



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III



**CHEDRO-III MEMORANDUM**

No. 193 series of 2024

**TO: ALL PRESIDENTS AND 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 ACCOMPLISHMENT OF TEMPLATES RELATIVE TO THE ONGOING CLOSURE OF SCHOLARS' CASES UNDER THE SCHOLARSHIPS FOR GRADUATE STUDIES – LOCAL (SGS-L)**

**DATE: 05 SEPTEMBER 2024**

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In light of the ongoing closure of the K to 12 Transition Program Scholarships for Graduate Studies – Local (SGS-L), this Office requests the assistance of all Sending Higher Education Institutions (SHEIs) in ensuring the completeness and accuracy of reports and certifications issued for the scholars. Additionally, we kindly request the designation of focal persons to aid in the closure of cases for all scholars employed by your institutions.

For your reference, attached are the following documents:

- **Annex A:** Reminders for Accomplishing the ICODE Template and Computation of Return Service Obligation
- **Annex B:** Documentary Requirements for Submission by SHEIs Based on Case Category
- **Annex C:** Template for the Updated SHEI Focal Person Report

Please submit the updated information regarding your SHEI focal person(s) to CHED Regional Office 3 within fifteen (15) working days upon receipt of this communication. The template can be accessed at the following link: <https://tinyurl.com/SHEIFocalPerson>

Should you have any questions or require further clarification, please contact Ms. Kristine Joie Calma, Project Technical Staff III of the CHEDRO 3 - Local Graduate Scholarships Office, at mobile number 0970-805-1207 or via email at [chedro3k12@ched.gov.ph](mailto:chedro3k12@ched.gov.ph).

For guidance and compliance.

**DR. LORA L. YUSI**  
Director IV

## ANNEX A: Reminders in Accomplishing the ICODE template and Computation of Return Service Obligation

### REMINDERS

In accomplishing the **Individual Certificate of Deloading and Employment (ICODE)**, please keep in mind the following:

1. If the scholar is still connected with the Sending HEI (SHEI) up to the present, please indicate it as such at the starting paragraph of the ICODE:

"This is to certify that Mr. / Ms. <Name of Grantee>, who is a grantee under the Scholarships for Graduate Studies - Local grant of the Commission on Higher Education is/has been connected with our institution, <Name of Sending HEI>, **from the commencement of the scholarship grant up to present.**"

Otherwise, indicate the actual last date of employment of the scholar (e.g. **from the commencement of the scholarship up to 30 June 2022**)

2. The months covered by the ICODE shall be based on the academic calendar of the SHEI. If the academic calendar of the SHEI is different from the academic calendar of the Delivering HEI (DHEI), make sure that you start with the SHEI's academic term that covers the month when your scholarship commenced and end with the SHEI's academic term that covers the months of your graduation.

Example:

- Scholarship commenced in **September 2016**, i.e., AY 2016-2017 Term 1 of the DHEI academic calendar which covered the months of **September 2016 to December 2016**;
- Based on the SHEI academic calendar, AY 2016-2017 Term 1 covered the months of **June 2016 to October 2016**;
- The scholar graduated in **November 2021**, i.e. AY 2021-2022 Term 1 of the DHEI academic calendar which covered the months of **October 2021 to February 2022**;
- Based on the SHEI academic calendar, **November 2021** falls under AY 2021-2022 Term 2 which covered the months of **November 2021 to March 2022**

Thus, the ICODE shall be filled out as follows:

Term	Months Covered (MM/YYYY-MM/YYYY) <i>If the grand had not yet commenced, write "N/A"</i>	No. of Units OR No. of Work hours per week <i>Indicate whether the load provided is in units or no. of hours per week</i>
Term 1, SY 2016-2017	06/2016 - 10/2016	3 units
↓	↓	↓
Term 2, SY 2021-2022	11/2021 to 03/2022	3 units

NOTE: The individual COD must provide workload that covers **ALL TERMS** within the duration of the scholarship grant, from the commencement of the grant up to present / date of graduation including summer terms.

3. The provided workload must be clear and quantified with the proper label (units of teaching load OR work hours per week). If the scholar has both teaching units and non-teaching workload, both must be declared. If the scholar was not given any teaching units or non-teaching workload, please indicate "0 units" or "0 hours".
4. Please make sure that Number 3 is properly marked in the ICODE template. If the scholar is partially non-compliant OR fully non-compliant, the corresponding Explanation box must be filled out.
5. The form must be completely accomplished and the provided information has to be consistent with the official records of the university.
6. The ICODE must be signed by the Head of Institution, i.e., President, or equivalent.

**Required Return Service Computation:**

The policy states that the scholar shall be obliged to render return service according to agreement with the SHEI, provided that it follows **at least 1:1 ratio, i.e. one year of service for every year of the scholarship, or a fraction thereof** of avilment of the scholarship grant and its privileges.

A sample return service computation is provided:

<p><b>Duration of Study</b> (Commencement of scholarship up to Graduation)</p>	<p><b>Commencement of Scholarship:</b> AY 2017-2018 Term 1 (05 August 2017) <b>Term of Completion:</b> AY 2018-2019 Term 1 (30 December 2019)</p> <p>Equivalent to two (2) years, four (4) months, and twenty-five (25) days</p>
<p>Expected Duration of Return Service</p>	<p>Three (3) years</p>

**ANNEX B: Documentary Requirements for Submission of the SHEIs based on Case Category**

<b>Category</b>	<b>Documentary Requirements</b>
1. Scholars who did not complete their return service obligation prior to separation from the institution	<ul style="list-style-type: none"><li>• Certificate of Rendered Return Service, if applicable</li><li>• Individual certification of Deloading and Employment (ICODE)</li><li>• Certificate of Service Record</li><li>• Details on the last day of employment, reason for separation, and new employer, if applicable</li></ul>
2. Deceased scholars	<ul style="list-style-type: none"><li>• Certified True Copy of Death Certificate of the scholar</li><li>• Letter of Endorsement of the CTC Death Certificate which also informs the Commission of the scholar's passing signed by the Head of the Institution</li></ul>

**ANNEX C: Template for the Updated SHEI Focal Person Report**

<<Insert HEI Logo/Letterhead Here>>

**SHEI DESIGNATED FOCAL PERSON/S**

Report as of \_\_\_\_\_

Name		Position/Designation	Email Address
	SHEI Focal Person		
	Alternate Focal Person		

*Add rows if necessary*

*Note: This form must be updated regularly in case of staffing changes.*

**CONTACT INFORMATION**

Office Landline Number/s	
Office Mobile Number/s	

**Prepared by:**

<<Name of the Staff>>

<<Position>>

<<Name of SHEI>>

**Approved by:**

<<Name of the Head of Institution>>

<<Position>>

<<Name of SHEI>>