

Educational Support for the DSWD Employees Checklist of Requirements

Name of Employee: _____ Position: _____
 Office: _____
 Contact Number: _____ Email Address: _____
 Purpose: _____

	Documentary Requirements	Date Received	Remarks
A	Letter of Intent/Request for Non-Scholarship Grant (Study Leave, Official Time or Fund Augmentation)		
B	Endorsement of Head of Office/ Director/ Immediate Supervisor stating/certifying alternative courses of action of a work arrangement so that office' functions, responsibilities, and deliverables will not be hampered		
C	Accomplished Application Form (Annex C.1) <i>can be downloaded through bit.ly/ldsportal</i>		
D	Service Record		
E	Very Satisfactory (VS) ratings for the last two (2) consecutive rating periods <i>can be downloaded through bit.ly/ldsportal</i>		
F	Certification of No Pending Administrative/ Criminal (CNPAC) Charge filed against the applicant		
G	Certification of No Current Service Obligation and No Pending Nomination related to other Local/Foreign Scholarship or Training Program <i>can be downloaded through bit.ly/ldsportal</i>		
H	Updated Personal Data Sheet (PDS) <i>can be downloaded through bit.ly/ldsportal</i>		
I	Regional Personnel Development Committee Resolution (for Field Office only)		
Additional Requirements			
J	Medical Certificate (for Foreign Scholarships/Trainings)		
K	Accomplished Application for Leave Form (for Study Leave) <i>can be downloaded through bit.ly/ldsportal</i>		
L	Permit to take Board/ Licensure Examination or Schedule of Examination (for Study Leave)		
M	School Registration/ Enrollment Form/ Schedule of Classes (for DSWD-Sponsored Scho./ Study Leave/Fund Augmentation for Matriculation)		
N	Thesis/ Dissertation Proposal Aligned to the Research Agenda or Priority/ Performance Areas of		

	DSWD (for Fund Augmentation for Thesis/Dissertation)		
O	Acceptance Letter or Invitation from the Sponsoring Agency/ Organization (for Official Time)		
P	Work Plan Template <i>can be downloaded through bit.ly/ldsportal</i>		
Q	Duly accomplished and signed clearance form for study leave with duration of 30 days or more <i>can be downloaded through bit.ly/ldsportal</i>		
R	Study Leave Contract		

****Aforementioned documents should be filed and fastened according to the order as it appears in the checklist of requirements. The same shall be in a legal size, white folder, with the said checklist placed on top of the documents.***

Reviewed by:

Name and Signature (PDC/RPDC Secretariat)

Date: _____