

DENR Memorandum Circular

No. 14

June 10, 1995

SUBJECT : Granting Support for Review Classes of Qualified Employees

In support to Civil Service Commission (CSC) Memorandum Circular No. 42, Series of 1991 "Professionalization of the Civil Service" and CSC-MC No. 13, Series of 1992, Establishment of Educational Support Program in Government Agencies, the Department authorizes the grant of official time and/or financial assistance to cover the cost of fees to qualified DENR employees who may want to take the review classes not longer than six (6) months upon the recommendation of the head of office and approval of the Secretary; provided that the applicant has rendered a continuous service of a least two (2) years in a permanent capacity with the Department prior to the availment of this benefit.

Upon approval of his application, the grantee shall be entitled to the following benefits and privileges:

1. review classes on official time with pay;
2. financial assistance to cover cost of tuition/review fee in the amount of P5,000.00 for the whole duration of the review, subject to adjustment based on availability of funds.

The grantee shall render one (1) year service obligation in the Department upon completion of his/her review classes. The privilege can only be availed of once by the grantee.

Nomination forms can be secured from the office of HRD Coordinators at the DENR Regional Offices and Bureaus or the Career Development Division in case of Central Office personnel.

This Order shall take effect not earlier than January 1, 1996.

ANGEL C. ALCALA
Secretary

Recommending Approval:

BEN S. MALAYANG III
Undersecretary and Chairman,
Scholarship Committee