

**Implementing Guidelines of Commission on Higher Education (CHED)'s  
President Gloria Macapagal-Arroyo Science and Engineering  
Graduate Scholarship (PGMASEGS)\***

**Starting Academic Year 2007-2008**

## **I. INTRODUCTION: Background and Objectives**

The President Gloria Macapagal-Arroyo Science and Engineering Graduate Scholarship (PGMASEGS) is aimed at improving the scientific and engineering human resources of the country in pursuit of the President's desire to make the country a major player in the global economy.

Thus, during the 27<sup>th</sup> Annual Meeting and the 2007 International Science Conference of Philippine-American Academy of Science and Engineering (PAASE) on February 16, 2007 at Century Park Hotel, Manila, the President of the Republic of the Philippines directed the Secretary of the Department of Budget and Management (DBM) to release P100M each to the Commission on Higher Education (CHED) and the Department of Science and Technology (DOST) for graduate scholarships in science and engineering.

## **II. GUIDELINES**

The implementation of the PGMASEGS shall be guided by the provisions of CMO No. 43, s. 2005, *"Consolidated Implementing Guidelines of the Higher Education Development Project Faculty Development Program (HEDP-FDP): 2004-2010"*; except for the following deviations/additions which shall apply specifically to the PGMASEGS:

### **1. Components/Coverage**

The grant shall be limited to the following components:

- 1.1 Full Scholarship for Masters Program;
- 1.2 Thesis and Dissertation Grants for Graduate Students;
- 1.3 Full Scholarship for Ph.D. Program (Local); and
- 1.4 Ph.D. Sandwich Program (Foreign)

### **2. Qualified Applicants**

Qualified applicants and beneficiaries will be full-time higher education faculty members and research personnel/graduate assistants of HEIs (Higher Education Institutions).

Applicants who are research personnel/graduate assistants have to present a certification by the chancellor/president/head of their SHEI (Sending Higher Education Institution) that they shall be taken in as faculty members of the SHEI upon graduation/completion of the program.

### **3. Priority Areas**

The grant shall be for graduate studies in the following discipline clusters:

- 3.1 Natural and Physical Sciences;
- 3.2 Mathematics;
- 3.3 Engineering; and
- 3.4 Information Technology

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*\*Adapted from CHED's Revised Implementing Guidelines for the Higher Education Development Project-Faculty Development Program (2004-2010) and the CHED Commission en Banc Resolution No. 32-2008*

#### **4. Benefits for the Full-Time Scholar**

##### **4.1 Full Scholarship for Masters Program**

###### **A) Non-thesis option**

1. Full tuition and other fees
2. Book allowance of P15,000 for the entire duration of the 2-year program
3. Monthly stipend for the following terms:
  - a) Summer: P12,000 per month
  - b) Regular Semester: P12,000 per month
4. Group insurance
5. Transportation assistance (One roundtrip air/boat/bus fare to and from DHEI [Delivering Higher Education Institution] for the entire duration of the program, subject to the submission of receipt/s)
6. Substitute assistance (Maximum of P13,440 per month)
7. Subsistence Allowance:
  - a) Highly urbanized: P2,500 per month
  - b) Others: P2,000 per month

###### **B) Thesis option**

1. Full tuition and other fees
2. Book allowance of P15,000 for the entire duration of the 2-year program
3. Monthly stipend for the following terms:
  - a) Summer: P12,000 per month
  - b) Regular Semester: P12,000 per month
4. Group insurance
5. Transportation assistance (One roundtrip air/boat/bus fare to and from DHEI for the entire duration of the program, subject to the submission of receipt/s)
6. Thesis assistance
  - a) With Laboratory: P60,000
  - b) Without Laboratory: P40,000
7. Substitute assistance (Maximum of P13,440 per month)
8. Cash incentive of P50,000 to those who finish the course ahead of time (at least one term ahead)
9. Subsistence Allowance:
  - a) Highly urbanized: P2,500 per month
  - b) Others: P2,000 per month

