CHED MEMORANDUM ORDER
No. 28
Series of 2021

SUBJECT: REVISED GUIDELINES OF CHED MEMORANDUM ORDER (CMO) NO. 06 SERIES OF 2020 FOR PART-TIME STUDY UNDER THE SIKAP GRANT

Pursuant to Republic Act No. 7722 or the Higher Education Act of 1994 and in accordance with CHED Memorandum Order No. 15 series of 2019 or the Policies, Standards and Guidelines for Graduate Programs, the Commission on Higher Education (CHED) has approved, through Commission En Banc Resolutions No. 602-2021 the Revised Guidelines of CHED Memorandum Order (CMO) No. 06, series of 2020 entitled, the Scholarships for Staff and Instructors’ Knowledge Advancement Program (SIKAP) Grant in accordance with the Commission’s commitment to provide educational support to faculty and personnel of higher education institutions (HEIs) who wish to pursue advanced studies and contribute in the enhancement of quality tertiary education instruction and delivery.

I. SCOPE & COVERAGE

1.1. The Scholarships for Staff and Instructors’ Knowledge Advancement Program (SIKAP) Grant is a scholarship program for incoming or existing graduate students. The applicant must undertake and complete her/his graduate studies in an eligible graduate program offered by designated Delivering Higher Education Institutions (DHEIs) which are:
   1.1.1. Autonomous/Deregulated Institutions;
   1.1.2. State Universities and Colleges (SUC) designated as Level III and above;
   1.1.3. Center of Excellence (COE) or Center of Development (COD);
   1.1.4. A program accredited as or whose equivalent undergraduate program is a accredited as Program Level III or above; OR
   1.1.5. Mindanao State University (MSU) and its constituent units or the University of the Philippines (UP) and its constituent units.

1.2. This policy shall only cover Teaching and Non-Teaching Personnel including those under the basic or technical education divisions or departments, who wish to pursue and complete a graduate degree on PART-TIME STUDY. They must be existing personnel of any of the following HEIs with a plantilla/regular item, temporary or probationary appointment, or contractual/contract of service employment status:
   1.2.1. An HEI duly recognized by CHED;
   1.2.2. An HEI duly recognized by the Ministry of Basic, Higher and Technical Education (MBHTE);
   1.2.3. Local University and Colleges (LUCs) with Institutional Recognition (IR) issued by CHED;
II. ELIGIBILITY CRITERIA

2.1. Qualifications

2.1.1. Must be a Filipino citizen;

2.1.2. Must hold any of the following employment status as certified by the Head of the Human Resource Office or its equivalent and recommended by the HEI President or its equivalent:

2.1.2.1. Full-time Faculty or HEI Personnel with plantilla/tenured items with minimum performance rating of “Very Satisfactory” or its equivalent in the past three (3) years of continuous service to the sending higher education institution (SHEI) at the time of application;

2.1.2.2. Full-time Faculty or HEI Personnel with temporary or probationary appointments with minimum performance rating of “Very Satisfactory” or its equivalent for the past one (1) year of service in the SHEI;

2.1.2.3. Contractual or Contract of Service Faculty or HEI Personnel with Full-Time Equivalent Teaching Load / Work Load with existing contract with the SHEI at the time of the application with a minimum performance rating of “Very Satisfactory” or its equivalent at the time of application for the past one (1) year of service to the SHEI;

2.1.2.4. Part-time Contractual or Contract of Service Faculty with an existing contract with the SHEI at the time of the application and have continuously served the SHEI as full-time/part-time faculty for 3 cumulative academic years (AY) with a minimum performance rating/Student Evaluation of Teachers (SET) of “Very Satisfactory” or equivalent;

2.1.3. Must be admitted or will enroll in graduate degree programs identified in the Scope and Coverage;

2.1.4. For applicants who are covered under Section 2.1.2.1., 2.1.2.2., and 2.1.2.3., the proposed thesis/dissertation is aligned with the research and development agenda of either the SHEI and/or DHEI as attested by the HEI President or its equivalent;

2.1.5. Must secure a permit to study from the SHEI President or its equivalent and duly endorsed by the Faculty and Staff Development Committee or its equivalent;

2.1.6. Must be physically fit and mentally prepared to undertake and complete graduate work as supported by a medical certificate;

2.1.7. For applicants who are covered under Section 2.1.2.1., and 2.1.2.2., must not be more than 50 years old to allow the applicant sufficient time to render and complete return service obligation after obtaining her/his graduate degree and impart her/his acquired degree to the higher education sector.

2.2. Ineligibility

2.2.1. Applicants who are full-time faculty or HEI Personnel with plantilla/tenured items who have an existing government-funded grant/scholarship;

2.2.2. Applicants who failed to disclose having a relative up to the fourth (4th) degree of consanguinity or affinity to any CHED employee in the CHED Regional Office (CHEDRO) where the application is being processed;
2.2.3. Applicants without existing employment or contract of service with an HEI at the
time of the application;

2.2.4. Applicant holding a degree in the same degree level being applied for (i.e.
applicants applying for scholarship to pursue a doctorate degree, must not already
possess a doctorate degree);

2.2.5. Applicants enrolled in more than one graduate program;

2.2.6. For applicants who are already admitted to a graduate program, with failing grades,
dropped, shifted/changed the program of study or those whose status is already on
extension or beyond the regular study plan;

2.2.7. Applicants who do not fulfill the qualifications provided in the policy, including
non-compliance/incomplete submission of documentary requirements.

