



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

CHED MEMORANDUM ORDER

No. 13
Series of 2002

TO : CHED Central Office Directors
CHED Regional Office Directors

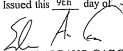
SUBJECT : IMPLEMENTING RULES AND REGULATIONS FOR THE
CHED-SENATE STUDY GRANT PROGRAM

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", and in accordance with the thrust to further widen the access of the poor but deserving students to higher education opportunities, the attached set of Implementing Rules and Regulations for the CHED-Senate Study Grant Program is hereby promulgated and adopted by the Commission on Higher Education, for proper guidance and strict compliance of all concerned.

Immediate dissemination of this CMO is hereby enjoined.

Issued this 9th day of July 2002, Pasig City, Philippines.


ESTER ALBANO-GARCIA
Chairperson

cc. Office of the Senators

**CHED-SENATE STUDY GRANT PROGRAM
IMPLEMENTING RULES AND REGULATIONS**

I. INTRODUCTION

In accordance with the thrust to further widen the access of the poor but deserving students to higher education opportunities, CHED established the CHED-Senate Study Grant Program. The Program covers a period of four (4) academic years, from AY 2002-2003 to AY 2005-2006. Grantees may take any 4-year degree course of their choice preferably in a State College or university.

II. SCHOLARSHIP ADMINISTRATION

In the administration and implementation of the Program, the functions and responsibilities of the two (2) main agencies/offices involved are herewith identified:

A. OFFICE OF THE SENATOR

1. Accepts and screens applicants;
 - Provides Application Form; and
 - Informs applicants about documentary requirements;
2. Administers qualifying examinations as the case may be;
3. Selects grantees from among the applicants;
4. Issues Notices/Certificates of Award to selected grantees in coordination with the Office of Student Services-CHED (OSS-CHED);
5. Communicates to applicants the evaluation results of applications filed;
6. Submits masterlist of selected grantees to OSS-CHED;
7. Orients grantees at the start of every academic year about the rules and regulations of the program, in coordination with OSS-CHED;
8. Issues Identification Card to grantees for use in all official transactions with the Office of the Senator and CHED; and
9. Submits to OSS-CHED names of grantees who replaced those who dropped out and those whose grants were terminated for cause;

B. COMMISSION ON HIGHER EDUCATION

B.1 OFFICE OF STUDENT SERVICES (OSS)

1. Provides CHEDROs the masterlist of grantees of all the Senators enrolled in HEIs in the region and eventually, the replacements of those terminated or dropped out;
- glen*

2. Prepares vouchers for funding in accordance with the verified masterlists of grantees submitted by the CHEDRO;
3. Forwards to the Office of the Senator the names of grantees who dropped out or deferred for the semester or whose grant was terminated per submitted list of the CHEDROs;
4. Assists the Office of the Senator in the:
 - screening and selection of grantees; and
 - orientation of scholars on the rules and regulations of the program.
5. Monitors the implementation/administration of the program in coordination with the Office of the Senators and CHEDROs.

B.2 ADMINISTRATIVE AND FINANCE SERVICE OFFICE (AFS)

1. Determines funding requirements for the concerned CHEDROs;
2. Allocates and coordinates transfer of needed funds to the CHEDROs;
3. Monitors utilization of allocation; and
4. Maintains accounting records relative to the implementation of the Program.

B.3 CHED REGIONAL OFFICES (CHEDROs)

1. Releases directly or through the school, grantees' financial benefits for the semester;
2. Submits to AFS disbursement reports of scholarship funds in accordance with the accounting procedures and COA rules;
5. Submits to OSS-CHED within 30 days after the closing of enrollment, the verified masterlists of grantees in the region;
6. Monitors the academic and non-academic performances of the grantees by requiring them to submit the following:
 - Certified photocopy of registration/enrolment for the semester;
 - Statement of Account for the semester;
 - Grades obtained during the previous semester certified by the School Registrar; and
7. Provides OSS-CHED the list of grantees who dropped out, deferred for the semester, or whose grant was terminated for cause.

III. SELECTION CRITERIA

1. In-coming 1st Year College Student (Freshman) for AY 2002-2003
 2. Filipino citizen
 3. Not more than 30 years old at the time of application
 4. With good moral character as certified by the high school principal
 5. Physically and mentally fit to study
 6. Parents/guardians' annual gross income not to exceed P120,000.00
 7. Not presently enjoying any form of scholarship/study grant
- Julay*

IV. DOCUMENTARY REQUIREMENTS

1. Accomplished Application Form
2. Birth Certificate
3. Certificate of good moral character
4. Form 138/High School Report Card
5. Copy of the latest Income Tax Return (ITR) of parents/guardians or Certificate of Tax Exemption

V. ACADEMIC REQUIREMENTS

The grantee shall:

1. Enroll immediately at the opening of the semester following the scholarship award;
2. Carry a load of not less than 15 units per semester or as prescribed in the course curriculum;
3. Maintain satisfactory academic performance in accordance with the school policies and regulations, and;
4. Finish the course within the normal prescribed number of curricular years for the degree. School fees and expenses for any extension thereof shall be borne by the concerned grantee.

VI. TERMINATION OF GRANT

Grants shall be terminated for the following reasons:

1. Failure in/dropping of two (2) academic subjects within a semester;
2. Dropping out, deferment or non-enrollment for more than two (2) semesters;
3. Found guilty of gross violation of the rules and regulations of the school or convicted for criminal offense; and
4. Misrepresentation, giving false information in the Application Form, falsification of documentary requirements and other similar acts.

VII. REPLACEMENT OF TERMINATED GRANTEEES

Slots vacated by grantees due to termination or dropping out may be filled up, subject to the following conditions:

1. The incoming grantees should qualify under the program guidelines; and
 2. Shall belong to the same curricular year-level with the replaced grantees.
- Key*

VIII. FINANCIAL BENEFITS

Each grantee is allotted a maximum of Five Thousand Pesos (P5, 000) per year to cover the following benefits:

Tuition and other school fees - P1,000/sem for 2 semesters = P 2,000
Allowances - P 300/month for 10 months = P3,000

TOTAL = P 5,000

IX. SLOTS AND BUDGETARY REQUIREMENTS

A total of **NINE MILLION SIX HUNDRED THOUSAND PESOS (P9,600,000.00)**, shall be allocated to the Program to cover the funding requirements of the 480 slots for a period of four (4) academic years, from AY 2002-2003 to AY 2005-2006. Each of the 24 Senators is allotted twenty (20) scholarship slots.

X. EFFECTIVITY

The CHED-Senate Study Grant Program shall take effect beginning the 1st Semester of AY 2002-2003 and end in the 2nd Semester of AY 2005-2006 or until such time that the funds for the purpose is exhausted.

For proper guidance and compliance of all concerned.

Pasig City, Philippines, May ³⁰_____, 2002.


ESTER ALBANO-GARCIA
Chairperson