



**OFFICE OF THE CITY COUNCIL**

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**ORDINANCE NO. 13362-2018**

**AN ORDINANCE PROVIDING FOR THE CITY SCHOLARSHIP CODE OF 2018**

*O'Pheroas*, being the hub of Northern Mindanao, the City of Cagayan de Oro envisions itself as an educated city whose workforce is productive, skilled and competent to meet the demands of the twenty-first century industry;

*O'Pheroas*, it is the priority of the City Government to help facilitate the creation of a quality workforce through a variety of scholarship grants to deserving students;

*O'Pheroas*, the City Government recognizes that education should not be a privilege but a right to every willing and capable Kagayanon;

*O'Pheroas*, the City Government envisions a devolved scholarship program which is directed and channeled to the Partner Academic Institutions themselves;

**NOW, THEREFORE:**

**BE IT ORDAINED** by the 18<sup>th</sup> City Council (*Sangguniang Panlungsod*) in session duly assembled, that:

**ARTICLE I  
GENERAL PROVISIONS**

**SECTION 1. Title.** This ordinance shall be known and cited as the “*Scholarship Code of 2018.*”

**SECTION 2. Declaration of Policy.**

- a. The Local Government recognizes the vitality of an educated, innovative, and competent workforce for the development of the city and Northern Mindanao. To this end, it shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all.
- b. Recognizing the gaps among the various sectors of society, the local government shall provide scholarship opportunities as well as financial assistance to deserving individuals with particular protection to disadvantaged sectors such indigenous peoples and cultural communities, differently-abled persons, senior citizens, victims of calamities, victims of economic dislocation and the urban poor;
- c. The local government shall provide a scholarship program that is responsive to the demands of local and international industry as well as facilitate the enhancement of skills needed in the globalized economy;
- d. The local government shall provide a merit-based scholarship program selection process free from political accommodation where the Partner Academic Institution plays a leading and primary role in the implementation of the program;
- e. The local government shall promote and advance stakeholder participation in the design and implementation of the Scholarship program, which shall include both private and public entities as provided for in this code;



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 2 of 18 of Ordinance No. 13362-2018

- f. The local government shall encourage partnerships with the private sector in terms of raising and mobilizing resources for the scholarship program through incentives, agreements, and other reasonable schemes;
- g. No individual shall be denied admission to program because of physical disability, political belief and affiliation, national origin, ancestry, race, religion, sex, sexual orientation, gender identity, gender expression and to the extent specified by this ordinance, age or veteran status be discriminated against.

### SECTION 3. *Definition of Terms-*

- a. **Scholarship Program** - shall refer to the totality of the program.
- b. **Scholarship Agreement** – shall refer to the contract freely entered upon by the grantee and the city government represented by the City Mayor, with the conditions laid down by the ordinance and the implementing rules.
- c. **Scholarship Grant** – shall refer to the financial package covering the tuition and other fees in order to become bona fide students of an accredited academic institution.
- d. **CSP** – shall refer to the City Scholarship Program.
- e. **Scholar** – shall refer to the person who is granted such scholarship.
- f. **The Board** – shall refer to the policy and supervisory body of the scholarship program.
- g. **The Committee** – shall refer to the Scholarship Review and Monitoring Committee
- h. **The Office** – shall refer to the City Scholarship Office.
- i. **Financial Assistance** - shall refer to the monetary allowance given.
- j. **Poor** - Refers to individuals and families whose income fall below the poverty threshold as defined by the National Economic and Development Authority and/or cannot afford in a sustained manner to provide their minimum basic needs of food, health, education, housing and other essential amenities of life;
- k. **Differently abled Persons** - Disabled Persons are those suffering from restriction of different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being as provided in RA 7277 also known as the Magna Carta for Disabled Persons;
- l. **Indigenous Cultural Communities/Indigenous Peoples** — refer to a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos as provided in RA 8371 also known as The Indigenous Peoples' Rights Act of 1997.”
- m. **Stipend** – shall refer to the cash allowance given to Performance-Based Scholars.
- n. **21<sup>st</sup> Century Skills** – shall refer to a basket of skills, which focus on creativity, critical thinking, communication and collaboration. It also includes creativity and Innovation, critical thinking, problem solving, communication and collaboration.



