

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



CHED MEMORANDUM ORDER

No. 03
Series of 2002

TO : CHED Central Office Directors
CHED Regional Directors/Officers-In-Charge

SUBJECT : IMPLEMENTING GUIDELINES FOR THE OPAPP-CHED
STUDY GRANT PROGRAM FOR REBEL RETURNEES

X-----X

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of the Joint Memorandum Circular of the Commission on Higher Education (CHED) and the Office of the Presidential Adviser on the Peace Process (OPAPP) signed on November 21, 2001, the set of implementing guidelines for the OPAPP-CHED Study Grant Program for Rebel Returnees is hereby promulgated and adopted by the Commission to supersede the guidelines on the Expanded College Study Grant Program for NPUD Beneficiaries.

Immediate dissemination of this CHED Order is hereby enjoined.

For proper guidance and strict compliance of all concerned.

Issued this 24th day of January 2002, Pasig City, Philippines.


ESTER ALBANO-GARCIA
Chairperson

cc.
Office of the Presidential Adviser on Peace Process

LAG:\VIR-OPAPP-Office\chup4\perr

JOINT MEMORANDUM CIRCULAR
OF
THE COMMISSION ON HIGHER EDUCATION
AND
THE OFFICE OF THE PRESIDENTIAL ADVISER ON THE
PEACE PROCESS

TO : OPAPP-NPUDU Executive Director
CHED Commissioners
CHED Central and Regional Office Directors
Presidents of Universities and Colleges

SUBJECT : IMPLEMENTING GUIDELINES FOR THE OPAPP-CHED
STUDY GRANT PROGRAM FOR REBEL RETURNEES

-----X-----X

In accordance with the pertinent provisions of Executive Order No. 03 issued on February 28, 2001, entitled: *"Defining Policy and Administrative Structure for Government's Comprehensive Peace Efforts"* and pursuant to Memorandum Order No. 88 signed on January 21, 2000, *"Approving the National Peace and Development Plan and Directing All Concerned Agencies to Adopt and Support the Plan,"* Presidential Memorandum Order (PMO) No. 697, known as the *"Work-Study Grant Program for Southern Philippines"*, as amended by Executive Order No. 317 dated February 5, 1998, Republic Act No. 7722, the *"Higher Education Act of 1994,"* the mandate of the National Program for Unification and Development Council (NPUDC) to address the socio-economic needs of former rebels as provided for in Executive Order No. 152 dated January 21, 1994, and the commitment forged by the Commission on Higher Education (CHED) and NPUDC now part of the Office of the Presidential Adviser on the Peace Process (OPAPP) to jointly undertake/sponsor a program that will expand the access of the former rebels to college education opportunities, it is hereby prescribed the implementing guidelines for the OPAPP-CHED Study Grant Program for Rebel Returnees.

I. COVERAGE

The study grant program is open to qualified rebel returnees from the Moro Islamic Liberation Front (MILF), the New People's Army (NPA), and the Moro National Liberation Front (MNLF) or their next of kin who cannot afford to study in college due to financial constraints. Available slots will be equitably distributed among rebel groups and sub-groups considering the number of the present and projected number of rebel

returnees. Only one slot will be availed to the qualified rebel returnee or his designated qualified next-of-kin beneficiary.

The rebel returnee or his next-of-kin should apply in the study grant program within two years after the issuance of amnesty certificate. Otherwise, the eligibility for the slot is forfeited.

II. FUNCTIONS AND RESPONSIBILITIES OF CHED OFFICES, OPAPP AND HIGHER EDUCATION INSTITUTIONS (HEIs)

The functions and responsibilities of CHED, OPAPP and HEIs relative to the administration of the study grant program shall be as follows:

A. Commission on Higher Education (CHED)

a. Office of Student Services (OSS)

- a.1 in coordination with the National Program for Unification and Development Unit (NPUDU), formulates the implementing guidelines of the study grant program;
- a.2 together with NPUDU, provides secretariat and technical services to the Screening Committee;
- a.3 refers to concerned CHEDRO for verification the scholastic records of applicants who applied in NPUDU and, after initial screening and authentication of documents, were forwarded to OSS;
- a.4 refers to NPUDU for authentication the documents of applicants who applied in the CHEDROs and, after initial screening and verification of scholastic records, were forwarded to OSS;
- a.5 sends to the CHEDROs, copy furnished the NPUDU, the list of new grantees with their corresponding award numbers;
- a.6 submits to the Administrative and Finance Service Office (AFS) for funding the prepared vouchers for the financial benefits of the grantees;
- a.7 consolidates the masterlist of grantees by school, course, geographical area (region, province, congressional district), and rebel group formerly affiliated with, and;
- a.8 monitors the implementation of the program.

