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OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER

No. 38

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SUBJECT: Guidelines for the Implementation of the Centers of Excellence/Centers of Development Project for Science and Mathematics

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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 CHED Resolution No. R393-99 dated November 12, 1999 the attached guidelines are hereby adopted for the efficient and smooth operationalization of the Center of Excellence and Center of Development project for Science and Mathematics.

Immediate dissemination of this CMO is desired.

Pasig City, Philippines December 6, 1999

ESTER A GARCIA
Chairman

CHED PROJECT



CENTERS OF EXCELLENCE
and
CENTERS OF DEVELOPMENT
for
SCIENCE AND MATHEMATICS



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**GUIDELINES FOR THE IMPLEMENTATION OF THE
COMMISSION ON HIGHER EDUCATION (CHED)**

PROJECT ENTITLED:

**"CENTERS OF EXCELLENCE (COE) AND CENTERS OF DEVELOPMENT (COD)
IN SCIENCE AND MATHEMATICS"**

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," and to expedite the attainment of relevant, responsive and quality higher education in the country, the following guidelines for the identification, support and/or development of Centers of Excellence (COE) and Centers of Development (COD) for science and mathematics are hereby adopted and promulgated by the Commission, thus:

**I. BASIC CONCEPTS REGARDING THE CENTERS OF EXCELLENCE AND
CENTERS OF DEVELOPMENT FOR SCIENCE AND MATHEMATICS**

A. POLICY

Section 8 (f) of the "Higher Education Act of 1994" provides that the Commission develop Centers that can spearhead the nation's thrust towards development. It is, therefore, the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and/or developing COEs/CODs in higher education institutions (HEIs). All HEIs offering science and mathematics programs are hereby recognized as agencies needed to train scientists and mathematicians for world-class scholarship, nation building and national development.

**B. DEFINITION OF A CENTER OF EXCELLENCE AND CENTER OF
DEVELOPMENT IN SCIENCE AND MATHEMATICS**

1. *Center of Excellence* - a unit within any higher education institution with the following characteristics:
 - a. A strong graduate program in the basic and applied sciences and mathematics; and
 - b. Faculty with strong research capability.

The academic and research output of the unit should, likewise, be recognized both locally and internationally.

2. *Center of Development* - a unit within any higher education institution with a strong undergraduate program and a strong potential to develop its faculty in research.

**C. ROLES AND RESPONSIBILITIES OF THE CENTERS OF EXCELLENCE
AND CENTERS OF DEVELOPMENT**

The Centers shall be the loci of academic and human resource development at both the regional and national levels. Hence they shall have the following duties and responsibilities:

1. Institutionalize programs in science and mathematics that shall produce effective graduates in these fields;
2. Serve as the country's provider of top quality scientific manpower for both academe and industry;

3. Develop research capabilities in line with the development agenda of the Philippine government
4. Offer graduate program(s) in the specific program areas where they have been identified as a COE or a COD for regional strengthening of the science and mathematics sector, in support of the regional economic developmental plans.
5. Provide assistance to other HEIs within its area of coverage in terms of faculty development, instructional materials development and other quality upgrading activities.
6. Implement specific upgrading projects as approved by the Commission and submit periodic status reports on these projects, and
7. Undertake other tasks determined by the Commission as necessary, for developing science and mathematics tertiary education in the Philippines.

D. CHED'S DEVELOPMENTAL SUPPORT FOR THE CENTERS OF EXCELLENCE AND CENTERS OF DEVELOPMENT IN SCIENCE AND MATHEMATICS

1. PRIORITY CATEGORIES

The level of science and mathematics education in the different HEIs in the country is uneven due to the lopsided developmental support provided by local and international agencies. Prior to the creation of CHED, different local and international agencies gave support to science and mathematics institutions through instrument grants and graduate scholarships.

The passage of RA 7722 transferred the responsibility of institutional capability building to the Commission. CHED formulated the Master Plan for Higher Education that serves as the blueprint for developing higher education in the country. Under this Master Plan, the institution identifies its own targets and implements the necessary measures to attain these objectives. The priority categories of assistance identified by the Commission and their parameters are as follows:

- a. *Scholarships (undergraduate and graduate) and Graduate Thesis/Dissertation Grants*- specified to increase the number of quality students who will eventually become future scientists and mathematicians. The idea of scholarship incentives, particularly the undergraduate component, is to attract the best students among high school graduates. Both types of scholarship are considered as one-time grants for the duration of the project. Graduate scholarships and thesis/dissertation grants under this category are open specifically to faculty members from non-designated science and mathematics COE/COD institutions.
- b. *Faculty Development and Upgrading*- includes faculty re-tooling and graduate education support for the Center's own faculty. This is to increase the institution's science faculty qualification and re-align them with the objectives of quality academic performance. Assistance through this category may come in the form of graduate education scholarships, thesis/dissertation grants, and

attendance in both local and international seminars, workshops, academic and research training

- c. *Equipment* - a priority category for increased institutional capability in both instruction and research. "Equipment" is defined as instruments which are necessary for instruction and research of the institution, including computers and audio-visual equipment. Excluded from this category are apparatus used for administrative functions such as photocopiers, facsimile machines, etc. The category for equipment includes the following provisions:
 - i. Acquisition of new equipment;
 - ii. Maintenance and service of equipment;
 - iii. Procurement of laboratory chemicals and supplies; and
 - iv. Reference material (books, journals, manuals, etc.) upgrading.
- d. *Local and International Linkages* - Local linkages include the Center's outreach programs to non-Centers to assist them in improving their instructional and research activities to the level expected of a science and mathematics teaching institution. International linkages enable the Center to benchmark its capabilities against international standards and acquire the necessary tools to uplift the Center's own capabilities. Linkages may take the form of sponsorship of faculty, researcher, and/or student exchanges.
- e. *Other Scientific Activities* - may come in varied forms to cover other important aspects. This may cover the following:
 - i. Facilitation of actual research work in the institution;
 - ii. Publication of research findings in international refereed journals;
 - iii. Faculty incentives for academic/research/publications related endeavors within the COE/COD concept; and
 - iv. Provision of scientific forums or other related functions, e.g. training of science and mathematics faculty in non-Centers, sponsorship of national or international conferences/workshops in either instruction or research-related activities.

2. *FINANCIAL SUPPORT*

The Commission shall provide financial support to the COEs and CODs in science and mathematics to carry out their roles and responsibilities through a grant of P 3 million/year for 3 years for a COE and P 1 million/year for 3 years for a COD. The funds will be taken from the CHED Higher Education Development Fund (HEDF). Before the grant is given, the COD/COE must submit a full 3-year work and financial plan detailing its needs and reflecting the priorities identified above.

E. RESPONSIBILITIES OF THE COMMISSION'S TECHNICAL PANEL FOR SCIENCE AND MATHEMATICS (TPSM)

The Commission's Technical Panel for Science and Mathematics shall:

1. Recommend the criteria and the procedures for the identification of the COEs and CODs.

2. Recommend the possible COEs and CODs to the Commission.
3. Recommend the award of grants, endowment funds and other forms of financial support to the COEs and CODs;
4. Assist the COEs and CODs in preparing its work and financial plans in accordance with CHED priorities and financial regulations;
5. Formulate with the TPSM Subpanels a monitoring checklist of the COE/COD projects;
6. Monitor and evaluate the progress of the project assistance from the OPS-Science and Mathematics Secretariat and Higher Education Regional Offices (HEROs); and
7. Recommend a program of action to the Commission after the duration of the project.

F. RESPONSIBILITIES OF THE CHED HIGHER EDUCATION REGIONAL OFFICES (HEROs) IN RELATION TO THE CENTERS OF EXCELLENCE/ DEVELOPMENT PROJECT

The CHED-HEROs shall :

1. Assist the TPSM, through the Commission's Office of Programs and Standards (OPS), in identifying possible nominees as Centers;
2. Assist the COEs/CODs in the implementation of the different project components in its submitted work and financial plan;
3. Assist TPSM in monitoring the development and progress (including visitations) of the identified COEs and CODs with the assistance of the Regional Quality Assessment Teams (RQATS).
4. Submit biannual progress assessment reports to the Commission, through OPS, on the Center's status based on the approved project proposal;
5. Facilitate the processing of the financial liquidation reports, particularly those coming from private institutions identified as a COE/COD, to the CHED-Commission on Audit (COA)Regional Auditors; and
6. Submit the COE/COD liquidation reports to the Science and Mathematics Secretariat of the CHED-OPS.

G. RESPONSIBILITIES OF THE CHED-HEDF

The CHED-HEDF shall:

1. Release the financial requirements of the Center as reflected in its approved project proposal and as recommended by TPSM and its Sub-Panels;
2. Verify the correctness of the liquidation reports submitted by the Centers;

3. Coordinate with the OPS' Science and Mathematics Secretariat regarding the financial and operational status/requirements of the COEs/CODs for orderly and expeditious action.

H. IDENTIFICATION CRITERIA (QUANTITATIVE AND QUALITATIVE)

The COEs and CODs shall be identified in accordance with the following minimum criteria ;

I. <i>Instructional Program Quality</i>		50%
Faculty		35%
Performance	50%	
Qualification	50%	
Laboratory		30%
Library		13%
Other Instructional Facilities	5%	
Student Selection and Retention		7%
Board Examination (for Chemistry)		10%
II. <i>Research</i>		35%
Personnel		30%
Facilities		30%
Output		40%
III. <i>Community Extension</i>		15%
Personnel		40%
Output		60%

I. IDENTIFICATION PROCEDURE

The identification of the COEs/CODs shall follow this procedure:

1. The Commission issues guidelines and a rating system;
2. The HEIs will be invited to submit a profile based on the criteria mentioned in Appendix A-Survey Form;
3. The HERO conducts a preliminary survey and screening;
4. The Commission, through the TPSM, conducts an evaluation of prospective COEs/CODs;
5. The TPSM recommends the list of COEs/CODs to the Commission; and
6. The Commission issues an Order identifying the COEs/CODs.

J. CENTER DURATION, RE-EVALUATION AND/OR RE-CLASSIFICATION

The status of a unit or institute in any HEI as a Center of Excellence/ Development shall be for three (3) academic years.

The selected COEs/CODs shall be re-evaluated after the expiration of its term as COE/COD to determine if it will be:

1. Re-classified as Center of Excellence or Center of Development;
2. Retained in its status, or
3. Removed from the list of COEs/CODs

II. OPERATIONAL PROTOCOL FOR THE CENTERS OF EXCELLENCE AND CENTERS OF DEVELOPMENT FOR SCIENCE AND MATHEMATICS

A. GUIDELINES FOR THE INDIVIDUAL PROJECT CATEGORIES

1. SCHOLARSHIPS AND GRADUATE THESIS/DISSERTATION GRANTS

a. Undergraduate and Graduate Scholarships

Refer to Annexes A and B for the specifications within these sub-categories.

The Commission shall not impose any other regulations on the COEs and CODs outside the ones specified in Annexes A and B. Matters such as the number of scholars shall be the prerogative of the Center, after the actual grant and grant duration are taken into account. In the selection and retention of student scholars, existing or newly developed policies in the institution may be exercised as regards the COE/COD project. If new institutional policies are observed, the Commission requests that these be reflected in the reports to be submitted.

Because the COE/COD fund assistance is only for three years and because the duration of undergraduate science degrees is four to five years, the Center is advised to either compute the undergraduate student's total scholarship requirements with respect to the total project fund or look for other sources to finance the differential. The Commission shall not facilitate special fund releases from HEDF for summer classes. If summer classes are required in the program of the scholar, tuition for these classes should be taken from the previous release of funds.

Liquidation of scholarship stipends and other allowances for grantees shall be reported through a payroll system. Stipends and other allowances are not considered as income and are therefore non-taxable. Refer to Annex C for the liquidation requirements for salary/payroll.

b. Graduate Thesis and Dissertation Grants

Thesis and dissertation grants shall only be awarded to graduate students who are certified faculty members or researchers of another science or mathematics institution (non-Center designated) and are currently enrolled in the Center's

designated programs. The president of the institution to which the faculty or researcher belongs shall issue a certification attesting to this.

The Center shall be given the autonomy to implement criteria and screening procedure on thesis/dissertation proposals, which it deems supportive of the institution's research initiatives and thrust and relevant to regional and national concerns.

The allowable grant shall be P50,000.00 for dissertation expenses and P30,000 for thesis production. Upon receipt of the grant, the grantee is expected to finish the thesis within a year. This provision has been incorporated to ensure that the Center complies with its obligation to liquidate grants received from the Commission.

Liquidation of these funds shall be subject to specific requirements outlined in the grantee's proposal. Grantee shall submit a copy of the finished study to the Commission for record purposes.

2. FACULTY DEVELOPMENT

a. Graduate Scholarship (Refer to Annex B for details)

The Commission recognizes the difficulties encountered by both faculty members and administration in implementing a successful faculty development program. To ensure its success, the Commission shall allow either the grant of a full or partial salary to the faculty scholar or to a hired substitute on top of the faculty scholarship grant, following the specifications below. If the salary for the faculty scholar is availed of, the salary of the substitute cannot be taken from the fund. On the other hand, if the salary of the substitute is taken from the fund, then the salary of the faculty scholar must not be taken from the fund.

For Centers whose faculty members are undergoing graduate studies under the COE/COD faculty scholarship grant, the full or partial salary may be taken from the project fund. This shall be considered as additional incentive to the faculty members and subject to the usual tax deductions. This option shall be at the discretion of the department chair, dean or president of the HEI. After completion of the graduate program, faculty members must immediately serve their sending institution for a period which is twice the duration of the scholarship if the scholarship included a salary incentive. If the faculty scholar opts not to receive his full or partial salary, a 1:1 service obligation shall apply, as given in Annex B.

In cases where the faculty finishes the degree but does not comply with the return service requirements, he must refund the amount of scholarship fund and salary incentive received plus 12% of the over-all grant. In cases of discontinuance of return service requirement, the balance of the return service shall be converted to the monetary equivalent, wherein the scholarship grant or salary incentive, whichever is higher, plus 12% add-on, shall be refunded. On the other hand, if the faculty member terminates the scholarship prematurely, he shall refund the amount of scholarship and salary incentive plus 12% of the over-all total or he shall render service to the institution for twice the period of the grant.

