



Handbook for the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant for FULL-TIME STUDY

2021

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



TABLE OF CONTENTS

INTRODUCTION	2
Background, Scope and Coverage	2
Definition of Terms	2
Qualifications to become a SIKAP Grant Scholar	3
Ineligibility	4
Mode of Implementation	4
APPLICATION AND SELECTION OF SIKAP GRANT SCHOLARS	5
Application Requirements	5
Application Process	5
General Grant Mechanics	6
Classification Status of Applicants	7
SCHOLARSHIP PRIVILEGES	10
Scholarship Package Inclusions	10
Release of Financial Privileges	12
Terms and Conditions of Release and Availment of Scholarship Privileges	13
Study Costs Not Covered by the Scholarship Grant	14
Documentary Requirements	14
Process	17
Sandwich Component	18
ROLES AND RESPONSIBILITIES	19
SIKAP Grant Scholar	19
CHED Regional Office (CHEDRO)	19
CHED Central Office (CHEDCO)	21
Delivering Higher Education Institution (DHEI)	21
Local Graduate Scholarship Committee (LGSC)	24
SCHOLAR CONCERNS	24
Classification Status of SIKAP Grant Scholars	24
Travel Clearance Application	26
Leave of Absence	26
Extension of the Grant	27
Deferred Payment	29
Appeals	30
Suspension of a SIKAP Grant Scholar	31
Withdrawal of the Grant	32
Revocation of the SIKAP Grant	32
Termination of the Grant	33
Settlement of Obligation due to Termination of Grant	34
Return Service	34
Waiver of Accountability	37



A. INTRODUCTION

1. Background, Scope and Coverage

- 1.1. The Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant is an educational assistance program for Filipino 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.
- 1.2. The SIKAP Grant Program is in accordance with Republic Act No. 7722 or the Higher Education Act of 1994 and Commission on Higher Education (CHED) Memorandum Order (CMO) No. 15 series of 2019 or the Policies, Standards and Guidelines for Graduate Programs.
- 1.3. The SIKAP Grant scholarship program covers 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:
 - 1.3.1. Autonomous / Deregulated Institutions;
 - 1.3.2. State Universities and Colleges (SUC) designated as Level III or higher;
 - 1.3.3. Center of Excellence (COE) or Center of Development (COD);
 - 1.3.4. A program accredited as or whose equivalent undergraduate program is accredited as Program Level III or higher; OR
 - 1.3.5. Mindanao State University (MSU) and its constituent units, or the University of the Philippines (UP) and its constituent units
- 1.4. As a scholarship program of the Commission, 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:
 - 1.4.1. An HEI duly recognized by CHED; or
 - 1.4.2. An HEI duly recognized by the Ministry of Basic, Higher and Technical Education (MBHTE);
 - 1.4.3. Local Universities and Colleges (LUCs) with Institutional Recognition (IR) issued by CHED;

2. Definition of Terms

- 2.1. Deferred Repayment - The period of one (1) additional academic year for scholars who are unable to finish their degree within the allowable extension period. (See Section E, No. 5)
- 2.2. Delivering Higher Education Institution (DHEI) - An HEI approved to deliver graduate programs for scholars under the Program, and thus takes on the roles and responsibilities as stated in this policy, with a signed Memorandum of Agreement (MOA).
- 2.3. Full-time scholar - A scholar who undertakes full-time study.
- 2.4. Full-time study - The undertaking of a degree on a full-time basis without any teaching, work or administrative load for the entire duration of study, and takes on the full-time academic load of his/her HEI of study.
- 2.5. Grant Contract - A legal document entered into by the approved applicant, and the Commission in relation to the scholarship grant.



- 2.6. Higher Education Institution (HEI) - An institution of higher learning that is duly recognized by CHED or the Ministry of Basic, Higher and Technical Education (MBHTE) of the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM).
- 2.7. HEI Personnel - personnel employed in a HEI who may be classified as:
 - 2.7.1. Non-Teaching Personnel - personnel performing functions in support of teaching and/or rank and file employees of the HEI.
 - 2.7.2. Teaching Personnel - personnel formally engaged in actual teaching or in research assignments, either on full-time or part-time basis¹.
- 2.8. Maximum residency - Period that a student is allowed to complete the program as provided in the admission and retention policies set by the DHEI.
- 2.9. Revocation of Grant - The rescindment of the award of the grant for approved applicants with or without executed grant contracts, and has not availed any privilege or incurred any cost in relation to the scholarship grant.
- 2.10. Sandwich Component – Thesis/dissertation writing to be taken by a scholar under a qualified program of a foreign educational institution.
- 2.11. Scholarship – the provision of educational assistance, through a grant contract, to a student to support the completion of study.
- 2.12. Study Duration - The duration of study for a particular graduate program. This may be categorized as:
 - 2.12.1. Adjusted Study Duration - The duration of study for a particular graduate program, which has been adjusted through an approval of a special request (e.g. Leave of Absence (LOA), Extension, etc).
 - 2.12.2. Original Study Duration - The duration of study for a particular graduate program, originally approved and reflected in the original study plan.
- 2.13. Study Plan – An official document which outlines the duration of study required to complete a degree program.
- 2.14. Termination - The cessation or cancellation of the scholarship grant due to non-fulfillment of terms and conditions of the grant, or through the willful abandonment of the degree program.
- 2.15. Withdrawal - The willful non-acceptance or abandonment of the grant, by an approved applicant or grantee
 - 2.15.1. Withdrawal leading to revocation - the non-acceptance of the scholarship grant as awarded, by an approved applicant.
 - 2.15.2. Withdrawal leading to termination - the withdrawal after the commencement of the scholarship proper.

3. Qualifications to become a SIKAP Grant Scholar

- 3.1. Must be a Filipino citizen;
- 3.2. 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;

¹ Section 5, No. 20, subsection a.1, Manual of Regulations for Private Higher Education, "Academic Personnel"



- 3.3. For those previously employed:
 - 3.3.1. Must be separated from service/discharged within the last twelve (12) months at the time of application;
 - 3.3.2. The separation from service/discharge was not due to an administrative charge, dismissal or just causes² as attested by a certification issued by the Head of the Human Resource Office of the previous employer;
- 3.4. Must be admitted or will enroll in graduate degree programs identified in the Scope and Coverage;
- 3.5. Must be physically fit and mentally prepared to undertake and complete graduate work as supported by a medical certificate;
- 3.6. 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.

4. Ineligibility

- 4.1. Applicants with existing government-funded grant/scholarship;
- 4.2. 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;
- 4.3. 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;
- 4.4. Applicants employed on a full-time basis in a non-HEI agency/institution and for the duration of study;
- 4.5. 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;
- 4.6. 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);
- 4.7. Applicants enrolled in more than one graduate program;
- 4.8. Applicants who do not fulfill any of the qualifications provided in the policy, including non-compliance/incomplete submission of documentary requirements.

² 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.

5. Mode of Implementation

The SIKAP Grant shall be implemented through two models:

- 5.1. 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.
- 5.2. Individual Model, for graduate programs which are offered by HEIs that are qualified under the scope and coverage of the policy

B. APPLICATION AND SELECTION OF SIKAP GRANT SCHOLARS

1. Application Requirements

Each application package shall consist of the following

- 1.1. Application Form*
- 1.2. Curriculum Vitae (CV)*
- 1.3. Certificate of Employment**
- 1.4. Certificate of Eligibility and Undertaking**
- 1.5. 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**
- 1.6. 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);**
- 1.7. Certificate of clearance from previous grants, proof of trainings attended, published works or research presented
- 1.8. Recommendation Forms (Former Professor, Peer and Immediate Supervisor)*
- 1.9. Birth Certificate or Passport (Proof of Citizenship)
- 1.10. Medical Certificate**
- 1.11. Proof of Admission to the DHEI or eligible program
- 1.12. Transcript of Records (for every undergraduate and graduate/post-graduate degree attained)
- 1.13. Draft Re-entry Action Plan
- 1.14. Copy of Valid Government ID
- 1.15. Supporting documents for the provided details in the CV and Application Form

*To be accomplished through the Online Portal

**Using CHED Template

2. Application Process

- 2.1. Preliminary Process
 - 2.1.1. The Commission shall release a call for applications.
 - 2.1.2. 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;
- 2.2. DHEI Model (See Figure 1)
 - 2.2.1. The applicant shall seek admission to the DHEI of choice.
 - 2.2.2. The DHEI shall screen the applicants according to the admissions policies of the institution.
 - 2.2.3. Once admitted, the applicant shall fill in the application form, curriculum vitae, and upload the documentary requirements through the online portal.



- 2.2.4. The applicant shall submit her/his application package to the DHEI.
- 2.2.5. The DHEI shall check the application/s for completeness.
- 2.2.6. The DHEI shall endorse a list of officially admitted applicants, along with their submitted complete applications to the CHEDRO.
- 2.3. Individual Model (See Figure 2)
 - 2.3.1. The applicant shall fill in the application form, curriculum vitae, and upload the documentary requirements through the online portal.
 - 2.3.2. 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.
- 2.4. Evaluation of Application
 - 2.4.1. The CHEDRO shall screen the applications and ensure the completeness and veracity of documents submitted
 - 2.4.2. The CHEDRO shall screen the applications based on the Selection Criteria provided in Section B. No. 3.6 of this Handbook.
 - 2.4.3. The CHEDRO shall forward recommended applications for the approval of the CHED RD.
 - 2.4.4. The CHED RD shall render the final decision on the approval or disapproval of the application.

3. General Grant Mechanics

- 3.1. Successful applicants must formally communicate their acceptance of the grant and confirm their enrollment in the approved graduate program through written acknowledgement to the CHEDRO.
- 3.2. The result of the SIKAP Grant Scholarship application is final. No appeals will be entertained.
- 3.3. 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.
- 3.4. 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

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

- 3.7. Applicants classified as waitlisted³, 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.
- 3.8. The Commission shall allow the submission of unaltered and electronically signed⁴, 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"⁵ within a reasonable timeframe to ensure integrity of the document. As required, guidelines for this purpose shall be issued separately by the Commission.
- 3.9. 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.
- 3.10. Successful applicants to the SIKAP Grant are expected to complete the program on full-time study within the approved study plan;
- 3.11. All SIKAP Grant Scholars approved under full-time scholarship shall continue to be and shall commit to finish the degree under full-time study.
- 3.12. All SIKAP Grant Scholars must obtain a Travel Clearance from the Commission for their foreign travel See Section E, No. 2 for further information on Travel Clearance.
- 3.13. SIKAP Grant Scholars must undertake return service 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. See Section E, No. 12. for further information on Return Service.

