



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

CHED MEMORANDUM ORDER

No. 29
Series of 2005

SUBJECT: RULES AND REGULATIONS FOR THE CHED SPECIAL STUDY
GRANT PROGRAM FOR THE FINANCIALLY DISADVANTAGED
STUDENTS OF THE 2ND DISTRICT OF SORSOGON AND THE
4TH DISTRICT OF CAMARINES SUR

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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 Commission en banc Resolution No. 042-2005, the Commission acting on instruction from the President of the Republic approved the allocation of P1 million pesos each to the 2nd District of Sorsogon and the 4th District of Camarines Sur sourced from the Higher Education Development Fund. Each of the Congressional Districts shall have fifty (50) scholar beneficiaries who will be provided with P5,000.00 assistance per year for four (4) years.

The enclosed rules and regulations are hereby adopted and promulgated by the Commission.

Immediate dissemination of this CMO is hereby enjoined.

For proper guidance and strict compliance of all concerned.

Issued this 16th day of August 2005, Pasig City .

For the Commission

CARLITO S. PUNO, DPA
Acting Chairman

Cc: CHEDRO V
OSS, HEDF

RULES AND REGULATIONS FOR THE CHED SPECIAL STUDY GRANT PROGRAM FOR THE FINANCIALLY DISADVANTAGED STUDENTS OF THE 2ND DISTRICT OF SORSOGON AND THE 4TH DISTRICT OF CAMARINES SUR

I. Rationale

The Commission on Higher Education established the study grant program in the light of the recognized need to continually and appropriately address the thrust of access to higher education.

The 2nd District of Sorsogon and the 4th District of Camarines Sur are considered depressed, disadvantaged and underserved (DDU) communities. By providing the poor but deserving students in the said Congressional Districts opportunities to obtain college education, there is a better chance for progress and development to take place.

II. Objectives

The study grant program aims to:

1. Provide financial assistance to bright but financially handicapped students
2. Help in the development efforts of the Congressional Districts by providing educational opportunities to their youth - the future leaders, professionals and role models.

III. General Criteria of Eligibility

The applicant must:

1. have a grade point average (GPA) of 82% or higher in 4th year high school or in the previous semester in college
2. be a natural born Filipino citizen and a permanent resident of either the 2nd District of Sorsogon or the 4th District of Camarines Sur;
3. not be more than 30 years of age at the time of application
4. be of good moral
5. be in good health
6. be financially incapable to pursue college education and whose parents' annual gross income does not exceed P150,000.00
7. not be presently enjoying any form of scholarship/grant from the Philippine government
8. have complied with the admission requirements of the institution where he/she intends to enroll

IV. Application Requirements

The applicant must submit the following to the office of the Congressman:

1. 4th year High School card (Form 138) for incoming freshmen or Report of Ratings of last semester attendance in college for other qualifiers
2. Copy of latest BIR Income Tax Return (ITR) of parents/guardian or Certificate of Exemption from Filing ITR issued by BIR
3. Certified true copy of Birth Certificate
4. Health Certificate from a licensed physician
5. Certificate of Good Moral Character from guidance counselor/principal
6. Certification of Residency from barangay captain
7. Certificate of Non-Enjoyment of Scholarship/Grant from the Philippine government issued by the college registrar
8. Certificate of admission to a college/university

V. Operating Procedures

The following are the procedures in availing of the grant :

1. Students
 - Secure Application Form from the Office of the Congressman concerned
 - Submit the filled-up Application Form together with the required documents to the Office of the Congressman
2. Office of the Congressman
 - Screen applicants through a Committee (with a representative from CHEDRO V as member) and criteria established by the Office of the Congressman for the purpose.
 - Issue Certificate of Eligibility for Scholarship to the selected grantees and also inform applicants who failed in the selection process
 - Submit to CHED Regional Office (CHEDRO) V the list of grantees in accordance with the prescribed format duly signed by the Chairman of the Screening Committee and the Congressman of the District.
3. CHEDRO V
 - In coordination with the Office of the Congressman, orient the selected grantees on the rules and regulations of the program
 - Indorse to the Office of Student Services (OSS), copy furnish Higher Education Development Fund Secretariat (HEDFS), in hard and soft copies, the masterlist of grantees under the program

4. OSS

- Put in the data bank information about the grantees
- Prepare vouchers for financial benefits of grantees and submit to HEDFS

5. HEDFS

- Transfer funds to CHEDRO V, copy furnish OSS Notice of Transfer

6. CHEDRO V

- Release financial assistance to grantees through the Office of the Congressman concerned or HEIs where the grantees are enrolled, or in accordance with the modality it deemed appropriate and efficient.
- Submit liquidation report to HEDFS copy furnished OSS

VI. Financial Benefits

The 2nd District of Sorsogon and the 4th District of Camarines Sur has an allocation of (50) scholarship slots each under the program.

Each grantee shall receive P2,500.00 per semester or a total of P5,000.00 per year to cover tuition and other school expenses. The grantees shall enjoy said financial benefits for four (4) academic years.

