



Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION  
DAP/Jollibee Center Bldg., San Miguel Ave., Pasig City

## **CHED MEMORANDUM ORDER**

No.: 43

Series 2005

**SUBJECT: CONSOLIDATED IMPLEMENTING GUIDELINES  
OF THE HIGHER EDUCATION DEVELOPMENT  
PROJECT-FACULTY DEVELOPMENT PROGRAM  
(HEDP-FDP): 2004-2010**

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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 pursuant to Commission *en banc* (CEB) Resolution No. 643 s. 2005, the attached consolidated Implementing Guidelines are hereby adopted for the efficient implementation of the Higher Education Development Project-Faculty Development Program (HEDP-FDP), for immediate dissemination.

These Guidelines shall take effect starting October 2005 and shall remain in force until otherwise revoked.

This CHED Memorandum Order (CMO) supersedes CMO # 35 Series of 2004 and CMO # 5 Series of 2005 accordingly.

Pasig City, Philippines \_\_\_\_\_.

(Sgd.) **Hon. CARLITO S. PUNO**  
*Chairman*

# **COMMISSION ON HIGHER EDUCATION**

**DAP Bldg., San Miguel Ave., Ortigas Center, Pasig City**

***Tel. Nos.: 632-7860, 637-5157 & 633-1981***

## **Revised Implementing Guidelines**

**of the**

## **Higher Education Development Project-Faculty Development Program (HEDP-FDP): 2004-2010**

**October 28, 2005**

***(Consolidated)***

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# **Implementing Guidelines of the Higher Education Development Project-Faculty Development Program (HEDP-FDP): 2004-2010**

## **I. INTRODUCTION**

### **1. Background and Objectives**

The Faculty Development Program (FDP) is a major component of the Higher Education Development Project (HEDP), a set of reform-orientation interventions aimed at improving the quality, equity and efficiency of Philippine higher education.

The need for faculty development was underscored by Philippine Education Sector Study (PESS) and the Presidential Commission on Educational Reform (PCER) both of which noted that although the government prescribes that teachers at the tertiary level must have at least a master's degree in the field in which they teach, only 33% of over 90,000 tertiary level teachers have the said degree. This situation was viewed as one of the reasons for the unsatisfactory quality of education in the Philippines.

The FDP seeks to upgrade the academic qualifications of tertiary faculty to masters and doctorate degree levels. It is expected that through the FDP, the improved qualifications and teaching methods will contribute directly to better student learning which in turn would translate into higher passing rates in professional licensure examinations and greater productivity of graduates. The HEDP-FDP will provide scholarship slots to some 3,500 faculty members from all over the country.

These guidelines are hereby adopted in order to accelerate the implementation of the FDP and to standardize the requirements for scholarship and privileges and/or allowances of the grantees.

### **2. Components/Coverage**

The scholarship grants are for:

- Non-Thesis Masters Degree;
- Masters with Thesis;
- Full Ph.D. (local);
- Ph.D. Sandwich (abroad); and
- IT Certification

The grant shall be for MA/M.Sc. or Ph.D. degree programs in priority fields offered by the identified delivering higher education institutions (DHEIs).

The scholarship shall cover actual tuition and other fees, stipend, book allowance, transportation assistance, thesis/dissertation grant, substitute assistance for full time scholars, and a cash incentive for those who finish ahead of schedule.

The faculty scholars shall be expected to continue teaching in their respective institutions while on part time study and after completion of the degree.

## II. NON-THESIS MASTERS DEGREE (*Part-time and Full-time Mode*)

### Coverage

The non-thesis master's degree is a local program to be undertaken on campus and via distance learning on a full time and part time basis for tertiary faculty who are currently teaching in the following priority fields:

1. English;
2. Social Science (*Anthropology, History, Economics, Philosophy, Political Science, Psychology, Sociology, and Measurement & Evaluation*);
3. Natural Science (*Biology, Chemistry and Physics*);
4. Mathematics;
5. Information Technology/Systems;
6. Engineering
7. Testing & Measurement

### Requirements

*The faculty applicant must –*

1. be a full time faculty member in any of the priority sending higher education institutions (SHEIs) ;
2. be currently teaching in a public or private college or university in any of the identified priority fields;
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.

