



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III



RELEASED
APR 25 2024
CHEDRO III

CHEDRO-III MEMORANDUM

No. 80 series of 2024

FOR: ALL PRESIDENTS/FOCAL PERSONS OF SENDING HIGHER EDUCATION INSTITUTIONS UNDER THE K TO 12 TRANSITION PROGRAM SCHOLARSHIPS FOR GRADUATE STUDIES – LOCAL (SGS-L) GRANT IN REGION 3

SUBJECT: GUIDELINES ON THE UPDATED DIRECTIVE ON THE PROCESSING AND APPROVAL OF TRAVEL CLEARANCE REQUEST FOR 2017-APPROVED SCHOLARS UNDER THE SCHOLARSHIPS FOR GRADUATE STUDIES – LOCAL (SGS-L) GRANT

DATE: 24 APRIL 2024

The CHED Regional Office 3 hereby informs all Sending Higher Education Institutions (SHEIs) that the **issuance of travel clearance** has been delegated to the respective CHED Regional Directors for **2017-approved** Scholarships for Graduate Studies – Local (SGS-L) scholars within their respective jurisdiction.

Scholars must seek written clearance from the Commission two (2) weeks prior to the date of travel outside the country, inclusive of the period for return service obligation, and submit the following documents in hardcopy format with fresh signatures to the CHED Regional Office 3:

1. Official written request with the following information:
 - a. Inclusive dates of travel
shall include information on any land, sea or air travel if the scholar will be traveling from one region to another (e.g. if the airport is located in a different region)
 - b. Travel destination/s
 - c. Purpose of the travel
2. Certificate of clearance from the DHEI, which must include the following information based on the status of study:
 - a. For scholars who completed the degree – Date of graduation and submission of final manuscript with the equivalent academic year and term
 - b. For scholars who are still ongoing with their studies – Status of study (e.g. data-gathering, for final defense, working on manuscript revisions, etc.) and the academic year and term of expected degree completion
3. Certificate of approval from the SHEI
4. Copy of travel tickets
5. Copy of conference invitations, and other documentation (if applicable); and,
6. Notarized affidavit of undertaking for travel clearance (Annex A).

SHEIs are kindly requested to disseminate this information and coordinate with the 2017-approved SGS-L scholars from their institutions.

For further queries or clarifications, the concerned staff and/or scholar may coordinate directly with Ms. Kristine Joie Calma, Project Technical Staff III of the CHEDRO3 – Local Graduate Scholarships Office, at mobile number 0970-805-1207 or email at chedro3k12@ched.gov.ph.

For everyone's information and usual cooperation.

DR. LORA L. YUSI
Director IV

AFFIDAVIT OF UNDERTAKING

I, <<Full Name>>, Filipino, of legal age, with permanent address at <<Complete Address>>, after being sworn in accordance with law, hereby depose and state that:

1. I am a grantee of the Scholarships for Graduate Studies - Local under the CHED K to 12 Transition Program.
2. I have submitted my request for **Travel Clearance and supporting documentation** to the Commission in relation to the grant as stated above.
3. I certify that the information indicated in the documents I have submitted in relation to my request are valid, authentic, true, and correct based on my own personal knowledge and consistent with the documents in my possession.
4. I confirm and commit that I shall continue to comply with the existing scholarship contract and return service agreement with <<Sending Higher Education Institution>>.
5. I certify that I will return to the Philippines after my planned travel, as indicated in my submission, to fulfill all provisions stipulated in the said contract and agreement and obligations required as a CHED scholar.
6. Upon my return, I certify that I will comply with all my pending requirements as a CHED scholar.
7. I understand that the Commission will take appropriate action should I be found in violation of any of the conditions of the contract and agreement including this Affidavit of Undertaking.
8. I am cognizant, willing, and accepting of the commitments that shall follow from my request, in accordance with the policies of the scholarship, including those to be issued in the future.
9. I fully understand the consequences of not giving correct and truthful data and I am aware that non-disclosure of material information as required will put me under the pain of perjury by executing this document.
10. I fully accept the final decision of the Commission for breach of contract and non-compliance to my contract and affidavit of undertaking, return service agreement, and scholarship policies.
11. I authorize the Commission on Higher Education to take possession of any and all assets, money, and/or property under my name to cover any amount I would be found to be owing CHED/government in case I do not return to the Philippines within the period of my permitted travel and I am declared non-compliant with the conditions of my scholarship contract and return service agreement.

WHEREFORE, in order to attest to the truth of the foregoing, I hereby affix my signature to this Certification this ___ day of _____ (Month), 20___ in _____ (City/Municipality).

Signature over printed name

SUBSCRIBED AND SWORN to before me, this ___ day of ___ 2023 at _____, Philippines.

<<NOTARY>>