



Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
Ministry of Basic, Higher and Technical Education  
Cotabato City



Office of the Minister

**MEMORANDUM ORDER**

No. 150  
Series of 2023

**TO:** RUBY A. ANDONG  
Bangsamoro Director General

**ALL HEADS OF OPERATING UNITS**  
MBHTE – TESD

**FROM:** MOHAGHER M. IQBAL  
Minister



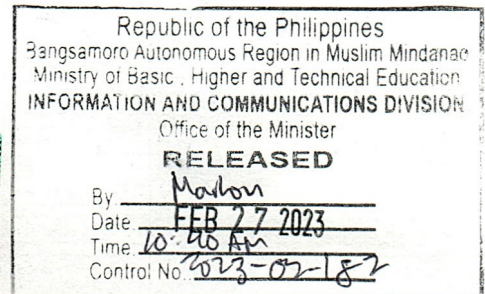
**SUBJECT:** Implementation Guidelines of the Bangsamoro Scholarship Program for TVET (BSPTVET)

**DATE:** February 1, 2023

Bangsamoro Autonomous Region in Muslim Mindanao  
Ministry of Basic, Higher and Technical Education  
OFFICE OF THE MINISTER

RELEASED

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In the interest of service and in line with number 9 of the Enhanced 12-Point Priority Agenda of the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), the following guidelines in the implementation of the Bangsamoro Scholarship Program for TVET (BSPTVET) are hereby adopted and shall be observed in providing public access to quality and relevant TVET programs in the BARMM.

**I. Rationale**

The 2<sup>nd</sup> Bangsamoro Development Plan (BDP) 2023 – 2028 articulates the priorities of the Bangsamoro government for the next six years such as the problems to be addressed, goals to be pursued, and results to be achieved, how, and using what resources. It defines strategies, priority policies, and programs/projects geared towards the attainment of the overall goal of Bangsamoro government of an “Empowered, cohesive and progressive Bangsamoro”.

Six (6) development goals have been identified in the 2<sup>nd</sup> BDP which focus on priority interventions for the period 2023 – 2028. The role of the Ministry of Basic, Higher and Technical Education is defined in part by its ability to contribute to the solution of BARMM’s most daunting problem which is captured by Development Goal No. 4 or Inclusive, Responsive, and Quality Social Services.





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It is in this context that the Ministry of Basic, Higher and Technical Education continues to grant TVET scholarships to the peoples in the Bangsamoro to increase access to Technical Vocational Education and Training (TVET) which contributes primarily to number 9 (quality and holistic education) of the Enhanced 12-Point Priority Agenda and Development Goal No. 4 of the 2<sup>nd</sup> BDP. In addition, it also supports the attainment of number 2 and 5 of the 8-Point Socioeconomic Agenda of President Ferdinand R. Marcos, Jr. as well as the number 4 (quality education) of the Sustainable Development Goals of the United Nations.

The Bangsamoro Scholarship Program for TVET (BSPTVET) covers both community-based and institution-based training programs that seek to address the specific skills needs of the communities and the region, and promote employment through entrepreneurial, self-employment, and service-oriented activities. It is the Ministry's response to address poverty in the informal sector by providing training through TVET. The scholars mainly belong to the disadvantaged sectors – MILF decommissioned combatants and their communities, IPs and cultural communities, workers in the informal sector, senior citizens, and victims of calamities and disasters, among others in line with Section 17 Article IX of RA No. 11054.

### II. Definition of Terms

In order to provide a common frame of reference in understanding the key terminologies used in this Implementation Guidelines, the following terms are hereby operationally defined:

1. **Absorptive Capacity** - refers to the number of trainees that a Technical Vocational Institution (TVI) or TVET provider can accommodate in a whole year based on Training Regulation requirements on physical facilities, tools and equipment and number of trainers. This includes existing/ongoing scholarship programs with other government agencies and other funding organizations.
2. **Assessment and Certification** – A program that aims to assess and certify the competencies of the middle level skilled workers through the Philippine TVET Competency Assessment and Certification System (PTCACS).
3. **Bangsamoro People** – those, at the advent of the Spanish colonization, were considered natives or original inhabitants of Mindanao and the Sulu archipelago and its adjacent islands, whether of mixed or full blood, shall have the right to identify themselves, their spouses and descendants, as Bangsamoro (Sec 1, Art. II of R.A. No. 11054).
4. **Community-Based Training (CBT)** – refers to trainings conducted by TVET providers which are intended to address the specific needs of a community, which may be delivered in an informal and formal setting in the community.
5. **Community Training and Employment Coordinators (CTECs)** – refer to regular Local Government Unit (LGU) personnel who are the focal persons trained by TESDA to plan, organize, manage and monitor community-based training and enterprise development programs at the LGU level.