4. Classification Status of Applicants

- 4.1. **Probationary**- An applicant who successfully qualified for the SIKAP Grant but subject to completion of documentary requirements within a specific timeframe;
- 4.2. **Eligible** – An applicant who successfully qualified for the SIKAP Grant and has received official approval of her/his grant and has a signed grant contract;
- 4.3. **Waitlisted** – 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.
- 4.4. **Ineligible** – An applicant who did not meet the eligibility criteria for applicants on probationary status who failed to comply with the requirements of the grant within the specified deadline to become eligible;
- 4.5. **Withdrawn** – An applicant who successfully qualified for the SIKAP Grant but has willfully withdrawn from the grant. Details on the withdrawal of grant is available in See Section E, No. 8.
- 4.6. **Revoked** - An applicant who successfully qualified for the SIKAP Grant but due to conditions prescribed in Section E, No. 9, Revocation of SIKAP Grant, the grant is rescinded.

³ 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

⁴ Use of electronic signature as defined in Republic Act 8792 or the "Electronic Commerce Act"

⁵ Not digital signature or electronic signature

FIG 1. Application Process of the DHEI Model

APPLICATION PROCESS: DHEI MODEL

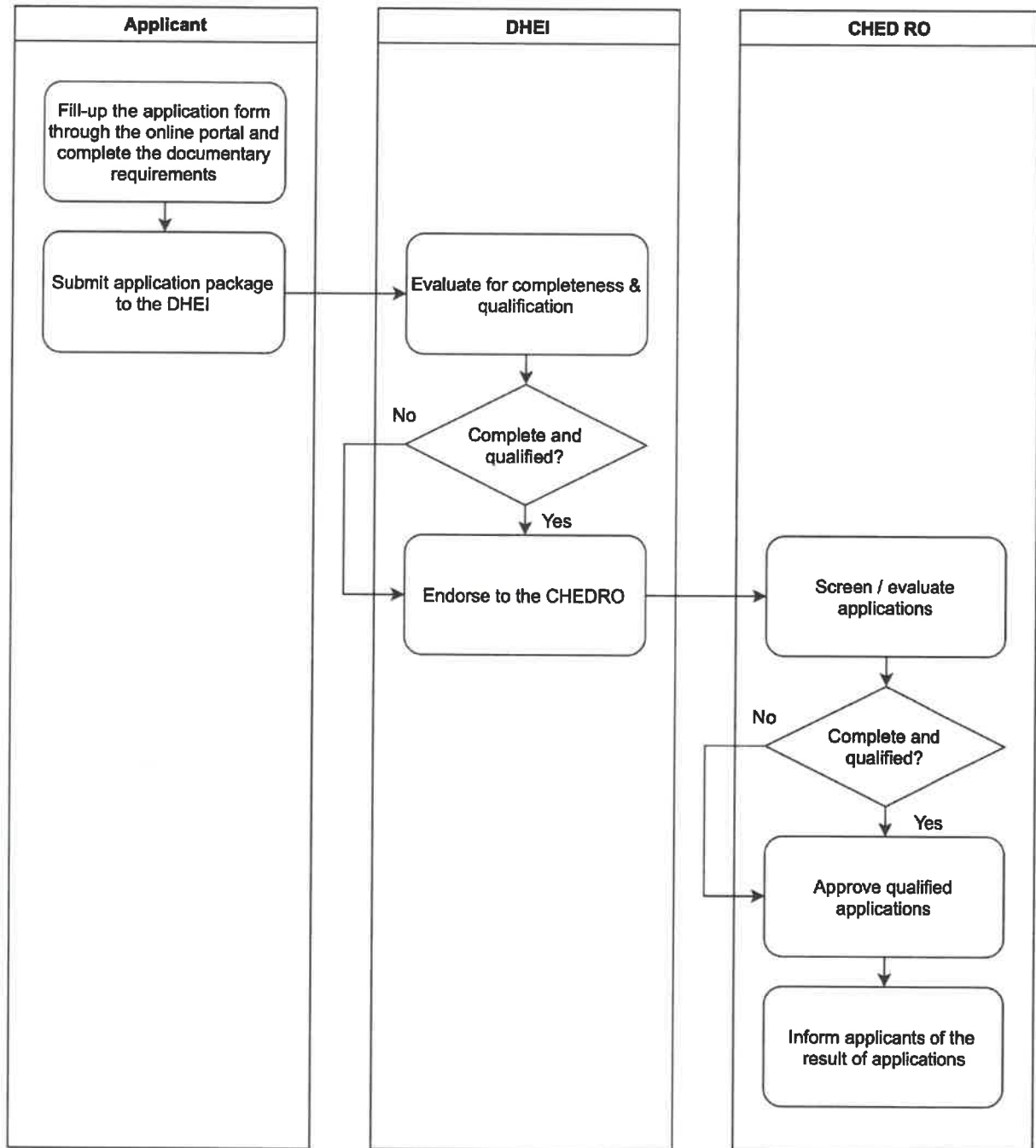
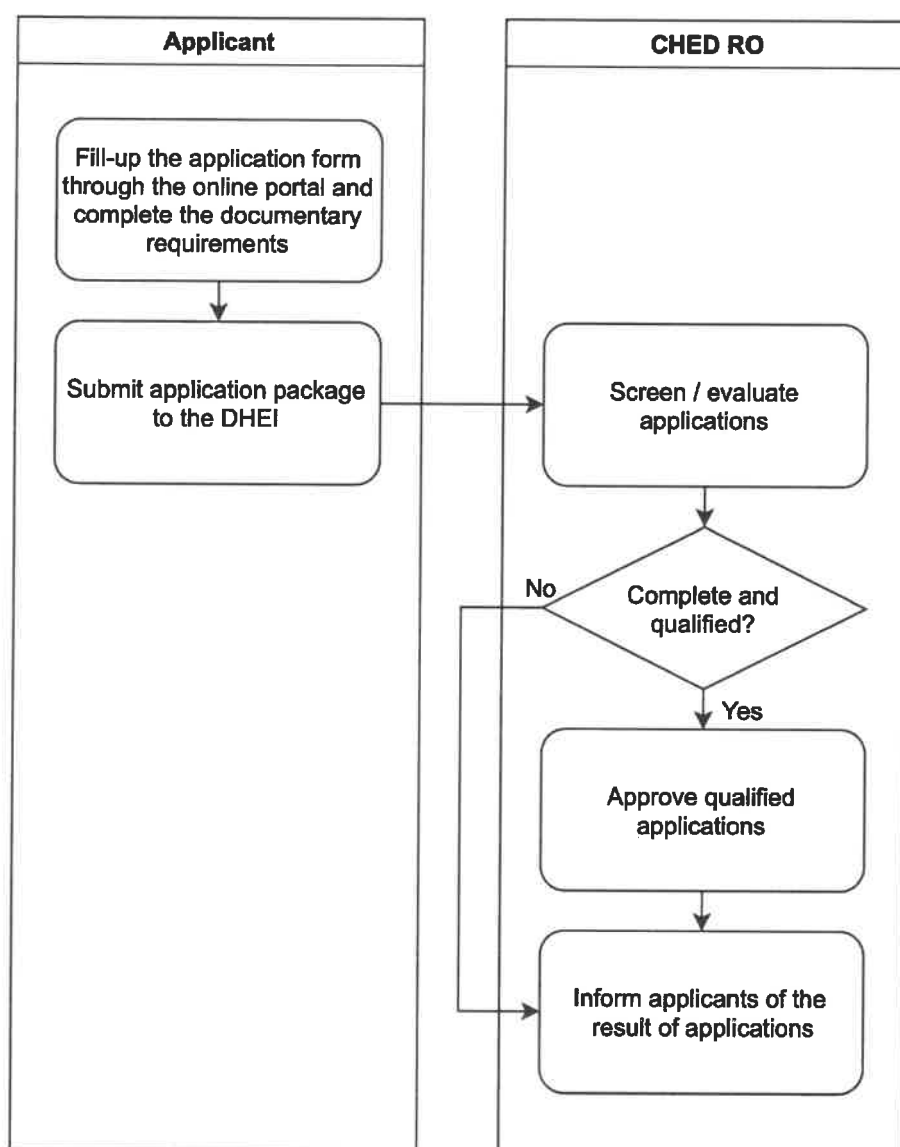


FIG 2. Application Process of the Individual M
APPLICATION PROCESS: INDIVIDUAL MODEL



C. SCHOLARSHIP PRIVILEGES

1. Scholarship Package Inclusions

- 1.1. 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.

- 1.1.1. Actual cost of tuition and other school fees;
- 1.1.2. Monthly living allowances, disbursed on a per academic term basis;
- 1.1.3. A yearly book and other resources allowance;
- 1.1.4. A yearly transportation and communication assistance;
- 1.1.5. Thesis / dissertation allowance.

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/Subscription 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

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

1.2.1. Student Research Support Fund

- 1.2.1.1. Research Support Grant to provide additional funding for the conduct of thesis and/or dissertation research apart from the outright assistance provided in Section C, No. 1. The eligibility of the research support grant includes:
 - 1.2.1.1.1. The research submitted for the additional support must be recommended by the adviser and the Dean for further funding, subject to the evaluation of a technical expert identified by the Commission.
 - 1.2.1.1.2. The scholar must be on compliant status.
- 1.2.2. Publication incentive(s), for up to two (2) papers, to be claimed upon publication in a refereed, ISI-Index, Web of Science, or Scopus-Listed Journal provided that the scholar is the sole or lead author. The publication incentive may only be availed up to one (1) academic year after graduation,



including scholars on approved one (1) year extension, subject to availability of funds.

1.2.3. For the DHEI Model, mentor's fee and incentive for scholars who are able to finish the degree on time. 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 this section.

1.2.4. Early Completion Incentive for scholars who are able to complete their degree programs at least one (1) regular term ahead of the approved original study plan. The scholar must provide documentation of the same.

