



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097-13 DPWH

1-20-89

06 January 1989

DEPARTMENT ORDER) SUBJECT: POLICIES AND GUIDELINES
ON DPWH SCHOLARSHIP AND
OTHER TRAINING GRANTS
NO. **10** *m*
Series of 1989 *1/26*

In accordance with Section 29 of P.D. 807 otherwise known as the Civil Service Decree of the Philippines - and other pertinent existing rules and regulations governing the granting of state scholarship for government personnel, the following policies and guidelines are hereby reiterated/established:

1. PURPOSE

The Department aims to attain a well-developed and highly professionalized personnel through a continuing human resource development program by sending the most qualified and deserving employees to local or overseas scholarship and training grants.

2. SCOPE

These guidelines shall apply to all DPWH officials and employees concerned subject to existing government rules and regulations on local/overseas scholarship and training grants.


3. RELATED ISSUANCES

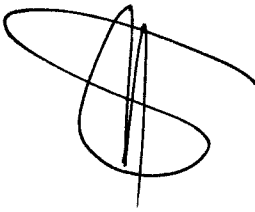
All scholarship and training grants are subject to existing government policies, rules and regulations, particularly those of the following:

- 3.1 Executive Order No. 129- 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 Therefor.
- 3.2 Executive Order No. 421 - Amending Executive No. 129 dated May 6, 1968.
- 3.3 Letter of Instruction No. 395 - Scholarship Program in Public Administration.
- 3.4 CSC MC No. 2, s. 1977 - Rules and Regulations Implementing National Scholarship for Development (NSDF).

- 3.5 CSC MC No. 13, s. 1987 - Guidelines for Nominating Candidate with Non-Permanent Appointments to Foreign Assisted Training/Scholarship Grants.

4. GENERAL POLICIES AND GUIDELINES

- 4.1 The field of study of all scholarship and training grants should be supportive of the Department's mission, goals, objectives and programs. Priorities should be properly equated with the program program thrusts of the Department occasioned by the present needs and demands.
- 4.2 The Department shall adopt cost reduction measures by authorizing training expenditures only to the most essential ones. Relative to this, the Administrative and Manpower Management Service (AMMS) and the Bureau of Research and Standards (BRS) shall undertake annually a training needs assessment and prepare an Annual DPWH Scholarship/External Training Program which shall be used as basis for the acceptance scholarships and training grants under the regular programs (e.g. Colombo Plan and Bilateral Program), and when necessary for the negotiation of new priority courses with foreign or local donors.
- 4.3 Grantees/trainees who are able to personally avail themselves of any training program can be allowed to go on official leave, as long as the course is related to their office. Recipients of training programs under this category are subject to the same conditions stipulated under 4.1 to 4.6, except 4.4 and 4.8 which shall be on a case to case basis. Salaries while on leave shall be charged against their accrued vacation leave if there is any. Otherwise, they shall be on leave without pay.
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- 4.4 In order to provide wider participation to foreign-assisted scholarship/training grants, and in view of the limited financial resources of the Department, grantees or trainees shall only be entitled to clothing allowance of not more than \$200.00 in places of study/training where normal Philippine clothing is inadequate, at least 50 percent during the period of study/training, Otherwise, the grantee/trainee shall be entitled to a clothing allowance of \$100.00 during the first twelve months, and an additional \$50.00 during the next twelve months or portion thereof (E.O. 129). Transportation, books and other expenses to be incurred in connection with the study shall be borne by the sponsoring government or institution.
- 4.5 Priority for scholarship/training grants, both local and foreign, shall be given to permanent employees. Employees with non-permanent appointments, however, may be considered subject to the conditions stipulated in CSC MC 13, s. 1987.
- 4.6 The supervisor and the grantee/trainee, whether for local or foreign training programs, shall make a joint commitment with the Department to apply knowledge and expertise acquired from the training to their respective office unit and other units in the Department, using the form attached as Annex "C".
- 4.7 Grantees/trainees of all scholarship/training programs are required to undertake post-training sharing sessions in their respective offices within one month from arrival to disseminate among the staff, that knowledge, skills or expertise he acquired from the training. The sessions should include, among other things, observations, experiences, and expertise
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that would improve office efficiency, with emphasis on scientific/technical innovation. In addition, they should act as resource persons for in-house training/seminars where the expertise acquired are deemed necessary to enhance the subject/course.

4.8 Grantees/trainees of overseas training shall, within thirty days after his return to the Philippines, submit a travel/training report to the (AMMS).

4.9 A continuing evaluation and monitoring in the application of the specialized skills learned from the scholarship/training undertaken, together with the corresponding recommendation and other related information, should be made by the AMMS and the BRS along the particular field of study.

5. BASIC REQUIREMENTS

In addition to existing laws, rules regulations and policies on the implementation of government scholarship/training programs and in the absence of specific requirements to be fulfilled by the candidate/nominee for a particular course of study, the following basic requirements are hereby adopted for purpose of evaluation:

5.1 Education and Training - Appropriate degree and relevant training in the field of study being offered.

5.2 Performance Rating - A performance rating of at least "Very Satisfactory" for the last 2 rating periods.

5.3 Length of Service - At least two (2) years in the Department.

5.4 Experience - Two years of relevant experience in the field of study.

- 5.5 Job Relevance - Present duties/responsibilities are relevant to field of study.
- 5.6 Language and Communication Skills - A sufficient command of English, both written and oral.
- 5.7 Health - Duly certified by government physician that the nominee is physically and mentally fit.
- 5.8 Age - At least 24 years but not more than 35 years of age.

