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May 31, 2023

DA-DAR-DENR-DILG JOINT MEMORANDUM CIRCULAR (JMC) NO. 01
Series of 2023

Subject : Revised Unified Scholarship Guidelines for the NCI-SRD Master in Public Management Major in Rural Development (MPM-RD) Scholarship Program


PREFATORY STATEMENT

Pursuant to Executive Order No. 5, series of 2016 mandating the adoption of "*AmBisyon Natin 2040*" as a guide for development planning in the country, the Philippine Development Plan (PDP) 2017-2022 which directs the government to complement strategic convergence efforts with environmental and governance strategies for the sustainable management of natural resources and rural development, and the Joint Administrative Order (JAO) No. 01, series of 2020 (Revised JAO No. 01, series of 2015: Strengthening the Implementation Framework for the DA-DAR-DENR-DILG National Convergence Initiative for Sustainable Rural Development), the DA-DAR-DENR-DILG NCI-SRD Joint Memorandum Circular (JMC) on the Revised Unified Scholarship Guidelines for the NCI-SRD Master in Public Management Major in Rural Development (MPM-RD) Scholarship Program is hereby issued.

SECTION 1. Objective

These guidelines aim to provide guidance on the implementation of the NCI-SRD MPM-RD Scholarship Program. Specifically, it shall provide the following:

1. overview of the program and its program management;
2. rules and procedures for the scholarship;
3. obligations and benefits of the scholars; and
4. sanctions and grounds for termination of the scholarship.


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SECTION 2. Scope and Coverage

These guidelines shall apply to all permanent personnel of the DA, DAR, and DENR who shall avail of the scholarship program. It shall specifically apply to the MPM-RD scholarship program implemented by the NCI-SRD in partnership with the Development Academy of the Philippines (DAP). The guidelines shall also be read in conjunction with the MPM-RD Program Design document, which provides detailed information on the MPM-RD Scholarship Program.

SECTION 3. Definition of Terms

- 3.1 **Blended learning** – educational approach that combines the effectiveness and socialization opportunities of the traditional classroom with the active learning possibilities of the technology-based online environment rather than a ratio of delivery modalities.
- 3.2 **Double-badge degree** – degree conferred to the scholar which is recognized by two (2) academic institutions. Upon confirmation, the MPM-RD graduate shall be recognized as a product and alumni of two schools.
- 3.3 **Face-to-face learning** – instructional method in which students, faculty in charge, teaching associates and resource persons meet together in the same place and at the same time.
- 3.4 **Online learning** – instructional method through the utilization of computers or mobile devices and the facilitation of learning through the internet for teacher/student interaction and distribution of class materials. This is sometimes interchangeably called e-learning, distance education or internet-based learning.
- 3.5 **Rural Development Action Plan and Project (RDAPP)** – final paper submitted by the scholar as a requirement for graduation. The RDAPP serves as the thesis equivalent of the program which shall be completed individually.
- 3.6 **Agency Scholarship Committee (ASC)** – Scholarship Committee of DA-DAR-DENR.


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- 3.7 Executive Scholarship Committee (ESC)** – oversight Scholarship Committee of the DA-DAR-DENR Agency Scholarship Committees, which gives the final approval on all applications endorsed to the NCI-SRD National Steering Committee.
- 3.8 Delinquent scholar** – scholar who is granted with the scholarship but unable to complete the program and its requirements within the prescribed period with no justifiable reason.
- 3.9 Scholarship Service Contract** – agreement between the grantee, the guarantor and the grantor, especially one that is written and enforceable by law.
- 3.10 Grantee** – person to whom a scholarship grant is made.
- 3.11 Grantor** – agency that grants the scholarship.
- 3.12 Total cost** – total amount of the program including tuition fees, allowances and other benefits related to the course.

SECTION 4. MPM-RD Scholarship Program

4.1 Design

- 4.1.1** The program shall utilize a blended approach to instruction, which is a combination of online learning and traditional face-to-face teaching methods. Twenty-two hours (22) shall be allotted for online sessions (synchronous and asynchronous learning) and thirty-two (32) hours for face-to-face sessions per course. The blended approach shall allow students the flexibility to engage in a work-study scheme, regardless of where they are based.
- 4.1.2** The curriculum shall be comprised of 39 units divided into the following: core courses (15 units), major courses (21 units), comprehensive examination, and RDAPP (3 units).

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4.1.3 The duration or period of completion of the MPM-RD Scholarship Program shall be 14 to 18 months. Extension for completion of the program may be allowed under circumstances indicated under Section 10.

4.2 Policies

4.2.1 The program shall subscribe to the principle of equitable scholarship opportunities for DA-DAR-DENR personnel at the national and regional levels.

4.2.2 The program shall contribute to the goals of the NCI-SRD and in the implementation of joint planning, joint budgeting, and joint monitoring and evaluation of the programs, activities, and projects (P/A/Ps) identified by the NCI-SRD.

