

**REVISION HISTORY**

Rev. No.	Rev. Date	Description of Change	Author / Originator
00	Jun 15 '18	Initial issue	JOHN CARLO NAVALTA
01	May 23 '19	Overall Revision	KRISTELLE PASCUAL

	Name	Position	Signature	Date
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1.0 PURPOSE

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EDUCATION is one of the two pillars of the Megawide Foundation. The program focuses on providing access to high quality technical education to financially challenged Filipino youth. It is also aimed at improving the quality of education among its stakeholders by assisting educational institutions. The **MEGAWIDE ENGINEERING EXCELLENCE SCHOLARSHIP (MEES)** is one of the key components of the program.

The **MEES** is a flagship project on education and youth empowerment. It allocates funds and provides support for college engineering students to be enrolled at partner academic institutions (Technological University of the Philippines, Polytechnic University of the Philippines, Pamantasan ng Lungsod ng Maynila, UP Diliman, and Cebu Technological University), state colleges and universities. The scholarship caters directly to indigent students who are academically stellar and who possess a passion for engineering and innovation.

2.0 SCOPE

This program will support students who will be taking up Civil, Mechanical, and Electrical Engineering or Architecture courses endorsed by academic institution partners, program partners, and other stakeholders based on the qualifications set by this Policy

3.0 DEFINITION OF TERMS

- 3.1 **Megawide Foundation (MCFI)** – is a non-stock, non-profit corporation duly organized to implement social development projects for marginalized and disadvantaged communities in which Megawide Construction Corporation operates, and in areas where the company's resources and expertise are needed.
- 3.2 **Megawide Construction Corporation (MCC)** – is a publicly listed company under the Securities and Exchange Commission engaged in construction, infrastructure, manufacturing, real estate, renewable energy, and airport operations.
- 3.3 **Megawide Engineering Excellence Scholarship Program (MEES)** – is a full scholarship program that aims to provide its grantees, financial and technical support, and social support.
- 3.4 **MEES Selection Committee** – is a committee composed of various MCC department representatives from the Human Resources and Engineering, and MCFI Personnel, tasked to interview, evaluate, shortlist, and endorse the beneficiaries of the Program.
- 3.5 **MEES Application Form** – is an official document for submission that is required prior to an applicant's participation in the program.

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- 3.6 **MEES Commitment Form** – is a signed document that covers the scope of, responsibilities, requirements, and commitment of the **MEES Program** scholars.
- 3.7 **MEES Scholar's Profile** – is a confidential form to be accomplished by the MEES Scholar annually, containing his/her personal information that will be vital for the recording and tracking, and will be part of the Foundation's scholar database.

4.0 RESPONSIBILITY AND AUTHORITY

- 4.1 **Chief Operating Officer (COO)** – Oversees the process of the MEES program, including the composition of the MEES Selection Committee. Approves the final list of applicants who passed the selection process and qualified as a MEES Scholar.
- 4.2 **Program Officer** – processes the documents related to the MEES Program, populates and updates the database and file for each beneficiary, pre-qualifies and finalizes the potential candidates that may be endorsed to the MEES Selection Committee as beneficiaries of the MEES Program. Conducts home visits and interacts with the families/guardian of the shortlisted candidates/scholars.
- 4.3 **Administrative Assistant** – Disburses and Tracks the budget for the Program, Checks and endorses scholar's financial requests to Foundation COO for approval
- 4.4 **Applicant** – ensures that all information submitted is truthful and compliant, that he/she is capable of participating in the MEES program, and that he/she is aware of and understands the policy and conditions of MEES program.
- 4.5 **MEES Selection Committee** – assesses the documents submitted by the applicant, and provides this as reference for the eligibility of the applicant; interviews pre-qualified candidates and provides final recommendations to the Foundation COO re those most qualified to become beneficiaries of the MEES program.
- 4.6 **MEES Scholar** – adheres to the requirements, policy, and guidelines of the program. This may include attendance and/or participation in various programs, trainings, & activities of the Foundation and Megawide Subsidiaries
- 4.7 **Partners** – Verify status and necessary school documents of shortlisted applicants, provides semestral reports on academic status of scholars, and support scholar activities to be conducted by Megawide Foundation.

