



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

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SUBJECT : **IMPLEMENTING GUIDELINES FOR THE CHED  
CENTERS OF EXCELLENCE (COEs) AND  
CENTERS OF DEVELOPMENT (CODs) IN  
ENGINEERING AND ARCHITECTURE**

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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 to attain relevant, responsive and quality higher education in the country, the following guidelines for the support and development of Centers of Excellence, Centers of Development category-1 (COD-1) and Centers of Development category-2 (COD-2) for Engineering and Architecture Education, the Commission, based on the recommendation of the Technical Panel for Engineering, Technology and Architecture (TPETA), the Commission hereby adopts and promulgates the aforementioned Implementing Guidelines.

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Chairperson

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

**IMPLEMENTING GUIDELINES**

**FOR THE**  
**COMMISSION ON HIGHER EDUCATION**  
**(CHED)**

**CENTERS OF EXCELLENCE AND**  
**CENTERS OF DEVELOPMENT**

**FOR**

**ENGINEERING AND ARCHITECTURE**  
**EDUCATION**

**IMPLEMENTING GUIDELINES FOR THE CHED CENTERS OF EXCELLENCE AND  
CENTERS OF DEVELOPMENT FOR ENGINEERING AND ARCHITECTURE  
1999-2002**

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**IMPLEMENTING GUIDELINES FOR THE CHED CENTERS OF EXCELLENCE AND  
CENTERS OF DEVELOPMENT FOR ENGINEERING AND ARCHITECTURE  
1999-2002**

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 support and development of Centers of Excellence (COE), Centers of Development Category 1 (COD-1), and Centers of Development Category 2 (COD-2) for Engineering and Architecture are hereby adopted and promulgated by the Commission of Higher Education, thus:

**1. Basic Concepts**

**1.1 Statement of 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 developing Centers of Excellence and Centers of Development in higher education institutions (HEIs). These implementing guidelines for Centers in Engineering and Architecture are designed to support the original priorities set forth by the Commission yet be flexible enough to maximize the impact for the assistance and upgrading of programs and to consider the unique needs and priorities of the selected institutions in trying to best address their developmental requirements.

**1.2 Definitions**

**1.2.1 Center of Excellence (COE)**

A unit of a higher education institution with a strong undergraduate program, research and extension capability, and preferably a good graduate program. For the 1999-2002 grant period, an evaluation rating of 90% or higher qualifies a program for COE status. A COE shall receive a grant of P3 million a year for 3 academic years.

**1.2.2 Center of Development Category 1 (COD-1)**

A unit of a higher education institution with a good undergraduate program, extension capability, and potential for research. For the 1999-2002 grant period, an evaluation rating of 80% to 89% qualifies a program for COD-1 status. A COD-1 shall receive a grant of P1 million a year for 3 academic years.

**1.2.3 Center of Development Category 2 (COD-2)**

A unit of a higher education institution with an adequate undergraduate program and potential for research and extension. For the 1999-2002 grant period, an evaluation rating of 70% to 79% qualifies a program for COD-2 status. A COD-2 shall receive a grant of P500,000 a year for 3 academic years, provided that the COD-2,

through its institution, will commit a counterpart fund of P500,000 a year.

Henceforth, COEs, COD-1s, and COD-2s will be collectively referred to as Centers.

1.3 Procedure for the Application, Evaluation, and Selection of COEs, COD-1s, and COD-2s (1997-1999)

The original basis for the identification of the Centers was CHED Memo No. 14, Series of 1997. It gives the guidelines for the identification, support, and development of Potential Centers of Excellence (PCEs) based on the voluntary application by institutions. The title of PCE will be given to programs offered by an institution obtaining a minimum rating score using the evaluation system.

1.3.1 Application

- A set of guidelines was issued by the CHED dated 19 March 1997 and was disseminated to all institutions through the CHED Regional Offices (CHEDROs).
- Interested institutions submitted applications for their programs to the CHEDROs.

