



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

MEMORANDUM FROM THE CHAIRPERSON

TO : All CHED Regional Office (CHEDRO) Directors/President of Association of Colleges of Agriculture in the Philippines (ACAP) /Heads of all Mill District Development Council (MDDC)

SUBJECT : National Public Consultation on the Implementing Guidelines for the Scholarship Program for Children and Dependents of Sugarcane Industry Workers and Small Farmers

DATE : 8 March 2016

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," R.A. No. 10659 "An Act Promoting and Supporting the Competitiveness of the Sugarcane Industry and for other Purposes" otherwise known as the "Sugarcane Industry Act of 2015," and R.A. No. 10717 "General Appropriations Act (GAA)," FY 201, the Commission on Higher Education (CHED) in coordination with Sugar Regulatory Administration (SRA) and Association of Colleges of Agriculture in the Philippines (ACAP) will conduct a public consultation on the proposed Implementing Guidelines for the Scholarship Program for Children and Dependents of Sugarcane Industry Workers and Small Farmers to be held on March 18, 2016, 9:00 am at Sugar Regulatory Administration, Sugar Center Bldg., North Ave., Diliman, Quezon City.

Participants to this activity will include Regional Directors, Supervisor, SRA Officials, President of ACAP and Heads of MDDC, CHED Central Office Officials and Technical Working Group and member agencies.

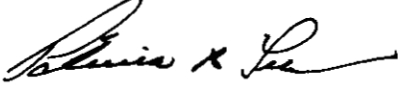
Kindly submit the list of participant/s to the Office of Student Development and Services (OSDS) through telephone number 988-0001 or email osds@ched.gov.ph five (5) working days before the consultation schedule.

Travel expenses (accommodation, per diem and transportation) of participants from CHEDROs and other government institutions shall be charged against local funds subject to usual accounting and auditing rules and regulations. Participants from ACAP and private entity shall make the necessary arrangements with their respective administration for their expenses. Food during the public consultation shall be provided by CHED.

For more information and/or confirmation, please contact the local Student Affairs Division (LSAD), OSDS through Dr. Nena B. Asingjo, Chief EPS, at telephone number 988-00-01.

Attached is the draft Implementing Guidelines on the subject above, for your information and full support to the Program.

Your attendance to this undertaking is a must.


PATRICIA B. LICUANAN, Ph.D.

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CHED MEMORANDUM ORDER

No. _____

Series of 2016

SUBJECT: IMPLEMENTING GUIDELINES FOR THE SCHOLARSHIP PROGRAM FOR CHILDREN AND DEPENDENTS OF SUGARCANE INDUSTRY WORKERS AND SMALL FARMERS

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", Republic Act 10717 "General Appropriations Act (GAA), FY 2016" and Republic Act 10659 "Sugarcane Industry Development Act (**SIDA**) of 2015" particularly Sec. 6.b and by virtue of Resolution No. _____, of the Commission en banc dated _____ the Guidelines for Scholarship Program for Children and Dependents of Sugarcane Industry Workers and Small Farmers also known as the SIDA Scholarship Program effective AY 2016-2017, are hereby adopted and promulgated by the Commission, thus:

I. Objective

The general objective of the program is to provide scholarships to qualified children and dependents of sugarcane industry workers duly certified by the Sugar Regulatory Administration (SRA) based on the set criteria and also known as the SIDA Scholarship Program.

This scholarship program aims to ensure that the deserving baccalaureate and post graduate students are enrolled in relevant fields of discipline in State Universities and Colleges (SUCs) which have programs in agriculture; agricultural engineering & mechanics; chemical engineering; and sugar technology as identified in Sec. 6.b of R.A. 10659 including ladderized programs.

II. Coverage

The scholarship program is open to qualified children and dependents of Sugarcane Industry Workers and Small Farmers. This program shall cover both baccalaureate and post graduate students who are qualified to enroll in identified degree programs to concerned SUCs. Student applicants must avail of only one publicly-funded student financial assistance programs.

