

Scholarship Grant v. Feb. 8, 2023

Summary of Changes:

Item	Old	New
1. Approver	Career Management Board	HR Manager - Approver
2. Contract Signatory (all scholarship grant contract shall not exceed P50,000)	Executive Director	HR Associate - Checker HR Assistant - Maker
3. Mode of Grant Provision	Reimbursement Method	1. Reimbursement Method 2. Cash Advance Method

Approved by:

Austere A. Panadero
Executive Director

Date:

Chapter III	:	Compensation and Benefits	Date	:	February 8, 2023
Section S	:	Scholarship Grant for Staff	Supersedes	:	May 7, 2012

POLICY

The Staff Scholarship Grant is established to provide support to the efforts of foundation staff to enhance their knowledge and skills through undertaking postgraduate studies in health and development-related fields at academic institutions in the Philippines.

Upon completion of their study programs, the staff-scholars are expected to use their enhanced knowledge and skills to contribute to the achievement of better health outcomes for the poor and to take on greater responsibilities in the leadership of the foundation.

COVERAGE

All regular and project-based staff.

STAFF SCHOLARSHIP BENEFITS

The scholarship will provide for:

A maximum of Php 15,000 per term or semester on tuition fees that covers any of the following studies:

- Advanced University Studies - Doctorate
- Advanced University Studies - Masteral
- Executive Courses (certification)

ENTITLEMENTS

Selected staff-scholar shall fulfill full-time work assignment while doing their advanced studies.

Allocated time to do course work via Staff Formation Program KRA shall be defined, and only a maximum of 20% level of effort shall be expected if staff is on thesis or dissertation phase. Given the setup, the following are shall be applicable:

- Flexibility of workload and coursework schedule, as arranged with the Group Director, without sacrificing work requirements

- Use of foundation facilities outside office hours for fulfillment of graduate course requirements
- Books/references and photocopying services.

DURATION OF THE SCHOLARSHIP GRANT

Since the program is for staff working full time, the staff is to study on a part-time basis. The scholarship is for the entire duration of the approved course, as appropriate, which shall be conditional on the scholar maintaining a satisfactory level of academic performance as determined by the foundation. The maximum duration of scholarship award is five years.

ELIGIBILITY REQUIREMENTS

- **Tenure for Core staff – Completed at least one year of work with the foundation.**
- **Tenure for Project staff – With an ongoing contract, with a minimum duration of 2 years.**
- Performance rating of at ME or Met Expectations in the last rating period.
- Completion of an Individual Career Development Plan approved by the Immediate Supervisor (IS).
- Gained admission to a ZFF-approved masters degree at an academic institution in the Philippines.
- At least a bachelor's degree from a college or university recognized by the Commission on Higher Education.
- At least two (2) years of full-time professional working experience (acquired after a university degree) at the time of application.
- Not more than 40 years old at the time of application. In exceptional cases, for programs which are appropriate for senior officials and managers, the age limit is 45 years old.
- In good health as evidenced by a medical certificate from an accredited physician.
- Should agree to finish the return service period after completion of studies under the Staff Scholarship Grant Program.

APPLICATION PROCEDURES

1. Applicants should complete the Form020 Staff Scholarship Grant application form.
2. HR will assess the applicant's eligibility based on the qualifications set.
3. If qualified, the application will be forwarded to the HR Manager. If deemed necessary, the applicants may be called for an interview.

If not qualified, the applicant will be notified.

4. The HR Manager will decide on the merits of the application for scholarship.

5. Once the staff-scholars are selected, HR will arrange for the signing of the Scholarship Contract by awardee, wherein the scholars agree that after completion of their study, they will apply their new learning and skills to improve ZFF programs and complete the return service duration. The return service duration is computed as one half of the time spent for the completion of the studies.

RESPONSIBILITIES OF THE SCHOLAR

The grantee shall:

1. Choose a field of study relevant to the needs of this Foundation;
2. Inform HR as to what school she/he intends to enroll;
3. Sign a scholarship contract with the foundation and abide with the terms and conditions of the grant;
4. Complete all the requirements for the masteral degree for a maximum of five (5) years. This means completion of all academic units, term papers, examination and thesis or project research study needed to earn the masteral degree;
5. Submit a copy of all academic record or grades to the HR at the end of each school term duly certified by the school registrar or official concerned

In addition, the staff-scholar shall ensure that:

1. They are able to complete both work requirements and study requirements during the duration of the program.
2. All academic related duties shall be reported on a weekly basis using the Weekly Deliverable Schedule Report.
3. Work-related duties shall be reported on a weekly basis using Weekly Deliverable Schedule Report
4. Upon completion of the degree/ certification, staff-scholar must provide HR with all the related academic records provided by the school or official. (e.g. thesis, research, policy paper or any document relevant to audit service or on project design for audited research and development.

POST-SCHOLARSHIP GUIDELINES

Upon completion of the degree, the staff-scholar shall:

Serve the foundation the duration of the return service period as indicated in the scholarship contract. The return service duration is computed as one half of the time spent for the completion of the studies.

1. Staff-scholar shall submit to HR a re-entry plan which includes scholar's plans on activities and projects to be revised, improved or developed.
2. For cases wherein scholar is unable to fulfill requirements of the scholarship grant, the scholar must refund to the foundation the amount advanced by the said office. The following are the

covered scenarios:

- a. Pass the enrolled subjects in a given school term [in such case the scholar will pay for the cost of the failed subject in the subsequent enrolment period];
- b. Complete the graduate studies within (5) five years;
- c. Complete the return service duration.

Note that the refund amount shall be the full amount, regardless of the period unserved.

METHODS OF GRANT PROVISION

1. Reimbursement Method

- a. Provided that the scholarship application is granted, the applicant is required to submit a copy of the Official Receipt issued by the college/university s/he is enrolled with.
- b. The Official Receipt including supporting documents such as RFP, Approved and Accepted Scholarship Grant Contract will be endorsed by HR to Finance for processing.
- c. Scholarship grant will be deposited to the staff's registered payroll account.

2. Cash Advance Method

- a. Provided that the scholarship application is granted, the applicant is required to submit to HR a cash advance form including a billing statement issued by the college/university s/he is enrolled with.
- b. Cash Advance form and billing statement including supporting documents such as RFP, Approved and Accepted Scholarship Grant Contract will be endorsed by HR to Finance for processing.
- c. Scholarship grant will be deposited to the staff's registered payroll account.
- d. The staff is required to submit a copy of the Official Receipt issued by the college/university s/he is enrolled with and liquidation form within two weeks upon the deposit of the grant. Should the official receipt is not submitted within 2 weeks without notice of delay given to HR, the cash advance will be deducted from staff salary on the ff schedule:
 - P5,000 and below - deducted through 2 cut offs
 - P10,000 and above - deducted through 4 cut offs