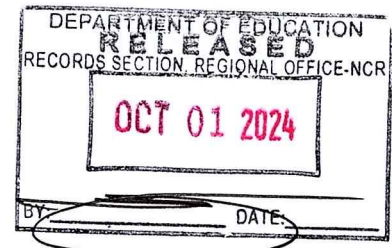




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



September 26, 2024

REGIONAL MEMORANDUM

No. 1001, s. 2024

To: Schools Division Superintendents
All Others Concerned

**DEPARTMENT OF EDUCATION – NATIONAL CAPITAL REGION AND
FAR EASTERN UNIVERSITY – INSTITUTE OF EDUCATION
SCHOLARSHIP PROGRAM**

1. Aligned with the Three Year Development Plan of DepEd NCR and in response to Priority No. 3: *Capacitate School Heads and Teachers*, the Department of Education – National Capital Region in partnership with Far Eastern University – Institute of Education, announces the commencement of the application process for the graduate studies and teacher certificate scholarship program.
2. This aims to provide scholarship and financial assistance program to support DepEd NCR employees in pursuing advanced studies at FEU-IE and offer specialized professional development courses, workshops, and training programs tailored to the needs of DepEd NCR personnel, enhancing their skills and knowledge.
3. All Schools Division Offices (SDOs) are requested to disseminate the information about the scholarship program to all teaching, non-teaching and related-teaching personnel and encourage them to apply to the program.
4. Attached are the following:

Enclosure No. 1: General Guidelines and Procedures
Enclosure No. 2: Sample Letter of Intent
Enclosure No. 3: Scholarship Contract
Enclosure No. 4: Checklist of Requirements and Omnibus Sworn Statement
Enclosure No. 5: Work Application Plan
Enclosure No. 6: FEU-IE Graduate Studies Admission Procedures
5. All applicants shall meet the admissions criteria of Far Eastern University – Institute of Education and submit pertinent documentary requirements in this Office **on or before 25 October 2024**. Kindly use official DepEd email accounts in accessing the documentary requirements.
6. For selection purposes, the Regional Office Scholarship Committee will nominate qualified personnel based on their job description or specialization.



6 Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 2



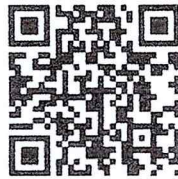
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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

7. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, sending of application directly to the Regional Office Scholarship Committee, discrepancies in documents, etc.

8. Editable soft copy in Microsoft Word format of the enclosed attachments can be accessed through the link or QR code: www.tinyurl.com/NCRFEUSPDocs24.



9. Nominations will be forwarded by the Regional Office Scholarship Committee to the Far Eastern University – Institute of Education for final screening and evaluation. The final list of accepted applicants to the scholarship program will be issued by the same committee. Please be advised that program and scholarship slots are offered on a competitive basis.

10. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Regional Scholarship Focal Person, Human Resource Development Division through email richard.vidal@deped.gov.ph.

11. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Director IV

rdv/hrdd

GENERAL GUIDELINES AND PROCEDURES



Department of Education – National Capital Region and Far Eastern University – Institute of Education Scholarship Program

A. Eligibility

DepEd personnel who possess the following set of qualifications shall be eligible to apply for to the Department of Education – National Capital Region (DepEd NCR) and Far Eastern University – Institute of Education (FEU-IE) Scholarship Program:

- a. Must have been appointed to a permanent DepEd position for at least two (2) years at the time of application.
- b. Must have a performance rating of at least Very Satisfactory (VS) for the last two (2) consecutive rating periods. Must be in good health as evidenced by a medical certificate from a government physician or government-accredited hospital or clinic.
- c. Must not have availed a minimum of three scholarship programs prior to the application within the last seven (7) years of tenure.
- d. Must be duly endorsed by the Head of Office.
- e. Must not be on leave of absence at the time of nomination.
- f.
- g. Must have no on-going scholarship/study, pending or ongoing service obligation (for another local/foreign scholarship/training) during the period of application.
- h. Must have no record of non-compliance with provisions of previous educational assistance program contract/s, except if such non-compliance/non-completion is for a valid reason as determined by the Regional Office Scholarship Committee.
- i. Must have no pending administrative/criminal case and/or civil case arising from a criminal action.