5.0 PROCEDURAL DETAILS

5.1 General Guidelines on Selection

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- 5.1.1 **Megawide Foundation**, will release before the end of every school year various MEES informational campaign materials (i.e. email blast, posters, announcements, letters, etc.) and promotional posters to partners and stakeholders, including dates of next application period, updates on the number of slots, changes of requirements and/or benefits, and other developments related to the program. Endorsements from academic institutions, program partners, and stakeholders will be accepted based on the allocated slots and according to the qualifications stated in this policy.
- 5.1.2 **Megawide Foundation**, through the assistance of the MEES Selection Committee and/or partner schools, will assess the applicants who register under the MEES Program based on the submitted documents, academic standing, character, passion for innovation and engineering, and eligibility based on their competencies, financial need and their ability to meet the program standards and requirements.
- 5.1.3 **The Megawide Foundation Program Officer** coordinates the whole selection process – from pre-screening, math exam and panel interview, and home visits.
- 5.1.4 The **Megawide Foundation COO**, based on the information submitted by the applicant, the remarks of the **MEES Selection Committee**, the field report submitted by the **Megawide Foundation Officer**, and the medical exam result forwarded by the accredited Megawide clinic, will decide if the potential candidate will be awarded an **MEES Scholarship**.
- 5.1.5 The successful applicant accepted under the **MEES Program** will become a **MEES Scholar**, bound by a scholar commitment form, in order to ensure that the proper scope of duties, responsibilities and deliverables of the parties (donor and beneficiary) are clearly stated and executed.
- 5.1.6 The MEES Scholar must abide by all the rules and his/her obligations as a scholar to maintain his/her regular scholarship status.

5.2 Terms & Conditions

- 5.2.1 Only completed applications, accompanied by all supporting documents will be shortlisted by the MEES Selection Committee, to advance to the next level of screening.
- 5.2.2 The MEES Program Grant is only available to students enrolled in existing Megawide Foundation Partner Academic Institutions.
- 5.2.3 Children of Megawide Construction Corporation (MCC) employees may apply to the MEES Program as long as they qualify to the standards set by the Megawide Foundation, and will be assessed equally along with other applicants.
- 5.2.4 All MEES applicants are assessed based on academic merit and financial need. In order to allocate the appropriate number of applicants availing of the program equivalent to the total slot allocation of the MEES Program, a force-ranking system will be implemented to make sure that the applicants with the highest scores from the MEES selection process will be prioritized. The force-ranking system will give premium to quality grantees that can be considered as most qualified, deserving, and capable of graduating. Should there be a number of applicants with the same qualifying scores, the Foundation shall have the final decision in awarding of scholarship slots
- 5.2.5 If an applicant successfully completes the scholarship screening process, he/she will be notified through a phone call and an official communication letter that she has been awarded with the scholarship. Only up to two (2) grantees from one (1) family may be awarded with MEES Program grant.
- 5.2.6 All financial support to a MEES Scholar are disbursed through a BDO cash card. A MEES scholar shall enroll to avail a BDO cash card within a week after the awarding of scholarship. All costs for the availment of BDO cash card will be reimbursed by Megawide Foundation soon after.
- 5.2.7 Continuation of the scholarship is subject to the grantee, successfully meeting the minimum requirements of the MEES Program each semester, including passing all subjects, attendance to Foundation-organized activities, and adherence to program rules.
- 5.2.8 Megawide Foundation shall disburse a MEES Scholar's monthly allowance during the summer term, unless he/she enrolls on his/her own prerogative for the purpose of taking subjects in advance.

