

## RETURN SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Return Service Agreement is made and entered into this \_\_\_\_\_, 201\_\_ in \_\_\_\_\_, Philippines by and between:

The Sending Higher Education Institution, a higher education institution with principal office at \_\_\_\_\_ represented herein by its head, \_\_\_\_\_ and hereinafter referred to as "**SHEI**";

- and -

Faculty Scholar of legal age, Filipino and residing at \_\_\_\_\_ hereinafter called the "**APPLICANT**".

WITNESSETH:

**WHEREAS**, the **Sending Higher Education Institution (SHEI)**, in need of improving the qualifications of its faculty, is ready, able and willing to send its faculty for full-time graduate degree studies abroad.

In line with CHED Memorandum Order Nos. 22 and 39, Series of 2016, and for and in consideration of the actual financial support for the duration of the scholarship benefits which will be released to the APPLICANT contingent upon his/her acceptance to the GRADUATE SCHOLARSHIP FOR FACULTY AND STAFF UNDER THE CHED K TO 12 TRANSITION PROGRAM and the DHEI abroad, the SHEI shall allow the APPLICANT to pursue studies on a full-time basis leading to \_\_\_\_\_ (Degree and Program) \_\_\_\_\_ at the \_\_\_\_\_ (DHEI abroad) \_\_\_\_\_ for a duration of \_\_\_\_\_ Semester(s)/Trimester(s)/Quarter(s) commencing on (Date) \_\_\_\_\_ subject to the following **terms and conditions**:

### A. Obligations of the SHEI

The SHEI shall:

1. Allow the APPLICANT to pursue graduate studies in the said DHEI abroad 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;
2. Support the implementation of the APPLICANT's REENTRY ACTION PLAN, herein enclosed as Annex "A";
3. Ensure that the APPLICANT is properly compensated for his/her return service, according to the policies of the institution;
4. Be in charge of monitoring the return service and inform the Commission annually of the status of the same;
5. Send CHED a written notice affirming the completion of the obligation, so that CHED can issue a Certificate of Completion to the APPLICANT/ SCHOLAR and relieve him/her of all obligations under the grant; and
6. Be in charge of collecting payment obligation from the APPLICANT if he/she fails to fulfill the terms of the scholarship and this Agreement and is so ordered by CHED.

### B. Obligations of the APPLICANT

The APPLICANT shall:

1. Return to the SHEI and render return service on the semester immediately following completion of the degree;
2. Render return service to the SHEI in the form of teaching, research or extension;

3. Ensure the proper implementation of his/her REENTRY ACTION PLAN, herein enclosed as Annex "A";
4. Render return service following atleast a 1:2 ratio (two years of service for every one year of the scholarship).
5. Seek written clearance from CHED prior to traveling abroad for personal or official reasons while the scholarship and this Agreement is still in force; and
6. Fulfill the payment obligation or other rules and regulations to be duly imposed by the Commission in case he/she fails to fulfill the return service obligation.

**IN WITNESS WHEREOF**, the parties hereto, through their respective representatives, have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, \_\_\_\_\_, Philippines.

**SHEI**

**NOMINEE**

\_\_\_\_\_  
*President/Head*

\_\_\_\_\_  
*Faculty*

Signed in the presence of:

**Witness**

**Witness**

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) s.s

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_ on \_\_\_\_\_, personally appeared the following, to wit:

Name	Valid ID/Passport Number	Date & Place Issued
(Head, Sending HEI)		
(NOMINEE)		

**KNOWN TO ME** to be the same persons who executed the foregoing Scholarship Contract consisting of \_\_\_ pages including 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 \_\_\_\_\_ 201\_\_.

**Notary Public**

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_