



EXCERPT FROM THE MINUTES OF THE 3rd REGULAR SESSION OF THE 8th SANGGUNIANG PANLUNGSOD OF VICTORIAS, NEGROS OCCIDENTAL HELD ON JULY 23, 2019, 3:00 P.M. AT THE SP SESSION HALL

Present:

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| Hon. Sulpicio B. Montinola, Jr. | | SP Member/Temporary Presiding Officer |
| Hon. Hermie B. Millan | | SP Member |
| Hon. Dexter L. Senido | | SP Member |
| Hon. Teresita Sta. Ana Bartolome | | SP Member |
| Hon. Abelardo D. Bantug III | | SP Member |
| Hon. Deilen T. Hofileña | | SP Member |
| Hon. Francis Frederick D. Palanca | | SP Member |
| Hon. Blandino H. Galinato | | SP Member |
| Hon. Virginia M. Adorio | | SP Member |
| Hon. Audie R. Malaga | | SP Member |
| Hon. Richard Julius L. Sablan | | SP Member/LnB Representative |
| Hon. Sheena C. Bagaforo | | SP Member/SK President |

Absent:

- | | | |
|---------------------|-------|-----------------------------------|
| Hon. Jerry L. Jover | | Vice Mayor/Presiding Officer (OB) |
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CITY ORDINANCE NO. 2019-04

THE VICTORIAS CITY SCHOLARSHIP AND EDUCATIONAL ASSISTANCE PROGRAM (VCSEAP) ORDINANCE, THEREBY AMENDING ORDINANCE NO. 07-14 DATED MAY 14, 2014

BE IT ORDAINED by the Sangguniang Panlungsod of Victorias City in regular session duly assembled that :

Section 1. TITLE:

This shall be known as the **VICTORIAS CITY SCHOLARSHIP AND EDUCATIONAL ASSISTANCE PROGRAM (VCSEAP) ORDINANCE** or the **SEAP ORDINANCE**.

Section 2: SCOPE:

This ordinance shall cover all scholarships and educational assistance projects / programs of the City of Victorias implemented by any of its departments / offices.

Section 3. PURPOSES :

This ordinance aims to :

- a. Provide opportunities to qualified and deserving Victorihanon scholars / grantees / beneficiaries to pursue and finish their education in the secondary, post secondary, technical-vocational or higher education with financial and other assistance from the city government;
- b. Assist in the reduction of poverty by providing qualified program participants / grantees with the opportunity to enhance their socio-economic status through gainful employment or enterprise operation after the grant / assistance period;
- c. Nurture the value of “paying forward” among Victorihanons and develop an enhanced sense of responsibility among grantees by instituting the “service payback scheme” with program participants;
- d. Contribute to the attainment of the city’s vision by investing in its human capital and put in place dynamic and value laden professionals / Victorihanons who will actively contribute to spur the socio-economic development in Victorias City;

- e. Complement the on-going development initiatives of the City Government.

Section 4. DEFINITIONS :

When used in the Ordinance, the following terms are defined as follows ;

- a. **Beneficiary / Scholar/Grantee / Program participant** - means any person admitted to the scholarship and/or educational assistance program of the City as embodied in this ordinance.
- b. **City** – means the City of Victorias, Negros Occidental
- c. **College/Tertiary and Higher Education** – means any post secondary, baccalaureate, graduate and post graduate study covered under any of the categories of this program.
- d. **Educational Institution / Training Institution** – any school, college, university or training center that offers post secondary, technical –vocational, college, graduate or post-graduate education located anywhere in the city or in the country recognized by the Victorias City Scholarship and Educational Assistance (VCSEA) Committee.
- e. **Educational Assistance** - refers to the assistance provided by the City Government of Victorias to qualified grantees, which includes but not limited to assistance for board /licensure examination review, assistance in the conduct of research papers such as thesis, dissertations, projects papers and the like and financial assistance provided to augment semestral expenses of grantees for tuition, books, miscellaneous and other school fees.
- f. **Family Income** – means the gross earnings of the scholars' parents or guardians and/or other members of the family.
- g. **Province** - means the Province of Negros Occidental
- h. **Second Tertiary Course** - refers to the second college degree earned or to be earned by the applicant or grantee. The term implies that the applicant or grantee has already finished his/her college(tertiary) education and intends to take up / finish another college degree.
- i. **Scholarship Grant** – refers to assistance provided by the city under any of the different scholarship categories where the scholar or grantee are provided assistance until he/she graduates from the course enrolled in. Such assistance may include but are not limited to tuition fees, miscellaneous school fees, monthly stipend and others as may be defined by the VCSEA Committee.
- j. **SUCs** - refers to government schools, specifically, state universities and colleges.
- k. **Technical / Vocational Course** - any course or training program recognized by the Technical Education and Skills Development Authority (TESDA) covered under any of the categories of this program.

Section 5. PROGRAM COMPONENTS:

The Victorias City Scholarship and Educational Assistance Program (VCSEAP) has two (2) main components, namely:

1. Scholarship Grant

This refers to a full grant where the scholar / grantee is provided with various benefits from the start of enrollement until completion og the course, provided that he/she complied with all the provisions of the Scholarship Agreement. This component is further categorized into: high school, college; technical-vocational; best of Victorias, degree completion, and graduate/post graduate and second tertiary course which are all detailed in Section 6 of this Ordinance.

2. Educational Assistance

This refers to a one-time assistance provided for the specific period or a specific type of assistance such as, but not limited to, financial assistance for one (1) semester or assistance in the conduct of thesis. Categories of educational assistance includes: semestral educational assistance, training assistance, research/project paper/ thesis and dissertation assistance, assistance for board / licensure examination review, assistance for CSC career professional/sub-professional examination and special educational assistance; which are all detailed in Section 7.

