

Republic of the Philippines
(Republic of the Philippines)
MINISTER OF EDUCATION AND CULTURE
(Ministry of Education and Culture)
Manila

July 31, 1979

MEC MEMORANDUM
No 195 s 1979

OPERATIONAL PROCEDURE RE SCHOLARSHIP PROGRAMS FUNDED
BY STATE COLLEGES, UNIVERSITIES OR PRIVATE ENTITIES

To Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Presidents, State Colleges and Universities
Schools Superintendents
Heads of Private Schools, Colleges and Universities

1 The development of regional capability in providing scholarship programs and other teacher in-service activities in the regions is being encouraged by the Ministry of Education and Culture. It is, therefore, heartening to note that during the past two years, several state colleges and universities, e.g. the MEC-CLTC (now MEC-Pangasinan State University) Scholarship Program, the MEC-DMITFSCNM (Don Mariano Marcos Memorial Polytechnic State College of Northern Mindanao), the MEC-BSE Scholarship Program for Fishery Teachers and Instructors, the MEC-CSAT (Cebu School of Arts and Trades) Scholarship Program, the MEC-BSC (Bukidnon State College) Scholarship Program, the MEC-LIT (Leyte Institute of Technology) Graduate Scholarship Program, the MEC-Filipino Foundation Incorporated, the MEC-Ateneo Scholarship Program, the MEC-MSU Scholarship Program, etc. have developed scholarship programs for their respective regions which are funded locally and are granting degree courses to qualified teachers and administrators. Final approval of grants under these programs is given by the Minister of Education and Culture.

2 Effective the beginning of the school year 1979-1980, however, regional directors will act on all matters pertaining to scholarship programs funded by state colleges and universities or private entities. This means that only the MEC-UP, MEC-PNC, MEC-IUP, MEC-WMSU and MEC-UPLB will be acted upon by the Minister of Education and Culture.

3 The following operational procedures are recommended to facilitate the selection and approval of regional scholars:

- a. The division recommendee or the teacher applicant sends to the Graduate Division of the institution concerned his/her request for admission into the program including all documents required
 - b. The Screening Committee of the Graduate Division screens all recommendees and applicants on the bases of the requirements set forth by the state college or university
 - c. The information regarding acceptance or rejection is sent direct to the recommendee/applicant
 - d. If accepted, the recommendee/applicant requests approval from school officials concerned until final approval is made by the MEC regional director. A complete list of the scholars approved by the MEC regional director will be furnished the Minister of Education and Culture (Attention Chairman, MEC Integrated Scholarship Committee) for confirmation as regards scholars' study leave on official time
 - e. Enrolment follows after the recommendee/applicant has complied with the requirements such as the scholarship contract, health certificate, etc
4. Requests for extension of scholarship under the above-mentioned programs should also be acted upon by the regional directors by observing the guidelines below
- a. Extension should not be more than once and should be for one semester only
 - b. An extension will be granted to those who are about to write or are writing their thesis.
 - c. The student must submit a certification from the Dean of the approval of his thesis or dissertation proposal and of his ability to finish it within the prescribed period of extension
 - d. A copy of the thesis proposal should be submitted to the regional director
5. The participating institutions concerned should execute a Memorandum of Agreement with respect to the governing rules and regulations of the regional scholarship program

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6 A set of criteria for screening nominees for the program is inclosed for your reference

7 It is desired that this Memorandum be given widest dissemination to all officials and teachers for their information and guidance

(SGE) JUAN L. LANCEI
Minister of Education and Culture

Incl.

As stated

References

Department Memorandums: Nos 5, s 1976,
4, s 1977 and
91, s 1979

Allotment 1-2-3-4--(D O 1-76)

To be indicated in the Perpetual Index
under the following subjects

COMMITTEE	SCHOOLS
OFFICIALS	TEACHERS
PROGRAM, SCHOOL	UNIVERSITIES and
SCHOLARSHIP	COLLEGES

(Inclosure to MEC Memorandum No. 195 & 1979)

GENERAL CRITERIA FOR SELECTION OF NOMINEES
FOR SCHOLARSHIP PROGRAM

1 Educational Qualifications

- a Nominees for any MA/MAT specialization certificate must be bachelor's degree holders, for Pt D, master's degree with specialization in the area of proposed training
- b Average scholastic rating in college should not be lower than 2.0 or its equivalent

2 Experience and Training

- a Nominees must actually be in the service on permanent status,
 - b Must have at least 3 years of satisfactory teaching experience, and
 - c Must have experience in extra-curricular activities showing their leadership potential
- 3 Must be in good health as indicated in a health examination conducted and certified to by a government physician
- 4 Teacher must not be more than 40 years old, those in administrative and supervisory positions, not more than 50 years old
- 5 A woman nominee shall not be pregnant during the stipulated period of scholarship
- 6 Nominee should not have any pending administrative case as indicated in a certification by the head of agency or institution
- 7 Must be prepared to advance expenses for board and lodging, book allowance in case funds for stipends are not released on time
- 8 Obligation of the grantee - When the nominee is finally selected for the scholarship he shall, in consideration of his acceptance, bind himself to the following conditions
- a. Keep up with the standards of the scholarship program
 - b. Live up to the terms and conditions of the scholarship

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Serve after the termination of his scholarship in the same school/division or related office for a period of not less than two years for every year of his scholarship or a fraction thereof

- d Refund to the Government such amounts as may have been defrayed for his/her transportation, salary, allowances and other expenses incident to his scholarship grant for
 - (1) failure to render, in full or in part, the required length of service referred to above, on account of resignation, voluntary retirement, separation from the service through his/her own fault, or other causes within his/her control, and
 - (2) his recall following cancellation of his scholarship grant due to his own fault or willful neglect
- 9 Nominee should not have been a recipient of any MEC scholarship or training grant within the last five years before his/her nomination