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"> • ISI-Indexed, Scopus, or Web-of Science Publication • Peer-reviewed Journal 	Php 50,000 Php 30,000	
	Mentor's Fee (for DHEI Model Only)	Php 36,000	Php 72,000
Early Completion Incentive		The remaining allotment for living allowances up to the end of the approved study duration	

1.2.5. Sandwich Component.

1.2.5.1. Under the sandwich component, the scholars will be entitled to:

1.2.5.1.1. Reimbursement of one (1) round-trip economy ticket in lieu of the travel allowance;

1.2.5.1.2. Living allowances following a tier-system according to the host country for the months, or any fraction of a month greater than seven (7) days, wherein the scholar resides in the host country.

1.2.5.2. See Section C, No. 7 for further information on the Sandwich Component.

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

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

2. Release of Financial Privileges

- 2.1. The living allowances, including book/subscription 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 compliance to documentary requirements for release of financial privileges.
- 2.2. Scholarship privileges shall be released by the Commission through the two modes of implementation: individual and DHEI model.

Table 5: Release of Scholarship Privileges by Mode of Implementation

	DHEI Model	Individual Model
Tuition and Fees, including the Mentor's Fee (for DHEI Model only)	Send-bill arrangement; Privileges will be deposited to the institutional bank account of the DHEI	Reimbursement basis; The financial privileges shall be released to the individual scholars through the Authorized Government Servicing Bank (AGSB)
Living Allowance, Book and Other Resources Allowance, Transportation and Communication Allowance	The financial privileges shall be released to the individual scholars through the Authorized Government Servicing Bank (AGSB)	The financial privileges shall be released to the individual scholars through the Authorized Government Servicing Bank (AGSB)
Thesis / Dissertation Allowance		

- 2.3. For the DHEI model, the following additional policy shall apply:
 - 2.3.1. DHEIs that are unable to submit complete documents by the prescribed period may claim payment only through the Commission on Audit (COA) Money Claims process⁶.
 - 2.3.2. In order to ensure ease of process, it is preferred, but not required, for the DHEI and/or the grants administrators to open an account with the CHED AGBS. Otherwise, the DHEI and/or the grants administrators shall shoulder any interbank charges that may be incurred.
- 2.4. For the individual model, the following additional policies shall apply:
 - 2.4.1. The financial privileges shall be released to the individual scholars on a reimbursement basis.
 - 2.4.2. These shall be directly deposited to a savings account opened in a CHED servicing bank solely for the purpose of the grant, the details of which must be provided through a bank certificate

⁶ Rule VIII of The 2009 Revised Rules of Procedure of the Commission on Audit

3. Terms and Conditions of Release and Availment of Scholarship Privileges

- 3.1. Only applicants who have been classified as eligible shall be entitled to receive scholarship privileges, provided that they have submitted all requirements to be recognized as a scholar or classified as an active scholar, see Section C. No. 5.1.
- 3.2. Scholars are entitled to the financial privileges during the term when their application was approved by the Commission. For Waitlisted Applicants, see Section B, No. 3.8 for further information.
- 3.3. Scholars must meet and consistently fulfill the following conditions to qualify and ensure continuous availment of scholarship privileges:
 - 3.3.1. A valid grant contract (*only for scholars who will receive the scholarship privilege for the first time*);
 - 3.3.2. Officially enrolled in an eligible graduate degree program stipulated in the approved original study plan and approved by the Commission . In cases where the specific courses may be interchanged under a specific classification, the scholarship shall only cover the number of units stipulated in the original study plan.
 - 3.3.3. Prompt and timely submission of documentary requirements duly received by the concerned CHEDRO. These include documents required for the processing and release of financial privileges.
 - 3.3.4. Must be classified as active or probationary, in accordance with Section B. No. 4.1.
 - 3.3.5. Strict compliance to the following:
 - 3.3.5.1. Admission and retention policies of the graduate degree program they are officially enrolled in;
 - 3.3.5.2. Eligibility criteria throughout the duration of the grant;
 - 3.3.5.3. Adherence to the original study duration or approved adjusted study duration;
 - 3.3.5.4. Maintain good standing as a SIKAP Grant Scholar; and
 - 3.3.5.5. Terms and conditions of this policy and other relevant issuances of the Commission.
- 3.4. Sandwich Component may only be availed through a CHED-approved partnership of a DHEI with an internationally ranked foreign HEI duly recognized by CHED and/or its counterpart.
- 3.5. The Commission may allow the application of a scholar for additional funding to other institutions or organizations, specifically, in support of the production of scholarly works and/or completion of the thesis/dissertation/capstone requirement of her/his degree program provided that it is NOT a duplication of the funding provided by the grant.
- 3.6. For scholars who started their study prior to the scholarship, the following tuition costs will be covered:
 - 3.6.1. Actual costs of tuition and school fees from the term of approval of the scholarship and for the duration of the scholarship.
 - 3.6.2. Enrolled subjects upon approval of the scholarship and contained in the approved study plan provided that the subject has not been retaken from the time the scholarship was approved.
- 3.7. Other modes of releasing the funds to the grantees shall be subject to the approval of the Commission.
- 3.8. All allowances and fees are subject to government accounting and auditing rules.
- 3.9. The financial privileges for scholars with coursework shall be in accordance with the study plan submitted at the start of the scholarship. In general, the study plan shall consist of:
 - 3.9.1. Course work, according to the prescribed academic lead of the HEI,
 - 3.9.2. Comprehensive exam, whether on residency or officially enrolled to be taken alongside with or without other academic subjects,
 - 3.9.3. Thesis Writing for up to one (1) academic year, OR Dissertation Writing for up to two (2) academic years.

- 3.10. Should the thesis / dissertation extend beyond the stipulated academic year, scholarship privileges will only be limited to one (1) year for thesis writing and two (2) years for dissertation writing.
- 3.11. For new scholars under the thesis or dissertation stage, the grant shall be limited to one (1) academic year.
- 3.12. For scholars who have already received financial privileges and incentives during the academic term but went on approved LOA, the Commission shall deduct the amount already granted to her/his entitlement in the succeeding term/s.
- 3.13. Scholars who failed to submit the complete required documents for the disbursement of financial privileges within the stipulated deadline will be automatically placed under probationary status.
- 3.14. Scholars who do not submit the complete required documents for the disbursement of financial privileges for two (2) consecutive regular terms shall be automatically placed under non-compliant status.
- 3.15. In cases where scholars are approved while the term has commenced, the Commission shall only cover the following:
 - 3.15.1. Costs of tuition and other fees;
 - 3.15.2. Transportation and communication allowance;
 - 3.15.3. Book allowances for the term;
 - 3.15.4. 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.
- 3.16. Scholarship privileges will be automatically placed on-hold if the status of the SIKAP Grant Scholar is any of the following: (1) Non-Compliant Status; (2) Suspended; (3) On LOA;
- 3.17. No scholarship privileges will be given to SIKAP Grant Scholars whose status is any of the following: (1) Terminated; (2) Absence Without Official Leave (AWOL); (3) On Extension, and; (4) On Return Service;
- 3.18. The Commission reserves the right to require, as necessary, the submission of additional documentary requirements pertinent to the scholarship, in accordance with pertinent laws, rules, and regulations of the government.
- 3.19. The Commission may withhold scholarship privileges due to compliance concerns and verification and/or implementation of notices of suspension/disallowance or its equivalent.

4. Study Costs Not Covered by the Scholarship Grant

- 4.1. Costs borne from re-enrollment or retaken subjects, or extra subjects or units outside of the approved study plan (e.g. penalty courses);
- 4.2. Cost borne from the negligence of the scholar (e.g. late enrollment fees, lost ID fees, etc.);
- 4.3. Cost considered as excessive on the basis of government accounting rules and regulations;
- 4.4. For scholars who started their study prior to the approval of the scholarship, costs for subjects that are re-taken/repeated due to failure and/or negligence within the scholarship period;
- 4.5. For NEW scholars under the thesis or dissertation stage, costs AFTER receipt of the one (1) academic year grant;
- 4.6. Allowances and other financial privileges not indicated in the policy.

5. Documentary Requirements

- 5.1. The documentary requirement for the recognition as a scholar are as follows:

Table 6. Documents for the recognition as a scholar

	Documentary Requirements	Submission Period
Recognition as a scholar	<ul style="list-style-type: none"> • Scholar intake form • Duly signed and notarized grant contract 	Immediately after the release of results and



	<ul style="list-style-type: none"> • Study Plan duly accomplished by Scholar and Approved by the Program Adviser or Program/Department Chairperson, consistent with the policy regarding components of the study plan • Certificate of deloading / certification of compliance to full-time, study or maximum teaching load / workload, as applicable 	dissemination of the pro-forma grant template
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------

5.2. The documentary requirements for the release of financial privileges are as follows:

Table 7. Documents for the Release of Financial Privileges

	Documentary Requirements	Submission Period
Release of allowances	<ul style="list-style-type: none"> • Enrollment form duly authenticated by the HEI of study OR a Certificate from the HEI of study when the scholar is enrolled for residency or enroll in preparation for the comprehensive exam, practicum, completion of thesis/dissertation, or other activities relevant to the completion of the degree program • Grades of the previous term duly authenticated • Certificate of deloading / certification of compliance to full-time study or maximum teaching load / workload, certified by the HR department and attested by the HEI President, as applicable. <p>For the Individual Model, these documents shall be authenticated by the Dean or Program Chairperson or Department Chairperson.</p> <p>For the DHEI Model, these documents shall be authenticated by the GMO</p>	At the start of each semester
Tuition and Other Fees (for the Individual Model)	<p>For Regular Tuition Fees:</p> <ul style="list-style-type: none"> • Official Receipt or equivalent of paid tuition and fees • Certified True Copy (CTC) of enrollment form for the term being reimbursed <p>For Other Fees (e.g. Comprehensive Exam, Panel Defense Fees):</p> <ul style="list-style-type: none"> • Official Receipt or equivalent of paid tuition and fees • Supporting document for the fee (e.g. Application for Comprehensive Exam, or Panel Defense), duly authenticated by the Dean or Program Chairperson or Department Chairperson 	At the start of each semester
Tuition and Other Fees (DHEI Model)	<ul style="list-style-type: none"> • Original Copy of the Summary Statement of Account with the following elements: 	Thirty (30) days from the last day of