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 3 of 18 of Ordinance No. 13362-2018

- o. **Memorandum of Agreement** – a contract entered into between the local government unit and the Partner Academic Institution, which shall set forth the terms for admission in the scholarship program as well as the terms for maintaining the scholarship save those specifically provided in this ordinance, terms or conditions for its suspension or deferment, number of slots to be made available, the scholarship types to be made available, the procedure of payment, and related matters in consonance with the Partner Academic Institution's scholarship standards and procedures.
- p. **Technical Education** - shall refer to the education process designed at post-secondary and lower tertiary levels, officially recognized as non-degree programs aimed at preparing technicians, para-professionals and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific and technological studies, and related job skills training.
- q. **Tertiary Education** – shall refer to the stage of education following the secondary cycle which covers post-secondary non-degree diploma, Technical Vocational Education and Training, and higher education programs, including graduate education.
- r. **Graduate Courses** – refer to higher education programs leading to a certificate, diploma, master's or doctorate degrees as may be authorized by the Commission on Higher Education;
- s. **Partner Academic Institution** – shall refer to the duly-accredited academic institution, which the City Government has entered into a Memorandum of Agreement with and who undertakes to facilitate the implementation of the scholarship program embodied in this ordinance.

**SECTION 4. Profile of A City Scholar.** - A City Scholar is a Filipino citizen committed to the service of the country and the city:

- (a) A City Scholar is a competent individual equipped with 21<sup>st</sup> century skills necessary to prosper in a globalized and diversified economy.
- (b) A city scholar continues to learn and master his skill set to further expand his professional capacity.
- (c) A City Scholar strives to live a lifestyle of integrity and compassion rooted in his belief of the inherent goodness of humanity.
- (d) A City Scholar is dedicated in building strong relationships grounded in mutual respect.
- (e) A City Scholar is dedicated to nation building expressed in his active involvement in school and in his immediate community.
- (f) A City Scholar is involved not only in the fulfillment of his personal goals but also answer the greater demands of justice and citizenship.

**SECTION 5. Rules of Interpretation.** - These provisions shall be liberally construed in favor of the scholar, consistent with their right to quality education and guided by the principle of social justice and equity.



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 4 of 18 of Ordinance No. 13362-2018

### ARTICLE II SCHOLARSHIP TYPES

**SECTION 6. Types.** - The City scholarship program shall be composed of the following type, namely:

- (a) Performance-Based Type. This Type refers to the scholarship grant covering the whole duration of tertiary education and whose course is the personal choice of the grantee. They shall likewise receive a stipend.
- (b) The College Financial Assistance Type. This Type refers to the financial assistance given to deserving individuals who already enrolled in college but is unable to continue due to financial difficulties. This shall include those who can no longer enroll due to economic dislocation due to government-implemented projects in the city.
- (c) Income-Based Type. This type refers to the scholarship grant covering the whole duration of tertiary education and whose course options are identified by the Scholarship Board in accordance with the demands of industry. They shall likewise receive financial assistance.
- (d) Technical – Vocational Assistance Type. This type refers to the scholarship grant given to deserving individuals enrolled in technical – vocational courses as provide by this code. They shall likewise receive financial assistance.
- (e) Research Grants Type. This type refers to the financial assistance given for their thesis or dissertation to individuals in the graduate and postgraduate levels whose potential service will benefit Cagayan de Oro City.
- (f) Graduate Course Type. This type refers to the scholarship grant given to deserving individuals who shall pursue graduate studies as defined in this Ordinance. They shall likewise receive financial assistance.

**SECTION 7. Role of the Partner Academic Institutions** - The Partner Academic Institutions shall play a vital and primary role in the implementation of the ordinance. The selection process of potential scholars shall be administered by their respective scholarship offices based on their own admission rules save the specific qualifications set in this ordinance. The Office and the Partner Academic Institution shall likewise coordinate with each other for the determination of available slots, allocation of scholarship types, specific conditions for maintaining the scholarship, conditions for suspension or deferment, procedure of payment and other related matters which shall be embodied in the Memorandum of Agreement.

**SECTION 8. Authority to sign the Memorandum of Agreement**- The City Mayor shall have the authority to enter into a Memorandum of Agreement (MOA) with the Partner Academic Institution. The City Mayor shall provide a yearly report to the Board and the Sangguniang Panlungsod on the status of the scholarship programs.





## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

### ARTICLE III QUALIFICATION

**SECTION 9. Qualifications for the Performance-Based Type.** - A high school graduate is qualified to avail of the program if he/she possesses the following qualifications:

- a. Filipino citizen;
- b. A resident of one of the barangays of the City for at least six (6) months;
- c. With a General Weighted Average of at least 85% or its equivalent;
- d. Graduate of any public or private high school in the city as certified by the school concerned and has not earned any college unit. If the applicant is a graduate from a school outside the City, his/her parents shall be bona fide residents of the City;
- e. Clean bill of health as certified by a duly licensed government physician;
- f. Has passed the entrance examination given by the college or university where he/she intends to enroll.

