



Republic of the Philippines
 Department of Environment and Natural Resources
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Administrative Order
 No. 2003 - 40

AUG 20 2003

SUBJECT: REVISING SOME PROVISIONS OF DENR ADMINISTRATIVE ORDER NO. 2000-77

Pursuant to Section 7(b) of Executive Order No. 192 and for a more rational implementation of the DENR Local Scholarship Program, the provisions of DENR Administrative Order No. 2000-77 pertaining to the following are hereby amended/revised as follows:

Section 3.0 Grade Requirement (Semestral Average)

	FROM	TO
For Master's degree grantees	2.0	1.75
For Doctoral degree grantees	1.75	1.50

Section 4.0 The Local Scholarship and Service Obligation Contract Section 5-9a attached as Annex A, should read as follows:

- a) for failure to complete the course program within the duration of the scholarship grant, collection of refund commences after the lapse of the Maximum Residency Requirement (MRR) of the academic institution. In case there is no prescribed MRR, the refund shall start three (3) years after the expiration of the scholarship contract.

Section 5.0 The DENR Local and Foreign Scholarship Committee shall be composed of:

Undersecretary for Management and Technical Services	Chair
Director, Human Resource Development Service	Vice-Chair
Director, Legal Service	Member
Director, Planning and Policy Service	Member
Head Executive Assistant	Member

All other provisions of DAO No. 2000-77 remain.

This Order takes effect immediately and supersedes, modifies, and/or revises all other memoranda and/or circular inconsistent herewith.


 ELISEA G. GOZUN
 Secretary

Recommended by:


 ROLANDO L. METIN

Undersecretary for Management and Technical Services
 and Chair, DENR Scholarship Committee

Let's Go Green

LOCAL SCHOLARSHIP AND SERVICE OBLIGATION CONTRACT

ANNEX A

NOW ALL MEN BY THESE PRESENTS:

This agreement, entered into this _____ day of _____ at Diliman, Quezon, Philippines, by and between the **DEPARTMENT OF ENVIRONMENT AND NATURAL SOURCES** hereinafter referred to as **DENR**, represented by its Secretary, **ANTONIO H. RILLES**, Filipino, of legal age, married, and _____, Filipino, of legal age, married/single and presently employed as _____ in the Department of Environment and Natural Resources, hereinafter referred to as **GRANTEE**:

WITNESSETH:

WHEREAS, the DENR, in its desire to improve the present capacity of its personnel in order to attain a maximum level of performance on their part, institutes a local scholarship program;

WHEREAS, the GRANTEE accepts the DENR scholarship award under all its terms and conditions as contained in the contract; and other provisions embodied in DENR Administrative Order No. _____, series of 1991 and DENR Administrative Order No. 15, series of 1996;

NOW, THEREFORE, for and in consideration of the said premises, both parties have agreed to the following terms and conditions:

FIELD AND PLACE OF STUDY

The GRANTEE shall enroll for the degree of _____ at the _____ as approved by DENR and shall comply with the existing rules and regulations of DENR and the academic institution.

DURATION OF SCHOLARSHIP GRANT

The scholarship grant shall be for a duration equivalent to the period prescribed by the academic institution but shall not exceed five (5) years for an undergraduate degree; two (2) years for a master's degree; and three (3) years for a doctoral degree. An extension of a maximum of one semester for master's degree program GRANTEES and two semesters for doctoral degree program GRANTEES may be allowed but without financial support from DENR.

It may, however, be terminated earlier if the GRANTEE completes the degree within a shorter period of time or for other reasons specified in this Scholarship and Service Obligation Contract.

The allowable period of this grant is _____ continuous academic years, effective _____ semester, School Year _____.

PERIOD OF COMPLETION OF THE SCHOLARSHIP GRANT

The GRANTEE agrees to complete the program within the duration of the grant. Completion shall mean graduation with degree commonly known as bachelor's, master's or doctoral degree. In some cases, a diploma program is also considered a degree.

Pay the full salary of the GRANTEE including the privileges enjoyed by DEANE employees, provided such are consistent with policies, rules and regulations.

Release the GRANTEE from all duties and responsibilities for the duration of the scholarship grant.

Monitor the performance of the GRANTEE in coordination with his/her parent unit.

