



MC No. 19, s. 2004

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT
UNITS; GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS; AND STATE UNIVERSITIES AND
COLLEGES

SUBJECT : Bachelor's Degree Completion through the Expanded
Tertiary Education Equivalency and Accreditation
Program (ETEEAP)

The CSC, through its Resolution No. 040884 dated August 5, 2004, authorized LSP-BDC scholars to enroll under the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP), which allows the crediting of work experiences and expertise acquired through non-formal education and training for an appropriate bachelor's degree.

In this regard, please encourage your scholars under the LSP-BDC to pursue their studies through the ETEEAP. Once admitted, the scholars shall adhere to the following guidelines as established in the said Resolution;

1. LSP-BDC scholars may earn their degree through the ETEEAP of the Commission on Higher Education (CHED);
2. ETEEAP scholars shall enjoy the same benefits and privileges given to LSP-BDC scholars. Hence, they are entitled to P17,000.00 to cover tuition fee, book allowance and other basic and essential fees.

The financial benefit shall be given in two tranches: upon presentation of assessment fees/tuition fees and documents relative to the acceptance in the ETEEAP; and the remaining balance, upon presentation of evaluation results and documents from the ETEEAP Secretariat showing that the scholar has successfully earned a degree;

3. Scholars shall sign a contract with the CSC upon acceptance by the ETEEAP Secretariat and before payment of initial benefits thereof.

The contract shall provide two years service obligation of the grantee to the government. As the scholars do not study on official time, they may be allowed to transfer to another government agency, where they shall complete the required service obligation;

4. Scholars who do not fully meet the competencies required for a degree shall be allowed to undergo the following Competency Enhancement Services/Program (CES/P):

- Formal Education;
- Additional time and experience on the job;
- Short-term courses/training;

In this instance, any amount spent in the application and other assessment process shall be deducted from the P17,000.00 cash benefit and the remaining balance shall be given to the scholars for their studies. Additional expenses in excess of P17,000.00 shall be borne by the scholar;

5. Agency heads shall allow the scholars to go through the processes on official time, e.g., apply for accreditation, undergo interview, skills demonstration, written examination, CES/P, and other activities involved in the equivalency and accreditation process, until such time that the scholar has earned a bachelor's degree;
6. Should the scholar be required to prepare a paper/research/thesis as a requirement for graduation, the scholar shall seek prior approval from the CSC Regional Office concerned regarding the topic of paper/research/thesis;
7. Fulfillment of service obligation shall commence upon conferment of degree by ETEEAP. If the scholar fails to fulfill the service obligation, the scholar shall pay the full amount of school expenses to the Commission; and
8. Scholars under the ETEEAP shall be governed by CSC MC No. 27, s. 1996, Implementing Guidelines and Operating Procedures on the Local Scholarship Program for Bachelor's Degree Completion (LSP-BDC).

Please encourage your other employees who have not earned a bachelor's degree to avail themselves of this opportunity for their career development.

Interested employees may get the application form and the manual for accreditation from the local CHED offices or any CHED-deputized Center for Accreditation and Equivalency. For further inquiries, you may get in touch with CHED's focal person on ETEEAP, Ms. Lilian B. Enriquez, Chief EPS, at telephone numbers 633-5573; 638-4869; and 638-4870.



KARINA CONSTANTINO-DAVID
Chairman

06 August 2004
HRDO



Re: LSP-BDC Through ETEEAP
X ----- X

RESOLUTION NO. 040884

WHEREAS, it is the policy of the Civil Service Commission (CSC) to provide continuing learning programs for the career development of government employees at all levels;

WHEREAS, in support of this policy, the CSC has established the Local Scholarship Program (LSP) to provide educational opportunities to government employees who wish to earn a master's degree or a bachelor's degree;

WHEREAS, the Commission on Higher Education (CHED) has developed an educational assessment scheme known as the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) which recognizes pertinent work experiences, knowledge, skills and prior learning acquired from high level non-formal education and/or training experiences to complete the master's and/or the bachelor's degree;

WHEREFORE, to enable LSP-Bachelor's Degree Completion (LSP-BDC) scholars to earn a degree at the shortest time, the Commission hereby **RESOLVES** to authorize these scholars to avail themselves of the grant through the ETEEAP in any CHED accredited or deputized higher education institution (HEI);

RESOLVED, finally, to adopt the following policies for the LSP-BDC through the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP):

1. LSP-BDC scholars may earn their degree through the ETEEAP of the CHED;
2. ETEEAP scholars shall enjoy the same benefits and privileges given to LSP-BDC scholars. Hence, they are entitled to P17,000.00 to cover tuition fee, book allowance and other basic and essential fees.

9/2/04 / 40884 / 70001 # 00-1

The financial benefit shall be given in two tranches: upon presentation of assessment fees/tuition fees and documents relative to the acceptance in the ETEEAP; and the remaining balance, upon presentation of evaluation results and documents from the ETEEAP Secretariat showing that the scholar has successfully earned a degree;

3. Scholars shall sign a contract with the CSC upon acceptance by the ETEEAP Secretariat and before payment of initial benefits thereof.

The contract shall provide two years service obligation of the grantee to the government. As the scholars do not study on official time, they may be allowed to transfer to another government agency, where they shall complete the required service obligation;

4. Scholars who do not fully meet the competencies required for a degree shall undergo the following Competency Enhancement Services/Program (CES/P):
 - Formal Education;
 - Additional time and experience on the job;
 - Short-term courses/training;

In this instance, any amount spent in the application and other assessment process shall be deducted from the P17,000.00 cash benefit and the remaining balance shall be given to the scholars for their studies. Additional expenses in excess of P17,000.00 shall be borne by the scholar;

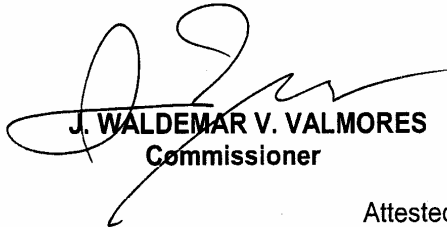
5. Agency heads shall allow the scholars to go through the processes on official time, e.g., apply for accreditation, undergo interview, skills demonstration, written examination, CES/P, and other activities involved in the equivalency and accreditation process, until such time that the scholar has earned a bachelor's degree;
6. Should the scholar be required to prepare a paper/research/thesis as a requirement for graduation, the scholar shall seek prior approval from the CSC Regional Office concerned regarding the topic of paper/research/thesis;

7. Fulfillment of service obligation shall commence upon conferment of degree by ETEEAP. If the scholar fails to fulfill the service obligation, the scholar shall pay the full amount of school expenses to the Commission; and
8. Scholars under the ETEEAP shall be governed by CSC MC No. 27, s. 1996, Implementing Guidelines and Operating Procedures on the Local Scholarship Program for Bachelor's Degree Completion (LSP-BDC).

Quezon City, AUG 05 2004 .



KARINA CONSTANTINO-DAVID
Chairman



J. WALDEMAR V. VALMORES
Commissioner



CÉSAR D. BUENAFLOR
Commissioner

Attested by:



REBECCA A. FERNANDEZ
Director IV