**SECTION 10. Qualifications for the Income-Based Type.** - A high school graduate is qualified to avail of the program if he/she possesses the following qualifications:

- a. Filipino citizen;
- b. A resident of one of the barangays of the City for at least six (6) months;
- c. Has a monthly income of less than Php 5,000 or the current poverty threshold as established by the Board through the recommendation of NEDA;
- d. With a General Weighted Average of at least 75% or its equivalent;
- e. Graduate of any public or private high school in the city as certified by the school concerned and has not earned any college unit. If the applicant is a graduate from a school outside the City, his/her parents shall be bona fide residents of the City;
- f. Clean bill of health as certified by a duly licensed government physician;
- g. Has passed the entrance examination given by the college or university where he/she intends to enroll.

**SECTION 11. Qualifications for the College Financial Assistance Type.** - An individual who enrolls in a tertiary course but is unable to continue due to dire financial difficulties, economic dislocation due to government implemented projects in the city, or natural calamities which occurred in the city, is qualified to avail of the program if he/she possesses the following qualifications:

- a. Filipino citizen;
- b. A resident of one of the barangays of the City for at least six (6) months;
- c. Clean bill of health as certified by a duly licensed government physician;
- d. With a General Weighted Average of at least 75% or its equivalent.



**OFFICE OF THE CITY COUNCIL**

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 6 of 18 of Ordinance No. 13362-2018

**SECTION 12. Qualification for Research Grants Type.** – An individual who enrolls in a masteral or doctoral degree with a thesis or dissertation whose potential service will benefit Cagayan de Oro City and falls within the guidelines provided for by the board is qualified to avail of this program if he or she has the following qualifications:

- a. Filipino citizen;
- b. The academic Institution in which he is enrolled has approved the research proposal;
- c. A resident of one of the barangays of the City for at least six (6) months;
- d. Clean bill of health as certified by a duly licensed government physician.

**SECTION 13. Qualification for Technical Vocational Scholarship.** – A high school graduate can avail this grant if he or she has the following qualifications:

- a. Filipino citizen;
- b. Resident of one of the barangays of the City for at least six (6) months;
- c. Clean bill of health as certified by a duly licensed government physician;
- d. Has passed the entrance examination given by the college or university where he/she intends to enroll.

**SECTION 14. Qualification for the Graduate Course Type** – An individual who enrolls in a graduate course is qualified to avail of this type if he or she has the following qualifications:

- a. Filipino citizen;
- b. A resident of one of the barangays of the City for at least six (6) months;
- c. Clean bill of health as certified by a duly licensed government physician;
- d. Has passed the entrance examination given by the college or university where he/she intends to enroll;
- e. Has demonstrated a strong commitment to nation-building and professional development in a specific field of endeavor as maybe be further defined by the implementing rules.

**ARTICLE IV  
SOCIAL PROTECTION**

**SECTION 15. Guiding Principle.** - Subject to the specific qualifications provided in the various scholarship types, marginalized groups such as persons with disabilities, Indigenous Peoples, rebel returnees, solo parents, senior citizens and former detainees shall be given preference in the selection process subject to appropriate guidelines promulgated by the office as approved by the Board.

**SECTION 16. Identification.** – The Office, as approved by the Board, shall provide the rules and mechanisms to ensure the proper screening, authentication, and validation of the applicants coming from the marginalized groups and integrate such into the Memorandum of Agreement.



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 7 of 18 of Ordinance No. 13362-2018

**SECTION 17. *Role of the Partner Academic Institution for Social Protection*** – The Office in coordination with the Partner Academic Institution may allocate the number of scholarship slots to be made available to one, some or all of the marginalized groups, which shall be embodied in the Memorandum of Agreement.

### ARTICLE V CONDITIONS FOR RENEWAL EVALUATION OF GRANTS AND DEFERMENT

**SECTION 18. *General Conditions of the Grant***. – The scholarship grant under the Program shall be subject to the following conditions:

- a. It shall only apply to any school, college or university located within the City of Cagayan de Oro with level 2 accredited program and with an existing Memorandum of Agreement as defined in this ordinance;
- b. The scholar must be able to maintain the grade requirement as specified in the Memorandum of Agreement with the Partner Academic Institution in which he or she is enrolled.

