



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

CHED MEMORANDUM ORDER

No. 51
Series of 2007

SUBJECT: IMPLEMENTING GUIDELINES FOR THE SELECTION OF CENTERS OF EXCELLENCE AND CENTERS OF DEVELOPMENT IN AGRICULTURE EDUCATION

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In accordance with the pertinent provision of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and by virtue of Resolution No. 647-2007 of the Commission en banc dated August 27, 2007 and to expedite the attainment of relevant, responsive, and quality higher education in the country, the following implementing guidelines for the identification, support and development of Centers of Excellence (COEs), and Centers of Development (CODs) in Agriculture Education (AE) which includes agriculture, fisheries, agricultural engineering, forestry and veterinary medicine programs are hereby adopted and promulgated by the Commission of Higher Education (CHED), thus:

I. Policy

Section 8 (f) of the Higher Education Act of 1994 provides that the Commission develops 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 developing COEs and CODs in higher education institutions (HEIs). These implementing guidelines for COEs and CODs in AE (which includes agriculture, fisheries, agricultural engineering, forestry and veterinary medicine programs) are designed to support the priorities set forth by the Commission and to consider the unique needs and priorities of the selected institutions in trying to best address their developmental requirements.

II. Centers of Excellence and Centers of Development

Centers of Excellence are HEIs, public or private, that demonstrate the highest degree level of standard in instruction, research and extension, and exhibit excellent qualities in producing AE professionals.

Centers of Development are HEIs, public or private, that have the potential to become COEs in the future.

III. Roles and Responsibilities of COEs and CODs

Identified COEs and CODs in AE shall have the following roles and responsibilities:

A. For Center of Excellence

1. Act as role models/leaders in the local, regional and national community in term of the delivery of AE programs;
2. Sustain and enhance research capabilities and upgrade professional and research graduate programs in the AE;
3. Provide assistance to agencies/institutions within its geographical area of coverage;
4. Develop quality instructional program through faculty development activities and upgrading of facilities and library holdings;
5. Undertake basic and applied research activities on emerging trends and advancements in the field;

5. Undertake basic and applied research activities on emerging trends and advancements in the field;
6. Undertake extension and linkage projects through regional or national consortia agreements, internationalization activities and industry-academe collaborations;
7. Undertake activities/projects necessary in developing quality education in AE in line with the thrusts of the government; and
8. Accelerate the development of AE through strategic developmental programs and projects.

B. For Center of Development

1. Items 3 to 8 of the COE responsibilities; and
2. Establish linkages with COEs in the same discipline to further improve their capacity to undertake research in AE.

IV. SCREENER

Before an HEI will be evaluated using the selection criteria, it should first satisfy the following screener:

1. At least 100 student enrollment (in all levels) at any given time; and
2. Current/ongoing research, knowledge and technology generation in the proposed cutting edge technology

V. SELECTION CRITERIA

Potential COEs and CODs which qualified for the above screener shall be evaluated using the following criteria:

II. QUALITATIVE CRITERIA	
A. Instructional Quality - 45%	<ol style="list-style-type: none"> 1. Administration 2. Faculty Profile 3. Curriculum 4. Laboratories, Facilities and Equipment 5. Library 6. Information, Communication and Technology Capability 7. Performance in Licensure Examinations for the last three (3) years 8. Graduate Profile 9. Publication of Instructional Materials Produced
B. Research and Publication - 35%	<ol style="list-style-type: none"> 1. Profile of researchers 2. On-going researches 3. Completed researches (faculty and students) for the last five (5) years 4. Research papers published in refereed journals in the last five (5) years 5. Paper presented (including publications in proceedings in full paper) in various scientific fora for the last five (5) years 6. Number of awards and recognition by international, national, regional and local agencies and professional societies for the last five (5) years
C. Extension and Linkages - 10%	<ol style="list-style-type: none"> 1. Training conducted for the last five (5) years 2. Demonstration/fairs conducted for the last five (5) years 3. Information, education and communication (IEC) made for the last five (5) years 4. Extension as a resource person for the last five (5) years 5. Entrepreneurial Activities (specific IGPs related to program) 6. Impact to Community/Industry 7. International, national, regional and local institutional linkages 8. Institutionalized Consultancy

