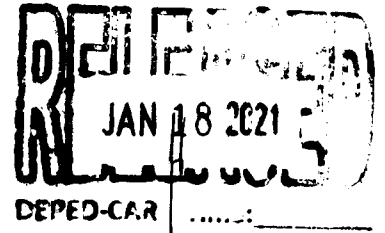




Republic of the Philippines
Department of Education
Cordillera Administrative Region



January 15, 2021

REGIONAL MEMORANDUM
NO. 018.2021

**IMPLEMENTING GUIDELINES OF THE DEPARTMENT OF EDUCATION -
CORDILLERA ADMINISTRATIVE REGION ON LOCAL AND FOREIGN
SCHOLARSHIP, FELLOWSHIP AND TRAINING GRANTS**

To: Regional Office Chiefs/ Unit Heads
Schools Division Superintendents
All Divisions
All Other Concerned

1. Pursuant to DO 32, s. 2011, entitled Policies and Guidelines on Training and Development (T&D) Programs and Activities and in consonance to Office Memorandum No. 072, s. 2020 establishing the Regional Personnel Development Committee, this Office issues these guidelines with the objective to provide timely, relevant and competency-based human resource development programs and interventions for permanent teaching and non-teaching personnel.
2. This implementing guidelines on Local and Foreign Scholarship, Fellowship and Training grants shall cover the processes embodied hereto and shall apply to all DepED CAR male and female personnel, teaching and non-teaching, across the region regardless of gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. All related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This Memorandum shall take effect immediately upon approval and shall continue to be in force unless sooner repealed, amended, or rescinded.
5. Dissemination of and strict compliance with this Memorandum is directed.

ESTELA L. CARIÑO EdD, CESO III
Regional Director

HRDD/JPA/LbL



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15



Republic of the Philippines
Department of Education
Cordillera Administrative Region

**IMPLEMENTING GUIDELINES OF THE DEPARTMENT OF EDUCATION -
CORDILLERA ADMINISTRATIVE REGION ON LOCAL AND FOREIGN
SCHOLARSHIP, FELLOWSHIP AND TRAINING GRANTS**

I. RATIONALE

The Department of Education (DepED) adheres to a systematic program of career and professional development to support the continuous capacity and capability development of its manpower to improve performance supported by DO 32, s. 2011, entitled Policies and Guidelines on Training and Development (T&D) Programs and Activities. These activities include trainings, seminars, workshops, conferences, scholarships and job-embedded learning corollary to CSC Memorandum Circular No. 3, s. 2012¹ on learning and development.

In this connection this Office constituted Office Memorandum (OM) No. 072, s. 2020 to establish the Regional Personnel Development Committee (PDC), as aligned to Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 1989² amended by MC No. 43, s. 1993.³ The PDC shall serve as the screening and coordinating body for a timely, relevant and competency-based human resource development programs and interventions provided to permanent teaching and non-teaching personnel of DepED CAR. These programs refer to activities aimed at enhancing performance and career growth which includes, but not limited to scholarship, fellowship and training grants, seminars, workshops, conferences, and other similar interventions.

Notwithstanding DepED Order No. 68, s. 2009⁴ covering the function of Regional Offices (RO) and Schools Division Offices (SDO) to nominate and to maintain pool of nominees to be submitted to the DepED Scholarship Secretariat at the Central Office (CO) following the prescribed requirements, this Office recognizes the lack of localized and specific policy to cover the scholarship, fellowship and training grants, charged to local funds. Recent endorsements for this undertaking are just limited to external sponsorships and assistantship. This policy shall intensify professional advancement programs to provide better opportunities as well as support the career path of its human resources, to cover the guidelines for its implementation.

