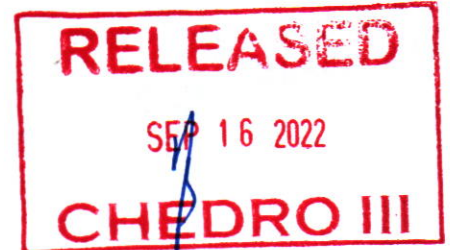




COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE III

CHEDRO-III MEMORANDUM

No. 127 series of 2022



FOR: ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO
Executive Director IV

SUBJECT: COMPLETED STAFF WORK (CSW) RELATIVE TO THE APPROVAL OF MR. DANILO B. DORADO AND MR. JEFFREY M. CAOILE AS SIKAP SCHOLARS WITH URDANETA CITY UNIVERSITY (UCU) AS HEI OF EMPLOYMENT, WITHOUT INSTITUTIONAL RECOGNITION (IR) ISSUED BY THE COMMISSION

DATE: September 13, 2022

In compliance with the Memorandum from the Office of the Executive Director No. 696, series of 2022, with the subject "Approval of two (2) SIKAP Grant applicants with Urdaneta City University as HEI of Employment, Without Institutional Recognition (IR) Issued by the Commission" dated 18 August 2022, this Office submits the attached Complete Staff Work (CSW) together with the supporting documents.

Should there be queries, the concerned staff may coordinate directly with Ms. Reena Jade N. Basco, PTS II of the Local Graduate Scholarships Office (LGSO) of CHED Central Luzon Regional Office III at 0975-170-2388 or e-mail at sikapgrant.r3@ched.gov.ph.


DR. LEONIDA B. SIGUA-CALAGUI, LLB, CESO III
Director IV



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

COMPLETE STAFF WORK (CSW) FORM

A. Subject:

Request for approval of the continuation of scholarship for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant of the Approved scholars from Urdaneta City University (UCU) as HEI of employment, a Local University and College (LUC), without Institutional Recognition (IR) Issued by the Commission

B. Proponent Office: CHED Central Luzon Regional Office - III

C. Action Requested

For comment For approval For endorsement For signature

D. Rationale / Background Information:

On August 25, 2021, Mr. Danilo B. Dorado and Mr. Jeffrey M. Caoile from Urdaneta City University (UCU) submitted their application documents through the online portal <https://bit.ly.chedsikap> and were tagged as applicants under this Office. (Annex A).

On August 31, 2021, the application documents of Mr. Dorado and Mr. Caoile (Annex B) were evaluated by this Office based on the eligibility criteria stated in CMO No. 06, s. 2020.

On September 01, 2021, the CHED Central Luzon (RO-III) uploaded in the SIKAP Portal the scoresheets of Mr. Dorado and Mr. Caoile based on the initial evaluation made by this Office (Annex C). Both applicants came from UCU and upon checking the CHED website, said college is included in the list of Higher Education Institutions (Annex D). Since both were found eligible in terms of HEI of employment, this Office proceeded in processing of their documents using the CHED website as reference.

On October 13, 2021, a copy of CHED Memorandum Order (CMO) No. 16, s. 2021, "Revised Guidelines of CHED Memorandum Order (CMO) No. 06, series of 2020 for Full-Time SIKAP Grant Scholars", Handbook for the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant for Full-Time Study and updated scoresheet template were provided by CHED Local Graduate Scholarships Office (CHED-LGSO) via email. Hence, this Office re-evaluated the application documents of the SIKAP applicants under Full-Time study following the process provided by CHED-LGSO (Annex E).

On October 27, 2021, the CHED-CL advised Mr. Dorado and Mr. Caoile to submit additional documents relative to their application for SIKAP grant (Annex F).

On November 05, 2021, Mr. Dorado and Mr. Caoile submitted compliance documents. Consequently, they were tagged as approved on November 11, 2021 (Annex G).

On November 11, 2021, this Office issued Office Memorandum No. 151, s. 2021 submitting to the Office of the Executive Director list of approved SIKAP Grantees under Full-Time Study in the CHED Central Luzon (RO-III) which includes Mr. Dorado and Mr. Caoile (Annex H).

