

# APPLICATION PROCEDURE

1. Secure admission in any of the identified delivering higher education institutions (DHEIs) and upon admission into the graduate program, submit the following documents directly to the contact person/coordinator:
  - a) *Accomplished application forms for admission and for FDP grant (forms are available at the office of the contact person/program coordinator, CHED Regional Offices or maybe downloaded from the 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 (indicating whether full-time regular or contractual/probationary);
    2. the availability of a position for the grantee upon completion of the program corresponding to the grantee's newly acquired qualification; and
    3. no pending administrative charges against the grantee and no other scholarship program being enjoyed by the grantee.
  - c) *In case of full-time contractual/probationary faculty, a Rehiring Agreement (RA) indicating SHEI's commitment to rehire the faculty scholar to return service after completion.*
2. The DHEI forwards to CHED HEDP-FDP Secretariat the documents of faculty applicants who have passed the 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 both the approved applicant and by the head of the SHEI)
4. Faculty applicants approved by CHED must submit the following documents and enroll at the DHEI:
  - a) *NSO authenticated Birth Certificate*
  - b) *Medical Certificate issued by a government physician issued within the last 6 months*
  - c) *NBI or Police Clearance issued within the last 6 months*
  - 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

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**Financial assistance shall be provided for the hiring of substitutes for full-time scholars.**

FOR MORE INFORMATION, PLEASE CONTACT

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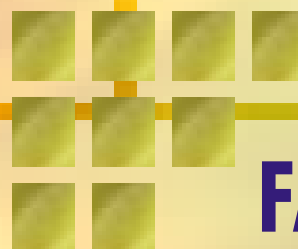
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*(click on: Projects)*



**Commission on Higher Education**  
**Higher Education**  
**Development Project**



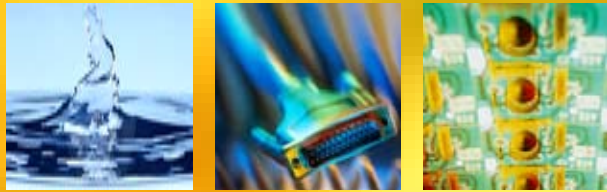
**FACULTY  
DEVELOPMENT  
PROGRAM**  
**(Masters Degree)**



OFFICE OF THE PRESIDENT  
OF THE PHILIPPINES

# CHED

Commission on Higher Education



## FACULTY DEVELOPMENT PROGRAM

The Faculty Development Program (FDP) is a major component of the six-year Higher Education Development Project (HEDP), a set of reform-oriented interventions aimed at improving the quality, equity and efficiency of Philippine higher education. The FDP seeks to upgrade the academic qualifications of tertiary faculty to masters and doctorate degree levels.

It is expected that through this program, improved faculty 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 scholarship grants are for non-thesis masters degree and thesis masters degree programs to be undertaken on campus or via distance learning on a full/part-time basis. Faculty scholars shall be expected to continue teaching in their respective institutions while on part-time study and after completion of the degree.

## PRIORITY FIELDS

The grants shall be for masters degree programs in the following priority fields offered by the identified delivering higher education institutions (DHEIs):

- ✦ ENGLISH
- ✦ NATURAL SCIENCES
  - Biology/Chemistry/Physics
- ✦ MATHEMATICS
- ✦ MATERIAL SCIENCE
- ✦ SOCIAL SCIENCES
  - Anthropology/History/  
Economics/Philosophy/  
Political Science/ Psychology/  
Sociology/ Educational Measurement and  
Evaluation
- ✦ INFORMATION TECHNOLOGY/SYSTEMS
- ✦ ENGINEERING

## QUALIFICATIONS

### The applicant **MUST**:

- be a full time faculty member in any of the priority sending higher education institutions (SHEIs);
- be currently teaching in a public or private college or university in any of the identified priority fields;
- have no masters degree in the priority field applied for
- have good academic record;
- be a Filipino citizen and not more than 47 years old;
- be in good health;
- 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);
- be endorsed by the head of the sending higher education institution (SHEI); and
- be willing to render the required return service obligation in the SHEI for the period equivalent to the length of time the scholarship was enjoyed.

## PRIVILEGES

PRIVILEGES	AMOUNT
1. Full tuition and other fees	Actual tuition and other school fees
2. Stipend	Php 10,000/month during Summers; Php 4,000/month during the Regular Semesters/Terms for part-time scholars; and Php 8,000/month during the Regular Semesters/ Terms for full-time scholars
3. Transportation assistance	Part-time scholars coming from distant places may apply for transportation assistance For full-time scholars - <b>one round trip air/boat/bus</b> fare to and from DHEI for the entire duration of the program, subject to the submission of receipts.
4. Book allowance	Php 15,000 for the entire duration of the program
5. Thesis grant	Experimental/Field Research - <b>Php 60,000</b> Dry Research - <b>Php 40,000</b>
6. Substitute assistance	Maximum of <b>12 units</b> or <b>Php 13,440</b> per month (for full time scholars)
7. Cash incentive	<b>Php 50,00</b> for those who will finish the course at least one term earlier than expected (for scholars in the masters with thesis)

**Note: Faculty who are currently enrolled in any of the priority fields of the identified DHEIs may apply!**