



**SURIGAO STATE COLLEGE OF TECHNOLOGY**

Narciso Street, Surigao City  
Tel. No.: (086) 826 – 0135  
SFAU Office Tel. No. (086) 826 – 8057  
Website: [www.ssct.edu.ph](http://www.ssct.edu.ph)



# **Institutional Policy for Graduate Studies Financial Assistance Program ( IPGFASP) for Teaching and Non-Teaching Personnel (Policy Manual)**

**SSCT-BOT Approved  
BOT Resolution No. 103 s.2021**

## Table of Contents

<b>Title</b>	<b>Page Number</b>
VMG, Objectives, Quality Policy, Institutional Core Values	2
IPGFASP Rationale, Program Title, Purpose, Funding	3
General Qualification Requirements	4-5
Application Procedures and Documentary Requirements	5
Application Procedure, Application Procedure Flow	5
Grant Mechanics	6-7
Return of Service Obligation, Mode of Study, Quantity of Grantees, Completion of the Study, Grounds for Unacceptance for Financial Assistance, Implementing Committees, System of Monitoring	8
Transparency and Accountability	9

# **SURIGAO STATE COLLEGE OF TECHNOLOGY**

## **Vision**

An innovative and technologically-advanced State College in Caraga.

## **Mission**

To provide relevant, high quality and sustainable instruction, research production and extension programs and services within a culture of credible and responsive institutional governance.

## **Goals and Objectives**

SSCT aims to produce quality graduates that respond to the dynamics of national and international standards. Its goals and objectives are focused on the 5-point agenda: Instruction, Research Development and Extension (RDE), Resources Generation, Policy Implementation and Good Governance.

- **Instruction.** To provide enhanced quality instruction that is responsive to the needs of the local, regional, national and global communities.
- **Research, Development and Extension (RDE).** To develop researches that can provide operative solutions and intensify research-based extension programs to its beneficiaries.
- **Resources Generation.** To increase productivity level in all entrepreneurial center of the College
- **Policy Implementation.** To efficiently and effectively implement policies based on approved institutional manuals and guidelines from CHED, DBM and COA.
- **Good Governance.** To strictly implement reforms in order to sustain good governance and operations.

## **QUALITY POLICY**

Surigao State College of Technology provides quality instruction, research, extension, and production services to satisfy its customers by responding to their needs and expectations and continually improving its quality management system.

## **INSTITUTIONAL CORE VALUES**

**SSCT is guided by its institutional core values:**

**Service Oriented,  
Socially Responsive,  
Committed, and  
Transformational.**

## **Institutional Policy for Graduate Studies Financial Assistance Program (IPGFASP) of Teaching and Non-Teaching Personnel**

### **I. Rationale**

- The Philippine Constitution, Article XIV, Section I stipulates that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all and shall establish and maintain a system of scholarship, grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged (Article XIV, Section 2). The Surigao State College of Technology continually provides Institutional programs to ensure that the highlighted provisions are met, hence, the creation of Institutional Post- Graduate Studies Financial Assistance Program for Teaching and Non-Teaching Employees.
- As cited in the Philippine Development Plan from 2017-2022, the lack of faculty with advanced degrees *"exacerbates the question of quality in the higher education."* The SSCT- SFAU formulated this program to address the need of faculty with advanced degrees.
- SSCT Faculty Manual in Article 3.1.4.1 Professional Development Incentive Program (PDIP).
- SSCT Faculty Manual in Article 3.1.4.5 is the Scholarships (Study Leave with Pay).

### **II. Program Title**

The program shall be known as the Institutional Policy for Graduate Studies Financial Assistance Program (IPGFASP) of Teaching and Non-Teaching Personnel

### **III. Purpose**

- Graduate school is a time for students to build nuanced skill sets that increase their knowledge and earning potential, but before any of that can happen, prospective graduate students have to figure out how to pay for their educations. More graduate students today are borrowing money than ever before and are also paying off their loans at a slower rate. This program can help prospective graduate students find and acquire financial assistance needed for further studies.
- Institutional Policy for Graduate Studies Financial Assistance Program (IPGFASP) of Teaching and Non-Teaching Personnel is part time studies program aim to provide financial assistance to teaching and non-teaching employees who do not have scholarship and financial assistance from public and private agencies.

### **IV. Funding**

- All funding requirements of the Institutional Policy for Graduate Studies Financial Assistance Program (IPGFASP) of Teaching and Non-Teaching Personnel shall be charged against the school funds.

