

ARTICLE 1
Title, Policy, and Coverage

SECTION 1. Title. This ordinance shall be known and cited as the "Naga City Continuing Education and Professional Development Program".

SECTION 2. Declaration of Policy. It is hereby the declared policy of the City Government of Naga to:

- a. Recognize the importance of continuing education and professional development of the workers and employees in the city, including barangays and those in the teaching profession, for their individual career progression and upliftment of their general welfare;
- b. Strengthen the competence of the workforce as a major driver in boosting the organization's overall performance and attainment of goals and objectives;
- c. Support and promote the well-being and general welfare of the city's human resource as the country's most important resource and partner in nation-building through inclusive programs in education and lifelong learning.

SECTION 3. Coverage. This Ordinance shall cover all employees and workers in the City of Naga, including barangay officials and employees as well as teachers of public schools in Naga City, who belong to the following categories:

- a. A graduate of secondary education who wishes to pursue a technical-vocational training course
- b. An undergraduate of tertiary education who wishes to complete his/her degree through alternative learning programs, such as ETEEAP, among others,
- c. A graduate of tertiary education who wishes to avail of training, or pursue further studies

ARTICLE 2
Definition of Terms

SECTION 4. Definition of Terms. For purposes of this Ordinance, the following terms shall mean and be referred to as follows:

- a. **Career Progression**- the extent to which an individual gets promotion at work
- b. **College/Tertiary/Higher Education**- means any post-secondary, baccalaureate, graduate, and post-graduate study covered under any of the categories of this program
- c. **Competence**- the capability to do something excellently
- d. **Continuing Education**- the attainment/completion of a degree outside the formal education system
- e. **Continuing Professional Development**- additional learning programs or training courses aimed at developing and/or improving professional practice
- f. **Employees**- any individual working for an employer in any public or private institution or agency in the city
- g. **Financial Assistance**- financial assistance provided by the City Government of Naga to qualified grantees to augment semestral expenses of grantees for tuition, books, miscellaneous and other school fees
- h. **Human Resource**- the total human capital or population of a place

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- i. **Scholarships**- financial assistance provided by the city under any of the different scholarship categories where the scholar or grantee are provided assistance until he/she graduates from the course enrolled in. Such assistance may include but are not limited to tuition fees, miscellaneous school fees, monthly stipend and others
- j. **Secondary Education**- the stage in formal education that follows primary education, and precedes higher education
- k. **Upgrade**- raising a certain process or procedure to a higher standard or more advance system
- l. **Upskill**- learning additional skills or enhancing once capabilities
- m. **Workers**- any individual who does a specified type of work
- n. **Workforce**- the part of the total human resource belonging to the labor force
- o. **Performance**- the rate in which a company attain its targets and objectives

ARTICLE 3
Grants and Assistance

SECTION 5. Scholarships. The Naga City Continuing Education and Professional Development Program may provide scholarship to qualified beneficiaries enrolling in technical-vocational courses or pursuing further studies, which shall cover the following, subject to certain conditions:

- a. Tuition Fees
- b. Miscellaneous Fees
- c. Other School Fees

SECTION 6. Financial Assistance. For beneficiaries availing of alternative learning programs or training courses, the Naga City Continuing Education and Professional Development Program may grant financial assistance covering fifty percent (50%) of the total assessment of school fee/s, or training fee/s.

ARTICLE 4
Qualifications and Requirements

SECTION 7. Qualifications. For applicants, the following qualifications shall apply:

- a. A resident of Naga City
- b. Must have not exceeded forty- five (45) years of age at the time of filing of application
- c. Must hold a contractual/casual, co-terminus or a permanent status of appointment at the time of filing of the application;
- d. Must have served the agency or institution for at least three (3) consecutive years preceding the filing of application;
- e. Must have obtained performance ratings of at least 'Very Satisfactory' or its equivalent, in the last two (2) rating periods immediately preceding the filing of application;
- f. Must have no pending administrative charges

SECTION 8. Requirements. Program applicants shall submit the following requirements to the Education, Scholarships, and Sports Office (ESSO):

- a. Letter of Intent
- b. Duly accomplished application form

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- c. Certificate of residency from the Punong Barangay of the place where applicant currently resides
- d. Original or certified true copy of birth certificate
- e. Certificate of good health condition (*stating physically fit to study/perform research works*), as issued by the City Health Officer;
- f. Copy of appointment or Contract of Service
- g. Certificate of Employment
- h. Performance Rating in the last two (2) rating periods immediately preceding the filing of application from the HRMO
- i. Letter of recommendation from the office/ agency Head
- j. Copy of the Program/Course/Training Offering
- k. Copy of Assessment of Fees or equivalent payment form
- l. If any, copy of the entrance/qualifying examination/s result/s for the program/course offering

ARTICLE 5

Application and Payment Processes

SECTION 9. Application Process. The following process shall be followed in the availing of the grants under the program:

1. Submit all the documentary requirements to the Education, Scholarships, and Sports Office (ESSO).
2. The ESSO, together with the CHRMO (for applicants from LGU-Naga), shall screen the applications and determine the qualifications of the applicants based upon the set criteria for selection.
3. An interview process shall be scheduled for the applicants
4. The ESSO and CHRMO shall submit to the mayor a list of the grantees for the finality of the determination, including the type of grant to be given.
5. The grantees shall be informed through a written communication, of the status of their application
6. The ESSO, together with the City Administrator's Office (for applicants not within the workforce of LGU-Naga), shall screen the applications and determine the qualifications of the applicants based upon the set criteria for selection and recommend to the City Mayor the type of grant to be given.

