



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
**REGIONAL OFFICE XI**  
Loyola St., Obrero, Davao City



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**MEMORANDUM FROM THE REGIONAL DIRECTOR**  
**No. 016, series of 2022**

**TO: THE PRESIDENTS / HEADS**  
Public and Private Higher Education Institutions

**ATTN: ELIGIBLE FACULTY MEMBERS / SIKAP APPLICANTS**

**SUBJECT: ORIENTATION ON THE SECOND-BATCH OF APPLICANTS FOR SCHOLARSHIP FOR INSTRUCTORS' KNOWLEDGE ADVANCEMENT PROGRAM (SIKAP) GRANT FOR ELIGIBLE FACULTY MEMBERS IN DAVAO REGION**

**DATE: February 18, 2022**

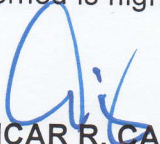
Pursuant to CHED Memorandum Orders No. 16, and 28, series of 2021, which approves the **Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP)** Grant for Full-time and Part-time Study, CHED Regional Offices are directed to invite and accept applications for full-time and part-time study under the SIKAP Grant.

Interested applicants who wish to apply for the **Second Batch of SIKAP Scholarship** either on Full-time Study or Part-time Study must meet the eligibility criteria provided in Annex A (Full-time Study) and Annex B (Part-time Study).

In this connection, this Office shall conduct a **Region-wide Orientation Webinar via Zoom** to all interested eligible faculty members for SIKAP Grant. The webinar is scheduled on **February 23, 2022, at 1:00 PM**. Interested applicants are advised to pre-register at <https://2NDBATCHSIKAPOrientation> on or before February 22, 2022.

For inquiries, you may coordinate with the CHED Region XI Local Graduate Program's Staff through email at [sikapgrant.r11@ched.gov.ph](mailto:sikapgrant.r11@ched.gov.ph) or contact us through our landline number at (082) 295-3418 loc. 103 or mobile number 09327029646.

The support and participation of all concerned is highly encouraged.

  
**MARICAR R. CASQUEJO, Ph.D., CESO III**  
Director IV

Encl.: as stated  
Cc: Records/file/kto12/sikap/ese/jars

**SIKAP GRANT  
FULL-TIME STUDY**

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**A. Eligibility Requirements for Full-Time Study**

- a. Filipino Citizen;
- b. The applicant must undertake and complete her/his graduate studies in an eligible graduate program offered by any of the following:
  - i. Autonomous / Deregulated Institutions;
  - ii. State Universities and Colleges (SUC) designated as Level III or higher;
  - iii. Center of Excellence (COE) or Center of Development (COD);
  - iv. A program accredited as or whose equivalent undergraduate program is accredited as Program Level III or higher; OR
  - v. Mindanao State University (MSU) and its constituent units, or the University of the Philippines (UP) and its constituent units
- c. Applicant is Teaching or Non-Teaching Personnel who are employed or separated from service/discharged within 12 months from date of application, including those under the basic or technical education divisions or departments, by any of the following HEIs:
  - i. An HEI duly recognized by CHED; or
  - ii. An HEI duly recognized by the Ministry of Basic, Higher and Technical Education (MBHTE);
  - iii. Local Universities and Colleges (LUCs) with Institutional Recognition (IR) issued by CHED;
- d. For those employed, must have an approved study leave for full-time study from the start of the scholarship and for the duration of study or, an issued certification of deloading of teaching units/work responsibilities/assignment from the Head of the Human Resource Office or its equivalent and attested by the HEI President or its equivalent;
- e. For those previously employed:
  - i. Must be separated from service/discharged within the last twelve (12) months at the time of application;
  - ii. The separation from service/discharge was not due to an administrative charge, dismissal or just causes as attested by a certification issued by the Head of the Human Resource Office of the previous employer.
- f. Must be physically fit and mentally prepared to undertake and complete graduate work as supported by a medical certificate;
- g. Age is not more than 50 years old within 6 months from the date of application (i.e. will not turn 51 in the next 6 months from date of submitted application);

**B. Mode of Implementation for Full-Time Study**

- a. The SIKAP Grant shall be implemented through two models:
  - i. Delivering HEI (DHEI) Model, for graduate programs which are offered by partner HEIs with signed Memoranda of Agreement (MOA) with CHED. Previously employed applicants are only allowed under the DHEI Model.
  - ii. Individual Model, for graduate programs which are offered by HEIs that are qualified under the scope and coverage of the policy.

**C. Documentary Requirements for Full-Time Study**

- a. Application Form\*
- b. Curriculum Vitae (CV)\*
- c. Certificate of Employment\*
- d. Certificate of Eligibility and Undertaking\*
- e. Release Form or Certification Issued by the Head of the Human Resource Office or its equivalent and attested by the President or its equivalent for full-time study\*
- f. Certification from previous employer that the separation from service/discharged is not due to the fault of the faculty/HEI personnel (for those previously employed);\*
- g. Proof of trainings attended, published works or research presented
- h. Recommendation Forms (Former Professor, Peer and Immediate Supervisor)\*

- i. Birth Certificate or Passport (Proof of Citizenship)
- j. Medical Certificate\*
- k. Proof of Admission to the DHEI or eligible program
- l. Transcript of Records (for every undergraduate and graduate/post-graduate degree attained)
- m. Draft Re-entry Action Plan
- n. Copy of Valid Government ID
- o. Supporting documents for the provided details in the CV and Application Form
- p. Clearance from CHED Office or Grant-issuing Government Office/Agency on previously availed scholarship/grant (if applicable)

*\*Using CHED Template*

#### **D. Issuances for Full-Time Study**

- CMO No. 16, s. 2021 or the Revised Guidelines of CHED Memorandum Order (CMO) No. 06, series of 2020 for Full-Time SIKAP Grant Scholars
- Handbook for the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) Grant for Full-Time Study