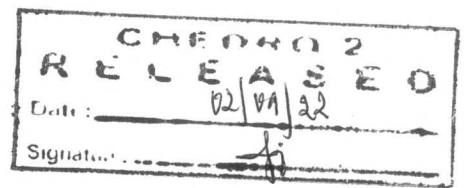


Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM

NO. 40 Series 2022

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

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

DATE : FEBRUARY 9, 2022

Attached is the Memorandum from Dr. J. Prospero E. De Vera III, Chairman, Commission on Higher Education, regarding the Call for New Applications for the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant for Full-time and Part-time Study.

Interested applicants who wish to apply for SIKAP Scholarship either on Full-time Study or Part-time Study must meet the eligibility criteria provided in Annex A (Full-time Study) and Annex B (Part-time Study).

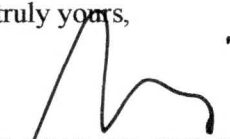
Further details including the application requirements and scholarship privileges are provided in Annex C to Annex E, for ready reference. It is also available through accessing the following link <https://ched.gov.ph/sikap>.

Eligibility for Allowance	Deadline of Submissions of Applications	Deadline of CHED RO for the Release of Notice of Award
FEBRUARY	FEBRUARY 14, 2022	FEBRUARY 18, 2022
MARCH	MARCH 15, 2022	MARCH 20, 2022

For further inquiries or concerns, please contact the CHEDRO2 K to 12 Project Management Unit (PMU) through sikapgrant.r2@ched.gov.ph or 0995 830 9353 / 0936-443-1475.

Wide dissemination of this memorandum is desired.

Very truly yours,


ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

Encl.: as stated

MGTV_020922



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



MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

TO : **ALL CHED REGIONAL DIRECTORS**

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

DATE : **02 FEBRUARY 2022**

Pursuant to CHED Memorandum Orders No. 16, and 28, series of 2021, which approves the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant for Full-time and Part-time Study, CHED Regional Offices are directed to invite and accept applications for full-time and part-time study under the SIKAP Grant.

Interested applicants who wish to apply for a SIKAP Scholarship either on Full-time Study or Part-time Study must meet the eligibility criteria provided in Annex A (Full-time Study) and Annex B (Part-time Study).

Further details including the application requirements and scholarship privileges are provided in Annex C to Annex E, for ready reference. It is also available through accessing the following link <https://ched.gov.ph/sikap/>.

Eligibility for Allowance	Deadline of Submissions of Applications	Deadline of CHED RO for the Release of Notice of Award
FEBRUARY	FEBRUARY 14, 2022	FEBRUARY 18, 2022
MARCH	MARCH 15, 2022	MARCH 20, 2022

For the Full-Time Study and Part-time Study, the CHED ROs are reminded to be guided by existing policies and government accounting and auditing rules on the period required to process and release allowances for approved scholars. CHED ROs may approve and issue the Notice of Award to eligible applicants **on or before 20 March 2022 only**.

The CHED ROs are instructed to process the applications and issue the Notice of Award immediately for applicants who are able to comply and meet the requirements of the scholarship **upon submission of their complete and correct application documents on or before the deadlines mentioned above**.

Furthermore, applicants who are able to qualify for the eligibility criteria and meet the terms and conditions of the scholarship except for the following eligibility requirements: (1) work load and study leave requirements **and/or** (2) admission to an eligible graduate program, will be classified as waitlisted applicants. Waitlisted applicants who are unable to comply after one (1) term will be automatically considered as ineligible and must re-apply for the SIKAP Grant Scholarship.

For your guidance and compliance.

Thank you.



J. PROSPERO E. DE VERA III, DPA
Chairman



Annex A. Eligibility Requirements for Full-time Study

- a. Filipino Citizen
- b. The applicant must undertake and complete her/his graduate studies in an eligible graduate program offered by any of the following:
 - i. Autonomous / Deregulated Institutions;
 - ii. State Universities and Colleges (SUC) **designated as Level III or higher**;
 - iii. Center of Excellence (COE) or Center of Development (COD);
 - iv. A program accredited as or whose equivalent undergraduate program is accredited as Program Level III or higher; OR
 - v. Mindanao State University (MSU) and its constituent units, or the University of the Philippines (UP) and its constituent units
- c. Applicant is Teaching or Non-Teaching Personnel who are employed or separated from service/discharged within 12 months from date of application, including those under the basic or technical education divisions or departments, by any of the following HEIs:
 - i. An HEI duly recognized by CHED; or
 - ii. An HEI duly recognized by the Ministry of Basic, Higher and Technical Education (MBHTE);
 - iii. Local Universities and Colleges (LUCs) with Institutional Recognition (IR) issued by CHED;
- d. For those employed, must have an approved study leave for full-time study from the start of the scholarship and for the duration of study or, an issued certification of deloading of teaching units/work responsibilities/assignment from the Head of the Human Resource Office or its equivalent and attested by the HEI President or its equivalent;
- e. For those previously employed:
 - i. Must be separated from service/discharged within the last twelve (12) months at the time of application;
 - ii. The separation from service/discharge was not due to an administrative charge, dismissal or just causes¹ as attested by a certification issued by the Head of the Human Resource Office of the previous employer
- f. Must be physically fit and mentally prepared to undertake and complete graduate work as supported by a medical certificate;
- g. Age is not more than 50 years old within 6 months from the date of application (i.e. will not turn 51 in the next 6 months from date of submitted application);

¹ 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.



