



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
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

SPECIAL ORDER

No. 2022 - _____

SUBJECT: AUTHORIZING SOME DENR EMPLOYEES TO PURSUE THE MASTER OF PUBLIC ADMINISTRATION (MPA) SCHOLARSHIP PROGRAM (BATCH 3) BY THE POLYTECHNIC UNIVERSITY OF THE PHILIPPINES (PUP) STARTING 1ST SEMESTER SY 2022-2023

In the interest of the service and as part of the continuing capacity building to enhance the competencies of DENR professionals in the era of public administration, the following employees are hereby authorized to pursue the MPA Scholarship Program under the DENR Local Scholarship Program (LSP) to be implemented by the PUP for two (2) years covering 1st Semester, SY 2022-2023 to 2nd Semester, SY 2023-2024 which will start this October 2022.

No.	Name	Position/Designation	Office
1	Bobis, Elvira C.	Administrative Officer V	FMS-Central Office
2	Capati, Merry Nor S.	Internal Auditor II	IAS-Central Office
3	Aldovino, Jake Lorenz C.	Internal Auditor I	IAS-Central Office
4	Bornias, Kenneth A.	Project Evaluation Officer II	PPS-Central Office
5	Fajardo, Carlo C.	Administrative Officer IV	TDD-HRDS-Central Office
6	Peralta, Eugina	Development Management Officer II	Region III
7	Martin, Anne Caprielle S.	Administrative Assistant I	Region III
8	Tubal, Carmen Ramina S.	Senior Ecosystems Management Specialist	MIMAROPA Region
9	Rongavilla, Michaela T.	Development Management Officer III	MIMAROPA Region
10	Aliwalas, Jeffrey John M.	Special Investigator II	MIMAROPA Region
11	Lucidos, Sabriza E.	Land Management Officer I	MIMAROPA Region
12	Viterbo, Nova Bille G.	Administrative Officer I (Records Officer I)	MIMAROPA Region
13	Pantoja, Randy R.	Forest Technician I	MIMAROPA Region
14	Pelaez, Corazon R.	Forest Technician I	MIMAROPA Region
15	Rivera, Raynard C.	Engineer II	MIMAROPA Region
16	Llabore, Stephanie Ivy M.	Community Development Officer II/ OIC-Chief, HRD Section	Region V
17	Pialago, Ma. Theresa R.	Administrative Officer I (Supply Officer I)	Region VI
18	Arciga, Alma S.	Development Management Officer IV/In-Charge, Office of the Chief, MSD in concurrent capacity as Chief, RPS	CARAGA Region

19	Lustria, Mary Grace M.	Project Evaluation Officer I	CARAGA Region
20	Alaon, Eskaylen N.	Engineer II	EMB NCR
21	Alejo, Mary Kris R.	Environmental Management Specialist II	EMB NCR
22	Dungca, Christine A.	Environmental Management Specialist II	EMB Region 3
23	Galindon, Lovella Luzette V.	Development Management Officer III	LMB
24	Soriano, Gerald C.	Computer Programmer III	LMB
25	Atienza, Ivy R.	Mathematician II	LMB
26	Ablao, Ardeo S.	Property Appraiser I	LMB
27	Cayanan, Michael Jones R.	Engineer II	NWRB
28	Juan, Valen V.	Engineer III	NWRB
29	Torres, Aiza A.	Engineer II	NWRB
30	Abbatuan, Darish V.	Administrative Officer III	NWRB

The abovementioned shall attend classes through online platforms but shall be required to work in their respective offices except for their day off privileges of one (1) day off per week, from First Semester, SY 2022-2023 to First Semester, SY 2023-2024; and two (2) days off per week for the Second Semester, SY 2023-2024.

The grantees shall receive full scholarship grant under the DENR Local Scholarship Program pursuant to the Memorandum of Agreement (MOA) between the DENR and the PUP. Further, the DENR shall continue to pay their salaries and other emoluments and adjustments, subject to the existing scholarship guidelines and the usual accounting and auditing rules and regulations.

As recipients of scholarship grant, the grantees are required to sign a Service Obligation Contract with DENR (copy attached) which shall serve as basis for monitoring and evaluation of performance as regards to compliance with scholarship rules and regulations.

This Order takes effect immediately and shall remain in force until completion of the said Program.

