



MINISTRY MEMORANDUM CIRCULAR NO. 979  
Series of 1979

SUBJECT: PRESCRIBING CRITERIA FOR THE SELECTION OF APPLICANTS TO AND PROCEDURE IN APPLYING FOR THE NATIONAL SCHOLARSHIP FOR DEVELOPMENT AND SETTING OUT ADDITIONAL GUIDELINES THEREFOR

Pursuant to the Rules and Regulations issued by the CSC and its Memorandum Circular Nos. 2 and 7, in the implementation of the National Scholarship for Development (NSFD) established under Letter of Instruction No. 468, the following criteria for the selection of applicants to and procedure in applying for the NSFD established in the Ministry of Agrarian Reform and additional guidelines therefor are hereby prescribed.

A. WHO MAY AVAIL OF THIS SCHOLARSHIP PROGRAM

Any employee of the Ministry of Agrarian Reform who is desirous of completing professional or technological course at the collegiate level or pursuing higher studies, could avail of the program, if:

- (1) he is a permanent employee;
- (2) he has rendered satisfactory service, i.e., he has consistently obtained a performance rating of at least satisfactory for two (2) successive rating periods prior to his application and that he has not been charged administratively or criminally;
- (3) he is 30 years old or less; and
- (4) he is physically fit to undertake the studies.

Provided, However, that employees who are not more than 45 years of age may also apply; Provided, Further, that preference shall be given to those who are 30 years old and below; Provided, Furthermore, that in all instances preference shall be given to those employees who, on the basis of their salaries and/or their incomes, are financially incapable of pursuing their studies; Provided, Moreover, that priority shall be given to a qualified employee already enrolled in any of the course enumerated in Paragraph B hereof who desires to avail of the program if he has obtained a general average rating of 2.00 or 85% or its equivalent for the latest semester attended; and Provided, Finally, that in the case of a new employee, he shall have served the Ministry satisfactorily for a period of one (1) year before he qualifies.

B. FIELDS OF STUDIES THAT MAY BE TAKEN

MAR NSFD grantees may enroll in any of the following preferred courses which gives additional skill necessary, in the pursuit of development effort in the Land Reform Program:

Agri-Business, Agricultural Economics, Agricultural Engineering, Agricultural Extension, Agricultural Statistics, Agronomy, Auto-Mechanics, Automotive Technology, Biology and Zoology, Botany, Business Management (Accounting & Management), Cartographic Techniques, Civil Engineering, Community Development, Curriculum Development, Development Communication, Diesel Technology, Economics, Electrical Engineering, Environmental Planning, Protection and Conservation, Fisheries, Fishery Statistics,

Food Technology, Forestry, Forest Engineering, Geodetic Engineering, Health Economics and Planning, Human Resources Development, Land Use Management, Manpower Planning, Bachelors/Masteral Program in Agrarian Studies, Maternal and Child Health, Mechanics, Midwifery, Plant Physiology, Project Development and Evaluation, Public Administration, Public Health, Radio Communication, Regional Planning and Administration, Rural and Urban Sociology, Shop Technology, Statistics, Veterinary Medicine, Welding Technology, and other courses not listed subject to the approval of the Minister.

#### C. HOW TO APPLY FOR SCHOLARSHIP

Any qualified employee interested to avail of this program shall submit a formal application to the MAR Screening Committee through the Chief, Personnel Division which shall contain, among other things, the following data or information:

- (a) present appointment and salary
- (b) date of birth
- (c) course to be taken and name of school
- (d) civil status
- (e) number of children
- (f) other sources of income
- (g) medical certificate, including x-ray, urinalysis, stool examination, etc., issued by a government physician.

If the applicant is already enrolled in any of the courses enumerated in Paragraph B hereof he shall submit also copy of report of rating for the latest semester he has attended.

#### D. ACTION OF THE MAR NSFD SCREENING COMMITTEE

The MAR NSFD Screening Committee shall process and evaluate all applications for scholarship under the NSFD and submit its recommendation to the Minister for his approval.

Where the number of applicants is such that the available funds of the Ministry would be insufficient to support their studies, the MAR NSFD Screening Committee may employ additional selection procedures for determining the number of NSFD grantees, such as the conduct of competitive examinations. The total number of participants shall be finally determined by the Minister.

