



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



CHED Memorandum Order

No. 13

Series of 2020

Subject: INTERIM POLICY ON DOCUMENTARY SUBMISSIONS AND MITIGATION MEASURES FOR THE SCHOLARSHIPS FOR GRADUATE STUDIES-LOCAL (SGS-L) DURING THE CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994"; pursuant to CHED Memorandum Order (CMO) No. 3, series of 2016, as amended¹, or the "**Guidelines on Scholarships for Graduate Studies-Local for Higher Education Institution (HEI) Teaching and Non-Teaching Personnel under the K to 12 Transition Program**", the Commission hereby issues the Interim Policy on the Submission of Documentary Requirements and Mitigation Measures for the Scholarships for Graduate Studies-Local (SGS-L) Grant during the Coronavirus Disease 2019 (COVID-19) Pandemic.

Section 1. Statement of Policy and Legal Basis

- Section 1.1. Presidential Proclamation No. 922 (s. 2020) was issued declaring a State of Public Health Emergency throughout the Philippines due to COVID-19 and enjoined all government agencies and local government units to adopt appropriate responses and measures to eliminate the threat of COVID-19.
- Section 1.2. Presidential Proclamation No. 929 (s. 2020) declared a State of Calamity throughout the Philippines for a period of six (6) months, unless earlier lifted or extended as circumstances may warrant.
- Section 1.3. Presidential Proclamation No. 1021 (s. 2021) extended the State of Calamity throughout the Philippines for a period of one (1) year, effective, 13 September 2020 to 12 September 2021, unless earlier lifted or extended as circumstances may warrant.
- Section 1.4. Grantees of the Commission under CMO No. 3, s. 2016, as amended, have been affected by the pandemic due to continued travel restrictions, school closures, changes in plans of studies, among others. Thus, the need to adapt existing procedures in light of the novel situation that has been brought about by the COVID-19 Pandemic.

¹ by CMO No. 36, s. 2016, CMO No. 04, s. 2017, CMO No. 02, s. 2018 and CMO No 04, s. 2019

Section 1.5. CHED Administrative Order (CAO) No. 02, s. 2019 provides for the guidelines on the delegation of the approval of special requests and cases for the SGS-L under the K to 12 Transition Program.

Section 1.6. For purposes of simplifying and streamlining government service delivery during the COVID-19 Pandemic, the Anti-Red Tape Authority (ARTA) issued ARTA Advisory No. 01, series of 2020, or "Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity", which shall be applicable to all government agencies. The said issuance suggests measures such as (a) the granting of emergency extensions of permits, licenses, certifications, and other similar certifications, or the electronic submissions, (b) approvals through email and other online platforms, and the (c) suspension of notarization requirements for documents submitted.

Section 1.7. Hence, the Commission is hereby adopting this Interim Policy on the Submission of Documentary Requirements and Mitigation Measures for the Scholarships for Graduate Studies-Local (SGS-L) Grant during the COVID-19 Pandemic.

Section 2. Definition of Terms

Section 2.1. **Electronic signature²** - any distinctive mark, characteristic and/or sound in electronic form, representing the identity of a person and attached to, or logically associated, with the electronic data message or electronic document or any methodology or procedures employed or adopted by a person and executed or adopted by such person with the intention of authenticating or approving an electronic data message or electronic document.

Section 2.2. **Electronically produced** - documents which are produced by online systems of the HEIs and their offices.

Section 2.3. **Electronic submission** - the act of submitting documents through electronic means, such as email or through an online portal.

Section 3. Submission of Electronically Generated and Validated Documents

Section 3.1. To support the of various health measures and protocols to address the COVID-19 Pandemic, the Commission shall allow the submission of electronically signed, generated, validated and/or submitted documents relating to the (1) claims of living and other allowances, (2) thesis / dissertation / capstone assistance, (3) special requests, and (4) other time-sensitive or urgent matters.

² Section 4 (x) of Joint Memorandum Circular No. 2019-001 Series of 2019 or the Implementing Rules and Regulations of Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"



Section 3.2. In the interest of exercising adequate and diligent control measures, the following shall be the followed:

Section 3.2.1. For 2016-approved grantees, 2017- approved ARMM scholars, and scholars approved under CMO No. 51, s. 2016, submissions shall be made through the online portal using the registered email address of the scholars.

Section 3.2.2. For 2017-approved grantees, submissions shall be made directly to the CHED Regional Offices, through the official email addresses of the K to 12 Transition Program staff, using the registered email address of the scholar.

Section 3.2.2.1. The CHED Regional Offices may issue their own advisories in view of the local situation or context.

Section 3.2.3. The Commission shall issue the advisories regarding the submission of documents. Non-compliance with the said advisories may result to non-processing of financial privileges.