B. DOCUMENTARY REQUIREMENTS

Interested applicants must assume full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted to support their eligibility.

The following general requirements shall be submitted by the interested applicant:

- a. Letter of Intent (Enclosure No. 2);
- b. Duly Accomplished Personal Data Sheet (*CSC Form No. 212, Revised 2017*) and Work Experience Sheet, if applicable;
- c. Updated Service Record;
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e. Photocopy of the Office Performance Commitment Review Form (OPCRF)/ Individual Performance Commitment and Review Form (IPCRF) in the last two (2) rating periods with the approved Individual Development Plan (IDP);
- f. Medical Certificate (*CSC Form 211 Revised 2018*) issued by a government physician or an accredited government hospital or clinic government physician;
- g. Photocopy of the Transcript of Records (*for scholarships leading to a graduate degree*); and
- h. Checklist of Requirements and Omnibus Sworn Statement of the Certification of Authenticity and Veracity of Documents (Enclosure No. 4).

C. SCHOLARSHIP APPLICATION PROCESS

Call for Application

The opening of applications for the first batch of the 2025 scholarship program, running from November to December 2024. Classes starts on January 13, 2025, with coursework ending in May 2025.

Applicants must submit their complete documents within the application period from November to December 2024. Please note that this program provides exclusive scholarships to eligible candidates.

Submission of Documentary Requirements

Applicants must gather and complete all required documents. Ensure all forms are filled out correctly and signed. Incomplete or inaccurate submissions may result in disqualification from the scholarship process.

Once documents are prepared, applicants must submit them through the designated scholarship portal www.tinyurl.com/depedncrfeusch2025. Ensure that all materials are submitted before the deadline. Late submissions will not be accepted or considered.

After submission, applicants will receive a confirmation email or receipt acknowledging the completion of the submission process. This will serve as proof that your documents were successfully submitted. Applicants should retain the receipt for future reference in case of any issues.

Document Screening and Selection

The Regional Office Scholarship Committee will conduct an initial review of all submitted documentary requirements. Each application will be checked for completeness, ensuring that all required documents are included and that the applicant meets basic eligibility criteria for the scholarship.

After the initial review, the committee will verify the authenticity of documents submitted and other personal credentials. This step ensures that applicants provide valid and accurate information that supports their eligibility for the scholarship program.

After thorough evaluation, the committee will compile a list of candidates who meet the scholarship program qualifications. These applicants will then advance to the next stage of the scholarship process, and will be notified of their progress.

Confirmation of Acceptance and Registration of Scholarship

The Regional Office Scholarship Committee will issue formal notifications to selected scholars via email or official correspondence. This letter will confirm their acceptance into the scholarship program, outline key responsibilities, and provide important deadlines, including the timeline for registration and orientation details.

Submission of Additional Requirements Upon Acceptance

After receiving formal acceptance, scholars must submit any additional documents requested by the Regional Office Scholarship Committee. These may include signed **Scholarship Contract (Enclosure 3)**, updated academic records, or other official forms. Submission deadlines will be provided, and scholars must comply to secure their scholarship registration and benefits.

D. PRIVILEGES AND ENTITLEMENTS

The DepEd NCR and Far Eastern University (FEU) Institute of Education Scholarship Program offers scholars exclusive privileges and entitlements. These benefits aim to support their academic journey and professional growth. Scholars will have access to financial assistance, learning resources, and professional development opportunities, ensuring holistic academic and career progression.

