



MC No. 27, s. 1996

MEMORANDUM CIRCULAR

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

SUBJECT : Implementing Guidelines and Operating Procedures on the Local Scholarship Program for Bachelor's Degree Completion (LSP-BDC)

In line with its mandate to provide continuing program for the professional growth and advancement of government employees at all level and ranks, the Civil Service Commission, by virtue of CSC Resolution No. 96-7300 dated 11/18/96, further expands the coverage of the Local Scholarship Program to include *college undergraduates in the government occupying first or second level positions under permanent status who will qualify in the screening process established for such purpose.*

This Local Scholarship Program for Bachelor's Degree Completion (LSP-BDC) shall initially offer a one year scholarship grant to any college course to employees who only need one more year to obtain a college degree.

The guidelines implementing the LSP-BDC is attached for the information and guidance of all concerned.

All heads of departments/agencies are hereby enjoined to inform and encourage their personnel to avail of this scholarship opportunity.

This Memorandum Circular shall take effect immediately.


CORAZON ALMA G. DE LEON
Chairman

November 18, 1996

**IMPLEMENTING GUIDELINES and OPERATING PROCEDURES
on the LOCAL SCHOLARSHIP PROGRAM
for BACHELOR'S DEGREE COMPLETION
(LSP-BDC)**

The administration of the Local Scholarship Program for Bachelor's Degree Completion (LSP-BDC) shall be governed by the following guidelines:

SCOPE OF THE PROGRAM

The Local Scholarship Program for Bachelor's Degree Completion (LSP-BDC) is open to all government employees under permanent status who want to complete the academic requirements to earn a bachelor's degree. Scholarship grant shall be available to those who need only one more year of study to obtain the degree.

QUALIFICATION REQUIREMENTS

Employees who possess the following qualifications shall be eligible to take the written examination:

- a permanent status of appointment at the time of filing the application;
- at least two (2) years work experience in government;
- have obtained performance rating of at least SATISFACTORY for the last two consecutive rating periods;
- not more than 58 years old as of last birthday;
- in good health; and
- no pending administrative case.

APPLICATION PROCEDURE

Application forms or their facsimile for the competitive examination shall be available from any Civil Service Commission Regional/Provincial/ Field office. Such forms may be reproduced and are given free to those interested in taking the written examination.

When filing, the applicant shall submit the accomplished form to the nearest regional/provincial/field office of the Commission together with a certification from his/her former school or any other school where he/she intends to enroll attesting to the fact that he/she needs only one year of studies to complete a bachelor's degree. The CSC Central Office shall not accept nor process any accomplished application form.

The Commission shall accept applicants on a first-come-first-served basis. No application fee shall be charged.

AWARD OF GRANT

- After the employee passes the written examination, he/she shall be awarded a scholarship grant.
- In case the scholar is not allowed to study on official time during the school year the scholarship is granted, the same shall still be available for the following school year. In no case shall the grant be used for study on part time basis except in distance education or correspondence program approved by the Commission.

DISQUALIFICATION OF SCHOLAR

- In case an employee who has been awarded a LSP-BDC grant but has not yet enrolled is issued a formal charge for an administrative offense, the employee is automatically disqualified to avail of the grant except when he or she is charged only with a light offense.
- When the formal charge is filed after the scholar has enrolled, he/she shall be allowed to continue his/her studies unless the offense involved is grave and the evidence of guilt is strong. Moreover, a scholar who is subsequently found guilty of an administrative offense and dismissed from the service, shall refund to the Commission and his/her agency all expenses incurred in his/her studies and salaries received while studying, respectively.

RESPONSIBILITIES OF THE SCHOLAR

The scholar shall:

- prepare all the re-admission requirements for re-enrollment for his/her unfinished baccalaureate program;
- sign a scholarship contract with the Commission and his agency covering the terms and conditions of the scholarship;
- complete all requirements for the bachelor degree within one year. This means completion of all academic units, term paper, examinations, and project/research study needed to earn a bachelor degree;
- upon the completion of the course, serve his/her agency for a period of not less than two years for a year of scholarship; and
- submit a copy of academic record or grades to the CSC Regional or Field Offices at the end of each semester/term duly certified by the school registrar or official concerned.

