Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF IMUS CITY
Toclong I-C, City of Imus

POLICY ON TRAININGS AND SCHOLARSHIPS PROGRAMS (LOCAL AND ABROAD)

I. INTRODUCTION

The Schools Division Office of Imus City fully supports the continuing professional development of its teaching and non-teaching personnel. It firmly believes in the saying "Invest where it really matters," thus, by improving its employees' performance through scholarship and training grants local and abroad has become an integral part/service of the human resource development.

In a competitive workplace today, the SDOIC shall invest to its workforce by providing educational assistance or by looking for its partners who will provide ample opportunities for the professional and personal advancement of its people. Through this program, employees would be able to upskill themselves and keep abreast with the latest skills and knowledge in the field of education.

The SDOIC also considers the fact that an educated workforce is one of the organization's most important asset. Hence, offering opportunities such as these is a laudable commitment of the department towards the holistic development of its people.

II. RATIONALE

The trainings and scholarship programs of the SDOIC supports the diverse range of its employees. Any opportunity that may be provided by the local and national government is open to all regardless of their race, sex, age, nationality, ethnicity, language, religion, status or any other categories. It highly promotes equality, and principle of non-discrimination of its employees towards professional enhancement and development.

This policy is governed and guided by the existing laws, and guidelines of the Department of Education and Civil Service Commission on the provision of trainings and scholarship programs and equal opportunity principle to its employees.

III. PURPOSE

This policy aims to provide guidelines in the implementation of trainings and scholarship programs being provided by the local and national government, department of Education, Non-Government organizations and other possible partners of the Schools Division Office of Imus City.

IV. SCOPE AND COVERAGE

This policy shall apply to all and it is intended to benefit the following:

1. Teaching Personnel of the Schools Division Office of Imus City;
2. Non-teaching Personnel of the Schools Division Office of Imus City; and
3. Employees on a permanent, job order and casual status.

V. STANDARDS

This chapter deals with the existing legal bases, orders and guidelines on trainings and scholarship programs:

DepEd Order No. 21, s. 2018 – Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Funds for Personnel in School and Learning Centers

DepEd Order No. 32, s. 2017 – Gender-Responsive Basic Education Policy

DepEd Order No. 32, s. 2011 – Policies and Guidelines on Training and Development (T&D) Programs and Activities

RA 7277 An Act Providing for the Rehabilitation, Self-Development, Self-Reliance or Disabled Persons and their Integration into the Mainstream of Society, (Equal Opportunity Principles (EOP). Section 5 (Equal Opportunity for Employment). No PWD shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to same terms and conditions of employment and same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able bodied person. At least one percent (1%) of all positions in all government agencies, offices, or corporations shall be reserved for PWD.

RA 8371. The Indigenous Peoples' Rights Act of 1997

Rule V, Section 4 (Right to Employment). Some provisions:
Be free from any form of discrimination, with respect to recruitment and conditions of employment. Be free from any coercive recruitment system, including bonded labor and other forms of debt servitude. Enjoy equal opportunities for admission to employment, both skilled and unskilled. Right to affirmative action with regards to employment in government and private undertakings by setting up mechanisms for the recruitment and hiring of IPs in proportion to their population in their areas of operation providing equal access to employment opportunities.

EOP MC 08, s. 1999

Equal Opportunity Principle Compliant. L & D System should adhere to the principle of non-discrimination which stresses that all education personnel, regardless of age, sex, religion, ethnic origin, position, and physical abilities have equal access to learning and development opportunities. For operation purposes, at least one L & D program must have been attended by each education personnel in a year.

RA No. 10911 – An Act Prohibiting Discrimination Against any Individual in Employment on Account of Age and Providing Penalties therefor

CSC MC No. 28, s. 1990 – Reiterating Certain Policies in the Conduct of Government Training and Development Program

CSC MC No. 24, s. 2016 – Program to Institutionalize Meritocracy and excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators

CSC MC No. 43, s. 1993 – Streamlining and Deregulating Human Resource Development Functions

CSC Mc No. 44, s. 1992 – Guidelines and Operating Procedures in the Administration of the Scholarship Program for Government

VI. DEFINITION OF TERMS

For a clear and common understanding, the following terms are hereby defined:

Competency standards. Refer to a set of knowledge, skills and attitude required to carry out successfully assigned roles, functions and responsibilities for a given position in the organization (DO 21, s. 2018).

Diversity. Diversity in the workplace refers to employees from different walks of life, including but not limited to religious and political beliefs, characteristics, background, preferences, status, and education.

Equal Opportunity Principle. In its sense in the learning and development system, EOP is a non-discriminatory treatment of all employees regardless of their race, sex, age, nationality, ethnicity, language, religion, status or any other categories by giving them opportunities for professional advancement.

Human Resource Development. It is a range of activities that cover continuing professional development, organization and career development aimed at improving individual and organizational productivity. It is a long term process that includes regular opportunities and experiences planned systematically to promote growth and development in the profession (DO 21, s. 2018).

Learning and Development System. It refers to the processes and mechanisms through which professional development, activities and programs shall be developed, managed, quality assured, monitored and evaluated. It consists of the five sub-systems, i.e. LDNA, LDP, PDRPD, LDD and QATAME.

