



Administrative Order
No. 10
Series of 2005

Subject: **Supplemental Policy on President Gloria Macapagal-Arroyo (PGMA) Educational Assistance Program (Tertiary Level) for DSWD-National Capital Region (NCR)**

I. Rationale:

Administrative Order No. 66, series of 2003 also known as the President Gloria Macapagal Arroyo (PGMA) Scholarship Program (Tertiary Level), provides for free college, vocational or technical education to deserving students coming from the families, giving priority to KALAHI and CIDSS areas in NCR. These youths become productive individual, capable of uplifting their respective families' economic condition, thus becoming responsible citizens in the future.

Last October 2004, DSWD Field Office NCR with the representatives from the Presidential Management Staff (PMS) and the two concerned universities namely the Technical University of the Philippines (TUP) and the Polytechnic University of the Philippines (PUP) had a consultation meeting and it was agreed that a criteria for disqualification and the flow of fund releases be added in the said guidelines as their basis in excluding delinquent beneficiaries and to improve the standard policy in distribution of educational support.

II. Objectives:

The supplemental policy aims to ensure the effective implementation of the program and proper fund management at the grassroots level.

III. Supplemental Policy:

1. Criteria for Disqualification

The beneficiaries may be disqualified based on the following grounds.

- 1.1 Failure to maintain a regular load of at least 15 units per semester.
- 1.2 Failure to apply for an official Leave of Absence (LOA) due to personal reasons.
- 1.3 Commission of acts penalized by law e.g. Anti-Hazing Law (RA 8049).
- 1.4 Violations of university policies, rules and regulations.

- 1.5 Failure to comply the needed requirements upon enrollment.
- 1.6 Educational support will be provided only to beneficiaries that are attending classes. The educational support shall be immediately terminated in the event that the beneficiaries dropped-out from his/her classes and failed to meet the passing rate of the university.

2. Fund Release System

2.1 Presidential Management Staff (PMS) to DSWD Field Office NCR

- 2.1.1 Request for release of funds/donations support for educational assistance should be supported with a schedule of release of funds to the beneficiaries.
- 2.1.2 The transfer of funds to DSWD Field Office NCR shall follow the budgeting, accounting, and auditing rules and regulations in accordance with the provisions of COA Circular No. 94-103 dated 13 December 1994.
- 2.1.3 Funds provided by the PMS shall be released in two tranches (1st and 2nd semester) in every school year based on the request for fund transfer and on the approved Work and Financial Plan of DSWD NCR.
- 2.1.4 To facilitate efficient fund transfer and management, as specified in the Memorandum of Agreement a separate trust account should be maintained by the project.
- 2.1.5 Subsequent release of funds shall be contingent on the submission of the accomplishment report and liquidation documents certified by the State COA Auditor.

2.2 DSWD Field Office NCR to Beneficiaries

- 2.2.1 Before the release of the educational support, the concerned universities (PUP & TUP) shall provide status report of the beneficiaries as basis in releasing their respective stipend.
- 2.2.2 The Field Office shall prepare the necessary documents in disbursement of funds i.e. Regional Administrative Order (RAO), vouchers, payroll, etc.
- 2.2.3 The sum of Five Thousand Pesos (P5, 000.00) intended for the stipend per semester shall be directly released to the beneficiaries on a monthly basis. This is in order to monitor the progress and academic performance of the beneficiaries.

2.2.4 Upon receipt of the educational assistance from DSWD Field Office NCR, the beneficiaries should submit a duly accomplished acknowledgement receipt to the Field Office.

This order takes effect immediately and revokes previous orders inconsistent herewith.

Signed in Quezon City this 16th day of June 2005.


CORAZON JULIANO-SOLIMAN
Secretary