## **V. General Qualification Requirements**

**Teaching Personnel for doctoral degree:** The following are the guidelines for the applicants to be qualified for the financial assistance:

1. Regular/permanent Teaching Personnel of SSCT.
2. Have been employed with permanent status within last 24 month or 2 years at the time of application.
3. Must possess good moral standing.
4. The applicant is currently not a recipient of other scholarship or financial assistance from public or private agencies.
5. Has been admitted to an eligible graduate program.
  - Must be pursuing a program vertically articulated to her/his teaching discipline.
  - Applicants should not a holder of the same degree applied for financial assistance/grant.
6. Must enroll in CHED-Recognized program in Higher Educational Institution with Level III Status.
7. If admitted in a Doctorate degree he/she must not be more than 50 years old at the time of application.
8. An applicant as continuing grantee for doctoral degree will be accepted.
9. Exceptions to these criteria may be considered by the Scholarship Committee on a case-to-case basis.
10. No financial assistance granted for master's degree for the newly hired except for those who have been staying for 10 years of employment without master's degree. (note: master's degree is a minimum qualification for entry in the teaching position)

**Non- Teaching Personnel for master degree:** The following are the guidelines for the applicants to be qualified for the financial assistance:

1. Regular/permanent Non-Teaching Personnel of SSCT.
2. Have been employed with permanent status within last 24 month or 2 years at the time of application.
3. Must possess good moral standing.
4. He/she not recipient of other scholarship or financial assistance program from public and private agencies at the time of application.
5. He/she must be admitted to an eligible graduate program.
6. Must be pursuing a program vertically articulated to her/his work/job discipline.
7. He/she is not hold a degree in the degree level being pursued (applicants for financial assistance for master or doctoral degree must not already possess same degree.)
8. He/she must enroll in CHED-Recognized program in Higher Educational Institution with Level III Status.
9. If admitted in a master's degree he/she must not be more than 52 years old at the time of application.
10. If admitted in a Doctorate degree he/she must not be more than 50 years old at the time of application.

11. An applicant who wants to continue doctoral degree is accepted as continuing grantee.
12. Exceptions to these criteria may be considered by the Scholarship Committee on a case-to-case basis.

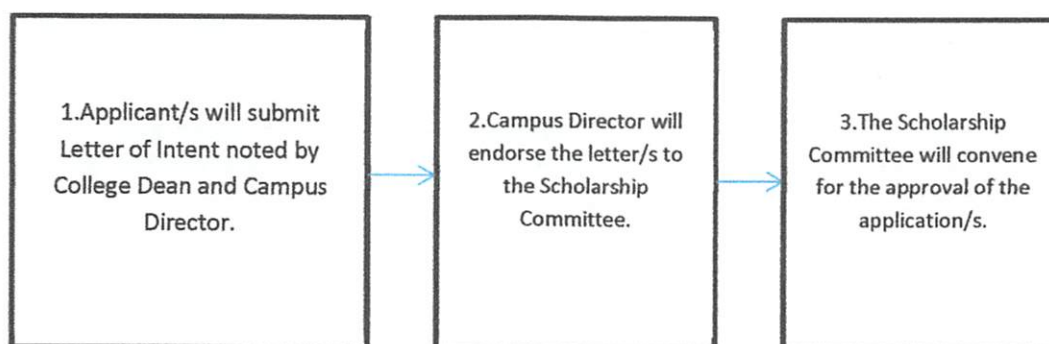
## VI. Application Procedures and Documentary Requirements

### Institutional Policy for Graduate Studies Financial Assistance Program (IPGFASP) of Teaching and Non-Teaching Personnel

#### Application Procedure

1. Applicant/s will submit Letter of Intent noted by College Dean and Campus Director.
2. Campus Director will endorse the letter/s to the Scholarship Committee.
3. The Scholarship Committee will convene for the approval of the application/s.

#### Application Procedure Flow



Applicants are advised to comply the following requirements.

1. Letter of Intent from the Applicants.
2. (IPGFASP) Application Form with recommending approval by Campus Director and VP Academic Affairs- for teaching/VP Administration- for non-teaching and approved by the College President.
3. Endorsement Letter from Campus Director.
4. Study Plan and Duration Form.
5. (IPGFASP) Contract.
6. Notarized Letter of Commitment approved by the College President.
7. Scholarship Committee interview

