



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 236
Series of 2023

Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
OFFICE OF THE MINISTER

RELEASED

TO : **MARJUNI M. MADDI**
Director General for Higher Education

ATTENTION : **JONATHAN O. OMAR**, AHME-SP Program Coordinator
AHME-SP Scholarship Committee

BY: Hajir
DATE: 24 MAR 2023
TIME: 2:25 P.m
Ctrl. No. 2023-07-188

FROM : **MOHAGHER M. IQBAL**
Minister



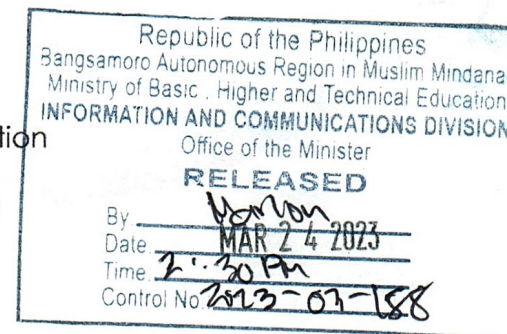
SUBJECT : **WORKSHOP ON THE REVISION OF THE AHME-SP IMPLEMENTING GUIDELINES**

DATE : March 21, 2023

1. Now in its 3rd year of implementation, the Access to Higher and Modern Education – Scholarship Program (AHME-SP) also known as the Bangsamoro IQ Scholar is a flagship scholarship program of the Bangsamoro Government implemented by the Ministry of Basic, Higher and Technical Education (MBHTE) through the Higher Education Subsector.
2. Over the years, it has encountered several issues and concerns relative to its implementation which at times causes delays and hampers the operations of the program. Thus, the need for review and revisitation of some of its provisions is highly sought for the effective implementation of the guidelines.
3. Anent this, a **workshop on the revision of the AHME-SP Implementing Guidelines** will be conducted on Monday, March 27, 2023, at 9:00 a.m., at the Higher Education Conference Room.
4. The following are expected to participate in the activity:

- **Marjuni M. Maddi**, DIRECTOR General for Higher Education
- **Haron S. Meling**, Deputy Minister
- **Novie Lyn C. Buendia, CPA**, OIC-Chief, Finance Division
- **Samera Monib**, Chief, Admin Division
- **Atty. Mojahid Guro**, Chief, Legal Office
- **Atty. Hamida U. Mantikayan**, Legal Officer
- **Atty. Dayang Sansarona**, Legal Officer
- **Sittie Johaira Guro, CPA**, OIC-Chief, Internal Audit Division
- **Tarhata A. Mla**, Chief, Budget Section
- **Rowel Dumanglas**, SEPS
- **Rowena Gogo**, Admin Assistant III
- **Ameril Aragasi**, Admin Assistant III
- **Amir Usman**, Admin Assistant III
- **Jonathan Omar, LPT**, AHME-SP Coordinator
- **Farhana Abohoraira**, OIC-Chief, Procurement Section

5. Attached is the previously approved guidelines for your perusal.
6. Should you have concerns, kindly contact Jonathan O. Omar, AHME-SP Focal Person, at mobile number 0905-1519-138.
7. For information and strict compliance.





Ministry of Basic, Higher and Technical Education
Cotabato City



Office of the Minister

MBHTE ORDER

No. _____
Series of 2021

TO

: DEPUTY MINISTER
DIRECTOR GENERALS
MBHTE SCHOLARSHIP COMMITTEE (AHME-SP)
FINANCE DIVISION OFFICERS
PLANNING DIVISION OFFICERS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED
This Ministry

FROM

: 
MONAGHER M. JOBAL
Minister

SUBJECT

: REVISED IMPLEMENTING GUIDELINES ON THE ACCESS TO
HIGHER AND MODERN EDUCATION SCHOLARSHIP
PROGRAM (AHME-SP)