Section 6. CATEGORIES OF THE SCHOLARSHIP GRANT:

6.1. College Scholarship - a scholarship category which requires a minimum of four (4) years of college / tertiary education. This category consist of two sub-categories namely:

6.1.1. General College Scholarship - where the grantee may pursue any course of his/her choice as approved / concurred by the Scholarship Committee but shall enroll only at the Central Philippines State University (CPSU) – Victorias City Campus.

6.1.2. Agriculture and Agri-related College Scholarship - where the grantee is required to enroll in agriculture and agri-related courses in any government school / SUC or other schools within the province of Negros Occidental recognized by the Victorias City Scholarship and Educational Assistance (VCSEA) Committee.

6.2. Technical / Vocational Scholarship – this category is designed for Victoriahonans who want to pursue any vocational and/or technical courses in any private or government school / training institutions recognized by the VCSEA Committee. The course / training program to be enrolled / taken up by the grantee as well as the school / training institution should be accredited / recognized by the Technical Education and Skills Development Authority (TESDA). This category can also be availed of by Victorias City Government employees performing technical functions.

6.3. Best of Victorias Scholarship - a scholarship category provided to those who excell in sports and socio-cultural activities / competitions of the city as approved by the VCSEA Committee. The grant shall only be for a period of one (1) year and may be extended upon approval of the VCSEA Committee assembled in a special meeting for the purpose, with at least two thirds affirmative votes of all committee members. Grantees under this category may include but are not limited to the City's Kadalag-an Queen; Provincial and / or Regional champions of various sports competitions officially representing the City of Victorias.

6.4. Degree Completion Scholarship - a scholarship category granted to deserving Victoriahonans who want to finish their education either in the technical-vocational or tertiary level but are disadvantaged by unfortunate circumstances and compelled to quit schooling. This category may also be availed of by qualified employees of the City Government of Victorias.

6.5. Graduate, Post Graduate and Second Tertiary Course Scholarship - a scholarship category which is open only to employees of the city government and other government agencies, who are assigned in Victorias City and who desire to pursue a graduate, post graduate degree or second tertiary course. This category may also be availed of by qualified employees who had started their graduate /post graduate or second tertiary courses but have not yet completed the same; provided however, that the applicant had not stopped schooling for more than four (4) semesters or two (2) years.

6.6. High School Scholarship - this category is open only to Victoriahanon high school students enrolled at the Negros Occidental National Science High School (NONSHS)

Section 7. CATEGORIES OF EDUCATIONAL ASSISTANCE:

7.1. Semestral Educational Assistance

This type of educational assistance is open to all Victoriahanon students enrolled in any school within the province taking up college or tertiary education. A one-time financial assistance is provided every semester subject to approval of the Local Chief Executive

and/or the Scholarship Committee. When approved, the grantee may enroll in any school within the province.

7.2. Training Assistance

This assistance is provided to qualified Victorians who will take up specialized training courses such as but not limited to information technology, agriculture technology and other courses that will provide them with skills to augment their income sources.

7.3. Research / Project Paper/ Thesis / Dissertation Assistance

This type of assistance is granted to Victorian students duly enrolled in SUCs and who are conducting researches which may include project papers, theses, dissertations or their equivalent. Applicants enrolled in private universities and colleges may be considered for assistance if their proposed research is in line with the priorities of the city government as recommended by the Head of the City Planning and Development Office and approved by the VCSEA Committee. The assistance may be provided for grantees enrolled in the following educational levels:

- a. College / Tertiary
- b. Graduate Studies
- c. Post Graduate
- d. Special Educational Courses

7.4. Assistance for Board / Licensure Examination Review

Assistance for board or licensure examination review may be granted to qualified Victorians who finished college / tertiary education enrolled in SUCs within the province with priority for those who graduated in SUCs in Victorias City. Applicants enrolled in private colleges and universities located in Victorias City may be considered as second priority. No assistance will be provided for those who graduated from private educational institutions outside of Victorias City.

7.5. Assistance for Review in the Civil Service Commission (CSC) Career Professional / Sub-Professional Examination

This assistance shall be provided only to employees of the City Government of Victorias who have rendered at least three (3) years of continuous government service to the city.

7.6. Special Educational Assistance

Special educational assistance may be granted to enhance the performance of elected city / barangay officials and city department / office heads. This may include specialized courses and / or graduate / post graduate programs that can enhance the capacity of the officials to deliver effective and efficient government services and eventually improve general public administration in the city.

Section 8. QUALIFICATIONS FOR THE SCHOLARSHIP GRANT

8.1. General Qualifications:

To avail of this program, **all applicants** should possess the following qualifications:

- 8.1.1. Must be a resident of any Barangay in Victorias City for at least two (2) years prior to submission of the application to the program as certified by the Punong Barangay where applicant is residing;
- 8.1.2. Must be of good moral character and has no derogatory records as certified by the principal of the school graduated from and by the Punong Barangay where applicant is residing. For applicants who are government employees, the certification shall be signed by the Barangay Captain only;
- 8.1.3. Must not be related to any other scholar of the City Government under this scholarship grant up to the third (3rd) civil degree of consanguinity or affinity while availing the scholarship grant, **except for grantees under the “Best of Victorias Category”, “Technical/Vocational Scholarship for City Gov’t. Employees”, “Graduate, Post Graduate and Second Tertiary Course Category” and high school scholars enrolled at the Negros Occidental National Science High School.**

- 8.1.4. Must not be related to any government official (department heads / heads of offices and elected officials in the national, regional, provincial and city level only) up to the second (2nd) civil degree of consanguinity or affinity, **except for grantees under the “Best of Victorias Category”, “Technical/Vocational Scholarship for City Gov’t. Employees”, “Graduate, Post Graduate and Second Tertiary Course Category” and high school scholars enrolled at the Negros Occidental National Science High School.**
- 8.1.5. Must be of good health condition and is physically fit to study.
- 8.1.6. If applicant is of voting age, he / she must be a registered voter of Victorias City

8.2. Qualifications for College Scholarship

In addition to the general qualifications enumerated in Section 8.1., applicants to the College Scholarship should satisfy the following:

8.2.1. General College Scholarship

- 8.2.1.1. Must have graduated from any high school in the province with a general average of at least 80%.

