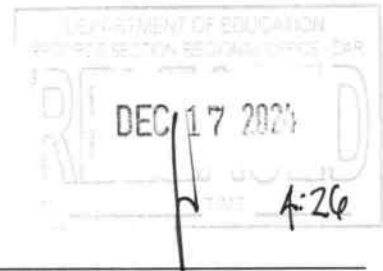




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



16 December 2024

**REGIONAL MEMORANDUM**

No. 910 2024

**CALL FOR NOMINATIONS FOR THE STIPENDIUM HUNGARICUM  
SCHOLARSHIP PROGRAMME FOR ACADEMIC YEAR 2025-2026**

To: Assistant Regional Director  
Schools Division Superintendents  
All Divisions  
All Other Concerned

1. Relative to the Call for Nominations for the **Stipendium Hungaricum Scholarship Programme for Academic Year 2025-2026**, this Office hereby invites nominations for the said program.

2. The **Commission on Higher Education (CHED)**, as the official partner of the Ministry of Foreign Affairs and Trade of Hungary for the **Stipendium Hungaricum (SH) Scholarship Programme**, has extended an invitation to the Department of Education to submit candidates for this prestigious opportunity. The scholarship aims to promote the internationalization of Hungarian higher education by attracting outstanding students worldwide who can establish personal and professional ties to Hungary and apply their acquired knowledge to improve programs and services in their respective home countries

3. In this regard, this Office hereby announces the **Call for Nominations** for the **Stipendium Hungaricum (SH) Scholarship Programme for Academic Year 2025-2026**.

4. Pertinent details of the scholarship program are as follows:

Program Title	<b>Stipendium Hungaricum (SH) Scholarship Programme for Academic Year 2025-2026</b>
Program Schedule	To be announced
No. of Slots	One (1) per field of study
Modality	Face-to-face
Programs Offered	<b>Priority Areas</b> <ul style="list-style-type: none"><li><b>For Master's Degree Programs</b></li><li>Agriculture and Sustainable Development</li><li>Medicine</li><li>Water Management Engineering and Hydrology</li><li>Architecture and Protection of Cultural Heritage</li></ul>



