



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

CHED MEMORANDUM ORDER

No.: 35
Series 2004

**SUBJECT: IMPLEMENTING GUIDELINES OF THE HIGHER
EDUCATION DEVELOPMENT PROJECT (HEDP)
FACULTY DEVELOPMENT PROGRAM (FDP)**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and by virtue of CHED Resolution No. 409 s. 2004 dated August 16, 2004, the attached Implementing Guidelines are hereby adopted for the efficient and smooth operationalization of the Higher Education Development Project (HEDP) Faculty Development Program (FDP) for Master's Degree.

Immediate dissemination of this CMO is desired.

Pasig City, Philippines November 5, 2004


Fr. ROLANDO V. DE LA ROSA, OP
Chairman

TABLE OF CONTENTS

	Page
I. Introduction	
1. Rationale	4
2. Coverage	4
3. Scholarship Requirements	5
4. Application Procedure	5
5. Privileges	6
6. Load Requirements	7
7. Responsibilities of CHED	7
8. Responsibilities of the Delivering Institution	8
9. Responsibilities of the Sending Institutions	8
10. Grantee's Responsibilities	9
14. Contract	10
15. Termination of Scholarship	10
16. Repayment of Obligation	10
17. Waiver of Accountabilities	11
II. Appendices	
A. Flowchart of Application/Screening/Selection of Scholars	12
B. Recommendation Form	13
C. Tenure Agreement	14
D. Scholarship Contract	16
E. Memorandum of Agreement	23
F. Procedure for the Termination of Scholarship	33
G. Guidelines for Fund Release and Liquidation	34
H. Travel Expenditures	35
I. Authority to Travel	38
J. Itinerary of Travel	39
K. Certificate of Travel Completed	40
L. Reimbursement of Expense Receipt	41
M. Report of Disbursement	42
N. Report of Checks Issued	43
O. Program Coordinators	45
P. Selection Criteria for the Delivering and Sending Institutions	46

OFFICE OF THE CHIEF EXECUTIVE OFFICER
PRESIDENTIAL COMMISSION ON EDUCATIONAL REFORM

SUBJECT: Guidelines in the Implementation of the HEDP Faculty Development Program (Master's program)

The Faculty Development Program (FDP) is part of a package of measures for higher education under the Higher Education Development Project (HEDP). The FDP is a major component of the HEDP, a set of reform-oriented interventions aimed at improving the quality, equity and efficiency of Philippine higher education.

The FDP seeks to upgrade the academic qualifications of tertiary faculty to master's and doctorate degree levels. It is expected that through the FDP, the improved qualifications and teaching methods will contribute directly to better student learning which in turn would translate into higher passing rates in professional licensure examinations and greater productivity of graduates. The HEDP Faculty Development Program will provide scholarship slots to some 3,500 faculty members from all over the country and will commence in Summer 2004.

In order for the higher education institutions to be better prepared, a pilot program was conducted in 2002 (Phase 1) and 2003 (Phase 2). These two phases were limited to a total of 80 scholarship slots in 8 academic areas in selected institutions located in different regions.

The need for this type of educational reform is based on the findings of the Presidential Commission on Educational Reform (PCER) which was established through E.O. No. 46 on 7 December 1998. The PCER noted that although the government prescribes that teachers at the tertiary level must have at least a master's degree in the field in which they teach, only 33% of over 90,000 tertiary level teachers have a master's degree. This situation was viewed as one of the reasons for the deterioration of the quality of education in the Philippines.

I. OBJECTIVES:

In order to accelerate the implementation of the Faculty Development Program (FDP) and to standardize the requirements for scholarship and privileges and/or allowances of the grantees, the following guidelines are hereby adopted.

II. COVERAGE:

The scholarship grants are for non-thesis master's programs to be undertaken on a full-time or part-time basis on campus or via distance learning. Faculty scholars shall be expected to continue teaching in their respective institutions. The grant shall be for master's programs in the following priority fields offered by the identified delivering higher education institutions (DHEIs):

Priority Field	%	No. of Slots
English	20	700
Social Science (Anthropology, Economics, History, Philosophy, Political Science, Psychology and Sociology)	20	700
Natural Science (Biology, Chemistry and Physics)	20	700
Mathematics	20	700
Engineering and Information Technology/Systems	20	700
TOTAL	100	3,500

- 1.3 In case of contractual faculty, certification or tenure agreement stating the commitment of the SHEI to hire the faculty after the completion of the degree.
2. The identified DHEI forwards to the CHED the papers of applicants who pass the institution's admission requirements.
3. CHED communicates the final list of approved applicants to the identified DHEI. CHED also sends the scholarship contracts to be signed by the approved applicants and the head of the SHEI.
4. Applicants approved by CHED must submit the following documents and enrol at the DHEI.
 - 4.1 NSO authenticated birth certificate;
 - 4.2 Medical certificate issued by a government physician with results of the following, issued within the last six months:
 - a. X-ray
 - b. Complete Blood Count
 - c. Urinalysis
 - d. Fecalalysis
 - 4.3 NBI or Police Clearance issued within the last six months
 - 4.4 Accomplished scholarship contract and co-maker undertaking

Please see attached flowchart (Appendix A), the recommendation form that the DHEI must submit to the Commission (Appendix B), and the Tenure Agreement (Appendix C) which must be signed by the head of the SHEI to ensure that the applicant faculty scholar will be given teaching load after the completion of the degree.

V. PRIVILEGES:

A Grantee is entitled to the following relevant privileges/allowance:

Scholarship Privileges	Description of the Privileges
Book allowance	A total of 15,000 for the entire duration of the program.
Monthly Stipend	P10,000 per month during summer P 2,500 per month during the regular semester for part-time scholars P 5,000 per month during the regular semester for full-time scholars
Transportation assistance (Only scholars living a minimum distance of 50 km from the DHEI are entitled to apply for transportation assistance.)	<u>Summers:</u> One Roundtrip airfare/bus fare to & from residence (Subject to submission of receipts) <u>Regular Semesters:</u> Distance A (50 - 150 km) = P 1,000/month Distance B (151 - 300 km) = P1,500/month Distance C (301 - farther) = P2,000/month
Full tuition fees and other school fees	Actual tuition fee and other school fees.

Implementation		Slots per Field/Year		Total Number of Slots per Year
Fiscal Year	Academic Year	Part-time basis	Full-time basis	
1	2004	40		200
2	2005	200	40	1200
3	2006	200	40	1200
4	2007	140	20	800
5	2008	20		100
Total Scholarship Slots				3,500

These targets are subject to a Midterm Review and maybe adjusted accordingly.

III. SCHOLARSHIP REQUIREMENTS:

The Applicant:

- ❖ Must be a full-time faculty member in any of the priority Sending Higher Education Institutions (SHEI) ;
- ❖ Must be currently teaching in a public or private college or university in any of the following priority fields: English, Engineering, Information Technology/Systems, Mathematics, Natural Sciences and Social Sciences;
- ❖ Must have no master's degree in the priority field applied for;
- ❖ Must have a good academic record;
- ❖ Must be a Filipino citizen;
- ❖ Must be in good health;
- ❖ Must have no pending criminal/administrative charges or must not have been convicted for violation of any Philippine Law;
- ❖ Must not be more than 47 years old; and
- ❖ Must be willing to render the required service obligation.