**VII. Grant Mechanics:**

<b>Degree</b>	<b>Financial Assistance</b>	<b>Amount</b>		<b>Thesis/Dissertation Assistance</b>	<b>MOV for Accounting</b>
Master's Degree (non-teaching personnel)	Tuition and other fees	Not more than P10,000.00/semester	Tuition fee and other fees will be shouldered by the school. However, excess amount of the tuition will be taken charge by the student. No refund will be issued when tuition fee is less than 10.000.	The grantee will receive a total amount of 50, 000.00 in the staggered conditions: <ul style="list-style-type: none"> <li>• 25,000 will be released upon presentation of the proposal defense certificate</li> <li>• 25,000 will be given upon presentation of final defense certificate and a hardcopy of thesis.</li> </ul> <p>Note: all of the requirements shall be submitted to the SFAU.</p>	Financial Statement from School enrolled and Certificate of Registration/ Enrollment
	Monthly Stipend	P 5,000.00/month- Inside Caraga REgion			Bus Tickets or Airplane Tickets or Boat Tickets, etc.
		P 8,000.00/month outside Caraga Region			Bus Tickets or Airplane Tickets or Boat Tickets, etc
	Book Allowance	P 3,000.00/ semester			Photocopy of title page of books.

<b>Degree</b>	<b>Financial Assistance</b>	<b>Amount</b>			<b>MOV for Accounting</b>
<b>Doctoral Degree (teaching personnel only)</b>	Tuition Fee and other fees	Not more than P15,000.00/semester	Tuition fee and other fees will be shouldered by the school. However, excess amount of the tuition will be taken charge by the student. No refund will be issued when tuition fee is less than 15.000.	The grantee will receive a total amount of 70, 000.00 in the staggard conditions: <ul style="list-style-type: none"> <li>• 35,000 will be released upon presentation of the proposal defense certificate</li> <li>• 35,000 will be given upon presentation of final defense certificate and a hardcopy of thesis.</li> </ul> <p>Note: all of the requirements shall be submitted to the SFAU.</p>	Financial Statement from School enrolled and Certificate of Registration/ Enrollment
	Monthly Stipend	P 5,000.00/month within Caraga Region			Bus Tickets or Airplane Tickets or Boat Tickets, etc.
		P 8,000.00/month outside Caraga Region			Bus Tickets or Airplane Tickets or Boat Tickets, etc
	Book Allowance	P 3,000.00/semester			Photocopy of title page of books.

#### **VIII. Return of Service Obligation**

- Return of service obligation for every semester is equivalent to one academic year of service at SSCT.



**VIII. Return of Service Obligation**

- Return of service obligation for every semester is equivalent to one academic year of service at SSCT.

**IX. Mode of Study**

- Grantees are in part time student status. They will report during working days. No full time study for the grantees. Exceptions to these criteria may be considered by the Scholarship Committee on a case-to-case basis.

**X. Quantity of Grantees**

- Only 2 grantees will be approved in all campuses per year

**X. Completion of the Study**

- Grantee must finish the degree in the prescribe year of completion, except for circumstances that can't be avoided like illness. Grantee must present medical certificate from his/her attending Physician.
- If grantee will not able to finish with in the prescribe year of completion, he/she is given one year to comply the requirements. Failure to do so is ground for violation of contract and grantee will pay all amounts spent by the school.

**XI. Grounds for Unacceptance for Financial Assistance:**

- Violation of any provisions of Article V: General Qualification Requirements.

**XII. Implementing Committees**

- The Scholarship Committee is the sole committee to implement this program.

Scholarship Committee for Academic Affairs	Scholarship Committee for Administrative Affairs
-Chairperson- College President -Vice Chairperson for Academic Concerns- • Vice President for Academic Affairs -Members: 1. Campus Director/s 2. Director, Student Affairs 3. College Deans 4. SFAU Focal Person -Secretariat: SFAU Focal Person	-Chairperson- College President -Vice Chairperson for Administrative Concerns- • Vice President for Administration -Members: 1. Campus Director/s 2. Head of Office 3. SFAU Focal Person -Secretariat: SFAU Focal Person


**XIII. System of Monitoring**

- Grantee must submit narrative reports with evidences per semester of completion.

**XIV. Transparency and Accountability**

The offices concerned shall adopt a strict policy on transparency and accountability in the disbursement of the funds and shall be governed by the existing laws and regulations of the college.

*Prepared by:*

  
**MATT B. SINACA, MAGC, RGC**  
SFAU Focal Person

*Noted by:*

  
**RONITA E. TALINGTING, PhD**  
Campus Director- City Campus

*Recommending Approval by:*

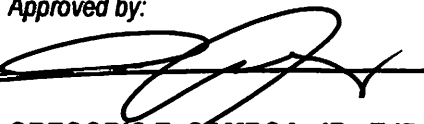
*For Academic Affairs Committee:*

  
**EMMYLOU A. BORJA, EdD**  
Vice President Academic Affairs

*For Administrative Affairs Committee:*

  
**ROWENA A. PLANDO, PhD**  
Vice President Administration

*Approved by:*

  
**GREGORIO Z. GAMBOA, JR., EdD**  
College President

CONTINUING PROFESSIONAL  
DEVELOPMENT  
**POLICIES AND GUIDELINES**



Narciso St. 8400 Surigao City  
Surigao del Norte, Philippines  
Telefax (086) 826-6346  
[www.ssct.edu.ph](http://www.ssct.edu.ph)

- 3.2.5 To refine/enhance skills in decision-making and its processes and consequently enable staff to act judiciously for the institutional good;
- 3.2.6 To gain deeper awareness and understanding of national and global concerns as informed citizens of civil society.

