



MEMORANDUM

FOR : The OIC, Assistant Secretary
Administration and Human Resources
Vice – Chair, Human Resources Development Committee

The Regional Executive Director
DENR, MIMAROPA Region

FROM : The OIC, Provincial Environment and Natural Resources Officer

SUBJECT : **CONTRACT SIGNING ON PROFESSIONAL MASTERS IN
TROPICAL MARINE ECOSYSTEM MANAGEMENT
SCHOLARSHIP PROGRAM**

DATE : November 26, 2021

Endorsing herewith is the Memorandum dated November 26, 2021 of Forest Technician II Oliver Minay, PM - TMEM scholar from this Office requesting the OIC, Assistant Secretary for Administration and Human Resources and the Regional Executive Director to sign on his Service Obligation Contract pertaining to Professional Masters in Tropical Marine Ecosystem Management Scholarship Program.

Attached are the Service Obligation Contract for approval and copy of Memorandum of his nomination signed by Human Resources Development Service (HRDS) Director Ric G. Enriquez *Ph. D., CESO III* dated March 11, 2021 for your reference.

For information and approval.


IMELDA M. DIAZ



Republic of the Philippines
Department of Environment and Natural Resources
PENRO MARINDUQUE

MEMORANDUM

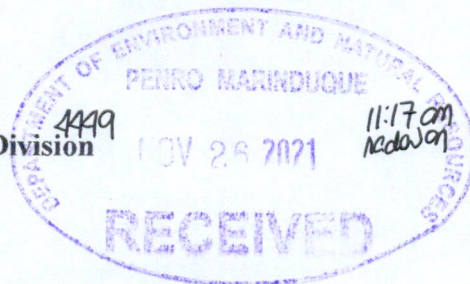
FOR : **The OIC, PENR Officer**

THRU : **The Chief, Management and Services Division**

FROM : **The Forest Technician II
PM-TMEM Scholar**

SUBJECT : **CONTRACT SIGNING ON PROFESSIONAL MASTERS IN
TROPICAL MARINE ECOSYSTEM MANAGEMENT
SCHOLARSHIP PROGRAM**

DATE : **November 26, 2021**



This refers to the PM-TMEM Program concerning for Obligation Contract signing.

Relative hereto, the undersigned would like to request the assistance of this office to facilitate the contract signing for the Professional Masters in Tropical Marine Ecosystem Management Scholarship Program.

Attached are the contract to be signed by Regional Executive Director and copy of Memorandum of nomination signed by Human Resource Development Service (HRDS) Director Ric G. Enriquez *Ph.D., CESO III* dated March 11, 2021 and a copy of Memorandum for Nomination from the OIC, PENR Officer dated December 1, 2020 for your reference.

For information and consideration.


OLIVER R. MINAY

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City

SERVICE OBLIGATION CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This agreement, entered into this _____ at Diliman, Quezon City, Philippines, by and between the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES** hereinafter referred to as **DENR**, represented by its Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, Filipino of legal age, and, **OLIVER R. MINAY** Filipino, of legal age, married/single and presently employed as **Forest Technician II/Chief, Coastal Resource and Foreshore Management Unit** in the **Technical Services Division, PENRO Marinduque / DENR IV-B** hereinafter referred to as **GRANTEE**:

WITNESSETH:

WHEREAS, the DENR, in its desire to improve the present capacity of its personnel in order to attain a maximum level of performance on their part, institutes a local scholarship program;

WHEREAS, the GRANTEE accepts the DENR Scholarship award under all its terms and conditions as contained in the contract; Memorandum of Agreement (MOA) by and between the Biodiversity Management Bureau (BMB) – DENR and the University of the Philippines (UP) dated _____, and other relevant provisions of DENR Administrative Order (DAO) 96-15, as amended;

NOW, THEREFORE, for and in consideration of the said premises, both parties have agreed to the following terms and conditions:

I. FIELD AND PLACE OF STUDY

The GRANTEE shall enroll for the **Professional Masters in Tropical Marine Ecosystems Management (PM-TMEM)** at the University of the Philippines to be conducted in an online work-study scheme, as approved by DENR and shall comply with the existing local scholarship rules and regulations of DENR and the academic institution.

II. DURATION OF SCHOLARSHIP GRANT

The scholarship grant shall be for a duration of **one and a half (1.5) year** or equivalent to the period prescribed by the academic institution.

It may, however, be terminated earlier if the GRANTEE completes the degree with a shorter period of time or for other reasons specified in this Service Obligation Contract.

The allowable period of this grant is from **March 2021 to August 2022**, starting **2nd Trimester A.Y. 2020-2021**.

III. PERIOD OF COMPLETION OF THE SCHOLARSHIP GRANT

The GRANTEE agrees to complete the program within the duration of the grant. Completion shall mean graduation with Master's Degree.

