

MEMORANDUM

FOR : **All DENR Officials and Employees**

FROM : **The Assistant Secretary**
Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT : **SUBMISSION OF UPDATED INFORMATION OF DENR GRANTEES FROM IMPLEMENTED LOCAL AND FOREIGN SCHOLARSHIP PROGRAMS, AND LOCAL STUDY LEAVE PRIVILEGE**

DATE : **17 MAR 2023**

The DENR is mandated to provide opportunities for the professional growth and career development of its human resource. It recognizes the need for formal education³, both local and foreign, and granting of study leave privileges⁴ for its officials and employees, in preparation for bar/board examinations and the completion of Master's Degree. These opportunities aim to develop the competencies of its officials and employees that will bring benefits to the Department.

With the rapid technological advancement, the DENR also recognizes the importance of digitalization in the government to ensure fast, transparent, and efficient programs and services. The Career Development Division (CDD) handles the database for scholarship programs and study leave grantees, which allows the Department to access, manage and generate data for decision-making and improvement of its programs and services.

With this, may we request **all DENR grantees of local and foreign scholarship programs, and local study leave privilege to fill out the online form (<https://bit.ly/42hBgrd>) on or before April 15, 2023**. The updating of the database will help us track the development of DENR grantees from implemented local scholarships, foreign study and study leave privilege, and at the same time, enable faster linkage/communication on relevant issues, programs, and activities of the Department.

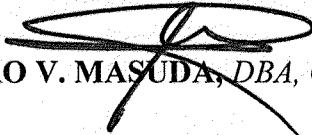
³ **Local Scholarship Program** – refers to degree courses (diploma, bachelor's, master's and doctorate) which carry both the financial and moral support from the DENR and/or donor institution. Grantees of this grant shall be bound by a scholarship service contract with DENR.

Foreign Study (Long Term) – refers to degree courses (diploma, bachelor's, master's and doctorate) which carry the moral support from the DENR and financial support from sponsor agency, in accordance with existing foreign study and non-study policies. Grantees of this grant shall be bound by a scholarship service contract with DENR.

⁴ **Study Leave Privilege** – refers to time off from work with pay for qualified officials and employees to help them prepare for their bar or board examinations or completion of their Master's Degree. Grantees of this grant shall be bound by a scholarship service contract with DENR.

Should you need clarifications or assistance, please do not hesitate to contact the Career Development Division (CDD) at (02) 89279107 or VOIP 1063 or coordinate with your respective HRD Section/Unit.

For information and consideration.


HIRO V. MASUDA, DBA, CESO III

LIST OF QUESTIONS:

1. SCHOLAR/GRANTEE INFORMATION

- Name of Scholar/ Grantee
- Birthdate (calendar)
- Current position
- Current office (dropdown list)
- Section/Division/Service
- Mobile number
- Email address
- Social media account link (FB/Messenger)

2. SCHOLARSHIP GRANT INFORMATION

- Type of Scholarship
 - Local Scholarship (skip to Scholarship Grant Information - Local Scholarship section)
 - Foreign Study- Long Term (degree programs) (skip to Scholarship Grant Information - Foreign Study Long Term section)
 - Local Study Leave (skip to Study Leave Privilege Information - Study Leave section)

3. SCHOLARSHIP GRANT INFORMATION (LOCAL SCHOLARSHIP)

- Title of Program
- SO Number
- Position during the program
- Office assignment during the program
- Institution
- Field of Study
- Start of Travel (calendar)
- End of Travel (calendar)
- Scholarship Sponsor
- Scholarship status
 - Completed
 - On-going
 - Withdrawn
 - Incomplete
- Title of Paper
- Copy of Thesis/Research Paper/Action Plan/Capstone/Travel Report (please attach file)
- Copy of Completion Report (please attach file)
- Transcript of Records (please attach file)
- Diploma (please attach file)

4. SCHOLARSHIP GRANT INFORMATION (FOREIGN STUDY- LONG TERM)

- Title of Program
- TA Number
- SO Number (if applicable)
- Position during the program
- Office assignment during the program
- Institution
- Destination/ Country
- Field of Study
- Start of Travel (calendar)
- End of Travel (calendar)
- Extension of Travel (if applicable)
- Scholarship Sponsor
- Scholarship status
 - Completed

- On-going
- Withdrawn
- Incomplete
- Title of Paper
- Title of Paper
- Copy of Thesis/Research Paper/Action Plan/Capstone/Travel Report (please attach file)
- Copy of Travel Report (please attach file)
- Transcript of Records (please attach file)
- Diploma (please attach file)

