



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
QUALITY PROCEDURE

Document Code		
QP-DILG-AS-26		
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26	REQUEST FOR NOMINEES FOR SCHOLARSHIPS/TRAINING GRANTS
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Scope:

This process starts from the receipt of an invitation, dissemination of invites, conduct of screening and deliberation up to the endorsement of nominees to requesting Donor Institution.

Description of Service:

To provide the Department personnel with opportunities, either local or foreign, for professional development and/or career growth through the auspices of donor institutions/agencies.

Office: ADMINISTRATIVE SERVICE – HUMAN RESOUCE MANAGEMENT DIVISION

No.	Activities (Internal Work Flow)	Agency Action (detailed steps)	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	Receive, download, and evaluate the invitation letter from the donor institutions	<ul style="list-style-type: none"> Receive and record the invitation in the Scholarships/Training Grants Log Sheet. Evaluate/study the invitation and determine the type of scholarships title grant and number of nominees required (determine target recipients, deadlines, course, and requirements). 	<p>Receiving Clerk</p> <p>Action Officer</p>	<ul style="list-style-type: none"> Scholarships/ Training Grants Log Sheet Invitation from Donor Institutions
2	Communicate the scholarship/training grants opportunity	<ul style="list-style-type: none"> Prepare a Memorandum addressed to all Regional/Bureau/Service Directors requesting applicants/recommendees for the scholarship/training grants and submit for signature of the designated signatory/approving authority. <p>Cite the following: Title of the program, duration and application deadlines; Selection criteria set by the inviting/donor institution and by the DILG; Documentary requirements for the application.</p>	Action Officer; Designated signatory/approving authority	<ul style="list-style-type: none"> Memorandum



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No.	Activities (Internal Work Flow)	Agency Action (detailed steps)	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		<ul style="list-style-type: none"> Upon receipt of the signed Memo-communication, record in the DMS and forward to Records Section for releasing in accordance with the Records Management Procedure. 	Receiving/Releasing Clerk	<ul style="list-style-type: none"> Records Management Procedure
3	Receive the endorsements from respective Offices and shortlist the qualified applicants	<ul style="list-style-type: none"> Receive the Indorsement and shortlist qualified applicants, with no outstanding service obligation from: (1) Database of Prospective; and/or (2) received endorsements from respective offices; Prepare summary of shortlisted prospective applicants and Comparative Matrix of Applicants and forward to the HRMD Chief for review and comments. <p><i>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED.</i> Note: HRMD resort to database if there are no takers indorsed by different offices</p> <ul style="list-style-type: none"> For shortlisted applicants from the database, confirm interest and availability of shortlisted personnel including approval of concerned Head of Office. 	Action Officer Action Officer, HRMD Chief	<ul style="list-style-type: none"> Indorsements from respective Offices Shortlist of Prospective Applicants Database of Prospective Applicants Comparative Matrix of Applicants
4	Conduct deliberation or prepare a Referendum/Resolution	<ul style="list-style-type: none"> If there is ample time, prepare the following preparatory documents for the conduct of deliberation: <ul style="list-style-type: none"> Notice of Meeting for CHRDC Application Notice for schedule of written exam/ interview of candidates Compile the necessary requirements of the candidates thru google drive such as Commitment Action Plan (CAP)/proposed Re-Entry Action Plan (REAP) signed by the concerned Head of Office, for recipients of at least 3 months of training/ 	Action Officer CHRDC Secretariat	<ul style="list-style-type: none"> Comparative Matrix of Applicants Notice of Meeting Notice for schedule of CHRDC written and interview exam Commitment Action Plan/proposed REAP