IV. DENR's RESPONSIBILITIES

1. Pay the full salary of the GRANTEE including the privileges enjoyed by DENR employees, provided such are in accordance with policies, rules and regulations;
2. Release the GRANTEE from all duties and responsibilities for the duration of the scholarship grant based on the PM-TMEM academic calendar but is required to continue to work in DENR between course modules while enrolled in the program;
3. Monitor the performance of the GRANTEE in coordination with his/her parent unit;
4. Provide the GRANTEE with all the benefits pursuant to the MOA by and between the BMB-DENR and the UP dated _____ during the period of scholarship;
5. Reserve the right not to consider GRANTEE in the following cases should his/her scholarship lapse prior to completion of the programs:
 - a. Promotion
 - b. Training Programs
 - c. Scholarships
 - d. Assignment to important positions
6. Suspend privileges such as stipend and other allowance for the following reasons:
 - a. Obtaining a grade of "incomplete". Privileges will not be restored until such time that the GRANTEE gets a passing grade immediately after the trimester in which he/she incurred the incomplete grade.
 - b. Failure to submit scholastic records/grades two (2) weeks upon receipt of grades from the University endorsed by his/her immediate supervisor to the HRDC through HRDC Secretariat.
7. Terminate the scholarship grant due to any of the following reasons:
 - a. Enrolling in other University without the approval of the DENR;
 - b. Dropping of subject(s) without the approval of DENR and his/her adviser;
 - c. Changing the field of study without prior approval of DENR;
 - d. Transferring to or change of academic institution without prior approval of DENR;
 - e. Expulsion or suspension from the University;
 - f. Gross misconduct;
 - g. Obtaining of a grade of "5" or its equivalent in any of his/her subjects and obtaining a grade lower than the prescribed average grade of "1.75" or its equivalent, after two (2) consecutive semesters in the program, unless the GRANTEE's reason is justifiable and the University still accepts him/her;
 - h. Enjoying simultaneous benefits/privileges such as foreign travel, without prior approval of DENR, except attendance to trainings on matters related to the field of study, or, in highly meritorious circumstances (unavailability of qualified employees in highly technical or specialized fields), participation to International Conferences, meetings and other non-study trips, to which the

Philippine Government has commitments where he/she is the Focal Person, Chairperson or Member of a Technical Working Group, Board or related organizations; and

- i. Failure to submit his/her scholastic records/grades two weeks upon receipt of the grades from the University endorsed by his/her immediate supervisor to the HRDC through HRDC Secretariat.

V. GRANTEES RESPONSIBILITIES

1. Complete the program within the duration of the scholarship grant;
2. Carry the required regular academic load for each school term, except when the units are the last remaining units for completion of the program;
3. Devote full time to the program by:
 - a. Not enjoying simultaneous scholarship or other grants; and
 - b. Not entering into any form of employment and/or consultancy without prior approval of the Secretary.
4. Maintain an average grade of "1.75" or its equivalent or as required by the University where he/she is enrolled;
5. Relate thesis/dissertation topic to the DENR priority programs and ensure that it can be implemented/be useful in his/her respective office/service/division and /or in the Department;
6. Seek prior approval from the Secretary or his/her representative before doing any of the following:
 - a. Dropping of more than 25% of academic load in any one term;
 - b. Changing the field of study;
 - c. Transferring to another academic institution; and
 - d. Taking a leave of absence.
7. Submit a progress report to include subjects taken and grades obtained two (2) weeks upon receipt of grades from the University endorsed by his/her immediate supervisor to the HRDC through HRDC Secretariat;
8. Submit to his/her office and to other concerned offices, copy furnished HRDC through HRDC Secretariat, a completion report or Re-Entry Action Plan (REAP) of his/her study within thirty (30) days after termination of scholarship grant. The report shall include:
 - a. The degree, units earned and the corresponding grade obtained;
 - b. Highlights of the thesis submitted to the University in partial fulfillment of the requirements for graduation. In this case a copy of such thesis must be submitted also in three (3) copies to be distributed to (1) the HRDC; (2) Heads of Offices concerned; and (3) the DENR Library; and
 - c. Other relevant information useful in determining the grantee's proper assignment/relocation within the Department or any of its offices.
9. Immediately after graduation, continuously serve DENR for a period of two (2) years for every year or a fraction thereof in excess of more than six (6) months that

he/she enjoyed the scholarship grant. If the excess is six (6) months or less, the GRANTEE shall serve the DENR for one (1) year. For this scholarship grant, the service obligation of the GRANTEE is three (3) years. The reckoning time of the service obligation is upon completion of the program. Should the grantee fail to serve his/her service obligation of three (3) years, he/she should be required to pay the whole amount of the scholarship grant, unless said failure is not through her fault or control;

10. Continue to work in DENR while on scholarship (online work-study scheme);
11. Resume work on a full-time basis in DENR after completion of his/her program or upon termination of the scholarship grant. A form on resumption of duty must be submitted for purposes of computation of service obligation; copy furnished HRDC through HRDC Secretariat; and
12. Refund to DENR all expenses incurred in connection with the scholarship grant including all salaries, allowances, bonuses and other benefits during the period of scholarship;

The refund shall be made on the following grounds:

- a. Failure to complete the course program within the duration of the scholarship grant. Collection of refund commences after the lapse of the Maximum Residency Requirement (MRR) of the academic institution. In case there is no prescribed MRR, the refund shall start three (3) years after the expiration of the scholarship contract;
- b. Willful neglect or abandonment of the scholarship;
- c. Resignation or voluntary retirement;
- d. Transfer to a private institution;
- e. Removal from the service for cause;
- f. Termination of the scholarship grant due to causes enumerated under Item No. IV.7; and
- g. Other causes within the GRANTEE's control.

