



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



**MEMORANDUM FROM THE CHAIRPERSON**

**TO:** ALL HIGHER EDUCATION INSTITUTIONS AND PERSONNEL  
ALL CHED REGIONAL DIRECTORS

**SUBJECT:** **ADDENDUM AND AMENDMENT TO CMO NO. 22, SERIES OF 2016**

**DATE:** 22 JUNE 2016

In line with our continued efforts to refine, nuance, and increase the responsiveness of the policies of the Commission to the actual needs of higher education institutions (HEIs) as we implement the K to 12 Transition Program, see enclosed the CHED Memorandum Order amending CHED Memorandum Order No. 22, series of 2016 or the Guidelines for Foreign Scholarships for Graduate Studies for Faculty and Staff during the K to 12 Transition Period, initially released last April 20, 2016.

Said amendments include revisions as well as additional implementing guidelines which further improve on the provisions of the earlier issued guidelines such as schedule of disbursement of grants, enhanced process flow, among others. These amendments must be read alongside CHED Memorandum Order No. 22, series of 2016, for the guidance of all HEIs and their respective faculty and staff.

We encourage HEIs and concerned faculty and staff to continuously partner and work closely with the Commission as we strive to enhance and strengthen our policies in order for these to be more responsive to the evolving needs of HEIs and their faculty and staff during this critical period of intensive faculty and staff development.

CHED Regional Directors are requested to ensure wide dissemination of this Memorandum Order.

Thank you for your continued support and cooperation.

**Patricia B. Licuanan Ph D.**  
Chairperson



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



**CHED MEMORANDUM ORDER**

No. 39

Series of 2016

**SUBJECT:      ADDENDUM AND AMENDMENT TO CMO NO. 22, SERIES OF 2016:  
                     "GUIDELINES FOR START-UP GRANT FOR FOREIGN STUDIES  
                     APPLICATION AND SCHOLARSHIP GRANTS FOR GRADUATE STUDIES  
                     ABROAD FOR FACULTY AND STAFF DURING THE K TO 12 TRANSITION"**

In accordance with the pertinent provisions of Republic Act No. 7722 or the Higher Education Act of 1994, the Commission on Higher Education released CHED Memorandum Order No. 22, series of 2016, entitled *Guidelines for Foreign Scholarships for Graduate Studies for Faculty and Staff During the K to 12 Transition Period*. In line with the Commission's continued efforts to refine, nuance, and increase the responsiveness of its policies to the actual needs of higher education institutions (HEIs), CMO No. 22, s. 2016 is hereby amended as follows:

- A. CHED Memorandum Order No. 22, series of 2016 shall hereinafter be referred to as *Guidelines for Start-Up Grant for Foreign Studies Application and Scholarship Grants for Graduate Studies Abroad for Faculty and Staff During the K to 12 Transition Period*.
- B. Section 1, *Start-Up Grant for Foreign Studies Application*, of Article II, *Components*, shall now read as:

The Start-Up Grant aims to reduce the barriers faced by prospective scholars from among HEI faculty and staff who wish to pursue further studies in foreign universities, but are constrained by high costs of required examinations, such as the Graduate Record Examination (GRE), Test of English as a Foreign Language (TOEFL), and the International English Language Testing System.

Said Grant shall be awarded on the basis of merit, as reflected by each applicant's (1) academic record, (2) statement of purpose, and (3) proposed application plan indicating prospective schools and programs. A Start-Up Grantee shall receive a grant equivalent to the cost of the examination/s to be taken. The amount of the grant shall be awarded upon presentation of proof that he/she has taken said examination/s (i.e. the successful applicant shall be reimbursed the cost of examinations taken).



C. Section 3, *Partial Support for Foreign Master's and Doctoral Studies*, of Article II, *Components*, shall now read as:

The Commission recognizes the reality that many highly competent HEI faculty and staff apply and gain admission to top-ranking HEIs abroad, but remain constrained by lack of resources for tuition, lodging and other expenses. Support shall thus be made available to these prospective scholars through partial and tiered funding support, awarded on the basis of merit.