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No.	Activities (Internal Work Flow)	Agency Action (detailed steps)	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		<p>scholarships and provide the link to the CHRDC Board prior to the conduct of the deliberation.</p> <ul style="list-style-type: none"> Conduct the deliberation per approved schedule and select nominees. Consolidate result of the CHRDC Deliberation Matrix for review of HRMD Chief and for approval of AS Director. <p>If the deadline is too close:</p> <ul style="list-style-type: none"> Prepare a Referendum/ Resolution with complete supporting documents of the candidate (Personal Data Sheet, 9-in 1-Certification, Proposed CAP, REAP or REP and Endorsement from the Director and to register and upload the required document to scholar.dilg.gov.ph). Review the candidate's qualifications and indicate their chosen nominee as principal or alternate by affixing their initial in the column provided and submit to CHRDC for review and approval. <p>Note: For Short Course no need for deliberation unless required by donor institutions.</p>	<p>CHRDC Committee</p> <p>CHRDC Secretariat</p>	<ul style="list-style-type: none"> Minutes of CHRDC Deliberation CHRDC Deliberation Matrix Referendum/Resolution PDS 9-in-1 certification Endorsement letter Proposed CAP/REAP or REP
5	Prepare endorsement letter, secure approval, and forward to the donor institution	<ul style="list-style-type: none"> Prepare endorsement letter to the donor institution with cover memo and forward to HRMD Chief for review; to AS Director for approval and to OASHRD for approval/ signature of the endorsement letter. Forward the endorsement of applicants to the donor institution with complete supporting documents including the <i>Client Satisfaction Survey</i>. 	Action Officer	<ul style="list-style-type: none"> Endorsement letter CSS Form



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No.	Activities (Internal Work Flow)	Agency Action (detailed steps)	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		Note: Report the CSS results in accordance with the Client Satisfaction Survey Procedure.		<ul style="list-style-type: none"> CSS Data Sheet Client Satisfaction Report Client Satisfaction Measurement Procedure
6	Retain Records	<ul style="list-style-type: none"> Update database of recipients of scholarships/training grants. Retain records in accordance with the Control of Retained Documented Information Procedure and Master List of Retained Documented Information. <p style="color: blue; text-align: center;">This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</p>	Action Officer Process Owner/Designated Records Custodian	<ul style="list-style-type: none"> Scholarships/ Training Grantee/ Recipients Monitoring Log Sheet Control of Retained Documented Information Procedure Master List of Retained Documented Information
End of Transaction				

Prepared By		Reviewed By	Approved By
(sgd.) MICHELLE J. NEGRIDO	(sgd.) HILDA F. GAURINO	(sgd.) ELNORA A. VELASCO	(sgd.) ASEC. ESTER A. ALDANA, CESO II
Process Owner	Division Chief	AS Deputy Quality Management Representative	Overall Deputy Quality Management Representative



QUALITY OBJECTIVE (QO)

Document Code		
QO-QP-DILG-AS-26		
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OFFICE	ADMINISTRATIVE SERVICE - HUMAN RESOURCE MANAGEMENT DIVISION
PROCEDURE TITLE	REQUEST FOR NOMINEES FOR SCHOLARSHIP/TRAINING GRANTS

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Pre-screening of documents of DILG Applicants to undertake Scholarship/ Training Grants	<ul style="list-style-type: none"> 100% of the invitations received are processed and indorsed <i>with nominee/s to the donor institution or if absence of interested applicants sent advice thru e-mail on or before the deadline.</i> 	<ul style="list-style-type: none"> 100% 	<ul style="list-style-type: none"> (Total No. of Invitations processed and indorsed with nominee/s to the donor institution or if absence of interested applicants, sent advice thru e-mail on or before the deadline / Total No. of Invitations Received) x 100 	<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> Process Owner 	<ul style="list-style-type: none"> Scholarship/ Training Grants Process Summary Log Sheet
	<ul style="list-style-type: none"> 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or Strongly Agree" in all Service Quality Dimensions (SQDs). 	<ul style="list-style-type: none"> 80% 	<ul style="list-style-type: none"> (Total number of responses with rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs)/Total number of responses received) x 100 	<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> Process Owner 	<ul style="list-style-type: none"> CSS Data Sheet and Client Satisfaction Report

Prepared By		Reviewed By		Approved By	
(sgd.) MICHELLE J. NEGRIDO		(sgd.) ELNORA A. VELASCO		(sgd.) ASEC. ESTER A. ALDANA, CESO II	
Process Owner		AS Deputy Quality Management Representative		Overall Deputy Quality Management Representative	



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
**QUALITY MONITORING
 AND EVALUATION (QME)**

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OFFICE	ADMINISTRATIVE SERVICE - HUMAN RESOURCE MANAGEMENT DIVISION				
PROCEDURE TITLE	REQUEST FOR NOMINEES FOR SCHOLARSHIP/TRAINING GRANTS				
OBJECTIVE STATEMENT	1. 100% of the invitations received are processed and indorsed <i>with nominee/s to the donor institution or if absence of interested applicants sent advice thru email</i> on or before the deadline. 2. 80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions (SQDs).				
CURRENT PERIOD					

