



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

CHED MEMORANDUM ORDER

No.: 07
Series 2006.

**SUBJECT IMPLEMENTING GUIDELINES OF THE HIGHER
EDUCATION DEVELOPMENT PROJECT-
STRENGTHENING HEI MANAGEMENT CAPACITY
PROGRAM (HEDP-SHEIMCP): 2006-2010**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994, and pursuant to Commission *en banc* (CEB) Resolution No. 268th s. 2006, the attached set of Implementing Guidelines is hereby adopted for the efficient implementation of the Higher Education Development Project-Strengthening HEI Management Capacity Program (HEDP-SHEIMCP), for immediate dissemination.

These Guidelines shall take effect starting June 2006 and shall remain in force until otherwise revoked.

Pasig City, Philippines March 2, 2006.


Hon. CARLITO S. PUNO
Chairman



COMMISSION ON HIGHER EDUCATION

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Implementing Guidelines

for the

**Higher Education Development
Project-HEI Management Development:
Graduate Program Subcomponent
2006-2010**

Implementing Guidelines for the Higher Education Development Project-HEI Management Development: Graduate Program Subcomponent 2006-2010

I. INTRODUCTION

1. Background and Objectives

Under the present HEI Management Development Program component of the HEDP, there are five types of training courses which HEI managers may avail of: 1) Customized Flagship Programs; 2) Specialized Programs; 3) Study Tours; 4) Ad Hoc Programs conducted by External Bodies; and 5) Distance Learning Programs. All these are short term, non-degree programs.

The HEI Management Development team has been receiving queries about and requests for financial assistance to enable SUCs managers (including heads of Administrative, Library and Research units) to pursue studies leading to Diploma, Masters or PhD degrees.

2. Components/Coverage

The scholarship grants are for:

- Diploma
- Masters
- PhD Degrees

in Management, Administration and other fields related to the scholars' work area of specialization, offered by identified delivering higher education institutions (DHEIs).

The scholarship shall cover actual tuition and other fees, stipend, book allowance transportation assistance, and thesis/dissertation grant.

The HEI Management Development scholars shall be expected to continue serving in their respective institutions while on part time study and after completion of the degree.

II. GRADUATE DEGREE

Coverage

The programs shall be undertaken on campus and/or via distance learning on a full time and part time basis in HEIs that are:

- COEs
- CODs
- Level III accredited, or
- Rated Very Good in the CHED-FAPE Evaluation of Graduate Education Program (EGEP)

Requirements

The applicant must –

1. be a full time Official in any public or private higher education institutions (HEI) in the country ;
2. be currently occupying a supervisory position (at least SG 22) or serving as head of any academic or administrative unit in a public or private college or university;
3. have no Master's/PhD degree in the field applied for;
4. have good academic record;
5. be a Filipino citizen;
6. not be more than 55 years old;
7. be in good health;
8. have no pending criminal/administrative charges or must not have been convicted for violation of any Philippine Law (Certification must be obtained from appropriate agencies);
9. be endorsed by the head of the Sending HEI; and
10. be willing to render the required service obligation in the Sending HEI for the period equivalent to the length of time the scholarship was enjoyed.

Procedure

1. Secure admission in any of the identified DHEIs and upon admission into the graduate program of the said DHEI, submit the following papers directly to the contact person/program coordinator:
 - a) Accomplished Application Forms for the HEI Management Development Program grant (Forms are available at the office of the contact person/program coordinator, CHED Regional Offices or downloaded from CHED website);
 - b) Recommendation of the head of the SHEI with certification regarding:
 - 1) Employment Status,
 - 2) availability of a position for the grantee upon completion of the program corresponding to grantee's newly acquired qualification, and
 - 3) that the grantee has no pending administrative charges and scholarship program being undertaken.
 - c) In case of full time Contractual/Probationary, Rehiring Agreement (RA) indicating SHEI's commitment to rehire the scholar to return service after completion.
2. The DHEI forwards to the CHED HEDP-HEIMDP Secretariat the documents of applicants who have passed institution's admission requirements.
3. CHED evaluates and approves the final list of qualified applicants then sends the information and Scholarship Contracts (to be executed by the approved applicant and the head of the SHEI) to the DHEI.
4. Applicants approved by CHED must submit the following documents and enrol at the DHEI:

- a) NSO authenticated Birth Certificate;
 - b) Medical Certificate issued by a government physician issued within the last six months;
 - c) NBI or Police Clearance issued within the last six months; and
 - d) Accomplished Scholarship Contract and Co-maker Undertaking.
5. Scholarship funds will be released by CHED to the DHEIs based on the submitted Work and Financial Plan (WFP). Grantees claim their stipends and other allowances in their respective DHEIs.

Privileges

Part time Scholar

1. Full tuition and other fees
2. Book allowance of P15,000 for the entire duration of the program for Masters and PhD, and P7,500 for Diploma programs
3. Monthly stipend for the following terms:
 - a) Summer: P10,000 per month
 - b) Semester/Trimester/Quarter: P4,000 per month
4. Transportation Assistance for the following terms:
 - a) Summer: (One-roundtrip air/boat/bus fare to and from, subject to the submission of receipt/s.)
 - b) Semester/Trimester/Quarter:
P1,000 per month for 50-150 kilometers,
P1,500 per month for 151-300 kilometers, and
P2,000 per month for 301 kilometers and above

Full time Scholar

1. Full tuition and other fees
2. Book allowance of P15,000 for the entire duration of the program for Masters and PhD; P7,500 for Diploma
3. Monthly stipend for the following terms:
 - a) Summer: P10,000 per month
 - b) Semester/Trimester/Quarter: P8,000 per month
4. Transportation assistance (One-roundtrip air/boat/bus fare to and from for the entire duration of the program, subject to the submission of receipt/s.)