	<ul style="list-style-type: none"> Breakdown of tuition and miscellaneous or other fees (e.g. Comprehensive Examination Fees, Defense Fees, Graduation Fees), per scholar 5% Administrative Cost Signature of Vice President of Finance/Accountant, or equivalent Signature of Grants Management Officer Date of submission/signature <p>Note: If the Summary Statement of Account has no breakdown, Statements of Account must be submitted per scholar which should tally with the Summary.</p>	enrollment or registration
Offsite costs (DHEI Model)	<ul style="list-style-type: none"> Original Copy of the Statement of Account with the following elements: Summary of actual expenses incurred for the term Certified True Copies of receipts <p>Note: The supporting official receipts must tally with the Summary of Actual Expenses incurred.</p>	Thirty (30) days after the official last day of every term
First Tranche (80%) of Thesis / Dissertation / capstone project Allowance	<ul style="list-style-type: none"> Certificate of approval for thesis / dissertation / special or capstone project proposal duly signed by the Dean and/or Department Chairperson 	After the approval of the thesis / dissertation / capstone project proposal
Second Tranche (20%) of Thesis / Dissertation / capstone project allowance	<ul style="list-style-type: none"> Hard Bound copy of the approved thesis / dissertation / special or capstone project documentation Approval sheet for the thesis / dissertation Certificate of approval for special or capstone project duly signed by the Dean or Department Chairperson 	After the approval of the thesis / dissertation / capstone project final paper or terminal report
Continuing Eligibility	<ul style="list-style-type: none"> Continuing Eligibility Evaluation Form shall be accomplished by the scholar and noted by the Dean or Program Chairperson or Department Chairperson 	At the end of the academic year

- 5.3. The documentary requirements for the application of the Student Research Support Fund is as follows:

Table 8. Documents for the Student Research Support Fund

	Documentary Requirements
Research Support Grant	<ul style="list-style-type: none"> Assistance Incentives Application Form, signed by the Adviser / Mentor and endorsed by the Dean Research Proposal



	<ul style="list-style-type: none"> • Work and Financial Plan (WFP) which shows the clear delineation between the amount covered by the regular thesis/ dissertation assistance • Certification that the research has not been submitted to other funding sources
Publication Incentive(s)	<ul style="list-style-type: none"> • Assistance and Incentives Application Form, signed by the Adviser / Mentor and endorsed by the Dean • Citation and Abstract • Copy of the Journal Article • Copy of the Editorial Board Page of the Journal

- 5.4. The documentary requirements for the application of the Early Completion Incentive is as follows:

Table 9. Documents for the Early Completion Incentive

	Documentary Requirements
Early Completion Incentive	<ul style="list-style-type: none"> • Assistance and Incentives Application Form, signed by the Adviser / Mentor and endorsed by the Dean • Certified true copy of Diploma and Transcript of Records, • Certified true copy of the program prospectus (as submitted originally by the DHEI) • Certification of early completion, duly signed by the Dean or Department Chairperson • Copy of the Return Service Agreement • Certification from the HEI of commencement of return service

6. Process

6.1. Process for payment of scholars and DHEIs

- 6.1.1. The scholar / DHEI shall submit the documentary requirements to the CHEDRO for processing. The scholar shall ensure the regular and timely submission of the requirements for the claims of allowances.
- 6.1.2. The CHEDRO ensures that the documents submitted conform to the specifications of the policy, and that the scholars are eligible to receive the privileges based on the policy.
- 6.1.3. If the documents submitted do not conform to the specifications for the processing of allowances, the CHEDRO shall inform the scholar / DHEI in writing and request for the compliance of the same within fifteen (15) days upon receipt of the feedback. Failure to comply may be tagged as probationary or non-compliant status.
- 6.1.4. If the scholar is no longer eligible to receive the allowances due to their status of study and in accordance with the policy, the CHEDRO shall commence the appropriate process.

6.2. Process for availment of Research Support Grant

- 6.2.1. The CHEDCO shall set a deadline for the submission of proposals for the Research Support Grant, subject to availability of funds.
- 6.2.2. The scholar shall submit the documentary requirements to the CHEDRO for initial processing and review. The CHEDRO shall ensure:
 - 6.2.2.1. The completeness of the documents
 - 6.2.2.2. The costs in the WFP are within the generally accepted government accounting and auditing rules.

- 6.2.3. For the Research Support Grant, the CHEDRO submits the proposal for the vetting to (a) a technical expert for the content of the proposal, and (b) the administrative and financial unit for the financial aspect.
- 6.2.4. Based on the vetting of the region, the recommendations of the technical expert, and the administrative and financial unit, the CHEDRO shall prepare a report / recommendation for submission to the LGSC.
- 6.2.5. The CHEDRO shall submit the report for the review and deliberation of the LGSC.
- 6.2.6. If necessary, the LGSC may require the CHEDRO to conduct further vetting or inquiry.
- 6.2.7. The LGSC shall provide a recommendation to the Commission En Banc.
- 6.2.8. The Commission en Banc will issue the final decision.

7. Sandwich Component

7.1. Terms and Conditions

- 7.1.1. The sandwich component must be undertaken in a reputable foreign institution.
- 7.1.2. The sandwich component must not exceed a duration of one (1) academic year.
- 7.1.3. The sandwich component must not create any changes in the original study plan or the expected completion of the degree program.
- 7.1.4. The award of additional support for a sandwich component is subject to the approval of the Commission en Banc and availability of funds.

7.2. Documentary Requirements

- 7.2.1. Sandwich Component Request Form
- 7.2.2. Proof that the program is a CHED-approved partnership
- 7.2.3. Proof of international ranking of foreign HEI
- 7.2.4. Work and Financial Plan which clearly shows the duration of the Sandwich Component
- 7.2.5. For the DHEI Model, Endorsement of the DHEI through the GMO

7.3. Ineligibilities

- 7.3.1. Scholars whose status is any of the following: (a) probationary, (b) non-compliant, (c) on suspension, (d) on appeal, (e) on absence without official leave, (f) on LOA due to the completion of academic requirements, (g) on extension, and (h) terminated but without clearance / waiver of obligations
- 7.3.2. Scholars who will request for programs which are not CHED-Approved and/or with partners which are not recognized by CHED or its equivalent
- 7.3.3. Scholars who do not meet the terms and conditions for the avilment of the sandwich component

7.4. Process

- 7.4.1. The scholar shall submit the request to undertake a sandwich component with complete documentary requirements to the CHEDRO.
- 7.4.2. The CHEDRO shall evaluate the request, and ensure:
 - 7.4.2.1. The eligibility of the request based on the terms and conditions
 - 7.4.2.2. The sandwich program does not hamper or affect the completion of the degree according to the study duration.
 - 7.4.2.3. The grantee is of good standing in the scholarship, and thus may be recommended for the avilment of additional supports and privileges.
- 7.4.3. The CHEDRO shall provide a recommendation to the LGSC.
- 7.4.4. The LGSC shall deliberate and provide a recommendation to the CEB.
- 7.4.5. The CEB shall issue a decision regarding the request.



D. ROLES AND RESPONSIBILITIES

1. SIKAP Grant Scholar

- 1.1. Undertake their studies on a full-time basis, and shall take on the full academic load per term, as approved in the study plan;
- 1.2. Enroll in the eligible degree program and approved program of study;
- 1.3. 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;
- 1.4. Seek clearance for travel outside of the country, at least two (2) weeks from departure;
- 1.5. Complete the degree program within the study duration provided in the approved program of study;
- 1.6. Render return service immediately following the completion of her/his SIKAP Grant Scholarship;
- 1.7. Ensure diligence in her/his studies and maintain ethical/good conduct as a Philippine government scholar and student of the DHEI;
- 1.8. 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;
- 1.9. Promptly process and submit any requests, reports, or other pertinent documentary requirements to the Commission.
- 1.10. Regularly coordinate with the Commission and the DHEI regarding her/his scholarship;
- 1.11. Be responsible in keeping up-to-date with advisories, issuances, and other memoranda issued by CHED and/or the DHEI; and
- 1.12. Cooperate with the Commission and DHEI to ensure successful implementation of the scholarship.

2. CHED Regional Office (CHEDRO)

2.1. On the Application Process

- 2.1.1. Receive application documents of applicants;
- 2.1.2. Shall screen, evaluate and process the submitted documentary requirements of applicants in accordance with the eligibility and selection criteria provided in Section B. No. 3.6.,
- 2.1.3. Validate the authenticity and veracity of applications received;
- 2.1.4. Provide additional validation measures, as required, to ensure integrity and adherence to eligibility requirements;
- 2.1.5. Approval of successful applicants to the SIKAP Grant;
- 2.1.6. Inform applicants of the result of their application;
- 2.1.7. Provide assistance to applicants, during the application period, including but not limited to the following:
 - 2.1.7.1. Responding to inquiries and concerns of applicants;
 - 2.1.7.2. Facilitation of submission of documents;
 - 2.1.7.3. Orientation on the SIKAP Grant and relevant policies;
- 2.1.8. Furnish the list of approved applicants as certified by the CHED Regional Director (CHED RD) to the CHEDCO for data banking;

2.2. On Grant Administration

2.2.1. HEI Concerns

- 2.2.1.1. 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
- 2.2.1.2. The CHED RD will serve as the authorized signatory on such matters on behalf of the Commission;
- 2.2.2. 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;
- 2.2.3. Facilitate the payment of scholars, DHEIs and members of the Grant Management Office;
- 2.2.4. Collect progress reports from DHEIs and the Grant Management Office;
- 2.2.5. Review the documentary requirements submitted by the DHEI for its establishment of a GMO;
- 2.2.6. Regularly monitor and ensure compliance of GMOs to assigned responsibilities including submission of monitoring reports;
- 2.2.7. Issue a resolution approving the assignment of personnel in the GMO

