



COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

10 May 1995

CHED ORDER
No. 14 s. 1995

**AMENDED GUIDELINES IN THE ADMINISTRATION
OF PESFA AND SNPLP PROGRAMS SY 1995-1996**

To : Regional Directors
Heads of Private Colleges and Universities

Declaration of Policy

1. R.A. 6728 entitled "Government Assistance to Students and Teachers in Private Education Act," provides that "it is the declared policy of the State in conformity with the mandate of the Constitution, to promote and make quality education accessible to all Filipino citizens."

2. The Private Education Student Financial Assistance (PESFA) and Study Now Pay Later Plan (SNPLP) programs which were administered and managed by the then Bureau of Higher Education, DECS through the DECS Regional Offices, shall now be administered by the Office of Student Services, Commission on Higher Education (OSS-CHED) through the Higher Education Regional Offices effective SY 1995-1996.

3. Purpose In order to effectively carry out and monitor the PESFA and SNPLP programs and to locate responsibility and accountability in their implementation, the Commission on Higher Education hereby issues the following amendments to DECS Order No. 35, s. 1991 and DECS Order No. 140, s. 1991:

3.1 Composition of the RSGC

a. The Regional Study Grant Committee (RSGC) shall be composed of the following:

- Chair - - - HERO Director
- Vice-Chair - HERO Division Chief

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Members - - DECS Secondary Educ. Div. Chief
1 COCOPEA Representative
1 Program Coordinator

b. Functions of the RSGC

The RSGC shall perform the following functions:

1. assists the Office of Student Services (OSS), CHED in the dissemination of information regarding study grant and loan programs;
2. sub-allots regional PESFA and SNPLP slots equitably among secondary schools within the region;
3. furnishes OSS-CHED reports on slot distribution by province;
4. reviews and acts on recommendations of secondary school principals regarding applications for study grants and loans;
5. sends notices of awards to qualified applicants for enrolment in prescribed priority courses under recognition status;
6. submits to OSS-CHED masterlist of grantees and rank list of qualified applicants by province;
7. retrieves itemized school bills from grantees/schools;
8. prepares vouchers and payrolls for review by OSS;
9. issues checks for payment of school bills to individual schools and allowances to individual grantees;
10. submits to OSS photocopies of vouchers and payrolls duly signed by the school authorities and grantees, respectively, together with the schools' official receipts;
11. evaluates reports of ratings of grantees

every end of semester and issues continuance/termination letter accordingly;

12. submits to the OSS-CHED names of graduated/terminated grantees of both programs every end of the semester;
13. prepares directory of graduates by program;
14. resolves problems encountered within the region;
15. renders periodic reports requested by the OSS-CHED;

3.2 Composition of the SSSGC

- a. The Secondary Schools Study Grant Committee (SSSGC) shall be composed of the following:

Chair - - - Secondary School Principal
Vice Chair - -PTA President
Members- - - Senior Teacher Adviser
Junior Teacher Adviser
Prominent citizen of the community to be recommended by recognized community organizations

- b. Functions of the SSSGC

The SSSGC shall have the following functions:

1. announces to graduating students of the availability of slots for PESFA and student loan programs of government and their requirements;
2. distributes application forms to qualified applicants (30 days before school graduation for all programs) and retrieves the same, fully accomplished;
3. screens, evaluates and ranks applicants in accordance with selection/qualification requirements of the programs;
4. prepares masterlists and rank lists of qualified recommendees together with

required documents for submission to the Regional Committee; and

5. awards approved slot numbers to qualified applicants preferably during the commencement exercises of the graduating class.

3.3 Responsibilities of Tertiary Institutions where grantees will enrol

The Tertiary Institutions where the grantees will enrol shall have the following responsibilities:

1. accept grantees only on programs/courses that are on recognition status;
2. submit to the HERO through the RSSC within two weeks after the close of enrolment period the accomplished certificate of enrolment and itemized school bills of grantees;
3. issue to the grantees or submit to the HEROs the scholastic ratings of grantees not later than two (2) weeks after the close of a school semester;
4. orient the grantees on the policies, rules and regulations of the school and the assistance program;
5. assist them in solving their problems and needs;
6. assist them in course placement and job assistance.

3.4 Qualification Requirements and Corresponding Obligations of Student Applicants

Students applying for PESFA or SNPLP benefits shall have the following obligations:

1. To apply in the Higher Education Regional Office of the region of their domicile for students who have been out of school or those already in college.
2. To secure application form of the program applied for from the secondary

school of origin and fill up the same.

3. To submit the fully accomplished form together with the following supportive documents:

- a. Income Tax Return (ITR) of parents with gross income not to exceed P36,000 p.a. for PESFA or P50,000 p.a. for SNPLP.
- b. In case of exemption, BIR certificate or affidavit under oath certifying that the income of parents falls below taxable level.
- c. For orphans, a death certificate of parents, and for applicant with a guardian, an affidavit of support executed by Court-appointed guardian.
- d. Form 138 (High School report card) with a passing grade for PESFA applicant.
- e. For SNPLP, a general average of 80% or higher for those who will enroll in degree courses; official report of ratings with an average of 2.5 for the last semester attended for those who are already in college.
- f. Enrolment certificate and statement of accounts from school enrolled in.

3.5 Disqualification of CHED Employees and Members of the Grant Committee

Relatives of CHED Central/Regional employees and of members of the local secondary schools grant committee are disqualified from availing of PESFA and SNPLP benefits.


4. Regional Slot Allocation

A slot allocation for PESFA proportionate to the number of high school seniors who took the 1994 National Secondary

Assessment Test (NSAT) as reported by the National Educational Testing and Research Center (NETRC) and the incidence of poverty in each region as determined by the National Economic Development Authority (NEDA) is attached as Inclosure 1. The distribution of SHFLP new slots is attached as Inclosure 2. The Regional Office shall be responsible in allocating slots to the different secondary schools in accordance with their enrolment.

3. All rules and regulations or part thereof which are inconsistent with this Order are hereby repealed, amended or modified accordingly.

4. Immediate and wide dissemination of this Order is enjoined.


RICARDO T. GLORIA
Chairman

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