

CITY EDUCATION AND DEVELOPMENT DEPARTMENT – CITY SCHOLARSHIPS OFFICE
SCHOLARSHIP AGREEMENT
Undergraduate Studies

KNOW ALL MEN BY THESE PRESENT:

This Contract of Scholarship entered into by and between:

The **CITY GOVERNMENT OF CAGAYAN DE ORO**, a local government unit created and existing under the laws of the Republic of the Philippines with office address at 2nd Floor Executive Building, City Hall Compound, Capistrano corner Gaerlan Sts., Cagayan de Oro City, herein represented by **HON. ROLANDO “KLAREX” A. UY** in his capacity as CITY MAYOR, by virtue of Ordinance No. 13362-2018, hereinafter referred to as “**GRANTOR**”;
and

Mr/Ms _____,
(name of scholar)

(single/married), of legal age, Filipino and residing at _____

(permanent address)

hereinafter called the “**GRANTEE**”:

WITNESSETH: That

WHEREAS, The City Government of Cagayan de Oro enacted Ordinance No. 13362-2018, otherwise known as the “Scholarship Code of 2018”, which created an administrative office, expanded the scholarship tracks, and streamline the implementation through the partner academic institutions among others;

WHEREAS, The City Government of Cagayan de Oro Code mandates that the local government shall provide a scholarship program that is responsive to the demands of local and international industry as well as facilitate the enhancement of skills needed in a globalized economy;

NOW, THEREFORE, The City Government grants scholarship privileges to the GRANTEE to enable him/her to pursue _____ in _____ at _____
(degree) *(Course/Program/Major)*
_____ starting _____ of _____ for a duration
(Name of School) *(Semester)* *(Academic Year)*
of _____ years.
(regular number of years needed to finish chosen course)

I. NATURE

The scholarship grant is offered for the pursuit of undergraduate studies of a four or five year-degree program. It covers for tuition, matriculation, other fees and stipend.

II. DURATION OF THE SCHOLARSHIP GRANT

The scholarship is valid only for four (4) years with respect to a four-year degree program, and only for five (5) years with respect to a five-year degree program, EXCEPT in meritorious cases wherein the GRANTEE may be allowed to go on leave of absence (“LOA”) for a period not exceeding one (1) year, such as, but not limited to, cases like illnesses which require prolonged medical attention and/or rest; other unforeseen incidents requiring the GRANTEE to rest or to undergo medical treatment, or for some other compelling reasons, provided that the LOA is duly approved by the GRANTOR, through the City Scholarships Office (CSO).

Summer classes may be granted when required by the program enrolled. The GRANTEE shall devote his/her full-time as required under the approved program of study.

III. AVAILMENT OF SCHOLARSHIP GRANT

The GRANTEE is prohibited from accepting any other scholarship grant from additional sponsors simultaneously with the scholarship grant under this Agreement if doing so would interfere with their contractual obligations to the GRANTOR or result in a breach of any terms and conditions outlined in this Agreement.

Additionally, only one GRANTEE per family is permitted to receive the scholarship grant per academic year. Siblings or other family members of the same household are not eligible to avail of the scholarship during the same academic year.

IV. SCHOLARSHIP PRIVILEGES

The GRANTEE is entitled to the following:

Financial Privileges:

- a. Full tuition, Matriculation and other fees
- Should the GRANTEE drop out of school wherein he/she is enrolled without any justifiable cause or without prior approved LOA, the GRANTOR is not obligated to pay or settle the financial obligations incurred by the GRANTEE by reason of his/her enrollment therein during the semester which he/she did not finish.

- b. Monthly Stipend of P1,000 for grantees residing in the City Proper, P1,500 for grantees residing in the hinterland barangays, and P 3,500 for USTP grantees.

The monthly stipend shall be provided quarterly within the academic period the GRANTEE is enrolled EXCEPT for the following considerations:

- i. During summer classes;
- ii. Late renewal of scholarship contract.

V. SCHOLARSHIP OBLIGATIONS OF GRANTEE

- a. Grade Requirement

Academic or Performance-Based Scholars

The academic scholar GRANTEE must maintain a Cumulative Grade Average required based on the table below:

| PCC/SPC/STI/VIPC/GHPC | XU | CU | COC | LC | LDCU | USTP |
|-----------------------|----|------|------|------|------|------|
| 2.0 | B- | 2.25 | 2.25 | 2.25 | 2.2 | 2.5 |

Academic Scholars are students who belong to the top 70% in the overall ranking of accepted new scholars. The categorization is permanent in the duration of his/her scholarship grant.

