



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

2022

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



# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>2</b>
Background, Scope and Coverage	2
Definition of Terms	2
Qualifications to become a SIKAP Scholar on Part-time Study	4
Ineligibility	4
Mode of Implementation	5
<b>APPLICATION AND SELECTION OF SIKAP SCHOLARS FOR PART-TIME STUDY</b>	<b>5</b>
Application Requirements	5
Application Process	6
General Scholarship Mechanics	8
Specific Guidelines and Conditions	9
Classification Status of Applicants	10
<b>SCHOLARSHIP PRIVILEGES</b>	<b>10</b>
Scholarship Package Inclusions	10
Release of Financial Privileges	13
Terms and Conditions of Release and Availment of Scholarship Privileges	13
Study Costs Not Covered by the Scholarship Program	15
Documentary Requirements	15
Process	15
<b>ROLES AND RESPONSIBILITIES</b>	<b>19</b>
SIKAP Scholar	19
CHED Regional Office (CHEDRO)	21
CHED Central Office (CHEDCO)	23
Delivering Higher Education Institution (DHEI)	23
Local Graduate Scholarship Committee (LGSC)	28
Sending Higher Education Institution (SHEI)	28
<b>SCHOLAR CONCERNS</b>	<b>29</b>
Classification Status of SIKAP Scholars	29
Travel Clearance Application	31
Leave of Absence (Applicable for scholars under Study Package A)	32
Extension of the Scholarship (Applicable for scholars under Study Package A)	33
Change of SHEI (Applicable for scholars under Study Package A)	34
Deferred Repayment (Applicable for scholars under Study Package A)	35
Appeals	36
Suspension of a SIKAP Scholar (Applicable for scholars under Study Package A)	37
Withdrawal from the Scholarship	38
Revocation of the Scholarship	39
Termination of the Scholarship	39
Settlement of Obligation due to Termination of the Scholarship	41
Return Service	41
Clearance of Obligations (Study Package B and C)	44
Waiver of Accountability (Applicable for scholars under Study Package A)	44

## A. INTRODUCTION

### 1. Background, Scope and Coverage

- 1.1. The Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) for Part-Time Study is a scholarship 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 for Part-Time Study is approved through Commission En Banc Resolution No. 602-2021. It is pursuant to 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. Eligible applicants to the SIKAP for Part-Time Study must undertake and complete her/his graduate studies in an eligible graduate program offered by designated Delivering Higher Education Institutions (DHEIs) which qualify as any of the following:
  - 1.3.1. Autonomous/Deregulated Institutions;
  - 1.3.2. State Universities and Colleges (SUC) designated as Level III and above;
  - 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 above; 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. The SIKAP for Part-time is open to incoming or existing graduate students who are Teaching and Non-Teaching Personnel in HEIs, including those under the basic or technical education divisions or departments of Universities/Colleges, who wish to pursue and complete a graduate degree on PART-TIME STUDY. They must be existing personnel of any of the following HEIs with a plantilla/regular item, including those on temporary or probationary appointments or those with contract of service/contractual or part-time employment status:
  - 1.4.1. An HEI duly recognized by CHED;
  - 1.4.2. An HEI duly recognized by the Ministry of Basic, Higher and Technical Education (MBHTE); or
  - 1.4.3. Local University 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. 6)
- 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. Scholarship Agreement/Contract - A legal document entered into by the approved applicant, the Sending HEI, the Delivering HEI, and the Commission in relation to the scholarship for Study Package A.
- 2.4. Scholarship Undertaking - A legal document entered into by the approved applicant, the Sending HEI, the Delivering HEI, and the Commission in relation to the financial assistance, such as in Study Package B and C.



- 2.5. 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).
- 2.6. HEI Personnel - personnel employed in an HEI who may be classified as:
  - 2.6.1. Non-Teaching Personnel - personnel performing functions in support of teaching and/or rank and file employees of the HEI.
  - 2.6.2. Teaching Personnel - personnel formally engaged in actual teaching or in research assignments, either on full-time or part-time basis<sup>1</sup>.
- 2.7. Maximum residency - Period that a student is allowed to complete the program as provided in the admission and retention policies set by the DHEI.
- 2.8. Part-time scholar - A scholar who undertakes part-time study under the SIKAP.
- 2.9. Part-time study - The undertaking of a degree on part-time basis, taking on a minimum of six (6) units and maximum of nine (9) units of academic load per term except for conditions stated in Section B, No. 3.11.
- 2.10. Revocation of Scholarship - The rescindment of the award of the scholarship for approved applicants with or without executed scholarship agreements, and has not availed any privilege or incurred any cost in relation to the scholarship. (see Section E, No. 10)
- 2.11. Scholarship – the provision of educational assistance, through a scholarship agreement/ 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 issued by the Delivering HEI which outlines the duration of study required to complete a degree program.
- 2.14. Termination - The cessation or cancellation of the scholarship due to non-fulfillment of terms and conditions of the scholarship, or through the willful abandonment of the degree program. (see Section E, No. 11)
- 2.15. Withdrawal - The willful non-acceptance or abandonment of the scholarship, by an approved applicant or scholar. (see Section E, No. 9)
  - 2.15.1. Withdrawal leading to revocation - the non-acceptance of the scholarship as awarded, by an approved applicant.
  - 2.15.2. Withdrawal leading to termination - the withdrawal after the commencement of the scholarship proper.

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



### **3. Qualifications to become a SIKAP Scholar on Part-time Study**

- 3.1. Must be a Filipino citizen;
- 3.2. Must hold any of the following employment status as certified by the Sending Higher Education Institution (SHEI) Head of the Human Resource Office or its equivalent and; recommended by the SHEI President or its equivalent:
  - 3.2.1. Full-time Faculty or HEI Personnel with plantilla/tenured items with minimum performance rating of "Very Satisfactory" or its equivalent in the past three (3) years of continuous service to the SHEI at the time of application;
  - 3.2.2. Full-time Faculty or HEI Personnel with temporary or probationary appointments with minimum performance rating of "Very Satisfactory" or its equivalent for the past one (1) year of service to the SHEI;
  - 3.2.3. Contractual or Contract of Service HEI Personnel with Full-Time Equivalent Teaching Load / Work Load who has an existing contract with the SHEI at the time of the application with a minimum performance rating of "Very Satisfactory" or its equivalent at the time of application for the past one (1) year of service to the SHEI;
  - 3.2.4. Part-time Contractual or Contract of Service Faculty with an existing contract with the SHEI at the time of application and have continuously served the SHEI as full-time/part-time faculty for 3 cumulative academic years (AY) with a minimum performance rating/Student Evaluation of Teachers (SET) of "Very Satisfactory" or its equivalent;
- 3.3. Must be admitted or will enroll in an eligible graduate degree program offered by designated DHEIs as defined in the policy;
- 3.4. For applicants who are covered under Section A, Nos. 3.2.1., 3.2.2., and 3.2.3., the proposed thesis/dissertation must be aligned with the research and development agenda of either the SHEI and/or DHEI as attested by the HEI President or its equivalent;
- 3.5. Must secure a permit to study from the SHEI President or its equivalent and duly endorsed by the Faculty and Staff Development Committee or its equivalent;
- 3.6. Must be physically fit and mentally prepared to undertake and complete graduate work as supported by a medical certificate;
- 3.7. For applicants who are covered under Section A, Nos. 3.2.1 and 3.2.2, must not be more than 50 years old within the next 6 months from the date of application 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 who are full-time faculty or HEI Personnel with plantilla/tenured items who have an existing government-funded grant or 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 without existing employment or contract of service with an HEI at the time of the application;

- 4.4. Applicant holding a degree in the same degree level being applied for (i.e. applicants applying for scholarship to pursue a doctorate degree, must not already possess a doctorate degree);
- 4.5. Applicants enrolled in more than one graduate program and/or programs offered by non-DHEIs;
- 4.6. For applicants who are already admitted to a graduate program, with failing grades, dropped, shifted/changed the program of study or those whose status is already on extension or beyond the regular study plan;
- 4.7. Applicants who do not fulfill the qualifications provided in the policy, including non-compliance/incomplete submission of documentary requirements.

## 5. Mode of Implementation

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

## B. APPLICATION AND SELECTION OF SIKAP SCHOLARS FOR PART-TIME STUDY

### 1. Application Requirements

- 1.1. Application Form\*
- 1.2. Curriculum Vitae (CV)\*
- 1.3. Certificate of Eligibility and Undertaking\*\*
- 1.4. Certification from the Head of the Human Resource Office or its equivalent, and recommended by the HEI President or its equivalent\*\*, containing the following information:
  - 1.4.1. Employment details, including years of service
  - 1.4.2. Performance rating
    - 1.4.2.1. For Full-Time Faculty or HEI personnel with plantilla / tenured items, for the past three (3) years;
    - 1.4.2.2. For Full-Time Faculty or HEI personnel with plantilla / tenured items on temporary or probationary appointment, for the past one (1) year;
    - 1.4.2.3. For Full-Time Contractual or Contract of Service Faculty or HEI personnel, for the past one (1) year;
    - 1.4.2.4. For Part-Time Contractual or Contract of Service Faculty, for cumulative of three (3) academic years
  - 1.4.3. Endorsement and permit to study, as attested by the HEI President or its equivalent\*\*
  - 1.4.4. Endorsement of the Faculty and Staff Development Committee or its equivalent<sup>2</sup>
- 1.5. Certification from the SHEI/DHEI that the proposed thesis/dissertation is aligned with the research and development agenda of either the SHEI and/or DHEI as attested by the HEI President or its equivalent\*\*, if applicable;
- 1.6. Status of study and study plan, attested by the DHEI\*\*
- 1.7. Recommendation Forms (Former Professor, Peer and Immediate Supervisor)\*
- 1.8. Birth Certificate or Passport (Proof of Citizenship)
- 1.9. Medical Certificate\*\*
- 1.10. Proof of Admission to the DHEI
- 1.11. Transcript of Records (for every undergraduate and graduate/post-graduate degree attained)

<sup>2</sup> The endorsement shall be validated against a submitted certification on the composition of the FSDC to be signed by the HEI President or its equivalent



- 1.12. Draft Re-entry Action Plan\*\*
- 1.13. Copy of Valid Government ID
- 1.14. Supporting documents for the provided details in the CV and Application Form (e.g. proof of trainings attended, published works or research presented), including Clearance from CHED office/ Grant-issuing Government Office/Agency on any previously awarded grant or scholarship (if applicable)

\*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 or scholarships, proof of trainings attended, published works or research presented, on or before the deadline.

### 2.2. DHEI Model

- 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 on or before the deadline.