This partial support is meant for prospective scholars who meet the following criteria:

1. Have already gained admission to an HEI abroad, recognized by the Commission as a competent HEI for the graduate program being undertaken, as determined by the Vetting Panel constituted by the Commission;
2. Have other sources of funding to cover the remainder of the costs for graduate studies, whether through scholarships, personal funds, or others; and
3. Have been duly endorsed by the dean of the respective school or college in their sending HEI.

Scholars applying for Partial Support for Foreign Master's and Doctoral Studies must submit a Work and Financial Plan (Refer to Revised Appendix 4: Work and Financial Plan Template), broken down into expenditure items and indicating their various sources of funding. Further, each scholar must identify the specific expenditure items for which funding is being requested from the Commission. The Selection Committee shall determine and recommend to the Commission the grant amount to be awarded to each successful applicant.

D. Article III, *Eligibility*, shall now read as:

The grants herein described are intended only for HEI faculty and qualified non-teaching staff.

Each applicant must:

1. Be a Filipino citizen;
2. Not be more than 42 years old for applicants to master's degree programs, not more than 40 years old for applicants to doctoral degree programs, or not more than 50 years old for the Ph.D. Sandwich Program;
3. Hold at least a bachelor's degree (for applicants to master's degree programs) or a master's degree (for applicants to doctoral degree programs) relevant to the graduate degree being sought; or have completed all required coursework for a doctoral degree (for applicants to the Ph.D. Sandwich Program);
4. Demonstrate strong academic record;
5. Be in good health and of good moral character;
6. Have no pending criminal charges, and must not have been convicted for violation of any Philippine Law;
7. Be required by his/her SHEI to render return service through a notarized written undertaking (Partial Support and Ph.D. Sandwich only), and
8. Fulfill all the Terms and Conditions of the grant, including a return service obligation.



E. Article V, *Application Process and Requirements*, shall now read as:

## **Article V**

### **Application Process and Requirements**

The following Application Process and Requirements shall apply to the Start-Up Grant, Ph.D. Sandwich, Partial Support, and Full Scholarships, respectively (**Refer to Appendix 3: Process Flowchart of this CMO**).

#### **A. Start-Up Grant for Foreign Studies Application**

1. Interested HEI faculty and staff must accomplish the application form (Refer to Appendix 3-A) indicating all examinations for which the grant is being sought and the prospective degree program/s and HEIs (maximum of 2 prospective degree programs and HEIs).
2. Applicants must submit the accomplished application form along with the following:
  - a. Curriculum Vitae
  - b. Statement of Purpose (maximum of two pages, Times New Roman size 12, single spaced). Applicant must include justification for his/her decision to apply for the prospective degree program in the HEIs selected and concretely discuss how his/her studies will contribute to personal development, regional/national development, and the development of his/her profession/field.
  - c. Certified True Copies of Transcript of Records of all higher education courses taken
3. Applications must be submitted to the CHED K to 12 Transition Program Management Unit (PMU) by courier as well as through email to [ched.foreignstudies@gmail.com](mailto:ched.foreignstudies@gmail.com).
4. Applications shall be evaluated by a Vetting Panel designated by the Commission, following a pre-determined evaluation criteria (Refer to Appendix 2: Evaluation Criteria of this CMO). Applicants may, in addition, be required to pass an interview, prior to recommendation to, and approval of, the Commission En Banc (CEB). The award of the grant shall be subject to availability of funds.

#### **B. Ph.D. Sandwich Program**

1. Prospective scholars must have completed all required coursework for the doctoral degree being sought prior to application, in a CHED-recognized HEI.
2. Prospective scholars must submit the accomplished application form (Refer to Appendix 3-B) along with the following:
  - a. Curriculum Vitae
  - b. Statement of Purpose (maximum of two pages, Times New Roman size 12, single spaced). Applicant must include a justification for his/her decision to apply to the prospective degree program in the HEIs selected and concretely discuss how his/her studies will contribute to personal development, regional/national development, and the development of his/her profession/field.