DATE

1. With the enforcement of community quarantines and observance of protocols as measures to appease the emergency health situation in the country, the implementation of MBHTE programs and projects has faced various challenges. One of these programs is the Access to Higher and Modern Education Scholarship Program (AHME-SP) which launched in the 1st Semester of AY 2020-2021.
2. To address these challenges and resolve the gaps identified during its initial implementation, and towards the goal of fully realizing the purpose of the program through an enhanced policy, the existing guidelines on the AHME-SP under Memorandum Circular 286, s. 2020 have been revised.
3. To facilitate implementation on the provisions of this Order, the enclosed Revised Implementing Guidelines on the Access to Higher and Modern Education Scholarship Program (AHME-SP) are hereby issued.
4. All existing Orders and Memoranda inconsistent herewith are rescinded. These guidelines shall remain in force and effect during the duration of the program, unless sooner repealed, amended or rescinded.
5. Immediate dissemination of and strict compliance with this Order is directed.

Encl.: As stated

(Enclosure to MBHTE Order No. _____ s. 2021)

REVISED IMPLEMENTING GUIDELINES ON THE ACCESS TO HIGHER AND MODERN EDUCATION SCHOLARSHIP PROGRAM (AHME-SP)

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REVISED IMPLEMENTING GUIDELINES ON THE ACCESS TO HIGHER AND MODERN EDUCATION SCHOLARSHIP PROGRAM (AHME-SP)

I. PURPOSE

The Access to Higher and Modern Education Scholarship Program (AHME-SP) aims to improve the quality of life of the Bangsamoro people by producing at least "one professional per Bangsamoro family" through improving the "ACCESS TO HIGHER AND MODERN EDUCATION" of qualified family members, thereby improving their job-and/or business-readiness and their access to employment.

These revised guidelines shall provide the criteria for selection, application procedures, financial benefits and payment thereof, responsibilities of the grantee, as well as deferment, replacement, refund and termination of scholarship. These shall also provide other terms and procedures in the grant and implementation of the program as well as fund allocation, release and disbursement.

II. SCOPE AND COVERAGE

The program shall cover qualified senior high school and ALS graduates in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

In line with post-conflict rehabilitation and development efforts of the BARMM, qualified combatants, their children, orphans, or surviving spouses will have special eligibility and be given priority in the selection process.

The AHME-SP shall complement higher education scholarship, subsidy, loan, and similar programs implemented in the region such as the Commission on Higher Education (CHED) Scholarship and Unified Financial Assistance System for Tertiary Education (UniFAST) programs, among others.

III. DEFINITION OF TERMS

For purposes of these guidelines, the terms are hereby defined as follows:

1. **BARMM Regional Priority Programs** refers to the list of recognized degree programs offered by Higher Education Institutions (HEIs) identified by the Ministry of Basic, Higher and Technical Education (MBHTE) as necessary to support the regional development of the BARMM.
2. **Combatant** shall refer to active, former, or decommissioned combatant.
3. **General Weighted Average (GWA)** refers to the average of the grades multiplied by the equivalent number of units in all subjects taken, whether passed or failed, excluding non-academic subjects;

4. **Higher Education Institution (HEI)** refers to public and private post-secondary educational institutions offering degree-granting programs recognized or authorized by CHED;
5. **Higher Education** refers to the stage of formal education, or its equivalent, requiring completion of secondary education leading to bachelor and advanced degrees;
6. **IQ** refers to the student beneficiary's Intelligence Quotient;
7. **IQ SCHOLAR** refers to a student who has been selected by the MBHTE after passing all the criteria and/or requirements prescribed by these Guidelines;
8. **Private Higher Education Institution** refers to the type of higher education institution which is not subsidized by the government;
9. **Public Higher Education Institution** refers to the type of higher education institution that is funded by the government. In BARMM, as of May 15, 2020, this HEI type consists of the following: 1. State Universities and Colleges (SUCs), 2. MBHTE-BARMM Supervised Institutions (MSIs), and 3. Local University and College (LUC);
10. **Scholarship program** refers to a modality of financial assistance given to qualified and deserving students based on merit and conditions such as academic performance, poverty, disability, ethnicity, marginalization, etc;
11. **Special Eligibility** refers to the eligibility provided to members of conflict affected areas, such as the combatants, their children, orphans, or surviving spouses, who meet the minimum qualifications set in these Guidelines;
12. **Undergraduate program** refers to any four (4)- or five (5)-year curricular program offered by public and private HEIs leading to a degree, authorized by CHED or the MBHTE-Higher Education;