This shall support and recognize the value of equality and diversity among all pillars and elements of human resource management systems pursuant to the CSC PRIME HRM program and RA 7277,⁵ which requires the institutionalization of the Equal Opportunity Principle (EOP) in all areas of human resource. This shall remove all barriers and discrimination in the

¹ Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)

² Establishing the Personnel Development Committee

³ Streamlining and Deregulating Human Resource Development Functions

⁴ Scholarship and Training Grant/ Fellowship Pool

⁵ An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for Other Purposes

enjoyment of this benefit to sustain an efficient and productive workforce regardless of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

II. SCOPE

This implementing guidelines of the DepED - CAR on Local and Foreign Scholarship, Fellowship and Training grants shall cover the processes embodied hereto and shall apply to all DepED CAR male and female personnel, teaching and non-teaching, across the region regardless of gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

III. DEFINITION OF TERMS

The terms hereunder shall be construed as follows:

1. DepED CAR Scholarship Program - refers to the continuing program of DepEd CAR for the development of personnel through scholarship, fellowship, training grants and other forms of human resource development programs embodied in the HRMD Plan, such as conferences, seminars and professional activities supported either by DepED CAR or other sources, whether local or foreign.
2. Scholarship - refers to the program where personnel are financially supported by DepEd CAR or other sources, whether local or foreign, to undergo further studies in line with their functions and fields of specialization, viz:
 - a. Foreign Scholarship Grants – refers to the scholarship and training/study grants sponsored by foreign government or training institution cooperation programs;⁶ and
 - b. Local Scholarship Program - refers to the scholarship and training/study grants sponsored by local government/ private agency, training institution, learning service provider, or Higher Education Institution (HEI), in partnership with DepED.
3. Fellowship - refers to grants, aids or assistantships and all other forms of financial support given by persons or institutions, whether local or foreign.
4. Training - refers to grants given by DepEd CAR or other persons or institutions for in-service, long-term trainings for the duration of least one (1) month.
5. Nominee - refers to personnel nominated to undergo a scholarship, fellowship or training grant by the immediate supervisor of the concerned office, endorsed and approved by the appropriate official/ committee, classified in the table following this page.

⁶ Adapted from Memorandum Order No. 118-A, s. 1993, entitled Implementing the Personnel Career Pathing and Development Plan of the Office of the President

Table 1. Nominee Classification and Corresponding Signatories by Type of Grant

Type of Grant (A)	CONCERNED PERSONNEL/ SUPERVISOR/ OFFICIAL				
	Nominee Classification (B)	Nomination (C)	Endorsement (D)	Approval (E)	
Foreign grants endorsed to the RO	Teacher/ School personnel	School Head	SDS, RO PDC & RD	RD & Department Secretary*	
	SDO personnel	Unit/ Section/ Division Chief			
	RO Unit/ Section personnel	Unit/ Section Head	FD Chief and RO PDC		
	RO FD personnel	FD Chief	RO PDC		
Foreign grants directly endorsed to the SDO	Teacher/ School personnel	School Head	SDS, SDO PDC & RD	CO PDC and Department Secretary*	
	SDO personnel	Unit/ Section/ Division Chief			
Local Grants Endorsed by the Central Office to the RO	Teacher/ School personnel	School Head	SDS, RO PDC & RD		CO PDC and Department Secretary*
	SDO personnel	Unit/ Section/ Division Chief			
	RO Unit/ Section personnel	Unit/ Section Head	FD Chief, RO PDC and RD		
	RO FD personnel	FD Chief	RO PDC and RD		
<i>*Unless otherwise not required by the sponsor</i>					
Local Grants Offered by DepEd CAR	Teacher/ School personnel	School Head	SDS and RO PDC	RD	
	SDO personnel	Unit/ Section/ Division Chief			
	RO Unit/ Section personnel	Unit/ Section Head	FD Chief and RO PDC		
	RO FD personnel	FD Chief	RO PDC		
Local grants directly endorsed to/ offered by the SDO	Teacher/ School or SDO personnel	Immediate Supervisor	SDO PDC	SDS (as required by the Sponsor)	