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6. **Employed** – includes all persons 15 years old and over as of their last birthday who do any work even for one hour during the reference period for pay or work without pay on the farm or business enterprise operated by a member of the same or related by blood, marriage or adoption.
7. **Exaction of any unauthorized fees from the trainees** - shall include the solicitation in whatever manner, against the trainees for payment of any consideration seemingly related to the conduct of training but is not included in the training reported to the Ministry and its Provincial Offices (POs).
8. **Ghost Trainees** – refer to persons reported to have attended a training solely for the purpose of obtaining payment of the corresponding scholarship allocation, but upon verification are found out to be fictitious.
9. **Ghost Training** – refer to a training reported as held solely for the purpose of obtaining payment of the corresponding scholarship allocation but upon verification was not actually conducted.
10. **Individual Qualification Map (IQM)** – is a document prepared by the TVET providers in close coordination with the Provincial Office based on the skills training needs of the province, a community or special clients. Such document shall contain, among others, the name of the trainer, the qualification title and corresponding number of slots, the inclusive period of training and date of assessment, costing and total amount.
11. **Institution-Based Training (IBT)** – refers to trainings conducted by TVET providers delivered in the institution or through the different flexible learning modalities.
12. **MBHTE TESD Technology Institutions (TTIs)** – refer to the training centers that are under the management of MBHTE.
13. **Provincial Qualification Map (PQM)** - is a document prepared by the Provincial Offices (POs) in close coordination with the TVET providers based on the skills training needs of the province, a community or special clients. Such document shall contain, among others, the name of the trainer, name of the qualified TVI or training provider, the qualification title and corresponding number of slots, the inclusive period of training and date of assessment, costing and total amount.
14. **Provincial Skills Priorities** – list of critical skills identified in priority sectors classified by province.
15. **Special Clients** - refer to special target beneficiaries to include: (1) farmers and fishermen, (2) workers in the informal sectors, (3) migrant workers, (4) indigenous people and cultural communities, (5) women, (6) persons with disability, (7) senior citizens, (8) victims of calamities and disasters, (9) out-of-school youths, (10) urban poor, (11) decommissioned combatants. Furthermore, special beneficiaries also cover solo parents and their children, OFWs and their dependents, drug surrenderers and their dependents, victims of human



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trafficking, wounded-in-action, or killed-in-action AFP and PNP personnel and their dependents, rebel returnees, inmates and detainees and their dependents, micro entrepreneurs and their dependents, members of cooperatives, internally displaced population and other related or similarly situated clients.

16. **Technical Vocational Institution (TVI)** – refers to an institution whether public or private offering TVET program(s). This shall include Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), and Local Universities and Colleges (LUCs).
17. **TESDA Training Management Information System (T2MIS)** - a web-enabled platform to facilitate the organized collection, storage, processing, analysis, and dissemination of all TVET data inclusive of outputs from training, assessment and certification, and employment of graduates.
18. **Unified TVET Program Registration and Accreditation System (UTPRAS)** – refers to a two-stage quality assurance process that covers the following: (1) the mandatory registration of TVET programs with TESDA and the monitoring for continuous compliance with the prescribed minimum requirements; and (2) the voluntary accreditation of institutions which deals with the institutionalization of quality management systems at the institutional level.

### III. Scope/Coverage

These guidelines shall cover all Bangsamoro TVET Scholarship Programs such as, but not limited to, *Kasanayan Para sa Kabuhayan ng Nangangailangan (KAPAKANAN)*, *Tulong ng Tekbok sa Pag-angat ng Bangsamoro (TTPB)*, *Free TVET in the MBHTE TTIs*, and all other scholarship programs that are GAAB or BARMM funded which shall come into existence.