Local Government Unit (LGU). An institutional unit whose fiscal, legislative executive authority extends over the smallest geographical areas distinguished for administrative and political purposes.

Non-Government Organization (NGO). An organization that is independent of any government. It is usually non-profit and active in humanitarian or social areas.

Non-Teaching Personnel. They are employees who are not actually involved in classroom teaching but indirectly and indispensably assisting in the delivery of the service to educational constituencies and clientele (IRR of RA 9155).

Professional Development. Improving one's knowledge, competencies and skills through formal and informal learning.

Scholarship. An award of financial aid for one person to further his/her education.

Sponsor. An individual or organization that provides funds for an intended purpose.

Stakeholder. This may refer to internal and external stakeholders who have interest and willingness to support an organization's thrust.

Teaching Personnel. They are the persons engaged in teaching in the elementary and secondary levels whether on full time or part time basis (DO 21, s. 2018).

VII. GUIDELINES ON TRAININGS AND SCHOLARSHIP PROGRAMS

A. POLICY STATEMENT

It is the policy of the Schools Division Office of Imus City that all employees shall have equal opportunity in all areas of the human resources specifically the trainings and scholarship program both local and overseas. The SDOIC has its leeway of looking for partnership with the LGUs, NGOs, and other potential stakeholders who can provide a full or part- time trainings and scholarship programs for its employees. These opportunities or whatever options that work best and may create an educational assistance program to both teaching and non-teaching personnel are another commitment of the department towards excellency.

B. TRAININGS AND SCHOLARSHIP PROGRAM

1. All teaching and non-teaching personnel may avail of the opportunities for trainings and scholarships both local and abroad for their professional advancement.

2. All invitations regarding the trainings and scholarship programs must be properly disseminated through the division website, and other means of communication.

3. All applications for trainings and scholarship programs shall be coursed through and endorsed to the HRDC for deliberation and approval.

4. The Head of Office shall ensure that the responsibilities of the grantees are properly delegated and assigned for continuous operation of the task.

5. The grantee is required to submit a re-entry plan after his/her trainings and scholarship grant.

6. The eligibility, criteria and selection process for trainings and scholarship programs shall be provided by those who will sponsor the said program. Thus, the applicants shall meet all the expected qualifications, requirements and other criteria being expected of them.

7. A Memorandum of Agreement shall be made between the grantor and the grantee as to the terms and conditions presented by the concerned parties.

8. The program shall adhere to the principle of non-discrimination policy on equal opportunity principle which all personnel regardless of age, sex, religion, ethnic origin, position and physical abilities have equal access to trainings and scholarship opportunities.

9. It follows strictly the Republic Act 10173-Data Privacy Act of 2012 regarding the information about the learners that should be kept confidential and shall be used for the purpose of the said program.

10. In addition to the L&D interventions, this policy covers the scholarship program being offered by both external and internal providers. This office may adopt the guidelines and criteria in the scholarship program being offered to its employees.

11. This Office shall ensure that its employees are properly informed on the provision of learning and development and are given the equal rights and privileges.

C. IMPLEMENTING MECHANISM

1. The HRDC shall ensure that the sponsorship for trainings and scholarship programs covers all the agreements presented by the concerned parties.

2. All identified recipients shall be informed prior to the implementation through information dissemination using the division website, social networking site, text messaging and/or group chat.

3. Any violation or non-compliance of this policy shall be reported immediately to the top management for appropriate action.

D. MONITORING AND EVALUATION

1. The Monitoring and Evaluation shall measure the short, medium and long term effects of the program.

2. The HRDC shall coordinate with the sponsors for monitoring and evaluation of the recipients. Any irregularities shall be reported to the Head of Agency for appropriate action.

3. The HRDC secretariat shall follow-up the re-entry plan of the recipients after his/her scholarship grant.

4. The HRDC shall get feedback from the sponsors and recipients for continuous improvement and partnership to any future endeavor.

VIII. RESPONSIBILITIES

To ensure the effective implementation of this policy, the key personnel shall do the following responsibilities:

Top Management - shall ensure that this program is in place and implemented appropriately in accordance with the existing guidelines and policies on trainings and scholarship program.

Sponsors of the scholarship Program and Trainings – shall ensure that the educational and/or training assistance are provided to the grantees according to the terms and conditions. They shall inform the SDOIC for any amendment or modification to the Memorandum of Agreement. More so, they shall state clearly all the criteria, qualifications, requirements and selection process to the HRDC to be presented to the possible grantees.

Grantees – shall strictly follow and obey all the terms and conditions in the Memorandum of Agreement. Any violation shall be dealt accordingly.

Human Resource Development Committee (HRDC) – shall observe all the responsibilities, functions and duties as stated in the existing policies and guidelines on trainings and scholarship programs.

IX. EFFECTIVITY

This policy shall take effect immediately upon issuance and shall remain in force and in effect unless repealed, amended or rescinded.

X. COMMITMENT

This policy shall adhere to the continuous improvement process and the principle of transparent, ethical and accountable (TEA) governance.

Prepared by:

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