The Commission reserves the right to inspect the contracts (Appendix T signed for the above stipulation) and may recommend changes favorable to public interest. Exemptions and lowering of penalties of the foregoing will be subject to submission of full justification of circumstances/reasons by the non-complying party. The decision of the Commission shall be final.

The Commission recognizes the administrator's difficulties of temporarily reducing the Center's teaching manpower due to study leaves. The Commission thus empowers the Center to temporarily augment this situation by employing replacements for its COE/COD faculty scholars. Salaries of the replacements may be drawn from the COE/COD project fund, provided all HEDF-COA liquidation requirements are met. (Refer to Annex C under payroll.)

Liquidation of disbursements under this sub-category shall be subject to the payroll system.

b. Graduate Thesis and Dissertation Grants

Faculty members awarded grants for thesis or dissertation shall not be subject to the same conditions/options given under Faculty scholarships. Please refer to the same sub-category under Undergraduate and Graduate Scholarships.

c. Faculty Development and Training

Expenses for workshops and conferences attended, locally or internationally, shall follow the allowable expenditures and HEDF-COA liquidation requirements outlined in Annex C.

3. EQUIPMENT PURCHASE

"Procurement or the acquisition of property, supply and equipment is one of the largest activities the government undertakes in the performance of its role as provider of multiple and wide-ranging variety of services to the public and other agencies. Governed by complex laws, rules and regulations, it requires the participating parties to be familiar not only with its various procedures but also with the corresponding regulations and jurisprudence. The enormous fund outlay being put into the said activity necessitates that it be systematized and be simplified to assure that the value for government's money is obtained" (COA-PTTAF, 1997).

COEs and CODs should refer to the 1997 Commission on Audit-Policy Training and Technical Facility (COA-PTTF) Manual on Procurement or the General Accounting and Auditing Manual (GAAM) Vol.2 for proper guidance.

The following is a summary of the salient points on procurement:

- a. For an equipment purchase wherein the cost per piece or total amount is P 500,000.00 or above, public bidding is required;
- b. Creation of a Pre-qualification, Bids and Awards Committee (PBAC) is necessary prior to holding of a public bidding;
- c. For equipment purchase wherein the cost is less than P 500,000.00, other forms of procurement procedures may be utilized;

- d. In order to prevent circumventing the requirements for public bidding, COA restricts splitting of purchases, i.e. division of procurement of the same materials/services.

In the case of public bidding, all participating entities should post a bond. In case the winning party can not comply with the terms of the bid, the award will be cancelled and the posted bond will be forfeited. The bond in this case shall be incorporated into the institutions' COE/COD grant.

For quick and easy reference a basic summary of public bidding and the other forms of procurement is outlined under Annex D of this manual. Liquidation requirements are found in Annex C.

4. LINKAGES

Travel, both local and international, shall be subject to the allowable government expenditures and liquidation processes listed in Annex C.

5. OTHER SCIENTIFIC ACTIVITIES

This category includes other functions that the COEs and CODs may consider relevant to enhancing its basic capabilities in the academe, research or extension aspects.

Liquidation of expenses falling under this category such as acquisition of chemical supplies and materials for research shall be governed by the procurement requirements under Annex D and subject to the liquidation requirements under Annex C.

It is recommended that COE/COD research proposals be submitted for competitive funding under CHED's National Higher Education Research Agenda rather than through the COE/COD project fund in order to maximize the utility of both project funds.

In cases where researches are submitted for publishing in international refereed journals and publication incentives are granted to faculty researchers, copies of the published documents shall be submitted to the Commission for record purposes. Supporting documents should also be given as indicated under Annex C. The publication incentives shall be liquidated through the payroll system.

B. MONITORING AND EVALUATION

1. COE/COD MONITORING REPORTS

- a. REPORT ON THE PRELIMINARY DATA PRIOR TO COE/COD FUNDING

The Centers of Excellence and Centers of Development for science and mathematics will be asked to accomplish the attached CHED COE/COD Form Nos. 1.1-1.5 (Appendix B) The data will serve as the initial data of the Commission for each participating institution before the COE/COD project is implemented.

The data will also be used as the baseline/preliminary data for comparison with the final data to be submitted before project wrap-up by year 2001. Institutional performance in line with the COE/COD project will be assessed through this comparison and will also be based on the critical evaluation points given by the Technical Panel for each of the areas.

1. FORM DESCRIPTION

Form 1 - Preliminary Data Form (Appendix B) - the basic information from the institution/department prior to the COE/COD project implementation. Specific form sub-descriptions are as follows:

- 1.1 Institutional Profile
- 1.2 Faculty Data
- 1.3A Undergraduate Student Data
- 1.3B Graduate Student Data
- 1.4 Graduation Data
- 1.5 Existing Facilities and Equipment

b. BI-ANNUAL REPORTS

The Centers shall accomplish CHED COE/COD Form Nos. 2-6, focusing on the priority categories identified by the Commission. These forms shall serve as the Commission's progress monitoring instrument. Initial form submissions must include full detail of the individual project component being monitored. Subsequent submissions shall only be updates of the previous data. If no changes have been made, the COE/COD need not submit any of these form. Forms 2 and 3 are necessary reports and shall be submitted on a bi-annual (semestral) or tri-semester basis, as the case may be.

(1) FORM DESCRIPTIONS

- i. *Form 2 - Scholarships and Grants Data Form (Appendix C)* - report on student-scholar profile supported through the COE/COD grant. Must include data on the performance of the student and the department's assessments of his performance. The Department's plans for his future role may also be included in the report.
 - 2.1 Undergraduate Student Scholarship
 - 2.2 Graduate Student Scholarship
 - 2.3 Thesis and Dissertation Grants
- ii. *Form 3 - Faculty Development Form (Appendix D)* - report on the status of faculty development component of the COE/COD under the project grant.
 - 3.1 Faculty Scholarship/Grant
 - 3.2 Faculty Development and Training
 - 3.3 Thesis and Dissertation Grants
- iii. *Form 4 (1) Newly Purchased Equipment (Appendix E)* - report on the newly acquired equipment through the COE/COD project grant.

- iv. *Form 5 - Linkage* (Appendix F) - report on the linkages/outreach/extension service.
- 5.1 National Linkages
 - 5.2 International Linkages
- v. *Form 6 - Other activities* (Appendix G) - report on the other activities/agenda of the Center unclassifiable under any of the above but still supported through the project grant.
- 6.1 Researches
 - 6.2 Publications
 - 6.3 Forums, Seminar-Workshops and Conferences Conducted

(2) FORM ACCOMPLISHMENT GUIDE (for FORM NOS. 1-6)

- i. *Form 1.1 - 1.5* - Fill-in the required information. Write NA in box if no information is available/applicable.
- ii. *Form 2.1 - 2.2* - Fill-in the required information. Use the following grading scheme:

<i>Excellent</i> -	exemplary academic performance with great promise of finishing the course in time.
<i>Very Good</i> -	above average academic performance with good promise of finishing the course in time.
<i>Good</i> -	average academic performance with good promise of finishing the course in time.
<i>Pass</i> -	fair academic performance with promise of finishing the course in due time.
<i>Failed</i> -	poor academic performance. Discontinued.

Institutions with different grading schemes may formulate their own provided that only the semester average score bracket is altered and the remarks maintained. Such alterations must be indicated in the forms when submitted. Write NA in box if information is not available/applicable.

- iii. *Form 3.1 - 3.2* - Fill-in the required information per box. For Column 2 of Form 3.1 and 3.2 use the following:

Form 3.1 Column 2 (Form of Assistance)	Form 3.2 Column 2 (Type of Training)
GS-MS - Masters Scholarship	W - workshop
GS-PhD - Ph.D Scholarship	C - conference
TG - Thesis Grant	
DS - Dissertation Grant	

The same grading scheme may be used for faculty scholarships. Average score bracket may be altered, provided the general remarks are maintained.

- iv. Form 4.1- Fill-in Columns 1-4. For Columns 5 and 6, fill-in the boxes using the following:

Column 5 (Nature of Usage)	Column 6 (Degree of Usage)
FR - Faculty:professional Research	H - high degree
GSR - Graduate Student Research	M - medium degree
USR - Undergraduate Student Research	L - low degree
Other Purposes (Should be indicated)	NU - not used at all

- v. Form 5.1- Fill-in the box.
vi. Form 6.1-6.3- - Fill in the box.

2. INDEX OF COMPARISON

The Center shall submit an index of comparison indicating the progression in each of the categories. The index of comparison form (Appendix H) is a summary of accomplishments for each category per semester. It will be the basis for primary assessment by the HEROs. On the first year of implementation, this should be submitted before the second semester and then every semester thereafter.

3. FORM PROCESSING

The Centers shall forward to the HEROs the accomplished forms for initial progress assessment and record purposes. The HERO shall then forward the original forms and the results/findings of their assessment to the Secretariat for Science and Mathematics at OPS, CHED Central Office. The secretariat shall then prepare a project assessment report for evaluation by TPSM and its Sub-Panels. The recommendations of TPSM and its Sub-Panels regarding the COE/COD project shall be based on these reports.

Reports shall be filed by the secretariat as perpetual records of the Commission.

4. VISITATION BY MEMBERS OF THE TECHNICAL PANEL AND TECHNICAL SUB-PANELS FOR SCIENCE AND MATHEMATICS

The members of the Technical Panel and/or Technical Sub-panels shall conduct periodic visits to the COE/COD institutions to assess the status of the project. The institutions will be notified of these visits beforehand.

5. CHECKLIST OF QUALITY INDICATORS TO BE USED FOR THE MONITORING AND EVALUATION OF THE COE/COD PROJECT

The checklist of quality indicators to be used for the monitoring and evaluation of the participating Centers are outlined by area specialization in Annex E.

C. CHED-HEDF-COA GUIDELINES FOR FINANCIAL PROCESSING

1. BASICS ON THE COE/COD FUND AND FUND RELEASES

The fund assistance from HEDF comes from public funds, raised as stipulated under Section 10 of RA 7722. These funds are subject to government procedures on disbursement and audit. Auditing and accounting procedures for private institutions chosen as CODs and COEs shall follow COA Circular No.96-003; public institutions shall follow COA Circular No. 94-013. Points from these circulars applicable to the project have been outlined accordingly in the main body and Annex C of this guide.

Each of the Centers shall receive the total amount allocated per year in two tranches. The first tranche will be released in May while the second tranche will be given in October. A Center of Excellence shall be allocated P 1,500,000.00 per tranche, a Center of Development will receive P 500,000.00 per tranche.

The lump-sum amount/per tranche will be the total amount due to the university, depending on how many CODs/COEs have been chosen in the university. Lump-sum releases to the universities are favored against fund releases to each of the Centers within the universities so there is greater flexibility in utilizing the fund. This also reduces the operational needs of the project, such as manpower hours, use of supplies and materials, etc., or the side of the Commission.

2. HEDF REQUIREMENTS PRIOR TO INITIAL FUND RELEASE

Common Fund Concept

The common fund concept begins with the opening of a single bank account with the Land Bank of the Philippines. The account shall be called CHED HEDF Account for COEs/CODs. This will be the only bank account for all CHED approved projects in the institution. All HEDF funds will be released through this account.

This direct transfer of funds from the HEDF to the institution's Land Bank account will speed up the remittance of money to the COEs and CODs. The institution should issue an official receipt to the HEDF when the amount is credited in its account.

The COE/COD PROJECT COORDINATOR shall be any high-ranking school official in the university (from the president down to the dean). He will be responsible for deciding upon major matters, i.e. final approval of project components, approval of appropriate documents, fund appropriations, etc.

The COE/COD PROJECT IMPLEMENTORS are the school administrators (institute director, department chair or division supervisor) who will execute the plans of action in the approved project proposals.

Fund appropriations for each of the Centers shall be determined by the COE/COD project coordinator, after due consultation with the project implementors. The COE/COD project coordinator shall be given the option to

allocate the appropriate amount per tranche for each Center (if there is more than one Center in the institution). He may allocate a lower or higher amount depending on the Center's need and the limitations of the tranche release.

3) LIQUIDATION REQUIREMENTS PRIOR TO SUBSEQUENT RELEASE

Subsequent releases for the COE/COD grant shall be based on the amount of unliquidated funds in the institution's COE/COD account. Before the next tranche is released, the institution should liquidate at least 75% of the previous release. The following should be submitted:

- a. Official liquidation documents
- b. A copy of the book balance of the bank account
- c. Fund status report certified by the chief accountant of the institution and verified by the internal COA auditor, *applicable to SUC's* (samples under Appendix U and V)
- d. Report of Disbursement by disbursing officer, applicable to private institutions. (Appendix W). Accountable officer shall be the COE/COD project coordinator. Report shall be noted by the institution president, if s/he is not the signatory as accountable officer.

LIQUIDATION REPORTS shall be submitted every quarter (April, July, October and January). TRANCHE RELEASES/FUND REPLENISHMENT shall be per semester (May and October). Two-quarter liquidation reports shall constitute the main liquidation report for a single tranche release. The liquidated funds in the two-quarter reports should total 75% of the previous tranche release.

Liquidation reports from the different Centers within the institution should be submitted in a single, centralized report.

D. OTHER GUIDELINES

1. ADMINISTRATIVE COST

The institution may appropriate maximum 3% of the total grant and charge it as administrative cost. Administrative cost shall be limited to expenditures for consumable materials such as papers, printer inks/toner etc. They shall also be subject to the same auditing and procurement procedures under Annexes C and D. Equipment, such as photocopiers and facsimile machines may NOT be procured through this grant. No part of the fund may be given as additional compensation to any administrator or staff of the institution.

2. PROVISIONAL CHANGES IN THE SUBMITTED PROJECT PROPOSALS

The different Centers may make provisional changes in their budget requirements, i.e. re-alignment of finances for each of the categorical specifications in the approved proposal. However, these changes have to be submitted to the Commission and must be approved by the Commission before they are implemented.

3. EARNED BANK INTERESTS OF THE COE/COD FUND

Any bank interest earned by the COE/COD project fund while under the participating institution's account shall be treated as part of the fund. The interest may be used in any of the stipulated project categories in this guide and subjected to the same liquidation and auditing procedures.