**SECTION 19. *Scholar evaluation for the Performance type***. – After each school semester, the Partner Academic Institution shall submit to the Committee the academic performance and/or records of the scholars and the Office shall evaluate the same and recommend to the Board for the continuation or for the cancellation of the grant, subject to the following conditions:

- a. The scholar must have enrolled in at least the minimum regular load required by the course curriculum;
- b. Shall have maintained an above-average grade as set by the Partner Academic Institution and embodied in the Memorandum of Agreement;
- c. Not to transfer residence unless it is required under the academic program of the Partner Academic Institution;
- d. Has not violated any conditions set forth by the Program as well as policies, rules and regulations of the institution where he/she is enrolled;
- e. Has not changed course twice after the scholarship has been approved subject to the specific rules and regulations provided by the Partner Academic Institution;
- f. Has not made any misrepresentation of data related to the obtaining of the scholarship, and/or terms and conditions of the scholarship; and
- g. Has not been meted an official sanction or penalty imposed on a scholar for misconduct after formal investigation conducted by the Student Affairs Office of the Partner Academic Institution.
- h. Not avail or accept any other scholarship grant while pursuing studies under the CSP;
- i. Attend to all activities of the Scholar's Organization in which the grantee/scholar is a member abide with every rule, regulation and/or policy as provided for in its Constitution and By-laws;



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 8 of 18 of Ordinance No. 13362-2018

- j. Report and submit a copy of academic records/status at the end of every semester duly certified by the school;
- k. Report and submit certification of completion (transcript of records, diploma, etc.) of the grant certified by the school or university concerned to the Scholarship Committee;
- l. Not to take regular employment during the academic school-year.

**SECTION 20.** *Scholar evaluation for the college financial assistance type.* - After each school semester, the Dean or School Registrar shall submit to the Committee the academic performance and/or records of the scholars and the Committee shall evaluate the same and recommend to the Board for the continuation or for the cancellation of the grant, subject to the following conditions:

- a. The scholar must have enrolled in at least the minimum regular load required by the course curriculum;
- b. Not to transfer residence unless it is required under the academic program of the Partner Academic Institution;
- c. Shall have maintained the minimum scholarship requirement grade as set by the Partner Academic Institution and embodied in the Memorandum of Agreement;
- d. Has not violated any conditions set forth by the Program as well as policies, rules and regulations of the institution where he/she is enrolled;
- e. Has not changed course twice after the scholarship has been approved subject to the specific rules and regulations provided by the Partner Academic Institution;
- f. Has not made any misrepresentation of data related to the obtaining of the scholarship, and/or terms and conditions of the scholarship; and
- g. Has not been meted an official sanction or penalty imposed on a scholar for misconduct after formal investigation conducted by the Student Affairs Office of the Partner Academic Institution.
- h. Not avail or accept any other scholarship grant while pursuing studies under the CSP;
- i. Report and submit a copy of academic records/status at the end of every semester duly certified by the school;
- j. Attend to all activities of the Scholar's Organization in which the grantee/scholar is a member abide with every rule, regulation and/or policy as provided for in its Constitution and By-laws;
- k. Report and submit certification of completion (transcript of records, diploma, etc.) of the grant certified by the school or university concerned to the Scholarship Committee;
- l. Not to take regular employment during the academic school-year.

**SECTION 21.** *Scholar evaluation for the Income-based Type.* - After each school semester, the Dean or School Registrar shall submit to the Committee the academic performance and/or records of the scholars and the Committee shall evaluate the same and recommend to the Board for the continuation or for the cancellation of the grant, subject to the following conditions:





## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 9 of 18 of Ordinance No. 13362-2018

- a. The scholar must have enrolled in at least the minimum regular load required by the course curriculum;
- b. Not to transfer residence unless it is required under the academic program of the Partner Academic Institution;
- c. Shall have maintained the minimum scholarship requirement grade as set by the Partner Academic Institution and embodied in the Memorandum of Agreement;
- d. Has not violated any conditions set forth by the Program as well as policies, rules and regulations of the institution where he/she is enrolled;
- e. Has not changed course twice after the scholarship has been approved subject to the specific rules and regulations provided by the Partner Academic Institution;
- f. Has not made any misrepresentation of data related to the obtaining of the scholarship, and/or terms and conditions of the scholarship;
- g. Has not been meted an official sanction or penalty imposed on a scholar for misconduct after formal investigation conducted by the Student Affairs Office of the Partner Academic Institution.
- h. Not avail or accept any other scholarship grant while pursuing studies under the CSP;
- i. Report and submit a copy of academic records/status at the end of every semester duly certified by the school;
- j. Report and submit certification of completion (transcript of records, diploma, etc.) of the grant certified by the school or university concerned to the Scholarship Committee;
- k. Attend to all activities of the Scholar's Organization in which the grantee/scholar is a member abide with every rule, regulation and/or policy as provided for in its Constitution and By-laws;
- l. Not to take regular employment during the academic school-year.