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

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

LOCAL SCHOLARSHIP AND SERVICE OBLIGATION CONTRACT

KNOW ALL PERSONS BY THESE PRESENTS:

This Agreement is entered into this _____ at Diliman, Quezon City, Philippines by and between the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**, hereinafter referred to as **DENR** and represented by **ATTY. ERNESTO D. ADOBO, JR.**, Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, Filipino, of legal age, and **NOVA BILLE G. VITERBO**, Filipino, of legal age, married/single, and presently employed as **ADMINISTRATIVE OFFICER I (RECORDS OFFICER 1)** in the **DENR CENRO, PUERTO PRINCESA CITY**, hereinafter referred to as **GRANTEE**:

WITNESSETH:

WHEREAS, the DENR, aims to enable its personnel to acquire relevant skills and knowledge in public administration.

WHEREAS, the GRANTEE accepts the DENR Scholarship award under all its terms and conditions as contained in this Local Scholarship and Service Obligation contract; and other provisions embodied in DENR Administrative Order No. 15, series of 1996, as amended by DENR Administrative Order 2000-77 and the Memorandum of Agreement (MOA) dated 13 June 2022 between the DENR and the Polytechnic University of the Philippines (PUP)

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 **Master of Public Administration (MPA)** at the Polytechnic University of the Philippines (PUP) to be conducted off campus, 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 **two (2) years** or equivalent to the period prescribed by the academic institution.

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

The allowable period of this grant is from **October 2022 to December 2024.**

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 a Master's Degree in Public Administration.

IV. DENR's RIGHTS AND 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. Provide the GRANTEE day off privileges of one (1) day off per week from first semester 2022-2023 to first semester 2023-2024; and two (2) days off per week for second semester 2023-2024, as agreed with his/her immediate supervisor¹ for the duration of the grant;
- 3. Monitor the performance of the GRANTEE in coordination with his/her parent unit;
- 4. Provide the GRANTEE with the following benefits during the period of scholarship subject to the availability of funds:

BENEFIT	MANNER OF PAYMENT
a. Matriculation, tuition and other school fees	To be paid to the PUP receipt of billing statement
b. Monthly stipend of P3,500.00	To be paid to GRANTEE while actually enrolled in school after submission of registration form
c. Book and school supplies allowance of P2,000.00/semester and P1,000.00/summer	To be reimbursed to GRANTEE upon presentation of official receipts
d. Thesis/Research allowance not to exceed P25,000.00	To be reimbursed to GRANTEE upon presentation of thesis outline duly approved by the thesis adviser/thesis committee
e. Expenses incidental to graduation such as cost of diploma and rent of toga	To be paid to GRANTEE upon presentation of official receipts
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 term 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.	

¹ Annex A

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);
- c. Changing the field of study without prior approval of DENR;
- d. Transfer to other government agency or a private institution;
- e. Expulsion or suspension from the PUP;
- f. Grave misconduct, gross neglect of duty, and serious dishonesty;
- 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 PUP 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 PUP 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 or his/her representative.
4. Maintain an average grade of "1.75" or its equivalent or as required by the PUP 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. Transfer to another academic institution;
- 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 PUP 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 PUP in partial fulfilment 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 termination of scholarship grant, 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 **four (4) years**. The reckoning time of the service obligation is upon completion of the program;
10. Continue to work in DENR between modules while on scholarship (online work-study scheme) except during day off privileges under IV.2;
11. Immediately resume work 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; 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, should any of the following grounds occur:
- 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. Should there be no prescribed MRR, refund shall start three (3) years after the expiration of the scholarship contract;
- b. Willful neglect or abandonment of the scholarship grant;
- c. Resignation or voluntary retirement;
- d. Suspension or Removal from the service for cause;

Ms. G. M. G. M.

- e. Termination of the scholarship grant due to causes enumerated under Item No. IV.7 of this Contract; and
- f. Other causes within the GRANTEE's control.

The refund shall be collected without need for an authorization from the grantee on any of the following methods:

- ☐ Full cash payment (All expenses incurred in connection with the scholarship grant, including all salaries, allowances, bonuses, and other benefits during the period of scholarship and incurred days-off)
- ☒ Automatic equal monthly deduction in salary and other benefits, to be settled within one (1) year or three (3) years after the termination of the scholarship grant but shall not, in any case, exceed a maximum period of five (5) years, provided, the same is in compliance with relevant laws²; provided further, that the cause of refund is **not** due to separation from the service.