##### **4.2 Thesis and Dissertation Grants for Graduate Students**

###### **A) Thesis assistance**

- A1. With Laboratory: P60,000
- A2. Without Laboratory: P40,000

###### **B) Dissertation assistance**

- B1. With Laboratory: P100,000
- B2. Without Laboratory: P60,000

*(An amount of P150,000 start-up research grant shall be awarded after completion of the degree and upon approval of the submitted research proposal.)*

#### **4.3 Full Scholarship for Ph.D. Program (Local)**

1. Full tuition and other fees
2. Book allowance of P20,000 for the entire duration of the 3-year program
3. Monthly stipend for the following terms:
  - a) Summer: P15,000 per month
  - b) Regular Semester: P15,000 per month
4. Group insurance
5. Transportation assistance (One roundtrip air/boat/bus fare to and from DHEI [Delivering Higher Education Institution] for the entire duration of the program, subject to the submission of receipt/s)
6. Dissertation assistance
  - a) With Laboratory: P100,000
  - b) Without Laboratory: P60,000
7. Substitute assistance (Maximum of P13,440 per month)
8. Cash incentive of P50,000 to those who finish the course ahead of time (at least one term ahead)
9. Subsistence Allowance:
  - a) Highly urbanized: P2,500 per month
  - b) Others: P2,000 per month

#### **4.4 Ph.D. Program Sandwich Program**

1. Funding support for dissertation work abroad to be completed in one (1) year: maximum of US\$25,000.00 per scholar
2. An amount of P150,000 start-up research grant after completion of the degree and upon approval of the submitted research proposal

### **5. Application Requirements**

#### **5.1 Full Scholarship for Masters Program**

##### ***Thesis/Non-thesis option***

*The applicant must –*

1. be a full-time faculty member in any of the priority SHEIs, or working as a research personnel/graduate assistant in any of the SHEIs who shall be taken in as a faculty member by his/her SHEI upon graduation/completion of the program;
2. be currently teaching in a public or private college or university in any of the identified priority fields (for faculty members);
3. have no master's degree in the priority field applied for;
4. have good academic record;
5. be a Filipino citizen;
6. not be more than 47 years old;
7. be in good health;
8. have no pending criminal/administrative charges or must not have been convicted for violation of any Philippine Law (Certification must be obtained from appropriate agencies);
9. be endorsed by the head of the SHEI; and
10. be willing to render the required service obligation in the SHEI for the period equivalent to the length of time the scholarship was enjoyed.

## **5.2 Thesis and Dissertation Grants for Graduate Students**

*The applicant must –*

1. be a full-time faculty member in any of the priority SHEIs, or working as a research personnel/graduate assistant in any of the SHEIs who shall be taken in as a faculty member by his/her SHEI upon graduation/completion of the program;
2. be currently teaching in a public or private college or university in any of the identified priority fields (for faculty members);
3. have no master's/doctorate degree in the priority field applied for;
4. have good academic record;
5. be a Filipino citizen;
6. not be more than 47 years old (for thesis grant)/45 years old (for dissertation grant);
7. be in good health;
8. have his/her thesis/dissertation proposal approved by the Defense Panel (or submit a certification for those colleges/departments which do not require proposal defense), and approved and accepted by the College Graduate Committee;
9. have no pending criminal/administrative charges or must not have been convicted for violation of any Philippine Law (Certification must be obtained from appropriate agencies);
10. be endorsed by the head of the SHEI; and
11. be willing to render the required service obligation in the SHEI for the period equivalent to the length of time the scholarship was enjoyed.

## **5.3 Full Scholarship for Ph.D. Program (Local)**

*The applicant must –*

1. be a full-time faculty member in any of the priority SHEIs, or working as a research personnel/graduate assistant in any of the SHEIs who shall be taken in as a faculty member by his/her SHEI upon graduation/completion of the program;
2. be currently teaching in a public or private college or university in any of the identified priority fields (for faculty members);
3. have no doctorate degree in the priority field or in other COEs discipline applied for;
4. have good academic record;
5. be a Filipino citizen;
6. not be more than 45 years old;
7. be in good health;
8. have no pending criminal/administrative charges or must not have been convicted for violation of any crime (Certification must be obtained from appropriate agencies);
9. be endorsed by the head of the SHEI; and
10. be willing to render the required service obligation in the SHEI for the period equivalent to the length of time the scholarship was enjoyed.

