

**[CSC MEMORANDUM CIRCULAR NO. 18, s. 1998,
May 14, 1998]**

**REVISED/ADDITIONAL GUIDELINES AND OPERATING
PROCEDURES ON THE LSP FOR MASTERAL DEGREE COURSES**

Pursuant to CSC Resolution No. 98-1052 and to make LSP more responsive to the needs of the scholars and/or other agencies, the Commission adopted the following revised/additional guidelines on the Local Scholarship Program (LSP).

Responsibilities of the Scholar

The following responsibilities of the scholar are hereby revised to read as follows:

choose a field of study relevant to the needs of his/her agency. As appropriate, a scholar may enroll in a non-thesis master's degree program.

sign a scholarship contract with the Commission and his agency covering the terms and conditions of the scholarship.

complete all requirements for the master's degree within one year. This means, completion of all academic units, term papers, examinations and thesis or project/research study needed to earn a master's degree.

In case a scholar is unable to complete the course within one year for meritorious reasons, the CSRO Director may extend the grant for a maximum of one semester or six months. Whether or not the scholar will continue his/her studies on official time for the extended term shall be at the discretion of the agency head.

The grant shall cover the tuition and other school fees of the scholar for the extended terms provided that the amount of P 22,500 allotted for each scholar has not been fully utilized.

If the scholar would not be able to complete the grant after the extended term/period, he/she may continue his/her studies at his/her own time and expenses. He/she may file a leave of absence, subject to the approval of his/her agency head to enable him/her to complete the grant within six months. Otherwise, the scholar will refund to the CSC all the expenses defrayed for his/her studies and to his/her agencies the salaries and allowance he/she received while on official study grant.

work on thesis/research study that is relevant to the needs of his/her agency.

upon completion of the course and/or after the one-year official study grant, serve