



University of the Philippines Manila  
**SCHOOL OF HEALTH SCIENCES**  
-----, Leyte



**RECRUITMENT AND ADMISSION GUIDELINES  
FOR UPM SCHOOL OF HEALTH SCIENCES  
AY ---**

**I. INTRODUCTION**

The UNIVERSITY OF THE PHILIPPINES MANILA – SCHOOL OF HEALTH SCIENCES (UPM-SHS) was established in April 1976 as an innovative health science professions education institution to address the serious problems of brain drain and the maldistribution of health manpower in the Philippines. Its mission is to train clinically competent and socially conscious health workers who will stay and serve in poor, geographically isolated, and underserved communities. It also had the mandate to develop a training model for the training of community-oriented health workers that could be replicable in other areas of the country.

In 2008, UPM-SHS established an extension campus in Baler, Aurora. This was followed by the establishment of another extension campus in Koronadal City, South Cotabato in 2010 and in 2021, Tarlac Extension Campus. The purpose of the establishment of the extension campuses was to develop, and consequently provide for the health manpower needs of underserved areas in the islands of Luzon, Visayas and Mindanao.

The school offers a sequential “stepladder” curriculum where each student starts at a single point and exits at various levels with appropriate competencies, as a midwife, as a nurse, and as a physician.

Through its democratized admissions policy, the school provides scholarships and admits deserving senior high school graduates coming from remote and largely inaccessible rural communities and marginalized urban communities in target municipalities and provinces. Since it is intended to benefit the local community, selection of scholars is determined in partnership with the community. Students do not apply on their own but are nominated by the communities from where they come from through a community assembly or in times of health emergencies, an equivalent democratic nomination process. Hence, the client of the school is primarily the community in need of the services of a health worker. The scholars are bound by a contract and are committed to return to serve their communities after completion of a program.

As a culminating activity of the program, the student returns to his/her home barangay/municipality to render “service leave” which is an integral part of the curriculum. The

student's admission to the next program level depends on his/her satisfactory completion of a set of admission criteria to the next program, including the service leave requirements.

## II. RECRUITMENT PERIOD

The recruitment period of the next academic year starts at the end of the second quarter of the current academic year. The meeting for the recruitment will be convened by the chair of the RAC the first Tuesday of the week.

## III. TARGET AREAS PER CAMPUS

SHS Palo – Regions V, VI, VII, VIII, CARAGA (Region XIII)  
SHS Baler – Regions I, II, III (Aurora)IV-B (MIMAROPA), CAR  
SHS Koronadal – Regions IX, X, XI, XII, BARMM  
SHS Tarlac – Regions III(except Aurora province), IV-A (CALABARZON)

## IV. ALLOCATION OF SCHOLARSHIP SLOTS FOR THE DIPLOMA IN MIDWIFERY PROGRAM

Section A. The allocation of scholarship slots is the responsibility of the Recruitment and Admissions Committee (RAC) of the UPM-SHS in consultation with the academic departments. The number of scholarship slots which shall be awarded to target municipalities shall be 150% of the projected entry-level program enrollment for the corresponding academic year. This projection shall take into consideration the carrying capacity of each extension campus and attrition rates for the succeeding academic programs in the stepladder curriculum, especially the medical program.

Section B. The UPM-SHS RAC shall identify target regions, provinces and municipalities based on information obtained from the Department of Health (DOH), Department of Interior and Local Government (DILG), the National Economic and Development Authority (NEDA), and the Department of Social Welfare and Development (DSWD). The recommendations shall be presented to the Faculty Council for approval.

Section C. The Dean or the directors of extension campuses through the RAC, shall inform the Local Health Board (LHB), through its Chairperson, the Provincial Governor or the Municipal Mayor, regarding the allocated scholarship slots, copy furnished to Provincial Health Officer (PHO) or Municipal Health Officer (MHO), respectively.

Section D. The LHBs of the chosen municipalities shall determine the priority communities/barangays from where the nominees for the scholarship will be chosen, unless the communities have been pre-selected by the RAC as indicated in its official communications with the LHBs.

The Municipal Mayor, as chairperson of the LHB shall designate the MHO to facilitate the organization of the Barangay Screening & Nominating Committee (BSNC) and shall, endorse the selected nominee to the UPM-SHS.

## V. CRITERIA FOR SELECTION

The following criteria shall be considered during the selection of target recipients of the scholarship.

