



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

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MINISTRY ORDER

No. **34**
Series of 1982

SUBJECT: GUIDELINES IN THE SELECTION
OF CANDIDATES/GRANTEES FOR
LOCAL AND OVERSEAS SCHOLARSHIPS
AND OTHER TRAINING GRANTS IN
THE MINISTRY OF PUBLIC WORKS
AND HIGHWAYS

TO: All MPWH Officials and Employees Concerned
This Ministry

In accordance with Section 29 of Presidential Decree No. 807 (Civil Service Decree of the Philippines) and other Rules and Regulations implementing government scholarships and training programs (e.g. National Scholarship for Development established under LOI No. 468; Scholarship Program in Public Administration set up under LOI No. 395; training grants, special studies and seminars under various technical assistance programs), the following guidelines and policies in the selection of candidates/grantees are hereby prescribed in the Ministry of Public Works and Highways.

1. Objective

The Ministry seeks to ensure that the most qualified, competent and deserving employees are selected as candidates/grantees to local and overseas scholarships and other training grants.

2. Scope

These guidelines shall apply to all overseas scholarships/training grants/observation and study tours as well as to external training opportunities offered by other government agencies and duly authorized private organizations.

3. General Guidelines

- 3.1. Uniform criteria shall be judiciously applied in the selection of candidates/grantees to all local and overseas scholarships, training grants, special studies, seminars, conferences, study tours and other similar activities including those undertaken only on official time.
- 3.2. Nominees shall meet all the conditions, qualifications and requirements for the particular scholarship award or training grant as specified in the corresponding announcement.
- 3.3. Nominations shall be made on the attached form by the Head of Office/Service/Bureau, preferably upon recommendation of the Division Chief concerned and submitted to the Manpower Development Service (Attn. Training Division) on or before the deadline specified in the announcement or invitation.

4. Criteria for Selection

Supplementary to the qualifications specified by the announcement, the following criteria shall be observed;

- 4.1. Status of Employment - Only officials and employees who have permanent appointments shall be considered for selection/nomination. A permanent appointment shall mean an appointment to a position in the MPWH staffing pattern approved or attested by the Civil Service Commission on a permanent basis.
- 4.2. Education and Previous Training - The nominee shall have the degree in the specific field required for the scholarship or training grant. Only relevant in-service training shall be evaluated.
- 4.3. Length of Service - At least two years of service in the government, the last six months of which should have been spent in the Ministry, shall be required.
- 4.4. Experience - As a general rule, at least two years of experience in the field of study being applied for shall be required.

- 4.5. Performance Rating - A performance rating of "Very Satisfactory" for the last two rating periods shall be required.
- 4.6. Job Relevance - Only those whose duties and responsibilities are relevant to the field of study of the scholarship or training grant shall be nominated.
- 4.7. Clearance from administrative/criminal charge- No employee facing administrative and/or criminal charges shall be nominated.
- 4.8. Age - Unless specified by the donor entity, nominees shall be at least 26 years but not more than 55 years of age.
- 4.9. Health Condition - Nominees must be physically and medically fit to undergo the scholarship or training.
- 4.10. Language and Communication Skills - A sufficient command of English, both written and oral, shall be required.

5. Scholarships Committee

- 5.1. A Scholarships Committee is hereby created to select and recommend approval of nominations to overseas grants for academic studies/practical training/observation tours/attendance at professional conferences and MPWH participation in local scholarships/training opportunities offered by other organizations.

6. Evaluation Procedure

- 6.1. The Scholarship Section, Training Division, Manpower Development Service shall receive all nominations and make an initial comparative evaluation of the qualification and suitability of the nominated candidates for scholarship/training using the following weighting of qualifications:

<u>EVALUATION CRITERIA</u>	<u>PERCENTAGE WEIGHT</u>
Job Relevance to Training	20
Performance Rating	20
Experience and Outstanding Accomplishments	20
Education and Training	10
Scholastic Records	10
Civil Service/Board/Bar Exam. Eligibility	10
Language and Communication Skills	10

Total - 100%

Tests and interviews may be conducted as deemed necessary by the Scholarship Committee.

- 6.2. The Scholarship Committee shall forward to the Deputy Minister concerned recommendations of the most qualified candidate/s.
- 6.3. Final approval of official candidates/grantees shall be made by the Minister for those at the third level of the Civil Service and by the Deputy Minister concerned for those below the third level.
- 6.4. The official candidate shall be advised of his/her nomination. He/she shall take all necessary steps, including the preparation of such papers and documents as may be necessary, in implementation of the scholarship/training grant.

7. Contract Service

- 7.1. The official candidate/grantee shall enter into a contract with the MPWH, binding himself to comply with his attendant responsibilities and to remain in the employ of the Ministry for a period of at least three (3) years for every year or fraction of a year of scholarship/training counting from the completion thereof.

8. Responsibilities

- 8.1. The Manpower Development Service shall be responsible for the effective implementation of these guidelines and criteria prescribed in this Order. It may recommend, subject to concurrence by the Scholarships Committee, such additional guidelines as it may deem necessary for the judicious evaluation of candidates.
- 8.2. The Scholarships Committee shall be responsible for evaluation of all nominees and recommendation of the most fit to the Minister/Deputy Minister concerned.
- 8.3. The Scholarships Section, Training Division, MDS shall provide secretariat services to the Scholarships Committee.
- 8.4. All officials concerned shall exercise utmost impartiality in the selection of nominees/recommendees and shall in all ways possible contribute to the effective implementation of these guidelines.

9. Effectivity

These guidelines and policies shall take effect immediately.


JESUS S. HIPOLITO
Minister.