1.3.2 Evaluation

- Initial evaluations were made by the CHEDROs and completed applications were forwarded to the CHED main office and TPETA.
- Evaluation visits of programs were conducted from November 1997 to April 1998 by a team of program specialists trained by TPETA.
- Based on both the documentation on the application submitted and the actual visit to the institution, the program was rated according to the following set of criteria:

Instructional Program Quality		50%
Faculty		35%
Qualification	50%	
Performance	50%	
Laboratory		30%
Main Lab	80%	
Computing Lab	20%	
Library		13%
Other Instructional Facilities		5%
Selection and Retention		7%
Board Examination Performance		5%
Research		25%
Personnel		30%
Facilities		30%
Output		40%
Community Extension		25%
Personnel		40%
Output		60%

- The evaluation points system was further refined by the TPETA evaluation team in order to minimize subjectivity in the assignment of points.
- The initial rating set by the TPETA for identification as a PCE was 70%.

### 1.3.3 Selection

- The TPETA submitted a recommendation on the Potential Centers of Excellence to the Commission in June 1998.
- The CHED Commissioners meeting en banc deliberated on the recommendation by TPETA and decided to award Centers of Excellence and Centers of Development status rather than Potential Centers of Excellence, for consistency with the policies adopted by other disciplines.
- After an additional recommendation by TPETA, the final decision by the Commission was to award COE, COD-1, and COD-2 status to programs based on the following evaluation ratings:
  - Center of Excellence: 90% or better
  - Center of Development Category 1: 80% to 89%
  - Center of Development Category 2: 70% to 79%
- The Commission issued Resolution R457-8 dated 16 November 1998 identifying specific programs of institutions as COEs, COD-1s, and COD-2s.

### 1.3.4 Status of Centers After Reevaluation

A Center can have one of the following possible status after reevaluation in 2002:

- A Center can be upgraded: a COD-1 or COD-2 can become a COE, or a COD-2 can become a COD-1.
- A Center can retain its status as a COE, COD-1, or COD-2.
- A Center can be downgraded: a COE can become a COD-1 or COD-2, or a COD-1 can become a COD-2.
- A COE, COD-1, or COD-2 can lose its Center status.

## 1.4 Priority Projects for Support for Engineering and Architecture COEs, COD-1s, and COD-2s

The grant can be used to support the following priority project categories:

### 1.4.1 Instruction

#### 1.4.1.1 Undergraduate Scholarships

Undergraduate scholarships can be awarded to deserving baccalaureate students. These may include limited tuition, book allowance, travel, and stipend benefits.

#### 1.4.1.2 Graduate Scholarships

Graduate scholarships can be awarded to deserving diploma, master's or doctoral students. These may include limited tuition, book allowance, travel, stipend, and thesis or dissertation benefits. Faculty members may be awarded fellowships to foreign universities.

- 1.4.1.3 **Upgrading of Facilities**  
Laboratory, classroom, and audiovisual facilities can be upgraded through the renovation of physical facilities and the acquisition of laboratory, computer, and audiovisual equipment.
- 1.4.1.4 **Seminars, Workshops, Short Courses, and Study Tours**  
The faculty of a Center can upgrade and update their skills through attendance in seminars, workshops, short courses, and study tours, locally or internationally.
- 1.4.1.5 **Upgrading of Library Holdings**  
A Center can improve its library holdings with the purchase of books and non-book collections and subscription to journals and periodicals.
- 1.4.1.6 **Curriculum Review and Revision, Teaching Method, Delivery Mode Projects, and Quality Improvement and Certification Projects**  
A Center can undertake curriculum review and revision activities, preparation of teaching modules, funding for student assistants, and travel and personnel costs for outreach academic programs and other delivery mode projects. A Center seeking quality certification for its program can use part of its grant for expenses associated with the activity.
- 1.4.1.7 **Professorial Chair and Outstanding Teacher Awards**  
Teaching excellence can be encouraged and rewarded through the grant of Professorial Chairs and an annual Outstanding Teacher Award.