**SECTION 22.** *Scholar evaluation for the Technical-Vocational Assistance Type.* - After each school semester, the Dean or School Registrar shall submit to the Committee the academic performance and/or records of the scholars and the Committee shall evaluate the same and recommend to the Board for the continuation or for the cancellation of the grant, subject to the following conditions:

- a. The scholar must have enrolled in at least the minimum regular load required by the course curriculum;
- b. Not to transfer residence unless it is required under the academic program of the Partner Academic Institution;
- c. Shall have maintained the minimum scholarship requirement grade as set by the Partner Academic Institution and embodied in the Memorandum of Agreement;
- d. Has not violated any conditions set forth by the Program as well as policies, rules and regulations of the institution where he/she is enrolled;
- e. Has not changed course twice after the scholarship has been approved subject to the specific rules and regulations provided by the Partner Academic Institution;



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 10 of 18 of Ordinance No. 13362-2018

- f. Has not made any misrepresentation of data related to the obtaining of the scholarship, and/or terms and conditions of the scholarship; and
- g. Has not been meted an official sanction or penalty imposed on a scholar for misconduct after formal investigation conducted by the Student Affairs Office of the Partner Academic Institution.
- h. Not avail or accept any other scholarship grant while pursuing studies under the CSP;
- i. Report and submit a copy of academic records/status at the end of every semester duly certified by the school;
- j. Attend to all activities of the Scholar's Organization in which the grantee/scholar is a member abide with every rule, regulation and/or policy as provided for in its Constitution and By-laws;
- k. Report and submit certification of completion (transcript of records, diploma, etc.) of the grant certified by the school or university concerned to the Scholarship Committee;
- l. Not to take regular employment during the academic school-year.

**SECTION 23. Scholar evaluation for the Research Grant Type.** - After each school semester, the Dean or School Registrar shall submit to the Committee the academic performance and/or records of the scholars and the Committee shall evaluate the same and recommend to the Board for the continuation or for the cancellation of the grant, subject to the following conditions:

- a. The scholar must have enrolled in at least the minimum regular load required by the course curriculum;
- b. Not to transfer residence unless it is required under the academic program of the Partner Academic Institution;
- c. Shall have maintained the minimum scholarship requirement grade as set by the Partner Academic Institution and embodied in the Memorandum of Agreement;
- d. Has not violated any conditions set forth by the Program as well as policies, rules and regulations of the institution where he/she is enrolled;
- e. Attend to all activities of the Scholar's Organization in which the grantee/scholar is a member abide with every rule, regulation and/or policy as provided for in its Constitution and By-laws;
- f. Has not changed course twice after the scholarship has been approved subject to the specific rules and regulations provided by the Partner Academic Institution;
- g. Has not made any misrepresentation of data related to the obtaining of the scholarship, and/or terms and conditions of the scholarship; and
- h. Has not been meted an official sanction or penalty imposed on a scholar for misconduct after formal investigation conducted by the Student Affairs Office of the Partner Academic Institution.
- i. Not avail or accept any other scholarship grant while pursuing studies under the CSP;
- j. Report and submit a copy of academic records/status at the end of every semester duly certified by the school;



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 11 of 18 of Ordinance No. 13362-2018

- k. Report and submit certification of completion (transcript of records, diploma, etc.) of the grant certified by the school or university concerned to the Scholarship Committee;

**SECTION 24. Scholar evaluation for the Graduate Studies Type.** - After each school semester, the Dean or School Registrar shall submit to the Committee the academic performance and/or records of the scholars and the Committee shall evaluate the same and recommend to the Board for the continuation or for the cancellation of the grant, subject to the following conditions:

- a. The scholar must have enrolled in at least the minimum regular load required by the course curriculum;
- b. Not to transfer residence unless it is required under the academic program of the Partner Academic Institution;
- c. Shall have maintained the minimum scholarship requirement grade as set by the Partner Academic Institution and embodied in the Memorandum of Agreement;
- d. Has not violated any conditions set forth by the Program as well as policies, rules and regulations of the institution where he/she is enrolled;
- e. Has not changed course twice after the scholarship has been approved subject to the specific rules and regulations provided by the Partner Academic Institution;
- f. Has not made any misrepresentation of data related to the obtaining of the scholarship, and/or terms and conditions of the scholarship; and
- g. Attend to all activities of the Scholar's Organization in which the grantee/scholar is a member abide with every rule, regulation and/or policy as provided for in its Constitution and By-laws;
- h. Has not been meted an official sanction or penalty imposed on a scholar for misconduct after formal investigation conducted by the Student Affairs Office of the Partner Academic Institution.
- i. Not avail or accept any other scholarship grant while pursuing studies under the CSP;
- j. Report and submit a copy of academic records/status at the end of every semester duly certified by the school;
- k. Report and submit certification of completion (transcript of records, diploma, etc.) of the grant certified by the school or university concerned to the Scholarship Committee;
- l. Attend to all activities of the Scholar's Organization in which the grantee/scholar is a member abide with every rule, regulation and/or policy as provided for in its Constitution and By-laws;

**SECTION 25. Suspension of the Grant** – Subject to the specific rules of the Partner Academic Institutions and the Memorandum of Agreement, the scholar can ask for the suspension of of his or her scholarship grant upon a letter addressed to the office stating the reasons thereof. The following shall be basis for suspending the grant:

- a. Health concerns such as but not limited to sickness, maternity or disability.
- b. Academic consideration



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 12 of 18 of Ordinance No. 13362-2018

- c. Other conditions beyond the control of the scholar

The office shall review the request and shall forward such to the Board for consideration. It shall then be communicated to the Partner Academic Institution for appropriate action.

