



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

*San Lazaro
Compound
Rizal Avenue,
Sta. Cruz
Manila,
Philippines
Tel No. 711-
60-80*

01 March 1999

ADMINISTRATIVE ORDER

No. 9-A S. 1999

SUBJECT: Guidelines in the Implementation of Local and Foreign Scholarship
under the Integrated Community Health Services Project (ICHSP)

I. RATIONALE

The Integrated Community Health Service Project (ICHSP), under the Department of Health (DOH), is a response to the changes brought about by the implementation of the Local Government Code in the health care delivery system. It has in fact created a beneficial coexistence between the Department and the Local Government Units of the six (6) provinces namely: Apayao, Kalinga, Guimaras, Palawan, South Cotabato, and Surigao del Norte.

One of the major components in the integration process of the health care service delivery system in a devolved set-up is the Human Resources Management and Development (HRMD) concerns of the targeted provinces and the counterpart regional and national offices as well. One of the strategies employed by the HRMD component is on continuing professional education in terms of skills development, value-orientation workshops, upgrading and enhancing capabilities on management, and exploring innovative but effective methodologies from other known models for adoption to ensure efficient and effective delivery of health services to the Filipino people.

In this light, the Integrated Community Health Services Project provides continuing educational programs for both hospital-based and public health workers and local government unit personnel and staff involved in program implementation. To ensure maximum benefits from these opportunities, a rational and systematic process in the implementation of local and foreign scholarships shall be institutionalized.

II. DEFINITION OF TERMS

1. **Fellowship** – an award for study, locally or abroad, given to individuals on the recommendation of their government/institution, to fit them for a specific assignment; thus, assisting in the development of health programs in the country.

- 1.1 Long-term Fellowship – a training course in pursuit of a formal degree involving the duration of one year or more such as masteral or doctoral degrees.
- 1.2 Short-term Fellowship – a special training course, short term duration which maybe in the following forms like study tour, exposure/orientation program, seminar, workshop, symposium, conference including those more than 30 days but less than 12 months.
2. Scholarship – maintenance or stipend for a student awarded by an educational institution or government organization under a special project.

III. COVERAGE

These guidelines shall cover the following:

1. All government employees, whether elected or appointed, of the targeted six (6) provinces of the project, the central and regional health office personnel involved in the administration and implementation of health programs under ICHSP who are eligible for training and development programs.
2. Scholarship covers both local and foreign scholarships, either locally funded or foreign funded programs.

IV. GENERAL GUIDELINES

1. The awarding of scholarships and training grants shall at all times conform to a policy of transparency and accountability.
2. All scholarship programs shall be coursed through the Health Manpower Development and Training Services (HMDTS), however, all foreign-assisted scholarship programs shall be coursed through the Foreign Assistance Coordination Service (FACS).
3. The training/scholarship grants must conform with the approved training plan of the ICHSP submitted by each Technical Coordinating Team (TCT) and consolidated by the Human Resource Management and Development-Technical Coordination Team (HRMD - TCT) and approved by the Project Directorate through the Project Management Office. The training program identified by the TCT should accompany possible list of nominee/s for approval, if possible.
4. All invitations for scholarship programs shall be coursed through the Project Management Office for farming out to the concerned Technical Coordinating Team for information.
5. All foreign-assisted scholarship programs shall follow all provisions relevant to the scholarship program indicated in Executive Order No.

248 as to the prescribed allowable rate for per diems, pre-departure expenses, clothing allowance and the procedures for approval.

6. Aside from the provision of tuition fee, allowance and other benefits to the scholar during training, the Project shall also be providing monetary support for the scholar's thesis. Funds for this purpose may only be accessed upon submission to the HMDTS, copy furnished the PMO, of a Thesis Proposal duly approved and endorsed by the scholar's Thesis Adviser.
7. The HMDTS through the HRMD Team shall be responsible for accrediting and collaborating with local training institutions and training programs for the training and development programs of ICHSP.

V. RECRUITMENT AND SELECTION

5.1 Screening and Selection Committee

5.1.1 The Screening and Selection Committee shall be created at various levels to be composed of the following:

5.1.1.1 Central and Regional Field Office Nominees

- | | |
|-----------------------------|-------------------------------|
| • Undersecretary, OMS | -Chairman |
| • Project Director | -Vice-Chairman |
| • Undersecretary concerned | -Member |
| • Director III, HMDTS | -Member |
| • Chief, Personnel Division | -Member |
| • Director III, FACS | -Member (if foreign-assisted) |

5.1.1.2 Local Government Units Nominees

- | | |
|--|----------------|
| • Provincial Health Officer | -Chairman |
| • Chief, Technical Division | -Vice-Chairman |
| • Provincial Chief, HRMO | -Member |
| • Provincial DOH Representative | -Member |
| • Concerned office/discipline Representative | -Member |

5.1.2 HMDTS/HMDTD will serve as secretariat to the Screening and Selection Committee for the National and Regional nominees.

5.1.3 The functions of the committee shall be as follows:

5.1.3.1 Screen nominations/applicants based on the general guidelines as contained in this document and additional criteria developed by the LGUs.

- 5.1.3.2 Review, validate and assess documents submitted by the applicants/nominees
- 5.1.3.3 Recommend and endorse nominees/candidates to the Secretary of Health for the national and regional nominees and to the Secretary of the Department of Interior and Local Government (DILG) for LGU nominees, for approval, if necessary.