- a. Scholars will receive 70% less of the financial aid for tuition expenses. This assistance ensures that financial barriers do not hinder their academic pursuits.
- b. Scholars are granted full access to FEU's learning resources, including libraries, online databases, and research tools. This facilitates research, study, and academic success throughout their program.
- c. Scholars are provided mentorship opportunities, access to specialized workshops, and networking sessions with academic professionals and educators, empowering them to enhance their teaching capabilities and leadership skills.

E. DUTIES AND RESPONSIBILITIES

The following are the duties and responsibilities of DepEd scholars:

- a. Attend the program or course regularly and submit all the program or course requirements until its completion.
- b. Maintain academic standards and other course requirements set forth by the institution's program and Department of Education (DepEd).
- c. Must maintain eligibility requirements throughout the scholarship program.
- d. Conduct themselves in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course.
- e. Ensure WAP implementation and completion within the timeline stated in the plan.
- f. Return to the official station and assume functions immediately upon the conclusion of the scholarship program or course.
- g. Fulfill their service obligation.
- h. Share expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC), conferences, etc.

G. APPLICATION OF SCHOLARSHIPS AVAILED

Scholars are expected to apply knowledge, skills and learning experiences gained from their professional development courses or programs leading to work improvement, career growth and professional development.

WAP that can either be application of education or application of learning and development depending on the scholarship courses/programs availed of.

a. Application of Education

Scholars availing of programs leading to a degree shall design a WAP aligned with the degree earned and directly applicable to the school or functional unit/office leading to effective and efficient processes and practices in their workplace.

b. Application of Learning and Development

Grantees of scholarship not leading to a degree shall design a WAP relevant to the program or course attended. The intervention should also be applicable to the mandates of the school or unit/office.

H. TERMS AND CONDITIONS

Deferment or Withdrawal

Grantees who wish to defer or withdraw from their enrolment or participation in any scholarship program or course must seek approval from the Head of Office through the submission of a formal letter with appropriate supporting documents. The Head of Office of the concerned governance level shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by a government physician or government-accredited hospital or clinic.
- b. Force majeure or fortuitous event.
- c. Other unavoidable circumstances considered meritorious by the PDC.

If the scholar/grantee suffers an illness or injury resulting in an inability to continue studies, it should be supported by a medical abstract issued by a government physician or government-accredited hospital or clinic stating:

- a. The nature and extent of the sickness or injury incurred or sustained by the scholar.
- b. Facts and actual circumstances surrounding the acquisition of or giving rise to the sickness or injury.
- c. That the illness was not the proximate result of the scholar's misconduct, gross negligence, or use of prohibited drugs or alcoholic liquor.

Service Obligation

All scholarship grantees are obliged to ensure the return of investment to the Philippine government, by way of compliance with the service obligation. The required service obligation for grantees of scholarship programs for every year is two (2) of service obligation (exceeding 6 months is considered a year)

Penalties

A DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with his/her duties and responsibilities shall refund in full to DepEd such sums of money

as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received during the duration of the scholarship program. Such withdrawal may be due to any of the following:

- a. grantee's fault or willful neglect or causes within one's control
- b. resignation or retirement from the service
- c. transfer to private entities

Refund due to the Grantee's failure to comply with his/her duties and responsibilities, unauthorized deferment and withdrawal through his/her fault or willful neglect or causes within his/her control shall be based on the following schedule: *(ICOA Resolution no. 2015-031)*

Amount of Refund	Maximum Number of Monthly Installment Payment
Not exceeding P1,000	Three
Above P1,000 up to P10,000	Six
Above P10,000 up to P 20,000	Twelve
Above P20,000 up to P 40,000	Eighteen
Above P40,000	Twenty-four

The grantee shall execute an authority to deduct indicating the total amount due and the applicable monthly installment payment. The monthly payment shall be deducted from the salary of the Grantee, subject to the minimum take home payment under the General Appropriation Act. Any deficiency in the installment payment for a given month after effecting the salary deduction shall be paid directly by the Grantee to the agency cashier within five days after the due date of the installment payment.