INDICATORS		1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER	TOTAL
OBJECTIVE 1: 100% of the invitations received are processed and indorsed <i>with nominee/s to the donor institution, or if absence of interested applicants sent advice thru email</i> on or before the deadline.						
A	Total No. of Invitations processed and indorsed with nominee/s to the donor institution or if absence of interested applicants sent advice thru e-mail on or before the deadline					
B	Total No. of Invitations Received					
C	Formula: $\frac{A}{B} \times 100$ Target Result: 100%					
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
**QUALITY MONITORING
 AND EVALUATION (QME)**

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INDICATORS		1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER	TOTAL
OBJECTIVE 2: 80% of accomplished Client Satisfaction Survey have a rating of “Agree” or “Strongly Agree” in all Service Quality Dimensions (SQDs).						
A	Total number of responses with rating of “Agree” or “Strongly Agree” in all Service Quality Dimensions (SQDs)					
B	Total number of responses received					
C	Formula: $A/B \times 100$	Target Result: 80%				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met					

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Prepared By	Reviewed By	Noted By
Process Owner	Division Chief	AS Service Deputy QMR

Prepared By	Reviewed By	Approved By
(sgd.) MICHELLE J. NEGRIDO	(sgd.) ELNORA A. VELASCO	(sgd.) ASEC. ESTER A. ALDANA, CESO II
Process Owner	AS Deputy Quality Management Representative	Overall Deputy Quality Management Representative



SCHOLARSHIP/TRAINING GRANTS PROCESS SUMMARY LOG SHEET

Document Code		
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QUALITY OBJECTIVE: 1. 100% of the invitations received are processed and endorsed with nominee/s to the donor institution, or if absence of interested applicants sent advice thru e-mail on or before the deadline.

FREQUENCY OF MONITORING: Quarterly
CURRENT PERIOD:

NO.	DATE RECEIVED	TRAINING/ SCHOLARSHIP TITLE	DURATION		PLACE OF TRAINING/ SCHOLARSHIP	INVITING DONOR/ INSTITUTION	DEADLINE OF SUBMISSION	(Skip these steps if the invitation received <3 WDs before the set deadline)			DATE SHORLISTED QUALIFIED APPLICANTS SUBMITTED TO HRMD CHIEF FOR REVIEW (Endorsed by CO OUs and ROs or from the Database - If the invitation received <3 WDs before the set deadline)	DATE CHRDC DELIBERATION CONDUCTED (For Long-Term Scholarship Only)	DATE INDORSEMENT/ E-MAIL ADVICE SUBMITTED TO THE DONOR INSTITUTIONS	OBJECTIVE 1 RESULT			REMARKS
			From	To				DATE COMMUNICATED TO CO OPERATING UNITS AND ROs	DATE CO OPERATING UNITS AND ROs ENDORSED TO AS-HRMD	DATE RECEIVED BY AS-HRMD				No. of Days Elapsed (H-N)	(MET) ≤ 0 day/s	(UNMET) ≥ 0 days	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
nth																	
														TOTAL			
														RESULTS %			

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Prepared By
Process Owner

Noted By
Division Chief

Prepared By
(sgd.)
MICHELLE J. NEGRIDO
Process Owner

Reviewed By
(sgd.)
WILDA F. GAURINO
Chief, HRMD

Approved By
(sgd.)
ATTY. JENIA J. JAVAREZ
AS Deputy QMR



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DATABASE OF PROSPECTIVE APPLICANTS

Document Code
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COURSE 1:												
NO.	NAME	POSITION	STATION	BIRTHDAY	YEARS IN SERVICE	EDUCATION	HOURS OF RELEVANT TRAINING	EMAIL	CELLULAR NUMBER	NOMINATION	YEAR INDORSED	REMARKS
1												
2												
nth												

COURSE 2:												
NO.	NAME	POSITION	STATION	BIRTHDAY	YEARS IN SERVICE	EDUCATION	HOURS OF RELEVANT TRAINING	EMAIL	CELLULAR NUMBER	NOMINATION	YEAR INDORSED	REMARKS
1												
2												
nth												