D. Institutional Qualifications – 10%

1. Vision, mission and goals
2. Institution policies
3. Student support system (Dorm, Health and Dental Services, Office Space for Student Organization, Guidance Counseling, Tutoring Services, Consultation, and Scholarship/Assistantship/Loan)
4. Resource generation (from government and private, and other donor agencies) within the last 5 years
5. Accreditation

(See attachment for detailed selection criteria and rating scale for agriculture, agricultural engineering, fisheries, forestry and veterinary medicine)

VI. CUT-OFF POINTS

To qualify for COE, an HEI should have a score not less than 80%. To qualify for COD, an HEI should have a score not less than 60%.

VII. SELECTION PROCESS

The process of selection of COEs and CODs are as follows:

A. Application Phase

A CHED Memorandum Order (CMO) will be issued by the Commission informing all schools offering BS Agriculture, BS Fisheries, BS Agricultural Engineering, BS Forestry and Doctor of Veterinary Medicine that it is accepting applications for potential COEs and CODs.

The HEI then signifies its intention of becoming a COE or COD and submits pertinent documents based on the herein attached criteria to support the application. The supporting documents must exhibit evidence of the schools compliance with the selection criteria.

The application forms and additional documents should be submitted in two formats as follows:

1. Hardcopy – two copies of the accomplished forms and pertinent documents arranged to the requirements of the selection criteria;
2. Softcopy – CDs of the softcopy or scanned copies of all the submitted documents

B. Initial Paper Evaluation

The application documents should be submitted to the CHED Regional Offices **NOT LATER THAN TWO (2) MONTHS AFTER THE EFFECTIVITY OF THIS CMO**. The CHED Regional Offices then forwards the application to the Technical Panel for Agriculture Education (TPAE) through the Office of Programs and Standards, CHED. The TPAE through the concerned Technical Committees (TC) shall undertake the initial paper evaluation and shortlisting of the applications.

C. Ocular Inspection

The TPAE/TC members together with the CHED-OPS personnel will compose a team of ocular inspectors to visit the shortlisted potential COEs/CODs. The ocular inspection is conducted to validate the documents submitted and the schools based on the set of selection criteria.

D. Identification

Once the ocular inspections of all shortlisted HEIs are completed the TPAAE recommends the list of COEs and CODs to the Commission for approval.

VIII. GRANTS AND BENEFITS

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

1. Priority in the selection of CHED institutional partners with regards to other CHED developmental projects;
2. Entitlement to other non-monetary subsidies and awards such as graduate scholarships for faculty members, priority for CHED research grants and consideration for conversion to University Status and identification as autonomous or deregulated HEI;
3. COEs and CODs may avail of financial assistance by submitting project proposal/s based on the above-mentioned roles and responsibilities of COEs and CODs, proposed cutting edge technology and the use of funds as specified in CMO NO. 55, s: 2006. The Commission en banc would decide if the COE or COD would receive financial assistance based on the merits of the proposals.

IX. PERIOD OF VALIDITY

The designation of COEs and CODs shall be for five (5) years subject to regular monitoring by CHED. If at any point the CHED assess the COE/COD as being incapable of fulfilling its functions, the designation shall be revoked.

X. SEPARABILITY AND REPEALING CLAUSES

Any provision of this Order, which may thereafter be held invalid, shall not affect the remaining provisions:

All CHED issuances or part thereof inconsistent with the provision in this CMO shall be deemed modified or repealed.

XI. EFFECTIVITY

This order shall take effect after its publication in the official Gazette or Newspaper of General Circulation.

Pasig City, Philippines. October 15, 2007 .

FOR THE COMMISSION:


ROMULO L. NERI
Acting Chairman