2.3. **SIKAP Grant Scholars**

- 2.3.1. Manage and ensure implementation of grant proper within the area of jurisdiction including monitoring of SIKAP Grant Scholars under individual and delivering HEI, off-site arrangements or through campuses of university systems.
 - 2.3.1.1. 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) of which, it will be managed by the CHEDCO
 - 2.3.1.2. SIKAP Grant scholars enrolled in an HEI located in the BARMM shall be handled by the nearest CHEDRO to the HEI.
 - 2.3.1.3. 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)
- 2.3.2. Determination of release/disbursement of scholarship privileges and additional incentives, excluding special concerns and matters covered by the CHED Central Office;
- 2.3.3. Facilitate the payment of scholars;
- 2.3.4. Collect progress reports from the scholars;
- 2.3.5. Resolve issues regarding the implementation of the grant in the region where they operate;
- 2.3.6. Assist other CHEDROs in resolving issues regarding the implementation of the grant, as deemed necessary;
- 2.3.7. Prepare the necessary documentation for the CHEDCO to facilitate fund transfers and monitoring;
- 2.3.8. Remit the financial privileges of the scholarship through the CHED Authorized Government Servicing Bank (AGSB);
- 2.3.9. 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;
- 2.3.10. Monitor the study progress of scholars;
- 2.3.11. Issue the waiver of accountabilities upon submission of the SIKAP Grant Scholar/DHEI of the following documentary requirements:
 - 2.3.11.1. Accomplishment Report of completed return service;
 - 2.3.11.2. Proof of employment for the duration of the return service;
- 2.3.12. Issue revocation of grant based on Section E., No. 9.
- 2.3.13. Approval of revised re-entry plan;

- 2.3.14. Determine the completion of the scholarship study upon review and validation of the following documents submitted by the SIKAP Grant Scholar or DHEI:
 - 2.3.14.1. Degree Completion Report;
 - 2.3.14.2. Certified True Copy of the Diploma; and
 - 2.3.14.3. Certified True Copy of the Transcript of Records with School Dry Seal
- 2.3.15. Coordination with SIKAP Grant scholars on matters concerning their status and requests;
- 2.3.16. Evaluation and review of the following concerns subject to approval of the CHED RD:
 - 2.3.16.1. Approval of grant;
 - 2.3.16.2. Withdrawal of grant to eligible applicants and/or those awarded with the grant;
 - 2.3.16.3. Revocation of grant to eligible applicants and/or those awarded with the grant;
 - 2.3.16.4. Approval of request for 1 year extension without cost;
 - 2.3.16.5. Request for LOA
 - 2.3.16.6. Request for travel clearance
- 2.3.17. Conduct fact-finding and inquiry as needed in cases/concerns;
- 2.3.18. Elevate special concerns and matters to the CHEDCO, upon completion of documentation, fact-finding/investigation report and inquiry;
- 2.3.19. Enforce the collection of payment of obligation;
- 2.3.20. Prepare and provide monitoring and evaluation reports, and other requirements of the CHED CO.
- 2.3.21. Monitor the return service of the scholars and ensure regular submission of documentary requirements; and
- 2.3.22. Serve as a member of the LGSC.

3. CHED Central Office (CHEDCO)

- 3.1. 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;
- 3.2. Monitor the program implementation of the SIKAP Grant;
- 3.3. Monitor the overall status of approved scholars of the CHEDRO and/or DHEI;
- 3.4. Consolidation and repository of data relevant to the implementation of the SIKAP Grant;
- 3.5. Prepare and consolidate program reports from the CHEDROs;
- 3.6. Facilitate fund transfers to the CHEDRO to implement the program;
- 3.7. Review and ensure responsiveness of policies and guidelines, as needed;
- 3.8. Regularly update and disseminate policies, guidelines and other relevant information to the CHEDROs, DHEIs and SIKAP Grant scholars;
- 3.9. 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;
- 3.10. Review and address matters and concerns outside the scope of policy;
- 3.11. Prepare matters for agenda and decision of the Commission en Banc deliberation;
- 3.12. Serve as a member of the LGSC.

4. Delivering Higher Education Institution (DHEI)

4.1. On the Application Process of SIKAP Grant Scholars

- 4.1.1. 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;
- 4.1.2. Process the applications of interested prospective scholars;
- 4.1.3. Diligently screen and evaluate applicants according to the eligibility of the policy;
- 4.1.4. Endorse the list of applicants to the CHEDRO;



4.2. On Grant Management

- 4.2.1. 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.
- 4.2.2. 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.
- 4.2.3. Ensure that there will be no monetary conditions imposed against the scholar to proceed with the study such as downpayment;
- 4.2.4. Facilitate the processing and/or issuance of documents in a timely manner especially those required for the release of financial privileges of the scholars;
- 4.2.5. Ensure the continued enrollment of eligible scholars;
- 4.2.6. Ensure that the classes required by the SIKAP Grant Scholars for a particular term shall be offered.
 - 4.2.6.1. 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.
- 4.2.7. 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;
- 4.2.8. 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;
- 4.2.9. 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;
- 4.2.10. Provide other assistance and/or support to the Commission as needed to ensure effective implementation of the SIKAP Grant

4.3. Creation of a Grant Management Office (GMO)

- 4.3.1. A DHEI must establish a Grant Management Office to ensure effective and efficient implementation of the SIKAP Grant program in the DHEI;
- 4.3.2. 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.
- 4.3.3. 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.
 - 4.3.3.1. All assigned personnel must meet the eligibility requirements
 - 4.3.3.2. 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.
 - 4.3.3.3. 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
- 4.3.4. The CHED RD shall issue a resolution approving the assignment
- 4.3.5. The following process shall be followed:

- 4.3.5.1. 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
- 4.3.5.2. 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.
- 4.3.5.3. The CHED RD issues a resolution approving the assignment

4.4. **Responsibilities of the Grant Management Office (GMO)**

- 4.4.1. Prepare and submit the documents for the payment of tuition and other fees, including the mentor's incentive, as applicable;
- 4.4.2. Prepare and submit the documents for the processing of payment of honoraria in a timely manner;
- 4.4.3. Evaluate and provide appropriate action to the special requests of the scholars;
- 4.4.4. Submit at the end of the semester the semestral monitoring reports to the CHEDRO;
- 4.4.5. Submit to the CHEDRO at the end of every academic year, an annual report and supporting documents for continuing eligibility;
- 4.4.6. Support the Commission in other monitoring efforts, as may be required.

4.5. **GMO Composition**

- 4.5.1. 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;
- 4.5.2. One (1) technical staff shall be added for every additional fifty (50) SIKAP Grant Scholar funded by the Commission;

4.6. **Honoraria**

- 4.6.1. 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.
- 4.6.2. 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.
- 4.6.3. For the honoraria of the DHEI grants administrators, these shall be directly deposited to her/his bank account.
- 4.6.4. 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

- 4.6.5. The Commission reserves the right to request replacement of a Grant Administrator and/or GMO personnel proven to be ineffective.

5. Local Graduate Scholarship Committee (LGSC)

- 5.1. The Local Graduate Scholarship Committee shall consist of representatives from the CHEDCO, concerned CHEDRO/s, Legal and Legislative Service (LLS) and 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.
- 5.2. The LGSC is authorized to render decisions regarding the approval and disapproval of applications for applicants with concerns on consanguinity.
- 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.
- 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.

E. SCHOLAR CONCERNS

1. Classification Status of SIKAP Grant Scholars

- 1.1. **Active** - A scholar who is ongoing with their studies as stipulated in their study plans, and has no issues that would otherwise qualify as probationary, non-compliant, on suspension, or on appeal.
- 1.2. **Probationary Status** - A scholar will be automatically considered as probationary under any of the following conditions:
 - 1.2.1. Incurred one (1) failing grade or no-credit grades per term, including the grades for required exams, practicum, and other graded program requirements;
 - 1.2.2. Received grades that continue to be marked as incomplete, in progress or its equivalent after one (1) academic term except during thesis/dissertation stage;
 - 1.2.3. Failed to maintain the grade requirement for the enrolled degree program per term;
 - 1.2.4. Failed once in the comprehensive exam (oral and/or written); or
 - 1.2.5. Failed to submit the complete required documents for the disbursement of financial privileges within the stipulated submission date.
- 1.3. **Non-Compliant Status** - A scholar who will not enjoy any scholarship privileges due to any of the following conditions
 - 1.3.1. Failure to enroll in a required term, as approved in the study plan;
 - 1.3.2. Failure to enroll in a required term and is not on official and approved LOA;
 - 1.3.3. Unable to complete and submit all pending documentary requirements on time;
 - 1.3.4. Unable to complete all pending academic requirements;
 - 1.3.5. Failed to maintain the grade requirement for the enrolled degree program per academic year;
 - 1.3.6. Failed to comply with admission and retention policy of the DHEI;
 - 1.3.7. Incurred more than three (3) failing grade or no-credit grade per academic year;
 - 1.3.8. Failed more than once (1) in the comprehensive exam (oral and/or written);
 - 1.3.9. Received consecutive failing grades in a subject;
 - 1.3.10. Failed to meet the minimum grade requirement for two (2) consecutive terms;
 - 1.3.11. Failed to maintain eligibility criteria prescribed in the policy;
 - 1.3.12. Failure to complete the degree program within the approved timeline;
 - 1.3.13. Under probationary status that has not been lifted within three (3) consecutive terms or accumulative of three (3) terms;