The abovementioned collection of refund processes is **mutually exclusive** and shall be **irrevocable** once an option has been communicated and/or brought to the knowledge of the DENR. In no case shall the refund be made without notice prior to the collection thereof.

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


NOVA BILLE G. VITERBO
Grantee

WITNESSES

HIRO V. MASUDA, DBA, CESO III
Assistant Secretary
Administration and Human Resources

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

² Republic Act no. 10964 "General Appropriations Act" s. 2018

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

_____) S.S.

BEFORE ME, this _____ day of _____, 2022, in _____, personally appeared ATTY. ERNESTO D. ADOBO, JR. with Passport/CTC/ID No. P6563023B3 issued DFA-Manila on 26 March 2021 and NOVA BILLE G. VITERBO with Passport/CTC/ID/Driver Licence No.D11-19-010644 issued at Puerto Princesa City on 6 December 2019, 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
Visayas Avenue, Diliman, Quezon City

AGREEMENT

This Agreement is entered into this _____, by and between **Pedro A. Velasco**, Development Management Officer IV / OIC-Community Environment and Natural Resources Officer (CENRO) of DENR CENRO, Puerto Princesa City and **Nova Bille G. Viterbo**, holding the position of **Administrative Officer I (Records Officer 1)** collectively the "Parties."

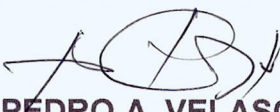
WHEREAS, in the interest of service and in view of the Master's Degree in Public Administration (MPA) Batch 3 program, a day-off privilege can be availed of by the grantees thereof.


WHEREAS, Nova Bille G. Viterbo is a scholarship grantee of the said program, hence, the latter may exercise the said privilege in accordance with the Contract;

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties agree as follows:

1. Pedro A. Velasco authorizes the grantee to utilize one (1) day-off privilege every Friday during the duration of the scholarship grant. Aforementioned day-off may be moved in consideration of necessity of service to the office. The supervisor shall inform scholarship grantee at least three (3) days prior to the rescheduling of day-off privilege, except when reasonable and urgent necessity of service to the office arises;
2. In view of the signed Service Obligation Contract, during the period of thesis writing, an additional one (1) day off privilege may be exercised by the scholarship grantee. The day of which shall be agreed upon by the Parties;
3. Nova Bille G. Viterbo agrees with the above-mentioned schedule of day-off privilege and shall inform the concerned Personnel Division/Unit of any rescheduling thereof; and
4. The Parties duly understand the contents of this Agreement and undertake to fulfill the responsibilities indicated herein.

IN WITNESS HEREOF, the Parties has executed this Agreement, on this ____ day of _____ at _____, Philippines.


PEDRO A. VELASCO
Development Management Officer IV
OIC-CENRO


NOVA BILLE G. VITERBO
Name of Grantee

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

LOCAL SCHOLARSHIP AND SERVICE OBLIGATION CONTRACT

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WITNESSETH:

WHEREAS, the DENR, aims to enable its personnel to acquire relevant skills and knowledge in public administration.

WHEREAS, the GRANTEE accepts the DENR Scholarship award under all its terms and conditions as contained in this Local Scholarship and Service Obligation contract; and other provisions embodied in DENR Administrative Order No. 15, series of 1996, as amended by DENR Administrative Order 2000-77 and the Memorandum of Agreement (MOA) dated 13 June 2022 between the DENR and the Polytechnic University of the Philippines (PUP)

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

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II. DURATION OF SCHOLARSHIP GRANT

The scholarship grant shall be for a duration of **two (2) years** or equivalent to the period prescribed by the academic institution.

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

The allowable period of this grant is from **October 2022 to December 2024**.

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 a Master's Degree in Public Administration.

IV. DENR's RIGHTS AND 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. Provide the GRANTEE day off privileges of one (1) day off per week from first semester 2022-2023 to first semester 2023-2024; and two (2) days off per week for second semester 2023-2024, as agreed with his/her immediate supervisor¹ for the duration of the grant;
- 3. Monitor the performance of the GRANTEE in coordination with his/her parent unit;
- 4. Provide the GRANTEE with the following benefits during the period of scholarship subject to the availability of funds:

BENEFIT	MANNER OF PAYMENT
a. Matriculation, tuition and other school fees	To be paid to the PUP receipt of billing statement
b. Monthly stipend of P3,500.00	To be paid to GRANTEE while actually enrolled in school after submission of registration form
c. Book and school supplies allowance of P2,000.00/semester and P1,000.00/summer	To be reimbursed to GRANTEE upon presentation of official receipts
d. Thesis/Research allowance not to exceed P25,000.00	To be reimbursed to GRANTEE upon presentation of thesis outline duly approved by the thesis adviser/thesis committee
e. Expenses incidental to graduation such as cost of diploma and rent of toga	To be paid to GRANTEE upon presentation of official receipts
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 term 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.	