### IV. Qualifications Covered

The programs covered by the BSPTVET shall include all qualifications and cluster of units of competencies included in the approved Schedule of Cost. Training programs may include registered WTR programs, cluster of units of competencies, and NTR programs.

1. **KAsanayan PARa sa KABuhayan ng NANGangailangan (KAPAKANAN)** - A scholarship program for community-based training that seeks to address the specific skills needs of the communities in the BARMM and promote employment through entrepreneurial, self-employment, and other service-oriented activities. The training programs are generally short-term and shall use the cluster of units of competencies prescribed in the Training Regulations (TRs) promulgated by TESDA, wherever applicable.
2. **Tulong ng Tekbok sa Pag-angat ng Bangsamoro (TTPB)** – A scholarship program which provides immediate interventions to produce the needed skilled and certified workers in the key industry sectors of the BARMM. It seeks to support rapid, inclusive and sustained economic growth through course offerings in priority industries and key employment generators in the region.



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3. **Free TVET in the MBHTE TTIs** – All Bangsamoro who shall enroll in any TESDA-registered TVET program offered by MBHTE TESD Technology Institutions (TTIs) shall be eligible for the free TVET provision, provided that they comply with the admission and existing rules of the TTIs.

Any program not included in the Schedule of Cost but identified as a priority program in the Provincial Skills Priorities may be proposed by the Provincial Director and recommended by the Bangsamoro Director General for approval by the Minister. The identified priority program must be supported by a training proposal (Annex G) which shall be reviewed and evaluated by the Scholarship Committee. The training proposal shall include the proposed costing as basis in determining the approved program costing to be indicated in the Qualification Map.

### V. Beneficiaries

The BSPTVET seeks to address the needs of prospective beneficiaries especially from disadvantaged communities, industries, and the special clients.

The **QUALIFIED** beneficiaries must be:

- BARMM Residents, Bangsamoro People outside BARMM, or Non-Moro Indigenous Peoples in the BARMM;
- Must not be a current beneficiary of other government educational scholarship or subsidy program for beneficiaries;
- At least fifteen (15) years old at the start of the training program.

For KAPAKANAN, trainees who are employed, in education and in training **shall not be eligible** to avail of the scholarship. Trainees who are not eligible to avail shall be charged the corresponding training cost.

For TTPB and Free TVET, trainees who are employed **shall not be eligible** for Training Support Fund, however, priority shall be given to special clients as defined under Section II of this Implementing Guidelines.

### VI. Scholarship Benefits

The standard fees based on the Schedule of Cost for BSPTVET shall be strictly applied. The TVET provider shall not exact any additional training fees from the beneficiaries (e.g. uniform, ID, library, computer and other miscellaneous fees).

Each scholar shall be entitled to:

#### a. KAPAKANAN:

- Free skills training;
- Free entrepreneurship training;
- Free values transformation training;
- Free assessment for qualifications with promulgated CATs;



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5. Training Support Fund;
6. Uniform Allowance; and
7. Starter toolkits.

**b. TTPB:**

1. Free skills training;
2. Free values transformation training;
3. Free assessment for qualifications with promulgated CATs;
4. Training Support Fund; and
5. Uniform Allowance.

**c. Free TVET in the MBHTE TTIs:**

1. Free skills training;
2. Free values transformation training;
3. Free assessment for qualifications with promulgated CATs;
4. Training Support Fund; and
5. Uniform Allowance.

## VII. Implementation Procedures

The following procedures shall be followed in implementing this scholarship program:

### 1. Pre-Training Phase

- a. The PO scholarship focal shall also be the focal for BSPTVET unless otherwise stated by the Provincial Office through an appropriate Office Order, copy furnished the MBHTE – TESD Regional Office.
- b. Identification of economic activities in the community – the Provincial Offices in coordination with the existing local Public Employment Service Office (PESO) and/or the LGU, shall conduct environmental scanning/study to identify the economic activities in the locality for possible scholarship funding. However, existing Provincial Skills Priorities, data or record, if available, shall be used as basis for determining the economic activities.
- c. For budget efficiency and to avoid overlapping interventions from the government, the Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR), Ministry of Trade, Investments and Tourism (MTIT), Ministry of Indigenous Peoples Affairs (MIPA), Ministry of Social Services and Development (MSSD), Ministry of Labor and Employment (MOLE), Ministry of Transportation and Communications (MOTC), Ministry of Public Works (MPW), Local Government Units, and other concerned agencies may recommend the community/ies and/or beneficiaries of BSPTVET for consideration by the Provincial Offices subject to the requirements set by this scholarship program.
- d. The MBHTE - TESD shall partner with MTIT and Bangsamoro Development Agency (BDA) in the conduct of entrepreneurship and values transformation training, respectively, subject to their absorptive capacity. MBHTE – TESD, may, upon



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- evaluation and recommendation by the Scholarship Committee, tap other training providers in the provision of entrepreneurship and values transformation training.
- e. The POs shall conduct profiling activity to determine the training to be availed by the identified and/or recommended beneficiaries. Profiling documents will be used to address any complaint from applicants that may arise before or during training.
  - f. Based on the development needs of communities or training needs of the beneficiaries, the POs shall prepare and submit the Provincial Qualification Map (Annex B) to the MBHTE – TESD Regional Office for approval by the Minister based on the review and evaluation of the Scholarship Committee.
  - g. TVET providers shall prepare the Individual Qualification Map (Annex C) based on the approved PQM. For Free TVET in the MBHTE TTIs, the TTIs shall prepare their Individual Qualification Map using the form in Annex D based on their absorptive capacity and approved budget.
  - h. The Ministry shall issue the Notice to Proceed (Annex E), based on the approved P/IQMs.
  - i. The TVIs shall conduct the training program only after the issuance of the Notice to Proceed.
  - j. Community-based training programs must be compliant with all the requirements under UTPRAS.
  - k. The TVET providers shall implement the community-based training programs in close coordination with LGUs through their existing Community Training and Employment Coordinators (CTECs).

### 2. Training Phase

- a. The Provincial Office and the TVET provider shall schedule the conduct of the Training Induction Program (TIP) to coincide with the first day of training using a standard format wherein the Provincial Director or the authorized representative shall open the program. Representatives from BSPTVET stakeholders (e.g. MTIT, BDA, TVI, TTI, PO) must be present during the TIP.
- b. The TVET provider shall conduct the training within ten (10) calendar days from the indicative date of the start of the training program identified in the P/IQM, except for force majeure or for reasons beyond the control of the TVET provider.
- c. A training certificate shall be awarded by the TVET provider to the beneficiaries who have finished the training program.

### 3. Post-Training Phase

- a. Conduct of job-bridging activities shall be done to facilitate wage-employment of graduates. The focal person for Career Guidance Advocacy Program (CGAP) shall coincide this activity with the regular job-bridging activities of MBHTE – TESD (e.g. WCO, jobs bridging, job fair).
- b. The Bangsamoro Director General, in close coordination with concerned Ministries and LGUs, shall ensure the successful implementation of this program including the provision of post-training assistance in the form of job placement support through the Jobs Linkaging and Networking Services (JoLINS) of the respective TVET providers.



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### VIII. Determination and Certification of Absorptive Capacity

1. The POs shall prepare/consolidate the TVI's Absorptive Capacity Inventory (Annex A) based on the Compendium of Registered TVET Programs.
2. The Provincial Directors shall certify the absorptive capacity of the compliant programs of the participating TVIs.
3. For Free TVET, the TTIs shall prepare the TTI's Absorptive Capacity Inventory (Annex A) based on the Compendium of Registered TVET Programs.

### IX. Selection of TVI

The POs shall allocate the scholarship slots to the participating TVI by pre-qualifying them using the eligibility requirements and the criteria for selection of TVI. The Scholarship Committee shall review and evaluate the submitted PQM using the Pre-Qualification Evaluation Sheet (Annex I) and Program Evaluation Sheet (Annex J).