5. STUDY LEAVE PRIVILEGE INFORMATION (STUDY LEAVE)

- Type of Study Leave
- For Board Examination, please specify the profession. For Bar Examination and Completion of Master's Degree, please write N/A
- SO Number
- Start of Study Leave (calendar)
- End of Study Leave (calendar)
- Study Leave status
 - Completed the Study Leave Grant and waiting for the examination results
 - On-going
 - Passed
 - Failed

6. OTHER JOB-RELATED INFORMATION

- Career movement after the program
 - Lateral (movement to a different job with the same title within the organization)
 - Vertical (movement from the current position to a one higher in pay, responsibility and hierarchy)
 - Enrichment (re-routing of personnel to interventions designed to strengthen the competencies)
 - Realignment (reassignment to a lower position)
 - Relocation (transfer to a different job classification)
 - Not applicable (For Study Leave)
- Effects of the program (checkboxes)
 - Enrichment of functional/ leadership competencies
 - Thesis/Action Plan recognized or benchmarked by other agencies/institutions
 - Thesis/Action Plan sustained and/or duplicated in other areas
 - Tapped as resource person on the subject matter
 - Strengthened linkages/network
 - Others, please specify
 - Not applicable (For Study Leave)
- Did you participate in another local or foreign scholarship program and receive study leave privilege?
 - Yes (proceed to another section. Up to 3 programs each for local, foreign, and study leave)
 - No (proceed to submit form)

INFORMATION UPDATE

Dear **Respondent**:

The Department of Environment and Natural Resources recognizes the importance of continual improvement, and invests on the development of their employees to equip them with the required competencies in performing their tasks. This helps align their career goals in achieving organizational mandates in the most effective way.

Relative to this, we are now conducting an information update of DENR scholars from the following programs:

- 1. Local Scholarship Programs**
- 2. Foreign Study (Long Term)**
- 3. Local Study Leave**

The objective is to keep track with the progress of the DENR grantees from implemented local scholarships, foreign study and study leave privilege, and at the same time, enable faster linkage/ communication on relevant issues, programs, and activities of the Department.

All information gathered will be used as inputs in the review, updating and recommendation of appropriate policies and other interventions intended to improve learning and development initiatives, and at the same time, enhance the delivery of our services.

Thank you.

Career Development Division

* Required

CONFIDENTIALITY

The DENR strongly upholds data privacy pursuant to the laws and rules governing the Data Privacy Act of 2012 in the Philippines. This form will require some personal information. All gathered information shall be limited only to the purpose of getting feedback and generating reports on the relevance of DENR scholarship programs, foreign study - long term, and study leave privilege to the career growth of the employees in the Department. The information shall neither be utilized for other purposes nor be accessible by other unauthorized individuals.

By continuing and participating, you consent and authorize the Career Development Division in the collection, lawful use, and lawful disclosure of your personal information.

- 1. By clicking "I agree" below, you are indicating that you have understood the purpose of this survey and agreed to participate as a respondent. *

Mark only one oval.

I Agree

I Disagree

SCHOLAR / GRANTEE INFORMATION

Please fill out the form as honestly and accurately as possible. None of this information will be used against the individuals.

- 2. Last Name *

- 3. First Name *

- 4. Middle Name *

- 5. Name Extension *

- 6. Birth Date *

with calendar date picker

Example: January 7, 2019

7. Current Position *

8. Current Office *

Mark only one oval.

- Central Office
- Region 1
- Region 2
- CAR
- Region 3
- NCR
- Region 4A
- Region 4B
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10
- Region 11
- Region 12
- Region 13
- BMB
- ERDB
- FMB
- LMB
- EMB Central Office
- EMB Region 1
- EMB Region 2
- EMB CAR
- EMB Region 3
- EMB NCR
- EMB Region 4A
- EMB Region 4B
- EMB Region 5

- EMB Region 6
- EMB Region 7
- EMB Region 8
- EMB Region 9
- EMB Region 10
- EMB Region 11
- EMB Region 12
- EMB Region 13
- MGB Central Office
- MGB Region 1
- MGB Region 2
- MGB CAR
- MGB Region 3
- MGB Region 4A
- MGB Region 4B
- MGB Region 5
- MGB Region 6
- MGB Region 7
- MGB Region 8
- MGB Region 9
- MGB Region 10
- MGB Region 11
- MGB Region 12
- MGB Region 13
- LLDA
- NAMRIA
- NRDC
- NWRB
- PCSD
- PMDC
- PRA

9. Section/Division/Service *

10. Mobile Number *

11. Email Address *

12. Social Media Account Link (Facebook/Messenger) *

SCHOLARSHIP GRANT INFORMATION

13. Type of Grant *

Mark only one oval.

