

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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MEMORANDUM CIRCULAR
No. 2007- 43

April 13, 2007

SUBJECT : AMENDMENTS TO MC NOS. 2001-86 and 2003-116
(EDUCATIONAL SUPPORT PROGRAM - ESP)

In line with the strengthening of the current human resource development thrust of the Department, the Educational Support Program (ESP) shall be amended as follows:

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SECTION III - Coverage

The Educational Support Program (ESP) shall only include the following categories:

A. Dissertation Writing (Doctoral Level)

This category is open to personnel occupying positions with salary grade 24 and above. The area of study must be relevant to the functions/responsibilities of the employee, as well as to the Department's mandate. The grantee is expected to finish his/her dissertation within six (6) months. Employees who are due to retire within the next three years, reckoned from the date of application, are not qualified.

B. Masteral Studies

This shall cover employees who want to pursue graduate studies, as well as students of law schools who need only two (2) years to finish their Bachelor of Laws degree. The age limit in this category is fifty (50) years old and below.

C. Thesis Writing

This category shall include those who are already in the thesis writing stage of their Masteral studies. The age limit in this category is fifty (50) years old and below. The area of study must be relevant to the employee's functions and responsibilities. The grantee is expected to finish his/her thesis within six (6) months.

D. Review Class for Professional Licensure

This category shall cover permanent employees who want to take up review classes for the licensure examinations, as well as Legal Officers who hold temporary positions. Priority shall be given to bar and CPA reviewees and those with appropriate number of leave credits as of the date of his/her application.

If the grantee fails the BAR/licensure examinations, half of the total number of days or three months, (equivalent to 66 days) that he/she has spent for review, will be deducted from his/her leave credits (VL and SL). There is no limit to the number of times an employee may avail in this category.

SECTION IV – IMPLEMENTING GUIDELINES

A. All heads of operating units shall submit a Human Resource Development (HRD) or Staff Development Plan to the Chairman of the Personnel Development Committee (PDC), outlining the number of staff who will avail of the ESP for the current year.

B. Financial Assistance – The grantees shall receive the financial assistance indicated below, charged against the respective offices of the grantees subject to the approval of the Head of Office and availability of funds and the usual accounting and auditing rules and regulations:

| Level of Study | Assistance |
|----------------------|------------|
| Dissertation Writing | 7,500.00 |
| Masteral Degree | 15,000.00 |
| Thesis Writing | 7,500.00 |
| Review Class | 7,500.00 |

Each grantee shall be responsible in claiming and processing his/her own financial assistance (cash advance/liquidation/reimbursement).

Likewise, within thirty (30) days after completion/termination of the study, the grantee must liquidate all the cash advances/expenses incurred while on scholarship/training, copy furnished the DILG-PDC.

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E. Basic Qualification Requirements

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In addition to the basic qualification requirements, the nominee must have a good scholastic record (above average marks) from the schools/universities he/she had previously attended.

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SECTION V - TERMS AND CONDITIONS

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H.1 Service Obligation - The grantee shall immediately render the required service obligation (shown in the matrix below) reckoned from the day of submission of all academic requirements.

| LENGTH OF STUDY | RETURN SERVICE |
|--------------------------------------|-----------------|
| Two (2) years | Four (4) years |
| One and a half (1 ½) years | Three (3) years |
| Above six (6) months to One (1) year | Two (2) years |
| Six (6) months | One (1) year |

H.2. Extension - Each category is given a corresponding time frame for the grantee to complete his/her study grant. If the grantee lacks sufficient time to successfully complete his/her study grant within the given time frame, he/she will be allowed a one-time extension for justifiable reasons, to wit:

| Level of Study | Time Frame | Extension .. |
|----------------------|------------|----------------|
| Dissertation Writing | 6 months | 3 months |
| Masteral Degree | 1 ½ year | 6 months |
| Thesis Writing | 6 months | 3 months |
| Review Class | 6 months | Not applicable |

The extension of grant will be facilitated with a letter-request from the grantee, duly endorsed by his/her respective director/head of office, to be submitted to the Personnel Development Committee (PDC) for approval. The grantee shall also be required to submit a proof that he/she has a good class standing as of the date of the said request for extension.

A condonation of the said service obligation may be allowed in the event of the abolition of office of the grantee or involuntary phase-out of the plantilla position of the grantee during reorganization of his/her office.

I. Each grantee is responsible to inform the PDC on the status of their studies at the end of each semester. While grantees under the Review Class category are required to submit a proof that they took the BAR/CPA Licensure examinations.

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M. Sanctions - Grantees who will fail to adhere to the Department's laws, rules and regulations while on ESP shall be subjected to administrative sanction, to wit:



1. A grantee proven guilty of receiving compensation from another agency/company during the period of study grant shall be charged accordingly for violation of CSC rules and regulations.

2. The failure of the grantee or trainee to fulfill his/her obligations as mentioned in the scholarship contract (ANNEX A) during the scholarship period shall be sufficient cause for the cancellation of his/her study grant and for his/her immediate recall.
3. If such failure is due to his/her fault or willful neglect, he/she shall refund in full to the Department all expenses including allowances, salaries and benefits received for the duration of the ESP grant.
4. Other penalties, as may be deemed necessary, may be imposed by the PDC on the grantee or trainee for failure to fulfill other obligations occasioned by the ESP grant.

The Staff Development Section, Personnel Division, Administrative Service shall serve as secretariat to the Personnel Development Committee.

All other provisions stipulated in MC Nos. 2001-86 and 2003-116 which are not inconsistent hereof shall still remain in force.

This Memorandum Circular shall take effect immediately.


RONALDO V. PUNO
Secretary 



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT

IN REPLYING, PLS CITE:
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