- c. Dissertation Proposal (maximum of one page, Times New Roman size 12, single spaced)
  - d. Certified True Copies of Transcript of Records of all higher education courses taken by the applicant
  - e. Certification of acceptance as research fellow in host HEI abroad
  - f. Work and Financial Plan, signed by an academic supervisor from both the home HEI (where the coursework was taken), and the host HEI (where the research shall be undertaken). Refer to Appendix 4: Work and Financial Plan Template.
  - g. Reentry Plan (Refer to Appendix 5: Reentry Plan Template) and Return Service Agreement with his/her sending HEI
  - h. Proof of Filipino citizenship (photocopy of NSO birth certificate, information page of valid passport, or voter's ID)
  - i. Medical certificate issued by a government physician in the last six months
3. Applications must be submitted to the CHED K to 12 Transition Program Management Unit (PMU) by courier as well as through email to [ched.foreignstudies@gmail.com](mailto:ched.foreignstudies@gmail.com).
  4. Applications shall be evaluated by a Vetting Panel designated by the Commission, following an evaluation criteria as determined by the Commission (Refer to Appendix 2: Evaluation Criteria of this CMO). Applicants may, in addition, be required to pass an interview, prior to recommendation to, and approval of, the Commission En Banc (CEB). The award of the grant shall be subject to availability of funds.

### **C. Partial Support for Foreign Master's and Doctoral Studies**

1. Prospective scholars must first qualify for the relevant program and/or scholarship for which they are seeking additional funding from the Commission.
2. Prospective scholars must submit the accomplished application form (Refer to Appendix 3-C) along with the following:
  - a. Curriculum Vitae
  - b. Certified True Copies of Transcript of Records of all higher education courses taken by the applicant
  - c. Letter of acceptance to the relevant program
  - d. Letter of award of scholarship (if applicable), and/or proof of other sources of funds (bank statements, notarized affidavits, etc.)
  - e. Statement of Purpose (maximum of two pages, size 12 font, single spaced). Applicant must include justification for his/her decision to apply for the prospective degree program in the HEIs selected and concretely discuss how his/her studies will contribute to personal development, regional/national development, and the development of his/her profession/field.
  - f. One (1) Letter of Endorsement from the dean of the respective school or college in applicant's sending HEI
  - g. Work and Financial Plan for amount requested (Refer to Appendix 4: Work and Financial Plan Template).
  - h. Reentry Plan (Refer to Appendix 5: Reentry Plan Template) and Return Service Agreement with his/her sending HEI



- i. Proof of Filipino citizenship (photocopy of NSO birth certificate, information page of valid passport, or voter's ID)
  - j. Medical certificate issued by a Philippine government physician in the last six months, or by an equivalent institution in the applicant's current country of residence, in the case of an applicant who is already pursuing studies abroad at the time of the application.
3. Applications must be submitted to the CHED K to 12 Transition Program Management Unit (PMU) by courier as well as through email to [ched.foreignstudies@gmail.com](mailto:ched.foreignstudies@gmail.com).
  4. Applications shall be evaluated by a Vetting Panel designated by the Commission, following a pre-determined evaluation criteria (Refer to Appendix 2: Evaluation Criteria of this CMO). Applicants may, in addition, be required to pass an interview, prior to recommendation to, and approval of, the Commission En Banc (CEB). The award of the grant shall be subject to availability of funds.

#### **D. Full Scholarship for Master's and Doctoral Studies**

(...)

F. Section F, *Schedule of Disbursement of Grant Amounts* shall be added to Article VI, *Terms and Conditions*, and shall read as:

Faculty and staff scholars awarded with the Scholarship Grants for Graduate Studies Abroad shall receive a scholarship package that may vary depending on the program being pursued. The schedule of disbursement of the grant amounts is provided in the table below.

<b><u>Type of Grant</u></b>	<b><u>1st Tranche of Release (80%)</u></b>	<b><u>Second Tranche of Release (20%)</u></b>
<u>1. Ph.D. Sandwich Program</u>	<u>Upon presentation of proof of the following:</u> <ol style="list-style-type: none"> <li>1. <u>Execution of the Scholarship Agreement;</u></li> <li>2. <u>Admission in a Host HEI abroad; and</u></li> <li>3. <u>Approved visa of the Grantee; and</u></li> <li>4. <u>Affidavit of Support</u></li> </ol>	<u>Upon submission to the Commission of one (1) electronic copy of the approved thesis/dissertation or certificate of candidacy for graduation.</u>
<u>2. Partial Support for Foreign Master's and Doctoral Studies</u>	<u>Upon presentation of proof of the following:</u> <ol style="list-style-type: none"> <li>1. <u>Execution of the Scholarship Agreement;</u></li> <li>2. <u>Admission in a Host HEI abroad; and</u></li> <li>3. <u>Approved study visa of the Grantee; and</u></li> <li>4. <u>Affidavit of Support</u></li> </ol>	<u>Upon submission to the Commission of one (1) electronic copy of the approved thesis/dissertation or certificate of candidacy for graduation.</u>
<u>3. Full Scholarships for Master's and Doctoral Studies</u>	<u>Process for release of privilege and incentives shall vary depending on the applicable terms and conditions and governing rules and regulations of the Foreign Scholarship-Giving Partner Institution.</u>	



