



Republic of the Philippines  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
 Bonifacio Drive, Port Area Manila



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DEPARTMENT ORDER )

**SUBJECT: Guidelines on Management of Scholarships**

NO. 37 )

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It is the policy of the Department to provide the widest possible opportunity for qualified officials and employees to avail of foreign and local scholarships. These scholarship programs help raise the level of efficiency and competence of officials/employees, improve the organization's business practices and service to the public, and share the Department's best practices and learning experiences with other agencies and local/international communities.

Given this, the Department adopts the Guidelines on Management of Scholarships in order to implement a judicious, equitable and transparent process of selection, to provide administrative support to scholars, and to ensure transfer of learning.

This Order supersedes D.O. 10, S. 1989, D.O. 35, S. 1998, and D.O. 203, S. 1993 and all issuances inconsistent herewith and shall take effect immediately.

**MANUEL M. BONOAN**  
 Secretary

10.1.2. GME/RPE/MSV

Department of Public Works and Highways  
 Office of the Secretary



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## **Guidelines on Management of Scholarships**

### **Section 1: Objectives**

- 1.1. To ensure that foreign and local scholarship offerings are aligned to the development thrust of the Department;
- 1.2. To adopt a judicious, equitable, and transparent process of selection of scholarship applicants;
- 1.3. To provide necessary administrative assistance to scholars before, during, and after their scholarship programs;
- 1.4. To ensure that availed scholarship programs result in improvement of individual/office/ Department performance

### **Section 2: Scope**

This policy shall cover degree and non-degree scholarship programs, whether local or foreign, offered by the Department's Development Partners and shall apply to all permanent DPWH officials and employees. This spans the stages of selection, acceptance, and management of scholars pre-, during and post- scholarship program.

### **Section 3: Related Issuances**

- 3.1. Executive Order No. 77, S. 2019 - Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel
- 3.2. Budget Circular No. 2018-1, S. 2018 – Rules and Regulations on the Grant of Uniform/Clothing Allowance (U/CA) to Civilian Government Personnel
- 3.3. CSC Memorandum Circular 24, s. 2016, Program to Institutionalize Meritocracy and Excellence in Human Resource Management
- 3.4. Executive Order No. 161, S. 1994 – Prescribing the Adoption of New Standard Forms to be Accomplished by Officials and Employees for Overseas Training
- 3.5. CSC Memorandum Circular No. 10, S. 1989 – Establishing a Personnel Development Committee in All Departments, Agencies, Instrumentalities, Branches and Subdivision in Government, Including Government-Owned and Controlled Corporation, and Local Government
- 3.6. Executive order No. 367 dated August 21, 1989 – Further Amending E.O. 129 dated May 6, 1968, as amended by E.O. No. 421 dated November 26, 1973
- 3.7. Executive Order No. 129 dated May 6, 1968 - Providing Rules and Regulations Governing Official Travel Abroad of Officials and Employees of the Government both National and Local, Including Government-Owned or Controlled Corporations, and Prescribing Rates of Allowances and other Expenses Thereof

## Section 4: Definition of Terms

- 4.1. **Nominee** refers to the eligible employee duly nominated by the head of office to a scholarship program but has yet to be evaluated and accepted by the Personnel Development Committee and the Development Partner
- 4.2. **Field of Study** refers to academic interest related to work
- 4.3. **Scholar** refers to the eligible employee duly nominated by the Secretary or his/her designated representative and was accepted or confirmed by the Development Partner
- 4.4. **Degree Course** refers to a scholarship course leading to a completion of a graduate or postgraduate degree in an accredited or recognized institution
- 4.5. **Non-degree Course** refers to specialized interventions and other short-term courses that do not lead to an academic degree e.g., trainings, seminars, webinars with specific themes
- 4.6. **Non-institution Sanctioned Scholarship** refers to programs availed through one's personal initiative or through direct invitation to an employee by a government or academic institution
- 4.7. **On Official Business** refers to attendance in an activity directly related to one's official duties and responsibilities to be undertaken during official hours while the Department shoulders all costs including training / tuition fee, travel, and other incidental expenses
- 4.8. **On Official Time** refers to attendance in an activity not directly related to one's official duties and responsibilities to be undertaken during official hours but without costs to be shouldered by the Department
- 4.9. **Re-Entry Action Plan (REAP)** is a project/program undertaken by the scholar/grantee focusing on the development of the Department's area of priority to make sure that the availed scholarship program has a positive impact and will lead to significant improvements or innovations in the Department's service delivery
- 4.10. **Scholarship** refers to opportunity to avail degree or non-degree programs offered by the Department's Development Partners
- 4.11. **Service Obligation** refers to the service for a specified period of time that a scholar/grantee should render in the Department upon return from the study within the specified time.
- 4.12. **Development Partner** refers to the sponsoring institution or host/donor country who offers learning and development opportunities to the Department's personnel
- 4.13. **Scholarship Service Contract** refers to the agreement entered into between the Department and the scholar as a requirement for scholarship with duration depending on the length of scholarship program
- 4.14. **Study Tour** refers to a learning activity that is done using the methodology of going to the vicinity of the study, visiting a specific project site, or observing a case study setting