If applicants graduated from high schools outside of Negros Occidental, only those who finished from government / public schools may be considered.

- 8.2.1.2. Must not be more than 23 years of age at the time of filing of application to the scholarship program;
- 8.2.1.3. Must belong to a family whose gross annual family income or income of the guardian (if applicable), is below the poverty line set by the National Economic Development Authority (NEDA) as evidenced by the preceding year’s BIR Income Tax Return or Certificate of Income Tax Exemption from BIR;

8.2.2. Agriculture and Agri-Related College Scholarship

- 8.2.2.1. Must comply with all the requirements under General College Scholarship enumerated in Section 8.2.1. (1-3);
- 8.2.2.2. The parents / family must own a farm or has a right to a farmland with an area of at least 0.25 hectare (2,500 sq. meters). In case where the family has no right over the farm, there should be a notarized agreement that the farm owner shall allow the applicant / grantee to develop at least 2,500 sq. meters of his/her farm for a minimum of five (5) years after graduation of the grantee. The subject farm should be located within the terretorial jurisdiction of Victorias City and when it is developed by the grantee after his/her graduation, it shall be planted preferably with high value crops, except sugarcane.
- 8.2.2.3. Must be willing to work / cultivate / manage and improve the family farm or assigned farm for at least five (5) years after graduation;

8.3. Qualifications for Technical / Vocational Scholarship

In addition to the general qualifications enumerated in Section 8.1., applicants to the Technical / Vocational Scholarship should satisfy the following:

- 8.3.1. Must have graduated from any high school in the province. *If applicants graduated from high schools outside of Negros Occidental, only those who finished from government schools shall be considered. If the applicant is a college graduate, he/she should not be a receipt of a college or tech-voc scholarship grant of the city and should have graduated/studied in a government school within the province.*
- 8.3.2. Must not exceed 45 years of age at the time of filing of application;

8.3.3. Must belong to a family whose gross annual family income or income of the guardian (if applicable), is below the poverty threshold level as set by the National Economic Development Authority (NEDA) and evidenced by the preceeding year's BIR Income Tax Return or Certificate of Income Tax Exemption from BIR;

8.3.4. If the applicant is a city government employee, the following qualifications shall apply:

- a. Must hold a contractual/casual, co-terminus or a permanent status of appointment at the time of filing of the application;
- b. Must have served the City Government of Victorias for at least three (3) continuous years preceeding the filing of application;
- c. Must possess good health and is physically fit to pursue technical / vocational education as evidenced by health certificate issued by the City Health Officer;
- d. Must obtain a performance rating of at least Very Satisfactory or its equivalent, in the last two (2) rating periods immediately preceeding the filing of application;
- e. Must have no pending administrative charges;
- f. Must be at least high school graduate and/or must pass the qualifications set by the school where he/she intends to enroll;
- g. Must not exceed forty five (45) years old at the time of filing of application;

8.4. Qualifications for Best of Victorias Scholarship

8.4.1. Must be a winner in specific contest/competition related to sports and socio-cultural activities sponsored by the City of Victorias or officially representing the City of Victorias, as evidenced by a certificate issued by a person in authority.

8.5. Qualifications for Degree Completion Scholarship

In addition to the general qualifications enumerated in Section 8.1., applicants to the Degree Completion Scholarship should satisfy the following:

- 8.5.1. Must have a general average of 80% or its equivalent with no failing grade in any subject;
- 8.5.2. Must not have stopped schooling for more than 4 semesters or two (2) years;
- 8.5.3. Applicants in the technical-vocational courses must not exceed 40 years of age at the time of filing of the application;
- 8.5.4. Applicants for the tertiary / college education must not exceed 35 years of age at the time of filing of application;
- 8.5.5. Must belong to a family whose gross annual family income or income of the guardian (if applicable), is below the poverty threshold level as set by the National Economic Development Authority (NEDA) and evidenced by the preceeding year's BIR Income Tax Return or Certificate of Income Tax Exemption from BIR.
- 8.5.6. Must establish the fact that the reason for quitting school is beyond his/her control. Circumstances may be such as, but not limited to:
 - a. death of parent/guardian/breadwinner of the family;
 - b. diagnosis of a terminal illness of the parent/guardian/breadwinner of the family;
 - c. physical incapacity of the parent/guardian/breadwinner of the family;
 - d. retrenchment of the parent/guardian/breadwinner of the family;
 - e. and other analogous circumstances.

- 8.5.7. Must not be a recipient of any other scholarship grant;
- 8.5.8. ***If the applicant is a city government employee, the following qualifications shall apply***
 - a. Must hold a contractual/casual, co-terminus or a permanent status of appointment at the time of filing of the application;
 - b. Must have served the City Government of Victorias for at least three (3) continuous years preceeding the filing of application;
 - c. Must possess good health and is physically fit to pursue tehcnical / vocational or college education as evidenced by health certificate issued by the City Health Officer;
 - d. Must obtain a performance rating of at least Very Satisfactory or its equivalent, in the last two (2) rating periods immediately preceeding the filing of application;
 - e. Must have no pending administrative charges;
 - f. Must be at least high school graduate and/or must pass the qualifications set by the school where he/she intends to enroll; however, for college / tertiary education, the grantee should enroll only in a government school or SUC.
 - g. Must not have stopped schooling for more than five (5) years
 - h. Must not exceed forty five (45) years old at the time of filing of application;