III. Qualification of Beneficiaries, Documentary Requirements, Application and Award Procedures

1. Qualifications

1.1 Baccalaureate

- 1.1.1 High school graduate (at least 85% weighted average) or with earned college academic units relevant to the identified degree programs;
- 1.1.2 Duly certified by SRA as Sugarcane Industry Workers and Small Farmers' children and dependents.
- 1.2 Post-graduate program
 - 1.2.1 With appropriate baccalaureate degree program (with at least GPA of 2 or better) for master's studies and doctoral degree programs;
 - 1.2.2 Duly certified by SRA as Sugarcane Industry Workers and Small Farmers' children and dependents.

2. Documentary Requirements

2.1 Baccalaureate

- 2.1.1 Form 138 (Report Card) or ALS or PEPT Certificate, if high school graduate; or Certified true copy of transcript of academic records, if applicant has already earned academic units in college;
- 2.1.2 Notice of Admission or Certificate of Enrollment;
- 2.1.3 Certificate of Good Moral Character from the last school attended;
- 2.1.4 Certification from SRA as children and dependents of Sugarcane Industry Workers and Small Farmers.

2.2 Post-Graduate

- 2.2.1 Diploma and TOR of baccalaureate/master's degree {or approved thesis/dissertation proposal for grant;}
- 2.2.2 Notice of Admission or Certificate of Enrollment;
- 2.2.3 Certificate of Good Moral Character from the last school attended;
- 2.2.4 Certification from SRA as children and dependents of Sugarcane Industry Workers and Small Farmers.
- 2.2.5 For those requesting for a thesis/dissertation grant, an approved research proposal from the school and evaluated and endorsed by the TWG

3. Application Procedure

- 3.1 Student applicant shall secure SRA certification;
- 3.2 Applicants must pass the admission requirements of the concerned SUCs
- 3.3 All qualified applicants shall submit the required documents to concerned CHEDROs;
- 3.4 CHEDROs shall evaluate and rank student applicants;
- 3.5 CHED-OSDS shall validate the {ranklist} (ranking) and approve the (qualified) {masterlist of} beneficiaries for funding purposes;

4. Awarding Procedure

- 4.1 CHED-OSDS shall issue the corresponding (number of awardees) {award numbers} to concerned region based on the approved slot allocation;
- 4.2 CHEDROs shall issue Notice of Award (NOA) to individual beneficiaries based on the approved masterlist;

4.3 Beneficiary shall accept and duly signed the NOA and provide a copy to CHEDRO.

IV. Financial Benefits

Scholars shall receive the following:

a. Semestral Benefits-Per Scholar

Type	Amount
Tuition & Misc. Fees – per semester	P25,000.00
Books Allowance – per semester	P5,000.00
Stipend which includes (subsistence, clothing, transportation allowance and medical insurance – 10,000/month	P50,000.00
Total	P80,000.00

b. One-time Benefits-Per Scholar

Type	Amount
Dissertation Allowance	P75,000.00
Thesis Allowance	P50,000.00
Total	P125,000.00

Note: Blue ink shall be deleted since dissertation is for PhD and Thesis is for MS

- c. Financial assistance/benefits are only authorized during summer when the degree program prescribes it, or for meritorious reasons. Beneficiaries must submit a written request to CHEDRO before the end of the second (2nd) semester immediately preceding summer for evaluation of the CHEDRO.

V. Conditions of the Scholarship Program

The beneficiary must comply with the following:

1. Enroll in the concerned SUCs following the conditions on the NOA;
2. Carry a full load as prescribed in the concerned SUCs approved study program of the curriculum;
3. Pass all {his/her} the subjects enrolled for the continuance of the program; (for the non-U.P. SUCs scholars, the GWA grade ceiling is a requirement).
4. Complete the degree program enrolled within its prescribed duration; in case the thesis is delayed for its completion due to acceptable and valid reasons, a one semester extension maybe granted but without stipend;
5. Financial benefits shall be suspended or terminated if the beneficiary fails to meet any of the aforementioned conditions; and

6. The scholarship program will be automatically forfeited in the event the beneficiary accepts another grant from another government agency.
7. Replacement may be allowed within a given academic year, subject to following conditions, such as: voluntary withdrawal from the program awarded; force majeure or other unforeseen/unavoidable circumstances; dropped-out; waiver of the beneficiary within the semester; and termination due to poor academic performance.