### Procedure

1. Secure admission in any of the identified DHEIs and upon admission into the graduate program of the said DHEI, submit the following papers directly to the contact person/program coordinator:
  - a) Accomplished Application Forms for the FDP grant (Forms are available at the office of the contact person/program coordinator, CHED Regional Offices or downloaded from CHED website);
  - b) Recommendation of the department head/chair with the approval from the head of the SHEI (Dean's level and above) with certification regarding:
    - 1) Employment Status,
    - 2) availability of a position for the grantee upon completion of the program corresponding to grantee's newly acquired qualification, and
    - 3) that the grantee has no pending administrative charges and scholarship program being undertaken.

- c) In case of full time Contractual/Probationary, Rehiring Agreement (RA) indicating SHEI's commitment to rehire the faculty scholar to return service after completion.
2. The DHEI forwards to the CHED HEDP-FDP Secretariat the documents of faculty applicants who have passed institution's admission requirements.
3. CHED evaluates and approves the final list of qualified applicants then sends the information and Scholarship Contracts (to be executed by the approved applicant and the head of the SHEI) to the DHEI.
4. Faculty applicants approved by CHED must submit the following documents and enrol at the DHEI:
  - a) NSO authenticated Birth Certificate;
  - b) Medical Certificate issued by a government physician issued within the last six months;
  - c) NBI or Police Clearance issued within the last six months; and
  - d) Accomplished Scholarship Contract and Co-maker Undertaking.
5. Scholarship funds will be released by CHED to the DHEIs based on the submitted Work and Financial Plan (WFP). Grantees claim their stipends and other allowances in their respective DHEIs.

## **Privileges**

### Part time Faculty Scholar

1. Full tuition and other fees
2. Book allowance of P15,000 for the entire duration of the program
3. Monthly stipend for the following terms:
  - a) Summer: P10,000 per month
  - b) Semester/Trimester/Quarter: P4,000 per month
4. Transportation Assistance for the following terms:
  - a) Summer: (One-roundtrip air/boat/bus fare to and from, subject to the submission of receipt/s.)
  - b) Semester/Trimester/Quarter:  
P1,000 per month for 50-150 kilometers,  
P1,500 per month for 151-300 kilometers, and  
P2,000 per month for 301 kilometers and above

### Full time Faculty Scholar

1. Full tuition and other fees
2. Book allowance of P15,000 for the entire duration of the program
3. Monthly stipend for the following terms:
  - a) Summer: P10,000 per month
  - b) Semester/Trimester/Quarter: P8,000 per month
4. Transportation assistance (One-roundtrip air/boat/bus fare to and from for the entire duration of the program, subject to the submission of receipt/s.)
5. Substitute assistance (Maximum of 12 units or P13,440 per month)

## **Delivering Higher Education Institutions (DHEIs)**

The DHEIs are identified by the Technical Working Group (TWG) on HEDP-FDP as the host/granting institutions of the program/s in the priority fields being delivered with a high mark distinctive record of Center/s of Excellence (COE/s), Center/s of Development (COD/s) and with at least Level III accreditation by any of the members of the Federation of Accrediting Agencies of the Philippines (FAAP). (See Appendix B)

For consortium programs particularly Master of Engineering Program (MEP) and Master of Information Technology (MIT), a scholar may take his/her courses in more than one DHEI member of the consortium. Units earned in one DHEI will be credited in the other DHEIs in the consortium.

### **III. THESIS MASTERS DEGREE (*Full-time Mode*)**

#### **Coverage**

The thesis master's degree is a local program to be undertaken on campus on a full time basis for tertiary faculty who are currently teaching in the following priority fields:

1. English;
2. Social Science (*Anthropology, History, Economics, Philosophy, Political Science, Psychology, Sociology, and Measurement & Evaluation*);
3. Natural Science (*Biology, Chemistry and Physics*);
4. Materials Science;
5. Mathematics;
6. Information Technology/Systems;
7. Engineering;
8. Electronics;
9. Testing and Measurements; and
10. Other COD/COE Disciplines

#### **Requirements**

The same as for non-thesis masters program.

#### **Procedure**

The same as for non-thesis masters program.