6. SCHOLARSHIP COMMITTEE

A Scholarship Committee shall be created, evaluate the nominees and to recommend the most qualified to the Undersecretary concerned or Secretary for approval.

7. NOMINATION OF CANDIDATES

The Chief of Office of each Service, Bureau, Regional Office and Project Management Office shall nominate their candidate(s) to the Office of the Secretary, Attention: Office of the Assistant Secretary for Administration and Manpower Management. (Please see Annex "A" Scholarship Nomination Form)

8. EVALUATION PROCEDURES

- 8.1 The Human Resource Planning Division, AMMS, shall receive all nominations and make initial comparative evaluation of the nominees and select the five (5) most qualified among the candidates.

- 8.2 The Following Evaluation Criteria shall be used:

Evaluation Criteria	Weight
1. Job Relevance	30%
2. Experience and Outstanding Accomplishment	20%
3. Education and Training	10%
4. Performance Rating	10%
5. Language & Communication Skills	10%
6. Character & Personality Traits	10%
7. CS Eligibility/Board/Bar Exam.	5%
8. Potentials	5%



- 8.3 The Scholarship Committee shall make the final evaluation and choose among the nominees the most qualified as the Principal and the two (2) nominees next in rank as alternates in their order.
- 8.4 Tests and interviews shall be conducted by the Scholarship Committee when deemed necessary.
- 8.5 For local training, the Scholarship Committee shall forward its recommendations to the Undersecretary concerned for approval.
- 8.6 For overseas training and foreign grants, the committee shall forward, through the Undersecretary concerned, to the Secretary, the nominee recommended for scholarship training grant for approval.
- 8.7 The AMMS shall immediately notify the candidates concerned for the necessary preparation/submission of pertinent documents required thereof. (Please see annexes B,C,D, and E for the required documents).

9. OBLIGATION OF THE GRANTEE OR TRAINEE

In consideration of his acceptance of a scholarship, fellowship or training/study grant, the grantee/trainee shall bind himself into a contract with the Department based on the conditions stipulated in E.O. 129, for foreign-assisted training programs and CSC MC # 2 s. 1977 for local scholarship programs. (Please see Annex "B" - Training Scholarship Contract).

10. RESPONSIBILITIES

- 10.1 The AMMS shall be responsible for the effective implementation of these guidelines. It may recommend dissemination of additional guidelines deemed necessary for the efficient and judicious implementation of Scholarship and external training programs of the Department.



- 10.2 The Staff of the Human Resource Planning Division, AMMS, shall act as Secretariat to the Scholarship Committee and should see to it that all necessary secretarial support are provided.
- 10.3 The BRS shall be responsible for the formulation of technical training programs for the Department's technical personnel, including the identification of appropriate local and foreign technical training programs, and recommend the selection of Department personnel for such programs, pursuant to (E.O. 124 Section 18, paragraph D).
- 10.4 The Scholarship Committee shall be responsible for the judicious and fair evaluation of all nominees and shall see to it that only the most qualified shall be recommended.

11. GRANTEE/TRAINEE'S REPORT

The trainee/grantee shall render a narrative report relative to the study, indicating, among other to the following:

- 11.1 The participant's position or designation and responsibility with brief indication of his previous trainings and specific nature of work he had been doing prior to his selection.
- 11.2 The specific economic and social development problem in the Philippines/ locality which led the Government to select the participant for the training grant and the solution of which the grantee/trainee is expected to assist.
- 11.3 The program of study and observation worked out by the donor government and/or organization and any subsequent extension of grant, re-routing of return trip, and other modifications which may have been necessary in the light of actual experience including a



description of the organizations, installations, firms and institutions visited, course studied, field trips made, and other practical work done and a comparison of these with those in the Philippines/locality as they relate to the specific problem mentioned in 11.2.

- 11.4 Views on how the training abroad or in the Philippines as the case may be, can contribute to the economic and social development of the Philippines. The participant should also give, at this stage, the long and short-term recommendations and suggestions which he thinks the government should undertake together with the corresponding justifications.

Recommendations should be divided into two parts, namely: (1) those which can be implemented immediately with present resources; and, (2) those which require additional appropriations. Recommendations and suggestions should be realistic and attainable, taking into account the financial and human resource capabilities of the office as well as cultural norms, climatic conditions, and other considerations. The participants should also indicate the desired measures necessary for the successful implementation of the skills, techniques and advanced knowledge to be learned or acquired.

- 11.5 The report should not exceed 10,000 words excluding enclosures and appendices.
- 11.6 For foreign-assisted trainings, the report should be in 6 copies and typewritten. The original, and two copies shall be submitted to NEDA through the Department; a copy to be furnished to the Foreign Service



Institute, Department of Foreign Affairs, Manila; a copy for the AMMS; and a copy for the grantee/trainee.

(Please see Annex "E" - External Training Report)

- 11.8 In addition to the above, the grantee/trainee may make a separate memo to the AMMS about his comments/suggestions for the improvement of scholarship and other training grants in the Department as well as other comments he thinks worth mentioning.

12. MONITORING AND EVALUATION

- 12.1 From time to time or as required by the AMMS the grantee/trainee shall provide the AMMS a status report of the application of knowledge, skills or abilities in their respective offices.

- 12.2 The Human Resource Planning Division, AMMS will evaluate the reports submitted in the light of human resource development program thrusts of the Department.