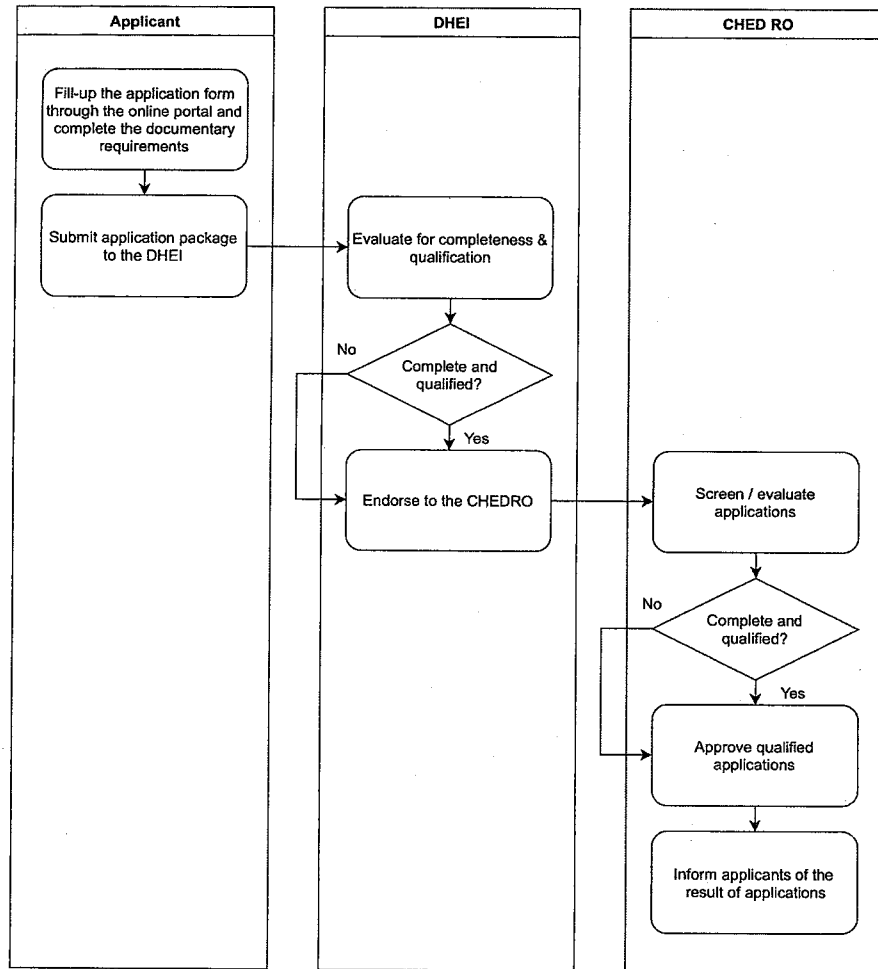
### 2.3. Evaluation of Applications

- 2.3.1. The CHEDRO shall screen the applications and ensure the completeness and veracity of documents submitted.
- 2.3.2. The CHEDRO shall review and evaluate the applications based on the Eligibility Criteria. The short-listed applicants will be ranked based on the scores obtained in the Selection Criteria provided in Section B, No. Section 3.4.
- 2.3.3. The CHED Regional Director (CHED RD) shall render the final decision on the approval or disapproval of the application.



**FIG 1. Application Process of the DHEI Model**

**APPLICATION PROCESS: DHEI MODEL**





### 3. General Scholarship Mechanics

- 3.1. Successful applicants must formally communicate their acceptance of the scholarship and confirm their enrollment in the approved graduate program through written acknowledgement addressed to the CHEDRO on or before the submission date set by the CHEDRO.
- 3.2. The result of the SIKAP application is final. No appeals will be entertained.
- 3.3. Applicants who did not initially qualify for the SIKAP may re-apply and will be subject to a NEW application process. An applicant may not claim to the CHEDRO her/his previously submitted application documents which will be used for re-application or for any other purpose.
- 3.4. 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 final 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 waitlisted<sup>3</sup>, must comply with the deficiency **within the term** before s/he will be considered as "eligible" for the following term, subject to the evaluation and approval of the CHEDRO. Waitlisted applicants who will be considered as eligible will only receive scholarship privileges in the following term in the HEI of study.
- 3.8. The Commission shall allow the submission of unaltered and electronically signed<sup>4</sup>, generated and/or validated documents in the event of a State of Calamity, State of Emergency, or similar proclamations issued by the government. Such documents will be subject to validation and submission of its hardcopy with "wet signature<sup>5</sup>" within a reasonable timeframe to ensure integrity of the document.
- 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 are expected to complete the program on part-time study within the approved study plan, particularly for the Study Package A. For avoidance of doubt, refer to the Specific Guidelines and Conditions (See Section B, No. 4).
- 3.11. All SIKAP Scholars must undertake a minimum academic load of six (6) units and maximum of nine (9) units per term. S/he shall maintain good academic standing (no failing grade or grade of drop), and shall not change or shift to another program of study or DHEI for the

<sup>3</sup> Waitlist is defined as an applicant who is able to qualify for the eligibility criteria and meet the terms and conditions of the scholarship except for the admission to an eligible graduate program and other pending requirement identified in the policy. Waitlisted applicants who are unable to comply within the term of application will be automatically considered as ineligible and must re-apply for the SIKAP Scholarship.

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

<sup>5</sup> Not digital signature or electronic signature





duration of the scholarship. A SIKAP scholar may only take less than the minimum required 6 units of academic load under the following conditions:

- 3.11.1. The remaining academic load in the curriculum prior to the thesis / dissertation stage is under six (6) units;
  - 3.11.2. The remaining term for thesis / dissertation stage is under six (6) units as indicated in the program curriculum design or institutional policy; and
  - 3.11.3. The term is designated to be enrolled under Residency for the Comprehensive Exam, other similar exams, or during the Thesis / Dissertation Stage.
- 3.12. All SIKAP Scholars must obtain a Travel Clearance from the Commission for their foreign travel. Failure to comply will result in ineligibility to succeeding financial privileges/educational assistance under the SIKAP.
- 3.13. All SIKAP Scholars under Study Package A are eligible for a maximum of 1 year extension of the scholarship, without additional privileges, subject to compliance with the terms and conditions.

#### 4. Specific Guidelines and Conditions

- 4.1. The **Part-Time Study Package A** shall be available for Full-time Faculty or HEI Personnel with Plantilla/Tenured/Regular items, including those with temporary or probationary appointments. Applicants must fulfill the following:
- 4.1.1. Must have a scholarship agreement signed by the scholar with CHED, DHEI and SHEI;
  - 4.1.2. Must be on full-time employment at the time of application and for the duration of study unless the scholar obtained approval of Leave of Absence (LOA) subject to terms and conditions of the LOA and SHEI policy;
  - 4.1.3. Must continue to be and shall commit to finish the degree under part-time study.
  - 4.1.4. Must provide a copy of the executed affidavit to render return service obligation to the SHEI equivalent to the number of years or duration of study, upon completion of the program. S/he is automatically released from the obligation to be on part-time study.
  - 4.1.5. Scholars who are under return service status may apply for available student research support funds, subject to eligibility and availability.
- 4.2. For SIKAP Scholars under Part-Time Study Package A, the terms and conditions of the scholarship shall only be deemed fully complied under the following conditions:
- 4.2.1. Completion of graduate degree requirements within the study duration or approved extension;
  - 4.2.2. Full compliance with the return service obligation;
  - 4.2.3. Submission of all required reports and documents;
  - 4.2.4. Settlement of obligation in the event the scholarship was terminated prior to the period that a scholar is expected to graduate.
- 4.3. The **Part-Time Study Package B** shall be available for Full-time Contractual or Contract of Service Faculty and HEI Personnel under the following conditions:
- 4.3.1. Must be on full-time employment and/or teaching or workload at the time of application and for the duration of the study;
  - 4.3.2. Educational assistance may only be availed once every academic year (AY) subject to eligibility to qualifications and fulfillment of terms and conditions provided in the policy;
- 4.4. The **Part-Time Study Package C** shall be available for Part-time Contractual or Contract of Service Faculty under the following conditions:
- 4.4.1. Must have an existing and active contract with the SHEI;



- 4.4.2. Educational assistance may only be availed once every academic year (AY) subject to eligibility to qualifications and fulfillment of conditions provided in the policy.
- 4.5. For SIKAP Scholars under Part-Time Study Packages B and C, the terms and conditions of the SIKAP shall only be deemed fully complied under the following conditions:
  - 4.5.1. The scholar has claimed the financial privileges of the term, and has acknowledged the same or settlement of obligation in the event the scholarship was terminated prior to the period that a scholar is expected to graduate;
  - 4.5.2. Certification from the DHEI that the scholar successfully completed the term/duration of study where funding support was availed; and
  - 4.5.3. Submission of all compliance and pertinent documents for issuance of clearance of the Committee.

## 5. Classification Status of Applicants

- 5.1. **Probationary** - An applicant who successfully qualified for the SIKAP but subject to completion of documentary requirements within a specific timeframe;
- 5.2. **Eligible** - An applicant who successfully qualified for the SIKAP and has received official approval of her/his scholarship and has a signed scholarship agreement;
- 5.3. **Waitlisted** - An applicant who is able to qualify for the eligibility criteria and meet the terms and conditions of the scholarship **except** for the 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 Scholarship.
- 5.4. **Ineligible** - An applicant who did not meet the eligibility criteria for applicants on probationary status who failed to comply with the requirements of the scholarship within the specified deadline to become eligible;
- 5.5. **Withdrawn** - An applicant who successfully qualified for the SIKAP but has willfully withdrawn from the scholarship . Details on the withdrawal of scholarship is available in Section E, No. 9.
- 5.6. **Revoked** - An applicant who successfully qualified for the SIKAP but due to conditions prescribed in Section E, No. 10, Revocation of scholarship, the scholarship is rescinded by the CHED Regional Office.

## C. SCHOLARSHIP PRIVILEGES

### 1. Scholarship Package Inclusions

- 1.1. Successful applicants to the SIKAP are entitled to the following scholarship privileges for the term when their applications were approved by CHED and/or compliance to the terms and conditions of release of scholarship privileges.
- 1.2. For SIKAP Scholars who are full-time faculty or HEI personnel with Plantilla/Tenured/Regular items or temporary or probationary appointments, the following are the scholarship privileges to be availed:

**Table 2 .SIKAP for Part-time Study Package A**

	Masters	Doctorate
Tuition and Other Fees	Actual tuition and other fees	
Student Subsidy	Php 40,000/term	Php 50,000/term
Coverage of Student Subsidy	<ul style="list-style-type: none"> <li>Books/Subscription/Learning materials expenses</li> </ul>	



	<ul style="list-style-type: none"> <li>• Transportation and accommodation (if applicable)</li> <li>• Communication/connectivity expenses</li> </ul>	
Thesis / Dissertation / Capstone project allowance	Php 60,000	Php 120,000
Research Support Grant	Php 50,000	Php 100,000
Research Publication Incentive for up to two (2) publications in		
<ul style="list-style-type: none"> <li>• ISI-Indexed, Scopus, or Web-of Science Publication</li> </ul>	Php 50,000	
<ul style="list-style-type: none"> <li>• Peer-reviewed Journal</li> </ul>	Php 30,000	
Mentor's Fee	Php 36,000	Php 72,000

- 1.2.1. Actual tuition and other fees shall be billed by the DHEI to CHED;
- 1.2.2. The student subsidy shall be released on a per academic term basis, subject to compliance to documentary requirements for release of financial privileges.
- 1.2.3. Mentor's fee is only available for scholars who are able to finish the degree within the original approved study plan. The DHEI must provide a certification regarding the assigned mentor of the scholar, and shall take charge of the disbursement of the fee / incentive in accordance with the policy.
- 1.2.4. Available supports like the Research Support Grant, Research Publication and the Mentor's Fee may be availed by the SIKAP scholars, subject to availability of funds.
  - 1.2.4.1. 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:
    - 1.2.4.1.1. The research submitted for the additional support must be recommended by the adviser and the Department Chairperson/Dean for further funding, subject to the evaluation of a technical expert identified by the Commission.
    - 1.2.4.1.2. The scholar must be on compliant status.
  - 1.2.4.2. 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.
    - 1.2.4.2.1. The publication must be published within the duration of the program of study.
- 1.3. For SIKAP Scholars who are full-time contractual or contract of service faculty or HEI Personnel, the following are the financial privileges to be availed:

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

	Masters	Doctorate
Tuition and Other Fees	Actual tuition and other fees	
Educational Support	Php 40,000/term	Php 50,000/term



Coverage of Student Subsidy	<ul style="list-style-type: none"> <li>• Books/Subscription/Learning materials expenses</li> <li>• Transportation and accommodation (if applicable)</li> <li>• Communication/connectivity expenses</li> </ul>
-----------------------------	---

- 1.3.1. Coverage of actual tuition and other fees and educational subsidy shall be based on the term of application. Actual tuition and other fees shall be billed by the DHEI to CHED;
- 1.3.2. Availment of succeeding SIKAP for Part-time Study Package B shall be subject to a new application every AY and eligibility to qualifications and conditions provided in the policy.
- 1.4. For SIKAP Scholars who are part-time contractual or contract of service faculty, the following are the financial privileges to be availed:

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

	Masters	Doctorate
Tuition and Other Fees	Actual tuition and other fees	
Educational Support	Php 20,000/term	Php 40,000/term
Coverage of Student Subsidy	<ul style="list-style-type: none"> <li>• Books/Subscription/Learning materials expenses</li> <li>• Transportation and accommodation (if applicable)</li> <li>• Communication/connectivity expenses</li> </ul>	

- 1.4.1. Coverage of actual tuition and other fees and educational subsidy shall be based on the term of application. Actual tuition and other fees shall be billed by the DHEI to CHED;
- 1.4.2. Availment of succeeding SIKAP or Part-time Study Package C shall be subject to a new application every AY and eligibility to qualifications and conditions provided in the policy.
- 1.5. SIKAP Scholars who are full-time contractual or contract of service faculty or HEI Personnel and; part-time contractual or contract of service faculty may avail the following additional incentives on a reimbursement basis provided that:
- 1.5.1. The SIKAP for Part-time Study has not been availed within the same term;
- 1.5.2. For research publication incentive, the publication was published within the duration of the program of study and that the scholar is the sole or lead author;
- 1.5.3. Any of the additional incentives can only be availed once subject to eligibility to qualifications and conditions, submission of compliance documents and execution of a separate undertaking.

**Table 5: List of Additional Incentives**

Additional Incentive	Masters	Doctorate
Thesis / Dissertation / Capstone project allowance	Php 60,000	Php 120,000
Research Publication Incentive for up to two (2) publications in		
ISI-Indexed, Scopus, or Web-of Science Publication	Php 50,000	
Peer-reviewed Journal	Php 30,000	



## 2. Release of Financial Privileges

- 2.1. The scholarship privileges shall be released based on eligibility and complete submission of documentary requirements.
- 2.2. Scholarship privileges shall be released by the Commission as follows:

**Table 6: Release of Scholarship Privileges through DHEI Model**

Privileges	DHEI Model
<b>Tuition and Fees, including the Mentor's Fee</b>	Send-bill arrangement; Privileges will be deposited to the institutional bank account of the DHEI
<b>Student Subsidy / Educational Support</b>	The financial privileges shall be released to the individual scholars through the Authorized Government Servicing Bank (AGSB)
<b>Thesis / Dissertation Allowance</b>	
<b>Additional Incentives (as applicable)</b>	

- 2.3. DHEIs that are unable to submit complete documents by the prescribed period may claim payment only through the Commission on Audit (COA) Money Claims process<sup>6</sup>.
- 2.4. In order to ensure ease of process, it is preferred, but not required, for the DHEI and/or the SIKAP administrators to open an account with the CHED AGSB. Otherwise, the DHEI and/or the SIKAP administrators shall shoulder any interbank charges that may be incurred.

## 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 E, No. 1).
- 3.2. Scholars are entitled to the financial privileges during the term when their applications were approved by the Commission. For Waitlisted Applicants, see Section B, No. 5 for further information.
- 3.3. For Study Package A, scholars must meet and consistently fulfill the following conditions to qualify and ensure continuous availment of scholarship privileges:
  - 3.3.1. A valid scholarship agreement (for new scholars) ;
  - 3.3.2. Officially enrolled in the 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 E, No. 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 scholarship;
    - 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 Scholar; and

<sup>6</sup> Rule VIII of The 2009 Revised Rules of Procedure of the Commission on Audit



- 3.3.5.5. Terms and conditions of this policy and other relevant issuances of the Commission.
- 3.3.6. 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:
  - 3.3.6.1. Course work, according to the prescribed academic lead of the DHEI,
  - 3.3.6.2. Comprehensive exam, whether on residency or officially enrolled to be taken alongside with or without other academic subjects,
  - 3.3.6.3. Thesis Writing for up to one (1) academic year, OR Dissertation Writing for up to two (2) academic years.
- 3.3.7. For scholars who started their study prior to the scholarship, the following tuition costs will be covered:
  - 3.3.7.1. Actual costs of tuition and school fees from the term of approval of the scholarship and for the duration of the scholarship.
  - 3.3.7.2. 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.
- 3.3.8. 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.
- 3.3.9. 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.
- 3.3.10. Scholarship privileges will be automatically placed on-hold if the status of the SIKAP - Scholar is any of the following: (1) Non-Compliant Status; (2) Suspended; (3) On LOA;
- 3.3.11. A SIKAP Scholar whose status is any of the following shall no longer be eligible to receive financial privileges: (1) Terminated; (2) Absence Without Official Leave (AWOL); (3) On Extension, and; (4) On Return Service;
- 3.4. For Study Package B and C, scholars may avail of the privileges upon the fulfillment of the following conditions:
  - 3.4.1. A valid scholarship undertaking for the financial privileges availed and return service to the SHEI and/or DHEI;
  - 3.4.2. Officially enrolled in an eligible program approved in the SIKAP and/or CHED;
  - 3.4.3. 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.
  - 3.4.4. Must be classified as active, in accordance with Section E, No. 1.2
- 3.5. Other modes of releasing the funds to the scholars shall be subject to the approval of the Commission.
- 3.6. All allowances and fees are subject to government accounting and auditing rules.
- 3.7. 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.
- 3.8. In cases where scholars are approved while the term has commenced, the Commission may still cover the study subsidy and costs of tuition and other fees;

- 3.9. 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.
- 3.10. 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 Program**

- 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. Costs incurred prior to the approval of the scholarship;
- 4.5. Costs incurred by the scholar that are not covered and/or indicated by the scholarship
- 4.6. Costs which were not billed by the DHEI and/or costs inadvertently not billed and included after payment has been released to the DHEI;
- 4.7. Allowances and other financial privileges not indicated in the policy.

#### **5. Documentary Requirements**

- 5.1. The documentary requirements for the recognition as a scholar are listed in Table 7.
- 5.2. The documentary requirements for the release of financial privileges are listed in Table 8.
- 5.3. The documentary requirements for the application of the additional incentives are listed in Table 9

#### **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. Scholars who fail 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 his/her status of study and in accordance with the policy, the CHEDRO shall commence the appropriate process.



Table 7. Documents for the recognition as a scholar

	Study Package A	Study Package B	Study Package C	Submission Period
Recognition as a scholar	<ul style="list-style-type: none"> <li>Updated and complete Scholar intake form</li> <li>Duly signed and notarized scholarship agreement between the scholar, the SHEI, and the DHEI</li> <li>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</li> <li>Certification from the SHEI regarding teaching / workload</li> </ul>	<ul style="list-style-type: none"> <li>Updated and complete Scholar intake form</li> <li>Duly signed and notarized scholarship undertaking signed by the scholar and the SHEI</li> <li>Certification from the SHEI regarding teaching / workload</li> <li><i>For applicants with ongoing study, status of study has no failing grade and/or re-taken subject (if applicable)</i></li> </ul>	<ul style="list-style-type: none"> <li>Updated and complete Scholar intake form</li> <li>Duly signed and notarized scholarship undertaking signed by the scholar and the SHEI</li> <li>Certification from the SHEI regarding teaching / workload</li> <li><i>For applicants with ongoing study, status of study has no failing grade and/or re-taken subject (if applicable)</i></li> </ul>	Immediately after the release of results and dissemination of the pro-forma scholarship template

Table 8: Documents for the Release of Financial Privileges

	Study Package A	Study Package B	Study Package C	Submission Period
Release of student subsidy	<ul style="list-style-type: none"> <li>Enrollment form duly authenticated by the DHEI <b>OR</b> a Certificate from the DHEI when the scholar is enrolled for residency or enrolled in preparation for the comprehensive exam, practicum, completion of thesis/dissertation, or other activities relevant to the completion of the degree program</li> <li>Grades of the previous term duly authenticated by the DHEI</li> <li>Certification from the SHEI regarding teaching / workload</li> <li>Other supporting documents, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Enrollment form duly authenticated by the DHEI <b>OR</b> a Certificate from the DHEI when the scholar is enrolled for residency or enrolled in preparation for the comprehensive exam, practicum, completion of thesis/dissertation, or other activities relevant to the completion of the degree program</li> <li>Grades of the previous term duly authenticated by the DHEI</li> <li>Certification from the SHEI regarding teaching / workload</li> </ul>	<ul style="list-style-type: none"> <li>Enrollment form duly authenticated by the DHEI <b>OR</b> a Certificate from the DHEI when the scholar is enrolled for residency or enrolled in preparation for the comprehensive exam, practicum, completion of thesis/dissertation, or other activities relevant to the completion of the degree program</li> <li>Grades of the previous term duly authenticated by the DHEI</li> <li>Certification from the SHEI regarding teaching / workload</li> </ul>	At the start of each semester
Tuition and Other Fees (DHEI Model)	<ul style="list-style-type: none"> <li>Original Copy of the Summary Statement of Account with the following elements:</li> <li>Breakdown of tuition and miscellaneous or other fees (e.g. Comprehensive Examination Fees, Defense Fees, Graduation Fees), per scholar</li> <li>5% Administrative Cost</li> </ul>			Thirty (30) days from the last day of enrollment or registration



	<ul style="list-style-type: none"> <li>Signature of Vice President of Finance/Accountant, or equivalent</li> <li>Signature of Grants Management Officer</li> <li>Date of submission/signature</li> </ul> <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>			
First Tranche (80%) of Thesis / Dissertation / capstone project Allowance	<ul style="list-style-type: none"> <li>Certificate of approval for thesis / dissertation / special or capstone project proposal duly signed by the Dean and/or Department Chairperson</li> </ul>	N/A	N/A	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"> <li>Hard Bound copy of the approved thesis / dissertation / special or capstone project documentation</li> <li>Approval sheet for the thesis / dissertation</li> <li>Certificate of approval for special or capstone project duly signed by the Dean or Department Chairperson</li> </ul>	N/A	N/A	After the approval of the thesis / dissertation / capstone project final paper or terminal report
Continuing Eligibility	<ul style="list-style-type: none"> <li>Continuing Eligibility Evaluation Form shall be accomplished by the scholar, noted by the Dean or Program Chairperson or Department Chairperson, and certified by the Grants Management Office before the submission to the CHEDRO.</li> </ul>	N/A	N/A	At the end of the academic year