## Section 5: General Policies and Guidelines

- 5.1. There shall be no discrimination in the selection of nominees on account of age, gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated by the Development Partner.
- 5.2. A judicious and transparent evaluation process and criteria in the selection of nominees shall be implemented to ensure equitable distribution of scholarship among officials and employees of the Department.
- 5.3. The field of study of all scholarships to be considered by the Department should include only those that are supportive of the Department's mandate, strategic goals and program thrusts.
- 5.4. Transfer of learning shall be optimized so that availed scholarship programs will positively impact the Scholars and their offices and will lead to significant improvements or innovations in the Department's service delivery.

## Section 6: The Personnel Development Committee

### 6.1. Composition of the PDC and Its Secretariat

The Department shall have a Central Office Personnel Development Committee (CO-PDC) which evaluates and deliberates on the qualifications of all scholarship nominees subject to the provisions in Section 7 of this order.

Likewise, each Regional Office shall have its own Regional Office Personnel Development Committee (RO-PDC) that evaluates and deliberates on the qualifications of scholarship nominees from the Regional and District Engineering Offices subject to the provisions in Section 7 of this order and endorses an official nomination to the CO-PDC.

Composition of the CO-PDC and RO-PDC shall be as shown in the table below. Actual designation and any subsequent revisions thereof shall be issued separately through a Special Order.

DESIGNATION	CENTRAL OFFICE	REGIONAL OFFICE
Chairperson:	<b>Director</b> Human Resource and Administrative Service	<b>Asst. Regional Director</b>
Vice Chairperson:	<b>Asst. Director</b> Bureau of Research and Standards	<b>Chief</b> Administrative Division
Members:	<b>Asst. Director</b> Bureau of Design  <b>Asst. Director</b> Bureau of Construction  <b>Project Manager IV</b> UPMO (to be designated by the Undersecretary for UPMO Operations)	<b>Division Chief</b> Office relevant to the course  <b>Representative, 2<sup>nd</sup> Level</b> (if the scholarship grant is for 2 <sup>nd</sup> level position)  <b>Representative, 1<sup>st</sup> Level</b> (if the scholarship grant is for 1 <sup>st</sup> level position)

	<p><b>Representative, 2<sup>nd</sup> Level</b> (if the scholarship grant is for 2<sup>nd</sup> level position)</p> <p><b>Representative, 1<sup>st</sup> Level</b> (if the scholarship grant is for 1<sup>st</sup> level position)</p>	
Secretariat:	<p><b>Chief</b> Capacity Development Division (CDD)</p> <p><b>Staff</b> CDD</p>	<p><b>Chief</b> Human Resource Development Section (HRDS)</p> <p><b>Staff</b> HRDS</p>

## 6.2. Responsibilities of the CO-PDC

- 6.2.1. Act as governing body in the availment of scholarship opportunities.
- 6.2.2. Evaluate and deliberate on the qualifications of nominees to scholarships.
- 6.2.3. Recommend nominee/s for scholarship, subject to the Secretary's approval.
- 6.2.4. Devise a system of monitoring scholars to assess their status as well as the support mechanisms needed to enable them to achieve the developmental objectives of the program, including their REAP.
- 6.2.5. Review and approve any request for extension of the scholar's participation in the scholarship program, subject to the provisions of Section 8.4 of this Department Order.
- 6.2.6. Resolve or facilitate resolution of relevant issues raised by any significant party.
- 6.2.7. Approve actions in the enforcement of the scholarship service contract against grantees who have failed to serve their respective service obligation.

## 6.3. Responsibilities of the PDC Secretariat

- 6.3.1. Provide overall technical and administrative assistance to the Committee.
- 6.3.2. Provide administrative assistance to Scholars pre-, during, and post- program
- 6.3.3. Review scholarship program objectives to ensure alignment with the overall organizational mandate of the Department.
- 6.3.4. Disseminate notices/invitations to scholarship offerings to appropriate recipient offices in wide and timely circulation to the extent possible.
- 6.3.5. Conduct pre-evaluation of scholarship nominees, subject to the provisions of Section 7.3 of this order.
- 6.3.6. Prepare invitation, agenda, presentation materials, minutes, resolutions, nominations and other materials of the meetings held by the PDC and act as moderator in said meetings.
- 6.3.7. Submit formal nomination of nominees to the Development Partner.
- 6.3.8. Maintain records and database of officials and employees who have availed of local/foreign scholarships including pertinent details of their scholarship such as

institution/school attended, schedule of program completion, REAP title, REAP completion schedule, REAP Coach, etc.

