



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of Molave



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 132ND REGULAR SESSION OF THE SANGGUNIANG BAYAN (11TH MUNICIPAL COUNCIL UNDER THE LGC OF 1991) OF THE MUNICIPALITY OF MOLAVE, PROVINCE OF ZAMBOANGA DEL SUR HELD AT SB SESSION HALL ON APRIL 23, 2025 AT 9:00 A.M.

Officers/Members	Position	Present	Absent	Remarks
Hon. Monalisa J. Glepa	Mun. Vice Mayor	✓		P.O.
Hon. Desiderio L. Jabello	SB Member	✓		
Hon. Cornelio R. Salinas	SB Member	✓		
Hon. Joel M. Geromo	SB Member	✓		
Hon. Jacosalem A. Perong, Jr.	SB Member	✓		
Hon. Jonathan S. Uy	SB Member	✓		
Hon. Illuwil D. Orbita	SB Member	✓		
Hon. Ricardo P. Golez	SB Member	✓		
Hon. Leonila J. Bermejo	SB Member	✓		
Hon. Earl Louise A. Glepa, LNB Pres.	Ex-Officio Member		✓	O.B.
Hon. Charina A. Jordan, SKF Pres.	Ex-Officio Member	✓		

MUNICIPAL ORDINANCE NO. 11th-155-2025

Sponsor: Hon. Leonila J. Bermejo

AN ORDINANCE INSTITUTIONALIZING THE SCHOLARSHIP PROGRAM OF THE MUNICIPALITY OF MOLAVE, ZAMBOANGA DEL SUR.

BE IT ORDAINED by the Sangguniang Bayan of Molave, Zamboanga del Sur, in session assembled, that:

ARTICLE I
TITLE, POLICY, OBJECTIVES & DEFINITION OF TERMS

SECTION 1. SHORT TITLE. This Ordinance shall be known as the "The Scholarship Code of Molave."

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Local Government Unit of Molave to provide accessible education to deserving and qualified Molavenians and promote further studies that will redound to the benefit of the students, their families, and eventually our municipality.

SECTION 3. OBJECTIVES. This ordinance shall have the following objectives:

- a. Updated scholarship requirements and benefits to make the program more responsive to the needs of Molavenians.
- b. Expand scholarship categories to cater to more scholarship beneficiaries.
- c. Establish a simplified scholarship application and appeals process.

SECTION 4. DEFINITION OF TERMS. For purposes of this ordinance, the following shall have their respective definitions:

- a. **Educational Assistance** - a form of financial assistance given to eligible student-scholars to help them defray their school expenses and /or cost of sending students/children to school such as school fees, supplies, projects, allowance and other related expenses.
- b. **Molave Scholarship Program** - a municipality's program that provides educational assistance to deserving students, especially underprivileged ones.

- c. **Scholarship Category** – one or any of the following, based on student educational level: (1) Scholarship for Senior High School Students: (2) Scholarship for Tertiary Students;
- d. **Scholarship Sub-Category** – one or any of the following, under the Scholarship for Tertiary Students Category: (1) Academic Scholarship: (2) Economic Scholarship: (3) Athletic and Arts Scholarships: and (4) Youth Leaders Scholarship.
- e. **Local Youth Development office (LYDO) and Municipal Social Welfare and Development Office (MSWDO)** – The office mandated to implement the Molave Scholarship Program.
- f. **Scholarship Screening Committee (SSC)** – A committee tasked to oversee the implementation of the Molave Scholarship Program, review and approve scholarship application, and handle special cases that may come about in relation to the implementation of the scholarship program.
- g. **Scholarship Appeal Process** – a procedure where scholars/applicants may raise concerns to the SSC through LYDO and MSWDO, related to denial of scholarship, reconsideration of scholarship category and grants awarded, and termination of scholarship.
- h. **Resident of Molave** – a person who is residing in the Municipality of Molave for at least six (6) months before application for scholarship, as may be evidenced by a certificate from the barangay where the said person is residing, or any other documentary evidence accepted by LYDO and MSWDO;
- i. **Scholar/Molave Scholar** – a student who is a recipient of a scholarship educational assistance found in this ordinance.
- j. **Maintaining Grade** – refers to the prescribed General Weighted Average (GWA) required per scholarship category/sub-category and takes into consideration the school's grading system. For the purposes of this ordinance, the prescribed GWA follows a 1.0 to 5.0 grading scale with 1.0 being the highest.
- k. **Indigent family** – based on indigency test, indigents are those whose family income is lower to the prevailing poverty household threshold per month in rural areas like Molave based on the National Economic and Development Authority (NEDA) and as further identified by the Municipal Social Welfare and Development Office's Social Welfare and Development Indicators (SWDI) for having no visible means of income, or whose income is insufficient for family subsistence in per capita computation.

