



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



MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

FOR : **PRESIDENTS AND OFFICERS-IN-CHARGE OF
HIGHER EDUCATION INSTITUTIONS
CHED CENTRAL AND REGIONAL OFFICE DIRECTORS**

SUBJECT : **CALL FOR APPLICATIONS FOR MIRIAM COLLEGE
POST-GRADUATE CERTIFICATE IN SCHOOL-BASED PROGRAM
FOR MENTAL HEALTH UNDER THE CONTINUING
PROFESSIONAL DEVELOPMENT STUDIES GRANT (CPDSG)**

DATE : **18 JANUARY 2024**

The Commission on Higher Education (CHED) invites all Presidents and Officers-in-Charge of CHED-recognized Higher Education Institutions (HEIs) to nominate **a maximum of two (2) regular employees from your institution** with responsibilities on school administration and on curriculum/program development and who have proven capacity to create, implement and manage programs and projects designed to address Mental Health concerns of students and school personnel.

The 15-unit program on "Post-Graduate Certificate in School-Based Program for Mental Health" offered by Miriam College under CHED scholarship through the Continuing Professional Development Studies Grant (CPDSG) aims to facilitate early identification, prevention and intervention of mental health issues in Higher Education Institutions through human-centered education approach, coaching and counseling skills, Structured Learning Experience (SLE) on mental well-being and development of mental health program.

Due to limited slots for scholarship, the evaluation of eligibility will be on a first-come, first-served basis. The mode of delivery will be online with a one-day face to face graduation ceremony. The tentative schedule of the program will be conducted from April to August 2024. Further details on the specific program schedule will be discussed during the Orientation/Onboarding of eligible participants/scholars.

The eligibility and documentary requirements to avail the scholarship are provided in Annexes A and B. Further information on submission reminder and approval process are provided in Annex C.

The scholarship will cover the following:


- Tuition and other miscellaneous fees
- Post Graduate Certificate of Completion and Official Student Records
- Use of Library and Audio-Visual resources including online learning materials

Interested applicants must be nominated by their SHEIs with complete documentary requirements **on or before 16 February 2024**. The SHEIs are to submit their official list of endorsed nominees, and the complete documentary requirements **in one submission**, through this link: bit.ly/UploadingForm_MCMentalHealth, with file format: CHED-MC Name of SHEI Application Documents.

LATE AND/OR INCOMPLETE OR INCORRECT APPLICATIONS WILL BE AUTOMATICALLY CONSIDERED AS INELIGIBLE.

For queries and concerns, you may contact Ms. Shielo Zosimo of the Local Graduate Scholarships Office (LGSO) through email at cpdsg@ched.gov.ph.

Wide dissemination of this Memorandum is desired.



J. PROSPERO E. DE VERA III, DPA
Chairman



ANNEX A: ELIGIBILITY CRITERIA FOR APPLICANTS

A. Qualification as Miriam College Student

1. Must have at least completed a Bachelor's Degree from CHED or MBHTE-recognized HEI
2. School administrators / Faculty / Guidance counselors / Non-teaching staff, with responsibilities on school administration and on curriculum/program development and who have proven capacity to create, implement and manage programs and projects designed to address Mental Health concerns.

B. Qualifications as CHED Scholar

1. Must be a Filipino citizen.
2. Must have an existing regular or plantilla item with an HEI identified in the Scope and Coverage OR participants duly identified and approved by the CEB.
3. Work duties and/or responsibilities are aligned with the CPDSG programs.
4. Must meet the qualifications of the specific program being applied to.
5. Must secure the following:
 - a. Permit to study issued by the Sending Higher Education Institution (SHEI) represented by its Governing Board or its equivalent and as duly endorsed by the Faculty and Staff Development Committee or its equivalent;
 - b. Letter of Support from the SHEI represented by its Governing Board or its equivalent and duly endorsed by the Faculty and Staff Development Committee or its equivalent which will provide justification on the eligibility of the nominee and usefulness of the program to the nominee and its contribution to the SHEI upon completion of the program;
 - c. SHEI's endorsement of the nominee's Re-entry Action Plan;
 - d. For SHEIs who will require Return Service to their nominees, Copy of Return Service Agreement (if applicable); and
 - e. For programs that only cover program fees/tuition fees, Certification of Support Funding must be submitted.
6. For programs with a total duration of more than 30 days, applicant must provide evidence of being:
 - a) physically fit to undertake and complete the program as attested by a medical certificate issued by a licensed physician; and b) mental fitness to undertake and complete the program as certified by the SHEI's guidance counselor, or a licensed psychiatrist or psychologist.
7. Has completed a Bachelor's Degree or its equivalent from a CHED or MBHTE- recognized HEI.
8. Additional eligibility requirements, as needed, may be applied as approved by the Commission en Banc.

C. Ineligibility as CHED Scholar

1. Applicants with dual citizenship.
2. Nominated SHEI Focal Person for the program.
3. Applicants who are on official leave and/or not in active service to the HEI (i.e. on special detail, secondment, etc.).
4. Applicants who have an existing grant and/or scholarship contract with CHED at the time of application.
5. Applicants who are not cleared from any CHED grant or scholarship awarded.
6. Applicants who have been a recipient of a grant under the CPDSG for the current calendar year.
7. Applicants with more than one application and/or admission among eligible grants under the CPDSG.
8. Applicants who are nominated by their HEI to attend a program/training course offered by the same under the CPDSG.
9. Applicants who failed to obtain a nomination from their SHEI.
10. Applicants without a regular or plantilla item from the HEI unless approved by the CEB.
11. Applicants who have been terminated from the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) or other grants under the CPDSG.
12. Applicants who do not fulfill the qualifications provided in the policy and eligibility requirements of the program as approved by the CEB, including non-compliant / incomplete submissions and/or re-submission of out-of-date application / documentary requirements.