Annex B. Eligibility Requirements for Part-time Study

- a. Filipino Citizen
- b. The applicant must undertake and complete her/his graduate studies in an eligible graduate program offered by **designated Delivering Higher Education Institutions (DHEIs)** which are:
 - i. Autonomous/Deregulated Institutions;
 - ii. State Universities and Colleges (SUC) designated as Level III and above;
 - iii. Center of Excellence (COE) or Center of Development (COD);
 - iv. A program accredited as or whose equivalent undergraduate program is a accredited as Program Level III or above; OR
 - v. Mindanao State University (MSU) and its constituent units or the University of the Philippines (UP) and its constituent units
- c. Applicants must be Teaching and Non-Teaching Personnel including those under the basic or technical education divisions or departments, **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 with temporary appointment or those with contract of service/contractual employment status:**
 - i. An HEI duly recognized by CHED;
 - ii. An HEI duly recognized by the Ministry of Basic, Higher and Technical Education (MBHTE);
 - iii. Local University and Colleges (LUCs) with Institutional Recognition (IR) issued by CHED
- d. Employment Status of Applicants
 - i. 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;
 - ii. 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 in the SHEI;
 - iii. 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 with a minimum performance rating of "Very Satisfactory" or its equivalent at the time of application for the past one (1) year;
 - iv. 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
- e. For applicants classified under D1, D2 and D3, 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;
- f. 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;



- g. Must be physically fit and mentally prepared to undertake and complete graduate work as supported by a medical certificate;
- h. For applicants classified under C1 and C2, age is not more than 50 years old within 6 months from the date of application (i.e. will not turn 51 in the next 6 months from date of submitted application);



Annex C. Documentary Requirements for Full-time Study

1. Application Form*
2. Curriculum Vitae (CV)*
3. Certificate of Employment*
4. Certificate of Eligibility and Undertaking*
5. Release Form or Certification Issued by the Head of the Human Resource Office or its equivalent and attested by the President or its equivalent for full-time study*
6. Certification from previous employer that the separation from service/discharge is not due to the fault of the faculty/HEI personnel (for those previously employed);*
7. Proof of trainings attended, published works or research presented
8. Recommendation Forms (Former Professor, Peer and Immediate Supervisor)*
9. Birth Certificate or Passport (Proof of Citizenship)
10. Medical Certificate*
11. Proof of Admission to the DHEI or eligible program
12. Transcript of Records (for every undergraduate and graduate/post-graduate degree attained)
13. Draft Re-entry Action Plan*
14. Copy of Valid Government ID
15. Supporting documents for the provided details in the CV and Application Form
16. Clearance from CHED Office or Grant-issuing Government Office/Agency on previously availed scholarship/grant (if applicable)

*Using CHED Template



Annex D. Documentary Requirements for Part-time Study

1. Application Form*
2. Curriculum Vitae (CV)*
3. Certificate of Eligibility and Undertaking*
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:
 - a. Employment details, including years of service
 - b. Performance rating
 - i. For Full-Time Faculty or HEI personnel with plantilla / tenured items, for the past three (3) years;
 - ii. For Full-Time Faculty or HEI personnel with plantilla / tenured items on temporary appointment, for the past one (1) year;
 - iii. For Full-Time Contractual or Contract of Service Faculty or HEI personnel, for the past one (1) year;
 - iv. For Part-Time Contractual or Contract of Service Faculty, for the a cumulative three (3) academic years
 - c. Endorsement and permit to study
 - d. Endorsement of the Faculty and Staff Development Committee or its equivalent
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;
6. Status of study and study plan, attested by the DHEI*
7. Recommendation Forms (Former Professor, Peer and Immediate Supervisor)*
8. Birth Certificate or Passport (Proof of Citizenship)
9. Medical Certificate*
10. Proof of Admission to the DHEI
11. Transcript of Records (for every undergraduate and graduate/post-graduate degree attained)
12. Draft Re-entry Action Plan*
13. Copy of Valid Government ID
14. Supporting documents for the provided details in the CV and Application Form (e.g. proof of trainings attended, published works or research presented)
15. Clearance from CHED Office or Grant-issuing Government Office/Agency on previously availed scholarship/grant (if applicable)

*Using CHED Template



Annex E. Scholarship Privileges

A. Full-time Study²

- a. Successful applicants to the SIKAP Grant are entitled to the following scholarship privileges for the term when their application was approved by CHED and/or compliance to the terms and conditions of release of scholarship privileges.
 - i. Actual cost of tuition and other school fees;
 - ii. Monthly living allowances, disbursed on a per academic term basis;
 - iii. A yearly book and other resources allowance;
 - iv. A yearly transportation and communication assistance;
 - v. Thesis / dissertation allowance.

