



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



**CHED MEMORANDUM ORDER**

No. 16

Series of 2021

**SUBJECT: REVISED GUIDELINES OF CHED MEMORANDUM ORDER (CMO) NO. 06 SERIES OF 2020 FOR FULL-TIME SIKAP GRANT SCHOLARS**

Pursuant to Republic Act No. 7722 or the Higher Education Act of 1994 and in accordance with CHED Memorandum Order (CMO) No. 15 series of 2019 or the Policies, Standards and Guidelines for Graduate Programs, the Commission has approved, through Commission En Banc Resolutions No. 697-2020, 370-2021 and 490-2021, the Revised Guidelines of 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 any of the following:
  - 1.1.1. Autonomous / Deregulated Institutions;
  - 1.1.2. State Universities and Colleges (SUC) designated as Level III or higher;
  - 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 accredited as Program Level III or higher; 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. The SIKAP Grant is open to Teaching and Non-Teaching Personnel who are employed or separated from service/discharged within 12 months from date of application, including those under the basic or technical education divisions or departments, by any of the following HEIs:
  - 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 Universities 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. For those employed, must have an approved study leave for full-time study from the start of the scholarship and for the duration of study or, an issued certification of deloading of teaching units/work responsibilities/assignment from the Head of the

Human Resource Office or its equivalent and attested by the HEI President or its equivalent;

- 2.1.3. For those previously employed:
  - 2.1.3.1. Must be separated from service/discharged within the last twelve (12) months at the time of application;
  - 2.1.3.2. The separation from service/discharge was not due to an administrative charge, dismissal or just causes<sup>1</sup> as attested by a certification issued by the Head of the Human Resource Office of the previous employer.
- 2.1.4. Must be admitted or will enroll in graduate degree programs identified in the Scope and Coverage;
- 2.1.5. Must be physically fit and mentally prepared to undertake and complete graduate work as supported by a medical certificate; and
- 2.1.6. Age is not 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 with 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 holding Top, Middle, and First-Line managerial positions or designations including those with top, middle or first-line management duties/responsibilities WITHOUT an approved study leave for full-time study at the time of the application and for the duration of the study;
- 2.2.4. Applicants employed on a full-time basis in a non-HEI agency/institution and for the duration of study;
- 2.2.5. Applicants previously employed in an HEI beyond 12 months at the time of the application and/or whose separation from service/discharge was due to the fault of the faculty/HEI personnel;
- 2.2.6. 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);
- 2.2.7. Applicants enrolled in more than one graduate program;
- 2.2.8. Applicants who do not fulfill any of the qualifications provided in the policy, including non-compliance/incomplete submission of documentary requirements.

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<sup>1</sup> Just Causes - refer to those instances enumerated under Article 297 [Termination by Employer] of the Labor Code, as amended. These are causes directly attributable to the fault or negligence of the employee. (DOLE DO No. 145-15); Article 297 of the Labor Code: An employer may terminate an employment for any of the following causes: (a) serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work; (b) gross and habitual neglect by the employee of his duties; (c) fraud or willful breach by the employee of the trust reposed in him by his employer or duly authorized representative; (d) commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representatives; and (e) other cases analogous to the foregoing.

### III. GRANT MECHANICS

#### 3.1. Mode of Implementation.

The SIKAP Grant shall be implemented through two models:

- 3.1.1. Delivering HEI (DHEI) Model, for graduate programs which are offered by partner HEIs with signed Memoranda of Agreement (MOA) with CHED. Previously employed applicants are only allowed under the DHEI model.
- 3.1.2. Individual Model, for graduate programs which are offered by HEIs that are qualified under the scope and coverage of the policy.

#### 3.2. General Guidelines

- 3.2.1. 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 date set by the CHEDRO.
- 3.2.2. The result of the SIKAP Grant Scholarship application is final. No appeals will be entertained.
- 3.2.3. 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.
- 3.2.4. The 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**

Criteria	Full Points
A. Program is Vertically Aligned to her/his teaching discipline or discipline of practice / work.	50
B. Professional Experience	30
C. Potential Outcomes	20
TOTAL	100
Academic Honors or Professional Award	+10 Bonus Points

