



LOCAL SCHOLARSHIP PROGRAM (MODIFIED) Number : 1100824  
x-----x Promulgated : 21 JUN 2014

## RESOLUTION

**WHEREAS**, in CSC Resolution No.101180, dated June 8, 2010, the Commission approved the adoption of the CSC Road Map for Development / Reforms for 2010-2015 to pave the way for public service reforms;

**WHEREAS**, Strategic Priority 1 – *Developing Competent and Credible Civil Servants* of the CSC Road Map for Development / Reforms for 2010-2015 requires the implementation of a comprehensive and systematic character / integrity and capacity building programs, and the CSC 2030 Vision is that CSC shall be Asia's leading center of excellence for strategic Human Resource (HR) and Organization Development (OD);

**WHEREAS**, the current Local Scholarship Program (LSP), a component of the Scholarship Program for Government (SPG) established in 1992 has been in existence for eighteen (18) years and focuses on formal education and/or graduate studies and is no longer attuned with the challenges the CSC Road Map offers;

**WHEREAS**, formal education and/or graduate studies offered by LSP limit the opportunities for capacity building, which under the CSC Road Map for Development / Reforms should be optimized;

**WHEREAS**, to keep abreast of the changing times, and to strengthen and make appropriate the LSP to the Strategic Priorities and the Performance Governance System (PGS) of the Commission, it is therefore necessary that the present LSP be modified;

**NOW, THEREFORE**, the Commission hereby **RESOLVES** and **ADOPTS** the **Local Scholarship Program (Modified)**, the following new features of which shall ensure that a greater mass of civil servants contribute to organizational development and productivity and nation-building:

1. A Local Scholarship Program (Modified) using a twin approach of Formal Education (Graduate Studies: Master's Degree and Diploma Program) and Non-Formal Education (Training Programs);
2. A significant theme of the LSP (Modified) is "Developing Human Resources for Good Governance";

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



3. Target scholars shall come from agencies the development needs of which are aligned with the theme of Good Governance;
4. To provide for the smooth transition and interface of the current LSP and LSP (Modified), the following provisions shall apply:
  - (a) The scholars for the last batch of the current LSP will be for SY 2011-2012 and the first batch of the LSP (Modified) will be for SY 2012-2013;
  - (b) The last batch of scholars under the current LSP shall complete their graduate studies within one (1) year. For meritorious reasons, an extension may be allowed for six (6) months up to one (1) year, to be applied consecutively, or within the SY 2012-2013;
  - (c) Deferment may be allowed for the last batch, only for the first semester and shall enroll in the next semester of SY 2011-2012. However, a maximum extension of six (6) months shall be allowed or up to second semester of SY 2012-2013 only;
  - (d) Otherwise, those who will not complete their studies based on the above-mentioned conditions shall be subject to refund pursuant to CSC MC No. 14, s. 2005 (LSP-MDC Policy on Refund).
5. Fund distribution for the LSP (Modified) shall be as follows:
  - (a) Thirty percent (30%) for Formal Education (Graduate Studies: Master's Degree and Diploma Program); and
  - (b) Seventy percent (70%) for Non-Formal Education (Training Programs).

The Guidelines and Operating Procedures of the LSP (Modified) are attached for information and reference.



This Resolution supersedes or amends all issuances on the LSP inconsistent herewith, and shall take effect after fifteen (15) days from its publication.

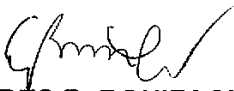
Quezon City.

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**MARY ANN Z. FERNANDEZ-MENDOZA**  
Commissioner

  
**RASOL L. MITMUG**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

# GUIDELINES AND OPERATING PROCEDURES ON THE LOCAL SCHOLARSHIP PROGRAM (MODIFIED)

## INTRODUCTION

In 1992, the Civil Service Commission established the Scholarship Program for Government (SPG) through Memorandum Circulars Nos. 34 and 44. On February 4, 1993, the Local Scholarship Program was established as a component of the SPG, the objectives of which are: (1) to provide educational opportunities particularly in graduate studies for the personal development and career advancement of government employees; (2) to enhance the knowledge and skills of employees to be able to contribute to the achievement of agency goal; and (3) to professionalize the civil service workforce towards the effective delivery of public service.