13. EFFECTIVITY

These policies and guidelines shall take effect immediately.

14. REPEALING CLAUSE

All Department orders, memorandum circulars, rules and regulations and other issuances inconsistent herewith are hereby modified, repealed or superseded accordingly.


FIORELLO R. ESTUAR
Secretary

MALACANANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES
EXECUTIVE ORDER NO. 421

AMENDING EXECUTIVE ORDER NO. 129 DATED MAY 6, 1968, ENTITLED
"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 ALLOWANCE
AND OTHER EXPENSES THEREFOR."

Section 16 of Executive Order No. 129 dated May 6, 1968
is hereby amended to read as follows:

"Section 16. Clothing allowance and per diem. - Officials
and employees authorized to travel abroad under this Title shall
be granted clothing allowance and per diem as follows:

<u>Clothing</u> <u>Allowance</u>	<u>Per D.</u>
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a) The Department Secretaries; the
Executive Secretary; the Commissioner on
Audit; the Commissioner of the Budget; the
Commissioner of Civil Service; the Director-
General, National Economic and Development
Authority; the Social Welfare Administrator;
the Chairman, Commission on Elections; the
Chairman, Civil Service Board of Appeals;
the Chairman, National Science Development
Board; the Chairman, Population Commission;
the Chairman, National Police Commission;
the Department Undersecretaries; ambassadors,
ambassadors extraordinary and plenipotentiary;
the Assistant Executive Secretaries; the Legal
Adviser to the President; the Deputy Commis-
sioner of the Budget; the Deputy Commissioner
on Audit; the Deputy Director-General and
Assistant Director-Generals, National Economic
and Development Authority; the Solicitor General;
the Members, Commission on Elections; the Mem-
bers, Civil Service Board of Appeals; the Deputy
Commissioner of Civil Service; the Government
Corporate Counsel; the Legislative Secretary;
the Governor, Land Authority; the Vice-Chair-
man, National Science Development Board; the
Managing Director, National Computer Center,
the Managing Director, Development Management
Staff; the Executive Director, Population Commission;

the Chief of the Staff, Armed Forces of the Philippines; the President, University of the Philippines, and the presidents of other state universities; the chairman of governing boards and the general managers or other managing heads of government-owned or controlled corporations; heads of delegations with full powers; and other officials of similar or equivalent rank\$300.00 \$50.00

b) The vice-chairman and members of government boards and councils and the assistant general managers or other assistant managing heads of government-owned or controlled corporations; career ministers; directors and assistant directors and chiefs of bureaus and offices; general officers of the Armed Forces of the Philippines; vice-presidents of state universities; and other officials of similar or equivalent rank\$250.00 \$40.00

c) The heads of primary units and officials of equivalent rank in the Executive Department, the Commission on Audit, and Government-owned or controlled corporations; Field grade officers of the Armed Forces of the Philippines; foreign affairs officers; heads of state colleges and deans of colleges of the University of the Philippines; and other officials of similar or equivalent rank\$225.00 \$35.00

d) All other employees\$200.00 \$30.00

The per diem herein provided for shall be granted only for the duration of the official trip, including travel time as defined in Section 20 hereof."

Done in the City of Manila, this 26th day of November, in the year of Our Lord, nineteen hundred and seventy-three.

(SGD.) FERDINAND E. MARCOS
President of the Philippines

By the President:

(SGD.) ALEJANDRO MELCHOR
Executive Secretary

MALACANANG
MANILA

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EXECUTIVE ORDER NO. 367

FURTHER AMENDING EXECUTIVE ORDER NO. 129 DATED MAY 6,
1968, AS AMENDED BY EXECUTIVE ORDER NO. 421, DATED
NOVEMBER 26, 1973

I, CORAZON C. AQUINO, President of the Philippines, by
virtue of the powers vested in me by law, do hereby order:

SECTION 1. Section 7, Title I of Executive Order No.
129 is hereby amended to read as follows:

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"Sec. 7. Clothing Allowance. The grantee or trainee
shall be granted clothing allowance of \$400 for
temperate and \$300 for tropical zones for the duration
of 24 months and below. The clothing allowance shall
not be granted more often than once every twenty-four
(24) months and a certification that no clothing
allowance has been received during the next preceding
twenty-four (24) months shall be submitted together
with the request. In cases where the clothing
allowance previously received by the grantee or trainee
concerned was less than the clothing allowance for the
subsequent trip, or when the clothing allowance being
granted by the donor is less than the clothing
allowance indicated herein, he may be granted the
difference."

SEC. 2. Section 12 of Title I of the Executive Order
No. 129 is hereby amended to read, as follows:

"Sec. 12. Obligations of a grantee or trainee. In
consideration of his acceptance of a foreign
scholarship/training grant, the grantee or trainee
binds himself to the following conditions:

- a. To live up to the terms and conditions of his
grant;
- b. To conduct himself in such a manner as not to bring
disgrace or dishonor to himself or to his country;
- c. To keep up with the standards of scholarship or
accomplishments;

- d. To submit to the head of his office and the Committee his official transcript of grades at the close of each quarter, term or semester;
- e. To return immediately upon the termination of his scholarship/training;
- f. To submit to the head of his office and the Committee a report on his study/training within sixty (60) days after his return to duty;
- g. To submit a re-entry plan or proposal for the application of newly-acquired skills or expertise to his Office and the Committee, upon completion of at least six (6) months study/training; and
- h. To serve his Office or any other government office or instrumentality as the exigencies of the service may require, for the specified period indicated below:

NATURE	TRAINING TRAINING DURATION OF SCHOLARSHIP	SERVICE OBLIGATION
<i>for</i> For academic non-academic programs, including extensions	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

Failure of the grantee or trainee to fulfill the obligations provided under subparagraphs (a), (b), (c) and (d) of this Section shall be sufficient cause for the cancellation of his scholarship/training grant and for his recall. Should failure in any of such cases be due to his own fault or willful neglect, he shall refund all expenses in accordance with the provisions of the succeeding subparagraphs of this Section.