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



- 3.2.7. Applicants classified as waitlisted<sup>2</sup>, 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.
- 3.2.8. The Commission shall allow the submission of unaltered and electronically signed<sup>3</sup>, 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"<sup>4</sup> within a reasonable timeframe to ensure integrity of the document. As required, guidelines for this purpose shall be issued separately by the Commission.
- 3.2.9. All submitted application documents including its supporting documents shall be considered as property of the CHED and shall no longer be returned to the applicant notwithstanding the result of the application.
- 3.2.10. All SIKAP Grant Scholars must obtain a Travel Clearance from the Commission for their foreign travel.
- 3.2.11. All SIKAP Grant Scholars approved under full-time scholarship shall continue to be and shall commit to finish the degree under full-time study.
- 3.2.12. SIKAP Grant Scholars must undertake a return service obligation of one (1) year per year of study, or a fraction thereof, upon completion of the program. S/he is automatically released from the obligation to be on full-time study, and scholarship privileges will be limited to available student research support fund, subject to eligibility and availability.

#### 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.
  - 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.

<sup>2</sup> 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

<sup>3</sup> Use of electronic signature as defined in Republic Act 8792 or the "Electronic Commerce Act"

<sup>4</sup> Not digital signature or electronic signature



- 4.3. Individual Model
  - 4.3.1. The applicant shall fill in the application form, curriculum vitae, and upload the documentary requirements through the online portal.
  - 4.3.2. The applicant shall submit her/his application package to the CHEDRO in charge of the HEI where s/he will be undertaking the degree program.
- 4.4. Evaluation of Applications
  - 4.4.1. The CHEDRO shall screen the applications and ensure the completeness and veracity of documents submitted.
  - 4.4.2. The CHEDRO shall screen the applications based on the Selection Criteria provided in Section 3.2.4. of the Revised Guidelines on the SIKAP Grant.
  - 4.4.3. The CHEDRO shall forward recommended applications for the approval of the CHED RD.
  - 4.4.4. The CHED RD shall render the final decision on the approval or disapproval of the application.

The documentary requirements for the SIKAP Grant Program Application is in Annex A.

## V. WAIVER OF ACCOUNTABILITY

- 5.1. The terms and conditions of a SIKAP Grant Scholar are deemed fully complied with under the following conditions:
  - 5.1.1. Completion of graduate degree requirements within the study duration. In case a scholar has been granted an extension beyond the original study plan, the completion of graduate degree requirements within the adjusted study duration;
  - 5.1.2. Full compliance with the return service obligation;
  - 5.1.3. Submission of all required reports;
  - 5.1.4. In case of termination prior to the period that a scholar is expected to graduate, settlement of obligation.
- 5.2. The Commission shall exercise authority and exhaust legal remedies to ensure that the SIKAP Grant Scholar is able to comply with the return service obligation and/or settlement of obligation.

## VI. SCHOLARSHIP PRIVILEGES

- 6.1. 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.
- 6.2. The living allowances, including the book and other resources allowances, and transportation and communication assistance shall be released or reimbursed within the term on a per academic term basis, subject to mode of implementation and compliance to documentary requirements for release of financial privileges.

**Table 2 .SIKAP Grant Package**

	Masters	Doctorate
Tuition and Other Fees	Actual tuition and other fees	
Living Allowance	Php 37,000 x number of months per term	Php 50,000 x number of months per term



Book and other Resources Allowance	Php 24,000 / academic year to be released evenly across terms	
Transportation and Communication Assistance	Php 24,000 / academic year to be released evenly across terms	
Thesis / Dissertation / Capstone project allowance (if applicable)	Php 60,000	Php 120,000

**Table 3. Sandwich Component (subject to application):**

	Masters	Doctorate
Living Allowance (for Sandwich Component)	Tier 1 Countries: Php 50,000 / month Tier 2 Countries: Php 60,000 / month Tier 3 Countries: Php 80,000 / month	
Transportation Assistance (for Sandwich Component)	One Round-Trip Economy Class Ticket (reimbursement basis)	

Tier 1 Countries: Southeast Asian countries except Singapore

Tier 2 Countries: Singapore, China, Eastern Europe, and all other countries not included in Tier 1 and 3.

