



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

CHED MEMORANDUM ORDER

NO. 41

Series of 1997

SUBJECT : IMPLEMENTING GUIDELINES FOR THE FACULTY SCHOLARSHIP PROGRAM IN THE CENTERS OF EXCELLENCE (COEs)/CENTERS OF DEVELOPMENT (CODs) FOR TEACHER EDUCATION

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and by virtue of Resolution No. R305-97, Series of 1997, of the Commission en banc, the following are the faculty scholarship program created in the Centers of Excellence (COEs)/Centers of Development (CODs) for teacher education.

1. Coverage

Effective School Year (SY) 1997-1998, the Faculty Scholarship Program shall be awarded to faculty member/s in the Centers of Excellence (COEs)/Centers of Development (CODs) for Teacher Education for full-time study toward a masters or doctorate degree.

2. Qualifications of Applicants

An applicant should possess the following qualifications:

- 2.1 Must be certified by the school president as a full-time faculty member of the COE/COD for Teacher Education;
- 2.2 Must be in good moral character;
- 2.3 Must be in good health as certified by a registered physician;
- 2.4 Does not have any pending application for resident immigrant status for the USA or any other country.

3. **Where to Secure and File Application for the Scholarship**

- 3.1 At the Centers of Excellence and Centers of Development for Teacher Education. (Annex A).

4. **Scholarship Privileges**

Applicants who qualify in the scholarship program:

MA/MS:

Stipend: P3,000/month (5 mos)	P 15,000.00
Tuition fee: P5,000/semester	5,000.00
Book Allowance: P1,000/sem	<u>1,000.00</u>
Per Semester	P 21,000.00
Thesis Writing: P30,000	P 30,000.00

Ph. D:

Stipend: P4,000/month (5 mos.)	P 20,000.00
Tuition fee: P7,000/semester	7,000.00
Book allowance: P1,500/semester	1,500.00
Per Semester	P 28,500.00
Dissertation: P50,000	P 50,000.00

Short-Term Courses:

Training fee (short-term)	P 6,000.00
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5. **Areas of Study**

- 5.1 The faculty scholarship grants will be in areas for which student scholarships have been granted to the COE/COD.
- 5.2 The scholarships will be for full-time study toward a masters or doctorate degree in English, Science or Mathematics education.
- 5.3 The scholar should enroll only in accredited graduate institutions for specialization applied for. The following are the recommended institutions:

For the Master of Education/Science/Arts - the DOST Science Education Institute's list of accredited institutions;

For the Ph. D. in Science/Mathematics Education:

- UP (College of Education)
- De la Salle University
- Ateneo de Manila University
- San Carlos University

For Ph. D. scholars in English:

- De la Salle University
- Ateneo de Manila University
- Philippine Normal University
- UP College of Education

- 5.4 Non full-time study under the UP Open University programs in Science Education may be allowed but under a different set of scholarship-grant conditions.

6. Administration of Scholarships

6.1 Centers of Excellence (COEs) and Centers of Development (CODs) shall:

6.1.1 administer the scholarship program including the selection of scholars in accordance with prescribed guidelines.

6.1.2 upon receipt of the information from CHED on scholarship qualifiers,

6.1.3 send **Notice of Award** which specified the date of signing and deadline for reply whether availing or not. The Notice should include request for the scholar to bring the following documents:

- a) Documentary Stamp
- b) Notarial Fee
- c) Awardee's birth certificate (in case citizenship is not established)

6.1.4 disburse the scholars monthly stipend and other allowances.



- 6.2 A scholarship agreement should be signed by and between the COE/COD and the scholar:
- 6.2.1 verify the identity of the awardee through his information sheet
 - 6.2.2 allow time for awardee to read the agreement;
 - 6.2.3 instruct awardee to sign all pages of the agreement.
- 6.3 The expenses for the notarization of the Contract shall be shouldered by the scholar/grantee.
- 6.4 CHED Central Office and the Regional Office should be provided a copy of the notarized contract;
- 6.5 A Masterlist of Scholars in COE/COD should be submitted to CHED within 30 days after the opening of the semester.

7. Roles and Responsibilities

- 7.1 Commission on Higher Education (CHED)
- 7.1.1 Issue policy guidelines for the scholarship program;
 - 7.1.2 Provide budget allocation for each COE/COD and transfer the corresponding amount based on the approved Line-Item-Budget in accordance with CHED Grants-in-Aid conditions.
- 7.2 Centers of Excellence (COEs)/Centers of Development (CODs)
- 7.2.1 Administer in the selection of scholars;
 - 7.2.2 Administer the scholarship program;
 - 7.2.3 Develop a data base on the scholarship
 - 7.2.4 Submit periodic financial and technical reports to CHED and HERO in accordance with CHED grants-in-aid conditions
 - 7.2.5 Liquidate the scholarship fund after the end of each, duly semester audited by the resident COA Auditor of an SUC or the Resident COA Auditor of the CHED Regional Office (in the case of Private HEIs) and forward the same to CHED for record purposes.

7.3 CHED Regional Offices

- 7.3.1 Perform an oversight function for CHED in regard to the Scholarship Program.
- 7.3.2 Submit to CHED Central Office a report on the scholarship status of scholars at the end of every semester/term.
- 7.3.3 Monitor and feed back to CHED Central Office the status of scholars who are rendering service obligation in the region.

7.4 Scholars

- 7.4.1 Maintain satisfactory academic performance in accordance with the COE/COD Guidelines;
- 7.4.2 Carry the prescribed academic load as specified by the COE/COD;
- 7.4.3 Maintain good moral character and good health;
- 7.4.4. Teach, preferably in his/her institution on a full-time basis along his field of specialization for a minimum period of equivalent to the length of time the scholar enjoyed the scholarship.

8. Service Obligation

The scholar shall immediately upon completion of his/her graduate education degree, render service preferably in the institution or region along his/her field of training for a minimum period equivalent to the length of time that he/she enjoyed the scholarship.

If the scholar is terminated before the completion of the course, either, shall refund the total financial assistance he/she received as a scholar with 12% interest; or shall render service to the country equivalent to the length of time he/she enjoyed the scholarship

Deferment of service obligation may be allowed in any of the following cases and conditionalities:



8.1 Further Studies

8.1.1 Local Studies

- a) with scholarship
 - letter of request for deferment of service obligation
 - copy of the scholarship contract
- b) personal expense
 - letter of request for deferment of service obligation

8.1.2 Out-of-Country Study

- a) With COE/COD Scholarship
 - letter of request for deferment of service obligation
 - copy of the scholarship contract with COE/COD
- b) Personal Expense
 - letter of request for deferment of service obligation
 - execute supplemental agreement
 - post surety bond

8.1.3 Other Reasons

- a) Travel abroad
 - execute supplemental agreement
 - post surety bond

Pasig City, Philippines, September 23, 1997

For the Commission:


ANGEL C. ALCALA
Chairman

