

MEMORANDUM OF AGREEMENT For WODP ISABELO DELOS REYES SCHOLARSHIP Grant

PRIVACY NOTICE: The Department of Labor and Employment (DOLE) respects your right to privacy. We collect or generate your personal information, including but not limited to name, address, employer or organization you are representing, Passport or ID Number and other personal data necessary to facilitate this Agreement. By filing a duly accomplished form, you are agreeing to the collection, processing and sharing of the collected information consistent with existing laws, rules and regulations.

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (**MOA**) made and entered into by and between:

The **DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)**, represented by Bureau/Regional Director (Name of Agency Head) , with office address at (Address) ;

- and -

The (Name of Workers Organization) , with Certificate of Registration Number/Local Creation Number issued on (Date) , represented by (Name of Authorized Representative) , (Position) with office address at (Address) .

WITNESSETH:

WHEREAS, the **Department of Labor and Employment** is mandated to strengthen trade unionism by promoting the capabilities of workers as independent and active partners in national development;

WHEREAS, the **Workers Organization Development Program (WODP)**, whose funding is authorized by the General Appropriations Act included in the annual budget of the DOLE, is envisioned to enhance the leadership capabilities and potentials of workers and their organization toward a pro-active and dynamic role in national development;

WHEREAS, the scholarship grant under the **WODP** is extended to qualified dependent child of officers and members of legitimate workers organizations under the Isabelo delos Reyes Scholarship Grant;

WHEREAS, the (Name of Organization) , has complied with the accreditation requirements and applied for the WODP Isabelo delos Reyes (IDR) Scholarship Grant.

WHEREAS, the Executive Board/Officers of the (Name of Organization) endorsed (Name of Scholar) to be the beneficiary of the WODP Isabelo delos Reyes (IDR) Scholarship Grant.

WHEREAS, (Name of Scholar) is a dependent child of (Name of Parent-officer/member of the Scholar) , a bona fide member of (Name of Organization) , and has not availed of any WODP scholarship grant whether Regular or IDR.

WHEREAS, a “**No Liquidation-No Availment of Any WODP Grant**” policy shall be strictly implemented.

NOW, therefore, for and in consideration of the foregoing premises, the parties hereby agree to bind themselves to the following terms and conditions:

The **(Name of Organization)** shall:

1. Ensure the strict adherence to the guidelines in the availment of the Isabelo delos Reyes Scholarship Grant of WODP and abide with its terms and conditions as contained in Department Order No. 203, series of 2019;
2. Guarantee that the course/program chosen by the Scholar is completed within the prescribe number of years to complete;
3. Ensure that the Scholar periodically submits regular reports pertaining to the grant, together with such other documents as maybe required by **DOLE**; and
4. In case of failure of the scholar to pay the amount of disallowance/s based on the findings of COA, the organization shall pay the amount of disallowance/s, subject to reimbursement by the scholar to the organization.

The **SCHOLAR** shall:

1. Adhere to the Scholarship Program's terms and conditions as contained in Department Order No. 203, series of 2019;
2. Complete the course/program as prescribed by CHED/TESDA;
3. Submit every end of semester, original certification of grades issued by the school registrar and other documents as required by DOLE implementing office;
4. Primarily responsible to pay the amount of disallowance/s on the scholarship grant based on the audit findings of COA; and
5. Upon completion of the course/program, the scholar shall submit a copy of transcript of records (TOR) and diploma or certificate of completion of the program to the DOLE implementing office.

The **(Name of DOLE Implementing Office)** shall:

1. Undertake to shoulder the allowable educational expenses covering tuition fees, miscellaneous fees and stipend on a semestral basis for the duration of **(Number of Semesters)**, to start on the Semester of SY and ends on Semester of SY , in consonance with the curriculum of the chosen course/ program, as follows:

 (State Course/Tech-Voc Program and School of Scholar)

Tuition Fees (Actual cost/unit x <u>total number of units for the entire course/program</u>)	P <u> </u> .00
Miscellaneous Fees (Actual miscellaneous fees/semester x <u>number of semesters</u>)	<u> </u> .00
Stipend (P17,500.00/semester x <u>number of semesters</u>)	<u> </u> .00
TOTAL SCHOLARSHIP GRANT:	P <u> </u>.00

Relative to the above maximum allowable amount, it should be noted that the actual cost per unit should not be more than P750.00 and actual cost of miscellaneous fees should not be more than P1,000.00. Any amount in excess of the maximum allowable amount shall be shouldered by the scholar.

2. Pay the tuition and miscellaneous fees of the scholar directly to the educational institution after submitting to the DOLE implementing office the enrollment and assessment forms and original and photocopy of official grades of the previous semester duly certified by the school registrar, as the case maybe;
3. If the scholar has advanced the payment of school fees, the scholar shall seek reimbursement from the concerned DOLE implementing office by submitting the original Official Receipt, enrollment and assessment forms, and official grades of the previous semester duly certified by the school registrar, if applicable. In such case, the reimbursement shall be made in the name of the scholar; and
4. Pay the stipend directly to the Scholar without need of liquidation, after submitting the enrollment and assessment form.

TERMINATION OF CONTRACT

This Agreement may be terminated under any of the following conditions:

- a. Failure of at least two (2) subjects or dropping of two (2) of the enrolled subjects regardless of the number of units, as the case maybe, at anytime during the entire duration of the scholarship grant; and
- b. The General Appropriations Act in a particular year does not provide for an allocation to implement the **WODP**.

SPECIAL PROVISIONS

No amendments, modifications or alterations of this **Agreement** shall be valid or binding on either party, unless expressly approved in writing by the parties herein.

IN WITNESS WHEREOF, the parties through their authorized representatives hereunto affixed their signatures this ____ day of _____ 20__ at _____, Philippines.

DOLE Authorized Representative:

Workers Organization Authorized Representative:

PRINTED NAME & SIGNATURE

PRINTED NAME & SIGNATURE

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BEFORE ME, in the City of ____ this _____ day of _____ 20__ personally appeared the following:

NAME	PASSPORT NO. /NAME OF ID, NUMBER AND DATE OF ISSUANCE
_____	_____
_____	_____
_____	_____

Both known to me and known to be the same persons who executed the foregoing instrument comprised of four (4) pages including this page and acknowledgement before me that the same is their free and voluntary act and deed as well as that of the entities they represent.

WITNESS MY HAND AND SEAL ON THE DATE AND PLACE FIRST ABOVE WRITTEN.

NOTARY PUBLIC

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Book No. _____
Page No. _____
Series of 20_____