



REPUBLIC OF THE PHILIPPINES

**Agricultural Training Institute**  
 Excellent Extension Services Beyond Boundaries  
 ISO 9001:2015 CERTIFIED

**MASTER IN PUBLIC MANAGEMENT-Major in Rural Development (MPM-RD) Scholarship Program**

**CLIENTS:** Permanent Employees of the Department of Agriculture (DA), Department of Agrarian Reform (DAR) and Department of Environment and Natural Resources (DENR)

**REQUIREMENTS:** Enumerated Below

**FEES:** None

**SCHEDULE OF AVAILABILITY OF SERVICE:** MONDAY TO FRIDAY, 8:00am to 5:00pm

Step	Client	Agency Activity/Action	Person/Unit Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1	Submits application to the following: a. ATI Central Office for NCR-based applicants b. ATI-RTCs for the applicants in the regions	1. Submit the application of the scholars to the ATI Central Office (for region-based applicants)	ATI-RTCs	RTC	2-3 Days	Day 0
		2. Review the applicant's documents	Scholarship Section, CDMD	Central Office	1 Day	Day 1
		3. Forward the name of the applicants to the concerned school for the entrance exam, if qualified.			30 Mins.	Day 2
		4. Will be notified of the date of the exam, if qualified.			30 Mins.	Day 3
		5. Draft Special Order indication the names of the accepted applicants. The letter will be sent to their respective office.	Scholarship Section, CDMD	Central Office	1 Day	Day 4
		6. Draft letter to be sent to the unsuccessful applicants			1 Day	Day 5
		7. Notify the accepted applicants of the additional requirements	Scholarship Section, CDMD	Central Office	1 Day	Day 6
2	Submits additional requirements	1. File the requirements	Scholarship Section, CDMD	Central Office	1 Week	Day 7-13
		2. Prepare the Scholarship Service Contracts			1 Day	Day 14
3	Signs the Scholarship Service Contract	1. Receives 4 copies the Scholarship Service Contracts	Scholarship Section, CDMD	Central Office	5 Days	Day 15-19
		2. The ATI Accountant will sign the Scholarship Contract as witness	Scholarship Section, CDMD	Central Office		
		3. The ATI Director will sign the scholarship as "Grantor"				
		4. Sends (1) copy of Notarized Scholarship Contract to the applicant or the "Grantee"				

**Requirements:**

Preliminary

1. Letter of Intent
2. Curriculum Vitae

Upon Acceptance to the program

1. Application form with 2"x 2" picture
2. Authenticated Birth Certificate
3. Copy of Diploma
4. Transcript Records
5. Copy of Appointment
6. Service Record
7. Duties and Responsibilities (certified)
8. Performance rating for the Last 2 periods
9. Certificate of no pending administrative case