4. GUIDELINES DURING THE TERMINAL PHASE OF THE PROJECT

Liquidation of the terminal/final fund release may be submitted in a year's time. Any unutilized fund shall be returned to the Commission within 30 days after the official date of termination/completion of the project. Within 60 days after completion of the project, the Center shall issue a certificate of completion. The Commission on the other hand shall issue to the Center a certificate of acceptance of the project outcome.

E. IMPORTANT CUT-OFF DATES

- | | | |
|-------------------------|---|---|
| 2nd Friday of January | - | Deadline for submission of the Center's 3rd quarter liquidation report for the second release to the HEROs |
| 4th Friday of January | - | Deadline for submission of the 3rd quarter liquidation reports for the second release to the CHED Central Office by the HERO |
| 4th Friday of April | - | Deadline for submission of the Center's monitoring and 4th quarter liquidation reports for the second release to the HEROs |
| 2nd Friday of May | - | Deadline for submission of the monitoring and 4th quarter liquidation reports for the second release to the CHED Central Office by the HERO |
| 4th Friday of May | - | Transfer of HEDF's first release |
| 2nd Friday of July | - | Deadline for submission of the Center's 1st quarter liquidation report for the first release to the HEROs |
| 4th Friday of July | - | Deadline for submission of the 1st quarter liquidation report for the first release to the CHED Central Office by the HERO |
| 2nd Friday of September | - | Deadline for submission of the Center's monitoring and 2nd quarter liquidation reports for the first release to the HEROs |
| 4th Friday of September | - | Deadline for submission of the 2nd quarter liquidation report for the first release to the CHED Central Office by the HERO |
| 2nd Friday of October | - | Deadline for submission of the monitoring and 2nd quarter liquidation reports for the second release to the CHED Central Office by the HERO |
| 4th Friday of October | - | Transfer of HEDF's second release |

III. REPEAL

All other CHED issuances inconsistent with the above guidelines are hereby repealed and/or modified.

IV. EFFECTIVITY

These guidelines shall take effect immediately and applicable until project termination in year 2001.

ANNEX A

UNDERGRADUATE STUDENT SCHOLARSHIP PROGRAM

1. Coverage

Effective School Year (SY) 1998-1999, Student Scholarship Program shall be awarded to deserving incoming college freshmen who will be taking up Science and Mathematics 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 not be a holder of another government scholarship grant;
- 2.5 Must pass the scholarship examination conducted by the COE/COD;
- 2.6 Must have no 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

Application for scholarship may be filed with any of the COEs/CODs where the applicant wishes to study.

Documents to be submitted are the following:

- 3.1 Certification from the high school principal that the applicant belongs to the upper 15% of the graduating class, or PEPT results certified by NETRC;
- 3.2 Health certificate from a registered physician.
- 3.3 Certification of good moral character from the School Principal
- 3.4 Certification from the parent that the applicant has no pending application for immigration to the USA or any other country, and
- 3.5 Two recent photographs (1" x 1").

4. Scholarship Privileges

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

Monthly stipend:	P1,500/month x 5 months	P 7,500.00
Tuition & other school fees:	P3,500/sem x 1 semester	3,500.00
Book Allowance:	P500/sem x 1 semester	500.00
ROTC uniform allowance (1 st year only)		<u>250.00</u>
	Per Regular Semester	P 11,750.00
	Per Two Regular Semesters	P 23,500.00

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

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

Per Summer P 4,800.00

Total per student per year (2 regular semesters and summer) P 28,300.00

5. Areas of Study

The grantees shall enroll in science (biology, chemistry, marine sciences or physics) or mathematics courses in designated Centers of Excellence (COEs)/Centers of Development (CODs). During the period of grant, the grantee may shift to other science and mathematics courses, but may not shift to other courses.

6. Administration of Scholarships

6.1 The scholarships shall be administered in the Centers of Excellence (COEs) and Centers of Development (CODs). The COE/COD 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 Send a Notice of Award specifying the deadline for replying to the scholarship offer and the date for the contract signing. The Notice shall include a 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 monthly stipend and other allowances to the student.

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

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

6.2.2 Give the awardee and his parent(s) time to read the agreement;

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

6.2.4 Issue a Letter of Admission to the Registrar.

6.3 The scholar shall shoulder the expense for the notarization of the Contract.

6.4 CHED and the Higher Education Regional Office (HERO) shall be provided a copy of the notarized contract.

6.5 A masterlist of scholars in the COE/COD and a performance report shall be submitted to CHED in accordance with the undergraduate scholarship monitoring report.

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 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 selected scholars.
- 7.2.2 Administer the scholarship program.
- 7.2.3 Develop a database 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 and have it audited by the Resident COA Auditor (for SUCs) 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 (HEROs)

- 7.3.1 Perform an oversight function for CHED with regards 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 on the status of scholars who are rendering service obligation in the region.
- 7.3.4 Collaborate with COE/COD and other agencies to monitor the supply and demand for science and mathematics experts in the region.

7.4 Scholars

- 7.4.1 Enroll immediately upon receiving the award.
- 7.4.2 Maintain a satisfactory academic performance in accordance with the COE/COD Guidelines.
- 7.4.3 Carry the prescribed academic load as specified by the COE/COD.
- 7.4.4 Maintain good moral character and good health.
- 7.4.5 Complete the course within the prescribed duration.
- 7.4.6 Find employment/teach preferably in his 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.
- 7.4.7 Shoulder all additional expenses in case of failures.

7.5 Parents

- 7.5.1 Assume the civil liabilities of the scholar as cited in the scholarship agreement as well as his civil liabilities in favor of other persons.
- 7.5.2 Shoulder the medical and other expenses of the scholar in case of sickness, disability or death.
- 7.5.3 Provide for his other expenses that are not specifically mentioned in the agreement.
- 7.5.4 Help and cooperate in the moral, spiritual and mental development of the scholar.
- 7.5.5 Assume the obligation to pay the scholar's obligation in the event that he 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.
- 7.6.2 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' performance during the semester.
- 7.6.5 Recommend and facilitate issuance of student clearance and other credentials of the scholars.

8. Service Obligation

Upon completion of his degree, the scholar shall immediately render service preferably in the region along his field of training for a minimum period equivalent to the length of time that he enjoyed the scholarship.

If the scholarship is terminated during his 3rd or 4th year, he shall either: refund the total financial assistance plus 12% interest or render service to the country equivalent to the length of time he enjoyed the scholarship.

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

8.1 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

8.2 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 service obligation
 - Execute supplemental agreement
 - Post surety bond

8.3 Other Reasons

- Travel abroad
 - Execute supplemental agreement
 - Post surety bond

ANNEX B

GRADUATE SCHOLARSHIP PROGRAM

1. Coverage

Effective schoolyear (SY) 1998-1999, the Graduate Scholarship Program shall be awarded to deserving Science and Mathematics faculty members coming from institutions offering Science and Mathematics. This shall be for full-time study towards a master's or doctorate degree.

2. Qualifications of Applicants

An applicant should possess the following qualifications:

- 2.1 Must be certified by the school president as a full-time science/mathematics faculty member;
- 2.2 Must be of good moral character and must be clear of any administrative charge;
- 2.3 Must be in good health as certified by a registered physician; and
- 2.4 Must have no pending application for resident immigrant status for the USA or any other country.

3. Where to Secure and File Application for the Scholarship

- 3.1 At the Centers of Excellence and Centers of Development for Science and Mathematics.

4. Scholarship Privileges

Applicants who qualify in the scholarship program shall receive the following:

MS

Stipend:	P4,400/month (5 months)	P 22,000.00
Tuition fee:	actual not exceeding P14,000.00/semester	14,000.00
Book Allowance:	P2,500/semester	2,500.00
Travel Allowance:	P3,500/semester	<u>3,500.00</u>
	Per Semester	P 42,000.00
	Thesis Writing: P30,000	P 30,000.00

Ph.D.

Stipend:	P5,500/month (5 months)	P 27,500.00
Tuition fee:	actual not exceeding P14,000.00/semester	14,000.00
Book Allowance:	P2,500/semester	2,500.00
Travel Allowance:	P3,500/semester	<u>3,500.00</u>
	Per Semester	P 47,500.00
	Dissertation: P50,000	P 50,000.00

Short-Term Courses

Training fee (short-term)		P 6,000.00
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5. Areas of Study

- 5.1 The faculty scholarship grants will be in the areas of science and mathematics.
- 5.2 The scholarship will be for full-time study towards a master's or doctorate degree in Science/Mathematics.
- 5.3 The scholar should enroll only in designated COEs/CODs.

6. Administration of Scholarships

- 6.1 Centers of Excellence (COEs) and Centers of Development (CODs) shall:
 - 6.1.1 Administer the scholarship program including the selection of scholars in accordance with the prescribed guidelines.
 - 6.1.2 Send a Notice of Award specifying the deadline for replying to the scholarship offer and the date for contract signing. The Notice shall include a request for the scholar to bring the following documents:
 - a. Documentary stamp
 - b. Notarial fee
 - c. Awardee's birth certificate (in case citizenship is not established)
 - 6.1.3 Disburse the monthly stipend and other allowances to the scholar.
- 6.2 A scholarship agreement shall be signed by and between the COE/COD and the scholar. The COE/COD shall:
 - 6.2.1 Verify the identity of the awardee through his information sheet;
 - 6.2.2 Give the awardee time to read the agreement; and
 - 6.2.3 Instruct awardee to sign all pages of the agreement.
- 6.3 The scholar shall shoulder the expenses for the notarization of the Contract.
- 6.4 CHED Central Office and the Higher Education Regional Office (HERO) shall be provided a copy of the notarized contract; and
- 6.5 A masterlist of scholars in the COE/COD and a performance report shall be submitted to CHED in accordance with the graduate scholarship monitoring report.

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 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 fund to selected scholars.
 - 7.2.2 Administer the scholarship program.
 - 7.2.3 Develop a database 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 and have it audited by the Resident COA Auditor (for SUCs) 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 (HEROs)

- 7.3.1 Perform an oversight function for CHED with regards 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 on the status of scholars who are rendering service obligation in the region.
- 7.3.4 Collaborate with COE/COD and other agencies to monitor the supply and demand for science and mathematics experts in the region.

7.4 Scholars

- 7.4.1 Enroll immediately upon receiving the award
- 7.4.2 Maintain a satisfactory academic performance in accordance with the COE/COD Guidelines.
- 7.4.3 Carry the prescribed academic load as specified by the COE/COD.
- 7.4.4 Maintain good moral character and good health.
- 7.4.5 Complete the course within the prescribed duration.
- 7.4.6 Find employment/teach preferably in his 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
- 7.4.7 Shoulder all additional expenses in case of failures.

7.5 Parents

- 7.5.1 Assume the civil liabilities of the scholar as cited in the scholarship agreement as well as his civil liabilities in favor of other persons.
- 7.5.2 Shoulder the medical and other expenses of the scholar in case of sickness, disability or death.
- 7.5.3 Provide for his other expenses that are not specifically mentioned in the agreement.
- 7.5.4 Help and cooperate in the moral, spiritual and mental development of the scholar.
- 7.5.5 Assume the obligation to pay the scholar's obligation in the event that he 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.
- 7.6.2 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' performance during the semester.
- 7.6.5 Recommend and facilitate issuance of student clearance and other credentials of the scholars.

8. Service Obligation

Upon completion of his degree, the scholar shall immediately render service preferably in the region along his field of training for a minimum period equivalent to the length of time that he enjoyed the scholarship

If the scholarship is terminated during his 3rd or 4th year, he shall either refund the total financial assistance he plus 12% interest, or render service to the country equivalent to the length of time he enjoyed the scholarship.

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

8.1 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

8.2 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 service obligation
 - Execute supplemental agreement
 - Post surety bond

8.3 Other Reasons

- Travel abroad
 - Execute supplemental agreement
 - Post surety bond

ANNEX C

ALLOWABLE EXPENDITURES AND LIQUIDATION PROCEDURES

The following rules shall apply:

- a. Only the following shall be honored for liquidation purposes:
 - i. Original proof of billing (e.g. bus, plane and boat tickets, meal receipts, etc); and documents marked "official receipt"
 - ii. Original copy of signed certificate of appearance;
 - iii. Certified true copy of other forms of certificates received;
 - iv. Original copy of signed list of attendees for meetings, forums, workshop-conferences, etc; and
 - v. Original copy of signed documentary requirement forms
- b. No Affidavit of Loss for a missing original receipt or document will be accepted and considered for liquidation;
- c. Number of forms to be submitted shall be as follows:
 - i. Authority to travel - single copy
 - ii. Itinerary of Travel - triplicate copies
 - iii. Certificate of Travel Completed - triplicate copies
 - iv. Authority to Hold Activity - single copy
 - v. Authority to Reimburse - single copy
 - vi. Requisition and Issue Voucher - four copies
 - vii. Certificate of Acceptance - single copy
 - viii. Certificate to Justify Emergency Purchase - single copy
 - ix. Reimbursement of Expense Receipt - single copy

Cash advances for expenses involving travel and seminar-workshop activities may be withdrawn. Before they are released, however, the following documents must first be submitted:

- a. Authority to travel or travel order;
- b. Itinerary of travel; and
- c. Authority to hold a seminar-workshop or a related activity.

A certification of fund availability from the account officer shall be issued before travels, procurements or seminar-workshop activities begin.

1. PAYROLL

The Commission does not approve of hiring personnel who will manage the COE/COD project in the Center and whose salary is taken from the fund. The term "payroll" serves only as a guide in the liquidation process for scholarships, grants and other faculty/researcher incentives.

1.1 ALLOWABLE

1.1.1 Undergraduate Scholarships

- Tuition - P 3,500.00 per semester; P 1,500.00 per summer
- Stipend - P 1,500.00 per month for two semesters or three terms; P 3,000.00 per summer
- Book Allowance - P 500.00 per semester; P 300.00 per summer
- ROTC Uniform Allowance - P 500.00 (for 1st year only)

1.1.2 Graduate Scholarships (Masters and Ph.D.)

- Tuition - actual amount per semester not exceeding PhP 14,000.00
- Stipend - PhP 4,400.00 per month for MS; P 5,500.00 per month for Ph.D.
- Book Allowance - PhP 2,500.00 per semester
- Travel Allowance - PhP 3,500.00 per semester
- Thesis Writing - P 30,000.00
- Dissertation - P 50,000.00
- Training Fee for short-term Courses - P 6,000.00

1.1.3 Faculty Salary Incentives

The full or partial salary of the faculty or his substitute shall be based on the standard faculty compensation in the institution with regard to the level or rank of the faculty scholar during the time of the grant. Both shall be subject to tax deductions since they are considered as income.

