

**DIVISION ADVISORY No. 002, s. 2025**

January 3, 2025

In Compliance with DepEd Order No. 08, s. 2013, this advisory is issued not for endorsement per DO 28, s. 2001 but only for the information of DepEd Officials, personnel/staff, and concerned public.  
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**CALL FOR NOMINATIONS FOR THE STIPENDIUM HUNGARICUM  
SCHOLRASHIP PROGRAMME FOR ACADEMIC YEAR 2025-2026**

This is in reference to DepEd Regional Memorandum NEAP-2024-106 and DM-OUHROD-2024-3532, announcing *the call for nominations for the Stipendium Hungaricum Scholarship program for Academic Year 2025-2026*, memorandum and guidelines attached. All interested and qualified applicants shall submit their complete requirements in PDF which can be accessed through <https://forms.office.com/r/UzNYhtDh1E> using the official DepEd email.

For information and immediate dissemination.

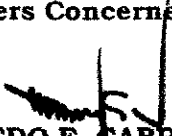
*MDJRdF/SGOD/DA- CALL FOR NOMINATIONS FOR THE STIPENDIUM HUNGARICUM SCHOLRASHIP  
PROGRAMME FOR ACADEMIC YEAR 2025-2026/January 3, 2025*



Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-3522**

**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:

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

	<ul style="list-style-type: none"> <li>- Architecture and Protection of Cultural Heritage</li> <li>- Natural Sciences</li> <li>- Environmental Studies</li> <li>• <b>For PhD Programs</b> <ul style="list-style-type: none"> <li>- Any area/field of study for PhD degree applicants</li> <li>- Based on the <i>Engage, Practice, Consolidate – Target, Raise, Act, Improve, Nurture (EPC-TRAIN)</i> Training Framework</li> </ul> </li> </ul> <p>List of course offerings and other pertinent information may be accessed through the link <a href="https://stipendiumhungaricum.hu/apply/">https://stipendiumhungaricum.hu/apply/</a>.</p>
<b>Program Privileges/ Entitlements</b>	<ul style="list-style-type: none"> <li>• Free tuition</li> <li>• Monthly stipend</li> <li>• Accommodation assistance</li> <li>• Health insurance</li> </ul> <p><i>Note: Airfare is not covered by the program. All additional expenses shall be shouldered by the scholar or his/ her agency.</i></p>
<b>Eligibility and Qualifications</b>	<p><b>For Masteral, PhD, and Postgraduate Specialist Training Course Applicants</b></p> <ul style="list-style-type: none"> <li>• Government employee with permanent appointment</li> <li>• Must have rendered at least two (2) years of service in the nominating institution</li> <li>• Must have a higher education degree related to the field of study or demonstrated sufficient ability and experience in the field of study</li> <li>• Must not have any pending administrative or criminal case</li> <li>• Must not have any other pending scholarship application</li> <li>• Must have rendered the service obligation required under Executive Order No. 367 for previous scholarship/s enjoyed</li> </ul>
<b>Requirements</b>	<p><b>For Masteral, PhD, and Postgraduate Specialist Training Course Applicants</b></p> <ul style="list-style-type: none"> <li>• Nomination Letter addressed to the CHED Chairperson, Attention: Director of the International Affairs Service, signed by the Head of Office or duly authorized official, indicating the following among others: <ul style="list-style-type: none"> <li>- Assurance of utilizing the scholar's services for a period of not less than two (2) years for every year of scholarship or a fraction thereof not less than six (6) months</li> <li>- Statement that the scholar shall receive his/her salary and other financial privileges while on scholarship</li> </ul> </li> <li>• Letter of Recommendation/Support from a professor of the host Hungarian university/institution (<i>for PhD applicants only</i>)</li> <li>• Certified Copy of Service Record</li> <li>• Certified Copy of Statement of Actual Duties and Responsibilities</li> <li>• Photocopy of Transcript of Academic Records (<i>baccalaureate and graduate, if applicable</i>)</li> <li>• Certification of No Pending Administrative and/or Criminal Case</li> <li>• Certification that the nominee has no pending scholarship nomination for another program and has no pending service obligation from a previous scholarship (<i>Please see Annex B for the Scholarship Clearance.</i>)</li> <li>• Updated Resume with list of in-service training and seminars attended (<i>complete names of event organizers and training topics/ subjects; training certificates need not be submitted</i>)</li> <li>• Letter of Application addressed to Atty. Lily Freida M. Milla, CESO III (OIC, Office of the Deputy Executive Director and Director, International Affairs Service)</li> </ul> <p><i>Note: Incomplete documents will not be processed. (Please also see Annex A for the Checklist of General Eligibility Requirements.)</i></p>
<b>Reminders</b>	<ul style="list-style-type: none"> <li>• Baccalaureate degree holders are not allowed to apply to another baccalaureate degree course.</li> </ul>

	<ul style="list-style-type: none"> <li>• Applicants should apply to a degree higher than that which they have previously earned.</li> <li>• <b>Each Central Office Bureau/Service/Office and each Regional Office can nominate only one (1) applicant per field of study.</b></li> <li>• Director level (<i>Salary Grade 25 and above</i>) applicants are not required to undergo panel interviews; however, their documents will still be reviewed and evaluated by the NEAP Scholarship Secretariat and the CHED Scholarship Screening Committee.</li> </ul>
<b>Deadline of Application</b>	<b>06 January 2025</b>

4. **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.
5. 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.
6. NEAP further reiterates that the established qualifications and selection parameters for its scholarship programs are in adherence to the Equal Opportunity Principle (EOP).
7. Should you have questions or concerns, please coordinate with **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919.
8. 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](mailto:ias@ched.gov.ph) / [fstp@ched.gov.ph](mailto:fstp@ched.gov.ph)

*[NEAPScholarshipSecretariat/ Bedaña]*

*2025-2026 Stipendium Hungaricum Scholarship Programme*



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## GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

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

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<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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<b>VIII. Reason/s for Non-Completion</b>  (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>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b>  (must be supported by attachments)	<input type="checkbox"/> 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>		
<hr/> Name and Signature of the Scholar	<hr/> 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>		
<hr/> Name and Signature of the Recommending Authority (SDO - HRDD)	<hr/> Date and Time	





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<b>APPROVED</b>	
<hr/>	<hr/>
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time