IN WITNESS HEREOF, the parties hereunto set their signatures
this _____, in _____, Philippines.

ATTY. ERNESTO D. ADOBO JR, CESO I

Undersecretary
Legal, Administration, Human Resources
and Legislative Affairs

OLIVER R. MINAY

Grantee

WITNESSES

RUTH M. TAWANTAWAN, CESO II

OIC, Assistant Secretary
Administration and Human Resources

MARIA LOURDES G. FERRER, CESO IV

Head of Office/Immediate Supervisor

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, this _____ day of _____, 2021, in
_____, personally appeared _____ with Passport/CTC/ID No.
29821672 issued at **Bambangalon, Boac, Marinduque** on **January 15, 2021**
and _____ with _____ Passport/CTC/ID
No. _____ issued at Quezon City on _____, respectively
known to me to be the same persons who executed the foregoing instrument and they
acknowledge to me that the same is their free act and deed.

IN WITNESS HEREOF, I have hereunto set my hand this _____ day of
_____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.



Republic of the Philippines
Department of Environment and Natural Resources
PENRO MARINDUQUE
Capitol Compound, Barangay Bangbangalon, Boac, Marinduque
Tel. Nos.: (042) 332-1490/ (042) 332-0727/ (042) 332-1913
Website: <https://penromarinduque.gov.ph>
Email: penromarinduque@denr.gov.ph

December 1, 2020

MEMORANDUM

FOR : The OIC, Assistant Secretary
Administration and Human Resources
Vice- Chair, Human Resource Development Committee

THRU : The Regional Executive Director
DENR-MIMAROPA Region

FROM : The OIC, Provincial Environment
and Natural Resources Officer

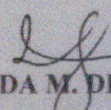
SUBJECT : **NOMINATION FOR FOREST TECHNICIAN II OLIVER R. MINAY IN
THE SCHOLARSHIP PROGRAM LEADING TO THE DEGREE OF
PROFESIONAL MASTERS IN TROPICAL MARINE ECOSYSTEM
MANAGEMENT.**

In compliance with the Memorandum with the above cited subject, please be informed that this Office hereby nominates Forest Technician II Oliver R. Minay designated as Chief, Coastal Resource and Foreshore Management Unit of Conservation and Development Section under Technical Services Division of PENRO Boac, Marinduque to avail the 6th Cycle Scholarship Program leading to the degree on Professional Masters in Tropical Marine Ecosystem Management at UP Los Baños starting January 2021.

With regard to his working experience, he is directly involved in conducting biodiversity survey and assessment, planning and implementing programs on coastal resource and foreshore management. If ever be selected, his knowledge and learning abilities could definitely enhance more of his expertise to render service in the province.

Attached are the requirements of the applicant relative hereof.

For information and appropriate action.


IMELDA M. DIAZ



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

11 MAR 2021

FOR : The Regional Executive Director
DENR Region IV-B

ATTENTION : The Chair
DENR Region IV-B Human Resource Development Committee (HRDC)

FROM : The Director
Human Resources Development Service (HRDS)

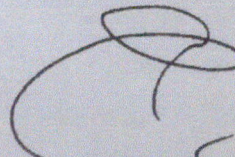
SUBJECT : **NOMINATION OF MR. OLIVER R. MINAY OF PENRO MARINDUQUE, TO THE 6TH CYCLE OF THE PROFESSIONAL MASTERS IN TROPICAL MARINE ECOSYSTEMS MANAGEMENT (PM-TMEM) PROGRAM**

This refers to your memorandum dated 15 December 2020 endorsing the nomination of Mr. Oliver R. Minay, Forest Technician II/Chief, Coastal Resource and Foreshore Management Unit, PENRO Marinduque, to the 6th cycle of PM-TMEM program.

Please be informed that based on its meeting held on 24 February 2021, the DENR HRDC recommended for the approval of nomination of Mr. Minay to the 6th Cycle of the PM-TMEM program.

In this regard, please advise Mr. Minay to prepare all the necessary documents needed for his admission to the program. Please find attached advance copy of scholarship documents for reference. Our staff from the Career Development Division will closely coordinate with him on this matter.

For information and guidance.


RIC G. ENRIQUEZ, Ph.D., CESO III

Copy furnished:

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration, Human Resources and Legislative Affairs
Chair, DENR HRDC

MR. OLIVER R. MINAY
Forest Technician II
PENRO Marinduque