



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 16, 2026

REGIONAL MEMORANDUM

No. **908** s. 2026

CALL FOR NOMINATIONS TO THE LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)

To: Schools Division Superintendents
All Others Concerned

1. Attached herewith is a copy of the electronic communication from the DepEd Scholarship Secretariat of the National Educators Academy of the Philippines (NEAP), disseminating the Memorandum issued by the Office of the Undersecretary for Learning Systems relative to the **Call for Nominations to the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)**.
2. LINGAP is a scholarship open to DepEd teaching and non-teaching personnel holding permanent/plantilla positions who are either incoming or ongoing graduate students.
3. The Department of Education (DepEd) Region VIII has been allocated forty-nine (49) scholarship slots under the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP).
4. In this regard, all Schools Division Offices (SDOs) are hereby enjoined to disseminate the call for applications, receive and evaluate the documentary requirements of interested applicants, and endorse only those found qualified to the Regional Office, through the LINGAP Regional Focal Person, Eden A. Dadap, on or before **July 27, 2026**. The prescribed deadline is intended to provide the Regional Office sufficient time to conduct the screening and evaluation of endorsed applicants and facilitate the timely submission of the first forty-nine (49) qualified nominees to the Central Office within the first week of August 2026, in accordance with the prescribed national timeline.
5. The list of benefits that the scholars will receive and the necessary documents the they must prepare are in the annexes of the aforementioned Memorandum.
6. Immediate dissemination of and compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: as stated

References: as stated

To be indicated in the Perpetual Index under the following subjects:
Guidance and Counseling LINGAP

SPPS-EAD



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph





Region VIII Eastern Visayas <region8@depd.gov.ph>

Advance Copy of the Call for Nominations to the LINGAP Program and Invitation to the Regional Focals Orientation

1 message

7/8/26
OFFICE OF THE REGIONAL DIRECTOR

Scholarship Secretariat (DepEd) <scholarships@depd.gov.ph>

Tue, Jul 7, 2026 at 6:10 PM

To: allan.bautista002@depd.gov.ph, NELMA LYN BARNIJA <nelmalyn.barnija@depd.gov.ph>, Kathleen May Bautista <kathleenmay.bautista@depd.gov.ph>, Rosita Agnasi <rosita.agnasi@depd.gov.ph>, SANCHANG NACION <sancha.nacion@depd.gov.ph>, Romel Costales <romel.costales@depd.gov.ph>, colleen.lacuesta@depd.gov.ph, DINAH BONAIO <dinah.bonaio@depd.gov.ph>, FLORDELIZA DALIN <flordeliza.dalin@depd.gov.ph>, FLORINDA DIMANSANA <florinda.dimansana@depd.gov.ph>, JEREMY ATAD <jeremy.atad@depd.gov.ph>, ENERIO EBISA <enerio.ebisa@depd.gov.ph>, owenniko.baylan@depd.gov.ph, "Dr. Rosa Harapan Cabotaje" <rosa.cabotaje@depd.gov.ph>, "hrd.calabarzon HRDDNEAP" <hrd.calabarzon@depd.gov.ph>, HRDD Region 6 <region6.hrdd@depd.gov.ph>, WILLIAM BACANI <william.bacani@depd.gov.ph>, bryan.vicente@depd.gov.ph, Jun-Jun Pabillo <jun-jun.pabillo@depd.gov.ph>, DepEd NCR HRDD-NEAP <hrdd.ncr@depd.gov.ph>, "richard.vidal@depd.gov.ph" <richard.vidal@depd.gov.ph>, jisela.ulpina@depd.gov.ph, Hrdd Car <hrddcar@yahoo.com.ph>, "Elvernice S. Fanged" <elvernice.fanged@depd.gov.ph>, elvie casera <elvie.casera@depd.gov.ph>, Henry Fritz Diaz <henryfritz.diaz@depd.gov.ph>, Elmer Augustus Conde <elmeraugustus.conde@depd.gov.ph>, nir@depd.gov.ph, Marietta Anhaw <marietta.anhaw@depd.gov.ph>, DepEd VIII Eastern Visayas <region8@depd.gov.ph>

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RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 7/8/26
TRACKING #: 8743 TIME: 3:53 PM
SIGNATURE: [Signature]

Dear HRDD Chiefs and Regional Focals,

Good day!

Please find attached, for your advance reference, a copy of the **Call for Nominations to the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)**.

Pursuant to **Republic Act No. 7722** (Higher Education Act of 1994), and in reference to **Republic Act No. 12080** (Basic Education Mental Health and Well-Being Promotion Act) and **Republic Act No. 11650** (Instituting a Policy on Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act), the **Commission on Higher Education (CHED)**, in partnership with the **Department of Education (DepEd)** through the **National Educators Academy of the Philippines (NEAP)**, officially announces the Call for Nominations to the **Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)**.

Kindly refer to the attached memorandum and other related documents for your information and advance preparation.

To facilitate the timely implementation of the program, NEAP requests each Regional Office to designate a **Regional Focal Person** who will attend the **Online Orientation for LINGAP Regional Focal Persons**, scheduled as follows:

Date: 13 July 2026 (Monday)**Time:** 9:00 A.M.**Platform:** <https://tinyurl.com/LINGAP-MEETING>

Should you have any questions or require further clarification, you may contact the NEAP Professional Development Division through neap.pdd@depd.gov.ph or scholarships@depd.gov.ph, or via landline at (02) 8715-9919.

WED JUL 8 2/8/26

Thank you very much for your continued support and cooperation. We look forward to meeting all Regional Focal Persons during the orientation.

Sincerely,

DepEd Scholarship Secretariat

National Educators Academy of the Philippines

Room M-213-A 2F Mabini Building

DepEd Complex, Meralco Avenue, Pasig City



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7 attachments

-  **Memo_LINGAP_7726.pdf**
552K
-  **LINGAP [draft_FULL-TIME] Scholarship Contract.docx.pdf**
291K
-  **LINGAP APPLICATION FORM.pdf**
2325K
-  **LINGAP CERTIFICATION OF PHYSICAL AND MENTAL FITNESS.pdf**
2184K
-  **LINGAP Return Service Agreement and Re-Entry Action Plan.pdf**
2191K
-  **LINGAP SDO Endorsement .pdf**
2150K
-  **Template for the Transmittal of approved scholars (1).pdf**
87K



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

OM-OULS-NEAP-2026-_____

FOR : Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Undersecretary for Learning Systems

SUBJECT : CALL FOR NOMINATIONS TO THE LEARNING INITIATIVES FOR
NURTURING GUIDANCE ASSOCIATES AND COUNSELORS
PROGRAM (LINGAP)

DATE : July 2, 2026

1. Pursuant to *Republic Act No. 7722 or the Higher Education Act of 1994* and in reference to *Republic Act No. 12080 or the Basic Education Mental Health and Well-Being Promotion Act* and *Republic Act No. 11650 or Instituting a Policy on Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act*, the Commission on Higher Education (CHED), in partnership with the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP), hereby announces the Call for Nominations to the **Learning Initiative for Nurturing Guidance Associates and Counselors Program (LINGAP)**.
2. This initiative reflects the CHED and DepEd's commitment to strengthening the capacity of the education sector by providing educational support to qualified teaching and non-teaching personnel who aspire to pursue graduate degree programs in Guidance and Counseling or Psychology. The program is aimed at developing a pool of competent guidance professionals who will contribute to improving basic education, advancing inclusive education, and promoting the mental health and well-being of learners and educational communities.