- 5.2.9 If a MEES Scholar fails in a subject or drops a subject for the first time, he/she will be placed on probation, which entails 50% reduction of his/her monthly stipend, and temporary suspension of some benefits such as access to support for trainings and conferences, and book allowance.
- 5.2.10 If a MEES Scholar acquires a **failed grade** for two (2) consecutive **semesters**, the Megawide Foundation reserves the right to **investigate and decide** whether to place the MEES Scholar on probation or suspend him/her from the MEES Program.
- 5.2.11 If a MEES Scholar **fails to participate in at least 80% of Megawide Foundation organized activities**, he/she may be placed on probation.
- 5.2.12 Megawide Foundation **shall not cover tuition fees** (should there be any) of scholars retaking a subject because of a failed grade or DRP mark.
- 5.2.13 If a MEES Scholar is placed on probation for failing to meet the minimum requirements during the second semester of the present academic year, his/ her probation will take effect in the first semester of the following academic year.
- 5.2.14 All other additional requests of MEES Scholars must be properly communicated through a written letter of request submitted not later than two (2) weeks before the deadline of the request.
- 5.2.15 With proper consent, the MEES scholar's photos, essays, and other output requested or obtained by the Foundation may be used for the promotional materials, websites, and social media accounts related to the MEES Program and Megawide Corporation's CSR Programs.
- 5.2.16 Any major disciplinary action undertaken by MCFI's partner schools against a MEES beneficiary shall automatically be grounds for suspension of the scholarship.

5.3 Scholarship Eligibility

Based on the context of the program, the following conditions must be met:

- 1.) Must be a College Student under the disciplines of Mechanical, Electrical, or Civil Engineering, or Architecture;
- 2.) For incoming freshmen, must have **an accumulative General Weighted Average (GWA) of at least 90% in their entire senior high school.**
For incoming 2nd, 3rd, 4th or 5th year students, must have an **accumulative General Weighted Average (GWA) of at least 1.75 or better;**
- 3.) **Must have no Failing Grade in any subject;**

- 4.) Must successfully undergo the selection process specifically for this purpose;
- 5.) Preferably active in university or community activities;
- 6.) Must be a Filipino Citizen;
- 7.) With a household income of not more than PHP 300,000.00 annually (25,000/monthly);
- 8.) Must be physically and mentally healthy as certified by a MCFI pre-qualified physician;
- 9.) Without any pending application for Immigration;
- 10.) Not be a recipient of any other scholarship;
- 11.) Of good moral and academic character as evidenced by Endorsement Letters from his/her college adviser/dean or SHS teacher/principal (as applicable) and a community leader/barangay leader not related to him/her.

5.4 Criteria

The applicant will be graded according to the following criteria:

- A. Financial Need (40%) – Applicant must have a combined household income not higher than PHP 300,000 per annum;
- B. Character (40%) – Applicant must possess excellent character attested by character references from a teacher/ school faculty, pastor/priest, or community leader. He/she must possess a strong inner drive to excel, perseverance, and has a vision for his or her future;
- C. Commitment to Academic Excellence – Applicant must have a General Weighted Average (GWA) of 1.75 or better; and
- D. Ability to Graduate (5%) – Applicant must be in good physical, emotional/ mental health.

5.5 Application Requirements

Applicants must submit the following requisite documents to the Foundation for screening purposes:

5.5.1 (a) Requirements for Online Application – to be submitted thru the website/ online application form

- Accomplished Application Form (to be filled-out online);
- 2x2 Photo (jpg format);
- Scanned Certified True Copy of Grades/ Form 137;
- Scanned Certificate of Good Moral Character issued by school;

- Scanned Parent's most recent Income Tax Return (ITR)/ employment contract/ BIR Certificate of Tax Exemption/ Barangay Certificate of non-employment/ DSWD Certificate of Indigency

(b) Shortlisted applicants will advance to the Math Exam and Panel Interview, and must bring the following documents on their scheduled interview day:

- Photocopy of Birth Certificate;
- Statement of No Pending Application as an Immigrant to Foreign Country (downloadable);
- Parental Consent Form (downloadable);
- Letter of Reference Form (downloadable) from the following:
 - Academe: SHS Teacher/ Principle or College Adviser/ Dean;
 - Community: Mentor without any blood relation to the applicant e.g. community leader, pastor, priest, barangay captain, etc.
- Sketch map/ Google Maps direction from Megawide Head Office to Applicant's House

5.5.2 Requirements for Application via Partner School:

- Filled-out application form with one (1) recent 2x2 photo;
- Statement of parent/guardian that he/she is aware and gives his/her consent for the applicant to apply to the MEES Program;
- Photocopy of Birth Certificate
- Parent's most recent Income Tax Return (ITR)/ employment contract/ BIR Certificate of Tax Exemption/ Barangay Certificate of non-employment/ DSWD Certificate of Indigency;
- Certificate of Good Moral Character issued by the school
- Certified True Copy of Grades;
- Letter of Reference Forms from the following:
 - Academe: SHS Teacher/ Principle or College Adviser/ Dean;
 - Community: Mentor without any blood relation to the applicant
- Sketch map/ Google maps Direction from Megawide Head Office to Applicant's House

Submission of application forms and processing of applicants will be on a first-come-first-served basis. Submissions will be timed in accordance with the school calendar and must be submitted before the Foundation's application deadline. The application

is deemed received when the Foundation, which receives the application forms and documents, stamps the application as complete.

5.6 Selection Process

5.6.1 **Promotion.** Megawide Foundation will release posters to its partner schools for the promotion of the next batch of **MEES Program Scholarship Screening** through all the schools' communication platforms in the college of Engineering and/or OSFA, and posting on its website or social media.

5.6.2 **Application.** Interested applicants may apply to the MEES program through either of the two (2) platforms:

(a) **via Direct/ Online Application** - Megawide Foundation will accept and assess applicants who apply to the MEES Program via Megawide Scholarship Website. The **MEES Selection Committee** will pre-screen the applicants based on the submitted documents, academic standing and financial need. Shortlisted applicants will then, receive a call from the Selection Committee, confirming their schedule for a Panel Interview.

(b) **via Partner Selection Committee** – Partner will accept applications and conduct pre-screening procedures based on the requirements listed in this policy.

An applicant shortlist will be endorsed by either the **MEES Selection Committee** or Program **Partners** to **Megawide Foundation** for the next step of the application process.

5.6.3 **Math Exam.** A written examination prepared by **Megawide Foundation**, shall be conducted to test the aptitude of the applicant and will be administered by the **MEES Selection Committee**;

5.6.4 **Panel Interview.** **MEES Selection Committee** shall conduct a panel interview by giving a series of oral questions to assess applicant's eligibility, character, suitability to chosen course, passion for innovation and engineering, and ability to graduate.

5.6.5 **Home Visit.** If a shortlisted candidate passes the exam and interview, **Megawide Foundation Program Officer/ representative** will conduct a home visit to talk to his/her parents/guardian, to evaluate and assess the following: 1) information provided during the interview; 2) living conditions of the scholar/scholar's family; 3; understanding of and support of parents

or guardian for MEES program; 4); community environment; 5) any other information deemed necessary by the evaluator/s.

Report will depend on the conversation/s, observation/s, feedback/s, and confirmed information/s from the parent/guardian of the applicant, community member/s, character reference/s, university partner/s, and other individuals that was interviewed or interacted by the Foundation evaluator/s that may support the facts established by the applicant.

All of the details and information gathered during the visit will be documented via a written home visit report with photographic documentation of living conditions that will be released thereafter.

5.6.6 **Medical Examination.** The shortlisted candidate will be required to undergo a medical clearance at Megawide's pre-qualified clinic. This should be accomplished within a week after the Home Visit.

5.6.7 **Awarding of Scholarship.** Based on the evaluations of items 5.6.3 – 5.6.6, **Megawide Foundation** will make its final decision regarding the awarding of scholarships. Successful applicants will receive a call from Megawide Foundation, and a formal letter of acceptance. The Foundation will also endorse the names of the successful applicants to the partner schools.