Local Scholarship *Skip to question 14*

Foreign Study - Long Term (degree programs only) *Skip to question 29*

Local Study Leave *Skip to question 47*

SCHOLARSHIP GRANT INFORMATION (LOCAL SCHOLARSHIP)

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grants, they shall submit additional information at the end of this form.

14. Title of Program *

15. SO Number *

16. Position during the program *

17. Office during the program *

18. Institution *

19. Field of Study *

20. Start of Program *

Example: January 7, 2019

with calendar date picker

21. End of Program *

Example: January 7, 2019

22. Scholarship Sponsor *

23. Scholarship Status *

Mark only one oval.

Completed

On-going

Withdrawn

Incomplete

24. Title of Paper (Write N/A if not applicable) *

25. Copy of Thesis/ Research Paper/ Action Plan/Capstone

Files submitted:

26. Copy of Completion Report

Files submitted:

27. Transcript of Records

Files submitted:

28. Diploma

Files submitted:

Skip to question 53

SCHOLARSHIP GRANT INFORMATION (FOREIGN STUDY- LONG TERM)

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grants, they shall submit additional information at the end of this form.

29. Title of Program *

30. TA Number *

31. SO Number (if applicable) *

32. Position during the program *

33. Office during the program *

34. Institution *

35. Destination / Country *

36. Field of Study *

37. Start of Travel *

Example: January 7, 2019

38. End of Travel *

Example: January 7, 2019

39. Extension of Travel (if applicable) *

40. Scholarship Sponsor *

41. Scholarship Status *

Mark only one oval.

Completed

On-going

Withdrawn

Incomplete

42. Title of Paper (Write N/A if not applicable)

43. Copy of Thesis/ Research Paper/ Action Plan/Capstone

Files submitted:

44. Copy of Travel Report

Files submitted:

45. Transcript of Records

Files submitted:

46. Diploma

Files submitted:

Skip to question 53

STUDY LEAVE PRIVILEGE INFORMATION (LOCAL STUDY LEAVE)

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grants, they shall submit additional information at the end of this form.

47. Type of Study Leave *

Mark only one oval.

- Bar Examination
- Board Examination
- Completion of Master's Degree

48. For Board Examination, please specify the profession. For Bar Examination and *
Completion of Master's Degree, please write N/A

49. SO Number *

50. Start of Study Leave *

Example: January 7, 2019

51. End of Study Leave *

Example: January 7, 2019

52. Study Leave Status *

Mark only one oval.

- Completed the Study Leave Grant and waiting for the examination results
- On-going
- Passed
- Failed

Skip to question 53

OTHER JOB-RELATED INFORMATION

Please fill out the form as honestly and accurately as possible.

53. Career Movement after the program *

Mark only one oval.

- Lateral (movement to a different job with the same title within the organization)
- Vertical (movement from the current position to a one higher in pay, responsibility and hierarchy)
- Enrichment (re-routing of personnel to interventions designed to strengthen the competencies)
- Realignment (reassignment to a lower position)
- Relocation (transfer to a different job classification)
- Not Applicable (for Study Leave Grantee)

54. Effects of the program *

Check all that apply.

- Enrichment of functional/ leadership competencies
- Thesis/Action Plan recognized or benchmarked by other agencies/institutions
- Thesis/Action Plan sustained and/or duplicated in other areas
- Tapped as resource person on the subject matter
- Strengthened linkages/network
- Not Applicable (for Study Leave Grantee)
- Other: _____

55. Did you participate in another local or foreign scholarship program or receive local study leave privilege? *

Mark only one oval.

- Yes *Skip to question 56*
- No

SCHOLARSHIP GRANT INFORMATION (SECOND LSP, FOREIGN STUDY AND STUDY LEAVE)

56. Type of Grant *

Mark only one oval.

- Local Scholarship *Skip to question 57*
- Foreign Study (degree programs only) *Skip to question 72*
- Local Study Leave *Skip to question 90*

SCHOLARSHIP GRANT INFORMATION (SECOND - LOCAL SCHOLARSHIP)

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grants, they shall submit additional information at the end of this form.

57. Title of Program *

58. SO Number *

59. Position during the program *

60. Office during the program *

61. Institution *

62. Field of Study *

63. Start of Program *

Example: January 7, 2019

64. End of Program *

Example: January 7, 2019

65. Scholarship Sponsor *

66. Scholarship Status *

Mark only one oval.

Completed

On-going

Withdrawn

Incomplete

67. Title of Paper (Write N/A if not applicable) *

68. Copy of Thesis/ Research Paper/ Action Plan/Capstone

Files submitted:

69. Copy of Completion Report

Files submitted:

70. Transcript of Records

Files submitted:

71. Diploma

Files submitted:

Skip to question 96

SCHOLARSHIP GRANT INFORMATION (SECOND - FOREIGN STUDY- LONG TERM)

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grants, they shall submit additional information at the end of this form.