## **II. SPECIFIC GUIDELINES IN AWARDING STUDY GRANTS**

### **A. MODES, DURATION AND RETURN SERVICE**

#### **1.0 REGULAR/FULL YEAR GRANTS**

- 1.1 Master's degree – two (2) academic years and (3) summers
- 1.2 Doctoral degree – three (3) years and (4) summers
- 1.3 Return service: in country, 2 years and out-country, 3 years, for every year of study leave

#### **2.0 SUMMER GRANTS**

- 2.1 Master's degree – four (4) summers after which grantee may be awarded a full study leave for one semester or a reduced load for one (1) academic year and summer for thesis-writing, subject to the availability of funds for replacement cost.
- 2.2 Doctoral degree – six (6) summers and may be awarded a full study leave in the succeeding school year or a reduced load for two (2) academic years for dissertation writing, subject to the availability of funds for replacement cost.
- 2.3 Return service : fulltime service yearly after summer studies; two years return service after completion of degree, with or without writing subsidy.

#### **3.0 SHORT TERM GRANTS**

- 3.1 One to six months non-degree/certificate programs or diploma undertaken to improve competencies. Generally, these are funded wholly or partially by external agencies, upon nomination of the College President for competition or through solicitation.
- 3.2 Return service of one academic year for both local and out-country awards.

#### **4.0 GRANTS-IN AID**

- 4.1 Thesis/dissertation assistance – return service of one academic year
- 4.2 Terminal course assistance
  - 4.2.1 The last semester of studies if fully funded requires a return service of one academic year
  - 4.2.2 For a grantee who has begun studies and seeks a study-leave award, the duration of leave shall be in proportion to the time required to complete the degree; so with the required return service.
- 4.3 Tuition waiver
  - 4.3.1 Applicable to teaching and non-teaching staff on temporary or permanent status and those teaching at least 12 hours weekly.
  - 4.3.2 No incomplete mark shall be incurred during the grant; if grade is made up, tuition waiver is awarded for the succeeding term.
  - 4.3.3 Return service of one semester for every two semesters of waiver.
- 4.4 Reduced load
  - 4.4.1 Refer to conditions under C.4.5, these **Guidelines**

### **B. ALLOCATIONS**

#### **1.0 Regular/Full Year Grants**

1.1 For SY 2001 to 2005, ten percent (10%)\* and beginning SY 2006 and onward, five percent (5%) of the total full-time faculty members and one individual from the non-teaching staff at any one time may be granted full time study-leave for advanced degrees, subject to availability of funds including replacement cost.

1.2 Regular CPDP grants shall be allocated to the two campuses of the College:

Three (3) slots for the Division of Arts & Sciences

Two (2) slots for the Division of Education

This includes the Vocational Secondary School Laboratory

Three (3) slots for the Division of Technology

Two (2) slots for the Division of Technology

Two (2) slots for the Division of Technician Training/CBTE

## 2.0 Summer Studies/Short term grants

2.1 Summer Studies and Short Term Grants may be awarded up to ten percent (10%) of the teaching force at any one time inclusive of those enjoying full year grants. For non-teaching staff, grants may be awarded, subject to the availability of replacement cost for affected workloads.

3.0 In determining grant allocations, the following are not counted:

3.1 Grantees of tuition waivers

3.2 Sabbatic leave grantees

4.0 Thesis/dissertation assistance grants at any one budget year shall be limited to a maximum of 75,000.00 PhP.

## C. COVERAGE

### 1.0 REGULAR/FULL YEAR GRANT

1.1 Full tuition and other regular school fees for the graduate/post graduate level;

1.2 Thesis/dissertation subsidy/grant — PhP 20,000 MA/MS; 25,000 PhD/Doctoral degree

1.3 Monthly stipends/living allowance for studies pursued outside Region 13 — PhP

1.4 Two-way transportation allowance once every academic year

1.5 Semestral book allowance (refundable) — PhP 800 MA/MS; 1000 PhD/Doc.

1.6 Basic monthly salary

1.7 Monetary benefits as mandated

1.8 Tuition fees for undergraduate courses of not more than nine (9) units to fill up deficiencies for graduate studies as may be required of the grantee.

