



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

CHED MEMORANDUM ORDER

No. 32

Series of 2004

SUBJECT: ADDENDUM TO CHED MEMORANDUM ORDER NO. 13, SERIES OF 2003 RE: GUIDELINES FOR CHED VISITING RESEARCH FELLOWSHIPS

Pursuant to Section 8 of Republic Act (R.A.) No. 7722, mandating the Commission on Higher Education (CHED) to enhance the research function of higher education institutions (HEIs) in the Philippines, CHED Memorandum Order No. 13, series of 2003, is hereby amended to expand the eligibility coverage to include:

- a) For Senior Visiting Research Fellowship:
- Researchers occupying permanent position in government agencies whose expertise and research proposal fall under any of the priority discipline clusters identified by CMO No. 13; and
 - Retired researchers/faculty (preferably not more than 70 years of age) whose expertise and research proposal fall under any of the said priority discipline clusters.
- b) For Junior Visiting Research Fellowship:
- Ph.D candidates who are:
 - Full time faculty with permanent status in HEI; and
 - Enrolled in dissertation writing on a field of study that falls under any of the priority discipline clusters.

Requirements shall include:

For Senior Visiting Research Fellow:

- Endorsement letter from the head of the agency/office
- Acceptance letter from the host institution indicating privileges/support to be provided to the fellow practitioner
- Research proposal

EBACON 10/21/04

For Ph.D Student – Junior Research Fellow

- Endorsement letter from the Sending Institution
- Acceptance letter from the Host Institution indicating privileges/support to be provided to the Junior Research Fellow
- Recommendation from the Dean of Graduate School where the applicant fellow is pursuing his/her doctorate degree program
- Research Proposal

This order shall remain in force and effect until revoked.

Pasig City, Philippines October 14, 2004



ROLANDO R. DIZON
Chairman

GUIDELINES FOR CHED VISITING RESEARCH FELLOWSHIPS

Cognizant of the importance of collaboration and expertise-sharing between and among Higher Education Institutions in promoting and developing capability for research, the Commission on Higher Education initiated the CHED VISITING RESEARCH FELLOWSHIPS.

OBJECTIVES

The objectives of the CHED Visiting Research Fellowships are:

1. To serve as mechanism for sharing/transfer of research knowledge/expertise among institutions and between research experts and developing researchers;
2. To promote and facilitate collaborative research;
3. To provide support for the conduct of research in priority areas

THE FELLOWSHIPS

The Fellowships are offered under two categories: Senior Visiting Research Fellowship and Junior Visiting Research Fellowship.

A. Senior Visiting Research Fellowship

The Senior Visiting Research Fellowship shall be awarded to a research expert and professor who shall visit with a selected host institution to teach and conduct research in any priority discipline identified by CHED.

B. Junior Visiting Research Fellowship

The Junior Visiting Research Fellowship shall be awarded to a qualified faculty who shall be given opportunity to acquire hands-on experience in research or other professional endeavors by working with the senior researcher/adviser in a selected host institution.

ELIGIBILITY REQUIREMENTS

Applicants for both Senior and Junior Research Fellowships must be:

1. Filipino citizen
2. In good health
3. With no pending administrative or criminal case

In addition, applicants for Senior Visiting Research Fellowship must be:

1. Not more than 63 years old;
2. With good track record in research as evidenced by completed papers in his/her area of expertise and published in refereed research journals or other scholarly publications; and
3. Doctoral degree holder in the discipline applied for; and
4. At least Associate Professor of permanent status in an accredited program.

Applicants for Junior Visiting Research Fellowship must be:

1. Not more than 45 years old;
2. With research experience;
3. Doctoral degree holder in the discipline applied for; and
4. At least Assistant Professor of permanent status in an accredited program.

For Senior Visiting Research Fellow,

1. The sending HEI must have a Level III accredited program or one that is designated as COE or COD in the Fellow's area of specialization; and be willing to provide counterpart support to the candidate/appointee while on assignment.
2. The host HEI must have a graduate program in the Fellow's area of specialization and be willing to provide counterpart support to the candidate/appointee while on assignment.