8.6. Qualifications for Graduate, Post Graduate & Second Tertiary Course Scholarship

- 8.6.1. Must be a government employee either in the local level (LGU-Victorias City) or national office assigned in Victorias City;
- 8.6.2. Applicants who are Victorias City Government employees may hold a contractual / casual, co-terminus or permanent status of appointment at the time of filing of the application;
- 8.6.3. Applicants who are national government employees assigned in Victorias City must hold a permanent status of appointment at the time of filing of the application;
- 8.6.4. Must have served the City Government of Victorias /assigned in the City of Victorias continuously for at least three (3) years preceeding the filing of application;
- 8.6.5. Must possess good health and is physically fit to pursue graduate studies as evidenced by health certificate issued by the City Health Officer;
- 8.6.6. Must obtain a performance rating of at least Very Satisfactory or its equivalent, in the last two (2) rating periods immediately preceeding the filing of application;
- 8.6.7. Must have no pending administrative charges;
- 8.6.8. Must not exceed fifty five (55) years old at the time of filing of application;
- 8.6.9. Must be a graduate in any four-year course as evidenced by the applicant's transcript of records (TOR);
- 8.6.10. In case where the employee / applicant has already started his / her graduate studies or second tertiary course, he/she may be qualified under this category provided that he / she had not stopped schooling for more than four (4) semesters or two (2) years and has no failing grade in any subject.

- 8.6.11. For employees / applicants in the second tertiary course, the second tertiary course to be enrolled shall be related to or necessary in the performance of his / her duties / functions.

8.7. Qualifications for High School Scholarship

- 8.7.1. Must have passed the qualifications and is officially enrolled at the Negros Occidental National Science High School (NONSHS) located in Victorias City as certified by the school principal;

Section 9. QUALIFICATIONS FOR EDUCATIONAL ASSISTANCE

9.1. General Qualifications:

To avail of this program, **all applicants** to the educational assistance component should possess the following qualifications:

- 9.1.1. Must be a resident of any Barangay in Victorias City for at least two (2) years prior to submission of the application to the program as certified by the Punong Barangay where applicant is residing;
- 9.1.2. Must be of good moral character and has no derogatory records as certified by the principal of the school graduated from and by the Punong Barangay where applicant is residing. For applicants who are government employees, the certification shall be signed by the Barangay Captain only;
- 9.1.3. Must be of good health condition and is physically fit to study / attend training / review classes / conduct research , project paper, thesis or dissertation.
- 9.1.4. Must be a registered voter of Victorias City

9.2. Qualifications For Semestral Educational Assistance

In addition to the general qualifications enumerated in Section 9.1., applicants to the Semestral Educational Assistance should satisfy the following:

- 9.2.1. Must have graduated from any high school in Negros Occidental
- If applicants graduated from high schools outside of Negros Occidental, only those who finished from government / public schools may be considered.*
- 9.2.2. Must not be more than 30 years of age at the time of filing of application
- 9.2.3. Must belong to a family whose gross annual family income or income of the guardian (if applicable), is below the poverty line set by the National Economic Development Authority (NEDA) as evidenced by the preceeding year's BIR Income Tax Return or Certificate of Income Tax Exemption from BIR;

9.3. Qualifications for Training Assistance

In addition to the general qualifications enumerated in Section 9.1., applicants to the Training Assistance should satisfy the following:

- 9.3.1. Must have graduated / studied in any school in Negros Occidental
- If applicants graduated/ studied in schools outside of Negros Occidental, only those who finished/came from government / public schools may be considered.*
- 9.3.2. Must enroll in a government educational / training institution. If applicant prefers to enroll in a private training institution, the institution must be located within Victorias City only and should be recognized by the Victorias City Scholarship and Educational Assistance Committee or accredited by TESDA or any appropriate government agency.
- 9.3.3. Must not be more than 45 years of age at the time of filing of application

- 9.3.4. Must belong to a family whose gross annual family income or income of the guardian (if applicable), is below the poverty line set by the National Economic Development Authority (NEDA) as evidenced by the preceeding year's BIR Income Tax Return or Certificate of Income Tax Exemption from BIR;

9.4. Qualifications for Project Paper / Research / Thesis / Dissertation Assistance

In addition to the general qualifications enumerated in Section 9.1., applicants to the Project Paper / Research / Thesis/ Dissertation assistance should satisfy the following:

9.4.A. Qualifications for College Thesis or Project Paper:

- 9.4.A.1. Must be enrolled in a government school in Victorias City and is ready to conduct the thesis / project paper or research as certified by a duly authorized representative of the school / SUC.
- 9.4.A.2. Must not be more than 30 years of age at the time of filing of application
- 9.4.A.3. Must belong to a family whose gross annual family income or income of the guardian (if applicable), is below the poverty line set by the National Economic Development Authority (NEDA) as evidenced by the preceeding year's BIR Income Tax Return or Certificate of Income Tax Exemption from BIR;
- 9.4.A.4. Thesis / project paper to be conducted should be focused on agriculture, preferably organic agriculture and natural farming, and the proposed research is relevant and/or in line with the priorities of the City Agriculture Office as certified by the Head of the City Agriculture Office or his/her duly authorized representative.

If the poposed research / thesis or project paper is not related to agriculture, the application may be considered if the research is in line with any of the priority development agenda of the City Government. In this case, the Head of the City Planning and Development Office shall certify and / or recommended such study to be conducted and provided assistance under this category.

9.4.B. Qualifications for Graduate, Post Graduate, Special Education Project Papers, Thesis, Dissertation or Equivalent:

- 9.4. B.1. Must be an employee of the City Government of Victorias or any of its barangays or government agency located in Victorias City
- 9.4.B.2. Must have served the City of Victorias or assigned to the City of Victorias for at least two (2) years prior to application.