III. GRANT MECHANICS

3.1. Mode of Implementation

The SIKAP Grant for Part-time Study shall only be implemented through the Delivering HEI
(DHEI) Model. The DHEI Model is for graduate programs which are offered by partner HEIs
with signed Memoranda of Agreement (MOA) with CHED.

3.2. General Guidelines

3.2.1. The result of the SIKAP Grant Scholarship application is final. No appeals will be
entertained.

3.2.2. Applicants who did not initially qualify for the SIKAP Grant Scholarship may re-apply
and will be subject to a NEW application process. An applicant may not claim to the
CHEDRO her/his previously submitted application documents which will be used for
re-application or for any other purpose.

3.2.3. The CHED Regional Office (CHEDRO) Implementing Unit shall receive and
evaluate applications. All applications received will be short-listed based on
complete and correct application documents and compliance with the eligibility
criteria provided in the policy. Short-listed applicants will be ranked based on the
overall score obtained from the following selection criteria:

Table 1: Selection Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Full Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Program is Vertically Aligned to her/his teaching discipline or discipline of practice / work</td>
<td>50</td>
</tr>
<tr>
<td>B. Professional Experience</td>
<td>30</td>
</tr>
<tr>
<td>B. Potential Outcomes</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
<tr>
<td>Academic Honors or Professional Award</td>
<td>+10 Bonus Points</td>
</tr>
</tbody>
</table>
3.2.4. The CHED Regional Director (CHED RD) is authorized to render decisions regarding the approval and disapproval of applications. The CHEDRO shall inform the applicants on the result of their application.

3.2.5. Matters outside the scope of policy and specific concerns identified in this policy will remain with the CHED Central Office (CHEDCO).

3.2.6. Applicants classified as waitlisted\(^1\), must comply with the deficiency within the term before s/he will be considered as “eligible” for the following term, subject to the evaluation and approval of the CHEDRO. Waitlisted applicants who will be considered as eligible will only receive scholarship privileges in the following term in the HEI of study.

3.2.7. The Commission shall allow the submission of unaltered and electronically signed\(^2\), generated and/or validated documents in the event of a State of Calamity, State of Emergency, or similar proclamations issued by the government. Such documents will be subject to validation and submission of its hardcopy with “wet signature”\(^3\) within a reasonable timeframe to ensure integrity of the document.

3.2.8. All submitted application documents including its supporting documents shall be considered as property of the Commission on Higher Education and shall no longer be returned to the applicant notwithstanding the result of the application.

3.2.9. Successful applicants to the SIKAP Grant are expected to complete the program on part-time study within the approved study plan;

3.2.10. All SIKAP Grant Scholars must undertake a minimum academic load of six (6) units and maximum of nine (9) units per term. S/he shall maintain good academic standing (no failing grade or grade of drop), and shall not change or shift to another program of study or DHEI for the duration of the scholarship. A SIKAP Grant scholar may only take less than the minimum required 6 units of academic load under the following conditions:
   3.2.10.1. The remaining academic load in the curriculum prior to the thesis / dissertation stage is under six (6) units;
   3.2.10.2. The remaining term for thesis / dissertation stage is under six (6) units as indicated in the program curriculum design or institutional policy; and
   3.2.10.3. The term is designated to be enrolled under Residency for the Comprehensive Exam, other similar exams, or during the Thesis / Dissertation Stage.

3.2.11. All SIKAP Grant Scholars must obtain a Travel Clearance from the Commission for their foreign travel. Failure to comply will result in ineligibility to succeeding grant privileges/educational assistance under the SIKAP Grant Program.

3.2.12. All SIKAP Grant Scholars are eligible for a maximum of 1 year extension of the scholarship, without additional privileges, subject to compliance with the terms and conditions.

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\(^1\) Waitlist is defined as an applicant who is able to qualify for the eligibility criteria and meet the terms and conditions of the grant except for: (1) work load/ full time requirement and/or; (2) admission to an eligible graduate program. Waitlisted applicants who are unable to comply after 1 term will be automatically considered as ineligible and must re-apply for the SIKAP Grant Scholarship

\(^2\) Use of electronic signature as defined in Republic Act 8792 or the “Electronic Commerce Act”

\(^3\) Not digital signature or electronic signature
3.3. Specific Guidelines and Conditions

3.3.1. The Part-Time Study Package A shall be available for Full-time Faculty or HEI Personnel with Plantilla/Tenured/Regular items, including those with temporary or probationary appointments. Applicants shall fulfill the following:

3.3.1.1. Must have a grant contract signed by the scholar with CHED, DHEI and SHEI;
3.3.1.2. Must be on full-time employment at the time of application and for the duration of study unless the scholar obtained approval of Leave of Absence (LOA) subject to terms and conditions of the LOA and SHEI policy;
3.3.1.3. Must continue to be and shall commit to finish the degree under part-time study.
3.3.1.4. Must execute an affidavit of undertaking to render return service obligation to the SHEI equivalent to the number of years or duration of study, upon completion of the program. S/he is automatically released from the obligation to be on part-time study.
3.3.1.5. Scholars who are under return service status may apply for available student research support funds, subject to eligibility and availability.