After eighteen years in operation, there is a need to broaden the base and to steer the scholarship program to a new course – that which is focused and purposive. It must be a program that should address both the scholars' personal and career development needs and their respective agencies' development thrusts. It must be integrated in a human resource development plan and aligned with the Medium-Term Philippine Development Plan.

Thus, it is imperative that the Scholarship Program be enhanced and a new direction be pursued to ensure optimum results, impact, value and accountability for achieving development goals.

## OBJECTIVE

The Local Scholarship Program (Modified) aims to equip government employees with competencies in advancing their personal and career growth as well as engaging themselves in pursuing national development goals.

## FEATURES:

- A. Uses a Twin Approach:
  - Formal Education (Graduate Studies: Master's Degree Courses and Diploma Programme)
  - Non-Formal Education (Training Programs)
- B. Adopts a development scheme;
- C. Engages participation of Schools/Centers of Excellence (COEs) or Centers of Development (CODs);
- D. Aligned with development goals;
- E. Puts premium on Good Governance; and
- F. Purposive/Focused programs.



## TARGET SCHOLARS

Deserving and qualified government employees who are expected to contribute to the development and implementation of policies and programs of their respective agencies.

## MAJOR COMPONENTS

The major components and corresponding requisites of the LSP (Modified) are as follows:

### I. FORMAL EDUCATION (Graduate Studies: Master's Degree Courses and Diploma Programmes)

#### A. FIELDS OF STUDY

Fields of study for both Master's Degree Courses and Diploma Programmes shall be aligned with the Medium-Term Philippine Development Plan.

Initially, the field of study on Good Governance shall be pursued to develop human resource capacities needed to realize the national development goals and/or create an enabling environment for growth opportunities.

Courses to be taken shall be relevant to the mandate / thrust of the agency and shall address development needs / issues.

#### B. ROLE OF PARTICIPATING SCHOOL

The Civil Service Commission (CSC) shall enter into a consortium / agreement with Centers of Excellence (COEs) and / or Centers of Development (CODs) in the implementation of the Formal Education Component of the LSP (Modified).

The Terms of Reference of the consortium/agreement shall be as follows:

The Civil Service Commission (CSC) shall:

1. Include the Participating School as member of the Selection Committee;
2. Provide full information on the LSP (Modified) and related policies of the CSC ;
3. Submit complete credentials and the approved research proposal/action plan of the Scholar for reference and records purposes of the participating school;
4. Ensure prompt payment of tuition fees and related school

fees;

5. Provide honorarium to the School Coach of the Scholar for the duration of the scholarship;
6. Continuously dialogue and maintain open communication with the School Coach/Professor/Dean of the participating school on any matter related to the progress of the Scholar's studies; and
7. Have a midstream and post-study meeting with the participating school as part of the monitoring and evaluation system of the LSP (Modified).

The Participating School shall:

1. Be a member of the Selection Committee and participate in the selection of worthy candidates for scholarship under the LSP (Modified);
2. Provide the CSC information on the Features of the School, the Program which covers the field of study of the Scholar, the necessary curriculum to obtain the degree/diploma, facilities, and list of faculty members;
3. Include the Scholar in the School's Roster/List of Scholars and engage his or her participation in any event, forum, symposium, or activity that would enhance his learning or demonstrate his potential for higher responsibilities;
4. Designate/Assign a School Coach for the Scholar;
5. Maintain open communication with the CSC on any matter related to the progress of the Scholar's studies; and
6. Participate in a midstream and post-study meeting to be organized by the CSC as part of the monitoring and evaluation system of the LSP (Modified).

### C. RECRUITMENT AND SELECTION

1. Applicant must meet the following requirements:

Master's Degree Course:

- Occupies second level position;
- Holds a Permanent appointment;
- With at least two (2) years of continuous service;
- Holds a Bachelor's degree;
- Has at least Very Satisfactory performance for the last two (2) rating periods; and

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- Has not earned any Master's Degree nor enrolled in graduate course.

Diploma Programme:

- Occupies second level position;
- Holds a Permanent appointment; and
- Holds a Bachelor's degree.