For failure to render the required length of service referred to in subparagraph (h) of this Section, on account of voluntary resignation, retirement, separation from the service through his own fault or other causes within his control, the grantee or trainee shall refund in full to his agency such amount as may have been defrayed for expenses incident to his scholarship/training as determined by the Committee.

The obligations of grantees or trainees affected/displaced by the reorganization of their respective departments shall be governed by the herein attached "Obligation of Scholars Displaced by Reorganization," which is made an integral part of this Executive Order.

It is the policy of the Committee to allow proportionate refund of the monetary value of the grantee's or trainee's service obligation, when he has served at least 75% of the total service obligation in the agency/department which sent him abroad.

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The proportionate amount and mode of payment shall be determined by the agency and confirmed by the Special Committee on Scholarships. In such cases, the amount shall be paid within three (3) years from the effectivity of the arrangement between the grantee or trainee and his agency, and to the execution of the affidavit of undertaking duly secured by a bond with his agency/department.

A condonation of the agency/department concerned may be allowed only in the following cases:

- a. Abolition of the Office or involuntary phase-out of the trainee or grantee in a reorganized office; and
- b. Death or permanent disability.

The Committee may impose such other penalties as it may deem necessary for failure of the grantee or trainee to fulfill other obligations provided under this Section."

SEC. 3. Section 16 of Executive Order No. 129, dated November 26, 1973, is hereby further amended to read as follows:

"Sec. 16. Clothing Allowance and per diem. Officials and employees authorized to travel abroad under this Title shall be granted clothing allowance and per diem, as follows:

Clothing Per
Allowance Diem

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- a) The Department Secretaries; the Executive Secretary; the Cabinet Secretary; other officials with Cabinet rank; the Chairman, Commission on Audit; the Chairman, Commission on Elections; the Chairman, Civil Service Commission; the Director-General, National Economic and Development Authority; the Legal Adviser to the President; the Legislative Secretary; the Deputy Directors-General and Assistant Directors-General, National Economic and Development Authority; the Department Undersecretaries; ambassadors, ambassadors extraordinary and plenipotentiary; the Deputy Executive Secretary; the Undersecretary, Presidential Management Staff; the Assistant Executive Secretaries; the Department Assistant Secretaries; the Solicitor General; the Commissioners, Commission on Audit; the Commissioners, Commission on Elections; the Commissioners, Civil Service Commission; the Commissioners, Merit Systems Protection Board; the Government Corporate Counsel; the Managing Director, National Computer Center; the President, University of the Philippines and the presidents of other state universities; the Chairman of governing boards and the general managers or the managing heads of government-owned or controlled corporations; heads of delegations with full powers; and other officials of similar or equivalent rank.

\$300.00 \$100.00

- b) The vice-chairman and members of the governing boards and councils and the assistant gene-

ral managers or other assistant managing heads of government-owned or-controlled corporations; career ministers; directors of bureaus and bureau-level offices; assistant directors of bureaus and bureau-level offices; general officers of the Armed Forces of the Philippines; vice-presidents of state universities; and other officials of similar or equivalent rank.

\$300.00 \$80.00

- c) The heads of primary units and officials of equivalent rank in the Executive Department, the Constitutional Commissions, and Government-owned or-controlled corporations; field grade officers of the Armed Forces of the Philippines; foreign service officers; heads of state colleges and deans of colleges of the University of the Philippines; and other officials of similar or equivalent rank.

\$250.00 \$70.00

- d) All other employees.

\$250.00 \$60.00

ba In addition to the aforementioned clothing allowance and per diem, members of the Cabinet and persons holding other positions of equivalent rank shall also be entitled to reasonable expenses of \$80.00 per day.

The per diem herein provided for shall be granted only for the duration for the official trip, including travel time as defined in Section 20 hereof."

SEC. 4. Section 21, Title III of Executive Order No. 129 is hereby amended to read as follows:

"Sec. 21. Pre-Travel Expenses - The grantee or trainee shall be provided allowance of P600 for local transportation fares to and from and within Metro Manila; medical examination; processing for the issuance of passport and travel tax exemption including incidental expenses for photographs, affidavits, certificate of birth and other related expenses; airport expenses excluding fees for excess baggage; and local portage at customary rates."

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SEC. 5. The Special Committee on Scholarships, in coordination with the Department of Budget and Management, shall conduct periodic review of the rates of allowances, per diem and other expenses mentioned in the preceding sections for its implementation. The Committee tasked with the administration and enforcement of Executive Order No. 129, as amended, shall promulgate the necessary implementing rules and regulations. Such rules and regulations shall become effective fifteen (15) days after publication in a newspaper of general circulation.

SEC. 6. This Executive Order shall take effect immediately.

Done in the City of Manila, this 21st day of August, in the year of Our Lord, nineteen hundred and eighty-nine.