**Table 9: Compliance Documents for Additional Incentives**

	Study Package A	Study Package B	Study Package C
Research Support Grant	<ul style="list-style-type: none"> <li>Assistance Incentives Application Form, signed by the Adviser / Mentor and endorsed by the Department Chairperson/Dean of the DHEI</li> <li>Research Proposal</li> <li>Work and Financial Plan (WFP) which shows the clear delineation between the amount covered by the regular thesis/ dissertation assistance</li> <li>Certification that the research has not been</li> </ul>	N/A	N/A



	submitted to other funding sources	
Thesis / Dissertation / Capstone project allowance	N/A	<ul style="list-style-type: none"> <li>• Assistance Incentives Application Form, duly signed by the Adviser and endorsed by the Department Chairperson/Dean of the DHEI</li> <li>• Hard-Bound Copy of actual thesis/dissertation within the term of completion of the degree program;</li> <li>• Diploma or certification from the University Registrar of the DHEI;</li> <li>• Endorsement of the SHEI President or its equivalent</li> </ul>
Publication Incentive(s)		
ISI-Indexed, Scopus, or Web-of Science Publication	<ul style="list-style-type: none"> <li>• Assistance Incentives Application Form, duly signed by the Adviser and endorsed by the Department Chairperson/Dean of the DHEI</li> <li>• Citation and Abstract</li> <li>• Copy of actual ISI-indexed, Scopus or Web-of-Science Publication within the term it was published;</li> <li>• Copy of the editorial board page of the journal</li> <li>• Endorsement of the SHEI President or its equivalent</li> </ul>	
Peer-reviewed Journal	<ul style="list-style-type: none"> <li>• Assistance Incentives Application Form, duly signed by the Adviser and endorsed by the Department Chairperson/Dean of the DHEI</li> <li>• Citation and Abstract</li> <li>• Copy of actual peer-reviewed journal within the term it was published;</li> <li>• Copy of the editorial board page of the journal</li> <li>• Endorsement of the SHEI President or its equivalent</li> </ul>	

- 6.2. Process for availment of Research Support Grant (*Only for SIKAP Scholars under Part-time Study Package A*)
  - 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 fact-finding.
  - 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.
- 6.3. Ineligibilities
  - 6.3.1. 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
  - 6.3.2. Scholars who will request for programs which are not CHED-Approved and/or with partners which are not recognized by CHED or its equivalent.

## D. ROLES AND RESPONSIBILITIES

### 1. SIKAP Scholar

#### 1.1. All SIKAP Scholars shall:

- 1.1.1. Undertake their studies on a part-time basis, and shall take on the required academic load per term, as approved in the study plan, if applicable;
- 1.1.2. Enroll in the eligible degree program and approved program of study;
- 1.1.3. Submit the required documents for the processing of the payment of financial privileges per academic term, or as applicable;
- 1.1.4. 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;
- 1.1.5. Seek clearance from the Commission, through the CHED Regional Office for travel outside of the country, at least two (2) weeks from departure;
- 1.1.6. Ensure diligence in her/his studies and maintain ethical/good conduct as a Philippine government scholar, HEI employee, and student of the DHEI;
- 1.1.7. Submit the required documents within the prescribed allowable period, on or before the submission deadline for the processing of payment of financial privileges in a timely manner;
- 1.1.8. Cooperate with the Commission, his/her SHEI and DHEI to ensure successful implementation of the scholarship, in the form of complying with data requests,



- prompt submission of documents, and provision of regular updates regarding the status of study, among others;
- 1.1.9. Conduct oneself in a manner becoming of a government scholar and HEI personnel and shall not in any way, act in a manner inimical to the scholarship and interests of CHED and the Philippine government;
  - 1.1.10. Take responsibility in the timely submission of documentary requirements including knowledge and familiarity in the processes of availing financial privileges and other special requests
  - 1.1.11. Promptly submit any requests, reports, or other pertinent documentary requirement to the Commission including but not limited to the following:

**Table 10: Documentary Requirements**

Form	Specifications
Scholarship Intake Form	<ul style="list-style-type: none"> <li>• Certified by the Grants Management Office before submission to the CHEDRO.</li> <li>• Submitted at the start of the scholarship .</li> </ul>
Certificate of Teaching and/or Workload Assignment	<ul style="list-style-type: none"> <li>• Certified by the Head of HR Department and attested by the HEI President</li> <li>• At the start of each semester, as applicable</li> </ul>
Specific Requirements for those availing of Part-Time Study Package A	
Continuing Eligibility Evaluation Form	<ul style="list-style-type: none"> <li>• Certified by the Grants Management Office before the submission to the CHEDRO.</li> <li>• Submitted at the end of every academic year.</li> </ul>
End of Scholarship Requirements and its supporting documents	<ul style="list-style-type: none"> <li>• Certified by the Grants Management Office before submission to the CHEDRO.</li> <li>• Submitted after the completion of the scholarship</li> </ul>
Return Service Monitoring Reports	<ul style="list-style-type: none"> <li>• Certified by the Grants Management Office before submission to the CHEDRO.</li> <li>• Submitted to the CHEDRO at the start and end of the return service.</li> </ul>

**1.2. In addition, all SIKAP Scholars under Scholarship Package A shall:**

- 1.2.1. Complete the degree program within the study duration provided in the approved program of study;
- 1.2.2. Submit a copy of the executed affidavit of undertaking to render return service to the SHEI and obtain clearance from the DHEI and CHED immediately following the completion of her/his degree
- 1.2.3. Submit reports relating to the return service obligation:

**Table 11: Required Reports**

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

- 1.2.4. Regularly coordinate with the Commission, DHEI and SHEI regarding her/his scholarship, for updates on his/her study, among others;
- 1.2.5. Submit appeals or requests in relation to the status of the scholar which are within the terms and conditions provided in the policy;
- 1.2.6. Be abreast with the new SIKAP Scholarship advisories and issuances of the CHED and/or the DHEI and SHEI

## **2. CHED Regional Office (CHEDRO)**

The CHED Regional Office (CHEDRO) shall:

### **2.1. On the Application Process**

- 2.1.1. Receive application documents of applicants;
- 2.1.2. Screen, evaluate and process the submitted documentary requirements of applicants in accordance with the eligibility and evaluation criteria provided in Section A, No. 3 and 4 and Section B, No. 3.4;
- 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 SIKAP applications by the CHED RD;
- 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 and relevant policies;
- 2.1.8. Furnish the list of approved applicants as certified by the CHED RD to the CHEDCO for data banking.

### **2.2. On Grant Administration**

#### **2.2.1. HEI Concerns**

- 2.2.1.1. Execute the DHEI Memorandum of Agreement (MOA), scholarship agreement, recognition of appointed personnel of the Grants Management Office (GMO), approval of study plans of SIKAP Scholars enrolled in eligible DHEIs
  - 2.2.1.1.1. The CHED RD will serve as the authorized signatory on such matters on behalf of the Commission;
- 2.2.1.2. Coordinate with the DHEI and the scholars regarding those who are due for completion but have not submitted their end of scholarship requirements;
- 2.2.1.3. Facilitate the payment of scholars, DHEIs and members of the Grant Management Office;
- 2.2.1.4. Collect progress reports from DHEIs and the Grant Management Office;
- 2.2.1.5. Review the documentary requirements submitted by the DHEI for its establishment of a GMO;
- 2.2.1.6. Regularly monitor and ensure compliance of GMOs to assigned responsibilities including submission of monitoring reports;
- 2.2.1.7. Issue a resolution approving the assignment of personnel in the GMO

#### **2.2.2. SIKAP Scholars**

- 2.2.2.1. Manage and ensure implementation of the SIKAP within the area of jurisdiction including monitoring and ensuring scholarship compliance of SIKAP Scholars including those on off-site arrangements or through campuses of university systems.



- 2.2.2.1.1. Area of jurisdiction is determined by the locality where the DHEI of the SIKAP Scholar is enrolled, except for cases where there is conflict-of-interest due to consanguinity of the scholar with a CHED employee in the CHEDRO of the DHEI. In this case, the case will be managed by the CHEDCO.
- 2.2.2.1.2. SIKAP scholars enrolled in DHEI located in the BARMM shall be handled by the nearest CHEDRO to the DHEI.
- 2.2.2.1.3. SIKAP Scholars enrolled in distance education shall be handled by the CHEDRO with jurisdiction to the main office of the academic unit offering such, i.e. CHEDRO IVA shall handle SIKAP Scholars enrolled in the UP Open University
- 2.2.2.2. Determine the validity of the claims in relation to the release/disbursement of scholarship privileges and additional incentives, excluding special concerns and matters covered by the CHED Central Office;
- 2.2.2.3. Facilitate the payment of scholars in a timely manner;
- 2.2.2.4. Collect progress reports from the scholars for the regular updating of databases, and submission of regular monitoring reports to the Central Office or as required by the CEB and/or Central Office, among others;
- 2.2.2.5. Resolve issues regarding the implementation of the SIKAP in the region where they operate;
- 2.2.2.6. Assist other CHEDROs in resolving issues regarding the implementation of the scholarship , as deemed necessary or upon instruction of the CHEDCO;
- 2.2.2.7. Prepare the necessary documentation for the CHEDCO to facilitate fund transfers and monitoring;
- 2.2.2.8. Remit the financial privileges of the scholarship through the CHED Authorized Government Servicing Bank (AGSB);
- 2.2.2.9. Submit monthly status report and update on the implementation of the SIKAP at the regional level to the CHEDCO including data of SIKAP scholars;
- 2.2.2.10. Monitor the study progress of scholars;
- 2.2.2.11. For scholars under Study Package A:
  - 2.2.2.11.1. Issue the waiver of accountabilities upon submission of the SIKAP Scholar/DHEI of the following documentary requirements:
    - 2.2.2.11.1.1. Accomplishment Report of completed return service;
    - 2.2.2.11.1.2. Proof of employment for the duration of the return service;
  - 2.2.2.11.2. Approve revised re-entry plan/s;
  - 2.2.2.11.3. Determine the completion of the scholarship study upon review and validation of the following documents submitted by the SIKAP Scholar or DHEI:
    - 2.2.2.11.3.1. Degree Completion Report;
    - 2.2.2.11.3.2. Certified True Copy of the Diploma; and
    - 2.2.2.11.3.3. Certified True Copy of the Transcript of Records with School Dry Seal
- 2.2.2.12. For scholars under Study Package B and C, issue the waiver of accountabilities upon the acknowledgement of the completion of the claims for the financial privileges.
- 2.2.2.13. Issue revocation of scholarship based on Section E, No. 10.