1.1.4 Graduate Thesis and Dissertation

The maximum amounts shall be:

- Thesis - P 30,000.00
- Dissertation - P 50,000.00

1.1.5 Research/Publication Incentives

The maximum incentive to be given to a faculty researcher for every internationally refereed and published journal article or any other publication field shall be P 50,000.00. If the other authors are members of the same Center, the amount shall be divided equally among them.

1.2 LIQUIDATION PROCEDURE

The above categories shall be subject to requirements given under column II below. The payroll form should include the name of the payee, amount paid (including breakdown for other incentives received, tax deductions, etc.) and signature of payee.

Category	Liquidation Requirements
Undergraduate Scholarships	<input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Copy of signed and notarized contracts (for initial liquidation only)

Graduate Scholarships	<input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Copy of signed and notarized contracts (for initial liquidation only)
Faculty Salary Incentives	<input checked="" type="checkbox"/> Payroll
Graduate Thesis and Dissertation	<input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Copy of signed and notarized contracts <input checked="" type="checkbox"/> Original receipts used for the study <input checked="" type="checkbox"/> Copy of final paper
Research Incentives	<input checked="" type="checkbox"/> Payroll <input checked="" type="checkbox"/> Proof of actual billing <input checked="" type="checkbox"/> Copy of the publication

2. TRAVEL

2.1 Inclusive Parameters

Expenditures shall include:

- a. Fare for buses, trains, airlines and boats/ships
- b. Subsistence, lodging and per diem allowance
- c. Chartered boats, launches and automobiles (taxi)
- d. Transportation of baggage
- e. Hiring of guides or patrols
- f. Transfers
- g. Road tolls
- h. Parking fees

Gasoline for private vehicles shall not be charged against the fund, even if the vehicle was used in relation to a COE/COD project. The personnel concerned however may request for reimbursement of the equivalent cost of the customary mode of transportation as outlined below. Circuitous routes or side trips may not be charged against government funds.

Travel shall cover expenses for these activities:

- a. Travel related to thesis or dissertation;
- b. Attendance in conferences or seminar-workshops;
- c. Academic/research exchanges; and
- d. Any other activity that may entail travel.

For thesis or dissertation studies, travel expenses are allowed within the limits of the grant. However, no additional funding will be given to the grantee.

2.2 Basic Definitions

- a. Permanent Official Station - place where the official or employee is expected to stay as required by the nature of his duty. Should not be confused with territorial jurisdiction, which covers the sphere where duties are exercised.
- b. Travel Time - the period of actual departure from and arrival at the permanent official station. For countries outside Asia, this means 3 days before and 3 days after the function. For Asian and domestic travels, travel time shall be 1 day

before and 1 day after. For per diem for foreign travel, travel time shall mean actual travel to the venue and return to the Philippines. Per diems may not be given while the grantee is still in, or has returned to, the Philippines.

- e. Travel Expense or Per Diem - allowable travel expenses for government officials and employees. Divided into travel allowance, which includes inland transportation within the area of temporary work assignment or residence, meals and other incidental expenses and lodging. For local and foreign travels, per diem is P 300.00 and US\$ 300.00 respectively. Per diem for local travel is considered non-commutable, and is therefore not subject to proof of expenditures. However, a portion of the per diem for foreign trips is commutable.
- d. Transportation Expense - allowable transportation expenses via - land, sea or air. Transportation expense covers actual travel to and from permanent official station and area of temporary work assignment or residence.
- e. Commutable Expenses - expenses that are subject to official and original receipts or other proofs of expense, such as Reimbursement of Expense Receipts (RER, see Appendix Q).

2.3 ALLOWABLES:

2.3.1 LOCAL TRAVELS

Permissible government travel expense is P 300.00 per day regardless of rank and position. The P300.00 is divided into P 200.00 travel allowance for inland transportation, meals and other incidental expense and P 100.00 for lodging. Claims for expenses below P 300.00 do not require proof of billings.

Claim for reimbursement of travel expense above P 300.00 shall be allowed, *Provided* that (a) a certification by the institution's project coordinator is issued regarding its absolute necessity and the appropriate bills and receipts are presented.

The allowable class for air travel is the economy section; for local sea and land transport, one may travel first class. The allowable hotel class is a 3-star certified hotel. Transport and lodging expenses beyond these classes should be supported by a written justification acceptable to the Chairman of the Commission or his designated official.

Claim for the full travel expense of P 300.00 may be given if the person was away from the official station for one (1) full day. If he was away for less than a day, the allowable claim is:

- a. full amount - if he left the permanent official station before 12:00 noon.
- b. half of the travel allowance and full amount for lodging - if he left the permanent official station after 12:00 noon
- c. half of the travel allowance - if he returned to the permanent official station before 12:00 noon
- d. full amount of travel allowance - if he returned to the permanent official station after 12:00 noon

No claim shall be allowed for travel within the limits of the city or municipality, or in the case of the National Capitol Region, within the Metropolitan Manila Area, where the permanent official station is located. Claim for travel expense within the 50-km radius from the outskirts of the city or municipality where the permanent official station is located shall be

allowed upon presentation of appropriate bills. Allowable travel expense in this case shall not exceed P 200.00.

Allowable transportation expense shall be the actual fare/rate of the authorized means of transportation from the permanent official station to the area of temporary work assignment or residence. This shall also cover incidental expenses including:

- a. transport from the office or residence to the point of embarkation (airport, pier or bus station)
- b. transport from the point of embarkation to the point of debarkation in the destination
- c. transport from the point of debarkation to the temporary work assignment or residence and back.

Transportation expense shall not cover expenditures within the area of temporary assignment or residence since these should be covered by the travel allowance provided in the per diem/travel expense.

Officials or employees of the Center who travel may withdraw cash advances subject to the approval of their authority to travel/travel order (Appendix M) and itinerary of travel (Appendix N). Upon completion of the travel, the grantee shall submit to the account officer within thirty (30) calendar days the following documents with his liquidation report:

- a. approved authority to travel/travel order
- b. itinerary of travel
- c. certificate of travel completed (Appendix N)
- d. other certifications, if applicable
- e. justifications, if applicable and
- f. appropriate proof of expenditures

Where the trip is cancelled or cut-short, the cash advance or balance shall be returned to the COE/COD fund.

If the trip exceeds the approved itinerary, incurred expenses shall be paid only when the following are submitted:

- a. A written justification approved by the COE/COD project coordinator the additional itinerary
- b. If the travel exceeds one (1) calendar month, the approval of the Chairman of the Commission or his designated official shall first be secured

If these requirements are not satisfied, the travel grantee shall shoulder the excess of the travel expenditures.

An official or employee of the Center who extends the travel duration due to sickness shall not be entitled additional per diem or reimbursement of expenses because no service was rendered.

2.3.2 INTERNATIONAL TRAVELS

Foreign travels shall be categorized into study and non-study trips.

- a. **Study trips** - shall include foreign exchange or visitations of faculty and research staff for academic and research ideas/methods in the basic or applied sciences and mathematics. Faculty under study schemes or research collaborations with government or private institutions shall also be covered. Foreign undergraduate/graduate scholarships are not included.

A Memorandum of Agreement (MOA) shall first be executed by the sending and accepting institutions. Details such as the specific counterpart expenses by each institution, duration of travel and other pertinent information shall be included in the MOA. The MOA shall be subject to the approval of the Commission.

For officials and administrators of state universities and colleges (SUCs), approval for study trips shall come from the President of the Philippines or his designated official. If non-administrative personnel are involved, the approval shall come from the Chairman of the Commission or his designated official.

- b. **Non-study trips** - shall include attendance or presentation of a paper or poster in an international scientific forum, conference or workshop sponsored by a government or private organization (local or foreign) or an international government organization.

If the Center is the official organizer of an international event to be held in the Philippines, the Center may charge travel expenses for guest speakers or participants against its project fund *Provided* that the Center shall not request for supplemental funds for this purpose in addition to its three-year allocation.

Official invitations for non-study trips should be sent through proper channels or embassies before they are given to the grantee. c. Non-study trips for a group of two or more persons shall secure clearance from the Office of the President before approval. Mode of approval for non-study trips shall be as follows:

- a. SUC officials and administrators - approval shall come from the President of the Philippines;
- b. SUC employees - more than one (1) calendar month, approval shall come from the President of the Philippines; if less than one (1) calendar month, approval shall come from the Chairman of the Commission or his designated official;
- d. Private institution officials, administrators and employees - more than one (1) calendar month, approval shall come from the President of the Philippines; and if less than one (1) calendar month, approval shall come from the Chairman of the Commission or his designated official.

2.3.2.1 Allowable for Study Trips

In the formulation of a MOA, it must be remembered that the CHED expenditures for foreign study trips shall follow the allowable expenditures under non-study trips. Maximum per diem allowance, in case the host country or organization does not provide lodging, shall not exceed US\$ 200.00. If the host country or organization provides a lodging allowance below US\$200, the difference may be provided through the fund.

2.3.2.2 Allowable for Non-Study Trips

Allowable expenses for foreign non-study trips shall be as follows:

- a. Pre-departure Expenses - grantees shall be entitled to P1,500.00 for miscellaneous expenses such as taxi fare, passport photographs, immunization, visa fees, portage and airport terminal fees subject to the presentation of receipts.
- b. Transportation Expense - if sponsoring agency does not provide transport, the grantee shall be allowed full transportation expenses, economy class or otherwise as specified in the travel authority, subject to the approval of the President of the Philippines (for SUCs). Allowable transportation expense shall be over and above the US\$ 100.00 travel allowance and shall include the following expenses:
 - i. from point of embarkation to point of debarkation in the country/destination.
 - ii. from point of debarkation to area of temporary work assignment or residence.
- c. Clothing Allowance - travel grantee shall be authorized to claim a commutable clothing allowance worth US\$400.00. Clothing allowance shall not be given more than once every 24 months. If grantee has traveled more than once in 24 months, then a certification that no clothing allowance has been received in the preceding 24 months should be submitted.
- d. Travel Expense or Per Diem - grantee shall be allowed a US\$300.00 daily allowance. This is divided into a non-commutable travel allowance of US\$ 100.00 and a commutable US\$ 200.00 for accommodation. Payment of travel expense above US\$ 300.00 shall be subject to the following
 - i. submission of a certification from the COE/COD project coordinator that the expenses were necessary in the performance of the assignment;
 - ii. presentation of hotel room bill and other official receipts and;
 - iii. approval from the President of the Philippines or his designated official.
- e. Representation Expense - a commutable representation expense of US\$ 1,000.00 shall be allowed *provided* that approval from the Office of the President is secured first.

Within thirty (30) calendar days after arrival from a non-study trip, the grantee or delegation should submit a report on his trip, including his recommendations to the Commission. Liquidation of travel by the grantee shall be submitted within sixty (60) calendar days after arrival in the Philippines to the account officer of the Center.

If the trip is cancelled or cut short, the grantee is required to return the unused funds to the COE/COD project.

If the trip is extended the following should be submitted:

- i. additional itinerary
- ii. justification for travel extension, if more than thirty (30) calendar days. This is subject to the approval of the President of the Philippines or his designated official
- iii. certification that the expenses were necessary, in case the travel claim is more than US\$ 300.00 per day (this is also subject to the approval of the President of the Philippines or his designated official).

2.4 LIQUIDATION REQUIREMENTS

Category	Liquidation Requirements
Local Travel	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Authority to Travel/Travel Order <input checked="" type="checkbox"/> Itinerary of Travel <input checked="" type="checkbox"/> Certificate of Travel Completed <input checked="" type="checkbox"/> Certificate of Appearance <input checked="" type="checkbox"/> Certificate of Absolute Necessity (for travel expenses beyond P 300.00) <input checked="" type="checkbox"/> Justification for (if necessary) <ul style="list-style-type: none"> ➢ Extension of travel (approved by the COE/COD coordinator of the institution and the Chairman of the Commission or his official representative) ➢ Non-compliance with allowed class of transportation and hotel accommodation <input checked="" type="checkbox"/> Proofs of billing (if beyond P 300.00) <ul style="list-style-type: none"> ➢ Airline, ship and bus tickets ➢ Hotel receipts ➢ Meal receipts ➢ Reimbursement of Expense Receipt (RER) for taxi fare (inclusive of transportation expense)
Foreign Travel (Study Trip)	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Authority to Travel/Travel Order <input checked="" type="checkbox"/> Itinerary of Travel <input checked="" type="checkbox"/> Memorandum of Agreement <input checked="" type="checkbox"/> Certificate of Travel Completed <input checked="" type="checkbox"/> Certificate of Absolute Necessity (for travel expenses beyond US\$ 300.00) duly approved by the President of the Philippines

	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Justification for (if necessary) <ul style="list-style-type: none"> ➤ Non compliance with allowed class of transportation and hotel accommodation subject to the approval of the President of the Philippines or his designated official <input checked="" type="checkbox"/> Proofs of billing (if beyond the US\$ 300.00 per diem allowance) <ul style="list-style-type: none"> ➤ Airline, ship and bus tickets ➤ Hotel receipts ➤ Meal receipts (if necessary) ➤ Reimbursement of Expense Receipt (RER) for taxi fare (inclusive of transportation expense)
<p>Foreign Travel (Non-study Trips)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Authority to Travel/Travel Order <input checked="" type="checkbox"/> Itinerary of Travel <input checked="" type="checkbox"/> Certificate of Travel Completed <input checked="" type="checkbox"/> Certificate of Appearance <input checked="" type="checkbox"/> Certificate of Absolute Necessity (for travel expenses beyond US\$ 300.00) duly approved by the President of the Philippines. <input checked="" type="checkbox"/> Justification for (if necessary) <ul style="list-style-type: none"> ➤ Extension of travel (duly approved by the President of the Philippines if travel extension (?) is more than thirty (30) calendar days, or by the Chairman of the Commission or his official representative if travel extension is less than thirty (30) calendar days ➤ Non compliance with allowed class of transportation and hotel accommodation <input checked="" type="checkbox"/> Proofs of billing (if beyond US\$ 300.00 per diem allowance) <ul style="list-style-type: none"> ➤ Airline, ship and bus tickets ➤ Hotel receipts ➤ Meal receipts ➤ Pre-departure expenses (required) ➤ For representation allowance (required) ➤ Reimbursement of Expense Receipt (RER) for taxi fare (inclusive of transportation expense)

3. PROCUREMENT

3.1 ALLOWABLE

3.1.1 EQUIPMENT

Purchase of equipment required by the Center may be charged against the COE/COD funds subject to the usual government procedures on procurement and

auditing. Please refer to the guidelines for equipment purchase in **GUIDELINES FOR THE IMPLEMENTATION OF THE CHED PROJECT FOR CODs and COEs.**

3.1.2 SUPPLIES AND MATERIALS

Supplies and materials are the expendable commodities including laboratory chemicals and glassware and office supplies. Charging of office supplies is allowed within the 3% administrative cost limit of the project. Procurement and auditing rules are applicable to purchase of supplies and materials.