3. LINGAP is a scholarship program open to **DepEd teaching and non-teaching personnel** holding permanent/plantilla positions who are either incoming or ongoing graduate students. Applicants must be currently enrolled in, or intend to enroll in, any of the following degree programs offered by CHED-recognized Philippine Higher Education Institutions (HEIs): **(a) Master's in Guidance and Counseling;** or **(b) Master's in Psychology.**

a. The applicant must undertake and complete their degree program in an eligible graduate program offered by an HEI identified by CHED.

b. For incoming graduate students, LINGAP shall provide financial support up to three (3) academic years for the completion of the degree.

c. For applicants currently enrolled in an ongoing master's degree program, the allowable period for coverage shall be adjusted proportionately based on the remaining coursework units required to complete the degree. In no case shall the remaining duration of study applied for scholarship exceed the allowed years of scholarship provided which is three (3) academic years for the completion of the degree.

d. For applicants who are already in the thesis or dissertation writing stage, the allowable period for coverage shall be strictly limited to one (1) academic year.

4. Successful applicants who are awarded with the scholarship and found compliant in the terms and conditions of the policy stipulated in the Joint Memorandum Circular (JMC) are entitled to the following scholarship privileges for the term when their application was approved by DepEd.

4.1. The stipend shall be released on a per academic term basis, subject to compliance with the documentary requirements and to other government accounting and auditing rules.

4.2. The thesis allowance shall be released in two tranches based on the following schedules:

4.2.1. First tranche (80%) shall be released upon submission of certificate of approval for thesis proposal duly signed by the Dean and/or Department Chairperson.

4.2.2. Second tranche (20%) shall be released upon submission of the electronic copy of the approved thesis and approval sheet duly signed by the Dean, or equivalent.

Tuition and Other Fees	Actual tuition and other fees
Stipend	Php 30,000.00 x number of months per term
Thesis allowance	Php 150,000.00

4.3 In cases where scholars are approved while the term has commenced, the scholarship shall only cover the following:

4.3.1. Costs of tuition and other fees;

4.3.2. Stipend on the month of approval provided that it is approved within 20 days of the month of approval. In the event that the approval is made in less than seven (7) days from the end of the month, the stipend shall commence the next month.

4.3.3. Thesis Allowance

5. In this connection, all Regional Offices are hereby requested to endorse qualified nominees, ensuring equitable representation from the Schools Division Offices and adherence to the eligibility criteria.

6. Attached to this Memorandum are the following documents for advance reference and compliance. The DepEd and CHED Joint Memorandum Circular (JMC) shall be issued in a separate Advisory:

Annex A	List of Delivering HEIs under LINGAP
Annex B	Slot Allocation per DepEd Regional Office
Annex C	Eligibility Criteria
Annex D	Documentary Requirements for the LINGAP Application
Annex E	Application and Nomination Procedures
Annex F	Selection Criteria
Annex G	Requirements for Successful Applicants
Annex H	Application Templates

7. The results of successful applicants to the LINGAP scholarship program are final. As such, no appeal or request for reconsideration shall be entertained. Applicants who did not initially qualify for the LINGAP may re-apply and will be subject to a new application process.

8. To facilitate the streamlined implementation of LINGAP and provide further details, an online orientation for LINGAP Regional Focal Persons shall be conducted on 13 July 2026 (Monday), at 9am., via <https://tinyurl.com/LINGAP-MEETING>.

9. Should you have any concerns or clarifications, please contact the NEAP through email neap.pdd@deped.gov.ph / scholarships@deped.gov.ph and or landline (02) 8715-99199.

10. For immediate dissemination and appropriate action.

**SCHOLARSHIP CONTRACT
LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND
COUNSELORS PROGRAM (LINGAP)**

KNOW ALL MEN BY THESE PRESENTS:

This Scholarship Contract ("Contract") is made and entered into by and between:

The **COMMISSION ON HIGHER EDUCATION (CHED)**, a government regulatory agency of the Republic of the Philippines established under Republic Act No. 7722, with principal office address at Higher Education Development Center (HEDC), C.P. Garcia Avenue., UP Campus, Diliman, Quezon City, represented herein by, **<<NAME OF CHED Regional Director>>**, in **<<his/her>>** capacity as the Regional Director, hereinafter referred to as the "CHED";

-and-

The **<<DEPARTMENT OF EDUCATION>>**, a government agency duly recognized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at DepEd Complex, Meralco Avenue, Pasig City, represented herein by, **<<NAME OF DepEd Regional Director>>**, in his capacity as the Regional Director, hereinafter referred to as the "DepEd";

-and-

<<NAME OF SCHOLAR>> of legal age, Filipino and with residence at **<<Address>>** hereinafter called the "**SCHOLAR**".

-and-

The **<<DELIVERING HIGHER EDUCATION INSTITUTION>>**, a Higher Education Institution with principal office at **<<DHEI Address>>**, represented herein by **<<DHEI PRESIDENT>>**, in his/her capacity as _____, hereinafter referred to as "Delivering Higher Education Institution" or the "**DHEI**".

WITNESSETH

WHEREAS, pursuant to Republic Act No. 7722, or the *Higher Education Act of 1994*, the Commission is mandated to "formulate and recommend development plans, policies, priorities and programs on higher education and research." The Commission fulfills this function by acknowledging the critical role of the university, not only as "a generator of knowledge, an educator of young minds, and a transmitter of culture, but also as a "major agent of economic growth."

WHEREAS, pursuant to Republic Act No. 12080 or the *Basic Education Mental Health and Well-Being Promotion Act*, the Department of Education, in collaboration with the Commission on Higher Education, is mandated to develop a scholarship program for teaching personnel interested in becoming a School Counselor, necessitating the attainment of a Master's Degree in Guidance and Counseling or Psychology, and successful passing of the licensure examinations within a reasonable period.

WHEREAS, pursuant to the relevant provisions of Republic Act No. 7722, RA No. 12080 and RA No. 11650, CHED and DepEd promulgated Joint Memorandum Circular (JMC) No. ___, s. 2026, or the *Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)*.

WHEREAS, the **SCHOLAR** has declared her/his eligibility, and is ready, willing, and able to pursue the program, as approved, in any eligible program as defined by the policies of the scholarship.

WHEREAS, the **SCHOLAR** has been approved for the LINGAP Scholarship for a **full-time scholarship**.

WHEREAS, the **SCHOLAR**, by her/his acceptance of this scholarship, agrees to comply with relevant rules, regulations, policies, and procedures of CHED, DepEd and the DHEI;

WHEREAS, the **Sending School Division Office (SDO)** is in need of improving the qualifications of its personnel, and hence, endorsed and allowed the **SCHOLAR** to undertake full-time graduate degree program in any of the identified delivering higher education institutions (DHEIs);

WHEREAS, the **DHEI** has voluntarily committed to receive CHED-funded scholars approved through CMO No. 9, s. 2025 beginning Academic Year (AY) 2025-2026 onwards until the program has ceased or the agreement is revoked.

