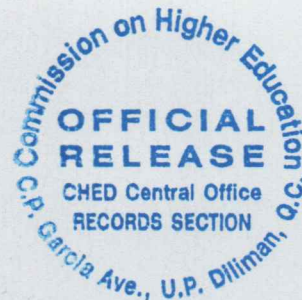




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED Memorandum Order
No. 06
Series of 2020

SUBJECT: GUIDELINES FOR THE SCHOLARSHIPS FOR INSTRUCTORS' KNOWLEDGE ADVANCEMENT PROGRAM (SIKAP) GRANT

Pursuant to Republic Act No. 7722 or the Higher Education Act of 1994, the Commission on Higher Education has approved, through Commission En Banc Resolution No. 697-2020, the *Guidelines for the Scholarships for Instructors' Knowledge Advancement Program (SIKAP) Grant*.

1. RATIONALE AND OBJECTIVES

- 1.1. Pursuant to Republic Act No. 7722, or the *Higher Education Act of 1994*, the Commission is mandated to “formulate and recommend development plans, policies, priorities and programs on higher education and research.” The Commission fulfills this function by acknowledging the critical role of the university, not only as “a generator of knowledge, an educator of young minds, and a transmitter of culture, but also as a “major agent of economic growth.”
- 1.2. The Commission likewise acknowledges its mandates provided in Republic Act No. 10533, or the *Enhanced Basic Education Act of 2013*, specifically in (a) crafting a “*harmonized basic and tertiary curricula for the global competitiveness of Filipino graduates*”, and (b) “*to ensure the sustainability of the private and public educational institutions, and the promotion and protection of the rights, interests and welfare of teaching and non-teaching personnel*”. These are in pursuit of the responsibility of the state to “*establish, maintain, and support a complete, adequate, and integrated system of education relevant to the needs of the people, the country and society at large*”.
- 1.3. The Commission acknowledges the correlation of faculty development in harmonizing basic and tertiary curricula, and to ensure the global competitiveness of tertiary graduates.
- 1.4. The Commission also acknowledges the contribution of previous faculty development initiatives, which raised the percentage of higher education institution (HEI) faculty members with graduate degree, from 33 percent in 1998, to 54 percent in 2018¹.

¹ CHED Higher Education Data

- 1.5. In order to ensure alignment, the Commission issued revised Policies, Standards and Guidelines (PSGs) for the offering of academic programs.
- 1.6. As cited in the Philippine Development Plan from 2017-2022, the lack of faculty with advanced degrees '*exacerbates the question of quality*' in higher education. Thus, the Commission has targeted the increase of percentage of faculty with graduate degrees to 64% by 2022.
- 1.7. Thus far, the Commission has approved 9,276 local scholarships under the K to 12 Transition Program. For the continuous pursuit of the Commission's commitment for faculty development, and in the interest of improving the implementation of the program, the Commission is issuing the guidelines for the Scholarships for Instructors' Knowledge Advancement Program (SIKAP) Grant for HEI faculty members seeking advanced studies in identified universities and colleges in the Philippines.

2. ELIGIBILITY CRITERIA

- 2.1. Be a Filipino citizen;
- 2.2. Be employed as a Teaching Personnel in an HEI, or have been employed as a Teaching Personnel within the last twelve (12) months, at the time of application;
 - 2.2.1. Does not hold an administrative or management position; and/or
 - 2.2.2. Does not hold full-time employment in any government agency, or private company, which are not HEIs (e.g. State and Local Universities and Colleges, Private HEIs, etc.).
- 2.3. For full-time scholars, must commit to pursue the program on full time study;
 - 2.3.1. If the scholar is employed, with commitment / proof from the employer to release the applicant for full time study and will be released from all teaching and/or administrative duties for the duration of the scholarship.
- 2.4. For part-time scholars, must commit to have a maximum of twelve (12) units of teaching load, or twenty (20) hours of work per week, in no case greater than any of the two conditions;
- 2.5. Has been admitted to an eligible graduate program;
 - 2.5.1. Must be pursuing a program vertically articulated to her/his teaching discipline;
 - 2.5.2. Must not hold a degree in the degree level being pursued (i.e. applicants for a scholarship for doctorate degree, must not already possess a doctorate degree).
 - 2.5.3. *In the event where the teaching personnel was not able to pursue a degree vertically articulated to his/her teaching discipline is still eligible provided that a strong justification is provided (e.g. program being pursued is an emerging or niche program), subject to the approval of the Commission En Banc. For scholars who are employed, the justification must be from the head of the institution.*
- 2.6. Be of age that will allow her/him to render sufficient return service after obtaining her/his graduate degree. This will be guided by the following rules:

- 2.6.1. If admitted in a Master's degree program, the applicant must not be more than 52 years old at the time of application.
- 2.6.2. If admitted in a Doctorate degree program, s/he must not be more than 50 years old at the time of application.
- 2.6.3. Exceptions may be considered as may be provided for by the Commission En Banc.
- 2.7. Must not be enjoying any other government-funded scholarship or grant at the time of application;
- 2.8. Committed to complete the degree program requirements within the study duration; and
- 2.9. Must not have a relative, up to the fourth (4th) degree of consanguinity or affinity, to any CHED employee in the CHED Regional Office (CHED RO) where the application is being processed².
- 2.10. *Exceptions to these criteria may be considered by the Commission En Banc on a case-to-case basis.*

3. GRANT MECHANICS

- 3.1. The grant provides opportunities for Higher Education Institution (HEI) teaching personnel, or former HEI teaching personnel who wish to go back to the academe, to acquire their advanced degrees.
- 3.2. HEI teaching personnel may apply as SIKAP Grant Scholars, provided they qualify with the Eligibility Criteria and Qualifying and Selection Process provided in Section 2 and 4 of this Guidelines.
- 3.3. The SIKAP Grant shall be implemented through two models:
 - 3.3.1. Delivering HEI (DHEI) Model, for graduate programs which are offered by partner HEIs with signed Memoranda of Agreement (MOA).
 - 3.3.2. Individual Model, for graduate programs which are offered by HEIs duly recognized by the Commission, and have demonstrated a good track record.
- 3.4. There shall be two (2) scholarship types:
 - 3.4.1. Full-time scholars, who shall pursue the grant under full time study and shall take the full academic load per term, as approved in the study plan.
 - 3.4.2. Part-time scholars, who may undertake teaching or work load up to the maximum set under the eligibility criteria, and shall take part-time academic load per term, as approved in the study plan.
- 3.5. SIKAP Grant Scholars shall be provided with financial support and incentives, as provided in Section 5.
- 3.6. To be eligible for a SIKAP Grant, the scholar must enroll in a degree program offered by:
 - 3.6.1. An autonomous or deregulated Private HEI;
 - 3.6.2. At least a State University or College (SUC) Level III;

² Based on the Administrative Code of 1987, Executive Order No. 292 and SC Memorandum Circular No. 21, s. 2004



- 3.6.3. A program accredited as a Center of Excellence (COE) or Center of Development (COD); and
- 3.6.4. A program whose equivalent undergraduate program is accredited as Program Level III or higher.
- 3.6.5. *Exceptions to these may be approved by the Commission on a case-to-case basis.*
- 3.7. For the DHEI Model, the Commission may enter into agreements with DHEIs with eligible programs, provided that the DHEI shall agree with the roles and obligations, as described in this policy.

4. QUALIFYING AND SELECTION PROCESS

- 4.1. The Commission shall release a call for applications.
- 4.2. Applicants must submit their documentary requirements to the CHED RO or the Delivering HEI (DHEI) based on the implementation model.
- 4.3. The Commission evaluates and approves the final list of successful applicants.
- 4.4. Successful applicants must communicate their acceptance of the grant and confirm their enrollment in the approved graduate program through written acknowledgement to the CHED RO and the DHEI, if applicable.

5. FINANCIAL PRIVILEGES AND INCENTIVES

- 5.1. Scholars shall receive a package consisting of the following:
 - 5.1.1. Actual cost of tuition and other school fees
 - 5.1.2. Monthly living allowances
 - 5.1.3. A yearly transportation allowance for scholars enrolled in DHEIs outside their province of residence OR connectivity allowance for scholars enrolled or engaged in distance or flexible learning
 - 5.1.4. A yearly book allowance
 - 5.1.5. Thesis / dissertation allowance
- 5.2. Scholars may also avail of the following additional supports, subject to availability of funds:
 - 5.2.1. Student Research Support Fund
 - 5.2.1.1. Research Support Grant
 - 5.2.1.2. Publication Incentive
 - 5.2.1.3. For the DHEI Model, mentor's fee and incentive
 - 5.2.2. Early Completion Incentive
 - 5.2.3. Support for a Sandwich Component
- 5.3. For part-time scholars, the living, transportation / connectivity, or book allowance, the amount shall be half the amount allotted for full-time scholars.
- 5.4. In addition to financial privileges and incentives, scholars may avail of access to online journals, subject to availability.



