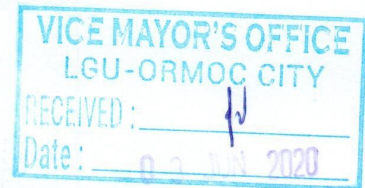
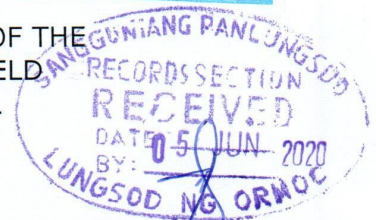


REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE
FIFTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL
ON JUNE 02, 2020



PRESENT:

Leo Carmelo L. Locsin, Jr.
Benjamin S. Pongos, Jr.,
Roiland H. Villasencio,
Tomas R. Serafica,
Nolito M. Quilang,
Eusebio Gerardo S. Penserga,
Jasper M. Lucero,
Peter M. Rodriguez,
Vincent L. Rama,
Gregorio G. Yrastorza III,
Lalaine A. Marcos,
Esteban V. Laurente,

Joan Marbie C. Simbajon,
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

City Vice Mayor & Presiding Officer
SP Member, Majority Floor Leader
SP Member, 1st Asst. Majority Floor Leader
SP Member, Presiding Officer "Pro-Tempore"
2nd Asst. Majority Floor Leader, SP Member

SP Member
SP Member
SP Member
SP Member
SP Member
SP Member

Ex-Officio SP Member, Chapter President,
Liga ng mga Barangay ng Ormoc
Ex-Officio SP Member, Chapter President,
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

EXPLANATORY NOTE

Ormoc City is gearing towards economic progress and development. By progress and development, we do not only mean infrastructures and investments, but ensuring that government services delivered are responsive and improve the quality of life of the people of Ormoc. To achieve this, it is vital that the City Government strengthens the capacities and improve the level of competency of the employees of the City Government.

The very purpose of this ordinance is to strengthen the scholarship program of the City and extends the benefits to qualified and deserving employees of the Local Government Unit of Ormoc City who desires to acquire advancement in their professional skills and competencies through Masteral degrees. This is consistent with Article XI (B) of the 1987 Constitution which says:

Section 3. *The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. Xxx*

Under the Institutional Development Plan of the Comprehensive Development Plan 2017-2023 of the City of Ormoc, the City intends to develop competency of its employees varying from technical competencies, program management competencies, planning, designing, monitoring, and evaluation. Since the beginning of the Gomez administration, it has always been one of the platforms of governance and priority thrusts of the City Mayor to improve the effectiveness and efficiency of delivery of services in the City Hall.

Under the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, government employees are called to professionalism where officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill and that every department, office and agency shall conduct continuing studies and analyses of their work systems and procedures to improve delivery of public services. More than professional growth, career service development is a call to serve the members of our community with the best of our abilities rendered in the interest of the public. Continuous learning and education is crucial in public service.

Section 1 of Rule VIII, Book V of Executive Order 292 or known as the Revised Administrative Code of 1987 provides that every official and employee of the government is an asset or resource to be valued, developed and utilized in the delivery of services to the public and thus, the development and retention of highly competent and professional workforce in public service shall be given priority by the government.

Civil Service Laws and Rules also provides that it shall be the policy of the government that a continuing program of career and personnel development be established for all government employees at all levels. An integrated national plan for career and personnel development shall serve as the basis for all career and personnel development activities in the government. Such career and personnel development plans shall include provisions on overseas and local scholarships and training grants.

NOW, THEREFORE, on motion of SP Member Nolito M. Quilang, Chairman, Committee on Education, severally seconded by SP Members Roiland H. Villasencio, Eusebio Gerardo S. Penserga, Peter M. Rodriguez, Jasper M. Lucero, Vincent L. Rama, Gregorio G. Yrastorza III, Lalaine A. Marcos, Esteban V. Laurente and Joan Marbie C. Simbajon; be it

RESOLVED, to enact;

ORDINANCE NO. 027
(Series of 2020)

**AN ORDINANCE ESTABLISHING THE ORMOC CITY
MASTERAL SCHOLARSHIP PROGRAM TO QUALIFIED
EMPLOYEES OF THE CITY GOVERNMENT OF ORMOC
AND PROVIDING FUNDS FOR THE PURPOSE.**

BE IT ORDAINED, by the 15th Sangguniang Panlungsod in its session duly assembled, that:

SECTION 1. TITLE – This ordinance shall be known and cited as the "ORMOC CITY GOVERNMENT EMPLOYEES MASTERAL SCHOLARSHIP PROGRAM (or OC-GEMS Program) ORDINANCE."