#### 1. Eligibility Requirements

For Existing Programs:

- a. Program is compliant based either on the latest applicable audit (compliance, on-the-spot, technical, scholarship monitoring);
- b. The TVET provider must not have violated any scholarship policies;
- c. The TVET provider must not be a subject of any unsettled Notice of Disallowance (ND) that has become final and executory involving any scholarship program of the government;
- d. The TVET provider must not be involved in an unlawful exaction of fees and/or unlawful offering of any program;
- e. The TVET provider shall have complied with the mandatory assessment for the qualification/program in the immediately preceding year, in cases where such program has promulgated Competency Assessment Tools (CATS).

#### 2. Criteria for Selection of TVET Provider

- a. Absorptive Capacity;
- b. Utilization Rate of BSPTVET for the previous year;
- c. Assessment and Certification Rate of the previous year;
- d. Equitable distribution of allocations to all registered TVIs;
- e. In case of new or existing TVI which was not given any scholarship allocation for the previous year, the Ministry, after looking into the Eligibility Requirements and Absorptive Capacity of said TVI, shall consider allotment of scholarship slots for the qualification being applied for. The Bangsamoro Director General shall determine as area manager, the appropriate distribution scheme.





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### 3. Special Allocation for Accredited TVET Programs and Quality-Certified TVIs

- a. TVIs with STAR-rated programs and/or accredited under the Asia Pacific Accreditation and Certification Commission (APACC) shall be prioritized and given additional batches corresponding to their STAR or APACC rating subject to absorptive capacity, as follows:

STAR/APACC Rating	Additional Batches
1-STAR	1 batch per qualification
2-STAR	2 batches per qualification
3-STAR	3 batches per qualification
Bronze	1 batch per TVI
Silver	2 batches per TVI
Gold	3 batches per TVI

- b. ISO 9001:2015 certified TVIs shall be given an additional one batch.  
c. Preference shall also be given to higher qualifications (NC III and NC IV).

### X. Assessment and Certification

In line with the TESDA policy on assessment and certification, competency assessment shall be mandatory for qualifications with promulgated Competency Assessment Tools (CATS).

### XI. Multiple Availment of Scholarship

Following the principle of multi-skilling to increase the employability, productivity and self-reliance of beneficiaries, multiple availment shall be allowed provided that the training shall be availed one at a time and not simultaneously. The additional qualifications must be related or towards higher level qualification.

### XII. Enabling Mechanism on Employment Facilitation

As part of the enabling role of the Ministry and to enhance employment of TVET graduates, the MBHTE – TESD Regional/Provincial Offices shall pursue the following:

1. Partner with enterprises, industry chambers and associations;
2. Encourage TVET providers to be a member of the industry chambers and associations;
3. Encourage TVET providers to adopt enterprise-based training delivery modes;
4. Encourage TVET providers to register as school-based PESOs;
5. Converge and partner with government agencies, particularly on entrepreneurship and other non-wage employment programs;
6. Intensify Job Linkaging and Networking Services (JoLiNS) and World Café of Opportunities (WCO); and
7. As much as possible, adopt project-based approach in community-based training.



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### 3. Payment of Assessment Cost

- a. The Assessment Center shall submit the corresponding Billing Statements immediately after the conduct of the assessment. The Assessment Cost shall be paid upon submission of the following supporting documents:
  - i. Billing Statements;
  - ii. Certified true copy of the RWAC stamped received by the POs; and
  - iii. Attendance Sheets.

### 4. Payment of Training Support Fund (TSF) and Allowance

- a. One hundred percent of the Training Support Fund and Uniform Allowance shall be downloaded to the POs and TTIs immediately after the approval of PQMs and IQMs subject to availability of funds and after submission by the TVET provider of the T2MIS duly signed by the administrator/authorized representative.
- b. The payment of Training Support Fund shall be released by the concerned POs and TTIs directly to the scholars, or his/her representative authorized under a Special Power of Attorney executed by the scholar if the TSF is released after graduation due to unavailability of fund.
- c. The payment of uniform shall be released to the TVET provider who shall ensure that uniforms of scholars are provided within seven (7) working days upon the start of training.
- d. For the Training Support Fund, the “no attendance, no allowance policy” shall be adopted.
- e. TSF may be released through any of the following modes of payment:
  - i. Issuance of checks directly to the scholars
  - ii. Cash payment in payroll form through the designated Disbursing Officer

The peculiarities of the area and training modality must be taken into consideration in choosing the mode and the schedule of payment of the TSF.

