



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

CLERICAL MEMORANDUM ORDER

NO. 43

Series of 1997

**SUBJECT: GUIDELINES FOR IMPLEMENTING THE PRE-SERVICE SCHOLARSHIP PROGRAM IN THE CENTERS OF EXCELLENCE (COEs)/CENTERS OF DEVELOPMENT (CODs) FOR TEACHER EDUCATION**

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and by virtue of Resolution No. R201-97, Series of 1997, of the Commission en banc, the following are the pre-service scholarship program created in the Centers of Excellence (COEs)/Centers of Development (CODs) for teacher education.

**1. Coverage**

Effective School Year (SY) 1996-1997, the Pre-Service Scholarship Program shall be awarded to deserving incoming college freshmen who will be taking up Teacher Education courses in the Centers of Excellence (COEs)/Centers of Development (CODs).

**2. Qualifications of Applicants**

An applicant should possess the following qualifications:

- 2.1 Must be certified by the school principal as belonging to the upper 15% of the high school graduating class. Science and Technology oriented high schools may nominate any number of applicants from their graduating classes;
  - 2.2 Must be in good health as certified by a registered physician;
  - 2.3 Must be of good moral character as certified by the school principal;
  - 2.4 Must pass the scholarship examination conducted by the COE/COD;
  - 2.5 Does not have any pending application for resident immigrant status for the USA or any other country.
- Philippine Education Placement Test (PEPT) passers with an average of 85% and above as certified by the National Education Testing Research Center may apply.

3. **Where to Secure and File Application for the Scholarship Examination**

- 3.1 At the Centers of Excellence and Centers of Development for teacher education.  
(see attached list of of COEs/CODs)
- 3.2 Documents to be Submitted:
- 3.2.1 Certification from the high school principal that the applicant belongs to the upper 15% of the graduating class;
- 3.2.2 Health certificate from a registered physician;
- 3.2.3 Certification of good moral character from the School Principal;
- 3.2.4 Certification from the parent that the applicant has no pending application for immigration to the USA or any other country;
- 3.2.5 Two recent photographs (1"x1")

4. **Scholarship Privileges**

Applicants who qualify in the scholarship examination conducted by COE/COD will receive the following benefits:

Monthly stipend: P1500/mo x 10 months	<b>P 15,000.00</b>
Tuition & other school fees: P3500 x 2 semesters	<b>7,000.00</b>
Book allowance: P500/sem x 2 semesters	<b>1,000.00</b>
ROTC uniform allowance (1 <sup>st</sup> year only)	<b><u>500.00</u></b>
	<b>P 23,500.00</b>

For Summer: (Only if required by the curricular program)

Tuition Fee	<b>-P 1,500.00</b>
Stipend (2 months)	<b>3,000.00</b>
Book allowance	<b><u>300.00</u></b>
	<b>P 4,800.00</b>

Total per student per year **P 28,300.00**

## 5. Areas of Study

The grantees shall enroll in Teacher Education courses in Centers of Excellence/Centers of Development with areas of specialization/major in Biology, Chemistry, Physics, Mathematics and English and in other priority areas as recommended by the Technical Panel for Teacher Education.

## 6. Administration of Scholarships

6.1 Centers of Excellence (COEs) and Centers of Development (CODs) shall:

6.1.1 designate a Scholarship Coordinator

6.1.2 administer the scholarship program including the selection of scholars in accordance with prescribed guidelines.

6.1.3 upon receipt of the information from CHED on scholarship qualifiers, send **Notice of Award** which specifies the date of signing and deadline for reply whether availing or not. The Notice should include request for the scholar to bring the following documents:

- a) Parent's residence certificate
- b) Documentary Stamp
- c) Notarial Fee
- d) Awardee's birth certificate (in case citizenship is not established)

6.1.4 disburse the students' monthly stipend and other allowances.

6.2 A scholarship agreement should be signed by and between the COE/COD, the scholar and his/her parent/legal guardian. The COE/COD shall:

6.2.1 verify the identity of the awardee through his information sheet;

6.2.2 allow time for awardee and parent/s to read the agreement;

6.2.3 instruct awardee and parent to sign all pages of the agreement;

6.2.4 issue Letter of Admission to the Registrar.

- 6.3. The expense for the notarization of the Contract shall be shouldered by the scholar/grantee.
- 6.4. CHED and the Higher Education Regional Office (HERO) should be provided a copy of the notarized contract;
- 6.5. A Masterlist of Scholars in COE/COD should be submitted to CHED within 30 days after the opening of the semester.

