

Republic of the Philippines  
**MINISTRY OF PUBLIC WORKS**  
MPW Building, Bonifacio Drive, Port Area, Manila  
**OFFICE of the MINISTER**

May 23, 1980

Ministry Order)  
No. 80-48 ) SUBJECT : GUIDELINES IN THE SELECTION  
Series of 1980) OF CANDIDATES FOR SCHOLARSHIPS  
-x-x-x-x-x-x-x- AND TRAINING GRANTS OVERSEAS

To: All MPW Officials and Employees Concerned  
This Ministry

In accordance with Section 29 of Presidential Decree No. 807 otherwise known as the Civil Service Decree of the Philippines, the Ministry has included participation in scholarships and training grants overseas as part of the development program for its human resources. To ensure that the most qualified, deserving and competent employees are selected as candidates to scholarships and training grants overseas, the following guidelines are hereby prescribed.

Scope

These guidelines shall apply to all overseas scholarships, training grants, seminars, study tours and other similar activities whether sponsored/co-sponsored by the Ministry or undertaken only on official time.

Criteria for the Selection

The degree of qualifications of candidates shall be determined by the extent to which they meet the following criteria:

1. Status of Employment- Only officials and employees who have permanent appointments shall be considered for selection/nomination. A permanent appointment shall refer to an appointment to a position in the MPW staffing pattern approved or attested by the Civil Service Commission on a permanent basis.

*(Circularized - 6-17-80)*  
*(e)*

2. Educational Attainment - This refers to the degree required along the specific field being applied for in the scholarship or training grant.
3. Performance Rating - A consistent record of very satisfactory performance rating as a government employee attested by the immediate supervisor for the last two rating periods shall be required.
4. 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.
5. Relevance of Training - The scholarship or training grants should be relevant to the position held and educational background of the nominee.
6. Experience - At least two years of experience in the field of study being applied for shall be required (unless otherwise specified by the donor entity).
7. Clearance - A certificate of clearance from administrative and criminal charges shall be required.
8. Age - This refers to the age qualification specifically required by the donor entity.
9. Previous Training - Except as otherwise specified, nominees who have never been a recipient of scholarships or training grant abroad shall be given preference.
10. Language - A sufficient command of English, both written and oral shall be required.
11. Health Condition - Nominees must be physically and mentally fit to undergo the scholarship or training abroad.
12. Other documents as may be required.

Selection Procedure

1. All invitations for scholarships and training grants overseas shall be coursed to the Scholarship Screening Committee created under Ministry Order No. 80-8 dated February 13, 1980.
2. The invitations shall be initially assessed and then indorsed by the Scholarship Screening Committee to the service or bureau depending upon relevance of the scholarship or training grant to the office concerned.
3. The bureau director or service chief, as the case maybe, shall select qualified employees from their offices and shall submit the list of nominees numbering not less than three together with the duly accomplished nomination form (See Annex A).
4. Upon submission, the Scholarship Screening Committee shall evaluate the papers and then select the most qualified candidate based on the criteria set forth in this Memorandum.
5. The Committee shall submit the recommendation to either the Minister or Deputy Minister in accordance with the delegation of authority set forth in Ministry Order No. 79-13 dated August 23, 1979; final approval of official candidate shall be made by the Minister for those at the third level of the Civil Service and by the Deputy Minister for those below the third level.
6. The official candidate shall be advised of his/her nomination. He/She shall secure/prepare the following papers and documents:
  - a. Indorsement of nomination from the Minister or Deputy Minister as the case may be.
  - b. Duly accomplished information sheet in duplicate.
  - c. Certificate of clearance from administrative and criminal charges.

- d. Certified description of actual duties and responsibilities.
- e. Certified Service Records
- f. Xerox copy of transcript of scholastic records.
- g. Photostat copy of diploma
- h. If a married woman, a written consent of the husband for her travel abroad.

Responsibility


A. Scholarship Screening Committee (SSC)

The SSC shall be responsible for the effective implementation of the guidelines prescribed in this Memorandum. It may set forth additional guidelines as it may deem necessary for the judicious evaluation of candidates.

B. Personnel Division

The Personnel Division through the Training and Manpower Development Section shall provide secretariat services for the scholarship Screening Committee.

For your proper guidance and strict compliance.

  
ALFREDO L. JUNIO  
Minister  
