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

COMMISSION ON HIGHER EDUCATION  
OFFICE OF THE PRESIDENT  
PASIG CITY  
7-13-04

**CHED MEMORANDUM ORDER**

No. 22  
Series of 2004

**TO :** CHED Central Office Directors  
CHED Regional Office Directors

**SUBJECT :** **IMPLEMENTING RULES AND REGULATIONS FOR THE  
DND-CHED-PASUC SCHOLARSHIP PROGRAM**

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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 the Memorandum of Agreement (MOA) between and among the Department of National Defense (DND), Commission on Higher Education (CHED) and the Philippine Association of State Universities and Colleges (PASUC) signed on 22 March 2004, the set of Implementing Rules and Regulations for the DND-CHED-PASUC Scholarship Program is hereby promulgated and adopted by the Commission to supersede the Joint Circular No. 1, series 1996 re: Rules and Regulation in the Implementation of the CHED-DND MOA dated May 16, 1996.

Immediate dissemination of this CHED Order is hereby enjoined.

For proper guidance and strict compliance of all concerned.

Issued this 16th day of July 2004, Pasig City, Philippines.

**COMMISSIONER CARLITO S. PUNO**  
Officer-In-Charge  
Office of the Chair

Chairman <b>RAD</b>	E.O. <u>edward 8/5</u>	<b>PRIS</b>	<u>GRACIA</u>	<u>8/1</u>
Comm. <b>CDP</b>	<u>CYN 8/5/04</u>	<b>OPS</b>	<u>RETEAP</u>	<u>8/1/04</u>
Comm. <b>HAM</b>	<u>8-5-04</u>	<b>CLS</b>	<u>AFS</u>	<u>8/5</u>
Comm. <b>MDP</b>	<u>8/5</u>	<b>IAS</b>	<u>OPPRI</u>	<u>8/5/04</u>
Comm. <b>CSP</b>	<u>8/5/04</u>	<b>HEDF</b>	<u>oss</u>	<u>8/5/04</u>

NBA/IR-DND-CHED-PASUC

DEPARTMENT OF NATIONAL DEFENSE  
COMMISSION ON HIGHER EDUCATION  
PHILIPPINE ASSOCIATION OF STATE UNIVERSITIES AND COLLEGES

IMPLEMENTING RULES AND REGULATIONS OF THE DEPARTMENT OF NATIONAL  
DEFENSE - COMMISSION ON HIGHER EDUCATION - PHILIPPINE ASSOCIATION OF  
STATE UNIVERSITIES AND COLLEGES (DND-CHEd-PASUC) SCHOLARSHIP  
PROGRAM

1. REFERENCE:

Department of National Defense-Commission on Higher Education-Philippine Association of State Universities and Colleges (DND-CHEd-PASUC) Memorandum of Agreement (MOA) dtd 22 March 2004; Subject: DND-CHEd-PASUC Scholarship Program.

2. PROGRAM COVERAGE:

The DND-CHEd-PASUC Scholarship Program provides educational benefits to children of military personnel in order to contribute to the enhancement of our soldier's will to fight by ensuring his children's education.

3. PURPOSE:

This Implementing Rules and Regulations (IRR) prescribes the following policies and procedures governing the implementation of the DND-CHEd-PASUC Scholarship Program:

- a. Management and organization of the DND-CHEd-PASUC Central Scholarship Board (CSB) and the Working Group (WG).
- b. Selection and administration of grantees.
- c. Period and responsibility required for those availing the scholarship program.

4. SCOPE AND LIMITATIONS:

This IRR prescribes the rules and regulations governing the implementation of the DND-CHEd-PASUC Scholarship Program and applies only to the children of Killed in Action (KIA), Complete Disability Discharge-Combat Related (CDD-CR), and Active military personnel.

