for a master's/doctorate degree. However, in the case of those employees pursuing collegiate or tertiary studies, it is

required that the course should lead to a baccalaureate degree or its equivalent.

### **C. Continuing Educational for Non-scholars**

1. An employee who is enrolled or will enroll in a baccalaureate, diploma, masters, and doctors degree courses with schedule of classes or school-related activities during office hours;
2. Any employee who has not availed of the maximum of three (3) years scholarship under D.O. No. 42, series of 1996, as amended by D.O. No. 19, series of 1997. An employee who has availed of the said grant for a maximum of three (3) years, may avail of this privilege only upon completion of service obligation based on contract.

## **VII. Application Procedures.**

### **A. Scholarship**

#### **1. Central Office**

- 1.1 All application letters and supporting documents for any of the grant of three (3) categories endorsed by the immediate supervisor/director shall be submitted to the Career Planning and Development Division (CPDD) for endorsement to Personnel Development Committee – Central Office (PDC-CO) for deliberation.
- 1.2 The PDC-CO shall screen the applicants, select and recommend to the Secretary or duly designated representative for approval of the most deserving and qualified applicants for the grant.
- 1.3 CPDD as PDC Secretariat shall inform respective scholar/s from Central and/or Regional Offices of the approval of the Secretary and implement the provisions based on guidelines. CPDD shall monitor the implementation of the guidelines and the provisions of the contract between the scholars and the Department.

#### **2. Field Office**

- 2.1 Application letter and complete supporting documents endorsed by immediate supervisor shall be submitted to the Personnel Unit.

2.2 The Personnel Development Committee, Field Office (PDC-FO) shall be responsible for screening and selecting the most deserving and qualified applicant for the grant.

2.3 The Regional Director shall endorse to CPDD the results of the deliberation of the Personnel Development Committee, Field Office (PDC-FO) together with the supporting documents of the employee at least thirty (30) days before the start of enrollment. The PDC-CO shall convene and deliberate the nominee/s to determine which among the regions may need additional slots and avail of unutilized slots.

## **VIII. Terms and Conditions**

### **A. Scholarship (BS/MS) Central and Field Offices**

The scholar must:

1. Enroll not less than 12 units for Baccalaureate and 9 units for Masters Degree. (Enrollment of less than 12 units and 9 units, respectively shall only be allowed when the scholar has less number of units required to complete the course);
2. Complete the education program within a period of three (3) years subject to renewal every semester. In case a scholar is unable to complete the course within three (3) years 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 DSWD may grant extension for six (6) months up to one (1) year upon the endorsement of the PDC to the Department Head;
3. Have a general weighted average of 1.75 for Masters and 2.0 for Baccalaureate to maintain the grant;
4. Submit an explanation for evaluation of PDC if earned an incomplete grade and complete the requirement for the school/university within the succeeding semester;
5. Not prolong his/her residency in the course and/or drop subject except on the following grounds.
  - 5.1 If the subject was officially dissolved by the school

5.2 If application for dropping the subject was approved by the Instructor/Dean of the school and should take place within the period prescribed by the school registrar after enrollment.

## 6. Deferment

Seek approval from the Secretary through formal letter request with accompanying supporting documents to be submitted to the PDC for evaluation in case of deferment. Approved deferment of scholarship shall not be counted as part of the scholarship period. Deferment shall be considered for a maximum of two (2) semesters or one (1) academic year on the following grounds:

6.1 In case of serious illness, death in the family or other unavoidable circumstances considered meritorious by the Secretary;

6.2 Deferment shall be considered provided that the residency of the grantee in the university/school shall not be hampered and that the grantee has an approved study leave/leave of absence from the university.

## 7. Cross-registration

Seek approval of the school registrar and concurrence of PDC for cross registration.

## 8. Penalties for Failure to Complete Degree

- a. Pay actual amount defrayed for the study grant.
- b. Pay the salaries and all other allowances and benefits equivalent to the leave availed for study, thesis writing and/or taking comprehensive examination, while on scholarship if the scholar fails to complete the degree stipulated in the contract through the scholars' own fault or will full neglect or loss of confidence, resignation or voluntary separation.

### 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 of service obligation, the scholar shall pay the full refund of school fees as well as the total compensation received, to the DSWD;

- 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:

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

Where R - Refund

TCR - Total Compensation Received, allowances and other benefits received while on scholarship

SOS - Service Obligation Served

SOR - Service Obligation Required } *Rounded off the nearest month*

An agreement of the refund, duly execution of affidavit shall be made between the: (a) scholar and the DSWD agency, payment on installment basis through salary deduction should not exceed three (3) years.

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.