An applicant with a pending administrative case may apply for the scholarship. However, should he or she be found guilty prior to his or her selection, prior to or at the time of grant of scholarship or during the period of the scholarship, his or her selection or scholarship, as the case may be, shall be deemed automatically revoked.

2. Selection Procedures

Master's Degree Course:

a. Application

Applicant shall submit directly to the Head of Agency his or her application in the form prescribed by the CSC.

b. Agency Screening

The Agency Human Resource Management Officer/Practitioner shall pre-screen the applicant and determine whether he or she meets the requirements set by the CSC.

After pre-screening, the Agency Personnel Development Committee (PDC) shall conduct a screening and identify who will be recommended for nomination by the Head of Agency to the CSC for the grant of scholarship.

c. CSC Screening

The CSC screening shall be in two phases, as follows:

First Screening: Written examination

The CSC, through the Civil Service Regional Offices (CSROs) shall conduct a written examination that will gauge the nominee's analytical and numerical abilities.

Second Screening: Technical Interview

The CSC, through the CSROs, shall conduct technical interview of nominee/s who passed the written examination.

The Technical Interview shall focus on the nominee's research proposal and determine his/her capacity to undergo the rigors of graduate studies.

d. Submission of Research Proposal

Upon passing the written examination administered by the CSC, the nominee shall submit a Research Proposal to the Head of Agency for evaluation and approval. The applicant's Research Proposal must address a development need of his/her Agency.

The Head of Agency shall submit to the CSC the nominee's Research Proposal certifying its approval and value to the agency's development goals.

e. Medical Test

The nominee shall undergo a medical test in any government hospital to determine his or her physical fitness for the graduate or diploma studies.

Diploma Programme:

a. Application

Applicant shall submit directly to the Head of Agency his or her application in the form prescribed by the CSC.

b. Agency Screening

The Agency Human Resource Management Officer/Practitioner shall pre-screen the applicant to determine whether he or she meets the requirements set by the CSC.

After pre-screening, the Agency Personnel Development Committee (PDC) shall conduct a screening and identify who will be recommended to the Head of Agency for nomination to the CSC for grant of scholarship.

c. CSC Screening

The CSC screening shall be in two phases, as follows:

First Screening: Written examination

The CSC, through the Civil Service Regional Offices (CSROs), shall conduct a written examination that will gauge the nominee's analytical and numerical abilities.

Second Screening: Technical Interview





The CSC, through the CSCRO/s, shall conduct technical interview of nominee/s who passed the written examination.

The Technical Interview shall focus on the nominee's Action Plan and determine his/her capacity to undergo the rigors of graduate studies.

d. Submission of Action Plan

Upon passing the written examination administered by the CSC, the nominee shall submit an Action Plan to the Head of Agency for evaluation and approval. The nominee's Action Plan must address a development need of his/her Agency.

The Head of Agency shall submit to the CSC the nominee's Action Plan certifying its approval and value to the agency's development goals.

e. Medical Test

The nominee shall undergo a medical test in any government hospital to determine his or her physical fitness for the graduate or diploma studies.

#### **D. GRANTING OF FORMAL EDUCATION SCHOLARSHIP**

Scholarship shall be granted to a successful nominee after hurdling the written examination, the technical interview and medical test through a CSC Resolution which contains the following:

- Names of scholar
- Field of Study
- Participating School/Center of Excellence/Centers of Development
- Inclusive dates of study
- Benefits and Entitlement

Master's Degree Course:

- Tuition fee, book allowance, thesis writing assistance, miscellaneous and other school related fees in the amount of One Hundred Twenty Thousand Pesos (Php120,000.00);
- Salaries, allowances, and other benefits provided by law; and
- Completion of the scholarship would be considered a major factor / consideration for promotion of the scholar/s to a higher position in the scholar's Agency or other government instrumentalities.



Diploma Programme:

- Tuition fee, book allowance, thesis writing assistance miscellaneous and other school related fees in the amount of Sixty Thousand Pesos (Php 60,000.00);
- Salaries, allowances, and other benefits provided by law;
- Completion of the scholarship would be considered a major factor / consideration for promotion of the scholar/s to a higher position in the scholar's Agency or other government instrumentalities; and
- Equivalency of three (3) master's degree units if Action Plan resulted to a policy or program proposal in the agency.