IV. APPLICATION PROCESSING PROCEDURE

1. Applicant first secures admission in any of the identified DHEIs and upon admission into the graduate programs of the DHEI, and must submit the following papers directly to the contact persons/program coordinators:

- 1.1 Accomplished application form for grant with information on current teaching load and employment status of the faculty;
- 1.2 Chairperson's recommendation approved by the head of SHEI (Dean's level and above) with certification regarding: (i) employment status, (ii) availability of a position for the Grantee upon completion of the program corresponding to Grantee's newly acquired qualification upon program completion; (iii) that grantee has no any pending administrative charges; and

VI. LOAD REQUIREMENT:

Full-time scholars shall enrol at least twelve (12) units per semester while part-time scholars shall take not less than six (6) units load per term/semester. Grantees in the distance learning mode shall take the load prescribed by the university.

VII. RESPONSIBILITIES OF CHED

1. Provide the required funding for the duration of the scholarship of the Faculty Scholar under the HEDP Faculty Development Program, including tuition and other school fees, book allowances, transportation assistance and stipend.
2. Approve the set of criteria for the final selection of the grantee.
3. Approve the final list of the scholars.
4. Approve or disapprove requests in case the grantee shall leave the country for any reason whatsoever during the duration of her/his scholarship contract or the scholarship program.
5. Demand faithful compliance by both SHEI and Grantee of the terms and conditions of the HEDP Faculty Development Program.
6. Monitor the progress of the Grantee under the program.
7. Terminate the scholarship upon the recommendation of the SHEI and/or DHEI, or for cause.
8. Perform specific responsibilities which include:

HIGHER EDUCATION DEVELOPMENT FUND (HEDF)

- 8.1 Release the financial requirements of the DHEIs relative to the number of approved scholars.
- 8.2 Verify the correctness of the liquidation reports submitted by the DHEI.
- 8.3 Coordinate with the FDP-Technical Staff regarding the operational status of the program for orderly and expeditious action.

CHED REGIONAL OFFICES (CHEDROs)

- 8.4 Conduct information drive on the HEDP- Faculty Development Program.
- 8.5 Coordinate with the Technical Staff of the HEDP Faculty Development Program regarding the operational status of the program for orderly and expeditious action.
- 8.6 Assist the TS in monitoring the progress (including visitations) of the identified DHEI and the faculty scholars.
- 8.7 Facilitate the submission of reports by DHEIs and SHEIs in their region.

HEDP FACULTY DEVELOPMENT PROGRAM TECHNICAL STAFF

- 8.8 Implement the Faculty Development Program.
- 8.9 Process the documents needed for the program.
- 8.10 Coordinate with the CHED Regional Offices regarding the operation of the program.
- 8.11 Monitor and evaluate activities to determine the extent of implementation and operational status of the program.
- 8.12 Act as secretariat to the Technical Working Group
- 8.13 Prepare regular reports based on the progress of the program.
- 8.14 Perform other tasks as may be assigned by the CHED .

Please see attached Scholarship Contract and Memoranda of Agreement.
(Appendices D, E1, E2, and E3).

VIII. RESPONSIBILITIES/TERMS OF REFERENCE OF THE DELIVERING INSTITUTION

1. Assign a program coordinator who will act as liaison officer between SHEI, DHEI and CHED
2. Prepare/facilitate the selection, admission and enrolment of faculty scholars and prepare necessary documents for submission to CHED.
3. Guide/monitor the work of all the scholars in their respective delivering institution.
4. Submit the following reports:

Report

- a. Authenticated copies of registration
- b. Preliminary plan of academic subjects

- c. Photocopy of report rating.

- d. Result of comprehensive examination.

- e. Final report: Certification of Graduation.

Submission Period

- Immediately after registration.
- Within one term after the start of classes for the term following the granting of the scholarship.
- On or before the start of the next term immediately following the term reported.
- One (1) week after release of examination results.
- Within one (1) month after completion.

5. Perform other functions as may be requested by CHED under the faculty development program.

IX. RESPONSIBILITIES OF THE SENDING INSTITUTIONS (SHEI):

1. Recommend the applicant scholar based on the established criteria approved by CHED;
2. Coordinate with CHED in monitoring the progress of the Grantee under the program;
3. Submit to CHED details of information on the following:
 - 3.1 Proposed study and teaching load of the grantee during the duration of the scholarship.
 - 3.2 Provide information on the counterpart cost of SHEI for sending the scholar in the HEDF faculty development program.
4. As much as possible deload the Grantee to enable her/him to concentrate on her/his studies.
5. Promote or upgrade appropriate position whenever legally possible, and upon availability of funds.
6. Provide the full salary of the Grantee for the duration of her/his scholarship.
7. Should the Grantee fail to complete the scholarship as stated in the Memorandum of Agreement and Scholarship Contract within the period specified thereto, the Commission may hold the SHEI solidarily liable with the Grantee for the financial assistance released to the Grantee.
8. Require the Grantee to render return service equivalent to the length of time that the grantee enjoyed the scholarship i.e. one year of service for every year of scholarship or a fraction thereof; or according to the specifications provided in the faculty handbook of the sending institution with respect to the return service. In the case of

- programs being offered every summer (i.e. 3 summers and a regular semester or 4 summers), the return service will be a maximum of two years.
9. Enforce strictly the terms of the scholarship grant, specifically the return service requirement stated above and ensure faithful compliance by the grantee of the terms of the scholarship grant.
 10. Faithfully abide with all existing and future policies of the CHED with respect to the HEDP Faculty Development Program.
 11. Reimburse CHED the total financial assistance released to the scholar in case the SHEI recalls the scholar without valid reason/s and without prior notice to CHED.

X. GRANTEE'S RESPONSIBILITIES:

1. The Grantee shall:

- 1.1 Enrol in the program of study and in the field of specialization approved by CHED;
- 1.2 Devote the amount of time required by the CHED-approved program of study;
 - 1.3 Take the required academic load per semester/term;
- 1.4 Maintain an academic record acceptable to the DHEI.
- 1.5 Follow the regular schedule of academic course offerings prescribed by the DHEI until s/he finishes her/his program within the allotted time;
- 1.6 Render return service to the SHEI which has endorsed her/him for the grant equivalent to the length of time that the scholar enjoyed the scholarship-i.e., one year of service for every year of scholarship or a fraction thereof. This will also hold true even in cases of non-completion of the degree.
- 1.7 Seek and obtain approval in case s/he decides to shift her/his field of specialization. Failure to obtain the approval of CHED shall immediately cause the termination of the scholarship grant and require the faculty scholar to reimburse CHED all the financial support extended under this scholarship program.
- 1.8 Submit a notarized Co-Maker Undertaking and a copy of the latest co-maker's Income Tax Return. (Please see attached Scholarship Contract.)

The co-maker must be other than a faculty or employee of the SHEI/DHEI/CHED.
- 1.9 Seek CHED permission before leaving the country for a period of two weeks or more while the scholarship contract is still in force.
- 1.10 Required to submit receipt for airfare/bus fare - to and from residence (Summer) to the DHEI.

2. Deferment of enrolment shall not be allowed except for the following reasons:

- 2.1 Poor health of Grantee if grant is already on going as certified by a government physician;
- 2.2 Grantee is on maternity leave ;
- 2.3 Meritorious reason acceptable to the concerned SHEI/DHEI/CHED.

Provided that, deferment in these cases shall be limited to a maximum of one (1) year.

XI. CONTRACT

The Grantee shall enter into a contract with CHED and sending institution. These guidelines shall be an integral part of the contract.