6. ROLES AND RESPONSIBILITIES

- 6.1. The Scholar shall:
- 6.1.1. Fulfill the conditions of full-time or part-time study, as stated in the eligibility criteria;
 - 6.1.2. Ensure compliance with the eligibility criteria (e.g. prohibition regarding the handling of an administrative or managerial position, full-time employment in a government agency or private company, etc);
 - 6.1.3. Enroll in the eligible degree program, as approved;
 - 6.1.4. Enroll according to the approved program of study;
 - 6.1.5. Submit the required documents for the processing of the payment of financial privileges in a timely manner;
 - 6.1.6. Fully comply with the terms and conditions of the scholarship as stated in this policy, and in future issuances;
 - 6.1.7. Commit to finish the degree program within the study duration provided in the approved program of study;
 - 6.1.8. Render return service starting on the academic term immediately following the completion of her/his graduate program requirements to any HEI, and comply with the corresponding return service process;
 - 6.1.9. Coordinate with the Commission and the DHEI regularly regarding her/his scholarship;
 - 6.1.10. Process and submit any requests, reports, or other documents required, to the Commission, in a timely manner;
 - 6.1.11. Maintain ethical or good conduct as a graduate student and a member of the academe; and
 - 6.1.12. Keep updated with advisories, issuances, and other memoranda to be issued by the CHED or the DHEI.
- 6.2. The DHEI shall:
- 6.2.1. Advise interested applicants regarding, but not limited to, the goodness of fit of their chosen programs;
 - 6.2.2. Process the applications of interested prospective scholars;
 - 6.2.3. Screen applicants according to the eligibility of the policy and endorse the list of applicants to the CHED RO;
 - 6.2.4. Facilitate the processing and/or release of documents required for the release of the financial privileges of the scholars;
 - 6.2.5. Ensure the continued enrollment of eligible scholars;
 - 6.2.6. Prepare and submit the Statements of Account (SOA) / Billings and other related documents to the CHED RO for the processing of payments of tuition and other fees;
 - 6.2.7. Assign a Grant Administrator and other personnel, as needed, to serve as point persons and liaisons for the implementation of the program;
 - 6.2.8. Through the Grant Management Office, prepare and submit the documents for the processing of payments of honoraria;

- 6.2.9. Evaluate and provide appropriate action to the special requests of the scholars;
 - 6.2.10. Prepare and submit the required monitoring and evaluation reports; and
 - 6.2.11. Support the Commission in other monitoring efforts, which may be required.
- 6.3. The CHED shall be responsible for the following activities:
- 6.3.1. Evaluation and approval of the applicants,
 - 6.3.2. Facilitate payments to the proper stakeholders;
 - 6.3.3. Disseminate policies and other pertinent information to scholars, and other stakeholders;
 - 6.3.4. Address concerns of scholars and DHEIs;
 - 6.3.5. Decide on special requests and other requests outside of the scope of the policy; and
 - 6.3.6. Monitor and prepare reports on the program implementation.

7. **TERMINATION AND PAYMENT OF OBLIGATIONS**

- 7.1. The following may be considered as grounds for the approval of withdrawal, revocation, or termination of the scholarship:
- 7.1.1. Failure of scholar to officially enroll in the graduate degree program and in the field of specialization as approved by the Commission
 - 7.1.2. Failure of scholar to execute and submit complete and valid scholarship requirements, such as the grant contract, and regular requirements for the disbursement of allowances, among others, within the period of time prescribed by the Commission;
 - 7.1.3. Failure of scholar to comply with the admission and retention policy of the graduate degree program they are enrolled in;
 - 7.1.4. Failure of scholar to comply with the eligibility criteria (e.g. prohibition regarding the handling of an administrative or managerial position, full-time employment in the government or private company, conditions of full-time or part-time study, etc.);
 - 7.1.5. Failure of scholar to comply with the terms and conditions of this policy and other relevant issuances of the Commission, including those imposed under special requests;
 - 7.1.6. Failure to enroll in a regular term or a required term, as provided in the approved study plan;
 - 7.1.7. Failure to complete the degree program within the approved timeline;
 - 7.1.8. Scholar left the country or went on leave without approval from the Commission;
 - 7.1.9. Scholars that are deemed non-compliant with the scholarship grant
 - 7.1.10. Other grounds which prove the scholars inability to complete the degree program within the original study plan;
 - 7.1.11. Other grounds that constitute unethical or harmful conduct; and



7.1.12. Such other acts that may be considered by the Commission as inimical to the interest of the government.

8. **IMPLEMENTING RULES**

8.1. This policy shall be read in accordance to the implementing guidelines to be released by the Commission.

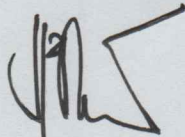
9. **SEPARABILITY CLAUSE**

9.1. If any part or provision of this Order shall be held invalid or illegal by a competent authority, other provisions thereof, which are not affected thereby, shall continue to be in full force and effect.

10. **EFFECTIVITY**

10.1. This order shall take effect fifteen (15) days after its issuance. Immediate dissemination of and strict compliance with this Order is directed.

Issued this 29 of Oct, 2020 in Quezon City, Philippines



J. PROSPERO E. DE VERA III, DPA
Chairman