### ARTICLE VI SCHOLARSHIP PROGRAM ASSISTANCE

**SECTION 26. Program Assistance.** – Stipend shall be further allocated to the scholars under the performance-based type. The rates of the stipend and financial assistance shall be set and recommended by the Office with approval of the Board as further defined by the Implementing Rules.

### ARTICLE VII THE SCHOLARSHIP BOARD

**SECTION 27. Scholarship Board; creation, composition and per diem.** – A Scholarship Board is hereby created to oversee the Program, which shall be composed of the following:

- a. The City Mayor, as Chairperson
- b. The Chairman of the Committee on Education of the Sangguniang Panlungsod, as Vice-chairperson;
- c. Representative from Higher Educational Institution, as member;
- d. Representative from the Business Sector, as member;
- e. Representative from the Commission on Higher Education, as member;
- f. Representative from the Department of Education, as member;
- g. The President of the Sangguniang Kabataan (SK) Federation, as member;
- h. Accredited Civil Society Organization representing the marginalized sector, as member;
- i. Representative from the City Social Welfare and Development Office, as member;
- j. Representative from the Technical Education and Skills Development Authority, as member;
- k. Representative from the Scholarship Office, as member.

The members of this Board shall be appointed by the City Mayor and shall hold office for a term of three (3) years, and shall serve without any compensation except a per diem of Five Hundred Pesos (P500.00) for every meeting actually attended which shall not exceed two (2) meetings per month.

**SECTION 28. Board powers and functions.** – The Board shall have the following powers and functions:





## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 13 of 18 of Ordinance No. 13362-2018

- a. Formulate guidelines, rules and regulations for the implementation of this program and designate a Secretariat to handle the administrative aspect thereof;
- b. To identify, review, and accredit academic institutions which qualifies as a Partner Academic Institution for purposes of implementing the scholarship program;
- c. To create the course selection menu guided by the industry demands in consultation with TESDA, PESO and other allied agencies;
- d. Lay down policies and guidelines for the operation of a “Scholarship Agreement” or “Adopt A Student” program by individuals or corporations who desire to participate in this undertaking;
- e. To prepare the Memorandum of Agreement between the Partner Academic Institution and the local government unit;
- f. To constitute the Scholarship Review and Monitoring Committee;
- g. Recommend the budget allocation for the program;
- h. Solicit the participation, cooperation and assistance of owners or administrators of schools within the City of Cagayan de Oro and enter into any agreement beneficial pursuant to the purpose of this program;
- i. Avail of professional and technical assistance from qualified consultants and agencies to continually upgrade and enhance the Program’s capabilities; and
- j. Give financial reward for exemplary graduates;
- k. To periodically review the code and recommend amendments if necessary;
- l. Perform such other functions to ensure its continuous implementation.

### ARTICLE VIII SCHOLARSHIP REVIEW AND MONITORING COMMITTEE

**SECTION 29.** *Scholarship Review and Monitoring Committee; creation, composition and per diem.* – A Scholarship Selection Committee is hereby created to supervise and review the scholars who are accepted by the Partner Academic Institution, which shall be composed of the following:

- a. The Committee on Education Chairman of the Sangguniang Panlungsod as The Scholarship Review and Monitoring Committee Chairman;
- b. Representative from the Commission on Higher Education;
- c. Representative from the Department of Education;
- d. Representative from Technical Education and Skills Development Authority;
- e. Representative from the City Scholarship Office;
- f. Representative from the Higher Educational Institutions.

The members of this Committee shall come from the Board and appointed by the same body through a majority vote. They shall hold office for a term of one (1) year and shall serve



**OFFICE OF THE CITY COUNCIL**

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 14 of 18 of Ordinance No. 13362-2018

without any compensation except a per diem of Five Hundred Pesos (P500.00) for every meeting actually attended which shall not exceed two (2) meetings per month.

**SECTION 30. Functions.** - The committee shall have the following functions:

- a. Establish the operational procedure for oversight, review and evaluation of accepted scholars in all types in coordination with Partner Academic Institution;
- b. Coordinate with the Partner Academic Institution in streamlining the selection process based on the criteria set forth in this ordinance and the Memorandum of Agreement;
- c. Recommend to the Board the disqualification or suspension of the grant due to violation of the policy or contract after due notice and hearing.