COURSE 3:												
NO.	NAME	POSITION	STATION	BIRTHDAY	YEARS IN SERVICE	EDUCATION	HOURS OF RELEVANT TRAINING	EMAIL	CELLULAR NUMBER	NOMINATION	YEAR INDORSED	REMARKS
1												
2												
nth												

COURSE NTH:												
NO.	NAME	POSITION	STATION	BIRTHDAY	YEARS IN SERVICE	EDUCATION	HOURS OF RELEVANT TRAINING	EMAIL	CELLULAR NUMBER	NOMINATION	YEAR INDORSED	REMARKS
1												
2												
nth												

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Prepared By

(sgd.)
MICHELLE J. NEGRIDO
Process Owner

Reviewed By

(sgd.)
HILDA E. GAURINO
Chief, HRMD

Noted By

(sgd.)
ATTY. JENAL JAVAREZ
AS DEPUTY QMR



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
COMPARATIVE MATRIX OF APPLICANTS

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COURSE	
DONOR INSTITUTION	
INCLUSIVE DATES	
COUNTRY	

COURSE REQUIREMENT:

- Must have a college degree related to the field of study or has sufficiently demonstrated ability and experience along the field of study;
- Must not have a pending application for scholarship under another program;
- Must hold a permanent position and has rendered service for two (2) years; and
- Must have rendered the service obligation required under EO No. 367 for a scholarship recently concluded before he could again be nominated for another course where the field of study is different from the previous training

NAME	POSITION	OFFICE	AGE	YEARS IN SERVICE (10%)	EDUCATION (15%)	HOURS OF RELEVANT EXPERIENCE/ TRAINING (10%)	PERFORMANCE (25%)	PDC (40%) INTERVIEW (20%) / WRITTEN (20%)								AVERAGE	RANK	REMARKS		
								CHAIR		V-CHAIR		MEMBER 1		MEMBER 2					MEMBER 3	
								ORAL	WRITTEN	ORAL	WRITTEN	ORAL	WRITTEN	ORAL	WRITTEN				ORAL	WRITTEN

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Prepared By
(sgd.)
MICHELLE J. NEGRIDO
Process Owner

Reviewed By
(sgd.)
HILDA F. GAURINO
Chief, HRMD

Noted By
(sgd.)
ATTY. JENIA J. AVAREZ
AS DEPUTY QMR



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
INTERVIEW CONFIRMATION FORM

FM-QP-DILG-AS-26-04 | REV. NO. 00 | EFFECTIVITY DATE 06.15.21

COURSE:	INCLUSIVE DATES:	COUNTRY/VENUE:
----------------	-------------------------	-----------------------

Date

REGIONAL/BUREAU/SERVICE DIRECTOR
Regional/Bureau/Service Office address

THRU : Human Resource Management Officer

Dear Director _____:

We have received the nomination of _____ to the above stated course. CHRDC interview is scheduled on _____ via zoom platform.

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Please check (v) the box that is appropriate to your decision. [Click here to refer to the Document Control and Management System for the Controlled Copy](#)

☐ Nominee WILL REPORT FOR INTERVIEW on scheduled date.

☐ Nominee WILL NOT report for interview because (specify reason)

Thank you very much.

Very truly yours,

HILDA F. GAURINO

Chief, HRMD

Prepared By	Reviewed By	Approved By
(sgd.) MICHELLE J. NEGRIDO	(sgd.) HILDA F. GAURINO	(sgd.) ATTY. JENA J. JAVAREZ
Process Owner	Division Chief	AS Deputy Quality Management Representative



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT INTERVIEW ASSESMENT FORM

FM-QP-DILG-AS-26-05A | REV. NO. 00 | EFFECTIVITY DATE 06.15.21

NAME

AGE

PRESENT POSITION

SALARY

REGION/BUREAU/SERVICE/UNIT

DIVISION

INSTRUCTIONS

You are to rate the candidate on certain characteristics and traits which can be observed when you talk with him face to face. Consider whether his personal characteristics, as manifested during the interview, will be an asset or liability to the position being considered. Make your rating of the candidate's characteristics solely on evidence observed during the interview by putting a check-mark [✓] on the proper scale (Each part of the scale has an equivalent point score).