- 1.3.14. Failed to submit the complete required documents for the disbursement of financial privileges for at least two (2) semesters;
 - 1.3.15. For those who have been approved requests for LOA due to the completion of academic requirements, but have failed to complete the conditions that would allow for the resumption of the grant.
 - 1.3.16. Failed to meet the deloading requirements for full-time study;
 - 1.3.17. Failed to comply with any of the eligibility requirements of the policy within the duration of study.
- 1.4. **Completed Status** - A scholar will be considered completed based on the fulfillment of the following:
- 1.4.1. Completion of all academic requirements, including the final defense and submission of the final terminal requirements (e.g. manuscript for thesis / dissertation / capstone project) as evidenced by the hard bound manuscript of the thesis/dissertation (if applicable)
 - 1.4.2. Presentation of a certification from the DHEI, signed by the Dean and attested by the University Registrar, that the scholar has successfully completed all academic requirements and pending finalization of her/his publication;
 - 1.4.3. Documentary evidence to support the status of the publication as attested by the Adviser and Dean;
 - 1.4.4. Completion and submission of Oath of Undertaking to the CHEDRO to attest that the publication will be completed within three (3) years of the completion of academic requirements, as certified by the DHEI.
- 1.5. **On Return Service Status** - A scholar will be considered on return service status based on the completion of the following:
- 1.5.1. Fulfilled the conditions of completed status as attested by the CHEDRO;
 - 1.5.2. Submission of documentary requirements to undertake return service;
- Further information and details on return service are available in Section E, No. 12.
- 1.6. **On Appeal Status**- a status given to scholars who have a written appeal/request for reconsideration to their existing status. For purposes of scholarship privileges, the existing status of the SIKAP Grant Scholar irrespective of the appeal will be maintained until the result of the appeal is released. Details on the process and terms and conditions for appeal are available in Section E, No. 6.
- 1.7. **Leave of Absence (LOA)**- a status given to scholars who are on official LOA within the allowed time frame and has NO pending academic requirements for completion or its equivalent. Procedure and documentary requirements for the LOA are available in Section E, No. 3.
- 1.8. **Absence Without Official Leave** - a status given to scholars who are NOT official LOA irrespective if s/he has pending academic requirements for completion or not OR those who did not return after the approved period of LOA.
- 1.9. **Suspended** – a status given to a scholar due to any of the conditions enumerated in Section E, No. 7, Suspension of a SIKAP Grant Scholar.
- 1.10. **Terminated** – A scholar who has been dismissed/discharged from being a SIKAP Grant Scholar including its scholarship privileges. Details on the Termination of Grant are available in Section E, No. 9.
- 1.11. **On Extension** – A scholar who has been approved for extension beyond the agreed upon study plan provided that s/he has an approved thesis/dissertation proposal and

recommendation from the Adviser and Dean that the student will be able to complete the degree program, excluding publication, within the extension period of one year. Details on request for extension are available on Section E, No. 4. Information on deferred payment is available in Section E, No. 5.

2. Travel Clearance Application

2.1. Terms and Conditions

- 2.1.1. A SIKAP Grant Scholar must always seek written clearance from the Commission at least two (2) weeks before leaving the country irrespective of their current status.
- 2.1.2. Approval of request for travel rests with the CHED RD

2.2. Documentary Requirements

- 2.2.1. Request Letter, endorsed by the Department Chairperson/Dean
- 2.2.2. Copy of travel tickets
- 2.2.3. Copy of conference invitations, or other documentation (if applicable)
- 2.2.4. For the DHEI Model, Endorsement of the DHEI through the GMO
- 2.2.5. For employees of SUCs, a copy of the Authority to Travel Abroad

2.3. Ineligibilities

- 2.3.1. Scholars whose status is any of the following: (a) probationary, (b) non-compliant, (c) on suspension, (d) on appeal, (e) on absence without official leave, (f) on LOA due to the completion of academic requirements, (g) on extension, and (h) terminated but without clearance / waiver of obligations.
- 2.3.2. Scholars who do not submit the full documentary requirements at least two (2) weeks before leaving the country.
- 2.3.3. Scholars who do not meet the terms and conditions on travel clearance application.

2.4. Process

- 2.4.1. The scholar shall submit a request for travel clearance, with complete documentary requirements to the CHEDRO.
- 2.4.2. The CHEDRO shall evaluate the request, and ensure:
 - 2.4.2.1. The consistency of the travel dates on the request, the DHEI endorsement, and the tickets presented;
 - 2.4.2.2. The duration of the travel does not hamper or affect the completion of the degree according to the study duration.
- 2.4.3. The CHEDRO shall forward the request to the CHED RD for approval.

3. Leave of Absence

3.1. Terms and Conditions

- 3.1.1. A LOA for up to one (1) academic year may be availed for the following reasons:
 - 3.1.1.1. Poor health or rehabilitation, as certified by a licensed physician;
 - 3.1.1.2. Availing maternity/paternity leave, as certified by a licensed physician or health institution;
 - 3.1.1.3. Other health reasons, as certified by a licensed physician or duly authorized office;
 - 3.1.1.4. Completion of academic requirements provided that it will only be availed ONCE for the duration of study
- 3.1.2. A SIKAP Grant scholar must be able to complete all pending requirements during the approved LOA in order to resume the eligibility for scholarship privileges.
- 3.1.3. A SIKAP Grant scholar must immediately return after the completion of the approved duration of the LOA and submit a written report to the CHEDRO within one week upon return from LOA.

- 3.1.4. The SIKAP Grant scholar shall not be entitled to receive any financial privileges during the LOA.
 - 3.1.4.1. The privileges shall be automatically in response to changes in the study duration.
 - 3.1.4.2. For scholars who have already received financial privileges during the academic term but went on approved LOA, the Commission shall deduct the amount already granted to her/his entitlement in the succeeding terms.
- 3.1.5. A SIKAP Grant Scholar shall be allowed to teach or take up a workload WITHIN THE APPROVED DURATION of the LOA. The maximum number of teaching load or working hours shall be upon the discretion of the SIKAP Grant Scholar and written approval of the employer. A certification issued by the employer that the SIKAP Grant Scholar shall only serve within the approved duration of the LOA must be provided to the Commission. It is within the responsibility of the SIKAP Grant Scholar to ensure compliance with eligibility requirements within the specified timeframe.
- 3.1.6. Failure to comply with eligibility requirements within the allowed timeframe will automatically be classified as "Non-Compliant".
- 3.1.7. Approval of LOA application rests with the CHED RD.

3.2. Documentary Requirements

- 3.2.1. LOA Request Form, to be signed / recommended by the adviser
- 3.2.2. For the DHEI Model, Endorsement of the DHEI through the GMO
- 3.2.3. Relevant documentary attachment as proof of the reason for the request:
 - 3.2.3.1. Due to health reasons / maternity - medical certificate detailing the diagnosis and recommendations for the patient, signed by a licensed physician
 - 3.2.3.2. Due to completion of academic requirements - Certification / letter from the Dean
- 3.2.4. Written report upon return from LOA must be submitted to the CHEDRO within 1 week.

3.3. Ineligibilities

- 3.3.1. Scholars who do not meet the eligibility criteria of the grant
- 3.3.2. Scholars who are on extension of the scholarship
- 3.3.3. Scholars with proven inability to complete the degree program within the period of allowable extension
- 3.3.4. Scholars who do not meet the criteria set under the terms and conditions for requests for LOA

3.4. Process

- 3.4.1. The scholar shall submit a request for LOA, with complete documentary requirements to the CHEDRO.
- 3.4.2. The CHEDRO shall evaluate the request, and ensure that:
 - 3.4.2.1. The reason/s cited in the request is/are fully supported through the documentary requirements.
 - 3.4.2.2. The reasons for the request fall within the terms and conditions of the policy.
- 3.4.3. The CHEDRO shall forward the request to the CHED RD for approval

4. Extension of the Grant

4.1. Conditions to Avail Extension:

- 4.1.1. A one-time extension may be granted for justifiable reasons;
- 4.1.2. Extension shall only be within the maximum residency allowed by the HEI of study.

- 4.1.3. The allowable extension period of one (1) academic year includes the adjustment for requests of LOA for the completion of academic requirements.
- 4.1.4. The scholar must be on the thesis / dissertation stage and have an approved thesis / dissertation proposal before the end of the original study plan.
- 4.1.5. The extension must be recommended by the HEI of employment, if employed.
- 4.1.6. The extension must be recommended by the HEI of study through the thesis adviser, and the GMO of the DHEI, as applicable.
- 4.1.7. There must be an assurance of the completion of the program through the submission of a monthly work plan and certification from the adviser, and the GMO of the DHEI, as applicable.

4.2. Terms on Extension:

- 4.2.1. A SIKAP Grant Scholar with an approved extension due to completion of thesis/dissertation writing or other terminal requirements of the degree, or for analogous reasons or due to force majeure/natural calamities shall no longer be entitled to any financial privileges during this period, except for the unreleased thesis / dissertation allowance, and tuition and other fees not yet paid but included in the original approved cost for the degree program.
 - 4.2.1.1. For scholars under the Individual Model, the tuition and fees shall be based on the number of units in the original study plan, and fees such as graduation fees or dissertation fees, which have not yet been claimed. Miscellaneous fees for the extended terms shall not be covered.
 - 4.2.1.2. For scholars under the DHEI Model, the fees shall be based on the WFP.
- 4.2.2. A SIKAP Grant Scholar on approved extension is automatically released from the obligation to be on full-time study.
- 4.2.3. Approval of extension not exceeding 1 year rests with the CHED RD.

4.3. Documentary Requirements

- 4.3.1. Extension Request Form, to be signed / recommended by the adviser
- 4.3.2. Certification from the thesis adviser and Department Chairperson/Dean regarding the progress of the thesis / dissertation / terminal requirement
- 4.3.3. Timetable of completion, endorsed by the adviser
- 4.3.4. For requests due to the force majeure or natural calamity, a narrative of the delay caused by the event, as certified by the Adviser and Dean
- 4.3.5. For scholars under the DHEI Model, Endorsement of the DHEI through the GMO
- 4.3.6. For scholars who are employed, recommendation from the SHEI

4.4. Ineligibilities

- 4.4.1. Scholars who have already requested for one (1) academic year of extension, or one (1) academic year of LOA.
- 4.4.2. Scholars with proven inability to complete the degree program within the period of allowable extension
- 4.4.3. Scholars who do not meet the criteria set under the terms and conditions for requests for extension.

4.5. Process

- 4.5.1. The scholar shall submit a request for extension, with complete documentary requirements to the CHEDRO.
- 4.5.2. The CHEDRO shall evaluate the request, and ensure that:
 - 4.5.2.1. The reason/s cited in the request is/are fully supported through the documentary requirements.
 - 4.5.2.2. The reasons for the request fall within the terms and conditions of the policy.
- 4.5.3. The CHEDRO shall forward the request to the CHED RD for approval.



- 4.5.4. The LGSC shall deliberate and provide a recommendation to the CEB.
- 4.5.5. The CEB shall issue a decision regarding the request.