6. Grantor – refers to the current approving authority as required by the type of grant as specified in Table 1, column E.
7. Grantee - refers to the selected, compliant, endorsed, and approved nominee as a recipient of a scholarship, fellowship and training grant, as specified in Table 1, column B.
8. Guarantor – refers to a relative to the Grantee, with a higher financial capacity than that of the Grantee, signing the Scholarship Contract as the co-maker or co-signor, who, should the Grantee fails to render service obligation or comply to the set conditions, shall assume full responsibility jointly and severally.
9. Re-entry Action Plan (REAP) – pertains to a detailed plan developed by grantees, outlining proposed actions for implementation to contribute to the attainment of DepEd’s mandate as well as to support the Philippine government’s aspirations within the framework of the Sustainable Development Goals to provide quality, accessible, and equitable education and lifelong learning for all.
10. Personnel Development Committee - refers to the group of DepEd CAR officials and personnel duly constituted to study, screen and recommend for scholarships/ fellowships/ training grant for deserving personnel as well as to recommend the revision, amendment and/or modification of any provision of the policy guidelines on training and development. It is hereinafter referred to as the PDC.

IV. POLICY STATEMENT

1. The DepEd is committed to ensure HR development and educational continuity despite existence of possible disruption while looking after the health, safety, and wellbeing of all its teaching and non-teaching personnel. The DepEd CAR must adopt practices that most meaningfully address the needs for HR development that can also respond to varied contexts, as applicable.
2. DepEd CAR personnel development opportunities, as embodied in the HRMD Plan, shall be anchored on the priority needs set by the Department focusing on the overall organizational efficiency and manpower training, education and development submitted by the Schools Division Offices and RO FDs.

V. PROCEDURE:

1. REQUIREMENTS

- a. At the time of the application, nominee must:
 - i. be a permanent personnel and not more than 50 years old;
 - ii. have rendered at least five (5) years of continuous DepEd service;
 - iii. have obtained a performance rating of at least Very Satisfactory (VS) for the last rating period;

- iv. be physically and mentally fit (with attached Medical Certificate duly signed by the Regional/Division/School Medical Officer/or any government physician);
- v. have no pending criminal or administrative case to be supported with certifications issued by the Regional/Division Legal Officer and the National Bureau of Investigation (NBI), respectively;
- vi. have no pending service obligation (with Certification from HR Officer);
- vii. have no approved application for any other local or foreign scholarship (with Certification from HR Officer); and
- viii. have a weighted average of not lower than:
 - (1)80% (or its equivalent) in their undergraduate level for Master's Degree Program Nominees; or
 - (2)85% (or its equivalent) in their Master's Degree.

Note: Those with Master's Degree and planning to take up another master's degree are not encouraged to apply likewise to those with doctorate degree already and planning to take up another doctorate degree program.

HEIs are allowed by the Commission on Higher Education to implement their respective grading systems. Anent, the Grantee shall ensure that the Official Transcript of Records (OTR) or Certification reflects the equivalent percentage of the weighted average.

- b. Scholarships, fellowships and training grants shall be covered by a service contract covering the terms and conditions of the grant to be executed between the grantee and the concerned immediate supervisor and DepED Officials (as required per Table No. 1). The scholarship privilege is non-transferable and cannot be waived to cater to any other interested nominee;
- c. Exceptional and/or meritorious cases shall be considered for deliberation on a case-to-case basis in consideration of the DepEd's priority programs and organizational needs as well as opportunity offered to DepEd personnel in availing training, scholarship, fellowship, or other forms of assistantship.
- d. Except as specified by the sponsor, sponsored scholarships (local or foreign) for a doctoral degree shall be for a period of three (3) years, and for a master's degree, two (2) years.
- e. Generally, no extension of sponsored scholarship grants shall be allowed. However, in exceptional and/or meritorious cases, one (1) semester extension with pay may be granted upon recommendation of the DepEd CAR PDC and approved by the Regional Director.

