



DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 12
Series of 1997

SUBJECT: IMPLEMENTING GUIDELINES OF S.O. No. 240, SERIES OF 1997
AMENDING S.O. 242, SERIES OF 1996, RE; SUPPORT TO REVIEW
CLASSES OF QUALIFIED EMPLOYEES

I. POLICY STATEMENT/LEGAL BASES

The Department of Agrarian Reform issued Special Order No. 240, series of 1997 amending S.O. No. 242, series of 1996 in recognition of the tenet embodied in Section I, Rule VIII of the Omnibus Rules Implementing E.O. 292, the Administrative Code of 1987, that every official and employee of the government is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public.

SO 242, as amended was an exercise of the said responsibility, to assist employees who wish to pursue review classes in law, engineering accounting and other similar board review classes, for a period no longer than six (6) months.

II. OBJECTIVES

- A. To provide assistance and moral support in terms of grant of official time and financial aid in the form of tuition/review fees to qualified DAR employees who may want to take review classes no longer than six (6) months.
- B. To insure the advancement and retention of an effective, efficient and professional workforce in the public service.

III. BENEFICIARIES

All DAR employees who hold 1st and 2nd level regular plantilla items, whether permanent or temporary in status, may apply to this program.

IV. COVERAGE

This Circular covers review classes in law, engineering, accounting and other similar professional courses, determined by management as relevant and necessary to the function and mandate of the Department, for a period no longer than six (6) months.

V. SCHOLARSHIP GUIDELINES

A. The following benefits shall be granted only once to a qualified employee:

1. Review classes on official time with pay
2. Actual tuition/review fees not exceeding Five Thousand (P5,000.00) Pesos for the duration of the review chargeable against the funds of the office of the grantee

B. SELECTION CRITERIA

1. Basic Requirements. The applicant must have the following qualifications:

- 1.1. Not more than 45 years old, holding regular first or second level plantilla position whether permanent or temporary
- 1.2. Has been employed at DAR for at least one year as of the date of application with a performance rating of at least Very Satisfactory in the last two (2) consecutive rating periods
- 1.3. Has no pending administrative/criminal case at the time of application and for the duration of the study grant nor previously found guilty of any administrative/criminal offense
- 1.4. Has no pending application or service obligation for a scholarship/training under another program at the time of application
- 1.5. Recommendation by the respective Head of Office taking into consideration the following concerns:
 - 1.5.1. Relevance and necessity of the profession in relation to the function and mandate of the Office/Department
 - 1.5.2. Delivery of office services shall not be disrupted by the employees availment of the review classes
 - 1.5.3. Availability of funds.

D. ADMINISTRATION

1. Interested parties may secure the application forms from the Scholarship Secretariat of the Central/Regional Office.

2. The applicant shall file four copies of the duly accomplished application form with recommendation from the Head of Office concerned, together with the required documents including the scholarship contract bearing the signatures of the guarantor and one witness, to the following offices:

	Recommending	Approving
2.1. Central Office	Head of Office/Service/ Bureau	Chairman/Vice Chairman, Scholarship Committee
2.2. Region	ARDA	Regional Director
2.3. Province	PARO	Regional Director

VI. OBLIGATIONS OF THE GRANTEE

1. The grantee upon approval of the study grant, shall enroll immediately in the review class he/she intends to take, provided such review class shall not be longer than six (6) months in duration. Initial payment of tuition/review fees shall be made by him/her but shall be reimbursed upon presentation of the original and official receipt of payment as well as the official schedule of review class issued to the grantee by the review center/school.
2. The grantee shall issue a letter of undertaking that after the completion of the review class and passing the examination, he/she is willing to be reassigned to another office as may be reasonable and necessary.
3. He/she shall report for work in his/her office immediately upon the completion/termination of his/her review and/or board/bar examination. He shall render two (2) years service obligation to the Department. If unable to report back within thirty (30) days after the examination, he/she shall be considered absent without official leave (AWOL) and his/her corresponding absence shall be deducted from his/her current accumulated leave credits or salary whichever is applicable.
4. He/she may be allowed to transfer to another government agency provided that he/she has rendered at least one year service obligation to the Department.
5. He/she shall submit to the Central/Regional Office Scholarship Secretariat a certificate of completion for the review and certification that he/she has actually taken the examination as scheduled, to be issued by the agency who conducted such examination.

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6. He/she shall maintain at least a Very Satisfactory Performance Rating for the two-year service obligation. If and when the performance of the grantee, within the two-year period of his/her service obligation to the Department is unsatisfactory or poor as reckoned by the Department's System for Performance Evaluation and Employee Development (SPEED), he/she shall pay all the financial assistance extended to him/her by the Department during the review period, after which the remaining service obligation is deemed waived.
7. He/she shall pay in full all financial support extended to him/her by the Department for failure to fulfill the service obligation due to voluntary retirement, resignation, transfer to private agency or other similar reasons. However, in case of permanent disability or death of the grantee in the course of his/her review or repayment period, the corresponding amount extended by the Department to the grantee shall be considered fully paid after presentation and validation of evidence. Such evidence/proofs shall be validated by his/her immediate supervisor, and the Central/Regional Office Scholarship Secretariat.
8. In case the grantee fails to complete the review class and/or take the board/bar examination due to inadequate preparations or other similar reasons, his/her study grant shall be terminated and he/she shall pay back in full the amount given for tuition/review fees and the corresponding absences shall be deducted from his/her current accumulated leave credits or salary, whichever is applicable.