IV. QUALIFICATION REQUIREMENTS AND RANKING CRITERIA

1. Minimum Qualifications

The following minimum qualifications shall apply to all applicants:

- a. A Bangsamoro;
- b. Senior high school or ALS graduate in the last school year or earlier and a freshman or an incoming freshman for the First Semester/Term of the current school year;
- c. Preferably an enrollee or planning to enroll in a curricular program under the BARMM Regional Priority Programs. The list of these Priority Courses/Programs is attached as Annex 1;

- d. Belonging to an underprivileged, disadvantaged, marginalized, poor or low-income sector or group:
- d.1. Combined gross annual income of parents or guardian does not exceed PhP 400,000.00;
 - d.2. An orphan;
 - d.3. A child of a solo parent;
 - d.4. A person with disability (PWD) or a child of a PWD;
 - d.5. A member of Indigenous People (IP) or child of an IP Parent;
 - d.6. Guardian is a senior citizen; or
 - d.7. An internally displaced person (IDP).
- e. Not a recipient of any other scholarship grants by the national government, local government units or congressional scholarship that offers financial benefits.

MBHTE-Higher Education (HE) hereby adopts a policy of non-duplication of scholarship program enjoyment/s under the AHME-SP.

Students who already enjoy the Tertiary Education Subsidy (TES) under the Unified Financial Assistance System for Tertiary Education (UniFAST) and other scholarship programs are not eligible in this program.

Freshman students from SUCs who already enjoy the Free Higher Education (FHE) under the UniFAST but do not enjoy TES or any other financial benefits will be eligible to apply under AHME-SP.

Students who do not meet the minimum qualifications above are not eligible to apply.

2. Special Eligibility for Combatants, their Children, Orphans, or Surviving Spouses

In line with the rebuilding, rehabilitation, and development of the conflict-affected communities of the BARMM, priority will be given to combatants, their children, orphans, or surviving spouses who meet the minimum qualifications.

3. Ranking Criteria and Computation

These Guidelines hereby adopt the following criteria and their corresponding weighted percentages in computing for the rank of the qualified applicants:

Academic Performance

- General Weighted Average (30%) 60%
- Written Examination Rank (30%)

Enrolment in a BARMM Priority Course

10%

Annual Parents' Gross Income	10%
Orphan / Child of a Solo Parent / PWD / IP or IP Parent / Senior Citizen Parents or Guardian / IDP	10%
Combatants or their children, orphan, or surviving spouse	10%
TOTAL:	100%

4. Preference for Applicants Enrolled in the BARMM Priority Courses / Programs

Applicants who are enrolled in BARMM priority programs or whose chosen courses, as indicated in their application forms, belong to the priority courses and shall thereafter enroll therein, shall be given priority in the selection of student beneficiaries.

Only after exhaustion of all qualified applicants from the priority courses/programs whose ranking percentage is at least seventy-five percent (75%) that applicants from other or non-priority courses shall be entertained. Provided, that the number of these applicants who qualified and are to be accommodated shall not be more than the number of selected qualified applicants from the priority courses per given province/area.

Only applicants from non-priority courses who attained a ranking percentage of at least seventy percent (70%) shall be considered for the award. In case of slots that shall remain unfilled despite the foregoing, qualified applicants from the priority programs who got a ranking percentage below seventy-five percent (75%) may be accommodated.

V. APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS

1. Call for Applications, Screening, and Awarding

The MBHTE shall issue a call for applications together with the application procedures, qualification requirements, ranking criteria, application form, and deadline for applications, among others.