b. Administrative and Finance Service (AFS)

- b.1 transfers to designated depository banks of concerned CHEDROs the funds for the financial benefits of the grantees, and;
- b.2 monitors the allocation and utilization of funds.

c. CHED Regional Offices (CHEDROs)

- c.1 accepts applicants;
- c.2 verifies and evaluates the scholastic records of applicants particularly their grades and the school and course enrolled in if already enrolled;
- c.2 submits to OSS the list of applicants in the region together with their accomplished application forms and the required documents;
- c.3 issues notice of acceptance to the new grantees in the region;
- c.3 orients the grantees about the implementing rules and regulations of the program;
- c.3 provides financial benefits directly to the grantees or through the school
- c.3 monitors and evaluates the performance of the grantees;
- c.4 submits to OSS the masterlist and other reports about the grantees on designated periods according to the prescribed format for funding and monitoring purposes.

B. Office of the Presidential Adviser on the Peace Process (OPAPP)

1. in coordination with the OSS-CHED, formulates the implementing guidelines of the study grant program;
2. together with OSS-CHED, the NPUDU of OPAPP provides secretariat and technical services to the Screening Committee;
3. regularly provides CHED with updated data on the geographical distribution of rebel returnees according to the rebel group affiliated with, and recommends the number of slots to be allocated to the sub-groups within each rebel group;
4. accepts applicants;
5. authenticates the identities of rebel returnee-applicants or his/her next-of-kin beneficiary;
6. initiates sourcing of additional funds for the program, and;
7. in coordination with OSS-CHED, monitors the implementation of the program.

C. Participating Higher Education Institutions

1. submit to CHEDRO, within two weeks after the closing of enrollment, the masterlist of CHED scholars and grantees studying in the school in accordance with the prescribed format, together with the enrolment certificate, statement of accounts, and report of ratings from the previous semester of the grantees, and;
2. recommend continuance or termination of the grantees as the case may be.

III. SCREENING COMMITTEE

There shall be a Screening Committee to handle the screening and selection of grantees to the program. The Committee shall be composed of the following:

1. OPAPP Secretary - Chairman
2. Oversight Commissioner of OSS-CHED - Co-Chairman

A Secretariat/Technical Staff from OSS-CHED and OPAPP-NPUDU shall assist the Committee. The period wherein the applications forwarded by NPUDU and the CHEDROs shall be screened, and grantees selected, by the Committee for the in-coming Academic Year on the last Friday of March.

IV. APPLICATION PROCEDURE

1. Secure application form from the CHEDRO or the NPUDU;
2. Submit the accomplished application form together with the required documents to the CHEDRO or NPUDU, and;
3. Wait for the notice from the CHEDRO if accepted or not to the program.

NOTE: a. *The filing of application in the CHEDRO or in the NPUDU for the in-coming academic year is from October to the last day of February.*
b. *The accomplished application form together with required documents should reach the OSS-CHED before the 15th day of March.*

V. QUALIFICATION OF GRANTEEES

A. For Rebel Returnees

1. Either a high school graduate, a college or former college student or at the time of application, a 4th year high school student
2. A bonafide rebel returnee

B. For the Next-of-Kin Beneficiary

1. Either a high school graduate, a college or former college student or at the time of application, a 4th year high school student
2. Beneficiary next-of-kin of the bonafide rebel returnee either as the son/daughter, parent, brother/sister or wife/husband

VI. DOCUMENTS REQUIRED

A. From Rebel Returnees

1. Authenticated certificate from the NPUDU stating that the applicant is a bonafide rebel returnee;
2. Form 138 (Report Card), if high school graduate; authenticated transcript of academic records, if applicant has already earned academic units in college; certification signed by the High School Principal if currently a 4th year high school student;

B. From the Next-of-Kin of the Rebel Returnees

1. An affidavit duly executed by the bonafide rebel returnee that the applicant is his/her next-of-kin and can avail the study grant due to him/her;
2. Authenticated certificate of the bonafide rebel returnee who executed the affidavit of transfer of study grant opportunity slot to the applicant;
3. Birth certificate or marriage certificate authenticated by the local Civil Registrar, whatever applies, and;
4. Original or certified true copy of Form 138 (Report Card), if high school graduate; authenticated transcript of academic records, if applicant has already earned academic units in college; certification signed by the High School Principal, if currently a 4th year high school student.

