



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

**CHED MEMORANDUM ORDER**

No. 31  
Series of 2005

TO : CHED REGIONAL DIRECTORS  
PRESIDENTS/HEADS OF PUBLIC AND PRIVATE  
HIGHER EDUCATION INSTITUTIONS

SUBJECT : IMPLEMENTING GUIDELINES FOR THE SEARCH ON THE BEST  
STUDENT SERVICES PROGRAM AWARD

DATE : September 5, 2005.

X-----X

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", for the purpose of promoting/enhancing the quality of Student Services in Higher Education Institutions and pursuant to Resolution No. 090-2005 of the Commission en banc meeting, the Commission hereby issues the Implementing Guidelines for the Search on the Best Student Services Program Award.

The Best Student Services Program Award recognizes and awards institutions whose outstanding student services programs were developed and implemented in support of the students' academic success and development.

**A. OBJECTIVES:**

1. To provide impetus for enhancing student services in public and private Higher Education Institutions (HEIs),
2. To promote greater appreciation of the importance of rendering effective and efficient student services in higher education; and
3. To recognize excellence in student affairs and services in HEIs

**B. CRITERIA FOR THE SEARCH**

Applications shall be evaluated and ranked on the basis of the following :

- |  |     |
|--|-----|
| 1. National Relevance (Vision, Mission, Goals of Student Services) | 20% |
| 2. Performance   | 60% |
| • Student activities   | 15% |
| • Welfare services   | 15% |
| • Control services   | 15% |
| • Student Extension Programs                                       | 15% |
| 3. Impact/effect of student services/programs to the students      | 20% |

Total = 100%

### C. AWARD CATEGORIES

National Winner  
Consolation Prizes

Plaque and Php 1 M  
Plaques

### D. NOMINATION AND SELECTION PROCEDURE

Each Region can nominate one HEI.

Applications should be endorsed by CHED Regional Office.

Applications should be submitted in four (4) copies by the President of HEI consisting of:

- Completed application ( Annex A)
- Endorsement from CHED Regional Office
- Good quality video tapes and CDs of nominated student services program activities and other concerns ( one copy only)

The Regional Awards Board composed of the Regional Director and Technical Experts identified by the Regional Director shall evaluate the applications using the above criteria and select the winner and runner-up to be endorsed to the Awards Board in the CHEDCO.

### E. FOR THE NATIONAL AWARDS

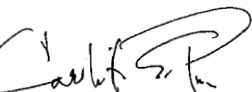
The Awards Board at the CHEDCO shall select the national winners and identify the panel of judges composed of the Chairman and Co-Chair plus three (3) other technical experts to select the national winners and runner-up from among the regional winners using the criteria.

TIMETABLE ( to be conducted every 3 years)

Deadline for submission of applications to CHEDRO	<b>Sept.30, 2005</b>
Deadline for submission to Awards Board-CO	<b>Oct. 15,2005</b>
Announcement of Winners	<b>Oct. 30, 2005</b>
Awarding Ceremony	<b>Nov. 18, 2005</b>

Wide and immediate dissemination of this Memorandum is enjoined.

Issued this 5th day of September Pasig City, Philippines.



CARLITO S. PUNO, DPA  
Acting Chairman

Incls.: as stated

Annex A

APPLICATION FORM

Name of Institution: \_\_\_\_\_  
Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

President/ School Head: \_\_\_\_\_

School Official  
In-Charge of Student  
Services Program: \_\_\_\_\_  
Official Designation: \_\_\_\_\_

Please indicate all areas of student services in your institution :  
( use another sheet if necessary)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Other related services if any : \_\_\_\_\_