#### 1.4.2 **Research**

- 1.4.2.1 **Research Projects**  
Small research projects can be funded by the grant to encourage faculty members to do research and thus foster a culture of research.
- 1.4.2.2 **Research Awards**  
Outstanding researches may be given research awards to encourage research excellence.
- 1.4.2.3 **Publication Incentive Awards**  
Publication by faculty in local and international refereed journals can be rewarded through publication incentives.
- 1.4.2.4 **Innovation and Commercialization Projects**  
Research and development projects that may have commercial potential can be supported through innovation and commercialization grants. The support can include expenses connected with patenting, copyrighting, or similar activities.
- 1.4.2.5 **Paper Presentations and Conference Attendance**  
Paper presentations and attendance in conferences can be supported by the grant.



1.4.3 Extension/Linkages

1.4.3.1 Assistance to Non-Centers Projects

Costs associated with requests from non-Centers and other institutions for assistance can be charged to the fund.

1.4.3.2 Academe-Industry Linkage Projects

Projects that can encourage closer academe-industry cooperation, including internships, can be supported by the fund.

1.4.3.3 Community Services

Activities of the Center that can extend assistance to the community can be funded by the grant.

1.4.3.4 Continuing Engineering Education

Centers can sponsor continuing engineering education courses for faculty of other institutions and participants from industry.

1.4.3.5 Professional Licensure Examination Review

Centers can also sponsor review classes for the Professional Licensure Examination for its and other institutions' graduates to help improve the board passing rates particularly for non-Centers.

1.5 Roles and Responsibilities

The units and institutions cooperating in this program shall adopt the following roles and responsibilities:

1.5.1 Centers and Institutions

- a. Act as role models and engage in extension services in the national, regional, and local communities;
- b. Develop research capabilities and offer graduate programs;
- c. Provide assistance to other schools within its area of coverage in terms of faculty and curricular development and other quality improvement activities; and
- d. For a Center of Development Category 2, provide counterpart funds in the amount of P500,000 a year exclusively for the development of the program.

1.5.2 CHED Technical Panel for Engineering, Technology, and Architecture (TPETA)

The Commission on Higher Education's Technical Panel for Engineering, Technology, and Architecture shall:

- a. Recommend the criteria and the procedures for the identification of Centers of Excellence and Centers of Development;
- b. Recommend the possible COEs, COD-1s and COD-2s to the Commission;
- c. Review the project proposals with assistance from the Technical Committees and recommend the award of grants, endowment funds, and other forms of financial support to the Centers;
- d. Assist the Centers in preparing their work and financial plans in accordance with CHED priorities and financial regulations;

- e. Monitor and evaluate the progress of the projects with assistance from the CHED-OPS Engineering and Architecture Secretariat and CHEDROs; and
- f. Recommend a program of action to the Commission after the duration of the project.

#### 1.5.3 CHED Regional Offices (CHEDRO)

The CHEDROs shall:

- a. Assist the TPETA, through the CHED's Office of Programs and Standards (OPS), in identifying possible nominees as Centers;
- b. Assist the Centers in the implementation of the different project components in their submitted Annual Plans;
- c. Assist the TPETA in monitoring the development and progress of the Centers being supported;
- d. Submit progress assessment reports to the CHED OPS on the Centers' status of implementation of approved projects;
- e. Facilitate the processing of the financial liquidation reports to the CHED-COA Regional Auditors; and
- f. Submit the liquidation reports of the Centers to the Engineering and Architecture Secretariat of the CHED-OPS.

#### 1.5.4 CHED Higher Education Development Fund (CHED-HEDF)

The CHED-HEDF shall:

- a. Release the financial requirements of the Center as reflected in its approved project proposal;
- b. Verify the correctness of the liquidation reports submitted by the Centers; and
- c. Coordinate with the Engineering and Architecture Secretariat of CHED-OPS regarding the financial and operational status and requirements of the Centers for orderly and expeditious action.

## 2. Operational Guidelines

### 2.1 Individual Project Categories

#### 2.1.1 Scholarships

##### 2.1.1.1 Undergraduate

The guidelines for undergraduate scholarships are given in Annex A: Undergraduate Scholarship Program.

##### 2.1.1.2 Graduate

The guidelines for graduate scholarships are given in Annex B: Graduate Scholarship Program.