The Grantee shall also elect/designate a guarantor who shall sign a Co-Maker Undertaking.

The Grantee shall be furnished a copy of these guidelines.

XII. TERMINATION OF SCHOLARSHIP

The scholarship shall be terminated under any of the following circumstances:

1. The Grantee fails to meet the academic standards set by the delivering institution;
2. The Grantee wilfully fails to enrol in the required academic load of the delivering institution;
3. The Grantee fails to enrol for any term or drops any of her/his courses without the approval of the DHEI and CHED;
4. The Grantee exceeds the time allotted to finish the program;
5. The Grantee resigns or transfers from the sending institution where s/he obtained an endorsement and for which the grant was accommodated; Grantee may be allowed to continue the scholarship if he/she transfers to another HEI, with CHED approval;
6. For other justifiable grounds which prove the inability of the Grantee to complete her/his degree (i.e. poor health of Grantee as certified by a government physician, Grantee will need to go on maternity leave);
7. Non-availability or exhaustion of funds;
8. Commission of any act of immorality, drunkenness, dishonesty, and any other form of misconduct;
9. Conviction of any crime by a court or competent administrative body; and
10. Such other acts as may be considered by CHED as inimical to the interest of the government of the Republic of the Philippines and those that adversely affect the integrity of the Faculty Development Program.

Attached is the procedure for the termination of scholarship (Appendix F).

XIII. REPAYMENT OBLIGATION:

Every grantee is expected to complete her/his scholarship or training program within the specified period and in accordance with the contract s/he has entered into with CHED or its agencies. Upon successful completion of the scholarship the Grantee shall render the required return service.

All financial support extended to the grantee shall be repaid to CHED in case s/he is unable to finish her/his course and/or render the required years of service to SHEI except when the program is terminated due to the lack of funds or death of the Grantee.

Repayment of all financial privileges enjoyed by the Grantee during the period of the grant shall include stipend, school fees, book allowances, and travel allowance. Moreover, if the Grantee is unable to render or repay the service obligation, s/he shall be disqualified from any other future CHED scholarship program.

When a Grantee fails to fulfil her/his service obligation [attached to the privileges enjoyed], either due to unauthorized transfer to another school/institutions or resignation from her/his sending institution, s/he is required to pay to SHEI, in addition to all the privileges enjoyed, the money value of the service obligation based on the salary received at the time of transfer or resignation.

- programs being offered every summer (i.e. 3 summers and a regular semester or 4 summers), the return service will be a maximum of two years.
9. Enforce strictly the terms of the scholarship grant, specifically the return service requirement stated above and ensure faithful compliance by the grantee of the terms of the scholarship grant.
 10. Faithfully abide with all existing and future policies of the CHED with respect to the HEDP Faculty Development Program.
 11. Reimburse CHED the total financial assistance released to the scholar in case the SHEI recalls the scholar without valid reason/s and without prior notice to CHED.

X. GRANTEE'S RESPONSIBILITIES:

1. The Grantee shall:

- 1.1 Enrol in the program of study and in the field of specialization approved by CHED;
- 1.2 Devote the amount of time required by the CHED-approved program of study;
 - 1.3 Take the required academic load per semester/term;
- 1.4 Maintain an academic record acceptable to the DHEI.
- 1.5 Follow the regular schedule of academic course offerings prescribed by the DHEI until s/he finishes her/his program within the allotted time;
- 1.6 Render return service to the SHEI which has endorsed her/him for the grant equivalent to the length of time that the scholar enjoyed the scholarship-i.e., one year of service for every year of scholarship or a fraction thereof. This will also hold true even in cases of non-completion of the degree.
- 1.7 Seek and obtain approval in case s/he decides to shift her/his field of specialization. Failure to obtain the approval of CHED shall immediately cause the termination of the scholarship grant and require the faculty scholar to reimburse CHED all the financial support extended under this scholarship program.
- 1.8 Submit a notarized Co-Maker Undertaking and a copy of the latest co-maker's Income Tax Return. (Please see attached Scholarship Contract.)

The co-maker must be other than a faculty or employee of the SHEI/DHEI/CHED.
- 1.9 Seek CHED permission before leaving the country for a period of two weeks or more while the scholarship contract is still in force.
- 1.10 Required to submit receipt for airfare/bus fare - to and from residence (Summer) to the DHEI.

2. Deferment of enrolment shall not be allowed except for the following reasons:

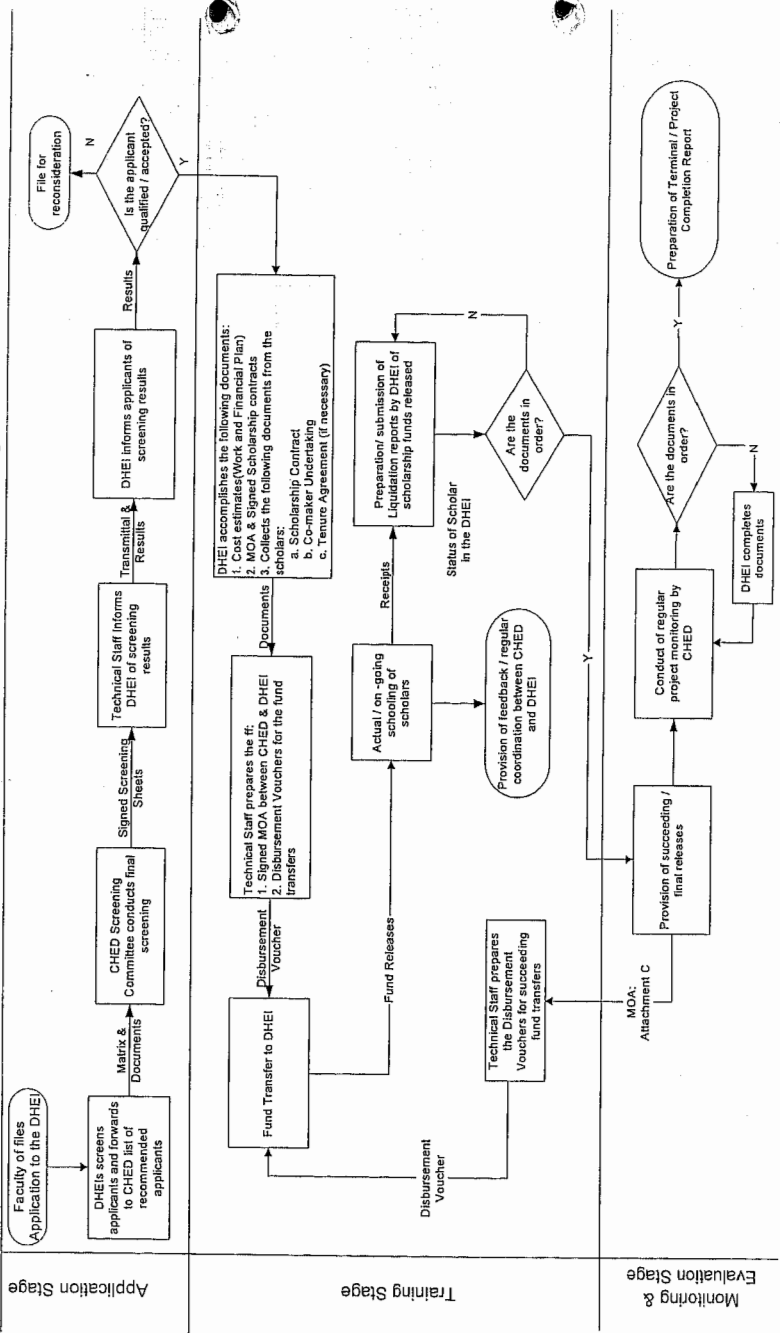
- 2.1 Poor health of Grantee if grant is already on going as certified by a government physician;
- 2.2 Grantee is on maternity leave;
- 2.3 Meritorious reason acceptable to the concerned SHEI/DHEI/CHED.

