



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



CHED MEMORANDUM ORDER
No. 22
Series of 2016

**SUBJECT: GUIDELINES FOR FOREIGN SCHOLARSHIPS FOR
GRADUATE STUDIES FOR FACULTY AND STAFF DURING THE
K TO 12 TRANSITION PERIOD**

Pursuant to Republic Act 7722 or the Higher Education Act of 1994, the Commission on Higher Education plays a primary role in promoting the exercise and observance of academic freedom *for the continuing intellectual growth and the advancement of learning and research*. Further, in accordance with its pertinent provisions, the Commission is tasked, among other things, to *formulate and recommend development plans, policies, priorities, and programs on higher education and research; develop criteria for allocating additional resources such as research and program development grants, scholarships, and other similar programs; and perform such other functions as may be necessary for its effective operations and for the continued enhancement, growth or development of higher education*. In view whereof, the **Guidelines for Foreign Scholarships for Graduate Studies for Faculty and Staff during the K to 12 Transition Period** are hereby adopted and promulgated by the Commission, for the guidance of all higher education faculty and staff.

Article I
Statement of Policies and Principles

1. The Commission's responsibility in the K to 12 Transition is enshrined in Republic Act 10533, or the Enhanced Basic Education Act of 2013, along with its Implementing Rules and Regulations (IRR), which mandates the Commission to help ensure a smooth transition to the new system, along with ensuring that the human resource capabilities of higher education institutions (HEIs) are not adversely affected.
2. The transition to K to 12 will take place through a five-year period in the higher education sector, from SY 2016-2017 to SY 2020-2021, as enrollment in colleges and universities drops with the nationwide implementation of Senior High School (SHS), consequently reducing the operational viability of HEIs and their personnel. But with proper measures to mitigate the adverse impact of K to 12 on labor and HEIs, the transition years also offer an extremely rare opportunity to upgrade the country's higher education system and fast-track the Higher Education Reform Agenda (HERA), particularly in: (1) leveling the playing field between public and private HEIs, (2) institutionalizing and strengthening partnership with basic education, (3) strengthening quality assurance, (4) upgrading qualifications of faculty, (5) achieving excellence and global competitiveness, and (6) optimizing roles in poverty alleviation and social development.

3. The K to 12 Transition Program was thus established by the Commission through Commission En Banc (CEB) Resolution No. 210-2015, offering a range of grants through which higher education personnel with reduced workloads can advance content knowledge, be trained in pedagogical tools, promote research productivity, and build capability through immersive learning engagements in various sectors.
4. The K to 12 Transition Program includes Scholarships for Graduate Studies, as set forth in CHED Memorandum Order No. 3, series of 2016, which gives grants for higher education faculty and staff to pursue master's or doctoral studies, including thesis or dissertation grants, in delivering HEIs with strong expertise in the Philippines. Said memorandum also sets the groundwork for increased investment in scholarships for graduate education.
5. In view of the importance of faculty development, the need to diversify local expertise across disciplines, expose our higher education faculty to the variety of education systems, as well as to provide them avenues for linkages with their foreign counterparts, the Commission thus deems it critical to make available a select range of opportunities for graduate studies abroad, reiterating the Commission's position that *our nation cannot compete with its neighboring countries that are now moving towards offering cutting-edge programs and technologies unless we invest in creating a pool of experts in our academic institutions.*¹
6. The entire Philippine higher education landscape stands to benefit from increased investment in scholarships for graduate studies in recognized foreign universities by exposing Filipino scholars to expertise and training in emerging disciplines that are yet in incipient stages of development locally, as well as by investing in potential leaders of such sectors, both to enrich academic instruction and to greatly contribute to the practice of such fields or professions.
7. This policy is in line with, and serves to complement, existing efforts by the Commission to increase access to foreign scholarship in order to enrich and strengthen Philippine higher education. These include the Ph.D. Sandwich Program under the CHED Faculty Development Program Phase II (CHED-FDP 2), the Philippine-California Advanced Research Institute (PCARI), and other initiatives of the Philippine government through the Department of Science and Technology (DOST). Further, this policy is in line with joint action plans and bilateral cooperation agreements signed by the Philippines with its foreign counterparts, giving rise to and facilitating the mutual exchange of faculty both within the ASEAN region and beyond.
8. The Commission hereby issues the **Guidelines for Foreign Scholarships for Graduate Studies for Faculty and Staff during the K to 12 Transition Period**. The guidelines herein set forth shall define the priorities and procedures for the availment of foreign scholarships, in view of expanding local expertise across various disciplines, deemed important to developing the academe, and to supporting local and national development.