ARTICLE II
MOLAVE SCHOLARSHIP PROGRAM

SECTION 5. MOLAVE SCHOLARSHIP PROGRAM CATEGORIES. The Molave Scholarship Program for deserving Molavenians has two (2) scholarship category, to wit:
a. Scholarship for Senior High School Students; and
b. Scholarship for Tertiary Students.

ARTICLE III
GENERAL TERMS AND CONDITIONS

SECTION 6. GENERAL TERMS AND CONDITIONS. Scholarship for all scholarship categories found in this Ordinance must with the following terms and conditions:



- a. The Scholar must be a resident of Molave for at least six (6) months prior to application for scholarship.
- b. Scholars must be registered/accepted/enrolled in a recognized public or private educational institution. (Applicable to both public and private schools since the AICS-Educational Assistance both applied as well to both type of educational institutions.)
- c. Scholarship shall be good for only one school year or school term and may be renewed as long as it is within the prescribed number of school years needed to graduate from curriculum, degree or program and provided that conditions for the eligibility are still met.
- d. Scholars must meet/maintain the prescribed General Weighted Average or ranking system (e.g. Highest Honors to Honors) per scholarship category.
- e. Scholars who fails to get a scholarship grant for not meeting the qualifications for their chosen scholarship category shall not bar them from applying in other categories.
- f. Scholars must carry the full load prescribed (or allowable) in the curriculum.
- g. Scholars who shift courses of transfer schools may be allowed to apply for renewal of their scholarship. However, the prescribed number of school years shall remain to be based on the scholar's first scholarship application.
- h. Deadlines for the application process and claiming of scholarship grants shall be set by the LYDO and MSWDO, in coordination with the Municipal Treasurer's Office.
- i. Scholars shall actively participate in community or special projects and youth development programs initiated by the Municipal Government.
- j. Only one member per family may avail of a scholarship grant at any given time. If two or more family members are eligible for a scholarship, one of them must first complete his or her scholarship contract before the other family members can apply.
- k. Students who are already recipient of scholarships offered by other local government units and or from any organizations and or agencies / institutions are **no longer eligible** for scholarships offered by the LGU Molave.

ARTICLE IV
SCHOLARSHIPS FOR SENIOR HIGH SCHOOL STUDENTS

12). SECTION 7. SCHOLARSHIP FOR SENIOR HIGH SCHOOL STUDENTS (GRADE 11 and

- 7.A. QUALIFICATIONS.** Aside from the general terms and conditions found in Section 6 hereof, an applicant for the Scholarship for Senior High School Students must comply with the following:
- a. Must be a graduate of a public or private secondary school registered and located in the Municipality of Molave.
 - b. Must have completed Grade 10 with Academic general weighted average of at least 2.0 or its equivalent grade.
 - c. Must be coming from an indigent family.
 - d. Must not be subsidized by any government or non-government organization.
 - e. Must not be a member of 4Ps.

- 7.B. AMOUNT OF EDUCATIONAL ASSISTANCE.** The beneficiary shall receive a maximum educational assistance of Six Thousand Pesos (P6,000.00) per school year.

ARTICLE V
SCHOLARSHIP FOR TERTIARY STUDENTS

- SECTION 8. SCHOLARSHIP FOR TERTIARY STUDENTS: SUB-CATEGORIES.** The scholarship for Tertiary Students has Four (4) scholarship sub-categories:
- a. Academic Scholarship;



- b. Economic Scholarship;
- c. Athletic and Art Scholarship; and
- d. Youth Leaders Scholarship.

SECTION 8.A. ACADEMIC SCHOLARSHIP:

- 8.A.1. Qualifications.** Aside from the general terms and conditions found in Section 6 hereof, an applicant for Academic Scholarship must comply with the following:
- a. Must be a graduate of a public or private senior high school with Academic general weighted average of at least 1.5 or its equivalent grade;
 - b. Must be coming from an indigent family; and
 - c. Must not be subsidized by any government or non-government organization;
- 8.A.2. Maintaining Grade.** The beneficiary must maintain a General Weighted Average (GWA) of at least 1.5 or its equivalent for every semester wherein the scholarship is given;
- 8.A.3. Amount of Educational Assistance.** The beneficiary shall receive a maximum tuition fee of Seven Thousand Pesos (₱7,000.00) per semester.