### Section A. Target Provinces/Municipalities

1. Fourth to Sixth Class municipalities; or barangays classified under Geographically Isolated and Disadvantaged Areas of non-fourth-to-sixth-class municipalities; or classified by the national government or other relevant government authorities as calamity stricken areas at the time of recruitment; and  
Priority shall be given to LGUs identified as geographically isolated and disadvantaged areas (GIDA) based on a recently issued AO by the Dept. of Health (DOH) or any authorized agency.
2. Deficient health human resource complement using the standard ratio prescribed by the DOH and/or WHO recommendations ; and
3. With legally-binding commitment to give financial support to and employ their graduates at any level evidenced with a Return Service Agreement (RSA) between the recipient and supporting municipality supported by a municipal ordinance; and
4. Poorly accessible or inaccessible health facilities and services

A target municipality will only be allowed a maximum of four (4) scholarship slots at any given time in each level of the stepladder curriculum.

For exceptional circumstance a municipality may send more nominees subject to the following conditions; (1) a valid request or appeal that is compliant with item 2, Article V of the existing guidelines and signed by the MHO, (2) exceptional circumstances as detailed and evidenced in the certificate of health human resource complement, (3) proof of capacity to hire (available plantilla position or budget for health human resource (4) the availability of unfilled slots and 5) the approval of the faculty council.

The LGU must be able to hire the scholar within 2 years after completion of training.

A local government unit who fails to employ their nominee/scholar within the period indicated above shall be disqualified from the grant of scholarship allocations for at least FIVE (5) years from such violation.

### Section B. Target Barangays

1. The barangay has not yet availed of UPM-SHS scholarship slot in the past 5 years; and

2. One with poor community health status based on data from the BHS scorecard (Barangays with more than 50% of indices coded red shall be given first priority) and other relevant health indices; and
3. Committed to support their nominee in any form and not limited to: Service Leave expenses, uniform allowance, books, school supplies, medical/nursing equipment and board examination expenses and this should be stipulated in the barangay resolution; and
4. Distant and inaccessible areas, preferably interior barangays, at least five (5) kilometers or more from the poblacion; or
5. The peace and order situation is poor to moderate as determined by such government agencies as the Dept. of the Interior and Local Government (DILG) and the Office of the Presidential Adviser on the Peace Process (OPAPP)

A target barangay will only be allowed one (1) slot. Re-nomination of another scholar from the same barangay will only be considered after five (5) years

### Section C. Prospective Nominees

1. Be a senior high school graduate; Preferably 16-25 years old upon admission;
2. Must not have more than one (1) year college experience;
3. If currently out of school, preferably for not more than three (3) years;
4. Parents and scholars are permanent residents of the community sending the scholar.
5. The scholar should not be related by affinity or consanguinity by first degree to another applicant or scholar
6. Must have physically resided in the sending community for at least one (1) year prior to the nomination.
7. Nominated by the community through a Barangay Resolution signed by a simple majority (50%+1) of household heads. In health emergency cases such as pandemics, where face to face engagements are not warranted alternative means of documentation can be accepted such as online poll survey, SMS, phone calls, and the like.
8. Gross annual Family income of P250,000.00 and below or belonging to the lowest income quartile.
9. Physically and mentally fit to pursue university level education.
10. Committed to stay and serve in underserved areas of their municipality, province, or region.

11. Outstanding BHWs and traditional birth attendants are encouraged to apply.
12. Willing to sign a return service agreement of 2 years of service for every year of training and one year for a fraction thereof.

## VI. PROCEDURE FOR SELECTION OF NOMINEES

Section A. The screening and selection of the nominee is the primary responsibility of the Barangay Screening and Nominating Committee (BSNC).

Section B. The Organization of the BSNC. As soon as the scholarship slot is allocated to the qualified barangay, the Municipal Health Officer (MHO) or the Municipal Local Government Operations Officer (MLGOO) shall facilitate the organization of the BSNC.

The BSNC shall be composed of the following:

1. Barangay Chairman or his/her representative.
2. Rural Health Midwife in the catchment area
3. Senior High School/Elementary School Principal or Head Teacher
4. Two (2) local residents chosen in a barangay assembly.

A prospective BSNC member should not be related to the nominee up to the third degree of consanguinity or affinity.