- 6.3.9. Ensure compliance with the provisions of the Scholarship Service Contract, particularly on service obligation and submission of reportorial requirements and REAP.
- 6.3.10. Coordinate and establish network with Development Partners.
- 6.3.11. Submit Semestral Report on Foreign Scholarship and other sponsored HR Development Programs to the Human Resource Management Division, Human Resource and Administrative Service (HRAS), for consolidation and submission to the Office of the President.
- 6.3.12. Submit Semestral List of Returnee Scholars to the Learning and Development Implementation Section and the Course Design and Impact Evaluation Sections of the Capacity Development Division, HRAS for consideration/inclusion in the pool of Resource Persons.

## **Section 7: General Rules of Procedure**

### **7.1. Invitation to Scholarship Programs**

- 7.1.1. Application to any scholarship shall be submitted to the PDC for initial evaluation and processing. Only those that have met the minimum eligibility requirements set by the Department and the Development Partner shall be subject to deliberation before the PDC.
- 7.1.2. For invitations to programs intended for identified target beneficiary or recipient office such as study tours, agency-sponsored research, technical visit, materials testing session, and development programs for foreign-assisted project counterparts, official nominee(s) shall be endorsed by the head of office concerned to be approved by the Secretary, provided that:
  - a. the head of office concerned will submit a justification on why and how the course/activity is directly related to function/s of the employee;
  - b. the head of office concerned will submit a list of reportorial requirements to be submitted by the nominee/s after completion of the course/activity; and
  - c. there shall be no government expense involved.
- 7.1.3. Likewise, for invitations to programs intended for target beneficiary or recipient office as identified through an organizational training needs assessment conducted by the Development Partner, official nominee(s) shall be endorsed by the head of office concerned to be approved by the Secretary, provided that the minimum eligibility requirements set by the Department and the Development Partner are met as evaluated by the PDC Secretariat.
- 7.1.4. Invitations directly extended by the Development Partner to the Regional or District Engineering Office which require the endorsement of the mother agency in the submission of nominee shall be referred to the Central Office PDC for proper processing.

- 7.1.5. Application to Non-institution Sanctioned Scholarships shall not be processed by the PDC and, therefore, shall not merit official nomination by the Department. Officials or employees who wish to pursue said scholarships shall have to apply for leave of absence and the scholarship shall be treated as their personal undertaking.
- 7.1.6. Participation in ministerial meetings and conferences, fora and symposia related to the international commitments of the Department or the Philippine Government shall no longer undergo PDC deliberation. Nominees to the latter shall be determined and approved by the Secretary.

## **7.2. Eligibility Requirements**

- 7.2.1. As prequalification standards vary relative to the respective programs offered by Development Partners, the baseline eligibility requirements of the Department for applicants to local and foreign programs are as follows:
  - a. Must have been occupying a permanent position in the Department for the past two (2) years.
  - b. The functions and duties performed by the applicant and the competencies of the occupied position must be relevant to the course being offered
  - c. The applicant must have obtained at least a Very Satisfactory (VS) performance rating for the two consecutive rating periods immediately preceding the nomination.
  - d. Must have no pending administrative case as certified by the Legal Service (Central Office) or Right-of-Way Acquisition and Legal Division (Regional Office)
  - e. No pending REAP implementation from a previously availed scholarship or training program
  - f. Other requirements as may be required by the Development Partner (e.g., Must occupy a minimum position level or salary grade)
  - g. Physically and mentally fit to undergo the program evidenced by a Medical Certificate as required by the Development Partner.
- 7.2.2. Job Order/Contract of Service, Contractual, Coterminous to the Incumbent (CTI), and Coterminous to the Official (CTO) personnel shall not be considered for scholarships due to the temporary nature of their employment, which does not guarantee return on investment and/or transfer of learning.
- 7.2.3. An official or employee who has enjoyed a scholarship grant whether local or foreign, shall not be qualified for a Degree Course scholarship within two (2) years after implementation of REAP as certified by the Undersecretary of office concerned.

Likewise, an official or employee who has enjoyed a scholarship grant whether local or foreign, shall not be qualified for a Non-degree Course scholarship within one (1) year after submission of reportorial requirements as certified by the Undersecretary of office concerned.

- 7.2.4. Minimum eligibility requirements of the Development Partner relative to education, experience, age, language proficiency, and others should be met in order to be considered for selection and nomination.

### **7.3. Submission of Documentary Requirements**

- 7.3.1. Aside from the documentary requirements identified by the Development Partner, applications from interested personnel shall only be considered for evaluation upon complete submission of the following:
- a. Accomplished Nomination Form signed by the Head of Office concerned
  - b. Updated Personal Data Sheet (PDS)
  - c. Updated Service Record
  - d. Statement of Actual Duties and Responsibilities
  - e. Individual Performance Commitment Review (IPCR) ratings for the last two (2) rating periods
  - f. Certification of No Pending Administrative Case
  - g. Proposed Re-Entry Action Plan (REAP) – Applies for all degree programs; for non-degree programs, REAP shall not be required unless otherwise required by the Development Partner.