Faculty members can be supported on fellowships to foreign universities subject to existing guidelines on foreign fellowship from CHED.

#### 2.1.2 Attendance in Seminars, Workshops, Short Courses, and Conferences

The limitations for support are given in Annex C: Allowable Expenditures and Liquidation Procedures.

- 2.1.3 **Professorial Chair and Outstanding Teacher Awards**  
CHED Professorial Chairs can be awarded to faculty members with at least the rank of Assistant Professor. Each Professorial Chair award shall carry a monthly honorarium of P5,000 and can be renewed annually through the delivery of a Professorial Chair lecture or a publication of a paper.  
Only one Outstanding Teacher Award per center can be given annually with a maximum grant of Fifty Thousand Pesos (P50,000.00). The institution shall constitute a committee for this purpose with clearly specified criteria and procedures for the award.
- 2.1.4 **Upgrading of Facilities**  
The guidelines are provided in Annex C: Allowable Expenditures and Liquidation Procedures.
- 2.1.2.1 **Renovation and Rehabilitation of Facilities**
- 2.1.2.2 **Repair and Rehabilitation of Equipment**
- 2.1.2.3 **Purchase of New Equipment**
- 2.1.5 **Research Projects**  
Research projects shall be approved in accordance with generally accepted research evaluation procedures by a properly constituted Research Committee. Supplies and materials and purchase of equipment shall be covered by the applicable guidelines in Annex C: Allowable Expenditures and Liquidation Procedures. The maximum monthly honorarium for a faculty researcher is P5,000.
- 2.1.6 **Publication Incentive Awards**  
Publications by faculty members can be rewarded through publication incentive awards. The maximum cash awards that may be given are:
- |                                |         |
|--------------------------------|---------|
| Local technical journal        | P10,000 |
| Local refereed journal         | P20,000 |
| International refereed journal | P50,000 |
- 2.1.7 **Extension/Linkage Projects**
- 2.1.8 **Sponsorship of Seminars, Workshops, Short Courses, and Conferences**
- 2.2 **Restrictions and Limitations for Support**
- 2.2.1 **Administrative Expenses**  
Administrative expenses shall constitute a maximum of three percent (3%) of the total grant for COEs and COD-1s and shall be limited to expenditures for consumable supplies and materials. The expenditures charged against the grant for a COD-2 cannot include any administrative expense.
- 2.2.2 **Common Facilities and Assistance to Support Units**  
Expenditures for common facilities such as audio visual rooms and computer classrooms that can be used by other programs and assistance to support units such as the library and departments such as Engineering Sciences shall be limited to seven percent (7%) of the total grant for COEs and COD-1s. The expenditures charged against the grant for a COD-2 cannot include any expense for common facilities and assistance to support units.

2.2.3 Excluded Items of Expenditures

The following items shall not be allowed as expenditures charged to the grant:

- Equipment primarily used for administrative functions such as photocopiers, facsimile machines, etc.
- Motor vehicles
- Original construction
- Personnel costs for the administration of the grant: No part of the grant may be given as additional compensation to any administrator or staff of the institution.
- Renovation of administrative or faculty offices

2.3 Project Proposal

2.3.1 Integrated Proposal

All project components for each Center shall be integrated in a single annual proposal and submitted to the CHED-OPS Engineering and Architecture Secretariat.

2.3.2 Three-Year Operational Plan for 1999-2002

The initial proposal shall include a three-year operational plan for the grant.

2.3.3 Annual Detailed Operational Plan

Each Center shall submit an annual detailed operational plan consisting of:

- 2.3.3.1 Work Activity
- 2.3.3.2 Financial Plan

2.3.4 Plan for Counterpart Funds for COD-2

Additionally, for COD-2s, an annual detailed plan for the use of the counterpart funds that will be provided by the institution has to be submitted together with the annual detailed operational plan.