¹ CHED Memorandum Order No. 29, Series of 2009



Article II Components

The Commission shall award grants and scholarships for Filipino scholars who wish to pursue graduate studies abroad, according to the types identified below. Further, while the value of each grant or scholarship award may vary depending on the program being pursued, the Commission shall specify a maximum value for each type **(Refer to Appendix 1: Maximum Value of Award per Grant Type)**.

1. Start-Up Grant for Foreign Studies Application

The Start-Up Grant aims to reduce the barriers faced by prospective scholars from among HEI faculty and staff who wish to pursue further studies in foreign universities, but are constrained by high costs of required examinations, such as the Graduate Record Examination (GRE), Test of English as a Foreign Language (TOEFL), and the International English Language Testing System (IELTS).

Said Grant shall be awarded on the basis of merit, as reflected by each applicant's (1) academic record, (2) statement of purpose, and (3) proposed application plan indicating prospective schools and programs. Successful recipients shall be awarded vouchers to cover the costs of such examinations, through arrangements made by the Commission.

2. Ph.D. Sandwich Program

Consistent with CHED Memorandum Order No. 26, Series of 2009, the Commission endeavors to continue its Ph.D. Sandwich Program, to be undertaken on a full-time basis in priority fields identified by the Commission, or as justified by their application. Scholars are expected to have completed all required coursework in a Philippine HEI (home HEI), conduct a maximum of one year of dissertation research in a host HEI abroad, and return to their home HEI to complete dissertation writing.

To increase such opportunities for placement, the Commission shall endeavor to set up such linkages abroad, apart from those that faculty and staff may be able to access individually.

3. Partial Support for Foreign Master's and Doctoral Studies

The Commission recognizes the reality that many highly competent HEI faculty and staff apply and gain admission to top-ranking HEIs abroad, but remain constrained by lack of resources for tuition, lodging and other expenses. Support shall thus be made available to these prospective scholars through partial and tiered funding support, awarded on the basis of merit.

This partial support is meant for prospective scholars who meet the following criteria:

1. Have already gained admission to an HEI abroad, recognized by the Commission as a competent HEI for the graduate program being undertaken, as determined by the Vetting Panel constituted by the Commission;
2. Have other sources of funding to cover the remainder of the costs for graduate studies, whether through scholarships, personal funds, or others; and
3. Have been duly endorsed by the dean of the respective school or college in their sending HEI.

Scholars applying for Partial Support for Foreign Master's and Doctoral Studies must submit a Work and Financial Plan (**Refer to Appendix 4: Work and Financial Plan Template**), broken down into expenditure items benchmarked against annual living costs as computed by the HEI abroad, and indicating their various sources of funding. Further, each scholar must identify the expenditure being requested for from the Commission, and shall provide proof of liquidation for said amount.

4. Full Scholarships for Master's and Doctoral Studies

As part of its continued effort to strengthen linkages with recognized HEIs abroad, to cultivate a culture of academic exchange, and to expand perspectives in Filipino scholarship, the Commission shall partner with various foreign counterparts to facilitate the provision of scholarships and support for placement of a select group of outstanding Filipino scholars with the potential to become leaders in their respective sending HEIs, in their disciplines, and in the country.

Note that these scholarships shall follow the procedures for application and selection, and be subject to the Terms and Conditions, as stipulated by each respective foreign partner. Further, in instances where the Terms and Conditions of the partner varies from those stipulated herein by the Commission, particularly under *Obligations of Scholars and Return Service*, the Terms and Conditions of the partner shall prevail.

The Commission shall make available the list of available scholarships and foreign partnerships as established, and shall disseminate the same to all HEIs, faculty, and staff, through official channels. Said list of opportunities shall also be posted and regularly updated on the CHED website.

Further, scholars specializing in the sciences and engineering, particularly in Translational Medicine, Clinical Research, Biochemistry and Molecular Biology, Biological and Medical Informatics, and related fields in Health Innovation and Information Infrastructure Development, are encouraged to apply for the Philippine-California Advanced Research Institute (PCARI) scholarship. Guidelines for the said scholarship are detailed in **CHED Administrative Order No. 2, series of 2015**, which may be accessed on the CHED website.