A pre-study conference shall be conducted by the CSC to:

- Acknowledge and recognize scholars, heads of agencies, and deans of participating schools / Centers of Excellence (COEs) / Centers of Development (CODs) where scholars will be enrolled;
- Understand roles and responsibilities of scholars, heads of agencies, participating schools, Centers of Excellence (COEs) / Centers of Development (CODs) and the CSC;
- Explore helping factors for completing the programs;
- Find means to overcome identified possible hindering factors; and
- Other related matters.

**E. TERMS AND CONDITIONS OF SCHOLARSHIP**

The Scholar shall:

- **Sign a Pledge of Compliance** (Annex A) containing the following obligations:
  - Adhere to all the regulations and requirements of the Local Scholarship Program (Modified);
  - Abide by the Civil Service Law and its Implementing Rules and Regulations;
  - Exert utmost effort in completing the academic requirements within two (2) years for the Master's Degree Course; and actual duration which may be from ten (10) to twelve (12) months for the Diploma Programmes;
  - Maintain the ethical standards demanded of a government scholar;
  - Be responsible for himself/herself, his/her actions and conduct;
  
- Obtain no failing grade nor a grade below the required General Weighted Average (GWA) of 1.5 for the semester (for the Graduate Studies: Master's Degree Courses and Diploma Programmes) with no subject below a grade of 2.0; and





- Be responsible for expenses incurred over and above those covered by the scholarship and other benefits and entitlements provided in the Local Scholarship Program (Modified).
- Upon return to work, fulfill the service obligation as required under Sections 17 and 19 of Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292.

The Head of Agency shall:

- **Sign a Pledge of Support** (Annex B) to the Scholar in the following manner:
  - Approve the scholar's Research Proposal / Action Plan in accordance with Agency's development goals;
  - Allow the scholar to pursue his/her studies on official time;
  - Relieve the scholar of his/her duties and responsibilities while on scholarship;
  - Pay the scholar's salary, allowances and other benefits as provided by law;
  - Help / Assist the scholar in the choice of course and/or school;
  - Guide the scholar's progress to ensure completion of the study within the prescribed period;
  - Help implement the scholar's approved recommendations arising from his/her Research Proposal / Action Plan upon completion of the study; and
  - Gives preference or priority to the scholars upon completion of scholarship in terms of promotion or career advancement.

#### F. MONITORING AND EVALUATION (M&E)

The CSC shall institute a monitoring and evaluation (M&E) framework for the LSP (Modified).

The scholar's studies, particularly his or her work on Research Proposal (for the Master's Degree Courses) / Action Plan (for the Diploma Programmes), shall be strictly monitored. This shall be done with the engagement of services of a school coach (for both Master's Degree Courses and Diploma Programmes).

Responsibilities of the School Coach:

1. Give appropriate guidance to a scholar in selecting courses useful for his or her Research/Action Plan;
2. Assist the scholar apply his or her learning as he or she develops and produces required outputs;




3. Assess the progress of the scholar's studies and the effectiveness of the curriculum to the scholar's Research/Action Plan; and
4. Provide feedback to the CSC, through the CSRO, on the scholar's academic performance as well as related concerns that could adversely affect his or her studies; and
5. Participate in the midstream meeting that will be organized by the CSC as part of the monitoring and evaluation system of the LSP (Modified).

The scholar shall submit to their respective Heads of Agency the following:

Master's Degree Course:

During scholarship (within 15 working days from end of first semester):

- Semestral grades (Required General Weighted Average is 1.5 with no subject lower than 2.0); and
- Semestral progress reports on Research Proposal.

Upon Graduation (within 15 working days from date of graduation):

- Transcript of Records (TOR);
- Certificate of Graduation or Diploma; and
- Project Plan.

Diploma Programme:

During scholarship (within 15 working days from end of first semester):

- Semester grades (Required General Weighted Average is 1.5 with no subject lower than 2.0); and
- Semester Progress reports on Action Plan, or on improvement or enhancement of existing agency program)

Upon Graduation (within 15 working days from date of graduation):

- Certificate of Completion; and
- Agency Head's approval of Action Plan.