## **5.4 Ph.D. Sandwich Program**

*The applicant –*

1. is preferably a full-time faculty member in any of the DHEIs;
2. must have no doctorate degree in the priority field applied for;

3. must have good academic record;
4. must be a Filipino citizen;
5. must not be more than 47 years old;
6. must have finished all the courses required for the Ph.D. program in a priority field of the PGMASEGS;
7. must have passed the comprehensive examinations for the program in which he/she is enrolled in;
8. must have successfully defended his/her Ph.D. dissertation proposal;
9. must have been accepted in a University abroad as a research fellow with a faculty member in the said University willing to act as her/his adviser while doing research. The local adviser should be involved in the search for the adviser abroad;
10. must be in good health;
11. must have no pending criminal/administrative charges or must not have been convicted for violation of any Philippine Law (Certification must be obtained from appropriate agencies);
12. must be endorsed by the head of the DHEI; and
13. must be willing to render the required service obligation in the DHEI (local employer) for the period equivalent to the length of time the scholarship was enjoyed.

### **III. RESPONSIBILITIES OF IMPLEMENTORS**

#### **CHED**

*The CHED shall –*

1. Provide/Release the financial requirements of the DHEIs relative to the number of approved faculty scholars;
2. ensure the funding support for the faculty scholar's graduate education until full completion of the course program;
3. require that its consent be obtained in the event that the faculty scholar intends to leave the country while the scholarship contract is still in force;
4. demand faithful compliance by the DHEI, the SHEI and the grantee of the terms and conditions of the PGMASEGS;
5. in coordination with the DHEI, SHEI and the Office of the Vice-Chancellor for Research and Development-UP Diliman (OVCRD-UPD), monitor the progress of the grantee under the program;
6. have the right to terminate the scholarship of the grantee in consideration of the recommendation of the DHEI/SHEI; and
7. in cooperation with the OVCRD-UPD, verify the correctness of the liquidation reports submitted by the DHEI.

#### **DHEI**

*The DHEI shall –*

1. Prepare/Facilitate the selection, admission and enrollment of faculty scholars and prepare necessary documents for submission to CHED;
2. select/recommend faculty applicants for scholarship under PGMASEGS;
3. prepare and implement a thesis/non-thesis masters program, full Ph.D. (local) and Ph.D. Sandwich (abroad) programs for full-time faculty scholars;
4. assign a program coordinator who will act as liaison officer between SHEI, DHEI, OVCRD-UPD and CHED;

5. release to the faculty scholar/s (whenever funds are available from the CHED/OVCRD-UPD) his/her allowances;
6. monitor the progress of the faculty scholar/s and submit a report at the end of every term to PGMASEGS Coordination Office in UP (c/o OVCRD-UPD) about the performance of the said scholar/s;
7. confer to the faculty scholar/s the masters/doctorate degree in his/her chosen field upon successful completion of the requirements set for the course program;
8. produce a comprehensive and thorough report on the conduct and implementation of the program;
9. return to CHED/OVCRD-UPD all the unexpended balance of the project/study fund and interest thereon together with a complete and proper accounting made of expenses incurred as per the project budget;
10. have the right to recommend the termination of the grantee's scholarship due to any reasonable cause; and
11. perform other functions as may be requested by CHED/OVCRD-UPD under the program.