5.7 Benefits

5.7.1 **MEES Scholar** will be eligible for the following benefits once he/she is awarded a scholarship, signs the MEES Commitment Form, and has submitted a copy of the Acceptance Letter of the partner school:

- 1) Monthly living allowance/stipend of **PHP 3,000.00** per month;
- 2) Book Allowance of **PHP 5,000.00** per semester;
- 3) Financial support for Dorm Fees (if justified), with a ceiling of **PHP 3,500** per month;
- 4) Technical and/or Financial Support for Thesis/ Research Paper, up to a ceiling of PHP 15,000;
- 5) Technical and/or Financial Support for Board Examination Review and stipend;
- 6) **Priority for On-the-job-training or internship requirements at Megawide Construction Corporation (MCC);**
- 7) Participation in Annual Conferences, trainings, learning tours, mentoring sessions, and other activities organized by the Foundation
- 8) Access to resource persons from Megawide Construction Corporation (MCC) for technical projects and outputs;

- 9) Access to Benevolence Funds, with a ceiling of PHP 5,000, in case of unforeseen illness, death or fire/ accidents that may strike a MEES Scholar's immediate family; and
- 10) Potential Employment with Megawide Construction Corporation (MCC) after passing the Board Exam.

Future adjustment of the above benefits may be subject to change depending on prevailing economic conditions and the plans and programs of the Foundation upon recommendation of the Board of Trustees.

- 5.7.2 If a **MEES scholar** is in good standing, he/she may request for financial support to attend seminars/ trainings/ conferences related to his/her course – with a ceiling of **PHP 8,000 per year**.

- 5.7.3 When a **MEES Scholar** fails to meet the minimum requirements of the scholarship program, he/ she may be placed on probation, which will result to the restricted access to some of his/her benefits:

- 1) 50% reduction of monthly stipend (PHP 1,500 per month);
- 2) No Book Allowance; and
- 3) Restriction to request for financial support for trainings and conferences

- 5.7.4 All additional benefits must be properly requested to the Foundation for documentation and assessment at least two (2) weeks before the deadline of the request. The request of the scholar should be endorsed by the academic institution/program partner or stakeholder as a validating measure. Additional benefits will be deliberated and discussed depending on the need of the scholar, his/her academic standing, school load and the activity's impact to his/her academic status. Once the evaluation is done, the Foundation will notify the requesting scholar about the result of the request

5.8 Obligations of the MEES Scholar

- 1) The **MEES Scholar** from Pamantasan ng Lungsod ng Maynila (PLM), Polytechnic University of the Philippines (PUP), and Technological University of the Philippines (TUP) shall maintain a General Weighted Average (GWA) of 2.25 or better, with no failing grades in any of the subjects enrolled for the semester. The **MEES Scholar** from University of the Philippines Diliman shall maintain a General Weighted Average (GWA) of 2.5 or better, with no failing grades in any of the subjects enrolled for the semester;
- 2) The **MEES scholar** must not drop any subject without a valid reason and without seeking prior permission from **Megawide Foundation**;