If the supplies and materials are purchased under extreme necessity, an abstract of canvass (Appendix P) of at least three suppliers should be submitted. Supplies and materials bought should be sufficient to meet the emergency. The amount should not exceed P 10,000.00. If personal funds of the official/employee of the Center were used, an authority to reimburse (Appendix I) should be attached with other pertinent documents. A certificate to justify the emergency purchase (Appendix K) should also be issued by the head of the institution or the project coordinator

3.2 LIQUIDATION PROCEDURES

Category	Liquidation Requirements
Procurement of Equipment and Supplies and Materials (Normal procurement methods i.e. public bidding or other forms of procurement)	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Requisition and Issue Voucher (Appendix P) specifying equipment and supplies or their equivalent; duly approved by the proper authorities <input checked="" type="checkbox"/> Stock position sheet in case any single commodity requisitioned exceeds P1,000.00 in value <input checked="" type="checkbox"/> Certification of fund availability from COE/COD account officer <input checked="" type="checkbox"/> Purchase/Letter Order or contract, duly approved by the proper officials and accepted by the supplier (date of acceptance should be clearly indicated) <input checked="" type="checkbox"/> Original copy of the dealer's/supplier's invoice <input checked="" type="checkbox"/> Documents regarding procurement process used for purchase of requested materials (if public bidding, documents therefore, etc.) <input checked="" type="checkbox"/> Abstract of Canvass Certificate of acceptance (Appendix K) <input checked="" type="checkbox"/> Certificate of inspection (Appendix S) <input checked="" type="checkbox"/> Result of test, if applicable <input checked="" type="checkbox"/> Certificate waiving the rights of the supplier to be present during the testing, if applicable
Emergency Purchase	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Appropriate bills/receipts <input checked="" type="checkbox"/> Abstract of Canvass <input checked="" type="checkbox"/> Certificate to Justify Emergency Purchase <input checked="" type="checkbox"/> Authority to Reimburse, if applicable

4. REPAIR OF EQUIPMENT

4.1 ALLOWABLE

A provision for repair of equipment is included to maximize the resources of the Center. It is expected though that the Center should only have minor repairs done on their equipment. Repair requisitions that equal or exceed the cost of buying a new equipment should be handled judiciously.

4.2 LIQUIDATION PROCEDURE

Category	Liquidation Requirements
Repair of Equipment	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Request for repair or servicing, duly approved by proper authorities within the Center.<input checked="" type="checkbox"/> Report of waste materials, if applicable<input checked="" type="checkbox"/> Certificate from the property custodian/officer that the equipment belongs to or is used by the Center. That the repair requested is necessary and that the defect was due to normal wear and tear and not due to negligence<input checked="" type="checkbox"/> Job order specifying repair work to be undertaken<input checked="" type="checkbox"/> Certification of inspection and acceptance<input checked="" type="checkbox"/> Quotations from at least three (3) repair shops, or if public bidding is needed, the documents therefor.<input checked="" type="checkbox"/> Accreditation papers of the repair shop. If repair is done under emergency situation, certification from the head/project coordinator of such situation.<input checked="" type="checkbox"/> Certificate of warranty issued by the repair shop.

5. REPAIR OF GOVERNMENT VEHICLES

5.1 ALLOWABLE

The Commission shall allow the use of the COE/COD fund for minor repair of official SUC vehicles used by the Center for project-related purposes. Only vehicles marked "FOR OFFICIAL USE ONLY" are covered.

5.2 LIQUIDATION PROCEDURE

Category	Liquidation Requirements
Vehicle Repair (Minor)	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Request for repair or servicing of the vehicle, duly approved by proper authorities of the Center

	<input checked="" type="checkbox"/> Report of waste materials, if applicable <input checked="" type="checkbox"/> Certificate from the property officer that the vehicle belongs to or is used by the Center. That the repair requested is necessary and that the defect was due to normal wear and tear and not due to negligence <input checked="" type="checkbox"/> Job order specifying repair work to be undertaken <input checked="" type="checkbox"/> Certification of inspection and acceptance <input checked="" type="checkbox"/> Quotations from at least three (3) repair shops, or if public bidding is warranted, the documents therefor. <input checked="" type="checkbox"/> Accreditation papers of the repair shop. If repair is done under emergency situation, certification from the head/project coordinator of such situation. <input checked="" type="checkbox"/> Certificate of warranty issued by the repair shop.
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6. COMMUNICATIONS SERVICE

6.1 ALLOWABLE

The CHED allowable expenditure for communication service shall cover only official COE/COD project related postage or courier expense and telegrams. Telephone bills, telefax messages and wireless cables may not be paid out of the COE/COD project fund.

6.2 LIQUIDATION REQUIREMENTS

Category	Liquidation Requirements
Postage	<input checked="" type="checkbox"/> Appropriate statements indicating by the balance on the date of purchase, the issue of postage then the balance on the new purchase.
Courier Service	<input checked="" type="checkbox"/> Appropriate bills and receipts
Telegrams	<input checked="" type="checkbox"/> Appropriate bills and receipts

7. PUBLICATIONS

7.1 ALLOWABLE

Expenses incurred for publications may be taken from the COE/COD fund provide the published articles are:

- a. Research-related;
- b. Instructional materials such as manuals developed during project period;
- b. Scientific books;
- c. Notices of invitations to pre-qualify and to bid awards.

Excluded are topics on life, history, function resources and activities of a person, a group or even the Center as a collective unit.

Advertisements and notices shall be published in newspapers of general circulation in the locality. Companies that have regularly published for at least two years shall be the standard choice. If no such newspaper is published regularly in the locality, it may be published in the newspaper of the nearest city or province, *provided* that the publishing company has been regularly published for at least five years.

7.2 LIQUIDATION PROCEDURE

Category	Liquidation Requirements
Publications-related Expenses	<input checked="" type="checkbox"/> Bill of the publisher <input checked="" type="checkbox"/> Copies/clippings of the publication and/or notices <input checked="" type="checkbox"/> Canvass of the rate for advertisements, if applicable

8. FORUMS, SEMINAR-WORKSHOPS AND CONFERENCES

8.1 ALLOWABLE

For forums and seminar-workshops related to the COE/COD projects, the Commission shall allow support within the limits of the travel and accommodation given under local travels. The COE/COD project coordinator, upon recommendation of the project implementers, may decide to give full or partial support. If the activity is supported in part and a registration fee is charged to the participants, these fees may be incorporated into the COE/COD project fund for that activity. This shall not be subject to auditing.

For purposes of honorarium, the following rates apply:

- a) guest speakers - P 1000.00 per day
- b) lecturers from private institutions and SUCs – the Civil Service Commission Memorandum Circular No. 15, series of 1988 shall be adopted and further elucidated as follows:
 - i. Professor level – PhP 250/hr
 - ii. Associate professor level – PhP 200.00/hr
 - iii. Assistant professor level – PhP 150.00/hr
 - iv. Instructor level – PhP 100/hr

Honorarium for administrative personnel doing work in connection with the activity shall not be taken from the fund.

8.2 LIQUIDATION PROCEDURE

Category	Liquidation Requirements
Forums, Seminar-Workshop and Conferences	<input checked="" type="checkbox"/> Authority to Hold Activity <input checked="" type="checkbox"/> Certificate of fund availability from the COE/COD account officer <input checked="" type="checkbox"/> Canvass of three (3) quotations from venues

	<p>for activity</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> List of official participants (original and with participants' signatures) <input checked="" type="checkbox"/> Proof of Expenditures <ul style="list-style-type: none"> ➤ Hotel bills ➤ Receipts for transport fare (if necessary) ➤ Receipts for materials used during the activity <input checked="" type="checkbox"/> Authority to reimburse in case payment for expenses were advanced by officials or employees of the Center <input checked="" type="checkbox"/> Certificate of Justification for Emergency Purchase - for all purchases of materials not included in the original procurement (for supplies and materials indicated above) or for out-of-pocket purchases. <input checked="" type="checkbox"/> Payroll for honorarium - indicate name, amount received, length of service, if more than one day and signature.
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ANNEX D
PROCUREMENT

Government procedures and auditing rules must be implemented in the purchase of equipment for the Centers of Excellence/Development project since the funds are public funds.

The 3-year project proposal from the Centers includes the list of equipment requirements and timetable for procurement. The Centers should follow the procurement procedures outlined below.

1. PUBLIC BIDDING

"Public bidding is held in order to give the public the best possible advantage by means of an open and competitive bids. It is designed to obtain better, if not the best, bargain, secure the most advantageous price and curtail favoritism in the award of contracts." (Asis, 1997).

The government in transactions such as public service or purchase of supplies, materials and equipment uses public bidding.

1.1 PREQUALIFICATION, BIDDING AND AWARDS COMMITTEE (PBAC)

State universities and colleges designated as Centers of Excellence or Development in Science and Mathematics may use their existing PBACs in procuring the equipment and supplies/materials. For private institutions, a PBAC must first be created. The institutions may create more than one PBAC, i.e. per Center within the institution.

1.1.1 Composition

The PBAC shall be composed of the following:

- | | |
|--|---|
| Chairman (regular) | - At least the third ranking official of the institution |
| Executive Officer and Secretary (regular) | - Legal officer of the institution |
| Member (regular) | - Technical member designated by the head of the institution (may be the project coordinator) |
| Member (provisional) | - At least two, with experience in the type of Project to be bid on or in project management, duly designated by the head of the institution (may be the project implementers of the institution or CHED representatives) |
| Members from the private sector (optional observers) | - To ensure transparency, one qualified representative each from the following organizations:
(1) Philippine Chamber of Commerce and Industry |

- (2) End-user group or non-governmental organization to be designated by the head of the institution

1.1.2 PBAC Responsibilities

Besides conducting the bidding, the PBAC shall also review or validate the procurement plans of each of the Centers. Any decision of the PBAC with regards to the procurement plan is only recommendatory. The final approval shall come from the head of the institution or his duly authorized representative.

The chairman may call meetings any time to expedite work presented to the committee.

1.1.3 Quorum

A quorum of the PBAC shall be composed of the chairman or his designated alternate plus two (2) members. A decision shall be made by a simple vote of members who are present, except the chairman who shall cast his vote in case of a tie. The decisions of the PBAC are, however, recommendatory and subject to the approval of the head of the institution or his duly authorized representative.

1.2 BIDDING PROCESS

Bidding process shall be conducted in the following manner:

1.2.1 Preparation of Bid/Tender Documents

Bid/Tender Documents are outline papers prepared by the PBAC describing the nature of the goods. The following specifications shall be included in a Bid/Tender Document:

- a. technical standards/requirements;
- b. place and period of delivery or installation;
- c. warranty and maintenance requirements;
- d. method and criteria in the evaluation and comparison of bids; and
- e. other pertinent terms.

1.2.2 Invitation to Pre-qualify and to Bid

The technical descriptions of the goods, delivery mode and procedures, bidder pre-qualification statements/supporting documents and other matters pertinent to the goods to be bid must be included in the invitation to pre-qualify and to bid. The invitation shall be advertised in:

- a. two (2) newspapers of general circulation which have been published regularly for the past two (2) years
- b. the ad should appear at least three (3) times for two (2) consecutive weeks in the newspaper

1.2.3 Pre-qualification of Bidders

The capabilities and resources of prospective bidders should be assessed to determine if they could meet the contract requirements. The pre-qualification should take consider the bidder's financial, technical and production capabilities based on documentary evidences in the pre-qualification statements as well as current and relevant factual information and previous experience

Each prospective bidder shall be assessed. They shall then be classified as "Pre-qualified" or "Pre-disqualified." Bidders shall be informed of their status through official notices within seven (7) calendar days after the institution head approves the PBAC's pre-qualifying recommendations. Pre-disqualified bidders shall be informed of the grounds for disqualification. They may be given seven (7) calendar days upon receipt of the notice to appeal for reconsideration

1.2.4 Pre-Bid Conferences

Pre-bid conferences may be conducted at the discretion of the institution or upon written request of any pre-qualified bidder. Pre-bid conferences are held to clarify and explain the requirements, terms, conditions and specifications in the bidding documents.

The conference shall be held after the bidding documents are distributed. However, the bidders should be given enough time to familiarize themselves with the documents. The pre-bid conference shall not be held later than fourteen (14) days before bid opening

Nothing stated in the pre-bid conference shall modify the bid documents unless it is made as a written amendment. A summary of the conference proceedings and results shall be sent to all pre-qualified bidders.

1.2.5 Bid Security/Bond

Each of the bids submitted should be accompanied by a bid security/bond payable to the institution. The bond guarantees that the successful bidder shall enter into a contract with the institution and executes the terms of the contract within fifteen (15) calendar days of receipt of the Notice of Award. Failure to enclose the required bond as to form and amount shall automatically disqualify the bid.

The bond shall not be less than two-and-one-half percent (2-1/2%) of the total bid price. The bond may be in the form of:

- a. cash
- b. cashier's check
- c. manager's check
- d. bank draft or guarantee against any reputable bank
- e. letter of credit issued by a commercial bank

- f. a surety bond callable on demand issued by a surety or insurance company accredited by the Office of the Insurance Commissioner, or
- g. any combination thereof.