3.3.2. For SIKAP Grant Scholars under Part-time Study Package A, the terms and conditions of the SIKAP Grant shall only be deemed fully complied under the following conditions:

3.3.2.1. Completion of graduate degree requirements within the study duration or approved extension;
3.3.2.2. Full compliance with the return service obligation;
3.3.2.3. Submission of all required reports and documents;
3.3.2.4. Settlement of obligation in the event the scholarship was terminated prior to the period that a scholar is expected to graduate.

3.3.3. The Part-Time Study Package B shall be available for Full-time Contractual or Contract of Service Faculty and HEI Personnel.

3.3.3.1. Must be on full-time employment and/or teaching or workload at the time of application and for the duration of the study;
3.3.3.2. Educational assistance may only be availed once every academic year (AY) subject to eligibility to qualifications and fulfillment of conditions provided in the policy;

3.3.4. The Part-Time Study Package C shall be available for Part-time Contractual or Contract of Service Faculty

3.3.4.1. Must have and existing and active contract with the SHEI;
3.3.4.2. Educational assistance may only be availed once every academic year (AY) subject to eligibility to qualifications and fulfillment of conditions provided in the policy.

IV. APPLICATION PROCESS

4.1. Preliminary Process
4.1.1. The Commission shall release a call for applications.
4.1.2. The applicant shall submit complete application documents with supporting
documents including but not limited to certificate of clearance from previous grants,
proof of trainings attended, published works or research presented, on or before the
deadline;

4.2. DHEI Model

4.2.1. The applicant shall seek admission to the DHEI of choice.
4.2.2. The DHEI shall screen the applicants according to the admissions policies of the
institution.
4.2.3. Once admitted, the applicant shall fill in the application form, curriculum vitae, and
upload the documentary requirements through the online portal. The documentary
requirements for the SIKAP Grant Program Application is herein attached as Annex
A.
4.2.4. The applicant shall submit her/his application package to the DHEI.
4.2.5. The DHEI shall check the application/s for completeness.
4.2.6. The DHEI shall endorse a list of officially admitted applicants, along with their
submitted complete applications to the CHEDRO.

4.3. Evaluation of Applications

4.3.1. The CHEDRO shall screen the applications and ensure the completeness and
veracity of documents submitted.
4.3.2. The CHEDRO shall review and evaluate the applications based on the Eligibility
Criteria. The short-listed applicants will be ranked based on the scores obtained in
the Selection Criteria provided in Section 3.2.3.
4.3.3. The CHEDRO shall render the final decision on the approval or disapproval of the
application.

4.4. Successful applicants must formally communicate their acceptance of the grant and confirm
their enrollment in the approved graduate program through written acknowledgement
addressed to the CHEDRO on or before the submission data set by the CHEDRO.

V. SCHOLARSHIP PRIVILEGES

5.1. Successful applicants to the SIKAP Grant are entitled to the following scholarship privileges
for the term when their application was approved by CHED and/or compliance to the terms
and conditions of release of scholarship privileges.

5.2. For SIKAP Grant Scholars who are full-time faculty or HEI personnel with
Plantilla/Tenured/Regular items or temporary or probationary appointments, the following are
the scholarship privileges to be availed:

<table>
<thead>
<tr>
<th>Table 2: SIKAP Grant for Part-time Study Package A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Other Fees</strong></td>
</tr>
<tr>
<td>Student Subsidy</td>
</tr>
<tr>
<td>Coverage of Student Subsidy</td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Thesis / Dissertation / Capstone project allowance</strong></td>
</tr>
<tr>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Research Support Grant</td>
</tr>
<tr>
<td><strong>Research Publication Incentive for up to two (2) publications in</strong></td>
</tr>
<tr>
<td>- ISI-Indexed, Scopus, or Web-of Science Publication</td>
</tr>
<tr>
<td>- Peer-reviewed Journal</td>
</tr>
<tr>
<td>Mentor’s Fee</td>
</tr>
</tbody>
</table>

5.2.1. Actual tuition and other fees shall be billed by the DHEI to CHED;
5.2.2. The student subsidy shall be released on a per academic term basis, subject to compliance to documentary requirements for release of financial privileges.
5.2.3. Mentor’s fee is only available for scholars who are able to finish the degree within the original approved study plan. The DHEI must provide a certification regarding the assigned mentor of the scholar, and shall take charge of the disbursement of the fee / incentive in accordance with the policy.

5.3. For SIKAP Grant Scholars who are full-time contractual or contract of service faculty or HEI Personnel, the following are the scholarship privileges to be availed:

**Table 3. SIKAP Grant for Part-time Study Package B**

<table>
<thead>
<tr>
<th><strong>Tuition and Other Fees</strong></th>
<th><strong>Masters</strong></th>
<th><strong>Doctorate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual tuition and other fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Support</td>
<td>Php 40,000/term</td>
<td>Php 50,000/term</td>
</tr>
<tr>
<td>Coverage of Student Subsidy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Books/Subscription/Learning materials expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Transportation and accommodation (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Communication/connectivity expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.3.1. Coverage of actual tuition and other fees and educational subsidy shall be based on the term of application. It shall be billed by the DHEI to CHED;
5.3.2. Availment of succeeding SIKAP Grant for Part-time Study Package B shall be subject to a new application every AY and eligibility to qualifications and conditions provided in the policy.

