

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
DAP Bldg., San Miguel Avenue, Ortigas Center, Pasig City

CHED MEMORANDUM ORDER
NO. 38 ;
Series of 1996

SUBJECT: GUIDELINES IMPLEMENTING JOINT CIRCULAR
NO. 1, SERIES OF 1996, OF THE DEPARTMENT
OF THE INTERIOR AND LOCAL GOVERNMENT
(DILG) AND THIS COMMISSION

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and pursuant to Joint Circular No. 1, Series of 1996, of this Commission and the Department of Interior and Local Government (DILG), the implementing guidelines for the subject Joint Circular vis-a-vis the Study Grant Program (SGP) of the DILG and the Commission are hereby adopted, thus:

1. The DILG-CHED SGP shall cover all qualified uniformed personnel of the Philippine National Police (PNP), Bureau of Jail Management and Penology (BJMP) and Bureau of Fire Protection (BFP) under standards to be set by the DILG and the Commission.
2. A maximum of five thousand (5,000) slots are hereby made available and divided among the three uniformed Bureaus of the DILG, thus: 3,600 - PNP; 800 - BFP; and 400 - BJMP.
3. The number of study grant slots in each State University and/or College (SUC) shall be equivalent to one-half percent of its total enrollment.
4. The study grantees shall enroll in SUCs and in priority courses such as agriculture, science, technology, engineering, and teacher education.
5. The DILG and the SUCs concerned shall incorporate in their respective budget programs the necessary funds to support the expenses of the study grantees.

6. Each grantee shall be provided with free tuition fees and school fees by the host SUC while the stipends and other allowances if any, shall be given by the DILG (PNP, BJMP, BFP), subject to availability of funds.

7. The DILG-CHEd SGP shall be implemented beginning the First Semester, School Year (SY) 1996-1997, with the following slot allocations per curriculum year, to wit:

2,000 - 1st year;
1,000 - 2nd year;
1,000 - 3rd year; and
1,000 - 4th year.

Attached is a copy of the subject Joint Circular No. 1 for the information, guidance and appropriate action of all concerned.

SO ORDERED.

Pasig City, Philippines, June 13, 1996.

(Sgd.) **ANGEL C. ALCALA**
Chairman

(Sgd.) **MONA D. VALISNO**
Commissioner

(Sgd.) **KATE C. BOTENGAN**
Commissioner

(Sgd.) **ESTER A. GARCIA**
Commissioner

(Sgd.) **ROLANDO S. DELAGOZA**
Commissioner

REPUBLIC OF THE PHILIPPINES

COMMISSION ON HIGHER EDUCATION
City of Pasig

DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT
City of Mandaluyoug

JOINT CIRCULAR NO. 1, s. 1996

**SUBJECT: RULES AND REGULATIONS IN THE IMPLEMENTATION OF THE
DILG AND CHED STUDY GRANT PROGRAM FOR THE UNIFORMED
PERSONNEL OF THE PNP, BJMP AND BFP AND THEIR
QUALIFIED DEPENDENTS**

1.0 REFERENCES:

- 1.1 E.O NO. 292 - Career Personnel Development (Omnibus Rule) providing for the establishment of a continuing educational support program for career and personnel development at every government agency.
- 1.2 R.A. No. 7722 - Higher Education Act of 1994 creating the Commission on Higher Education, appropriating funds therefor and other purposes.

2.0 PURPOSE:

This Circular is issued to prescribe rules and regulations in the implementation of the Memorandum of Agreement entered into by and between the Commission on Higher Education (CHED) and the Department of Interior and Local Government (DILG) dated 15 November 1994 providing for a Study Grant Program to uniformed members of the DILG.

3.0 COVERAGE:

The study grant shall cover all qualified uniformed personnel in the active service and their deserving dependents, specifically the spouse or one of the children, of the three uniformed Bureaus of the DILG, namely: Philippine National Police (PNP), Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP), under the standard set by the CHED and the DILG.

4.0 GENERAL GUIDELINES:

The Department of Interior and Local Government and the Commission on Higher Education through the State Colleges and Universities shall offer study grants to qualified

uniformed personnel in the active service of the three uniformed Bureaus of the DILG and their deserving dependents.

