



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

CHED MEMORANDUM ORDER

No. 20

Series of 2005

**SUBJECT: NEW PROCEDURE FOR THE ADMINISTRATION AND PROCESSING OF CHED SCHOLARSHIPS, LOANS AND GRANTS-IN-AID PROGRAMS**

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In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", the Constitutional mandate that "the State shall establish and maintain a system of scholarship grants, student loan program, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged (Art XIV, Sec. 2(3)) and CHED Resolution No.047-2005, this Commission hereby issues the **NEW PROCEDURE FOR THE ADMINISTRATION AND PROCESSING OF CHED SCHOLARSHIPS, LOANS AND GRANTS-IN-AID PROGRAMS**. Consequently, all concerned are hereby informed, enjoined and directed, thus:

1. **OBJECTIVES.** To ensure that CHED's students financial aid reaches the beneficiaries on time and be targeted to the qualified and needy students, a streamlined and simplified payment process is effected starting academic year 2005-2006.
2. **COVERAGE.** The new guidelines on the administration of CHED scholarship programs apply only to CHED scholarship, loans and grants-in-aid programs such as :
  - a. State Scholarship Program (SSP)
  - b. Selected Ethnic Group Educational Assistance Program (SEGEAP)
  - c. National Integration Study Grant Program (NISGP)
  - d. CHED-DND-NPUD Study Grant Program for MNLF Officer Integreees
  - e. OPAPP-CHED Study Grant Program for rebel Returnees
  - f. Private Education Student Financial Assistance Program(PESFA)
  - g. CHED Solo Parents Study Grant Program
  - h. Student Financial Assistance Program for Strong Republic (STUFAP)
  - i. Student Loan Fund for Region V
  - j. Scholarship Program for Bright Muslim Mindanaon
  - k. CHED-DND-PASUC Scholarship Program
  - l. Student Scholarship Program in Bachelor of Science in Education for Selected State Universities and Colleges
  - m. CHED Special Study Grant For Congressional Districts

This new guidelines does not cover the following programs:

- a) Study Now Pay Later Program (SNPLP)
  - b) SMLF Agritech Program
  - c) Iskolar ng Mahirap na Pamilya Program
3. **SLOT ALLOCATION PROCESS:** CHED Office of Student Services (CHED-OSS) determines slot allocation for CHED Regional Offices based on the formula for slot allocation.
4. **FUND ALLOCATION TO HIGHER EDUCATION INSTITUTIONS.** CHED REGIONAL OFFICES shall allocate the funds received from the Central Office equitably to participating HEIs following the approved policies and guidelines of CHED scholarship, loans and grants-in-aid programs .
5. **MANAGEMENT OF CHED SCHOLARSHIP PROGRAMS.** The roles and responsibilities of CHED offices and participating Higher Education Institutions are as follows:

**5.1. CHED Office of Student Services (CHED-OSS)**

- a) Formulates the new guidelines for the processing of CHED scholarship, loans and grants-in-aid programs ;
- b) Determines regional slot allocation for the CHED scholarship, loans and grants-in-aid programs;
- c) Monitors, and evaluates the implementation of the revised procedures in the processing of CHED scholarship, loans and grants-in-aid programs by the CHED Regional Offices.
- d) Prepares regular report on the management and administration of CHED scholarship, loans and grants-in-aid programs by the regional offices;

**5.2. CHED REGIONAL OFFICES**

- a. Allocate the slots and funds for the implementation of the program to participating HEIs;
- b. Orient the participating HEIs on the policies, rules and regulations governing the CHED scholarship, loans and grants-in-aid programs
- c. Enter into a **MEMORANDUM OF AGREEMENT (MOA)** with participating higher education institutions for the administration of CHED scholarship, loans and grants-in-aid programs
- d. Monitor, assess and evaluate the implementation of the program by the participating higher education institutions.
- e. Prepare regular report on the management and administration of CHED scholarship, loans and grants-in-aid programs by the participating higher education institutions.

**5.3 PARTICIPATING HIGHER EDUCATION INSTITUTIONS** shall implement CHED scholarship, loans and grants-in-aid programs as indicated in the approved policies and guidelines. The participating HEI would be required to:

- a) Enter into contract with the CHED Regional Office in the administration of CHED scholarship, loans and grants-in-aid programs.
- b) Brief the grantees on the regulations of the scholarship programs of CHED together with CHED scholarship coordinators.
- c) Submit to CHED within two weeks after the closing of enrolment the list of scholars together with their accomplished certificate of enrolment;
- d) Decide on the termination of the scholarship programs of CHED beneficiaries, appeal for reconsideration/reinstatement of terminated grantees, and act on requests for transfer to another school, shifting of course, deterrment, financial assistance for summer and other matters similar nature;
- e) Maintain a Student Financial Assistance Unit to manage the scholarship programs of CHED in their respective institutions;
- f) Keep a separate accounting records of the scholarship programs of CHED subject to periodic inspectorial visit by CHED finance personnel and/or COA resident auditor;
- g) Submit to CHED report of the status of the scholarship programs of CHED every semester/term months of the calendar year;
- h) Recommend measures for the improvement of this program.