Table 1 .SIKAP Grant Package

	Masters	Doctorate
Tuition and Other Fees	Actual tuition and other fees	
Living Allowance	Php 37,000 x number of months per term	Php 50,000 x number of months per term
Book/Subscription and other Resources Allowance	Php 24,000 / academic year to be released evenly across terms	
Transportation and Communication Assistance	Php 24,000 / academic year to be released evenly across terms	
Thesis / Dissertation / Capstone project allowance (if applicable)	Php 60,000	Php 120,000

- b. SIKAP Grant Scholars may also avail of the following additional supports, subject to availability of funds:
 - i. Student Research Support Fund
 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 of the Handbook for Full-Time Study. The eligibility of the research support grant includes:
 - a. The research submitted for the additional support must be recommended by the adviser and the Dean for further funding, subject to the evaluation of a technical expert identified by the Commission.
 - b. The scholar must be on compliant status.

² Scholarship privileges must be read in conjunction with CMO 16, s. 2021 and handbook



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.
 3. For the DHEI Model, mentor's fee and incentive for scholars who are able to finish the degree on time. The DHEI must provide a certification regarding the assigned mentor of the scholar, and shall take charge of the disbursement of the fee / incentive in accordance with this section.
- ii. Early Completion Incentive for scholars who are able to complete their degree programs at least one (1) regular term ahead of the approved original study plan. The scholar must provide documentation of the same.

Table 2. Additional Privileges / Incentives

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

iii. Sandwich Component.

1. Under the sandwich component, the scholars will be entitled to:
 - a. Reimbursement of one (1) round-trip economy ticket in lieu of the travel allowance;
 - b. Living allowances following a tier-system according to the host country for the months, or any fraction of a month greater than seven (7) days, wherein the scholar resides in the host country.



Table 3. Sandwich Component (subject to application):

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

Tier 1 Countries: Southeast Asian countries except Singapore

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

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

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

B. Part-time Study³

- a. For SIKAP Grant 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:
 - i. Actual tuition and other fees shall be billed by the DHEI to CHED;
 - ii. The student subsidy shall be released on a per academic term basis, subject to compliance to documentary requirements for release of financial privileges.
 - iii. 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.

Table 4 .SIKAP Grant 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"> • 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

³ Scholarship privileges must be read in conjunction with CMO 28, s. 2021 and handbook



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

- b. For SIKAP Grant Scholars who are full-time contractual or contract of service faculty or HEI Personnel, the following are the scholarship privileges to be availed:
- Coverage of actual tuition and other fees and educational subsidy shall be based on the term of application. It shall be billed by the DHEI to CHED;
 - Availment of succeeding SIKAP Grant 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

Table 5. SIKAP Grant 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"> Books/Subscription/Learning materials expenses Transportation and accommodation (if applicable) Communication/connectivity expenses 	

- c. For SIKAP Grant Scholars who are part-time contractual or contract of service faculty, the following are the scholarship privileges to be availed:
- Coverage of actual tuition and other fees and educational subsidy shall be based on the term of application. It shall be billed by the DHEI to CHED;
 - Availment of succeeding SIKAP Grant 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.

Table 4 . SIKAP Grant 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"> Books/Subscription/Learning materials expenses 	



	<ul style="list-style-type: none"> • Transportation and accommodation (if applicable) • Communication/connectivity expenses
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- d. SIKAP Grant 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:
- The SIKAP Grant for Part-time Study has not been availed within the same term;
 - For research publication incentive, the publication was published within the duration of the program of study;
 - Any of the additional incentives can only be availed once subject to eligibility to qualifications and conditions and; submission of compliance documents.

Additional Incentive	Masters	Doctorate	Compliance Documents
Thesis / Dissertation / Capstone project allowance	Php 60,000	Php 120,000	<ul style="list-style-type: none"> • Assistance Incentives Application Form, signed by the Adviser and endorsed by the Dean • Hard-Bound Copy of actual thesis/dissertation within the term of completion of the degree program; • Diploma or certification from the University Registrar; • Endorsement of the SHEI President or its equivalent
Research Publication Incentive for up to two (2) publications in			
ISI-Indexed, Scopus, or Web-of Science Publication	Php 50,000		<ul style="list-style-type: none"> • Assistance Incentives Application Form, signed by the Adviser and endorsed by the Dean • Citation and Abstract • Copy of actual ISI-indexed, Scopus or Web-of-Science Publication within the term it was published; • Copy of the editorial board page of the journal • Endorsement of the SHEI President or its equivalent
Peer-reviewed Journal	Php 30,000		<ul style="list-style-type: none"> • Assistance Incentives Application Form, signed by the Adviser and endorsed by the Dean • Citation and Abstract • Copy of actual peer-reviewed journal within the term it was published;



		<ul style="list-style-type: none"> • Copy of the editorial board page of the journal • Endorsement of the SHEI President or its equivalent
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