



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER**

No. 38  
Series of 2016

**SUBJECT: IMPLEMENTING GUIDELINES FOR THE SCHOLARSHIP GRANT PROGRAM FOR CHILDREN AND DEPENDENTS OF SUGARCANE INDUSTRY WORKERS AND SMALL SUGARCANE FARMERS.**

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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", Republic Act 10717 "General Appropriations Act (GAA), FY 2016" and Republic Act 10659 "Sugarcane Industry Development Act (SIDA) of 2015" particularly Sec. 6.b and by virtue of Resolution No. 305-2016, of the 469<sup>th</sup> Joint Management Committee and Commission en banc dated May 2, 2016 the Guidelines for Scholarship Grant Program for Children and Dependents of Sugarcane Industry Workers and Small Sugarcane Farmers also known as the SIDA Scholarship Program effective AY 2016-2017, are hereby adopted and promulgated by the Commission, thus:

**I. Objective**

The general objective of the program is to provide scholarship grant to qualified children and dependents of sugarcane industry workers and small sugarcane farmers duly certified by the Sugar Regulatory Administration (SRA) based on the set criteria as stated in the SIDA Scholarship Program.

This scholarship grant program aims to ensure that the deserving undergraduate and graduate students are enrolled in relevant fields of discipline in State Universities and Colleges (SUCs) which have programs in agriculture; agricultural engineering and mechanics; chemical engineering; and sugar technology as identified in Sec. 6.b of R.A. 10659 including ladderized programs.

**II. Definition of Terms**

Sugarcane Industry Worker – workers employed in sugarcane farms, sugar mills, sugar refineries, bagasse-based power plants and bioethanol fuel distilleries using sugarcane, sugar from sugarcane, sugarcane juice or syrup, bagasse and sugarcane molasses as feedstocks.

Dependent – includes a) the legitimate, legitimated, illegitimate and/or legally adopted children of sugarcane industry workers and small sugarcane farmers; and b) relative of the sugarcane industry workers and small sugarcane farmers up to third (3<sup>rd</sup>) degree of consanguinity or affinity who are living with them at least five (5) years prior to application.

Ladderized Program – harmonization of all education and training mechanisms that allow students and workers to progress between technical-vocational and higher education programs, or vice-versa.

It opens opportunities for career and educational advancement to students and workers. It creates a seamless and borderless education and training system that will allow transfer in terms of flexible entry and exit between technical-vocational and higher education programs in the post-secondary school educational system.

State Universities and Colleges (SUCs) – refers to chartered public higher education institution established by law, administered and financially subsidized by the national government.

SRA Certification – certification issued by SRA through the SIDA-HRDP Committee upon the endorsement of any of the following;

- a) Mill District Development Councils (MDDCs);
- b) Block farm organizations;
- c) Sugarcane planters confederations and associations;
- d) Workers unions or federations;
- e) Sugar millers and sugar refiners associations; and
- f) Bioethanol fuel producers associations.

### III. Coverage

The scholarship grant program is open to qualified and deserving children and dependents of Sugarcane Industry Workers and Small Sugarcane Farmers. This program shall cover both undergraduate and graduate students who are qualified to enroll in in agriculture; agricultural engineering and mechanics; chemical engineering; and sugar technology as identified in Sec. 6.b of R.A. 10659 in any identified SUC. Student applicants must avail of only one publicly-funded student financial assistance programs.

### IV. Qualification of Beneficiaries, Documentary Requirements, Application and Award Procedures

#### 1. Qualifications

##### 1.1 Undergraduate program

- 1.1.1 Must be a Filipino Citizen
- 1.1.2 High school graduate or with earned college academic units relevant to the identified degree programs;
- 1.1.3 Must pass the entry level requirements of identified SUC
- 1.1.4 Duly certified by SRA as Sugarcane Industry Workers and Small Sugarcane Farmers' children and dependents.
- 1.1.5 Must have a combined annual gross income of parents/guardian not to exceed P300,000.

##### 1.2 Graduate program

- 1.2.1 Must be a Filipino Citizen
- 1.2.2 With appropriate undergraduate degree program and must pass the entry level requirements of identified SUC for master and doctoral degree programs;



- 1.2.3 Duly certified by SRA as Sugarcane Industry Workers and Small Sugarcane Farmers' children and dependents.
- 1.2.4 Must have a combined annual gross income of parents/guardian/spouse not to exceed P500,000.\*

## 2. Documentary Requirements

### 2.1 Undergraduate program

- 2.1.1 Form 138 (Report Card) or ALS or PEPT Certificate, if high school graduate; or Certified true copy of transcript of academic records, if applicant has already earned academic units in college;
- 2.1.2 Notice of Admission or Certificate of Enrollment;
- 2.1.3 Certificate of Good Moral Character from the last school attended;
- 2.1.4 Certification from SRA as children and dependents of Sugarcane Industry Workers and Small Sugarcane Farmers.

