



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



CHED Memorandum Order

No. 04
Series of 2019

Subject: AMENDMENTS TO ARTICLES I.A and VI, OF CMO NO. 3, S. 2016, AS AMENDED BY CMO NO. 36, S. 2016, CMO NO. 04, S. 2017, and CMO NO. 02, s. 2018 OR THE GUIDELINES ON SCHOLARSHIPS FOR GRADUATE STUDIES-LOCAL FOR HIGHER EDUCATION INSTITUTION (HEI) TEACHING AND NON-TEACHING PERSONNEL UNDER THE K TO 12 TRANSITION PROGRAM

Pursuant to Republic Act No. 7722 or the Higher Education Act of 1994, the Commission on Higher Education (CHED) released CHED Memorandum Order (CMO) No. 03, series of 2016, as amended by CMO No. 36, s. 2016, CMO No. 04, s. 2017, and CMO No. 02, s. 2018 entitled *Guidelines on Scholarships for Graduate Studies - Local for Higher Education Institution (HEI) Teaching and Non-Teaching Personnel under the K to 12 Transition Program*. In line with the Commission's continued efforts to refine, nuance, and increase the responsiveness of its policies, the following amendment to CMO No. 03, s. 2016 is hereby adopted and promulgated by the Commission, for the guidance of all concerned stakeholders.

Section 1. *Article I.A* of CMO No. 02, s. 2018 is hereby amended and shall read as follows:

**"Article I.A
Definition of Terms**

x x x

6. Leave of Absence (LOA) refers to the study leave requested by the scholar while the scholarship **contract** is in force. **For purposes of the scholarship grants under this policy, LOA may mean:**
- a. **LOA from the Grant - this is undertaken for purposes of retaking subjects, completion of requirements, or analogous that will lead to at least one (1) term of non-availing of scholarship privileges.**
 - b. **LOA from the DHEI / Degree Program - this is undertaken for purposes of non-enrollment or withdrawal of enrollment within the guidelines of the DHEI.**

x x x "

Section 2. *Article VI* of CMO No. 02, s. 2018 is hereby amended and shall read as follows:

**“Article VI
Terms and Conditions**

A. General

x x x

2A. For any substantial deviation from the prescribed number of units in the study plan, the scholar shall submit a justification, which shall be dealt with according to the provisions of this policy.

x x x

3A. The Commission shall only allow a change in degree program or DHEI if requested prior to the commencement of the scholarship agreement between the scholar, SHEI and the Commission, except as provided under Article VI, Section D, Subsections 1C.

x x x

5. Scholars are required to finish the degree within two (2) years for master’s and three (3) years for doctoral degree, with a maximum of four (4) years allowed for the latter for the purpose of further dissertation research. Meanwhile, scholars awarded a Thesis / Dissertation grant are required to finish within one (1) year. The duration of the grant shall be adjusted accordingly for scholars who avail of the grant for ongoing master’s or doctoral degrees according to the units of coursework and/or amount of research still to be undertaken, **or for scholars in degree programs that require more than the time limit prescribed based on the regular timeline.**

For requests for extension, refer to Article VI, Section D, Subsections 1A and 1B.

x x x

7. (Repealed)

x x x

D. Special Requests (Leave of Absence (LOA), Deferment, Withdrawal, Extension, or Change in SHEI, Change in DHEI and/or Program)

1. A scholar will not be allowed to be on LOA, defer enrollment, or withdraw from the scholarship except for the following reasons:
 - a. Poor health of grantee, to be certified by a licensed physician;
 - b. Maternity Leave of Absence (LOA) of the grantee;
 - c. **For deferment, failure to secure admission to a CHED-approved program, provided that the request for deferment follows the protocols as provided for in this section;**
 - d. **For LOA from the grant, the retaking subjects or completion of requirements that will lead to at least one (1) term of non-availing of scholarship privileges; or**
 - e. Other **analogous reasons.**

- 1A. **The Commission may approve extensions or extensions resulting from a LOA, for the following reasons, without additional privileges, up to one (1) academic year, provided that it shall be more advantageous to the Commission or the government to allow the completion of the grant or degree program:**
 - a. **The completion of thesis / dissertation writing or completion of other terminal requirements for the degree;**
 - b. **The fulfillment of additional subject/s required by the DHEI for the completion of the degree; or**
 - c. **Other analogous reasons.**

The costs shall be in accordance with the original study plan and the Work and Financial Plan (WFP) of the scholar. These include the living allowances, tuition and fees, and other privileges as approved by the Commission.