Section C. The Duties and Responsibilities of the BSNC. The BSNC shall perform the following duties and responsibilities:

1. Inform the people of the available scholarship slot.
2. Conduct an assembly meeting for nominating the prospective scholar.
3. Evaluate the qualification of all prospective nominees vis-à-vis the recruitment guidelines.
4. Present the selected nominee in a community assembly. Household heads will be requested to affix their signature as a gesture of their acceptance of the nominee.
5. Facilitate the preparation and submission of the required documents.
6. Submit the name of the nominee with the corresponding documents to the LHB who in turn shall review the documents as to the completeness of requirements and endorse the same to UPM-SHS.
7. Settle protest cases.

Section D. In the absence of a qualified nominee from the target barangay/s, one may be chosen from the other barangays within the same BHS catchment area, provided that the alternate barangay qualifies under the criteria for its selection as stated in these guidelines. Non-residents of the identified barangay cannot qualify as nominees.

Section E. The school reserves the right to undertake interview and review the credentials of nominees. Confirmation of acceptance will be sent by the school following the schedule set in these guidelines.

## VII. SUBMISSION OF APPLICATION AND SUPPORTING DOCUMENTS

Section A. The following documents shall be submitted to the UPM-SHS as documentary requirements for the scholarship:

1. Personal Information Sheet
2. Recent two (2) passport sized pictures.
3. A **MEDICAL CERTIFICATE** issued by a government physician certifying to the nominee's **physical and mental fitness** to study, supported with Chest X-ray, CBC, Urinalysis, and Stool Exam and HBsAg taken within six (6) months prior to admission
4. Neuropsychiatric exam or related assessment
5. **SENIOR HIGH SCHOOL REPORT CARD** or Form 138 and **PERMANENT SECONDARY RECORD** (original and photocopy).
6. **BIRTH CERTIFICATE** issued by the Philippine Statistics Authority (original and photocopy).
7. A **BARANGAY RESOLUTION** endorsing the nominee and stating its willingness to provide him/her the required financial support and assistance to pursue university studies. The Resolution should be signed by simple majority (50%+1) of household heads in the barangay. In health emergency cases such as pandemics, where face to face engagements are not warranted alternatives means of documentation can be accepted such as online poll survey, SMS, phone calls, and the like.
8. An **ENDORSEMENT** from the Local Health Board (LHB) signed by the Municipal Mayor, the Municipal Health Officer (or equivalent), and a majority of all members of the LHB.
9. A **MUNICIPAL RESOLUTION** authorizing the Local Chief Executive to sign the RSA.
10. **COMMUNITY (BARANGAY) PROFILE** to include names of household heads, barangay population, consolidated nutritional status of 0-5 year-old children, morbidity and mortality profile, distance of the barangay to the Rural Health Unit (RHU) and nearest district hospital, and health human resource complement of the RHU, among others using the prescribe template attached to this guidelines. These data should be certified as correct by the Barangay Chairman and attested by the MHO.

In addition, the scholar shall submit an updated municipal LGU Scorecard with current data on selected health indicators using the format provided with these Recruitment Guidelines.

11. Certified true copy of the INCOME TAX RETURNS and W-2 of both parents for the taxable year. If the family has no real income, a BIR Certification of Tax Exemption or BIR Certificate of non-filer may be presented.
12. CERTIFICATION from the Barangay Chairman that the nominee and his/her parents are permanent residents of the barangay and that the nominee has actually resided thereat for at least one (1) year immediately prior to nomination.
13. RETURN SERVICE AGREEMENT (RSA) between the nominee, the endorsing municipality, and the University indicating:
  - a. The financial support to be provided by the community and its commitment to employ the graduate
  - b. The nominee's commitment to serve the community after completion of the training.

Parents of the nominee shall also be signatories of the RSA.

The RSA should be accomplished in triplicate using the attached format and signed by the scholarship applicant, the parents of the applicant, and the Municipal Mayor before it is submitted to UPM-SHS. However, submission of a signed RSA does not assure the applicant of admission to the UPM-SHS.

NGO/GO sponsored scholars, should submit MOA between the sponsoring NGO/GO and the student

14. List of BSNC composition and minutes of the meeting
15. Minutes of the Barangay Assembly

**IMPORTANT:** The above requirements shall be submitted to UPM-SHS not later than the stated deadline for submission stipulated in the recruitment letter sent by the RAC to the LGU. Applicants with incomplete requirements will not be considered for admission.