- 2.2.2.14. Coordinate with SIKAP scholars on matters concerning their status and requests;
- 2.2.2.15. Evaluate and review of the following concerns subject to approval of the CHED RD:
  - 2.2.2.15.1. Approval of scholarship
  - 2.2.2.15.2. Withdrawal of scholarship to eligible applicants and/or those awarded with the scholarship
  - 2.2.2.15.3. Revocation of scholarship to eligible applicants and/or those awarded with the scholarship
  - 2.2.2.15.4. Request for Leave of Absence (LOA)
  - 2.2.2.15.5. Request for travel clearance
- 2.2.2.16. Conduct fact-finding and validation in the event the SIKAP Scholar or the DHEI has deviated from the terms and conditions of the scholarship agreement;
- 2.2.2.17. For special concerns and matters, elevate the same with complete documentation, including an investigation and fact-finding report and Complete Staff Work (CSW) to the LGSC;
- 2.2.2.18. Enforce the collection of payment of obligation;
- 2.2.2.19. Prepare and provide monitoring and evaluation reports, and other requirements of the CHEDCO.
- 2.2.2.20. Monitor the return service of the scholars and ensure regular submission of documentary requirements;
- 2.2.2.21. Serve as a member of the LGSC.

### **3. CHED Central Office (CHEDCO)**

- 3.1. Manage applicants with consanguinity concerns raised and endorsed by the CHEDRO;
- 3.2. Monitor the program implementation of the SIKAP Grant;
- 3.3. Monitor the overall status of approved scholars of the CHEDRO and DHEI;
- 3.4. Consolidate the data relevant to the implementation of the SIKAP;
- 3.5. Prepare and consolidate program reports from the CHEDROs for reporting, data banking and monitoring purposes of the management of the Commission, and/or use in various government reports, among others;
- 3.6. Facilitate fund transfers to the CHEDRO to implement the program;
- 3.7. Review and ensure responsiveness of SIKAP policies and guidelines, as needed;
- 3.8. Regularly update and disseminate policies, guidelines and other relevant information to the CHEDROs, DHEIs, SHEIs, and SIKAP scholars;
- 3.9. Address special concerns such as meritorious case and conflict-of-interest and, requests involving changes and deviations from the original allotment, provision, agreement and/or policy concerns raised by the CHEDROs, SIKAP scholars, SHEIs and DHEIs;
- 3.10. Review and address matters and concerns outside the scope of policy;
- 3.11. Prepare matters for agenda and deliberation of the Commission en Banc;
- 3.12. Serve as a Chair and Secretariat of the LGSC.

### **4. Delivering Higher Education Institution (DHEI)**

**The Delivering Higher Education Institution (DHEI) shall:**

#### **4.1. On the Application Process of SIKAP 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 and prospective scholars;
- 4.1.3. Diligently screen and evaluate applicants according to the eligibility of the policy;



- 4.1.4. Endorse the list of eligible applicants with complete documentary requirements, along with their submitted complete applications 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, and honoraria for the personnel under the Grant Management Office (GMO).
- 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 but not limited to 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 and/or compliance to scholarship policies of eligible scholars;
- 4.2.6. Ensure that the classes required by the SIKAP Scholars for a particular term shall be offered. 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 have 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 SIKAP Management Office and designate a SIKAP Administrator and other personnel, as needed, to serve as focal persons and liaisons for the effective and efficient implementation of the SIKAP;
- 4.2.9. Immediately respond to the request of the Commission for replacement of a SIKAP Administrator and/or GMO personnel should any of them prove ineffective in their performance of duties and prompt submission of required outputs;
- 4.2.10. Provide other assistance and/or support to the Commission as needed to ensure effective implementation of the SIKAP.

**4.3. Creation of a Grant Management Office (GMO)**

**4.3.1. Terms and Condition**

- 4.3.1.1. A DHEI must establish a Grant Management Office to ensure effective and efficient implementation of the SIKAP Grant program in the DHEI
- 4.3.1.2. 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
- 4.3.1.3. 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.
- 4.3.1.3.1. All assigned personnel must meet the eligibility requirements
- 4.3.1.3.2. 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.
- 4.3.1.3.3. 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

- 4.3.1.4. The CHED RD shall issue a resolution approving the assignment.

**4.3.2. Process**

- 4.3.2.1. 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
- 4.3.2.2. 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
- 4.3.2.3. The CHED RD issues a resolution approving the assignment

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

- 4.3.3.1. Prepare and submit the documents for the payment of tuition and other fees, including the mentor's incentive, as applicable;
- 4.3.3.1.1. The SOAs of tuition and other fees are submitted immediately after enrollment, and no later than the 15th of November of the same Fiscal Year in order to process the release of funds, unless otherwise permitted by law and government accounting and auditing rules.
- 4.3.3.1.2. DHEIs that are unable to submit complete documents by the prescribed period may claim payment only through the Commission on Audit (COA) Money Claims process.
- 4.3.3.2. Prepare and submit the documents for the processing of payment of honoraria in a timely manner;
- 4.3.3.3. Evaluate and provide appropriate action to the special requests of the scholars;
- 4.3.3.4. Submit at the end of the semester the semestral monitoring reports to the CHEDRO;
- 4.3.3.5. Submit to the CHEDRO at the end of every academic year, an annual report and supporting documents for continuing eligibility;
- 4.3.3.6. Support the Commission in other monitoring efforts, as may be required.

**4.3.4. GMO Composition**

- 4.3.4.1. A Grant Administrator shall oversee the administration of the SIKAP in the DHEI. A DHEI with multiple campuses shall each have a Grant Administrator
- 4.3.4.2. If the DHEI admits more than fifty (50) scholars, one (1) technical staff shall be added for every additional fifty (50) SIKAP Scholar funded by the Commission;
- 4.3.4.3. For avoidance of doubt, these rules are illustrated as follows:

**Table 12: GMO Composition**

Number of Scholars	GMO Composition
1-50 scholars	Grants Administrator
51-100 scholars	Grants Administrator and One (1) Technical Staff



#### 4.3.5. Honoraria

- 4.3.5.1. 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.
- 4.3.5.2. 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.
- 4.3.5.3. The basis for the release of honoraria shall cover the months with rendered services per term.
- 4.3.5.4. The honorarium rate for GAs and/or GMO personnel shall be based on CHED Order No. 02, s. 2011, particularly:

**Table 13: 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

- 4.3.5.5. The honoraria of the Grant Management Office personnel shall be released to the DHEI upon the submission of the billing for the honoraria, with the relevant documentary requirements.
- 4.3.5.6. The Commission reserves the right to request replacement of a Grant Administrator and/or GMO personnel with due cause.
- 4.3.5.7. The following are the relevant submissions for the release of honoraria: (See Table 14 and 15)

**Table 14: Required Submissions of the GMO**

Type of Documentary Requirement	Documentary Requirements	Submission Period
Program Inception Documents	<ul style="list-style-type: none"> <li>Finalized list of enrolled SIKAP scholars</li> </ul>	Within thirty (30) days after enrollment
Regular Monitoring Reports	<ul style="list-style-type: none"> <li>Enrollment Report</li> </ul>	Within thirty (30) days after enrollment
	<ul style="list-style-type: none"> <li>Grade Report</li> </ul>	Immediately after the official end of every term
Documents for the Payment of Tuition and Other Fees	<ul style="list-style-type: none"> <li>Copy of the Approved Work and Financial Plan (WFP) for the duration of the program</li> </ul>	At the start of the program
	<ul style="list-style-type: none"> <li>Valid Statement of Account (SOA) for the Term</li> </ul>	Within thirty (30) days after enrollment
Program Closure Documents	<ul style="list-style-type: none"> <li>Program evaluation report</li> </ul>	Immediately after the official end of the last term
Other	<ul style="list-style-type: none"> <li>Certificate of Services Rendered</li> </ul>	Immediately after the end of term

**Table 15: Documents for the Payment of Honoraria**

<b>Documentary Requirements</b>		<b>Submission Schedule</b>
Assignment as GMOs	<ul style="list-style-type: none"> <li>Appointment letter, signed by the Head of the Institution</li> </ul>	Immediately after the effectivity of the MOA
Initial Honoraria	<ol style="list-style-type: none"> <li>Statement of Account for the Honoraria</li> <li>Accomplishment Report, which shows the achievement of the following: <ul style="list-style-type: none"> <li>Program Inception Documents</li> <li>Regular Monitoring Reports</li> <li>Documents for the Payment of Tuition and Other Fees</li> </ul> (Attach copies as support) </li> <li>Certificate of Services Rendered, signed by the Head of Institution</li> </ol>	Immediately after the last month of the initial term
Honoraria for a Regular Term	<ol style="list-style-type: none"> <li>Statement of Account for the Honoraria</li> <li>Accomplishment Report, which shows the achievement of the following: <ul style="list-style-type: none"> <li>Regular Monitoring Reports</li> <li>Documents for the Payment of Tuition and Other Fees</li> </ul> (Attach copies as support) </li> <li>Certificate of Services Rendered, signed by the Head of the Institution</li> </ol>	Immediately after the official end of every term
Honoraria of the Last Term of the Academic Year	<ol style="list-style-type: none"> <li>Statement of the Account for the Honoraria</li> <li>Accomplishment Report, which shows the achievement of the following: <ul style="list-style-type: none"> <li>Regular Monitoring Reports</li> <li>Documents for the Payment of Tuition and Other Fees</li> <li>Continuing Eligibility Requirements</li> <li>Completion Documents for Graduating Scholars</li> </ul> (Attach copies as support) </li> <li>Certificate of Services Rendered, signed by the Head of the Institution</li> <li>Continuing Eligibility Requirements <ol style="list-style-type: none"> <li>Collated Continuing Eligibility Report</li> <li>Continuing Eligibility Assessment Forms</li> </ol> </li> <li>Collated Degree Completion Report <ol style="list-style-type: none"> <li>Individual Degree Completion Report</li> </ol> </li> </ol>	First month of the following Academic Year



	b. Certified True Copy of the Diploma c. Certified True Copy of the Transcript of Records	
Terminal Honoraria	1. Statement of the Account for the Honoraria 2. Accomplishment Report, which shows the achievement of the following <ul style="list-style-type: none"> <li>• Regular Monitoring Reports</li> <li>• Documents for the Payment of Tuition and Other Fees</li> <li>• Completion Documents for Graduating Scholars</li> <li>• Program Closure Documents</li> </ul> (Attach copies as support) 3. Certificate of Services Rendered, signed by the Head of the Institution	Immediately after the official end of the last term

## 5. Local Graduate Scholarship Committee (LGSC)

- 5.1. The Local Graduate Scholarship Committee shall consist of representatives from the CHEDCO, concerned CHEDRO/s, and the Legal and Legislative Service (LLS). Decision on matters related to appeal, suspension and non-financial concerns directly affecting day-to-day operations is delegated to the LGSC specifically, the SIKAP Director-in-Charge, concerned CHED Regional Director, and LLS Director.
- 5.2. An Administrative, Financial and Management Service (AFMS) representative shall serve as resource person for financial concerns and matters involving accounting and auditing rules.
- 5.3. The LGSC is authorized to render decisions regarding the approval and disapproval of applications for applicants with concerns on consanguinity.
- 5.4. The LGSC and/or the CHEDCO shall also issue the recommendation to the Commission en Banc (CEB) 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, including appeals regarding scholarship status, deferred repayment, or appeals for consideration regarding the payment of obligations or settlement of obligations.
- 5.5. The CHEDCO will serve as secretariat of the LGSC. The CHEDRO will furnish to the LGSC the Complete Staff Work (CSW) and fact-finding/investigation report for inclusion in the agenda of the LGSC.