RESPONSIBILITIES OF THE AGENCY

When a candidate qualifies and meets all requirements of the program, the head of agency shall:

- exercise full discretion in authorizing the scholar to study on official time for the whole duration of the scholarship;
- relieve the scholar of all duties and responsibilities for the duration of the grant;
- pay the scholar's salary and other benefits and allowances; and
- shoulder other essential and lawful expenses 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; Payment thereof shall be made at the start and end of schoolyear;
 - b) relocation allowance for the first thirty (30) days, the rates of which shall be in accordance with Executive Order No. 248, s. 1995.

Such allowances may be given to LSP-BDC grantees' subject to availability of funds and the usual accounting and auditing rules and regulations.

However, if there are other allowances given to scholars of agency sponsored scholarship programs the same may be given to LSP-BDC scholars of that agency.

The agency head may also give additional book allowance, tuition fee and or research/project assistance in addition to those given by the Commission.

ROLE OF THE CIVIL SERVICE COMMISSION

The Commission shall:

- evaluate qualifications of candidates;
- administer the written examination;
- make direct payments to the school where the scholar is enrolled or to the scholar the tuition fee and other school expenses for the bachelor's degree course. Payment thereof should include only the actual fees charged to regular students in bachelor degree programs;

Total payments for tuition and other school fees for one year shall not exceed P15,000.00. Any fees in excess of this amount shall be borne by the scholar himself or his agency or other donor institutions or persons.

- pay to the scholar a book allowance of P2,000.00 in the first semester;
- monitor the scholar's completion of the grant; and
- hold appropriate recognition program for LSP-BDC graduates.

MISCELLANEOUS PROVISIONS

- If the scholar receives an incomplete grade in a particular semester or term, he/she shall still be allowed to avail of the scholarship grant for the next semester/trimester or summer term as the case may be.

- In case the scholar receives a failing grade in any subject, the scholarship grant shall be discontinued. He/she shall refund all expenses incurred by the CSC and all remuneration such as salary and allowances to his/her agency for the period covered.
- The same ruling shall apply to a scholar who discontinues his/her studies for reasons other than those beyond his/her control, such as serious illness. The term *serious illness* means the scholar is incapacitated by illness or disease to report back to the school to study and to his/her agency to work. The scholar may resume his/her studies once he/she gets well, for the next semester/term as the case may be.
- A scholar who discontinues his/her studies or who fails to complete the course due to his own fault or willful neglect, except those due to illness or health reasons, shall be barred from participating in future LSP examinations or assessment processes.
- A scholar studying on official time but who reports to office from time to time, is not required to record his/her time of arrival and/or departure.



Re: **Establishment of the Local Scholarship Program
for Bachelor's Degree Completion (LSP-BDC)**

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RESOLUTION NO. **967300**

WHEREAS, the Civil Service Commission (CSC) as the central personnel agency of the government, is tasked to provide a continuing program for the professional growth and advancement of government employees at all levels and ranks;

WHEREAS, CSC Resolution No. 93-299 established the Local Scholarship Program to provide educational opportunities particularly in graduate studies for the personal and career development of employees belonging to the technical and professional level;

WHEREAS, Resolution No. 94-2380 expanded the coverage of LSP particularly aimed at offering short-term courses for those skilled workers in government (SWG) occupying first level positions;

WHEREAS, a large number of employees in the government are still college undergraduates;

WHEREAS, there is a need to help these college undergraduates in their personal and career growth;

WHEREFORE, foregoing premises considered, the Commission **RESOLVES** as it is hereby **RESOLVED** to further expand the coverage of the LSP to include college undergraduates occupying first or second level positions under permanent status who will meet the criteria established for such purpose;

RESOLVED FURTHER that this Local Scholarship Program for Bachelor's Degree Completion (LSP-BDC), as it is hereby established, shall initially offer a one-year scholarship grant to any college course to employees who need only one more year of study to obtain a college degree;

RESOLVED FINALLY, to adopt the attached guidelines and operating procedures for the LSP-BDC.

Quezon City. NOV 18 1996


CORAZON ALMA G. DE LEON
Chairman


RAMON P. EREÑA, JR.
Commissioner


THELMA P. GAMINDE
Commissioner

Attested by:


CAMENCITA GISSELE E.B. BRINGAS
Board Secretary VI