SECTION 2. DECLARATION OF POLICY – The City Government of Ormoc supports fully the policy of the state to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service and to strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.

The City Government of Ormoc adheres to the policy enshrined in the Revised Administrative Code of 1987 that the development and retention of a competent and efficient work force in the public service is a primary concern of government and that it shall be the policy of the government that a continuing program of career and personnel development be established for all government employees at all levels.

The City government shall integrate its scholarship programs in the human resource development program in the city government in order to promote excellence and competency in the delivery of various services.

SECTION 3. QUALIFICATIONS FOR THE AVAILMENT OF THE SCHOLARSHIP GRANT- Applicants must possess the following qualifications at the time of application:

- a. Must be resident of the City of Ormoc;
- b. Must be a registered voter of the City of Ormoc, which fact shall be supported by a Certification from the Commission on Elections - Ormoc City;
- c. Must be a holder of a bachelor's degree;
- d. Must not be more than 40 years of age except those occupying Salary Grade 22 that shall be given preference in the scholarship grants;
- e. Must hold a regular appointment in the city government of Ormoc for at least 2 years of continuous service;
- f. Must have at least Very Satisfactory performance for the last two (2) rating periods prior to the scholarship grant;
- g. Has not earned any Master's Degree nor enrolled in a graduate course;
- h. Must have passed the admission requirements, standards and policies of chosen partner school;
- i. Must be of good moral character, which fact shall be supported by a Certification from the last school attended; and
- j. Must not have a pending case, which fact shall be supported by a court clearance and a certification from the Civil Service Commission.

SECTION 4. SCHOLARSHIP BENEFITS - Each grantee shall receive the scholarship benefits as follows:

- a. Payment for the tuition, miscellaneous, and other related school fees which shall be paid directly to the partner school;
- b. Monthly allowance in the amount of SIX THOUSAND PESOS (P6,000.00) except during semestral and/or summer breaks; and
- c. Thesis support/subsidy in the maximum amount of SEVENTY-FIVE THOUSAND PESOS (P75,000.00).

The grantee shall continue to receive his/her monthly salaries and benefits as employee of the City Government during the duration of the study subject to Civil Service rules and guidelines. Hence, the grantee shall continue to report to duty at minimum of forty (40) hours a week and perform his/her tasks and functions in the city government during the duration of the scholarship grant, except when applied and granted a study leave to undertake a thesis, as provided for under Section 9 of this Ordinance.

SECTION 5. DUTIES AND RESPONSIBILITIES OF THE SCHOLAR - The scholar shall perform the following duties and responsibilities:

- a. Choose a field of study relevant to the needs of the City Government of Ormoc, which choice is subject to the approval of the Personnel Development Committee;
- b. Sign an agreement with the City Government of Ormoc on the terms and conditions of the scholarship grant;
- c. Complete all requirements for the master's degree within three (3) years. This means, completion of all academic units, term papers, examinations, and thesis or project/research study needed to earn a master's degree;
- d. Work on thesis/research study that is relevant to the needs of the City Government of Ormoc;
- e. Upon completion of the course and/or after the three (3) year official study grant, serves the City Government pursuant to Section 8 of this ordinance;
- f. Provide the City Government a copy of the scholarship contract before the official start of the grant;
- g. Submit a copy of the thesis to the City Mayor within 60 days from the date of graduation and conduct a research forum in coordination with the Human Resource Management Office for the said thesis within six (6) months; and
- h. Authorize the Treasurer to deduct from his/her salary the corresponding amount to be refunded to the City Government, in case of violation of any of the terms and obligations stipulated in the contract.

SECTION 6. CONDITIONS FOR THE SCHOLARSHIP GRANT - Recipients of the scholarship grant under this ordinance shall comply with the following conditions to maintain scholarship:

- a. Must not be a grantee of any other scholarship program except those incentives and benefits given by the school to honor students;
- b. Must finish the course within three (3) school years, subject to the retention policies of the school. If the scholar would not be able to complete the grant after the extended term/period, he/she may continue his/her studies at his/her own time and expense. He/she may file a leave of absence, subject to the approval of the City Mayor to enable him/her to complete the study within six (6) months and avoid the sanctions under this ordinance;
- c. Must pass all subjects with no incomplete/conditional grade;
- d. Must comply with the mandatory return service under Section 8 of this ordinance;
- e. Must comply with all other conditions as the Personnel Development Committee may prescribe;
- f. Except for meritorious reasons, no grantee shall be allowed to defer enrolment, in which case shall not exceed one (1) academic year, subject to the policies and guidelines set by the Personnel Development Committee;
- g. Must submit his/her respective enrollment and assessment form at the start of the school semester for the release of the scholarship benefits.