The Head of Agency shall submit to the CSC, through the CSCRO, the above documents and reports with his/her comments.

The CSCRO shall submit to the CSC through a Monitoring Report within five (5) days from date of the conduct of a Monitoring Workshop which the



CSCRO will organize to gather all the scholars within its jurisdiction as part of the monitoring and evaluation system of the LSP (Modified).

#### **G. TERMINATION OF SCHOLARSHIP**

Termination of scholarship shall be in two modes:

- Graduation with a degree or a diploma within the prescribed duration of the study; or
- Failing grade in one (1) subject, or a grade below 2.0 in any of the subjects, or failure to obtain a General Weighted Average (GWA) of 1.5 or its equivalent in a semester (for Graduate Studies: Master's Degree Courses and Diploma Programmes).

#### **H. RECOGNITION**

Upon graduation or completion of the program, the CSC shall hold or effect the following:

- Recognition of graduates and conferment of awards to top graduates and best Research Proposal (for Master's Degree Course), or best Action Plan (for Diploma Programme); and
- Publication of names of graduates, top graduates and best Research Proposal / Action Plan in a newspaper of general circulation and in the CSC website. Only Research Proposal / Action Plan approved by the Head of Agency shall be included in the CSC's database list of innovations for other agencies to adopt or use as benchmark for excellence. Criteria for approval shall be based on the scholar's recommendations if being doable, implementable and responsive to agency's development goals or thrusts.
- Tap for mentoring assignments (for the succeeding rounds of scholarship) top graduates (Masteral Courses and Diploma Programmes).
- Nomination of top graduates who successfully completed a Masteral Course or Diploma Programme.

### **II. NON-FORMAL EDUCATION (Training)**

#### **A. PROGRAMS AND APPROACHES**

Six (6) flagship programs of the CSC shall be initially targeted for scholarship in this component. These are as follows:



- Values Orientation Workshop (VOW);
- Public Service Ethics and Accountability (PSEA);
- Basic Customer Service Skills Seminar (BCSS);
- Administrative Justice (AJ);
- Service Delivery Excellence Program (SDEP); and
- Gender Sensitivity Seminar (GSS).

Programs aimed at improving capacities of civil servants and leveraging organizational productivity shall be targeted for scholarship as the LSP (Modified) progresses.

Workplace training methodology as well as ethics and competency-based approaches shall be the predominant features of these programs.

**B. RECRUITMENT AND SELECTION**

1. Qualification Requirements at the time of Application

- Holds a Bachelor's Degree;
- Holds permanent appointment;
- With one (1) year of continuous government service;
- Actual performance of the duties of the position; and
- Has Satisfactory performance for the last two (2) rating periods.

2. Selection Procedures

a. Application

Employee shall apply directly to his/her Agency and shall submit the following:

- Application form prescribed by the CSC;
- Skills Application Plan (SAP) which must address a development need of his/her Agency

b. Agency PDC Screening

The Agency Human Resource Management Officer/Practitioner shall pre-screen applicants for the Non-Formal (Training) Scholarship based on the requirements set by the CSC.

The Agency Personnel Development Committee (PDC) shall conduct screening of applicants who meet all the requirements. After screening, the PDC shall identify and recommend to the Head of Agency the most qualified for the scholarship.

c. Submission of the Skills Application Plan (SAP)



The candidate who has hurdled the PDC screening shall submit to the Head of Agency for approval his or her Skills Application Plan (SAP). The applicant's Skills Application Plan (SAP), must address a development need of his/her Agency.

d. Nomination/Endorsement to CSC by Agency Head

The Head of Agency shall submit the name of the agency nominee to the CSC through the CSC Regional Office (CSCRO) certifying that the nominee meets all the requirements, has passed the screening of the PDC, and that his or her Skills Application Plan (SAP) is approved and contributes to improving performance and increasing productivity of the Agency.

The CSC shall no longer conduct screening for the nominee under the Non-Formal Education (Training Program) component. The nomination done by the Head of Agency shall be sufficient for CSC's grant of scholarship under the Non-Formal (Training) Scholarship.