Note: Those who have relative/s until the 4th consanguinity with any of the appointing authority / recommender / referrer / other fellow nominees are ineligible to be considered for the scholarship.



ANNEX B: CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APPLICANTS

REQUIREMENTS	
Application Form (CPDSG-APP-1)	<input type="checkbox"/> SUBMITTED
Re-entry Action Plan (CPDSG-APP-2), endorsed by the SHEI	<input type="checkbox"/> SUBMITTED
SHEI Certification which provides (CPDSG-APP-3): <ul style="list-style-type: none"> • Permit to Study issued by the Sending Higher Education Institution (SHEI) represented by its Governing Board or its equivalent and duly endorsed by the Faculty and Staff Development Committee or its equivalent • Letter of Support from the SHEI represented by its Governing Board or its equivalent and duly endorsed by the Faculty and Staff Development Committee or its equivalent which will provide justification on the eligibility of the nominee and usefulness of the program to the nominee and its contribution to the SHEI upon completion of the program • That the applicant has an existing regular or plantilla item, and the scholar is not on official leave, and in active service to the SHEI • Work duties of the applicant • Declaration of the eligibility to qualifications • Performance rating for the past one (1) year • Certification of support funding (if applicable) 	<input type="checkbox"/> SUBMITTED
Return Service Agreement (if applicable) <i>(Note: If return service is required, a copy of the Return Service Agreement must be provided.)</i>	<input type="checkbox"/> SUBMITTED <input type="checkbox"/> Not Applicable
Signed and Notarized Promissory Note (use template)	<input type="checkbox"/> SUBMITTED

SUPPORTING DOCUMENTS	
Copy of Birth Certificate with PSA, NSO or Civil Registrar's logo	<input type="checkbox"/> SUBMITTED
Copy of diploma, or its equivalent, from CHED or MBHTE-recognized HEI or foreign university, as applicable	<input type="checkbox"/> SUBMITTED
Medical Certificate of physical fitness (for applicants with program duration of more than thirty (30) days) to undertake and complete the program, as certified by a licensed physician (CPDSG-APP-4a)	<input type="checkbox"/> SUBMITTED <input type="checkbox"/> Not Applicable
Certificate of mental fitness (for applicants with program duration of more than thirty (30) days) to undertake and complete the program, as certified by the SHEI's guidance counselor, or a licensed psychiatrist or psychologist (CPDSG-APP-4b)	<input type="checkbox"/> SUBMITTED <input type="checkbox"/> Not Applicable
Notarized Declaration of Eligibility (CPDSG-APP-5)	<input type="checkbox"/> SUBMITTED

REQUIREMENTS SPECIFIC TO SENDING HEI	
List of recommended applicants (use template)	<input type="checkbox"/> SUBMITTED



ANNEX C: SUBMISSION REMINDERS

1. Interested SHEIs shall determine and nominate eligible HEI personnel based on the minimum qualifications of the program and the eligibility criteria of the grant.
 - a. Only SHEIs provided in the Scope and Coverage shall be eligible to send an official list of its nominees.
 - b. SHEIs may only send one official list of endorsed nominees per slot allocation for every call for applications.
 - c. Eligible SHEIs must provide a focal person, who is not a nominated participant, for efficient coordination with the Commission and the program providers.
 - d. SHEIs must ensure that the nominees meet ALL the minimum qualifications of the program provider **and** the eligibility criteria provided in the policy.
2. SHEIs shall submit to CHED, **electronic copies of the complete application documents** as certified by the HR or its equivalent, and attested by the President or its equivalent, **on or before the submission deadline.**
 - a. The templates may be downloaded through this link: <https://bit.ly/ApplicationTemplates>
 - b. SHEIs are to submit their official list of endorsed nominees, and the complete documentary requirements **in one submission**
 - c. Submissions shall be made through cpdsg@ched.gov.ph
 - d. Use the subject header: CHED-MC Last Name, First Name Application Documents
 - e. Deadline of submission: **on or before 16 February 2024.**
3. The received list of applicants shall be short-listed based on a first-come, first-served basis and in compliance with the following criteria:
 - a. Completeness and correctness of application documents and compliance with the eligibility criteria provided in the policy.
 - i. Only complete and correct documents shall be considered.
 - ii. SHEIs shall submit the complete application documents in one submission.
 - b. Compliance to the deadline provided by CHED.
 - c. Any of the following shall not be considered: Incomplete, partial and/or initial documentary submissions and those submitted beyond the submission deadline.
 - d. Those who qualified for the grant but were not accommodated due to the limited number of slots for the program shall be classified as waitlisted. Incomplete, incorrect, partial and/or late submissions are automatically not qualified for waitlisting.
 - i. Nominees from the waitlist shall only be considered in case of forfeiture of slots of eligible participants or in the event that there are remaining unfilled available slots for a program.
 - ii. Waitlisted applicants shall be ranked based on first-come, first served basis and eligibility.