Applicants may apply online or submit hard copy documents to the MBHTE.

The screening period shall initiate at least one month prior to opening of the school year and must not extend beyond two (2) months thereafter.

After the applicants have been qualified and ranked and a final master list of student-beneficiaries has been generated, selected student beneficiary receives a Notice of Award, and signs a scholarship contract if he/she chooses to receive the grant.

2. Documentary Requirements

The following are the documentary requirements which must be submitted together with the application form for evaluation and processing:

a. *Citizenship:*

- Original copy of Philippine Statistics Authority (NSA) Birth Certificate

b. *Academic:*

- Certified true copy of Form 138 for senior high school graduates
- ALS Accreditation and Equivalency Test Passer Certificate for Alternative Learning System (ALS) graduates
- Equivalency Certificate with General Weighted Average from Accredited Madaris

c. *Financial:*

The applicant shall submit **AT LEAST ONE** of the following documents:

- 1) Latest Income Tax Return (ITR) of parents or guardian
- 2) Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR)
- 3) Certificate of Indigence either from his/her barangay or Department of Social Welfare and Development (DSWD)
- 4) Case Study report from DSWD
- 5) Latest copy of contract or proof of income (for children of Overseas Filipino Worker (OFW) and seafarers)

d. *For Underprivileged, Disadvantaged, Marginalized, Poor and Low-income Sector or Group:*

The applicant shall also submit **ANY** of the following documents:

- 1) Single Parent ID from the Municipal or City Social Welfare and Development Office
- 2) Certification of IP parent/s from the Ministry of Indigenous People's Affairs (MIPA)-BARMM
- 3) Person with Disability (PWD) ID from the Municipal or City Social Welfare and Development Office
- 4) Senior Citizen ID of Parent/s or Guardian from the Municipal or City Office of the Senior Citizens Affairs (OSCA)
- 5) Certifications of Death of Parents or Certification of Being an Orphan from the Barangay or Municipality/City
- 6) Certification of Being an IDP from the Barangay or Municipality/City

e. *For the Combatants, their Children, Orphans, or Surviving Spouses:*

- 1) Certification from the MILF and MNLF Peace Mechanisms that the applicant is a former MILF combatant or his/her children; and/or

- 2) Certification from MILF and MNLF Peace Mechanisms that the applicant is an orphan, his/her parent is a widow/widower due to the armed conflict, or is a surviving spouse.

3. Procedures

- i. An applicant submits the accomplished application form (Annex 2) together with the required supporting documents to the MBHTE;
- ii. If an application is filed online, the application together with the supporting document shall be electronically submitted to the MBHTE in PDF format, subject to further verification against original documents if necessary. The application, together with the supporting documents, may also be submitted through courier or in person;
- iii. The applicant takes the written examination administered by the MBHTE, partner HEIs or schools, or service providers. The results of the written examination of the successful applicants will be published;
- iv. MBHTE evaluates the applications and ranks the qualified applicants according to ranking criteria set forth by these Guidelines;
- v. MBHTE sends the individual Notice of Award (NOA) (Annex 3) to the applicant;
- vi. Applicant accepts the NOA by affixing his/her signature on the return slip and submits the same to MBHTE through hard copy or electronic form within fifteen (15) days from date of receipt of the NOA;
- vii. If the applicant waives the NOA, he/she shall write the word "WAIVED" on the return slip and affix his/her signature thereon and return the same or communicate his waiver in writing to the MBHTE within the same period prescribed hereof; and
- viii. After receipt of the NOAs, MBHTE shall notify the IQ scholars of the signing of the Scholarship Contract (Annex 4) with corresponding Undertaking or Declaration of Return of Service for a minimum period of two (2) years.

VI. FINANCIAL BENEFITS

The total financial benefits that will be received by an IQ scholar shall be **Sixty Thousand Pesos (P60,000.00)** per academic year or **Thirty Thousand Pesos (P30,000)** per semester. The financial benefits may be used for tuition and other school fees and/or for the living allowance of the student beneficiary.