### **7.4. Quorum and Attendance of PDC Members**

- 7.4.1. The CO-PDC shall convene for interview and deliberation of nomination at least seven (7) working days before deadline of submission of nomination to the Development Partner.
- 7.4.2. In case of unforeseen circumstances where the PDC Chairperson is not available to attend the scheduled meeting, the Vice Chairperson shall preside over the meeting.
- 7.4.3. When a PDC member is a nominee or is the immediate supervisor or relative within third degree of consanguinity or affinity of a nominee, he/she shall inhibit himself/herself from the deliberation.

### **7.5. Evaluation of Nominees**

- 7.5.1. Only nominees who meet the minimum eligibility requirements of the scholarship program shall be subject to the evaluation of the PDC.
- 7.5.2. For executive development scholarship programs where only senior officials (i.e., Director to Undersecretary, including Division Chief designated as Officer-in-Charge) are eligible due to the requirements of the Development Partner, the Secretary shall directly nominate, without need for PDC evaluation and deliberation. For nominees below Undersecretary level, the Undersecretary concerned may recommend to the Secretary.
- 7.5.3. The resolutions or decisions of the PDC as to the evaluation and selection of nominees to scholarship programs shall be deemed as final and are no longer subject for appeal considering the time-bound nature of the application and nomination process.

## 7.6. Selection of Nominees

7.6.1. The following selection criteria shall be observed by the PDC in evaluating the suitability of nominees to scholarship programs as reflected in the Nominee Evaluation Worksheet (DPWH-QMSP-35-01-Rev00), Comparative Evaluation of Nominees (DPWH-QMSP-35-02-Rev00), and Evaluation Summary (DPWH-QMSP-35-03-Rev00):

Criteria	Weight
Relevance of current responsibilities/functions to the field of study	35%
Work Experience and Performance Rating	30%
Language Proficiency and Communication Skills	10%
Personality	15%
Education	<u>10%</u>
TOTAL	100%

7.6.2. Based on the results of the evaluation, the PDC shall recommend one (1) primary and one (1) alternate nominees for programs wherein the Development Partner indicated provision for one (1) slot. In case no specific number of slots was indicated by the Development Partner, the PDC shall indicate on the resolution the names of all nominees indicating their rating and ranking. Either way, the recommendation of the PDC shall be subject to the approval of the Secretary.

7.6.3. Upon issuance of a resolution selecting the official nominee/s of the Department, the Secretariat shall facilitate the submission of the letter of nomination to be signed by the Secretary.

## Section 8: Management of Scholars

### 8.1. Pre-Program

8.1.1. Upon receipt of the notice of acceptance from the Development Partner, the PDC Secretariat shall notify the nominee and the office concerned. Conversely, the Secretariat shall also inform the aforementioned parties in the event that the nominee was not selected by the Development Partner.

8.1.2. Following the confirmed acceptance of the nominee to the program, the PDC Secretariat shall guide and assist the employee in processing the following:

- a. Pre-admission and/or pre-departure requirements of the Development Partner
- b. Signing and execution of the Scholarship Service Contract

8.1.3. The PDC Secretariat shall conduct pre-departure briefing for Scholars to discuss administrative requirements, academics, culture, living conditions, etc.

### 8.2. Program Proper

8.2.1. During the program proper, the PDC Secretariat shall establish and maintain active communication with the Scholars for monitoring, coordination of activities, to serve as support system for Scholars.

- 8.2.2. Throughout the duration of the program, the Scholar must provide updates on:
- a. Performance Rating at the end of each term (if applicable)
  - b. Highlights of the term completed, including documentation of key learnings and challenges faced
  - c. Feedback on mentoring/coaching (if applicable)
  - d. Critical incidents that could affect the scholar's study, such as illness or accident of themselves or family members, loss of equipment critical for study, or other serious incidents.

### 8.3. **Post-Program**

- 8.3.1. After completion of the program and upon returning to work, the Scholar shall:
- a. Submit certified true copies of their transcript of records, certification of completion or similar documents as proof of successful completion of the scholarship program and other requirements set by the Development Partner.
  - b. Submit a memorandum of Notice of Return to Work to the Undersecretary concerned, copy furnished the Undersecretary for Support Services within 30 days upon completion of the program.
  - c. Submit a narrative Terminal Report (DPWH-QMSP-35-04-Rev00) to the Undersecretary for Support Services and to other concerned offices within the Department, copy furnished the Development Partner, within 30 days upon completion of the program.
  - d. Serve as a resource person for in-house Seminars/Trainings related to the field of study;
  - e. Submit any reportorial requirements set by the Development Partner;
  - f. Within thirty (30) calendar days upon return, the Scholar must present the REAP implementation plan to the Head of Office for final assessment and approval:
    - i. The Scholar shall start implementing the approved REAP following the timeline of activities specified and completed within one (1) year upon approval, unless otherwise specified by the Development Partner.
    - ii. The REAP shall be included in the grantee's Individual Performance Commitment and Review (IPCR). Failure to accomplish the REAP approved by the Head of Office shall merit an unsatisfactory rating for said rating period;
    - iii. Unless the Development Partner provides an official REAP format, Scholars shall follow the template provided (DPWH-QMSP-35-05-Rev00).
- 8.3.2. Upon the Scholar's return to work, the Head of Office shall:
- a. Provide support and opportunity to the extent possible for the Scholar to efficiently transfer competencies gained through implementation of REAP and conduct of related seminars

