

## **LGSC SCHOLARSHIP PROCESS**

### **A. GUIDELINES FOR APPLICANTS/NOMINATING UNIT**

1. Upon receipt of invitation from the SCS-NEDA or donor institution, the DILG Central LGSC disseminates invitation to the operating units in the DILG central and regional offices. These operating units in turn, disseminates invitation to the Local LGSCs (DILG provincial/municipal and LGU committees);
2. Local LGSCs select their nominees and submit the same to the DILG provincial LGSC for selection of provincial nominee. The DILG regional LGSC selects regional and provincial/municipal offices;
3. LGSCs of operating units in the central and regional offices submit to the national LGSC, names of nominee/s with basic documents required. Only nominee/s with complete paper requirements including endorsement by the regional director/head of office and local chief executive (if coming from the LGU) shall be considered for deliberation;
4. Central LGSC selects and endorses Department nominee to SCS-NEDA with the required supporting documents;
5. Central LGSC notifies operating units concerned if regional/bureau/service nominee was selected as the Department's nominee to specific program or included in the file of reserved pool who shall be considered in future scholarship programs;
6. SCS-NEDA through the Central LGSC, shall remind nominee schedule of interview. Nominees coming from Luzon (Regions 1 to 5) NEDA Pasig and nominees from Visayas (Regions 6 to 8) NEDA Cebu while Mindanao (Regions 9 to ARMM) shall report to NEDA Davao; and
7. Central LGSC shall forward to SCS-NEDA, Cebu supporting documents of Visayas while Mindanao nominees to NEDA, Davao.

### **B. GUIDELINES FOR DEPARTMENT NOMINEES**

After passing the interview given by the Special Committee on Scholarship (SCS), the Department nominee shall :

1. Fill up Official Development Assistance (ODA) nomination form which would later be submitted by SCS-NEDA to concerned donor institution/country for final assessment. Official nomination form can be obtained from SCS-NEDA Cebu, Davao and Manila;

2. Undergo a physical or medical examination at the Department of health, San Lazaro Compound, Sta. Cruz, Manila, or at any accredited regional hospital (list is with NEDA) :
  - a. submit SCS-NEDA Letter of Request for physical and medical examination
  - b. submit urine and stool specimen
  - c. undergo AIDS & Hepa B tests, x-ray, pregnancy test for married female nominees and general physical examination
3. Submit physical and medical examination results with duly signed official nomination forms to SCS-NEDA;
4. Wait for note verbale or letter of acceptance from donor country which will be sent through the SCS-NEDA and nominating agency.

### **C. GUIDELINES FOR DEPARTING SCHOLARS/TRAINEES**

1. Upon receipt of note verbale or letter of acceptance from SCS-NEDA through the National LGSC, obtain Travel Authority and Department Order from the LGS National Secretariat;
2. Prepare marriage contract (for female grantee) and birth certificate. These documents are to be authenticated at the National Statistics Office (NSO) East Avenue, Quezon City.
3. Apply for passport at the Department of Foreign Affairs (DFA), Roxas Boulevard, Manila (application form can be obtained from DFA)

The following are the documents required in applying for a passport :

- a. copy of Travel Authority
- b. copy of scholarship/training contract duly signed by the scholar and his/her agency/office. The DILG Secretary is the grantor for scholars who are employees of the Department while the local chief executive is the grantor of scholars from the local government units;
- c. authenticated birth certificate;
- d. two (2) pcs. Passport size (2x2) colored picture with light background and duly signed at the left side. Grantee shall wear a dress/shirt with collar;
- e. updated certificate of no pending administrative and criminal case;
- f. authenticated marriage contract for female scholars;
- g. updated service record;
- h. note verbale

Note : If grantee is already a holder of a red passport, he/she shall submit the same to the DFA for revalidation. He/she shall bring along an update record, updated certificate of no pending administrative and criminal case, acceptance, Travel Authority and accomplished application form for passport revalidation.

If a grantee is already a green passport holder, he/she shall apply for a red passport and submit documents mentioned in this item except letters (c) and (f).

4. While the application for passport is being processed by DFA, the nominee shall :

a. Attend pre-departure briefing of the DILG and the embassy concerned. He shall inquire from the embassy schedule of pre-departure briefing;

If there is no scheduled pre-departure briefing the grantee shall obtain information from local embassy concerned on the climate/season at the time of the training/scholarship to be able to bring a suitable wardrobe to the country of training;

b. Claim from mother unit financial entitlements, i.e. pre-travel expenses and clothing allowance.

Providing the accounting section with copies of the following :

- ✚ Travel Authority and Department Order
- ✚ Note Verbale or Letter of Acceptance
- ✚ DILG-LGSC nomination letter to NEDA-SCS
- ✚ Executive Order 7 or Executive Order 401 (whatever is applicable)

5. Apply for travel tax exemption certificate at the Philippine Tourism Authority, Window 17, Department of Tourism Bldg., Agrifina Circle, Rizal Park, Manila. Bring along the passport, travel authority authenticated by the Department of Foreign Affairs and P50.00 processing fee;

6. If required by the donor country, request for clearance from the National Bureau of Investigation, Taft Avenue, Manila. This costs P55.00 and would take three to five working days for processing;

7. Check travel arrangements and obtain visa from embassy concerned (the visa however is not mandatory, this depends on the country and duration of training). Bring passport and the note verbale or letter of acceptance from the embassy;

8. Proceed to the ticket office concerned to claim airline tickets. Bring passport with the visa, acceptance and Travel Authority;

9. Prior to departure, get from the Department of Foreign Affairs, Manila address of post and name of Chief Mission or Principal Officer;
10. Prepare P600 for airport tax;
11. If possible bring enough amount of currency of donor country to pay for items which might be needed before release of allowance by the donor institution;
12. Upon arrival in country of training, register with the nearest Philippine diplomatic or consular office. In registering, give name, title and period of study or training and local address. State also name of nearest kin who should be notified in case of emergency and his address in the Philippines. If registration cannot be done personally it may be done through letter;
13. Submit to the Office of the DILG Secretary through the Central Local Government Scholarship Committee (LGSC), head of his/her mother unit and the Special Committee on Scholarships – NEDA within thirty (30) days after his/her return to duty, a written report on his study/training with recommendations as to application to the Philippine setting.

The grantee is also required to submit to the LGSC and his/her mother unit, a Re-entry Plan or proposal for the application of newly acquired skills or expertise, copy furnished the Office of the DILG Secretary and the Special Committee on Scholarships.