- 1B. **The Commission may approve extensions or extensions resulting from a LOA with additional privileges, up to one (1) academic year provided that the cause of the extension is beyond the control of the grantee, such as:**
 - a. **Natural calamities or other *force majeure*, which hindered the completion of the grant within the given timeframe; or**
 - b. **Other analogous reasons.**
- 1C. **The Commission may approve a change of DHEI or program after the commencement of the scholarship agreement, provided that the change is being requested due to the following circumstances:**
 - a. **Remaining with the DHEI is detrimental to the well-being of the scholar (i.e. physical safety is in danger due to conflict); or**
 - b. **Other analogous reasons.**

For these cases, the duration and costs of study should not go beyond the original study plan and the WFP of the scholar. When the extension is inevitable, the scholar shall apply for the extension separately.

For changes in degree program or DHEI, which will lead to an extension, such extension shall be subject to provisions under Article VI, Section D, Subsections 1A and 1B.

- 1D.** A transfer of SHEI, which shall not result in termination of scholarship, shall only be allowed under the following circumstances:
- a. To obtain a permanent or plantilla, or a more economically advantageous position in a different SHEI;
 - b. No longer connected with his/her SHEI;
 - c. Remaining with the SHEI is detrimental to the well-being of the scholar;
or
 - d. Other analogous reasons.
2. For cases of deferment, the scholar must submit a formal request to the Commission prior to the enrollment period of the prospective DHEI **according to the timeline set by the Commission. The scholar shall submit:**
- a. A written **endorsement** from his/her SHEI; **and**
 - b. **A** written request detailing the reasons for and other pertinent details regarding **thereto**, attaching the endorsement from his/her SHEI, and any relevant documentary attachments (e.g. medical certificate, etc.).
- 2A. For cases of leave of absence, **change of program and/or DHEI, change of SHEI** or withdrawal, the scholar must submit a formal request to the Commission. The process for securing approval for deferment shall also apply, provided that the scholar shall **attach other supporting documents, specific to the request, as follows:**
- a. **For LOA, the written endorsement from his/her DHEI.**
 - b. **For change of program and/or DHEI, written endorsement from his/her DHEI and proof of admission to the prospective DHEI. For cases where approval from the DHEI cannot be secured, the scholar may submit a justification, endorsed by the SHEI.**
 - c. **For change of SHEI, endorsement of the prospective SHEI, which shows the willingness of the same to fulfill the obligations of the scholarship contract, and the endorsement of the previous SHEI. In cases where there are labor disputes, thus barring the scholar from obtaining clearance, the scholar can provide a certification or proof of labor dispute."**

x x x

- 6.** **In circumstances wherein the Commission allowed extensions or leaves of absences without additional financial privileges, the Commission may allow**

a maximum teaching load of up to twelve (12) units provided, that the grantee is not receiving living allowances from the Commission and that his/her DHEI and SHEI certifies that the additional teaching load will not result to any further extension.

x x x

G. Payment of Obligations

1. All financial support extended to the scholar shall be repaid to the Commission in case he/she is unable to finish his/her degree and/or render the required years of service to the SHEI, except when the program has been terminated by the Commission due to lack of funds or due to the death of the scholar.

In cases where other government agencies instrumentalities issue notices of suspensions / disallowances for disbursements made, the Commission shall implement the same immediately even without notice to the scholars, provided that the scholars shall be informed thereafter.

x x x"

Section 3. Transitory Clause - The provisions of this amendment shall apply to requests or cases pending before the effectivity of this policy.

Section 4. Repealing Clause - CMO No. 02, s. 2018 and all other CHED Memorandum Orders or parts thereof which are consistent with this Act are hereby repealed, amended or modified accordingly. All other provisions of CMO No. 03, s. 2016, as amended by CMO No. 36, s. 2016, CMO No. 04, s. 2017, and CMO No. 02, s. 2018 that are not affected by this amendment shall remain valid and in force.

Section 5. Separability Clause - If any part of this Order is declared unconstitutional or invalid, such parts or provisions thereof not so declared shall remain valid and subsisting.

Section 6. Effectivity Clause - This policy shall take effect fifteen days after its issuance. Immediate dissemination of and strict compliance with this Order is directed.

Issued this 7th of June, 2019 in Quezon City, Philippines.



J. PROSPERO E. DE VERA III, DPA
Chairman

