




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. OVCAA-ECA 19-463

TO : ALL DEANS, DIRECTORS, HEADS OF UNITS

FROM : 
EVANGELINE C. AMOR, Ph.D.
Vice-Chancellor for Academic Affairs

SUBJECT : Implementation of the Graduate Education Mentoring
for Scholars (GEMS) Program

DATE : 18 October 2019

We received an email from Atty. Cinderella Filipina S. Benitez-Jaro, Officer-in-Charge, Office of the Executive Director, Legal and Legislative Service, CHED regarding the implementation of the Graduate Education Mentoring for Scholars (GEMS) Program. The departments/institutes/centers are encouraged to identify graduate students (from the degree program offerings) with no scholarships for possible endorsement to the GEMS grants effective 2nd Semester AY 2019-2020.

Kindly accomplish the attached forms and templates, and submit to ovcaa@ovcaa.upd.edu.ph on or before **4 November 2019**.



RECOMMENDATION FOR MENTORS/CO-MENTORS

Name of Applicant: _____
LAST NAME FIRST NAME MIDDLE NAME

Research Agenda: _____
Areas of research identified by the DHEI as areas of interest and/or expertise of the applicant

The GEMS Program Implementing Unit greatly appreciates your cooperation in assessing the Applicant as possible Mentor / Co-Mentor for the Graduate Education Mentoring for Scholars (GEMS). To assist in the selection process, we would like to receive your views on the applicant’s suitability as possible mentor to lead the GEMS scholars in the pursuit of scholarly work.

1. How long you have known the applicant and in what capacity?

✓	Connection	Number of Months / Years
	As his supervisor	
	Others (please specify) _____	

2. Rate the applicant against the following criteria. Please check (✓) the appropriate answer.

Characteristics	Outstanding	Satisfactory	Unsatisfactory	Poor
Ability to share skills, knowledge, and expertise				
Commitment to helping his/her mentees find success				
Ability to encourage ongoing learning and growth in the field				
Ability to guide and provide constructive feedback				
Values the opinions and				

initiatives of others				
Compassionate				
Integrity				
Initiative				
Resourcefulness				
Responsibility				
Carefulness in work				
Compliance with policies and procedures				
Ability to work with others				
Written communication skills				
Verbal communication skills				

3. Which overall recommendation would you give? Check one option only.

✓	Recommendation
<input type="checkbox"/>	I highly recommend the applicant as mentor / co-mentor
<input type="checkbox"/>	I recommend the applicant as mentor / co-mentor
<input type="checkbox"/>	I recommend with the following reservation
<input type="checkbox"/>	I do not recommend the applicant

If there are any important comments you would like to give which are not sufficiently covered by the above questions, we would greatly appreciate it if you provide them below:



Referee's Details	
Name:	
Position:	
Institutional Affiliation and Address:	
Tel No.:	
Email Address:	
Date/Signature:	

<<LETTERHEAD OF DHEI>>

STUDY PLAN

GRADUATE EDUCATION MENTORING FOR SCHOLARS (GEMS)

DHEI: _____

PROGRAM: _____

Check which version of the study plan applies:

WITH BRIDGING SUBJECTS

WITHOUT BRIDGING SUBJECTS

TERM AND SCHOOL YEAR <i>(modify as necessary; include the nature of the subject)</i>	# OF UNITS REQUIRED
TERM 2, SY 2019-2020 • Core Subject / Elective	__ units
<<TERM>>, SY 2019-2020 • Core Subject / Elective	__ units
<<TERM>>, SY 2020-2021 • Core Subject / Elective	__ units
<<TERM>>, SY 2020-2021 • Comprehensive Exam	__ units
<<TERM>>, SY 2021-2022 • Thesis 1	__ units
<<TERM>>, SY 2021-2022 • Thesis 2	__ units
TOTAL NUMBER OF UNITS	__ units

NOTE: Include terms for comprehensive exam and other required exams (if any), practicum, and alike.