For Junior Visiting Research Fellow,

1. The sending HEI must have a graduate program in the Fellow's area of specialization and be willing to provide counterpart support to the candidate/appointee while on assignment.
2. The host HEI must have a Level III accredited program or one that is designated as a COE or COD in the Fellow's area of specialization; and be willing to provide counterpart support to the candidate/appointee while on assignment.

THE FELLOWSHIP GRANTS

The Senior Visiting Research Fellowship grant includes:

1. Salary and allowances of substitute in the sending HEI - equivalent to the Fellow's salary not to exceed the salary plus other allowances and incentives of SG 30 level provided by law
2. Travel allowance of P 12,000.00.
3. Stipend of P 10,000.00 per month
4. Research fund net of withholding tax, maximum of

- P 200,000.00 for research with laboratory
- P 175,000.00 for research without laboratory

Research funds shall be released in accordance with the following schedule:

- ⌘ 50% upon acceptance of the Research proposal
- ⌘ 25% upon submission of the midterm research report
- ⌘ 25% upon submission of the terminal research report

The Junior Visiting Research Fellowship grant includes:

1. Salary and allowances of substitute in the sending HEI – equivalent to the Fellow's salary but not to exceed the salary plus other allowances and incentives of SG 25 level provided by law.
- 2 Travel allowance of P 12,000.00.
- 3 Stipend of P 10,000.00 per month
- 4 Research fund net of withholding tax, maximum of
 - P150,000.00 for research with laboratory
 - P100,000.00 for research without laboratory

Research funds shall be released in accordance with the following schedule:

- ⌘ 50% upon acceptance of the Research proposal
- ⌘ 25% upon submission of the midterm research report
- ⌘ 25% upon submission of the terminal research report

5. Honorarium for the host adviser of P2,500 per month

OBLIGATIONS

A. Grantee

Senior Visiting Research Fellow

- Conduct a study on a topic identified by CHED and the host institution as priority ;
- Act as project leader of a research team to conduct research and professional activity with the faculty members/graduate students of host institution as members;
- Undertake the research for a consecutive period of between five (5) to ten (10) months
- Teach one subject or serve as thesis adviser in his area of specialization in the graduate program of the host institution for at least one semester; and
- Submit copies of the research output to CHED not later than 30 days from the expiration of the grant period.

Junior Visiting Research Fellow

- Conduct a study on topic approved by both CHED and the host adviser;
- Act as member of a research project/team headed by the host adviser and as study leader of at least one specific study component of the research project;
- Undertake the research for a consecutive period of ten (10) months
- Teach one subject in his/her area of specialization in the undergraduate or graduate program of the host institution for at least one semester; and
- Submit copies of the research output to CHED not later than 30 days from the expiration of the grant period.

B. Host HEI

- Closely coordinate with CHED, for approval, the visiting research fellow's activities, teaching load and other assignments;
- Provide support needed by the Fellows:
For the Senior Research Fellow – accommodation, office space, staff and co-researchers, research facilities and equipment
For Junior Research Fellow – Research Adviser, co-workers, research facilities and equipment

C. Sending HEI

- Pay the fixed salary and all other incentives/allowances of the Fellow while on assignment

DISCIPLINES COVERED

Senior Visiting Research Fellow/Junior Visiting Research Fellow shall be made available annually among faculty members whose expertise and research proposal fall under any of the following clusters of discipline:

- Science and Mathematics
- Engineering
- Humanities, Social Science and Communication
- Higher Education
- Information Technology
- Business and Industry