### 5. Payment of Entrepreneurship and Values Transformation Training Costs

The training provider for entrepreneurship and values transformation trainings shall submit the corresponding Billing Statements immediately after the conduct of the entrepreneurship or values transformation trainings. The training provider shall be paid upon completion of the training and submission of the following verified supporting documents:

- i. Billing Statements;
- ii. Trainees profile downloaded from the T2MIS and signed by the administrator/authorized representative of the TVET provider that conducted the skills training;
- iii. Attendance Sheets; and
- iv. Photo Documentation.



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### 6. Administrative Cost

The Administrative Cost shall be used for mobilization and other-related administrative expenses in the implementation of the scholarship program. Downloading of administrative cost shall be based on the approved Work and Financial Plan (Annex K).

Payment of training cost, assessment cost, entrepreneurship and values transformation training costs to TVIs shall adhere with COA Circular No. 2007-001 and other applicable COA Circular/s subject to the usual accounting and auditing requirements, rules and regulations.

### XIV. Distribution of Starter Toolkits

1. The Ministry, upon receipt of the starter toolkits from the suppliers, shall conduct inspection of the delivered toolkits.
2. The MBHTE – TESD shall issue the toolkits to the POs.
3. The PO Supply Officer shall release the toolkits to the identified graduates or their representative/s authorized under a Special Power of Attorney executed by the graduate and supported with Acknowledgement Receipt (Annex H) signed by the graduate/authorized representative.
4. The PO Supply Officer shall prepare an inventory of the undistributed toolkits and submit the same to the Regional Office on or before January 31 of the succeeding year.
5. Unclaimed starter toolkits due to reasons such as inability to locate the graduates after training, trainees dropping out, and scholarship slots without enrollees shall be used for succeeding community-based programs of the MBHTE TTIs.

### XV. Monitoring and Evaluation

1. The MBHTE – TESD Regional Office shall be responsible for the overall coordination of this program and shall monitor and evaluate the physical and financial status of scholarship programs in the Provincial Offices and the TTIs.
2. The POs and TTIs shall be responsible for the implementation, monitoring, evaluation, reporting, and appropriate disbursement of funds for the applicable scholarship programs.
3. The MBHTE – TESD Regional and Provincial Offices shall exercise due diligence in monitoring the training programs to ensure, among others, that the trainings are existent, the trainees are attending the trainings, publication/posting of list of enrollees and graduates (e.g. social media, website), on-the-spot inspection of ongoing trainings, random calls to the trainees or graduates, and the TVIs/TTIs facilitate the employment of their graduates.
4. The Bangsamoro Director General shall submit to the Minister the status of scholarship implementation through data generated from the T2MIS. Reasons should be provided in the monitoring forms in cases where there are dropouts from training. The Regional Office shall also report to the Ministry the following data information:
  - i. Name of communities that participated and number of training beneficiaries.
  - ii. Name and address of training beneficiaries; and



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- iii. Type of training conducted and other related information.
5. The MBHTE – TESD Regional and Provincial Offices shall ensure to reach the targets of one hundred percent (100%) BUR and ninety-five percent (95%) billing submission compliance rate.
6. The Ministry may also organize a special monitoring and evaluation team to ensure that scholarship programs are implemented in accordance with applicable policies and guidelines.

### **XVI. Violations and Sanctions**

Sanctions shall be imposed for violation of these guidelines in accordance with the provision of the UTPRAS as amended and other penalties as may be identified by the Ministry.

Subject to due process of law, the above-mentioned violations shall also be a ground for the filing of appropriate charges for Falsification and Swindling (Estafa) under the Revised Penal Code, and other relevant special laws by the Ministry to the violators, without prejudice to the other cases that may be filed by the trainees and other concerned parties. A committee shall be created for this purpose.

Any personnel of the Ministry who will be proven to have taken part in violating these guidelines shall be subject to proper disciplinary action in accordance with the 2017 Rules on Administrative Cases in the Civil Service (RACCs).

### **XVII. Separability Clause**

If, for any reason, any part or provision of these guidelines is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

This Memorandum shall supersede all issuances inconsistent herewith.