Local Service Obligation

Grantees of scholarships or participants in trainings, seminars, workshops and other study related activities shall render the service correspondingly:

Without government expense (registration/tuition/seminar fee)

Duration	Required Service Contract
6 months and beyond	1 year
Below 6 months	6 months

With government expense (registration/tuition/seminar fee), sponsored by Government Organization

Duration	Registration/Tuition/Seminar Fee Involved	Required Service Contract
10 days or less	Categoy 1 P1,000.00 to P9,000.00	3 Months
	Categoy 2 Above P9,000.00 to P15,000.00	6 Months
	Categoy 3 Above P15,000.00 to P30,000.00	8 Months
	Categoy 4 Above P30,000.00 to P45,000.00	1 Year
	Categoy 5 Above P45,000.00 to P60,000.00	1 Year and 3 Months
	Categoy 6 Above P60,000.00	1 and 1/2 Years

For seminars, trainings, workshops and other study related activities
-To accomplish Training/ Seminar Undertaking
-To conduct echo seminar within 30 days upon return to work in coordination with the

HRD Division
-To submit report on the activity attended within 5 days upon return to work
-To liquidate cash advances incurred, if any
-To submit to the Personnel Division and HRD Division copy of the Certificate of Training/ Attendance immediately upon
return to work.

For conferences, meetings and symposium
-To submit report on the activity attended within 5 days upon return to work
-To liquidate cash advances incurred, if any
-To submit to the Personnel Division and HRD Division copy of the Certificate of Training/ Attendance within 1 day after
upon return to work

In the event that the attendee fails to finish the activities through his/ her own fault or other causes within his/ her control, he/she shall be required to refund in full the expenses defrayed by the Office within the period of six (6) months.