- b. Monitor the implementation of the REAP to ensure that knowledge, skills, and technologies gained from scholarship are shared/utilized

8.3.3. Upon the Scholar's return to work, the PDC Secretariat shall:

- a. Conduct de-briefing to discuss Scholar's overall experience and plans for re-integration and REAP implementation.
- b. Nominate the Scholar to attend the next scheduled Employee Re-orientation program (for Scholars who completed two-year study programs)
- c. Follow up on the compliance and submission of post-program requirements under the Scholarship Service Contract (e.g., REAP, conduct of seminar, research paper, Notice of Return to Work, etc.)
- d. Transmit official copies of REAPs and research papers of Scholars to the Library Section, Records Management Division to serve as reference for research and development activities within and outside the Department.

**8.4. Service Obligation**

- 8.4.1. The Scholar shall comply with all the terms and conditions of the executed Scholarship Service Contract (Annex A).
- 8.4.2. The Scholarship Service Contract shall be entered into by the Scholar and a Guarantor who may either be his/her relative or his/her Supervisor provided that the latter is not yet within the retirement age until the end term of the contract.
- 8.4.3. Depending on the length of the scholarship program, the Scholar shall serve his/her office for the duration prescribed in Section 2 of E.O. 367 dated August 21, 1989, as follows:

Training Duration of Scholarship	Service Obligation
For every year or a fraction thereof not less than 6 months	2 years
A fraction of a year less than 6 months but not less than 2 months	1 year
A fraction of a year less than 2 months	6 months

- 8.4.4. Scholars who come from Regional or District Engineering Offices shall be assigned to their counterpart office in the Central Office for a period of six (6) months for every one (1) year of scholarship program (Annex B). This is to enable the Scholar to work closely with his/her Coach, gather relevant Department-level data, and focus on REAP planning and implementation. In the event that a Scholar was able to complete her/his REAP earlier than the established period as certified by the Undersecretary of the office concerned, they shall already be allowed to return to their Regional/District Engineering Office.

- 8.4.5. If the scholar fails to complete the service obligation on account of voluntary resignation, retirement, separation from service through his own fault or other causes within his/her control, and has rendered less than seventy-five percent (75%) of service obligation, the scholar shall pay the full refund which includes salaries, other emoluments and adjustments. Refund of program-related costs such as tuition fees and living allowances shall be facilitated by the Development Partner according to their terms.
- 8.4.6. If the scholar fails to complete the service obligation but has rendered at least seventy-five percent (75%) of such, the proportionate refund of the monetary value of the scholar's service obligation to the agency shall be computed based on the following formula as prescribed in CSC Memorandum Circular No. 1, S. 2004 and may be deductible from the Terminal Leave or retirement benefits, if any.

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$

Where	R	- Refund	
	TCR	- Total Compensation Received : allowances and other benefits received while on scholarship	
	SOS	- Service Obligation Served	} <i>Rounded off to the nearest month</i>
	SOR	- Service Obligation Required	

- 8.4.7. Withdrawal after acceptance to the scholarship or at any point during the program proper is highly discouraged unless the cited reason for withdrawal is beyond the Scholar's control. Examples of these include but are not limited to:
- High risk pregnancy
  - Emergency cases that pose potential threat to the life of the Scholar and/or immediate family member
  - Death of an immediate family member
  - Physical or mental impairment as a result of uncontrollable event, provided a certification from a medical practitioner is presented

An official letter of withdrawal of the nominee shall be endorsed by the head of office concerned to the Secretary who shall, in turn, approve the request for withdrawal.

Any other justifications for withdrawal after acceptance to the scholarship or at any point during the program which the PDC-CO deems as unreasonable shall cause the disqualification of the Scholar from availing scholarship programs in the future.

## **Section 9: Entitlements of Scholars**

- 9.1. Scholars of both local and foreign scholarships shall be attending their programs on official time. Likewise, other related activities such as pre-departure orientation, medical check-up, and entrance exam shall also be on official time and the corresponding transportation for

these purposes may be shouldered by the Department if not provided by the Development Partner.

- 9.2. Scholars shall be entitled to the minimum clothing allowance allowed by pertinent rules and regulations. Transportation, books and other expenses to be incurred in connection with the study in a foreign country shall be borne by the Development Partner.
- 9.3. Other entitlements of Scholars shall be provided as prescribed in applicable rules and regulations and rates of expenses and allowances for official local and foreign travels of government personnel.