## **SHEI**

*The SHEI shall –*

1. Recommend the faculty applicant based on the established criteria approved by CHED;
2. coordinate with CHED in monitoring the progress of the grantee under the program;
3. have the right to recommend the termination of the grantee's scholarship due to the following causes:
  - a) the grantee fails to meet the academic standards set by the DHEI;
  - b) the grantee willfully fails to enroll in the required academic load of the DHEI;
  - c) the grantee exceeds the time allotted to finish the program;
  - d) the grantee fails to enroll for any term or drops any of his/her courses without the approval of the DHEI and the CHED;
  - e) the grantee willfully fails to submit the reports required of him/her on time;
  - f) the grantee resigns or transfers from the SHEI where he/she obtained an endorsement and for which the grant was accommodated;
  - g) other justifiable grounds which prove the inability of the grantee to complete his/her degree (i.e., poor health as certified by a government physician; or if the grantee will need to go on maternity leave);
  - h) non-availability or exhaustion of funds;
  - i) any act of discourtesy to an official or employee of the CHED/OVCRD-UPD;
  - j) commission of any act of immorality, drunkenness, dishonesty, discourtesy, and any form of misconduct;
  - k) conviction of any crime by a court or a competent administrative body;
  - l) such other acts as may be considered by CHED as inimical to the interest of the government of the Republic of the Philippines and those that adversely affect the integrity of CHED's Faculty Development Program (FDP); and
  - m) active search for an employment during the grant period.
4. release the grantee for full-time masters/thesis or Ph.D./dissertation study;
5. provide the grantee the following upon successful completion and return to the home or SHEI:
  - a) promotion or upgrading of position whenever legally possible; and
  - b) salary upgrading upon availability of funds.
6. provide the Full Salary of the grantee during his/her scholarship;

7. require the grantee to render return service equivalent to the length of time that he/she enjoyed the scholarship, that is, one year of service for every year of scholarship or a fraction thereof; or according to the specifications provided in the faculty handbook of the SHEI with respect to return of service, or such other policies, rules or regulations that CHED may impose pertinent to return of service by the grantee under this scholarship grant;
8. enforce strictly the terms of the scholarship grant, specifically the return of service requirement stated above and ensure faithful compliance by the grantee of the terms of the scholarship grant;
9. faithfully abide with all existing and future policies of the CHED with respect to the FDP; and
10. reimburse CHED/OVCRD-UPD the total financial assistance released to the grantee in case it recalls the latter without valid reasons and prior notice to the CHED.

## **Grantee**

*The Grantee shall –*

1. Enter into a Scholarship Contract with CHED and his/her SHEI with Co-Maker Undertaking;
2. enroll in the program of study and in the field of specialization approved by CHED;
3. take the required academic load per semester/term as required by DHEI;
4. devote full amount of time required by the CHED-approved program of study;
5. maintain an academic record acceptable to the standards of the DHEI;
6. follow the regular schedule of academic course offerings prescribed by the DHEI until he/she finishes his/her program within the allotted time;  
Provided that, deferment of enrollment shall not be allowed except for the following reasons:
  - a) Poor health of grantee (if the grant is already ongoing) as certified by a government physician;
  - b) The grantee is on maternity leave of absence; and
  - c) Meritorious reason acceptable to the concerned institute/CHED.
 Provided further that, deferment in these cases shall be limited to a maximum of one (1) year.
7. seek and obtain approval in case he/she decides to shift his/her field of specialization. Failure to obtain the approval of CHED shall immediately cause the termination of the scholarship grant and require the faculty scholar to reimburse CHED all the financial support extended under this scholarship program;
8. reimburse CHED the total assistance released to him/her, in case of willful abandonment of the scholarship, gross misconduct and non-compliance with the terms and conditions stipulated in the Scholarship Contract;
9. submit a notarized Co-Maker Undertaking and a copy of the Co-Maker's Income Tax Return for the duration of the scholarship;
10. seek CHED permission before leaving the country while the scholarship contract is still in force; and
11. render return service to the SHEI which has endorsed him/her for the grant and for which the grant has been accommodated equivalent to the length of time that the scholar enjoyed the scholarship one year of service for every year of scholarship or a fraction thereof. This will also hold for the non-completion of the course including failure to complete the required courses.