¹ Annex A

7. Terminate the scholarship grant due to any of the following reasons:
- Enrolling in other University without the approval of the DENR;
 - Dropping of subject(s);
 - Changing the field of study without prior approval of DENR;
 - Transfer to other government agency or a private institution;
 - Expulsion or suspension from the PUP;
 - Grave misconduct, gross neglect of duty, and serious dishonesty;
 - 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 PUP still accepts him/her;
 - 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
 - Failure to submit his/her scholastic records/grades two weeks upon receipt of the grades from the PUP endorsed by his/her immediate supervisor to the HRDC through HRDC Secretariat.

V. GRANTEES RESPONSIBILITIES

- Complete the program within the duration of the scholarship grant;
- Carry the required regular academic load for each school term, except when the units are the last remaining units for completion of the program.
- Devote full time to the program by:
 - Not enjoying simultaneous scholarship or other grants; and
 - Not entering into any form of employment and/or consultancy without prior approval of the Secretary or his/her representative.
- Maintain an average grade of "1.75" or its equivalent or as required by the PUP where he/she is enrolled;
- 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;
- Seek prior approval from the Secretary or his/her representative before doing any of the following:

Ms. Guillema

- a. Dropping of more than 25% of academic load in any one term;
- b. Changing the field of study;
- c. Transfer to another academic institution;
- 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 PUP 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 PUP in partial fulfilment 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 termination of scholarship grant, 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 **four (4) years**. The reckoning time of the service obligation is upon completion of the program;
10. Continue to work in DENR between modules while on scholarship (online work-study scheme) except during day off privileges under IV.2;
11. Immediately resume work 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; 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, should any of the following grounds occur:
- 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. Should there be no prescribed MRR, refund shall start three (3) years after the expiration of the scholarship contract;
- b. Willful neglect or abandonment of the scholarship grant;
- c. Resignation or voluntary retirement;
- d. Suspension or Removal from the service for cause;

M. S. S. S.

- e. Termination of the scholarship grant due to causes enumerated under Item No. IV.7 of this Contract; and
- f. Other causes within the GRANTEE's control.

The refund shall be collected without need for an authorization from the grantee on any of the following methods:

- ☐ Full cash payment (All expenses incurred in connection with the scholarship grant, including all salaries, allowances, bonuses, and other benefits during the period of scholarship and incurred days-off)
- ☒ Automatic equal monthly deduction in salary and other benefits, to be settled within one (1) year or three (3) years after the termination of the scholarship grant but shall not, in any case, exceed a maximum period of five (5) years, provided, the same is in compliance with relevant laws²; provided further, that the cause of refund is **not** due to separation from the service.

The abovementioned collection of refund processes is **mutually exclusive** and shall be **irrevocable** once an option has been communicated and/or brought to the knowledge of the DENR. In no case shall the refund be made without notice prior to the collection thereof.

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


NOVA BILLE G. VITERBO
Grantee

WITNESSES

HIRO V. MASUDA, DBA, CESO III
Assistant Secretary
Administration and Human Resources

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

² Republic Act no. 10964 "General Appropriations Act" s. 2018

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, this _____ day of _____, 2022, in _____, personally appeared ATTY. ERNESTO D. ADOBO, JR. with Passport/CTC/ID No. P6563023B3 issued DFA-Manila on 26 March 2021 and NOVA BILLE G. VITERBO with Passport/CTC/ID/Driver Licence No. D11-19-010644 issued at Puerto Princesa City on 6 December 2019, 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

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

AGREEMENT

This Agreement is entered into this _____, by and between **Pedro A. Velasco**, Development Management Officer IV / OIC-Community Environment and Natural Resources Officer (CENRO) of DENR CENRO, Puerto Princesa City and **Nova Bille G. Viterbo**, holding the position of **Administrative Officer I (Records Officer 1)** collectively the "Parties."