Non-Academic or Income-Based Scholars

The non-academic scholar GRANTEE must maintain a Cumulative Grade Average required based on the table below:

| PCC/SPC/STI/CITY COLLEGE | CU | COC | LC | LDCU | USTP |
|--------------------------|------|------|------|------|------|
| 2.5 | 2.75 | 2.75 | 2.75 | 2.6 | 2.75 |

Non-Academic Scholars are students who belong to the 30% in the overall ranking of accepted new scholars. The categorization is permanent in the duration of his/her scholarship grant.

The GRANTEE must not fail two (2) subjects or fail to meet the required cut-off grade for two (2) subjects within the academic program. A failure of one (1) subject or failure to meet the

required cut-off grade of one (1) subject will place the GRANTEE on on-probation status, while a failure of two (2) subjects will subject the GRANTEE to removal from the Program.

b. Academic Load Requirement

The GRANTEE must follow the program of study to ensure that he/she shall finish his/her degree within the allotted time.

c. Leave of Absence (LOA)

The GRANTEE may be allowed official leave of absence for a maximum of 1 year provided that leave is highly justified, and supported by pertinent documents. Pertinent documents include:

- i. Medical certificate from a physician indicating scholar's medical condition and the need to take the leave from his/her studies more than a month;
- ii. Accomplished withdrawal or clearance form from the institution the scholar is currently enrolled;
- iii. Other documents CSO deemed necessary.

d. Submission of Post Enrolment Requirements and End of Semester Requirements

The GRANTEE shall be responsible in submitting post-enrolment requirements to confirm enrolment in the beginning of the school year. Post-enrolment requirements include photocopy of school ID, assessment of fees and course/program prospectus or summary of subjects to be taken for the entire course duration and other documents identified by the City Scholarships Office.

e. Renewal of Scholarships

- i. The GRANTEE shall be responsible for renewing his/her scholarship every end of the semester. Failure to renew at a given schedule will forfeit the grant.

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- ii. Requirements for renewal of scholarship include original copy of latest completed semester grades, accomplished Return Service hours and other documents identified by the City Scholarships Office.

f. Update of Personal Information

The GRANTEE is required to inform the City Scholarships Office in case of change of the following personal information:

1. Contact Number
2. Marital Status
3. Residence in Cagayan de Oro

Adjustment in the rate of monthly allowance in relation to the transfer of residence within CDO is subject to approval and will take effect in the succeeding academic year.

g. Termination of Scholarship Grant

The City Government through the City Scholarship Office reserves the right to terminate the scholarship privileges of the GRANTEE based on any of the following causes:

- ii. The GRANTEE fails to meet the average grade requirement of the program;
- iii. The GRANTEE commits two failing marks or fails to meet the required cut-off grades of two subjects while in the program regardless of the nature of the subject taken;
- iv. The GRANTEE has a sibling or immediate kin from the same household enrolled under the program;
- v. The GRANTEE willfully fails to enroll in the required subjects required of the Program;
- vi. The GRANTEE enrolls in a different institution and/or shifts into another program except for meritorious cases, and with the prior approval of the CSO;
- vii. The GRANTEE goes into absence without leave regardless of the cause;
- viii. The GRANTEE exceeds the time allotted to finish the program, not counting the official LOA taken;
- ix. The GRANTEE avails of another scholarship grant simultaneous with the City Scholarship Program;
- x. Commission of misconduct or unethical behavior inside and outside of the school campus where the GRANTEE is enrolled;
- xi. Conviction of any crime by a court or proper administrative body;
- xii. Consistent negligence on submission of Post-Enrolment Requirements;
- xiii. Failure to submit renewal requirements within the given period;
- xiv. False statement, misrepresentation, or deceitful conduct (i.e. tampering of scholarship documents);
- xv. Other acts as may be considered inimical to the interest of the City Government and those that adversely affect the integrity of the Scholarship Program.

VI. CITY SCHOLARSHIPS ETHICS BOARD

- a. The City Scholarships Ethics Board shall handle cases and complaints against a scholar who may have violated the provisions stated in the Termination of Scholarship that are non-academic related such as but not limited to the following:
 - i. The GRANTEE exceeds the time allotted to finish the program, not counting the official LOA taken;
 - ii. The GRANTEE avails of another scholarship grant simultaneous with the City Scholarship Program;
 - ii. Commission of misconduct or unethical behavior inside and outside of the school campus where the GRANTEE is enrolled;
 - iii. Conviction of any crime by a court or proper administrative body;
 - iv. Consistent negligence on submission of Post-Enrolment Requirements;
 - v. Failure to submit renewal requirements within the given period;
 - vi. False statement, misrepresentation, or deceitful conduct (i.e. tampering of scholarship documents);
 - vii. Other acts as may be considered inimical to the interest of the City Government and those that adversely affect the integrity of the Scholarship Program.
- b. Provide due process and investigate contract violations committed by a city scholar;
- c. May recommend to the City Scholarships Office suspension or removal of any scholar proven to have violated the conditions stated in this agreement.