5.0 PROCEDURAL GUIDELINES:

- 5.1 The CHED and the DILG shall jointly announce the CHED-DILG Study Grant Program.
- 5.2 The CHED and the DILG shall jointly identify the State Universities and Colleges (SUCS) which will offer scholarships to qualified uniformed personnel in the active service of the three uniformed Bureaus of the DILG, and their deserving dependents.
- 5.3 The CHED and the DILG shall jointly identify the courses being offered by these SUCs.
- 5.4 The CHED shall set the criteria and qualification standards to be followed by the applicants to the study grant.
- 5.5 The DILG, through the Study Grant Boards in its three uniformed service Bureaus, shall screen, select and approve the candidates for the study grant.
- 5.6 Selected candidates/applicants must satisfactorily pass and comply with all admission and course requirements of the host SUCs.
- 5.7 The host SUCs shall furnish the sending agency the report of ratings and other pertinent reports covering scholastic activities of grantees for issuance of letter of continuance or termination of the study grant.
- 5.8 The CHED and DILG shall form an inter-agency committee to oversee general monitoring and supervision of the study grant program and recommend reforms and solutions to resulting problems.

6.0 REQUISITES FOR ELIGIBILITY FOR THE STUDY GRANTS:

- 6.1 Must be a Filipino citizen of good moral character;
- 6.2 Must be an active uniformed member of the PNP/BFP/BJMP with no pending criminal and/or administrative cases and who are not retireable within eight (8) years; or in case of his non-availment of the grant, must be his/her spouse or one of the children;
- 6.3 Must not be currently enjoying any scholarship or study grant;

- 6.4 Must have passed the admission test given by the State University/College (SUC) where the applicant intends to enroll, or where there is no admission test, the admission requirements of the SUC; and
- 6.5 Must submit the following documents for application to the Provincial or City Study Grant Board in the provincial or city service bureau of the DILG:
- a. For active uniformed personnel of the DILG service bureaus:
 - a.1 Application form properly accomplished
 - a.2 Personal data sheet
 - a.3 Authenticated Birth Certificate or Certification from the local civil registrar in case of loss, destruction or absence of registry records and Affidavit of two (2) disinterested persons who have knowledge of such birth
 - a.4 Authenticated transcript of records/diploma/report card as proof of highest educational attainment
 - a.5 Entrance test result or other pertinent documents required by the SUC for admission
 - a.6 Certificate of active duty status
 - a.7 Service record
 - a.8 Clearance of no pending administrative criminal case (Inspector General and Legal Service Clearance)
 - b. For dependents (spouse or a child)
 - b.1 Application form properly accomplished
 - b.2 Personal data sheet
 - b.3 Authenticated Birth Certificate or Certification from the local civil registrar and an Affidavit of two disinterested parties
 - b.4 Authenticated transcript of records/diploma/report card as proof of highest educational attainment
 - b.5 Entrance test result or other documents required by the SUC for admission

- b.6 Police clearance

7.0 COMPOSITION AND FUNCTIONS OF THE BOARDS:

7.1 Central Study Grant Board

- a. There shall be a Central Study Grant Board (CSGB) in every Service Bureau of the PNP, BJMP and BFP with the following:

Chairman ----- Chief, Directorial Staff or his equivalent

Vice Chairman ----- Director, HRDD or his equivalent

Members ----- Director, Office of Student Services (OSS-CHED)

President, Philippine Association of State Colleges and Universities (PASUC)

Command Executive Senior Police Officer

- b. The functions of the CSGB and its Secretariat are:

- b.1 Announce the DILG/CHED Study Grant Program,
- b.2 Determine the slot allocation for the study grant for the three uniformed bureaus based on proportional computation;
- b.3 Review recommendations for grant by the RSGB based on regional slot;
- b.4 Prepare final list of qualified grantees for the information of the CHED/DILG, PNP, BFP, BJMP, and concerned parties;
- b.5 Exercise general monitoring and supervision of the program; and
- b.6 Perform other functions related to the study grant program.

7.2 The Regional Study Grant Board (RSGB)

- a. The RSGB in every service bureau in the region shall be composed of the following:

Chairman ----- Assistant Regional Director or his equivalent

Vice Chairman ----- Regional Chief Directorial Staff or his equivalent

Members ----- Higher Education Regional Office (HERO) Representative
- State Universities and Colleges (SUC) Representative
- RESPO

- b. The functions of the RSGB and its Secretariat are:

- b.1 Determine the proportional allocation of slots for the province/city with the Region;
- b.2 Receive and review data submitted by the Provincial/City Study Grant Board;
- b.3 Resolve problems encountered within the region;
- b.4 Submit data/reports needed by the CSGD and OSS-CHED; and
- b.5 Monitor the implementation of the program in the respective regions.

