



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

RELEASED
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CHEDRO III

CHEDRO-III MEMORANDUM

No. 71 series of 2023

FOR: ALL CHEDRO-III APPROVED SCHOLARS UNDER SCHOLARSHIPS FOR STAFF AND INSTRUCTORS' KNOWLEDGE ADVANCEMENT PROGRAM (SIKAP)

SUBJECT: TIMELINES ON THE SUBMISSION OF DOCUMENTS FOR THE RELEASE OF SCHOLARSHIP PRIVILEGES

DATE: SEPTEMBER 18, 2023

Pursuant to the Roles and Responsibilities of SIKAP Grant Scholars or Annex B in the CHED Memorandum Order (CMO) No. 16, s. 2021 and CHED Memorandum Order (CMO) No. 28, s. 2021, a SIKAP Grant scholar shall ***“submit the required documents within the prescribed allowable period/ on before the submission deadline for the processing of payment of financial privileges in a timely manner”***, scholars are reminded to strictly observe the deadlines to facilitate efficient and timely processing of scholarship privileges as indicated in the attached Annex A.

The Commission will be constrained to proceed with automatic deliberation of scholarship status for scholars who failed to submit **complete** and **correct** documents for the disbursement of financial privileges on time.

For more information, the concerned may coordinate directly with Ms. Reena Jade N. Basco, PTS II of the Local Graduate Scholarships Office (LGSO) Unit at 0975-170-2388 or e-mail at sikapgrant.r3@ched.gov.ph.


MS. LORA L. YUSI

Chief Education Program Specialist
Officer in Charge, Office of the Director IV



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Annex A. Submission period of documentary requirements for SIKAP Grant

	Documentary Requirements (2 copies each)	Submission Period
Release of allowances	<p>a. * Enrollment Form duly authenticated by the HEI of study or a Certificate from the HEI of study when the scholar is enrolled for residency or enroll in preparation for the comprehensive exam, practicum, completion of thesis/dissertation, or other activities relevant to the completion of the degree program;</p> <p>b. * Grades from previous term duly authenticated;</p> <p>c. * Certificate of Deloading / Certification of compliance to full-time study or maximum teaching load / workload, certified by the HR department and attested by the HEI President;</p> <p>d. Photocopy of Landbank ATM Card; and</p> <p>e. Photocopy of any valid government-issued ID.</p> <p>* For Individual Model, these documents shall be authenticated by the Dean or Program Chairperson or Department Chairperson.</p> <p>* For the DHEI Model, these documents shall be authenticated by the GMO.</p>	<p>Within ten (10) days from the last day of enrollment or registration</p>
Tuition and Other Fees (Individual Model)	<p>For Regular Tuition Fees:</p> <p>a. Official Receipt or equivalent of paid tuition and fees;</p> <p>b. Certified True Copy (CTC) of enrollment form for the term being reimbursed;</p> <p>c. Photocopy of Landbank ATM Card; and</p> <p>d. Photocopy of any valid government-issued ID.</p> <p>For Other Fees (e.g. Comprehensive Exam, Panel Defense Fees):</p> <p>a. Official Receipt or equivalent of paid tuition and fees;</p> <p>b. Supporting document for the fee (e.g. Application for Comprehensive Exam, or Panel Defense), duly authenticated by the Dean or Program Chairperson or Department Chairperson;</p> <p>c. Photocopy of Landbank ATM Card; and</p> <p>d. Photocopy of any valid government-issued ID.</p>	<p>Within fifteen (15) days from the last day of enrollment or registration</p>



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<p>Tuition and Other Fees (DHEI Model)</p>	<p>a. Original Copy of the Summary Statement of Account; b. Statement of Account per scholar; and c. Copy of enrollment form for the term being reimbursed.</p>	<p>Within thirty (30) days from the last day of enrollment or registration</p>
<p>Continuing Eligibility Form</p>	<p>a. Continuing Eligibility Evaluation Form shall be accomplished by the scholar and noted by the Dean or Program Chairperson or Department Chairperson; b. Supporting documents: <ul style="list-style-type: none"> • Certification on the duration of study leave/ Release Form and Permit to study; and • Copy of grades from the start of study to end of academic year. </p>	<p>Within fifteen (15) days from the official last day of academic year</p>
<p>First Tranche (80%) of Thesis/ Dissertation/ Capstone Project Allowance</p>	<p>a. Certificate of approval for thesis/ dissertation/ special or capstone project proposal duly signed by the Dean and/or Department Chairperson; b. Photocopy of Landbank ATM Card; and c. Photocopy of any valid government-issued ID.</p>	<p>Within fifteen (15) days after the approval of the thesis/ dissertation/ capstone project proposal</p>
<p>Second Tranche (20% of Thesis/ Dissertation/ Capstone Project Allowance</p>	<p>a. Hard bound copy of the approved thesis/ dissertation/ special or capstone project documentation; b. Approval sheet for the thesis/ dissertation; c. Certificate of approval for special or capstone project duly signed by the Dean or Department Chairperson; d. Photocopy of Landbank ATM Card; and e. Photocopy of any valid government-issued ID.</p>	<p>Within fifteen (15) days after the approval of the thesis/ dissertation/ capstone project final paper or terminal report</p>