Be sure to record your rating of the candidate on each of the traits. DO NOT OMIT any item. After rating the candidate, accomplish the summary rating form by indicating the point score obtained in each characteristic. Add the total point scores.

TRAITS	POINTS				
	1	2	3	4	5
1. VOICE AND SPEECH Is his voice inviting or pleasant? Can you easily hear what he says? Is his speech clear and distinct? Is his voice resonant well-modulated?	Irritating or indistinct	Understandable but unpleasant	Neither conspicuously pleasant or unpleasant	Definitely pleasant and distinct	Exceptionally clear and pleasing
2. APPEARANCE Does he look like a well set-up, healthy, energetic person? Has he bodily or facial characteristics which might seriously hamper him? Is he well-groomed or unattractive in appearance?	Unprepossessing or unsuitable	Create rather unfavorable impression	Suitable acceptable	Create distinctly favorable impression	Impressive commands admiration
3. ALERTNESS Does he readily grasp the meaning of a question? Is he slow to apprehend even the more obvious points? Or does he understand quickly, even though the idea is new, involved or difficult?	Slow in grasping obvious questions, often misunderstands meaning of questions	Slow to understand subtle points; require explanation	Nearly grasps intent of interviewer's question	Rather quick to grasping questions and new ideas	Exceptionally keen and quick to understand
4. ABILITY TO PRESENT IDEAS Does he speak logically and convincingly or does he tend to be vague, confused or illogical?	Confused and illogical	Tends to scatter or to become involved	Usually gets his ideas across well	Shows superior ability to express himself	Exceptionally logical clear and convincing
5. JUDGEMENT Does he impress you as a person whose judgment would be dependable even under stress? Or, is he hasty, erratic, biased swayed by his feelings?	Notably lacking balance and restraint	Shows some tendency to react impulsively and without restraints	Acts judiciously on ordinary circumstances might be hasty	Gives reassuring evidence of considered judgment	Inspires unusual confidence is probable judgment
6. EMOTIONAL STABILITY Is he emotionally mature? Is he touchy sensitive to criticisms, easily upset? Is he irritated or impatient when things go wrong? Or does he keep an even cool?	Over sensitive, easily disconnected	Occasionally impatient or irritated	Well-poised most of the time	Superior self-command	Exceptionally poised, calm and has humor under stress
7. CONFIDENCE Does he seem to be uncertain of himself, hesitant, lacking in assurance, easily bluffed? Or is he wholesomely self-confident and assured?	Timid hesitant, easily influenced	Appears to be over self-confident	Moderately confident of himself	Wholesome self-confident	Shows superb self-assurance

SUMMARY RATING FORM

TRAITS	POINTS
Voice & Speech	
Appearance	
Alertness	
Ability to present ideas	
Judgment	
Emotional Stability	
Self-Confidence	
TOTAL	

RATER'S SIGNATURE OVER PRINTED

Prepared By	Reviewed By	Approved By
(sgd.) MICHELLE J. NEGRIDO	(sgd.) HILDA F. GAURINO	(sgd.) ATTY. JENA J. JAVAREZ
Process Owner	Division Chief	AS Deputy Quality Management Representative



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT WRITTEN ASSESMENT FORM

FM-QP-DILG-AS-26-05B | REV. NO. 00 | EFFECTIVITY DATE 06.15.21

NAME

AGE

PRESENT POSITION

SALARY

REGION/BUREAU/SERVICE/UNIT

DIVISION

INSTRUCTIONS

You are to rate the candidate on his/her written exam. Make your rating of the essay by putting a check-mark [✓] on the proper scale (Each part of the scale has an equivalent point score).

Be sure to record your rating of the candidate on each of the traits. DO NOT OMIT any item. After rating the candidate, accomplish the summary rating form by indicating the point score obtained in each characteristic. Add the total point scores.

