

**[CSC MEMORANDUM CIRCULAR NO. 26, S. 1996,
November 18, 1996]**

**REVISED GUIDELINES AND OPERATING PROCEDURES ON THE
LOCAL SCHOLARSHIP PROGRAM (LSP)**

Pursuant to CSC Resolution No. 96-7227 dated 11/12/96 the Civil Service Commission promulgated the attached revised guidelines and operating procedures on the Local Scholarship Program (LSP).

This Memorandum Circular supersedes MC No. 20, s. 1995. Other issuances inconsistent with these guidelines are also hereby superseded.

For the information and guidance of all concerned.

Adopted: 18 Nov. 1996

(SGD.) CORAZON ALMA G. DE LEON
Chairman

CSC RESOLUTION NO. 967227

WHEREAS, the Commission established the Local Scholarship Program under CSC Resolution No. 93-299 dated February 4, 1993 and provided for its implementing guidelines;

WHEREAS, after four years of implementation, there is a need to make the terms and conditions of the scholarship clearer and more specific to make the program truly effective and responsive to the needs of its clientele;

WHEREFORE, foregoing premises considered, the Commission, hereby RESOLVES to adopt the attached amended guidelines and operating procedures of the Local Scholarship Program.

This Resolution shall supersede the previous guidelines adopted in CSC Resolution No. 95-5327 dated August 31, 1995.

Adopted: 12 Nov. 1996

(SGD.) CORAZON ALMA G. DE LEON
Chairman

(SGD.) RAMON P. ERENETA, JR.
Commissioner

(SGD.) THELMA P. GAMINDE
Commissioner

Attachment:

On the LOCAL SCHOLARSHIP PROGRAM (LSP)

The administration of the Local Scholarship Program (LSP) shall be governed by the following guidelines:

Scope of the Program

The Local Scholarship Program is open to all government employees who want to pursue a one-year masteral degree and who pass the selection criteria established by the Commission for the purpose.

Qualification Requirements

Employees who possess the following qualifications shall be eligible to take the written examination:

- a Bachelor's degree from a college or university of good standing;
- A permanent status of appointment at the time of filing the application;
- at least two (2) years work experience in government;
- have obtained performance rating of at least SATISFACTORY for the last two consecutive rating periods;
- not more than 45 years old as of last birthday;
- in good health;
- no pending administrative case;
- have not have earned a masteral degree; and
- have not availed of any foreign/local scholarship grant from the government in the past two years prior to the school year employee will study.

An employee who has previously earned masteral units but has not obtained any masteral degree may avail of the LSP grant to complete his/her original masteral course or pursue another course.

Application Procedure

Application forms or their facsimile for the competitive examination shall be available from any Civil Service Commission Regional/Provincial/Field Office. Such forms may be reproduced and are given free to those interested in taking the written examination.

When filing, the applicant shall submit the accomplished form to the nearest regional/provincial/field office of the Commission. The Central Office of the Commission shall not accept nor process any accomplished application form.

The Commission shall accept applicants on a first-come-first -serve basis. No application fee shall be charged.

Award of Grant

— After the employee passes both the written examination and interview, he/she shall be awarded a scholarship grant.

Disqualification of Scholar

— A scholar who accepts an appointment under temporary status before or after enrollment automatically becomes disqualified to avail of the grant.

— In case an employee who has been awarded a LSP grant but has not yet enrolled is issued a formal charge for an administrative offense, the employee is automatically disqualified to avail of the grant except when he or she is charged only with a light offense.

When the formal charge is filed after the scholar has enrolled, he/she shall be allowed to continue his/her studies unless the offense involved is grave and the evidence of guilt is strong. Moreover, a scholar who is subsequently found guilty of an administrative offense and dismissed from the service, shall refund to the Commission and his/her agency all expenses incurred in his/her studies and salaries received while studying, respectively.

Responsibilities of the Scholar

The scholar shall:

- choose a field of study relevant to the needs of his/her agency;
- sign a scholarship contract with the Commission and his agency covering the terms and conditions of the scholarship; and
- complete all requirements for the masteral degree within one year. This means completion of all academic units, term papers, examinations, and thesis or project/research study needed to earn a masteral degree.

Role of the Civil Service Commission

The Civil Service Commission shall:

- evaluate qualifications of candidates;
- administer the written examination;
- rank candidates who pass the written examination to qualify for interview;