4.2.3 Preference shall be given to those who are active members of the NCI-SRD's Component Working Groups (CWGs), Regional Convergence Initiative Technical Working Groups (RCI TWGs), and their Secretariat who have met the basic qualification requirements of the scholarship program.

4.3 Implementing Units

4.3.1 The MPM-RD Scholarship Program shall be jointly implemented by the four (4) NCI-SRD agencies, namely, DA, DAR, and DENR in partnership with the DAP as the lead of the Educational Consortium on Rural Development (ECRD).


4.3.2 The DAP shall implement the partnership with the following academic institutions:

4.3.2.1 Ateneo School of Government (ASoG-ADMU)

4.3.2.2 UP -National College of Public Administration and Governance (UP-NCPAG)

4.3.2.3 Xavier University (XU)

4.3.2 Partnerships with other educational institutions may be included in the implementation of the MPM-RD Scholarship Program upon approval of a Memorandum of Agreement (MOA) with DAP and other prospective schools.

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SECTION 5. MPM-RD SCHOLARSHIP PROGRAM MANAGEMENT

The MPM-RD Scholarship Program shall be managed by the following, as shown in *Annex A* of this guidelines:


- 5.1 The NCI-SRD, represented by the National Steering Committee (NSC) composed of the DA, DAR, and DENR Secretaries or their permanent alternate Undersecretaries, shall have oversight functions on the implementation and monitoring of the MPM-RD scholarship program;
- 5.2 The DAP shall be the primary academic institution in managing the MPM-RD scholarship program;
- 5.3 The Partner Universities (ASoG-ADMU, UP-NCPAG, and XU) shall serve as the academic institutions which shall provide the lecturers and learning resources;
- 5.4 The ESC, composed of the Chairperson of the Capacity Development Component Working Group and the representatives from the ASC, shall conduct the final review and endorsement of applicants for the scholarship to the NCI-SRD; and
- 5.5 The ASC of the respective Departments shall conduct the initial review and endorsement of applications to the ESC.

SECTION 6. MPM-RD SCHOLARSHIP PROGRAM APPLICATION PROCESS

6.1 Qualification Requirements

The following are the qualification requirements for the scholars:

- 6.1.1 Not be more than fifty (50) years old at the time of nomination;
- 6.1.2 Have attained a bachelor's degree from a CHED-recognized institution. If the degree was earned abroad, applicant must have certification from CHED that the degree earned is equivalent to a Philippine bachelor's degree;
- 6.1.3 Computer literate with basic skills on Microsoft Word and Excel

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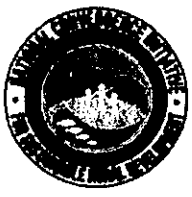
- 6.1.4 Pass the ASC requirements and DAP school admission requirements;
- 6.1.5 Holds a permanent position at the time of application and performing technical duties and responsibilities relevant to rural development;
- 6.1.6 Preferably not a holder of master's degree at the time of application;
- 6.1.7 Have rendered at least two (2) years of cumulative relevant experience in the NCI-SRD agency as permanent employee and/or under contract of service/job order/contractual;
- 6.1.8 Have a rating equivalent to at least Very Satisfactory (VS) in the Individual Performance and Commitment Review (IPCR) for two (2) consecutive rating periods immediately preceding the nomination;
- 6.1.9 Have not previously availed of any scholarship/study program, or study grant in the past two years due to service obligation consideration;
- 6.1.10 Physically and mentally fit to undergo the course or with no contraindication to assume coursework in a work-study scheme.
- 6.1.112 No pending administrative/criminal case.

6.2 Documentary Requirements and Submission

6.2.1 Documentary Requirements

The MPM-RD scholarship program applicants shall submit the following documentary requirements:

- 6.2.1.1 Duly accomplished application form;
- 6.2.1.2 Letter of Application addressed to the respective ASC;
- 6.2.1.3 Motivation Letter addressed to GSPDM Dean (template to be provided);
- 6.2.1.4 Three (3) Reference Letters (sealed in an envelope and submitted to the ASC);
- 6.2.1.5 Three (3) Proposed RDAPP Topics;

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- 6.2.1.6 Latest Personal Data Sheet (PDS);
- 6.2.1.7 Certified True Copy of Transcript of Records (TOR);
- 6.2.1.8 Certified True Copy of College Diploma;
- 6.2.1.9 Certificate of Employment;
- 6.2.1.10 Authenticated Copy of PSA Birth Certificate;
- 6.2.1.11 Endorsement from the head of office;
- 6.2.1.12 Photocopy of Individual Performance and Commitment Review (IPCR) during the two (2) rating periods preceding the application;
- 6.2.1.13 Certificate of no pending application for scholarship under another study program;
- 6.2.1.14 Certificate of No Pending Case; and
- 6.2.1.15 Medical Certificate issued by government-accredited hospital/physician.