5. Deferred Payment

5.1. Terms and Conditions

- 5.1.1. The Commission may approve requests of deferred repayment of obligations up to one (1) academic year provided that scholars are still unable to finish their degree programs during the allowable extension period.
- 5.1.2. The scholar shall no longer be entitled to any financial assistance during this period, whether claimed or unclaimed.
- 5.1.3. The scholar must finish the degree program during this period. Otherwise, the payment of obligations shall be imposed.
- 5.1.4. Upon review of the case by the Commission, the payment of obligations may be waived due to any of the following conditions:
 - 5.1.4.1. Scholar's poor health, as certified by a licensed physician;
 - 5.1.4.2. Death of the scholar;
 - 5.1.4.3. Scholar's inability to continue studying under the program due to threat to life and/or wellbeing of the scholar
 - 5.1.4.4. Closure or cessation of the program;
 - 5.1.4.5. Natural calamities and force majeure; or
 - 5.1.4.6. Other analogous reasons, as approved by the Commission.
- 5.1.5. Approval of request for deferred payment rests with the Commission en Banc upon recommendation of the LGSC.

5.2. Documentary Requirements

- 5.2.1. Official written request for deferred repayment, stating the reasons for the request, citing all necessary and relevant details of the request
- 5.2.2. Relevant documentary attachment as proof of the reason for the request
 - 5.2.2.1. Due to financial incapacity - affidavit of financial incapacity and a copy of the latest copy of the Income Tax Return (ITR)
 - 5.2.2.2. Other relevant documents, pertaining to the details of the request.

5.3. Ineligibilities

- 5.3.1. Scholars who have been terminated from the grant due to the following reasons:
 - 5.3.1.1. Conviction in a pending case involving moral turpitude, criminal offense, fraud and/or intellectual dishonesty; and
 - 5.3.1.2. Acts and/or behaviour proven to be inimical to the interest of the Commission and government
- 5.3.2. Scholars who do not meet the criteria set under the terms and conditions for requests for deferred payment.

5.4. Process

- 5.4.1. The scholar shall submit a request for deferred repayment, with complete documentary requirements to the CHEDRO.
- 5.4.2. The CHEDRO shall evaluate the request, and ensure that:
 - 5.4.2.1. The reason/s cited in the request is/are fully supported through the documentary requirements.
 - 5.4.2.2. The reasons for the request fall within the terms and conditions of the policy.
- 5.4.3. The CHEDRO shall provide a case report and submit the same to the LGSC.
- 5.4.4. The LGSC shall deliberate and provide a recommendation to the CEB.
- 5.4.5. The CEB shall issue a decision regarding the request.



6. Appeals

6.1. Terms and Conditions for Appeal

- 6.1.1. The following conditions are eligible for appeal:
 - 6.1.1.1. A SIKAP Grant Scholar who wish to request for reconsideration of her/his probationary status;
 - 6.1.1.2. A SIKAP Grant Scholar who wish to request for reconsideration of her/his non-compliant status;
 - 6.1.1.3. A SIKAP Grant Scholar placed under suspension;
 - 6.1.1.4. A SIKAP Grant Scholar who is due for termination;
 - 6.1.1.5. A SIKAP Grant Scholar denied of deferred payment or extension;
 - 6.1.1.6. A terminated SIKAP Grant Scholar who is requesting for an alternative arrangement on the settlement of obligation;
- 6.1.2. Approval of any appeal will be subject to the deliberation and review of the LGSC.
- 6.1.3. Approval of appeal related to settlement of obligation, deferred payment and matters with financial implication shall be decided upon by the Commission en Banc.
- 6.1.4. Approval of appeal is on a case-to-case basis and may not be used as precedent to future decisions on appeal requests.

6.2. Documentary Requirements

- 6.2.1. Letter request for appeal with strong justification providing the following details:
 - 6.2.1.1. Timeline of study and events leading to the current status of the scholar, to be endorsed by the adviser and GMO (if applicable).
 - 6.2.1.2. Reasons for any delay of completion or non-compliance.
 - 6.2.1.3. Prayer for relief or requested action to be taken by the Commission
 - 6.2.1.4. Other details which may be important to consider in the deliberation of the case
- 6.2.2. If the appeal is regarding the completion of the degree (e.g. extension, LOA):
 - 6.2.2.1. Actions taken by the scholar to finish her/his degree program, to be endorsed by the adviser and GMO (if applicable)
 - 6.2.2.2. Plan of action and timeline for the completion of her/his degree program, to be endorsed by the adviser and GMO (if applicable)
- 6.2.3. If the appeal is regarding the return service obligation to a government agency:
 - 6.2.3.1. Notarized affidavit detailing the efforts undertaken to find a position in a HEI
 - 6.2.3.2. If applicable, proof of appointment in a government agency
- 6.2.4. Supporting documents to the details provided
 - 6.2.4.1. Due to health reasons / maternity - medical certificate detailing the diagnosis and recommendations for the patient, signed by a licensed physician
 - 6.2.4.2. Due to completion of academic requirements - Certification / letter from the Dean
 - 6.2.4.3. Other documents which may support the request, as necessary

6.3. Ineligible for Appeal

- 6.3.1. A SIKAP Grant Scholar who already made an appeal for the same status;
- 6.3.2. A SIKAP Grant Scholar whose appeal for deferred payment or extension has been previously approved;
- 6.3.3. A SIKAP Grant Scholar requesting for change of DHEI and/or degree program;



- 6.3.4. A SIKAP Grant Scholar who has been terminated after opportunity for appeal has been served;
- 6.3.5. Applicants of the SIKAP Grant who were not approved

6.4. **Process**

- 6.4.1. The scholar shall submit the appeal with complete documentary requirements to the CHEDRO.
- 6.4.2. The CHEDRO shall evaluate the request, and ensure that:
 - 6.4.2.1. All details pertaining to the status of study have been incorporated.
 - 6.4.2.2. The reason/s cited in the request is/are fully supported through the documentary requirements.
 - 6.4.2.3. The reasons for the request fall within the terms and conditions of the policy.
- 6.4.3. The CHEDRO shall provide a case report and submit the same to the LGSC.
- 6.4.4. The LGSC shall deliberate and issue a decision regarding the appeal.

7. **Suspension of a SIKAP Grant Scholar**

- 7.1. A SIKAP Grant Scholar will be suspended due to any of the following
 - 7.1.1. Non-Compliant Status for three (3) consecutive or cumulative terms
 - 7.1.2. Involvement in a case on moral turpitude, fraud and/or intellectual dishonesty;
 - 7.1.3. Formal criminal charges;
 - 7.1.4. Breach and/or failed to comply with the terms and conditions of the grant contract/scholarship or relevant prescribed guidelines, policies, agreed upon conditions and/or procedures of the grant and/or DHEI;
 - 7.1.5. On absence without official leave beyond 1 term;
 - 7.1.6. On foreign travel without seeking permission and approval from the Commission;
 - 7.1.7. Other grounds which indicate the inability of the SIKAP Grant Scholar to complete the degree program within the approved study plan;
- 7.2. All SIKAP Grant Scholars pending for suspension will undergo due process including investigation of the CHEDRO and will be reviewed and deliberated by a LGSC from the CHEDRO, LLS and CHEDCO prior to the issuance of final decision.
- 7.3. Issuance of final decision is on a case-to-case basis and may not be used as precedent to future decisions on suspension.
- 7.4. Suspension of the SIKAP Grant Scholar may be lifted subject to the approval of an appeal.
- 7.5. A SIKAP Grant Scholar who is unable to lift her/his suspension within two (2) terms from the date of issuance of suspension will be automatically due for termination.
- 7.6. **Process**
 - 7.6.1. Upon receipt of information regarding the grounds for suspension, the CHEDRO shall conduct inquiry and investigation:
 - 7.6.1.1. The CHEDRO shall issue a notice to the scholar informing her/him of the circumstance which makes her/him eligible for suspension.
 - 7.6.1.2. The scholar is given fifteen (15) days to respond to the notice.
 - 7.6.1.3. Failure to respond may be deemed as a waiver of any opposition to the circumstances provided. The Commission may move forward with the documents on hand.
 - 7.6.1.4. The CHEDRO shall provide a case report and submit the same to the LGSC.
 - 7.6.2. The CHEDRO shall produce a case report and provide a recommendation, based on the provisions of the policy.
 - 7.6.3. The CHEDRO shall submit the report for the review and deliberation of the Local Graduate Scholarship Committee (LGSC).

- 7.6.4. If necessary, the LGSC may require the CHEDRO to conduct further inquiry into the cases presented.
- 7.6.5. The LGSC shall issue a final decision on the matter of suspension.

8. Withdrawal of the Grant

8.1. General Principle

- 8.1.1. The withdrawal of a scholar from the grant signifies that the scholar does not accept the awarded grant, or abandons the awarded grant.
- 8.1.2. The withdrawal of the grant may lead toward revocation or termination, and shall follow the processes in Section E, No. 8 and No. 9 respectively.

8.2. Documentary Requirements

- 8.2.1. Official written request of withdrawal, stating the reasons for the request, citing all necessary and relevant details of the request
- 8.2.2. Relevant documentary attachment as proof of the reason for the request
 - 8.2.2.1. Due to health reasons - medical certificate detailing the diagnosis and recommendations for the patient, signed by a licensed physician
 - 8.2.2.2. Due to failure to meet the academic standards of the HEI - letter from the Dean of Graduate Studies, or equivalent, which shows the ineligibility to continue with the program according to the policies of the HEI.
 - 8.2.2.3. Due to exigency of service - Certification from the HEI of employment, signed by the Head of the Institution.
 - 8.2.2.4. Other relevant documents, pertaining to the details of the request.

8.3. Process

- 8.3.1. Upon the receipt of the request for withdrawal, the CHEDRO shall validate the documents for consistency or veracity, and ensure that the details of the request are supported, as much as is possible, by the documentary evidence.
- 8.3.2. For scholars who have submitted withdrawal requests that will lead to revocation, the process shall follow Section E, No. 9.
- 8.3.3. For scholars who have submitted withdrawal requests after the signing of a grant contract, but before the commencement of study:
 - 8.3.3.1. The CHEDRO shall produce a case report and provide a recommendation, based on the provisions of the policy.
 - 8.3.3.2. The CHEDRO shall submit the report for the review and deliberation of the Local Graduate Scholarship Committee (LGSC)
 - 8.3.3.3. If necessary, the LGSC may require the CHEDRO to conduct further inquiry into the cases presented.
 - 8.3.3.4. The LGSC will provide a recommendation to the Commission En Banc
 - 8.3.3.5. The Commission en Banc will issue the final decision on withdrawal of grant.
- 8.3.4. For scholarship who have submitted withdrawal requests after the commencement of the grant and the enjoyment of financial privileges (including the enrollment in an HEI, wherein the tuition and fees will be charged to the Commission), the process shall follow Section E, No. 8.