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- 3) The **MEES scholar** must maintain good conduct befitting a MEES scholar throughout the duration of the scholarship;
- 4) The **MEES scholar** with incomplete grades, no grades and conditional grades must be addressed within the School Year period;
- 5) After every semester, the **MEES scholar** must submit to Megawide Foundation a copy of grades via email for evaluation;
- 6) The **MEES scholar** shall follow the rules and regulations of the University, in addition to, and which are not inconsistent with the terms and condition set forth by Megawide Foundation or the MEES Selection Committee;
- 7) The **MEES scholar** must participate in at least eighty percent (80%) of all activities organized by the Foundation, unless they have received permission from the Foundation to be absent due to classes, OJT, or other official academic responsibilities or events, endorsed/ signed by the College Dean or Department Chair. Should there be any personal/ family gatherings that a **MEES scholar** cannot miss, he/she should inform the **Megawide Foundation Program Officer** at least one (1) week before the activity.
- 8) The **MEES Scholar** must document all monthly stipend, submission of proof of purchases of books, and other school supplies in a logbook provided by **Megawide Foundation**. Failure to submit official receipts to Megawide Foundation shall be grounds for the suspension of the release of benefits.
- 9) During annual school/ home visits, the **MEES Scholar** must submit to **Megawide Foundation Program Officer** his/her logbook for checking. In an event when he/she is not present during the visit, he/she must submit his/her logbook to Megawide Foundation Head Office.
- 10) The **MEES Scholar** who wishes to request for sponsorship to attend conferences, trainings, learning tours, and investigative projects, and sponsorship for thesis and/or board exam review, must submit the following:
 - a. A letter of request to Megawide Foundation, which includes the scholar's intent, details of the activity, schedule, and cost, duly approved by the concerned Dean or Department Chair;
 - b. Receipts, and documentation outputs such as thesis, book review, or narrative report with photo documentation, to the Megawide Foundation after the event.

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- 11) The MEES Scholar shall submit the following documents upon graduating for clearance:
- Certificate of Graduation;
 - Transcript of Records;
 - Soft copy of Thesis;
 - Soft and hard copy of graduation photo; and
 - All receipts for liquidation."

5.9 Monitoring, Documentation, and Evaluation

5.9.1 Guidelines

The MEES Scholar will be monitored based on the following guidelines:

A. Beginning of Semester

- Enrollment Slip of the MEES Scholar – MEES Scholars will submit their Certificate of Enrollment detailing the enrolled classes and corresponding schedule. This will give the Foundation the opportunity to determine the schedule of the scholar;

B. Middle of Semester

- Home /School Visit - Megawide Foundation Program Officer will conduct a home/school visit to check on the MEES Scholars' academic standing, and social functioning, and environment where the scholar is immersed.
- Logbooks – During the home/school visit, the Megawide Foundation Program Officer will also check the MEES Scholars' logbooks to take account of their spending habits, and advise them accordingly.

C. End of Semester

The Foundation shall hold a semestral review of the student's performance. Based on the criteria for maintaining the scholarship, the Foundation shall decide if the scholarship shall be continued. The scholars shall be informed of the continuation before the start of the semester.

- Grades – MEES Scholars must submit a copy of their grades for the semester via email.
- Endorsement Letter from Partner re: Standing of MEES Scholars – Partner Academic Institutions will send a status report regarding the MEES Scholars' grades and standing, including any behavioral sanctions (if any) acquired by an MEES Scholar.

- 3) Evaluation of Attendance to Scholar Activities – Megawide Foundation will conduct an evaluation on the percentage of attendance of the MEES Scholars to Megawide Foundation organized activities.

5.10 Probation and Suspension

The Foundation may impose a probationary period and/or suspension due to failure to comply with the MEES obligation. In cases like this, Megawide Foundation gives the scholar an opportunity to write a written explanation, and invites him/her for a verbal discussion about the issue. The Megawide Foundation investigates the situation and deliberates to come up with a final recommendation whether to place a scholar under probation status or to suspend him/her from the program.

- 5.10.1 **Probation.** If a scholar fails to meet the minimum requirements of the scholarship program e.g. GWA falls below the required minimum of 2.25 or 2.5 (for UP Students only) **for the first time, he or she shall be automatically placed on probation.**

The scholar in question shall be notified by the Foundation of his/her potential placement to probationary status. He /she will then be asked to write an explanation letter, indicating all reasons, justification (if any) as to why he/she failed to meet the requirements of the Foundation. He/she must submit the written appeal within five (5) days of receiving the notice.

A. Penalties. A scholar placed under the probation will receive the following penalties:

- 1) 50% reduction of monthly stipend; and
- 2) Suspension of access to benefits i.e. book allowance, financial support for approved educational conferences and excursions).