#### E. ADMINISTRATION OF THE PROGRAM

The NSFD shall form part of the Career and Personnel Development Plan of the Ministry of Agrarian Reform and shall be administered by the Administrative Service. The Personnel Division shall act as the Secretariat of the Program and shall have the following responsibilities:

- (a) Keep records of all NSFD grantees relating to their studies;
- (b) Insure that the required NSFD contract is executed;

- (c) Integrate the Report on NSFD Progress into the annual report personnel management activities of the Ministry;
- (d) Submit at the end of each semester to the Civil Service Commission a report containing the name of the Ministry's NSFD grantees, courses in which they are enrolled, the school or universities, and other relevant information.
- (e) Notify the Accounting Division of the grantee's completion of his course of termination of the NSFD grant and the date when deductions for repayment shall begin.
- (f) Inform the FIMAS before the beginning of every quarter such amount as may be needed by the grantees.

#### F. RESPONSIBILITIES OF THE MAR

The MAR, including the Bureaus and Regional Offices under it, shall advance from its savings on all items, the tuition and other fees, including expenses for prescribed basic textbooks of all NSFD grantees throughout their studies as officially billed by the university or school concerned. Moreover, it shall plan the expenditures to provide the necessary savings to insure continuity of financial support to NSFD grantees.

For this purpose, the FIMAS shall, upon receipt of the notice from the Personnel Division of the amount needed, earmark every beginning of the quarter such appropriate savings to pay the expenses of the grantees.

The MAR shall not charge any interest for any amount advanced in payment of the tuition and other fees of the NSFD grantee.

The MAR shall not collect any repayment from the NSFD grantee who has maintained an average rating for the entire course of not lower than 2.00 or 85% or its equivalent in the technological or collegiate courses, or 1.75 or 88% or its equivalent in the graduate level.

#### G. RESPONSIBILITIES OF NSFD GRANTEES

Upon selection, an NSFD grantee shall:

- (1) enter into a contract with the Ministry, a sample copy of which is hereto attached.
- (2) enroll in the preferred course indicated in his application and his attendance in the classes shall be after the regular office hours.
- (3) enroll immediately and every semester thereafter until he finishes his course.
- (4) enroll for not less than nine (9) units per semester if pursuing a collegiate or technological course, not less than six (6) units if taking up graduate studies, and at least three (3) units if taking up summer classes.

Deferralment of enrollment shall not be allowed except for the following reasons:

- (a) poor health or the NSFD grantee as certified by a government physician;
- (b) NSFD grantee is on maternity leave of absence;
- (c) grave personal problem of the NSFD grantee which may psychologically affect him in his studies for the semester.

In no cases, however, shall deferralment of enrollment be allowed for two (2) successive semesters, provided, that this prohibition shall not apply when an NSFD grant is deferred because of an NSFD grantee's acceptance of a scholarship, fellowship or training grant abroad, the continuance of which shall be after the completion of the fellowship/scholarship or travel grant abroad.

When an NSFD grantee (1) completes his course; (2) resigns or is dropped from the government service; or (3) decides to discontinue his studies; or (4) fails in any of his subject, he shall refund to the Ministry subject to the provisions of the repayment hereunder, all the expenses it paid for his studies which shall be charged against his salary.

In the event that an NSFD grantee who already completed his course transfers to another government office, a bill of the balance of his account shall be furnished to his new agency, repayment of which shall be done in his new agency which should be remitted to this Ministry.

At the end of each semester, all NSFD grantees are required to submit to the Personnel Division the ratings obtained for all subjects enrolled for that particular semester. This requirement shall serve as a basis to the grantee's qualification for the succeeding semester.

#### H. REPAYMENT SCHEME

Upon completion on his course, the NSFD grantee shall refund to the Ministry, within a period of two (2) years for a two-year course and four (4) years for a four-year course, all the expenses advanced for his studies. Deductions shall be made in the following manner:

1. From the NSFD grantee's salary in equal installments beginning the end of the month after graduation or at his option, he may start repayment before completion of his studies.
2. The whole amount spent for his studies from any amount accruing to the NSFD grantee as a government employee if the grant is terminated due to his resignation or dropping from the service.
3. From the NSFD grantee's salary in four (4) equal installment every fifteen (15) days beginning the end of the month after he decides to discontinue his studies or the semester when he failed in any of his subject.

Upon transfer of an NSFD grantee who is still pursuing his studies, the Accounting Division shall issue a certificate to his new agency on the total amount advanced for his studies and shall bill the new agency accordingly.

If at the time of his transfer, an NSFD grantee has already completed his studies and repayment of the expenses incurred in connection therewith has been started by the Ministry, the new agency shall be furnished by the Accounting Division a certification of the balance of his account and the corresponding deductions shall be made at the new agency for remittance to the Ministry.

Should there arise circumstances which would prevent the grantee from refunding the amount incurred for the scholarship, such shall be taken from their retirement pay or any other money which would accrue to the employee in the course of his employment.

This Memorandum Circular takes effect immediately.

Diliman, Quezon City.

May 31, 1979.



CONRADO F. ESTRELLA  
Minister

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