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual promises and covenants herein set forth, the **SCHOLAR**, the **DHEI**, the **DepEd**, and **CHED** agree as they do hereby agree as follows:

- I. **CONSTRUCTION.** This Contract shall be read in accordance with existing and future policies, rules, and regulations of the CHED relating to the LINGAP Scholarship, collectively referred to as "Policies". **In case of ambiguity regarding administrative procedures or documentary requirements, such provisions shall be interpreted in favor of the efficient implementation of the Program and the mandates of CHED and DepEd.**
- II. **SCOPE AND COVERAGE.** This Contract shall pertain to the scholarship awarded to the Scholar under the Policies of the LINGAP Scholarship, commencing <<**Term and Academic Year of Commencement**>>.
- III. **COMPLIANCE WITH THE POLICIES OF THE SCHOLARSHIP.** The **SCHOLAR** shall ensure full compliance with the Policies of the scholarship, with provisions such as, but not limited to:
 - a. Scope and Coverage;
 - b. Eligibility Criteria;
 - c. Scholarship Mechanics;
 - d. Application and Selection Process;
 - e. Scholarship Privileges;
 - f. Roles and Responsibilities;
 - g. Revocation, Termination and Payment of Obligations; and
 - h. Other Terms and Conditions
- IV. **ROLES AND RESPONSIBILITIES OF A LINGAP SCHOLAR**

- a. Undertake their studies on a full-time basis, and take on the full academic load per term which is not equivalent or the same with the academic load of part-time scholars, as approved in the original study plan;
- b. Enroll in the eligible degree program and approved program of study;
- c. Submit the required documents for the processing of the payment of financial privileges per academic term within the stipulated submission date;
- d. Fully conform and ensure consistent compliance with the eligibility criteria and other provisions stated in the guidelines and relevant policies, issued and to be issued, by the Commission and the Department;
- e. Seek clearance from the Commission and the Department for travel outside of the country, at least two (2) weeks from departure;
- f. Complete the degree program within the study duration provided in the approved program of study;
- g. Render return service to the Sending School Division Office or DepEd Regional Office as determined by DepED during the term immediately following the completion of their scholarship and submit reports relating to the return service obligation.

In the event the Scholar fails to complete the return service obligation for reasons other than death, permanent disability, or force majeure, he/she shall pay CHED liquidated damages computed as follows: the total amount of tuition, fees, and financial privileges received, plus interest at the legal rate of six percent (6%) per annum from the date of default.

The Sending School Division Office (SSDO) binds itself to monitor the Scholar's return service and to report non-compliance to CHED within thirty (30) days of discovery by signing this Contract and submitting a separate Affidavit of Undertaking attached hereto as Annex ____;

- h. In the event of force majeure, including but not limited to natural calamities, pandemics, or government-issued lockdowns suspending classes for more than thirty (30) consecutive days or temporary disability verified by a government physician including serious illness, maternity complications, or mental health crises requiring hospitalization, the Scholar's study duration and return service period shall be tolled for the duration of the incapacity.

The Scholar must notify the CHEDRO in writing within ten (10) days from the occurrence of the event, accompanied by relevant certifications (e.g., medical certificate, barangay disaster report). Failure to notify within this period shall constitute a waiver of the tolling benefit for the period of delay.

- i. Ensure diligence in her/his studies and maintain ethical/good conduct as a Philippine government scholar and student of the DHEI;
- j. Submit the required documents within the prescribed allowable period/ on before the submission deadline for the processing of payment of financial privileges in a timely manner;
- k. Promptly process and submit any requests, reports, or other pertinent documentary requirements to the Commission.
- l. Regularly coordinate with the Commission and the DHEI regarding her/his scholarship;
- m. Be responsible in keeping up-to-date with advisories, issuances, and other memoranda issued by CHED, DepEd and/or the DHEI;
- n. Cooperate with the Commission, DepEd and DHEI to ensure successful implementation of the scholarship, in the form of complying with data

requests, prompt submission of documents, and provision of regular updates regarding the status of study, among others;

- o. Conduct oneself in a manner becoming of a government scholar and HEI personnel and shall not in any way, act in a manner inimical to the scholarship and interests of CHED, DepEd, and the Philippine government;
- p. Take responsibility in the timely submission of documentary requirements including knowledge and familiarity in the processes of availing financial privileges and other special requests; and,
- q. Promptly submit any requests, reports, or other pertinent documentary requirements to the Commission and the Department.

V. ROLES AND RESPONSIBILITIES OF THE DEPARTMENT OF EDUCATION

- a. Receive application documents of nominees;
- b. Screen, evaluate, and process the submitted documentary requirements of nominees in accordance with the eligibility and selection criteria provided in the policy;
- c. Validate the authenticity and veracity of applications received;
- d. Provide additional validation measures, as required, to ensure integrity and adherence to eligibility requirements;
- e. Endorse the final list of applicants to the CHED Central Office and the CHED Regional Office which jurisdiction over the DHEI;
- f. Provide assistance to nominees and Sending School Division Office, during the application period, including but not limited to the following:
 - o Responding to inquiries and concerns of nominees and Sending SDOs;
 - o Facilitation of submission of documents; and,
 - o Orientation on the LINGAP Application Process and relevant policies;

VI. ROLES AND RESPONSIBILITIES OF THE CHED REGIONAL OFFICE

- a. Manage and ensure implementation of scholarship proper within the area of jurisdiction including monitoring and ensuring scholarship compliance of LINGAP Scholars, off-site arrangements or through campuses of university systems.
 - i. Area of jurisdiction is determined by the locality where the LINGAP Scholar is receiving instruction.
 - ii. LINGAP scholars enrolled in an HEI located in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) shall be handled by the nearest CHED Regional Office (CHEDRO) of the HEI.
 - iii. LINGAP Scholars under distance education will be handled by the CHEDRO with jurisdiction to the main office of the academic unit offering distance education (e.g. CHEDRO 4A will handle LINGAP Scholars enrolled in the UP Open University)
- b. Manage and ensure implementation of the scholarship program. In the event that there is conflict of interest defined as relationship by consanguinity or affinity within the fourth civil degree between the Scholar and any CHEDRO employee involved in the evaluation, monitoring, or disbursement of funds, regardless of off-site arrangements or university system campuses, in such case, jurisdiction shall automatically transfer to the nearest non-conflicted CHEDRO as determined by the Central Office;

- c. Determine the validity of the claims in relation to the release/disbursement of scholarship privileges and additional incentives, excluding special concerns and matters covered by the CHED Central Office (CHEDCO);
- d. Facilitate the payment of scholars in a timely manner;
- e. Collect progress reports from the scholars for the regular updating of databases, and submission of regular monitoring reports to the Central Office or as required by the Commission en Banc (CEB) and/or Central Office, among others;
- f. Resolve issues regarding the implementation of the LINGAP in the region where they operate;
- g. Assist other CHEDROs in resolving issues regarding the implementation of the scholarship, as deemed necessary or upon instruction of the CHEDCO;
- h. Prepare the necessary documentation for the CHEDCO to facilitate fund transfers and monitoring;
- i. Remit the financial privileges of the scholarship through the CHED Authorized Government Servicing Bank (AGSB);
- j. Submit monthly status reports and updates on the implementation of the LINGAP at the regional level to the CHEDCO including data of LINGAP scholars;
- k. Monitor the study progress of scholars;
 - i. The CHEDRO shall ensure the timely submission of the following monitoring reports from the DHEI:

Monitoring Reports

Documentary Requirements	Submission Period
Enrollment Reports	Within twenty (20) working days after the end of the Enrollment Period
Grade Reports	Within twenty (20) working days from the official end of every term
Continuing Eligibility Reports a. Collated Continuing Eligibility Report b. Continuing Eligibility Assessment Forms	Within fifteen (15) working days of the official end of the term

- ii. The CHEDRO shall upload the monitoring documents and encode the status of the scholars in the Monitoring Encoding File provided by the Central Office;
- iii. The CHEDRO shall review and evaluate the documents based on the reports provided by the DHEI:

Monitoring of LINGAP Scholars

Documentary Submissions	DHEI Reports
Enrollment Reports	• Enrolled scholars, with no issues • Enrolled scholars, but with issues

	• Scholars expected to enroll, but did not enroll • Scholars no longer expected to enroll
Grade Reports	• Number of enrolled subjects • Number of subjects passed • Number of subjects with incomplete grades • Number of subjects with no grades • Number of subjects which were not credited
Collated Continuing Eligibility Reports	• Academic Standing • Status of completion within the approved study plan • Recommendation for status as a SIKAP scholar

- iv. Upon review and evaluation of the DHEI and/or scholar reports, the CHEDRO shall determine the classification status of the scholars;
- v. The CHEDRO shall send a notification to scholars whose status is probationary and non-compliant, which shall be issued within the term of receipt of the information on the grounds for probationary/non-compliant.
- vi. **The CHEDRO may terminate the scholarship in the event that the scholar committed any of the following:**
 - a. Failure to complete the degree program within the original study plan or adjusted study plan;
 - b. Proven inability to complete the degree program within the original study plan or adjusted study plan due to failure to meet academic requirements, poor academic performance and other reasons within the control of the scholar;
 - c. Absence without official leave beyond one (1) term;
 - d. Failure to comply with admission and retention policy of the DHEI;
 - e. Failure to maintain the grade requirement for the enrolled degree program per term;
 - f. Incurred one (1) failing grade or no-credit grade per term, including the grades for required exams, practicum, and other graded program requirements;
 - g. Non-submission of the required documents after two (2) terms, such as but not limited to the following:
 - i. Pending academic requirements
 - ii. Documents for the disbursement of financial privileges
 - h. Conviction in a pending case involving moral turpitude, criminal offense, fraud and/or intellectual dishonesty;
 - i. Acts and/or behaviour proven to be inimical to the interest of the Department and government; and
 - j. Death of the scholar.

Prior to the termination or revocation, the CHEDRO shall serve upon the Scholar a written Notice to Explain (NTE) specifying the charges and the evidence against him/her. The Scholar shall have five (5) working days from receipt to file a written explanation.

If the explanation is unsatisfactory, the CHEDRO shall conduct a fact-finding inquiry or administrative hearing, where the Scholar may present evidence and witnesses. The Regional Director shall issue a written decision within ten (10) working days from the conclusion of the fact-finding. The decision shall be final unless appealed to the CHED Central Office within fifteen (15) days from receipt.

- vii. Conduct an annual assembly of all scholars which will be scheduled at the discretion of the Regional Director, subject to the availability of funds.
- l. Issue the waiver of accountabilities upon submission of the LINGAP Scholar / SHEI of the documentary requirements;
- m. Issue revocation of scholarship;
- n. Approval of revised re-entry plan;
- o. Determine the completion of the scholarship study upon review and validation of the documents submitted by the LINGAP Scholar or DHEI;
- p. Coordination with LINGAP scholars on matters concerning their status and requests;
- q. Evaluate and review of the scholarship concerns under the authority of the CHED Regional Director (CHED RD);
- r. Conduct fact-finding and inquiry as needed in cases/concerns;
- s. Elevate special concerns and matters to the CHEDCO, upon completion of documentation, fact-finding / investigation report and inquiry;
- t. Enforce the collection of payment of obligation;
- u. Prepare and provide monitoring and evaluation reports, and other requirements of the CHEDCO;
- v. Monitor the return service of the scholars and ensure regular submission of documentary requirements;
- w. Serve as a member of the Graduate Scholarships Committee (GSC).

VII. ROLES AND RESPONSIBILITIES OF THE DELIVERING HIGHER EDUCATION INSTITUTION

- a. Create a Work and Financial Plan (WFP) detailing the total funding support required from the Commission for each degree program proposed, including administrative costs no greater than five percent (5%) of total cost of tuition and other fees. The total funding support shall only include regular tuition and other fees charges of the degree program and the payment of the same shall be settled pursuant to a Send Bill arrangement.
- b. Ensure that there will be no monetary conditions imposed against the scholar to proceed with the study such as but not limited to down payment;
- c. Facilitate the processing and/or issuance of documents in a timely manner especially those required for the release of financial privileges of the scholars;
- d. Ensure the continued enrollment of eligible scholars;

- e. Ensure that the classes required by the LINGAP Scholars for a particular term shall be offered, including the Comprehensive Exams and/or other required program examinations and practicum.
 - i. In the event that a class in a given semester or term does not meet the minimum number of students as set by the DHEI, the DHEI shall have the discretion whether to offer the class or not. The risks of offering a course (i.e. constitution of a class that does not meet the minimum class requirements of the institution) shall be borne by the DHEI.
- f. Promptly prepare and submit the Statements of Account (SOA) / Billings and other related documents to the CHEDRO for the processing of payment of tuition and other fees;
- g. Provide other assistance and/or support to the Commission as needed to ensure effective implementation of the LINGAP.

VIII. ROLES AND RESPONSIBILITIES OF THE SENDING SCHOOL DIVISION OFFICE

- a. Strictly adhere to established guidelines governing the LINGAP application process;
- b. Execute an agreement/affidavit of undertaking with the employee-scholar relative to return service obligation;
- c. Ensure that the teaching load/workload of the employee-scholar will not impede the timely completion of the degree program;
- d. Monitor the academic status and progress of its employees who are accepted as LINGAP Scholars;
- e. Submit annual reports to the CHEDRO and DepEd, on the progress of the scholars in fulfilling return service obligations; and,
- f. Provide assistance and support to the Commission and the Department as needed.

IX. ROLES AND RESPONSIBILITIES OF THE CHEDCO

- a. Monitor the program implementation of the LINGAP;
- b. Monitor the overall status of approved scholars of the CHEDRO and/or DHEI;
- c. Consolidate the repository of data relevant to the implementation of the LINGAP;
- d. Prepare and consolidate program reports from the CHEDROs for reporting, data banking and monitoring purposes of the management of the Commission, and/or use in various government reports, among others;
- e. Facilitate fund transfers to the CHEDRO to implement the program;
- f. Review and ensure responsiveness of policies and guidelines, as needed;
- g. Regularly update and disseminate policies, guidelines and other relevant information to the CHEDROs, DHEIs, DepEd, and LINGAP scholars;
- h. Address special concerns such as meritorious cases and conflict-of-interest and, requests involving changes and deviations from the original allotment, scholarship provision, contract and/or concerns raised by the CHEDROs, LINGAP scholars, DepEd and DHEIs;
- i. Monitor cases covered by the delegated authority to CHED Regional Offices, deliberated in the Regional Graduate Scholarships Committee (RGSC);
- j. Review and address matters and concerns outside the scope of policy;
- k. Prepare matters for agenda and deliberation of the Commission en Banc (CEB);
- l. Serve as the Chair and Secretariat of the LGSC.