CRITERIA	POINTS				
	1	2	3	4	5
CONTENT Information is appropriate, complete and accurate.	No discernable thesis/purpose; details seem unrelated.	Thesis/purpose is vague or confusing and/or lacks adequate supporting details.	Thesis/purpose is evident but not consistently supported.	A clear thesis/purpose is developed with adequate support that goes beyond the obvious.	The paper's compelling and clear thesis/purpose is fully developed with examples, quotations, and facts. It thoroughly informs and engages the reader and displays critical thinking.
ORGANIZATION Content reads smoothly in a logical order.	Missing intro/conclusion; no logical organization; illogical or missing transitions.	Inappropriate intro and/or conclusion; multiple ideas per paragraph; awkward or missing transitions; confusing ordering of information.	Introduction and conclusion are present; some weakness in paragraph structure; more transitions needed for a smooth flow of information.	Interesting introduction and conclusion; paragraphs are structured appropriately; Most transitions are appropriate.	The paper uses an effective introduction and has a powerful conclusion. Paragraphs flow in an inevitable sequence due to their logical ordering and appropriate transitions.
WORD CHOICE Precise and appropriate words, terms, phrases and clauses.	Inappropriate word choice. Inappropriate tone. Meaning is lost in unclear phrasing.	Many words are used incorrectly. Meaning is difficult to grasp. The writer sounds bored by the topic.	Language and tone acceptable but lack appeal. Occasional unclear phrasing. May contain some unexplained terms or resort to jargon and clichés.	Word choice is appropriate and holds the reader's attention. Meaning is clear. Employs a level of language and tone suitable for the topic/audience.	Paper reveals a writer who uses distinctive word choice, specific nouns, and active verbs to make the information clear and interesting. Explains or defines unfamiliar or complicated terms. Includes language and uses tone appropriate for the topic/audience.
STYLE AND GRAMMAR Rhythm and flow enhance clarity. Follows standard English grammar conventions.	Incoherent sentences. Numerous grammatical errors. Overwhelming non-standard usage.	Sentence structure is awkward or repetitive. Frequent grammatical problems.	Sentence structure varies little. Problems with parallelism occur. Distracting grammatical errors.	Sentence structure varied. The paper is easy to read. Standard English usage with minor exceptions.	Sentences vary in length and structure. Variety of sentence beginnings. Parallelism helps build unity and coherence as well as rhythm/balance. A superior command of English grammar shown.
CORRECT, ACCURATE COPY Correct capitalization, punctuation, spelling and documentation. Follows instructor-established format.	Numerous errors and careless mistakes. Required sources are missing or incorrectly documented. Does not follow instructor-established format.	Frequent problems with correctness and accuracy are distracting. Sources are not relevant and/or not documented correctly.	Some spelling/punctuation/ capitalization problems. Does not consistently and correctly use sources or documentation when needed.	Editorial correctness with few exceptions. Sources are clearly relevant. Required documentation is used correctly most of the time.	Paper is virtually error-free. Conventions are skillfully used to clarify meaning. Relevant sources are documented appropriately. Attention to detail is evident.

SUMMARY RATING FORM

CRITERIA	POINTS
Content	
Organization	
Word Choice	
Style and Grammar	
Correct, Accurate Copy	
TOTAL	

RATER'S SIGNATURE OVER PRINTED NAME/DATE

Prepared By	Reviewed By	Approved By
(sgd.) MICHELLE J. NEGRIDO	(sgd.) HILDA F. GAURINO	(sgd.) ATTY. JENA J. AVAREZ
Process Owner	Division Chief	AS Deputy Quality Management Representative



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
APPLICATION NOTICE

Sir/Madam:

This is in connection to the nomination of:

NAME			
POSITION		OFFICE	
COURSE			
DURATION		COUNTRY	
AUSPICES			

The status of which is:

- ☐ Nominee was not selected to participate to the abovementioned course per attached letter of _____
- ☐ Nominee passed the donor institution pre-selection process but could not be endorsed for the following reason(s): _____
- ☐ Nominee was endorsed to the Embassy on _____
- ☐ As of this date, we have not received any official communication from the inviting institution as to whether the nominee has been accepted or not to the training course to which he/she was nominated.
- ☐ Nominee/s did not pass the CHRDC pre-selection process
- ☐ Nominee passed the CHRDC pre-selection process
- ☐ Requirements have been submitted to _____ Please advise abovenamed employee/s to coordinate with _____ thru telephone numbers _____ for the schedule of interview.
- ☐ Requirements have been submitted to _____.
- ☐ Nominee has been accepted per attached letter of _____

Head, Human Resource Management Division

FM-QP-DILG-AS-26-06 | REV. NO. 00 | EFFECTIVITY DATE 06.15.21

Prepared By	Reviewed By	Approved By
(sgd.) MICHELLE J. NEGRIDO	(sgd.) HILDA F. GAURINO	(sgd.) ATTY. JENAL JAVAREZ
Process Owner	Division Chief	AS Deputy Quality Management Representative



COMMITMENT ACTION PLAN

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The Department adopts the Commitment Action Plan (CAP) process to ensure that all learning gained by the grantee/s from the donor institution is significantly applied to their respective offices. It is a proactive process that facilitates discussions and agreements between the awardees and their supervisors on the focus and strategy of the CAP to ensure that the plan will be made part of the office/unit work plan envisage to the change agenda of the Department.