Tier 3: United States of America, Japan, Australia and Western Europe

- 6.3. SIKAP Grant Scholars may also avail of the following additional supports, subject to availability of funds:

**Table 4. Additional Privileges / Incentives**

		Masters	Doctorate
STUDENT RESEARCH SUPPORT FUND	Research Support Grant	Php 50,000	100,000
	Research Publication Incentive for up to two (2) publications in <ul style="list-style-type: none"> <li>• ISI-Indexed, Scopus, or Web-of Science Publication</li> <li>• Peer-reviewed Journal</li> </ul>	<p>Php 50,000</p> <p>Php 30,000</p>	
	Mentor's Fee	Php 36,000	Php 72,000
	Early Completion Incentive	The remaining allotment for living allowances up to the end of the approved study duration	

- 6.4. In cases where scholars are approved while the term has commenced, the Commission shall only cover the following:
- 6.4.1. Costs of tuition and other fees;
  - 6.4.2. Transportation and communication allowance;
  - 6.4.3. Book allowances for the term;
  - 6.4.4. Living allowance on the month of approval provided that it is approved within 20 days of the month of approval. In the event that the approval is made in less than seven (7) days from the end of the month, the living allowance shall commence the next month.

## **VII. REVOCATION AND TERMINATION OF THE SIKAP GRANT**

### **7.1. Revocation of the SIKAP Grant**

- 7.1.1. The CHED RD is provided authority to issue an official revocation of the grant due to the following reasons:
  - 7.1.1.1. An approved applicant who has submitted a written request for withdrawal
  - 7.1.1.2. An approved applicant who did not pursue and/or officially enroll in the graduate degree and in the field of specialization as approved by the Commission and, during the term approved;
  - 7.1.1.3. 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;
  - 7.1.1.4. 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 of time prescribed by the Commission;
  - 7.1.1.5. Change of DHEI and/or approved degree program upon approval of scholarship.
- 7.1.2. Appeals related to the revocation of grant will not be entertained.
- 7.1.3. An applicant whose grant has been revoked is still eligible to apply in the next call for applications of the SIKAP Grant.
- 7.1.4. The CHED RD shall inform in writing the revocation of the grant.

### **7.2. Termination of the SIKAP Grant**

- 7.2.1. A SIKAP Grant Scholar will be due for termination based on the following:
  - 7.2.1.1. Suspension beyond two (2) terms;
  - 7.2.1.2. Received a suspension status cumulative to three (3) or more terms;
  - 7.2.1.3. Conviction in a pending case involving moral turpitude, criminal offense, fraud and/or intellectual dishonesty;
  - 7.2.1.4. Acts and/or behaviour proven to be inimical to the interest of the Commission and government;
  - 7.2.1.5. Proven inability to complete the degree program within the approved study plan.
- 7.2.2. All SIKAP Grant Scholars pending for termination will undergo due process. The final decision on termination will rest upon the Commission en Banc.
- 7.2.3. 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.
- 7.2.4. 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.

## **VIII. ROLES AND RESPONSIBILITIES**

- 8.1. The roles and responsibilities of a SIKAP Grant Scholar are provided in detail in Annex B.
- 8.2. The roles and responsibilities of the CHEDRO in the implementation of the SIKAP Grant program is available in Annex C.
- 8.3. The roles and responsibilities of CHEDCO (Local Scholarship Office) is in Annex D.
- 8.4. Details on the roles and responsibilities of DHEIs are in Annex E.



**8.5. Local Graduate Scholarship Committee (LGSC)**

- 8.5.1. The Local Graduate Scholarship Committee (LGSC) shall consist of representatives from the CHEDCO, concerned CHEDRO/s, Legal and Legislative Service (LLS), Administrative, Financial and Management Service (AFMS). 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 RD, LLS Director, and AFMS Director.
- 8.5.2. The LGSC is authorized to render decisions regarding the approval and disapproval of applications for applicants with concerns on consanguinity.
- 8.5.3. 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.
- 8.5.4. 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.

**IX. 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.

**X. 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.

**XI. 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.

**XII. EFFECTIVITY**

This order shall take effect immediately after its issuance.