SECTION 10. Release of Grants. The tuition fees shall be paid directly by the City to the school/college/university where the scholars are enrolled as shown in their submitted official school assessment forms.

For other fees and allowances, the payments shall be given by the City Government directly to the grantees following a determined schedule.

ARTICLE 6

Terms and Responsibilities

SECTION 11. Conditions and Agreements. The grantee shall comply with the following conditions set forth in each of the categories specified. Non-compliance with any of the specific conditions set forth shall automatically mean the revocation of the benefits being enjoyed by the grantee.

1. For tech-voc courses, alternative learning programs, or further studies:

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- a. Must have NO Failing (F) or Incomplete (INC) grade nor any dropped subject
 - b. Must maintain an average grade of at least 80% or its equivalent;
 - c. Must complete all course requirements and finish the course within the prescribed period/approved curriculum;
 - d. Must undergo drug testing before admission to the Program and submit drug test results every start of each semester.
2. For training, participants must ensure complete attendance throughout the duration of the training for monitoring purposes; the grantee shall submit to ESSO on a regular basis proof/s of compliance with the abovementioned condition/s.

SECTION 12. Return Service. Upon completion of the training course/study/ or program, the grantee shall be required to render a return service as part of his/her responsibilities as a beneficiary, and a gesture of giving back to the local government.

1. For training participants, re-echoing of the same to concerned groups/organizations/ offices.
2. For graduates of study/learning programs, rendering of cumulative volunteer work/service to the Barangay/City Government/DEPED, preferably in such office or field of work related to his / her acquired study, equivalent to one hundred hours (100) for every year of the availing of the Scholarship Grant, any time during completion thereof, as evidenced by certificate of completion of volunteer work issued by the head of office/ institution.

SECTION 13. Scholarship and Financial Assistance Agreement. The qualified scholars/grantees shall sign a Scholarship Agreement or Financial Assistance Agreement, as the case may be, with the City Government of Naga, embodying therein all the conditions in the availing of the Continuing Education and Professional Development Program. In connection herewith, the City Mayor is hereby granted the authority to sign said document.

ARTICLE 7
Partnerships and Collaboration

SECTION 14. Partnerships and Collaboration. The City Mayor may enter into agreement/s with various academic institutions, both local and national, subject to authority and ratification by the Sangguniang Panlungsod, to enhance the implementation of this Ordinance.

ARTICLE 8
Appropriation and Final Provisions

SECTION 15. Funding. An initial fund of Five Hundred Thousand Pesos (P500,000.00) from the existing budget of the Education, Scholarship, and Sports Office (ESSO) shall be allotted for this purpose.

The amount of One Million Pesos (P1M) shall be allocated under ESSO for the next succeeding years.

SECTION 16. Miscellaneous Provisions. For purposes of expediting the processing of the grant of scholarship and/or financial assistance, the City Mayor may, with the assistance of ESSO and in consultation with the appropriate SP Committee, adopt mechanism/s in order to enhance the implementation of this Ordinance.

SECTION 17. Repealing Clause. All ordinance/s found to be inconsistent with the provisions of this Ordinance shall heretofore repealed and/or amended accordingly.

SECTION 18. Effectivity. This Ordinance shall take effect immediately upon its approval.

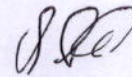
ENACTED: May 21, 2024.

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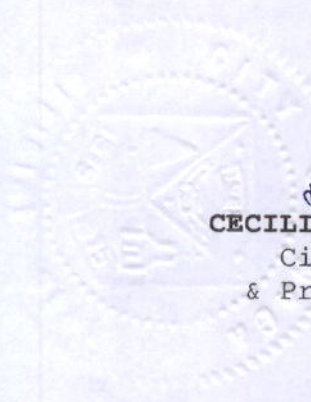
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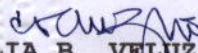
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WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

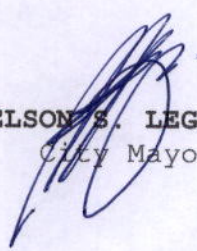


GIL A. DE LA TORRE
Secretary to the
Sangguniang Panlungsod




CECILIA B. VELUZ-DE ASIS
City Vice Mayor
& Presiding Officer

APPROVED:


NELSON S. LEGACION
City Mayor 5/30/24