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	<ul style="list-style-type: none"> <li>- Natural Sciences</li> <li>- Environmental Studies</li> </ul> <p><b>For PhD Programs</b></p> <ul style="list-style-type: none"> <li>- Any area/field of study for PhD degree applicants</li> <li>- Based on the <i>Engage, Practice, Consolidate – Target, Raise, Act, Improve, Nurture (EPC-TRAIN)</i> Training Framework</li> </ul> <p>List of course offerings and other pertinent information may be accessed through the link <a href="https://stipendiumhungaricum.hu/apply/">https://stipendiumhungaricum.hu/apply/</a>.</p>
<b>Program Privileges/Entitlements</b>	<ul style="list-style-type: none"> <li>· Free tuition</li> <li>· Monthly stipend</li> <li>· Accommodation assistance</li> <li>· Health insurance</li> </ul> <p><i>Note: Airfare is not covered by the program. All additional expenses shall be shouldered by the scholar or his/her agency.</i></p>
<b>Eligibility and Qualifications</b>	<p><b>For Masteral, PhD, and Postgraduate Specialist Training Course Applicants</b></p> <ul style="list-style-type: none"> <li>· Government employee with permanent appointment</li> <li>· Must have rendered at least two (2) years of service in the nominating institution</li> <li>· Must have a higher education degree related to the field of study or demonstrated sufficient ability and experience in the field of study</li> <li>· Must not have any pending administrative or criminal case</li> <li>· Must not have any other pending scholarship application</li> <li>· Must have rendered the service obligation required under Executive Order No. 367 for previous scholarship/s enjoyed</li> </ul>
<b>Requirements</b>	<p><b>For Masteral, PhD, and Postgraduate Specialist Training Course Applicants</b></p> <ul style="list-style-type: none"> <li>· Nomination Letter addressed to the CHED Chairperson, Attention: Director of the International Affairs Service, signed by the Head of Office or duly authorized official, indicating the following among others: <ul style="list-style-type: none"> <li>- Assurance of utilizing the scholar's services for a period of not less than two (2) years for every year of scholarship or a fraction thereof not less than six (6) months</li> <li>- Statement that the scholar shall receive his/her salary and other financial privileges while on scholarship</li> <li>· Letter of Recommendation/Support from a professor of the host Hungarian university/institution <i>(for PhD applicants only)</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>· Certified Copy of Service Record</li> <li>· Certified Copy of Statement of Actual Duties and Responsibilities</li> <li>· Photocopy of Transcript of Academic Records (<i>baccalaureate and graduate, if applicable</i>)</li> <li>· Certification of No Pending Administrative and/or Criminal Case</li> <li>· Certification that the nominee has no pending scholarship nomination for another program and has no pending service obligation from a previous scholarship (<i>Please see <b>Annex B</b> for the Scholarship Clearance.</i>)</li> <li>· Updated Resume with list of in-service training and seminars attended (<i>complete names of event organizers and training topics/subjects; training certificates need not be submitted</i>)</li> <li>· Letter of Application addressed to Atty. Lily Freida M. Milla, CESO III (OIC, Office of the Deputy Executive Director and Director, International Affairs Service)</li> </ul> <p><i>Note: Incomplete documents will not be processed. (Please also see <b>Annex A</b> for the Checklist of General Eligibility Requirements.)</i></p>
<b>Reminders</b>	<ul style="list-style-type: none"> <li>· Baccalaureate degree holders are not allowed to apply to another baccalaureate degree course.</li> <li>· Applicants should apply to a degree higher than that which they have previously earned.</li> <li>· <b>Each Central Office Bureau/Service/Office and each Regional Office can nominate only one (1) applicant per field of study.</b></li> <li>· Director level (<i>Salary Grade 25 and above</i>) applicants are not required to undergo panel interviews; however, their documents will still be reviewed and evaluated by the NEAP Scholarship Secretariat and the CHED Scholarship Screening Committee.</li> </ul>
<b>Deadline of Application</b>	<b>03 January 2025</b>

4. The required documents specified in the checklist must be verified by the respective School Heads and consolidated by the SDO HRD-SEPS.

5. The signed PDF endorsement and attachments indicated in **Enclosures 1-2** must be submitted to **car.neapr@deped.gov.ph** on or before the stated deadline.

6. Applications may be disqualified for the following reasons, but not limited to incomplete requirements, absence of endorsement/s, applications sent directly to the secretariat's email, discrepancies in documents, etc.



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7. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or Elvernice S. Fanged, focal Person through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).

8. Immediate and widest dissemination of this Memorandum is directed.



Digitally signed by ESTELA P.  
LEON-CARIÑO EdD, CESO III

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director



//HRDD/LDL/ESF/GCFEARLY CHILDHOOD



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(Enclosure 1 to RM No. **910.2024**)

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (✓, ✗, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	
	d. Must be holding a permanent item.	Updated Service Record
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).	Updated Personal Data Sheet
	g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
	k. Has already finished his/her existing service obligation for a scholarship, if any. **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo l. Has no pending application for retirement. Clearance from HRDD/NEAP	Clearance from HRDD/NEAP
	m. Must be able to render his/her service obligation vis-à-vis duration of the scholarship	



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(Enclosure 2 to RM No. 910-2024)

**SCHOLARSHIP CLEARANCE**

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b> <input type="checkbox"/> <b>Degree</b> <input type="checkbox"/> <b>Non-Degree</b>	<b>Title of the Program</b>
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> <b>Completed the course</b> (Submit a copy of Certificate of Completion)	<input type="checkbox"/> <b>Withdrawn from the Course</b> (State the reason below)
<b>VIII. Reason/s for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <i>Explain further.</i>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <i>Explain further.</i>	
<b>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</b>		
Name and Signature of the Scholar		Date and Time
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>		
Name and Signature of the Recommending Authority (SDO - HRDD)		Date and Time
<b>APPROVED</b>		
Name and Signature of the Recommending Authority (RO-HRDD)		Date and Time