- f. A second extension of one (1) semester only may be granted, for sponsored scholarship, provided it shall be without pay, subject to the recommendation of the DepEd CAR PDC and approved by the Regional Director.
- g. For grantees availing the full study leave privileges, where there is specification of time or period by the donor corresponding to more than 3 ½ years and more than 2 ½ years for doctorate and master's degree program, respectively, no extension shall be allowed.
- h. Upon completion of the scholarship or training, the grantee shall present to the PDC a report on their learning experience/ findings of study/ echo what is acquired from the training/ present re-entry plan, accompanied by a Certificate of Completion/ Participation, within thirty (30) days upon assumption of duty.
- i. A personnel who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion. For this purpose, the performance rating to be considered shall be the last two (2) ratings immediately prior to the scholarship or training grant. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.

2. GENERAL PROCEDURES

- a. Scholarships, fellowships, training, and other forms of human resource development programs shall be made available to all DepEd personnel qualified for such specific fields of study or training.
- b. All nominees shall be recommended by their immediate supervisor, endorsed and approved appropriately per Table No. 1 of this guidelines,(as applicable).
- c. To guide the PDC in the evaluation of nominations for scholarships, fellowships or other assistantship the SDO Superintendents or RO FD Chiefs shall submit a comprehensive list of candidates given the highest priority to attend training programs and/or courses at the beginning of each school year (teaching) or fiscal year for non-teaching (as applicable).
- d. All invitations to local and foreign-funded scholarships and study grants, trainings, seminars, workshops, and similar development activities must be forwarded to all the SDOs and Regional Office for appropriate action/s through a Regional Memorandum.
- e. Scholarships, fellowships and trainings sourced and pursued by officials or employees in their personal capacity should be brought to the attention of the immediate supervisor or head of office before

application.⁷ This may be evaluated by the PDC and approved by the appropriate official enumerated in Table 1.

- f. To determine the duration of the scholarship to be granted, the nominee shall submit his/her status in the program chosen vis-à-vis the total units already earned, if any.
- g. The PDC, in coordination with the immediate supervisor and the composition of the endorsing and approving authorities, shall:
 - i. conduct an orientation to the grantees prior the start of the scholarship, fellowship and training grant;
 - ii. monitor the grantees' progress (semi-annually) and completion of their scholarship or training course; and
 - iii. conduct a recognition program after the successful knowledge sharing/ learning transfer of the grantee.
- h. Funding for DepEd CAR assistantship shall contextualize DepEd Order No. 32, s. 2011⁸ (for CO funds), to wit:

“Trainings and scholarships may either be fully-funded or co-shared by DepEd with its personnel:

 - i. Fully-funded T&D activities mean DepEd pays for tuition fee, miscellaneous expenses, allowances (subject to the guidelines of the specific allowance or stipend); and
 - ii. Co-shared trainings are those trainings in which DepEd pays for tuition fee only.”
- i. Anent, DepEd CAR financially assisted scholarships charged to RO HRTD Funds are classified into:
 - i. Category A – Scholars who further their studies outside office hours/ official time, subject to the endorsement of the PDC and approval of the Regional Director, covering one (1) semester and availed once per personnel. Approved grantees under this category shall be entitled to (1) Salary and other compensations; and (2) Tuition fee.
 - ii. Category B – Scholars who goes on Study Leave, subject to the endorsement of the PDC and approval of the Regional Director, covering the maximum semester in Item 1.d to 1.g (as applicable) and availed once per personnel. Scholars (teaching) under this category, per RA 4670,⁹ shall be entitled, to at least 60% of their monthly salary subject to the condition that those teachers take the regular study load and passes at least 75% of their courses. Tuition fee shall be shouldered by the scholar or an external sponsor.