5. DEFINITION OF TERMS: For the purpose of this IRR, the following terms shall mean and be understood as indicated:

- a. **Military personnel** – Commissioned officers and enlisted personnel who are in the active service of the Armed Forces of the Philippines.
- b. **Commissioned Officers** – Military officers commissioned into the regular and reserve forces, AFP.
- c. **Enlisted Personnel (EP)** – Military personnel holding the rank of Private/Airman Second Class/Seaman Second Class (E-1) to Chief Master Sergeant/Master Chief Petty Officer (E-10).

- d. **Killed-in-Action (KIA) Personnel** – Military personnel who are killed in combat while in the actual performance of duty.
- e. **Complete Disability Discharged-Combat Related (CDD-CR) Personnel** – Military personnel who were maimed/permanently disabled resulting from wounds or injuries incurred in combat while in the actual performance of duty.
- f. **Dependents** – The legitimate/legitimated children of military personnel who are below 21 years of age at the beginning of the school year when they seek enrollment.
- g. **Scholarship** – Educational undertaking provided by the DND, CHED and PASUC to support the scholar's education.
- h. **Scholar/Grantee** – Dependent of military personnel who is the recipient of the scholarship grant.
- i. **School Year** – Total of two (2) academic semesters or three (3) academic trimesters.
- j. **Tertiary Level** – Collegiate levels leading to Baccalaureate Degrees excluding post-graduate.
- k. **Tuition and Matriculation Fees** – Fee collected by the school to be used in paying for the student's processing, registration and enrollment for the course of instruction.
- l. **Miscellaneous costs** – Other school costs such as laboratory fees, identification cards, school uniforms, PE, etc.
- m. **Incidental costs** – Includes transportation, board and lodging, and education-related costs that are not included in the tuition, matriculation and miscellaneous costs.
- n. **State Universities and Colleges (SUCs)** – Tertiary-level educational institutions that are administered and funded by the National Government.

## 6. COMPOSITION AND FUNCTIONS OF THE CENTRAL SCHOLARSHIP BOARD AND THE WORKING GROUP

- a. The Central Scholarship Board shall be composed of the following:
  - 1) Assistant Secretary for Administration, DND – Chairperson
  - 2) Director, Office of Student Services, CHED – Co-Chairperson
  - 3) President, Philippine Association of State Universities and Colleges (PASUC) – Co-Chairperson.
  - 4) Deputy Chief of Staff for Personnel, J1, AFP – Member
  - 5) Chief, AFP Educational Benefit System Office (AFPEBSO) – Member/Secretary
  - 6) Major Service Chiefs of Personnel (A1, N1 & G1) – Members

- 7) Chairperson, Educational Committee, AFP Officers Ladies Club - Member
- 8) AFP Sergeant Major - Member
- b. The primary responsibility of the Board shall be to provide governance and oversight functions over the implementation of the DND-CHED-PASUC Scholarship Program.
- c. Approve the master list of qualified candidates recommended by the working group.
- d. Submit final list of qualified scholars to the DND, CHED and the PASUC for information and monitoring.
- e. Make final decisions, resolution, policies or amendments thereof for the effectivity and efficiency of the program.
- f. Perform other functions related to the management of the scholarship grant program.
- g. The Board shall meet at least once every school semester and at any time and place the Co-Chairpersons may mutually designate.
- h. The Working Group shall be composed of the following:
- General Manager AFPEBSO - Chairperson
- Members: CHED-OSS Representative  
 PASUC Representative  
 G1, PA Representative  
 N1, PN Representative  
 A1, PAF Representative  
 AFPOLC Representative  
 J1, DLO Representative  
 AFPSM Representative
- e. The functions of the working group shall be to:
- 1) Allocate the scholarship slots for the major service commands of the AFP and the Area Command/AFPWSSUs.
  - 2) Screen, evaluate, and recommend applications according to set criteria.
  - 3) Prepares masterlist of qualified scholars and submits the list to the CSB for approval.
  - 4) Recommends to the CSB policy amendments and resolution of cases for the efficiency and effectivity of the program.