5.4. For SIKAP Grant Scholars who are part-time contractual or contract of service faculty, the following are the scholarship privileges to be availed:

**Table 4. SIKAP Grant for Part-time Study Package C**

<table>
<thead>
<tr>
<th><strong>Tuition and Other Fees</strong></th>
<th><strong>Masters</strong></th>
<th><strong>Doctorate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual tuition and other fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Support</td>
<td>Php 20,000/term</td>
<td>Php 40,000/term</td>
</tr>
</tbody>
</table>
| Coverage of Student Subsidy | • Books/Subscription/Learning materials expenses  
• Transportation and accommodation (if applicable)  
• Communication/connectivity expenses |

5.4.1. Coverage of actual tuition and other fees and educational subsidy shall be based on the term of application. It shall be billed by the DHEI to CHED;

5.4.2. Availment of succeeding SIKAP Grant or Part-time Study Package C shall be subject to a new application every AY and eligibility to qualifications and conditions provided in the policy.

5.5. SIKAP Grant Scholars who are full-time contractual or contract of service faculty or HEI Personnel and; part-time contractual or contract of service faculty may avail the following additional incentives on a reimbursement basis provided that:

5.5.1. The SIKAP Grant for Part-time Study has not been availed within the same term;

5.5.2. For research publication incentive, the publication was published within the duration of the program of study;

5.5.3. Any of the additional incentives can only be availed once subject to eligibility to qualifications and conditions and; submission of compliance documents.

<table>
<thead>
<tr>
<th>Additional Incentive</th>
<th>Masters</th>
<th>Doctorate</th>
<th>Compliance Documents</th>
</tr>
</thead>
</table>
| Thesis / Dissertation / Capstone project allowance | Php 60,000 | Php 120,000 | • Assistance Incentives Application Form, signed by the Adviser and endorsed by the Dean  
• Hard-Bound Copy of actual thesis/dissertation within the term of completion of the degree program;  
• Diploma or certification from the University Registrar;  
• Endorsement of the SHEI President or its equivalent |

<table>
<thead>
<tr>
<th>Research Publication Incentive for up to two (2) publications in</th>
<th>Masters</th>
<th>Doctorate</th>
<th>Compliance Documents</th>
</tr>
</thead>
</table>
| ISI-Indexed, Scopus, or Web-of Science Publication | Php 50,000 | | • Assistance Incentives Application Form, signed by the Adviser and endorsed by the Dean  
• Citation and Abstract  
• Copy of actual ISI-indexed, Scopus or Web-of-Science Publication within the term it was published;  
• Copy of the editorial board page of the journal  
• Endorsement of the SHEI President or its equivalent |

| Peer-reviewed Journal | Php 30,000 | | • Assistance Incentives Application Form, signed by the Adviser and endorsed by the Dean  
• Citation and Abstract  
• Copy of actual peer-reviewed journal within the term it was published;  
• Copy of the editorial board page of the journal  
• Endorsement of the SHEI President or its equivalent |
VI. REVOCATION AND TERMINATION OF THE SIKAP GRANT

6.1. Revocation of the SIKAP Grant

6.1.1. The CHED Regional Director is provided authority to issue an official revocation of the grant due to the following reasons:

6.1.1.1. An approved applicant who has submitted a written request for withdrawal
6.1.1.2. An approved applicant who failed to officially enroll in the approved graduate degree program and field of specialization on the first term indicated in the approved study plan covered by the scholarship;
6.1.1.3. An approved applicant who did not confirm their acceptance of the grant in writing within fifteen (15) days upon receipt of the notice of approval;
6.1.1.4. Failure of the approved applicant to fulfill and/or comply with the grant process within the deadline; and/or execute and submit complete and valid scholarship requirements, such as the grant contract, and regular requirements for the disbursement of allowances, among others, within the period prescribed by the Commission;
6.1.1.5. Change of DHEI and/or approved degree program upon approval of scholarship.

6.1.2. Appeals related to the revocation of grant will not be entertained.
6.1.3. An applicant whose grant has been revoked is still eligible to apply in the next call for applications of the SIKAP Grant.
6.1.4. The CHED Regional Director shall inform in writing the revocation of the grant.

6.2. Termination of the SIKAP Grant for Part-time Study Package A

6.2.1. A SIKAP Grant Scholar will be due for termination based on the following:
6.2.1.1. Suspension beyond two (2) terms;
6.2.1.2. Received a suspension status cumulative to three (3) or more terms;
6.2.1.3. Conviction in a pending case involving moral turpitude, criminal offense, fraud and/or intellectual dishonesty;
6.2.1.4. Acts and/or behaviour proven to be inimical to the interest of the Commission and government;
6.2.1.5. Proven inability to complete the degree program within the approved study plan.
6.2.2. The final decision on termination will rest upon the Commission en Banc after due process.
6.2.3. SIKAP Grant Scholars whose grant contract has been terminated or those who failed to comply with the termination process are no longer eligible to re-apply for the SIKAP grant.
6.2.4. A SIKAP Grant Scholar whose scholarship grant has been terminated shall be obliged to return the equivalent value of financial privileges received for the duration of study.

