



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 05
SERIES OF 2016

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF DAR SCHOLARSHIP PROGRAM FOR THE DEPENDENTS OF AGRARIAN REFORM BENEFICIARIES (DSP-DARBs)

PREFATORY STATEMENT

Pursuant to the provisions of Executive Order No. 129-A series of 1987 and DAR Memorandum Circular No. 1 series of 2015, the Agrarian Reform Capacity Development Service (ARCDS), successor of the Bureau of Agrarian Reform Information and Education (BARIE), shall be responsible for developing and conducting continuing training and education programs for the acquisition of knowledge, value formation, and development of skills and favorable attitudes among beneficiaries and personnel of the Department and other agencies, and the increase of awareness, participation and acceptance of agrarian reform by the public through the dissemination of information and communication materials.

Toward this goal, a free tertiary education in State Universities and Colleges (SUCs) shall be made available to the qualified dependents of the Agrarian Reform Beneficiaries (ARBs). To effectively institutionalize the implementation and operationalization of the DSP-DARBs, thereby putting in place the policies, support systems and structure, the following guidelines are hereby promulgated for the guidance of all concerned, to wit:

1. OBJECTIVES

- 1.1 Produce a pool of highly motivated, technically equipped and well educated dependents of ARBs who will assume responsibility for managing and making productive the land awarded to them under the CARP or owned; and
- 1.2 Act as agents of change in the agricultural sector in order to spur rural growth and development

2. BRIEF DESCRIPTION OF THE PROGRAM

DSP-DARBs is a program designed to provide qualified dependents of the beneficiaries of the agrarian reform program an opportunity to study and complete agriculture related four (4) year college degree course from SUCs with financial support from the Department under a competitive screening system. The scholarship grant consists of tuition fee assistance, monthly stipend, book/transportation/lodging allowances, graduation fees and thesis support (if any).

3. COURSES ELIGIBLE FOR ENROLLMENT

- 3.1 B.S. in Agriculture
- 3.2 B.S. in Agri-Business
- 3.3 B.S. in Agricultural Technology
- 3.4 B.S. in Agricultural Economics
- 3.5 B.S. in Agricultural Education
- 3.6 B.S. in Agricultural Extension
- 3.7 B.S. in Agricultural Entrepreneurship
- 3.8 B.S. in Agricultural Homemaking
- 3.9 B.S. in Agricultural Chemistry
- 3.10 B.S. in Farming Systems

4. CRITERIA / QUALIFICATION OF APPLICANTS

- 4.1 A legitimate dependent of an ARB with combined gross income of not more than P100,000.00 annually;
- 4.2 A high school graduate with a general average grade of at least 85% or its equivalent at the time of application;
- 4.3 Must have passed the college admission examination given by the SUC where he or she intends to enroll;
- 4.4 Must be in good health and of good moral character;
- 4.5 Must not be convicted of any crime involving moral turpitude; and
- 4.6 Must not have pending administrative or criminal case

5. DOCUMENTARY REQUIREMENTS

- 5.1 Certification from the DARRO/DARPO that the applicant is a qualified dependent of an ARB;
- 5.2 Personal Data Sheet (CSC Form 212)/Bio data/info sheet;
- 5.3 Authenticated Copy/Certified machine copy of the Birth certificate of the applicant;
- 5.4 Health certificate issued by a government hospital or physician;
- 5.5 Barangay Clearance;
- 5.6 Certified photocopy of Form 137 (High school Report card);
- 5.7 Statement of commitment and support by the parents of the applicant/guardian;
- 5.8 Certification of Good Moral character issued by the High school Principal or Religious Leader in the community;
- 5.9 Certificate of Rating from the SUC for passing the entrance examination; and
- 5.10 Certified True copy of the Income Tax Return (ITR) of applicant's parents.

6. SOURCE OF FUNDS

The fund for this program will be sourced out from the Fund for Agrarian Reform Education (FARE).

7. ALLOWANCES AND BENEFITS

- 7.1 Actual tuition and miscellaneous school fees assessed by the SUCs but not exceeding Ten Thousand Pesos (PhP10,000.00) per semester to be

paid directly to the school where the scholar is enrolled or directly to the scholar upon submission of the original Official Receipt from the SUC;

- 7.2 A monthly stipend of Three Thousand Pesos (PhP3,000.00) to be paid directly to the scholar for every month that he/she is in actual school attendance in the first and second semester of the school year;
- 7.3 Book Allowance in the amount of Two Thousand Pesos (PhP2,000.00) per semester to pay for the books, school supplies and materials needed to be paid direct to the scholar;
- 7.4 Transportation Allowance of Five Hundred Pesos (PhP500.00) per month;
- 7.5 Lodging Allowance of Five Hundred Pesos (PhP500.00) per month;
- 7.6 Graduation fee not exceeding Five Thousand Pesos (PhP5,000.00);
- 7.7 Thesis Allowance of Ten Thousand Pesos (PhP10,000.00), if applicable

Payments of benefit will be made through the Provincial Cashier with the assistance of the Provincial Coordinator. The Provincial Cashier will be responsible for the liquidation and should be certified correct by the accountant and verified by the COA.