SECTION 8.B. ECONOMIC SCHOLARSHIP:

- 8.B.1. Qualifications.** Aside from the general terms and conditions found in Section 6 hereof, an applicant for Economic Scholarship must comply with the following:
- a. Must be a graduate of a public or private senior high school;
 - b. Children of the following or belong to the following groups:
 - ✓ Indigent families;
 - ✓ Indigenous People's (IP's)
 - ✓ Relocated families within the Municipality;
 - ✓ Person with Disabilities (PWDs);
 - ✓ Household helpers/kasambahays;
 - ✓ Alternative Learning System (ALS) graduates;
 - ✓ Solo parents;
 - ✓ Persons deprived of liberty;
 - ✓ Motorized tricycle drivers and operators;
 - ✓ Any other vulnerable or marginalized sectors as determined by SSC.
- 8.B.2. Maintaining Grade.** The beneficiary must maintain a General Weighted Average (GWA) of at least 2.0 or its equivalent for the semester wherein the scholarship is given.
- 8.B.3. Amount of Educational Assistance.** The beneficiary shall receive a maximum tuition fee of Seven Thousand Pesos (₱7,000.00) per semester.

SECTION 8.C. ATHLETIC AND ARTS SCHOLARSHIP:

- 8.C.1. Qualifications.** Aside from the general terms and conditions found in Section 6 hereof, an applicant for the Athletic and Arts Scholarship must comply with the following:
- a. Must be a graduate of a public or private high school registered and located in the Municipality;
 - b. Must be a recipient of a top individual award/recognition in regional level for sports or cultural arts in the most recent school year school/term or playing season given by recognized institution.

8.C.2 Maintaining Grade.



- a. The beneficiary must maintain a General Weighted Average (GWA) of at least 2.0 or its equivalent for the school term wherein the scholarship is given.
- b. Must maintain as a varsity player in the school for which he/she is currently enrolled.

8.C.3. Amount of Educational Assistance. The beneficiary shall receive a maximum educational assistance of Seven Thousand Pesos (P7,000.00) per semester.

SECTION 8.D. YOUTH LEADERS SCHOLARSHIP:

8.D.1. Qualifications. Aside from the general terms and conditions found in Section 6 hereof, an applicant for Youth Leaders Scholarship must comply with the following:

- a. Must be officially enrolled of a public or private educational institution;
- b. Must be a recipient of a leadership award given by the Municipality or serve as Sangguniang Kabataan Elected Officials/ President/Vice President of Supreme Student Council member or as President/Vice President (or its equivalent) of Molave registered youth organization or a member of the Local Youth Development Council in the immediately preceding school term

8.D.2. Maintaining Grade.

- a. The beneficiary must maintain a General Weight Average (GWA) of at least 1.5 or its equivalent for the school term wherein the scholarship is given.
- b. Must be a recipient of a leadership award given by the Municipality or serve as Sangguniang Kabataan Elected Officials/ President/Vice President of Supreme Student Council member or as President/Vice President (or its equivalent) of Molave registered youth organization or a member of the Local Youth Development Council in the immediately preceding school term.

8.D.3. AMOUNT OF EDUCATIONAL ASSISTANCE. The beneficiary shall receive a maximum educational assistance of Seven Thousand Pesos (P7,000.00) per semester.

**ARTICLE VI
SCHOLARSHIP SCREENING COMMITTEE (SSC)**

SECTION 9. CREATION OF SCHOLARSHIP SCREENING COMMITTEE (SSC) AND ITS COMPOSITION. The Scholarship Screening Committee (SSC) is hereby created to be headed by the Municipal Mayor and is composed of representatives coming from the following offices:

- a. Municipal Administrator
- b. Municipal Social Welfare and Development Office
- c. Local Youth Development Office
- d. Human Resources Management Office
- e. Municipal Planning and Development Office
- f. Public Employment Service Office
- g. Municipal Budget Office
- h. Municipal Accounting Office
- i. Sangguniang Bayan: Member, Chairman-Committee on Education

The Municipal Mayor may designate additional members of the Scholarship Screening Committee (SSC) to ensure efficient implementation of the scholarship program.

The Chairman of the committee shall choose from among the members to act as the Committee Secretary who will take note of the minutes of the meeting/evaluation



process and handle or keep the list of LGU scholars. The list of scholars shall be furnished to the Municipal Treasurer and Budget Officer for their reference.

SECTION 10. SCHOLARSHIP SCREENING COMMITTEE (SSC) FUNCTIONS. For purposes of this ordinance, the Scholarship Screening Committee has the following functions:

- a. Oversee the implementation of this ordinance;
- b. Set additional guidelines for the grant of types of scholarships;
- c. Review and approve all applications across all scholarship categories;
- d. Handle appeals in relation to scholarship application and renewal;
- e. Handle special and other analogue cases that may come about by reason of, or in relation to the implementation of this ordinance;
- f. Formulate IRR upon the effectivity of this ordinance.