Provide the GRANTEE with the following benefits during the period of scholarship subject to the availability of funds:

BENEFIT	MANNER OF PAYMENT
a. Matriculation, tuition and other school fees for the regular semester and summer	To be paid to the school upon receipt of billing statement
b. Monthly stipend of P 3,000.00 for undergraduate course grantees and P3,500.00 for graduate program grantees and P4,000.00 doctoral course grantees	To be paid to GRANTEE while actually enrolled in school after submission of registration form and scholastic records (in case of beginning of semester)
c. Book and school supplies allowance of P1,500.00 per semester and P700.00 per summer for undergraduate course grantees; P2,000.00 per semester and P1,000.00 per summer for master's/doctoral course grantees	To be reimbursed to GRANTEE upon presentation of official receipts
d. Reimbursement of actual expenses for one course-related field trip within the Philippines	To be reimbursed to GRANTEE upon presentation of travel and supporting documents
e. Thesis/Research/Dissertation allowance not to exceed P10,000.00 for undergraduate course; P25,000.00 for master's course; and P30,000.00 doctoral course	To be paid to GRANTEE upon presentation of thesis/dissertation outline, duly approved by the thesis adviser/ thesis committee.
f. Expenses incidental to graduation such as cost of diploma and rent of toga	To be paid to GRANTEE upon presentation of official receipts
g. Transportation expenses from provincial residence to school and back for a maximum of two round trips per school year, subject to the availability of funds.	To be reimbursed to GRANTEE upon presentation of travel and supporting documents

Reserve the right not to consider GRANTEE in the following cases should his/her scholarship lapse prior to completion of the program:

- a. promotion
- b. training programs
- c. scholarships
- d. assignment to important positions

b. Failure to submit scholastic records/grades.

7. Terminate the scholarship grant due to any of the following reasons:

a. Enrolling in school without the approval of the DENR;

b. Dropping of subject(s) without the approval of DENR and his/her adviser;

c. Change in the field of study without prior approval of DENR;

d. Transfer to or change of academic institution without prior approval of DENR;

e. Expulsion or suspension from the university;

f. Gross misconduct;

g. Obtaining a grade of "5" or its equivalent in any of his/her subjects and obtaining a grade lower than the prescribed average grade of "2.5" (undergraduate) or "2.0" (master) or "1.75" (doctorate) or its equivalent, after the first two consecutive semesters in the program, unless the GRANTEE'S reason is justifiable and the university still accepts him/her.

V. **GRANTEE'S RESPONSIBILITIES**

1. Complete the program within the duration of the scholarship grant.

2. Carry the required regular academic load for each school term, except when the units are the last remaining units for completion of the program.

3. Devote full time to the program by :

a. not enjoying simultaneous scholarship or other grants;

b. not entering into any form of employment and/or consultancy without prior approval of the Secretary.

4. Maintain an average grade of "2.5" for undergraduate scholarship or "2.0" for master's scholarship or "1.75" for doctoral scholarship or its equivalent or as required by the institution/college/ university where he/she is enrolled.

5. Seek prior approval from the Secretary or his/her representative before doing any of the following:

a. dropping of more than 25% of academic load in any one semester;

b. changing the field of study;

c. transfer to another academic institution;

d. taking a leave of absence

6. Submit a progress report to include subjects taken and grades obtained two weeks after each term through his/her immediate supervisor.

Immediately after graduation, continuously serve DENR for a period of two years for every year or a fraction thereof in excess of six months that he/she enjoyed the scholarship grant. If the excess is six months or less, the GRANTEE shall serve the DENR for one year. For this scholarship grant, the service obligation of the GRANTEE is _____ years.

Resume work in DENR after completion of his/her program or upon termination of the scholarship grant. A form on resumption of duty must be submitted for purposes of computation of service obligation.

Refund to DENR all expenses incurred in connection with the scholarship grant including all salaries, allowances, bonuses and other benefits during the period of scholarship.

The refund shall be made on the following grounds:

- a. failure to complete the course program within the duration of the scholarship grant;
- b. willful neglect or abandonment of the scholarship;
- c. resignation or voluntary retirement;
- d. transfer to a private institution;
- e. removal from the service for cause;
- f. termination of the scholarship grant due to causes enumerated under Item IV. ⁷ of this contract;
- g. other causes within the GRANTEE'S control.

IN WITNESS HEREOF, the parties hereunto set their signatures this _____ day of _____, in Quezon City, Philippines.

ANTONIO II. CERILLES
Secretary

Grantee

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY, METRO-MANILA) S.S.

BEFORE ME, this _____ day of _____, 2000, in the City of _____, Philippines, personally appeared _____ with Res. Cert. No. _____ issued at _____ on _____ and _____ with Res. Cert. No. _____ issued at _____ on _____, respectively known to me to be the same persons who executed the foregoing instrument. They acknowledge to me that the same is their free act and deed.

IN WITNESS HEREOF, I have hereunto set my hand this _____ day of _____.

No. _____
No. _____
No. _____
of 2000