7.3 The Provincial Study Grant Board/City Study Grant Board (PSGB/CISGB)

- a. The PSGB/CISBG in every service bureau in the province/city shall be composed of the following:

Chairman ----- Provincial/City Director or his equivalent

Vice Chairman ----- Asst. Prov'l/City Director PNP or his equivalent

Members ----- SUC Presidents or representatives
- Exec. Senior Police Officer

- b. The functions of the PSGB/CISGB and its Secretarial are:
- b.1 Receive and consolidate all applications with required documents for processing;
 - b.2 Screen, evaluate, approve and disapprove applications;
 - b.3 Rank qualified applicants in accordance with selection qualification requirements of the program;
 - b.4 Prepare rank list of qualified applicants for submission to the RSGB;
 - b.5 Announce the qualified grantees/recipients in a proper ceremony particularly during the Monday flag raising ceremony;
 - b.6 Submit to RSGB, copy furnished HERO, masterlist of enrolled grantees;
 - b.7 Orient the grantees on the policies, rules and regulations of the study grant program;
 - b.8 Evaluate reports of rating of grantees every end of semester and issue continuance/termination letter accordingly;
 - b.9 Submit to the RSGB, copy furnished HEROs, names and award numbers of terminated or graduated grantees every end of the semester; and
 - b.10 Act on requests for transfer of school or shifting of course or deferment of grant.

8.0 RESPONSIBILITIES OF ACCEPTING STATE UNIVERSITIES AND COLLEGES:

- 8.1 Accept grantees to the program/course of their choice;
- 8.2 Orient the grantees on the policies, rules and regulations of the school;
- 8.3 Submit the list of grantees enrolled in their school to the PSGB/CISGB one month after the close of enrolment period;
- 8.4 Issue to the grantees or submit to the PSGB/CISGB the scholastic ratings of grantees not later than one month after the end of every semester; and

8.5 Assist the grantees in solving their problems and needs.

9.0 *FINANCIAL ASSISTANCE:*

Each grantee shall be provided with financial assistance as follows:

- 9.1 Free tuition and school fees by the host SUCs, and
- 9.2 Stipend, book allowance, research, and travel expenses, if any, by the DILG (PNP, BJMP, BFP) subject to the availability of funds.

10.0 *CONDITIONS OF ASSISTANCE:*

10.1 A student grantee shall:

- a. enrol in a minimum academic load of 15 units per semester;
- b. maintain at least a passing grade in all subjects enrolled;
- c. submit to PSGB/CISGB every end of the semester his report or certification of ratings duly signed and authenticated by the school registrar with the school seal; and
- d. complete the course within the prescribed number of years for the course.

10.2 Shifting of course may be allowed after getting prior approval from the PSGB/CISGB under the following conditions:

- a. It is done within the first three semesters of the course;
- b. It is done only once during the entire grant; and
- c. It will not prolong the stay in the course.

10.3 Transferring from one school to another and approval thereof by the PSGB/CISGB are allowed under justifiable reasons, provided that the course enrolled in shall be completed within the duration of the approved curriculum for the course.

10.4 Dropping of subjects shall be with the approval of the School Registrar, copy furnished PSGB/CISGB. The grantee shall re-enroll in those dropped subjects at his own expense.

- 10.5 Incomplete grades should be completed during the semester or summer immediately after the school term whence he/she obtained the incomplete grades.
- 10.6 Deferment of the grant may be permitted for justifiable reasons or other causes considered meritorious and should not exceed one year. A grantee who intends to defer his study grant shall first seek the approval of the PSGB/CLSGB.

11.0 TERMINATION OF GRANT:

The causes of termination of study grant are:

- 11.1 Scholastic deficiency;
- 11.2 Extension of the period for completion of the course beyond the prescribed and approved curriculum of the school;
- 11.3 Failure to take a minimum academic load of 15 units every semester;
- 11.4 Failure to avail of the grant after a period of one year;
- 11.5 Falsification of official records;
- 11.6 Transfer of school and shifting of course without the prior approval of the PSGB/CLSGB through the school registrar;
- 11.7 Conviction of any crime by court of justice or competent administrative body;
- 11.8 Membership/participation in any subversive organization;
- 11.9 Non-availability of funds; and
- 11.10 Graduation.

12.0 BUDGET:

The DILG and the SUCs shall incorporate in their respective Budget Programs the necessary funds to support the expenses of the study grantees.

13.0 EFFECTIVITY:

This Joint Circular shall take effect beginning the school year following the signing and publication/announcement of this Study Grant Program.

(Sgd.) **ANGEL C. ALCALA**
Chairman, CHED

(Sgd.) **RAFAEL M. ALUNAN III**
Secretary, DILG

WITNESSES:

(Sgd.) **ESTER A. GARCIA**
Oversight Commissioner
OSS-CHED

(Sgd.) **ALEXANDER P. AGUIRRE**
Undersecretary, DILG

PN:DILG/CHED
SPB/acgrds
dsc:esth2
11-29-05