

**[ CSC MEMORANDUM CIRCULAR NO. 20, S. 1995,  
August 31, 1995 ]**

**REVISED GUIDELINES AND OPERATING PROCEDURES ON THE  
LOCAL SCHOLARSHIP PROGRAM (LSP)**

Pursuant to CSC Resolution No. 95-5327 dated August 31, 1995, the Commission promulgated the revised guidelines and operating procedures on the Local Scholarship Program (LSP). Attached are the said guidelines for the information and guidance of all concerned.

This Memorandum Circular supersedes MC No. 26, s. 1994. Other issuances on the implementing guidelines and operating procedures of the Local Scholarship Program inconsistent with these guidelines are also hereby superseded.

Adopted: 31 Aug. 1995

(SGD.) CORAZON ALMA G. DE LEON  
*Chairman*

Resolution No. 95-5327

WHEREAS, the Commission has been implementing the Local Scholarship Program (LSP) for the past two (2) years;

WHEREAS, some concerns have been expressed by the beneficiaries of the program, particularly on the extension of LSP grant, refund of tuition fees, acceptance of temporary appointment before or during scholarship, scholars who are reporting to office from time to time; administrative cases involving scholars and service contract with the agency;

WHEREAS, the aforesaid concerns need to be addressed by the Commission to make the terms and conditions of the scholarship grant clearer.

WHEREFORE, the foregoing premises considered, the Commission hereby resolves to adopt the attached revised implementing guidelines and operating procedures on the Local Scholarship Program (LSP).

This Resolution shall supersede the previous guidelines adopted in CSC Res. No. 93-299 and disseminated by Memorandum Circular Nos. 5, s. 1993 and 26, s. 1994.

(SGD.) CORAZON ALMA G. DE LEON  
*Chairman*

(SGD.) RAMON P. EREÑETA, JR.  
*Commissioner*

(SGD.) THELMA P. GAMINDE  
*Commissioner*

Implementing Guidelines and Operating Procedures on the Local Scholarship  
Program (LSP)

The administration of the LSP shall be governed by the following guidelines:

### Scope of the Program

The Local Scholarship Program is open to all government employees who want to pursue a one-year masteral degree and who pass the selection criteria established by the Commission for the purpose.

### Selection Procedure

Employees who possess the following qualifications shall be eligible to take the written examination:

- o A Bachelor's degree from a college or university of good standing;
- o a permanent appointment at the time of filing;
- o at least two (2) years work experience (in aggregate) in government;
- o performance rating of at least SATISFACTORY for the last two consecutive rating periods;
- o not more than 45 years old as of last birthday;
- o in good health;
- o no pending administrative case;
- o must not have earned a masteral degree; and
- o must not have availed of any foreign/local scholarship grant from the government in the past two years prior to the school year employee will study.

However, an employee who has previously earned masteral degree shall be accepted in the program. The original course he/she intends to pursue must be offered in any of the participating schools and he/she must be able to complete the course in one year's time. Otherwise, he/she may start another course.

Once the employee qualifies in both the written examinations and interview, he/she shall be entitled to the benefits of the grant. If a scholar is not accepted in one participating school, he/she may seek admission in another participating school.

In case the scholar is not authorized by the agency head to pursue the grant on official time, or he/she decides not to avail of the scholarship for one reason or another, he/she forfeits the privilege of the grant. No deferment will be allowed.

LSP scholars may be allowed to study and at the same time report to office provided they finish their course in the prescribed period. Otherwise, they shall refund all expenses incurred by the Commission for their studies.

In case the scholar is not allowed to study on official time, he/she may go on official vacation leave with pay, or leave without pay, not exceeding one year in case the scholar has no more leave to his/her credit. However, the grant of such leave shall be at the discretion of the agency head.

### Application Procedure