This promotes commitment from both the employee and the supervisor to address the identified development concern of their office/unit. Development of the plan requires iterative consultation during its preparation.

NAME			
POSITION		OFFICE	
COURSE			
DONOR INSTITUTION			

Situationer

Describe the following:

- Current situation in terms of problems, challenges, opportunities in the external environment sector

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- Current capacity gap in the workplace that the CAP is expected to address or contribute to

WORKPLACE DEVELOPMENT OBJECTIVES

Development Impact

Describe how these improvements will impact the office/unit service delivery. What benefit/s to external clients do you expect to see as a result of these improvements?

Department Outcomes

What improvements in Department's process, systems, strategies, policies and structures will result from the enhanced competencies brought about by the program/course?

Competency

What relevant knowledge, skills and behavior is the grantee expected to develop/enhance through his/her scholarship?



COMMITMENT ACTION PLAN

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COMMITMENT ACTION PLAN	
TITLE The title should give the reader a good idea of the nature of CAP	
OBJECTIVE Provide ONE (1) statement objective which must be specific, measurable, attainable, result-oriented and with the timeframe	
OUTPUT/S What output/s is expected of the grantee from the scholarship and which is envisioned to contribute to the Department's outcome	
CONDITIONS What authority, materials and other support are needed for the grantee to produce the expected output?	
STANDARDS How well must the competency be performed or what criteria will be used to consider the outputs acceptable? This may be in terms of quality, quantity, timeliness or cost, or process requirements	This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy
BUDGET Break down your budgetary requirement for the CAP	
SUCCESS INDICATORS This has to be consistent with the plan objectives set.	
BENEFICIARY Main user and/or beneficiary of CAP	
COMMENCEMENT Implementation date of CAP	



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
COMMITMENT ACTION PLAN

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ACTIVITY PLAN				
PERCENTAGE OF COMPLETION	ACTION	EXPECTED OUTPUT	TARGET DATE	
			FROM	TO
25% Early stage of CAP implementation and has not gained any significant achievements	After scholarship grant, present modifications of CAP to PDC	CAP approved by PDC		
	CAP Approved by Regional/Bureau/Service Director and CPDC	CAP approved by PDC and Regional Director		
	Final Action plan approved	Action Plan		
50% Achieved almost 50% of your CAP objective/s	Documentation/necessary communications (e.g. Memo, Circular, Indorsement) prepared and disseminated	Implementation of Activities		
75% Nearing completion of CAP objective/s	Submission of CAP Progress Report	Status of CAP being implemented		
100% Implemented	Submission of the complete report	Completed CAP		
	Submission of CAP Progress report every quarter of the year			

Prepared and submitted by:

Approved by:

SIGNATURE OF GRANTEE OVER PRINTED NAME

SIGNATURE OF SUPERVISOR OVER PRINTED NAME

Prepared By	Reviewed By	Approved By
(sgd.) MICHELLE J. NEGRIDO	(sgd.) HILDA F. GAURINO	(sgd.) ATTY. JENAJ. JAVAREZ
Process Owner	Division Chief	AS Deputy Quality Management Representative



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
**FOREIGN/LOCAL SCHOLARSHIP
REQUIREMENTS**

- ☐ Endorsement from the Director
- ☐ Updated Personal Data Sheet(PDS Form 212)/Curriculum Vitae
- ☐ Proposed Commitment Action Plan (CAP) REAP/REP
- ☐ Medical Certificate
- ☐ 9-in 1 Certification

Signature over Printed Name of HRMD Action Officer

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Prepared By
(sgd.) MICHELLE L. NEGRIDO
Process Owner