Article III Eligibility

The grants herein described are intended for HEI faculty and qualified non-teaching staff. Further, the Ph.D. Sandwich, Partial Support, and Full Scholarship may also be awarded in exceptional cases to Filipino citizens who are not currently affiliated with a CHED-recognized HEI, provided they commit to fulfill a return service obligation in the form of teaching upon completion of the grant.

Each applicant must:

1. Be a Filipino citizen;
2. Not be more than 42 years old for applicants to master's degree programs, not more than 40 years old for applicants to doctoral degree programs, or not more than 50 years old for the Ph.D. Sandwich Program;



3. Hold at least a bachelor's degree (for applicants to master's degree programs) or a master's degree (for applicants to doctoral degree programs) relevant to the graduate degree being sought; or have completed all required coursework for a doctoral degree (for applicants to the Ph.D. Sandwich Program);
4. Demonstrate strong academic record;
5. Be in good health and of good moral character;
6. Have no pending criminal charges, and must not have been convicted for violation of any Philippine Law; and
7. Fulfill all the Terms and Conditions of the grant, including a return service obligation.

Article IV Priority Fields

While priority fields have been identified for Graduate Education Scholarships for Faculty and Staff in the K to 12 Transition Period (Refer to CHED Memorandum Order No. 3, series of 2016, Appendix 1), the Commission endeavors to further identify priority fields for foreign scholarships, based on the following considerations:

1. No Filipino, or only very few, presently hold a degree in the intended field, or the number of degree holders in the field are declining in number;
2. The field is critical to national development and in boosting the reach and quality of Philippine HEI offerings;
3. Specialized studies in the intended field are not currently available in the Philippines; and
4. The field has new expansions in knowledge and research endeavors not yet or hardly done in the Philippines.

Interested HEI faculty and staff may refer to **Appendix 2: Priority Fields for Foreign Scholarships.**

Article V Application Process and Requirements

A. Start-Up Grant for Foreign Studies Application

1. Interested HEI faculty and staff must accomplish the application form (**Refer to Appendix 3-A**) indicating all examinations for which the voucher is being sought and the prospective degree program/s and HEIs (maximum of 2).
2. Applicants must submit the accomplished application form along with the following:
 - Curriculum Vitae
 - Statement of Purpose (maximum of two pages, Times New Roman size 12, single spaced). Applicant must include justification for his/her decision to apply for the prospective degree program in the HEIs selected.
 - Certified True Copies of Transcript of Records of all higher education courses taken by the applicant



3. Applications must be submitted to the CHED K to 12 Transition Program Management Unit (PMU) using the CHED Online System, when available. Applications shall be accepted and awarded on a rolling basis, and subject to availability of funds.

B. Ph.D. Sandwich Program

1. Prospective scholars must have completed all required coursework for the doctoral degree being sought prior to application, in a CHED-recognized HEI.
2. Prospective scholars must submit the accomplished application form (**Refer to Appendix 3-B**) along with the following:
 - Statement of Purpose (maximum of two pages, Times New Roman size 12, single spaced)
 - Dissertation Proposal (maximum of one page, Times New Roman size 12, single spaced)
 - Certified True Copies of Transcript of Records of all higher education courses taken by the applicant
 - Certification of acceptance as research fellow in host HEI abroad
 - Work and Financial Plan, signed by an academic supervisor from both the home HEI (where the coursework was taken), and the host HEI (where the research shall be undertaken). **Refer to Appendix 4: Work and Financial Plan Template.**
 - Reentry Plan (**Refer to Appendix 5: Reentry Plan Template**) and Return Service Agreement with his/her sending HEI for bona fide employees of CHED-recognized HEIs; otherwise, a certification from a CHED-recognized HEI committing to hire the prospective scholar upon completion of the program
 - Proof of Filipino citizenship (photocopy of NSO birth certificate, information page of valid passport, or voter's ID)
 - Medical certificate issued by a government physician in the last six months
3. Applications must be submitted to the K to 12 Transition PMU, using the CHED Online System, when available. Applications are accepted on a rolling basis, provided they are submitted at least a full semester prior to the intended start of the grant.
4. Applications shall be evaluated by a Vetting Panel designated by the Commission. Applicants may, in addition, be required to pass an interview. The award of the grant shall be subject to availability of funds.

