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

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REGIONAL MEMORANDUM

NO. 312 Series 2021

FOR : **PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS IN REGION 2**

SUBJECT : **CALL FOR APPLICATIONS FOR THE PART-TIME STUDY IMPLEMENTATION OF THE SCHOLARSHIPS FOR STAFF AND INSTRUCTORS' KNOWLEDGE ADVANCEMENT PROGRAM (SIKAP) GRANT**

DATE : **OCTOBER 14, 2021**

Attached is the Memorandum from Dr. J. Prospero E. De Vera III, Chairman, Commission on Higher Education, regarding the call for application for part-time study under the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant.

Interested faculty and HEI personnel who wish to apply for the Part-Time Study of the SIKAP Grant must be currently employed in an HEI duly recognized by CHED with any of the following employment status:

1. Faculty or HEI personnel who are tenured or with plantilla item including those on temporary appointment;
2. Full-Time Contractual or Contract of Service teaching or non-teaching personnel;
3. Part-Time Faculty

Moreover, please note that interested applicants must:

1. Be admitted or will enroll in graduate degree programs identified in eligible programs from designated Delivering Higher Education Institutions (DHEIs);
2. Be able to successfully 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

Further details of the eligibility, application requirements, and scholarship privileges are indicated in the attached Annexes.

Applicants may submit their application at http://bit.ly/chedsikap until October 31, 2021.

For further inquiries or concerns, please contact the CHEDRO2 K to 12 Project Management Unit (PMU) through **sikapgrant.r2@ched.gov.ph** or **0955-974-1414 / 0916-351-1475.**

Wide dissemination of this memorandum is desired.

Very truly yours,

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

Encl.: as stated

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

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.
12340
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10-14-21
SIGNATURE

MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

TO : **ALL CHED REGIONAL DIRECTORS**

SUBJECT : **CALL FOR APPLICATIONS FOR THE PART-TIME STUDY SCHOLARSHIPS STAFF AND FOR INSTRUCTORS' KNOWLEDGE ADVANCEMENT PROGRAM (SIKAP) GRANT**

DATE : **06 OCTOBER 2021**

Pursuant to Commission en Banc Resolution no. 602-2021 which approves the part-time study for the Scholarship for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant, CHED Regional Offices are directed to open and accept applications for part-time study under the SIKAP Grant.

Interested faculty and HEI personnel who wish to apply for the Part-time Study SIKAP Grant must be currently employed in an HEI duly recognized by CHED with any of the following employment status:

1. Faculty or HEI personnel who are tenured or with plantilla item including those on temporary appointment;
2. Full-time Contractual or Contract of Service teaching or non-teaching personnel;
3. Part-time Faculty

The details of the eligibility and application requirements and scholarship privileges are indicated in the Annexes.

Applicants may submit their application at http://bit.ly/chedsikap starting 11 October 2021. The deadline for accepting applications is on 31 October 2021.

Dissemination of the Part-time SIKAP Grant Application is highly appreciated.

Thank you.

J. PROSPERO E. DE VERA III, DPA
Chairman

Annex A. Eligibility Requirements

1. Must be a Filipino citizen;

2. Must hold any of the following employment status as certified by the Head of the Human Resource Office or its equivalent and recommended by the HEI President or its equivalent:
   a. Full-time Faculty or HEI Personnel with plantilla/tenured items with minimum performance rating of "Very Satisfactory" or its equivalent in the past three (3) years of continuous service to the sending higher education institution (SHEI) at the time of application;
   b. Full-time Faculty or HEI Personnel with temporary or probationary appointments with minimum performance rating of "Very Satisfactory" or its equivalent for at least one (1) year in the SHEI;
   c. Contractual or Contract of Service HEI Personnel with Full-Time Equivalent Teaching Load / Work Load with existing contract with the SHEI at the time of the application and have continuously served the SHEI as full-time contractual/contract of service employee in the past 2 years with a minimum performance rating of "Very Satisfactory" or its equivalent at the time of application; or
   d. Part-time Contractual or Contract of Service Faculty with an existing contract with the SHEI at the time of the application and have continuously served the SHEI as full-time/part-time faculty for 3 cumulative academic years (AY) with a minimum performance rating/Student Evaluation of Teachers (SET) of "Very Satisfactory" or equivalent.

3. Must be admitted or will enroll in graduate degree programs identified in eligible programs from designated Delivering Higher Education Institutions, which are:
   a. Autonomous/Deregulated Institutions;
   b. State Universities and Colleges (SUC) designated as Level III and above;
   c. Center of Excellence (COE) or Center of Development (COD);
   d. A program accredited as or whose equivalent undergraduate program is a accredited as Program Level III or above; or
   e. Mindanao State University (MSU) and its constituent units or the University of the Philippines (UP) and its constituent units.

4. For applicants who are qualified under No. 2, letters a, b, and c, 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;

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;

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

7. For Full-time Faculty or HEI Personnel with Plantilla/Tenured/Regular items, age must not be more than 50 years old to allow the applicant sufficient time to render and complete return service obligation after obtaining her/his graduate degree and impart her/his acquired degree to the higher education sector.

Annex B. Application Requirements

1. Application Form*
2. Curriculum Vitae (CV)*
3. Certificate of Employment with Years of Service**
4. Certificate of Eligibility and Undertaking**
5. SHEI Endorsement signed by the President or its equivalent**
6. Certification to Undertake Study/Permit to Study issued by the SHEI**
7. Certification from the SHEI/DHEI that the proposed thesis/dissertation is aligned with the research and development agenda of either the SHEI and/or DHEI as attested by the HEI President or its equivalent**;
8. Certification of Performance Rating**
    a. For Full-Time Faculty or HEI personnel with plantilla / tenured items, for the past three (3) years
    b. For Full-Time Faculty or HEI personnel with temporary or probationary items, for the past one (1) year
    c. For Full-Time Contractual or Contract of Service Faculty or HEI personnel, for the past two (2) years
    d. For Part-Time Contractual or Contract of Service Faculty, for the a cumulative three (3) academic years
9. Status of study and study plan**
10. Recommendation Forms (Former Professor, Peer and Immediate Supervisor)*
11. Birth Certificate or Passport (Proof of Citizenship)
12. Medical Certificate**
13. Proof of Admission to the DHEI or eligible program
14. Transcript of Records (for every undergraduate and graduate/post-graduate degree attained)
15. Draft Re-entry Action Plan**
16. Copy of Valid Government ID
17. Supporting documents for the provided details in the CV and Application Form (e.g. Certificate of clearance from previous grants, proof of trainings attended, published works or research presented)
18. Copy of actual thesis/dissertation within the term of completion of the degree program (for those applying for additional incentive)

*To be accomplished through the Online Portal
**Using CHED Template

Annex C. Scholarship Privileges

Study Package A – Open for Faculty or HEI personnel who are tenured or with plantilla item including those on temporary appointment

	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	• Books/Subscription/Learning materials expenses • Transportation and accommodation (if applicable) • Communication/connectivity expenses	
Thesis / Dissertation / Capstone project allowance	Php 60,000	Php 120,000
Research Support Grant	Php 50,000	100,000
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	
Mentor's Fee	Php 36,000	Php 72,000

Study Package B – Open for Full-time Contractual or Contract of Service teaching or non-teaching personnel

	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	• Books/Subscription/Learning materials expenses • Transportation and accommodation (if applicable) • Communication/connectivity expenses	

Study Package C – Open for Part-Time Faculty

	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	• Books/Subscription/Learning materials expenses • Transportation and accommodation (if applicable) • Communication/connectivity expenses	