



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

CHED MEMORANDUM ORDER (CMO)

Number 14
Series 2002

Subject: **CHED OVERSEAS STUDY DEVELOPMENT PROGRAMS (OSDP)**

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In accordance with pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and by virtue of CHED Resolution No. R 19-2002 dated 02 May 2002, CHED Overseas Study Development Programs are hereby issued to assist higher education sector to achieve goals for effective policies and programs and to foster effective faculty exchange in an increasingly international society and workplace.

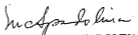
APEC Educators Exchange Program

This is a two-week attachment program to an APEC institutions which offers opportunity to understand the vibrant curricular, educational and research developments in the Asia Pacific Region.

Visiting International Professional Program

Support for international seminars for faculty, administrators and education officials signed under bilateral and multilateral agreements.

The enclosed Official Announcements provide full information on the program and qualifications necessary for application.


MA. CRISTINA D. PADOLINA
Commissioner
Officer-In-charge
Office of the Chairman

CHED OVERSEAS STUDY DEVELOPMENT PROGRAMS

Overseas Study Development Programs (OSDP) have been set up to support institutional development for effective policy and program development and to foster effective faculty and staff exchange in an increasingly international workplace.

The 2002 OSDP Awards are the following:

- APEC Educators Exchange Program (2 slots)
- Visiting International Professional Program (2 slots)

I. Conditions for Admission

Admission to OSDP is open to all that meet the requirements outlined below:

- **Age-** Candidates must be between 30 to 55 years of age.
- **Professional Experience-** Candidates should have several years of professional experience. They should hold a minimum of two years in the field of responsibility in higher education.
- **Academic Qualification-** Candidates should hold a Bachelor's degree preferably in a field of responsibility.
- **Language Proficiency-** Candidates should be proficient (read, write, and speak fluently) in English.
- **Letters of Reference-** All applicants have to provide confidential letters of reference from the Head of Institution or Organization familiar with the candidate's professional competence.

II. Selection Process

- 1) Application forms can be obtained from the CHED Regional Office. Completed application forms must reach the CHED INTERNATIONAL AFFAIRS SERVICE not later than **August 30, 2002** accompanied by the following:
 - Photocopies of diplomas and certificates
 - Four (4) recent photographs
 - Letters of Reference/ Endorsement from President/Head of Institution.
 - Curriculum Vitae.
 - Medical Certificate (upon acceptance)
 - Service Contract (Upon acceptance)

*It should be noted that applications received or completed after **August 30, 2002** would not be taken into consideration.*

- 2) A Selection Committee composed of the Program Committee shall review all applications for the program during the month of August. Candidates are notified in writing of the outcomes of their application. Successful candidates must contact the IAS of their intention to attend the program at once.

III. Benefits and Privileges

The Program covers airfare and subsistence allowance for participants, but is unable to provide clothing allowance and insurance or any other indirect participation costs. Thus, a participant must take responsibility for those costs.

3.1 Airfare

The grantees will be provided with round-trip transportation using the most direct route, which shall be of economy class. Travel time shall be computed according to the most direct route.

3.2 Allowance for Board and Lodging

When not provided by the receiving country, board and housing expenses shall be allowed in an amount to be determined based on prevailing rates in the host country. In no case shall the rates for grantees exceed the rates prescribed in E.O. 248 s 1995, whichever is lower and provided that the allowance for lodging shall be non-commutable and supported by official receipts.

3.3 Compensation

The grantee shall be entitled to the payment of his/her salaries and such allowances that he/she may be entitled to while on official study status.

3.2 Pre-departure Expenses

The grantee shall be entitled to One Thousand Five Hundred Pesos (P1500) to cover miscellaneous and incidental expenses such as taxi fare, passport photographs and terminal fees.

4. Approval of the Trip

All study trips under the program shall be subject to prior approval of the Chairman, Commission on Higher Education and for the position above the rank of Assistant Secretary, the approval of the President.

Further Information please contact:

International Affairs Service
Commission on Higher Education
1st Fr DAP Bldg., San Miguel Ave, Ortigas Center, Pasig City
Tel: (632) 637-35-71
Fax: (632) 687-13-17
E-mail: ched-ias@easycall.com.ph

**OVERSEAS STUDY DEVELOPMENT PROGRAM
APPLICATION FORM**

Programs 2002:

- APEC Educators Exchange Program
- Visiting International Professional Education Program
- Global Awareness Program

1. Family Name: _____ First Name: _____ Maiden Name: _____

2. Home Address: _____ Tel: _____
 _____ Fax: _____
 _____ E-mail: _____

3. Office Address: _____ Tel.: _____
 _____ Fax: _____
 _____ E-mail: _____

ATTACH
RECENT
PHOTOGRAPH

4. Give name of relative or other emergency address:
 Name: _____ Address: _____

Relationship: _____ Telephone: _____ Fax: _____

5. Date of birth: _____ Country and place of birth: _____ Sex: _____
 DAY MONTH YEAR
 | | | | | | | | | |

6. Nationality: _____ Marital Status: _____

7. EDUCATION: List in chronological order the higher education establishments you have attended, including specialized training which led to the granting of certificates or diplomas. If you have got a diploma, please specify the dates of award. Attach copies of all your diplomas/degrees.

Name of educational establishment, place and country	Years attended		Degrees, certificates, diplomas (in original language): state main subjects	Date diploma Obtained Date
	From	To		
A. University or equivalent				

8. PAST FELLOWSHIP OR SCHOLARSHIPS HELD FOR STUDIES ABROAD.

Sponsor	Institution, programme & country of study	Date

9. EMPLOYMENT RECORD – Starting with your present position list in reverse order every employment during the past ten years

A. PRESENT POSITION:	Description of: a) your type of work; b) your main duties; c) the number and type of subordinates. Use additional sheets if necessary.
Dates of employment – From: To present:	
Exact title of your position and place of work:	
Name and address of employer	
Name and title of your immediate supervisor	
	Add an organigram of your institution with indication of your exact place of work and copy of your post description, if available.
B. PREVIOUS POSITION:	Description of: a) your type of work; b) your main duties; c) the number and type of subordinates. Use additional sheets if necessary.
Dates of employment – From: To present:	
Exact title of your position and place of work:	

Name and title of your immediate supervisor	
Reasons for leaving	

C. If applicable, give here a brief of employment(s) held before those covered above (in reverse order). Use additional sheets if necessary, but be brief.

Period	Title or function	Employer	Supervisor

10. REFERENCES: List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat names listed in item 9C.

Name	Full-address	Profession

11. I certify that the statements made by me in answer to the foregoing questions are true and complete. I understand that willful misrepresentation renders invalid my application.

Date _____

Signature _____

12. Please attach to this file

- › An official letter of presentation.
- › Four (4) recent photographs. Please print your name clearly on the back of each photo.
- › Copies of your diplomas/degrees
- › Two confidential letters of reference directly addressed to the International Affairs Service, by persons familiar with your professional competence, preferably the President of Home University/college, university professor, a senior officer etc.