## 7. POLICIES:

For purposes of implementing the DND-CHED-PASUC Scholarship Program, the following policies are hereby enumerated:

a. **General:**

- 1) Children of KIA, CDD-CR and active military personnel shall be granted scholarships only in educational disciplines in degrees as follows: Engineering; Agriculture; Fisheries; Teacher Education; Social Sciences, excluding Bachelor of Laws (L.B.); and Physical Sciences excluding Dentistry and Medicine.
- 2) A grantee is entitled to a scholarship grant leading to one (1) collegiate degree from a state universities and colleges (SUCs).
- 3) The scholarship program shall start on school year 2004-2005.
- 4) A total of two hundred (200) scholarship slots shall be provided annually and may be increased upon agreement by the Secretary, DND, Chairman, CHED, and President, PASUC depending on the budgetary allocation for the purpose.
- 5) Priority shall always be given to children of KIA personnel, followed by battle-related CDD dependents. Children of active military personnel shall be accommodated in the program only if vacant slots, or "quota-at-large" shall be declared after having confirmed all scholarship candidates from qualified KIA and battle-related CDD children.
- 6) CHED shall cover payment of miscellaneous fees, not to exceed P2,500 per semester.
- 7) The host - SUC shall cover payment of tuition fees for the whole duration of the degree course.
- 8) The AFP shall provide for the scholars' stipends amounting to P 4,000 per semester or P 8,000 annually, to be implemented by the AFP Educational Benefit System Office (AFPEBSO).
- 9) Candidates for this scholarship program must satisfy all admission requirements set by the respective SUCs on or before April 15 of the first school year applied for before being processed and confirmed for scholarship.
- 10) The scholarship obligation shall commence immediately on the year the scholar enrolls his/her course.
- 11) Scholars admitted in the program shall abide by the host SUC's rules and regulations as well as the course/degree requirements.
- 12) Except for meritorious reasons, scholars shall not be allowed to transfer to another school prior to the grant of this benefit.
- 13) At no instance shall a scholar be allowed to go on leave of absence without prior approval from the CSB during the mandatory period of schooling.
- 14) An active member whose dependent is availing of this scholarship program, shall be required to serve the AFP for an additional period of one and a half (1.5) years for every year of study or a fraction thereof reckoned from the date of completion of the course/study or termination of the grant his/her children availed subject to PD 1638 as amended.

15) The scholarship shall be terminated if the scholar: (a) fails to meet all academic requirements set by the host institution, (b) is expelled from the school, or (c) is convicted by any court for an offense involving moral turpitude.

16) In providing general guidance and oversight functions to ensure the sustained implementation of the DND-CHEd-PASUC Scholarship Program, and in resolving problems that may arise during the implementation, the CSB shall be authorized to: make necessary amendments to this IRR; may recommend the termination of this IRR; execute and implement any proposal relative to the effectiveness, sustainability and perpetuity of the scholarship program.

**b. Applicant Requisites and Qualifications:**

- 1) Only legitimate/legitimated children of AFP personnel shall be entitled to the scholarship grant under this program. Legitimate/legitimated children shall refer to those born of the legal spouse of the military personnel and children adopted in accordance with the law by the concerned military personnel.
- 2) Must not be enjoying any similar scholarship entitlement from the AFP or any government/private institution at the time of application.
- 3) Must not have any pending administrative, civil or criminal case.
- 4) Must possess the appropriate educational qualifications necessary to sustain the course/degree.

**c. Priority:**

Children of military personnel are eligible for the educational grant subject to the following priority schedule:

- 1) Priority shall be given to the children of personnel killed-in-action, followed by children of those disabled in combat or combat-related activities, and last priority will be given to children of active military personnel subject to quotas pegged at the following:
  - a.) Actual troop distribution by Major Services and the Area Command/AFPWSSUs
  - b.) Ratio of Officers vs Enlisted Personnel
  - c.) Income level with preference to the dependent of the lowest ranking member.
- 2) Among the prioritized applicants, preference shall also be given to the applicant with the highest academic standing as reflected in his/her Transcript of Records or Registrar's Certification of Grades from the educational institution where he/she last attended.
- 3) In the event where all candidates are dependents of KIA personnel, priority will be based on the date of death with preference to those who died first. Subsequently, CDD-CR dependents will be prioritized also in the same manner with precedence on the date of those who got incapacitated first.