## **7. Roles and Responsibilities**

### **7.1 Commission on Higher Education (CHED)**

- 7.1.1 Issue policy guidelines for the scholarship program;
- 7.1.2 Provide budget allocation for each COE/COD and transfer the corresponding amount based on the approved Line-Item-Budget in accordance with CHED Grants-in-Aid conditions.

### **7.2 Centers of Excellence (COEs)/Centers of Development (CODs)**

- 7.2.1 Administer the test to select scholars;
- 7.2.2 Administer the scholarship program;
- 7.2.3 Develop a data base on the scholarship;
- 7.2.4 Submit periodic financial and technical reports to CHED and HERO in accordance with CHED grants-in-aid conditions;
- 7.2.5 Liquidate the scholarship fund after the end of each semester, duly audited by the resident COA Auditor of an SUC or the Resident COA Auditor of the CHED Regional Office (in the case of Private HEIs) and forward the same to CHED for record purposes.

### **7.3 Higher Education Regional Offices**

- 7.3.1 Perform an oversight function for CHED in regard to the Scholarship Program.
- 7.3.2 Submit to CHED a report on the scholarship status of scholars at the end of every semester/term.

- 7.3.3 Monitor and give feedback to CHED the status of scholars who are rendering service obligation in the region.
- 7.3.4 Collaborate with DECS Regional Office, COE/COD and other agencies to monitor the teacher supply and demand in the region.

#### **7.4. Scholars**

- 7.4.1 Maintain satisfactory academic performance in accordance with the COE/COD Guidelines;
- 7.4.2 Carry the prescribed academic load as specified by the COE/COD;
- 7.4.3 Maintain good moral character and good health;
- 7.4.4 Teach preferably in his/her home region, on a full-time basis along his field of training for a minimum period equivalent to the length of time the scholar enjoyed the scholarship.

#### **7.5 Parents**

- 7.5.1 Assume the civil liabilities the scholar may incur as cited in the scholarship agreement as well as civil liabilities which said scholar may incur in favor of other persons;
- 7.5.2 Shoulder the medical and other expenses in case of sickness, disability or death of the scholar;
- 7.5.3 Provide for other expenses of the scholar which are not specifically mentioned in the agreement;
- 7.5.4 Help and cooperate in the moral, spiritual and mental development of the scholar; and
- 7.5.5 Assume the obligation to pay whatever amount the scholar shall reimburse in the event that he/she refuses to comply with the provisions of the scholarship contract.

## 7.6 COE/COD Coordinators

- 7.6.1 Provide technical assistance to scholars during the registration period, e.g. advising in the selection of subjects and units to be enrolled;
- 7.6.1 Orient all the scholars regarding university policies;
- 7.6.3 Collect periodic reports such as registration forms, grades, etc. from the scholars;
- 7.6.4 Monitor the scholars during the semester;
- 7.6.5 Recommend and facilitate issuance of student clearance and other credentials of the scholars.

## 8. Service Obligation

The scholar shall immediately upon completion of his/her teacher education degree, render service preferably in the region along his/her field of training for a minimum period equivalent to the length of time that he/she enjoyed the scholarship.

If the scholar is terminated during his 3<sup>rd</sup>/4<sup>th</sup> year, he/she upon completion of the course, either: shall refund the total financial assistance he/she received as a scholar with 12% interest; or shall render service to the country equivalent to the length of time he/she enjoyed the scholarship.

Deferment of service obligation may be allowed in any of the following cases and conditionalities:

### 8.1 Further Studies

#### 8.1.1 Local Studies

- with scholarship
  - letter of request for the deferment of service obligation
  - copy of the scholarship contract
- personal expense
  - letter of request for deferment of service obligation

#### 8.1.2 Out-of-Country Study

- With COE/COD Scholarship
  - letter of request for deferment of service obligation

-copy of the scholarship contract with  
COE/COD

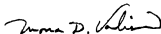
- Personal expense
  - letter of request for deferment of obligation
  - execute supplemental agreement
  - post surety bond

#### 8.1.3 Other Reasons

- Travel abroad
  - execute supplemental agreement
  - post surety bond

Pasig City, Philippines, October 7, 1997

For Commission:



**MONA D. VALISNO**  
Commissioner  
Officer In-Charge  
Office of the Chair