Corazon B. Aquino

By the President:

Catalino Macaraig, Jr.
CATALINO MACARAIG, JR.
Executive Secretary

MALACANANG
Manila

LETTER OF INSTRUCTIONS NO. 395

TO : All Heads of Departments, Bureaus,
Offices, Agencies, Government-Owned
or Controlled Corporations and Local
Governments

The Civil Service Commission

WHEREAS, the Constitution provides that the Civil Service Commission shall establish a career service and adopt measures to promote morale, efficiency and integrity in the government service;

WHEREAS, I have decreed that the development and retention of a competent work force in the public service is a primary concern of government;

WHEREAS, to attain this objective, it is necessary that government employees be provided with opportunities for professional growth and development;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order that a government-wide Scholarship Program in Public Administration be established under the leadership of the Civil Service Commission. It shall be the aim of such Program to support qualified government employees who desire to take up graduate studies in public administration.

The following conditions governing the Program are hereby established:

I. Scope of the Program

The Scholarship Program shall be open to all government employees who belong to the career service, except the third level, who desire to take up graduate studies in public administration, subject to the conditions herein established.

II. Number of Scholars an Agency May Sponsor

Each agency shall be allowed to sponsor a maximum of six (6) scholars at any one time for each academic year. This means that an agency which has six grantees already enrolled under this Program may again sponsor scholars only after all or any of its six scholars shall have been either graduated or dropped from the study grant for valid reasons.

III. Rules for Nomination

A. The head of the agency shall officially nominate candidates to the Program on a form to be prescribed by the Civil Service Commission. For this purpose, a "head of agency" shall mean a person vested with sufficient authority to grant to employees under his jurisdiction the privileges of the scholarship and to commit the agency to the requirements stipulated in Condition V of this Letter of Instructions.

B. An agency shall be allowed to nominate as many candidates as it may deem necessary provided that the nominees meet all the qualifications prescribed by the Civil Service Commission.

IV. Selection of Scholars Through Competitive Examinations

A. The Civil Service Commission shall give competitive examinations annually for the purpose of selecting scholars under the Program. Passing of such competitive examinations shall be considered valid in the year it is taken and may not be availed of from future year's scholarship grant. The Civil Service Commission shall prescribe the necessary qualifications for admission to such examinations.

B. The dates and places of competitive examinations shall be announced by the Civil Service Commission central office and its regional offices.

- C. Nominees from the provinces shall take the competitive examinations at the place designated by the Civil Service Commission Regional Office where the nomination has been filed.
- D. In instances where the number of nominees of an agency who passed the competitive examinations exceeded its scholarship slots which are available pursuant to Condition No. II of this Letter of Instructions, candidates of that agency who obtained the higher examination ratings shall be preferred over those with lower ratings.

V. Responsibility of the Nominating Agency

- A. The agency concerned shall shoulder all of the grantees' school expenses as officially billed by the university. Availability of agency funds for this study grant shall therefore constitute a pre-requisite for nomination.
- B. The agency shall entitle the scholars to book allowances, rates of which shall be prescribed by the head of the agency upon the recommendation of the university. If there are two or more scholars in an agency, the head of such agency shall set up a program scheme regarding the purchase and use of books by the grantees.
- C. After the first semester of satisfactory academic performance, the agency shall allow the scholars to work in the office on half-day basis. The agency shall allow full-time study leave in the last semester for thesis writing.

VI. Responsibility of the Scholar

- A. The grantee shall enroll within one year after passing the competitive examinations. Failure to do so shall be a ground for forfeiture of the scholarship.
- B. Each scholar shall enroll for not less than nine (9) units per semester and not less than six (6) units during the

summer if he chooses to avail of summer classes in the period of his study grant. In no case, however, shall the scholar be allowed more than three years, from the date of original enrolment, to finish the course.

- C. Each scholar shall be required to submit periodic progress reports of his studies to the Civil Service Commission, copy furnished his agency. This report shall contain information on: 1) where the scholar enrolled and the subject enrolled in, at the beginning of every semester; 2) subjects completed with the corresponding grades and weights in units, at the end of every semester; and 3) other matters pertinent to the scholarship which shall be required from time to time by the Commission. Failure of the scholar to obtain passing marks in any subject shall automatically discontinue the scholarship grant.
- D. At no instance during the scholarship period shall a grantee be entitled to collect overtime pay for the time spent while in class attendance.
- E. Books purchased out of agency funds shall be surrendered by the scholar to his sponsoring agency upon the termination of his scholarship. Such books shall be the library property of that agency.
- F. Upon termination of the scholarship, the grantee shall be required to render service in any branch of the government for a period of at least Two (2) years for every academic year of scholarship enjoyed by him, unless he shall prefer to reimburse to the government all the expenses paid by the latter in connection with such study grant.

DONE in the City of Manila, this 19th day of April, in the year of Our Lord, nineteen hundred and seventy-six

(SGD.) FERDINAND E. MARCOS
President of the Philippines

-I-XI-

MALACANANG
RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 129

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 THEREFOR.

By virtue of the powers vested in me by law, I, FERDINAND E. MARCOS, President of the Philippines, do hereby promulgate the following 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 the rates of allowances and other expenses therefor.

TITLE I. - Scholarships, Fellowships, and Training or Study Grants.