In case the grantee retires, resigns or is otherwise separated from the service before the refund is settled in full, the Grantee shall execute an undertaking authorizing the application of his remaining salary, accrued leave of credits and other separation benefits to satisfy the deficiency. Any unsettled balance after all such salaries and benefits have been applied shall be paid by the Grantee directly to the agency cashier within 15 days from the date of receipt of notice/demand from the accountant or concerned officer.

The Agency, through the Accounting Unit, shall submit a quarterly settlement report to the Regional Office Scholarship Committee of the governance level concerned.

A grantee who withdraws due to resignation, retirement or transfer to private entities shall execute an undertaking authorizing the application of his remaining salary, accrued leave of credits and other separation benefits to satisfy the deficiency. Any unsettled balance after all such salaries and benefits have been applied shall be paid by the Grantee directly to the agency cashier within 15 days from the date of receipt of notice/demand from the accountant or concerned officer.

A Grantee who fails to comply with his/her duties and responsibilities, defers without approval and/or withdraws from the scholarship program will no longer be entitled to any future DepEd scholarship program or training unless an endorsement from NEAP-CO or BHROD is approved by the Secretary or his/her designated signing authority.

Fund Source

The amount necessary to implement the General Guidelines and Procedure shall be charged against the Human Resource Development Funds (HRD Funds) and/or other local funds subject to the usual accounting and auditing rules and regulations.

I. MONITORING AND EVALUATION

WAP Monitoring and Evaluation

- a. A monitoring and evaluation (M&E) of the implementation of the scholars' WAP with corresponding M&E tools shall be utilized by those responsible for the M&E of the scholarship programs and their recipients.
- b. Monitoring of the implementation of WAP shall be the responsibility of the employee's immediate supervisor and the Head of Office, in coordination with the Regional Office Scholarship Committee, to ensure that knowledge and skills gained from the scholarship programs are shared.
- c. The M&E results shall also guide the immediate supervisors of the grantees in monitoring their performance and the conduct of their workplace application plan based on DepEd's Results-based Performance Management System.

Scholarship Program Monitoring and Evaluation

- a. The M & E for scholarship program shall be done by Regional Office Scholarship Committee across governance levels to assess the relevance and effectiveness of various scholarship programs offered by DepEd and its partners to teaching, teaching-related, and non-teaching personnel of the Department.
- b. The result of the evaluation and consolidated recommendations from the Regional Office Scholarship Committee shall be reported to the NEAP Central Office – Scholarship Secretariat and Central Office Scholarship Committee.

Enclosure No. 2

LETTER OF INTENT

[Insert date]

JOCELYN DR ANDAYA

Director IV
DepEd National Capital Region
6 Misamis Street, Bago Bantay, Quezon City

Dear **RD Andaya**,

Greetings!

This is (insert your full name), (position) in (bureau/service/unit/office/school name).

I am writing to signify my interest to register and/or apply for the Department of Education – National Capital Region (DepEd NCR) and Far Eastern University – Institute of Education (FEU-IE).

If accepted, I am willing to maintain academic standards and shall faithfully abide with the program requirements and prescribed terms and conditions of the scholarship program/contract and the rules and regulations enforced by the university.

I certify that all documents I submitted are true and correct and I shall take full responsibility and accountability on the validity and authenticity of the same. I understand that any violation will automatically disqualify me from the selection process, and I may be subjected to appropriate legal action warranted by applicable laws.

Thank you.

Very truly yours,

[NAME OF APPLICANT]

[Position]

[Region, SDO]

Enclosure No. 3

SCHOLARSHIP CONTRACT

I, **[NAME OF SCHOLAR]**, Filipino, of legal age and with resident at [HOME ADDRESS], [POSITION] of [SCHOOL / OFFICE / STATION], for and in consideration of the scholarship grant on **DEPARTMENT OF EDUCATION – NATIONAL CAPITAL REGION SCHOLARSHIP PROGRAM** for the period **JANUARY TO MAY 2025** do hereby agree to observe the following terms and conditions:

DepEd National Capital Region shall:

- a. ensure that the scholar's absence from the permanent official station will not hamper the operational efficiency of the office/school;
- b. guarantee that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract;
- c. designate mentor/supervisor which shall support and jointly implement the Work Application Plan of the scholar;
- d. monitor the implementation of the Work Application Plan.