Finally, DepEd CAR assisted scholarship shall impose that the grantee shall assume the liability should the grant be terminated due to transfer to a private entity or resignation. Release of official documents of the grantee from the

⁷ DepEd Order No. 14, s. 2020 entitled Guidelines on Official Travel Abroad

⁸ Policies and Guidelines on Training and Development (T&D) Programs and Activities

⁹ Magna Carta for Public School Teachers

Department shall be held in abeyance after compliance to herein enumerated sanctions.

- j. Attendance of personnel in authorized long-term human resource development programs shall be on official business or official time, depending on the nature of the program.

3. SPONSORED (LOCAL OR FOREIGN) SCHOLARSHIP/ FELLOWSHIP/ ASSISTANSHIP

- a. Scholarships, fellowships, or other forms of assistantship sponsored by external entities or institutions, whether local or foreign, shall be governed by conditions set by the grantor, provided the recommendation of the PDC and approval of the Regional Director or the Department Secretary (as applicable) shall have been obtained.
- b. The grantee of an overseas scholarship or training award shall shoulder pre-travel allowance and clothing allowance, should these allowances are not covered by the sponsor. Scholars shall be on a study leave with pay including all compensations.
- c. Each grantee shall assume the liability should the grant be terminated due to transfer to a private entity or resignation. Release of official documents of the grantee from the Department shall be held in abeyance after compliance to herein enumerated sanctions.

4. OBLIGATIONS OF A GRANTEE

- a. Completion of the scholarship program must be fulfilled by the grantee. Should the grantee fail to serve the complete duration of the scholarship program, the grantee shall refund the gross amount of salary, allowances and other benefits received from DepED while on scholarship.

- b. Grantees must render their service obligation as follows:

<u>Scholarship Period</u>	<u>Service Obligation</u>
One (1) month	Six (6) months
Two (2) to Three (3) months	One (1) year
Three (3) to Six (6) months	Two (2) years
More than Two (2) Years	Four (4) years

- c. No service obligation shall be required for short-term trainings (less than a month), workshops and conferences. In lieu of this requirement, terms of reference or Certificate of Completion/ Participation shall be required;
- d. Nominees must render the required service obligation (i.e. one year, two years, four years, as the case maybe) before nomination to another scholarship program;

5. TERMINATION OF THE GRANT

- a. The causes of termination of study grant, after due process, are:
 - i. Scholarship deficiency;
 - ii. Extension of the period for completion of the course beyond the prescribed and approved curriculum;
 - iii. Failure to enroll the required number of units every term/semester;
 - iv. Failure to avail of the grant after a period of one (1) year, in case of deferment;
 - v. Falsification of official record;
 - vi. Transfer to another school and/or shifting of course without the prior endorsement by the PDC and approval of the Regional Director;
 - vii. Conviction of any crime by court of justice or competent administrative body;
 - viii. Other justifiable grounds which prove the inability of the Grantee to complete his/her grant (e.g. poor health);
 - ix. Death of the Grantee;
 - x. Non-availability of funds;
 - xi. Other requirements as mandated by the sponsor; and
 - xii. Completion or Graduation.

6. SANCTIONS

- a. Failure of the grantee to submit the required reports to the approving official (Column E of Table 1), through the PDC (Table 1, Column D) within sixty (60) days after the close of the term or semester shall be grounds for the PDC to request the refund of salaries and other compensation.
- b. Grantees who have not completed and/or have been disqualified to continue because of scholarship deficiencies, failing grades or other causes within their control, shall be recalled and shall not be allowed to avail of another scholarship, fellowship, training or any form of assistantship or development opportunity, whether local or foreign.
- c. Should the scholar fail to render the service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through one's own fault, or other causes within one's control, the scholar shall refund the gross amount of salary, allowances and other benefits received while on scholarship proportionate to the balance of the service obligation required based on the following formula provided in CSC MC No. 21, s. 2004, viz:

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

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

- d. The PDC may impose penalties as it may deem necessary for failure of the grantee or trainee to fulfill required obligations upon the approval of the head of office.
- e. Grantees who have outstanding scholarship obligations with the Regional Office shall not be issued documents, like clearances, service records, employment records, certifications, and those for “other purposes” until they have fulfilled such obligations.