WHEREAS, in the interest of service and in view of the Master's Degree in Public Administration (MPA) Batch 3 program, a day-off privilege can be availed of by the grantees thereof.


WHEREAS, Nova Bille G. Viterbo is a scholarship grantee of the said program, hence, the latter may exercise the said privilege in accordance with the Contract;

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties agree as follows:

1. Pedro A. Velasco authorizes the grantee to utilize one (1) day-off privilege every Friday during the duration of the scholarship grant. Aforementioned day-off may be moved in consideration of necessity of service to the office. The supervisor shall inform scholarship grantee at least three (3) days prior to the rescheduling of day-off privilege, except when reasonable and urgent necessity of service to the office arises;
2. In view of the signed Service Obligation Contract, during the period of thesis writing, an additional one (1) day off privilege may be exercised by the scholarship grantee. The day of which shall be agreed upon by the Parties;
3. Nova Bille G. Viterbo agrees with the above-mentioned schedule of day-off privilege and shall inform the concerned Personnel Division/Unit of any rescheduling thereof; and
4. The Parties duly understand the contents of this Agreement and undertake to fulfill the responsibilities indicated herein.

IN WITNESS HEREOF, the Parties has executed this Agreement, on this _____ day of _____ at _____, Philippines.


PEDRO A. VELASCO
Development Management Officer IV
OIC-CENRO


NOVA BILLE G. VITERBO
Name of Grantee

LOCAL SCHOLARSHIP AND SERVICE OBLIGATION CONTRACT

KNOW ALL PERSONS BY THESE PRESENTS:

This Agreement is entered into this _____ at Diliman, Quezon City, Philippines by and between the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**, hereinafter referred to as **DENR** and represented by **ATTY. ERNESTO D. ADOBO, JR.**, Undersecretary for Legal, Administration, Human Resources and Legislative Affairs, Filipino, of legal age, and **NOVA BILLE G. VITERBO**, Filipino, of legal age, married/single, and presently employed as **ADMINISTRATIVE OFFICER I (RECORDS OFFICER 1)** in the **DENR CENRO, PUERTO PRINCESA CITY**, hereinafter referred to as **GRANTEE**:

WITNESSETH:

WHEREAS, the DENR, aims to enable its personnel to acquire relevant skills and knowledge in public administration.

WHEREAS, the GRANTEE accepts the DENR Scholarship award under all its terms and conditions as contained in this Local Scholarship and Service Obligation contract; and other provisions embodied in DENR Administrative Order No. 15, series of 1996, as amended by DENR Administrative Order 2000-77 and the Memorandum of Agreement (MOA) dated 13 June 2022 between the DENR and the Polytechnic University of the Philippines (PUP)

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 **Master of Public Administration (MPA)** at the Polytechnic University of the Philippines (PUP) to be conducted off campus, 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 **two (2) years** or equivalent to the period prescribed by the academic institution.

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

The allowable period of this grant is from **October 2022 to December 2024**.

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 a Master's Degree in Public Administration.

IV. DENR's RIGHTS AND 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. Provide the GRANTEE day off privileges of one (1) day off per week from first semester 2022-2023 to first semester 2023-2024; and two (2) days off per week for second semester 2023-2024, as agreed with his/her immediate supervisor¹ for the duration of the grant;
- 3. Monitor the performance of the GRANTEE in coordination with his/her parent unit;
- 4. Provide the GRANTEE with the following benefits during the period of scholarship subject to the availability of funds:

BENEFIT	MANNER OF PAYMENT
a. Matriculation, tuition and other school fees	To be paid to the PUP receipt of billing statement
b. Monthly stipend of P3,500.00	To be paid to GRANTEE while actually enrolled in school after submission of registration form
c. Book and school supplies allowance of P2,000.00/semester and P1,000.00/summer	To be reimbursed to GRANTEE upon presentation of official receipts
d. Thesis/Research allowance not to exceed P25,000.00	To be reimbursed to GRANTEE upon presentation of thesis outline duly approved by the thesis adviser/thesis committee
e. Expenses incidental to graduation such as cost of diploma and rent of toga	To be paid to GRANTEE upon presentation of official receipts
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 term 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.	

