



MUNICIPAL ORDINANCE NO. 13-204-17
**AN ORDINANCE ESTABLISHING EDUCATIONAL ASSISTANCE FOR
DESERVING AND QUALIFIED GOVERNMENT OFFICIALS/EMPLOYEES OF
THE MUNICIPALITY OF BAYOG, WHO ARE EXPECTED TO CONTRIBUTE TO
THE DEVELOPMENT AND IMPLEMENTATION OF GOVERNMENT POLICIES
AND PROGRAMS, PROVIDING FUNDS THEREFORE AND FOR SUCH OTHER PURPOSES.**

BE IT ENACTED, by the Sangguniang Bayan of Bayog, Zamboanga del Sur, on its 37TH Regular Session held at the Municipal Session Hall on April 25, 2017 AT 9:00 A.M.

SECTION 1 - PURPOSE - The purpose and objective of Educational Assistance Program are as follows:

- a. To provide education opportunities particularly in graduate studies to equip municipal government officials/employees with competencies in advancing their personal growth and career advancement as well as engaging themselves in pursuing national development goals;
- b. To enhance the knowledge and skills of officials/employees to be able to contribute to the achievement of the municipal government goal; and
- c. To professionalize the municipal government workforce towards efficient and effective delivery of public services.

SECTION 2 - Requirements for Participation in the Educational Assistance Program.

- a. Elected Officials and full-time classified Appointed Officials/Employees are eligible;
- b. The applicant must be in an active work status;
- c. Appointed officials/employees applying to avail the program, worked at a "very satisfactory" or better level of performance as determined by his/her performance evaluation for the last two (2) rating period;
- d. Applicants receiving financial assistance from other sources are not eligible for benefits under this Program;
- e. It is expected that educational activities will not interfere with the work of the officials/employees, and unsatisfactory job performance during the period of study may result in forfeiture of all benefits under this Program. Efforts should be made to attend courses during non-scheduled work hours.

SECTION 3 - Eligible Educational Expense.

- a. Educational Assistance will be provided for courses of study which are directly related to the present job of the officials/employees or which will develop their potentials for enhancement to a position within the Municipal Government which the individual has a reasonable expectations of achieving.
- b. Graduate courses shall only be available through an accredited college, university and technical school approved by the Local Chief Executive.
- c. Undergraduate courses shall only be taken at JH Cerilles State College Main Campus or any of its External Services Units.
- d. Eligible educational costs and expenses comprise registration fees, tuition, laboratory and shop fees in a maximum amount of Fifteen (P15,000.00) per school term (semester or trimester) for a graduate studies, and a maximum amount of Eight Thousand (P8,000.00) per school year for undergraduate studies. No other expenses shall be considered for coverage.
- e. Student activity fees, late fees, books, school supplies, lodging, meals and transportation costs do not qualify and are considered ineligible expenses.
- f. The program grantee shall exert utmost effort for the successful completion of the course requirement within the prescribed period, failure to do such, the employee shall be obligated to repay in full, all educational assistance released by the municipal government.
- g. Successful completion of coursework is defined as:
 - A grade of 2.0 or 85% or better for an undergraduate course
 - A passing grade or better for a graduate course
 - A grade of "pass" for a pass/fail course
- h. Payment and reimbursement of Tuition and Education Expenses will be based on student's performance on the previous school term with the following criteria:

Percent of Reimbursement	Grade Obtained
100%	95-100%
85%	90-94%
75%	85-89%
100%	Pass (Pass/Fail Course)
0%	Fail (Pass/Fail Course)

SECTION 4. AVAILABILITY OF FUNDS - All payments for tuition and education expenses is made to the extent to which budgeted funds are available. Due to budget consideration, the Municipal Government may limit the number of employees annually who participate in this program. Requests for participation will be handed on a first come - first serve basis. No waiting list will be maintained. If an employee's request for participation is rejected due to unavailability of funds, the employee will be required to reapply when and if funds become available.

SECTION 5. EAP SCREENING COMMITTEE - For the purpose of this ordinance, there shall be an Educational Assistance Program Screening Committee composed by its chairperson and four (4) members, created to conduct written examination that will gauge the nominee's/applicant's analytic and numerical abilities, and conduct technical interview of nominees/applicants who passed the written examination. The Municipal Mayor shall appoint/designate chairman and members to compose the screening committee.

SECTION 6. PROOF OF PAYMENT. After the employee has successfully completed a course, he/she must submit to the Human Resource Management Officer an itemized statement of the total fees paid in connection with the course and also must submit a copy of the transcript of records, grade notification or certificate of completion as evidence of meeting the course requirement.

SECTION 7. CONTINUATION OF EMPLOYMENT/REPAYMENT OF TUITION AND EDUCATION EXPENSE. By implementing this program, the municipal government, in good faith, is investing in its employees. There is an assumption that employees are participating in the program in good faith as well. If, within twenty-four (24) months of the date of successful completion of the course(s), the employee terminates his/her employment, retires or resign for any reason other than a reduction in force, is separated due to unsatisfactory service, or is dismissed from employment for cause, the employee shall be obligated to repay in full the payments of tuition and education expenses for the last two (2) school terms. If the employee retires due to disability or dies before the completion of the period of time specified above, he/she shall have no obligation to repay the Municipal Government. To the extent allowed by law, the Municipal Government may deduct the amount of any tuition repayment obligation from any compensation due and owing to employee at the time of separation from employment.

SECTION 8. PROGRAM RESPONSIBILITY - The administration of the Educational Assistance Program shall be the responsibility of the Human Resource Management Officer. A copy of all education and training courses completed by the employees requiring approval for the expenditures of local government's funds shall be placed in the employee's official personnel record.

SECTION 9. AMENDMENT - The Municipal Government reserves the right to amend or terminate this Program at any time. All affected employees will be notified of any changes made to the Program. Nothing in this Program is intended, nor should it be construed, as a guarantee or contract of employment.

SECTION 10. REPEALING CLAUSE. All ordinances, executive orders, and rules and regulations inconsistent with the provisions of this Ordinance are hereby repealed, amended and modified accordingly.

SECTION 11. EFFECTIVE DATE. This ordinance shall be effective upon its passage, approval and publication as required by law.

ADOPTED this 25TH day of April 2017, on motion of Hon. Cerilo B. Carcueva, duly seconded.

AYES: Hon. Horace Paul T. Anlap, Hon. Ernesto C. Yagos, Hon. Ronilo A. Yamaro, Hon. Cerilo B. Carcueva, Hon. Lucenio M. Manda, Hon. Teofisto B. Deocades, Jr., Hon. Norelyn B. Rodriguez and Hon. Godofredo T. Compacion.

NAYS: NONE

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CERTIFIED CORRECT:

ATTESTED:

(SGD) NORELYN B. RODRIGUEZ
SB Member-Secretary Designate

(SGD) CELSO A. MATIAS
Municipal Vice Mayor-Presiding Officer

VERIFIED CORRECT:

APPROVED:

(SGD) HORACE PAUL T. ANLAP
SB Member-Floor Leader

(SGD) LEONARDO L. BABASA, JR.
Municipal Mayor