2.4 Monitoring and Evaluation

For monitoring and evaluation purposes, the following reports will have to be accomplished by each Center:

- 2.4.1 Baseline Data (1999)
- 2.4.2 Biannual Progress Reports: Year-End and Mid-Year

2.5 Financial Guidelines

2.5.1 Auditing Requirements

The fund assistance from CHED-HEDF comes from public funds, raised as stipulated under Section 10 of RA No. 7722. These funds are subject to government procedures on disbursement and audit. Auditing and accounting procedures for private institutions chosen as Centers shall follow COA Circular No. 96-003, public institutions shall follow COA Circular No. 94-013.

2.5.2 Common Fund

The institution shall open a bank account with the Land Bank of the Philippines. The account shall be called CHED-HEDF Account for COEs and CODs for Engineering and Architecture. This will be the only bank account for all CHED approved projects in the institution. All CHED-HEDF funds will be released through this account. This direct transfer of funds from the CHED-HEDF to the institution's Land Bank account will speed up the remittance of money to the Centers. The institution shall issue an official receipt to the CHED-HEDF when the amount is credited in its account.

2.5.3 Project Organization

Each institution shall designate a high-ranking official (from the president down to the dean) as the COE/COD Project Coordinator. The COE/COD Project Coordinator shall be responsible for deciding upon major matters such as the final approval of project components, approval of appropriate documents, funds appropriations, etc.

The COE/COD Project Implementors are the institution's program administrators (deans, directors, or chairpersons) 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 COE/COD Project Implementors.

2.5.4 Release of Funds

- There will be two fund releases for COEs of P1.5M per tranche. The second tranche of P1.5M will be released after 75% of the first tranche has been properly liquidated.
- There will be a single release of P1M for COD-1s and P500,000 for COD-2s.
- The unexpended balance for the year can be carried over to the following academic year.

2.5.5 Allowable Expenditures and Liquidation Procedures

The guidelines are given in Annex C: Allowable Expenditures and Liquidation Procedures.

3. Repeal

All other CHED issuances that are inconsistent with these implementing guidelines are hereby repealed or modified.

4. Effectivity

These guidelines shall take effect upon the approval by the Commissioners of the Commission on Higher Education through a resolution.

**ANNEX A****UNDEGRADUATE SCHOLARSHIP PROGRAM****1. COVERAGE**

Effective School Year (SY) 1999 – 2000, Undergraduate Scholarships shall be awarded to deserving incoming college freshmen who will be taking up engineering or architecture in the Centers of Excellence (COEs) or 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; and
- 2.6 Must have no pending application for resident immigrant status for the U.S.A. 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 U.S.A. or any other country; and
- 3.5 Two recent photographs (1" × 1").

**4. SCHOLARSHIP PRIVILEGES**

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

For Regular Semester:

Monthly stipend	P1,500/month × 5 months	P7,500.00
Tuition and other school fees	P3,500/semester	3,500.00
Book allowance	P500/semester	500.00
ROTC uniform allowance (1st year only)		250.00
	Per Regular Semester	P11,750.00
	For Two Regular Semesters	P23,500.00

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

Monthly stipend	P1,500/month × 2 months	3,000.00
Tuition fee		P1,500.00
Book allowance		300.00
	Per Summer	P4,800.00

Total per student per year (2 regular semesters and summer) P28,300.00

**5. AREAS OF STUDY**

The grantees shall enroll in an engineering or architecture program in a designated Center of Excellence (COE) or Centers of Development (COD). During the period of grant, the grantee may shift to other engineering or architecture programs, 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 Community Tax 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 CHEDRO 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 CHEDRO 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 CHED Regional Offices (CHEDROs)
  - 7.3.1 Perform an oversight function for CHED with regards to the Undergraduate 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 engineering or architecture 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 Scholarship 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/CD
  
- Personal expense
  - Letter of request for deferment of service obligation
  - Supplemental agreement
  - Surety bond

8.3 Other reasons

- Travel abroad
  - Supplemental agreement
  - Surety bond

## ANNEX B

## GRADUATE SCHOLARSHIP PROGRAM

## 1. COVERAGE

Effective School Year (SY) 1999 – 2000, the Graduate Scholarships shall be awarded to deserving engineering and architecture graduate students. The scholarship 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 have been accepted by the school for its graduate program;
- 2.2 Must have been selected by a Scholarships Committee for a graduate scholarship;
- 2.3 Must be of good moral character and must be clear of any administrative charge;
- 2.4 Must be in good health as certified by a registered physician; and
- 2.5 Must have no pending application for resident immigrant status for the U.S.A. or any other country.