However, such replacement shall be recommended by CHEDRO subject to the approval of OSDS. Replacee must be taken from the approved ranklist and can avail the remaining duration of the scholarship program of the replaced beneficiary.

8. Scholars, when graduated, should render or work in Philippines, whether in the government or private sectors).

VI. Administrative Cost

The administrative cost shall be 5% of the total budget allocated for the program and shall be distributed as follows: 2.5% for OSDS and 2.5% for the concerned CHEDROs. These shall be used for the related expenses such as but not limited to:

- a. Office supplies and materials
- b. Communication
- c. Transportation/travel
- d. Maintenance/repair of equipment
- e. Meetings and conferences
- f. Printing
- g. Sourcing of job order services, and
- h. Other incidental expenses

VII. Functions and Responsibilities

The functions and responsibilities of CHED, SRA and TWG relative to the administration of the program shall be as follows:

1. Commission on Higher Education (CHED)

A. Office of Student Development and Services (OSDS)

- Formulates the implementing guidelines of the scholarship program in coordination with SRA;
- Provides secretariat and technical services as deemed necessary;

- Issues award numbers of beneficiaries to concerned CHEDROs;
- Recommends to the Administrative, Finance Management and Services (AFMS) the fund transfer of financial benefits to concerned CHEDROs;
- Provides concerned CHEDROs and SRA the approved masterlist of beneficiaries for reference;
- Monitors and evaluates the implementation of the program in coordination with SRA;
- Determines slot allocations per concerned region in coordination with SRA to be approved by the CHED Chairperson;
- Represents CHED in the activities of the TWG; and
- Prepares and submits report on the scholarship program which includes among others the recipient SUCs and number of scholars to the DBM, House Committee on Appropriations and Senate Committee on Finance.

B. Administrative, Finance Management and Services (AFMS)

- Transfers the funds to the concerned CHEDROs based on the OSDS recommendation;
- Monitors the utilization of the funds; and
- Prepares and submits quarterly report on the utilization of funds to the DBM, House Committee on Appropriations and Senate Committee on Finance.

C. CHED Regional Offices (CHEDROs)

- Receives and processes application with documentary requirements;
- Submit ranklist to CHED-OSDS;
- Issue NOA to qualified applicants based on the approved masterlist of beneficiaries;
- Submits to OSDS the masterlist of beneficiaries using the prescribed format;
- Process and release financial benefits to beneficiaries;
- Recommends continuance or termination of the beneficiaries as the case may be;
- Assists OSDS and concerned Offices in the monitoring of the program; and

- Prepares and submits physical and financial reports to CHED-OSDS and AFMS.

2. Sugar Regulatory Administration (SRA)

- Issues certification to student applicants as children and dependents of Sugarcane Industry Workers and Small Farmers;
- Provides CHED the list of relevant degree programs and SUCs;
- Provides technical assistance to CHED-OSDS and CHEDROs, as necessary;
- Joins CHED Monitoring and evaluation on the implementation of the program as may be deemed necessary;
- Determines slot allocations per concerned region in coordination with CHED-OSDS to be approved by the CHED Chairperson; and
- Represents SRA in the activities of the TWG.

VII. Monitoring and Evaluation Mechanism

1. CHED and other concerned agencies shall monitor the implementation of the program; and
2. Monitoring expenses shall be charged to the funds of the respective agency.

VIII. Funding

For the current year, the allocated budget is Seventy Eight Million Five Hundred Thousand Pesos (Php78,500,000.00) following the allocation prescribed in R.A. 10659 particularly in Sec. 11. In the subsequent years, the requirement shall be included under the annual General Appropriations Act (GAA).

IX. Transitory

In the event that the qualified applicants have already enrolled, their expenses shall be reimbursed.

IX. Effectivity

Upon issuance of this CMO, all concerned shall comply with the guidelines on the Scholarship Grant for Children and Dependents of Sugar Industry Workers and Small Farmers Program.

The Implementation of this CMO shall commence effective First Semester, Academic Year 2016-2017.

For proper guidance and strict compliance of all concerned.

Issued this ____ day of _____, 2016, Quezon City

For the Commission:

PATRICIA B. LICUANAN, Ph.D.
Chairperson