- h. Must submit at the end of every academic semester the certificate of grades duly signed by the School Registrar/Dean of the College;
- i. Must attend all seminars and meetings duly called by the Personnel Development Committee;
- j. Must coordinate regularly with the Human Resource Management Office (HRMO) for updates and information relevant to the new policies and conduct of the scholarship program;
- k. Must maintain a very satisfactory (VS) rating in his/her work performance during the duration of the scholarship grant;
- l. Present the thesis proposal to the Personnel Development Committee and the City Mayor for approval and as condition for the release of the thesis support.

SECTION 7. DISQUALIFICATIONS AND TERMINATION OF SCHOLARSHIP – The scholar shall repay the full cost of scholarship and related benefits, including all the expenses incurred during the participation in the scholarship program, and the scholarship shall be terminated in case of the following circumstances:

- a. If the scholar accepts another scholarship from other government or private agencies or entities while enjoying the benefits under this ordinance;
- b. If the scholar fails to comply with the conditions enumerated in Section 6 of this ordinance;
- c. If the scholar fails to meet the academic requirements of the partner school or to complete the course within the prescribed period without valid cause to be determined by the Personnel Development Committee; and
- d. If the scholar commits behavioral misconduct in a manner that would bring significant damage to the partner school or Ormoc City Government, and the community; and
- e. The scholar has been convicted of any crime or offense involving moral turpitude;

SECTION 8. MANDATORY RETURN SERVICE – after finishing the masteral course, there shall be a return service to the city government based on the following options:

Option/Plan A <u>Mandatory Return</u> <u>Service of Six (6)</u> <u>Years</u>	Free tuition, miscellaneous and other school related fees Provision of Monthly Allowances Thesis subsidy in the amount of P75,000.00 Completed Master's degree within three (3) years
Option/Plan B <u>Mandatory Return</u> <u>Service of Four</u> <u>(4) Years</u>	Free tuition, miscellaneous and other school related fees Provision of Monthly Allowances Thesis subsidy in the amount of P50,000.00 Completed Master's degree within two (2) years
Option/Plan C <u>Mandatory Return</u> <u>Service of Three</u> <u>(3) Years</u>	Free tuition, miscellaneous and other school related fees Provision of Monthly Allowances NO Thesis subsidy Completed Master's degree within two (2) years

The Human Resource Management Office (HRMO) of the City Government shall assist the thesis subsidy grantee and ensure that his/her thesis shall be presented to the employees of the City Government during the period of return service.

SECTION 9. AVAILMENT OF STUDY LEAVE – The grantee may opt to avail of the study leave privilege to work or complete his/her thesis subject to the guidelines of the Civil Service Commission or the City Government on study leave. The return service requirements for study leave privileges shall be added to the return service requirements already specified under Section 8 of this ordinance.

SECTION 10. SANCTIONS – In the event that the scholar fails to: (1) complete the degree within the period prescribed or discontinue his/her studies; or (2) fails to fulfill/render the service obligation stipulated in the contract through his/her own fault or willful neglect, resignation, voluntary separation or transfer the scholar shall refund to the:

- a. City Government the actual full amount actually defrayed for his/her study grant. In case the scholar completed his/her master's degree and opted to transfer to another government agency, he shall still refund the City Government of said full amount of study grant.
- b. If the scholar fails or refuses to comply with the mandatory return service as provided under Section 8 hereof, he/she shall be required to pay twice the full cost of scholarship including other benefits and expenses incurred by reason of participation in the scholarship program.

In case of non-payment, as provided in the preceding paragraph, the City Government shall communicate and coordinate with PRC or Civil Service Commission, as the case may be for disciplinary action: Provided, that the above-mentioned penalties shall not apply to employees who fail to comply with the required return service on account of, or by reason of, severe or serious illness as may be determined and approved by the Scholarship Board.

Any amount collected under this section shall form part of the scholarship funds of the City Government and shall only be utilized for scholarship purposes.

Such refund of all expenses, e.g. salaries and allowances may be condoned on the following instances:

- a. Separation from government is due to abolition of said position, or involuntary phase out of the position being held by the grantee due to reorganization; or
- b. Death or permanent disability.