<b>NOMINEE EVALUATION WORKSHEET</b> <b>Personnel Development Committee</b>	
Name of Nominee: _____	Office / Position: _____
Course/Program Title: _____	
Schedule/Venue: _____	

<u>Criteria</u>	<u>Maximum Pts.</u>	<u>Rating</u>
<b>1. Relevance to the field of study (35%)</b>		
1.1 Relevance of the functions of the Nominee's Office	15% _____	
1.2 Relevance of current duties and responsibilities of the Nominee	20% _____	_____
<b>2. Work Experience and Performance Rating (30%)</b>		
2.1 Relevant work experience ( <i>2 years=10 points plus 1 point for every year, maximum of 15 points</i> )	15% _____	
2.2 Average performance rating for 2 consecutive ratings periods ( <i>4.00-4.59=8 pts.; 4.60-4.99=9 pts.; 5=10 pts.</i> )	10% _____	
2.3 Awards / recognitions received	3% _____	
2.4 Board Topnotcher	2% _____	_____
<b>3. Education and Training (10%)</b>		
3.1 Bachelor's Degree	5% _____	
3.2 Honors received in Bachelor's or post-graduate degree ( <i>Summa Cum Laude, Magna cum Laude, Cum Laude, graduated with Distinction</i> )	3% _____	
3.3 Completed relevant trainings/seminars ( <i>1 point for every 8 cumulative hours, maximum of 2 points</i> )	2% _____	_____
<b>4. Language Proficiency and Communication Skills (10%)</b>		
4.1 Answers questions responsively and comprehensively	7% _____	
4.2 Speaks English fluently	3% _____	_____
<b>5. Personality (15%)</b>		
5.1 Displays confidence, resilience, and self-motivation	10% _____	
5.2 Professional and well-groomed	5% _____	_____
		<b>TOTAL:</b> _____
RATED BY: _____		
<b>NAME</b>		
Position/Designation, Office		

\* Include only the Nominee's work experience in DPWH





Republic of the Philippines  
Department of Public Works and Highways

**Personnel Development Committee**

**EVALUATION SUMMARY**

**Course / Program Title:** \_\_\_\_\_ **Schedule / Venue:** \_\_\_\_\_

\_\_\_\_\_

**Development Partner:** \_\_\_\_\_ **Date of Deliberation :** \_\_\_\_\_

Nominee/Position/Office	Age	EVALUATION CRITERIA					TOTAL	RANK
		Relevance of current responsibilities/functions to field of study (35%)	Work Experience and Performance Rating (30%)	Education & Training (10%)	Language Proficiency & Communication (10%)	Personality (15%)		

PREPARED BY:

NOTED:

\_\_\_\_\_  
**NAME**

Head, PDC Secretariat

\_\_\_\_\_  
**NAME**

Chairman, Personnel Development Committee



Republic of the Philippines  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
 Manila

## TERMINAL REPORT

Name of Scholar: \_\_\_\_\_

Position: \_\_\_\_\_

Office: \_\_\_\_\_

Program Completed: \_\_\_\_\_

Inclusive Dates: \_\_\_\_\_

Venue: \_\_\_\_\_

### 1. Scholar's Profile

*Indicate your designation and a brief description of present duties and responsibilities.*

### 2. Program Description and Observations

*Overview of the course/training, highlight activities, institutions visited, field trips, and other experiences. Include your overall observations on how similar or how differently things are being done there and here in the Philippines (for foreign scholarships).*

### 3. Relevance of the Study

*What competencies did you gain from the study? How will your participation in the course/training be instrumental in improving certain systems, competencies, or delivery of services of the Department?*

### 4. Recommendations

*Based on the study you completed, what actions or initiatives can you recommend for the Department/government to consider as well as the resources you think will be required to implement these?*

*\*Note: Entire Terminal Report should not exceed 10,000 words.*

Prepared by:

Reviewed by:

Noted by:

**SCHOLAR**  
 Position  
 Office

**HEAD OF OFFICE**  
 Position  
 Office

**UNDERSECRETARY**  
 Office Concerned



## RE-ENTRY ACTION PLAN

The Re-entry Action Plan (REAP) is a mechanism that allows scholars to apply their learnings from their scholarship program to contribute to the improvement of the Department's systems / competencies / delivery of services through a relevant project/study.

**Name of Nominee:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Program Applied for:** \_\_\_\_\_

I. RELEVANCE	
<b>REAP Title</b> <i>The title should give the reader a good idea of the nature of the REAP</i>	
<b>REAP Objective</b> <i>The objective must be SMART-specific, measurable, attainable, result-oriented and with timeframe</i>	
<b>Problem / Opportunity</b> <i>Provide a brief description of challenge / opportunity / gaps in the workplace that the REAP aims to address and cite specific examples to support your claim that the problem/opportunity really exists.</i>	
<b>Gender Equality, Disability, and Social Inclusion (GEDSI)</b> <i>How will your REAP benefit women and other marginalized groups?</i>	
<b>Impact and Sustainability</b> <i>How will your REAP contribute to the achievement of the goals of the Department?</i>	
<b>Output</b> <i>What specific output/s will your REAP produce?</i>	
<b>Competencies</b> <i>What competencies do you intend to gain from the scholarship program that you will need to implement your REAP?</i>	

II. IMPLEMENTATION		
<b>REAP Start and End Dates</b>		
<b>Action Steps / Milestones</b>	<b>Expected Output</b>	<b>Timeline</b>
<b>25% -</b>		
<b>50% -</b>		
<b>75% -</b>		
<b>100% -</b>		
<b>Resources</b> <i>What major resources are needed to successfully implement your REAP?</i>		

III. RISK MANAGEMENT	
<i>Describe risks that may impact the success of the REAP and how you plan to manage these.</i>	
<b>Risk</b>	<b>Mitigating Measure</b>
1.	
2.	
3. ...	