### 2.0 SUMMER STUDIES GRANT

2.1 Basic monthly salary or proportional pay whichever is applicable;

2.2 Two months (summer) monthly stipend PhP 3500/month

2.3 Summer term book allowance (refundable) PhP 800 MA/MS; 1000 PhD/Doc.

2.4 Two-way economy transportation allowance

2.5 Tuition and regular school fees

2.6 Monetary benefits as mandated

### 3.0 SHORT TERM TRAINING/STUDY VISIT-GRANT

3.1 Basic monthly salary and other benefits as mandated

- 3.2 Assistance as required by the TOR and by law (eg. Per diems, clothing allowance, pre-departure expenses as in out-country grants)
- 3.3 The sponsoring agency usually covers all school and tuition fees, living expenses, book allowance, thesis/dissertation allowance, two-way international airfare, seminar fees, etc.

#### **4.0 GRANTS-IN-AID AND REQUIREMENTS**

##### **4.1 Thesis-writing Assistance**

- PHP 10,000 - certificate of approval of thesis proposal
- PHP 5,000 - certificate of approval of successful oral defense
- PHP 5,000 - copy of the thesis together with certificate of approval as final copy, for the College Library

##### **4.2 Dissertation-writing Assistance**

- PHP 10,000 - certificate of approval of dissertation proposal
- PHP 5,000 - certificate of approval of successful oral defense
- PHP 5,000 - copy of the dissertation together with certificate of approval as final copy, for the College Library

##### **4.3 Terminal Courses Assistance**

- 4.3.1 Reimbursement of full tuition and regular school fees incurred during the last semester or term;
- 4.3.2 Reimbursement of two-way economy transportation ticket
- 4.3.3 Reimbursement of books purchased used for the studies and supported with receipts to an amount not exceeding one semester book allowance
- 4.3.4 Study-leave on official time for one semester for thesis/dissertation writing without prejudice to receiving the subsidy as provided in these guidelines.

##### **4.4 Tuition waiver**

- 4.4.1 Fifty percent (50%) tuition waiver for faculty/staff enrolled in the Graduate School of SurStaCT.
- 4.4.2 For those on teacher leave, they may enroll in full time studies during the summer, during the regular semester, they may be on part time studies (6 units) only.
- 4.4.3 Faculty awarded tuition waiver but incurring an Inc mark in subjects enrolled during the term will forfeit the award for that term.
- 4.4.4 This regulation is not retroactive and the school shall not refund tuition paid during the term when incomplete marks were incurred.
- 4.4.5 To qualify again for tuition waiver, a certificate of completion of marks by the College Registrar shall support the claim.

##### **4.5 Reduced Load Assistance**

- 4.5.1 Faculty/staff in the process of writing thesis/dissertation may be granted release from regular duties or designation to a maximum of half or less the regular load.
- 4.5.2 This privilege however, is subject to the availability of funds to pay the services of replacements/substitutes.
- 4.5.3 The total pay value of all excess loads shall be within the approved allotment for honoraria for excess loads for a given budgetary period.

4.5.4 A realistic timetable duly approved by the College President or by the duly designated official is a requirement.

#### **D. ASSESSMENT CRITERIA FOR AWARDING STUDY GRANTS**

1. No scholarship/study grant has been availed by the applicant while in this College within the last 4 years for a master degree and 6 years for a doctoral degree.
2. Has permanent status.
3. Has a proven record of accomplishment and the potential for still further achievement.
4. Has demonstrated integrity and professionalism.
5. Has served at least one (1) year of full time outstanding/very satisfactory service.
6. Is 50 years old or less at the time of the award. (In exceptionally meritorious cases considering performance and instructional/institutional needs) individual applications will be reviewed provided that anticipated full-time services in government upon return shall be at least ten (10) years.
7. In good physical mental/emotional health.
8. Free from personal/professional/other problems that could adversely affect studies.
9. Expertise/previous training/designation is consistent with proposed study program.
10. Priority for study leaves/reduced loads shall be given to an applicant who:
  - 10.1 is finishing the required terminal research for a verticalized graduate degree or specialization needed by the College;
  - 10.2 has started schooling on his/her own, in an accredited institution outside Region 13, in a verticalized specialization needed by the College;
  - 10.3 is able to secure a scholarship from external bodies with coverage equal to or exceeding that of the local grant/bursary; or
  - 10.4 is writing a dissertation/thesis that would enhance competence in a current designation in which there is demonstrated very satisfactory performance.
  - 10.5 Pursues a program that best responds to urgent institutional needs; in which case potential and track record may override seniority.
  - 10.6 Unprogrammed short term study-leaves/terminal course assistance may be approved on the following bases:
    - 10.6.1 urgency of institutional needs
    - 10.6.2 quality of the degree
    - 10.6.3 performance in the studies pursued
    - 10.6.4 quality of services rendered/track record
    - 10.6.5 availability of funds
    - 10.6.6 no replacement cost