## 6. Sending Higher Education Institution (SHEI)

The Sending Higher Education Institution (SHEI) shall:

### 6.1. On the Application Process of SIKAP Scholars

- 6.1.1. Advise and assist interested and eligible employees regarding, but not limited to, the DHEI program offerings and details of the programs offered including the academic requirements to complete the program on time and student eligibility to the program;
- 6.1.2. Create a vetting system for eligible employees that will ensure equitable and non-partisan access to the scholarship program;

- 6.1.3. Diligently screen and recommend prospective applicants for the scholarship program including, but not limited to eligibility to the SIKAP, selection of DHEI and eligible graduate programs that will align with the needs of the SHEI;
- 6.1.4. Ensure that the research study is aligned with the research and development framework of the SHEI for applicants who are qualified under Section A, No. 3.2.1, 3.2.2., and 3.2.3.;
- 6.1.5. Facilitate and ensure the timely processing of documentary requirements needed by their employees for the application;
- 6.1.6. Ensure that the recommended employees **for Part-Time Study Package A** are eligible to render return service in the SHEI;

## 6.2. On SIKAP Scholars

- 6.2.1. Execute an agreement/affidavit of undertaking with the employee-scholar relative to return service obligation;
- 6.2.2. Ensure that the teaching load/workload of the employee-scholar will not impede the timely completion of the degree program;
- 6.2.3. Monitor the academic status and progress of its employees who are accepted as SIKAP Scholars;
- 6.2.4. Submit annual reports to the CHEDRO on the progress of the scholar in fulfilling return service obligations;
- 6.2.5. Provide assistance and support to the Commission as needed.

## E. SCHOLAR CONCERNS

### 1. Classification Status of SIKAP Scholars

#### 1.1. For Study Package A:

- 1.1.1. **Active** - A scholar who is ongoing with his/her studies as stipulated in his/her study plan, and has no issues that would otherwise qualify as probationary, non-compliant, on suspension, or on appeal.
- 1.1.2. **Probationary Status** - A scholar will be automatically considered as probationary under any of the following conditions:
  - 1.1.2.1. Incurred one (1) failing grade or no-credit grades in a term, including the grades for required exams, practicum, and other graded program requirements;
  - 1.1.2.2. Received grades that continue to be marked as incomplete, in progress or its equivalent after one (1) academic term except during thesis/dissertation stage;
  - 1.1.2.3. Failed to maintain the grade requirement for the enrolled degree program per term;
  - 1.1.2.4. Failed once in the comprehensive exam (oral and/or written); or
  - 1.1.2.5. Failed to submit the complete required documents for the disbursement of financial privileges within the stipulated submission date.
- 1.1.3. **Non-Compliant Status** - A scholar who will not enjoy any scholarship privileges due to any of the following conditions:
  - 1.1.3.1. Failure to enroll in a required term, as approved in the study plan;
  - 1.1.3.2. Failure to enroll in a required term and is not on official and approved LOA;
  - 1.1.3.3. Unable to complete and submit all pending documentary requirements on time;
  - 1.1.3.4. Unable to complete all pending academic requirements;





- 1.1.3.5. Failed to maintain the grade requirement for the enrolled degree program per academic year;
- 1.1.3.6. Failed to comply with admission and retention policy of the DHEI;
- 1.1.3.7. Incurred more than three (3) failing grades or no-credit grades per academic year;
- 1.1.3.8. Failed more than once (1) in the comprehensive exam (oral and/or written);
- 1.1.3.9. Received consecutive failing grades in a subject;
- 1.1.3.10. Failed to meet the minimum grade requirement for two (2) consecutive terms;
- 1.1.3.11. Failed to maintain eligibility criteria prescribed in the policy;
- 1.1.3.12. Failure to complete the degree program within the approved timeline;
- 1.1.3.13. Under probationary status that has not been lifted within three (3) consecutive terms or accumulative of three (3) terms;
- 1.1.3.14. Failed to submit the complete required documents for the disbursement of financial privileges for at least two (2) semesters;
- 1.1.3.15. 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 scholarship .
- 1.1.3.16. Failed to comply with any of the eligibility requirements of the policy within the duration of study.

1.1.4. **Completed Status** - A scholar will be considered completed based on the fulfillment of the following:

- 1.1.4.1. 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)
- 1.1.4.2. Presentation of a certification from the DHEI, signed by the Department Chairperson/Dean and attested by the University Registrar, that the scholar has successfully completed all academic requirements and pending finalization of her/his publication;
- 1.1.4.3. Documentary evidence to support the status of the publication as attested by the Adviser and Department Chairperson/Dean;
- 1.1.4.4. 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.

1.1.5. **On Return Service Status** - A scholar will be considered on return service status based on the completion of the following:

- 1.1.5.1. Fulfilled the conditions of completed status as attested by the CHEDRO;
- 1.1.5.2. Submission of documentary requirements to undertake return service;

Further information and details on return service are available in Section E, No. 13.

1.1.6. **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 Scholar irrespective of the appeal will be maintained until the decision on the appeal has been rendered. Details on the process and terms and conditions for appeal are available in Section E, No. 7.

1.1.7. **Leave of Absence (LOA)**- a status given to scholars who are on official LOA within the allowed time frame and have NO pending academic requirements for

completion or its equivalent. Procedure and documentary requirements for the LOA are available in Section E, No. 3.

- 1.1.8. **Absence Without Official Leave (AWOL)** - 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.
  - 1.1.9. **Suspended** – a status given to a scholar due to any of the conditions enumerated in Section E, No. 8, Suspension of a SIKAP Scholar.
  - 1.1.10. **Terminated** – A scholar who has been dismissed/discharged from being a SIKAP Scholar including its scholarship privileges. Details on the Termination of the scholarship are available in Section E, No. 11.
  - 1.1.11. **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 Department Chairperson/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. 6.
- 1.2. **For Study Package B and C:**
- 1.2.1. **Active** - A scholar who is approved for the specific term of study.
  - 1.2.2. **Completed** - A scholar who has completed the specific term of study, as approved.
  - 1.2.3. **Terminated** - A scholar who has been dismissed/discharged from being a SIKAP Scholar including its scholarship privileges. Details on the Revocation or Termination of Scholarship are available in Section E, No. 11.2

## 2. Travel Clearance Application

### 2.1. Terms and Conditions

- 2.1.1. A SIKAP 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 of the DHEI
- 2.2.2. Copy of travel tickets
- 2.2.3. Copy of conference invitations, or other documentation (if applicable)
- 2.2.4. Endorsement of the DHEI through the GMO
- 2.2.5. Certificate of approval from the SHEI
- 2.2.6. 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 (Applicable for scholars under Study Package A)**

#### **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 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 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 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. Failure to comply with eligibility requirements within the allowed timeframe will automatically be classified as "Non-Compliant".
- 3.1.6. 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. Endorsement of the DHEI through the GMO
- 3.2.3. Endorsement / Recommendation of the SHEI, as endorsed by the Head of the Institution or duly authorized representative;
- 3.2.4. Relevant documentary attachment as proof of the reason for the request:
  - 3.2.4.1. Due to health reasons / maternity - medical certificate detailing the diagnosis and recommendations for the patient, signed by a licensed physician
  - 3.2.4.2. Due to completion of academic requirements - Certification / letter from the Department Chairperson/Dean
- 3.2.5. 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 scholarship ;
- 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 Scholarship (Applicable for scholars under Study Package A)**

#### **4.1. Terms and Conditions to Avail Extension:**

- 4.1.1. A one-time maximum of one (1) year extension may be granted for justifiable reasons;
- 4.1.2. No financial privileges beyond what is provided in the contract shall be released except for unreleased thesis / dissertation allowance, and tuition and other fees that are not yet processed for release and included in the original approved cost for the degree program. The tuition and other fees shall be based on the WFP.
- 4.1.3. Extension shall only be within the maximum residency allowed by the HEI of study.
- 4.1.4. The allowable extension period of one (1) academic year includes the adjustment for requests of LOA for the completion of academic requirements.
- 4.1.5. The scholar must be on the thesis / dissertation stage and have an approved thesis / dissertation proposal before the end of the original study plan.
- 4.1.6. The extension must be recommended by the HEI of employment
- 4.1.7. The extension must be recommended by the HEI of study through the thesis adviser, and the GMO of the DHEI.
- 4.1.8. 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.
- 4.1.9. Approval of extension rests with the CHED RD.

#### **4.2. Documentary Requirements**

- 4.2.1. Extension Request Form, to be signed / recommended by the adviser
- 4.2.2. Certification from the thesis adviser and Department Chairperson/Dean regarding the progress of the thesis / dissertation / terminal requirement
- 4.2.3. Timetable of completion, endorsed by the adviser
- 4.2.4. 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 Department Chairperson/Dean
- 4.2.5. Endorsement of the DHEI through the GMO
- 4.2.6. Endorsement / Recommendation from the SHEI, signed by the Head of the Institution, or duly authorized representative

#### **4.3. Ineligibilities**

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



#### 4.4. Process

- 4.4.1. The scholar shall submit a request for extension, with complete documentary requirements to the CHEDRO.
- 4.4.2. The CHEDRO shall evaluate the request, and ensure that:
  - 4.4.2.1. The reason/s cited in the request is/are fully supported through the documentary requirements.
  - 4.4.2.2. The reasons for the request fall within the terms and conditions of the policy.
- 4.4.3. The CHEDRO shall forward the request to the CHED RD for approval.
- 4.4.4. CHEDRO shall inform the scholar of the result of the extension request and copy furnish the CHED Central Office..

#### 5. Change of SHEI (Applicable for scholars under Study Package A)

##### 5.1. Terms and Conditions

- 5.1.1. The Commission may approve requests for change of SHEI provided the following conditions have been met:
  - 5.1.1.1. The scholar will be endorsed by a prospective SHEI for the scholarship, and the prospective SHEI shall fulfill the roles, responsibilities, and obligations as the SHEI for the scholarship
  - 5.1.1.2. The scholar will be endorsed and cleared by the previous SHEI
  - 5.1.1.3. The scholar shall still be eligible for the scholarship package as approved based on the eligibility criteria, and does not have any ineligibilities
  - 5.1.1.4. The scholar, the SHEI and the DHEI will sign a new scholarship contract of the SHEI.
- 5.1.2. The change of SHEI may be approved on the following grounds:
  - 5.1.2.1. The scholar has obtained a more economically advantageous position in a different HEI.
  - 5.1.2.2. Remaining in the SHEI is detrimental to the physical, emotional, or psychosocial health of the scholar.
  - 5.1.2.3. The SHEI and the scholar have come to a mutual agreement regarding the termination of the employment relationship.

##### 5.2. Documentary Requirements

- 5.2.1. Official written request for change of SHEI, stating the reasons for the request, citing all necessary and relevant details of the request;
- 5.2.2. Endorsement of the DHEI, to be signed by the adviser and the GMO
- 5.2.3. Endorsement / recommendation of the current SHEI, as endorsed by the Head of the Institution or duly authorized representative;
  - 5.2.3.1. In the event where the scholar is involved in a legal and/or labor dispute with their current SHEI, the scholar must submit a letter requesting to waive endorsement of SHEI with supporting documents.
- 5.2.4. Revised Re-entry Action Plan and Return Service Agreement with the prospective SHEI;
- 5.2.5. Other details which may be important to consider in the deliberation of the case.

##### 5.3. Ineligibilities



- 5.3.1. The separation from service/discharge was not due to an administrative charge, dismissal or just causes<sup>7</sup> as attested by a certification issued by the Head of the Human Resource Office of the previous employer.