**6. MONITORING AND EVALUATION.** All Regional Offices shall monitor, assess and evaluate the administration of scholarship programs by the participating higher education institutions. They shall prepare regular report on the status of fund releases and the overall administration of scholarship programs by the participating higher education institutions. These reports shall be regularly submitted to CHED Office of Student Services every semester/term.

**7. TERMINATION AND BREACH.** Students in Philippine Higher Education Institutions are eligible to apply and receive a variety of scholarships, grants and loans provided by the Commission on Higher Education. Higher education institutions which are designated by CHED to administer its scholarship, loans and grants-in-aid programs should distribute funds to qualified poor, deserving and disadvantaged students.

Participation on Higher Education Institutions in the administration of CHED scholarship, loans and grants-in-aid programs may be terminated due to :

- a) Refusal or failure of HEI without any justifiable reason to comply with the Policies and Guidelines on various CHED scholarship,

- loans and grants-in-aid programs and with any provisions of the MOA between CHED and HEI;
- b) Misrepresentation or fraud by HEI, its faculty and staff or by student beneficiaries;
  - c) For other similar just causes and ground.

In case of misuse of CHED's funds, administrative and other liability as may be appropriate shall be accorded to participating higher education institutions.

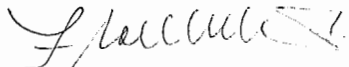
- 8. Administrative Fee:** CHED shall provide 2 % administrative fee to participating higher education institutions when such provision is in the governing policies and guidelines of CHED scholarship, loans and grants-in-aid programs.
- 9. EFFECTIVITY.** This set of guidelines shall take effect in the first semester of SY 2005-2006 and shall continue to be in effect until the scholarship programs of CHED are terminated due to exhaustion of funds.

Immediate dissemination of this CHED Memorandum Order is hereby enjoined.

For proper guidance and strict compliance of all concerned.

Issued this 30<sup>th</sup> day of April 2005.

For the COMMISSION:



**FR. ROLANDO V. DE LA ROSA, OP**  
Chairman



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

**EXCERPTS FROM THE MINUTES OF THE 237<sup>TH</sup> COMMISSION MEETING HELD ON THE 14th DAY OF FEBRUARY 2005 AT THE 5<sup>TH</sup> FLOOR, DAP BUILDING, SAN MIGUEL AVENUE, PASIG CITY**

Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted by the Commission en banc, thus:

**RESOLUTION 047 - 2005**

**RESOLVED. AS IT IS HEREBY RESOLVED,** the Commission **approved** the " *New Procedures for the Administration of CHED Scholarship Grants SY 2005-2006*" subject to the following revisions:

1. That the scholarships covered by the guidelines be specifically indicated;
2. That the guidelines have reference to its Annex A;
3. That the diagram in Annex A define, the relationship between the students and CHED and between CHEDRO and CHED-OSS;
4. That the sanctions against HEIs in case of misuse, and other violations of the guidelines **not** be limited to the HEI's disqualification from the administration of CHED scholarships but should also include administrative and other

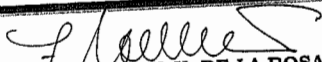
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Continuation of Resolution 47-2005

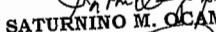
liability as maybe appropriate;

5 .That the guidelines include the administrative fee for operational costs given to the HEIs for their part in the administration of CHED scholarships.

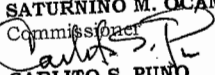
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FR. ROLANDO V. DE LA ROSA  
Chairman

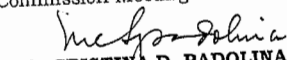
14 February 2005 Commission Meeting

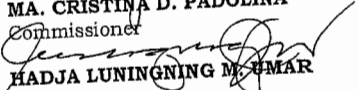
  
SATURNINO M. OCAMPO, JR.

Commissioner

  
CARLITO S. PUNO

Commissioner

  
MA. CRISTINA D. PADOLINA  
Commissioner

  
HADJA LUNINGNING M. HMAR  
Commissioner

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