The grant shall cover the completion of a four (4)- or five (5)-year undergraduate (or bachelor's degree) program, subject to availability of fund allocation. Expenses beyond the total financial benefits shall be shouldered by the scholar.

VII. MODES OF PAYMENT

Scholars shall be required to provide their bank account details or to open their bank accounts preferably in a partner government bank nearest their HEI. MBHTE and participating HEIs shall provide assistance in the opening of bank accounts of scholars.

Direct payment is made to the scholars by crediting the financial assistance to their ATM bank accounts. However, in exceptional case when this mode is not feasible, ONLY THEN that the financial benefit is directly released to the scholars in the form of cheque.

VIII. DOCUMENTARY REQUIREMENTS FOR PROCESSING OF FINANCIAL BENEFITS

1. Through ATM

To facilitate the release of the financial benefits to scholars, the following documentary requirements must be provided to the MBHTE:

a. For initial payment:

- i. Certified true copy of Certificate of Enrolment, Registration Form, or Official Receipt of Payment;
- ii. Original copy of Notice of Award; and
- iii. Original copy of the Contract

b. For succeeding payments, certified true copies of:

- i. Certificate of Enrolment, Registration Form, or Official Receipt of Payment; and
- ii. Copy of Grades during the previous semester issued by the registrar

2. Through Cheque

a. Initial Payment:

- i. Certified true copy of Certificate of Enrolment, Registration Form, or Official Receipt of Payment;
- ii. Original copy of Notice of Award; and
- iii. Original copy of the Contract

b. For Succeeding Payment, certified true copies of:

- i. Certificate of Enrolment, Registration Form, or Official Receipt of Payment;
- ii. Copy of Grades during the previous semester issued by the registrar; and
- iii. Upon claiming of financial benefit, photocopy of valid school ID (upon presentation of the original).

IX. RESPONSIBILITIES OF IQ SCHOLAR

1. An IQ scholar has the following responsibilities:

- a. Enroll in any recognized program of any of the following:
 - i. Private Higher Education Institutions (PHEIs);
 - ii. State Universities and Colleges (SUCs);
 - iii. MBHTE-BARMM-Supervised Institutions (MSIs); or
 - iv. Local Universities and Colleges (LUCs).
- b. Maintain a passing grade in all subjects and a GWA of 80% for a regular student and 75% for a combatant, his/her child, orphan, or surviving spouse;
- c. Carry a regular load per semester/term as determined by the HEI;
- d. Complete the degree program within the time frame required in the curriculum except in case of approved deferment;
- e. Secure written approval of the MBHTE in case of transfer to another HEI or shift to another curricular program which shall thereafter be subject to the rule on replacement as the case may be; and
- f. Faithfully keep a copy of his/her signed scholarship contract and these Guidelines for reference and reminder of his/her responsibilities.

2. Service in the Country / Return of Service (ROS) of the Scholar

- a. Immediately after graduation, the scholar shall render service in the country on a full-time basis, preferably in the BARMM, along his or her field of training or education for a minimum period of two (2) years. The scholar can work either in a government agency, industrial establishment, or private company.
- b. The Scholarship Contract shall have a corresponding Undertaking or Declaration of Return of Service which shall be signed by the scholar as evidence of his/her commitment to render service in the country on a full-time basis for a minimum period of two (2) years.
- c. After having completed his or her service obligation, the scholar shall submit certification/s of employment covering the required number of years. MBHTE will then issue the scholar a final clearance.
- d. Self-employed graduates under the AHME-SP must submit a copy of the DTI Business Registration, Mayor's Permit, Income Tax Return or any proof of taxes paid and certification indicating the number of workers employed. Necessary verification will be made and if found in order, clearance will be issued by the MBHTE.

- e. A scholar may be allowed to defer rendition of service to pursue further studies but is required to submit a letter request for the deferment and a copy of the letter of acceptance to a graduate school.
- f. Graduated scholar who will be working overseas or otherwise will fail to comply with the service contract shall be liable for breach of contract and must refund in full amount the received financial benefits within two (2) years from their employment overseas. Additional guidelines shall be issued by the MBHTE regarding this provision.