X. OTHER UNDERTAKINGS. In addition, the SCHOLAR shall comply with the following specific undertakings:

- a. The **SCHOLAR** has read and understood the provisions of the Policies of the Scholarship, are cognizant, willing, and accepting of the commitment, and the various terms and conditions of this scholarship as stipulated in the Policies and shall faithfully comply with the same;
- b. The **SCHOLAR** shall ensure continuing eligibility to the scholarship, and shall disclose any information that shall affect her/his eligibility for the scholarship, or ability to adhere to the Policies of the scholarship, as soon as possible;
- c. The **SCHOLAR** understands that non-disclosure of any information that affects their eligibility for the scholarship, or ability to adhere to the Policies of the scholarship may be construed as misrepresentation or acts inimical to the interest of the government and thus may be considered as cause for the termination of this Contract and Legal Action;
- d. The **SCHOLAR** shall consistently comply with any procedures and processes of the CHED, DepEd and the government, as may be mandated by law, issuances, demands, or other instrumentalities from other government agencies;
- e. The **SCHOLAR** shall extend full cooperation to CHED and DepEd to ensure smooth implementation of the Program, including but not limited to, providing information and submission of additional / supporting documents as requested by CHED and/or as required by the government;
- f. The **SCHOLAR** shall conduct themselves in a manner becoming of a CHED scholar and shall not in any way, act in a manner inimical to the interests of the Program and the CHED;
- g. The **SCHOLAR** shall ensure that she/he is up to date with all inherent information and policies in relation to the Scholarship Program; and
- h. The **SCHOLAR** shall ensure timely submission and compliance of reports, documentary requirements, and other required information to CHED. CHED shall not be liable for any delay or forfeiture of financial privileges brought about by negligence, inattention to existing or updated policies and procedures, late submission of documentary requirements and other information required to process any requests and financial privileges.

XI. ATTACHMENTS. The **Scholar** shall attach to this Contract, the following documents:

- a. Approved Study Plan indicating the duration of study; and
- b. One (1) Government-issued ID of the Scholar.

XII. Administration of the Program. The **CHED** shall administer the scholarship program in accordance with CHED's rules and regulations; and such other related issuances/revisions/amendments of the same for proper and effective implementation of the scholarship program. The **SCHOLAR** hereby understands that this Contract is subject to the rules and regulations, orders, and memoranda issued, and to be issued by the CHED for the proper and effective implementation of the scholarship, and that she/he shall abide by the rules of CHED.

XIII. Non-Waiver. The failure of CHED to insist upon strict performance of any terms, conditions, and covenants thereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of such terms, conditions, and covenants.

XIV. Data Privacy and Confidentiality. The parties acknowledge that the processing of personal information under this Contract shall comply with Republic Act No. 10173, the Data Privacy Act of 2012, and its implementing rules.

The Scholar consents to the collection, processing, and storage of personal data including but not limited to academic records, financial information, medical certificates, and government-issued IDs, by CHED, DepEd, and the DHEI solely for the implementation, monitoring, and evaluation of the LINGAP Program.

CHED, DepEd, and the DHEI shall ensure that all personnel with access to Scholar data shall treat such information as confidential. Disclosure to third parties shall require prior written consent of the Scholar, unless mandated by law or court order.

- XV. Execution in Counterparts.** This Contract may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument. Signatures transmitted via secured electronic means including DocuSign, Adobe Sign, or CHED-accredited digital signature platforms and notarized through video-conferencing under Supreme Court A.M. No. 24-10-14-SC shall have the same force and validity as wet-ink signatures.
- XVI. Litigation and Venue.** The parties agree that the venue of courts shall be exclusively in the proper courts of Quezon City.
- XVII. Effectivity Clause.** This Contract shall take effect on (indicate specific date of commencement of the contract) and shall be in full force and effect until the completion of the **SCHOLAR'S** degree program, unless sooner terminated for causes provided for in this Contract and CHED Guidelines.

IN WITNESS WHEREOF, the parties hereto, through their respective representatives have hereunto set their hands this <<DATE>>, <<ADDRESS>>.

For the SCHOLAR and the SENDING HIGHER EDUCATION INSTITUTION

SCHOLAR

**School Division Superintendent
SENDING SCHOOL DIVISION OFFICE**

For the DELIVERING HIGHER EDUCATION INSTITUTION

Scholarship Administrator

**Authorized Signatory
DELIVERING HIGHER EDUCATION
INSTITUTION**

CHED Regional Director
CHED

DepEd Regional Director
DepEd

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

<<CITY>> CITY) s.s

BEFORE ME, a Notary Public for and in <<CITY>>, on _____, personally appeared the following, to wit:

Name	Valid ID/Passport Number	Date and Place Issued
Name of SCHOLAR	Valid ID No. of SCHOLAR	Date & Place Issued

KNOWN TO ME to be the same persons who executed the foregoing Scholarship Agreement and acknowledged to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____ 2025.

Doc No. _____

Page No. _____

Book No. _____

Notary Public

Series of 2025

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
<<CITY>> CITY) s.s

BEFORE ME, a Notary Public for and in <<CITY>>, on _____, personally appeared the following, to wit:

Name	Valid ID/Passport Number	Date and Place Issued

KNOWN TO ME to be the same persons who executed the foregoing Scholarship Agreement and acknowledged to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____ 2025.

Doc No. _____

Page No. _____

Book No. _____

Notary Public

Series of 2025

REPUBLIC OF THE PHILIPPINES
CITY/MUNICIPALITY OF _____) s.s.

AFFIDAVIT OF UNDERTAKING
(For the Sending School Division Office)

I, _____, of legal age, Filipino, with office address at DepEd School Division Office, _____, and holding the position of School Division Superintendent, after having been duly sworn to in accordance with law, do hereby depose and state THAT:

1. I am duly authorized to execute this Affidavit on behalf of the DepEd School Division Office (SDO) of _____, the Sending Agency of _____ (the "Scholar"), who is a recipient of the LINGAP Full-Time Scholarship under Contract dated _____;
2. In consideration of the approval of the Scholar's application and the privileges attendant thereto, the Sending SDO hereby voluntarily assumes the following obligations:
 - i. The Sending SDO shall:
 - a. Track the Scholar's enrollment status, grades, and completion of the degree program through quarterly coordination with the Delivering Higher Education Institution (DHEI) and the Scholar;
 - b. Submit to the CHED Regional Office (CHEDRO) and the DepEd Regional Office, not later than January 30 of each year, a sworn certification attesting to:
 - i. The Scholar's current employment status with the SDO;
 - ii. Any absences, leaves of absence, or suspensions that affect the return service period if any; and
 - iii. Confirmation that the Scholar has not been charged with administrative or criminal offenses involving moral turpitude.
3. Upon the Scholar's completion of the degree, the Sending SDO shall:
 - i. Ensure that the Scholar renders the required return service for a period equivalent to the _____;
 - ii. Refrain from transferring, reassigning, or detail the Scholar to private entities or non-educational assignments that would frustrate the purpose of the return service obligation;

iii. Should the Scholar fails to report for work after completion of studies, resign from service before completion of the return service period, commit acts warranting termination of the scholarship, or otherwise default on contractual obligations, the Sending SDO shall notify the CHEDRO and DepEd Regional Office in writing within fifteen (15) days from discovery of such default, and shall cooperate fully in any investigation or collection proceedings initiated by CHED.