8. OPERATING PROCEDURE

- 8.1 ARCDs/Regional/Provincial Offices shall prepare and disseminate information regarding the program
- 8.2 Applicants must meet the qualification requirements of the program and submit the documentary requirements to the Provincial Offices where the applicant resides
- 8.3 The Provincial Office through the HRMO/Personnel Officer shall conduct the preliminary evaluation of the application and the attached documents to ascertain compliance with the basic requirements
- 8.4 After screening all the applicants, Provincial Offices shall rank the applicants accordingly depending on the rating they obtained.
- 8.5 The Provincial Office shall prepare summary list of the ranked of applicants and submits to the Regional Office
- 8.6 The Regional Office through the Regional Scholarship Committee shall consolidate the summary list of the ranked applicants submitted by the Provincial Offices for deliberation, nomination and approval
- 8.7 The Regional Office shall submit the final list of nominees including its documentary requirements to ARCDs
- 8.8 ARCDs shall consolidate the summary list of the ranked nominee.

- 8.9 ARCDS sends notice of meeting to the National Scholarship Committee (NSC) members
- 8.10 NSC members convene and conduct deliberation/selection of the most qualified nominee; In any case, if any item needs the Committee's urgent decision, the Secretariat shall route the agenda to each Committee member and get individual votes.
- 8.11 ARCDS prepares and sends communication and facilitate the request for downloading of funds to respective regions
- 8.12 ARCDS shall inform the respective Regions of the downloaded funds
- 8.13 Regional Office shall inform the Provincial Office of the downloaded fund
- 8.14 Provincial Office shall execute a contract to the scholar
- 8.15 Provincial Office shall prepare the vouchers for payment of tuition fee directly to SUCs and allowances to the scholars
- 8.16 Regional and Provincial Office shall undertake a regular monitoring on the progress made by each scholar regarding his/her studies which includes the submission of the scholar's final grades at the end of each semester.
- 8.17 The Provincial Office shall prepare the liquidation report and submit to the Regional Office
- 8.18 The Regional Office shall submit semestral report to the ARCDS
- 8.19 The ARCDS shall evaluate and review the semestral report submitted by the Regional Office

9. GROUNDS FOR DISQUALIFICATION

The scholar maybe disqualified anytime within the period that he/she is under the program if he/she has committed any or all of the following acts, to wit:

- 9.1 Giving false or fraudulent information on the application;
- 9.2 Having a general weighted average of below 85% or 2.50 during the immediately preceding semester;
- 9.3 Disqualification from the Program on disciplinary grounds in accordance with the SUCs policy on Student's discipline;
- 9.4 A rating of incomplete (INC) grade not completed within the prescribed period of the SUC.

10. PROGRAM ADMINISTRATION

The Program shall be headed by the Agrarian Reform Capacity Development Service (ARCDS) under the direct supervision of the Undersecretary for Finance, Planning and Administrative Office (FPAO). The ARCDS shall delegate the responsibility for managing the daily operations of the program to the Regional

and Provincial Offices, who are authorized to supervise all the activities of personnel assigned to the program.

11. IDENTIFICATION OF SECTORAL RESPONSIBILITIES

11.1 Responsibilities of DAR

- Ensure the participation and selection of qualified ARB dependents only
- Allocation of funds and guarantee of payment of financial obligations to the scholars

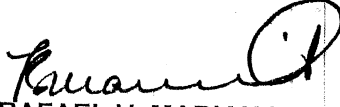
11.2 Responsibilities of the Scholar

- Must pass all subjects with satisfactory scholastic grades
- Must maintain a Grade Point Average (GPA) of at least 2.50 or its equivalent rating every semester;
- Must complete the course within the prescribed period unless disqualified for cause. The scholar will not be allowed to shift courses or enroll in subjects not included in the core subjects of the course that the scholar has initially enrolled in;
- Must abide by the rules and regulations of the SUCs where he/she is enrolled;
- Must submit a copy of all his/her grades to the DAR after each semester and Transcript of Records and Diploma after the completion of the course; and
- Must serve the Department for six (6) months as apprentice (without compensation) at the DARMO nearest his/her residence. The assigned DAR employee in the said area shall certify the services of the scholar to be approved by the PARPO

The ARCDs shall ensure the implementation of the DSP-DARBs at all levels within the Department. As the program implementor, they shall see to it budgetary requirements are coordinated properly with the other units of the Department in accordance with General Memorandum Order No. 01, series of 2015 and made available during the enrollment period.

This Memorandum takes effect immediately upon approval of the Secretary.

SEP 29 2016, Diliman, Quezon City.


RAFAEL V. MARIANO
Secretary

Department of Agrarian Reform
Office of the Secretary



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9/29/2016

W/for