If applicant is employed in a national government agency or other government agencies, such agency or institution should have an office / branch / campus or equivalent, located in Victorias City.

- 9.4.B.3. Applicants employed by the City of Victorias may occupy a permanent, co-terminus or casual position, provided he/she meets qualifications specified in 9.4.B.2. Applicants from other government agencies or barangays of the city should occupy a permanent position.
- 9.4.B.4. Must not be more than 55 years of age at the time of filing of application

9.5. Qualifications for Assistance for Board / Licensure Examination Review

In addition to the general qualifications enumerated in Section 9.1., applicants to the Assistance for Board / Licensure Examination Review should satisfy the following:

- 9.5.1. Must have graduated from any of the following recognized educational institution and prioritized as follows:
- Government school (SUC) within Victorias City – 1st priority
 - Private educational institution within Victorias City – 2nd priority
 - Government school within Negros Occidental - 3rd priority

Applicants who graduated from schools other than those specified above will NOT be considered.

- 9.5.2. Must not be more than 35 years of age at the time of filing of application
- 9.5.3. Must be qualified to take the board / licensure examination as certified by a duly authorized school representative where the applicant graduated
- 9.5.4. Must belong to a family whose gross annual family income or income of the guardian (if applicable), is below the poverty line set by the National Economic Development Authority (NEDA) as evidenced by the preceeding year's BIR Income Tax Return or Certificate of Income Tax Exemption from BIR;

9.6. Qualifications for Assistance for Review in the Civil Service Commission (CSC) Career Professional / Sub-Professional Examination

In addition to the general qualifications enumerated in Section 9.1., applicants to the Assistance for Review in the CSC Career Professional / Sub-Professional should satisfy the following:

- 9.6.1. Must be an employee of the City Government of Victorias and has rendered at least three (3) consecutive years of government service either as permanent, co-terminus, contractual or casual employee, as certified by the City Human Resource Management Office (CHRMO)
- 9.6.2. Must be qualified to take the CSC Career Professional of Sub-Professional Examination as certified by the CSC Provincial Office or by the CHRMO;
- 9.6.3. Must obtain a rating of "very satisfactory" or higher in the last two (2) rating periods prior to application;
- 9.6.4. Must not be more than 50 years of age at the time of filing of application.

9.7. Qualifications for Special Educational Assistance

In addition to the general qualifications enumerated in Section 9.1., applicants to the Special Educational Assistance should satisfy the following:

- 9.7.1. Must be holding a department or office head position, as certified by the City Human Resource Management Office (CHRMO) or must be an incumbent elected official as certified by the Department of the Interior and Local Government (DILG) Officer in Victorias City, for at least six (6) months prior to application;
- 9.7.2. Must have no pending administrative charges;

Section 10. BASIC REQUIREMENTS

Program applicants shall submit the following basic requirements:

- 10.1. Duly accomplished application form;
- 10.2. Certification of residency from Punong Barangay where applicant is residing;
- 10.3. Original or certified true copy of birth certificate for scholarship or educational assistance categories with age requirement or age limit;
- 10.4. Certificate of good health condition and is physically fit to study/perform research work, issued by the City Health Officer;
- 10.5. Other requirements specific to each of the program category as declared / required by the Scholarship and Educational Assistance Committee through the Program Secretariat

Section 11. QUALIFYING EXAMINATION AND INTERVIEW

11.1. Scholarship Grant

A written qualifying examination shall be given at the place and time designated by the Victorias City Scholarship and Educational Assistance (VCSEA) Committee and to be administered by the Victorias City Scholarship and Educational Assistance Program Secretariat in collaboration with appropriate persons, agencies and/or offices. Applicants who passed the qualifying examination shall undergo an interview to be conducted by a panel composed of the VCSEA Committee or by other panel members duly designated by the VCSEA Committee.

The written examination for tech-voc applicants may be given by the partner institution / schools of the city that will conduct the specific training.

The results of the examinations and interview as well as the announcement of the qualified scholars / grantees by the Committee through the Program Secretariat shall be final and non-appealable .

The above qualifying examination and interview are waived for grantees under the high school scholarship category who are enrolled at the Negros Occidental National Science High School as well as for those qualified under the "Best of Victorias Scholarship" category.

11.2. Educational Assistance

Pre-screening and interview will be conducted for applicants to the educational assistance component of the program, regardless of category. The pre-screening will be facilitated by the Program Secretariat and the interview may be conducted by the VCSEA Committee. In the event that the Committee is unable to conduct the interview, it may designate a representative/s (person or group) to conduct the interview in its behalf.

The screened and qualified applicants shall be approved by the VCSEA Committee through a resolution. Decision of the VCSEA Committee is final and non-appealable.

Section 12. VICTORIAS CITY SCHOLARSHIP AND EDUCATIONAL ASSISTANCE (VCSEA) COMMITTEE

There shall be a Victorias City Scholarship and Educational Assistance Committee or VCSEA Committee, which shall be composed of the following:

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| 1. City Mayor | - Chairman |
| 2. City Vice Mayor | - Vice-Chairman |
| 3. Head, City Planning & Development Office | - Executive Officer |
| 4. SP Chairman, Committee on Education | - Member |
| 5. President of the Association of Brgy. Captains | - Member |
| 6. Representative from a duly accredited NGO to be appointed / designated by the Mayor | - Member |
| 7. Office / Department Head of Victorias City duly appointed / designated by the Mayor | - Member |

The appointment of the NGO representative as well as that of the Department / Office Head shall be done through an Executive Order and shall be co-terminus with the term of the City Mayor.