#### **E. APPLICATION PROCEDURES & REQUIREMENTS**

1. Applications for study grants shall be submitted to the Office of the President through channels
  - 1.1 not later than January 30 every year for leaves effective summer of the current SY or first semester of the coming SY;
  - 1.2 not later than July 30 for grants effective the second semester of the current SY;
  - 1.3 at least two months before the study leave takes effect for the short term grants funded by external sponsors and without needing replacement cost.
2. To be submitted with the application are copies of the following:
  - 2.1 Letter of admission from an accredited college/university (effective SY 2002, should be a college/university outside Region 13);
  - 2.2 Updated transcript of records (reference copy)

- 2.3 Letter to the College President expressing availability to undertake a study leave for advanced training or studies;
  - 2.4 A description of the study objectives;
  - 2.5 Description of the work project after completion of studies that address institutional or higher education concerns;
  - 2.6 Program of study/timetable indicating academic load every term (i.e. 3 summers and 4 semesters for graduate; and 4 summers and 6 semesters for postgraduate; or the proportionate period, if studies have commenced before the grant).
  - 2.7 Medical certificate.
  - 2.8 Certification from the immediate officer and the Division Chair of the outstanding features in the applicant's performance and performance rating for the last two years.
3. Summer grantees when completing their degrees within a term may apply for study/leave/reduced load during the regular year subject to review by the CPDP Board and to the availability of funds and the provisions under sections on Grant Allocation and Assessment Criteria for Awarding Study Grants.

#### **F. TERMS OF REFERENCE OF A GRANTEE**

1. Devote full time to studies and not engage in activities that would unduly delay the completion of the degree.
2. Adhere to the approved program of study; take courses outside of the approved program only with the prior written approval of the President.
3. Observe decorum and moral behavior at all times.
4. Meet and maintain the grade required by the program pursued.
5. Submit his/her grades every semester/term to the Division Chair or Principal who shall report this progress to the President, through Channels.
6. Forfeit the grant upon failure to submit required grade/progress report.
7. Defer an award during the term she expects to give birth.
8. Satisfy grant requirements before assuming a deferred award.
9. Charge to his/her leave credits an extension of the study-leave for one term. In meritorious cases, subject to the availability of funds, the extended study leave may be funded to cover school fees/stipends/allowances and or replacement cost.
10. Reimburse all monies covered by the grant, salaries and other benefits if he/she fails to
  - 10.1 complete the approved study program within the stipulated period for no justifiable reasons;
  - 10.2 render the required return service.

### **III. SABBATICAL LEAVE**

#### **A. Purpose**

A sabbatical leave is a special leave of at least three (3) months but more than one calendar year. It is granted to faculty members and administrative officials with doctoral degrees and academic rank

1. to revitalize/enhance academic or administrative competence, or
2. to contribute to the reserved knowledge or
3. to design or refine or operationalize plans, priorities/projects of the institution where otherwise, the projects may necessitate the hiring of consultancy services.

#### **B. Qualification**

1. At least with the rank of an Associate Professor





SURIGAO STATE COLLEGE OF TECHNOLOGY  
Surigao City, Philippines 8400  
Tel. Nos. (086) 826-6346; 231-7741 Telefax: (086) 826-6346  
Official Website: [www.sstc.edu.ph](http://www.sstc.edu.ph)

---

EXCERPT FROM THE MINUTES OF THE 64<sup>th</sup> REGULAR BOARD MEETING OF  
SSCT-BOARD OF TRUSTEES HELD ON MARCH 20, 2015 AT THE  
CONFERENCE ROOM, CHED CENTRAL OFFICE, U.P. DILIMAN, QUEZON  
CITY

---

After thorough deliberation, the SSCT – Board of Trustees adopted:

**RESOLUTION NO. 20 S. 2015**

Approving the Request of Ms.  
Teresita L. Toledo for a Five-Month  
Study Leave with Pay From June 1, 2015  
to October 15, 2015

APPROVED

---

Certified true and correct:

  
**ROWENA A. PLANDO, PhD**  
Board Secretary V

Attested:

  
**ECCLESIASTES T. DUMANIG, DM**  
OIC, Office of the President

**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso St., Surigao City  
**CONTINUING PROFESSIONAL DEVELOPMENT**

**MEMORANDUM OF AGREEMENT**

Name of Faculty : **TERESITA L. TOLEDO**  
Home Address : P-8, Brgy. San Juan, Navalca., Surigao City  
Degree to be Pursued : Doctor of Information Technology (DIT)  
Mode of Assistance : GRANTS - IN - AID  
Duration of Grant : 6 SEMESTERS AND 4 SUMMERS  
Name of Institution : CEBU INSTITUTE OF TECHNOLOGY UNIVERSITY  
Address : Cebu City  
Tel. & FAX & E-Mail:

---

WHEREAS SURIGAO STATE COLLEGE OF TECHNOLOGY considers the continuing professional development of its regular teaching and non-teaching staff as a joint responsibility of the college and the individual teachers and personnel themselves;

WHEREAS the COLLEGE pledges to invest sums of money either from internal or external sources for the continuing professional development of both the regular teaching and non-teaching staff;

WHEREAS the expectation of the COLLEGE is that through the CPD programme, mutual gains shall be enabled in the efficiency and effectiveness with which the said staff perform their professional duties, prepare them for changing roles in the College, provide them job satisfaction and enhance their responsiveness to quality education;

NOW THEREFORE, this MEMORANDUM OF AGREEMENT entered into this 28<sup>th</sup> day of May Year 2012 at Surigao City and between

the SURIGAO STATE COLLEGE OF TECHNOLOGY herein referred to as the GRANTOR and represented by the President, **GLORIA C. GEMPARO, Ph.D.**

and

**TERESITA L. TOLEDO**, a regular teaching staff of the GRANTOR and herein referred to as the GRANTEE, with permanent address at P-8, Brgy. San Juan, Navalca., Surigao City

do hereby agree to the following:

**FOR THE GRANTOR:**

To assist the Grantee in his/her studies by providing him/her the following subsidy for the duration of his/her studies or as indicated herein:

1. Monthly basic salary
2. Mandated benefits
3. School and tuition fees for courses in approved curriculum - P3,500.00/Sem
4. Stipened - as specified: P3,500.00 / month
5. Book Allowance P1,000.00 / sem
6. Transportation allowance for regular and summer grants only)
7. Others: \_\_\_\_\_





**Office of the University Registrar**

**OFFICIAL TRANSCRIPT OF RECORDS**

PAGE 1

NAME	CAGAS, UNIFE Odvina	DATE	April 8, 2014
DATE OF BIRTH	January 15, 1972	PRELIMINARY EDUCATION	
PLACE OF BIRTH	Bacuag, Surigao del Norte	ELEMENTARY	Navarro Memorial Elem. School
CIVIL STATUS	Married	HIGH SCHOOL	Northeastern Mindanao Colleges
CURRICULUM	Doctor in Technology Education	COLLEGE	M.U.S.T.
SPECIALIZED COURSE		ENTRANCE CREDENTIALS	HD/TOR
DATE OF GRADUATION	April 2, 2014	NCEE RATING	--- YEAR TAKEN ---

SUBJECT NUMBER	DESCRIPTION	FINAL	RE-EXAM	CREDIT
<u>SAINT JOSEPH INSTITUTE OF TECHNOLOGY, Butuan City</u>				
GRADUATED: BACHELOR OF SCIENCE IN COMPUTER ENGINEERING (BSCPE) Special Order (B) (R-X) No. 317-0002 series 1996.				
GRADUATED: MASTER OF BUSINESS ADMINISTRATION (MBA), as of March 2000 per S.O. (80) (R-XIII) No. 340101-0018 series 2001 dated May 15, 2001.				

ST. PAUL UNIVERSITY SURIGAO, Surigao City

GRADUATED: MASTER OF BUSINESS ADMINISTRATION with Thesis as of March 14, 2009.

MINDANAO UNIVERSITY OF SCIENCE AND TECHNOLOGY, Cagayan de Oro City  
*(Formerly Mindanao Polytechnic State College)*

DOCTORAL DEGREE PROGRAM

<u>First Semester 2009-2010</u>					
DTE	616	Total Quality Management and Quality Assurance	INC	5.00	0
DTE	617	Quantitative Techniques in Business and Education	-		-
DTE	623	Technical Inputs for Occupational Purposes	-		-
<u>Second Semester 2010-2011</u>					
DTE	611	Statistical Quality Control	1.50		3
DTE	612	Industrial Design and Management	1.40		3
DTE	621	Survey of Industrial Technologies	1.25		3
DTE	626	Material Resource Management	1.50		3
<u>Summer 2011</u>					
DTE	616	Total Quality Management and Quality Assurance	1.25		3
DTE	617	Quantitative Techniques in Business and Education	1.75		3
DTE	623	Technology Inputs for Occupational Purposes	1.50		3
<u>First Semester 2011-2012</u>					
DTE	613	Fiscal Management and Resource Generation	1.75		3
DTE	619	International Education System	1.00		3
DTE	622	Leadership and Organizational Theories	1.25		3
<u>Second Semester 2011-2012</u>					
DTE	600	Advance Statistics	1.00		3

