Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

CHEDRO 2
RELEASED
Date: 02-16-21
Signature:

REGIONAL MEMORANDUM
No. 031, Series 2021

FOR : **PRESIDENTS/HEADS OF K TO 12 SCHOLARSHIPS FOR GRADUATE STUDIES-LOCAL (SGS-L) SENDING HIGHER EDUCATION INSTITUTIONS**

: **SENDING HIGHER EDUCATION INSTITUTION (SHEI) K TO 12 TRANSITION PROGRAM SCHOLARSHIP COORDINATORS**

: **K TO 12 SCHOLARSHIPS FOR GRADUATE STUDIES-LOCAL (SGS-L) SCHOLARS**

SUBJECT : **REMINDER ON THE SUBMISSION OF MONITORING REPORTS FOR THE SCHOLARSHIPS FOR GRADUATE STUDIES – LOCAL UNDER THE CHED K TO 12 TRANSITION PROGRAM AY 2020-2021**

DATE : **February 15, 2021**

Pursuant to the Memorandum from the office of Chairperson **J. Prospero E. De Vera, DPA**, Commission on Higher Education, on the **COLLECTION OF MONITORING REPORTS FOR THE SCHOLARSHIPS FOR GRADUATE STUDIES – LOCAL UNDER THE CHED K TO 12 TRANSITION PROGRAM AY 2019-2020,** this is to remind all Sending Higher Education Institutions (SHEIs) and scholars of the K to 12 Transition Program in Region 2 to submit monitoring reports for **AY 2020-2021** relative to their grants in fulfilment of their obligations in the scholarship agreement and policies.

The schedule for submission is as follows:

	MONITORING REPORT	DEADLINE
SHEIs	SHEI Monitoring Report and Certificate of Deloading 2021	June 30 of each year until end of degree program
	SHEI Return Service Report	At the end of every term of the SHEI, until the end of return service
SCHOLARS	Degree Completion Report with Documentary Submissions: * Updated Re-entry Action Plan * CTC of Diploma * CTC of Transcript of Records	At the end of the degree/upon graduation
	* Return Service Completion Report (Accomplishment Report) * Certification of rendered return service	At the end of the return service

All scholars and SHEIs are requested to comply without delay, and are reminded that the Certificate of Deloading (COD) form is part of the required documents for the disbursement of any allowances or financial privileges of the SGS-L scholars. Any delay in the submission may hinder the timely release of these privileges.

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

In order to aid the submission of valid CODs, please ensure with the following:

1. The information provided in the COD and SHEI Monitoring Report is based on factual and **up-to-date** information and contains the actual period of deloading of the scholar in compliance with the policy.
2. The COD and SHEI Monitoring Report shall include all approved scholars from the SHEI. For scholars who have withdrawn from the grant and have not received living allowances from the Commission, the period of deloading may be indicated as "Withdrawn".
3. Should there be **any** changes made based from previous COD submissions, **a letter explaining the changes and corrections made from the previous submission, signed by the Head of Institution**, shall be included in the submission.
4. Should there be **any** scholar who has not been fully compliant with the maximum teaching load policy, an accomplished **Individual Justification and Load Form** must be submitted.
5. The COD has an updated issuance date.
6. Submit the soft copy of the reports on our online portal at http://chedk12.com/MonitoringSubmissions and submit the hard copies through the CHED Regional Offices

Please note that the SHEIs and SGS-L scholars of the K to 12 Transition Program are requested to submit the following monitoring reports with strict compliance to the format provided and that the CHED Central Office may request for re-submission of non-compliant documents. **All scholars and SHEIs are reminded that the submission of the end-of-grant documents, and return service documents are STRICTLY REQUIRED.**

Attached is the list of SHEIs with pending COD submissions for 2020. Kindly note that all SHEIs, regardless if they were able to submit in 2020 or not, are required to submit the updated SHEI Monitoring Report and Certificate of Deloading (COD) on or before **30 June 2021**.

For compliance.