### 2.2 Graduate program

- 2.2.1 Diploma and TOR of baccalaureate/master's degree or approved thesis/dissertation proposal approved and endorsed by the TWG for grant;
- 2.2.2 Notice of Admission or Certificate of Enrollment;
- 2.2.3 Certificate of Good Moral Character from the last school attended;
- 2.2.4 Certification from SRA as children and dependents of Sugarcane Industry Workers and Small Sugarcane Farmers;

## 3. Application Procedure

- 3.1 Student applicant shall secure SRA certification;
- 3.2 Applicants must pass the admission requirements of the concerned SUCs
- 3.3 Applicants shall submit the required documents to concerned CHEDROs;
- 3.4 CHEDROs shall evaluate and rank student applicants;
- 3.5 CHED-OSDS shall validate the rank list and approve the list of qualified beneficiaries for funding purposes.

## 4. Awarding Procedure

- 4.1 CHED-OSDS shall issue the corresponding award numbers to concerned region based on the approved slot allocation;
- 4.2 CHEDROs shall issue Notice of Award (NOA) individually to beneficiaries based on the approved list;
- 4.3 Beneficiary shall accept and duly sign the NOA and provide a copy to the CHEDRO.

~~\*In highly exceptional cases where income exceeds P300,000 in case of Undergraduate program and P500,000 in case of Graduate program, respectively, the SRA shall determine the merits of the application~~



#### IV. Financial Benefits

Scholars shall receive the following:

##### 1. Benefits-Per Academic Year for Undergraduate Programs

Type	Amount
Tuition and Other School Fees (including Summer Class if required in the program)	Php50,000.00
Book Allowance	10,000.00
Stipend which includes (subsistence, clothing, transportation allowance, OJT/Plant visit expenses and medical insurance – 10,000/month	100,000.00
Sub-total	165,000.00
One-time attendance to local conference/fora; to be given during the junior or senior standing	15,000.00
Thesis or farm/industry practice	75,000.00

##### 2. Benefits-Per Academic Year for Graduate Programs

Type	Amount
Tuition and Other School Fees	Php60,000.00
Book Allowance	15,000.00
Stipend which includes (subsistence, clothing, transportation allowance, OJT/Plant visit expenses and medical insurance – 10,000/month	100,000.00
Sub-total	175,000.00
One-time attendance to local conference/fora; to be given during the junior or senior standing	15,000.00
Dissertation Allowance	100,000.00
Thesis Allowance	75,000.00

3. Financial assistance/benefits are only authorized during summer when the degree program prescribed it, or for meritorious reasons. Beneficiaries must submit a written request to CHEDRO before the end of the second (2<sup>nd</sup>) semester immediately preceding summer for evaluation of the CHEDRO.

4. In the event that the qualified applicants have already enrolled, their financial benefits shall be reimbursed.



## V. Conditions of the Scholarship Program

The beneficiary must comply with the following:

1. Enroll in the concerned SUCs following the conditions on the NOA;
2. Carry a full load as prescribed in the curriculum of the study program of the concerned SUCs;
3. Pass all his/her subjects enrolled for the continuance of the program;
4. Maintain the grade of 2.5 for baccalaureate and 2.0 for graduate;
5. The applicant must conform with the Scholarship Service Contract of the program;
6. Complete the degree program enrolled within its prescribed duration. In case of delayed completion due to acceptable and valid reasons, one semester extension maybe granted but without stipend;
7. Financial benefits shall be suspended or terminated if the beneficiary fails to meet any of the aforementioned conditions;
8. The scholarship program will be automatically forfeited in the event that the beneficiary accepts another grant from another government agency.
9. Scholars, when graduated, should render return service of 2 years per year of scholarship within the Philippines, prioritizing the Philippine Sugarcane Industry.

In case of failure of the Grantee to comply with the 2-year return service requirement, he/she shall refund the full amount of his/her scholarship grant.

10. Replacement may be allowed within a given academic year, subject to following conditions, such as: 1) voluntary withdrawal from the program awarded; 2) force majeure or other unforeseen/unavoidable circumstances; 3) dropped-out; waiver of the beneficiary within the semester; and 4) termination due to poor academic performance.

However, such replacement shall be recommended by CHEDRO subject to the approval of OSDS. Replacee must be taken from the approved rank list and can avail the remaining duration of the scholarship program of the replaced beneficiary.