B. Additional Responsibilities. A scholar under probation shall also have the following additional responsibilities:

Academic Related:

- 1) **Submit a detailed study plan and schedule of daily activities fifteen days upon receiving the letter of probation;**
- 2) Submit reports on midterm quizzes, exams, or similar grades for close monitoring purposes, at the end of every month; and
- 3) Attend tutorials (if needed)

Moral/ Character-Related:

- 1) Attend regular one-on-one sessions with the Megawide Foundation Program Officer/ Social Worker; and
- 2) Undergo Individual Counseling Assessment conducted by a Pre-Qualified Psychologist of Megawide Foundation (if needed)

5.10.2 **Suspension.** If a MEES scholar is found to be non-compliant with the scholar obligations for multiple/consecutive times, he/she may be subject to suspension from the MEES Program. This entails the loss of all associated MEES Program benefits and privileges.

The scholar in question shall be notified by the Foundation of his/her potential suspension. He /she will then be asked to write an explanation letter, indicating all reasons, justification (if any) as to why he/she failed to meet the requirements of the Foundation. He/she must submit the written appeal within five (5) days of receiving the notice.

Megawide Foundation will conduct a thorough investigation, and will deliberate to come up with a final recommendation whether to place the MEES Scholar on probation or suspend him/her from the MEES program.

The Foundation shall notify the scholar in writing of the results. The decision of the Foundation in this matter shall be considered final.

A. Special Cases

Major Disciplinary Action undertaken by Partner School

Any major disciplinary action undertaken by MCFI's partner schools against a MEES beneficiary shall automatically be grounds for termination of the scholarship. The scholar may then choose to follow the process of appeal.

- 1) The University shall be asked to provide a full report of the offense and corresponding sanctions.
- 2) The scholar shall be asked to provide the full circumstances of the offense.
- 3) If the University revokes the scholar's Certificate of Good Moral Character or any equivalent documentation, the scholar shall be disqualified from the scholarship and all corresponding benefits withdrawn.

Conviction of a Crime and/or Imprisonment

Any MEES scholar convicted or imprisoned for a crime shall automatically be suspended from the scholarship program with no appeal.

5.11 List of Activities

All MEES Scholars are required to attend the following activities/ trainings organized by the Megawide Foundation:

- 1) **Scholar's Orientation** – A 2-hour introduction and orientation about the Megawide Engineering Excellence Scholarship Program.
- 2) **corePurpose Training** – a 3-day intensive soft-skills training curriculum that teaches Megawide Scholars important life skills.
- 3) **Mega-Mentoring Program Activities**
 - a. Mentoring Sessions – Support Group/ Learning sessions with volunteer mentors who are Megawide Engineers and Architects, acting as *kuyas* and *ates* of MEES Scholars.
 - b. Learning Tours – Field trips that aim to expose the MEES Scholars to different to Megawide Construction and partners' Sites, Projects, Plants for added learning and experience.
- 4) **Christmas Activities** – Scholars' Christmas activities include Christmas Party and/or community immersions.
- 5) **Volunteering Opportunities with Megawide** (optional) – MEES Scholars are invited to participate during the Mega-Volunteer week of the Megawide Foundation.

6.0 FLOWCHART

6.1 Selection Process

6.2 Probation and Suspension

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7.0 APPENDICES/REFERENCES

7.1 Application Documents

- 7.1.1 Application Form
- 7.1.2 Statement of Non-Immigration
- 7.1.3 Parent's Consent
- 7.1.4 Letter of Reference Form

7.2 Scholar's Information

- 7.2.1 Scholar's Profile
- 7.2.2 Scholar's Commitment Form

7.3 References

- 7.3.1 Logbook Format
- 7.3.2 Request Letter Format

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8.0 FORMS/RECORDS

8.1 F-FND00

8.2 F-FND00

9.0 SUMMARY OF CHANGES

N/A – Initial Issue

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