Issued this 6<sup>th</sup> of Oct., 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 Employment\*\*
4. Certificate of Eligibility and Undertaking\*\*
5. Release Form or Certification Issued by the Head of the Human Resource Office or its equivalent and attested by the President or its equivalent for full-time study\*\*
6. Certification from previous employer that the separation from service/discharged is not due to the fault of the faculty/HEI personnel (for those previously employed);\*\*
7. Certificate of clearance from previous grants, proof of trainings attended, published works or research presented
8. Recommendation Forms (Former Professor, Peer and Immediate Supervisor)\*
9. Birth Certificate or Passport (Proof of Citizenship)
10. Medical Certificate\*\*
11. Proof of Admission to the DHEI or eligible program
12. Transcript of Records (for every undergraduate and graduate/post-graduate degree attained)
13. Draft Re-entry Action Plan
14. Copy of Valid Government ID
15. Supporting documents for the provided details in the CV and Application Form

\*To be accomplished through the Online Portal

\*\*Using CHED Template



## ANNEX B: Roles and Responsibilities of a SIKAP Grant Scholar:

### A. The SIKAP Grant Scholar shall:

- a. Undertake their studies on a full-time basis, and shall take on the full 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;
- 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. Complete the degree program within the study duration provided in the approved program of study;
- g. Render return service immediately following the completion of her/his SIKAP Grant Scholarship;
- h. Ensure diligence in her/his studies and maintain ethical/good conduct as a Philippine government scholar and student of the DHEI;
- i. 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;
- j. Promptly process and submit any requests, reports, or other pertinent documentary requirement to the Commission including but not limited to the following:

**Table 6: Documentary Requirements**

Form	Individual Model	DHEI Model
Scholarship Intake Form	Submitted at the start of the grant to the CHEDRO	Certified by the Grants Management Office before submission to the CHEDRO.  Submitted at the start of the grant.
Continuing Eligibility Evaluation Form	Submitted at the end of every academic year to the CHEDRO	Certified by the Grants Management Office before the submission to the CHEDRO.  Submitted at the end of every academic year.
End of Grant Requirements and its supporting documents	Submitted at the CHEDRO after the completion of the grant	Certified by the Grants Management Office before submission to the CHEDRO.  Submitted after the completion of the grant
Return Service Monitoring Reports	Submitted to the CHEDRO at the start and end of the return service.	Certified by the Grants Management Office before submission to the CHEDRO.  Submitted to the CHEDRO at the start and end of the return service.

**Table 7: Required Reports**

<b>At the Start of Return Service</b>	<b>During Return Service</b>	<b>Completion of Return Service</b>
Proof of employment in an HEI	Proof of employment at the start of each semester, until the end of the return service obligation	Accomplishment Report of completed return service  Proof of employment for the duration of the return service

- k. Regularly coordinate with the Commission and the DHEI regarding her/his scholarship;
- l. Be responsible in keeping up-to-date with advisories, issuances, and other memoranda issued by CHED and/or the DHEI;
- m. Cooperate with the Commission and DHEI to ensure successful implementation of the scholarship;



## **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. Shall screen, evaluate and process the submitted documentary requirements of applicants in accordance with the eligibility and selection criteria provided in Section II and Section 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 successful applicants to the SIKAP Grant 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. Execution 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, or an extension request, whichever is applicable;
- 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 under individual and delivering HEI, 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. Determination of release/disbursement of scholarship privileges and additional incentives, excluding special concerns and matters covered by the CHEDCO;
- 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. Submission of 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. Approval of revised re-entry plan;
- 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. Coordination with SIKAP Grant scholars on matters concerning their status and requests;
- xvi. Evaluation 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. Approval of request for 1 year extension without cost;
  - 6. Request for Leave of Absence (LOA)
  - 7. 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 individual and delivering HEI, 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 member 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**

- i. 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;
- ii. Process the applications of interested prospective scholars;
- iii. Diligently screen and evaluate applicants according to the eligibility of the policy;
- iv. 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.
  - i. 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. Ensure that there will be no monetary conditions imposed against the scholar to proceed with the study such as downpayment;
- c. Facilitate the processing and/or issuance of documents in a timely manner especially those required for the release of financial privileges of the scholars;
- d. Ensure the continued enrollment of eligible scholars;
- e. 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.
- f. 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;
- g. 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;
- h. 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;
- i. 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 Conditions**

- 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 CHED RD 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. Submit at the end of the semester the semestral monitoring reports to the CHEDRO;
- v. Submit to the CHEDRO at the end of every academic year, an annual report and supporting documents for continuing eligibility;
- vi. 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 8: Honorarium Rate**

Position	Salary Grade	Amount
Grants Administrators (Project Staff Level 3)	24	Php 7,500 / month
Technical Staff (Project Staff Level 2)	18	Php 6,000 / month

- 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.