C. Partial Support for Foreign Master's and Doctoral Studies

1. Prospective scholars must first qualify for the relevant program and/or scholarship for which they are seeking additional funding from the Commission.
2. Prospective scholars must submit the accomplished application form (**Refer to Appendix 3-C**) along with the following:



- Letter of acceptance to the relevant program
 - Letter of award of scholarship (if applicable), and/or proof of other sources of funds (bank statements, notarized affidavits, etc.)
 - Statement of Purpose (maximum of two pages, size 12 font, single spaced)
 - One (1) Letter of Endorsement from the dean of the respective school or college in applicant's sending HEI
 - Work and Financial Plan for amount requested (***Refer to Appendix 4: Work and Financial Plan Template***).
 - Reentry Plan (***Refer to Appendix 5: Reentry Plan Template***) and Return Service Agreement with his/her sending HEI for bona fide employees of CHED-recognized HEIs; otherwise, a certification from a CHED-recognized HEI committing to hire the prospective scholar upon completion of the program
 - Proof of Filipino citizenship (photocopy of NSO birth certificate, information page of valid passport, or voter's ID)
 - Medical certificate issued by a government physician in the last six months
3. Applications must be submitted to the K to 12 Transition PMU using the CHED Online System, when available. Applications are accepted on a rolling basis, provided they are submitted at least a full semester prior to the intended start of the grant.
4. Applications shall be evaluated by a Vetting Panel designated by the Commission. Applicants may, in addition, be required to pass an interview, prior to recommendation to, and approval of, the Commission En Banc (CEB). The award of the grant shall be subject to availability of funds.

D. Full Scholarship for Master's and Doctoral Studies

Full scholarships, while funded by the Commission, are administered by the respective foreign partners, and shall follow the rules and regulations of each. Applications shall be coursed directly to said scholarship-giving bodies. The availability of said scholarships shall be posted in the CHED website and disseminated regularly through channels.

Article VI Terms and Conditions

The following Terms and Conditions shall apply to all scholars under the Ph.D. Sandwich Program, Partial Support for Foreign Studies, and Full Scholarship for Master's and Doctoral Studies.

A. Obligations of Scholars

Each scholar must:

1. Fully disclose to the Commission all other benefits received in order to ensure that there is no duplication of scholarship benefits;
2. Adhere to excellent standards of scholarship;



3. Submit copies of the following to the Commission as indicated:
 - a. Report of grades at the end of each semester covered by the grant,
 - b. Copy of the thesis/dissertation proposal after approval by the HEI abroad,
 - c. Copy of the thesis/dissertation, Certified True Copy of Certificate of Graduation/Diploma, and Certified True Copy of Transcript of Records within one (1) month after graduation.
4. Fulfill the terms and conditions of his/her grant, both as stipulated in this policy and the Scholarship Contract, and all the terms and conditions as may be set forth by the foreign entity under which the grant is undertaken;
5. Conduct him/herself in such a manner as to uphold his/her good name and that of the Philippines;
6. Return to the Philippines immediately upon completion of the grant;
7. Fulfill the return service obligation of the grant according to the conditions specified in this policy;
8. Seek written clearance from the Commission before traveling abroad for personal or official reasons during the period that return service is being rendered; and
9. Seek to use his/her education to directly further higher education in the Philippines by contributing to the body of knowledge and/or to the practice of his/her profession in the country.

B. Return Service

1. Scholars must return to the Philippines immediately after completion of the grant, unless an alternative arrangement is approved by the Commission.
2. Scholars must render return service in their sending HEI according to the Return Service Agreement or Certification submitted to the Commission upon application for the grant;
3. Scholars must render return service according to the following conditions:
 - Two (2) years, or its equivalent number of units, of service in a CHED-recognized HEI for every year of the scholarship or fraction thereof no less than six (6) months; and
 - One (1) year, or its equivalent number of units, of service in a CHED-recognized HEI for a fraction of a year less than six (6) months but not less than two (2) months.
4. Return service should preferably be rendered full-time, but may be rendered part-time provided the scholar does not render less than 12 units of service for each semester, and fulfills the equivalent total number of units required within the time limit set by the Commission. **Refer to Appendix 6: Return Service Computation for details.**
5. The HEI in which the return service is rendered shall be in charge of monitoring the progress of the return service, furnishing the Commission with annual updates, and notifying the Commission in writing immediately upon completion of the return service.
6. The Commission shall issue a Certificate of Completion to the scholar upon receipt of notification from the HEI, and relieve him/her of all obligations under the grant.
7. The Commission reserves the right to adjudicate special cases, and may impose rules or regulations pertinent to return service by the scholar under the each grant type.

