



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



CHED MEMORANDUM ORDER  
No. 11, Series of 2001

TO : CHEDRO III AND V DIRECTORS

SUBJECT : IMPLEMENTING GUIDELINES FOR THE CHED  
SPECIAL STUDY GRANT PROGRAM FOR THE  
FINANCIALLY DISADVANTAGED STUDENTS OF  
REGION III AND REGION V

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Pursuant to pertinent provisions of R.A. 7722, otherwise known as the Higher Education Act of 1994, Resolution No. 027-2001 and the thrust of providing equal access and opportunities to tertiary level education, particularly to poor but deserving students, this Commission hereby adopts and promulgates the guidelines for the implementation of the CHED Special Study Grant Program for the Financially Disadvantaged Students of Regions III and V.

**I. Coverage**

This special study grant program is intended to benefit 180 selected poor but deserving college students from the 1<sup>st</sup> District of Albay and the 4<sup>th</sup> District of Nueva Ecija.

**II. Qualification Requirements**

1. Filipino citizen;
2. Has an average grade of 80% or its equivalent or higher;
3. Permanent resident of the Congressional District;
4. Not more than 30 years old at the time of application to the program;
5. With parents/guardians having a gross annual income of not more than P 120,000.00; and
6. Not presently enjoying any scholarship grant.

### III. Documents Required

1. Latest BIR Income Tax Return of applicant's parents/guardians;
2. High School Report Card (Form 138) for in-coming freshman or report of rating of last semester's attendance for non-freshman; and
3. Certificates of birth, good moral character, physical fitness, and non-enjoyment of any scholarship grant by appropriate authority/agency.

### IV. Application Procedure

The applicants should:

1. secure application from the CHED Regional Office or from the Office of the Representative of the Congressional District of the applicant; and
2. submit the accomplished form together with the required documents to the Office of the Representative of the Congressional District.

### V. Privileges

Each grantee is allotted a maximum of P5,000.00 per school year to cover the following benefits:

Tuition and other school fees	P 1,000 x 2 sems.	=	P2,000.00
Monthly living allowance	300 x 10 mos.	=	3,000.00

Any excess amount from the P1,000.00 per semester allocation for tuition and other school fees shall be given to the student beneficiary. Tuition and other school fees charged by the school in excess of the allotted financial benefits shall be shouldered by the student beneficiary.

### VI. Scholarships Conditions

To continuously enjoy the scholarship, the grantee must meet the following conditions:

1. Maintain an average grade of 80% per semester or higher;
2. Must not drop any subject nor cancel enrollment;
3. Must have full academic load every semester; and
4. Must not violate the policy of the accepting college or university on matters pertaining to discipline.

Grantees who dropped out, terminated by CHED due to scholastic deficiencies, infraction of school rules and other reasons, or graduated from their course, may be replaced by qualified applicants subject to existing rules of the program on screening and selection.

## VII. Administration of the Program

### 1. Office of the Representative of the Congressional District

- 1.1 informs the constituents of the Congressional District about the program;
- 1.2 screens and selects qualified and deserving applicants based on the prescribed criteria, and submit the list of recommendees to CHEDROs; and
- 1.3 monitors the academic performance of the grantees.

### 2. Commission on Higher Education

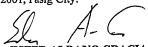
- 2.1 CHEDRO informs the HEIs about the program and announces acceptance of applications in the Office of the Representative of the Congressional District;
- 2.2 re-screens applicants by checking submitted records and documents and issues award numbers of selected grantees copy furnished the Congressional District concerned;
- 2.3 issues notice of awards to grantees, orients them on the regulations of the program and make them sign scholarship agreement with CHED;
- 2.4 disburses stipends and other financial benefits to the grantees through the accepting HEIs and checks liquidation reports; and
- 2.5 Monitors the academic performance of the grantees.

## VIII. Effectivity

The scholarship program shall be retroactive effective the 1<sup>st</sup> semester of SY 1999-2000. The continuance of the program depends upon the availability of the Higher Education Development Fund (HEDF) of the Commission on Higher Education for the purpose.

For proper guidance and strict compliance of all concerned.

Signed on 5th day of March, 2001, Pasig City.

  
**ESTER ALBANO GRACIA**  
Chairperson