#### 5.4. Process

- 5.4.1. The scholar shall submit a request for change of SHEI, 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. Deferred Repayment (Applicable for scholars under Study Package A)

#### 6.1. Terms and Conditions

- 6.1.1. 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.
- 6.1.2. The scholar shall no longer be entitled to any financial assistance during this period, whether claimed or unclaimed.
- 6.1.3. The scholar must finish the degree program during this period. Otherwise, the payment of obligations shall be imposed.
- 6.1.4. Upon review of the case by the Commission, the payment of obligations may be waived due to any of the following conditions:
  - 6.1.4.1. Scholar's poor health, as certified by a licensed physician;
  - 6.1.4.2. Death of the scholar;
  - 6.1.4.3. Scholar's inability to continue studying under the program due to threat to life and/or wellbeing of the scholar
  - 6.1.4.4. Closure or cessation of the program;
  - 6.1.4.5. Natural calamities and force majeure; or
  - 6.1.4.6. Other analogous reasons, as approved by the Commission.
- 6.1.5. Approval of request for deferred payment rests with the Commission en Banc upon recommendation of the LGSC.

#### 6.2. Documentary Requirements

- 6.2.1. Official written request for deferred repayment, stating the reasons for the request, citing all necessary and relevant details of the request
- 6.2.2. Endorsement of the DHEI, to be signed by the adviser and the GMO
- 6.2.3. Endorsement / recommendation of the SHEI, as endorsed by the Head of the Institution or duly authorized representative;
- 6.2.4. Relevant documentary attachment as proof of the reason for the request
  - 6.2.4.1. Due to financial incapacity - affidavit of financial incapacity and a copy of the latest copy of the Income Tax Return (ITR)
  - 6.2.4.2. Other relevant documents, pertaining to the details of the request.

<sup>7</sup> Just Causes - refer to those instances enumerated under Article 297 [Termination by Employer] of the Labor Code, as amended. These are causes directly attributable to the fault or negligence of the employee. (DOLE DO No. 145-15); Article 297 of the Labor Code: An employer may terminate an employment for any of the following causes: (a) serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work; (b) gross and habitual neglect by the employee of his duties; (c) fraud or willful breach by the employee of the trust reposed in him by his employer or duly authorized representative; (d) commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representatives; and (e) other cases analogous to the foregoing.



### 6.3. Ineligibilities

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

### 6.4. Process

- 6.4.1. The scholar shall submit a request for deferred repayment, with complete documentary requirements to the CHEDRO.
- 6.4.2. The CHEDRO shall evaluate the request, and ensure that:
  - 6.4.2.1. The reason/s cited in the request is/are fully supported through the documentary requirements.
  - 6.4.2.2. 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 provide a recommendation to the CEB.
- 6.4.5. The CEB shall issue a decision regarding the request.

## 7. Appeals

### 7.1. Terms and Conditions for Appeal

- 7.1.1. The following conditions are eligible for appeal:
  - 7.1.1.1. A SIKAP Scholar who wishes to request for reconsideration of her/his probationary status;
  - 7.1.1.2. A SIKAP Scholar who wishes to request for reconsideration of her/his non-compliant status;
  - 7.1.1.3. A SIKAP Scholar placed under suspension;
  - 7.1.1.4. A SIKAP Scholar who is due for termination;
  - 7.1.1.5. A SIKAP Scholar denied of deferred payment or extension;
  - 7.1.1.6. A terminated SIKAP Scholar who is requesting for an alternative arrangement on the settlement of obligation;
- 7.1.2. Approval of any appeal will be subject to the deliberation and review of the LGSC.
- 7.1.3. Approval of appeal related to settlement of obligation, deferred payment and matters with financial implication shall be decided upon by the Commission en Banc.
- 7.1.4. Approval of appeal is on a case-to-case basis and may not be used as precedent to future decisions on appeal requests.

### 7.2. Documentary Requirements

- 7.2.1. Letter request for appeal with strong justification providing the following details:
  - 7.2.1.1. Timeline of study and events leading to the current status of the scholar, to be endorsed by the adviser and GMO (if applicable), and endorsed by the SHEI Head of Institution, or duly authorized representative.
  - 7.2.1.2. Reasons for any delay of completion or non-compliance.
  - 7.2.1.3. Prayer for relief or requested action to be taken by the Commission
  - 7.2.1.4. Other details which may be important to consider in the deliberation of the case
- 7.2.2. If the appeal is regarding the completion of the degree (e.g. extension, LOA):
  - 7.2.2.1. Actions taken by the scholar to finish her/his degree program, to be endorsed by the adviser and GMO (if applicable)

- 7.2.2.2. Plan of action and timeline for the completion of her/his degree program, to be endorsed by the adviser and GMO (if applicable)
  - 7.2.3. If the appeal is regarding the return service obligation to a government agency:
    - 7.2.3.1. Notarized affidavit detailing the efforts undertaken to find a position in a HEI
    - 7.2.3.2. If applicable, proof of appointment in a government agency
  - 7.2.4. Supporting documents to the details provided
    - 7.2.4.1. Due to health reasons / maternity - medical certificate detailing the diagnosis and recommendations for the patient, signed by a licensed physician
    - 7.2.4.2. Due to completion of academic requirements - Certification / letter from the Department Chairperson/Dean
    - 7.2.4.3. Other documents which may support the request, as necessary
- 7.3. **Ineligible for Appeal**
  - 7.3.1. A SIKAP Scholar who already made an appeal for the same status;
  - 7.3.2. A SIKAP Scholar whose appeal for deferred payment or extension has been previously approved;
  - 7.3.3. A SIKAP Scholar requesting for change of DHEI and/or degree program;
  - 7.3.4. A SIKAP Scholar who has been terminated after opportunity for appeal has been served;
  - 7.3.5. Applicants of the SIKAP who were not approved
- 7.4. **Process**
  - 7.4.1. The scholar shall submit the appeal with complete documentary requirements to the CHEDRO.
  - 7.4.2. The CHEDRO shall evaluate the request, and ensure that:
    - 7.4.2.1. All details pertaining to the status of study have been incorporated.
    - 7.4.2.2. The reason/s cited in the request is/are fully supported through the documentary requirements.
    - 7.4.2.3. The reasons for the request fall within the terms and conditions of the policy.
  - 7.4.3. The CHEDRO shall provide a case report and submit the same to the LGSC.
  - 7.4.4. The LGSC shall deliberate and issue a decision regarding the appeal.
- 8. **Suspension of a SIKAP Scholar (Applicable for scholars under Study Package A)**
  - 8.1. A SIKAP Scholar will be suspended due to any of the following
    - 8.1.1. Non-Compliant Status for three (3) consecutive or cumulative terms
    - 8.1.2. Involvement in a case on moral turpitude, fraud and/or intellectual dishonesty;
    - 8.1.3. Formal criminal charges;
    - 8.1.4. Breach and/or failure to comply with the terms and conditions of the scholarship agreement/scholarship or relevant prescribed guidelines, policies, agreed upon conditions and/or procedures of the scholarship and/or DHEI;
    - 8.1.5. On absence without official leave beyond one (1) term;
    - 8.1.6. On foreign travel without seeking permission and approval from the Commission;
    - 8.1.7. Other grounds which indicate the inability of the SIKAP Scholar to complete the degree program within the approved study plan;
    - 8.1.8. Scholars with pending termination
  - 8.2. All SIKAP 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.



- 8.3. Issuance of final decision is on a case-to-case basis and may not be used as precedent to future decisions on suspension.
- 8.4. Suspension of the SIKAP Scholar may be lifted subject to the approval of an appeal.
- 8.5. A SIKAP 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.
- 8.6. **Process**
  - 8.6.1. Upon receipt of information regarding the grounds for suspension, the CHEDRO shall conduct inquiry and investigation:
    - 8.6.1.1. The CHEDRO shall issue a notice to the scholar informing her/him of the circumstance which makes her/him eligible for suspension.
    - 8.6.1.2. The scholar is given fifteen (15) days to respond to the notice.
    - 8.6.1.3. 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.
    - 8.6.1.4. The CHEDRO shall provide a case report and submit the same to the LGSC.
  - 8.6.2. The CHEDRO shall produce a case report and provide a recommendation, based on the provisions of the policy.
  - 8.6.3. The CHEDRO shall submit the report for the review and deliberation of the Local Graduate Scholarship Committee (LGSC).
  - 8.6.4. If necessary, the LGSC may require the CHEDRO to conduct further inquiry into the cases presented.
  - 8.6.5. The LGSC shall issue a final decision on the matter of suspension.

## 9. Withdrawal from the Scholarship

### 9.1. General Principle

- 9.1.1. The withdrawal of a scholar from the scholarship signifies that the scholar does not accept the awarded scholarship, or abandons the awarded scholarship.
- 9.1.2. The withdrawal of the scholarship shall lead to revocation (for those without signed contracts or released privileges) or termination (for those with signed contracts and/or released privileges), and shall follow the processes in Section E, No. 10 and No. 11 respectively.

### 9.2. Documentary Requirements

- 9.2.1. Official written request of withdrawal, stating the reasons for the request, citing all necessary and relevant details of the request
- 9.2.2. Relevant documentary attachment as proof of the reason for the request
  - 9.2.2.1. Due to health reasons - medical certificate detailing the diagnosis and recommendations for the patient, signed by a licensed physician
  - 9.2.2.2. 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.
  - 9.2.2.3. Due to exigency of service - Certification from the HEI of employment, signed by the Head of the Institution.
  - 9.2.2.4. Other relevant documents, pertaining to the details of the request.

### 9.3. Process

- 9.3.1. 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 possible, by the documentary evidence.

- 9.3.2. For scholars who have submitted withdrawal requests that will lead to revocation, the process shall follow Section E. No. 10.
- 9.3.3. For scholars who have submitted withdrawal requests after the signing of a scholarship agreement, but before the commencement of study:
  - 9.3.3.1. The CHEDRO shall produce a case report and provide a recommendation, based on the provisions of the policy.
  - 9.3.3.2. The CHEDRO shall submit the report for the review and deliberation of the Local Graduate Scholarship Committee (LGSC)
  - 9.3.3.3. If necessary, the LGSC may require the CHEDRO to conduct further inquiry into the cases presented.
  - 9.3.3.4. The LGSC will provide a recommendation to the Commission En Banc
  - 9.3.3.5. The Commission en Banc will issue the final decision on withdrawal from the scholarship .
- 9.3.4. For scholars who have submitted withdrawal requests after the commencement of the scholarship 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. 11.

## 10. Revocation of the Scholarship

- 10.1. The CHED RD is provided authority to issue an official revocation of the scholarship due to the following reasons:
  - 10.1.1. An approved applicant who has submitted a written request for withdrawal
  - 10.1.2. 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 first term indicated in the approved study plan;
  - 10.1.3. An approved applicant who did not confirm their acceptance of the scholarship in writing within fifteen (15) days upon receipt of the notice of approval;
  - 10.1.4. Failure of the approved applicant to fulfill and/or comply with the scholarship process within the deadline; and/or execute and submit complete and valid scholarship requirements, such as the scholarship agreement, and regular requirements for the disbursement of allowances, among others, within the period of time prescribed by the Commission;
  - 10.1.5. Change of DHEI and/or approved degree program upon approval of scholarship
  - 10.1.6. An applicant or scholar who willfully wishes to withdraw due to reasons provided in Section E, No. 9.2.2 and no financial privileges were released
- 10.2. Appeals related to the revocation of scholarship will not be entertained.
- 10.3. An applicant whose scholarship has been revoked is still eligible to apply in the next call for applications of the SIKAP.
- 10.4. The CHED RD shall inform in writing the revocation of the scholarship .