¹ Annex A

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);
 - c. Changing the field of study without prior approval of DENR;
 - d. Transfer to other government agency or a private institution;
 - e. Expulsion or suspension from the PUP;
 - f. Grave misconduct, gross neglect of duty, and serious dishonesty;
 - 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 PUP 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 PUP 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 or his/her representative.
4. Maintain an average grade of "1.75" or its equivalent or as required by the PUP 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:

M. G. G. G.

- a. Dropping of more than 25% of academic load in any one term;
- b. Changing the field of study;
- c. Transfer to another academic institution;
- 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 PUP 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 PUP in partial fulfilment 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 termination of scholarship grant, 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 **four (4) years**. The reckoning time of the service obligation is upon completion of the program;
10. Continue to work in DENR between modules while on scholarship (online work-study scheme) except during day off privileges under IV.2;
11. Immediately resume work 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; 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, should any of the following grounds occur:
- 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. Should there be no prescribed MRR, refund shall start three (3) years after the expiration of the scholarship contract;
- b. Willful neglect or abandonment of the scholarship grant;
- c. Resignation or voluntary retirement;
- d. Suspension or Removal from the service for cause;

M. G. G. G.

- e. Termination of the scholarship grant due to causes enumerated under Item No. IV.7 of this Contract; and
- f. Other causes within the GRANTEE's control.

The refund shall be collected without need for an authorization from the grantee on any of the following methods:

- ☐ Full cash payment (All expenses incurred in connection with the scholarship grant, including all salaries, allowances, bonuses, and other benefits during the period of scholarship and incurred days-off)
- ☒ Automatic equal monthly deduction in salary and other benefits, to be settled within one (1) year or three (3) years after the termination of the scholarship grant but shall not, in any case, exceed a maximum period of five (5) years, provided, the same is in compliance with relevant laws²; provided further, that the cause of refund is **not** due to separation from the service.

The abovementioned collection of refund processes is **mutually exclusive** and shall be **irrevocable** once an option has been communicated and/or brought to the knowledge of the DENR. In no case shall the refund be made without notice prior to the collection thereof.

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


NOVA BILLE G. VITERBO
Grantee

WITNESSES

HIRO V. MASUDA, DBA, CESO III
Assistant Secretary
Administration and Human Resources

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

² Republic Act no. 10964 "General Appropriations Act" s. 2018

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

_____) S.S.

BEFORE ME, this _____ day of _____, 2022, in _____, personally appeared ATTY. ERNESTO D. ADOBO, JR. with Passport/CTC/ID No. P6563023B3 issued DFA-Manila on 26 March 2021 and NOVA BILLE G. VITERBO with Passport/CTC/ID/Driver Licence No. D11-19-010644 issued at Puerto Princesa City on 6 December 2019, 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
Visayas Avenue, Diliman, Quezon City

AGREEMENT

This Agreement is entered into this _____, by and between **Pedro A. Velasco**, Development Management Officer IV / OIC-Community Environment and Natural Resources Officer (CENRO) of DENR CENRO, Puerto Princesa City and **Nova Bille G. Viterbo**, holding the position of **Administrative Officer I (Records Officer 1)** collectively the "Parties."

WHEREAS, in the interest of service and in view of the Master's Degree in Public Administration (MPA) Batch 3 program, a day-off privilege can be availed of by the grantees thereof.


WHEREAS, Nova Bille G. Viterbo is a scholarship grantee of the said program, hence, the latter may exercise the said privilege in accordance with the Contract;

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties agree as follows:

1. Pedro A. Velasco authorizes the grantee to utilize one (1) day-off privilege every Friday during the duration of the scholarship grant. Aforementioned day-off may be moved in consideration of necessity of service to the office. The supervisor shall inform scholarship grantee at least three (3) days prior to the rescheduling of day-off privilege, except when reasonable and urgent necessity of service to the office arises;
2. In view of the signed Service Obligation Contract, during the period of thesis writing, an additional one (1) day off privilege may be exercised by the scholarship grantee. The day of which shall be agreed upon by the Parties;
3. Nova Bille G. Viterbo agrees with the above-mentioned schedule of day-off privilege and shall inform the concerned Personnel Division/Unit of any rescheduling thereof; and
4. The Parties duly understand the contents of this Agreement and undertake to fulfill the responsibilities indicated herein.

IN WITNESS HEREOF, the Parties has executed this Agreement, on this ____ day of _____ at _____, Philippines.


PEDRO A. VELASCO
Development Management Officer IV
OIC-CENRO


NOVA BILLE G. VITERBO
Name of Grantee