Bids and bid securities shall be valid for a period of time to be determined by the head of the institution. This will be indicated in the instructions to Bidders. In no case shall the validation exceed one hundred twenty (120) days from the date of opening of bids.

1.2.6 Examination and Evaluation of Bids

Prior to bid evaluation and comparison, bids received shall be examined with respect to:

- a. eligibility requirements
- b. form and amount
- c. responsiveness/compliance with the bid documents and technical specifications
- d. authority of signatory or
- e. any computational errors

Only bids that are complete, valid, eligible and substantially responsive and compliant shall be considered for evaluation and comparison.

Bid evaluations shall be based on evaluated cost. The evaluated cost should be the most advantageous to the institution in terms of price, warranty, efficiency in mode of delivery, support service, etc. and is not necessarily limited to the lowest submitted price.

Evaluation of bids shall be completed not later than thirty (30) calendar days from the date of the opening of the bids. The PBAC shall prepare and keep on file detailed reports of the evaluation and comparison of the bids. The reports should contain the reasons for the recommendations.

The institution shall reserve the right to reject bids or to declare failure of bidding if there is reason to suspect a collusion among bidders, resulting in no competition. In cases where some of the bid are rejected, new bids may be invited on the same specifications except where the lowest evaluated bid exceeds the estimated procurement cost by a very substantial amount. In this case, the PBAC may revise the requirement to a less expensive level for affordable results.

No information relating to the substance, examination, evaluation of bids and recommendations concerning awards may be disclosed to persons outside the PBAC before the announcement of the contract award to the successful bidder. All unsuccessful bidders shall be informed individually afterwards.

1.2.7 Withdrawal of Bids

Upon written request of concerned bidders, bids and bid securities may be withdrawn or modified. The withdrawal processes are as follows:

- a. single-stage bidding and its variation – bidding where the technical requirement or specification is clearly defined by the institution. Bids

may be withdrawn or modified before the deadline for the submission of bids.

- b. two-stage bidding - bidding where technical specifications cannot be precisely defined before the bidding process. Withdrawal or modification may be done before the time and date of the opening of bids.

Withdrawal of bids after the deadline shall be subject to sanctions. Bid modifications received after the deadline and bids submitted after the deadline for submission of bids shall be returned unopened. Bonds submitted in the form of sureties shall not be returned. But other forms of bid securities may be returned to the bidder upon request *provided* that the bidder is not among the three lowest evaluated bidders for the award of contract.

If only one (1) bid is received, an award may be made to the single bidder *provided* that his bid is:

- a. complies with the technical requirements and specifications of the contract;
- b. price offered is fair and reasonable, and
- c. other prospective bidders were given an equal opportunity to respond.

1.2.8 Failure of Bidding

The institution may declare a failure of bidding when no bids are submitted or when the submitted bid do not comply with the requirements, particularly the technical specifications. A re-bidding may be conducted.

If there is failure in the re-bidding, the institution may enter into a negotiated procurement

2. ALTERNATIVE METHODS OF PROCUREMENT

Alternative methods may be used *provided* that the following conditions are present:

- a. The supplies are urgently needed for an emergency, which may involve loss of, or danger to, life and/or property;
- b. The supplies are needed for a project that cannot be delayed without causing detriment to public service;
- c. The materials are sold by an exclusive distributor or manufacturer who does not have sub-dealers selling at a lower price and for which no substitute can be obtained elsewhere at more advantageous terms to the government;
- d. The supplies have been placed on bid at least two consecutive times but failed due to lack of bidders, exorbitant offers or nonconformance to specifications;
- e. In cases where it is apparent that the requisition of the needed supplies through negotiated purchase is most advantageous to the government to be determined by the Department or Agency head concerned, and;

- f. The purchase is made from an agency of the government.

2.1 LIMITED SOURCE BIDDING OR SELECTIVE BIDDING

This involves direct invitation to bid by the concerned agency from a set of pre-selected manufacturers/suppliers/distributors with known experience and proven capability on the requirements of the particular contract.

2.2 DIRECT CONTRACTING OR SINGLE SOURCE PROCUREMENT

The selected manufacturer/supplier/distributor is asked to submit a price quotation or proforma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations.

2.3 REPEAT ORDER

Additional quantities may be ordered from the manufacturer/supplier/distributor who provided the same items in a previous bid contract. This may be resorted to in cases where manufacturer/supplier/distributor selected in the previous bidding is clearly superior to the other bids in terms of equipment reliability, availability of spare parts, after sales service, delivery period, among others. Repeat orders shall be subject to the following conditions:

- a. prices must be the same or lower than those of the original contract;
- b. the repeat order shall not result in splitting of requisition or purchase orders;
- c. it may be availed of only within six (6) months period from the date of the original purchase, and
- d. it shall not exceed the quantity in the original contract.

2.4 SHOPPING

This is a method whereby the purchaser simply requests for submission of price quotations for the goods to be procured directly from manufacturer/supplier/distributor of known qualifications.

2.5 NEGOTIATED PROCUREMENT

As distinguished from direct contracting, this method is resorted to only for convenience even if broader tendering would have been possible. This may be employed by agencies only in the following cases as determined by the head of the agency:

- a. where there has been failure of competitive bidding for the second time;
- b. where the existing contract has been terminated in accordance with the pertinent provisions of the NEDA IRR and existing laws, rules and regulations;
- c. when the goods are to be used in connection with a project or activity which cannot be delayed without causing detriment to public service; and
- d. when the purchase is to be made from another agency of the government.

3. COMMON PROCEDURES FOR ALL MODES OF PROCUREMENT

After the awarding of contract in any of the above modes, the following procedures shall be observed:

3.1 CONTRACT EXECUTION

Purchase shall take effect after perfection of contract, buyer's order and letter or purchase order. Within five (5) days after execution of contract the following documents shall be furnished to the institution and the local auditor:

- a. copy of the contract
- b. copy of the instrument and
- c. the following supporting documents:
 - i. results of bidding, canvass, advertisement,
 - ii. certificate of availability of funds, etc.

3.1.1 Prohibition Against Splitting

Requisitions for one or more items needed at about the same time must be consolidated to avoid splitting *provided* that the need is not made under emergency purchase/situation.

The following forms of splitting are just illustrative and by no means exhaustive:

- a. splitting of requisition or non-consolidation of requisition for items needed at about the same time by the same requisitioner;
- b. splitting of purchase order into two or more purchase orders based on two or more requisitions for the same or at about the same time by different requisitioner; and
- c. splitting of payments which consists of two or more payments for items involving one purchase order.

Generally, there is splitting when non-consolidation is resorted to in order to avoid the approval of higher authorities or to circumvent control measures provided for by law or regulations.

3.1.2 Penalty Clause

A penalty clause shall be included in the contract as stipulated under COA Circular No. 78-84, dated August 1, 1987. The circular states that

"For the protection of the Government, Heads of Agencies, subdivision or instrumentalities shall invariably incorporate a penalty clause or provision for liquidated damage in case of late delivery in amount equivalent to not less than (minimum) one tenth (1/10) of one percent (1%) of the total value of the contract, or if the contract has been partially fulfilled within the stipulated, the total value of the undelivered portion thereof. Likewise a provision on the liability of the supplier or contractor in case of failure to deliver the items called for shall be included in the order or contract."

3.2 INSPECTION OF DELIVERIES

Equipment, supplies and materials delivered for operational use shall be inspected. In view of total lifting of pre-audit on all government financial transactions, inspection by COA Auditors shall not be a pre-requisite to payment.

The testing shall be made at the place of delivery only after the concerned officials have accepted the delivery to prevent substitution. The inspector should check that the articles are in accordance with specifications and that the quantity is not in excess of the actual needs. Inspection shall include testing of some items as needed.

3.2.1 Sampling and Testing of Articles

The inspector may proceed with the sampling/testing if so authorized by the dealer and if the dealer has signed a certification waiving his or his representative's rights to be present during testing. Before testing, not more than eighty percent (80%) of the total purchase value may be paid. If test results show full compliance with the institution's specifications/requirements the articles may be paid fully.

Articles with ten percent (10%) deficiency may be accepted *provided* that the contract price is reduced according to the deficiency found. If test result deficiency is above ten percent, articles must be totally rejected and replacement therefor demanded.

Inspectors may waive the test and analysis of articles subject to testing under any of the following conditions:

- a. the specifications of the order may be determined or calculated without actual testing;
- b. specifications of the current equipment/supplies and materials are similar to those previously purchased and tested *provided* that:
 - i. the current and previous purchases are from the same supplier;
 - ii. test report of the previous purchase is not more than six (6) months from the actual date it was conducted.
- c. articles are produced by the government *provided* that they are delivered to the institution in their original containers, properly labeled and sealed and without any indication of tampering or an attempt to unseal the containers

Charges for the test and analysis of articles may be taken from the fund.

3.3 OTHER CONDITIONS FOR PAYMENT OF DELIVERIES

The project coordinator shall facilitate the immediate payment of claims. He may allow payment of claim equivalent to eighty percent (80%) of the amount pending completion of test *provided* the purchase has been lawfully incurred and claim is supported by delivery receipts or invoices and deliveries have been accepted by requisitioner

3.4 DELIVERY PERIOD

The requisitioner shall state with certainty the date of delivery. Statements such as 'immediate delivery,' 'as soon as possible,' or similar terms shall be understood to mean seven (7) working days after receipt by the supplier or contractor of the purchase order.

Request for extension after the expiration of the contract is not allowed.

ANNEX E

SUCCESS INDICATORS

	SUCCESS INDICATORS BY AREA OF SPECIALIZATION				
	Biology and Marine Science	Chemistry	Geology	Mathematics	Physics
<i>SCHOLARSHIP</i>	increase in number of scholars/graduates	number of students supported	Undergraduate number of student scholars/number (ratio) of students who graduate	Graduate & Undergraduate increase in enrolment	Graduate & Undergraduate increase in the number of students entering the Physics program
	recognition of scholars in scientific work/ activities	number of successful thesis/dissertations financed	board exam performance	high retention rate	number of students qualified and accepted in the scholarship program
	number of thesis/ dissertation financed	increase in enrollment of graduate/under-graduate students	employment rate	carrying out of the target set by the institution on the number of scholars	
	number of students graduated		Graduate number of graduates who joined the academe as a researcher/faculty		
			number of published/presented articles (thesis, dissertation, etc.)		

	SUCCESS INDICATORS BY AREA OF SPECIALIZATION				
	Biology and Marine Science	Chemistry	Geology	Mathematics	Physics
FACULTY DEVELOPMENT	number of attendance in seminar	increase in number of MS/PhDs	number of faculty members who earned MS/PhD degrees	adding new areas of specialization	number of faculty who avail the scholarship grant to pursue graduate studies
	number of papers/posters presented	number of trainees for specialization	number of technical papers published/presented	increase of MS & PhD degree holders	number of faculty who attended seminars, etc.
	number of papers/researches receiving recognition	number of faculty doing post-graduate studies	attendance to local/international conferences	increase in the ratio of MS & PhD degree holders in the first year of COD grant as against the third year	
	number of publication of instructional materials - modules - manuals	number of paper presentations	return rate of faculty	improvement on the performance evaluation by students, peers, and chairs	
	number of local/international publication	number of start-up research assistance		diversity of researches	
	number of on-going researches conducted			increase in the thesis advisers/project mentorship	
	development of curricula for biology				
	number of presentation in technical panels				

SUCCESS INDICATORS BY AREA OF SPECIALIZATION					
	Biology and Marine Science	Chemistry	Geology	Mathematics	Physics
EQUIPMENT	number of equipment purchased	Utilization of equipment for: - RESEARCH based on the number of graduate/under-graduate thesis students using the equipment - INSTRUCTORS number of laboratory experiments/exercises and number of students making use of the equipment	number of classes which used the equipment	increase in the number of equipment	number/amount purchase
	number of end-users	maintenance conditions (ocular visits)	number of researches conducted	increase in the utilization of softwares in the academic-related activities	utilization
			number of extension services rendered		
			maintenance program		
LINKAGES	number of faculty/students exchange programme	number of visiting professors	Local/International number of faculty/student exchanged	Local & International increase in the number of industries supporting the program	collaborative research
	number of collaborative researches	number of joint publications arising from research collaborations	number of joint research projects completed	increase on the number of invitations to conduct refresher/training programs for their staff and employees	Su

SUCCESS INDICATORS BY AREA OF SPECIALIZATION

	Biology and Marine Science	Chemistry	Geology	Mathematics	Physics
	number of publications arising from linkages	number of technical symposia and workshops conducted			
	number of seminars, workshops, trainings, sponsored/organized	number of teachers of other schools benefited from workshops/outreach programs			
		adoption of a COD or a school offering the BS Chemistry program (<i>see network schools</i>)			
OTHER SCIENTIFIC ACTIVITIES	number of technologies developed	number of publications in refereed journals, monographs and book chapters	Extension number of agency/industry recipients	improvement/increase in scientific publications	local/international publications
	number of patented products	number of papers presented in conferences	nature of services rendered	improvement/increase in research output	extension program: number of faculty involved/frequency
	number of quiz bowls (regional/national) sponsored/coordinated	number of thesis students graduated	Seminar/Workshop number of recipients	improvement/increase in the number of workshops conducted	
	number of career orientation	external research grants received	number of papers presented	increase in the number of invitations to scientific for a	
		awards and patents	feedback		

SUCCESS INDICATORS BY AREA OF SPECIALIZATION

	Biology and Marine Science	Chemistry	Geology	Mathematics	Physics
IMPEDIMENTS/ PROBLEMS/ISSUES	delay of fund release	unrealistic budget for scholarships grants		delay in the release of funds or the lack of it	
	no clear-cut policy on the extent of the administrator/ coordinator role in project implementation clear-cut definition of the role of the project coordinator in the final approval of project components/approval of appropriation etc	delay in the release of funds		restrictive COA rules in procurement of equipment	
				unrealistic allotment for tuition and other expenses	
				heavy workload of faculty members thus discouraging them to do research	
				unresponsive/cold responses of business/ industries in accepting student trainees	
				piracy of MS & PhD degree holders who have just completed the program granted by COD	