Section 1. Approval by the Special Committee on Scholarships. - Official travel abroad of government officials and employees for the purposes herein below enumerated shall be subject to the approval of the Special Committee on Scholarships created under the Cabinet resolution of June 6, 1956, composed of the Secretary of Foreign Affairs, as Chairman, and the Secretary of Education, the Secretary of Finance, the Commissioner of the Budget, the Chairman of the National Economic Council, and the Executive Secretary, as Members, under such rules and guidelines as it may promulgate with the approval of the Office of the President. The chairman and members of the Committee may designate qualified and competent representatives to act in their stead. The said purposes, in the consideration of which the Committee shall be guided by declarations of policies that may be issued from time to time by the Office of the President, are as follows:

- (a) To accept in the interest of the public service and in the fields of study or work allied to their official duties--
- (1) Scholarships, fellowships, and training or study grants secured, arranged, offered, or sponsored by the Philippine Government or any of its instrumentalities;

COPY FOR RECORDS SECTION

COPY FOR RECORDS SECTION

- (2) Scholarships, fellowships, and training or study grants from outstanding foreign universities or institutions upon recommendation of the department head concerned;
- (3) Scholarships, fellowships, training or study grants, and such other offers from outstanding foundations and scholarship programs as the Rockefeller Foundation, the Guggenheim Foundation, the Barbour Scholarship, the Carnegie Foundation, the Ford Foundation, the Asia Foundation, and the Russel Sage Foundation.

- (b) To attend and/or undertake student seminars and workshops, on-the-job training, ad hoc studies, or observation trips in connection with scholarships, fellowships, or training or study grants abroad.

Sec. 2. Application for extension. - Applications for extension of scholarships, fellowships, or training or study grants, where recommended by the training officer in the country of training, shall be considered by the Special Committee on Scholarships if also recommended by the Department head concerned and submitted within a reasonable time before the expiration of the period originally authorized.

Sec. 3. Physical examination. - Each applicant selected for scholarship, fellowship, or training or study grant shall be required to undergo a thorough and complete physical examination by the Department of Health or any other government health or medical unit adequately equipped for the purpose. Applicants possessing such symptoms of disease as might affect their usefulness as students or trainees shall be rejected.

Sec. 4. Salary. - All travels abroad under the grants mentioned in sections one and two shall be with salary unless the employment of substitutes is imperative and no savings or other funds are available for the payment of the salary's of the substitutes.

Sec. 5. Living allowance and per diem. The grantee or trainee, irrespective of his official rank, shall be entitled to a monthly stipend or living allowance for the duration of the training, including travel time as defined under Section 20 hereof, at rates not exceeding the following

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\$250 - in the United States, Canada, Japan, Guam, Argentina, Venezuela, and Brazil;

\$200 - in European countries, Australia, New Zealand, Korea, Taiwan, Okinawa, Mexico, and Central and other South American countries;

\$175 - in African and other Asian countries.

In cases of ad hoc studies or observation trips of not more than thirty (30) days in connection with the training, scholarships, or fellowship, the grantee or trainee shall be entitled to such per diem as may be authorized by the Special Committee on Scholarships, but not exceeding \$15.00. Should said ad hoc studies or observations be at the same place for more than thirty (30) days, the grantee or trainees shall receive, instead, the monthly allowance herein provided, effective as of the commencement of said studies or trips.

Where the study or training program itself involves travel from station to station, the grantee or trainee shall be on travel status and shall be entitled to per diems or living allowance, as the case may be, in accordance with the next preceding paragraph, provided that the travel status shall not be more than thirty (30) days within a period of one (1) year. Travel status in excess of thirty (30) days shall be subject to approval by the Special Committee on Scholarships.

Sec. 6. Transportation. - The grantee or trainee shall be entitled to transportation next below the first class: Provided, That in case the host country or sponsoring organization or agency provides a lower class of transportation, the grantee or trainee concerned may avail himself of the class of transportation herein authorized, the additional cost to be borne by the office concerned if funds are available therefor.

Sec. 7. Clothing Allowance. - The grantee or trainee shall be entitled to clothing allowance of not more than \$200.00, if in the place of study or training abroad normal Philippine clothing is inadequate. In cases where normal Philippine clothing is adequate, the grantee or trainee shall be entitled to a clothing allowance of \$100 during the first twelve months, and an additional \$50 during the next twelve months or a portion thereof.

Sec. 8. Tuition and matriculation fees, books and supplies. - When the grant does not so provide, the grantee

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or trainee shall be entitled to tuition and matriculation fees, as well as books and supplies which are certified to by the school authorities as necessary for his studies. The amount to be granted for books and supplies shall not exceed \$150.00 per year.

Sec. 9. Medical and dental care. - Where the grant does not so provide, the grantee or trainee shall be entitled, during his stay abroad, to a reasonable allowance for medical care and hospitalization if the illness is contracted in line of duty. If a grantee or trainee becomes seriously ill and his recovery cannot be expected within a reasonable time, he shall be returned home as soon as his physical condition permits. Allowance for dental care shall be only for needed ordinary treatments, but shall not include dentures, bridges, and other such services.

Sec. 10. Submission of transcript of grades and report. - Every grantee of scholarship or fellowship shall at the close of each quarter, term or semester, submit to the head of his office and the Special Committee on Scholarships official transcripts of the grades received by him, or certificates of performance or their equivalent. Upon the termination of the scholarship, fellowship, training, or observation, and within sixty (60) days after the return to duty of the grantee or trainee, he shall submit a report on his studies, training, and/or observations to the head of his office, a copy each thereof to be furnished the department head concerned and the Special Committee on Scholarships. Where a final travel expense voucher is presented, a copy of the report shall also be submitted therewith.

