

**[ CSC MEMORANDUM CIRCULAR NO. 13, April 06, 1992 ]**

**ESTABLISHMENT OF EDUCATIONAL SUPPORT PROGRAM IN GOVERNMENT AGENCIES**

The Civil Service Commission under its Memorandum Circular No. 42, s.1991, Professionalization of the Civil Service, provide among others, that no substitution shall be allowed for the education and experience requirements of specific positions in government effective January 1, 1993.

Moreover, starting January 1, 1995, except for full-fledged lawyers and Doctors of Medicine, all appointees to division chief positions (SG-24) or equivalent rank must possess a masteral degree in addition to the eligibility and experience requirements.

In order to assist employees and to give them the opportunity to qualify for appointment to higher appointive positions, all heads of departments, bureaus, or agencies are hereby directed to establish an Educational Support Program for employees in their respective agencies.

The Educational Support Program aims to financially assist permanent employees who want to complete their bachelor's degree and/or pursue post-graduate studies. It may include scholarship grants or financial assistance such as the study-now-pay-later plan and other programs as may be established by the agency, the funding of which may be sourced from the savings of the agency.

The program may be established under the following conditions:

- a. The program may be availed of by permanent employees in the government who are holding first or second level positions.
- b. A contract shall be drawn by the department or agency and the employees on the manner of repayment for said cash advance. In case of default on the part of the employees to refund the amount advanced by the agency, such payments shall be deducted from any money which may accrue to the employees in the course of their employment.
- c. An employee who graduated with academic honors shall not be required to refund the money advanced by the agency as a form of recognition for his exemplary academic performance.

Heads of departments or agencies may also establish their own policies and guidelines.

Departments or agencies are required to submit reports on the educational support programs established in their respective agencies on or before June 30, 1992, and