#### B. Education Completion for Non-Scholars

Under this program, the scholar must:

1. Seek approval of his/her head/immediate supervisor at least ten (10) working days from the date of filling of application;
2. Discuss work arrangement with his/her office so as not to hamper performance of office functions and responsibilities;



3. Sign contract stipulating the terms and conditions in availing of the study leave which could either be a full term of the six (6) months or for three (3) months for each application if availed twice (2) within the year;
4. Inform the Department Secretary through the CPDD and PDC in writing, in case he/she failed to pursue his/her studies or failed to take bar/board examination.

### **C. Continuing Education for Non-Scholars**

Under this program, the employee/staff must:

1. Seek approval of his/her head/immediate supervisor at least ten (10) working days from the date of filing of requests to the Department Secretary thru PDC.
2. Report to his/her supervisor in writing the schedule of his/her classes or activities, once enrolled. Said certification should be duly authenticated by the Dean or School Registrar.
3. Arrange with immediate supervisor, subject to the approval of the Secretary, if he/she choose to work on Saturdays/Sundays. Said arrangement shall not be considered as overtime.
4. Submit to the Personnel Division/Unit in the Central or Regional Office the duly approved schedule of working hours for issuance of Special Order.
5. Report to his/her immediate supervisor should there be an urgent need or the exigency of service.

## **IX. OBLIGATIONS OR SHCOLARS:**

### **A. SCHOLARSHIP (Masters and Baccalaureate)**

A scholar shall:

- a. Submit a copy of his/her scholastic records/grades every end of the semester to CPDD/HRDU;
- b. Submit officials receipts including receipts in the purchase of books and other certification/documents as required in this department order;

- c. Accomplish scholarship contract and facilitate/pay for its notarization;
- d. Provide the DSWD library (Central and Field Office) a copy of the thesis as required by the educational program, which may be relevant to the Department or to his/her functions;
- e. Turnover all books purchased to the DSWD library in the Central Office or Field Office, whichever is applicable after the completion of his grant for ready reference of incoming scholars and/or for general use of staff; and
- f. Submit completion report and a copy of diploma, thesis, transcript of record certified by school registrar to the Secretary furnishing CPDD a copy after graduation or completion of the course;

**B. Education Completion for Non-Scholars**

1. Sign a contract stipulating the terms and a condition in availing of the study leave, once the application is approved. The cost of notarization shall be for the account of the employee, for submission to CPDD.
2. Inform the Secretary thru the CPDD and PDC in writing in case of the official's/employee's failure to pursue his/her studies or to take the bar/board examination.

**X. Official Time and Study Leave**

**A. Scholarship**

- a. All scholars except those enrolled in thesis writing and those who will take comprehensive exams be given two (2) half-days-off on official time every week to attend to their studies/complete requirements of their course.
- b. Scholars enrolled in Field Instruction/Practicum and placed in government or non-government organizations are entitled to two and a half (2 ½) days official time every week to practice and complete the required academic hours for practicum;
- c. No scholar is allowed to avail simultaneously of privileges stated in a and b regarding their time to study and for practicum;

- d. Scholars shall be entitled to a 60 calendar days leave with pay, once for the duration of actual thesis writing to enable them to concentrate in the preparation of their thesis;
- e. Scholars who will take the Comprehensive Examination are given two (2) weeks study leave with pay prior to the schedule of their examination to have time to review and prepare themselves; and
- f. Scholars under the baccalaureate degree category shall be allowed to attend (on official time) their classes as scheduled but the duration must not exceed eight (8) working hours a week. However, should the schedule of classes fall within the regular working hours. It must be negotiated with their supervisor so as not to hamper their official functions. Endorsement of the supervisor shall include schedule of classes and corresponding recommendations.

B. Education Completion for Non-Scholars

The Department shall grant a maximum of six (6) months study leave with pay to all qualified employees for the completion or their post-graduate education or to prepare for their bar or board examination.

C. Continuing Education for Non-scholars

Employees admitted for this purpose shall be allowed to have a two (2) half days a week to attend classes and other requirements of their course such as research and field/site visitation subject to the following office guidelines. However, they are required to meet the CSC 40-hour requirements per week.

**XI. Service Obligation.**

After completion of the education program the employees concerned shall serve the agency under the compulsory service obligation prescribed as follows:

**Duration of Study**

**Service  
Obligation**

A. *Scholar for Bachelor's/Master's Degree*

For every year or a fraction thereof, exceeding six (6) months

Two (2) years

A fraction of a year not exceeding six (6) months

One (1) year

Two weeks for Comprehensive Examination

Three (3) months

The service obligation start upon availment of the grant. For a three (3) year grant the duration of scholarships availed is equivalent to the first three (3) years of service obligation while the remaining three (3) years shall be fulfilled after the termination or completion of the grant. In case the employee fails to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through his own fault, or other causes within his control, he/she shall refund the gross salary, allowances and other benefits received while on study leave based on the following formula:

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

Where: R = Refund  
TCR = Total Compensation Received (Gross salary, allowances, and other benefits received while on study leave)  
SOS = Service Obligation Served  
SOR = Service Obligation Required

#### A. Educational Completion or Bar/Board Examination

For the first month - six (6) months  
Succeeding months - additional four (4) months Service obligation per month of leave availment.