Sec. 11. Cancellation of scholarships, fellowships, or training or study grant. - Failure of a grantee or trainee to keep up with the necessary standards of scholarship or accomplishment, or to live up to the terms and conditions of his grant, shall be sufficient cause for cancelling his scholarship, fellowship, or training or study grant and for his recall. Should failure in any of the cases mentioned in the next preceding sentence be due to his own fault or willful neglect, he shall refund all expenses in accordance with the provisions of Section 12 hereof.

Sec. 12. Obligations of a grantee or trainee. - In consideration of his acceptance of a scholarship, fellowship, or training or study grant pursuant to the provisions of this Order, the grantee or trainee binds himself to the following conditions:

- (a) To keep up with the necessary standards of scholarship or accomplishment;

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- (b) To live up to the terms and conditions of his grant;
- (c) To conduct himself in such a manner as not to bring disgrace or dishonor to himself or to his country;
- (d) To return immediately upon the termination of his scholarship, fellowship, or training or study grant;
- (e) To serve the Office which sends him abroad, or any other government office or instrumentality as the exigencies of the service may require, along the field of his specialization or training, for a period of not less than two (2) years for every year of his fellowship or training, or a fraction thereof not less than two (2) months. Where the scholarship, fellowship, or training is for a period of less than two (2) months, the service shall not be less than one (1) year;
- (f) To refund in full to the financing agency or office of the Philippine Government such amount or amounts as may have been defrayed for his transportation, salary, allowances and other expenses incident to his scholarship, fellowship, or training or study grant for --
 - (1) failure to render, in full or in part, the required length of service referred to in subparagraph (e) above on account of voluntary resignation, retirement, separation from the service through his own fault or other causes within his control; or
 - (2) his having been recalled following cancellation of his scholarship, fellowship, or training or study grant due to his own fault or willfull neglect pursuant to Section 11; or
 - (3) violation of any provisions of this Order.

The foregoing conditions shall be embodied in a statement, which the grantee or trainee shall be required to sign before departure, acknowledging that he understands and accepts the same, although failure to sign such a statement shall not in any way affect his obligations under this Section.

Sec. 13 Status of grantee or trainee. - Any grantee or trainee under this Title shall be on full-time study status to enable him to take full advantage of the opportunity to acquire knowledge and/or skill for the benefit

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of improved public service. As such he shall not be given nor shall he accept any other assignment or be entitled to any emoluments, allowances or privileges other than those authorized for the scholarship by the Committee.

TITLE II. - Conferences, Special Missions, and Other Non-Study Trips.

Sec. 14. Approval of the President.- All official travels abroad other than those embraced in Title I shall be subject to the approval of the President of the Philippines. Heads of departments and chiefs of bureaus, offices and agencies are hereby enjoined to propose or recommend only those trips which are urgent and extremely necessary, will involve the minimum in expenditure, and expected to bring immediate benefit to the country. Travels and assignments under this Title shall include the following purposes:

- (a) To attend conferences or seminars sponsored by foreign governments or international government organizations to which the Philippine Government is committed or invited to send representatives or participants;
- (b) To attend conferences or seminars sponsored by private organizations, whether international or not, invitations to which have been sent through their respective governments to the Philippine Government;
- (c) To conduct examination or investigation of Philippine Government agencies or affairs;
- (d) To undertake any other official mission which cannot be assigned to any other Philippine Government official or officials already abroad.

Sec. 15. Transportation. - In case officials and employees authorized to travel abroad under this Title are not provided with transportation by the host country or sponsoring organization or agency, they shall be allowed official transportation which shall be of the economy class unless otherwise specified in the travel authority.

Sec. 16. Clothing allowance and per diem. - Officials and employees authorized to travel abroad under this Title shall be granted clothing allowance and per diems as

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follows:

Clothing
Allowance

Per Diem

(a) The Department Secretaries; the Executive Secretary; the Auditor General; the Administrator of Economic Coordination; the Commissioner of the Budget; the Commissioner of Civil Service; the Press Secretary; the Head, Presidential Agency on Reforms and Government Operations; the Chairman, National Economic Council; the Secretary of Community Development; the Social Welfare Administrator; the Chairman, Commission on National Integration; the Chairman, Commission on Elections; the Chairman, Civil Service Board of Appeals; the Chairman, National Science Development Board; the Department Undersecretaries; ambassadors, ambassadors extraordinary and plenipotentiary; the Assistant Executive Secretaries; the Legal Adviser to the President; the Deputy Commissioner of the Budget; the Deputy Auditor General; the Deputy Administrator of Economic Coordination; the Solicitor General; the Members, Commission on Elections; the Members, Civil Service Board of Appeals; the Deputy Commissioner of Civil Services; the Government Corporate Counsel; the Legislative Secretary; the Director-General, Presidential Economic Staff; The Governor, Land Authority; the Vice-Chairman, National Science Development Board; the Chief of Staff, Armed Forces of the Philippines; the President, University of the Philippines, and the presidents of other state universities; the chairman of governing boards and the general managers or other managing heads of government-owned or controlled corporations; heads of delegations with full powers; and other officials of similar or equivalent rank.....\$300.00

\$30.00

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(b) The vice-chairman and members of governing boards and councils and the assistant general managers or other assistant managing heads of government-owned or controlled corporations; cabinet ministers; directors and assistant directors and chiefs and assistant chiefs of bureaus and offices; general officers of the Armed Forces of the Philippines; the head legislative liaison officer; vice-presidents of state universities; and other officials of similar or equivalent rank.....\$250.00 \$25.00

(c) The heads of primary units and officials of equivalent rank in the Executive Department, the General Auditing Office, and the government-owned or controlled corporations; field grade officers of the Armed Forces of the Philippines; foreign affairs officers; heads of state colleges and deans of colleges of the University of the Philippines; and other officials of similar or equivalent rank.....\$225.00 \$25.00

(d) All other employees\$200.00 \$20.00

the per diem herein provided for shall be granted only for the duration of the official trip, including travel time as defined in Section 20 hereof.