APPENDIX A

CHED TECHNICAL PANEL FOR _____
 SURVEY OF _____ DEPARTMENTS
 YEAR OF SURVEY _____

I. General Information		
1.	Name of Institution :	
2.	Address	
3.	Name of Chair :	
4.	tel/ fax /e-mail :	

II. Profile of		Department / Institute	
1.	Degree programs offered: (List degree and specialization, if appropriate)		
	<u>Undergraduate:</u>	<u>Graduate:</u>	
2.	Non-degree programs or courses offered: (e.g., training courses)		
	<u>Name of Program/Courses</u>	<u>Clcutele</u>	<u>When Offered/Frequency</u>

III. Profile of Faculty			
1.	Total Number of Faculty	Full time: _____	Part Time: _____
2.	Number of Faculty by academic qualifications (highest degree completed)	Ph.D. _____ No. _____ M.S. _____ No. _____ B.S. _____ No. _____	Ph.D. (other*): _____ M.S. (other*): _____ B.S. (other*): _____ (*pls. Specify)
3.	Number of Faculty with higher degree studies in progress:	Ph.D. _____ No. _____ M.S. _____ No. _____	Ph.D. (other*): _____ M.S. (other*): _____ (*pls. Specify)
4.	List of faculty (use additional sheet if necessary)		
	Name	Degree, specialization	

IV. Data on Individual Faculty (please submit one set per faculty member)

1. Name		2. Age group: (pls. encircle)	20-30	51-60
			31-40	61+
			41-50	

3. Sex (pls. encircle)	Male	4. Employment status: (pls. Encircle)	a. Permanent or Non-permanent
	Female		b. Full time or Part time

5. Faculty Rank:		6. Years of Service: (pls. encircle)	1-3	11-20
			4-10	21+

7. Degrees Earned:			
Degree	Major	Year	Institution

8. Training/Fellowships:			
Nature/Funding source	Topic/Field	Year	Institution

9. Faculty Load in the department/institute (average number of units during the previous and current year)			
Teaching load/year		Administrative load/year	
Research load/year		Others	

Total load/year	
-----------------	--

IV. Data on Individual Faculty (continued - 2)**10. Title of Research projects (over the past 5 years)**

Title	Duration (years covered)	Funding source

11. List of Publication / Patents / Technical Presentations (over past 5 years)

--

12. Membership (s) in related societies (include position)

--

13. Professional awards

--

V. Student Profile					
1.	Total number of undergraduates enrolled in SY 1996-97	1 st _____	2 nd _____	3 rd _____	4 th _____
2.	Number of B.S. graduates from 1993-96	93 _____	94 _____	95 _____	96 _____
3.	Can you give an estimate (in %) of where your undergraduate majors have gone over the past 5 years?	<u>Related fields:</u> Further studies: _____ Academe: _____ Industry: _____ Government: _____ Business: _____ Others: _____		<u>Non-related fields:</u> Further studies: _____ Academe: _____ Industry: _____ Government: _____ Business: _____ Others: _____	
4.	Total number of graduate students enrolled in SY 1996-97	M.S. _____ No. _____ Ph.D. _____ No. _____		M.S. _____, Ed. No. _____ Ph.D. _____, Ed. No. _____	
5.	Number of M.S. graduates from 1993-96	93 _____	94 _____	95 _____	96 _____
6.	Number of Ph.D. graduates from 1993-96	93 _____	94 _____	95 _____	96 _____
7.	Can you give an estimate (in %) of where your M.S. and Ph.D. graduates have gone over the past 5 years?	<u>Related fields:</u> Further studies: _____ Academe: _____ Industry: _____ Government: _____ Business: _____ Others: _____		<u>Non-related fields:</u> Further studies: _____ Academe: _____ Industry: _____ Government: _____ Business: _____ Others: _____	

VI. Instruments and Facilities			
1.	Teaching Laboratories		
	Room	Courses) for which laboratory is used	Capacity (number of students)
2.	<p>Please list the number of each type of apparatus/equipment which are still operational:</p> <p>(Include only apparatus/equipment which are located in the department and which are accessible to undergraduates)</p>		
3.	<p>Equipment which you need for <u>undergraduate laboratory</u> courses:</p>		

VII Policies and Standards (FOR BIOLOGY PROGRAMS)

1. Extent of implementation of Policies and Standards for Biology Education

(please check one)

 100% 50% 75 % less than 50

Remarks:

2. Please submit Course syllabi of Biology courses.

3. Textbooks and references for each course.

VII. Data on Enrolment and Graduates of Biology Programs**B.S. in Biology**

SY	Enrolment	Graduates
1992-1993		
1993-1994		
1994-1995		
1995-1996		
1996-1997		

M.S. in Biology

SY	Enrolment	Graduates
1992-1993		
1993-1994		
1994-1995		
1995-1996		
1996-1997		

Ph.D. in Biology

SY	Enrolment	Graduates
1992-1993		
1993-1994		
1994-1995		
1995-1996		
1996-1997		

APPENDIX B

PRELIMINARY DATA FORM

ITEM 1.1	INSTITUTIONAL PROFILE
<ol style="list-style-type: none"> 1. Name of Institution 2. Address of Institution 3. Name of President/Head <ol style="list-style-type: none"> a. Business Telephone No. b. Facsimile No. c. E-mail address 4. College where the Center(s) Belong(s) (if more than one, indicate individually) 5. Name of Dean (if more than one indicate individually per college) <ol style="list-style-type: none"> a. Business Telephone No. b. Facsimile No. c. E-mail address 6. Name of Department Chair of identified Center (if more than one, indicate individually per college) <ol style="list-style-type: none"> a. Business Telephone No. b. Facsimile No. c. E-mail address 7. Name of Project Coordinator (indicate designation within the institution) <ol style="list-style-type: none"> a. Business Telephone No. b. Facsimile No. c. E-mail address 8. Name of Project Implementers (indicate individually and <ol style="list-style-type: none"> a. Business Telephone No. b. Facsimile No. c. E-mail address 	

ITEM 1.2	FACULTY DATA	
1. Total Number of Faculty	Full Time _____	Part Time _____
2. Number of Faculty by Qualification (highest degree obtained)	Hard Science Ph.D. _____ M.S. _____ B.S. _____	Others (specify) Ph.D. _____ M.S. _____ B.S. _____
3. Number of Faculty with the degrees in-progress	Hard Science Ph.D. _____ M.S. _____ B.S. _____	Others (specify) Ph.D. _____ M.S. _____ B.S. _____
4. Summary of Faculty Qualifications		
Name of Faculty	Academic Qualification/Specialization	

(Use additional sheets if necessary.)

5. Individual Faculty Qualifications

Name of Faculty (accomplish individually)

a. Researches Conducted

b. Publications/Patents/Paper Presentations (in the last five years)

c. Memberships in Related Organizations (indicate position)

d. Professional Awards Received

(Use additional sheets if necessary)

ITEM 1.3A	ENROLMENT DATA			
1. Total number of undergraduates enrolled in SY 1997-98	1 st _____	2 nd _____	3 rd _____	4 th _____
2. Total number of graduate students enrolled in SY 1997-98	M.S. _____	Ph.D. _____		

ITEM 1.4	GRADUATE DATA				
1. Number of B.S. graduates from 1993-97	93 _____	94 _____	95 _____	96 _____	97 _____
2. Number of M.S. graduates from 1993-97	93 _____	94 _____	95 _____	96 _____	97 _____
3. Number of Ph.D. graduates from 1993-97	93 _____	94 _____	95 _____	96 _____	97 _____

ITEM 1.5	FACILITIES AND EQUIPMENT	
	List of Operational Equipment	Number

(Use additional sheets, if necessary)

Prepared by:

Printed Name and Signature
Designation

Date

APPENDIX C

FORM 2.1

UNDERGRADUATE SCHOLARSHIP PROFILE

INSTITUTION _____
DEPARTMENT _____
SCHOOL YEAR _____
SEMESTER _____

Name of Scholar	Degree	Grade	Remarks

FORM 2.2

GRADUATE SCHOLARSHIP PROFILE

INSTITUTION _____

DEPARTMENT _____

SCHOOL YEAR _____

SEMESTER _____

Name of Scholar	Degree	Grade	Remarks

FORM 2.3

GRADUATE THESIS/DISSERTATION GRANTS

INSTITUTION _____
DEPARTMENT _____
SCHOOL YEAR _____
SEMESTER _____

Name of Grantee/Institution	Title of Thesis/Dissertation

Prepared by.

Printed Name and Signature
Designation

Date

APPENDIX D

FORM 3.1

FACULTY GRADUATE SCHOLARSHIP PROFILE

INSTITUTION _____
 DEPARTMENT _____
 SCHOOL YEAR _____
 SEMESTER _____

Name of Scholar	Degree	Grade	Remarks

FORM 3.2

FACULTY GRADUATE THESIS/DISSERTATION GRANTS

INSTITUTION _____
DEPARTMENT _____
SCHOOL YEAR _____
SEMESTER _____

Name of Grantee Institution	Title of Thesis/Dissertation

Prepared by:

Printed Name and Signature
Designation

Date

APPENDIX E

FORM 4.1

NEWLY PURCHASED EQUIPMENT

INSTITUTION _____
 DEPARTMENT _____
 SCHOOL YEAR _____
 SEMESTER _____

Name of Equipment	Model	Date of Purchase	Location	Nature of Usage [*]	Degree of Usability ^{**}

^{*} Nature of Usage

- 1 = Instruction and Student Laboratory
- 2 = Student Research (thesis)
- 3 = Other Research (funded by the government, private, etc.)
- 4 = Analytical Services

^{**} Degree of Usability

- 1 = Often used
- 3 = Moderately used
- 5 = Rarely used

Prepared by

 Printed Name and Signature
 Designation

 Date

APPENDIX F

FORM 5.1

NATIONAL LINKAGE

Activities	Date of Implementation	Status	Institutions/Agencies included in Network

FORM 5.2

INTERNATIONAL LINKAGE

Activities	Date of Implementation	Status	Institutions/Agencies included in Network

Prepared by:

Printed Name and Signature
Designation

Date

APPENDIX G
OTHER SCIENTIFIC ACTIVITIES

INSTITUTION _____
DEPARTMENT _____
SCHOOL YEAR _____
SEMESTER _____

FORM 6.1

RESEARCHES

Proponent	Date Implemented	Status	Title

FORM 6.2

PUBLICATIONS

Author	Date of Publication	Name of Journal (if applicable)	Title

FORM 6.3

OTHER SCIENTIFIC ACTIVITIES

Activity	Nature of Activity	Date Implemented	Status	Output

Prepared by:

Printed Name and Signature
Designation

Date

APPENDIX H
INDEX OF COMPARISON

Categories	1998-1999	1999-2000		2000-2001	
	2 nd Semester	1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
1. No. of Undergraduate scholars					
2. No. of Graduate scholars					
3. No. of Grantees (Thesis/Dissertation)					
4. No. of faculty members able to attend conferences, seminar- workshops through the COE/COD grant					
5. No of Equipment bought					
6. No. of Linkages developed					
7. No. of publications					
8. No. of research(es) facilitated through the COE/COD grant					
9. No. of seminar-workshops conducted by the Center funded through the COE/COD grant					
10. Others (specify)					

Prepared by:

Printed Name and Designation

Date

APPENDIX I

AUTHORITY TO HOLD ACTIVITY

Institute/Department : _____
 College : _____
 University : _____
 Address : _____

AUTHORITY TO HOLD ACTIVITY

Date Requested : _____
 Purpose : _____
 Date : _____
 Venue : _____
 No. of Persons : _____
 Estimated Expenses : _____
 Breakdown :
 a. *Package rate* : _____
 b. *Supplies and Materials* : _____
 c. *Transportation* : _____
 d. *Incidental Expenses* : _____
 Chargeable Against : _____
 Requested by : _____

Recommending Approval:

Approved by:

Project Implementer
 Printed Name and Signature

Project Coordinator
 Printed Name and Signature

*Italicized items may be changed.

APPENDIX J

AUTHORITY TO REIMBURSE

Institute/Department : _____
 College : _____
 University : _____
 Address : _____

AUTHORITY TO REIMBURSE

Date Requested :

Purpose :

Date :

Venue :

No. of Persons :

Estimated Expenses :

Breakdown :

a. *Packaged rate* :

b. *Supplies and Materials* :

c. *Transportation* :

d. *Incidental Expenses* :

Chargeable Against :

Requested by :

Recommending Approval:

Approved by:

Project Implementer
 Printed Name and Signature

Project Coordinator
 Printed Name and Signature

*Italicized items may be changed.

APPENDIX K

CERTIFICATE OF ACCEPTANCE

Institute/Department : _____
College : _____
University : _____
Address : _____

Date

CERTIFICATE OF ACCEPTANCE
(For Merchandise)

I/We hereby certify that I have accepted and inspected each article delivered by _____ Incorporated. They are in accordance with the specification stipulated under PO No./RIV No. _____ dated _____

Project Coordinator/Implementer
Printed Name and Signature

* Italicized items may be changed.

Institute/Department _____
College : _____
University : _____
Address : _____

Date

CERTIFICATE OF ACCEPTANCE
(For services rendered)

I/We hereby certify that the service rendered by
_____ incorporated is in accordance with the
specification stipulated under PO No./RIV No. _____ dated

Project Coordinator/Implementer
Printed Name and Signature

* Italicized items may be changed.

APPENDIX L

CERTIFICATE TO JUSTIFY EMERGENCY PURCHASE

Date

CERTIFICATE TO JUSTIFY EMERGENCY PURCHASE

I hereby certify:

1. That the need for the supplies covered by the attached Requisition Issue Voucher dated _____ is exceptionally urgent and absolutely indispensable to avoid detriment to public service;
2. That the articles are urgently needed by the _____ for _____;
(Department/Institute) *(Purpose)*
3. That to procure them through regular requisition will result in disruption of work and cause detriment to public service;
4. That the price was the lowest obtainable at the time of the purchase.

Project Coordinator
Printed Name and Signature

Authority: Paragraph 6, Exec. Order No.
103, s. 1990

* Italicized items may be changed.