7. DOCUMENTARY REQUIREMENTS

- a. Nominees shall submit one (1) copy of the following documents ensuring that all photocopied documents shall be marked certified true copy by the Chief Administrative Officer/Records Officer:
 - i. A letter of intent addressed to the Schools Division Superintendent and duly endorsed by the immediate Chief;
 - ii. Updated Personal Data Sheet;
 - iii. Medical Certificate (Form 86) signed by a government physician;
 - iv. Service Record duly signed by the immediate AO;
 - v. Photocopy of IPCRF for the last rating period;
 - vi. Photocopy of Transcript of Records (Baccalaureate and Masters Degree, if any);
 - vii. Certification of the HR Officer that the nominee has no pending scholarship nomination to other program;
 - viii. Certification of the HR Officer that the nominee has never availed any scholarship program sponsored by DepED or other attached agencies;
 - ix. Certification of the HR Officer that the nominee is a permanent personnel;
 - x. NBI Clearance to support that the grantee have no pending criminal case; and
 - xi. Certification from the Regional/ Division Legal Officer that the Grantee has no pending administrative case.
- b. Grantees accepted to the program shall submit the following:
 - i. School Enrolment Form
 - ii. Tuition Fee Official Receipt
 - iii. Scholarship Contract

V. FUNDING SOURCE

Funds to cover scholarship, fellowship and training grants shall be classified as follows:

Table 2. FUNDING CLASSIFICATION BY TYPE OF GRANT

Type of Grant	Fund Source	
	Tuition and pre-travel allowance and clothing allowance	Salary and Other Incentives as applicable
Foreign grants endorsed to the RO	Sponsor/ Grantee	DepED
Foreign grants directly endorsed to the SDO	Sponsor/ Grantee	DepED

Type of Grant	Fund Source	
	Tuition and pre-travel allowance and clothing allowance	Salary and Other Incentives as applicable
Local Grants Endorsed by the Central Office to the RO	Sponsor	DepED
Local Grants Offered by DepEd CAR	DepED RO	DepED
Local grants directly endorsed to/ offered by the SDO	DepED SDO	DepED

VI. MONITORING AND EVALUATION

The Regional Office through the Personnel Development Committee and Secretariat shall ensure the implementation this guidelines catering to the regular male and female teaching and non-teaching DepED CAR personnel that will be screened and nominated to a local and foreign-funded scholarship and study grants, trainings, seminars, workshops, and other similar development activities. The tracking and monitoring shall include, but not limited to the timely submission of quality Re-entry Action Plan (REAP)/ report on their learning experience/ findings of their study/ echo what they have acquired from the training/ present their re-entry plan/ coaching and mentoring plan (as applicable), accompanied by a Certificate of Completion/ Participation, within thirty (30) days upon assumption of duty.

The PDC and the HRDD of the Region shall devise a separate knowledge sharing/ learning transfer mechanism to ensure sustainability of the availed scholarship, fellowship and training grants availed by DepEd grantees. This shall be in coordination with the SDOs and Regional Office Quality Assurance Division who will likewise monitor and evaluate the implementation and sustainability of the program.

VII. EFFECTIVITY

This implementing guidelines and policy shall take effect immediately upon approval. The Regional Office, Schools Division Offices and Schools shall adhere to and develop specific rules and procedures to implement this policy relative to their context.

VIII. REFERENCES

- Republic Act No. 4670 on *Magna Carta for Public School Teachers of 1966*.
- Republic Act No. 10533 on *Enhanced Basic Education Act of 2013*.
- Republic Act No. 9155 on *Governance of Basic Education Act of 2001*.
- Executive Order No. 421 s. 1973, Amending Executive Order No. 129 dated May 6, 1968 on *Providing Rules And Regulations Governing Official Travel Abroad of Officials and Employees of the Government Both National and Local, Including Government Owned or Controlled Corporations and Prescribing Rates of Allowances and Other Express Therefor*.
- Civil Service Commission Memorandum Circular No. 10, s. 1989 on *Establishing the Personnel Development Committee*.