9. Revocation of the SIKAP Grant

- 9.1. The CHED RD is provided authority to issue an official revocation of the grant due to the following reasons:
 - 9.1.1. An approved applicant who has submitted a written request for withdrawal



- 9.1.2. 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;
- 9.1.3. 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;
- 9.1.4. 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;
- 9.1.5. Change of DHEI and/or approved degree program upon approval of scholarship
- 9.2. Appeals related to the revocation of grant will not be entertained.
- 9.3. An applicant whose grant has been revoked is still eligible to apply in the next call for applications of the SIKAP Grant.
- 9.4. The CHED RD shall inform in writing the revocation of the grant.

10. Termination of the Grant

10.1. Terms and Conditions

- 10.1.1. A SIKAP Grant Scholar will be due for termination based on the following
 - 10.1.1.1. Suspension beyond two (2) terms;
 - 10.1.1.2. Received a suspension status cumulative to three (3) or more terms;
 - 10.1.1.3. Conviction in a pending case involving moral turpitude, criminal offense, fraud and/or intellectual dishonesty;
 - 10.1.1.4. Acts and/or behaviour proven to be inimical to the interest of the Commission and government;
 - 10.1.1.5. Proven inability to complete the degree program within the approved study plan.
- 10.1.2. All SIKAP Grant Scholars pending for termination will undergo due process including investigation of the CHEDRO and will be subject to the review and deliberation of the LGSC from the CHEDRO, LLS and CHEDCO;
- 10.1.3. Final decision on termination will rest upon the Commission en Banc.
- 10.1.4. Issuance of final decision is on a case-to-case basis and may not be used as precedent to future decisions on termination.
- 10.1.5. SIKAP Grant Scholars whose grant contract has been terminated with justifiable cause are no longer eligible to re-apply for the SIKAP grant.
- 10.1.6. 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.
- 10.1.7. A Scholar who failed to comply with the termination process is no longer eligible to access other CHED scholarships or grants in the future.

10.2. Termination Process

- 10.2.1. The CHEDRO shall conduct an investigation which includes:
 - 10.2.1.1. Issuance of a Notice to Explain (NTE) to the scholar
 - 10.2.1.2. Request for facts and other supporting information from the HEI of study
 - 10.2.1.3. Request for facts and other supporting information from the HEI of employment, if applicable, in coordination with the CHEDRO of the HEI of employment.
- 10.2.2. The CHEDRO shall produce a case report and provide a recommendation, based on the provisions of the policy
- 10.2.3. The CHEDRO shall submit the report for the review and deliberation of the Local Graduate Scholarship Committee (LGSC).

- 10.2.4. If necessary, the LGSC may require the CHEDRO to conduct further inquiry into the cases presented.
- 10.2.5. The LGSC will provide a recommendation to the Commission En Banc.
- 10.2.6. The Commission en Banc will issue the final decision on termination.

11. Settlement of Obligation due to Termination of Grant

- 11.1. Settlement of obligations to the Commission shall be the sole responsibility of the scholar;
- 11.2. The payment of obligations shall be outright and made in full or through an obligation service arrangement;
- 11.3. Under the obligation service arrangement, the payment of obligations shall be computed as follows
 - 11.3.1. One year of service for every term the SIKAP Grant Scholar received her/his scholarship privileges;
 - 11.3.2. Terms unpaid by the Scholar through service obligation must be monetarily paid;
- 11.4. Alternative scheme to settle outstanding obligation will be through an appeal and shall be decided on a case-to-case basis consistent with the law and government accounting and auditing rules;
- 11.5. Alternative schemes must be made through an appeal SIKAP Grant Scholars who are unable to settle their obligation within the prescribed period will be made liable and shall be subject to legal action to resolve unsettled obligations.

12. Return Service

- 12.1. Terms and Conditions
 - 12.1.1. SIKAP Grant Scholars with completed status must immediately undertake return service.
 - 12.1.2. SIKAP Grant Scholars shall present the following as proof of eligibility:
 - 12.1.2.1. Hardcopy of the thesis/dissertation
 - 12.1.2.2. Certification from the DHEI as recommended by the concerned Dean and attested by the DHEI School Registrar
 - 12.1.2.3. Letter from a reputable publisher that the research has been accepted for publication (if applicable)
 - 12.1.3. The return service shall be, to the extent possible, in accordance with her/his re-entry action plan submitted when s/he applied for the grant. Revisions to the re-entry action plan must be submitted to the CHEDRO for approval.
 - 12.1.4. SIKAP Grant Scholars are obligated to render return service using the following computation:
 - 12.1.4.1. A ratio of one year of service for every year of scholarship, including any extension period, or a fraction thereof.
 - 12.1.4.2. If the payment of obligation service rendered is less than 50% of the required duration, the scholar shall be liable to monetarily pay the obligations in full.
 - 12.1.4.3. If the service rendered is more than 50% of the required duration, the scholar shall be liable to pay the equivalent proportion of the total scholarship privileges received.
 - 12.1.5. A SIKAP Grant Scholar on return service status is automatically released from the obligation to be on full-time study. As such, scholarship privileges will be limited to available student research support fund, subject to eligibility and availability.
 - 12.1.6. For scholars who are employed with a standing agreement/contract to its HEI to return, the return service may be rendered to the HEI of employment. However, should there be no obligation to render return service to the HEI of employment, s/he may seek to render return service in another HEI.
 - 12.1.7. For scholars who are unemployed, they may return service to any available HEI.

- 12.1.8. Upon completion of the return service, the scholar shall send a written notice of the same to the Commission, to be certified by the HEI of rendered service.
- 12.1.9. The SIKAP Grant Scholar must inform the CHEDRO on the status of the return service every start of the academic year, for the duration of the return service obligation.

12.2. Deferment of Return Service

12.2.1. Deferment from rendering or completing return service must meet any of the following conditions:

- 12.2.1.1. Poor health or rehabilitation, as certified and/or recommended by a licensed physician;
- 12.2.1.2. Availment of maternity/paternity leave, as certified by a licensed physician or health institution, provided a written commitment to complete the return service upon return from leave;
- 12.2.1.3. Other health reasons, as certified by a licensed physician or duly authorized office;
- 12.2.1.4. Other justifiable reason may be considered on a case-to-case basis and upon review of the Local Graduate Scholarship Committee (LGSC)

12.3. Documentary Requirements

12.3.1. The regular documentary requirements of the Return Service are as follows:

Table 10. Documentary Requirements for Return Service

	Documentary Requirements	Submission Period
Completion of the Study	<ul style="list-style-type: none"> Degree Completion Report Certified True Copy of Diploma Certified true Copy of Transcript of Records (TOR) Final Re-Entry Action Plan (REAP) 	Upon graduation
Start of the Return Service	<ul style="list-style-type: none"> Certification of resumption of duty, as certified by the HEI Human Resource Department/Office 	At the start of the return service
During the Return Service	<ul style="list-style-type: none"> Return Service Monitoring Report, as certified by the HEI Human Resource Department/Office 	At the start of each academic year
Deferment of Return Service	<ul style="list-style-type: none"> Letter Request for Deferment of Return Service with the following details: <ul style="list-style-type: none"> Reasons for the requested deferment of return service Prayer for relief or requested action to be taken by the Commission Projected commencement of return service Other details which may be important to consider in the deliberation of the case Supporting documents to the details provided <ul style="list-style-type: none"> Due to health reasons / maternity - medical certificate detailing the diagnosis and recommendations 	



	for the patient, signed by a licensed physician <ul style="list-style-type: none"> Due to completion of academic requirements - Certification / letter from the Dean Other documents which may support the request, as necessary 	
Clearance from the Grant	<ul style="list-style-type: none"> Certification of the rendered return service, as certified by the HEI Human Resource Department/Office Accomplishment Report of completed return service, as certified by the HEI 	At the end of the Return Service

12.4. Process

12.4.1. Regular completion of the grant

- 12.4.1.1. The scholar shall submit the documents for the completion of the study to the CHEDRO.
- 12.4.1.2. Upon the receipt of the documents, the CHEDRO shall check for the completion of the requirements, and the consistency of the details of the documents.
- 12.4.1.3. Upon determination that all documents and details are complete and correct, and all policies have been complied, the scholar will be tagged as "On Return Service" status.

12.4.2. Deferment of return service

- 12.4.2.1. The scholar shall submit a request for deferment of return service, with complete documentary requirements to the CHEDRO.
- 12.4.2.2. The CHEDRO shall evaluate the request, and ensure that all details pertaining to the status of study have been incorporated.
 - 12.4.2.2.1. The reason/s cited in the request is/are fully supported through the documentary requirements.
 - 12.4.2.2.2. The reasons for the request fall within the terms and conditions of the policy.
- 12.4.2.3. The CHEDRO shall provide a case report and submit the same to the LGSC.
- 12.4.2.4. The LGSC shall deliberate and issue a decision regarding the appeal.

12.4.3. Clearance from the Grant

- 12.4.3.1. The scholar shall submit the documents for the clearance of the grant to the CHEDRO.
- 12.4.3.2. Upon the receipt of the documents, the CHEDRO shall check for the completion of the requirements, and the consistency of the details of the documents.
- 12.4.3.3. Upon determination that all documents and details are complete and correct, and all policies have been complied, the CHEDRO shall endorse a list of scholars for clearance to the CHED RD.
- 12.4.3.4. The CHED RD shall issue a recommendation for the Clearance from the Grant.
- 12.4.3.5. The CHEDRO shall submit a list of scholars who have been cleared from the grant, with one (1) original copy of the clearance to the CHEDCO for the confirmation of the CEB.

13. Waiver of Accountability

The terms and conditions of a SIKAP Grant Scholar are deemed fully complied with under the following conditions

- 13.1. 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;
- 13.2. Full compliance with the return service obligation;
- 13.3. Submission of all required reports;
- 13.4. In case of termination prior to the period that a scholar is expected to graduate, settlement of obligation.

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.

