

DEPARTMENT ORDER NO. 20-02 (April 2, 2002)
(Series of 2002)

SUPPLEMENTAL GUIDELINES FOR ACCESSING TO FUNDS OF THE WORKERS ORGANIZATION DEVELOPMENT PROGRAM (WODP)

Pursuant to the nationwide mandate of the Department of Labor and Employment (DOLE) to strengthen trade unionism and other workers organizations by promoting their capabilities as independent and active partners in national development; to empower workers through the provision of accessible information facilities as well as training, including skills training for livelihood and educational assistance, the following Supplemental Guidelines for the Workers Organization Development Program (WODP) are hereby issued for all concerned.

ARTICLE I COVERAGE

These Supplemental Guidelines shall apply to locals/chapters of labor federations and independent unions nationwide.

ARTICLE II OBJECTIVES

In addition to the objectives set forth in the foregoing Article II of the Department Order No. 26, series of 1995, as amended by D. O. No. 5, Series of 1998, the WODP shall pursue the:

- A. Provision for assistance to extend the coverage of scholarship grant to legitimate dependents of officers or members of locals/chapters of labor federations and independent unions.

ARTICLE IV COMPONENTS

To the extent of the covered beneficiaries under these Supplemental Guidelines, the Scholarship Grant shall:

Extend the Provision of scholarship to legitimate dependents of officers or members of locals/chapters of labor federations and independent unions covering four-year course in science and technology.

ARTICLE V GENERAL CONDITIONS OF ASSISTANCE

- A. Application requirements. Applicants must pass the screening process of the scholarship training team. Application for assistance shall be processed or approved by the Bureau of Labor Relations or Labor Relations Division upon submission of the following required documents:

1. Two 1x1 ID pictures of the applicant scholar;
 2. Original and xerox copy of the latest income tax return (ITR) of the parents of the applicant scholar or the officer/member of locals of labor federation or independent union earns a monthly income of thirteen thousand pesos (Php13,000.00) and below;
 3. Certification from the labor organization that the parent-officers/members of ~~the~~ applicant scholar is a bonafide ~~of~~ member of the organization;
 4. Original and xerox copy of high school diploma or report card with a general average of 80% or higher in fourth year high school;
 5. A xerox copy of birth certificate of applicant scholar with local civil registry no. (attach Baptismal Certificate if Birth Certificate has no LCR no;)
 6. Certificate of good health;
 7. Certificate of good moral character issued by the school principal or guidance counselor;
 8. Statement of applicant that he/she has not earned units in any post-secondary course;
 9. Duly accomplished application form by the applicant-scholar (to be furnished by the BLR/LRD)
- B. Release of funds. The release of funds shall be subject to the following conditions:

1. Assistance for each scholar shall be covered by a Memorandum of Agreement (MOA), duly signed by the parties or their authorized representatives.
2. Assistance in the payment of tuition and miscellaneous fees shall be made and directly remitted to the educational institution except where by reason of operational constraints, the BLR/RO could not process the payments/checks on time and the grantee has advanced payment pursuant to duly-executed MOA, in which case reimbursement shall be made directly to the grantee upon presentation of the official receipts. Book allowance and monthly stipends shall be released directly to the qualified scholars.

ARTICLE VI PROVISION SPECIFIC TO SCHOLARSHIP

- A. Scholarship Grant. In addition to the provision provided in Article VI of D.O. 26, series of 1995, only one legitimate dependent of an officer/member of locals of labor federations or independent unions can avail this component.

B. Scholarship Requirements:

1. The applicant scholar must not be more than thirty years old;
2. The applicant shall cause to enroll in any state college/university, private school with duly approved complete curricular offerings in degree courses including Science and Technology recognized by the Department of Education or Commission of Higher Education. In addition he/she must pass the qualifying exam for admission by the school at which he/she plans to enroll;
3. The beneficiary scholar must enroll in successive regular semesters and maintain the grade requirement of the program for the continuance of the scholarship until completion of the course;
4. The beneficiary scholar must comply with the terms and conditions of the scholarship grant agreement entered into between himself/herself, parents and the DOLE;
5. In case, a scholar failed or dropped out in one subject, taking up that subject again shall be charged to the scholar; Two failures will disqualify him/her from continuing his/her scholarship;
6. In case, the scholar discontinue his/her studies without justifiable reason, the labor organization shall shoulder the expenses incurred by the scholars, subject to reimbursement by the parent officer or member of the organization;
7. For the continuance of his/her scholarship, he/she must comply with the required periodic liquidation documents;
 - Original copy of official receipt of tuition and miscellaneous fees per semester.
 - Book allowance and original and xerox copies of grades per semester.
8. The scholar may be allowed to transfer or change school only once based on justifiable reasons; and
9. Cessation of union membership of the scholars' parent due to closure of establishment or retrenchment shall not stop the scholarship grant. However, if cessation of union membership is due to resignation/promotion or departure from the country the scholarship grant shall be stopped.

**ARTICLE VIII
IMPLEMENTATION**

- A. Filing and processing of applications. – All applications shall be filed in the Bureau of Labor Relations (BLR) or Labor Relations Division (LRD).

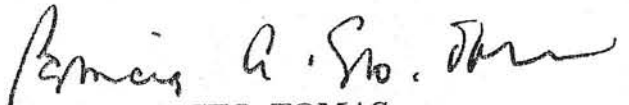
**ARTICLE IX
MANAGEMENT**

The BLR shall be in-charge of the overall management, supervision and coordination of the Scholarship Grant – WODP also known as Isabelo delos Reyes' Scholars.

All other provisions of Department Order No. 26, series of 1995, as amended by D.O. No. 5, Series of 1998 which are not inconsistent herewith shall remain in full effect.

**ARTICLE X
EFFECTIVITY**

These Supplemental Guidelines shall take effect immediately upon its complete publication in two (2) newspapers of general circulation.


PATRICIA A. STO. TOMAS
Secretary