Civil Service Commission Memorandum Circular No. 24, s. 2016 on *Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)*.

Civil Service Commission Memorandum Circular No. 43, s. 1993 on *Streamlining and Deregulating Human Resource Development Functions*.

Office of the President Memorandum Order No. 118-A, s. 1993 on *Implementing the Personnel Career Pathing and Development Plan of the Office of the President*.

DepEd Order No. 68, s. 2009 on *Scholarship and Training Grant/ Fellowship Pool*.

DepEd Order No. 14, s. 2020 on *Guidelines on Official Travel Abroad*.

DepEd Order No. 32, s. 2011 on *Policies and Guidelines on Training and Development (T&D) Programs and Activities*.

DepEd CAR OM No. 072, s. 2020 on *Regional Personnel Development Committee (PDC)*.

SCHOLARSHIP SERVICE CONTRACT

The Government of the Philippines through the **Department of Education - Cordillera Administrative Region** represented by _____

(Regional Director)

with principal office at **Wangal, La Trinidad, Benguet** herein referred to as the **GRANTOR**;

_____ of legal age, Filipino, single/married,

(Name of Grantee)

presently residing at _____

(Address of Grantee)

hereinafter called the **GRANTEE**; and

_____ of legal age, Filipino, single/married,

(Name of Grantee)

presently residing at _____

(Address of Grantee)

hereinafter called the **GUARANTOR**.

WITNESSETH:

That pursuant to the provision of E.O. 129 as amended and in consideration of the Grant and acceptance by the **GRANTEE** of a scholarship/ fellowship/ training award to undergo on official time a program entitled _____

from _____ to _____, the **GRANTEE** hereby agrees to fulfill the following terms and conditions:

1. That the Grantee shall keep up with the standards of scholarship/ fellowship/ training award;
2. That the Grantee shall conduct him/herself in a manner as not to bring disgrace or dishonor to him/herself and/or his/her country;
3. That the Grantee shall submit to the head of his/her Office and to the Personnel Development Committee (PDC) at the end of each term, his/her official transcript of grades, certificate of performance or its equivalent;
4. That if there is sufficient reason for the extension of the Grantee's original scholarship/training/award, he/she shall submit a formal request to the Regional Director with justification and recommendation from the School he/she has enrolled in for at least six (6) months prior to the expiration of his/her travel authority/validity of the passport. It is understood that approval of the extension shall be made only upon the approval of the Regional Director and upon execution of the Grantee's execution of a supplementary training/scholarship contract covering the extension period;

5. That the Grantee shall return immediately to the Philippines and report to his/her Office upon the completion or termination of his/her scholarship or training grant;
6. That the Grantee shall submit to his/her Office through the PDC a completion report on his/her training/scholarship within sixty (60) days after his/her return to duty;
7. That the Grantee shall serve his/her Agency for the period of two (2) years as exigencies of service;
8. That the Grantee accepts the value of the following:

A. Transportation	P
B. Tuition Fees & other fees	P
C. Salaries, other emoluments & adjustments	P
TOTAL	P

9. That should the Grantee fail to comply with the foregoing conditions through his/her fault or willful neglect, resignation, voluntary retirement or other causes within his/her control, he/she shall refund to his/her Office the amount defrayed by the Philippine Government and the Sponsor.

IN WITNESS THEREOF, we have set our hands this _____ day of _____, _____ at _____.

Regional Director

Grantee

Guarantor

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) s.s

BEFORE ME, this _____ day of _____, _____ in the City of _____, Philippines, personally appeared _____ and _____, with Residence Certificates No. _____, issued on _____ at _____ respectively, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____
_____.