Provided that, deferment in these cases shall be limited to a maximum of one (1) year.

XI. CONTRACT

The Grantee shall enter into a contract with CHED and sending institution. These guidelines shall be an integral part of the contract.

APPENDIX A: CHED Faculty Development Program Flowchart



APPENDIX B

Name of Delivering Institution: University of the Philippines Diliman
 Faculty: History (Master in History) as of Summer 2003
 Non-thesis/ terminal track program

Name/Address Civil Status	Sex	Age	Home Institution	Designation	Tenure		Status		Subjects Taught	Highest Educational Attainment				DHEI Actio n Rank	CHED Comments Recommendation
					Con t	Perm	Part- Full- Time	Degree		MS/MA units	Institution	Year Earned			
1.	F	22		Instructor (1 year)	✓		✓		Philippine History Rizal Course History	AB (Cum Laude) Asian Studies	18	UST	2002	2	
2.	M	33		Instructor (4 years)	✓		✓		History	AB Social Science Average 2.18		Central Luzon State Univ	1997	3	
3.	F	22		Instructor (1 year)	✓		✓		Asian Civilization/ History	Magna Cum Laude Asian Studies	15	UST	2002	1	
4.	M	27		Instructor (1 year)	✓		✓		History	BSE History Average 84.34		Ateneo de Zamboanga	1997	4	

JEAN C. TAYAG, PHD
 Director-in-Charge
 Task Group, Faculty Development Program

CATHERINE Q. CASTAÑEDA, PHD
 Co-director-in-Charge
 Task Group, Faculty Development Program

MA. CRISTINA D. PADOLINA, Ph.D.

APPENDIX C
Tenure Agreement
(For Private Sending HEIs)

The _____ (Name of School), with present postal address at _____ and duly represented by its president/head _____, hereinafter referred to as "Sending Higher Education Institution (SHEI)";

and

Mr./Ms. _____ (Name of Faculty), of legal age, Filipino, a contractual/probationary faculty of said SHEI, a resident of _____, hereinafter referred to as "Grantee";

And in consideration of the support of the CHED through the Higher Education Development Project (HEDP) Faculty Development Program (FDP) do hereby knowingly agree to the following terms and conditions to wit:

THAT, the SHEI shall give the Grantee a Permanent/Regular Appointment to his/her teaching position in the SHEI upon completion of his/her degree of _____;

THAT, the Grantee shall complete the course training (_____) within the specified period; and

THAT, due to the nature of training, and upon completion of the degree, the Grantee shall render two (2) years uninterrupted return service to the SHEI.

WHEREFOR, both parties, will signify that the above terms and conditions have been discussed to them and that they fully understand and agree to all the terms thereof.

Signed this _____ day of _____, 200__ in the City/Municipality of _____, Philippines.

Head of SHEI

Grantee

SIGNED IN THE WITNESS OF:

HRD Officer
Sending Higher Education Institution

Director-in-Charge
HEDP Faculty Development Program

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) s.s

BEFORE ME, a Notary Public for and in _____ on _____, personally appeared the following to wit:

Name	Community Tax Cert. No.	Date & Place Issued
(Head, Sending HEI)		
(Grantee)		

KNOWN TO ME and to be the same persons who executed the foregoing Scholarship Contract consisting of _____ pages including this page and acknowledgement to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____ 200__.

Notary Public

Doc. No. _____

Page No. _____

Book No. _____

Series No. _____

APPENDIX D



Republic of the Philippines
Commission on Higher Education
Higher Education Development Project
FACULTY DEVELOPMENT PROGRAM
DAP Building, San Miguel Ave., Pasig City

SCHOLARSHIP CONTRACT

(Local Scholarship)

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Scholarship entered into by between and among:

The **COMMISSION ON HIGHER EDUCATION**, government agency with principal office at the DAP Building, San Miguel Avenue, Pasig City, represented herein by its Chairman, **Hon. ROLANDO RAMOS DIZON** and hereinafter referred to as "CHED".

The _____ *Home Institution* through, its head _____ with present address at _____ hereinafter referred to as "SENDING HIGHER EDUCATION INSTITUTION".

and

_____ *Faculty Scholar* of legal age, Filipino and residing at _____ hereinafter called the "GRANTEE".

WITNESSETH

WHEREAS, CHED pursuant to its objective of improving the quality of higher education in the country by upgrading the academic qualifications of university and college teaching faculty in priority fields is empowered to provide scholarships;

WHEREAS, the SENDING Higher Education Institution (HEI), in need of improving the qualifications of its General Education faculty in the identified priority fields of this program, is ready, able and willing to send its faculty to the CHED-Higher Education Development Project

(HEDP) Faculty Development Program (FDP) Scholarship Grant with all its terms and conditions specified in the Contract; and

For and in consideration of the actual financial support for the duration of the scholarship benefits which will be released to Grantee through the Delivering HEI, the SENDING HEI shall allow the GRANTEE to pursue studies leading to the degree in

duration of _____ Program _____ at the _____ University _____ for a
_____ Plan of Study _____ commencing on _____ SUBJECT
TO THE FOLLOWING TERMS AND CONDITIONS:

A. CHED Responsibilities

The CHED shall –

1. Provide financial support to the Grantee for a duration of _____;
2. approve the set of criteria for the final selection of the faculty scholar;
3. approve or disapprove requests in case the faculty scholar shall leave the country for any reason whatsoever during the duration of his/her scholarship contract or the scholarship program;
4. demand faithful compliance by both Sending Institution and the Faculty Scholar of the terms and conditions of the Faculty Development Program;
5. monitor the progress of the grantee under the program; and
6. have the right to terminate the scholarship in consideration of the recommendation of the sending institution.

B. Sending HEI Responsibilities

The Sending HEI shall –

1. Recommend the faculty scholar based on the established criteria approved by the CHED;
2. coordinate with CHED in monitoring the progress of the Grantee under the program;
3. submit to CHED details of information on the following:
 - a. proposed study load of the faculty scholar during the duration of the scholarship; and
 - b. recommended load of the substitute faculty.
4. have the right to recommend the termination of the scholarship due to the following causes:

- a. the Grantee fails to meet the academic standards set by the Delivering HEI;
 - b. the Grantee willfully fails to enroll in the required academic load of the Delivering HEI;
 - c. the Grantee fails to enroll for any term or drops any of his/her courses without the approval of the Delivering HEI and the CHED;
 - d. the Grantee exceeds the time allotted to finish the program;
 - e. the Grantee willfully fails to submit the reports required of him/her on time;
 - f. the Grantee resigns or transfers from the Sending HEI where he/she obtained an endorsement and for which the grant was accommodated;
 - g. for other justifiable grounds which prove the inability of the Grantee to complete his/her degree (i.e. poor health of Grantee as certified by a government physician, Grantee will need to go on maternity leave);
 - h. non-availability or exhaustion of funds;
 - i. any act of discourtesy to an official or employee of the CHED;
 - j. commission of any act of immorality, drunkenness, dishonesty, discourtesy, and any form of misconduct;
 - k. conviction of any crime by a court or a competent administrative body; and
 - l. such other acts as may be considered by CHED as inimical to the interest of the government of the Republic of the Philippines and those that adversely affect the integrity of the Faculty Development Program.
5. decrease the teaching load of the faculty in consultation with the faculty scholar;
 6. provide the scholar the following upon successful completion and return to the home or sending HEI:
 - a. promotion or upgrading of position whenever legally possible; and
 - b. salary upgrading upon availability of funds.
 7. provide the Full Salary of the Grantee during his/her scholarship;
 8. should the Grantee fail to complete the scholarship as stated in the Memorandum of Agreement and Scholarship Contract within the period specified thereto, the Commission may hold the Sending HEI solidarily liable with the Grantee for the financial assistance release to the Grantee;

9. require the Grantee to render return service equivalent to the length of time that he/she enjoyed the scholarship, i.e. one year of service for every year of scholarship or a fraction thereof; or according to the specifications provided in the faculty handbook of the sending HEI with respect to return of service, or such other policies, rules or regulations that CHED may impose pertinent to return of service by the faculty scholar under this scholarship grant;
10. enforce strictly the terms of the scholarship grant, specifically the return of service requirement stated above and ensure faithful compliance by the faculty scholar of the terms of the scholarship grant;
11. faithfully abide with all existing and future policies of the CHED with respect to the Faculty Development Program; and
12. reimburse CHED the total financial assistance released to the scholar in case it recalls the scholar without valid reasons and prior notice to the CHED.

C. Grantee's Responsibilities

The Grantee shall –

1. enroll in the program of study and in the field of specialization approved by CHED;
2. devote the full amount of time required by the CHED approved program of study;
3. take the full academic load per semester/term;
4. maintain an academic record acceptable to the standards of the Delivering HEI;
5. follow the regular schedule of academic course offerings prescribed by the Delivering HEI until he/she finishes his/her program within the allotted time;

Provided that, deferment of enrollment shall not be allowed except for the following reasons:

- a. Poor health of Grantee (if the grant is already on going) as certified by a government physician;
- b. The Grantee is on maternity leave of absence; and
- c. Meritorious reason acceptable to the concerned institute/CHED.

Provided further that, deferment in these cases shall be limited to a maximum of one (1) year.

6. render return service to the sending HEI which has endorsed him/her for the grant and for which the grant has been accommodated equivalent to the length of time that the scholar enjoyed the scholarship one year of service for every year of scholarship

or a fraction thereof. This will also hold for the non-completion of the course including failure to complete the required courses;

7. seek and obtain approval in case he/she decides to shift his/her field of specialization. Failure to obtain the approval of CHED shall immediately cause the termination of the scholarship grant and require the faculty scholar to reimburse CHED all the financial support extended under this scholarship program;

8. reimburse CHED the total assistance released to him/her, in case of willful abandonment of the scholarship, gross misconduct and non-compliance with the terms and conditions stipulated in this contract:

Report

Submission Period

- | | |
|--|---|
| a. Authenticated Copies of Registration | a. Immediately after Registration |
| b. Preliminary Plan of Academic Subjects/Load as Approved by Adviser | b. Within one term after the start of classes for the term following the granting of the scholarship. |
| c. Xerox Copy of Report Rating issued by the school | c. On or before the start of the next term immediately following the term reported |
| d. Results of Comprehensive Examination | d. Two (2) weeks after examination. |
| e. Final Report
Diploma
Transcript of Records | e. Within one (1) month after completion |

9. submit a notarized Co-Maker Undertaking and a copy of the Co-Maker's Income Tax Return for the duration of the scholarship; and

10. seek CHED permission before leaving the country while the scholarship contract is still in force.

IN WITNESS WHEREOF, the parties hereto have signed this scholarship agreement this _____ day of _____ 200__ at Pasig City, Philippines.

Hon. ROLANDO RAMOS DIZON
Chairman, CHED

Head of Sending HEI

Grantee

SIGNED IN THE PRESENCE OF:

Printed Name over Signature

Printed Name over Signature

Notary Public Commission in force until _____

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) s.s

BEFORE ME, a Notary Public for and in _____ on _____, personally appeared the following to wit:

Name	Community Tax Cert. No.	Date & Place Issued
Hon. ROLANDO RAMOS DIZON	23297253	1.3.1.1 Pasig City

KNOWN TO ME and to be the same persons who executed the foregoing Scholarship Contract consisting of _____ pages including this page and acknowledgement to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____ 200__.

Notary Public

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

APPENDIX E



Republic of the Philippines
Commission on Higher Education
Higher Education Development Project
FACULTY DEVELOPMENT PROGRAM
DAP Building, San Miguel Ave., Pasig City

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into by between:

The COMMISSION ON HIGHER EDUCATION, government agency with principal office at the DAP Building, San Miguel Avenue, Pasig City, represented herein by its Chairman, Hon. ROLANDO RAMOS DIZON and hereinafter referred to as "CHED";

and

The (Delivering Institution) through its head, _____ with present address at _____ hereinafter referred to as "DELIVERING HIGHER EDUCATION INSTITUTION".

WITNESSETH

WHEREAS, one of the mandates of CHED is to improve the quality of higher education in the country by upgrading the academic qualifications of university and college teaching faculty in priority fields;

WHEREAS, it was noted that one of the findings of the Presidential Commission on Educational Reform (PCER) state that only 33% of the over 90,000 tertiary level teachers have at least a master's degree;

WHEREAS, to improve the quality of tertiary education, the study recommended the establishment of a faculty development program in every tertiary education institution called as the "Faculty Development in Higher Education" (hereinafter referred to as the "Program") which seeks to upgrade the academic qualifications of tertiary faculty to master's and doctorate degree levels

through the implementation of the Commission on Higher Education-Higher Education Development Project (CHED-HEDP) Faculty Development Program (FDP);

WHEREAS, the FDP is a major component of the six-year HEDP which emphasizes a set of reform-oriented interventions aimed at improving the quality, equity and efficiency of Philippine higher education;

WHEREAS, to enable the members of the Technical Working Group (TWG) on FDP to better prepare for the smooth implementation of the CHED-HEDP FDP, the Pilot Program was undertaken through CHED Resolution No. 2 series of 2002;

WHEREAS, in support of the full implementation of the HEDP, the amount of Two Billion pesos (P2,000,000,000.00) was allocated through the Memorandum of Agreement (MOA) between and among CHED, National Economic and Development Authority (NEDA), Department of Finance (DOF) and Department of Budget and Management (DBM) signed on October 23, 2003 at Westin Philippine Plaza Hotel, PICC Complex, Roxas Blvd., Pasay City;

WHEREAS, CHED has identified the participating HEIs, specifically as Delivering HEIs in the CHED-HEDP FDP through Resolution No. 009, series of 2004 to provide the programs in the identified priority fields to the two hundred (200) scholars for the first year of implementation starting Summer of 2004;

WHEREAS, the 1st year of implementation of the HEDP FDP will be referred to as Phase 1 HEDP FDP; and

Now, therefore, for in consideration of the foregoing premises, the parties agree as they hereby agree, to undertake the following:

A. Designation of Delivering HEI

Upon the selection and recommendation of the CHED-HEDP FDP TWG pursuant to established criteria of competency, record of accomplishment and ability to provide high quality tertiary education, the Delivering HEI is hereby designated to act as one of the higher education institutions (HEIs) where the Program shall be fully implemented;

B. Priority Fields under the FDP

The scholarship grants under FDP shall be implemented in the following priority fields: (English; Natural Sciences [Biology, Chemistry and Physics]; Mathematics; Social Sciences [Anthropology, History, Economics, Philosophy, Political Science, Psychology and Sociology]; Information Technology/Systems; and Engineering).

