

## Processing of application for Foreign Scholarships & Training Programs

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### **Clients:**

Personnel and Faculty Members endorsed by their Employers (Government Agencies and Public Higher Education Institutions)

### **Requirements:**

1. Letter of application addressed to the Director of International Affairs Service (IAS), FSTP Secretariat, signed by the Secretary/Head of or duly authorized official of the agency, university or entity indicating among others the following:
  - That the nominee has no pending administrative and criminal charges
  - That the nominee has been conferred with a degree
  - Assurance of utilizing the services of the nominee, if accepted for a period of not less than two (2) years of every year of scholarship or a fraction thereof not less than two (2) months or as provided under E.O 367 amending E.O 129 and
  - That the salary of the grantee will be paid while in training and shall be extended other financial privileges pursuant to the said Executive Order.
2. Certified Copy of Service Record
3. Certified Copy of Statement of Actual Duties and Responsibilities
4. Photocopy of Transcript of Academic Records (Baccalaureate/Pre-Law/Pre-Medicine and Graduate/Law/Medicine, if any)
5. Photocopy of Diploma (Baccalaureate/Graduate)
6. Certification that the nominee has no pending administrative and criminal case
7. Certification that the nominee has no pending scholarship nomination to other program
8. Updated bio-data/resume with list of in-service trainings and seminars attended  
*(Spell out acronyms of organizer/s topic/s or subject/s of the training programs; certificates of training **NEED NOT** be submitted)*

### **Schedule of the Availability of Service:**

Monday to Friday  
8:00 am to 5:00 pm

### **Fees:**

Free of Charge

### **Total/Maximum Duration of Process:**

Two (2) months

**How to Avail of the Service**

<b>No.</b>	<b>Client Step</b>	<b>Agency Action</b>	<b>Office/Person Responsible</b>	<b>Location of Office</b>	<b>Duration of Activity</b> <i>(under normal condition per transaction)</i>
<b>1</b>	Submits Endorsement Letter together with the required documents	Receives, records and forwards Endorsement to the Office of International Affairs (OIA)	Records Officer	<b>Office of Administrative Service (OAS)</b> G/F HEDC Building	30 minutes
<b>2</b>		Receives and records documents	Assigned Staff	OIA 2/F HEDC Building	10 minutes
<b>3</b>		Evaluates application documents	Assigned Desk Officer	OIA 2/F HEDC Building	2 hours
<b>4</b>		Prepares and coordinates for panel interview by the Scholarship Coordinating Committee (SCC) (E.O. 402 s. 2005)	Assigned Desk Officer	OIA 2/F HEDC Building	1 month
<b>5</b>	Reports for panel interview	Conducts panel interview	SCC Secretariat by OIA	OIA 2/F HEDC Building	20 minutes (per applicant)
<b>6</b>	Complies with additional requirements	Informs applicant of interview result	Assigned Desk Officer	OIA 2/F HEDC Building	10 minutes
<b>7</b>		Prepares endorsement/result of screening to the Embassy of Donor Agency and Department of Foreign Affairs (DFA)	Assigned Desk Officer	OIA 2/F HEDC Building	1 day
<b>8</b>		Signs corresponding communication	Chairman	Office of the Chairman (OC) 4/F HEDC Building	½ day
<b>9</b>	Receives notification	Upon receipt of status of nomination, notifies the applicants and Agency concerned	Assigned Desk Officer	OIA 2/F HEDC Building	30 minutes

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
10	Attends PDOS and complies with additional documentary requirements	Conducts pre-departure orientation	Assigned Desk Officer	OIA 2/F HEDC Building	2 hours
<b>END OF TRANSACTION</b>					

*Reference:*

- Executive Order No. 402 dated January 24, 2005 *“Abolishing the Special Committee on Scholarship and Transferring its Scholarship Functions to the Department of Education for Basic Education, to the Commission on Higher Education for Degree Courses, and to the Technical Education for Skills and Development Authority for Non-Degree Courses”*