



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

**CHED MEMORANDUM ORDER (CMO)**

No. 14  
Series 2004

To : CHED Regional Directors  
All Heads/Presidents of Colleges and Universities

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", the Commission through the International Affairs Service is pleased to announce the 2004 CHED Overseas Study Development Programs. The Program is especially designed to increase mobility of higher education staff and students to accelerate the development of globally competitive professionals ready to face the challenges of the 21<sup>st</sup> century.

The Overseas Study Development Program includes:

**APEC Educators Exchange Program (AEEP)**

This is a two-week attachment program to universities within the APEC region. AEEP offers opportunity for higher education faculty to benchmark the vibrant curricular, educational and research developments in the Asia Pacific Region.

**Visiting International Professional Program (VIPP)**

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

**UMAP Scholarship Program (USP)**

The University Mobility in Asia and the Pacific (UMAP) Scholarship Program provides support to promote university student mobility in the Asia Pacific region. The Scholarship will help make mobility programs more effective by ensuring credit for study undertaken on exchange and to facilitate greater mobility between UMAP countries/territories and other regions.

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

Immediate dissemination of this CMO to all concerned is desired.

Issued this 26th day of April 2004, Pasig City, Philippines

  
**MANUEL D. PUNZAL**  
Officer-in-Charge

## **CHED OVERSEAS STUDY DEVELOPMENT PROGRAMS**

Overseas Study Development Programs has 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 2004 OSDP Awards are the following:

- APEC Educators Exchange Program (AEEP)
- Visiting International Professorial Program (VIPP)
- UMAP Scholarship Program (USP)

### **I. Conditions for Admission**

Admission to OSDP is open to heads and faculty of state universities and colleges and private higher education institutions, which are identified as Centers of Excellence and Center of Development that meet the requirements outlined below:

- **Age** – Candidates must be between 20 to 60 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 at least 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 Educational Institution 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, 2004 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 received or completed after **May 15, 2004** would not be taken into consideration.*

- 2) A Selection Committee composed of the OSDP Screening Committee shall review all applications for the program. 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 grantee 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 be rates for grantees exceed the rates prescribed in EO. 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.

#### **3.4 Pre-departure Expenses**

The grantee shall be entitled to One Thousand Five Hundred Pesos (P1,500.00) to cover miscellaneous and incidental expenses such as taxi fare, passport photographs and terminal fees.

### **3.5. 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 Floor, DAP Bldg., San Miguel Avenue, Ortigas Center,  
Pasig City  
Tel: (632)637-35-71  
Fax: (632) 687-13-17  
E-mail: [ias@ched.gov.ph](mailto:ias@ched.gov.ph)

# OVERSEAS STUDY DEVELOPMENT PROGRAM

## APPLICATION FORM

**Programs 2004**

**APEC Educators Exchange Programs (AEEP)  
Visiting International Professorial Program (VIPP)  
UMAP Scholarship Program (USP)**

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

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. Attached 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
	From      To		Date
A. University or equivalent			

8. PAST FELLOWSHIP OR SCHOLARSHIP HELD FOR STUDIES ABROAD.

Sponsors	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

<b>A. PRESENT POSITION</b>	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 organization of your institution with indication of your exact place of work and copy of your post description, if available
<b>B. PREVIOUS POSITION:</b>	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	
Reason 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/ 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
- ⇒ 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.



**UMAP SCHOLARSHIP PROGRAM 2004  
ANNEX FOR ADDITIONAL INFORMATION**

**1. Bank account**

Name of the bank.....  
Name of the account.....  
Account number.....  
Any other information and/or instruction, if any:.....  
.....  
.....

**2. Alternate authorized official**

Name.....  
Position.....  
Address.....  
Telephone no. ....  
Facsimile no.....  
E-mail address .....

**3. Alternate authorized official**

Name.....  
Position.....  
Address.....  
Telephone no. ....  
Facsimile no.....  
E-mail address .....



**UMAP SCHOLARSHIP PROGRAM  
APPLICATION FORM**

**HOME INSTITUTION**

Name of Institution .....  
 Address .....  
 City ..... Country ..... Zip Code .....

**CONTACT PERSON**

Last Name ..... First Name .....  
 Position .....  
 Address .....  
 City ..... Tel ..... Fax .....  
 E-Mail .....

**INFORMATION ON THE EXCHANGE STUDENT**

Last Name ..... First Name .....  
 Date of Birth (dd/mm/yy) ..... Sex  Male  Female  
 Current Address .....  
 Tel ..... Fax ..... E-Mail .....  
 Present Status ..... (what year of study?) in .....  
 (field of study)

The period of study at host institution  1 semester  2 semesters  
 others.....

Field of study at host institution  Liberal Arts  Social Sciences  
 Engineering  Fine Arts  
 Sciences  Others.....

GPA .....  
 Number of credits for transfer ..... credits 1 credit means ..... hrs/week for ..... weeks

**Institutional criteria for selecting the above person to be awarded the scholarship**

.....  
 .....  
 .....

**HOST INSTITUTION**

Name of Institution.....

Address.....

City..... Country..... Zip Code.....

**CONTACT PERSON**

Last Name..... First Name.....

Position.....

Address.....

City..... Tel..... Fax.....

E-Mail.....

**CERTIFICATION OF AUTHENTICITY**

I hereby certify that all information written in application is accurate and true.

Name of applicant (please print): .....

Signature.....

Name of authorized official of the home institution

(please print): .....

Signature.....