

 <b>School Operations Group</b>	<b>GIFT OF KNOWLEDGE</b>	
	HQ School Policy Number: <b>3.3.6.0 - 2010</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <b>Date: 19 February 2010</b>
	Date of Issuance: <b>23 February 2010</b>	Date of Effectivity: <b>15 March 2010</b>

#### **I. POLICY STATEMENT**

STI aims to ensure the availability of opportunities to upgrade the technical skills and knowledge of its employees and extend these opportunities to their employees' immediate family as a testament to its steadfast commitment to promoting continuous personal and professional development.

#### **II. COVERAGE**

1. These guidelines cover all Gift of Knowledge (GOK) endorsements and applications starting FY 2010-2011.
2. These guidelines cover qualified employees of STI HQ-owned schools.

#### **III. DEFINITION OF TERMS**

**Endorser** - refers to an individual who is authorized to recommend the assignment of a Gift of Knowledge Scholarship

**Approving Authority** - refers to the individual or body who is authorized to grant approval of the Gift of Knowledge Scholarship as recommended by the Endorser

**Recipient** - refers to an individual who is granted the Gift of Knowledge Scholarship

**Dependent** - in the case of married employees, refers to spouse and children; and in the case of single employees, refers to parents, brothers and sisters

#### **IV. CONDITIONS FOR ELIGIBILITY**

All permanent employees who have rendered at least one (1) year of continuous service to the school (counting from the date of probationary hiring) are eligible to apply for and avail of this benefit. As an additional inclusive condition, the employee should have had no cases of disciplinary action with the school within the immediate past six (6) months prior to application date.

In addition to the eligible employee, he or she is also allowed to enroll a maximum of two (2) dependents at any given time. A maximum of one (1) dependent may be enrolled in other HQ school.

V. **CONDITIONS GOVERNING THE SCHOLARSHIP**

**GENERAL**

The GOK recipient must be supportive of STI endeavors and ideals, willing to abide by the Student Rules and Regulations and actively participate in school programs.

The recipient of the Gift of Knowledge must:

- a. Be a Filipino citizen
- b. Be of good health as certified by an accredited STI physician
- c. Be at least a high school graduate from any recognized high school by DEPED
- d. Have passed the admission requirements of STI
- e. Have no disciplinary offense in the previous school attended

**SCHOLARSHIP COVERAGE**

The scholarship benefits shall cover 100% tuition fee only (i.e. lecture and laboratory fees)

Following other school fees are exclusive of the GOK benefits:

- Registration fee
- Development fee
- Guidance fee
- Handbook
- Health services
- ID
- Insurance
- Journal
- Library

The scholarship benefits also exclude miscellaneous fees such as but not limited to graduation fee, students activities, Internet fee, Institutional Linkage fee, diploma and certificates, PRISAA and other expenses related to books, manual, hand-outs, uniform and school supplies. For BSN scholars, RLE & clinical fee, expenses on mandated medical exams and vaccines like HEPA B and other related activities like capping and pinning, clinical graduation, name plates, PHN bag, etc.

A scholarship covers only one course at any given time. No scholar can avail of two courses (short term or degree course) at the same time.

## AMOUNT OF SCHOLARSHIP

The amount of scholarships available to employees and dependents of shall be in accordance with the following schedule:

COURSE	EMPLOYEE	CHILDREN	SPOUSE (as applicable)	PARENTS, BROTHERS & SISTERS (as applicable)
2-Year Certificate Courses	100%	100%	100%	100%
Associate Courses	100%	100%	100%	100%
Degree Courses	100%	100%	100%	100%
Special/ Anniversary Courses	100%	n/a	n/a	n/a

## PERFORMANCE REQUIREMENT

1. All scholars will be entitled to the continuation of the scholarship for the next term/module/semester provided the following requirements are met:

### For Employees

- General Weighted Average (GWA) of at least 2.5 (equivalent to 82%) or better
- No incomplete or failing grade nor AWOL in any subject in the previous module/semester
- No warning, probationary or dismissal record
- No disciplinary offense in the previous module/semester of attendance

### For Dependents

Tertiary level/ Certificate or short-term courses

- GWA of at least 2.25 (equivalent to 85%) or better
- No incomplete or failing grade nor AWOL in any subject in the previous module/semester
- No warning, probationary or dismissal record
- No disciplinary offense in the previous module/semester of attendance

If the scholar fails to meet the required GWA/GPA, scholarship grant for the next module/semester will be temporarily suspended. However, s/he may be reinstated as scholar provided performance in the semester (when scholarship suspension was effected) improves (i.e., a grade of 85% or better is achieved).