Section 13. FUNCTIONS OF THE VICTORIAS CITY SCHOLARSHIP AND EDUCATIONAL ASSISTANCE (VCSEA) COMMITTEE

The Victorias City Scholarship and Educational Assistance Committee shall have the following functions :

1. Formulate policies, guidelines, rules and regulations necessary for the proper implementation of the Victorias City Scholarship and Educational Assistance Program;
2. Prescribe the criteria for selection of scholars / grantees subject to the conditions / limitations of the scholarship and educational assistance program / grant;
3. Ensure proper utilization and management of the scholarship and educational assistance fund;

4. Determine the benefits to be enjoyed by the scholar / grantee and recommend the necessary scholarship and educational assistance budget / fund to be allocated;
5. Perform such other lawful functions as may be assigned which are necessary to achieve the objectives of the Scholarship and Educational Assistance Program.

Section 14. THE EXECUTIVE OFFICER AND PROGRAM DIRECTOR.

The Head of the City Planning and Development Office (CPDO) shall act as the Executive Officer of the Victorias City Scholarship and Educational Assistance Committee and at the same time, the Program Director of the Victorias City Scholarship and Educational Assistance Program. The Executive Officer and Program Director shall spearhead the implementation of the VCSEA Program and shall perform the following:

1. Prepare and finalize the budget proposal for the Victorias City Scholarship and Educational Assistance Program;
2. Prepare specific program of activities as well as other schedules relative to the implementation of the program;
3. Update the VCSEA Committee of the progress of scholarship and educational assistance program as well as the progress of the scholars / grantees;
4. Supervise and provide direction to the Program Secretariat;
5. Perform other functions related to the City Scholarship and Educational Assistance Program as may be assigned by the VCSEA Committee through its Chairman or majority of its members.

Section 15. THE VICTORIAS CITY SCHOLARSHIP AND EDUCATIONAL ASSISTANCE PROGRAM SECRETARIAT

The Victorias City Scholarship and Educational Assistance Program Secretariat is hereby created as a unit under the City Planning and Development Office which shall have the following staffing complement, to wit :

- 1 Project Development Officer II with salary grade 15/1
- 1 Project Development Officer I with salary grade 11/1
- 1 Administrative Assistant with salary grade 8/1
- 1 Clerk with salary grade 3/1

The Program Secretariat shall have the following functions :

1. Provide the necessary support services to the Scholarship and Educational Assistance Committee.
2. Receive, pre-assess and process scholarship / educational assistance applications.
3. Facilitate the conduct of written examination; conduct pre-screening of applicants and recommend those qualified to the Scholarship and Educational Assistance Committee.
4. Closely coordinate with the Human Resource Management Office (HRMO) or any department / agency / qualified person in the conduct of written examination for applicants.
5. Coordinate and facilitate various activities of the Scholarship Program and monitor the progress of scholars/ grantees.
6. Take charge of administrative work such as but not limited to processing of documents related to the payment of tuition / school fees and release of benefits of the grantees / scholars;
7. Document proceedings and prepare necessary reports as may be required by the Scholarship and Educational Assistance Committee;
8. Perform such other functions as may be assigned by the Scholarship and Educational Assistance Committee or the Executive Officer / Program Director / Head of CPDO.

Section 16. CONDITIONS

The qualified scholars / educational assistance grantee as the case may be, shall comply with the following conditions set forth in each of the category specified. **Non-compliance with any of the specific conditions set forth shall automatically revoke the benefits enjoyed by the scholar / grantee.**

16. 1. Conditions for College Scholarship:

- a. Grantees under the general college scholarship category must enrol at the Central Philippine State University (CPSU) – Victorias Campus;
- b. Grantees under the Agriculture and Agri-related Scholarship Category may enroll in any government school / SUC within the Province of Negros Occidental and recognized by the Victorias City Scholarship and Educational Assistance Committee;
- c. Must have no failing grade, no incomplete (INC) grade or dropped subject and shall maintain an average grade of at least 80% or its equivalent;
- d. Must complete all course requirements and finish the course within the prescribed period / approved curriculum;
- e. Must remain single until graduation and maintain high moral standards throughout the entire scholarship period;
- f. Payback scheme for grantees under the general college scholarship category only:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of the City of Victorias, preferably in such office or field of work related to his / her study, equivalent to one hundred hours (100) for every year of availment of the Scholarship Grant, any time during completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.

- g. Payback scheme for grantees under the Agriculture and Agri-related college scholarship:

Must go back to his/her family farm or assigned farm and develop the area for at least five (5) years applying his/her newly acquired knowledge in agri-technology and related discipline to improve / increase farm productivity. The subject farm shall be planted with high value crops except sugarcane.

- h. Must undergo drug testing before admission to the Program and submit drug test results every start of each semester;

Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.

- i. Must not enjoy any other scholarship grant while availing of the city scholarship program
- j. Must comply all other conditions that the Scholarship and Educational Assistance Committee may prescribe;

16. 2. Conditions for Technical Vocational Scholarship:

- a. Must have no failing grade, no incomplete (INC) grade or dropped subject;
- b. Must complete all course requirements and finish the course within the prescribed period / approved school curriculum;
- c. Must maintain high moral standards throughout the entire scholarship period;

- d. Grantees are encouraged to enroll in any government educational / training institution within the Province of Negros Occidental, where the program shall shoulder 100% of the tuition and other school fees. Should the grantee opt to enroll in a private educational / training institution, the program shall shoulder 100% of the tuition and other school fees if the institution is located in Victorias City. However, if the private educational / training institution is located outside of the city but within Negros Occidental, the program will shoulder only 60% of the total tuition and other school fees while the remaining 40% of the cost shall be shouldered by the grantee as his / her counterpart.
- e. Grantees are not allowed to enroll in a private educational / training institution outside of Negros Occidental;
- f. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of Victorias City, preferably in such office or field of work as may be related to his / her study, equivalent to one hundred hours (100) for every year of availment of the Scholarship Grant, any time during the scholarship grant or after completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.
- g. If the grantee is a city government employee, his/her participation in city initiated community outreach programs such as medical mission, tree planting, coastal clean-up, etc. may be counted as part of the service payback, provided these are rendered on non-working days.
- h. Must undergo drug testing before admission to the Scholarship Program; If the course is more than 6 months, the grantee shall submit a drug test result every 6 months or at the start of each semester until completion of the course.
Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.
- i. Must comply all other conditions that the Scholarship and Educational Assistance Committee may prescribe;