DepEd NCR Scholar shall:

- a. attend the scholarship program regularly and submit all the course requirements until its completion;
- b. maintain academic standards and other course requirements set forth by the program of the Department of Education National Capital Region and Far Eastern University – Institute of Education;
- c. must maintain eligibility requirements throughout the scholarship program;
- d. conduct oneself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course;
- e. ensure Work Application Plan implementation and completion within the timeline stated in the plan;
- f. apply knowledge, skills and learning experiences gained from the course through sharing expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC), conferences, etc.;
- g. refund in full to Department of Education and/or Far Eastern University – Institute of Education such sums of money as may have been defrayed for expenses incurred for having attended the course, such as but not limited to salaries and benefits received during the duration of the scholarship program, for failure to comply with any of the foregoing conditions through the scholars' fault or willful neglect of the provisions of the contract.

Deferment or withdrawal from enrolment or participation in the scholarship program must be with approval from the Regional Director through the submission of

a formal letter with appropriate supporting documents. The Regional Director shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic;
- b. force majeure or fortuitous event; and
- c. other unavoidable circumstances considered meritorious by the Regional Office Scholarship Committee.

If the scholar suffers illness or injury, resulting in an inability to continue studies, it should be supported by a medical abstract issued by the government physician or government-accredited hospital or clinic stating:

- a. the nature and extent of the sickness or injury incurred or sustained by the scholar;
- b. facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury; and
- c. that the illness was not the proximate result of the scholar's misconduct, gross negligence, use of prohibited drugs or alcoholic liquor.

DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with his/her duties and responsibilities shall refund in full to Department of Education National Capital Region or Far Eastern University – Institute of Education such sums of money as may have been defrayed in relation to the scholarship program but not limited to salaries and benefits received in the duration of the scholarship program. Such withdrawal may be due to any of the following:

- a. grantee's fault or willful neglect or causes within one's control;
- b. resignation or retirement from the service; and
- c. transfer to private entities.

This Scholarship Contract shall take effect upon signing/approval of the parties and shall be valid and binding until the completion of its purpose/s or unless earlier terminated by the Parties.

IN WITNESS WHEREOF, I set my hand this ____ day of _____ at _____.

[NAME]

DepEd Scholar

(signature over printed name)

[NAME]

[Head of Office]

(signature over printed name)

HAJJI R. PALMERO

Chief, HRDD-NEAP R /
Chair, RO Scholarship Committee

JOCELYN DR ANDAYA

Director IV

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public for and in _____ personally appeared the following:

Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		

Known to me as the same persons who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.

This Scholarship Contract consists of ___ pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2024

Enclosure No. 4

CHECKLIST OF REQUIREMENTS

Name of Applicant:	
Office/School:	
Schools Division Office:	
DepEd Email Address:	
Contact Number:	

Basic Documentary Requirements	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the RO Scholarship Committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of Intent (Enclosure 2)			
b. Duly accomplished Personal Data Sheet (PDS) <i>(CSC Form No. 212, Revised 2017)</i> and Work Experience Sheet, if applicable			
c. Updated Service Record			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of the Office Performance Commitment Review Form (OPCRF)/ Individual Performance Commitment and Review Form (IPCRF) in the last two (2) rating periods with the approved Individual Development Plan (IDP);			
f. Medical Certificate <i>(CSC Form 211 Revised 2018)</i> issued by a government physician or an accredited government hospital or clinic government physician			
g. Photocopy of the Transcript of Records <i>(for scholarships leading to a graduate degree)</i>			

Attested:

RICHARD D. VIDAL

Education Program Specialist II
Regional Scholarship Focal Person

OMNIBUS SWORN STATEMENT

Certification of Authenticity and Veracity

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

Data Privacy Consent

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

[NAME]

Scholarship Program Applicant

Subscribed and sworn to before me this ____ day of _____ at _____.



