



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

CHED MEMORANDUM ORDER

No. 26

Series of 2006

SUBJECT: IMPLEMENTING RULES AND REGULATIONS FOR EMERGENCY  
FINANCIAL ASSISTANCE FOR STUDENTS (E-FAST) PROGRAM

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It is a mandated function of the State as provided for in the Philippine Constitution "to protect and promote the right of all citizens to quality education at all levels, and take appropriate steps to make such education accessible to all (Art. XIV Section 1) and "to 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))

In accordance with the Constitutional mandate and the pertinent provisions of Republic Act 7722, otherwise known as the "Higher Education Act of 1994", and in pursuit of the goal "to widen the access of deserving Filipinos to quality higher education opportunities" the Commission allocated funds for the Program otherwise known as the EMERGENCY FINANCIAL ASSISTANCE FOR STUDENTS (E- FAST) PROGRAM and approved its implementing guidelines.

**I. OBJECTIVE**

E-FAST Program aims to promote educational equity through the grant of financial assistance to students belonging to the low and middle-income families who are encountering economic difficulties.

**II. QUALIFICATION REQUIREMENTS**

**A. General Requirements:**

- a. Must be a Filipino citizen;
- b. A high school graduate who intends to enroll in any baccalaureate degree course in the 1<sup>st</sup> Semester of AY 2006-2007 or presently enrolled in full-time undergraduate course in any public or private higher education institution;
- c. Must belong to a low or middle income family whose combined income of parents is not more than Php 300,000.00 per year and requires emergency financial assistance;
- d. Not presently in receipt of any grant, scholarship or financial assistance from CHED or any branch of the government.

## B. Documentary Requirements

- a. Form 138 (photocopy signed by the Principal) or proof of enrollment in the 1<sup>st</sup> Semester of AY 2006-2007;
- b. Latest BIR Income Tax Return (ITR) of parents;
- c. Certificate from the Barangay Chairman that applicant is a resident of the Barangay.

## III. FINANCIAL ASSISTANCE

- a. The Office of the Congressman shall determine the amount of financial assistance that shall be provided to the grantees
- b. The financial assistance starts in the 1<sup>st</sup> Semester of AY 2006-2007 and not retroactive to the previous semesters enrolled or taken by the grantee.

## IV. NUMBER OF SLOTS

The Office of the Congressman shall determine the number of slots for the Program considering the amount of financial assistance that shall be provided for each grantees, of which the total shall not be more than the one million pesos (Php 1,000,000.00).

The amount of Php 1M allocated to the Office of the Congressman shall be used for the Program in AY 2006-2007 alone.

## V. PROGRAM ADMINISTRATION

### A. Office of the Congressman shall:

- a. Advocate the Program to constituents;
- b. Screen and select grantees for the Program considering factors such as income of the family, number of children in the family and academic grades of applicants;
- c. Submit to the CHED Regional Office concerned the list of grantees in accordance with prescribed format;
- d. Recommend to the CHED Regional Office the modality in releasing financial assistance to the grantees considering expediency and convenience. The said modality of fund release could be through: a) the CHED Regional Office; or c) the HEI where the grantees are enrolled in;
- e. Replace grantees who dropped out or whose grant was terminated for cause;
- f. Monitor the performance of grantees.

### B. The Offices of the Commission on Higher Education

- a. Transfer to the Office concerned (either CHEDRO or HEI) as suggested by the Office of the Congressman, funds for the financial assistance of grantees (c/o HEDFS)
- b. Monitor the following:
  - a) Prompt receipt of financial assistance of grantees; (c/o CHEDRO)
  - b) Academic performance of grantees; (c/o CHEDRO.)
  - c) Proper utilization of funds (c/o CHEDRO, HEDFS, OSS)
- c. Assist the Office of the Congressman or the HEI in giving orientation to grantees as regards the rules and regulations of the Program (c/o CHEDRO).

### C. Higher Education Institution

- a. Orient the grantees enrolled in the school on the rules and regulations of the Program;
- b. Submit to CHEDRO concerned, within two weeks after the closing of enrolment, the list of Program grantees enrolled during the semester as well those who failed to enroll, dropped out, deferred, whose grade has failures, disciplinary problems, shifted courses, transferred school, etc.;
- c. Release to individual grantee the grant for the semester/trimester and debit to his/her account the amount earmarked for tuition and other school fees, if financial assistance is coursed through the school;
- d. Open a Current Account in a government authorized depository bank for the deposit of scholarship funds from CHED ;
- e. Properly utilize the funds provided by CHED and see to it that these are used for the purpose for which the same are intended subject to the usual accounting and auditing rules and regulations;
- f. At the end of the semester, submit to HEDFS, copy furnished CHEDRO concerned and OSS, liquidation report of the funds transferred by CHED certified correct by the Accountant and verified by the State Auditor in-charge of the HEI. Any unutilized/unexpended funds shall automatically be deducted from the ensuing releases;
- g. Keep separate accounting records of CHED scholarship funds in accordance with the accounting procedures and COA rules and regulations; and
- h. Recommend to CHEDRO measures to improve the administration of the Program.

NOTE: The Commission on Higher Education and the higher education institution where the grantees are enrolled shall sign a Memorandum of Agreement (MOA) that provides the terms and conditions in the administration of the E-FAST Program.

### V. SCHOLARSHIP CONDITIONS

- a. The grantee shall seek admission in any 4 to 5-year degree course at CHED-recognized college or university;
- b. The grantee shall carry a full semestral load as prescribed in the course curriculum and finish the course within the prescribed duration;
- c. Except for meritorious reasons, no grantee shall be allowed to defer enrolment during the semester;
- d. The grantee shall maintain satisfactory academic performance in accordance with the policies and standards of the school;
- e. Failure in at least two academic subjects within a given semester shall be a cause for termination of the study grant.

## IX. EFFECTIVITY

The implementation of this CMO shall commence effective the 1<sup>st</sup> semester of school year 2006-2007.

For proper guidance and strict compliance of all concerned.

Issued this 26 day of May 2006, Pasig City.

For the Commission:

  
CARLITO S. PUNO, DPA  
Chairman