## 11. Termination of the Scholarship

### 11.1. For Study Package A

#### 11.1.1. Terms and Conditions

- 11.1.1.1. A SIKAP Scholar will be due for termination based on the following
  - 11.1.1.1.1. Suspension beyond two (2) terms;
  - 11.1.1.1.2. Received a suspension status cumulative to three (3) or more terms;
  - 11.1.1.1.3. Conviction in a pending case involving moral turpitude, criminal offense, fraud and/or intellectual dishonesty;
  - 11.1.1.1.4. Acts and/or behavior proven to be inimical to the interest of the Commission and government;



- 11.1.1.1.5. Proven inability to complete the degree program within the approved study plan.
- 11.1.1.2. A SIKAP Scholar whose scholarship is pending termination shall undergo due process including investigation of the CHEDRO and deliberation of the case to the LGSC.
- 11.1.1.3. A SIKAP Scholar with pending termination shall be placed under the status of "Suspension" until such time a final decision has been given by the Commission en Banc.
- 11.1.1.4. The final decision on termination will rest upon the Commission en Banc after due process.
- 11.1.1.5. Issuance of final decision is on a case-to-case basis and may not be used as precedent to future decisions on termination.
- 11.1.1.6. SIKAP Scholars whose scholarship agreement has been terminated or those who failed to comply with the termination process are no longer eligible to re-apply for the SIKAP unless specific conditionalities are provided by the Commission en Banc.
- 11.1.1.7. A SIKAP Scholar whose scholarship has been terminated with due cause shall be subject to the penalties resulting from the termination of the scholarship such as, but not limited to, the repayment of the equivalent value of financial privileges received for the duration of study.

## 11.2. For Study Package B and C

- 11.2.1. The Scholarship Undertaking shall be resolved upon the receipt of the financial privileges according to the eligible and approved study package, unless sooner revoked or terminated based on the following grounds:
  - 11.2.1.1. Conviction in a case involving moral turpitude, criminal offense, fraud and/or intellectual dishonesty
  - 11.2.1.2. Acts and/or behavior proven to be inimical to the interest of the Commission and government;
  - 11.2.1.3. Misrepresentation, false information, forgery and/or fraud found in any of the documents submitted to the Commission;
  - 11.2.1.4. Withdrawal from the scholarship by the Scholar; or
  - 11.2.1.5. Revocation of the scholarship by the Commission, for just cause.
  - 11.2.1.6. Any violation in the scholarship policy and/or contract and/or undertaking;
- 11.2.2. The final decision on termination rests upon the Commission en Banc after due process
- 11.2.3. SIKAP Scholars whose scholarship agreement has been terminated or those who failed to comply with the termination process are no longer eligible to re-apply for the SIKAP unless specific conditionalities are provided by the Commission en Banc.
- 11.2.4. A SIKAP Scholar whose scholarship has been terminated with due cause shall be subject to the penalties resulting from the termination of the scholarship such as, but not limited to, the repayment of the equivalent value of financial privileges received for the duration of study.

## 11.3. Termination Process

- 11.3.1. The CHEDRO shall conduct an investigation which includes:
  - 11.3.1.1. Issuance of a Notice to Explain (NTE) to the scholar
  - 11.3.1.2. Request for facts and other supporting information from the HEI of study
  - 11.3.1.3. Request for facts and other supporting information from the SHEI, in coordination with the CHEDRO of the HEI of employment.
- 11.3.2. The CHEDRO shall produce a case report and provide a recommendation, based on the provisions of the policy
- 11.3.3. The CHEDRO shall submit the CSW and fact-finding/investigation report for the review and deliberation of the Local Graduate Scholarship Committee (LGSC).

- 11.3.4. If necessary, the LGSC may require the CHEDRO to conduct further inquiry into the cases presented.
- 11.3.5. The LGSC will provide a recommendation to the Commission En Banc.
- 11.3.6. Upon deliberation of the LGSC and approval of the CEB, a scholar whose scholarship has been terminated may be pardoned from corresponding and applicable penalties resulting from the termination of the scholarship
  - 11.3.6.1. The Commission en Banc will issue the final decision on termination.

## **12. Settlement of Obligation due to Termination of the Scholarship**

- 12.1. Settlement of obligations to the Commission shall be the sole responsibility of the scholar unless otherwise provided in an agreement that the SHEI shall jointly settle the obligation with the scholar;
- 12.2. The payment of obligations shall be outright and made in full or through an obligation service arrangement or arrangement consistent with government accounting and auditing rules;
- 12.3. Under the obligation service arrangement, the payment of obligations shall be computed as follows
  - 12.3.1. One (1) year of service for every term the SIKAP Scholar received her/his scholarship privileges;
  - 12.3.2. Terms unpaid by the Scholar through service obligation must be monetarily paid;
- 12.4. Alternative schemes 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;
- 12.5. Alternative schemes must be made through an appeal. SIKAP 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.
- 12.6. Upon deliberation of the LGSC and approval of the CEB, a scholar whose status has been terminated may be pardoned from corresponding and applicable penalties such as, but not limited to, repayment of financial privileges, consistent with government accounting and auditing rules

## **13. Return Service**

### **13.1. Terms and Conditions**

- 13.1.1. SIKAP Scholars with completed status must immediately undertake return service.
- 13.1.2. SIKAP Scholars shall present the following as proof of eligibility:
  - 13.1.2.1. Hardcopy of the thesis/dissertation
  - 13.1.2.2. Certification from the DHEI as recommended by the concerned Department Chairperson/Dean and attested by the DHEI School Registrar
  - 13.1.2.3. Letter from a reputable publisher that the research has been accepted for publication (if applicable)
- 13.1.3. The return service shall be to the SHEI, and to the extent possible, in accordance with her/his re-entry action plan submitted when s/he applied for the scholarship . Revisions to the re-entry action plan must be submitted to the CHEDRO for approval.
- 13.1.4. SIKAP Scholars are obligated to render return service using the following computation:
  - 13.1.4.1. A ratio of one (1) year of service for every year of scholarship, including any extension period, or a fraction thereof.



- 13.1.4.2. 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.
- 13.1.4.3. 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.
- 13.1.5. Scholarship privileges for scholars under Return Service status will be limited to available student research support fund, subject to eligibility and availability.
- 13.1.6. 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.
- 13.1.7. The SIKAP 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.

### 13.2. Deferment of Return Service

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

- 13.2.1.1. Poor health or rehabilitation, as certified and/or recommended by a licensed physician;
- 13.2.1.2. 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;
- 13.2.1.3. Other health reasons, as certified by a licensed physician or duly authorized office;
- 13.2.1.4. Other justifiable reason may be considered on a case-to-case basis and upon review of the Local Graduate Scholarship Committee (LGSC)

### 13.2.2. Documentary Requirements

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

**Table 16. Documentary Requirements for Return Service**

	Documentary Requirements	Submission Period
Completion of the Study	<ul style="list-style-type: none"> <li>Degree Completion Report</li> <li>Certified True Copy of Diploma</li> <li>Certified true Copy of Transcript of Records (TOR)</li> <li>Final Re-Entry Action Plan (REAP)</li> </ul>	Upon graduation
Start of the Return Service	<ul style="list-style-type: none"> <li>Proof of employment in an HEI</li> <li>Affidavit of undertaking for the return service obligation (signed by the SHEI and the employee-scholar)</li> </ul>	At the start of the return service
During the Return Service	<ul style="list-style-type: none"> <li>Proof of employment at the start of each semester, until the end of the return service obligation</li> </ul>	At the start of each academic year
Deferment of Return Service	<ul style="list-style-type: none"> <li>Letter Request for Deferment of Return Service with the following details: <ul style="list-style-type: none"> <li>Reasons for the requested deferment of return service</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Prayer for relief or requested action to be taken by the Commission</li> <li>○ Projected commencement of return service</li> <li>○ Other details which may be important to consider in the deliberation of the case</li> <li>● Supporting documents to the details provided <ul style="list-style-type: none"> <li>○ Due to health reasons / maternity - medical certificate detailing the diagnosis and recommendations for the patient, signed by a licensed physician</li> <li>○ Due to completion of academic requirements - Certification / letter from the Department Chairperson/Dean</li> <li>○ Other documents which may support the request, as necessary</li> </ul> </li> </ul>	
Clearance from the Scholarship	<ul style="list-style-type: none"> <li>● Accomplishment Report of completed return service, as certified by the HEI</li> <li>● Proof of employment for the duration of the return service</li> </ul>	At the end of the Return Service

### 13.3. Process

#### 13.3.1. Regular completion of the scholarship

- 13.3.1.1. The scholar shall submit the documents for the completion of the study to the CHEDRO.
- 13.3.1.2. 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.
- 13.3.1.3. 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.

#### 13.3.2. Deferment of Return Service

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



- 13.3.3. Clearance from the Scholarship
  - 13.3.3.1. The scholar shall submit the documents for the clearance from the scholarship to the CHEDRO.
  - 13.3.3.2. 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.
  - 13.3.3.3. 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.
  - 13.3.3.4. The CHED RD shall issue a recommendation for the Clearance from the scholarship .
  - 13.3.3.5. The CHEDRO shall submit a list of scholars who have been cleared from the scholarship , with one (1) original copy of the clearance to the CHEDCO for the confirmation of the CEB.

#### **14. Clearance of Obligations (Study Package B and C)**

##### **14.1. Terms and Conditions**

- 14.1.1. SIKAP Scholars under Study Package B and C shall be eligible for clearance of obligations upon:
  - 14.1.1.1. The disbursement of all financial privileges.
  - 14.1.1.2. The scholar's acknowledgement that all financial privileges under the awarded Study Package has been received.
  - 14.1.1.3. Full compliance with the terms and conditions of the scholarship.

##### **14.2. Process**

- 14.2.1. The Scholar under Package B or C shall request for Clearance from the CHEDRO upon submission of the following documentary requirements:
  - 14.2.1.1. Certification of all financial privileges received.
  - 14.2.1.2. Written Request for Clearance addressed to the CHED Regional Director
  - 14.2.1.3. Recommendation from the DHEI through the Department Chairperson/Dean which attests that the Scholar remains in good academic standing. It must include a summary of all subjects taken and grades received in the program of study as attested by the University Registrar.
- 14.2.2. The CHEDRO shall receive and evaluate the documents received from the Scholar;
- 14.2.3. The CHEDRO shall inform the Scholar in writing on the result of the evaluation and copy furnish the CHED Central Office;
- 14.2.4. Upon completion of all requirements, the CHEDRO shall issue a Certification to the Scholar and copy furnish the CHED Central Office

#### **15. Waiver of Accountability (Applicable for scholars under Study Package A)**

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

- 15.1. 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;
- 15.2. Full compliance with the return service obligation;
- 15.3. Submission of all required reports;
- 15.4. 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 Scholar is able to comply with the return service obligation and/or settlement of obligation.

The Commission will issue a Certificate of Clearance upon recommendation of the LGSC and approval of the CEB.