## 3. WHERE TO SECURE AND FILE APPLICATION FOR THE SCHOLARSHIP

Applications may be secured and filed at the Centers of Excellence and Centers of Development for Engineering and Architecture.

## 4. SCHOLARSHIP PRIVILEGES

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

M.S. and Ph.D.

For Regular Semester:

Monthly stipend	P3,000/month × 5 months	P15,000.00
Tuition fee	P5,000/semester	5,000.00
Book allowance	P1,000/semester	1,000.00
	Per Semester	P21,000.00

For Summer:

Monthly stipend	P3,000/month × 2 months	P6,000.00
Tuition fee	P2,500	2,500.00
Book allowance	P500	500.00
	Per Summer	P9,000.00

Thesis writing		P30,000.00
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Dissertation	P50,000.00
For Short-Term Courses: Training fee (short-term)	P6,000.00

## 5. AREAS OF STUDY

- 5.1 The faculty scholarship grants will be in the areas of engineering or architecture.
- 5.2 The scholarship will be for full-time study towards a master's or doctorate degree in engineering or architecture.
- 5.3 The scholar should enroll only in designated COEs/ODs.

## 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 the 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 CHEDRO 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 test to selected scholars.
  - 7.2.2 Administer the scholarship program.
  - 7.2.3 Develop a database on the scholarship program.
  - 7.2.4 Submit periodic financial and technical reports to CHED and CHEDRO 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 CHED Regional Offices (CHEDROs)
  - 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 engineering or architecture 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 Scholarship 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
  - Supplemental agreement
  - Surety bond

8.3 Other reasons

- Travel abroad
  - Supplemental agreement
  - 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 - three copies
  - iii. Certificate of Travel Completed - three 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
  
- d. 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:
  - i. Authority to Travel or travel order;
  - ii. Itinerary of Travel; and
  - iii. 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 Expenditures

1.1.1 Undergraduate Scholarships

- a. Tuition - P3,500.00 per semester; P1,500.00 per summer
- b. Monthly Stipend - P1,500.00 per month for two semesters or three terms; P3,000.00 per summer
- c. Book Allowance - P500.00 per semester; P300.00 per summer
- d. ROTC Uniform Allowance - P500.00 (for 1st year only)

1.1.2 Graduate Scholarships (Master's and Ph.D.)

- a. Tuition - P5,000.00 per semester; P2,500.00 per summer
- b. Monthly Stipend - P3,000.00 per month for a semester or term; P3,000.00 per summer
- c. Book Allowance - P1,000.00 per semester; P500.00 per summer
- d. Thesis Writing - P30,000.00
- e. Dissertation - P50,000.00
- f. Training Fee for Short-Term Courses - P6,000.00

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:

- a. Thesis - P30,000.00
- b. Dissertation - P50,000.00

1.1.5 Research/Publication Incentives

The maximum incentive to be given to a faculty researcher for every refereed and published journal article or any other publication field shall be P50,000.00. If the other authors are members of the same Center, the amount shall be divided equally among them.

1.2 Liquidation Procedures

The above categories shall be subject to requirements given under the second column 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. This 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 one day before and one 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.
- c. **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 P300.00 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).

## 2.3 Allowable Expenditures

### 2.3.1 Local Travels

Permissible government travel expense is P300.00 per day regardless of rank and position. The P300.00 is divided into P200.00 travel allowance for inland transportation, meals and other incidental expense and P100.00 for lodging. Claims for expenses below P300.00 do not require proof of billings.

Claim for reimbursement of travel expense above P300.00 shall be allowed, provided that 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 P300.00 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 P200.00.