This is without prejudice however to the inclusion of other priority fields in other HEIs to be identified and selected as Delivering HEI under this Program by the TWG or the CHED.

C. Delivering HEI Responsibilities

The Delivering HEI shall –

1. Select and recommend faculty scholars under the FDP;
 - The qualified applicant must:
 - be a full-time faculty member in any of the identified priority fields and currently teaching in a public or private college or university;
 - have no master's degree;
 - have a good academic record;
 - be a Filipino citizen, not more than 47 years old;
 - be in good health;
 - have no pending criminal/administrative charges or conviction for the violation of any Philippine law. Certification must be obtained from appropriate agencies;
 - be endorsed by the head of the sending institution; and
 - be willing to render the required service obligation in the sending higher education institution for the period equivalent to the length of time the scholarship was enjoyed.
2. recommend to the CHED the faculty scholar who qualified for admission. Attached hereto and made integral part of this agreement (referred to as Attachment A) is the list of the approved program/s including start of and implementation mode of the Delivering HEI under the FDP Phase 1.
3. prepare and implement a non-thesis program/s on a full-/part-time basis.
4. monitor the progress of the faculty scholar under the FDP and to submit a report at the end of every term to CHED on the performance of the scholar;
5. immediately release to the faculty scholar (whenever funds are available from the CHED) his/her allowances i.e. monthly stipend, book allowance at the start of every term and the transportation allowance, if the scholar is entitled thereto in accordance to established criteria to be set by the CHED;
6. confer to the faculty scholar the master's degree in his/her chosen field upon successful completion of the requirements set for the course program;
7. return to CHED all the unexpended balance of the project/study fund and interest thereon together with a complete and proper accounting made of expenses incurred as per the project budget; and

8. produce a comprehensive and thorough report on the conduct and implementation of the FDP.

D. CHED Responsibilities

The CHED shall –

1. Provide the required funding for the education of the approved faculty scholar/s to the Delivering HEI under the FDP, including tuition and other fees, books and materials, transportation and stipend;
2. ensure the funding support for the faculty scholar's education until full completion of the course program; and
3. require that its consent be obtained in the event that the scholar intends to leave the country while the scholarship contract is still in force.

E. Payment of Tuition and other Fees

CHED shall cause the preparation of payment of tuition and other fees pertaining to the faculty scholar under the FDP within fifteen days from receipt by CHED of said billing.

For and in consideration of the aforesaid financial support for the duration of the scholarship benefits which will be released to faculty scholar through the Delivering HEI, the said Delivering HEI shall allow the faculty scholar to pursue and continue his/her studies leading to the degree/s found in Attachment A.

F. Period of the FDP

The scholarship under FDP and undertaken through the Delivering HEI shall be within the period of implementation reflected in Attachment A.

G. Subject to CHED Policies, Circulars and Memoranda

This agreement shall be subject to such existing and future policies, rules and regulations of the CHED relating to the Program and the scholarship grants under said Program, and such other related programs currently being implemented by the Commission or may be established in the future.

H. Termination and Breach

Grounds for Termination:

Before the actual completion of the program herein mentioned, this agreement may be terminated for the following grounds/reasons:

- a. Refusal/Failure of the Delivering HEI without any justifiable reason to comply with any of the provisions of this agreement;
- b. adoption of a resolution by the CHED en banc winding-up the activities of the FDP;
- c. use of the funds other than the intended purposes of the FDP; and
- e. for other similar just causes and grounds.

CHED reserves the right to discontinue its assistance at anytime or upon determining that the results obtained do not justify further activity with the Delivering HEI.

I. Withdrawal by the Delivering HEI

The Delivering HEI cannot withdraw from the FDP without the consent of the CHED and provided that said withdrawal shall not affect adversely the Program in the Delivering HEI.

J. Assessment of the FDP

After a thorough assessment of the performance of the Delivering HEI and the conduct of the FDP under said HEI by the TWG or such other bodies created by CHED tasked to conduct the assessment, CHED and the TWG shall make an assessment of the Program in order to improve the implementation of said Program funded by the Higher Education Development Fund (HEDF) commencing from SY 2004-2009.

K. Severability

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable. Reasonable and necessary amendments may be proposed to any provision hereof by any of the contracting parties. Their incorporation in the agreement shall be upon mutual consent of said parties in writing.

IN WITNESS WHEREOF, the parties hereto have signed this scholarship agreement this
day of _____ 200__ at Pasig City, Philippines.

Hon. ROLANDO RAMOS DIZON
Chairman, CHED

Head of Delivering HEI

SIGNED IN THE PRESENCE OF:

Printed Name over Signature

Printed Name over Signature

16. 1994 Commission on Education

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) s.s.

BEFORE ME, a Notary Public for and in _____ on _____, personally appeared the following to wit:

Name	Community Tax Cert. No.	Date & Place Issued
Hon. ROLANDO RAMOS DIZON	23297253	Pasig City
(Head Delivering HEI) _____		

KNOWN TO ME and to be the same persons who executed the foregoing Scholarship Contract consisting of _____ pages including this page and acknowledgement to me that the same is their own free act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____ 200__.

Notary Public

Doc. No. _____

Page No. _____

Book No. _____

Series No. _____

- 1.2 Release project funds in accordance with its approved WFP equivalent only to submitted and duly taken liquidations, after submission of Work and Financial Status Report, and subject to availability of CHED-HEDF funds.

the IMPLEMENTER shall –

- 2.1 Implement the HEDP FDP strictly in accordance with the approved WFP and relative Attachments;
- 2.2 Issue an Official Receipt for every amount received from the CHED-HEDF Secretariat and open a separate Trust Account with an authorized depository bank most accessible to the project site;
- 2.3 Devote time, project personnel, expertise and resources for the implementation and completion of this project;
- 2.4 Separately keep and maintain any/all necessary Work and Financial accounting books and records for the project which shall be subject to the monitoring and evaluation of the CHED and furnish fully the CHED through the HEDF Secretariat of the certified copies of the documents and required;
- 2.5 Submit detailed annual status and accomplishment reports, Audited Financial Statements at every end of School Year of the project implementation, and a Terminal/Completion and Financial Reports within one month after project completion, to the CHED through the HEDF Secretariat;
- 2.6 All supplies and materials and other property/ies and services purchased out of this project fund shall be for its exclusive utilization;
- 2.7 Return to the CHED all unused balance of the project fund, including any/all income/interest earned/generated from the same, upon completion of the project; and
- 2.8 Abide by the provisions of Commission on Audit (COA) Circular No. 94-013 and other government laws, rules and regulations directly or indirectly pertaining to projects funded either fully or partly by government agencies.

FUNDING AGREEMENT

The CHED shall provide the project fund of _____ (P_____) and release the relative amount in staggered basis according to the Approved WFP for the project and subsequent releases based on CHED-HEDF availability of fund and only after liquidation of the previous fund released and also upon compliance with all the required and necessary project status/accomplishment reports.

