



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XI
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MEMORANDUM FROM THE REGIONAL DIRECTOR
No. 032, Series of 2022

TO : ALL DELIVERING HEIs (DHEIs) FOR SIKAP GRANT
ALL APPROVED SIKAP GRANTEES

SUBJECT : APPROVED APPLICANTS FOR THE SCHOLARSHIP FOR STAFF
AND INSTRUCTORS' KNOWLEDGE ADVANCEMENT PROGRAM
(SIKAP) GRANT FOR PART-TIME STUDY

DATE : MARCH 18, 2022

In accordance with the CHED Memorandum Order (CMO) No. 28, series of 2021, or the "Revised Guidelines of CMO No. 6, series of 2020 for Part-time Study under the SIKAP Grant", this Office is pleased to announce the attached **List of Approved SIKAP Grant Scholars for Part-time Study (Annex A)**. The applicants were vetted and approved based on the composite of information stated in the policy, as well as the (1) completeness of submission, and (2) eligibility criteria.

The approved applicants are directed to immediately complete the next steps (*see Annex B*) to become **full-pledged scholars**. In summary, the process of the submission of required documents to confirm the acceptance of the scholarship is as follows:

1. The APPROVED APPLICANTS submits all the original documentary requirements (*Complete Application Documents, and Written Acknowledgement for Acceptance of the Grant*) to the CHED Regional Office (CHEDRO) XI. These shall be submitted prior to the signing of the Scholarship Agreement/ Scholarship Undertaking.
2. The CHED Regional Office screens the submission for completeness and correctness. If deemed complete, the CHEDRO shall accept the documents for records purposes.
3. Upon receipt, the CHEDRO shall have the Scholarship Agreement/ Scholarship Undertaking signed by the approved applicant.

For information and guidance.


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

Encl: as stated
Cc: Records/ldp/cpop/ese/sikap/jars



ANNEX A: LIST OF APPROVED SIKAP GRANT SCHOLARS FOR PART-TIME STUDY

PERSONNEL INFORMATION				PROVIDER DETAILS			DEGREE LEVEL <i>MASTERS / DOCTORATE</i>	MODEL <i>(Individual Model / DHEI Model)</i>
NO.	LAST NAME	GIVEN NAME	MIDDLE NAME	HEI OF STUDY	NAME OF PROGRAM			
1	TALDE	DANNA KARYL JANE	CANARECIO	University of Mindanao	Doctor of Philosophy in Applied Linguistic	Doctorate	DHEI Model	
2	MAMAYABAY	KLEIN		University of the Immaculate Conception	Doctor of Philosophy in Education Major in Applied Linguistic	Doctorate	DHEI Model	
3	KADATUAN	BAI FAMELA MAE	USOP	University of Mindanao	Doctor of Philosophy in Filipino	Doctorate	DHEI Model	
4	BAUZON	ELIZABETH	SANTOS	University of the Immaculate Conception	Doctor of Business Management with Specialist in Information Systems	Doctorate	DHEI Model	
5	LOPEZ	ROSALIE	LAGUIAB	Cor Jesu College	Master of Library and Information Science	Masters	DHEI Model	
6	LAUREA	CARMELITA	ANG	University of the Immaculate Conception	Doctor in Business Administration	Doctorate	DHEI Model	

Prepared by:

[Signature]
JONA ANGELIE R. SARIGUMBA
 Project Technical Staff

Noted by:

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EVELYN S. ECLE, Ph.D.
 Permanent Alternate Focal Person

Approved by:

[Signature]
MARCIAR R. CASQUEJO, Ph.D., CESO III
 Regional Director

**ANNEX B:
NEXT STEPS TO BE ACCOMPLISHED BY THE APPROVED APPLICANTS**

TASKS	DEADLINE
<p>1. Submission of the original application package:</p> <ol style="list-style-type: none"> 1) Application Form 2) Curriculum Vitae (CV) 3) Certificate of Eligibility and Undertaking 4) Certification from the Head of the Human Resource Office or its equivalent, and recommended by the HEI President or its equivalent, containing the following information: <ol style="list-style-type: none"> a. Employment details, including years of service b. Performance rating <ol style="list-style-type: none"> i. For Full-Time Faculty or HEI personnel with plantilla / tenured items, for the past three (3) years; ii. For Full-Time Faculty or HEI personnel with plantilla / tenured items on temporary appointment, for the past one (1) year; iii. For Full-Time Contractual or Contract of Service Faculty or HEI personnel, for the past one (1) year; iv. For Part-Time Contractual or Contract of Service Faculty, for the a cumulative three (3) academic years c. Endorsement and permit to study d. Endorsement of the Faculty and Staff Development Committee or its equivalent 5) Certification from the SHEI/DHEI that the proposed thesis/dissertation is aligned with the research and development agenda of either the SHEI and/or DHEI as attested by the HEI President or its equivalent, if applicable; 6) Status of study and study plan, attested by the DHEI 7) Birth Certificate or Passport (Proof of Citizenship) 8) Medical Certificate 9) Proof of Admission to the DHEI 10) Transcript of Records (for every undergraduate and graduate/post-graduate degree attained) 11) Draft Re-entry Action Plan 12) Copy of Valid Government ID 13) Supporting documents for the provided details in the CV and Application Form (e.g. Proof of trainings attended, published works or research presented) 14) Clearance from CHED Office or Grant-issuing Government Office/Agency on previously availed scholarship/grant (if applicable) 	<p>On or before March 25, 2022</p>
<p>2. Submission of duly accomplished documents for:</p> <ol style="list-style-type: none"> a) Written Acknowledgement for Acceptance of the Grant <ul style="list-style-type: none"> • The approved applicant shall formally communicate their acceptance of the grant and confirm their enrollment in the approved graduate program through a written acknowledgement addressed to the CHEDRO b) Approved Study Plan indicating the duration of study <ul style="list-style-type: none"> • This shall be accomplished using the CHED template and must be signed by the authorized signatory. 	<p>Before the signing of Scholarship Agreement/ Scholarship Undertaking</p>