4) A shortlist of alternate candidates shall be available in the event that confirmed scholars will not push through in availing of their grants. Subject priority will adhere to the precedence stated in para 1,2,3 above.

d. **Grounds for Termination/Forfeiture of Scholarship:**

1) If the applicant/scholar is discovered to have violated any of the provisions as stipulated in Para "b" above.

2) Voluntary withdrawal from the course by the scholar.

3) Conviction by final judgement of an offense involving moral turpitude. For the purpose of this circular, an offense involving moral turpitude shall mean any act which is done contrary to justice, honesty, modesty or good morals, including but not limited to a shameful act or any act of wickedness and depravity

4) Grave violation of existing rules and regulations and/or policies of respective SUCs.

5) Enrolling in or transferring to another course without prior consent from the CSB.

6) Non-submission of grades before the start of the next semester unless due to school-related impediments.

7) Any other cause, which, in the opinion of either SUCs officials or by the majority of all members of the DND-CHED-PASUC Central Scholarship Board, may justify termination or forfeiture of the scholarship.

8. **PROCEDURES:**

a. AFPEBSO, upon receipt of the approved quota allocation from CSB (CSB), shall immediately disseminate the availability of the quota allocation and requirements needed to all Major Services and other AFP units thru the most expedient and extensive means possible.

b. Thereafter, CSB shall create a working group which will deliberate and select the best qualified candidates, ensuring that all recommendees have satisfied all the requirements, based on the following supporting documents:

1) Duly accomplished application forms.

2) Copy or authenticated machine copy of birth certificate.

3) Copy or authenticated machine copy of Death Certificate or certified true copy of CDD with combat casualty report for KIA and CDD personnel.

4) Form 138 (High School Report Card) and one (1) machine copy of diploma and transcript of records from last educational institution where the applicant entered.

5) Two (2) copies of latest 2 x 2 pictures of prospective grantee.

6) For active members, clearances from TJAG, TIG, and TPMO.

c. Upon selection of qualified candidates, the working group will recommend to the CSB aforesaid list of candidates for confirmation and approval. Upon approval through a board resolution, CSB shall then endorse the names of the applicants to the respective SUC Director for Admissions with the required supporting documents:

- 1) Letter of recommendation from the DND-CHED-PASUC Central Scholarship Board.
- 2) Duty accomplished application form with two (2) 2"x2" pictures.
- 3) Transcript of Records from the last educational institution where the applicant attended.

d. All confirmed scholars should be required by AFPEBSO to sign a certificate of undertaking, which binds all grantees to a scholarship contract.

e. AFPEBSO shall process all application requirements before April 30 of the first school year applied for and thereafter endorse all qualified applicants for deliberation and confirmation by the DND-CHED-PASUC Central Scholarship Board (CSB) before May 15 of the same year.

f. The CSB shall then recommend admission to respective SUCs all qualified scholars before May 30 of the school year.

g. AFPEBSO shall coordinate in evaluating the scholar's performance through a semestral performance appraisal.

#### 9. REPORTS:

The AFPEBSO shall make a report to the CSB during meetings. An annual report shall be made by the Chairman, CSB to the Chief of Staff AFP; Secretary DND; President, PASUC; and Chairman, CHED not later than seven (7) days after the first scheduled conference of the CSB in the succeeding year.



**10. RESCISSION:**

This IRR hereby rescinds all previous Memorandum Orders, Implementing Rules and Regulations, and Joint Circulars pertaining to the DND-CHED Scholarship Program.

**11. EFFECTIVITY:**

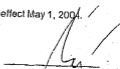
This Implementing Rules and Regulations takes effect May 1, 2004.



HON. EDUARDO R. ERMITA  
Secretary, DND



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