Reviewed By
(sgd.) HILDA F. GAURINO
Chief, HRMD

Noted By
(sgd.) ATTY. JENAL JAVAREZ
AS DEPUTY QMR



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
**MASTER LIST OF MAINTAINED
INTERNAL DOCUMENTED INFORMATION**

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DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Request for Nominees for Scholarship/ Training Grants							
QP-DILG-AS-26	Request for Nominees for Scholarship/ Training Grants Quality Procedure	06.15.21	02.15.22	02.16.23			
QO-QP-DILG-AS-26	Request for Nominees for Scholarship/ Training Grants Quality Objective	06.15.21	05.15.22	02.16.23	02.16.23		
QME-QP-DILG-AS-26	Request for Nominees for Scholarship/ Training Grants Quality Monitoring and Evaluation	06.15.21	05.15.22	02.16.23	02.16.23		
FM-QP-DILG-AS-26-01	Scholarship/ Training Grants Process Summary Log Sheet	06.15.21	05.15.22				
FM-QP-DILG-AS-26-02	Database of Prospective Applicants	06.15.21					
FM-QP-DILG-AS-26-03	Comparative Matrix of Applicants	06.15.21					
FM-QP-DILG-AS-26-04	Interview Confirmation Form	06.15.21					
FM-QP-DILG-AS-26-05A	Interview Assessment Form	06.15.21					
FM-QP-DILG-AS-26-05B	Written Assesment Form	06.15.21					
FM-QP-DILG-AS-26-06	Application Notice	06.15.21					
FM-QP-DILG-AS-26-07	Commitment Action Plan	06.15.21					
FM-QP-DILG-AS-26-08	Foreign/Local Scholarship Requirements	06.15.21					
FM-QP-DILG-AS-26-09	Scholarship/ Training Grantee/ Receptient Monitoring Log Sheet	06.15.21					
FM-SP-DILG-07-08A	Client Satisfaction Survey (Online) (English Version)	02.01.23					
FM-SP-DILG-07-09	CSS Data Sheet	02.01.23					
FM-SP-DILG-07-10	Client Satisfaction Report	02.01.23					
Circular 2019-05	Guidelines for the Department’s Scholarship Training Grants Management System (STGMS)	05.15.19					

Circular 2021-20	Amendment to Circular No. 2019-05 dated May 15, 2019 re "" Guidelines for the Department's Scholarship Training Grants Management System (STGMS)"	10.28.21					
Circular 2024-014	Amendment to Circular No. 2019-05 re: Guidelines for the Department's Scholarship Training Grants Management System (STGMS)	09.24.24					

Prepared By
(sgd.) ROMAR B. PANGANIBAN
Central Document Controller

Noted By
(sgd.) ASEC. ESTER A. ALDANA, CESO II
Overall Deputy QMR

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

MASTER LIST OF EXTERNAL DOCUMENTED INFORMATION

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Name of Bureau/Service/Office/Procedure: AS-HRMD

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
QP-DILG-AS-26 (Request for Nominees for Scholarship/ Training Grants)							
Executive Order No. 248	Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel	05.29.1995					
Executive Order No. 248A	First Amendment to Executive Order No. 248 dated 29 May 1995 which Prescribed Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel	08.14.1995					
Executive Order No. 298	Second Amendment to Executive Order No. 248 Dated May 29, 1995 as amended by Executive Order No. 248-A Dated August 14, 1995, which prescribes Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel	03.23.2004					
Executive Order No. 459	Streamlining the Procedure in the Disposition of Requests of Government Officials and Employees for Authority to Travel Abroad	09.01.2005					
Civil Service Commission Memorandum Circular No. 21	Amendment to Section 68 of CSC MC No. 14, s. 1999 relative to Guidelines on Study Leave	2004					
Civil Service Commission Memorandum Circular No. 14	Additional Provisions and Amendments to CSC MC No. 41	1998					

Civil Service Commission Memorandum Circular No. 14, s. 2014	Policies for Executive/Managerial Positions; Amendment to CSC MC No. 13, s. 2011	2014					
Executive Order No. 77 s.	Prescribing Rules and Regulations and	03.15.19					

Prepared By
(sgd.) ROMAR B. PANGANIBAN
Central Document Controller

Noted By
(sgd.) ASEC. ESTER A. ALDANA, CESO II
(sgd.) Overall Deputy QMR

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