Republic of the Philippines

Department of Education

National Educators Academy of the Philippines

Sample Workplace Application Plan (WAP) Template

Name of Learners	Office and Position	
Title of PD Programs	Date of Delivery	
	PD Program Provider	
Name of Immediate Supervisor	Office and Position	

Background and Rationale of WAP Plan:

Briefly describe why the WAP will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s).

Expected Performance Improvement				
Competencies for Development	Key Result Area(s)	Expected Improvement in Performance Indicator	Means of Verification	

Type of Intervention						
	Committee Work	Job Shadowing	Job Expansion	Special Project	Informal JEL Activities (Please specify)	Others (Please specify)
	Job Rotation	Stretch Assignments			WAP Implementation	

Briefly describe the intervention (e.g., type of special project, nature of committee and role of learners, etc.), and specify duration and offices where learner will be assigned, if appropriate. Use one to two paragraphs.

Application Objective

State what learner will be able to do by the end of the WAP, following ABCD (Audience-Behavior-Condition-Degree) guidelines.

Learning Objectives <i>(What learner be able to do by the end of an activity/learning session)</i>	Activities <i>(Activities that learner will engage in to meet each learning objective)</i>	Timeline <i>(Start-end of each activity)</i>	Learning Facilitator <i>(Immediate Supervisor or peer assigned to guide learner)</i>	Support/Resources <i>(Office order, information, etc. needed)</i>

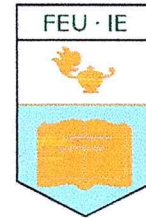
Prepared by (name and position):	Learner's Signature	Date

Reviewed by (name and position):	Signature	Date

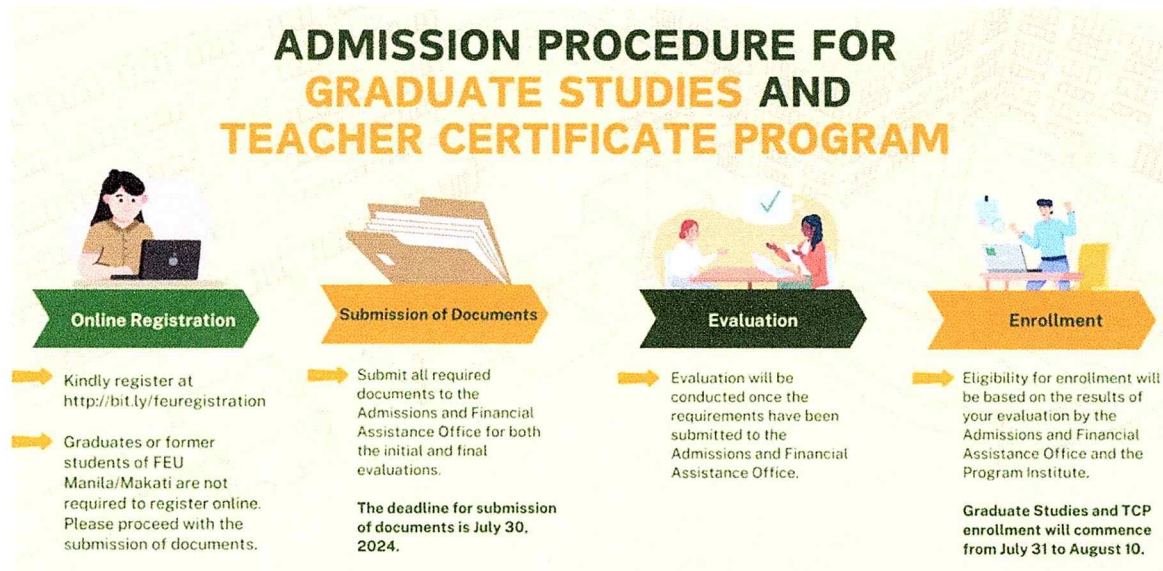
Approved by (name and position):	Learner's Signature	Date



