



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 3, 2025

REGIONAL MEMORANDUM

No. 013, s. 2025

To: Schools Division Superintendents
All Others Concerned

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

1. In reference to the attached Memorandum DM-OUHROD-2024-3532, dated 11 December 2024, from the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, this Office informs the field of the above-mentioned subject.
2. All SDOs are **advised to nominate one (1) qualified applicant per field of study subject for Regional Evaluation**. SEPS-HRD shall submit **complete documentary requirements and endorsement of their nominee** in this Office on or before **January 6, 2025**. **Only the nominee endorsed by this Office** shall upload their documents (in PDF format) through Microsoft Forms which can be accessed through the link: <https://forms.office.com/r/UzNYhtDh1E>. Kindly use official DepEd email account in submitting the requirements.
3. 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.
4. For the full details, please see enclosed Memorandum.
5. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl. as stated

rdv/hrdd



Address: **6 Misamis Street, Bago Bantay, Quezon City**
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Website: <http://www.depedncr.com.ph>



Certificate No. PHP DMS
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OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-3532

FOR : **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

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

DATE : 11 December 2024

1. 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*, extends its invitation to the Department of Education to nominate candidates for Academic Year 2025-2026. The scholarship program aims to promote the internationalization of Hungarian higher education and attract top students from all around the world who can establish personal and professional ties to Hungary as well as apply their learnings to improve relevant programs and services in their home countries.
2. In this regard, this Office hereby announces the **Call for Nominations** for the ***Stipendium Hungaricum (SH) Scholarship Programme for Academic Year 2025-2026***.
3. Pertinent details of the scholarship program are as follows:

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

	<ul style="list-style-type: none"> - Architecture and Protection of Cultural Heritage - Natural Sciences - Environmental Studies • For PhD Programs <ul style="list-style-type: none"> - Any area/field of study for PhD degree applicants - Based on the <i>Engage, Practice, Consolidate – Target, Raise, Act, Improve, Nurture (EPC-TRAIN)</i> Training Framework <p>List of course offerings and other pertinent information may be accessed through the link https://stipendiumhungaricum.hu/apply/.</p>
Program Privileges/ Entitlements	<ul style="list-style-type: none"> • Free tuition • Monthly stipend • Accommodation assistance • Health insurance <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>
Eligibility and Qualifications	<p>For Masteral, PhD, and Postgraduate Specialist Training Course Applicants</p> <ul style="list-style-type: none"> • Government employee with permanent appointment • Must have rendered at least two (2) years of service in the nominating institution • Must have a higher education degree related to the field of study or demonstrated sufficient ability and experience in the field of study • Must not have any pending administrative or criminal case • Must not have any other pending scholarship application • Must have rendered the service obligation required under Executive Order No. 367 for previous scholarship/s enjoyed
Requirements	<p>For Masteral, PhD, and Postgraduate Specialist Training Course Applicants</p> <ul style="list-style-type: none"> • 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"> - 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 - Statement that the scholar shall receive his/her salary and other financial privileges while on scholarship • Letter of Recommendation/Support from a professor of the host Hungarian university/institution <i>(for PhD applicants only)</i> • Certified Copy of Service Record • Certified Copy of Statement of Actual Duties and Responsibilities • Photocopy of Transcript of Academic Records <i>(baccalaureate and graduate, if applicable)</i> • Certification of No Pending Administrative and/or Criminal Case • 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 Annex B for the Scholarship Clearance.)</i> • 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> • Letter of Application addressed to Atty. Lily Freida M. Milla, CESO III (OIC, Office of the Deputy Executive Director and Director, International Affairs Service) <p><i>Note: Incomplete documents will not be processed. (Please also see Annex A for the Checklist of General Eligibility Requirements.)</i></p>
Reminders	<ul style="list-style-type: none"> • Baccalaureate degree holders are not allowed to apply to another baccalaureate degree course.

	<ul style="list-style-type: none"> • Applicants should apply to a degree higher than that which they have previously earned. • Each Central Office Bureau/Service/Office and each Regional Office can nominate only one (1) applicant per field of study. • 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.
Deadline of Application	06 January 2025

- Each Central Office Bureau/Service/Office and Regional Office can nominate only one (1) applicant per field of study. The complete requirements of the nominees must be submitted (in PDF form) on or before 06 January 2025, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/UzNYhtDh1E>. Kindly use official DepEd email accounts in submitting the requirements.
- Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, direct sending of requirements to the Secretariat's email, discrepancies in documents, etc.
- NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
- Should you have questions or concerns, please coordinate with NEAP Scholarship Secretariat through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.
- For dissemination and appropriate action.

Enclosures:

Annex A – Checklist of General Eligibility Requirements

Annex B – Scholarship Clearance

Copy furnished:

OFFICE OF THE SECRETARY

GEORGINA ANN H. YANG

Assistant Secretary, External Partnerships Service

CHED – INTERNATIONAL AFFAIRS SERVICE

ias@ched.gov.ph / fstp@ched.gov.ph

[NEAPScholarshipSecretariat/ Bedaña]

2025-2026 Stipendium Hungaricum Scholarship Programme



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GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

Remarks (✓, X, 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. c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	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). g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)



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	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
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SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)



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VIII. Reason/s for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
<i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i>		
_____ 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



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APPROVED

Name and Signature of the Recommending Authority

(RO-HRDD)

Date and Time