## XII. Accommodation

The DSWD shall allow scholar to use house/dormitory whose residence are not within the city/province/municipality where the university/college is located, subject to terms and conditions on the use of CO/FOs Dormitory facilities.

### **XIII. Renewal of Scholarship**

Scholarship shall be renewed every semester based on compliance to the following:

1. Submission of matriculation receipts during the previous semester and books purchased.
2. Submission of grades to CPDD/Personnel Unit in FO within two (2) weeks after the official closing of every semester.
3. Meeting the grade requirement of an average grade of 1.75 for masteral or its equivalent and 2.0 or its equivalent for baccalaureate.
4. Good employment status without derogatory, administrative or criminal charge against him/her.
5. Attainment of Very Satisfactory (VS) performance rating for the semester.
6. Submission of grades within 6 months after the official closing of the semester.
7. Presentation to CPDD a certification or any official document from the school that his/her thesis is still in progress.

### **XIV. Re-application for Scholarship Grant**

1. Scholar under deferment shall request in writing for renewal of scholarship.
2. Scholar who discontinued his/her studies as approved by the Secretary shall re-apply for the scholarship grants.
3. Re-application, together with all the required documents, shall be submitted to CPDD. Endorsements of his/her immediate supervisor and his/her head of office are required.

### **XV. Thesis Development**

Scholar will have the option to choose the subject of his/her thesis taking into consideration the relevance to DSWD and/or his/her official functions.

## **XVI. Termination**

Scholarship grant shall be terminated if the scholar:

1. Fails to submit grades to CPDD within required period subject to assessment by CPDD of failure to submit on time;
2. Resigns or is dropped from the service;
3. Discontinue his/her studies without approval of the Secretary thru the PDC when scholar fails to renew after two (2) semester of deferment;
4. Fails to maintain the required grades as stipulated in this department order;
5. Is charged with a criminal/administrative case; and
6. Fails to liquidate fees and allowances provided during the semester.

## **XVII. Refund of Monetary Benefits**

1. Refund of monetary benefits and payment for service obligation enjoyed by the scholar during the scholarship period. The same shall be required for those whose grant was terminated due to reasons cited in Scholarship Contract.
2. Refund of expenses incurred during scholarship period beginning on the month following the termination.
3. Refund shall be on installment basis through salary deduction within one (1) year to 18 months to be determined by the PDC.

## **XVIII. Payment of Fees and allowances**

1. Payment for school fees shall be given based on an official assessment of fees issued by the college/university/school where the scholar will enroll.
2. Payment for fees and allowances shall be given to scholars prior to enrollment.
3. Book and thesis allowances shall be commutable.

4. Every grantee, based on the category of scholarship is entitled to the actual cost of tuition fees not exceeding P15,000.00 per semester, miscellaneous fees, books and instructional materials, P2,000/semester and thesis allowance of 4,000.00 per semester for a maximum of two (2) semesters, subject to availability of training funds and the usual accounting rules and regulations of the Commission on Audit (COA).

**XIX. Monitoring of the Status of Scholar's Performance**

The CPDD shall be responsible for the overall monitoring of the status of the scholar's performance in his/her studies with the assistance of Personnel Unit, if applicable, immediate Supervisor and Director for the Field Offices.

Mode of monitoring may include the following:

1. Accomplishment of questionnaire/monitoring form by the scholar;
2. Regular interaction with scholar through meeting/consultation or other venues;
3. Field/school visits;
4. Interview with direct supervisors, co-workers and peers; and,
5. Interview with adviser/Dean of school.

**XX. Availment of the Local Scholarship Opportunities other than the three (3) categories cited in this order.**

Official and/or employee may avail local scholarship program funded by other government and non-government agencies/institutions like the Local Scholarship Program (LSP) of the Civil Service Commission (CSC), subject to the endorsement of his/her immediate Head and PDC-CO/PDC-FO for approval of the Department Secretary, or her duly designated representative/s.

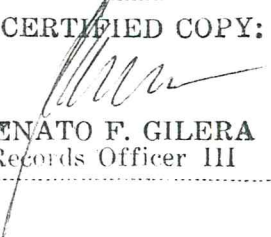
**XXI. EFFECTIVITY CLAUSE:**

Department orders, issuances, and circulars inconsistent with this order are hereby repealed.

This order shall take effect immediately.

  
**CORAZON JULIANO N. SOLIMAN**  
Secretary 

**A CERTIFIED COPY:**

  
**RENATO F. GILERA**  
Records Officer III