VII. OBLIGATION OF THE GUARANTOR

The guarantor, who is an immediate family member, closest relative or next of kin shall be held liable for all the monetary accountabilities relevant to the study grant in case the grantee fails to comply with his/her monetary obligations.

VIII. OBLIGATIONS OF THE GRANTOR

1. The grantor shall allow, the grantee to attend review class on official time, subject to compliance by the grantee of the appropriate requirements as set forth in these guidelines and the accomplished contract.
2. The grantor agrees to support the grantee's review in the form of tuition/review fees not exceeding Five Thousand (P5,000.00) Pesos chargeable against the available funds of the office where he/she is assigned.
3. The grantor may terminate the grantee's study grant if he/she fails to complete the review class and/or take the board/bar examination and shall require him/her to refund all the financial assistance extended to him/her during the review period.

IX. MONITORING/REPORTING

The Central/Regional Office Scholarship Secretariat shall submit to the Undersecretary for Finance, Management and Administration/Regional Director an annual report on the program's implementation or update reports as may be required.

X. EFFECTIVITY

This Memorandum Circular takes effect immediately and supersedes prior issuances inconsistent with it.

Diliman, Quezon City. 24 March 1997.


ERNESTO D. GARILAO
Secretary

DAR SUPPORT TO REVIEW CLASSES OF QUALIFIED EMPLOYEES

SCHOLARSHIP CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Contract was made and entered into this ____ day of _____
199__ at _____, Philippines, by and between:

The DEPARTMENT OF AGRARIAN REFORM, with office address at DAR Building, Elliptical Road, Quezon City, represented herein by the Department Secretary or by the Undersecretary for Finance Management and Administration and/or by the Regional Director, hereinafter referred to as the **GRANTOR**;

- and -

MR./MS. _____ of
_____ (position/office), a
permanent/temporary employee of the above-mentioned office, of legal
age, Filipino, _____ (status) and residing at
_____,
hereinafter referred to as the **GRANTEE**;

- and -

MR./MS. _____, of legal
age, Filipino, and residing at _____
_____,
hereinafter referred to as the **GUARANTOR**.

WITNESSETH:

WHEREAS, pursuant to Department of Agrarian Reform Special Order No. _____ Series of 1997, the Department of Agrarian Reform shall assist its employees who may want to take review classes no longer than six (6) months (e.g.) law, accounting and other similar board and bar review classes);

WHEREAS, the Grantee has been recommended by his/her office's head and has satisfactorily met all the requirements as to qualifications, standards and set criteria of the program;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual stipulations and conditions hereinafter contained, the parties do hereby agree to perform the following:

1. RESPONSIBILITIES OF THE GRANTOR

- 1.1 The Grantor shall allow the Grantee to attend review classes on official time, subject to compliance by the Grantee of the appropriate requirements as set forth in the implementing guidelines on grant of support to review program;
- 1.2 The Grantor may terminate the grantee's study grant if he/she fails to complete the review class and/or take the bar/board examination as scheduled.
- 1.3 The Grantor agrees to support the Grantee's review in the form of tuition/review fees not exceeding Five Thousand Pesos (P5,000.00).

2. RESPONSIBILITIES OF THE GRANTEE

- 2.1 The Grantee, upon approval of the study grant shall enroll immediately in the review class he/she intends to take, provided such review class shall not be longer than six (6) months. He/she shall make the initial payment for tuition/review but shall be reimbursed upon presentation of receipt of payments as well as the official schedule of review classes issued by the review center/school. Reimbursement shall not exceed Five Thousand Pesos (P5,000.00).
- 2.2 The Grantee shall report for work in his/her office immediately upon the completion/termination of his/her review and/or board/bar examinations and shall render two (2) year service obligation. If unable to report back to work within a reasonable time, he/she shall be considered absent without official leave (AWOL) and his/her corresponding absences shall be deducted from his/her current accumulated leave credits or salary whichever is applicable

- 2.3. The Grantee shall pay back in full, the amount extended to him by the Department in connection with the review for failure to comply with any of the foregoing conditions through his/her fault or willful neglect, resignation, voluntary retirement or other causes within his/her control.
- 2.4. The Grantee is expected to comply fully with the terms and conditions of the support review program.

3. **RESPONSIBILITIES OF THE GUARANTOR**

- 3.1. The **GUARANTOR** who is an immediate family member, closest relative or next of kin shall be secondarily liable for all the monetary accountabilities relevant to the study grant in case the Grantee fails to comply with his/her monetary obligations.

IN WITNESS WHEREOF, the parties hereto hereby affix their signatures
this _____ day of _____, 199____ at _____.

GRANTEE

GRANTOR

GUARANTOR

WITNESS

WITNESS

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

BEFORE ME, a Notary Public, for and in the City of _____,
personally appeared

NAME	COMMUNITY TAX CERTIFICATE NO.	DATE ISSUED	PLACE ISSUED
_____	_____	_____	_____
_____	_____	_____	_____

known to me to be the same persons who executed the foregoing **SCHOLARSHIP CONTRACT** and they acknowledged to me that the same are their free act and voluntary deed.

IN WITNESS WHEREOF, I have hereunto affixed my signature and Notarial Seal this _____ day of _____, 199____, at _____, Philippines.

NOTARY PUBLIC

DOC. NO. _____
PAGE NO. _____
BOOK NO. _____
SERIES OF 1997.