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 expenses 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 and itinerary of travel. 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
- 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 engineering and architecture. 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. 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:

- i. SUC officials and administrators - approval shall come from the President of the Philippines;
- ii. 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;
- iii. 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\$200.00, 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"> <li><input checked="" type="checkbox"/> Authority to Travel/Travel Order</li> <li><input checked="" type="checkbox"/> Itinerary of Travel</li> <li><input checked="" type="checkbox"/> Certificate of Travel Completed</li> <li><input checked="" type="checkbox"/> Certificate of Appearance</li> <li><input checked="" type="checkbox"/> Certificate of Absolute Necessity (for travel expenses beyond P300.00)</li> <li><input checked="" type="checkbox"/> Justification for (if necessary)               <ul style="list-style-type: none"> <li>➤ Extension of travel ( approved by the COE/COD coordinator of the institution and the Chairman of the Commission or his official representative )</li> <li>➤ Non-compliance with allowed class of transportation and hotel accommodation</li> </ul> </li> <li><input checked="" type="checkbox"/> Proofs of billing (if beyond P300.00)               <ul style="list-style-type: none"> <li>➤ Airline, ship and bus tickets</li> <li>➤ Hotel receipts</li> <li>➤ Meal receipts</li> <li>➤ Reimbursement of Expense Receipt (RER) for taxi fare (inclusive of transportation expense)</li> </ul> </li> </ul>
Foreign Travel (Study Trip)	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Authority to Travel/Travel Order</li> <li><input checked="" type="checkbox"/> Itinerary of Travel</li> <li><input checked="" type="checkbox"/> Memorandum of Agreement</li> <li><input checked="" type="checkbox"/> Certificate of Travel Completed</li> </ul>



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

### 3. PROCUREMENT

#### 3.1 Allowable Expenditures

##### 3.1.1 Equipment

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

##### 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 of at least three suppliers should be submitted. Supplies and materials bought should be sufficient to meet the emergency. The amount should not exceed P10,000.00. If personal funds of the official/employee of the Center were used, an authority to reimburse should be attached with other pertinent documents. A certificate to justify the emergency purchase 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"> <li><input checked="" type="checkbox"/> Requisition and Issue Voucher specifying equipment and supplies or their equivalent; duly approved by the proper authorities</li> <li><input checked="" type="checkbox"/> Stock position sheet in case any single commodity requisitioned exceeds P1,000.00 in value</li> <li><input checked="" type="checkbox"/> Certification of fund availability from COE/COD account officer</li> <li><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)</li> <li><input checked="" type="checkbox"/> Original copy of the dealer's/supplier's invoice</li> <li><input checked="" type="checkbox"/> Documents regarding procurement process used for purchase of requested materials (if public bidding, documents therefore, etc.)</li> </ul>

	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Abstract of Canvass Certificate of acceptance</li> <li><input checked="" type="checkbox"/> Certificate of inspection</li> <li><input checked="" type="checkbox"/> Result of test, if applicable</li> <li><input checked="" type="checkbox"/> Certificate waiving the rights of the supplier to be present during the testing, if applicable</li> </ul>
Emergency Purchase	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Appropriate bills/receipts</li> <li><input checked="" type="checkbox"/> Abstract of Canvass</li> <li><input checked="" type="checkbox"/> Certificate to Justify Emergency Purchase</li> <li><input checked="" type="checkbox"/> Authority to Reimburse, if applicable</li> </ul>

**4. REPAIR OF EQUIPMENT**

**4.1 Allowable Expenditures**

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 piece of equipment should be handled judiciously.

**4.2 Liquidation Procedure**

Category	Liquidation Requirements
Repair of Equipment	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Request for repair or servicing, duly approved by proper authorities within the Center</li> <li><input checked="" type="checkbox"/> Report of waste materials, if applicable</li> <li><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</li> <li><input checked="" type="checkbox"/> Job order specifying repair work to be undertaken</li> <li><input checked="" type="checkbox"/> Certification of inspection and acceptance</li> <li><input checked="" type="checkbox"/> Quotations from at least three (3) repair shops, or if public bidding is needed, the documents therefor.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Certificate of warranty issued by the repair shop.</li> </ul>