X. RULES ON DEFERMENT, TERMINATION, REFUND AND REPLACEMENT

1. Deferment of scholarship grant

- i. A scholar may apply for deferment of scholarship grant through submission of a Letter of Intent to the MBHTE thirty (30) days prior to the start of the next term of a given academic year.
- ii. A scholar may be allowed deferment for only one (1) academic year due to health reasons supported by a medical certificate or due to natural or manmade calamity which would prevent him/her from enrolling for the whole semester. In both cases, the reason for deferment must be fully substantiated by proof and the approval thereof is subject to the discretion of MBHTE Minister, upon recommendation of the Scholarship Committee.
- iii. The deferment shall be availed only ONCE and only if feasible and consistent with the Cash-Based Budgeting system.

2. Grounds for Termination

The scholarship grant shall be terminated on the following grounds:

- a. Enrolment in non-recognized or non-priority program after having been prioritized for selection on the basis enrolment in a priority program;
- b. Failure to maintain a minimum General Weighted Average (GWA)
 - i. **For Regular Students.** Failure to maintain a GWA of at least **80% or its equivalent**. A graduating scholar who fails to maintain the required GWA may file an appeal to the MBHTE for consideration within fifteen (15) days from notice of the GWA.
 - ii. **For Students with Special Eligibility.** Failure to maintain a GWA of at least **75% or its equivalent**. A graduating scholar who fails to maintain the required GWA may file an appeal to the MBHTE for consideration within fifteen (15) days from notice of the GWA.
- c. Not carrying regular academic load in accordance with scholar's program curriculum;

- d. Dropping out or deferment of the grant for more than the one-year period prescribed herein;
- e. Shifting to another program or transferring to another HEI without approval from the MBHTE;
- f. Submission of fake or spurious documents;
- g. Final conviction of an offense involving moral turpitude;
- h. Participation or involvement in a fraternity or sorority related hazing activities as determined by the concerned HEI;
- i. Non-completion of the degree program;
- j. Failure to declare an Undertaking or Declaration of Return of Service;
- k. Voluntary withdrawal/Waiver of scholarship grant;
- l. Other causes analogous to the foregoing.

The total financial benefit received under these Guidelines shall be refunded to the MBHTE if the grant has been terminated on any of the grounds herein enumerated, or for such other causes analogous thereto.

3. Procedures for Refund

- a. For any of the grounds for termination enumerated herein (EXCEPT inability to maintain a minimum GWA as indicated herein), the student beneficiary shall, after due process, refund the full amount defrayed by MBHTE for his/her grant under these Guidelines within sixty (60) days from notice of the demand letter to refund made by the MBHTE.
- b. In case of failure of the scholar to make the refund within the prescribed period, the Scholarship Committee shall make the corresponding report/ endorsement on the matter to the MBHTE for its appropriate action.

The obligation to refund on the part of the scholar shall be specified in the Notice of Award (NOA) which is treated as a supplemental scholarship contract for purposes of these Guidelines.

4. Replacement of a Scholar

Replacement of a scholar may be allowed within a given academic year if such scholar shall fail to confirm acceptance of the award within fifteen (15) days upon receipt of the NOA.

Replacement may likewise be done if termination of the scholarship grant shall take place at any time during the four (4) or five (5)-year program curriculum.

In case of replacement, the replaced scholar shall be informed in writing by the MBHTE stating therein the reason/s for his/her replacement. A new grantee or replacement shall be taken from the official rank-list of MBHTE in the order stated thereon to take effect immediately from notice of the replacement by the replaced scholar or his/her parents or guardian. The replacing scholar shall avail only of the financial benefits for the remaining duration of the scholarship grant. On the other hand, the rule on refund shall apply to the replaced scholar.