5.2 Criteria and qualifications for selection

- 5.2.1 The nominee is occupying a permanent position.
- 5.2.2 Has rendered at least 2 years of continuous and very satisfactory rating for the last 2 periods.
- 5.2.3 Age requirement

For short term courses	no age limit
For long term and degree courses	not more than 45 years old at the time of application
- 5.2.4 Has not availed of any local and foreign scholarship for the past 3 years
- 5.2.5 Training to be undertaken should be relevant to the job (Competency-based)
- 5.2.6 Physically and mentally fit

5.3 Procedures for Filing Applications

- 5.3.1 Applicant shall submit to the Health Manpower Development and Training Services (HMDTS) the following:
 - Letter of Application
 - Physical and Medical Examination Certificate from a government institution
 - Applicant's Information Sheet/Resume (please see attached form)
 - Performance Evaluation Result for the last 2 rating periods
 - Birth Certificate
 - Certificate of no pending administrative/criminal charges
 - Certificate of Good Moral Character
 - Endorsement from the Head/Chief of Agency if to undertake a training program
- 5.3.2 The Committee shall screen and review all the required documents submitted by the applicants based on the agreed criteria.

- 5.3.3 The Committee shall endorse the principal and alternate qualified candidates to the Secretary of Health for the national and regional nominees and to the Secretary of the Department of Interior and Local Government for the LGU nominees, for approval.

VI. FUNDING

The Local and Foreign Scholarship grants shall cover the following financial assistance and benefit which are chargeable against the ICHSP funds:

6.2 Masters Degree and other Long-term Courses	<u>Local</u>	<u>Foreign</u>
Tuition and Miscellaneous	Actual Cost	Actual Cost
Stipend allowance includes Board and lodging, etc.	P4,000.00/month	USD 300/day* (ceiling)
Thesis Support	Not more than P50,000.00	-
Pre-departure expenses	N/A	P1,500.00
Clothing Allowance	N/A	USD 400** (ceiling)
Support to Re-entry plan Implementation	P50,000-100,000.00	P50,000-100,000.00
Book Allowance	P3,000.00/year	N/A
6.3 Short Courses		
Registration Fees	Actual Cost	Actual Cost
Travelling Expenses	Actual Cost	USD300/day (ceiling)
Pre-Departure expenses	N/A	P1,500.00
Clothing allowance	N/A	USD400 (ceiling)

VII. MONITORING AND EVALUATION


- 7.1 The Project Management Office and the HRMD team shall be responsible for periodic monitoring and evaluating the performance of the scholar/s of trainee/s.
- 7.2 The training institution shall be required to submit a progress report of the students per semester or at the end of the training program to the Head of Agency concerned, copy furnished, HMDTS.
- 7.3 The HRMD-TCT shall monitor regularly the progress of the implementation of the re-entry plan.

VIII. TRAINING AGREEMENT

- 8.1 A duly notarized Training Agreement shall be executed between the scholar/trainee, the DOH, and the Local Chief Executive (LCE) stipulating therein the payback services to be rendered to the government, which are as follows:
- 8.1.1 Six (6) months service for training of three (3) months or less
 - 8.1.2 One (1) year service for training more than three (3) months
 - 8.1.3 Two (2) years service for every year of training
- 8.2 Trainee/s or Scholar/s during the duration of study who failed in the course or resigned from the government service without any valid reason as determined by the Screening and Selection Committee on a case to case basis or fail to comply with the contract, shall:
- 8.2.1 Be forfeited of the scholarship
 - 8.2.2 Refund in full the training cost including remunerations received during the course of the training.
- 8.3 Trainee shall be required to prepare his/her re-entry plan to be approved and endorsed by the Head of Office of the scholar. This shall be submitted to HMDTS/HRMD, which shall review the re-entry plan and forward this to the Project Directorate for approval and financial support to ensure its implementation. The HMDTS through the HRMD-TCT shall be responsible for the monitoring and progress evaluation of its implementation. The Re-Entry Plan evaluation shall be contained in a Terminal Report to be submitted by HMDTS to the PMO.

IX. EFFECTIVITY CLAUSE

These guidelines shall take effect immediately and shall continue to be enforced until such time that the Project is terminated.


ALBERTO G. ROMUALDEZ, JR., MD
Secretary of Health 3-19-99

ICHSP

INTEGRATED COMMUNITY HEALTH SERVICES PROJECT

San Lazaro Compound, Rizal Ave., Sta. Cruz, Manila

Tel. No. 743-83-01 loc. 1331 to 1333 Telefax No. 743-17-61

Republic of the Philippines
Department of Health
Office of the Secretary

TRAINING INFORMATION SHEET

(Type/Write/Printed)

NAME _____
PRESENT POSITION _____
OFFICE/HOSPITAL _____

AGE _____ CIVIL STATUS _____
DEPT./SERVICE _____
BUREAU/REGION _____

EDUCATIONAL PROFILE

EDUCATION	NAME OF SCHOOL	DEGREE/TITLE	YEAR GRADUATED

IN-SERVICE TRAININGS, SEMINARS, STUDY AND SCHOLARSHIP GRANT

TITLE OF TRAINING OR SEMINAR	DATE(S) OF TRAINING	CONDUCTED BY

(Continue on separate sheet if necessary)

WORK EXPERIENCE

POSITION	DATE(S) OF EMPLOYMENT	STATUS OF EMPLOYMENT

(Continue on separate sheet if necessary)

☛ Field of training requested

Date

Signature