## 5. REPAIR OF GOVERNMENT VEHICLES

### 5.1 Allowable Expenditures

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"> <li><input checked="" type="checkbox"/> Request for repair or servicing of the vehicle, duly approved by proper authorities of the Center</li> <li><input checked="" type="checkbox"/> Report of waste materials, if applicable</li> <li><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</li> <li><input checked="" type="checkbox"/> Job order specifying repair work to be undertaken</li> <li><input checked="" type="checkbox"/> Certification of inspection and acceptance</li> <li><input checked="" type="checkbox"/> Quotations from at least three (3) repair shops, or if public bidding is warranted, the documents therefor.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Certificate of warranty issued by the repair shop.</li> </ul>

## 6. COMMUNICATIONS SERVICE

### 6.1 Allowable Expenditures

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 Expenditures

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;
- c. Scientific books.

Excluded are topics on life, history, function, resources and activities of a person; a group or even the Center as a collective unit; notices of invitations to pre-qualify and to bid awards.

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 Expenditures

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. They shall not be subject to auditing.

For purposes of honorarium, the following rates apply:

- a. guest speakers - P1,000.00 per day
- b. lecturers from private institutions - P2,000.00 per thirty (30) calendar days
- c. lecturers from SUCs - P2,000.00 per thirty (3) calendar days or the equivalent of his official monthly income

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	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Authority to Hold Activity</li> <li><input checked="" type="checkbox"/> Certificate of fund availability from the COE/COD account officer</li> <li><input checked="" type="checkbox"/> Canvass of three(3) quotations from venues for activity</li> <li><input checked="" type="checkbox"/> List of official participants (original and with participant signatures)</li> <li><input checked="" type="checkbox"/> Proof of expenditures                             <ul style="list-style-type: none"> <li>➢ Hotel bills</li> <li>➢ Receipts for transport fare (if necessary)</li> <li>➢ Receipts for materials used during the activity</li> </ul> </li> <li><input checked="" type="checkbox"/> Authority to reimburse in case payment for expenses was advanced by officials or employees of the Center</li> <li><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.</li> <li><input checked="" type="checkbox"/> Payroll for honorarium - indicate name, amount received length of service, if more than one day, and signature.</li> </ul>

## 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 Engineering and Architecture 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:
  - Philippine Chamber of Commerce and Industry
  - 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 into consideration the bidder's financial, technical and production capabilities based on documentary evidences in the pre-qualification statement 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 ½%) 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 bids 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 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 does 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

### 3.1.2 Penalty Clause

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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 exiting 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

- 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.

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### 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/appliances 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



**FORM 1**  
**ABSTRACT OF CANVASS**

**ABSTRACT OF CANVASS**  
(For Emergency Purchases)

*To be used for:*

*Activity* - \_\_\_\_\_

*Date* - \_\_\_\_\_

*Venue* - \_\_\_\_\_

ESTABLISHMENT	ADDRESS	PRICE

*Canvass made through personal inquiries. Choice was \_\_\_\_\_ (name of establishment) due to its lowest price.*

Prepared By:

\_\_\_\_\_  
*Printed Name and Signature of Official/Employee  
Designation*

Approved By:

Noted by:

\_\_\_\_\_  
*Printed Name and  
Signature of Project Coordinator  
Designation*

\_\_\_\_\_  
*Printed Name and  
Signature of Project Implementer  
Designation*

\*Italicized items may be changed.

## FORM 2

## 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. *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.

**FORM 3**  
**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.

## FORM 4

**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.

## FORM 5

## 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. \_\_\_\_\_ date: \_\_\_\_\_.

\_\_\_\_\_  
*Project Coordinator/Implementer*  
Printed Name and Signature

\* Italicized items may be changed.

## FORM 6

## 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.



**FORM 8**  
**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.



## FORM 9

## 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					
<b>TOTAL</b>								

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.

**FORM 10**  
**REIMBURSEMENT EXPENSE RECEIPT**

**FORM 11**  
**REQUISITION AND ISSUE VOUCHER**

**FORM 12**  
**INVENTORY REPORT OF PROPERTY**