XI. ADMINISTRATION AND IMPLEMENTATION

1. The responsibilities of MBHTE entities and Participating HEIs in the implementation of AHME-SP

a. MBHTE Scholarship Committee

An MBHTE Scholarship Committee shall be constituted by the Minister for purposes of the AHME Scholarship Program whose membership may be changed and/or expanded when deemed necessary.

This committee shall assist the Minister in overseeing the operation and implementation of the program. It shall assist the Minister in, but not limited to, the following:

- i. Crafting the program guidelines;
- ii. Addressing issues, concerns, and challenges pertaining to the implementation, especially those not covered by these Guidelines;
- iii. Ensuring that the program is annually sustained until the scholars graduate from their 4- or 5-year degree program in its normal length in years through an annual budget proposal of the MBHTE to the Ministry of Finance, and Budget and Management (MFBM)-BARMM;
- iv. The study and assessment of higher education scholarship programs implemented in the BARMM and the recommendations for their sustainability and/or expansion;
- v. Coordination with the Commission on Higher Education, Department of Science and Technology, Office of the Presidential Adviser on Peace Processes, and other scholarship granting institutions and organizations to ensure that there is equitable distribution of scholarship grants and slots to the tertiary students of BARMM;
- vi. Establishment of a collaborative mechanism among the government, the academe, and the industries to ensure that the priorities and human resource needs of the region are met, the scholarship and curricular programs and the labor market are matched, and the research function of the academe and development needs of the government and the industries are linked;

- v. Endeavor for the expansion of AHME-SP coverage as well as to have it categorized under the regular programs of the MBHTE.

b. MBHTE Scholarship Team

- i. In coordination / partnership with appropriate BARMM agencies, leads in the promotion of and information campaign on the program, including call for applications and stakeholders' orientation, assembly/summit, among others, subject to the limitations of the Data Privacy Act of 2012;
- ii. Evaluates the documents of applicants;
- iii. Determines qualified applicants and ranks them using the set of criteria determined by the MBHTE and the Scholarship Committee;
- iv. With assistance from the MBHTE planning, budget, and finance officers, prepares the required Work and Financial Plan (WFP) and Monthly Cash Program (MCP);
- v. Issues notice of award to qualified applicants based on results of ranking and slot assignment;
- vi. Orients the scholars of their obligations/duties and responsibilities;
- vii. Submits to the Office of the Minister, MBHTE-BARMM required status reports, including fund utilization;
- viii. Maintains a payments ledger per scholar and regularly monitors payments for reporting purposes. This is also to avoid duplication and/or overlooking of payments;
- ix. Collects data and maintains an updated database of the scholars for effective program monitoring, subject to the Data Privacy Act of 2012; and
- x. Installs a monitoring and evaluation system to ensure that all activities are in line with the objectives of the program and the Ministry. The M&E system shall include processes and procedures for audit, assessment, monitoring, reporting, and evaluation of program outputs and expected outcomes;

c. Budget, Finance, and Planning Sections/Units of the MBHTE

- i. Informs the Scholarship Unit on the approved annual budget allocation of AHME-SP based on the General Appropriations Act for the Bangsamoro (GAAB);
- ii. Assists the Scholarship Unit in preparing the WFP and MCP;
- iii. Releases financial benefits to individual scholar according to the payment mode set forth by these Guidelines and after endorsement by the Scholarship Team of complete documentary requirements for payment as required in these Guidelines; and

iv. Prepares and reconciles fund utilization and regularly submits the same to the MBHTE Scholarship Committee; Office of the Minister, MBHTE; and Office of the Chief Minister (OCM), BARMM or when required.

d. Participating Higher Education Institutions

- i. Enter into MOA/MOU with MBHTE to ensure that the needs of the scholars in their respective institutions will be effectively and efficiently addressed;
- ii. Submit to the MBHTE certification of enrolment or registration of new scholars and grades for the previous semester for ongoing scholars;
- iii. Submit to the MBHTE data or information on the scholar as needed;
- iv. Facilitate the application of scholars for ATM bank accounts in the nearest government banks.
- v. Provide guidance and counseling services and assistance in job placement of scholars.