C. Termination of Scholarship

The Commission has the right to terminate the scholarship for Ph.D. Sandwich Programs, Partial Funding for Foreign Master's and Doctoral Studies, and Full Scholarship for Master's and Doctoral Studies, or upon recommendation of the home HEI, sending HEI, HEI abroad, or foreign partner, under any of the following circumstances:

1. The scholar fails to meet the academic standards set by foreign partner/HEI;
2. The scholar resigns or transfers from his/her sending HEI to another HEI without prior approval from the sending HEI and the Commission, or otherwise violates the provisions of the Return Service Agreement submitted to the Commission upon application;
3. Other justifiable grounds which prove the inability of the scholar to complete his/her degree (e.g. poor health of grantee as certified by a government physician, etc.);
4. Non-availability or exhaustion of funds;
5. Any act of immorality, drunkenness, dishonesty, and any other form of misconduct;
6. Conviction of any crime by a court or proper administrative body; and
7. Such other acts as may be considered by the Commission as inimical to the interest of the government of the Republic of the Philippines and those that adversely affect the integrity of the Graduate Scholarship Program.

D. Payment of Obligations

1. All financial support extended to the scholar shall be repaid to the Commission in case he/she is unable to finish his/her degree and/or render the required years of service, except when the program is terminated due to lack of funds or death of the scholar, or other extraordinary circumstances as evaluated and decided by the Commission.
2. When a scholar fails to fulfil his/her service obligation, either due to unauthorized transfer to another HEI or resignation from his/her sending HEI, he/she is required to pay back to the concerned institution/s all the privileges enjoyed on top of the scholarship and the money value of the service obligation based on salary equivalent at the time of transfer or resignation.
3. The collection/deduction of a scholar's payment obligation shall be the responsibility of the sending HEI and the Commission. The terms for the payment of obligation shall be evaluated and decided upon by the Commission.
4. Failure to fulfill the obligations herein stated shall result in administrative or criminal action, and shall disqualify the scholar from any other further grants from the Commission.

E. Waiver of Accountabilities

Upon successful completion of the program, including completion of return service and submission of all required documents, the scholar shall be relieved of all accountabilities under the Scholarship Contract and the program.



**Article VII
Repealing Clause**

All CHED Memorandum Orders and other policies or issuances with provisions that are inconsistent with these guidelines are hereby repealed.

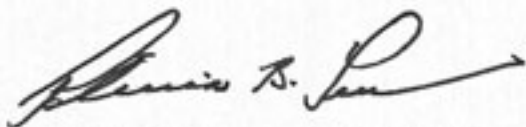
**Article VIII
Separability Clause**

If any part of provision of this Order shall be held invalid or illegal by competent authority, other provisions thereof, which are not affected thereby, shall continue to be in full force and effect.

**Article IX
Effectivity**

This Order shall take effect immediately and remain in force until the end of SY 2020-2021, unless otherwise extended or adopted by the Commission.

Issued this 20 th day of April, 2016 in Quezon City, Philippines.



Patricia B. Licuanan, Ph.D.
Chairperson

Appendices:

1. Maximum Value of Award per Grant Type
2. Priority Fields for Foreign Scholarships
3. Application Forms (Application Voucher, Ph.D Sandwich Program, Partial Support for Foreign Master's and Doctoral Studies)
4. Work and Financial Plan template
5. Reentry Plan Template
6. Return Service Computation



Appendix 1: Maximum Value of Award per Grant Type

The amount awarded for each grant may vary, depending on the exams to be taken by the prospective scholar, in the case of the Start-Up Grant, and depending on the Work and Financial Plan submitted, in the case of the Ph.D. Sandwich and Partial Support for Master's and Doctoral Studies.

