



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

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CHEDRO III

CHEDRO-III MEMORANDUM
No. 15 series of 2021

For : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION III

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

Date : 15 October 2021

Pursuant to Commission en Banc Resolution No. 601-2021 which approves the part-time study for the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant, the CHED Regional Office III is now accepting 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 statuses:

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>. The deadline for accepting applications is on 31 October 2021.

HEIs are advised to widely disseminate this Memorandum to its interested faculty and HEI personnel who are qualified with the Eligibility Requirements as provided for under Annex A.

Should there be any queries, the designated staff may directly coordinate with Ms. Maricris Z. David, Project Technical Staff III of the K-12 Unit at (045) 455-1662 or e-mail at sikapgrant.r3@ched.gov.ph.

For the HEIs' information and wide dissemination, please.


MARIA TERESITA MACANAS-SEMANA, PhD, CESO IV
Officer-in-Charge, Office of the Director IV

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	<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
Research Publication Incentive for up to two (2) publications in		
<ul style="list-style-type: none"> • ISI-Indexed, Scopus, or Web-of Science Publication 	Php 50,000	
<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Books/Subscription/Learning materials expenses • Transportation and accommodation (if applicable) • Communication/connectivity expenses 	

