



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

CHED Memorandum Order

No. 07

Series of 2005

SUBJECT : GUIDELINES FOR CHED SUPPORT FOR PAPER  
PRESENTATIONS IN INTERNATIONAL CONFERENCES

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In consonance with 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, and pursuant to CEB Resolution No. 053 Series of 2005, CHED hereby issues the Implementing Guidelines for CHED Support for Paper Presentations in International Conferences, for immediate dissemination.

Pasig City, Philippines March 22, 2005

  
FR. ROLANDO V. DE LA ROSA, OP  
Chairman

## **GUIDELINES FOR CHED SUPPORT FOR PAPER PRESENTATIONS IN INTERNATIONAL CONFERENCES**

Regional/international conferences provide an excellent opportunity for disseminating research results at the same time exposing researchers to latest developments in their fields of specialization. The *Support for Paper Presentations in International Conferences* shall provide financial assistance to enable local researchers to participate in international conferences/seminars/workshops/fora.

### **II. Objectives:**

1. To provide financial support to enable scientists/researchers/scholars to present their research outputs in international conferences/seminars/workshops/fora;
2. To provide opportunities for local higher education researchers to disseminate their research findings, exchange ideas with peers at the same time learn from and contribute to the world's pool of expertise and knowledge in/on higher education; and
3. To encourage and nurture the development of higher education scholars/researchers.

### **III. Eligibility:**

The grant is open to any Filipino national who is:

Full-time faculty or researcher/scientist working in a research unit of a higher education institution in the Philippines whose paper has been accepted for oral presentation in an international conference/seminar/workshop/forum provided said paper has not been presented in another fora.

### **IV. Subject of Accepted Paper:**

The paper for presentation should be related to CHED priority areas and topics identified in the NHERA and categorized according to (a) disciplines, and (b) higher education research thrusts:

a). Across higher education disciplines, the priorities are as follows:

- Engineering, Maritime Studies and Architecture
- Humanities, Social Science and Communication
- Agriculture and Fisheries
- Science and Mathematics
- Health and Health-related disciplines
- Information Technology
- Teacher Education
- Law and Criminology

b) Priority research areas in higher education, namely:

- Program/curricular assessment studies
- Equivalency and accreditation
- Policy-oriented studies
- Studies on financing higher education
- Economics of education
- Governance and management of higher education
- Quality assurance
- Rationalization of education system
- Model building studies
- Institution building studies
- Labor market studies

#### V. The Grant

The grant shall cover:

- Registration fee
- Roundtrip economy airfare to foreign country where the conference will be held
- \$100 per diem for duration of the conference plus one day

Applicants are encouraged to apply for waiver of registration fee and obtain counterpart funding from other sources

Application procedure

- Applications must be submitted in the prescribed format (see Attachment "A") and should reach CHED at least two months before the date of the conference.
- 3 sets of the following documents should be submitted with the application:
  - a) The paper (full text) to be presented at the conference
  - b) Applicant's bio-data
  - c) Photocopy of the Letter of Invitation and Acceptance Letter
  - d) Photocopy of the brochure about the conference
  - e) Endorsement of HEI (Recommendation Letter of the President)
  - f) Details of financial assistance (e.g. amount, coverage, proposed utilization) in case the applicant is expecting to get some financial assistance from sources other than CHED

#### VI. Conditions:

1. A Higher Education Institution (HEI) shall nominate only one application for a specific conference. If there are two or more applications from the same institution for the same conference, only one candidate should be endorsed by the HEI to CHED considering the field of specialization, theme of the conference, etc. In the case of co-authored papers, only one author should be endorsed by the institution for the grant.
2. An institution shall be limited to three slots per year.
3. CHED shall not be responsible for applications received late due to postal delay or loss in postal transit, etc.
4. The financial assistance shall be provided directly to the applicant beneficiary.

5. Immediately after getting the approval of the support, the applicant shall sign a contract with CHED stipulating the terms and conditions of the grant.
6. It will be the applicant's responsibility to make his/her travel arrangements, i.e., visa, foreign exchange permit, ticket, etc. A photocopy of the travel documents must, however, be submitted to CHED.
7. Within one month after the return from the conference/seminar, the grantee shall submit:
  - a) A Conference Organizer's certification or proof that the beneficiary (name) presented the approved paper during the conference
  - b) A travel report indicating highlights of the conference, observations, learnings and recommended follow thru actions.
8. Within a year after the conference, the grantee shall present the paper in a local forum.

Attachment A

## Application Form for Travel Grants

Please paste a recent & self attested passport size photograph of the self
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1. Name of the applicant (Dr./Mr./Miss/Mrs.)
2. Status
3. Spouse Name (if married)
4. Nationality
5. Sex
6. Date of Birth
7. Passport No. :
8. Mailing Address (with Telephone No., Fax No./e-mail, if any)
  - (i) Official
  - (ii) Residential
9. Academic/Professional Qualifications/ Curriculum Vitae (attach supporting documents)
10. Field of specialization of research work.
11. Details of the Govt. and other sponsorship/assistance/funding availed of and international conference/seminar/meeting/workshop etc. attended in the last three years (title of the conference, dates, venue, how funding was arranged, etc.)
9. Details of the Conference/Seminar/ Meeting/ Symposium/ Workshop etc. where the paper has been accepted by organizers for presentation
  - a) Name of the Conference.....
  - b) Venue of conference.....
  - c) Date(s) of conference .....
  - d) Broad theme(s) of conference.....
  - e) Name and address of the organizing/convening Institution (including Telephone numbers, e-mail address and web-site address, if available).....
  - f) Registration fee .....

13. Details of the paper accepted for presentation (photocopy of the letter of acceptance of the paper by the organizers for presentation should be enclosed)

- a) Title
- b) Subject area
- c) Tentative/Expected date of presentation

14. Proposed date of departure from the Philippines for attending the event and expected date of return.

15. The benefits expected to be derived by virtue of attending the event.

16. Breakdown of Travel Assistance (In case the applicant is expecting or has obtained some financial assistance from source(s) other than CHED)

Particulars	Amount		
	A. CHED Support	B. Support from other sources	Total CHED Support (A - B)
1. Airfare economy class (to and from) by shortest air route between Philippines and country when paper is to be presented			
2. Per diem (\$100) for duration of conference plus 1 day			
3. Registration fee (in case waiver has been sought)			
4. Other expenditure			

I hereby declare that all the particulars given in this application are correct. I have not hidden any such fact/information available with me as must be necessarily brought to the notice of CHED). I will satisfy all the terms and conditions prescribed by CHED. I also agree to be penalized by CHED as deemed fit by it for the terms and conditions not satisfied by me.

Place:

Date:

Signature of the applicant

Note: The application must contain clear, correct, complete information, with no erasure(s), and with complete attached documents.