16. 3. Conditions for Best of Victorias Scholarship:

- a. Must have no failing grade or dropped subject for the duration of the scholarship grant;
- b. Must maintain high moral standards throughout the entire scholarship period;
- c. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of Victorias City, preferably in such office or field of work as may be related to his / her study, equivalent to fifty (50) hours for every year of availment of the Scholarship Grant, any time during the scholarship grant or completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.
- d. Must undergo drug testing before admission to the Scholarship Program;
Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.
- e. Must comply all other conditions that the Scholarship and Educational Assistance Committee may prescribe;

16. 4. Conditions for Degree Completion Scholarship:

- a. Must have no failing grade, no incomplete (INC) grade or dropped subject and shall maintain an average grade of at least 80% or its equivalent;
- b. Must maintain high moral standards throughout the entire scholarship period;
- c. Grantees in the college / tertiary education must enroll at the Central Philippine State University (CPSU) – Victorias Campus except when the course that was previously enrolled is not offered by CPSU; in which case, the grantee shall enroll in any government school / SUC;
- d. Grantees in the technical-vocational are encouraged to enroll in any government educational / training institution within the Province of Negros Occidental, where the program shall shoulder 100% of the tuition and other school fees. Should the grantee opt to enroll in a private educational / training institution, the program shall shoulder 100% of the tuition and other school fees if the institution is located in Victorias City. However, if the institution is located outside of the city but within Negros Occidental, the program will shoulder only 60% of the total tuition and other school fees while the remaining 40% of the cost shall be the shouldered by the grantee as his / her counterpart.
- e. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of Victorias City, preferably in such office or field of work as may be related to his / her study, equivalent to one hundred hours (100) for every year of availment of the Scholarship Grant, any time during completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.
- f. Must undergo drug testing before admission to the Program and shall submit drug test results every start of each semester.
Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.
- g. Must comply all other conditions that the Scholarship Committee may prescribe;

16. 5. Conditions for Graduate, Post Graduate & Second Tertiary Course Scholarship

- a. Must have no failing grade, no incomplete (INC) grade or dropped subject and shall maintain an average grade of at least 85% or its equivalent;
- b. Must complete all course requirements and finish the course within the prescribed period / approved curriculum except for Bachelor of Laws or Juris Doctor which may be completed for a maximum of five (5) years from start of availment of the scholarship grant;
- c. Must maintain high moral standards throughout the entire scholarship period;
- d. Grantees are encouraged to enroll in any government school / SUC within the Province of Negros Occidental, where the program shall shoulder 100% of the tuition and other school fees. However, should the grantee opt to enroll in a private educational institution, the program shall shoulder only 60% of the total tuition and other school fees while the remaining 40% of the cost shall be the shouldered by the grantee as his / her counterpart. If the chosen course / degree is not offered in any government school / SUC in the province, the program may shoulder 100% of the tuition and other school fees, provided however that a certification or its equivalent, stating that the specific course is not offered in these government schools / SUCs shall be provided to the VCSEA Committee. Grantees are not allowed to enroll in a private educational institution outside of the province.
- e. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of Victorias City, preferably in such office or field of work as may be related to his / her study, equivalent to one hundred hours (100) for every year of availment of the Scholarship Grant, any time during

completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.

Participation in city initiated community outreach programs such as medical mission, tree planting, coastal clean-up, etc. may be counted as part of the service payback, provided these are rendered on non-working days.

- f. Must undergo drug testing before admission to the Program and shall submit drug test results every start of each semester;

Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.

- g. Must comply all other conditions that the Scholarship Committee may prescribe;

16. 6. Conditions for High School Scholarship:

- a. Must be enrolled at the Negros Occidental National Science High School located in Victorias City;
- b. Must have no failing grade, no incomplete (INC) grade or dropped subject;
- c. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of Victorias City, equivalent to fifty hours (50) for every year of availment of the Scholarship Grant, any time during the scholarship grant or completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.

- d. Must comply with all other conditions that the Scholarship and Educational Assistance Committee may prescribe;

16. 7. Conditions for Semestral Educational Assistance

- a. Must be enrolled in any government or private school within the Province of Negros Occidental.
- b. Must have no failing grade, no incomplete (INC) grade or dropped subject;
- c. Must maintain high moral standards
- d. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of the City of Victorias, preferably in such office or field of work related to his / her study, equivalent to fifty hours (50) for every semester of availment of the Educational Assistance Grant, any time during grant period or completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.

- e. Must undergo drug testing before admission to the Program and submit drug test results every start of each semester;

Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.

- f. Must comply all other conditions that the Scholarship and Educational Assistance Committee may prescribe;

16. 8. Conditions for Training Assistance

- a. Must be enrolled in any government educational or training institution within the province of Negros Occidental or in a private training institution located within Victorias City that is accredited by TESDA and recognized by the VCSEA Committee.
- b. Must maintain high moral standards
- c. Must satisfactorily complete the training program within the prescribed period / approved curriculum
- d. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of the City of Victorias, preferably in such office or field of work related to his / her study, equivalent to twenty hours (20) for every month of availment of the Training Assistance Grant, any time during grant period or completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.

- e. Must undergo drug testing before admission to the Program and submit drug test results every 6 months until completion of the training;

Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.

