



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

CHED MEMORANDUM ORDER

No. 17
Series 2006

SUBJECT : Implementing Guidelines for the Identification, Support and Development of Centers of Excellence and Centers of Development for Health Related Education Programs

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," and for the purpose of establishing Centers of Excellence and Centers of Development that serve as potent catalysts in health professions education needed for the development of world-class scholarships, nation building and national development, the following policies and standards are hereby adopted and promulgated by the Commission, thus:

I. RATIONALE

A. POLICY

Section 8 (f) of the "Higher Education Act of 1994" provides that the Commission develop Centers that can spearhead the nation's thrust towards development. It is, therefore, the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and/or developing COEs/CODs in higher education institutions (HEIs). All HEIs offering health programs are hereby recognized as agencies needed to train health professionals for world-class health care delivery system, nation building and national development.

B. DEFINITION OF A CENTER OF EXCELLENCE AND CENTER OF DEVELOPMENT FOR HEALTH PROFESSION EDUCATION

1. **Center of Excellence** - a unit within any higher education institution with the following characteristics:
 - a. Must be accredited Level III program under FAAP¹;
 - b. Must have obtained an average of at least 90% percentage passing for the last five years in the licensure examination given by their respective professional regulatory boards (PRB) of the Professional Regulation Commission (PRC);

- c. Must have an updated alumni profile and active alumni programs;
- d. Must be university-based²;
- e. Must have evidence of innovations/improvement on instruction and involvement in research and community extension;
- f. Must have academic and research output recognized both locally and internationally; and
- g. Must have strong local and international linkages

2. **Center of Development** - a unit within any higher education institution with the following characteristics:

- a. Must be at least accredited Level II program under FAAP;
- b. Must have obtained an average of at least 80% percentage passing for the last five years in the licensure examination given by their respective professional regulatory boards (PRB) of the Professional Regulation Commission (PRC);
- c. Must be at least college-based;
- d. Must have a strong potential to develop its faculty in research
- e. Must have an updated alumni profile and active alumni programs;
- f. Must have innovations output; and
- g. Must have extension and linkages

¹ includes institutional qualifications

² broaden its perspective, make the training multidisciplinary and strengthened research

C. COE/COD RESPONSIBILITIES AND MINIMUM EXPECTATIONS

For COEs

- 1. Act as role models/leaders in the local, regional and national community by sharing best practices and initiate innovative approaches;
- 2. Sustain and enhance research capabilities and upgrade professional or research graduate programs in the discipline;
- 3. Provide technical assistance to agencies/institutions within its geographical area of coverage (e.g. technical consultancies, short-term trainings);
- 4. Undertake other activities/projects necessary in developing quality education in the specific discipline by sharing developmental programs (e.g. conducting practicum, developing modules)

For COEs and CODs:

- 1. Accelerate the development of the discipline through strategic developmental programs and projects;
- 2. Enhance the quality of instructional program through faculty development activities and upgrading of facilities, equipment and library holdings;
- 3. Undertake basic and applied research activities on emerging trends and advancements in their field;
- 4. Undertake extension and linkage projects through regional, national,

international consortia agreements of curricular activities and industry-academe collaborations

II. IDENTIFICATION CRITERIA (QUANTITATIVE AND QUALITATIVE)

The COEs shall be identified in accordance with the following minimum criteria;

- | | | |
|----|---|------------|
| A. | <i>Institutional Qualifications</i> | 5% |
| 1. | Strategic Plan ³ | - 3% |
| 2. | Development programs
(faculty, student, personnel and
management) | - 2% |
| B. | <i>Instructional Quality</i> | 45% |
| 1. | Administration | - 7% |
| 2. | Faculty | - 7% |
| 3. | Curriculum and Instruction | - 7% |
| 4. | Laboratories/Facilities and Equipment | - 5% |
| 5. | Library | - 5% |
| 6. | Information Technology Capability | - 3% |
| 7. | Student support system
(Scholarships, Counseling, Health Services) | - 4% |
| 8. | Performance in Licensure Examination | - 5% |
| 9. | Graduate Profile/Tracer Study/
Placement of Graduates | - 2% |
| C. | <i>Research and Publication</i> | 30% |
| 1. | Personnel & Funding | - 10% |
| 2. | Facilities | - 5% |
| 3. | Output | - 8% |
| 4. | Presentation (local and International
Scientific meetings) | - 4% |
| 5. | Publications | - 3% |

D. <i>Extension and Linkages</i>	20%
1. Extension Program	-10%
Local	
International	
2. Linkages	-5%

³ should show financial viability and resource sustainability

For Centers of Development:

The CODs shall be identified in accordance with the following minimum criteria;

A. Institutional Qualifications **5%**

- | | |
|--|------|
| 1. Strategic Plan ³ | - 3% |
| 2. Development programs
(faculty, student, personnel and
management) | - 2% |

B. Instructional Quality **45%**

- | | |
|---|------|
| 1. Administration | - 7% |
| 2. Faculty | - 7% |
| 3. Curriculum and Instruction | - 7% |
| 4. Laboratories/Facilities and Equipment | - 5% |
| 5. Library | - 5% |
| 6. Information Technology Capability | - 3% |
| 7. Student support system
(Scholarships, Counselling, Health Services) | - 4% |
| 8. Performance in Licensure Examination | - 5% |
| 9. Graduate Profile/Tracer Study/
Placement of Graduates | - 2% |

C. Innovations **30%**

- | | |
|-----------------------------------|-------|
| a. Creative Instructional Writing | - 10% |
| b. Program Enhancement | - 5% |
| c. Output | - 15% |

D. Extension and Linkages

20%

- | | |
|--------------------------------|------|
| a. Extension Program | -10% |
| Local | |
| International | |
| b. Linkages | -5% |
| Local | |
| International | |
| c. Alumni Involvement/Programs | - 5% |

III. IDENTIFICATION PROCEDURE/PROCESS OF SELECTION

The identification of the COEs/CODs shall follow this procedure:

1. Application

- Announcement by CHED-OPS shall be made informing all schools that it is accepting applications from potential COEs/CODs for specific health programs
- The application documents shall be submitted to the CHED Regional Offices (CHEDROs) for initial evaluation.
- CHEDROs shall forward the applications to the CHED-OPS
- The CHED OPS shall endorse the applications to the respective Technical Committees for validation
- The TC shall recommend to the Technical Panel for review and prioritization
- The Technical Panel shall recommend to the CHED Commission en Banc for approval.

2. Ocular Inspection

- The CHED-OPS shall organize a Technical Review Committee to visit the shortlisted schools
- The Technical Review Committee shall be composed of 1-2 members of Technical Committee, a representative from OPS and 1 representative from HERO. An orientation-meeting shall be initially provided to the TRC prior to the actual ocular visit.
- The CHED-OPS shall inform the HEI through the CHEDRO about the schedule of the ocular inspection at least one (1) week prior to the visit.
- The CHEDRO shall inform the HEI to prepare an updated set of documents relative to the evaluation.

- e. At the end of the ocular inspection, the TRC shall prepare a report to be submitted to CHED-OPS. (See Assessment Form for COE/COD)

3. Identification

- a. HEIs with over-all rating of at least 90% with no rating below 90% of assigned relative weight per area/category, shall be considered for COE shortlist. HEIs with over-all rating of at least 80%, with no rating below 80% of assigned relative weight per area/category, shall be considered for COD shortlist.
- b. The Technical Committee shall prepare a shortlist based on the TRC report
- c. The TC shall recommend to the CHED CeB through the TP the list of qualified HEIs and provide justifications for recommendation
- d. The Commission en banc shall decide upon the applicant HEIs for COE/CODs.

4. Notification of COEs/CODs

- a. The CHED-OPS, through the CHEDRO, shall notify the HEI on the Commission en banc decision copy furnished the TP and TC.

IV. GRANTS AND BENEFITS

The COEs/CODs are entitled to the following grants and benefits

1. Certificate of COE/COD shall be awarded to the HEI/s
2. COEs and CODs may be entitled to request for financial assistance and/or non-monetary subsidies and awards such as:
 - a. **Institutional Financial Support** -
 - i. **Program evaluation**- review and evaluation of existing program
 - ii. **Capacity building activities**- may take the form of seminars, workshops, conferences for continuing education which are related and relevant to the respective health disciplines
 - iii. **Curricular Benchmarking**- workshops on best practices; harmonization with global gold standards
 - iv. **Extension and Linkages Activities**- local and international collaboration with reputable institutions such as faculty/student exchange program, research collaborations

- v. **Upgrading of facilities, equipment and library collection-**
 - vi. **Instructional Materials Development-** development of modules, teaching guides, manuals, distance education approaches, acquisitions of CD ROMs
- b. Individual Financial Support**
- i. Faculty development program (Graduate Studies Scholarships)
 - ii. Thesis/Dissertation Grants
 - iii. Funding for Training Fellowships-
3. Priority in the selection of CHED institutional partners with regards to other CHED developmental projects.

V. EFFECTIVITY:

This order shall take effect immediately.

Issued this 31 day of March 2006.


CARLITO S. PUNO
Chairman