

Memorandum Reference No. M17-03-130

Guideline in the Implementation of Scholarship Program on Continuing Education for the Youth

March 6, 2017

The memorandum aims to provide direction to the Agricultural Training Institute and all its partners in the provision and management of scholarship program on continuing education for capable and deserving youth, particularly the children of smallholder farmers and fishers.

The scholarship program on continuing education includes a provision of educational support and or grants to deserving youth who would like to pursue agriculture and fishery-related Baccalaureate Degree Programs.

Salient Extension Provisions

V. Scholarship Support/ Privileges

The support to be provided shall include:

1. School fees/ Registration fees per semester (actual as assessed by the school/ university)
2. Testing assessment fees;
3. Monthly stipend of P5,000 per month;
4. Book allowance in the amount of P1,500 per month;
5. Lodging allowance in the amount of P1,000 per month;
6. Research allowance pf P5,000 to be given in full during the conduct of the research;
7. Graduation fees not exceeding P3,000 per scholar;

VII. Implementation Requirements

1. The ATI-CDMD will release a Memoranda, signed by the ATI Director, to all Regional Training Centers to announce the opening of scholarship program for continuing education.

The ATI-RTCs shall disseminate the information and take the lead in the recruitment, selection, and screening of applicants in coordination with the LGU 4H coordinators and SUCs.

2. The applicants shall secure Scholarship Application Form from the ATI Regional Training Centers (RTC).
3. The applicants shall submit the duly accomplished application form, together with the required documents to the ATI-RTC where the applicant's residence is located.
4. The ATI RTCs shall evaluate regional applicants and endorse those who qualify, together with all required documents to ATI CDMD for final review. Applicants who will not qualify will be notified by the RTC.
5. The ATI-CDMD shall review the applicants based on the criteria set on the program guidelines. For deficiencies, applicants will be given 15 days from the receipt of the program notice to comply.
6. If the application is approved, the ATI CDMD will inform the applicants through a letter signed by the ATI Director. Those who did not qualify will be notified as well. Letters will be sent thru ATI RTCs.
7. The ATI-RTC shall advise the scholars for the signing of the Scholarship Service Contract. The contract shall be signed by the scholar, the parent or guardian, the ATI-Center Director and the Head Accountant of the RTC. Contracts shall be forwarded to ATI-CDMD to facilitate the signing of the ATI Director and the Chief Accountant of ATI Central Office as the witness.
8. A Memorandum of Agreement (MOA) shall be signed between the ATI Director and the President if the SUC where a scholar is enrolled, and it should be duly notarized.
9. The ATI RTCs shall prepare the payment of scholars' tuition and other miscellaneous fees to concerned university/ college/ institution every semester, including their book and monthly allowance.
10. The ATI-CDMD will conduct monitoring of the academic performances of the Scholars after every term.

11. The ATI-RTCs shall submit duly signed monthly physical and financial accomplishment reports to ATI Central Office through the Career Development and Management Division (CDMD) for consolidation. This report shall be submitted to ATI-Planning and Policy Division for inclusion to the overall report of the ATI.
12. The ATI-CDMD thru the RTC-CDMS shall also monitor the work performance and implementation of business plans of the scholars after their graduation.

XII. Monitoring and Evaluation

Monitoring and evaluation of the academic performances of the scholars shall be conducted by the ATI CDMD thru the Regional Training Centers after every term. The RTCs shall be conducting monthly physical and financial monitoring and shall submit a monthly status report to ATI-CDMD for consolidation.

The ATI-CDMD shall devise monitoring tools to be used in the conduct of monitoring during the implementation of the program and activities of the Grantees after their graduation.

Source:

Retrieved from ATI Quality Management Systems Documents (Guidelines)