VII. ROLES AND RESPONSIBILITIES

7.1. The roles and responsibilities of a SIKAP Grant Scholar are provided in detail in Annex B.
7.2. The roles and responsibilities of the CHEDRO in the implementation of the SIKAP Grant program is available in Annex C.
7.3. The roles and responsibilities of CHED Central Office (Local Scholarship Office) is in Annex D.
7.4. Details on the roles and responsibilities of DHEIs are in Annex E.
7.5. The roles and responsibilities of the SHEIs are in Annex F.
7.6. **Local Graduate Scholarship Committee (LGSC)**

7.6.1. The Local Graduate Scholarship Committee shall consist of representatives from the CHEDCO, concerned CHEDRO/s, Legal and Legislative Service (LLS). Decision on matters related to appeal, suspension and non-financial concerns directly affecting day-to-day operations is delegated to the LGSC specifically, the SIKAP Grant Director-in-Charge, concerned CHED Regional Director, and LLS Director.

7.6.2. An Administrative, Financial and Management Service (AFMS) representative shall serve as resource person for financial concerns and matters involving accounting and auditing rules.

7.6.3. The LGSC is authorized to render decisions regarding the approval and disapproval of applications for applicants with concerns on consanguinity.

7.6.4. The LGSC and/or the CHEDCO shall also issue the recommendation to the Commission en Banc on matters regarding termination, scholarship completion, deferred payment and return service, and matters with financial implication. Deliberation and final decision on such matters will rest on the Commission en Banc.

7.6.5. The CHEDCO will serve as secretariat of the LGSC. The CHEDRO will furnish to the LGSC an investigation report prior to the deliberation of a case.

**VIII. DATA PRIVACY CLAUSE**

Information contained and/or derived from the application and/or record of the SIKAP Grant scholar shall be exclusively used for the purpose of the implementation of the CHED programs and in compliance with Republic Act No. 10173 or the Data Privacy Act.

**IX. REPEALING CLAUSE**

This issuance repeals CMO No. 06, series of 2020. Related issuances that prove inconsistent with the provisions of this policy are hereby revised, modified, or rescinded accordingly. Furthermore, this policy should not serve to limit or modify existing and relevant laws, rules and regulations.

**X. SEPARABILITY CLAUSE**

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

**XI. EFFECTIVITY**

This order shall take effect immediately after its issuance.

Issued this 17th of Nov., 2021 in Quezon City, Philippines

J. PROSPERO E. DE VERA III, DPA
Chairman
ANNEX A: Documentary Requirements for the SIKAP Grant Program Application

Each application package shall consist of the following:

1. Application Form*
2. Curriculum Vitae (CV)*
3. Certificate of Eligibility and Undertaking**
4. Certification from the Head of the Human Resource Office or its equivalent, and recommended by the HEI President or its equivalent**, containing the following information:
   a. Employment details, including years of service
   b. Performance rating
      i. For Full-Time Faculty or HEI personnel with plantilla / tenured items, for the past three (3) years;
      ii. For Full-Time Faculty or HEI personnel with plantilla / tenured items on temporary or probationary appointment, for the past one (1) year;
      iii. For Full-Time Contractual or Contract of Service Faculty or HEI personnel, for the past one (1) year;
      iv. For Part-Time Contractual or Contract of Service Faculty, for the a cumulative three (3) academic years
5. Endorsement and permit to study, as attested by the HEI President or its equivalent**
6. Endorsement of the Faculty and Staff Development Committee or its equivalent
7. Certification from the SHEI/DHEI that the proposed thesis/dissertation is aligned with the research and development agenda of either the SHEI and/or DHEI as attested by the HEI President or its equivalent**, if applicable;
8. Status of study and study plan, attested by the DHEI**
9. Recommendation Forms (Former Professor, Peer and Immediate Supervisor)*
10. Birth Certificate or Passport (Proof of Citizenship)
11. Medical Certificate**
12. Proof of Admission to the DHEI
13. Transcript of Records (for every undergraduate and graduate/postgraduate degree attained)
14. Draft Re-entry Action Plan**
15. Copy of Valid Government ID
16. Supporting documents for the provided details in the CV and Application Form (e.g. Certificate of clearance from previous grants, proof of trainings attended, published works or research presented)

*To be accomplished through the Online Portal
**Using CHED Template
ANNEX B: Roles and Responsibilities of a SIKAP Grant Scholar:

A. All SIKAP Grant Scholars shall:
   a. Undertake their studies on a part-time basis, and shall take on the required academic load per term, as approved in the study plan;
   b. Enroll in the eligible degree program and approved program of study;
   c. Submit the required documents for the processing of the payment of financial privileges per academic term, or as applicable;
   d. Fully conform and ensure consistent compliance with the eligibility criteria and other provisions stated in the guidelines and relevant policies, issued and to be issued, by the Commission;
   e. Seek clearance for travel outside of the country, at least two (2) weeks from departure;
   f. Ensure diligence in her/his studies and maintain ethical/good conduct as a Philippine government scholar and student of the DHEI;
   g. Submit the required documents within the prescribed allowable period/on before the submission deadline for the processing of payment of financial privileges in a timely manner;
   h. Cooperate with the Commission and DHEI to ensure successful implementation of the scholarship;
   i. Promptly process and submit any requests, reports, or other pertinent documentary requirement to the Commission including but not limited to the following:

<table>
<thead>
<tr>
<th>Table 5: Documentary Requirements</th>
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<tbody>
<tr>
<td><strong>Form</strong></td>
</tr>
<tr>
<td>Scholarship Intake Form</td>
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<tr>
<td></td>
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<tr>
<td>For those availing of Part-Time Study Package A</td>
</tr>
<tr>
<td>Continuing Eligibility Evaluation Form</td>
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<td></td>
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<tr>
<td>End of Grant Requirements and its supporting documents</td>
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<td>Return Service Monitoring Reports</td>
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B. In addition, all SIKAP Grant Scholars under Scholarship Package A shall:
   a. Complete the degree program within the study duration provided in the approved program of study;
   b. Render return service immediately following the completion of her/his SIKAP Grant Scholarship;
   c. Submit reports relating to the return service obligation:

<table>
<thead>
<tr>
<th>Table 6: Required Reports</th>
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<tbody>
<tr>
<td><strong>At the Start of Return Service</strong></td>
</tr>
<tr>
<td>Proof of employment in an HEI</td>
</tr>
</tbody>
</table>

d. Regularly coordinate with the Commission and the DHEI regarding her/his scholarship;
e. Be responsible in keeping up-to-date with advisories, issuances, and other memoranda issued by CHED and/or the DHEI;
ANNEX C: Roles and Responsibilities of the CHED Regional Office

The CHED Regional Office (CHEDRO) shall:

A. On the Application Process
   a. Receive application documents of applicants;
   b. Screen, evaluate and process the submitted documentary requirements of applicants in accordance with the eligibility and evaluation criteria provided in Section II and Section III, No. 3.2.3;
   c. Validate the authenticity and veracity of applications received;
   d. Provide additional validation measures, as required, to ensure integrity and adherence to eligibility requirements;
   e. Approval of SIKAP Grant applications by the CHED RD;
   f. Inform applicants of the result of their application;
   g. Provide assistance to applicants, during the application period, including but not limited to the following:
      i. Responding to inquiries and concerns of applicants;
      ii. Facilitation of submission of documents;
      iii. Orientation on the SIKAP Grant and relevant policies;
   h. Furnish the list of approved applicants as certified by the CHED RD to the CHEDCO for data banking;

B. On Grant Administration
   a. HEI Concerns
      i. Execute of DHEI Memorandum of Agreement (MOA), grant contract, recognition of appointed personnel of the Grants Management Office (GMO), approval of study plans of SIKAP Grant Scholars enrolled in eligible DHEIs
         1. The CHED RD will serve as the authorized signatory on such matters on behalf of the Commission;
      ii. Coordinate with the DHEI and the scholars regarding those who are due for completion but have not submitted their end of grant requirements;
      iii. Facilitate the payment of scholars, DHEIs and members of the Grant Management Office;
      iv. Collect progress reports from DHEIs and the Grant Management Office;
      v. Review the documentary requirements submitted by the DHEI for its establishment of a GMO;
      vi. Regularly monitor and ensure compliance of GMOs to assigned responsibilities including submission of monitoring reports;
      vii. Issue a resolution approving the assignment of personnel in the GMO
   b. SIKAP Grant Scholars
      i. Manage and ensure implementation of grant proper within the area of jurisdiction including monitoring and ensuring grant compliance of SIKAP Grant Scholars including those on off-site arrangements or through campuses of university systems.
         1. Area of jurisdiction is determined by the locality where the SIKAP Grant Scholar is receiving instruction except for cases where there is conflict-of-interest (i.e. consanguinity concerns) wherein the grant will be managed by the CHEDCO.
         2. SIKAP Grant scholars enrolled in an HEI located in the BARMM shall be handled by the nearest CHEDRO to the HEI.
         3. SIKAP Grant Scholars under distance education will be handled by the CHEDRO with jurisdiction to the main office of the academic unit offering
distance education (e.g. CHEDRO 4A will handle SIKAP Grant Scholars enrolled in the UP Open University)

ii. Determine of release/disbursement of scholarship privileges and additional incentives, excluding special concerns and matters covered by the CHED Central Office;

iii. Facilitate the payment of scholars in a timely manner;

iv. Collect progress reports from the scholars;

v. Resolve issues regarding the implementation of the grant in the region where they operate;

vi. Assist other CHEDROs in resolving issues regarding the implementation of the grant, as deemed necessary;

vii. Prepare the necessary documentation for the CHEDCO to facilitate fund transfers and monitoring;

viii. Remit the financial privileges of the scholarship through the CHED Authorized Government Servicing Bank (AGSB);

ix. Submit monthly status report and update on the implementation of the SIKAP Grant at the regional level to the CHEDCO including data of SIKAP Grant scholars;

x. Monitor the study progress of scholars;

xi. Issue the waiver of accountabilities upon submission of the SIKAP Grant Scholar/DHEI of the following documentary requirements:

1. Accomplishment Report of completed return service;

2. Proof of employment for the duration of the return service;

xii. Issue revocation of grant based on Section 8.1.

xiii. Approve revised re-entry plan/s;

xiv. Determine the completion of the scholarship study upon review and validation of the following documents submitted by the SIKAP Grant Scholar or DHEI:

1. Degree Completion Report;

2. Certified True Copy of the Diploma; and

3. Certified True Copy of the Transcript of Records with School Dry Seal

xv. Coordinate with SIKAP Grant scholars on matters concerning their status and requests;

xvi. Evaluate and review of the following concerns subject to approval of the CHED RD:

1. Justification of applicants pursuing degrees that are not vertically articulated or not in the same discipline/allied related courses included in the PSG of the program;

2. Approval of grant;

3. Withdrawal of grant to eligible applicants and/or those awarded with the grant;

4. Revocation of grant to eligible applicants and/or those awarded with the grant;

5. Request for Leave of Absence (LOA)

6. Request for travel clearance

xvii. Conduct fact-finding and inquiry as needed in cases/concerns;

xviii. Elevate special concerns and matters to the CHEDCO, upon completion of documentation, fact-finding/investigation report and inquiry;

xix. Enforce the collection of payment of obligation;

xx. Prepare and provide monitoring and evaluation reports, and other requirements of the CHED CO.

xxi. Monitor the return service of the scholars and ensure regular submission of documentary requirements;

xxii. Serve as a member of the LGSC.
ANNEX D: Roles and Responsibilities of the CHED Central Office

A. The CHED Central Office (CHEDCO) shall:
   a. Manage and ensure implementation of the application process and the grant proper of SIKAP Grant Scholars, where there is conflict-of-interest (consanguinity concerns) in the area of jurisdiction, whether under off-site arrangements or through campuses of university systems.
   b. Monitor the program implementation of the SIKAP Grant;
   c. Monitor the overall status of approved scholars of the CHEDRO and/or DHEI;
   d. Consolidation and repository of data relevant to the implementation of the SIKAP Grant;
   e. Prepare and consolidate program reports from the CHEDROs;
   f. Facilitate fund transfers to the CHEDRO to implement the program;
   g. Review and ensure responsiveness of policies and guidelines, as needed;
   h. Regularly update and disseminate policies, guidelines and other relevant information to the CHEDROs, DHEIs and SIKAP Grant scholars;
   i. Address special concerns such as meritorious cases and conflict-of-interest and, requests involving changes and deviations from the original allotment, grant provision, contract and/or concerns raised by the CHEDROs, SIKAP Grant scholars and DHEIs;
   j. Review and address matters and concerns outside the scope of policy;
   k. Prepare matters for agenda and decision of the Commission en Banc deliberation;
   l. Serve as a Chair and Secretariat of the LGSC.
ANNEX E: Roles and Responsibilities of the Delivering HEI

The Delivering Higher Education Institution (DHEI) shall:

A. On the Application Process of SIKAP Grant Scholars
   a. Advise and assist interested applicants regarding, but not limited to, the DHEI program offerings and details of the programs offered including the academic requirements to complete the program on time and student eligibility to the program;
   b. Process the applications of interested prospective scholars;
   c. Diligently screen and evaluate applicants according to the eligibility of the policy;
   d. Endorse the list of applicants to the CHEDRO;

B. On Grant Management
   a. Create a Work and Financial Plan (WFP) detailing the total funding support required from the Commission for each degree program proposed, including administrative costs no greater than five percent (5%) of total cost of tuition and other fees. The total funding support shall only include regular tuition and other fees charges of the degree program and the payment of the same shall be settled pursuant to a Send Bill arrangement.
   b. The total funding support shall only include regular tuition and other fees charges of the degree program and the payment of the same shall be settled pursuant to a Send Bill arrangement.
   c. Ensure that there will be no monetary conditions imposed against the scholar to proceed with the study such as downpayment;
   d. Facilitate the processing and/or issuance of documents in a timely manner especially those required for the release of financial privileges of the scholars;
   e. Ensure the continued enrollment of eligible scholars;
   f. Ensure that the classes required by the SIKAP Grant Scholars for a particular term shall be offered.
      i. In the event that a class in a given semester or term does not meet the minimum number of students as set by the DHEI, the DHEI shall practice discretion whether to offer the class or not. The risks of offering a course (i.e. constitution of a class that does not meet the minimum class requirements of the institution) shall be borne by the DHEI.
   g. Promptly prepare and submit the Statements of Account (SOA) / Billings and other related documents to the CHEDRO for the processing of payments of tuition and other fees;
   h. Establish a Grant Management Office and designate a Grant Administrator and other personnel, as needed, to serve as focal persons and liaisons for the effective and efficient implementation of the SIKAP Grant;
   i. Immediately respond to the request of the Commission for replacement of a Grant Administrator and/or GMO personnel should any of them prove ineffective in their performance of duties;
   j. Provide other assistance and/or support to the Commission as needed to ensure effective implementation of the SIKAP Grant;