DECREASE, DISCONTINUANCE AND TERMINATION OF FINANCIAL SUPPORT

The CHED reserves the right to decrease or discontinue financial support/pre-terminate this project, based on the following conditions:

When funds from the national government or from the proceeds of the HEDF are limited;

When the IMPLEMENTER chooses so, for cause and after giving due notice, not less than thirty (30) calendar days prior to date of pre-termination, in a Sworn Statement (SS) with all the required records and reports included as Annexes to the SS;

Deviation/Violation of any of the provisions stipulated in this Memorandum of Agreement;

Failure of the IMPLEMENTER to implement the project, based on the result of the monitoring and evaluation conducted by the CHED; and

Violation of any of the provisions of COA Circular No. 94-013 and applicable provisions of any/all governing Philippine laws, rules and regulations.

SEPARABILITY CLAUSE

In the event that one or more provisions contained herein shall be held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable.

EFFECTIVITY OF THE AGREEMENT

This Agreement shall take effect retroactive April 2004 upon signing and swearing before a Notary Public of both of the parties and their respective witnesses and on the date of implementation contemplated on the relative Implementing Order of the CHED contracting authority.

IN WITNESS WHEREOF, the parties hereto, through their respective representatives, have hereunto set their hands this _____ day of _____, 200____, Pasig City, Philippines.

NAME OF THE IMPLEMENTER

COMMISSION ON HIGHER EDUCATION

Head of the Institution

Chairman

SIGNED IN THE PRESENCE OF:

Project Leader/Director

HEDF Director

CERTIFIED AS TO AVAILABILITY OF FUND

Chief Accountant, HEDF

APPENDIX F
PROCEDURE FOR THE TERMINATION OF SCHOLARSHIP

- Step 1 The Program Coordinator evaluates the performance of the Grantees and prepares recommendation (including the necessary supporting documents) to the CHED Central Office.
- Step 2 CHED Central Office, through the Technical Staff of the Faculty Development Program (FDP), schedules a meeting with the members of the Technical Working Group (TWG) on the issue elevated by the Program Coordinator.
- Step 3 The TWG conducts evaluation of the recommendation of the DHEI and the documents of the Grantee.
- Step 4 The TWG forwards the recommendation to CHED Central Office for Commission *en banc* (CEB) decision.
- Step 5 The TS informs the DHEL, the Grantee and the SHEI of the CEB decision.
- Step 6 The TS prepares letter informing the Grantee of the requirements (specified in the contract) that must be submitted to the Commission.

APPENDIX G

GUIDELINES FOR FUND RELEASE AND LIQUIDATION

I. Fund Transfer

The fund assistance comes from public funds and are subject to government procedures on disbursement and audit. CHED will transfer the required amount directly to the DHEIs to cover the scholarship grant and administrative expenses for the Faculty Development Program. The release will be based on the actual enrolled students and subject for liquidation.

II. Liquidation Requirements Prior to Subsequent Release

Releases shall be based on the actual enrolled scholars. Subsequent releases shall be made after the liquidation by the DHEIs for the last term of one phase has been done. The following should be submitted:

1. Liquidation Report (Appendix M)
2. Report of disbursement and Report of checks issued (Appendix N)
3. Additional requirement deemed necessary (e.g. all Xerox copies attached should be certified as true copy).

Reports of checks issued (RCI) and Report of Disbursement (RD) must be certified by the Chief Accountant and approved by the Head of Implementing Agency for State Universities and Colleges (SUCs) and duly verified by the Resident Auditor. For private institutions, RD must be certified by the Chief Accountant and noted by the Head of institution. RD must also be supported by original official receipts, duly signed payrolls and equivalent.

III. Administrative Cost

1. A maximum of 3% administrative cost is allocated for all the DHEIs. Administrative cost shall be limited to expenditures for consumable materials such as papers, printer inks/toner etc. They shall also be subject to the usual government auditing and accounting procedures. A separate amount to cover the monthly honorarium of the DHEI Coordinator (P2,000.00 per month) shall be provided. The guidelines pertaining to Program Coordinators are discussed in Appendix O.

APPENDIX H

TRAVEL EXPENDITURES

I. Legal Basis

The grant of travel subsidy for individuals shall be based on Executive Order No. 298 entitled "Amending Further Executive Order No. 248 dated May 29, 1995 as amended by Executive Order NO. 248-A dated August 14, 1995, which Prescribes Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel", a copy of which is found in Appendix L.

II. Persons Authorized to Travel

Authorized Person	Specifics/Details
1. DHEI Coordinators	➤ Travel and transportation expenses of DHEI Coordinators may be charged to the Project funds when invited to attend meetings called for by the Commission. <i>These shall be taken from the 3% administrative cost.</i>
2. Faculty Scholar/ Grantee	➤ Grantees may apply for transportation subsidy if the place of residence is at least 50 km from the delivering institution (DHEI).
	➤ Approved application for transportation allowance (one round trip ticket: air, land or sea) may only be enjoyed by the Grantee once in a Summer term. For those regular semesters or trimesters, the benefits specified in the "privileges" (page 6 of this document) shall be followed. Transport expenses in excess of the abovementioned shall be shouldered by the faculty scholar/Grantee.

III. Allowable

1. Claim for reimbursement of travel expense above P800.00 may be allowed, *Provided*, that a certification by the institution's project coordinator is issued regarding its absolute necessity and the appropriate bills and receipts are presented.

2. The allowable class for air travel is the economy class. The allowable hotel class is a 3-star certified hotel. Transport and lodging expenses beyond these classes should be supported by a written justification acceptable to the Chairman of the Commission (CHED).
3. No claim shall be allowed within the limits of the city or municipality, or in the case of the National Capital Region (NCR), within the Metropolitan Manila Area, where the permanent official station is located. Claim for travel expenses within the 50-km radius from outskirts of the city or municipality where the permanent official station is located shall be allowed upon presentation of appropriate bills.
4. Officials or employees of the DHEIs or the DHEI coordinators, may withdraw cash advances subject to the approval of their authority to travel/travel order (Appendix I) and itinerary of travel (Appendix J). Upon completion of the travel, the authorized personnel shall submit to the account officer the required documents specified in Item IV of this Appendix as part of the liquidation report of the DHEI.
5. Where the trip is cancelled or cut-short, the cash advance or balance shall be returned to this Project's fund.
6. If the trip exceeds the approved itinerary, incurred expenses may be paid only when the following are submitted:
 - 6.1 a written justification approved by the project coordinator or head of home institution
 - 6.2 if the travel exceeds one (1) calendar month, the approval of the Chairman of the Commission or his designated official shall first be secured.

If the aforementioned requirements are not satisfied, the travel Grantee shall shoulder the excess of the travel expenditures.

7. Any official, coordinator or person authorized to travel who extends the travel duration due to sickness shall not be entitled to additional per diem or reimbursement of expenses because no service was rendered.
8. All allowable expenses shall be subject to the availability of project funds and to the usual auditing and accounting procedures.