JULIETA M. PARAS, Ed.D., CESE
Director IV

Encl.: as stated

MGTV021521

Table 1. List of SHEIs pending submission of Certificate of Deloading as of 2020

	SHEI	COD Submission Status
1	ALDERSGATE COLLEGE	Pending hard copy submission only
2	BATANES STATE COLLEGE	Pending hard copy submission only
3	ISABELA STATE UNIVERSITY-CABAGAN	Pending hard copy submission only
4	ISABELA STATE UNIVERSITY-ROXAS CAMPUS	Pending soft copy submission only
5	ISABELA STATE UNIVERSITY-SAN MARIANO CAMPUS	Pending hard copy submission only
6	NUEVA VIZCAYA STATE UNIVERSITY - MAIN, BAYOMBONG	Pending hard copy submission only
7	QUIRINO STATE UNIVERSITY	Pending hard copy submission only
8	SAINT MARY'S UNIVERSITY OF BAYOMBONG	Pending soft copy submission only
9	AMA COMPUTER COLLEGE-TUGUEGARAO CITY	Pending hard copy and soft copy submission
10	CAGAYAN STATE UNIVERSITY-ANDREWS	Pending hard copy and soft copy submission
11	CAGAYAN STATE UNIVERSITY-GONZAGA	Pending hard copy and soft copy submission
12	CAGAYAN STATE UNIVERSITY-LALLO	Pending hard copy and soft copy submission
13	CAGAYAN STATE UNIVERSITY-LASAM	Pending hard copy and soft copy submission
14	CAGAYAN STATE UNIVERSITY-PIAT	Pending hard copy and soft copy submission
15	CAGAYAN STATE UNIVERSITY-SANCHEZ MIRA	Pending hard copy and soft copy submission
16	CAGAYAN STATE UNIVERSITY-TUGUEGARAO (CARIG)	Pending hard copy and soft copy submission
17	CAGAYAN VALLEY COMPUTER AND INFORMATION TECHNOLOGY COLLEGE	Pending hard copy and soft copy submission
18	INTERNATIONAL SCHOOL OF ASIA AND PACIFIC	Pending hard copy and soft copy submission
19	ISABELA STATE UNIVERSITY-ANGADANAN CAMPUS	Pending hard copy and soft copy submission
20	ISABELA STATE UNIVERSITY-CAUAYAN CAMPUS	Pending hard copy and soft copy submission
21	ISABELA STATE UNIVERSITY-ILAGAN CAMPUS	Pending hard copy and soft copy submission
22	ISABELA STATE UNIVERSITY-JONES CAMPUS	Pending hard copy and soft copy submission

23	ISABELA STATE UNIVERSITY-MAIN (ECHAGUE)	Pending hard copy and soft copy submission
24	ISABELA STATE UNIVERSITY-SAN MATEO CAMPUS	Pending hard copy and soft copy submission
25	KING'S COLLEGE OF THE PHILIPPINES-BAMBANG	Pending hard copy and soft copy submission
26	MEDICAL COLLEGES OF NORTHERN PHILIPPINES	Pending hard copy and soft copy submission
27	NUEVA VIZCAYA STATE UNIVERSITY-BAMBANG	Pending hard copy and soft copy submission
28	OUR LADY OF THE PILLAR COLLEGE-CAUAYAN	Pending hard copy and soft copy submission
29	OUR LADY OF THE PILLAR COLLEGE-CAUAYAN SAN MANUEL BRANCH	Pending hard copy and soft copy submission
30	PATRIA SABLE CORPUS COLLEGE	Pending hard copy and soft copy submission
31	QUIRINO STATE UNIVERSITY - CABARROGUIS	Pending hard copy and soft copy submission
32	QUIRINO STATE UNIVERSITY - MADDELA	Pending hard copy and soft copy submission
33	SAINT FERDINAND COLLEGE-CABAGAN CAMPUS	Pending hard copy and soft copy submission
34	SIERRA COLLEGE	Pending hard copy and soft copy submission
35	ST. FERDINAND COLLEGE-ILAGAN	Pending hard copy and soft copy submission
36	UNIVERSITY OF LA SALETTE	Pending hard copy and soft copy submission
37	UNIVERSITY OF SAINT LOUIS-TUGUEGARAO	Pending hard copy and soft copy submission