PROCEDURE

- Invitation shall be circulated to the heads of HEIs through the CHED Regional Offices (CHEDROs)
- All application/nomination shall be received by the Research Division, Office of Policy, Planning, Research and Information (RD-OPPRI) of CHED two months before the start of the semester applied for.
- The application shall be accompanied by the following documents:
 1. Application letter
 2. Research Proposal
 3. Two copies of duly accomplished CHED application form with 2 recent photograph of the applicant (passport style, taken within the year)
 4. Certificate of Employment or Service Record
 5. Abstract of completed researches and/or copies of published articles (for Senior Visiting Research Fellow applicant) or list of research involvement (for Junior Visiting Research Fellow applicant)
 6. Invitation/recommendation or acceptance letter from the host institution indicating privileges/support to be provided to the Grantee
 7. Endorsement letter from the President of the sending institution indicating considerations/incentives provided to the faculty candidate while on appointment/assignment
 8. Birth Certificate
 9. Medical Certificate
 10. Certificate of no pending administrative or criminal case
- The OPPRI-Research Division shall review the application/nomination. The assistance of Technical Experts (TEs) shall be tapped if deemed necessary.
- Provided that the conditions set herein are fulfilled, the Research Division - Office of Policy, Planning, Research and Information (RD-OPPRI) shall endorse to the Commission en banc for approval the recommended list of candidates.
- RD-OPPRI shall notify the applicant in writing of the decision within one month after the Commission en banc, decision.

Application Format for CHED Junior Visiting Research Fellowship
(Please follow this format)

2" x 2"
Picture

1. Name of applicant: _____
(First) (Middle) (Last)
2. Date and place of birth
3. Mailing/Office address and telephone/fax number
4. Residence and telephone number
5. E-mail address
6. Civil status (If married, please indicate spouse and children)
7. Educational background (Indicate school/university address, degree and year obtained, inclusive dates of attendance, honors/awards received)
8. Field of Specialization
9. Present position/Rank
10. Subject/s taught (indicate in what Program/Department) (for faculty applicant)
11. Status of Employment
12. Previous positions in chronological order (indicate school/company/organization)
13. Research interests
14. Awards received (indicate year received and name of awarding institution/organization)
15. List of on going projects (indicate where and when conducted, funding source and status and type/scope of involvement)

This is to certify the correctness of the information presented above.

Name and Signature of the Faculty Applicant

Date: _____

Name and Signature of the School Head

Date: _____

Note: Please submit two (2) copies of the accomplished form with two 2" x 2" photographs including copies of: (a) certified true copy of doctoral program (for faculty candidate) (b) list of research involvement (c) endorsement letter from the President of the candidate's mother institution (in case of active faculty) indicating considerations/incentives provided to the faculty candidate while on appointment (d) endorsement letter from the President of the candidate's mother institution indicating considerations/incentives provided to the candidate while on assignment (e) research project proposal approved by host researcher (f) certification from the Head Institution on the indicative cost of the research project (g) application letter indicating proposed research work (h) certificate of employment or service record (i) birth certificate (j) medical certificate (k) certificate of no pending administrative or criminal case.

3 Application Format for CHED Senior Visiting Research Fellowship
(Please follow this format)

1. Name of applicant: _____
(First) (Middle) (Last)
2. Date and place of birth
3. Mailing/Office address and telephone/fax number
4. Residence and telephone number
5. E-mail address
6. Civil status (If married, please indicate spouse and children)
7. Educational background (Indicate school/university address, degree and year obtained, inclusive dates of attendance, honors/awards received)
8. Field of Specialization
9. Present position/Rank
10. Subjects taught (indicate in what Program/Department)
11. Status of Employment
12. Previous positions in chronological order (indicate school/company/organization)
13. Research interests
14. Awards received (indicate year received and name of awarding institution/organization)
15. Research Publications (give complete citation and include manuscript in press)
16. List of on going projects (indicate where and when conducted, funding source and status and type/scope of involvement)

This is to certify the correctness of the information presented above.

Name & Signature of the Faculty Applicant

Date: _____

Name and Signature of the School Head

Date: _____

Note: Please submit two (2) copies of the accomplished form with two 2" x 2" photographs including copies of: (a) certified true copy of doctoral program (b) abstract of completed researches and/or copies of published articles (c) endorsement letter from the President of the candidate's mother institution (in case of active faculty) indicating considerations/incentives provided to the faculty candidate while on appointment (d) Research proposal on topic considered priority by CHED and the host HEI (e) certification from the Head Institution on the indicative cost of the research project (f) application letter indicating proposed research work (g) certificate of employment or service record (h) birth certificate (I) medical certificate (j) certificate of no pending administrative or criminal case