

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Meraco Avenue, Pasig City

OFFICE OF THE SECRETARY

February 18, 1998

DECS MEMORANDUM  
No. 61, s. 1998

**DECS INTEGRATED SHORT-TERM SCHOLARSHIP PROGRAM  
FOR SY 1998**

To: Bureau Directors  
Regional Directors  
Secretary of Education, ARMM  
Chairperson, Regional Integrated Scholarship Committee  
Regional Budget/Accounting Officers


1. The Staff Development Division, Human Resource Development Service is announcing the DECS Integrated Short-Term Scholarship Program at the University of the Philippines, Diliman, Quezon City and the Philippine Normal University, Manila for summer 1998. The program is offered to both elementary and secondary school teachers and administrators. The short-term courses are of one month duration (22 contact days). Each region is allotted two (2) slots for each course. In the distribution of slots, it is advised that considerations be given to DDU schools/districts/divisions.
2. The program aims basically to upgrade the teaching competencies of teachers in subject areas where priority training needs have been identified.
3. The screening of nominees shall be done by the existing Regional Integrated Scholarship Committee. A copy of the evaluation sheet and the ranking list of nominees shall be forwarded to the Staff Development Division, Human Resource Development Service, DECS. The deadline for the submission of nominees is March 31, 1998. The selected nominees shall submit to the SDD-HRDS a copy of the duly accomplished CS Form 212 with a 2" x 2" photo attached and a duly signed scholarship contract upon their arrival in Manila. Participants to the different short-term courses are advised to come on the 1<sup>st</sup> day of classes (see attached schedule) since late comers will no longer be admitted as agreed by DECS and the implementing institution.
4. In the selection of nominees, it is strongly recommended that those who have not been trained or have not been recipients of any scholarship program but possess leadership potential, positive attitude and commitment be given preference. This is in addition to the criteria set for the selection of nominees.
5. Selected scholars should be properly oriented by the Chairperson of the Regional/Division Integrated Scholarship Committees on matters relating to the program so that they could prepare for their travel and stay in Manila.

6. Grantees under the DECS Integrated Scholarship Program shall be entitled to their salary, travelling expenses to and from Manila, tuition fee and stipend of two thousand five hundred (P2,500.00) pesos. Stipend of grantees will be paid in the Central Office after submission of the list of actual attendance by the implementing institution. The travelling expenses to and from Manila shall be advanced by the region (Attention: Accounting/Budget Officers). The region shall send the bill covering such payments to the Accounting Division, DECS Central office for reimbursements, subject to accounting and auditing rules and regulations.

7. Participants to the short-term course in Edukasyon Pantahanan at Pangkabuhayan must be a supervisor and a teacher of the same division who are supervising/teaching EPP. They are advised to bring indigenous instructional materials from the locality to be used during the training program. For the course on Multigrade Teaching, a principal and a teacher of the same division are requested to attend and are advised to bring a set of their own Multigrade Instructional Package, also to be used during the training.

8. The inclosure to this Memorandum provides detailed information on the scholarship program.

9. Immediate dissemination of this Memorandum to all concerned is desired.

  
**ANTONIO EDUARDO B. NACHURA**  
Undersecretary  
Officer-In-Charge

MAJ

Incl.:

As stated

Reference:

DECS Memorandum: No. 18, s. 1997

Allotment: 1-(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

PROGRAMS  
SCHOLARSHIPS  
TEACHERS

CRITERIA FOR SELECTION OF NOMINEES FOR THE SHORT-TERM COURSES  
(Revised)

1. A bachelor's degree holder related to area of scholarship nominated to with a grade point of not lower than 2, B, or 85;
2. Holds a permanent status in the last three (3) years with very satisfactory (VS) performance;
3. Is actually teaching/supervising the subject or course nominated to;
4. Not more than 50 years of age;
5. Is not pregnant at the time of nomination;
6. Has no pending administrative and/or criminal record;
7. Has been certified by government physician to be medically fit;
8. Has not availed of a similar program in the last two (2) years; and
9. Can communicate adequately in both English and Filipino.

PERTINENT PAPERS TO BE SUBMITTED TO REGIONAL  
INTEGRATED SCHOLARSHIP COMMITTEE

1. Form 212 (Personal Data Sheet) duly certified by the Administrative Officer
2. Photocopy of Transcript of Records duly certified by the Administrative Officer
3. Form 86 (Health Certificate)
4. Service Record
5. Certification from principal/school head on nominee's performance rating relevant to actual teaching/supervision of the subject and recommending him for scholarship
6. Endorsement by the superintendent
7. Duly accomplished Scholarship Contract

**MEMORANDUM OF AGREEMENT**  
(Scholarship Contract)

I, \_\_\_\_\_  
(Name of Scholar) (Position, Station, Div., Reg.)

in consideration of the scholarship grant in \_\_\_\_\_  
(Title of the course)

at the \_\_\_\_\_ for the period of \_\_\_\_\_  
(Institution) (Duration)

do hereby agree to the following terms and conditions:

1. Shall maintain the minimum standard set for the program and that failure to do so would be sufficient ground for disqualification.
2. Shall conduct myself in such a manner as not to bring disgrace or dishonor to myself and my office/agency.
3. Shall immediately report to my office/station and assume my functions upon the completion or termination of my scholarship or training grant.
4. Shall submit to the head of office and to the Department of Education, Culture and Sports through the DECS Integrated Scholarship Committee at the end of each course a copy of my action plan.
5. Shall implement the action plan upon return to my station and submit to the Chairperson of RISP Committee about status report on activities undertaken, copy furnished SDD-HRDS, DECS.
6. Shall serve my office/institution for at least three (3) years of my scholarship, fellowship, training grant which is for a period of one year or a proportionate three (3) months for every month of scholarship or a fraction thereof;
7. Shall refund in full to my office such sums of money as may have been defrayed by the Philippine government and/or sponsor for my transportation, allowances, salary and other expenses incident to my scholarship, fellowship, or training or study grant, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation, voluntary retirement, or other causes within my control;

IN WITNESS HEREOF, I set my hands this \_\_\_\_\_ day of  
19 \_\_\_\_\_ at \_\_\_\_\_

Witness:

\_\_\_\_\_  
Head of Office or Agency

\_\_\_\_\_  
Scholar

Notarized:

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 1995 affiant exhibiting his Residence Tax  
Certificate as indicated above.

\_\_\_\_\_  
Administrative Officer

Copy furnished:

Office/Agency

DECS Integrated Scholarship Committee (2 copies)

Regional Finance Officer