- G. *Appendix 4, Work and Financial Plan Template* is revised and shall now follow the format prescribed in **Appendix 1 (Revised Work and Financial Plan Template)** of this CMO.
- H. The following shall form part of the appendices of CHED Memorandum Order 22, s. 2016:
1. Evaluation Criteria (Refer to Appendix 2 of this CMO)
  2. Process Flowchart (Refer to Appendix 3 of this CMO)

All other provisions of CMO No. 22, s. 2016 that are not affected by this amendment, shall remain valid and in force.

For the guidance and strict compliance of all HEIs.

Issued this 30 day of June 2016, in Quezon City, Philippines.



**Patricia B. Licuanan, Ph. D.**  
Chairperson



**Appendices:**

1. Revised Work and Financial Plan Template
2. Evaluation Criteria
3. Process Flowchart

**Reference:**

1. CHED Memorandum Order No. 22, Series of 2016.

**WORK AND FINANCIAL PLAN (Appendix 1)**

<b>NAME OF APPLICANT</b>	<i>Last name, First Name, M.I.</i>		
<b>Type of Grant</b>	<input type="checkbox"/> PhD Sandwich <input type="checkbox"/> Partial Funding (Master's) <input type="checkbox"/> Partial Funding (Doctorate)		
<b>Degree Program</b>		<b>Expected Start of Program (month, year)</b>	
		<b>Expected Date of Completion (month, year)</b>	
<b>Name and Address of HEI Abroad</b>			
<b>Name and Address of Sending HEI (Philippines)</b>	<i>HEI where applicant is currently employed or where return service will be rendered</i>		
<b>Name and Address of Home HEI (Philippines)</b>	<i>HEI where doctoral coursework was taken</i> <i>(For PhD Sandwich candidates only; write N/A if not applicable)</i>		

ITEM <i>Provide all requested information. Insert additional rows if necessary.</i>	DATE NEEDED <i>Indicate the required date/s of release of funding per item (month, year).</i>	COST – CHED (IN PHP) <i>Indicate amount requested from CHED.</i>	COST – OTHERS (IN PHP) <i>Indicate amount and source of funding (e.g. personal, other scholarship, etc.).</i>	
			AMOUNT	SOURCE
Tuition and Fees				
Roundtrip Airfare				
Accommodations <i>(specify type)</i> <i>per month x ## of months</i>				
Food <i>per month x ## of months</i>				
Transportation <i>per month x ## of months</i>				
Communications - Phone <i>per month x ## of months</i>				
Communications - Internet <i>per month x ## of months</i>				
Books and Other School Materials				
Research <i>(include breakdown)</i>				
Conference <i>(if applicable, specify location and duration; include breakdown)</i>				
Miscellaneous <i>(include breakdown)</i>				
<b>TOTAL</b>		(A) Sum of COST-CHED	(B) Sum of COST-OTHERS	
<b>TOTAL AMOUNT NEEDED FOR FURTHER STUDIES</b>		(A + B)		

*I hereby certify that the above information is true and correct, accurately reflects the expenses projected in the conduct of the grant I am applying for, and is according to the accepted standards of living in the city where the grant is to be undertaken.*

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**Certified by:** *(For Ph.D. Sandwich Program applications only)*

\_\_\_\_\_  
Name & Signature of Adviser (Home HEI)

\_\_\_\_\_  
Name & Signature of Adviser (Host HEI)





## EVALUATION CRITERIA (Appendix 2)

The following criteria shall be used in evaluating applications for **Start-Up Grant for Foreign Studies Application, Ph.D. Sandwich Program, and Partial Support for Foreign Master's and Doctoral Studies**:

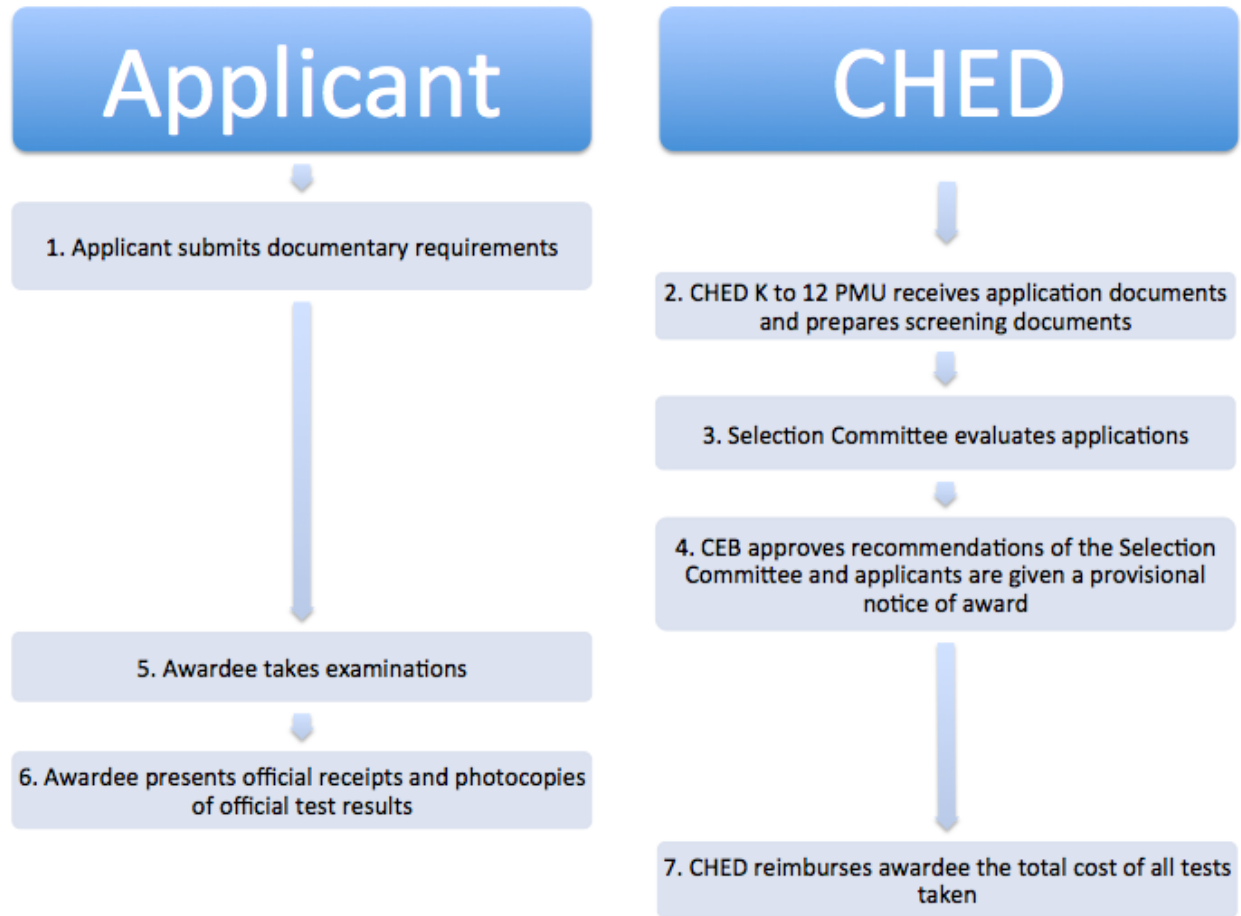
Criteria	Weight
Scholastic Record	30%
Professional Experience	10%
Potential Outcomes	60%
1. Importance and value to regional and national development	
2. Importance and value to the discipline	
3. Importance and value to personal and professional development	

For **Full Scholarships for Master's and Doctoral Studies**, the Evaluation Criteria to be used shall vary depending on the applicable terms and conditions and governing rules and regulations of the Foreign Scholarship-Giving Partner Institution.