4. The Sending SDO acknowledges that while the Scholar remains primarily liable for the return service obligation, the SDO's failure to monitor the Scholar as required herein, submit the annual return service reports or refrain from acts that actively facilitate the Scholar's breach shall constitute valid grounds for CHED to suspend the SDO's future nomination privileges for the LINGAP Program.

6. This Undertaking shall inure to the benefit of and be binding upon the successors and assigns of the Sending SDO, including subsequent School Division Superintendents, and shall remain in full force until the Scholar has fully satisfied the return service obligation or liquidated damages have been paid to CHED.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20, at _____, Philippines.

School Division Superintendent
DepEd School Division Office of

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20, affiant exhibiting to me his/her Government-issued ID No. _____, issued on _____ at _____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.



LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)

APPLICATION FORM

Application Number

Instructions: (1) Please write in PRINT. (2) Use a check mark (✓) to answer the appropriate box corresponding to your answer.

PERSONAL INFORMATION

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

Last Name	First Name	Middle Name	Extension Name
Birthdate (mm/dd/yyyy)	Age (yy/mm)	Email Address	
Permanent Address			
Current Address			
Mobile Number	Phone Number	Citizenship	
Civil Status ☐ Single ☐ Married ☐ Others _____	☐ Widowed ☐ Separated	Sex ☐ Male ☐ Female	Birthplace
Demographic Information ☐ I am a single parent ☐ I am PWD ☐ I am a member of an indigenous community ☐ Not Applicable			
Highest Educational Attainment ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctorate Degree			

FAMILY BACKGROUND

Spouse Name (If married)	Spouse Occupation (If married)	Spouse Business Address
Mother's Maiden Name	Father's Full Name	

EMERGENCY CONTACT INFORMATION

Relationship ☐ Spouse ☐ Parent ☐ Sibling ☐ Others	Phone Number
Full Name	Email Address
Home Address	

EDUCATION BACKGROUND

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

Degree Level	Name of School	Degree/Course	Highest Level/ Units Earned (if not graduated)	Year Graduated	Academic Honor Received
Bachelor's Degree					

Master's Degree					
Doctorate Degree					

EMPLOYMENT DETAILS (at the time of employment)

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

Sending Schools Division Office (SDO) (Do not abbreviate)			Number of Years in DepEd	
School	Province	City / Municipality	Congressional District	
Department of Work Assignment (Primary, JHS, SHS)			Position/ Designation	
Type of Personnel	☐ Teaching Personnel ☐ Non-Teaching Personnel			
Brief Description of Role / Work				

RESEARCH PUBLICATION

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

Publication Title		Publication Type	Date Published
Authorship	☐ Solo ☐ Lead ☐ Co-Author	Name of Journal, Association or Corporation	
Short Description of Work			
Publication Title/Project		Publication Type	Date Published
Authorship	☐ Solo ☐ Lead ☐ Co-Author	Name of Journal, Association or Corporation	
Short Description of Work			

ACADEMIC PAPER PRESENTATIONS

Title of Paper		Name of Conference		
Conference Venue		Type of Conference	☐ International ☐ National ☐ Regional ☐ Institutional	Date of Presentation
Short Description of Work:				

PREVIOUS GRANTS RECEIVED FROM GOVERNMENT AGENCIES

Have you ever received a scholarship or served as a team member on a funded grant or training from any government agency?	☐ Yes ☐ No
Have you ever been approved as a grantee or part of the following CHED Grants / Project? (check all that apply)	
<u>K to 12 Transition Program Individual Scholarships and Grants:</u> ☐ Scholarships for Graduate Studies-Local (SGS-L) ☐ Scholarships for Graduate Studies-Abroad (SGS-A) ☐ International Continuing Professional Education (ICPE) ☐ Professional Advancement Grant ☐ Sectoral Engagement Grant ☐ Individual Research Grant ☐ CMO No. 51, s. 2016 Grant ☐ Action Research Grant <u>Local Graduate Scholarships Office Grants:</u> ☐ SIKAP ☐ HUSAY Grant	<u>K to 12 Transition Program Institutional Grants:</u> ☐ Continuing Professional Education Grant ☐ Revised and Expanded Continuing Professional Education (RECPE) Grant ☐ Institutional Development and Innovation Grants (IDIG) ☐ Discovery-Applied Research and Extension for Trans/Inter-disciplinary Opportunities (DARETO) Research Grants ☐ SALIKA Creative Grants ☐ SHS Unit Grants Other CHED Grants and Scholarships* ☐ Institutional Grants ☐ Faculty Development Grant ☐ International Continuing Professional Education (ICPE) Grant ☐ Others: _____
Have you ever been approved as a grantee or part of any DepED Grants / Project? List all that applies. 1. _____ 2. _____ 3. _____	

* Note: Please include grants given by DepEd where you were project team, facilitator, etc.

GRANT AND CLEARANCE INFORMATION (Please provide information on ALL awarded grants):				
AGENCY OF GRANT	NAME OF GRANT	YEAR OF GRANT	RETURN SERVICE DURATION (MM / YYYY - MM / YYYY or if Not applicable, please indicate "N/A")	CLEARED FROM THE GRANT?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

ELIGIBILITY DETAILS		
Are you presently admitted / enrolled in a graduate program at Philippine Higher Education Institution identified by CHED?		☐ Yes ☐ No
If admitted, indicate degree program and Higher Education Institution	HEI: _____	Degree Program: _____
If <u>enrolled in current term</u> , indicate degree program and Higher Education Institution	HEI: _____	Degree Program: _____
Total Number of Units taken	If enrolled in current term, Start Month of Term: _____ End Month of Term: _____	

ELIGIBILITY CRITERIA CERTIFICATION

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided.

	Yes	No
I am a Filipino citizen.	☐	☐
I am a teaching or non-teaching personnel employed on a full time basis and who rendered at least 2 years of service in DepEd.	☐	☐
I have obtained at least a Very Satisfactory performance rating for the last two (2) rating periods preceding the date of application.	☐	☐
I am currently admitted and will enroll in a graduate degree program identified within the Scope and Coverage within the term of application.	☐	☐
I am physically fit to undertake and complete the scholarship program, as attested by a medical certificate issued by either a licensed government physician and mentally fit to undertake and complete the scholarship program, as certified a licensed government psychiatrist or psychologist.	☐	☐
I am willing to execute a Return Service Agreement with the SDO	☐	☐
I am no more than 50 years old within the next six (6) months from the date of application.	☐	☐
I am cleared of any pending obligations from all previously awarded grants or scholarships, as attested by a Clearance.	☐	☐
I am cleared of any pending obligations from all previously awarded grants, including those in which I was engaged as a team member in research grants, or grants of similar nature.	☐	☐
The SDO attests that this scholarship endorsement is part of its manpower development plan.	☐	☐
I am in good academic standing and not currently on an extension of study.	☐	☐

INELIGIBILITIES

Information in this portion shall be cross-referenced against other documents in the application package. Please ensure the consistency of information provided. All applicants are advised to read this section carefully. Applications which fall under the criteria for ineligibility based on the policy shall be disapproved.