On November 29, 2021, Mr. Dorado and Mr. Caoile submitted the accomplished Confirmation Letter, Scholarship Grant Contract, Scholarship Intake Form, Certificate of Deloading and Declaration of No Workload to be recognized as SIKAP Scholar (Annex I).



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

On December 07, 2021, the CHED Central Luzon (RO-III) endorsed to CHED-LGSO the Masterlist of Fund Request Transfer of the approved grantees under the SIKAP Grant Full-Time Study for Fiscal Year 2021 which includes the request for funds for Mr. Dorado and Mr. Caoile (Annex J).

On December 21, 2021, this Office received Sub-Allotment Release Order (Sub-ARO) No. 2021-38 dated December 15, 2021 for the tuition and fees amounting to Php 567,971.28, which includes those for Mr. Dorado and Mr. Caoile (Annex K1).

On December 24, 2021, this Office received Sub-ARO No. 2021-40 amounting to Php 3,045,000.00 for the allowances of the approved SIKAP Full-Time Scholars for AY 2021-2022, which includes those for Mr. Dorado and Mr. Caoile (Annex K2).

On February 16, 2022, the allowances, tuition and fees of the two (2) scholars for the Term 1, AY 2021-2022 amounting to Php104,587.50 each were paid and for the Term 2, AY 2021-2022 amounting to Php 254,052.00 each were paid on March 22, 2022 (Annex L).

On July 25, 2022, the CHED-CL received via email the Memorandum from the Office of the Executive Director No. 614, series of 2022 on the Streamlining the Release of Funds to the CHED Regional Offices for the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant dated July 20, 2022, requesting the CHED CL to submit Summary of requested allotments/Work and Financial Plan (WFP), copy of previously submitted WFPs and Certification for the approved scholars from November 2021 to June 2022 (Annex M).

On July 28, 2022, the CHED CL submitted a Summary of WFPs and Certification for the approval of the scholars from November 2021 to June 2022 (Annex N).

On August 22, 2022, the CHED-CL received an email with the subject "Feedback on Submissions in Response to MOED No. 614, s. 2022" which includes the observations regarding Mr. Dorado and Mr. Caoile. The CHED CL-LGSO was informed that the UCU, the HEI of employment of the said scholar, does not have IR from CHED. It was only this time that the unit was made aware that UCU has no IR since the source of information was the CHED website which includes UCU as among the recognized HEIs (Annex O).

On August 24, 2022, CHED-CL received the Memorandum from the Office of the Executive Director No. 696, s. 2022 dated August 18, 2022 "Approval of Two (2) SIKAP Grant Applicants with Urdaneta City University as HEI of Employment, Without Institutional Recognition Issued by the Commission" (Annex P). With the latest memorandum, the CHED-CL was advised to validate the total funds released to the approved scholars and to prepare the Completed Staff Work (CSW) to be submitted to the Local Graduate Studies Committee for deliberation.

In summary, the following are established:

- a. Per verification and checking of records in this Office, the total funds released to the approved scholars from the UCU was Php 358,639.50 each; and
- b. CHED CL approved the application of the scholars since they met the eligibility requirements. The basis used in determining the HEI of employment was the CHED website which contains the list of recognized HEIs.

In view of the foregoing and with respect to the Notice of Award issued to the two (2) scholars and Scholarship Grant Contract entered with them, the CHED Central Luzon (RO-III) requests for the approval of the continuation of the SIKAP scholarship grant of Mr. Dorado and Mr. Caoile until the completion of their degree programs.



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

D. Supporting Documents


Supporting documents were indicated as Annexes.

E. Proposed Keywords

(maximum of 5 keywords)

1. Mr. Danilo B. Dorado
2. Mr. Jeffrey M. Caoile
3. Scholarship for Staff and Instructors' Knowledge Advancement Program (SIKAP)
4. Institutional Recognition (IR)
5. Urdaneta City University (UCU)

F. Recommending Approval

OFFICE	SIGNATURE	REMARKS
CHEDRO3	 DR. LEONIDA B. SIGUA-CALAGUI, LLB, CESO III Director IV	