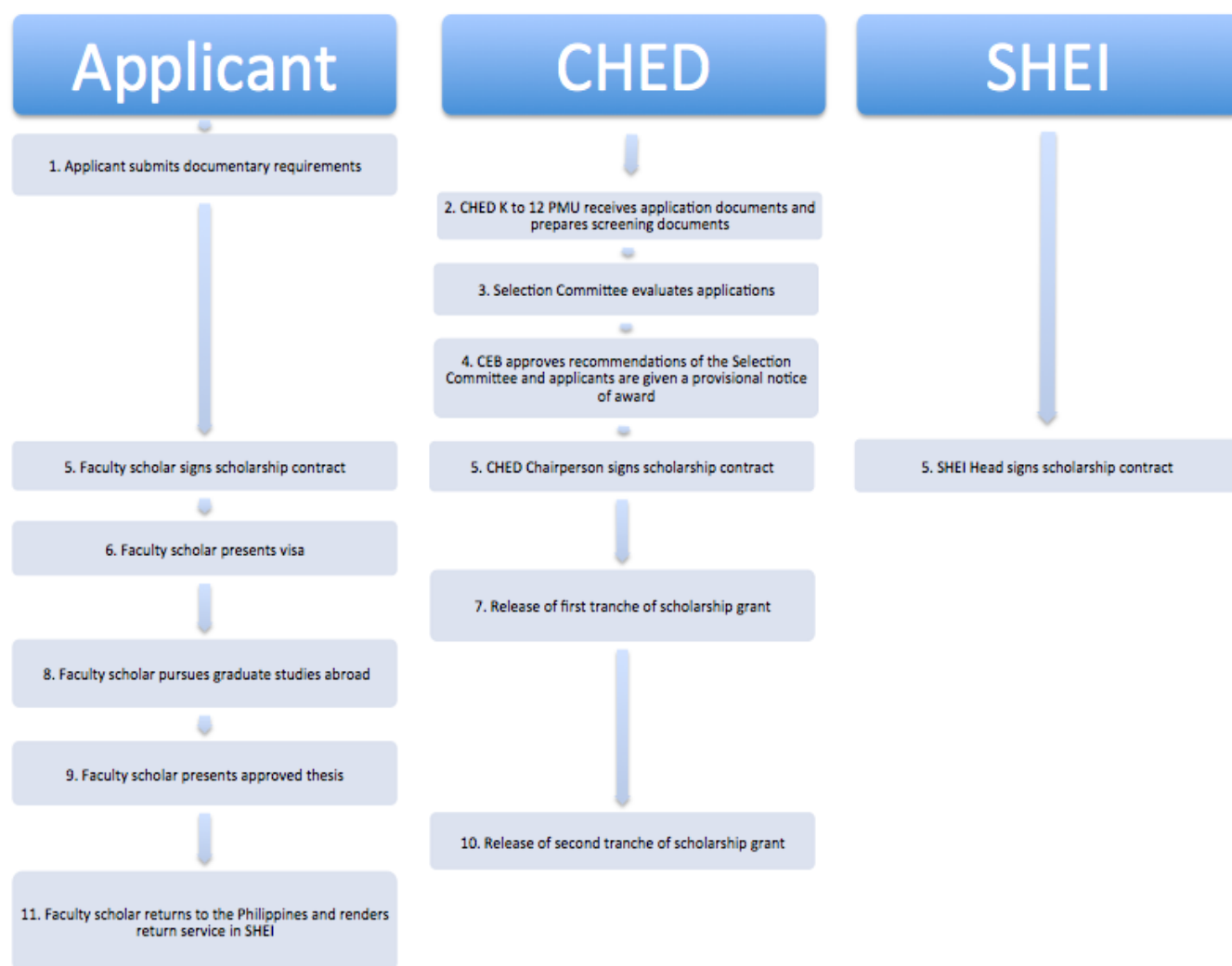


## PROCESS FLOWCHART (Appendix 3)

### 1. Start-up Grant for Foreign Studies Application



## 2. Partial Support for Foreign Master's & Doctoral Studies and Ph.D. Sandwich Program



## 3. Full Scholarships for Master's and Doctoral Studies

The process flowchart shall vary depending on the applicable terms and conditions and governing rules and regulations of the Foreign Scholarship-Giving Partner Institution.