Institute of Education
Graduate Studies and Transnational Education
Graduate Studies Admission Procedures



Students who wish to take a Master's degree program should have completed a bachelor's degree. For doctoral degree program, applicant should have completed a master's degree.



Admissions Procedures:

1. Register online through this link: <http://bit.ly/feuregistration>

****Graduates or former students of FEU are not required to register online.***

2. Fill out the application form;
3. Settle the application fee of P500.00 (for modes of payment: <https://www.feu.edu.ph/payment-guide-for-students/>)

Admissions Requirements:

Non-FEU Graduates

- Original Transcript of Records with computed General Weighted Average (GWA) of at least 2.0 or its equivalent
- Original Transfer Credential / Honorable Dismissal or Certificate of Non-Issuance of Transfer Credentials
- Photocopy of diploma (not applicable for transferee)
- Photocopy of license, if applicable

Admission procedure: <https://www.feu.edu.ph/admissions/graduate-studies-application-2/>

- Photocopy of PSA Birth certificate
- Photocopy of PSA Marriage Certificate (for married women)
- Essay (please refer to the questions below)
- Two (2) sealed recommendation letters from current/former employers or former professors.

FEU Graduates from Manila and Makati

- Photocopy of Transcript of Records (TOR) with computed General Weighted Average (GWA) of at least 2.0 or its equivalent;
- Photocopy of diploma;
- Essay (please refer to the questions below)
- Photocopy of license, if applicable.
- Photocopy of PSA Birth Certificate
- Photocopy of PSA Marriage Certificate for (married women)
- Two (2) sealed recommendation letters from current/former employers or former professors.

Guidelines for the Admission Process:

1. The Admissions and Financial Assistance Office (AFA) will conduct the initial evaluation based on the submitted requirements of the student applicants. Once passed, AFA will forward the requirements to the Institute for final evaluation including the endorsement form and the recommendation letters.
2. The Department Chair or the Dean of the concerned Institute will administer the final screening through an interview/essay.
3. The AFA will email the final evaluation results to the applicant.
4. The Graduate Studies Office will send the acceptance/congratulatory letter to the registered email of the applicant once eligible for admission.

Admissions Liasons:

For inquiries, the applicant may email the following Admissions Associates:

- FEU MANILA/LOCAL
STUDENTS- jlamsen@feu.edu.ph or graduateadmissions@feu.edu.ph

For MA Applicants	<p>Essay and Research Plan</p> <p>In preparation for academic writing, graduate student applicants are expected to submit an essay. This essay must exhibit the applicant's readiness to engage in scholarly writing, which is a requirement in the graduate school.</p> <p>Guide Questions for Essay Writing for Master's Level: In 500 words, answer the following questions: Why do you want to pursue a graduate study in your specific field? How do you think your research will contribute to your field? Describe its potential significance to you and to the field.</p>
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Admission procedure: <https://www.feu.edu.ph/admissions/graduate-studies-application-2/>

For Doctoral Applicants	<p>Guidelines for Doctoral Applicant's Research Plan</p> <p>Below are the criteria for full consideration of your research plan: Research plan must be brief but clear: state your research topic: What is the specific topic you want to pursue? Provide at least one research question that you want to address? explain the purpose of your study: What does your study offer? explain the significance of your study: Why do you think your study is important? Assert the implication of your study: What conclusion can be drawn from your study? OR What do you think is the potential contribution of your study to your field? Describe your methodology: Who are your target participants? Describe the specific research design appropriate for your research question/s.</p>
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