#### **Privileges**

1. Full tuition and other fees
2. Book allowance of P15,000 for the entire duration of the program
3. Monthly stipend for the following terms:
  - a) Summer: P10,000 per month
  - b) Semester/Trimester/Quarter: P8,000 per month
4. Transportation assistance (One-roundtrip air/boat/bus fare to and from for the entire duration of the program, subject to the submission of receipt/s.)
5. Thesis Assistance
  - a) With Laboratory: P60,000
  - b) Without Laboratory: P40,000
6. Substitute assistance (Maximum of 12 units or P13,440 per month)
7. Cash incentive of P50,000 to those who finish the course ahead of time (at least one term ahead)

## **Delivering Higher Education Institutions (DHEIs)**

The DHEIs for non-thesis masters program shall also be the DHEIs for thesis masters program. In addition, CODs/COEs offering the priority programs are also eligible as DHEI for this component.

## **IV. FULL Ph.D. DEGREE (*Full-time Mode*)**

### **Coverage**

The full Ph.D. degree is a local program to be undertaken on campus on a full time basis for tertiary faculty who are currently teaching in the following priority fields:

1. English;
2. Social Science (*Anthropology, History, Economics, Philosophy, Political Science, Psychology, Sociology, and Measurement & Evaluation*);
3. Natural Science (*Biology, Chemistry and Physics*);
4. Materials Science;
5. Mathematics;
6. Information Technology/Systems;
7. Engineering;
8. Electronics;
9. Testing and Measurements; and
10. Other COE Disciplines

### **Requirements**

*The faculty applicant must –*

1. be a full time faculty member in any of the priority sending higher education institutions (SHEIs) ;
2. be currently teaching in a public or private college or university in any of the identified priority fields;
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.

### **Procedure**

The same as for non-thesis/thesis masters program.

## **Privileges**

1. Full tuition and other fees
2. Book allowance of P15,000 for the entire duration of the program
3. Monthly stipend for the following terms:
  - a) Summer: P10,000 per month
  - b) Semester/Trimester/Quarter: P9,000 per month
4. Transportation assistance (One-Roundtrip air/boat/bus fare to and from for the entire duration of the program, subject to the submission of receipt/s.)
5. Dissertation Assistance
  - a) With Laboratory: P100,000
  - c) Without Laboratory: P60,000
6. Substitute assistance (Maximum of 12 units or P13,440 per month)

## **Delivering Higher Education Institutions (DHEIs)**

The DHEIs for the masters program which are also COEs offering the priority programs may apply to be DHEIs for the full Ph.D. (local) program.

## **V. PH.D. SANDWICH PROGRAM (*Full- time Mode*)**

### **Coverage**

The Ph.D. sandwich program is a dissertation writing to be undertaken on overseas on a full time basis for tertiary faculty who are currently teaching in the following priority fields:

1. English;
2. Social Science (*Anthropology, History, Economics, Philosophy, Political Science, Psychology, Sociology, and Measurement & Evaluation*);
3. Natural Science (*Biology, Chemistry and Physics*);
4. Materials Science;
5. Mathematics;
6. Information Technology/Systems;
7. Engineering; and
8. Electronics

### **Requirements**

*The faculty 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 HEDP-FDP;
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.

### **Procedure**

1. Candidate must submit the following documents to the CHED HEDP-FDP Secretariat:
  - a) Transcript of Records from the University where the student is enrolled in the Ph.D. program;
  - b) Certification by the Graduate School that he/she has taken or passed the comprehensive examinations and has successfully defended the dissertation proposal;
  - c) Letter of Recommendation for the Grant from the local faculty adviser;
  - d) Certification from a University abroad that he/she has been accepted as a research fellow in their Department;
  - e) Letter from prospective foreign faculty adviser/supervisor for research that he/she is willing to supervise the Grantee in their department;
  - f) Letter from local faculty adviser that he/she is in communication with Grantee's prospective foreign faculty adviser/supervisor regarding the scope of Grantee's research work; and
  - g) Tentative budget for one year stay abroad including round trip air fare, University fee for the duration of the research fellowship, accommodation & meals, inland travel, and other expenses during research.
2. Candidate must pass an interview to be administered by the members of the TWG on HEDP-FDP or by a designated group;
3. Once the scholarship grant is approved, the Grantee must sign the usual Scholarship Contract with the CHED and the school/university where he/she is currently employed;
4. While abroad, the Grantee/Scholar must submit quarterly progress reports to CHED HEDP-FDP Secretariat certified by foreign faculty research supervisor in the institution of residence abroad. CHED will coordinate with local faculty adviser whether these progress reports are in accordance with the proposed program of research abroad; and
5. Grantee's reports should be, as much as possible, in the form of the final draft of the dissertation being researched abroad.