	Yes	No
I have an existing government-funded grant or scholarship, including an approved/received Notice of Award or executed contract.	☐	☐
I do not have clearance from previously awarded grants or scholarships, including as a team member on a funded grant.	☐	☐
I have been found guilty of administrative or criminal charges, or have pending administrative/criminal cases.	☐	☐
I am enrolled in more than one graduate program at the time of application.	☐	☐
I transferred to another program due to failure to meet academic requirements or inability to complete the program.	☐	☐
I have been terminated from a government scholarship due to non-completion, breach of contract, or other similar reasons.	☐	☐
I do not fulfill any of the qualifications provided in the policy, including non-compliance or incomplete submission of documentary requirements.	☐	☐

CHECK POINT

PRIOR TO AFFIXING YOUR SIGNATURE, PLEASE REVIEW THE DOCUMENT AND ENSURE THAT:

1. All answers are clearly written and legible
2. The information provided is COMPLETE, with no field unanswered
3. All information provided in the ELIGIBILITY portion is correct. Applications which do not fulfill all eligibility criteria based on the policy shall be

disapproved.

4. All information provided in the INELIGIBILITIES portion is correct. Applications which fall under the criteria for ineligibility based on the policy shall be disapproved.
5. Review carefully the attestations in the certification below

OMNIBUS CERTIFICATION

This is to certify that by signing this document:

- All information I have provided in this form is complete, true and correct to the best of my knowledge;
- I understand that it is my full responsibility to disclose any and all potential issues regarding my eligibility for and/or compliance with terms and conditions of the grant;
- I fully understand and accept the legal consequences and take full accountability of giving incorrect, untruthful, non-disclosure and/or misleading information to DepEd;
- I certify that the supporting documentary submissions are not altered or modified electronically or otherwise. The Department of Education reserves the right to hold processing of applications which may be suspected to have been altered or modified, subject to further validation;
- I understand that all submitted application documents including its supporting documents shall be considered as property of the Department and the Commission and shall no longer be returned to the applicant notwithstanding the result of the application;
- I hereby give my consent for the Department and the Commission to collect, record, retrieve, consolidate and use information I have voluntarily provided concerning my application under JMC No. __, s.2026, or the "Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP)";
- I understand that the failure of DepEd to identify concerns regarding my eligibility for or compliance with terms and conditions of the scholarship is not deemed a relinquishment of waiver of any subsequent breach or default of such terms and conditions and criteria;
- I understand that the approval of the scholarship is contingent on the eligibility criteria, prioritization criteria and selection criteria as provided in JMC No. __, s.2026, and as provided in this application package, and thus makes the approval of such a scholarship **non-transferrable**; and
- I am cognizant, willing, and accepting of this commitment, and the various terms and conditions of this scholarship as stipulated in JMC No. __, s.2026 and all relevant issuances issued and to be issued, and shall comply with the same.

Signature above Printed Name
Applicant

Date Signed

SPECIMEN SIGNATURE	[SPECIMEN 1]	[SPECIMEN 2]	[INITIAL]
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SUBSCRIBED AND SWORN to before me, this __ day of __ 2026 at _____, Philippines.

<<NOTARY>>



LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)

CERTIFICATION OF PHYSICAL AND MENTAL FITNESS

This form shall be accomplished by the licensed physician and licensed mental health professional¹ who examined the Applicant. The Applicant must comply with all required examinations. Note that a certified true copy of the result/s by the attending physician and mental health professional may be attached for verification, if deemed necessary. Any erasures in the form shall invalidate all remarks indicated.

PATIENT'S NAME (Last Name, First Name, Middle Initial)		SEX (Male or Female)	BIRTHDATE (mm/dd/yyyy)
AGE	CONTACT NO.	ADDRESS	
PART 1. EXAMINATION BY A LICENSED PHYSICIAN			DATE OF CHECK-UP (mm/dd/yyyy)
1. The applicant is currently physically fit to pursue the activities related to the scholarship, which may include activities listed below or analogous: a. Frequent travel, possibly for long distances b. Accomplishment of heavy or difficult academic requirements			☐ Yes ☐ No ☐ Yes ☐ No
2. Does the applicant have any pre-existing or current medical conditions that may be aggravated by physically or emotionally demanding conditions? If yes, specify: _____			☐ Yes ☐ No
PART 2. PHYSICAL FITNESS RECOMMENDATION (Please check the result of the examination that applies to the applicant.)			
☐ Based on the overall result of the medical examinations, the nominee is PHYSICALLY FIT to undergo the demands of the graduate studies and to pursue and complete the scholarship.			
☐ Based on the overall results of the medical examinations, the nominee is NOT PHYSICALLY FIT to undergo the demands of the graduate studies and to pursue and complete the scholarship.			
PART 3. EXAMINATION BY THE MENTAL HEALTH PROFESSIONAL			DATE OF EVALUATION (mm/dd/yyyy)
3. The applicant has been evaluated to be mentally fit to pursue the activities related to the scholarship, which may include activities listed below or analogous: a. Frequent travel, possibly for long distances b. Accomplishment of heavy or difficult academic requirements			☐ Yes ☐ No ☐ Yes ☐ No
4. Does the applicant have any pre-existing or current mental health conditions that may be aggravated by physically or emotionally demanding conditions? If yes, specify: _____			☐ Yes ☐ No
PART 4. MENTAL FITNESS RECOMMENDATION (Please check the result of the examination that applies to the applicant.)			
☐ Based on the overall result of the medical examinations, the nominee is MENTALLY FIT to undergo the demands of the graduate studies and to pursue and complete the scholarship.			

¹ Licensed Psychiatrist OR Licensed Psychologist

☐ Based on the overall results of the medical examinations, the nominee is **NOT MENTALLY FIT** to undergo the demands of the graduate studies and to pursue and complete the scholarship.

This certification is issued in connection with Mr./Ms _____ and his/her application for the LINGAP under the JMC No. ____, s.2026.

APPLICANT	ATTENDING PHYSICIAN	MENTAL HEALTH PROFESSIONAL
By affixing my signature, I certify that I have been truthful in my disclosure regarding my health		
SIGNATURE OVER PRINTED NAME	SIGNATURE OVER PRINTED NAME / PRC LICENSE NUMBER	SIGNATURE OVER PRINTED NAME/ PRC LICENSE NUMBER

By submitting this medical certificate, I certify that I am physically prepared to undergo the demands of the graduate studies and to pursue and complete the scholarship.