The Commission, however, has set the maximum value that may be awarded to each scholar per grant type, as follows:

Type of Grant	Maximum Value of Award
Start-Up Grant for Foreign Studies	Actual cost of examination, as required: <ul style="list-style-type: none"> • GRE • TOEFL or IELTS
Ph.D. Sandwich Program	Thirty thousand US dollars (US\$ 30,000.00)
Partial Support (Master's)	Maximum amount awarded for local master's degrees according to CHED Memorandum Order No. 3, series of 2016, or as amended, in its equivalent in US Dollars at the prevailing exchange rate. <i>(Around PhP 1,000,000.00)</i>
Partial Support (Doctorate)	Maximum value awarded for local doctoral degrees according to CHED Memorandum Order No. 3, series of 2016, or as amended, in its equivalent in US Dollars at the prevailing exchange rate. <i>(Around PhP 2,000,000.00)</i>

Further, the above amounts may be retained or updated by the Commission each academic year to adjust for inflation and other factors, as necessary. Visit the website of the Commission on Higher Education, <http://www.ched.gov.ph>, for updates.

Appendix 2: Priority Fields for Foreign Scholarships

Agricultural Education	Aquaculture, Biodiversity Conservation, Capture Fisheries, Food Security, Forest Restoration, Forest and Climate Change Studies, Plantation Development, Resource Management, Watershed Management, Agri-technology and Post-Harvest Processing
Architecture, Fine Arts, and Related Programs	Future Cities, Urban and Regional Planning, Public Works Planning and Development, Transportation Studies, Ecological Landscape - Architecture, Land Use Planning, Landscape Ecology, Tropical/Cultural Landscape Architecture, Urban and Countryside Landscape
Business Management	Business Analytics, Business Ethics, Entrepreneurship, Finance, Human Resource Management, Organizational Development, Tourism Management (Ph.D level)
Criminal Justice Education	Administration of Justice and Security, Cybersecurity, Forensic Science
Engineering	Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronic and Communications Engineering, Materials Engineering / Synthetic Products, Mechatronics and Robotics, Materials Science Engineering, Metallurgical Engineering, Mining Engineering, Petroleum Engineering, Sanitary Engineering, Transportation Engineering
Health Profession Education	Health and Life Sciences; Health/Medical Informatics; Health Communications; Epidemiology; Health Innovation and Translational Medicine; Health Regulatory Sciences (including Pharma & Medical Device Law, Regulatory Compliance); Health Financing; Medical Anthropology; Mental Health, Medical Technology; Occupational Health; Pharmacogenomics; Public Health; Radiology; Water, Sanitation and Hygiene (WASH), Sports Science
Information Technology	Interactive Media, Data Science, Digital Animation, Game Development, Digital Innovation and Creativity, Systems Analysis
Maritime Education	Maritime Affairs and Diplomacy, Maritime Evaluation and Assessment, Naval Architecture, Ship Design and Construction, Ship Superintendence
Science and Math	Biotechnology, Climate and Atmospheric Sciences, Computational Biology and Quantitative Genetics, Disaster Risk Reduction and Management, Energy Studies, Environmental Sciences, Geosciences, Geology, Marine Biology, Math and Applied Math, Meteorology, Molecular Biology, Nano Sciences,

	Renewable Energy Studies, Risk and Vulnerability Studies, Statistics and Applied Statistics
Social Sciences	Anthropology, Archaeology, Conflict and Development, Demography and Population Studies, Ethics and Human Rights, Economics and Applied Economics (<i>e.g. Behavioural Economics, Development Economics, International Economics, Environmental Economics, Health Economics, etc.</i>), Gender Studies, Studies of Ethnicity and Religions, Ethnology and Linguistics, Humanitarian Studies, Communication and Applied Studies in Communication (<i>e.g. Media Research, Broadcast Communication, etc.</i>), Convergence Media, Media and Information Literacy, Psychology, Social Welfare and Development
Education	Alternative Learning System/Distance Education, Adult Education, Early Childhood Education, Higher Education, Curriculum Studies, Education Policy, Educational Leadership, Lifelong Learning, Education Technology and Innovation, Special and Inclusive Education
Public Management and Governance	Government and Peace Building, International Relations and Transnational Issues, International Business, International Law, International Development, Public Policy

APPLICATION FORM (Appendix 3-A)
START-UP GRANT FOR FOREIGN STUDIES

NAME OF APPLICANT	LAST NAME, GIVEN NAMES M.I.		
Permanent Address (Philippines)			
Contact No.		Email	
Date of Birth	mm/dd/yyyy	Citizenship	
Official Designation and Field of Specialization	<i>e.g., Instructor IV, Bioethics and Philosophy of Science</i>		
Name and Address of Sending HEI (Philippines)			

