



SCHOLARSHIPS FOR FACULTY AND STAFF

CHED Memorandum Order No. 3 and 36 s. 2016

STREAMLINED & IMPROVED

ONLINE NOMINATIONS FOR THE K^{to}12 TRANSITION

Graduate Scholarships for Second Semester AY 2016-2017

1



Authorized representative of the Sending HEI (SHEI) to **RETRIEVE SHEI ACCOUNT CREDENTIALS** (i.e. assigned username and password) from the CHED Regional Office.

Access the Online Nomination Portal: online.chedk12.com

2



CREATE AN SHEI ACCOUNT on the Online Nomination Portal using an official institutional e-mail address and accomplish the **SHEI NOMINATION FORM**.

- ☒ Filipino citizen
- ☒ Not more than 52 y/o for Master's, 50 y/o for Doctorate, and 60 y/o for Thesis/Dissertation grantees
- ☒ In good health, of good moral character, and with strong academic record
- ☒ Has no pending criminal charges
- ☒ Will pursue graduate studies in a CHED-recognized delivering HEI, in a discipline aligned with his/her teaching specialization
- ☒ Will fulfill the scholarship's Terms & Conditions detailed in CMO No. 3 & 36 s. 2016

3



STRATEGICALLY CHOOSE & LIST **eligible** teaching and non-teaching personnel to nominate through the Online Nomination Portal.

4

CREATE AN ACCOUNT through the Online Nomination Portal when you've received an email notifying you of your nomination.



- ☒ Proof of Citizenship (e.g. NSO Birth Certificate, Voter's ID, Passport)
- ☒ Transcript of Records for: Undergraduate Degree, Graduate Degree (if completed degree)
- ☒ Medical Certificate (download the template from the REQUIREMENTS section of the Online Nomination Portal)

5

SCAN & UPLOAD THE REQUIRED DOCUMENTS on the Online Nomination Portal.



6

SUBMIT THE DBP APPLICATION FORM (HARD COPY) to the SHEI Representative handling the SHEI Nominations.



7



SCREEN NOMINEE'S SUBMISSION & JUSTIFY nomination of personnel through the Individual Justification form in the online portal.

8



After accomplishing #7, **ENDORSE NOMINEE'S INFORMATION** by clicking the Endorse button.

9



When list of nominees is final, **EXPORT & DOWNLOAD** the SHEI Nomination form and Individual Justifications, to be signed by the SHEI President or authorized representative.

10



MAIL THE FORMS to the CHED Central Office via courier by **September 9, 2016**, with the following:

1. signed SHEI Nomination form
2. signed Individual Justification/s
3. DBP Application Form (c/o nominees)



Nominees with **NEW or ONGOING** program

status may start applying to the delivering HEI.*

List of approved programs & Delivering HEIs (DHEI):
chedk12.wordpress.com/dhei

Congratulations! You have completed the nomination process.

SEND

