



Republic of the Philippines
OFFICE OF THE PRESIDENT

COMMISSION ON HIGHER EDUCATION



MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

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

SUBJECT : **FORUM AND CALL FOR APPLICATION FOR SHORT-TERM PROGRAMS ON AERONAUTICS UNDER THE CONTINUING PROFESSIONAL DEVELOPMENT STUDIES GRANT (CPDSG)**

DATE : **30 AUGUST 2024**

Presidents and Officers-in-Charge of CHED-recognized Higher Education Institutions (HEIs) are invited to attend the Forum and Orientation on Aeronautics on 13 September 2024, 2:00 pm via the zoom platform to discuss the Short-term programs of CHED under its Continuing Professional Development Studies Grant (CPDSG) namely:

1. Microcredential of Masters in Education, specializing in Aeronautical Management by Philippine State College of Aeronautics (PhilSCA)
2. Upskilling Faculty of Aeronautics for Teaching and Curriculum Development by British Columbia Institute of Technology (BCIT)

This forum will also provide an orientation on how to avail and apply for full scholarship on the above-mentioned programs. President and Officers-in-Charge are encouraged to extend the invitation to their interested faculty with interest in curriculum development and teaching methodology and those who intend to pursue a graduate degree in Aeronautical Management.

Kindly use the following details via the Zoom platform to attend the forum:

Topic: Forum and Orientation on Short-Term Programs for Faculty of Aeronautics

Time: September 13, 2024, 02:00 PM

Meeting ID: 997 1989 1813

Passcode: 778070

Interested applicants for the scholarship program may refer to Annex A and B for the requirements. The templates to the requirements may be accessed through this link here: <https://bit.ly/CPDSG-Aeronautics>. The deadline of submission of applications is **on or before 30 September 2024**.

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

Wide dissemination of this Memorandum is desired.

Signed

J. PROSPERO E. DE VERA III, DPA
Chairman

ANNEX A: ELIGIBILITY CRITERIA FOR APPLICANTS

A. Qualifications

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 endorsement and certification of the Sending HEI
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.

B. Ineligibility

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.



ANNEX B: CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APPLICANTS

| REQUIREMENTS | |
|---|------------------------------------|
| Application Form (CPDSG-APP-1) | <input type="checkbox"/> SUBMITTED |
| Signed grant undertaking (use template) | <input type="checkbox"/> SUBMITTED |
| Re-entry Action Plan endorsed by the SHEI (CPDSG-APP-2) | <input type="checkbox"/> SUBMITTED |
| SHEI Certification and Endorsement (CPDSG-APP-3): | <input type="checkbox"/> SUBMITTED |
| Return Service Agreement (see sample template) | <input type="checkbox"/> SUBMITTED |
| 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 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 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 | |
|--|------------------------------------|
| SHEI Nomination: Cover Letter with List of recommended applicants (use template) | <input type="checkbox"/> SUBMITTED |