6.2.2 Additional Requirements

Additional requirements shall be requested by DAP from the applicants upon endorsement of the applicants by the NCI-SRD, which are as follows:

- 6.2.2.1 Copy of submitted documentary requirements indicated in Section 6.2.1;
- 6.2.2.2 Written examination (admission test); and
- 6.2.2.3 Oral interview through physical or virtual meetings whichever is practicable.

The following additional requirements shall be requested by the ASC from the applicants upon endorsement of the applicants to the NCI-SRD, which are as follows:

- 6.2.2.4 Copy of service record;
- 6.2.2.5 Copy of duties and responsibilities; and
- 6.2.2.6 Copy of appointment.

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6.2.3 Submission of Documents

6.2.3.1 Submission of documents shall be done by registered mail/commercial courier or physical submission to the following respective agencies:


- a) Department of Agriculture – Agricultural Training Institute- DA-ATI
- b) Department of Agrarian Reform (DAR)- ARCDS
- c) Department of Environment and Natural Resources (DENR)- HRDS

6.2.3.2 Only applicants with complete submission of supporting documents shall be processed.

6.3 Nomination and Approval

Pursuant to *Annex B*, the following guidelines shall be applied in the nomination and approval process:

- 6.3.1 The NCI-SRD shall issue a call for application for the MPM-RD Scholarship through the respective ASCs and CWGs.
- 6.3.2 The applicants shall submit their application form with complete supporting documents to their respective ASCs within three months from issuance of call for application.
- 6.3.3 The ASC through the head of office of each respective agency shall endorse all qualified applicants to the ESC within ten (10) working days after the deadline of submission of documents.
- 6.3.4 The ESC shall conduct a final review and shortlisting of nominees within ten (10) working days of receipt of the qualified applicants from ASC.
- 6.3.5 The ESC shall endorse the shortlisted nominees to the NCI-SRD for its final approval.
- 6.3.5 The NCI-SRD shall approve the final list of nominees and submit it to the ESC, ASC, and DAP.


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- 6.3.6 The final nominated scholars shall be officially notified through their respective ASCs.
- 6.3.7 The DAP shall schedule a written examination (admission test) and oral interview within ten (10) days upon receipt of the final list of nominated scholars.
- 6.3.8 The nominated scholars who pass the DAP admission test and oral interview shall be formally notified through their respective ASCs within five (5) working days upon receipt of the official letter from the NCI-SRD.
- 6.3.9 The qualified scholars shall officially confirm acceptance of the scholarship program through their respective ASCs within ten (10) working days after receipt of the final result of the admission test by signing the Scholarship Contract Agreement. Failure of an applicant to confirm within the given period shall render their slot void.


SECTION 7. OBLIGATIONS OF THE SCHOLAR

The following shall be the obligations of the MPM-RD scholars:

- 7.1 Sign a Scholarship Service Contract with their respective NCI-SRD agencies binding themselves to terms and conditions pursuant to this Joint Memorandum Circular. The contract shall be signed by the grantee and their assigned co-maker or guarantor and shall be witnessed by the immediate supervisor or Head of Agency;
- 7.2 Comply with the standards set by the partner universities for the MPM-RD scholarship program and abide by the conditions specified by the scholarship grant;
- 7.3 Conduct themselves in a manner as not to bring disgrace or dishonor to their respective NCI-SRD agencies during the scholarship period;

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- 7.4 Not engage in any work for pay or accept other forms of scholarship or fellowship during the scholarship period without the consent of their respective NCI-SRD agencies concerned;
- 7.5 Complete all the requirements for the MPM-RD scholarship program within the period of 14-18 months, or if under extension, as indicated under Section 10, complete the RDAPP during the provided period;
- 7.6 Maintain a minimum passing grade in all subjects set by the degree-granting institutions and pass, specifically, the comprehensive examination;
- 7.7 Submit the following requirements:
 - 7.7.1 RDAPP as the final paper or thesis equivalent of the scholar which is a requirement for candidacy for graduation;
 - 7.7.2 Seven (7) hard copies of the RDAPP (five copies to be given to the partner institutions and two copies for the Department); and
 - 7.7.3 Original copy of the TOR and photocopy of the Diploma to their respective NCI-SRD agencies after the completion of the course.
- 7.8 Be active members of their respective NCI-SRD national, regional, and local Technical Working Groups (TWGs) for a minimum of 3 years as stipulated in NCI-SRD Joint Resolution No. 02 (*Designation of the Master in Public Management Major in Rural Development (MPM-RD) Scholarship Program Graduates as Members of the National and Regional Technical Working Groups/Component Working Groups of the NCI-SRD*) and No. 18 (*Inclusion of the NCI-SRD Activities in the Individual Performance Commitment and Review (IPCR), and Division IPCR (DPCR) and Office PCR (OPCR) of NCI-SRD National and Regional Members*) Series of 2018;
- 7.9 Submit annual reports on the implementation status/progress of the RDAPPs for three (3) years to ensure its sustainability to the agency and the NCI-SRD National Secretariat.
- 7.10 Be responsible for the logistical arrangements and expenses of their panel members, institutional members, and partners during the RDAPP presentation


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and defense by inviting only a maximum of five (5) persons to be covered under such arrangements.