### **Privileges**

A total grant of US\$25,000.00 per scholar for a one (1) year duration of the dissertation writing abroad.

## **VI. IT CERTIFICATION**

### **Coverage**

The IT Certification is a short-term training program for tertiary faculty teaching in Information and Communications Technology (ICT) courses from any of the higher education institutions (HEIs) with COEs/CODs IT programs.

### **Requirements**

*The faculty applicant –*

1. must be a tertiary faculty member in any of the 24 IT-CODEs;
2. must not currently be a recipient of the CHED Faculty Development Scholarship Program;
3. must have a good academic record;
4. must be a Filipino Citizen;
5. must be in good health;
6. must have no pending criminal or administrative charges or must not have been convicted for violation of Philippine Law; and
7. must be willing to render the required service obligation.

### **Procedure**

1. The faculty applicant must submit the following documents to the IT-CODE Project Coordinator:
  - a) Accomplished Application Form for the grant with information on current teaching load and employment status,
  - b) Recommendation of the IT Program Chairperson approved by the head of the SHEI (Dean's level and above),
  - c) Certification of no pending administrative charges, and
  - d) Proposed certification program that faculty applicant is going to enroll in with the corresponding assessed training fees and/or examination fees.
2. The HEI project coordinator forwards the documents to CHED;
3. CHED reviews the application and communicates the final list of approved faculty trainees to the HEI. CHED also sends the Training Contracts to be signed by the faculty trainees and the head of the HEI; and
4. Approved faculty trainees must submit the following documents and enroll at the Training Center accredited by the Technical Education & Skills Development Authority (TESDA):
  - a) NSO authenticated Birth Certificate;
  - b) NBI or Police Clearance issued within the last 6 months; and
  - c) Accomplished Scholarship Contract and Co-maker Undertaking.

### **Privilege**

A total of US\$400 or about P20,000.00 per faculty trainee for certification training and examination fees.

## **VII. 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 both SHEI and the Grantee of the terms and conditions of the HEDP-FDP;
5. 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. verify the correctness of the liquidation reports submitted by the DHEI.

### **DHEI**

*The DHEI shall –*

1. Prepare/Facilitate the selection, admission and enrolment of faculty scholars and prepare necessary documents for submission to CHED;
2. select/recommend faculty applicants for scholarship under HEDP-FDP;
3. prepare and implement a non-thesis masters program on a part-time and full-time basis; 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 and CHED;
5. immediately release to the faculty scholar/s (whenever funds are available from the CHED) his/her allowances at the start of every term;
6. monitor the progress of the faculty scholar/s and submit a report at the end of every term to HEDP-FDP Secretariat about the performance of the said scholar/s;
7. confer to the faculty scholar/s the masters 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 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
10. perform other functions as may be requested by CHED 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) for 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; and 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;
  - 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; and
  - 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 the FDP.
4. decrease the teaching load of the grantee in consultation with him/her;
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, i.e. 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 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 on going) 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 scholar ship or a fraction thereof. This will also hold for the non-completion of the course including failure to complete the required courses.

## **VIII. 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 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. Fulltime faculty scholars under non-thesis master's degree, masters with thesis and Ph.D. (local) shall enrol at least nine (9) units study load per semester/term.
9. Part time faculty scholars shall take not less than six (6) units study load per semester/term.
10. Grantees in the distance-learning mode shall take the load prescribed by the university.

11. In highly meritorious cases, the minimum required academic load may be waived as duly recommended and certified necessary by the appropriate authority/graduate school.
12. The signed approval of the faculty scholars will be the basis for the enrolment at the start of the first term of every scholar.
13. For on-going faculty scholars, the basis for the enrolment will be the grades for the previous term.
14. CHED will allow a grantee to enrol a particular subject only once, meaning, the grantee shall shoulder the school fees for any retake subject.
15. 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 enrol in the required academic load of the DHEI;
3. The Grantee fails to enrol 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 HEDP-FDP.

### **Repayment Obligations**

Every grantee is expected to complete his/her scholarship under HEDP-FDP 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 fulfil 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 HEDP-FDP 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

## **IX. APPENDICES**