

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



CHED MEMORANDUM ORDER (CMO)

Number 07
Series 2003

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, the following CHED Overseas Study Development Programs are hereby amended to assist higher education sector to achieve goals for effective policies and programs and to enhance faculty exchange in an increasingly international society and workplace.

APEC Educators Exchange Program

This is a two-week attachment program to an APEC institution 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.

Global Awareness Program

Support for scholarly exchange and benchmarking programs overseas which will benefit the higher education sector. An important focus of this overseas study program is on the state of the art in policy development in advanced countries.

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

ESTER A. GARCIA
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 2003 OSDP Awards are the following:

- APEC Educators Exchange Program (5 slots)
- Visiting International Professional Program (5 slots)
- Global Awareness Program (5 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 **May 15, 2003** accompanied by the following:
 - Photocopies of diplomas and certificates (certified)
 - Four (4) recent photographs (passport size)
 - 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 and documents received after the deadline would not be considered for deliberation purposes.

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 avail of 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, which ever 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 by his/her home university.

3.4 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
Ground Flr. DAP Bldg., San Miguel Avenue, Ortigas Center, Pasig city
Tel.# (632) 637-35-71
Fax# (632) 687-13-17 Email :ias@ched.gov.ph

**OVERSEAS STUDY DEVELOPMENT PROGRAM
APPLICATION FORM**

Programs 2003:

- 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: _____

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

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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.

**ATTACH
RECENT
PHOTOGRAPH**

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				

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 of 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 _____

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:	

12. Please attach to this file

- An official letter of presentation.
- 4 recent photographs. Please print your name clearly on the back of each
- 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.