IV. Liquidation Requirements

1. Coordinators
 - 1.1 CHED invitation to attend a meeting;
 - 1.2 Authority to attend the meeting signed by the head of the institution;
 - 1.3 Itinerary of travel
 - 1.4 Certificate of travel completed
 - 1.5 Certificate of appearance or attendance sheet during the meeting
 - 1.6 Certificate of Absolute Necessity (for travel expenses beyond P300.00)
 - 1.7 Justification for (if necessary)
 - 1.7.1 Extension of travel (approved by the coordinator/head of the pilot center/delivering institution and the CHED Chairman)
 - 1.7.2 Non-compliance with the allowed class of transportation and hotel accommodation
 - 1.8 Proofs of billing (original copy and if beyond P800.00)
 - 1.8.1 Airline, ship and bus ticket
 - 1.8.2 Hotel receipts
 - 1.8.3 Meal receipts
 - 1.8.4 Reimbursement of Expense Receipt (RER) for taxi fare (inclusive of transportation expense) reflecting the following details:
 - 1.8.4.1 Name and signature of the taxi driver
 - 1.8.4.2 Plate number and the registered name of the cab
 - 1.8.4.3 Witness
2. Faculty Scholar/Grantee
 - 2.1 Application for transportation subsidy by the faculty scholar indorsed by the DHEI.
 - 2.2 Approval of the request (from CHED)
 - 2.3 Itinerary of travel
 - 2.4 Payroll (recipient/Grantees)
 - 2.5 Justification for (if necessary)
 - 2.5.1 Extension of travel (approved by the coordinator/head of the DHEI and the CHED Chairman)
 - 2.5.2 Non-compliance with the allowed class of transportation
 - 2.6 Proofs of billing (original copy)
 - 2.6.1 Airline, ship and bus ticket

APPENDIX I

AUTHORITY TO TRAVEL

Institute/Department : _____

College : _____

University : _____

Address : _____

AUTHORITY TO TRAVEL

NAME :

POSITION :

OFFICIAL STATION :

DESTINATION :

PERIOD OF TRAVEL :

PURPOSE OF TRAVEL :

ESTIMATED COST :

CHARGEABLE AGAINST :

RECOMMENDING
APPROVAL:

APPROVED:

Project Implementer
Printed Name and Signature

Project Coordinator
Printed Name and Signature

APPENDIX K
CERTIFICATE OF TRAVEL COMPLETED

Institute/Department : _____
College : _____
University : _____
Address : _____

CERTIFICATE OF TRAVEL COMPLETED

(Institution Head-President/Dean)
Printed Name and Designation

(Institution)
Official Station

Date

I CERTIFY that I have completed the travel authorized in Itinerary of Travel No. _____
dated _____ under the conditions indicated below:

- () Strictly in accordance with the approved itinerary
- () Cut short as explained below.
Note: Excess payment was refunded.
Attached: O.R. No. _____ dated _____ for P _____
- () Extended as explained below. Additional itinerary was submitted.
- () Other deviation as explained below.

EXPLANATIONS OR JUSTIFICATION:

Evidences of travel attached hereto:

Respectfully submitted:

Officer/Employee
(Printed Name and Signature)

I hereby attest that the travel was actually undertaken based on the attached documents
and on my personal information.

(Institution Head-President/Dean)
Printed Name, Signature and
Designation

* Italicized items may be changed.

APPENDIX M

LIQUIDATION REPORT		No.: _____
Agency _____		Date: _____
PARTICULARS		Responsibility Center Code: _____
		Amount
TOTAL AMOUNT SPENT _____ →		
AMOUNT OF CASH ADVANCE PER DV NO. _____ DTD. _____ →		
AMOUNT REFUNDED PER OR NO. _____ DTD. _____ →		
AMOUNT TO BE REIMBURSED _____ →		
A Certified : Correctness of the above data <div style="text-align: center; margin-top: 20px;">_____</div> <p style="text-align: center;">Claimant</p>	B Certified: Purpose of travel/cash advance duly accomplished <div style="text-align: center; margin-top: 20px;">_____</div> <p style="text-align: center;">Immediate Supervisor</p>	C Certified: Supporting documents complete and proper <div style="text-align: center; margin-top: 20px;">_____</div> <p style="text-align: center;">Head, Accounting Unit</p>
		JEV No. _____

APPENDIX O
PROGRAM COORDINATORS

I. The Program Coordinator

The successful implementation of the HEDP FDP lies heavily on the Program Coordinator per DHEI. The responsibilities of the DHEI specified in Item VIII (page 8 of this document) are the basic tasks/functions of the program coordinator.

II. Basic Rules

The following rules for Program Coordinator/s shall be adopted:

1. There will only be one Coordinator per DHEI to be recommended by the institution, regardless of number of priority fields offered. The DHEI will not be prohibited from appointing a coordinator per priority field, but their honorarium will not be shouldered by CHED. A CHED Special Order (CSO) shall be issued after the DHEIs have identified their Coordinators.
2. Travel and transportation expenses of DHEI Coordinators may be charged to the Project funds when invited to attend meetings called for by the Commission. *These shall be taken from the 3% administrative cost.*
3. Every Program Coordinator is entitled to a monthly honorarium. The rate/s to be adopted is specified in the table below:

No. of Scholars	Honorarium per Month
At most 20	P 2,000.00
21-30	P 2,500.00
31-40	P 3,000.00
41-50	P 3,500.00
More than 50	P 4,000.00

APPENDIX P
SELECTION CRITERIA FOR THE
DELIVERING AND SENDING INSTITUTIONS

The successful implementation of the HEDP FDP depends to a great extent on the type of higher education institutions that will become partners of the Commission in this Program, they are the delivering and the sending institutions. The delivering higher education institutions (DHEIs) are the schools that will provide the degree to the Grantees while the sending higher education institutions (SHEIs) are the home institutions of the faculty scholars.

Results of analysis of available data together with the previous experience of scholarships undertaken by other government agencies, show that lessons learned once a pilot project is undertaken would become very useful to the implementation of the main project. Hence, the criteria were set for the selection of participating HEIs to the Program. Below were the standards used in the selection of DHEIs and SHEIs.

The DHEIs must possess the following:

- ❖ a Center of Excellence (COE)/Center of Development (COD) in the priority or allied fields ;
- ❖ with at least Level III accreditation;
- ❖ with licensure examination results higher than the national passing rate;
- ❖ with available consortium arrangements and the willingness to offer the program based on the previous survey conducted; and
- ❖ a CHED-FAPE (Fund for Assistance to Private Education) Graduate Center with excellent and high quality assessment in priority or allied fields.

In the identification of the SHEIs, on the other hand, the following criteria were used:

- ❖ at least 40% of the faculty possesses only bachelor's degree;
- ❖ preference shall be given to HEIs with at least 2,000 higher education enrolment and to specialized institutions offering one or two programs (IT and Engineering) with at least 500 enrolment;
- ❖ with program offerings in the identified priority fields; and
- ❖ willing to develop the core faculty and the region where the institution is situated.

APPENDIX Q
IMPORTANT CUT-OFF DATES

Below are important dates that the DHEIs and SHEIs must meet to facilitate the smooth implementation of the Program.

Activity	Due Date
Deadline of application and submission of supporting documents to the DHEIs.	To be determined by the DHEIs.
Deadline of submission of recommended faculty scholars by DHEIs to CHED Central Office.	To be determined by the DHEIs.
Conduct of screening by CHED Screening Committee of recommended applicants.	To be determined by the CHED Central Office Screening Committee.
Deadline of submission to CHED Central Office of Work and Financial Plan by DHEI.	To be determined by the DHEIs.
Deadline of submission of liquidation documents by DHEIs to CHED Central Office for the current fund release.	Before the end of December of the current year.