Signed by:

\_\_\_\_\_  
**NOMINEE**  
 Position  
 Office

\_\_\_\_\_  
**HEAD OF OFFICE**  
 Position  
 Office



## SCHOLARSHIP SERVICE CONTRACT

The Government of the Philippines through the Department of Public Works and Highways represented by [Name of Undersecretary for Support Services]

*(Head of Agency/Office)*

with principal office at Bonifacio Drive, Port Area, Manila, hereinafter referred to as the GRANTOR; \_\_\_\_\_, of legal age, Filipino, married,

*(Name of Scholar)*

presently residing at \_\_\_\_\_, hereinafter referred to as

*(Home Address)*

the GRANTEE; and \_\_\_\_\_ of legal age, Filipino, married, presently

*(Guarantor)*

residing at \_\_\_\_\_, referred to as the

*(Home Address)*

GUARANTOR.

### WITNESSETH:

That pursuant to the provision of E.O. 129 as amended and in consideration of the grant and acceptance by the GRANTEE of a scholarship/training award to undergo on official time a program entitled \_\_\_\_\_ which will be held in \_\_\_\_\_ under the sponsorship of the \_\_\_\_\_ on \_\_\_\_\_, the GRANTEE hereby agrees to fulfill the following terms and conditions:

1. That the GRANTEE shall keep up with the standards of scholarship award;
2. That the GRANTEE shall conduct herself in a manner so as not to bring disgrace or dishonor to herself and/or her country;
3. That the GRANTEE shall submit to the head of her Office at the end of each term, her official transcript of grades, certificates of performance or its equivalent;
4. That, if there is sufficient reason for the extension of the GRANTEE's original scholarship/training/award, she shall submit a formal request to her agency, with justification and recommendation from her Program Adviser, six (6) months prior to the expiration of her travel authority/validity of the passport. It is understood that approval of the extension shall be made only upon the GRANTEE's agency's request to the Department of Foreign Affairs (DFA) and upon the GRANTEE's execution of a supplementary training/scholarship contract covering the extension period; *(provision not applicable to local scholarship)*

5. That the GRANTEE shall return immediately to the Philippines and report to her Office upon the completion or termination of her scholarship, fellowship or training grant;
6. That the GRANTEE shall submit to her Office, the Terminal Report and to other concerned offices, a completion report on her training/scholarship within thirty (30) days after her return to duty, as per attached outline;
7. That the GRANTEE shall serve her Office for the period of \_\_\_\_\_ as exigencies of the service require per Section 2 of E.O. 367;
8. That the GRANTEE shall effect transfer of knowledge by serving as a resource person for in-house seminars/trainings related to the course attended he/she attended or to the study paper/thesis he/she completed.
9. That the grantee will be obligated to produce and submit for approval the mandated Re-entry Action Plan (REAP) for the Department, relevant to his accomplished studies within a given period of one (1) year from the date of his return to his Office. The REAP shall be included in the grantee's Individual Performance Commitment and Review (IPCR). Failure to accomplish the REAP approved by the Head of Office shall merit an unsatisfactory rating for said rating period;

10. That the GRANTEE accepts the value of the following, as follows:

a. Transportation (GOP; Local and International)	₱ _____ - _____	¥ _____
b. Tuition fees and other fees	₱ _____ - _____	¥ _____
c. Allowances (GOP) and Sponsor)	₱ _____ - _____	¥ _____ - _____
Clothing	₱ _____	¥ _____ - _____
Pre-travel expenses	₱ _____	¥ _____ - _____
Living/Stipends	₱ _____ - _____	¥ _____
Establishments	₱ _____ - _____	¥ _____
Books	₱ _____ - _____	¥ _____ - _____
d. Salaries, other Emoluments and Adjustments	₱ _____	¥ _____ - _____
 TOTAL:	₱ _____	¥ _____

11. That should the GRANTEE fail to comply with the foregoing conditions through her fault or willful neglect, resignation, voluntary retirement and other causes within her control, she will refund to her Office the amount defrayed by the Philippine Government and the sponsor as enumerated in Section 9.

Proportionate refund shall be allowed, provided that the GRANTEE has served her office/agency at least 75% of her total service obligation;

12. That the GRANTEE shall have a guarantor as her co-maker or co-signor in this contract who shall assume full responsibility jointly and severally should she fail to comply with the conditions set forth.