72. Title of Program *

73. TA Number *

74. SO Number (if applicable) *

75. Position during the program *

76. Office during the program *

77. Institution *

78. Destination / Country *

79. Field of Study *

80. Start of Travel *

Example: January 7, 2019

81. End of Travel *

Example: January 7, 2019

82. Extension of Travel (if applicable) *

83. Scholarship Sponsor *

84. Scholarship Status *

Mark only one oval.

Completed

On-going

Withdrawn

Incomplete

85. Title of Paper (Write N/A if not applicable)

86. Copy of Thesis/ Research Paper/ Action Plan/Capstone

Files submitted:

87. Copy of Travel Report

Files submitted:

88. Transcript of Records

Files submitted:

89. Diploma

Files submitted:

*Skip to question 96***STUDY LEAVE PRIVILEGE INFORMATION (SECOND - LOCAL STUDY LEAVE)**

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grants, they shall submit additional information at the end of this form.

90. Type of Study Leave *

Mark only one oval.

- Bar Examination
- Board Examination
- Completion of Master's Degree

91. For Board Examination, please specify the profession. For Bar Examination and *
Completion of Master's Degree, please write N/A

92. SO Number *

93. Start of Study Leave *

Example: January 7, 2019

94. End of Study Leave *

Example: January 7, 2019

95. Study Leave Status *

Mark only one oval.

- Completed the Study Leave Grant and waiting for the examination results
- On-going
- Passed
- Failed

Skip to question 96

OTHERS

96. Did you participate in another local or foreign scholarship program or receive local study leave privilege? *

Mark only one oval.

- Yes Skip to question 97
- No

SCHOLARSHIP GRANT INFORMATION (THIRD LSP, FOREIGN STUDY AND STUDY LEAVE)

97. Type of Grant *

Mark only one oval.

- Local Scholarship Skip to question 98
- Foreign Study (degree programs only) Skip to question 113
- Local Study Leave Skip to question 131

SCHOLARSHIP GRANT INFORMATION (THIRD - LOCAL SCHOLARSHIP)

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grants, they shall submit additional information at the end of this form.

98. Title of Program *

99. SO Number *

100. Position during the program *

101. Office during the program *

102. Institution *

103. Field of Study *

104. Start of Program *

Example: January 7, 2019

105. End of Program *

Example: January 7, 2019

106. Scholarship Sponsor *

107. Scholarship Status *

Mark only one oval.

- Completed
- On-going
- Withdrawn
- Incomplete

108. Title of Paper (Write N/A if not applicable) *

109. Copy of Thesis/ Research Paper/ Action Plan/Capstone

Files submitted:

110. Copy of Completion Report

Files submitted:

111. Transcript of Records

Files submitted:

112. Diploma

Files submitted:

SCHOLARSHIP GRANT INFORMATION (THIRD - FOREIGN STUDY- LONG TERM)

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grants , they shall submit additional information at the end of this form.

113. Title of Program *

114. TA Number *

115. SO Number (if applicable) *

116. Position during the program *

117. Office during the program *

118. Institution *

119. Destination / Country *

120. Field of Study *

121. Start of Travel *

Example: January 7, 2019

122. End of Travel *

Example: January 7, 2019

123. Extension of Travel (if applicable) *

124. Scholarship Sponsor *

125. Scholarship Status *

Mark only one oval.

Completed

On-going

Withdrawn

Incomplete

126. Title of Paper (Write N/A if not applicable)

127. Copy of Thesis/ Research Paper/ Action Plan/Capstone

Files submitted:

128. Copy of Travel Report

Files submitted:

129. Transcript of Records

Files submitted:

130. Diploma

Files submitted:

STUDY LEAVE PRIVILEGE INFORMATION (THIRD - LOCAL STUDY LEAVE)

Please fill out the form as honestly and accurately as possible. For personnel with multiple programs (local or foreign scholarship) attended and study leave grant, they shall submit additional information at the end of this form.

131. Type of Study Leave *

Mark only one oval.

- Bar Examination
- Board Examination
- Completion of Master's Degree

132. For Board Examination, please specify the profession. For Bar Examination and Completion of Master's Degree, please write N/A *

133. SO Number *

134. Start of Study Leave *

Example: January 7, 2019

135. End of Study Leave *

Example: January 7, 2019

136. Study Leave Status *

Mark only one oval.

- Completed the Study Leave Grant and waiting for the examination results
- On-going
- Passed
- Failed

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