**C. GRANTING OF NON-FORMAL EDUCATION SCHOLARSHIP**

Scholarship shall be granted to successful nominee who passed the screening procedures through CSC Resolution which contains the following:

- Name of scholars
- Areas of Training
- Participating Training Institutions
- Inclusive dates of training
- Benefits and Entitlement

A pre-training conference shall be conducted by the CSC to:

- Acknowledge and recognize scholars, heads of agencies, and heads of participating training institutions where scholars will be trained;
- Understand roles and responsibilities of scholars, heads of agencies, participating training institutions, and the CSC;
- Explore helping factors for completing the programs;
- Find means to overcome identified possible hindering factors; and
- Other related matters.

**D. TERMS AND CONDITIONS OF SCHOLARSHIP**

The scholar shall:

- **Sign a Pledge of Compliance** (Annex C) containing the following obligations:



- Adhere to all the regulations and requirements of the Local Scholarship Program (Modified);
  - Abide by the Civil Service Law and its Implementing Rules and Regulations;
  - Exert utmost effort in completing the training requirements within the prescribed period;
  - Maintain the ethical standards demanded of a government scholar;
  - Be responsible for himself/herself, his/her actions and conduct;
  - Obtain no failing grade or its equivalent, and to satisfactorily complete the requirements for the Training Program; and
  - Be responsible for expenses incurred over and above those covered by the scholarship and other benefits and entitlements provided in the Local Scholarship Program (Modified).
- Upon return to work, fulfill the service obligation as required under Sections 17 and 19 of Rule VIII of the Omnibus Rules Implementing Book V of Executive Order No. 292.

The Head of Agency shall:

- **Sign a Pledge of Support** (Annex D) to the Scholar in the following manner:
  - Approve the scholar's Skills Application Plan in accordance with agency's development needs;
  - Allow the scholar to pursue his/her training on official time;
  - Relieve the scholar of his/her duties and responsibilities while on scholarship;
  - Pay the scholar's salary, allowances and other benefits as provided by law;
  - Guide the scholar's progress to ensure completion of the training within the prescribed period; and
  - Help implement the scholar's approved recommendations arising from his/her Skills Application Plan upon completion of the training.

#### **E. MONITORING and EVALUATION (M&E)**

The CSC shall institute a Monitoring and Evaluation (M&E) Framework for the LSP (Modified)

The Scholar's Skills Application Plan (SAP) shall be strictly monitored. This shall be done with the engagement of services of a CSC mentor.

CSC shall conduct a semi-annual group dialogue with scholars and heads of agencies to assess this component's strength in improving capacities of scholars that will help them address development goals.

Scholars shall submit to their respective Heads of Agency the following:






Within five (5) days upon completion:

- Training Report;
- Certificate of participation signed by the CSCRO and participating training institution; and
- Skills Application Plan (SAP) approved by Head of Agency.

The Heads of Agency shall submit to the CSCRO concerned the above documents and reports with his/her comments.

#### **F. TERMINATION OF SCHOLARSHIP**

Termination of scholarship shall be in two modes:

- Completion of training within the prescribed duration of the training;  
or
- Non-completion of one training requirement.

#### **G. RECOGNITION**

Upon graduation or completion of the scholarship, the CSC shall hold or effect the following:

- Separate ceremonies at the regional level for participants who successfully completed training programs;
- Recognition of and conferment of awards to top graduates and graduates with the Best Skills Application Plan at the national level;
- Tap for mentoring assignments (for the succeeding rounds of scholarship) exceptional participants ; and
- Nomination of exceptional participants who successfully completed a training program to the Program on Certification as Expert in Public Human Resource Management



## LOCAL SCHOLARSHIP PROGRAM (MODIFIED)

NAME OF SCHOLAR:	
FIELD OF STUDY AND COURSE:	
SCHOOL/UNIVERSITY/COE/COD:	
DURATION OF THE SCHOLARSHIP:	

## PLEDGE OF COMPLIANCE (Formal)

To the CIVIL SERVICE COMMISSION:

I, AS SCHOLAR UNDER THE LOCAL SCHOLARSHIP PROGRAM (MODIFIED), HEREBY PLEDGE TO FULFILL THE FOLLOWING OBLIGATIONS:

- 1 TO ADHERE TO ALL THE REGULATIONS AND REQUIREMENTS OF THE LOCAL SCHOLARSHIP PROGRAM (MODIFIED);
- 2 TO ABIDE BY THE CIVIL SERVICE LAW AND ITS IMPLEMENTING RULES AND REGULATIONS;
- 3 TO EXERT UTMOST EFFORT IN COMPLETING THE ACADEMIC REQUIREMENTS WITHIN THE PRESCRIBED PERIOD / DURATION OF THE SCHOLARSHIP;
- 4 TO MAINTAIN THE ETHICAL STANDARDS DEMANDED OF A GOVERNMENT SCHOLAR;
- 5 TO BE RESPONSIBLE FOR MYSELF, MY ACTIONS AND MY CONDUCT;
- 6 TO OBTAIN NO FAILING GRADE NOR A GRADE BELOW THE REQUIRED GENERAL WEIGHTED AVERAGE (GWA) OF 1.5 FOR THE SEMESTER (FOR THE MASTER'S DEGREE COURSE & DIPLOMA PROGRAMME) WITH NO SUBJECT BELOW A GRADE OF 2.0; AND
- 7 TO BE RESPONSIBLE FOR EXPENSES INCURRED OVER AND ABOVE THOSE COVERED BY THE SCHOLARSHIP AND OTHER BENEFITS AND ENTITLEMENTS PROVIDED IN THE LOCAL SCHOLARSHIP PROGRAM (MODIFIED).

\_\_\_\_\_  
DATE (Month/Day/Year)

\_\_\_\_\_  
SCHOLAR'S PRINTED NAME &  
SIGNATURE

Copy Furnished:  
Head of Agency



**LOCAL SCHOLARSHIP PROGRAM (MODIFIED)**

NAME OF SCHOLAR:	
AGENCY:	
POSITION/DESIGNATION:	
FIELD OF STUDY AND COURSE:	
SCHOOL/UNIVERSITY/COE/COD:	
DURATION OF SCHOLARSHIP:	

**PLEDGE OF SUPPORT (Formal)**

TO THE CIVIL SERVICE COMMISSION:

I, THE UNDERSIGNED,           (NAME OF HEAD OF AGENCY)          , AS HEAD OF           (NAME OF AGENCY)           HEREBY PLEDGE TO SUPPORT           (NAME OF SCHOLAR)           AS A SCHOLAR UNDER THE LOCAL SCHOLARSHIP PROGRAM (MODIFIED) IN THE FOLLOWING MANNER:

1. TO APPROVE THE SCHOLAR'S RESEARCH PROPOSAL / ACTION PLAN IN ACCORDANCE WITH AGENCY'S DEVELOPMENT GOALS;
2. TO ALLOW THE SCHOLAR TO PURSUE HIS/HER STUDIES ON OFFICIAL TIME;
3. TO RELIEVE THE SCHOLAR OF HIS/HER DUTIES AND RESPONSIBILITIES WHILE ON SCHOLARSHIP;
4. TO PAY THE SCHOLAR'S SALARY, ALLOWANCES AND OTHER BENEFITS AS PROVIDED BY LAW;
5. TO HELP / ASSIST THE SCHOLAR IN THE CHOICE OF COURSE AND/OR SCHOOL;
6. TO GUIDE THE SCHOLAR'S PROGRESS TO ENSURE COMPLETION OF THE STUDY WITHIN THE PRESCRIBED PERIOD;
7. TO HELP IMPLEMENT THE SCHOLAR'S APPROVED RECOMMENDATION/S ARISING FROM HIS/HER RESEARCH PROPOSAL / ACTION PLAN UPON COMPLETION OF THE STUDY; AND
8. TO GIVE PREFERENCE OR PRIORITY TO THE SCHOLAR UPON COMPLETION OF SCHOLARSHIP IN TERMS OF PROMOTION OR CAREER ADVANCEMENT.