ARTICLE VII APPLICATION PROCESS

SECTION 11. APPLICATION FOR SCHOLARSHIP. The student shall submit to the LYDO and MSWDO the necessary documents needed to prove that he/she is qualified to be granted a scholarship or the renewal thereof.

SECTION 12. REVIEW OF THE SCHOLARSHIP APPLICATIONS. Upon evaluation of scholarship applications, the LYDO and MSWDO shall forward the same to the Scholarship Screening Committee (SSC) for review and approval. The SSC shall ensure that scholarship applications shall be acted upon promptly, taking into consideration the enrollment schedule for the school year/term relevant to the scholarship.

SECTION 13. APPROVAL OF THE APPLICATION FOR SCHOLARSHIP. Upon approval of the application for scholarship, the Scholar shall receive a Certificate of Scholarship and a Scholarship Contract, which shall state the following:

- a. Name of the Scholar;
- b. Terms of Conditions of the Scholarship, as stated in this ordinance;
- c. Type of Scholarship granted and whether the scholarship is new or renewed;
- d. Maximum amount of educational assistance; and
- e. Year/term to be covered by the scholarship.

The Scholarship Contract must be signed by the beneficiary and the LCE of the LGU before the release of the scholarship grant. Parents or legal guardians must likewise sign the contract if the scholar is a minor.

The LCE is hereby authorized by this ordinance to sign the Scholarship Contract between the beneficiary.

SECTION 14. PAYMENT OF SCHOLARSHIP GRANT. Scholarship grant shall be given after the approval of the application and signing of contract, provided that all requirements are complied with. Requirements include School Certifications of (1) enrollment, and standing/ status supporting the sub categories of scholarship mentioned under Section 8.

Additional guidelines and procedures on liquidation purposes shall be provided by the SSC.

SECTION 15. GROUNDS TO BE BLACKLISTED FROM THE SCHOLARSHIP PROGRAM. The Scholarship Screening Committee through the LYDO and MSWDO, upon a written notice to the scholar, may terminate the scholarship granted to him/her on any of the following grounds:

- a. Forging, falsification, and misrepresentation in the application for scholarship;
- b. Conviction of a crime and/or health conditions that render the scholar unfit to pursue studies during the school year/school term applied for wherein the scholarship is granted; and



- c. Other causes as may be determined by the LYDO and MSWDO, as approved by the Scholarship Screening Committee (SSC).

ARTICLE VIII
APPEAL PROCESS

SECTION 16. GROUNDS. The applicant may appeal following the procedures set by SSC, within 5 days from receipt of the action that is subject to appeal. In case of a minor, the parent/legal guardian may appeal in behalf thereof. The following shall be grounds for appeal:

- a. Denial of application for scholarship;
- b. Denial of renewal for scholarship;
- c. Reconsideration of the scholarship category and/or scholarship grant awarded;
- d. Reconsideration of Blacklist status provided for under Section 15.

SECTION 17. SCHOLARSHIP DATABASE. The LYDO and MSWDO shall establish and develop a centralized database system that will provide timely and relevant information for policy formulation and for proper handling of concerns in relation to the scholarship program of the Municipal Government. The LYDO and MSWDO shall ensure the confidentiality of data found in the database.

SECTION 18. FUNDING. There shall be a Scholarship Fund that shall be incorporated into the annual budget to ensure its continuous operation. Funding for the Scholarship program shall be subject to the availability of funds to be determined by the Local Finance Committee.

SECTION 19. IMPLEMENTING OFFICE. The LYDO and MSWDO, in coordination with the SSC, shall be the main implementing office. The Implementing Rules and Regulations shall be formulated by the SCC within sixty (60) days from the approval of this Ordinance.

SECTION 20. SEPARABILITY CLAUSE. If any part or section of this ordinance is declared unconstitutional for any reason whatsoever, such declaration shall not in any way affect other parts or sections of this ordinance.

SECTION 21. REPEALING CLAUSE. All previous ordinances which are found to be inconsistent with the provisions of this ordinance are hereby repealed, amended or modified accordingly.

ENACTED, this 23rd day of April, 2025 at Molave, Zamboanga del Sur.

ATTESTED & DULY CERTIFIED:


MONALISA J. GLEPA, R.N.
Municipal Vice Mayor/Presiding Officer

APPROVED:


CYRIL R. GLEPA, M.D.
Municipal Mayor

05/2/25
Date

CERTIFIED CORRECT:



ELIZABETH C. SAYSON
Secretary to the Sanggunian

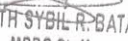
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RAISSA JEANNE H. FELICITAS
Head, PESO


CATHERINE Y. GEALON
5/9/2025


GWYNETH SYBIL R. BATACAN
MPDO Staff


Atty