Signature over Printed Name of Applicant



LEARNING INITIATIVES FOR NURTURING GUIDANCE ASSOCIATES AND COUNSELORS PROGRAM (LINGAP)

RETURN SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Return Service Agreement is made and entered into this <<Month/Day/Year>> in <<City/Province>>, Philippines by and between:

The <<Name of Schools Division Office>> with principal office at <<Address>> represented herein by its School's Division Superintendent, <<Name of SDS>> and hereinafter referred to as "Sending SDO";

-and-

<<NAME OF APPLICANT>> of legal age, Filipino and residing at <<Permanent Address>> hereinafter called the "NOMINEE".

WITNESSETH

WHEREAS, the **Sending SDO**, in need of improving the qualifications of its personnel, is ready, able and willing to send its personnel for **Full-Time** study under the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP) in any of the Delivering Higher Education Institutions (DHEIs) designated by the Commission on Higher Education (CHED).

WHEREAS, in line with Joint Memorandum Circular No. __ series of __, and for and in consideration of the actual financial support for the duration of the scholarship which will be released to the NOMINEE contingent upon her/his acceptance of the LINGAP through the DHEI, the Sending SDO shall allow the NOMINEE to pursue studies on a full-time basis under the <<Degree Program>> at the <<DHEI>> for a duration of ____ **Years** or ____ **Terms** commencing on **Academic Year** ____ - ____ **Term** ____.

WHEREAS, upon the completion of the Degree Program, the NOMINEE shall immediately undertake return service on a <<Full-Time>> basis.

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual promises and covenants herein set forth, the NOMINEE and the SHEI as they do hereby agree as follows:

- I. **CONSTRUCTION.** This Agreement shall be read in accordance with existing and future policies, rules, and regulations of the CHED and DepEd relating to the LINGAP and government accounting and auditing rules, collectively referred to as "Policies".

II. **ROLES AND RESPONSIBILITIES OF THE SENDING SDO.** The SDO shall:

- a. Allow the NOMINEE to pursue graduate studies in the said DHEI in support of its own institutional development plan, and in view of improving the quality of instruction and contributing to local, regional and national development;
- b. Commit and allow full and unqualified participation of the NOMINEE to ensure successful completion of the program;
- c. Monitor the academic the academic status and progress of its employees who are accepted as LINGAP Scholars;
- d. Support the implementation of the NOMINEE's Workplace Application Plan;
- e. Ensure that the NOMINEE is properly compensated for her/his return service, according to the policies of the institution;
- f. Be in charge of monitoring the return service and inform the Commission on the status of the return service every start of the term, for the duration of the return service obligation;
- g. Send CHED and DepEd a written notice affirming the completion of the obligation, so that CHED can issue a Certificate of Completion to the NOMINEE / SCHOLAR and relieve her/him of all obligations under the scholarship; and
- h. Be in charge of collecting full repayment of obligation from the NOMINEE if he/she fails to fulfill the terms of the scholarship and this Agreement and is so ordered by CHED and DepEd.

III. **ROLES AND RESPONSIBILITIES OF THE NOMINEE:** The NOMINEE shall:

- a. Return to the SHEI and render return service immediately upon completion of the program;
- b. Render return service in the Sending Schools Division Office. In cases where return service in the original SDO is not feasible, or where greater need is identified in another SDO as determined by the DepEd Regional Office, the NOMINEE may be directed to render the required return service in any SDO within the same Regional Office exercising jurisdiction over the original SDO;
- c. Ensure the proper implementation of his/her Workplace Application Plan;
- d. Render return service to the SHEI following at least a 2:1 ratio, as follows:
 - i. Two years of return service for every year of scholarship for scholars who are able to complete the degree within the original study plan;
- e. Fulfill full repayment of all privileges in case s/he fails to complete the return service period requirement, irrespective of the remaining duration; and
- f. Seek permission and obtain a Travel Clearance from the SHEI and DHEI of his/her travel. Register and upload her/his Travel Clearance, Notarized Affidavit and Return Ticket in the Scholarship Travel Form of CHED on or before the date of departure.

IV. **ATTACHMENTS:** The NOMINEE shall attach to this Agreement, the following documents:

- a. Workplace Application Plan
- b. One (1) unexpired government-issued ID of the NOMINEE

V. **NON-WAIVER.** Failure of **CHED** to insist upon strict performance of any terms, conditions, and covenants thereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of such terms, conditions, and covenants.

IN WITNESS WHEREOF, the parties hereto, through their respective representatives, have hereunto set their hands this ____day of _____ (Month/Year) in _____ (City/Province), Philippines.

Sending SDO

NOMINEE

<<Schools Division Superintendent or
Equivalent>>
<<Designation>>

<<Name of Nominee>>

SIGNED IN THE PRESENCE OF:

<<Name of Witness>>
<<Designation>>

<<Name of Witness>>
<<Designation>>

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

<<CITY>> s.s

BEFORE ME, a Notary Public for and in _____(CITY), on _____
(Month/Day/Year), personally appeared the following, to wit:

Name	Valid ID/Passport Number	Date and Place Issued
<<Schools Division Superintendent or Equivalent>>		
<<Name of Nominee>>		

KNOWN TO ME to be the same persons who executed the foregoing Return Service Agreement consisting of this page and acknowledged to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____ 20__.

Notary Public

Doc No. _____

Page No. _____

Book No. _____



<<LETTERHEAD OF THE SCHOOLS DIVISION OFFICE>>

ENDORSEMENT AND PERMIT TO STUDY

Application for the Learning Initiatives for Nurturing Guidance Associates and Counselors Program
(LINGAP)

This is to certify that <<Name of Applicant>> is a <<Full-time/Part-time>> <<Status of Employment>> Teaching Personnel of the <<SDO of DepEd Region __>>. He/She was hired on <<date started>> and <<taught/served> in the <<Department/Office>>. He/She has been with the <<Name of School>> for <<total years of service>> and is included in the School's Manpower Development Plan.

<<Name of Nominee>> with the current rank of <<Rank¹>> has been allowed to pursue and complete a graduate degree on **full-time study** for a period of <<number>> of years, as endorsed by the <<Human Resource Management Office or its equivalent>> (see attached endorsement).

This certificate is issued at the request of <<Name of Applicant>>, and issued this <<Date of Issuance>> to be used for the Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP).

Prepared by:

<<Signature over Printed Name>>

Head of the Human Resource Management Office

<<Schools Division Office>>

<<Region __>>

<<Dry Seal, if applicable>>

Recommended by:

<<Signature over Printed Name>>

<<Schools Division Superintendent>>

<<Schools Division Office>>

<<Region __>>

<<Dry Seal, if applicable>>

Note: Attach the Manpower Development Plan or equivalent when submitting this form

¹ Teacher I, Teacher II, Master Teacher, etc.

<<Letterhead>>

CERTIFICATION

This is to certify that the **approved** Learning Initiatives for Nurturing Guidance Associates and Counselors Program (LINGAP) applicants under the Call for Applications are **compliant with the terms and conditions for the release and availment of the scholarship privileges** pursuant to the relevant provisions of JMC No. __, s. 2026.

No	Name of Approved Applicant	Unique Identification No.	Region and SDO	Name of Delivering HEI	Date of Approval (as validated)
00	Juan De La Cruz	2026-xxxxx	NCR-SDO of Quezon City	Miriam College	June 29, 2026
1					
2					
3					
4					

Prepared by:

Recommending Approval:

Signature above Printed Name

Signature above Printed Name

Approved by:

Signature above Printed Name