VII. FINANCIAL PRIVILEGES

Each grantee is allotted a maximum of P5,000.00 per semester or P10,000.00 per year to cover the following benefits:

Tuition and other fees as billed by the school but not to exceed-----	P2,750.00 x 2 sem. = P5,500.00
Monthly Living Allowance ----	P2,000.00 x 2 sem = 4,000.00
Book Allowance -----	P250.00 x 2 sem = 500.00
TOTAL	P10,000.00

VIII. CONDITIONS OF STUDY GRANT

1. The grantee must enroll immediately in the semester following the approval of his grant in a recognized course, preferably in a state college or university.

2. The grantee must carry the full load as prescribed in the school's approved curriculum except when he/she is graduating.
3. The grantee must pass all his/her subjects for the continuance of the study grant. Failure in one (1) academic subject in a semester will place the student on probationary status. The grantee must pass all subjects the following semester to regain regular status. Failure in two (2) academic subjects in a semester without justifiable or meritorious reasons as evaluated may be a cause for termination of grant.
4. The grantee must not shift course without the approval of the CHEDRO Director. Shifting of course shall be allowed only once.
5. The grantee must complete the course enrolled in within its prescribed duration. Summer classes will be at the expense of the grantee.
6. Transfer of school for valid reasons needs the approval of the CHEDRO Director.
7. If a grantee did not enroll during the semester but has withdrawn his monthly allowances, the amount withdrawn will be subtracted from his monthly stipends when he resumes schooling.
8. Deferment to enroll needs approval of the CHEDRO Director. Deferment should not exceed one school year.
9. Financial benefits will be suspended or terminated if the grantee fails to meet any of the aforementioned conditions.
10. Financial benefits will be terminated for conviction of the grantees of any crime by a court of justice or competent administrative body.
11. Commission of any act of immorality, drunkenness, dishonesty, discourtesy, misconduct or such other acts of the grantees, as may be determined by the CHED and OPAPP as inimical to the interest of the government and adversely affect the integrity of the study grant, are valid causes for suspension or termination of the grant.
12. The study grant will be automatically forfeited in the event the grantee accepts another study grant from a government agency.
13. Financial benefits of the grantee will be terminated in the case of exhaustion or non-availability of funds for the study grant program.

IX. FUNDING

The funding of the program will come from a small portion of the scholarship fund regularly allocated to CHED in the General Appropriations. The OPAPP will initiate additional source of funding to the program which will be used to sustain a number of beneficiaries until they finish their course or earlier terminated for cause.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

NOV 21 2001

This Memorandum of Agreement made and entered into this ____ day of _____ 2001 by and between:

The OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS, an agency of the national government with principal office at the Agustin I Bldg., Emerald Avenue, Ortigas Center, Pasig City, represented herein by the OPAPP Secretary Eduardo R. Ermita, hereinafter referred to as OPAPP;

and

The COMMISSION ON HIGHER EDUCATION, an agency of the national government with principal office at the DAP Bldg., San Miguel Avenue, Pasig City, Metro Manila, Philippines, represented herein by the CHED Chairperson ESTER A. GARCIA, hereinafter referred to as CHED;

WITNESSETH

WHEREAS, one of the goals of CHED is to broaden the access of deserving and qualified Filipinos to higher education opportunities in accordance with the Constitutional mandate that the *"State shall establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged (Art. XIV, Sec. 2 (3))*;

WHEREAS, Executive Order No. 152 dated 21 January 1994 as amended by Executive Order No. 03 dated 28 February 2001 mandating the National Program for Unification and Development, now under the Office of the Presidential Adviser on the Peace Process, to formulate and provide socio-economic programs and projects to former rebels;

WHEREAS, OPAPP and CHED agreed to jointly sponsor and administer a study grant program that will provide higher education opportunities to rebel returnees;

WHEREAS, the study grant program is open to qualified rebel returnees from the Moro Islamic Liberation Front (MILF), the New People's Army (NPA), and the Moro National Liberation Front (MNLF) or their next of kin who cannot afford to study in college due to financial constraints.