VII. Scholarship Conditions

1. The grantee, upon receipt of the Certificate of Eligibility for Scholarship, shall inform the Office of the Congressman concerned of his acceptance or rejection of the grant.
2. If the grantee has decided to accept the grant, he shall enroll immediately at the opening of the semester
3. The grantee shall enroll in any four-year degree course preferably in a state college/university
4. The grantee shall carry a full semestral load as prescribed in the course curriculum of the admitting school and finish the course within the prescribed duration.
5. The grantee shall maintain satisfactory academic performance in accordance with the policies and standards of the school.
6. Failure in two academic subjects within a given semester shall be a cause for termination of the study grant.
7. The study grant is deemed terminated when an awardee is found guilty of gross violation of rules and regulations of the school or of acts inimical to the integrity of the program.
8. Upon completion of the course, if employment opportunity is available, the grantee shall serve in the Congressional District of his residence on full time basis along his field of specialization for a minimum period equivalent to the length of time he enjoyed the study grant.

VIII. Replacement Policy

1. The Office of the Congressman may fill-up the scholarship slots vacated by grantees, subject to the following conditions:
 - a) The replacee has met the qualification requirements of the program and was properly screened by the Committee
 - b) The replacee shall be, as much as possible, on the same curricular year level of the replaced grantee
 - c) The replacee shall enjoy the financial benefits of the program only on the number of semesters left by the original grantee in the four-year coverage of the program.
2. The scholarship conditions of the program equally apply to the replacee

IX. Funding

The Commission acting on the instruction of the President of the Republic, through CEB Resolution No. 042-2005 has allocated P1 million pesos each to the 2nd District of Sorsogon and the 4th District of Camarines Sur from the Higher Education Development Fund.


X. Effectivity

This program has a duration of four (4) school years, from SY 2005-2006 to SY 2008-2009. It shall take effect beginning the 1st Semester of SY 2005-2006.



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

MEMORANDUM FOR THE ACTING CHAIRMAN

THRU :  WILLIAM C. MEDRANO, Ph.D.
Executive Director

FROM : ETHEL AGNES P. VALENZUELA
Director IV, OSS

SUBJECT : RULES AND REGULATIONS FOR THE CHED SPECIAL
STUDY GRANT PROGRAM FOR THE FINANCIALLY
DISADVANTAGED STUDENTS OF THE 2ND DISTRICT OF
SORSOGON AND THE 4TH DISTRICT OF CAMARINES
SUR

DATE : July 18, 2005

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Please find attached a copy of the "RULES AND REGULATIONS FOR THE CHED SPECIAL STUDY GRANT PROGRAM FOR THE FINANCIALLY DISADVANTAGED STUDENTS OF THE 2ND DISTRICT OF SORSOGON AND THE 4TH DISTRICT OF CAMARINES SUR" as corrected, per CEB Resolution No. 339-2005, for the Honorable Acting Chairman's signature.


EA P. VALENZUELA

**CHEd-OSS
Routing Slip**

Date _____

From: **Dr. Ethel P. Valenzuela**

Division: _____

- | | |
|---|---|
| <input checked="" type="checkbox"/> To: Dr. F.T. Bernal | <input type="checkbox"/> Ms. C.M. Mamawan |
| <input type="checkbox"/> Dr. V.F. Aquino | <input type="checkbox"/> Ms. J.S. Milo |
| <input type="checkbox"/> Dr. E.D. Dysico | <input type="checkbox"/> Mr. R.M. Moreno |
| <input type="checkbox"/> Ms. R.C. Buscar | <input type="checkbox"/> Ms. B.F. Noveda |
| <input type="checkbox"/> Mr. C.M. Alberto | <input type="checkbox"/> Ms. G.P. Pedrajas |
| <input type="checkbox"/> Ms. N.B. Asingjo | <input type="checkbox"/> Ms. G.D. Salayo |
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| <input type="checkbox"/> Ms. T.Y. David | <input type="checkbox"/> Ms. L.M. Valencia |
| <input type="checkbox"/> Ms. L.M. de Jesus | <input type="checkbox"/> Ms. T.L. Victorino |
| <input type="checkbox"/> Ms. Y.L. de Vera | <input type="checkbox"/> Ms. J.C. Gitau |
| <input type="checkbox"/> Ms. E.C. Guiang | <input type="checkbox"/> Ms. M.C. Manalo |
| <input type="checkbox"/> Ms. C.Q. Hernandez | <input type="checkbox"/> Ms. M.A. Gutierrez |
| <input type="checkbox"/> Ms. E.L. Maglanoc | <input type="checkbox"/> Ms. E.C. Paz |
| <input type="checkbox"/> Ms. M.A. Magno | <input type="checkbox"/> Ms. M. Ponciana |

Please prepare:

- Appropriate Action
- Comment/s
- Letter
- Press Release
- Message

For:

- Dissemination
- Filing
- Typing

Remarks _____

Approved: Ethel P. Valenzuela

DEPARTMENT
OF HIGHER EDUCATION

OFFICE OF THE 250th COMMISSIONER
JUNE 2005 AT THE 5th FLOOR
PASIG CITY

... added, and ...
the Commission on Law ...

N NO. 249 - 2005

WHEREAS RESOLVED ...
... presentation by Dr. Ethel P. Valenzuela, Director IV of the Office of Student Services, the Commission approved ...
... Regulations for the CHED Sector ...
... Department of Science and Technology ...
... Commission Secretary that ...
... College of University should be added as a ...
... Department under section 1 ...

CARLOS S. PUNO
Acting Chairman

04 JUN 2005 Commission on Higher Education

MA. CRISTINA D. PATOLINA
Commissioner

BARBARA ...

ATTORNEY AT LAW