SECTION 8. SCHOLARSHIP BENEFITS

The following are the benefits for the MPM-RD scholars:

- 8.1 Conferment of a double-badge master's degree in MPM-RD or a master's degree recognized by two institutions after fulfillment of all scholarship requirements;
- 8.2 Full basic salary and other benefits from the mother agency for the duration of the program;
- 8.3 Full tuition and miscellaneous fees including:
 - 8.3.1 *Book/School Supplies/Reproduction Allowance*: ten thousand pesos (P10,000.00) per academic year;
 - 8.3.2 *Internet Allowance*: two thousand pesos (P2,000.00) per month;
 - 8.3.3 *RDAPP Support*: for fifty thousand pesos (P50,000.00). RDAPP support shall be utilized for the following purposes: supplies & materials, Research Assistant (RA)/statistician/enumerator/language editor, bookbinding, research activities such as Focus Group Discussions (FGDs), survey, interviews, fieldwork, consultation with RDAPP Advisor and other related activities or expenditures;
 - 8.3.4 *Travel Allowance*: Provision of round-trip fare to and from the place of residence/place of assignment, charged against the scholar's respective office, including the scholar's graduation. Travel expenses shall be charged against the scholar's respective office. The number of the face-to-face sessions shall depend on the final design of the course. Team building activities are integrated to the face-to-face sessions.
 - 8.3.5 *Graduation Fees*: The amount to be assessed by the DAP shall be directly paid by the Department/Agency to the DAP.
- 8.4 At least one (1) day per week of official time for course work from the 1st month up to the 14th month of the course. By the 15th to 18th month of the course, the scholar shall be given at least 2-days per week for the RDAPP.

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SECTION 9. GROUNDS FOR TERMINATION

The following shall be considered grounds for termination, subject to due process for verification of the act, from the MPM-RD Scholarship Program:

- 9.1 Formal charge of an administrative case, unlawful behavior, gross negligence of the law, or conviction of an offense involving moral turpitude during the duration of the program;
- 9.2 Dishonesty including plagiarism, submission of fake documents, cheating, and deception;
- 9.3 Enrollment in another scholarship program during the duration of studies under MPM-RD;
- 9.4 Frequent or extended period of unexcused absences; and
- 9.5 Other cases analogous to the foregoing in the context of the academic exercise.

SECTION 10. SANCTIONS FOR NON-FULFILLMENT OF OBLIGATIONS

- 10.1 If a scholar fails his first attempt at presenting the RDAPP, the scholar shall shoulder all expenses for the re-defense, including logistical arrangements and expenses of invited participants to the RDAPP presentation;
- 10.2 Failure to complete the program, pass a course or comply with any requirement within the duration of 18 months shall hold the scholar liable and subject to each corresponding agency's rules or penalties for failing to complete the scholarship program within the given period. For the procedure on refund, the scholar may refer to Section 11.
- 10.3 A scholar may be allowed an extension for six (6) months to complete the RDAPP in cases of force majeure or any justifiable reason deemed acceptable by the DAP, involving natural calamities or serious health problems.

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SECTION 11. PROCEDURE FOR REFUND AND OTHER PAYMENT OBLIGATIONS

- 11.1 For any grounds for termination enumerated in Section 9 hereof, a scholar shall refund the full amount defrayed by the agency upon receipt of a demand letter;
- 11.2 In case the scholar voluntarily withdraws or drops out from the scholarship program after already signing the Scholarship Contract Agreement, payment obligations may be fulfilled through payroll deduction of the scholar or negotiation of payment terms with the ASC and DAP. Period of payment for refund when applicable should be within three (3) years immediately after expression of withdrawal from the scholarship program.

SECTION 12. MANDATORY REVIEW


These guidelines shall be regularly reviewed and revised as the need arises.

SECTION 13. REPEALING CLAUSE

This revised Unified Scholarship Guidelines supersedes the previous Unified Scholarship Guidelines of the MPM-RD Scholarship Program and revokes all other issuances inconsistent herewith.

SECTION 14. EFFECTIVITY.

This revised JMC takes effect fifteen (15) days after its publication in one (1) newspaper of general circulation and upon registration with the Office of National Administrative Register (ONAR).

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DA-CO-005C-BRF20221003-00050

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