SECTION 11. MISCELLANEOUS PROVISIONS. The following provisions shall also be observed in implementing this ordinance:

- a. Grantees shall qualify subject to existing guidelines for any personnel movement like promotion during the duration of the scholarship grant or even during the period of return service; and
- b. The thesis work of a grantee shall become a property of the City Government and the copyright of such thesis works belong to the City Government.

SECTION 12. SELECTION AND SCREENING OF GRANTEES – The Personnel Development Committee of the Ormoc City Government as mandated under the Memorandum Circular No. 10 s 1989 shall come up with guidelines for screening and selection of grantees and implement this ordinance.

The Personnel Development Committee shall also take charge of resolving all issues and concerns pertaining to the implementation of this ordinance.

SECTION 13. CRITERIA IN SELECTION OF PARTNER SCHOOLS – The ORMOC City Scholarship Board may accept partner schools using the following criteria:

- a. Must be recognized/accredited by the Commission on Higher Education (CHED);
- b. Must be capable to provide facilities/infrastructure to deliver quality education that is critical to produce competent and committed workers; and
- c. Must have a designated Scholarship Coordinator or focal person for the OC-GEMS Program who will work closely with the Human Resource Management Office (HRMO) of the Ormoc City Government to ensure proper implementation of this ordinance.

SECTION 14. RESPONSIBILITIES OF THE PARTNER SCHOOL. A Partner School shall perform the following responsibilities:

- a. Provide the City Government of Ormoc information on the features of the school, the program which covers the field of study of the scholar, the necessary curriculum to obtain the degree, facilities and list of faculty members;
- b. Include the scholar in the scholar's list/List of scholars and engage his/her participation in any event, forum, symposium, or activity that would enhance his/her learning or demonstrate his/her potential for higher responsibilities;
- c. Maintain an open communication with the City Government on any matter related to the progress of the scholar's studies; and
- d. Participate in a post-study meeting to be organized by the City Government as part of the monitoring and evaluation system of the implementation of this ordinance.

The City Government of Ormoc through the Human Resource Management Office and the Ormoc City Scholarship Board shall facilitate the execution of the Memorandum of Agreement with each of the partner schools for this scholarship grants.

SECTION 15. APPROPRIATION – For purposes of this program, the minimum amount of **ONE MILLION FIVE HUNDRED THOUSAND PESOS (PHP 1,500,000.00)** shall be provided for in the annual budget of the Education and Scholarship Office (ESO) of the City Government of Ormoc or such higher amount deemed necessary shall be appropriated in every succeeding budget year thereafter. The unspent balance at the end of the calendar year shall be transferred to the trust fund intended for scholarship grants.

Should the fund allocation be insufficient to accommodate all applicants in a given period, the Personnel Development Committee (PDC) shall devise a mechanism to determine on who should be given priority.

SECTION 16. IMPLEMENTING RULES AND REGULATIONS. The Personnel Development Committee and the Ormoc City Scholarship Board shall come up with the required implementing rules of this ordinance subject to the approval of the City Mayor.

SECTION 17. SEPARABILITY CLAUSE. If any provision of this ordinance is declared unconstitutional or the application thereof to any person, circumstance or transaction is held invalid, the validity of the remaining provisions to other persons, circumstances and transactions shall not be affected thereby.

SECTION 18. REPEALING CLAUSE. Any provision or ordinance, rules and regulations and/or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or amended accordingly.

SECTION 19. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval and after compliance with publication and posting requirements pursuant to relevant provisions of the Local Government Code of 1991.

ENACTED, June 02, 2020.

RESOLVED, FURTHER, to furnish copies of this ordinance one each to the City Mayor Richard I. Gomez, the City Administrator; the City Legal Officer; the City Budget Officer; the City Accountant; the City Treasurer; the City Auditor; the Human Resource Management Officer; the Ormoc City Scholarship Board; the Scholarship Office; the Personnel Development Committee; the Civil Service Commission-Ormoc Satellite Office; the CHED; the COGEA President; the City Local Government Operations Officer-DILG; and other offices concerned;

CARRIED UNANIMOUSLY.

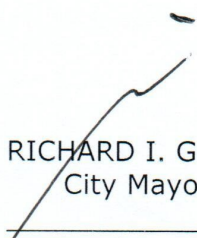
I HEREBY CERTIFY to the correctness of the above ordinance.


MARIA ANTONIETA G. CO HAT
Secretary to the
Sangguniang Panlungsod

ATTESTED:


LEO CARMELO L. LOCSIN, JR.
City Vice Mayor & Presiding Officer

APPROVED:


RICHARD I. GOMEZ
City Mayor

(Date)

JUN 04 2020