

APPLICATION FOR NON-SCHOLARSHIP GRANT (STUDY LEAVE)

It refers to to the availment of leave in order to pursue professional advancement by permanent, contractual and casual employees. Specifically, a time-off from work not exceeding six months with pay for qualified officials and employees to help them prepare for their bar or board examinations or complete their master's degree.

Office or Division	HR Management and Development Division			
Classification	Complex (Multi-process)			
Type of Transaction	G2C – Government to Citizen			
Who may avail	All interested and qualified DSWD FO2 employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form	Learning and Development Section			
Service Record	Personnel Administration Section			
Very Satisfactory (VS) Ratings for the last two (2) consecutive rating periods	Personnel Administration Section			
Certification of No Pending Administrative/Criminal (CNPAC) charge filed against the applicant	Personnel Administration Section			
Certification of No Current Service Obligation and No Pending Nomination related to other Local/Foreign Scholarship or Training program	Personnel Administration Section			
Updated Personal Data Sheet	Applicant			
Regional Personnel Development Committee Resolution	Learning and Development Section			
Endorsement of Head of Office/Director/ Immediate Supervisor stating/certifying office's functions, responsibilities, and deliverables will not be hampered	Learning and Development Section			
Additional requirement:				
Letter of Intent/Request for Non-Scholarship Grant (Study Leave)	Applicant			
Permit to take the Board/Licensure Examination or Schedule of Examination	Professional Regulation Commission			
School Registration/Enrolment Form/ Schedule of Classes (Study Leave)	School			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESING TIME (RA 11032)	RESPONSIBLE PERSON
1. Submit documentary requirements for application for non-scholarship grant (study leave)	1. Receive and review application per set criteria	None	30 minutes	Training Officer

	<p>Note: If not qualified, HR Learning and Development prepare Regret Letter</p> <p>If incomplete, application documents will be returned to the applicant and will be advised to submit complete documents.</p>			
	1.1. Prepare HRDC Resolution for signature of the members	None	1 working day	HRDC Secretariat
	<p>1.2. Endorse duly signed HRDC resolution to the Head of Agency for final approval</p> <p>Note: If not endorsed, HRDC, through the Secretariat, inform the applicant on the result of the screening through a Memorandum</p>	None	1 working day	HRDC Secretariat
	<p>1.3. Approve HRDC Resolution on the Study Leave request rank-and-file staff</p> <p>Note: Study Leave requests of Division Chief and above shall be endorsed to Human Resource Management and Development Service for the disposition of the Secretary</p>	None	2 working days	Officer-in-Charge
	1.4. Inform the applicant of the approval of the application	None	Within the receipt of the signed HRDC resolution	HRDC Secretariat
2. Sign Study Leave Contract	2. Prepare Study Leave Contract and inform the scholar of the requirements	None	Within the receipt of the signed HRDC resolution	HRDC Secretariat

	2.1. Endorse accomplished Study Leave Contract to the Officer-in-Charge for his/her signature	None	Within the receipt of the accomplished Study Leave Contract	HRDC Secretariat
	2.2. Approve Study Leave Contract	None	2 working days	Officer-in-Charge
	2.3. Submit accomplished contract to HRMDS for signature of Secretary and notary	Php 50.00 to 100.00	2 working days	Applicant PDC Secretariat
	2.3. Await for the signed and notarized Study Leave Contract	None	10 working days	HRDC Secretariat
3. Receive duly signed Scholarship Contract	3. Provide the scholar a copy of the duly signed and notarized contract	None	Within the day of receipt	HRDC Secretariat
	TOTAL	None	19 days, 1 hour	

Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	<p>Kindly accomplish the Client Satisfaction Measurement Form available at the Human Resource Management and Development Division or at the PACD Desk located at DSWD Field Office No. 02 lobby.</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p>
How feedbacks are processed	<p>Every end of the month, feedbacks are consolidated by the designated PACD Focal Person. Feedbacks requiring answers/clarifications shall be forwarded to appropriate Division for immediate resolution, within 3 working days.</p> <p>For status of query/clarification, please contact the following: Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p>
How to file a complaint	<p>Kindly accomplish the Client Satisfaction Measurement Form available at the PACD Desk located at DSWD Field Office No. 02 lobby.</p> <p>You may also file your complaint through telephone or via email with the following details:</p> <ul style="list-style-type: none"> • Your Name and contact details • Transaction with the Human Resource Management and Development Division • Name of Person complained of

	<ul style="list-style-type: none"> • Reason for complaint • Evidence/s, if any <p>For the status of your complaint/s, you may contact us thru:</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p>
How complaints are processed	<p>Every end of the month, feedbacks are consolidated by the designated PACD Focal Person. Feedbacks requiring answers/clarifications shall be forwarded to appropriate Division for immediate resolution, within 3 working days.</p> <p>Proper investigation shall be conducted and a report shall be filed by the designated PACD Focal Person.</p> <p>Client concerned shall be informed of the response.</p> <p>For the status of your complaint, you may contact us thru:</p> <p>Telephone: (078) 304 – 1004 Email: fo2@dswd.gov.ph</p>