

**[DOLE DEPARTMENT ORDER NO. 20-02, S. 2002,
APRIL 2, 2002, April 02, 2002]**

**SUPPLEMENTAL GUIDELINES FOR ACCESSING TO FUNDS OF THE
WORKERS ORGANIZATION DEVELOPMENT PROGRAM (WODP)**

Pursuant to the nationwide mandate of the Department of Labor and Employment (DOLE) to strengthen trade unionism and other workers organizations by promoting their capabilities as independent and active partners in national development; to empower workers through the provision of accessible information facilities as well as training, including skills training for livelihood and educational assistance, the following Supplemental Guidelines for the Workers Organization Development Program (WODP) are hereby issued for all concerned.

**ARTICLE I
Coverage**

These Supplemental Guidelines shall apply to locals/chapters of labor federations and independent unions nationwide.

**ARTICLE II
Objectives**

In addition to the objectives set forth in the foregoing Article II of the Department Order No. 26, series of 1995, as amended by D.O. No. 5, Series of 1998, the WODP shall pursue the:

A. Provision for assistance to extend the coverage of scholarship grant to legitimate dependents of officers or members of locals/chapters of labor federations and independent unions.

**ARTICLE IV
Components**

To the extent of the covered beneficiaries under these Supplemental Guidelines, the Scholarship Grant shall:

Extend the Provision of scholarship to legitimate dependents of officers or members of locals/chapters of labor federations and independent unions covering four-year course in science and technology.

**ARTICLE V
General Conditions of Assistance**

A. Application requirements. Applicants must pass the screening process of the scholarship training team. Application for assistance shall be processed or approved

by the Bureau of Labor Relations or Labor Relations Division upon submission of the following required documents:

1. Two 1x1 ID pictures of the applicant scholar;
2. Original and xerox copy of the latest income tax return (ITR) of the parents of the applicant scholar or the officer/member of locals of labor federation or independent union earns a monthly income of thirteen thousand pesos (Php13,000.00) and below;
3. Certification from the labor organization that the parent-officers/members of two applicant scholar is a bona fide of member of the organization;
4. Original and xerox copy of high school diploma or report card with a general average of 80% or higher in fourth year high school;
5. A xerox copy of birth certificate of applicant scholar with local civil registry no. (attach Baptismal Certificate if Birth Certificate has no LCR No.;
6. Certificate of good health;
7. Certificate of good moral character issued by the school principal or guidance counselor;
8. Statement of applicant that he/she has not earned units in any post-secondary course;
9. Duly accomplished application form by the applicant-scholar (to be furnished by the BLR/LRD)

B. Release of funds. The release of funds shall be subject to the following condition:

1. Assistance for each scholar shall be covered by a Memorandum of Agreement (MOA), duly signed by the parties or their authorized representatives.
2. Assistance in the payment of tuition and miscellaneous fees shall be made and directly remitted to the educational institution except where by reason of operational constraints, the BLR/RO could not process the payments/checks on time and the grantee has advanced payment pursuant to duly-executed MOA, in which case reimbursement shall be made directly to the grantee upon presentation of the official receipts. Book allowance and monthly stipends shall be released directly to the qualified scholars.

ARTICLE VI

Provision Specific to Scholarship

A. Scholarship Grant. In addition to the provision provided in Article VI of D.O. 26, series of 1995, only one legitimate dependent of an officer/members of locals of labor federations or independent unions can avail this component.