**ARTICLE IX  
THE SCHOLARSHIP OFFICE**

**SECTION 31. Creation.** - (a) There shall be created the City Scholarship Office which shall be within the operational structure of the City Social Welfare and Development Office.

(b) The Function of the City Scholarship Office - The Office shall have the following functions:

- a. Provide technical assistance to the Scholarship Board in the formulation of policy directions
- b. Serve as secretariat to the Scholarship Board;
- c. Shall monitor the implementation of the program in all the Partner Academic Institution;
- d. Conduct the mandatory and continuing monitoring and mentoring to the various grantees;
- e. Coordinate with the other offices in harmonizing the scholarship opportunities of various government agencies;
- f. To undertake such action projects as may be necessary to promote the attainment of the objectives and purposes of this ordinance;
- g. To coordinate with any department, division, office, or any instrumentality of the City Government of Cagayan de Oro or of the national government for such assistance as it may require in the performance of its functions.
- h. Perform such other functions as may be prescribed by law, ordinance require in accordance to the general mandate of the office;

(c) Personnel and functions of the City Scholarship Office. - The following staff and their functions shall comprise the City Scholarship Office:

(1) The City Scholarship Division Head shall have the following function:

- i. Direct all operations of the Office;



## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 15 of 18 of Ordinance No. 13362-2018

- ii. Establish procedures for the effective operation of the Office;
- iii. Submit Quarterly Report on the status of the Scholarship programs, regulations in force and other pertinent information and recommendations to the Board and to other relevant agencies;
- iv. Delegate any function and tasks to competent staff of the Office;
- v. Prepares and submits the annual and supplemental budgets of the Office following existing budgetary rules and regulations;
- vi. Subject to the approval of the City Mayor and recommendation from the Board, arrange for donations, grants, gifts, and to implement sports plans, programs, and policies;
- vii. Performs such other functions as may be assigned by the Office of the City Mayor or as recommended by the Board;
- viii. Represent Cagayan de Oro City in any regional, national or international forum, meeting and functions related to scholarship program development together.

(2) The Assistant Division Chief shall have the following functions:

- i. Assists the Division Head in the operation of the Office and implementation of the program;
- ii. Oversees the operation of the other sections as well as monitor the performance of the officers and staff;
- iii. Performs all duties incidental to the office and those that may be delegated or assigned to her/him by the City Scholarship Officer;

(3) The Records Section Officer shall have the following functions:

- i. Develops and maintains systematic record keeping systems;
- ii. Develops and maintains information of scholars who have concluded their grants in order to track and monitor their professional development;
- iii. Compile and maintain documents relating to the scholar's personal profiles, performance ratings, income-data, and other pertinent documents and information required by the ordinance and the rules;

(4) The Guidance and Counseling Officer shall have the following functions:

- i. Coordinate with the Partner Academic Institution in the development of a counseling plan with modern methods of teaching and mentoring;
- ii. Conduct group or individual counseling sessions to assist students with problems or concerns;
- iii. Assess scholar's attributes and help them realize their strengths;
- iv. Identify behavioral problems or at-risk students and act appropriately;
- v. Cooperate with parents and teachers as well as other interested parties;



**OFFICE OF THE CITY COUNCIL**

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 16 of 18 of Ordinance No. 13362-2018

(5) The Promotion and Marketing Officer shall have the following functions:

- i. Increase public awareness, through various media platforms on City Scholarship Program;
- ii. Conduct regular promotion and facilitate the accreditation process as provided for by this ordinance;
- iii. In cooperation with the whole office and other agencies of government, organize and implement a yearly Scholarship Exposition where various private and public scholarship programs will be made accessible to the wider public.

(e) Other Personnel of the City Scholarship Office – the local government unit, upon the recommendation of the Scholarship Board, may provide additional staffing requirements in the office and shall be appointed by the Local Chief Executive in whatever status deemed appropriate, and in accordance with the civil service rules and regulations.

**ARTICLE X  
MENTORING AND COACHING**

**SECTION 32.** The Office through the Guidance and Counseling Officer shall coordinate with Partner Academic Institutions on the streamlining of their counseling and coaching program to meet the following goals:

- (a) To help the scholar adjust in an academic setting;
- (b) Facilitate the creation of peer support groups among the various scholars to be a support network for academic, professional and personal needs;
- (c) To mentor the scholar in assessing his or her strengths, weakness and draw a workable strategy for personal development;
- (d) To coach the scholar in proper time management, work ethic, professional values and other important skills.

**ARTICLE X  
THE ALUMNI NETWORK**

**SECTION 33.** *Scholar alumni network.* The Office shall likewise monitor the work status of the alumni of the scholarship program, create an updated database, and organize regular alumni gathering to strengthen scholarship support and community service.