2. Dropping of even at least one subject will automatically disqualify the scholar from future scholarship and will disqualify the employee/sponsor from re-applying for scholarship for himself/herself/dependents for a period of one (1) year from the time that the student drops out.
3. Shifting of courses/ modules without prior approval of the President is a ground for forfeiture of scholarship.
4. Performing acts or being involved in activities that are prejudicial to the interests of STI shall likewise be a cause for forfeiture.

## VI. APPLICATION PROCEDURES

1. A scholarship application period will be set and announced by the School Administrator/Deputy School Administrator. This is to ensure proper processing of applications and communication with the schools concerned.
2. Employees who would like to avail of the benefit for themselves and for their dependents shall notify the School Administrator/Deputy School Administrator through a letter of intent together with the accomplished application form and application requirements (which can be secured from the office of the School Administrator/DSA).
3. All scholarship application forms will be received by School Administrator/Deputy School Administrator from employees, dependents and other recipients and will be accommodated on a first-come-first-served basis.
  - a. Upon approval of their application, the scholars should go to the school and accomplish all school requirements. Former students need to present to the school registrar a copy of their transcript of records and also need to secure a copy of assessment of grades to be submitted to School Administrator/Deputy School Administrator.
  - b. If the School Head would like to avail of the benefit, he or she shall notify the School Operations Manager by submitting the accomplished form and requirements.

Below is the list of persons authorized to endorse and approve all applications:

SCHOLAR	STI ENDORSER	APPROVING AUTHORITY
Employees & Dependents	School Administrator/ Deputy School Administrator	President (Through the School Operations Manager)
School Administrator or DSA's Dependents	School Operations Manager	President

4. A distinctive control number is proof that each Gift of Knowledge Scholarship has been approved and endorsed by School Operations Group.
5. Each Gift of Knowledge Scholarship certificate is considered valid for enrollment based on the specified validity date.
6. At the end of every module/term/semester, the scholars are required to submit a copy of their grades for proper monitoring of their academic performance. The official copy of grades will also be the basis of approval/disapproval of scholarship for the next module/term/semester.
7. Upon completion of the course/ degree, the scholars will be required to submit a certified true copy of his diploma/ certificate of completion and transcript of records.
8. An employee who is about to resign can no longer avail of this benefit for himself/ herself/ dependents. If s/he submits his resignation letter after the final examination of the current term/ module/ semester, s/he will automatically not be eligible for application for the succeeding term/ module/ semester.
9. If an employee resigns in the middle of a semester where s/he or dependent/s is/are currently enrolled, the scholarship granted by STI will be terminated effective immediately and the resigning employee shall pay the tuition fees in full.
10. If an employee decides to discontinue with his / her schooling or that of his/her relative, the employee shall be asked to repay the total cost of the grant already spent.

VII. **POLICY REVISION**

The management may make changes to this policy from time to time to improve the effectiveness of its operation and the policy's intent. In this regard, any employee who wishes to suggest improvements about this policy may forward suggestions to the School Operations Group through the School Operations Manager.

VIII. **SEPARABILITY CLAUSE**

If any part or provision of this policy is declared invalid or unconstitutional, it shall apply only to that part or provision. The remainder shall be valid and effective.

IX. **REPEALING CLAUSE**

Any existing orders, circulars, memoranda, policies, or any part thereof, which are contrary to, or inconsistent with any provision of this policy, shall be deemed repealed or modified accordingly. Any other practices which are not mentioned in this policy and which do not form part of any existing policies shall be considered invalid or repealed.

*Approved by:*

*(Original copy signed)*

**RESTY O. BUNDOC**  
VP, School Operations Group

*(Original copy signed)*

**PETER K. FERNANDEZ**  
President, HQ-owned Schools