REQUIRED SUBJECTS

COURSE CODE	COURSE TITLE	# OF UNITS

(add rows as needed)

BRIDGING SUBJECTS

COURSE CODE	COURSE TITLE	# OF UNITS

(add rows as needed)

The prescribed period of the program is: academic years and term/s;

or equivalent to a target completion term of:

e.g. Term 1, AY 2020-2021

This is to certify that this study plan will be the reference in determining the prescribed period of the program mentioned above for GEMS.

<<NAME>>
Dean
<<DHEI>>



CURRICULUM VITAE FOR MENTORS

PERSONAL DETAILS			
Last Name			
First Name			
Middle Name			
Extension Name			
Birth Date		Age	
Civil Status		Gender	
Telephone Number		Mobile Number	
Email Address		Alternate Email Address	
Permanent Mailing Address			
Current Residence Address			

ACADEMIC HISTORY	
BACHELOR'S DEGREE	
Bachelor's Degree Attained <i>(e.g. Bachelor of Science, Bachelor of Arts)</i>	
Field of Specialization	
Honors / Awards Received	
Year Graduated	
Institution <i>(Full Name of Institution)</i>	
Campus <i>(if applicable)</i>	
MASTER'S DEGREE	
Master's Degree Attained <i>(e.g. Master of Science, Master of Arts)</i>	
Field of Specialization	
Honors / Awards Received	
Year Graduated	
Institution <i>(Full Name of Institution)</i>	
Campus <i>(if applicable)</i>	
DOCTORATE DEGREE	
Doctorate Degree Attained <i>(e.g. Doctor of Philosophy, Doctor of Education)</i>	
Field of Specialization	
Honors / Awards Received	
Year Graduated	
Institution <i>(Full Name of Institution)</i>	
Campus <i>(if applicable)</i>	

(add rows as needed)



PROFESSIONAL EXPERIENCE (Start with the most recent employment)	
Position Title	
Employment Status <i>(Regular, Contractual, Probationary)</i>	
Company / Institution	
General Job Description	
Duration of Employment	
Start Date <i>(MM / YYYY)</i>	
End Date <i>(MM / YYYY)</i>	
<hr/>	
Position Title	
Employment Status <i>(Regular, Contractual, Probationary)</i>	
Company / Institution	
General Job Description	
Duration of Employment	
Start Date <i>(MM / YYYY)</i>	
End Date <i>(MM / YYYY)</i>	
<hr/>	
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Company / Institution	
General Job Description	
Duration of Employment	
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Company / Institution	
General Job Description	
Duration of Employment	
Start Date <i>(MM / YYYY)</i>	
End Date <i>(MM / YYYY)</i>	

(add rows as needed)



PUBLICATIONS (Start with the most recent publication)	
Publication Type <i>(Peer reviewed publications, commissioned work, books, and conference papers)</i>	
Authorship <i>(Sole or Lead Author, Co-Author)</i>	
Title of the Publication	
Date Published <i>(MM / DD / YYYY)</i>	
Short Description of Work	
<hr/>	
Publication Type <i>(Peer reviewed publications, commissioned work, books, and conference papers)</i>	
Authorship <i>(Sole or Lead Author, Co-Author)</i>	
Title of the Publication	
Date Published <i>(MM / DD / YYYY)</i>	
Short Description of Work	
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Publication Type <i>(Peer reviewed publications, commissioned work, books, and conference papers)</i>	
Authorship <i>(Sole or Lead Author, Co-Author)</i>	
Title of the Publication	
Date Published <i>(MM / DD / YYYY)</i>	
Short Description of Work	

OMNIBUS CERTIFICATION

By signing this document, I certify to the following:

That I am submitting my application to the Commission as <<Mentor/Co-Mentor>> in relation to the grant as stated above.

The information indicated in this Curriculum Vitae, together with all documents submitted, are valid, authentic, true and correct based on my own personal knowledge and based on documents in my possession;

The application shall be subject to due process and may be approved or disapproved based on the deliberations of the Commission.

I am cognizant, willing, and accepting of this commitment, and the various terms and conditions of the Graduate Education Mentoring for Scholars (GEMS) Program and all relevant CHED Memorandum Orders and shall comply with the same.

Signature above Printed Name

Date Signed