DETAILS OF PROSPECTIVE STUDIES <i>maximum of two (2) institutions</i> <i>* For TOEFL or IELTS, select one examination only. Each grantee will be awarded a voucher for either the TOEFL or IELTS, not both.</i>			
Name of HEI Abroad	Address	Degree Program Sought	Examinations Required
1.			<input type="checkbox"/> GRE <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS
2.			<input type="checkbox"/> GRE <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS

ATTACHMENTS <i>Staple this form to the front of your application. Incomplete applications will not be processed.</i>
<input type="checkbox"/> Curriculum Vitae
<input type="checkbox"/> Statement of Purpose <i>maximum two (2) pages, Times New Roman size 12, single spaced</i>
<input type="checkbox"/> Certified True Copies of Transcripts of Records of all higher education courses taken
<input type="checkbox"/> Proof of Citizenship <i>photocopy of NSO birth certificate, information page of valid passport, or voter's ID</i>

 Name and Signature of Applicant

 Date



APPLICATION for **PH.D. SANDWICH PROGRAM** (Appendix 3-B)

NAME OF APPLICANT	LAST NAME, GIVEN NAMES M.I.		
Permanent Address (Philippines)			
Contact No.		Email	
Date of Birth	mm/dd/yyyy	Sex	
Civil Status		Citizenship	
Passport No.		Date and Place of Issue	
Official Designation and Field of Specialization	<i>e.g., Instructor IV, Bioethics and Philosophy of Science</i>		
Name and Address of Sending HEI (Philippines)	<i>HEI where applicant is currently employed or will render return service</i>		
Name and Address of Home HEI (Philippines)	<i>HEI where applicant completed doctoral coursework</i>		
Doctoral Degree Being Pursued			
Dates of Intended Travel	mm/dd/yyyy to mm/dd/yyyy		
Name and Address of Host HEI (Abroad)			
Name of Adviser from Host HEI (abroad)	<i>If available</i>		
Adviser's Contact No.	<i>If available</i>	Adviser's Email	<i>If available</i>
Total Amount of Support Sought from the Commission	<i>in US Dollars. Provide details in attached WFP.</i>		

ATTACHMENTS

*Staple this form to the front of your application. Incomplete applications will **not** be processed.*

- Statement of Purpose *maximum two (2) pages, Times New Roman size 12, single spaced*
- Dissertation Proposal *maximum of one (1) page, Times New Roman size 12, single spaced*
- Certified True Copies of Transcripts of Records of all higher education courses taken
- Certification of acceptance as research fellow from host HEI
- Work and Financial Plan (Appendix 3), signed by advisers from both home HEI and host HEI (if available)
- Reentry Plan (Appendix 4)
- Return Service Agreement or Certification of Hiring upon completion of the grant
- Proof of Citizenship *photocopy of NSO birth certificate, or information page of valid passport, or voter's ID*
- Medical Certificate

Name and Signature of Applicant

Date



APPLICATION for **PARTIAL SUPPORT FOR FOREIGN STUDIES** (Appendix 3-C)

NAME OF APPLICANT	LAST NAME, GIVEN NAMES M.I.		
Permanent Address (Philippines)			
Contact No.		Email	
Date of Birth	mm/dd/yyyy	Sex	
Civil Status		Citizenship	
Passport No.		Date and Place of Issue	
Official Designation and Field of Specialization	<i>e.g., Instructor IV, Bioethics and Philosophy of Science</i>		
Name and Address of Sending HEI (Philippines)			
Degree Program to be Pursued	<input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	Field of Specialization	
Inclusive Dates of Study	mm/dd/yyyy (date of departure) to mm/dd/yyyy (date of arrival)		
Name and Address of HEI Abroad			
Email address of HEI abroad		Contact no. of HEI abroad	
Total Amount of Support Sought from the Commission	<i>in Philippine pesos or US dollars. Provide details in attached WFP.</i>		

ATTACHMENTS

Staple this form to the front of your application. Incomplete applications will **not** be processed.