Section 3.2.4. Notarized Sworn Statement. The Grantee shall provide the Commission with a Notarized Sworn Statement, which certifies the authenticity/veracity of the documents submitted, including an itemized list of submissions, and allowing for the Commission to subject such documents and related transactions to further validation, when able or deemed as necessary. A valid government-issued ID with the address of the Grantee must be attached. (Template to be provided by the Commission).

Section 3.2.5. Integrity of the Document. The documentary submissions of the Grantee must not have been altered or modified, electronically or otherwise. The Commission reserves the right to hold processing of documents which may be suspected to have been altered or modified, subject to further validation.

Section 3.2.6. The following may result in erroneous or failed submission, among others:

Section 3.2.6.1. Use of the wrong Unique Identification Number

Section 3.2.6.2. Failure to use the prescribed filenames

Section 3.2.6.3. Failures to use the correct format



Section 3.2.6.4. Failure to use the prescribed subject or header

Section 3.2.6.5. Failure to use an officially registered email address

Section 3.2.6.6. Transmitting to the wrong email address

Section 3.2.6.7. Attachments that do not contain the exact number of files

Section 3.2.7. The documents required for the processing of allowances and other financial privileges shall follow the regular standards for completeness of documents, except for the need for original signatures and/or original documents. This shall follow the checklist to be provided by the Commission.

Section 3.2.8. Grantees who have previous submission, but were marked as incomplete may submit the lacking documents using these guidelines.

Section 3.2.9. The processing of the disbursement of financial privileges supported with complete original documents and/or signatures shall not be affected by these guidelines.

Section 3.3. **Applicability.** The applicability of these guidelines shall be as follows:

Section 3.3.1. Living and other Allowances. These guidelines shall only be applicable for submissions relating to terms affected by the COVID-19 Pandemic (i.e. terms ongoing on March 2020, and beyond until the end of the State of Public Health Emergency or State of Calamity), except the claims for the 20% of the thesis / dissertation / capstone allowance, which shall be processed according to regular processes.

Section 3.3.2. Special Requests and Cases. These guidelines shall be applicable for all requests, certifications, and other supporting documents pursuant to Section 3.1. of these guidelines.

Section 3.4. **Subject to Post-Validation.** Submissions which are compliant under these rules are subject to post-validation, as may be warranted by the situation.

Section 4. Other Mitigation Measures.

Section 4.1. The following shall be classified as cases under the delegated authority of the Director-in-Charge:



Section 4.1.1. Requests for Extension and Leaves of Absences (LOAs) with Extension due to the COVID-19 Pandemic without additional financial privileges, up to one (1) additional academic year on top of what is stated in Item No. 1A, Section D, Article VI, of CMO No. 03, s. 2016, as amended.

Section 4.1.2. Requests for simple adjustments in the timeline of study and/or release of privileges due to the changes in the academic calendars of the Delivering HEIs. Simple adjustments shall mean:

Section 4.1.2.1. A 1:1 movement of term of completion for the terms affected by the COVID-19, or analogous. Provided that there shall be no additional privileges.

Section 4.1.2.2. Adjustment of months covered in a term, provided that there shall be no additional privileges.

Section 4.2. Section C, No. 03, Letter c - ii and c - iii of CAO No. 02, series of 2019, or the requirement of the Technical Working Group (TWG) Recommendation for the approval of special requests under the jurisdiction of the CEB is suspended.

Section 5. The submission of fraudulent or falsified documents shall cause the immediate stoppage of the release of any pending privileges, and may cause forfeiture of received privileges.

The Commission, on its own or *motu proprio*, may cause the termination of the whole grant upon investigation and determination of fraud or falsification, following the regular and due process.

Section 6. Violation.

Section 6.1. Submission of fraudulent or falsified documents

Section 6.2. Misrepresentation of any fact

Section 6.3. All other acts deemed inimical to the interest of the government, or other terminable offenses under CMO No. 03, s. 2016, as amended

Section 7. Sanctions. Sanctions that may be imposed depend upon the severity of the acts being complained of or as found out by the Commission.

Section 7.1. Immediate stoppage of the release of any pending benefits

Section 7.2. Forfeiture of benefits received under these guidelines

Section 7.3. Termination of the grant



Section 8. Transitory Clause - The provisions of this amendment shall apply to requests or cases pending before the effectivity of this policy.

Section 9. Separability Clause - If any part of this Order is declared unconstitutional or invalid, such parts or provisions thereof not so declared shall remain valid and subsisting.

Section 10. Effectivity Clause - This policy shall take effect immediately after its issuance. Immediate dissemination of and strict compliance with this Order is directed. These guidelines shall remain in effect for the duration of the State of Public Health Emergency or Calamity and up to two (2) months after, unless earlier revoked or extended by the Commission, as the circumstances warrant.

Issued this 17th of Dec., 2020 in Quezon City, Philippines.



J. PROSPERO E. DE VERA III, DPA
Chairman

