

## APPLICATION FOR SCHOLARSHIP (LOCAL AND FOREIGN)

It refers to the availment of scholarship (local and foreign) by permanent, contractual, and casual employees who want to pursue further studies by completing a baccalaureate degree or pursuing further studies by earning a post-graduate degree.

<b>Office or Division</b>	Learning and Development Section			
<b>Classification</b>	Complex (Multi-process)			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail</b>	All interested and qualified DSWD FO2 employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>Additional requirement:</b> School Registration/ Enrolment Form/ Schedule of Classes (for DSWD-Sponsored Scholarship)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESING TIME (RA 11032)</b>	<b>RESPONSIBLE PERSON</b>
1. Submit documentary requirements for application for scholarship	1. Receive and review application  Note:  If not qualified, HR Learning and Development prepare Regret Letter  If incomplete, application documents will be returned to the	None	30 minutes	Training Officer

	applicant and will be advised to submit complete documents.			
	1.1. Prepare matrix for each applicant	None	30 minutes	Training Officer
	1.2. Convene Human Resource Development Committee (HRDC) to deliberate on the applicants  Note: If lone applicant/urgent nominations RPDC secretariat prepares referendum	None	1 working day	HRDC
	1.3. Prepare HRDC Resolution for signature of members	None	1 working day	HRDC Secretariat
	1.4. Prepare compendium of supporting documents	None	2 working days	HRDC Secretariat
	1.5. Endorse resolution to HRDC Resolution to the Head of Agency for approval	None	1 working day	HRDC Secretariat
	1.6. Approve HRDC Resolution	None	2 working days	Officer-in-Charge
	1.7. Submit duly signed HRDC Resolution and supporting documents to Human Resource Management and Development Service (HRMDS)	None	30 minutes	HRDC Secretariat
2. Await for the result of the application	2. Await for the concurrence and approval of the HRDC – Central Office	None	10 working days	HRDC – CO Secretariat
	2.1. Inform the Head of the Agency of the Approval of the application for scholarship	None	10 working days	HRDC – CO Secretariat
3. Sign Scholarship	3. Prepare Scholarship Contract	None	2 working days	HRDC Secretariat

Contract	and inform the scholar of the requirements			
	3.1. Endorse Scholarship Contract to the Officer-in-Charge for his/her signature	None	2 working days	HRDC Secretariat
	3.2. Submit duly accomplished Scholarship Contract to HRMDS for appropriate action	Php 50.00 to 100.00	1 working day	RPDC Secretariat
	3.3. Await for the signed Scholarship Contract	None		RPDC Secretariat
4. Receive duly signed Scholarship Contract	4. Provide the scholar a copy of the duly signed and notarized contract	None	Within the day of receipt	RPDC Secretariat
	<b>TOTAL</b>	None	32 working days, 1 hour, 30 minutes	

### 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: <a href="mailto:fo2@dswd.gov.ph">fo2@dswd.gov.ph</a></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: <a href="mailto:fo2@dswd.gov.ph">fo2@dswd.gov.ph</a></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"> <li>• Your Name and contact details</li> <li>• Transaction with the Human Resource Management and Development Division</li> </ul>

	<ul style="list-style-type: none"><li>• Name of Person complained of</li><li>• Reason for complaint</li><li>• Evidence/s, if any</li></ul> <p>For the status of your complaint/s, you may contact us thru: Telephone: (078) 304 – 1004 Email: <a href="mailto:fo2@dswd.gov.ph">fo2@dswd.gov.ph</a></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: <a href="mailto:fo2@dswd.gov.ph">fo2@dswd.gov.ph</a></p>