Sec. 17. Representation expenses.-Philippine delegations to international conferences and conventions and special missions may be allowed such representation expenses as shall be absolutely necessary only for purposes essential to the achievement of the objectives of the delegation, and only upon previous authority by the President of the Philippines. To this end, representation expenses may be incurred for necessary entertainment, contributions, flowers, wreaths, and the like, when justified by circumstances and in conformity with the generally accepted customs, usages, and practices, in such amount as is necessary depending on the importance and duration of the conference, convention, or special mission.

Representation expenses shall be non-commutable and shall be accounted for strictly in accordance with applicable accounting and auditing regulations.

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Sec. 18. Submission of Report.-- Every official or employees assigned or authorized to travel abroad under this Title shall, within thirty (30) days after his return to the Philippines, submit a report with his recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken, to the head of his office, furnishing a copy each thereof the department head concerned and the Office of the President of the Philippines. In case of participation in an international conference or convention in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the President of the Philippines through the Secretary of Foreign Affairs not later than one month after the closing of the conference or convention. Any member of the delegation may also submit a supplementary report.

Violation of the provisions of this Section shall subject the official or employee concerned to disciplinary action.

TITLE III. - General Provisions

Sec. 19. Issuance of passport.-- No passport shall be issued to any official or employee of the government for official travel abroad unless the approval therefor of the Special Committee on Scholarships or the Office of the President required under this Order shall have been previously submitted to the Department of Foreign Affairs.

Sec. 20. Duration of travel. --Travel time allowed shall be computed according to the most direct air route, which shall include not more than three days before and three days after the training, conference, or mission, unless otherwise specified in the authority for the trip. Any additional time extension caused by taking a diverse route shall not be on government time or expense.

Sec. 21. Travel expenses. -- Officials and employees traveling abroad under Title I and II of this Order shall be allowed the following expenses:

- (a) Transportation fares -- airline, steamship, taxi bus and railroad fares, including hire of special conveyances.
- (b) Tips (in addition to per diems) -- for taxi drivers, bellboys for carrying luggage, but in no case shall be claim for tips be allowed at more than one dollar (\$1.00) for each service.

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- (c) Porterage---porterage expenses at customary rates in the locality but not to exceed one dollar (\$1.00) for each service rendered;
- (1) upon arrival at and departure from hotel or place of lodging;
 - (2) upon arrival at and departure from depot or point of embarkation or disembarkation;
 - (3) whenever hire for carrying luggage is demanded by the exigencies of the service;
- (d) Incidental expenses---for foreign exchange; passport; visas; photographs; affidavits; certificates of birth, health, or identity; inoculation; taxi fares, bus fares; airport fees; and other similar expenses.

Expenses for valets, room attendants, laundry, pressing, haircut, and similar services furnished by hotels not otherwise authorized herein, are not reimbursable.

Sec. 22. Limitation on clothing allowance. - Clothing allowance shall not be granted oftener than once in every twenty-four (24) months, and a certification that no clothing allowance had been received during the next preceding twenty-four months shall be made on the claim voucher: Provided, however, That where the clothing allowance previously received by the official or employee concerned was less than the clothing allowance to which he is entitled for the subsequent trip, he may be granted the difference.

Sec. 23. Insurance.- Any official or employee travelling under this Order shall be allowed reimbursement of premiums for accident insurance for the duration of his official trip abroad, which insurance shall not exceed fifty thousand pesos (P50,000.00). Under no circumstance shall premiums on insurance of personal or household effects belonging to any official or employee on official travel be charged to government funds.

Sec. 24. Payment of allowance and per diem differential.- Where the trainee, grantee, scholar or official traveling abroad is provided by the host government or institution with stipend, per diem, or allowance lower than that prescribed in this Executive Order, he shall be entitled to the difference only.

Sec. 25. Chargeability of expenses. - The expenses for per diems, allowances and other items authorized pursuant to the provisions of this Order shall, unless otherwise specified, be chargeable against the appropriate

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tions of the office to which the official or employee concerned belongs, subject to availability of funds.

Sec. 26. Rendition of account of cash advances. - within sixty (60) days after his return to the Philippines, every official or employee authorized to travel abroad shall render an account of the cash advances received by him in accordance with existing applicable rules and regulations and/or such rules and regulations as may promulgated by the Auditor General for the purpose. Payment of the salary of any official or employee who fails to comply with the provisions of this section shall be suspended until he complies therewith.

Sec. 27. Repealing clause. - All executive orders, administrative orders, circulars, and rules and regulations issued by the Office of the President or by any department, bureau, office, or agency, including government-owned or controlled corporations, or parts thereof inconsistent herewith are hereby modified, amended, or repealed, as the case may be.

Sec. 28. This Order shall take effect immediately.

Done in the City of Manila, this 6th day of May, in the year of our Lord, nineteen hundred and sixty-eight. May 6, 1968

(SGD.) FERDINAND E. MARCOS
President of the Philippines

By the President:

(SGD.) JOSE J. LEIDO, JR.
Acting Executive Secretary
Gg/

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