VII. SERVICE HOURS

The GRANTEE is required to participate in all types of Student Development Programs per semester, or its equivalent, through participation in programs or activities. The return service opportunities fall into the following categories:

- a. Community Volunteerism Services - This type of return service involves scholars actively participating in or leading community programs initiated by the City Scholarships Office, scholar organizations, or affiliated public/private partners of the City Education and Development Department. These projects, which can be school-based or community-based, typically extend beyond a month and focus on initiatives that benefit the community. The goal is to apply scholars' skills and knowledge in practical settings while making a positive impact on both the school and the broader community. (*refer to the guidelines for more details*).

- b. Ladderized Programs- Scholars are required to participate in formal programs or workshops organized by the City Scholarship Office of the City Education and Development Department. This service often involves engaging in activities that foster personal, academic, and professional growth, such as leadership training, workshops, and other educational events. The aim is to help scholars enhance their skills.
- c. Institutional Volunteerism Services - This includes one-time requests from other offices and departments, as well as resource mobilization for ISDA association projects, programs, and advocacy.

The grantee will have to render service at the following offices/organizations:

- i. Partner offices identified by the City Scholarship Office;
- ii. Identified city-wide events where students are required to attend (e.g City Charter Day);
- iii. Identified campus events as arranged between the Office and the partner institution;
- iv. Scholars school-based organization in respective campus;
- v. Community-based projects or initiatives as identified by the Office.

VIII. COACHING AND MENTORING

All grantees that fall under on-probation status and or scholars classified as students-at-risk will be required to undergo coaching and mentoring with the City Scholarships Office.

IX. OBLIGATION OF CAGAYAN DE ORO CITY GOVERNMENT THROUGH THE CITY SCHOLARSHIPS OFFICE

City Scholarships Office shall process scholarship privileges to the GRANTEE based on the scholarship renewal status of the GRANTEE.

X. AMENDATORY CLAUSE

The City Government of Cagayan de Oro reserves the right to modify or amend the terms and conditions of this Agreement as deemed necessary without the need for prior notice to the GRANTEE, when such modification or amendment is required for this Agreement to conform to the prevailing circumstances of any or both parties, and upon due notice to the GRANTEE. Provided, that any change so effected shall no prejudice the rights and privileges that has already accrued to the GRANTEE under this Agreement.

IX. SEPARABILITY CLAUSE

In case of any portion of this Agreement is found inconsistent with any law, ordinance, or regulation and should be declared void, the remaining portion thereof not so declared shall remain valid and binding between the parties.

In witness hereof, the Parties hereto sign this Scholarship Agreement on this ____ day of _____ 2024 in Cagayan de Oro City.

| | |
|--|--|
| <div>HON. ROLANDO “KLAREX” A. UY</div> <div>City Mayor</div> <div>Cagayan de Oro City</div> | <div>NAME AND SIGNATURE</div> <div>Student/GRANTEE</div> |
|--|--|

NAME AND SIGNATURE

Parent/Guardian

Witnessed by:

| | |
|---|---|
| <div>MS SHEILA B. LUMBATAN</div> <div>City Mayors Office- Chief of Staff</div> | <div>MS RICHEL PETALCURIN-DAHAY</div> <div>Acting City Education and Development Officer</div> |
|---|---|

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CAGAYAN DE ORO CITY) s.s.

BEFORE ME, a Notary Public for and in _____, this ____ day of _____ 2024, personally appeared:

| NAME | VALID ID PRESENTED | DATE/PLACE ISSUED |
|-------------------------------------|--------------------------|-----------------------|
| HON. ROLANDO A. UY | _____ | _____ |
| | (ID # or valid Cedula #) | date and place issued |
| _____ | _____ | _____ |
| (name of grantee/scholar) | (ID # or valid Cedula #) | date and place issued |
| _____ | _____ | _____ |
| (name of parent/immediate guardian) | (ID # or valid Cedula #) | date and place issued |

Known to me as the same persons who executed the foregoing instrument, they acknowledged before me that the same is their free and voluntary act and deed, as well as the free and voluntary act and deed of the principals herein represented.

This instrument consists of seven (7) pages, including this page whereon the Acknowledgement is written, refer to the Scholarship Agreement which has been signed by the parties together with their instrumental witnesses at the bottom of the instrument and on each and every page thereon.

WITNESS MY HAND AND SEAL on the date and place above-indicated.

NOTARY PUBLIC

Doc. No.: _____;
Page No.: _____;
Book No.: _____;
Series of 2023.