---more entries next page---

REMARKS

NOT VALID WITHOUT  
UNIVERSITY SEAL

DOCTORAL DEGREE	UNDERGRADUATE LEVEL	MASTER'S DEGREE
1.0 -Excellent	1.0 -Excellent	1.0 -Excellent
1.25 -Very Satisfactory	1.1 -1.5 -Superior	1.25 -Very Satisfactory
1.5 -Satisfactory	1.6 -2.0 -Very Good	1.5 -1.75 -Satisfactory
1.75 -Passed	2.1 -2.5 -Good	2.0 -Passed
	2.6 -3.0 -Fairly Passing	
	3.1 -3.0 -Failed	
	0.1 -Disputed Failure	
	W.P. -Withdrawal Permission	

Prepared by:

Nie-Ann Condessa S. Nalasa  
 Records In-Charge

Certified Correct:

CHARITO G. ONG, Ph.D.  
 Director, Registry & Students Information Services



Republic of the Philippines  
**MINDANAO UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
 Cagayan de Oro City

*Office of the University Registrar*

**OFFICIAL TRANSCRIPT OF RECORDS**

PAGE 2

NAME CAGAS, UNIFE Odvina DATE \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ PRELIMINARY EDUCATION \_\_\_\_\_  
 PLACE OF BIRTH \_\_\_\_\_ ELEMENTARY \_\_\_\_\_  
 CIVIL STATUS \_\_\_\_\_ HIGH SCHOOL \_\_\_\_\_  
 CURRICULUM \_\_\_\_\_ COLLEGE \_\_\_\_\_  
 SPECIALIZED COURSE \_\_\_\_\_ ENTRANCE CREDENTIALS \_\_\_\_\_  
 DATE OF GRADUATION \_\_\_\_\_ NCEE RATING \_\_\_\_\_ YEAR TAKEN \_\_\_\_\_

SUBJECT NUMBER	DESCRIPTION	FINAL	RE-EXAM	CREDIT
<b>MINDANAO UNIVERSITY OF SCIENCE AND TECHNOLOGY, Cagayan de Oro City</b> (Formerly Mindanao Polytechnic State College)				
DOCTORAL DEGREE PROGRAM				
<i>Second Semester 2011-2012</i>				
TE	610 Industrial Operations Research	1.25		3
DTE	614 Environmental Issues in Technology	INC	1.50	3
<i>Summer 2012</i>				
DTE	615 Dissertation Seminar	1.50		3
<i>First Semester 2012-2013</i>				
DTE	620 Issues and Trends in Technology Education	1.40		3
DTE	625 Communication Processes: Inter and Intra Organization	1.25		3
<i>Second Semester 2013-2014</i>				
DEM	660 Dissertation Writing	1.25		15
DISSERTATION TITLE: "Alignment of IT Education Program of Higher Education Institutions to the CHED Policies and Standards"				

GRADUATED: with the degree DOCTOR IN TECHNOLOGY EDUCATION (DTE) per Board of Regents Resolution No. 06 series 2014 dated March 20, 2014.

c-c-c-c-c-Transcript Closed-c-c-c-c-c  
 Entry below this line not valid

REMARKS **FOR PROMOTION PURPOSES ONLY**

NOT VALID WITHOUT UNIVERSITY SEAL	NOT VALID FOR TRANSFER		
	DOCTORAL DEGREE	UNDERGRADUATE LEVEL	MASTER'S DEGREE
	1.0 -Excellent	1.0 -Excellent	1.0 -Excellent
	1.25 -Very Satisfactory	1.0 - 1.5 -Superior	1.25 -Very Satisfactory
	1.5 -Satisfactory	1.6 - 2.0 -Very Good	1.5 - 1.75 -Satisfactory
	1.75 -Passed	2.1 - 2.5 -Good	2.0 -Passed
		2.6 - 3.0 -Fair or Passing	
		3.1 - 5.0 -Failed	
		DF -Dropped/Failure	
		WP -Withdrawn/Permission	

Prepared by:

*Nie-Ann Condessa S. Nalasa*  
 Nie-Ann Condessa S. Nalasa  
 Records In-Charge

Certified Correct:

*Charito G. Ong*  
 CHARITO G. ONG, Ph.D.  
 Director, Registry & Students Information Services