APPENDIX M

AUTHORITY TO TRAVEL

Institute/Department : _____
College : _____
University : _____
Address : _____

AUTHORITY TO TRAVEL

NAME :

POSITION :

OFFICIAL STATION :

DESTINATION :

PERIOD OF TRAVEL :

PURPOSE OF TRAVEL :

ESTIMATED COST :

CHARGEABLE AGAINST :

RECOMMENDING APPROVAL:

APPROVED:

Project Implementer
Printed Name and Signature

Project Coordinator
Printed Name and Signature

* Italicized items may be changed.

APPENDIX N

ITINERARY OF TRAVEL

Institute Department _____
 College : _____
 University : _____
 Address : _____

ITINERARY OF TRAVEL

Name : _____ Position : _____
 Monthly Salary : _____ Official Station : _____
 Purpose of Travel : _____

Date	Place Visited	Time		Means of Transportation	Allowable Transportation	Expenses per Diem	Daily Allowance	Total Amount
		Departure	Arrival					
TOTAL								

I certify that : (1) I have reviewed the foregoing itinerary. (2) The travel is necessary to the service. (3) The period covered is reasonable. (4) Expenses claimed are proper.

Prepared by :

Official/ Employee

RECOMMENDING APPROVAL

APPROVED:

Project Implementer
Printed Name and Signature_____
Project Coordinator
Printed Name and Signature

* Italicized items may be changed.

APPENDIX O

CERTIFICATE OF TRAVEL COMPLETED

Institute/Department : _____
College : _____
University : _____
Address : _____

CERTIFICATE OF TRAVEL COMPLETED

(Institution Head-President/Dean)
 Printed Name and Designation

(Institution)
 Official Station

Date

I CERTIFY that I have completed the travel authorized in itinerary of Travel No. _____, dated _____ under the conditions indicated below:

- Strictly in accordance with the approved itinerary
- Cut short as explained below.
 Note: Excess payment was refunded
 Attached O.R. No. _____ dated _____ for P _____
- Extended as explained below. Additional itinerary was submitted.
- Other deviation as explained below.

EXPLANATIONS OR JUSTIFICATION:

Evidences of travel attached hereto:

Respectfully submitted:

Officer/Employee
(Printed Name and Signature)

I hereby attest that the travel was actually undertaken based on the attached documents and on my personal information.

(Institution Head-President/Dean)
 Printed Name, Signature and
 Designation

- Italicized items may be changed.

APPENDIX Q

REIMBURSEMENT OF EXPENSE RECEIPT

GENERAL FORM No. 2
REVISED JANUARY 1993

REIMBURSEMENT EXPENSE RECEIPT	
Date	No.
RECEIVED from <div style="text-align: right;">(Name)</div> the amount <div style="text-align: center;">(Official Designation)</div> of (P) <div style="text-align: center;">(In Words) (In Figures)</div> in payment for <div style="text-align: center;">(Payments for subsistence, services, rental or transportation should show inclusive dates, purpose, distance, inclusive points of travel, etc.)</div>	
PAYEE	
Name/Signature	
Address	
Comm. Tax Cert. No.	
Date of Issue	
Place of Issue	
WITNESS	
Name/Signature	
Address	
Comm. Tax Cert. No.	
Date of Issue	
Place of Issue	

APPENDIX R

ABSTRACT OF CANVASS

ABSTRACT OF CANVASS

(For Emergency Purchases)

Date

To be used for:

Activity - _____

Date - _____

Venue - _____

ESTABLISHMENT	ADDRESS	PRICE

Prepared By:

*Printed Name and Signature of
 Official/Employee
 Designation*

Approved By:

*Printed Name and
 Signature of Project Coordinator
 Designation*

Noted By:

*Printed Name and
 Signature of Project Implementer
 Designation*

*** Canvass made through personal inquiries. Choice was _____ (*Name of establishment*) due to its lowest price.

*Italicized items to be changed according to institution's specifications

APPENDIX S
INSPECTION REPORT

Institute Department : _____
College : _____
University : _____
Address : _____

INSPECTION REPORT

AGENCY: _____
 DEALER/SUPPLIER _____

ARTICLES	AMOUNT

Modes of Acquisition: _____ Date: _____

Delivered At: _____

On: _____

FINDINGS AND RECOMMENDATIONS	AMOUNT

INVOICE/O.R. NO. _____ Date: _____

Inspected by: _____ Date: _____
PRINTED NAME AND SIGNATURE

* Italicized items may be changed.

APPENDIX T

CONTRACT FOR SCHOLARS
(Graduate and Undergraduate)

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

CHED - CENTER OF EXCELLENCE/DEVELOPMENT
SCHOLARSHIP CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Scholarship entered into by and among:

The _____ (*Name of University*) _____ through its head _____ with present address at _____ hereinafter referred to as CHED-COE/COD.

and

_____, of legal age, Filipino and residing at _____ hereinafter called the GRANTEE.

WITNESSETH

Whereas, CHED pursuant to its objective of enhancing Science and Technology education and training is empowered to give appropriate scholarships;

Whereas, the CHED-COE/COD desires to provide for and upgrade national/regional manpower capabilities in the areas of Science and Technology;

Whereas, the GRANTEE whose education, training and experience as shown in his/her information sheet hereto referred as "Annex A" and made an integral part hereof, is ready, able and willing to accept the CHED-COE/COD Scholarship Grant through the Institute/Department of _____ of the _____ (*Name of University*) _____ with all its terms and conditions specified in the Contract.

For and in consideration of the actual financial support for the duration of the scholarship which will be released to the grantee, the GRANTEE shall pursue studies leading to a degree in _____ at the _____ (*Name of University*) _____ for a duration of _____ commencing on _____

SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

A. CHED-COE/COD Institution Responsibilities

1. Provide financial support for a duration of _____ for _____
(Program and Level-BS/MS/Ph.D.)
2. Monitor the progress of the Grantee under the program.
3. Have the right to terminate or renew the scholarship.
4. Require the Grantee to render return service equivalent to the length of time that the scholar enjoyed the scholarship i.e. one year of service for every year of scholarship or a fraction thereof; or according to the specifications given under the section on faculty scholarships found in the main body of these guidelines.

Termination of scholarship shall be based on any of the following conditions:

- a. The Grantee fails to meet the academic standards set by the school;
- b. The Grantee willfully fails to enroll in the required academic load;
- c. The Grantee fails to enroll for any term or drops any of his courses without the approval of the school and the CHED;
- d. The Grantee exceeds the time allotted to finish the program;
- e. The Grantee willfully fails to submit the reports required of him on time;
- f. The Grantee resigns or transfers from the sending institution where he obtained an endorsement and for which the grant was accommodated;
- g. For other justifiable grounds which prove the inability of the Grantee to complete his degree;
- h. Non- availability or exhaustion of funds;
- i. Any act of discourtesy to an official or employee of the Commission on Higher Education;
- j. Commission of any act of immorality, drunkenness, dishonesty, discourtesy, and any form of misconduct;
- k. Conviction of any crime by a court or a competent administrative body; and

- I. Such other acts as may be considered by the CHED as inimical to the interest of the government of the Republic of the Philippines and those that adversely affect the integrity of the scholarship/study grant program.

B. Grantees Responsibilities

The Grantee shall

1. Enroll in the prescribed school and in priority courses approved by CHED-COE/COD;
2. Devote the full amount of time required by the CHED-COE/COD approved program of study;
3. Take the full academic load per semester/term prescribed by the program of study of the course;
4. Maintain an academic record acceptable to the standards of the CHED-COE/COD;
5. Follow the regular schedule of academic course offerings prescribed by the school until he finishes his program within the allotted time;

Deferment of enrollment may be allowed only for the following reasons:

- a. Poor health of grantee as certified by a government physician;
- b. Grantee is on maternity leave;
- c. Reason acceptable to the concerned CHED-COE/COD.

Deferment in these cases shall be limited to a maximum of one (1) year.

6. Conduct his/her thesis/dissertation in any field of specialization approved by CHED-COE/COD.
7. Render return service to the hiring institution equivalent to the length of time that the scholar enjoyed the scholarship, i.e. one (1) year of service for every year of scholarship or a fraction thereof or according to the specifications given under the section on faculty scholarships found in the main body of these guidelines. This will also hold for the non-completion of the course including failure to complete the required courses. Hiring Institution refers to the institution that endorsed him for the grant and for which the grant was accommodated.
8. Consult and obtain the approval of CHED-COE/COD, in case he will decide to shift his field of specialization;

9. Include the CHED-COE/COD in the Statement of Acknowledgment of Support in the thesis/dissertation;
10. Reimburse CHED-COE/COD the total assistance released to him, in case of willful abandonment of the scholarship, gross misconduct and non-compliance with the terms and conditions stipulated in this Contract;
11. Submit to CHED-COE the following requirements:

<u>Report</u>	<u>Submission Period</u>
a. - authenticated copies of registration - program of study - course curriculum	a. immediately after registration
b. preliminary plan of academic subjects/load as approved by adviser	b. within one term after the start of classes
c. photocopy copy of report rating issued by the school	c. at the end of the term
d. thesis/dissertation outline	d. within two (2) weeks after its approval by the thesis panel
e. results of comprehensive examination	e. within two (2) weeks after the comprehensive examination
f. thesis/dissertation progress report	f. end of each term while the thesis/dissertation is in progress
g. thesis/dissertation	g. within one (1) month after the completion of the financial report
h. - final report - diploma - transcript of records - two (2) copies of thesis/dissertation manuscript	h. within one (1) month after completion

12. Submit a notarized Co-Maker Undertaking and a copy of the Co-Maker's Income Tax Return for the duration of the scholarship, local and foreign.
13. Seek CHED-COE/COD permission before leaving the country while the scholarship contract is still in force.

IN WITNESS WHEREOF, the parties hereto have signed this scholarship agreement this _____ day of _____, 19____ at Quezon City, Metro Manila.

Grantee

Institution Head, CHED-COE/COD

SIGNED IN THE PRESENCE OF:

Print Name/Signature

Print Name/Signature

ACKNOWLEDGMENT

Republic of the Philippines)
) s. s.
)
_____)

BEFORE ME, this _____ day of _____ 19____ at _____ personally appeared:

<u>N A M E</u>	<u>RES. CERT. NO.</u>	<u>DATE/PLACE ISSUED</u>
1. <i>(Head of COE Institution)</i>	_____	_____
2. <i>(Grantee)</i>	_____	_____

KNOWN TO ME and to me known to be the same persons who executed the foregoing Scholarship Contract consisting of six (6) 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 _____, 19____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 199 _____

APPENDIX U

SAMPLE: STATUS OF FUNDS FOR PRIVATE INSTITUTIONS

ATENEDE DE DAVAO UNIVERSITY
E. Jacinto St., Davao City

CENTER FOR DEVELOPMENT
IN BIOLOGY, CHEMISTRY & MATHEMATICS
Pre-Service Scholarship Program

STATUS OF FUNDS

as of Second Semester, SY 1988-1989

ALLOTMENT RECEIVED
(RELEASES)

8/14/88	Funds deposited in COB account	663,462.53
---------	--------------------------------	------------

TOTAL RELEASES

663,462.53

DISPOSITIONS:
(EXPENDITURES)

BIOLOGY

First Semester, SY 1988-1989

378,000.00

Second Semester, SY 1988-1989

279,000.00

CHEMISTRY

First Semester, SY 1988-1989

217,000.00

Second Semester, SY 1988-1989

217,000.00

MATHEMATICS

First Semester, SY 1988-1989

217,000.00

Second Semester, SY 1988-1989

188,000.00

TOTAL DISBURSEMENT

1,385,000.00

BALANCE/DEFICIT (FOR REFUND)

-721,537.47

CERTIFIED CORRECT:

[Signature]
ERINIDA P. ARTEOLA
University Accountant

NOTED BY:

[Signature]
LORENZO J. MAMARDO
Assistant Project Director, CCU

APPENDIX V

SAMPLE: STATUS OF FUNDS FOR STATE UNIVERSITIES AND COLLEGES

FUNDING AGENCY
IMPLEMENTING AGENCY
PROJECT TITLE
PROJECT CODE

COMMISSION ON HIGHER EDUCATION-HIGHER EDUCATION DEVELOPMENT FUND
CENTRAL LUZON STATE UNIVERSITY
CENTER OF DEVELOPMENT (BIOLOGICAL SCIENCES)
94-193-B-26

FINANCIAL STATEMENT
As of December 31, 1996

PARTICULARS	CATEGORIES				
	Faculty Development	Undergraduate Scholarship	Local & Int Linkages	Equipment Purchase	Scientific Activities
TOTAL BUDGET	290,701.00	126,847.00	54,670.00	41,827.00	79,967.00
Less: Equipment Purchase	290,190.00			290,190.00	
7% HEDF service fee	18,008.23	7,822.84	3,428.32	3,388.65	1,842.31
TOTAL FUND RELEASE	224,154.57	118,744.08	21,281.27	29,661.35	18,324.68
EXPENSES					
Spent, June 1998		3,000.00			
Spent, July		3,000.00			
Book Allowance, First Sem.		1,000.00			
Spent, August		1,500.00			
Spent, September		3,000.00			
Spent 1993, June-December		4,000.00			
Through-out Linkages		50,938.26		50,000.00	
Spent, October		4,000.00			
Reg. fee Administrative		4,000.00			
Tuition fee, First Sem., 88-89			1,124.00		
Comm fee, First Sem., 88-89			1,104.00		
Tuition fee, Second Sem., 88-89			270.00		
Comm fee, Second Sem., 88-89			115.00		
Spent, Jan-Dec. 89			21,066.82		
Book Allowance, First & Second Sem.			6,066.00		
TOTAL EXPENSES	133,653.21	80,536.26	38,843.00	29,661.35	
BALANCE	88,120.90	31,307.80	21,738.27	0.00	18,324.68

/50A

CERTIFIED CORRECT

[Signature]
DIRECTOR * HEDF
December 1996

VERIFIED & FOUND CORRECT

[Signature]
COMPTROLLER GENERAL
December 1996

APPENDIX W
REPORT OF DISBURSEMENT

Date: _____

REPORT OF DISBURSEMENTS BY DISBURSING OFFICER
(Replenishment/Liquidation of Cash Advance)

Date	Payee	Reference Invoice No.	Expense Item	Amount
TOTALS				

I certify that this Report of Disbursements in _____ copies is a full, true and correct statement of the disbursements made by me and that this is in liquidation of the cash advance granted last _____.

Accounting entry:

Accountable Officer