- f. Must comply all other conditions that the Scholarship and Educational Assistance Committee may prescribe;

16.9. Conditions for Research/Project Paper/Thesis/Dissertation Assistance

- a. Grantees who are college level must be enrolled at the Central Philippines State University while those in the graduate/post graduate level must be enrolled in any government or private school within the Province of Negros Occidental.
- b. Must finish / complete the research in the following time frame:
 - College or Graduate/Post Graduate Project Paper - 12 months
 - College or Graduate Thesis - 12 months
 - Dissertation - 18 months
 - Researches / Special Studies - 24 months

- c. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of the City of Victorias, preferably in such office or field of work related to his / her study, equivalent to fifty hours (50) for thesis and project papers and 100 hours for dissertation and special studies, any time during grant period or completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.

- d. Must undergo drug testing and submit drug test result before admission to the Program;

Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.

- e. Must comply all other conditions that the Scholarship and Educational Assistance Committee may prescribe;

- f. Provide the City of Victorias, thru the City Planning and Development Office (CPDO), a hard bound copy of the duly approved project paper, thesis, dissertation, research / special study as the case maybe.

16.10. Conditions for Assistance for Board / Licensure Examination Review and Assistance for Review in the CSC Career Professional / Sub-Professional Examination

- a. Must be enrolled in a review center recognized by the VCSEA Committee.
- b. Must attend regular review classes to ensure optimum learning
- c. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of the City of Victorias, preferably in such office or field of work related to his / her study, equivalent to fifty hours (50), any time during grant period or completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias.

- d. Must undergo drug testing and submit drug test result before admission to the Program;
Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.
- e. Must comply all other conditions that the Scholarship and Educational Assistance Committee may prescribe;

16.11. Conditions for Special Educational Assistance

- a. The course / special studies/graduate program to be enrolled by the grantee should be related to his/her field of work and can enhance the grantee's capacity to improve his/her services;
- b. Must successfully complete the program / course with no failing grade, no incomplete (INC) grade or dropped subject;
- c. Must maintain high moral standards
- d. Payback Scheme:

Render cumulative volunteer work/ service to the City Government or any Barangay within the jurisdiction of the City of Victorias, preferably in such office or field of work related to his / her study, equivalent to fifty hours (50) for every semester of availment of the Program / Special Education Assistance Grant, any time during grant period or completion thereof, as evidenced by certificate of volunteer work issued by the Barangay Captain if the Grantee served a Barangay or issued by the City Department Head / Office Head, concurred by the Head of the City Planning and Development Office, if the Grantee rendered volunteer work with the City Government of Victorias. If the grantee is a Barangay Captain, the City Mayor shall sign the certificate of volunteer work.

- e. Must undergo drug testing before admission to the Program and submit drug test results every start of each semester;
Note: In cases where the drug test shows unfavourable results, the qualified applicant shall be automatically disqualified from the program.
- f. Must comply all other conditions that the VCSEA Committee may prescribe;

Section 17. PRIVILEGES :

The qualified scholar/grantee shall enjoy all the privileges and benefits as may be prescribed by the Victorias City Scholarship and Educational Assistance (VCSEA) Committee, which may include but not limited to payment of tuition and school fees, monthly stipend, book/uniform allowance, assistance for board / bar examination review, assistance in the conduct of thesis, project paper or dissertation and other benefits as defined by the VCSEA Committee.

If qualified, the scholar-graduates will be given priority for employment by the City Government.

Section 18. SCHOLARSHIP AND EDUCATIONAL ASSISTANCE AGREEMENT.

The qualified scholars / grantees shall sign a Scholarship Agreement or Educational Assistance Agreement as the case maybe, with the City Government of Victorias, embodying therein all the conditions in availing of the Scholarship and Educational Assistance Program.

In connection herewith, the City Mayor is hereby granted the authority to sign the Scholarship Agreement and/or the Educational Assistance Agreement as the case maybe, for and in behalf of the City of Victorias.

Section 19. PAYMENT OF FEES :

The matriculation, tuition and other valid school fees shall be paid directly by the City to the school / college/university where the scholars are enrolled as shown by the official school assessment forms. In such cases where this scheme may not be possible, a refund may be allowed subject to evaluation of the Program Secretariat upon approval of the Program Director / Executive Officer, in which case, the grantee may advance payment of the fees.

Section 20. FUNDING :

A regular budget to be taken from the General Fund and/or Gender and Development Fund, shall be appropriated every calendar year which amount shall be determined by the Scholarship and Educational Assistance Committee thru its Program Director / Executive Officer.

Section 21. REPEALING CLAUSE :

This ordinance repeals and /or amends all existing resolutions, ordinances and executive orders inconsistent thereto. All existing scholarship and educational assistance programs of the City are now deemed governed by this ordinance.

Section 22. EFFECTIVITY :

This Ordinance shall take effect after the same has been approved subject to compliance with the posting and/or publication requirements as provided for under the 1991 Local Government Code. This ordinance shall be prospective in nature and be effective for the School Year 2019-2020 for new grantees/scholars.

CARRIED BY THE VOTES OF:

AFFIRMATIVE:

- Hon. Hermie B. Millan*
- Hon. Dexter L. Senido*
- Hon. Teresita Sta. Ana Bartolome*
- Hon. Abelardo D. Bantug III*
- Hon. Deilen T. Hofileña*
- Hon. Francis Frederick D. Palanca*
- Hon. Blandino H. Galinato*
- Hon. Virginia M. Adorio*
- Hon. Audie R. Malaga*
- Hon. Richard Julius L. Sablan*
- Hon. Sheena C. Bagaforo*

NEGATIVE: None

I hereby certify to the correctness hereof:

ELIZABETH M. SOLLEZA
OIC- Secretary to the Sanggunian

ATTESTED:

JERRY L. JOVER
Vice Mayor/ SP Presiding Officer

APPROVED:

FRANCIS FREDERICK P. PALANCA
City Mayor

Date: _____