**ARTICLE XI  
THE CITY SCHOLARSHIP FUND**

**SECTION 34.** *The City Scholarship Budget Allocation.* –The existing fund allocated under the College Scholarship Program Ordinance No. 5368-96, as amended, shall be increased by 40%. It shall be set aside as the City Scholarship Fund to support scholarship program and activities of the city such as, but not limited to, scholar financial assistance, tuition, fees,





## OFFICE OF THE CITY COUNCIL

(088) 857-2258; 857-4029; 857-4032; 857-4035 / www.cdeo-sanggunian.online

Page 17 of 18 of Ordinance No. 13362-2018

allowances, awards and recognition for scholars. It shall be increased by not less than ten percent (10%) annually henceforth.

**SECTION 35.** The Board, in consonance with the existing laws on fund management, shall monitor and evaluate the use and disbursement of the City Scholarship Fund based on the recommended allocation by the Office as incorporated in the local development plans and annual work and financial plan.

**SECTION 36.** Unexpended City Scholarship Fund shall accrue to the scholarship trust fund solely for the purpose of supporting the Scholarship Program of the City within the next five (5) years. Any such amount still not fully utilized after five (5) years shall revert back to the general fund and will be available for other social services to be identified by the Sangguniang Panlungsod.

### ARTICLE XII THE SCHOLARSHIP TRUST FUND

**SECTION 37.** *The Scholarship Trust Fund.* - There is hereby created a trust fund, to be known as the City Scholarship Trust Fund. Said trust fund, which shall be used exclusively for the development and expansion of the City Scholarship program, but not to include salaries and allowances, shall be funded out of the following:

- (a) Unexpended city scholarship fund
- (b) Donations given by private donors
- (c) All interest income of the trust fund

The trust fund shall be administered by the Board in accordance with exiting government auditing rules and regulations.

### ARTICLE XII TRANSITORY AND FINAL PROVISIONS

**SECTION 38.** *Transition* – All existing scholarship programs implemented by the local government unit shall be transferred and supervised by the Office upon the effectivity of the ordinance.

**SECTION 39.** *Technical Working Group.* - A Technical Working Group shall be constituted by the Board to prepare the Implementing Rules and Regulations of this ordinance, which shall become effective upon the approval of the Mayor.

**SECTION 40.** *Separability Clause.* - If, for any reason or reasons, any part or provision of this ordinance shall be declared unconstitutional by any competent authority, the remaining parts or provisions not affected thereby shall continue to be in full force and effect.

**SECTION 41.** *Repealing Clause.* - Ordinance Nos. 5368-96, 6918-99, 7545-2000, 8978-2003, 12757-2014, and 13271-2017 and all ordinances, executive orders, rules or regulations, or



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any part thereof, inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

**SECTION 42. Effectivity Clause.** - This Ordinance shall take effect 15 days immediately after its publication.

**UNANIMOUSLY APPROVED.**

*Authors:* - Councilor Suzette G. Magtajas-Daba  
- Councilor Ian Mark Q. Nacaya

<i>Present:</i>	<i>1<sup>st</sup> District:</i>	- Councilor Zaldy O. Ocon	- Councilor Reuben R. Daba
		- Councilor Lordan G. Suan	- Councilor Romeo V. Calizo
		- Councilor George S. Goking	- Councilor Annie Y. Daba
		- Councilor Jay R. Pascual	
	<i>2<sup>nd</sup> District:</i>	- Councilor Nadya B. Emano-Elipse	- Councilor Ian Mark Q. Nacaya
		- Councilor Maria Lourdes S. Gaane	- Councilor Leon D. Gan, Jr.
		- Councilor Suzette G. Magtajas-Daba	- Councilor Enrico D. Salcedo
<i>Out of the Session Hall:</i>		- Councilor Dometilo C. Acenas, Jr.	
		- Councilor Yan Lam S. Lim ( <i>President, Liga ng mga Barangay</i> )	
<i>Abstention:</i>		- Councilor Edna M. Dahino	- Councilor Teodulfo E. Lao, Jr.

**ENACTED** this 8<sup>th</sup> day of January 2018 in the City of Cagayan de Oro.

I hereby certify to the correctness of the foregoing Ordinance.

**ARTURO S. DE SAN MIGUEL**  
CITY COUNCIL SECRETARY

Attested as duly enacted:

**RAINEIR JOAQUIN V. UY**  
CITY VICE-MAYOR  
PRESIDING OFFICER

Approved:

**OSCAR S. MORENO**  
CITY MAYOR

Attested:

**TEODORO A. SABUGA-A, JR.**  
ACTING CITY ADMINISTRATOR