## **IV. COMMON TERMS AND CONDITIONS**

### **Procedural Matters**

1. Only Grantees officially enrolled are entitled to receive the privileges.
2. Only Grantees enrolled in the prescribed load requirement of the DHEI for the term shall be entitled to full stipend.
3. Grantees enrolled in residency are given privileges on a case-to-case basis.
4. For Grantees who received scholarship privileges during the term but went on approved leave of absence, the total amount granted to him/her will be deducted from his/her entitlements for the succeeding term/s.
5. Stipends of Grantees with reduced study load will be correspondingly decreased.
6. Reimbursement of the expenses for the substitute teachers shall be released directly to the SHEI by CHED at the end of every term (semester, trimester, or quarter).
7. Research allowances may be given to Grantees only upon receipt of thesis/dissertation proposal duly approved by the graduate committee, line-item budget endorsed by the adviser, and results of the comprehensive examinations.
8. Full-time faculty scholars under non-thesis master's degree, masters with thesis and Ph.D. (local) shall enroll at least nine (9) units study load per semester/term except during the last semester/term.
9. Grantees in the distance-learning mode shall take the load prescribed by the university.
10. In highly meritorious cases, the minimum required academic load may be waived as duly recommended and certified necessary by the appropriate authority/graduate school.
11. The signed approval of the faculty scholars will be the basis for the enrollment at the start of the first term of every scholar.
12. For ongoing faculty scholars, the basis for the enrollment will be the grades for the previous term.
13. CHED will allow a grantee to enroll a particular subject only once, meaning, the grantee shall shoulder the school fees for any retake subject.
14. The cash incentive for the Masters Thesis program can only be provided if the grantee finishes the program at least one term (semester, trimester or quarter) ahead of the scheduled program completion.

### **Termination of Scholarship**

The scholarship shall be terminated under any of the following circumstances:

1. The Grantee fails to meet the academic standards set by DHEI;
2. The Grantee wilfully fails to enroll in the required academic load of the DHEI;
3. The Grantee fails to enroll for any term or drops any of his/her courses without the approval of the DHEI and the CHED;
4. The Grantee exceeds the time allotted to finish the program;
5. The Grantee resigns or transfers from the SHEI where he/she obtained an endorsement and for which the grant was accommodated; Grantee may be allowed to continue the scholarship if he/she transfers to another SHEI, with CHED approval;
6. For other justifiable grounds which prove the inability of the Grantee to complete his/her degree (i.e., poor health of Grantee as certified by a government physician, Grantee will need to go on maternity leave);
7. Non-availability or exhaustion of funds;
8. Commission of any act of immorality, drunkenness, dishonesty, and any other form of misconduct;
9. Conviction of any crime by a court or proper administrative body; and



10. Such other acts as may be considered by CHED as inimical to the interest of the government of the Republic of the Philippines and those that adversely affect the integrity of the FDP.

### **Repayment Obligations**

Every grantee is expected to complete his/her scholarship under PGMASEGS within the specified period and in accordance with the contract he/she has entered into with CHED and his/her SHEI. Upon successful completion of the scholarship, the grantee shall render the required return service.

All financial support extended to the grantee shall be repaid to CHED in case he/she is unable to finish his/her course and/or render the required years of service to SHEI except when the program is terminated due to the lack of funds or death of the former.

Repayment of all financial privileges enjoyed by the grantee during the period of the grant shall include tuition and other fees, stipend, book allowance, transportation assistance and substitute payment (if applicable). Moreover, if the grantee is unable to render or repay the service obligation, he/she shall be disqualified from any other future CHED scholarship program.

When a grantee fails to fulfill his/her service obligation, either due to unauthorized transfer to another school/institution or resignation from his/her SHEI, he/she is required to pay to SHEI, in addition to all the privileges enjoyed, the money value of the service obligation based on the salary received at the time of transfer or resignation.

The refund of scholar's monetary privileges which were received while on leave from the program may be waived due to health reasons, provided a medical certificate is submitted to the DHEI and the CHED.

The SHEI (where the grantee continues to work) and the CHED are held responsible for the continuous collection/deduction of a grantee's repayment obligation. No suspension of the said deduction shall be made without prior recommendation from the PGMASEGS Secretariat.

### **Waiver of Accountabilities**

Upon successful completion of the scholarship program and after submission of the following to the CHED, the Grantee shall be relieved of all scholarship accountabilities, except the service obligation specified in the guidelines:

1. Certified true copy of the Diploma
2. Certified true copy of the Transcript of Records

## **V. EFFECTIVITY**

These Guidelines shall take effect starting Academic Year 2007-2008 and shall remain in force for the entire duration of the PGMASEGS.