2. Program Funds and Slots Allotment

Province/Area	Allotted No. of Slots Per Province/Area Per Academic Year	Total Financial Benefit Per Student Beneficiary Per Academic Year	Allotted Amount Per Province/Area Per Academic Year
Lanao del Sur	200	P 60,000	12,000,000
Maguindanao	200	P 60,000	12,000,000
Basilan	200	P 60,000	12,000,000
Sulu	200	P 60,000	12,000,000
Tawi-Tawi	200	P 60,000	12,000,000
Lamitan City	100	P 60,000	6,000,000
Marawi City	100	P 60,000	6,000,000
Cotabato City	100	P 60,000	6,000,000
Special Geographic Area	100	P 60,000	6,000,000
TOTAL	1,400		P 84,000,000

MFBM guidelines and other government rules and procedures shall apply in the spending and management of the AHME-SP funds.

Communication allowance, which must be indicated in the WFP, shall be set aside for the Scholarship Unit and Finance staff for purposes of carrying out their tasks without delay particularly in the processing of applications until the awarding of contract.

3. Administrative Cost

Pursuant to the provisions of the General Appropriations Act of the Bangsamoro (GAAB), the portion of the total budget allocation for the AHME-SP that is allotted for administrative cost shall be utilized for the implementation of the said program for the following related expenses, subject to the usual accounting, auditing rules and regulation procurement laws:

- a. Communications;
- b. Office supplies and materials;
- c. Equipment not exceeding P15, 000.00;
- d. Maintenance/ repair of equipment;
- e. Rental of IT equipment;
- f. Representation expenses for meetings and conferences;
- g. Transportation/ Travel;
- h. Trainings and seminars;
- i. Printing/ Advertisement;
- j. Salaries and wages of program staff and other professional fees for outsourcing./job orders; and
- k. Other incidental expenses such as but not limited to, overtime payment in the exigency of the service subject to issuances of the Ministry of Finance, Budget and Management on the matter.

4. Utilization of Funds

Utilization of the funds allocated for AHME-SP in the GAAB shall be subject to the usual budgeting, accounting and auditing rules and procedures.

5. Assembly and Reporting

The AHME Scholarship Committee shall convene at least every first Tuesday of every month or as often as necessary to address issues and concerns relative to the implementation of the program and resolve to adopt recommendations thereon for the approval of the Minister.

The MBHTE Scholarship Team shall submit progress report or a report on the status of implementation at the beginning and end of every semester as well as monitoring and evaluation reports to serve as guide for the Scholarship Committee.

XII. MANDATORY REVIEW AND AMENDMENTS

The Scholarship Committee shall have mandatory review of these guidelines every end of school year and recommend amendments or revisions to the Minister if needed.

The Minister shall also issue required amendment or additional instructions and/or information to address existing situations and challenges affecting implementation hereof upon recommendation from the Scholarship Committee.

For purposes of the foregoing, it shall include, but shall not be limited to, adjustment or changing of the selection criteria and the corresponding weighted percentage (e.g., foregoing of proctored written examination in case of proscribed face-to-face conduct thereof, and/or as per compliance with lawful orders, applicable laws, rules and regulations), reapportioning of slots allotted per area, and such other necessary measures to be adopted provided the same shall not deviate from the purpose of the program. *Provided further*, that these shall only be taken if justified under prevailing circumstances.

XIII. SPECIAL PROVISION

All applications evaluated and processed during the initial implementation of the program (Year 2020) and before the effectivity of these Revised Guidelines are hereby ratified.

XIV. RETROACTIVE APPLICATION

These guidelines shall apply retroactively only in so far as they shall be favorable to the applicants evaluated and selected for the AHME-SP grant.

XV. EFFECTIVITY

All existing Orders and Memoranda on the AHME-SP implementation are rescinded accordingly. These guidelines shall be in force and effect starting from its approval and shall remain effective during the duration of the program, unless sooner repealed, amended or rescinded.