C. Creation of a Grant Management Office (GMO)

a. Terms and Condition
   i. A DHEI must establish a Grant Management Office to ensure effective and efficient implementation of the SIKAP Grant program in the DHEI
   ii. Funding for the GMO shall be sourced from the administrative costs, while the personnel shall receive a lump sum of monthly honorarium from the Commission at the end of every term upon submission of the monitoring report/s
iii. The DHEIs shall provide an appointment letter, providing the names, designations, and positions of the assigned personnel, and shall indicate the effectivity of the appointments.
   1. All assigned personnel must meet the eligibility requirements
   2. The DHEIs may submit, as appropriate, changes to the assigned personnel, provided that they shall inform the Commission in writing, ensuring that there are no overlaps or gaps in the performance of the services required.
   3. Should the Commission receive the Appointment Letter beyond the allowable time/deadline, the Commission may set an effectivity date within prescribed government accounting and auditing rules.

iv. The Regional Director shall issue a resolution approving the assignment

b. Process
   i. The DHEI shall submit an appointment letter indicating the duration of appointment and the names of assigned personnel and designation, to be signed by the Head of the Institution.
   ii. The DHEI shall also attach a copy of the Terms of Reference, to be signed by the immediate supervisor and head of office and/or head of institution, with the conforme of the appointees.
   iii. The CHED RD issues a resolution approving the assignment.

c. Responsibilities of the Grant Management Office (GMO)
   i. Prepare and submit the documents for the payment of tuition and other fees, including the mentor's incentive, as applicable;
      1. The SOAs of tuition and other fees are submitted immediately after enrollment, and no later than the 15th of November of the same Fiscal Year in order to process the release of funds, unless otherwise permitted by law and government accounting and auditing rules.
      2. DHEIs that are unable to submit complete documents by the prescribed period may claim payment only through the Commission on Audit (COA) Money Claims process.
   ii. Prepare and submit the documents for the processing of payment of honoraria in a timely manner;
   iii. Evaluate and provide appropriate action to the special requests of the scholars;
   iv. Monitor the study progress of scholars;
   v. Submit at the end of the semester the semestral monitoring reports and status of SIKAP Grant Scholars to the CHEDRO;
   vi. Submit to the CHEDRO at the end of every academic year, an annual report and supporting documents for continuing eligibility;
   vii. Support the Commission in other monitoring efforts, as may be required.

d. GMO Composition
   i. A Grant Administrator who shall oversee the administration of the SIKAP Grant Scholarship in the DHEI. A DHEI with multiple campuses shall each have a Grant Administrator.
   ii. One (1) technical staff shall be added for every additional fifty (50) SIKAP Grant Scholar funded by the Commission.

e. Honoraria
   i. The total number of personnel to be paid per term shall be according to the number of scholars being monitored for the term. It shall not include those who have graduated or finished their degrees.
ii. Honoraria shall be disbursed after the last month of the term, provided that the duties and responsibilities indicated in the Terms and Reference have been successfully performed and all documentary requirements are submitted within the allowable payment period set forth by the Department of Budget and Management (DBM) and government accounting and auditing rules.

iii. The honorarium rate for GAs and/or GMO personnel shall be based on CHED Order No. 02, s. 2011, particularly:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Grade</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Grants Administrators (Project Staff Level 3)</td>
<td>24</td>
<td>Php 7,500 / month</td>
</tr>
<tr>
<td>Technical Staff (Project Staff Level 2)</td>
<td>18</td>
<td>Php 6,000 / month</td>
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iv. For the honoraria of the DHEI grants administrators, these shall be directly deposited to her/his bank account.

v. The Commission reserves the right to request replacement of a Grant Administrator and/or GMO personnel proven to be ineffective.
ANNEX F: Roles and Responsibilities of the Sending HEI

The Sending Higher Education Institution (SHEI) shall:

1. **On the Application Process of SIKAP Grant Scholars**
   1.1. Advise and assist interested and eligible employees regarding, but not limited to, the DHEI program offerings and details of the programs offered including the academic requirements to complete the program on time and student eligibility to the program;
   1.2. Create a vetting system for eligible employees that will ensure equitable and non-partisan access to the scholarship program;
   1.3. Diligently screen and recommend prospective applicants for the scholarship program including, but not limited to eligibility to the SIKAP Grant, selection of DHEI and eligible graduate programs that will align with the needs of the SHEI;
   1.4. Ensure that the research study is aligned with the research and development framework of the SHEI for applicants who are qualified under Section 2.1.2.1, 2.1.2.2., and 2.1.2.3.;
   1.5. Facilitate and ensure the timely processing of documentary requirements needed by their employees for the application;
   1.6. Ensure that the recommended employees for Part-Time Study Package A is eligible to render return service in the SHEI;

2. **On SIKAP Grant Scholars**
   2.1. Execute a contract/affidavit of undertaking with the employee-scholar relative to return service obligation;
   2.2. Ensure that the teaching load/workload of the employee-scholar will not impede the timely completion of the degree program;
   2.3. Monitor the academic status and progress of its employees who are accepted as SIKAP Grant Scholars;
   2.4. Provide annual reports to the CHEDRO on the progress of the scholar in fulfilling return service obligations;
   2.5. Provide assistance and support to the Commission as needed;