- Proof of admission to relevant program
- Proof of being awarded a scholarship (if applicable), and/or proof of other sources of funds
- Proof of citizenship (copy of NSO Birth Certificate, or information page of valid passport, or voter's ID)
- Statement of Purpose *maximum of two (2) pages, size 12 font, single spaced*
- Letter of Recommendation from an Academic Supervisor (*Department Head or Dean of the College*)
- Work and Financial Plan
- Reentry Plan and Return Service Agreement with Sending HEI
- Medical Certificate

Name and Signature of Applicant

Date



WORK AND FINANCIAL PLAN (Appendix 4)

NAME OF APPLICANT	Last name, First name, M.I.
Degree Program	
Name and Address of Sending HEI (Philippines)	<i>HEI where applicant is currently employed or where return service will be rendered</i>
Name and Address of Home HEI (Philippines)	<i>HEI where doctoral coursework was taken For Ph.D. Sandwich candidates only; write N/A if not applicable.</i>
Type of Grant	<input type="checkbox"/> Ph.D. Sandwich <input type="checkbox"/> Partial Funding (Master's) <input type="checkbox"/> Partial Funding (Doctorate)
Name and Address of HEI abroad	

ITEM <i>Please provide all requested information. Use additional sheet if necessary.</i>	OTHER FUNDING SOURCES <i>Indicate source (personal, other scholarship, etc.) and amount.</i>	COST (IN PHP)
Roundtrip airfare		
Accommodations <i>Specify type.</i> (per month x ## months)		
Food (per month x ## months)		
Transportation (per month x ## months)		
Communications Phone per month x ## months Internet per month x ## months		
Research Equipment <i>For lab-based research.</i> Supplies Books Others <i>Specify.</i>		
Conference <i>if applicable; specify location/duration.</i> Transportation (per day x ## days) Accommodations (per day x ## days) Food (per day x ## days) Others <i>Specify.</i>		
Miscellaneous <i>Specify,</i>		
TOTAL		
TOTAL AMOUNT REQUESTED FROM CHED		

I hereby certify that the above information is true and correct, accurately reflects the expenses projected in the conduct of the grant I am applying for, and is according to the accepted standards of living in the city where the grant is to be undertaken.

SIGNATURE OF APPLICANT

Certified by: *(For Ph.D. Sandwich Program applications only)*

Name & Signature of Adviser (Home HEI)

Name & Signature of Adviser (Host HEI)



RETURN SERVICE COMPUTATION MATRIX (Appendix 6)				
Type of Grant	Maximum Duration of Grant	Maximum Duration of Return Service (Full-Time)	Maximum Duration of Return Service (Part-Time) <i>Formula: maximum full-time duration x 1.5</i>	Maximum equivalent no. of units in an HEI*
<i>PhD Sandwich</i>	1 year; may be computed by amount	2 years	3 years	96 units
<i>Partial Support (Master's)</i>	<i>Computed by amount</i>	1 year	1.5 year	48 units
<i>Partial Support (Doctorate)</i>	<i>Computed by amount</i>	2 years	3 years	96 units
<i>Full Scholarship (Master's)</i>	2 years	4 years	6 years	192 units
<i>Full Scholarship (Doctorate)</i>	5 years	10 years	15 years	480 units

**Note that HEIs may vary in the number of units that constitute a full teaching load in each semester. Further, there are differences in the equivalent number of units between undergraduate and graduate courses, and lecture and laboratory hours, respectively. Return service shall follow the full teaching load allowed in the HEI in which the return service is rendered. Part-time return service, meanwhile, should be equivalent to no less than twelve (12) units per semester, across all HEIs.*

Sample case:

Grantee A receives full scholarship from CHED for a doctorate in the UK for a duration of three (3) academic years. She is obliged to render six (6) years of return service full-time or nine (9) years of return service part-time, or the maximum equivalent of 288 units in an HEI. In Grantee A's SHEI, the following are observed:

- 1 actual contact hour of undergraduate lecture = 1 unit
- 1 actual contact hour of graduate lecture = 1.5 unit
- 1 actual contact hour of undergraduate laboratory = 0.67 unit
- 1 actual contact hour of graduate laboratory = 1 unit
- Full teaching load per semester = 18 units

Grantee A shall then follow the return service calendar below:

	Semester 1	Semester 2	Time/units remaining
Year 1	Full teaching load	Full teaching load	5 years
Year 2	Full teaching load	Full teaching load	4 years
Year 3	Full teaching load	Full teaching load	3 years
Year 4	Part-time teaching load (12 units: 2 grad lec, 1 undergrad lec)	Part-time teaching load (12 units)	2 years + 12 units
Year 5	Part-time teaching load (12 units)	Part-time teaching load (12 units)	1 year + 6 units
Year 6	Part-time teaching load (12 units)	Full teaching load	12 units
Year 7	Part-time teaching load (12 units)	NONE	NONE
Year 8			
Year 9			