WHEREAS, slots shall be equitably distributed among rebel groups and sub-groups, and that only one slot is available to the qualified rebel returnee or his designated qualified next-of-kin beneficiary who should apply in the study grant program within two years after the issuance of amnesty certificate, otherwise the eligibility for the slot is forfeited.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties involved agree, as they hereby agree, to establish a functional working relationship with conditions expected to institute prompt and punctual delivery of services to the beneficiaries of the aforementioned scholarship program through the assignment of their respective duties, functions and responsibilities, to wit:

Administration of the Program

In the administration of the program the CHED and OPAPP shall undertake the following responsibilities:

A. Commission on Higher Education (CHED)

a. Office of Student Services (OSS)

- a.1 in coordination with the National Program for Unification and Development Unit (NPUDU) of the OPAPP, formulates the implementing guidelines of the study grant program;
- a.2 together with NPUDU provides secretariat and technical services to the Screening Committee;
- a.3 refers to concerned CHEDRO for verification the scholastic records of applicants who applied in NPUDU and, after initial screening and authentication of documents, were forwarded to OSS;
- a.4 refers to NPUDU for authentication the documents of applicants who applied in the CHEDROs and, after initial screening and verification of scholastic records, were forwarded to OSS;
- a.5 sends to the CHEDROs, copy furnished the NPUDU, the list of new grantees with their corresponding award numbers;
- a.6 submits to the Administrative and Finance Service Office (AFS) for funding the prepared vouchers for the financial benefits of the grantees;
- a.7 consolidates the masterlist of grantees by school, course, geographical area (region, province, congressional district), and rebel group formerly affiliated with, and;
- a.8 monitors the implementation of the program.

b. Administrative and Finance Service

- b.1 transfers to designated depository banks of concerned CHEDROs the funds for the financial benefits of the grantees, and;
- b.2 monitors the allocation and utilization of funds.

c. CHED Regional Offices

- c.1 accepts applicants;
- c.2 verifies and evaluates the scholastic records of applicants particularly their grades and the school and course enrolled in if already enrolled;
- c.2 submits to OSS the list of applicants in the region together with their accomplished application forms and the required documents;
- c.3 issues notice of acceptance to the new grantees in the region;
- c.3 orients the grantees about the implementing rules and regulations of the program;
- c.3 provides financial benefits directly to the grantees or through the school
- c.3 monitors and evaluates the performance of the grantees;
- c.4 submits to OSS the masterlist and other reports about the grantees on designated periods according to the prescribed format for funding and monitoring purposes.

B. Office of the Presidential Adviser on the Peace Process

- 1. in coordination with the OSS-CHED, formulates the implementing guidelines of the study grant program;
- 2. together with OSS-CHED provides secretarial and technical services to the Screening Committee;
- 3. regularly provides OSS-CHED with updated data on the geographical distribution of rebel returnees according to the rebel group affiliated with, and recommends the number of slots to be allocated to the sub-groups within each rebel group;
- 4. accepts applicants;
- 5. authenticates the identities of rebel returnee-applicants or his/her next-of-kin beneficiary;
- 6. initiates sourcing of additional funds for the program, and;
- 7. in coordination with OSS-CHED, monitors the implementation of the program.

Amendments

The parties hereto, may upon mutual consent, amend or modify this Agreement by or through an addendum signed by both parties which shall form an integral part hereof.

Effectivity


This Agreement shall take effect upon its execution and shall be in full force and effect until the Program is terminated due to exhaustion of funds.

IN WITNESS WHEREOF, the parties hereto set their hands this ____ day of _____ 2001 at the City of _____, Philippines.

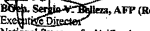
OFFICE OF THE PRESIDENTIAL
ADVISER ON THE PEACE PROCESS:


COMMISSION ON
HIGHER EDUCATION:


HON. EDUARDO R. ERMITA
Secretary


HON. ESTER A. GARCIA
Chairperson

WITNESSETH:


Hon. Sergio V. Balleza, AFP (Ret.)
Executive Director
National Program for Unification and
Development, Office of the
Presidential Adviser on the Peace Process


Isabel F. Inlayo
Director, Office of Student
Services, Commission
on Higher Education

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

PASIG CITY M.M.)

IN OUR OFFICE
X-----X

BEFORE ME, A Notary Public for and in Pasig City, personally appeared, EDUARDO R. ERMITA of legal age, married and a resident of Makati City with Community Tax No. 2210408719 issued on 05 January 2001 at Makati City and ESTER A. GARCIA of legal age and a resident of Filinvest 11, BatasanQC with Community Tax No. 06106113 issued on Jan. 27, 2001 at _____ both known to me to be the same person who executed the foregoing instrument and that they acknowledge to me that the same are their own free act and deed.

WITNESS MY HAND AND SEAL THIS NOV 21 2001 of 2001 at Pasig City, Philippines.

Doc. No. 256
Page No. 52
Book No. 125
Series No. 61
Page No. _____

JULIO G. GORDOLA
Notary Public
Until December 31, 2001
R. No. 1960700 1/2/2001, Q.C.