#### Section B. Instructions on the Submission of Documents:

1. All documents shall be submitted to the UPM-SHS as original copy, photocopy or duplicate as indicated above.
2. Only photocopies of the senior high school card and birth certificate shall be submitted ahead together with other requirements. Original copies are to be hand-carried by the nominees once they qualify for admission.
3. Required documents should be received at UPM-SHS not later than the stated deadline for submission.

Section C. The BSNC shall assist the nominee in completing the requirements for the purpose of availing of the scholarship.

#### VIII. POST-SCHOLARSHIP REQUIREMENTS

In line with the school's goals and objectives, graduates of the UPM-SHS are trained to meet the health human resource needs of the Philippines and not for foreign employment.

Recipients of the scholarship, including barangay scholars and scholars sponsored by other government agencies and non-governmental organizations (NGOs), are bound to render return service as health or community development workers in poor and underserved areas in the country for at least two (2) years for every year of study or training, and 1 year for a fraction thereof, of any course taken in UPM-SHS.

#### IX. PRIVILEGES OF THE SCHOLAR

Section A. Nominees accepted as barangay scholars are qualified by the University of the Philippines Socialized Tuition System (STS) and are entitled to free tuition, matriculation fees, and other benefits accorded to his/her scholarship.

Section B. Other scholarship benefits such as uniforms, additional books, medical equipment, support during Service Leave and board examination, and other forms of educational support shall be borne by the sponsoring barangay or municipality.

Section C. Other government agencies and NGOs sponsoring scholarships at UPM-SHS shall shoulder all the benefits and allowances due to the scholars and due to the University as stipulated in the Memorandum of Agreement between them.

#### X. RESPONSIBILITIES OF THE SPONSORING BARANGAY/MUNICIPALITY/PROVINCE

1. Payment of Local Counterpart Fees:
  - a. DM – PHP 500 (one-time only upon admission)
  - b. BSN – PHP 500 (one-time only upon admission)
  - c. MD – PHP 1,000/academic year
2. Miscellaneous fees decided by and payable to the Student Council (P50/Quarter)
3. Commitment to employ the graduate at any level.
4. Other expenses shall be borne by the sponsoring community or municipality as follows:
  0. Board examination expenses:
    - 4.1 Transportation expenses from Tacloban to where testing center is located
    - 4.2 Board and lodging in Manila or place of testing center



4.3 PRC registration

4.4 Financial support for uniforms, additional books, and medical and nursing equipment

4.5 Financial support for activities during the Service Leave

XI. CONFIRMATION OF NOMINEES

Confirmation of acceptance to the DM program shall be made not later one (1) month before the opening of classes. Notices of acceptance shall be sent to the qualified nominees through the fastest means of communication possible. Nominees who do not receive notices of acceptance from UPM-SHS after said date are enjoined to verify with the school through the contact person stipulated in the recruitment letter sent to the LGU.

XII. PROTEST CASES

The BSNC shall settle all protest cases before the nominee is admitted to UPM-SHS. If it fails to decide on these cases promptly, the assistance of the LHB should be sought. The decision of the LHB shall be considered final.

XIII. SCHOOL ADMISSION POLICIES

Any nominee who is found to have violated the school's admission policies as reflected in these guidelines, specifically on residence, income and relationship to BSNC shall not be readmitted to the next program level, without prejudice to other penalties that may be imposed by existing university rules and regulations regarding academic dishonesty.

XIV. ORIENTATION PERIOD

The confirmed nominees are expected to report to their respective admitting campuses of the UPM-SHS (Palo, Baler, Koronadal or Tarlac) not later than one (1) week before start of the academic year. This should give them enough time to make arrangements for their boarding houses in recommended boarding houses/dormitories/apartments.

Orientation will be scheduled before the first week of regular classes. Attendance in this activity is compulsory. Failure to attend may disqualify the nominee from admission to the DM program.

Regular classes will start on \_\_\_\_\_

TIMELINE FOR THE RECRUITMENT OF SCHOLARS TO UPM-SHS

ACTIVITY	SCHEDULE
Identification of target areas and scholarship allocations for AY _____	Week 1

Mailing of RAC Recruitment & Admission Guidelines to Target Municipalities	Week 2-4
Deadline for Submission of Scholarship Requirements to UPM-SHS	Week 5-10
Confirmation of Accepted Scholars to the DM Program	Week 11
Expected Date of Arrival in UPM-SHS	Week 20
Orientation Period	Week 21
Registration Period	Week 21
Welcome Rites of New Students and Start of Regular Classes for the 1 <sup>st</sup> Quarter AY _____	Week 1 (Quarter 1)