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF HEAD OF AGENCY

COPY FURNISHED:  
THE AGENCY SCHOLAR

## LOCAL SCHOLARSHIP PROGRAM (MODIFIED)

NAME OF SCHOLAR:	
AREAS OF TRAINING:	
TRAINING INSTITUTION:	
DURATION OF THE SCHOLARSHIP:	

## PLEDGE OF COMPLIANCE (Non-Formal)

To the CIVIL SERVICE COMMISSION:

I, AS SCHOLAR UNDER THE LOCAL SCHOLARSHIP PROGRAM MODIFIED, HEREBY PLEDGE TO FULFILL THE FOLLOWING OBLIGATIONS:

- 1 TO ADHERE TO ALL THE REGULATIONS AND REQUIREMENTS OF THE LOCAL SCHOLARSHIP PROGRAM (MODIFIED);
- 2 TO ABIDE BY THE CIVIL SERVICE LAW AND ITS IMPLEMENTING RULES AND REGULATIONS;
- 3 TO EXERT UTMOST EFFORT IN COMPLETING THE TRAINING REQUIREMENTS WITHIN THE PRESCRIBED PERIOD;
- 4 TO MAINTAIN THE ETHICAL STANDARDS DEMANDED OF A GOVERNMENT SCHOLAR;
- 5 TO BE RESPONSIBLE FOR MYSELF, MY ACTIONS AND MY CONDUCT;
- 6 TO OBTAIN NO FAILING GRADE OR ITS EQUIVALENT, AND TO SATISFACTORILY COMPLETE THE REQUIREMENTS FOR THE TRAINING PROGRAM; AND
- 7 TO BE RESPONSIBLE FOR EXPENSES INCURRED OVER AND ABOVE THOSE COVERED BY THE SCHOLARSHIP AND OTHER BENEFITS AND ENTITLEMENTS PROVIDED IN THE LOCAL SCHOLARSHIP PROGRAM (MODIFIED).

\_\_\_\_\_  
DATE (Month/Day/Year)

\_\_\_\_\_  
SCHOLAR'S PRINTED NAME &  
SIGNATURE

Copy Furnished:  
Head of Agency



## LOCAL SCHOLARSHIP PROGRAM (MODIFIED)

NAME OF SCHOLAR:	
AGENCY:	
POSITION/DESIGNATION:	
AREAS OF TRAINING:	
TRAINING INSTITUTION:	
DURATION OF SCHOLARSHIP:	

## PLEDGE OF SUPPORT (Non-Formal)

TO THE CIVIL SERVICE COMMISSION:

I, THE UNDERSIGNED, \_\_\_\_\_ (NAME OF HEAD OF AGENCY) \_\_\_\_\_, AS HEAD OF  
 \_\_\_\_\_ (NAME OF AGENCY) \_\_\_\_\_ HEREBY PLEDGE TO  
 SUPPORT \_\_\_\_\_ (NAME OF SCHOLAR) \_\_\_\_\_ AS A SCHOLAR UNDER  
 THE LOCAL SCHOLARSHIP PROGRAM (MODIFIED) IN THE FOLLOWING  
 MANNER:

1. TO APPROVE THE SCHOLAR'S SKILLS APPLICATION PLAN IN ACCORDANCE WITH AGENCY'S DEVELOPMENT GOALS;
2. TO ALLOW THE SCHOLAR TO PURSUE HIS/HER TRAINING ON OFFICIAL TIME;
3. TO RELIEVE THE SCHOLAR OF HIS/HER DUTIES AND RESPONSIBILITIES WHILE ON SCHOLARSHIP;
4. TO PAY THE SCHOLAR'S SALARY, ALLOWANCES AND OTHER BENEFITS AS PROVIDED BY LAW;
5. TO GUIDE THE SCHOLAR'S PROGRESS TO ENSURE COMPLETION OF THE TRAINING WITHIN THE PRESCRIBED PERIOD; AND
6. TO HELP IMPLEMENT THE SCHOLAR'S APPROVED RECOMMENDATIONS ARISING FROM HIS/HER SKILLS APPLICATION PLAN UPON COMPLETION OF THE TRAINING.

\_\_\_\_\_ Date

\_\_\_\_\_  
 SIGNATURE OVER PRINTED NAME  
 OF HEAD OF AGENCY

COPY FURNISHED:  
 THE AGENCY SCHOLAR

*C*