## VI. Administrative Cost

The administrative cost shall be 5% of the total budget allocated for the program and shall be distributed as follows: 2.5% for OSDS and 2.5% for the concerned CHEDROs. These shall be used for the related expenses such as but not limited to:

1. Office supplies and materials
2. Communication



3. Transportation/travel
4. Monitoring
5. Maintenance/repair of equipment
6. Meetings and conferences
7. Printing
8. Sourcing of job order services, and
9. Other incidental expenses

## **VII. Functions and Responsibilities**

The functions and responsibilities of Commission on Higher Education (CHED), Sugar Regulatory Administration (SRA) and Technical Working Group (TWG) relative to the administration of the program shall be as follows:

### **1. Commission on Higher Education (CHED)**

#### **A. Office of Student Development and Services (OSDS)**

- A.1 Formulates the implementing guidelines of the scholarship program in coordination with SRA;
- A.2 Provides secretariat and technical services as deemed necessary;
- A.3 Issues award numbers of beneficiaries to concerned CHEDROs;
- A.4 Recommends to the Administrative, Finance Management and Services (AFMS) the request for fund transfer of financial benefits to concerned CHEDROs;
- A.5 Provides concerned CHEDROs and SRA the approved masterlist of beneficiaries for reference;
- A.6 Monitors and evaluates the implementation of the program in coordination with SRA;
- A.7 Recommends to the Commission en banc for approval of slot allocations per concerned region as submitted by SRA;
- A.8 Represents CHED in the activities of the TWG; and
- A.9 Prepares and submits reports on the scholarship program which includes among others the recipient SUCs and number of scholars to the DBM, House Committee on Appropriations and Senate Committee on Finance.

#### **B. Administrative, Finance Management and Services (AFMS)**

- B.1 Transfers the funds to the concerned CHEDROs based on the OSDS recommendation;



B.2 Monitors the utilization of the funds;

B.3 Participates in the activities of the TWG; and

B.4 Prepares and submits quarterly report on the utilization of funds to the DBM, House Committee on Appropriations and Senate Committee on Finance.

**C. CHED Regional Offices (CHEDROs)**

C.1 Receive and process application with documentary requirements;

C.2 Submit rank list to CHED-QSDS;

C.3 Issue NOA to qualified applicants based on the approved masterlist of beneficiaries;

C.4 Submit to OSDS the masterlist of beneficiaries using the prescribed format;

C.5 Process and release financial benefits to beneficiaries;

C.6 Recommend continuance or termination of the beneficiaries as the case may be;

C.7 Assist OSDS and concerned Offices in the monitoring of the program; and

C.8 Prepare and submit physical and financial reports to CHED-OSDS and AFMS.

**2. Sugar Regulatory Administration (SRA)**

A. Issues certification to student applicants as children and dependents of Sugarcane Industry Workers and Small Sugarcane Farmers;

B. Provides CHED the list of relevant degree programs and the SUCs offering the programs;

C. Provides technical assistance to CHED-OSDS and CHEDROs, as necessary;

D. Joins in the CHED Monitoring and evaluation on the implementation of the program as needed;

E. Determines and recommends slot allocations per concerned region; and

F. Participates in the activities of the TWG.



### 3. Technical Working Group (TWG)

The TWG is composed of representatives from CHED, SRA, Association of Colleges of Agriculture in the Philippines (ACAP), CHED Technical Committee for Agriculture Education (TCAE) and Sugar Master Plan Foundation, Inc. (SMPFI) with the following functions:

- A. Assists CHED in conceptualizing and proposing new policies and guidelines;
- B. Assists CHED in developing proposals related to sugarcane industry workers study grants; and
- C. Promulgates and reviews guidelines and criteria for identification of grantees.

### VIII. Monitoring and Evaluation Mechanism

1. CHED and SRA shall monitor the implementation of the program to identify challenges and adopt corresponding measures for better implementation of the program or for appropriate policy recommendation; and
2. Monitoring expenses shall be charged to the administrative cost of the scholarship program.

### IX. Funding

For the Academic Year 2016-2017, the allocated budget is Seventy Eight Million Four Hundred Ninety Thousand Pesos (Php78,490,000.00) following the allocation prescribed in R.A. 10659 particularly in Sec. 11. In the subsequent years, the requirement shall be included under the annual General Appropriations Act (GAA).

### X. Effectivity

Upon issuance of this CMO, all concerned shall comply with the guidelines on the Scholarship Grant Program for Children and Dependents of Sugarcane Industry Workers and Small Sugarcane Farmers.

The Implementation of this CMO shall commence effective First Semester, Academic Year 2016-2017.

For proper guidance and strict compliance of all concerned.

Issued this 6<sup>th</sup> day of June, 2016, Quezon City

For the Commission:



PATRICIA B. LICUANAN, Ph.D.  
Chairperson