IN WITNESS THEREOF, we have hereunder set our hands this \_\_\_\_\_ day  
of \_\_\_\_\_, Manila, Philippines.

\_\_\_\_\_  
Undersecretary for Support Services

\_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Head of Office Concerned

\_\_\_\_\_  
Name of Guarantor  
(Relationship)

### **ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
METRO MANILA ) s.s.

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_ at the  
City of Manila, Philippines, personally appeared Undersecretary \_\_\_\_\_, with  
TIN # \_\_\_\_\_ and with ID No. \_\_\_\_\_ issued in \_\_\_\_\_ and  
valid until \_\_\_\_\_ and Ms./Mr. \_\_\_\_\_ with TIN # \_\_\_\_\_  
and with ID No. \_\_\_\_\_ issued in \_\_\_\_\_ and valid until \_\_\_\_\_,  
known to me to be same person who executed the foregoing instrument and they  
acknowledged to me that same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of

\_\_\_\_\_.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_



## SCHOLARSHIP SERVICE CONTRACT

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*(Head of Agency/Office)*

with principal office at Bonifacio Drive, Port Area, Manila, hereinafter referred to as the GRANTOR; \_\_\_\_\_, of legal age, Filipino, married,

*(Name of Scholar)*

presently residing at \_\_\_\_\_, hereinafter referred to as

*(Home Address)*

the GRANTEE; and \_\_\_\_\_ of legal age, Filipino, married, presently

*(Guarantor)*

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GUARANTOR.

### WITNESSETH:

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3. That the GRANTEE shall submit to the head of her Office at the end of each term, her official transcript of grades, certificates of performance or its equivalent;
4. That, if there is sufficient reason for the extension of the GRANTEE's original scholarship/training/award, she shall submit a formal request to her agency, with justification and recommendation from her Program Adviser, six (6) months prior to the expiration of her travel authority/validity of the passport. It is understood that approval of the extension shall be made only upon the GRANTEE's agency's request to the Department of Foreign Affairs (DFA) and upon the GRANTEE's execution of a supplementary training/scholarship contract covering the extension period;

5. That the GRANTEE shall return immediately to the Philippines and report to her Office upon the completion or termination of her scholarship, fellowship or training grant;
6. That the GRANTEE shall submit to her Office, the Terminal Report and to other concerned offices, a completion report on her training/scholarship within thirty (30) days after her return to duty, as per attached outline;
7. That the GRANTEE shall serve her Office for the period of \_\_\_\_\_ as exigencies of the service require per Section 2 of E.O. 367;
8. That the GRANTEE shall effect transfer of knowledge by serving as a resource person for in-house seminars/trainings related to the course attended he/she attended or to the study paper/thesis he/she completed.
9. That the grantee will be assigned to her/his counterpart office in the Central Office and obligated to produce and submit for approval the mandated Re-entry Action Plan (REAP) for the Department, relevant to her accomplished studies within a given period of one (1) year from the date of return to her Office. The REAP shall be included in the grantee's Individual Performance Commitment and Review (IPCR). Failure to accomplish the REAP approved by the Head of Office shall merit an unsatisfactory rating for said rating period;

10. That the GRANTEE accepts the value of the following, as follows:

a. Transportation (GOP; Local and International)	₱ _____ - _____	¥ _____
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Living/Stipends	₱ _____ - _____	¥ _____
Establishments	₱ _____ - _____	¥ _____
Books	₱ _____ - _____	¥ _____ - _____
d. Salaries, other Emoluments and Adjustments	₱ _____	¥ _____ - _____
 TOTAL:	₱ _____	¥ _____

11. That should the GRANTEE fail to comply with the foregoing conditions through her fault or willful neglect, resignation, voluntary retirement and other causes within her control, she will refund to her Office the amount defrayed by the Philippine Government and the sponsor as enumerated in Section 10.

Proportionate refund shall be allowed, provided that the GRANTEE has served her office/agency at least 75% of her total service obligation;

12. That the GRANTEE shall have a guarantor as her co-maker or co-signor in this contract who shall assume full responsibility jointly and severally should she fail to comply with the conditions set forth.

IN WITNESS THEREOF, we have hereunder set our hands this \_\_\_\_\_ day of \_\_\_\_\_, Manila, Philippines.

\_\_\_\_\_  
Undersecretary for Support Services

\_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Head of Office Concerned

\_\_\_\_\_  
Name of Guarantor  
(Relationship)

### **ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
METRO MANILA ) s.s.

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_ at the City of Manila, Philippines, personally appeared Undersecretary \_\_\_\_\_, with TIN # \_\_\_\_\_ and with ID No. \_\_\_\_\_ issued in \_\_\_\_\_ and valid until \_\_\_\_\_ and Ms./Mr. \_\_\_\_\_ with TIN # \_\_\_\_\_ and with ID No. \_\_\_\_\_ issued in \_\_\_\_\_ and valid until \_\_\_\_\_, known to me to be same person who executed the foregoing instrument and they acknowledged to me that same is their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_