

**DENR Administrative Order
No. 96 - 15
April 12, 1996**

SUBJECT : Revised Implementing Rules and Regulations on Local Scholarship Program.

Pursuant to Section 7(b) of Executive Order 192 and in order to bring about a rational implementation of the Local Scholarship Program (LSP) of this Department, its Implementing Rules and Regulations (IRR), as prescribed by DENR Administrative Order No. 06, Series of 1990, are hereby revised as follows:

Section 1 Objectives of the Program

The DENR-LSP shall promote professional growth for deserving employees while at the same time develop a pool of young professionals in various fields of environment and natural resources sector.

Section 2 Scope/Coverage of the Program

The Program is open to all qualified and deserving employees of the DENR who may wish to pursue degree and non-degree courses relevant or supportive to DENR's goal of environment and natural resources (ENR) management.

It is also open to high school graduates with high scholastic performance and aptitude to pursue undergraduate studies/courses with DENR's goal, aforestated.

Section 3 Types of Scholarships and Courses

3.1 Non-degree (short courses)

3.2 Degree Courses

Baccalaureate Degree Environmental Science, Forestry, Geodetic Engineering, Geology, Mining Engineering and other Natural Science courses.

Masters Environmental Science, Forestry, Geology, Mining Engineering, Geodesy, Public Management/ Administration, Biodiversity, Wildlife Mgt., Community Organizing and other Natural and Social Science Course.

Doctorate Natural Environment and Social Science Courses.

Section 4 Qualification of Applicants

4.1 For Employees

An employee who possesses the following qualifications can avail of this program:

- a. has a permanent appointment at the time of the filing;
- b. has rendered at least two uninterrupted years of service in the DENR;
- c. has obtained performance ratings of Very Satisfactory for the last two consecutive rating prior to application;
- d. has high scholastic ratings in high school or in college, if already a degree holder;
- e. not more than 45 years old at the time of application;

- f. physically and mentally fit;
- g. no pending administrative and/or criminal case; and
- h. must not have availed of any foreign or local scholarship in the past two years prior to the awarding of the grant.

4.2 High School Graduates

To qualify admission, the student must possess the following requirements:

- a. graduated in high school in the upper ten (10) percentile with preference to a valedictorian or salutatorian;
- b. mentally and physically fit;
- c. with good moral character as certified by the school principal; and
- d. combined gross income of parents/guardians must not be more than P100,000 per annum;
- e. must have passed the required admission test of the school;
- f. must be willing to pursue the course enumerated in Sec. 3 of this Order;
- g. must be willing to work for the DENR after completion of the course.

Section 5 Privileges of the Scholars

A DENR-LSP grantee is entitled to the following benefits:

5.1 For Employees

- a. Study on official time for the duration of the grant;
- b. Relief from official duties and responsibilities for the duration of the grant;
- c. Continue to receive his salary and other allowances such as:

Personnel Emergency and Relief Allowances (PERA)
 Additional Compensation Allowance (ACA)
 Thirteenth month pay and cash gift
 Other Personnel Benefits

- d. Receive a monthly stipend
 Baccalaureate/Undergraduate (P2,500)
 Masters/Doctorate (P3,000)
- e. Payment by DENR of tuition, matriculation and other school fees assessed by the university;
- f. Books and supplies allowance
- g. Payment of actual expenses for course related field trips
- h. Thesis/Dissertation Allowance
 Baccalaureate/Undergraduate (P 7,000)
 Masters (P20,000)
 Doctorate (P25,000)
- i. Reimbursement of graduation expenses such as diploma fee, alumni fee, school annual, rental of toga, graduation picture, and other relevant expenses based on actual amount; and
- j. Transportation expenses from provincial residence to the school and back may be allowed for a maximum of two round trips per school year, subject to the availability of funds.

5.2 High School Honor Graduates

A grantee in this category is entitled to the following privileges:

- a. Receive a monthly stipend
Baccalaureate/Undergraduate (P 2,500)
 - b. Payment by DENR of tuition, matriculation and other school fees assessed by the university;
 - c. Books and supplies allowance
 - d. Payment of actual expenses for course related field trips
 - e. Thesis Allowance (P 7,000)
 - f. Reimbursement of graduation expenses such as diploma fee, alumni fee, school annual, rent toga, graduation picture, and other relevant expenses based on actual amount; and
 - g. Transportation expenses from provincial residence to the school and back maybe allowed for a maximum of two round trips per school year, subject to the availability of funds.
- 5.3 Waiver of any requirement/s shall only be decided by the Secretary.

Section 6 Obligations/Responsibilities of Scholars

A DENR-LSP scholar has the following responsibilities:

- a. Enrolls in a school/university accredited by the DENR though a Memorandum of Understanding (MOU) with academic workload specified thereunder:

Per Semester

Undergraduate	Not less than 18 units
Masters/Doctorate	Not less than 9 units

Per Summer

Undergraduate	Not less than 9 units
Masters/Doctorate	Not less than 6 units

- b. Maintains an average rating computed at the end of the annual academic year;

Undergraduate	At least 2.5 or its equivalent
Masters/Doctorate	At least 1.75 or its equivalent

- c. Signs a scholarship contract covering the terms and conditions of the grant;
- d. Submits a copy of the academic record or grades to the HRDS within four weeks after each semester or summer;
- e. Must refund to the DENR all the expenses incurred in connection with the grant including stipend, allowances and other remuneration's upon termination of the grant prior to the expiration of the contract; and
- f. Upon completion of the course, he/she shall serve the DENR for two years for every year of scholarship or a portion thereof in excess of six months. However, when the excess is six months or less, the scholar shall serve the DENR for additional one year.

Section 7 Administration of the Program

7.1 The DENR Local Scholarship

A Committee for Local Scholarship shall be constituted and shall have the following functions:

- a. recommend criteria for the selection of scholars;
- b. screening and selection of candidates for scholarship;

7.2 Human Resource Development Service (HRDS)

The HRDS shall act as Secretariat and shall have the following functions:

- a. Announce the types of courses open for scholarship for a particular school year;
- b. Prepare list of applicants for scholarship for screening and selection by the Committee;
- c. Prepare documents such as Special Order, vouchers for claims of expenses during the scholarship, and other pertinent papers for the scholar;
- d. Conduct orientation on the responsibilities for new scholars;
- e. Coordinate with schools where scholars are enrolled;
- f. Monitor the academic performance of scholars;

Section 8 Repealing Clause

The guidelines on the GRANT supersedes, modifies all other orders, memoranda, guidelines and other Department and Bureau issuances inconsistent herewith and may be revised as often as necessary upon the recommendation of the COMMITTEE, as long as such revisions shall not be contrary to the general guidelines on personnel development program of the Department subject to the approval of the Secretary.

Section 9 Effectivity Clause

These guidelines shall take effect immediately.

VICTOR O. RAMOS
Secretary

Recommending Approval:

SABADO T. BATCAGAN
Assistant Secretary for Planning
and Policy Studies and Chairman,
Local Scholarship Committee