

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



CHED MEMORANDUM ORDER

No. 26  
Series of 2004

TO : CHED CENTRAL AND REGIONAL OFFICE DIRECTORS  
PRESIDENTS OF STATE COLLEGES AND UNIVERSITIES

SUBJECT : IMPLEMENTING GUIDELINES FOR THE *ISKOLAR NG MAHIRAP NA PAMILYA* PROGRAM

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Pursuant to Executive Order No. 307, and in accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994" and CHED Resolution No. 298-2004, the guidelines for the implementation of the *Iskolar ng Mahirap na Pamilya* Program is hereby issued, thus:

**I. RATIONALE:**

Education is widely recognized as one of the best ways to free the masses from the shackles of poverty. It serves as a ladder which gives everyone a chance to climb the socio-economic pole in the society.

In consonance with the mandate "*to protect the right of all citizens to quality education at all levels, take appropriate steps to make education accessible to all, and maintain a system of scholarship grants, student subsidies and other incentives to deserving students especially to those in the underprivileged sectors*" (Sec. 2 (3), Article XIV, Philippine Constitution), Executive Order No. 307 was issued on April 10, 2004 creating a scholarship program to be known as the "*Iskolar ng Mahirap na Pamilya*" Program.

**II. COVERAGE**

These guidelines cover and/or apply to the beneficiaries of the Program who were given the Certificate of Educational Assistance (CEA). The CEA holder is entitled to a financial assistance amounting to P5,000.00 per semester for his matriculation fee and living and transportation allowance.

### III. OBJECTIVES

The Program aims to:

1. Provide opportunity to the poorest of the poor families living below the poverty threshold to send one (1) of its qualified members to a four-year college degree program;
2. Contribute to the development of high level and globally competitive manpower; and
3. Facilitate intergenerational change in the socio-economic status of the family and address the issue of poverty and inequity.

### IV. UNIQUE FEATURES OF THE PROGRAM

The Program awards a **CERTIFICATE OF EDUCATIONAL ASSISTANCE (CEA)** to qualified indigent Filipino family.

The CEA has the following features:

1. It can be used by one (1) of the children of the family chosen by the head;
2. It is accepted in any of the state colleges and universities (SUCs) in the country for a four-year college degree program;
3. It has no expiry date and works like a pre-need educational plan that can be used at the time it is needed by the holder;
4. It cannot be transferred to other families;
5. It cannot be transferred from one beneficiary child to another;
6. It cannot be traded or en-cashed;

### V. FINANCIAL ASSISTANCE

The Program provides financial assistance amounting to P5,000.00 per semester to the grantee for his matriculation fee and living and transportation allowance.

### VI. PROGRAM ADMINISTRATION

#### A. The Commission on Higher Education (CHED)

##### A.1 CHED Central Offices (CHEDCOs)

In the implementation of the Program, the CHEDCOs perform the following functions:

1. The Administrative and Finance Services (AFS), in coordination with the Office of Student Services (OSS), secures the release of the initial funds for the Program from applicable funding source;

2. AFS transfers to the SUCs where the grantees are enrolled, the needed funds for the Program upon the recommendation of the CHEDRO concerned; and
3. OSS and AFS monitor and evaluate the implementation of the Program; the OSS looking at the status of the grantees and the AFS for the liquidation report and financial components of the Program.

#### A.2 CHED Regional Offices

CHEDROs perform the following functions:

1. Recommend to AFS the release of funds to the SUCs in the region where the grantees of the Program are enrolled;
2. Submit to OSS, copy furnished HEDF, consolidated semestral report of SUCs not later than 30 working days after the end of every semester;
3. Monitor and evaluate the implementation of the Program; and
4. Recommend measures to improve the Program.

#### B. State Colleges and Universities (SUCs)

The SUC designates the Student Financial Assistance Unit of the school to specifically perform the following functions relative to the implementation of the Program:

1. Process the application for admission following the normal requirements and procedures;
2. Verify the authenticity of the CEA and the relationship of the bearer to the head of the family whose name is written in the Certificate;
3. Submit to CHEDRO the list of grantees enrolled for the semester, together with their original CEAs and authenticated birth certificates, not later than three (3) weeks after the closing of enrollment;
4. Secure the recommendation/endorsement of the CHEDRO in the request for Program funds for the semester from AFS-CHED;
5. Deposit the funds of the Program in a separate bank account of the school;
6. Deduct the tuition and miscellaneous fees from the funds transferred to the school by the AFS-CHED and release to each grantee the remaining balance;
7. Submit the following to the CHEDRO not later than three (3) weeks after the end of every semester:
  - 1) Status report on the grantees (i.e. list of enrolled grantees who finished the semester, dropped out, deferred, suspended, etc.); and
  - 2) Liquidation report of funds transferred for the semester and/or proof of payment to the grantees.

### VII. PROCEDURES IN AVAILING OF THE GRANT

1. Once the family has decided to use its CEA, the selected child (student) applies for admission to the program in the SUC of his/her choice;

2. The SUC processes the application for admission following the normal requirements and procedures; and
3. As soon as the student-applicant receives the Notice of Admission from the SUC, he/she enrolls in the priority program and submits the **original CEA** and **authenticated birth certificate** to activate the financial assistance under the Program.

#### VIII. CONDITIONS FOR SCHOLARSHIP

1. The grantee is given eight (8) semesters to finish the four-year degree program;
2. Deferment to enroll for the semester or several semesters may be considered in cases of illness, death in the family or force majeure that prevents the grantee from continuing his/her studies:  
The procedures for applying for deferment are as follows:
  - 1) The grantee submits application for deferment to the SUC where he/she is studying before the start of the semester during which he/she applies for deferment;
  - 2) The application must be accompanied by a Letter of Consent from the parent/guardian of the grantee;
  - 3) The SUC conducts a personal interview with the grantee or his parent/guardian on the reason for deferment;
  - 4) If found acceptable, the SUC informs the CHEDRO on the approval of the application for deferment;
3. The grantee shall request approval from CHEDRO in case he/she intends to transfer to another SUC in the region or in another region; and
4. The grantee shall enroll in any of the CHED priority degree programs.

For SY 2004-2005, the priority four-year degree courses are identified in CHED Memorandum Order No. 5 Series of 1994.

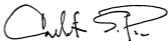
#### IX. EFFECTIVITY CLAUSE

The Iskolar ng Mahirap na Pamilya Program shall take effect starting the 1<sup>st</sup> Semester of Academic Year 2004-2005.

For proper guidance and strict compliance of all concerned.

Signed on 16<sup>th</sup> day of August 2004, Pasig City, Philippines.

For the Commission on Higher Education



CARLITO S. PUNO  
Officer In-Charge  
Office of the Chairman