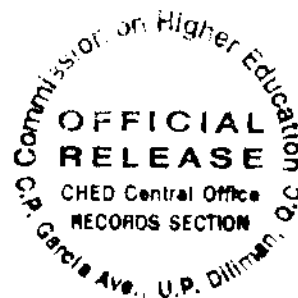




**GUIDELINES ON THE GRANT AND ALLOCATION
OF THE DISBURSEMENT ACCELERATION FUND OF P4.28 BILLION
BY THE COMMISSION ON HIGHER EDUCATION
FOR STATE UNIVERSITIES AND COLLEGES (SUCs)
IN SUPPORT OF THE REFORM AGENDA
FOR PUBLIC HIGHER EDUCATION**

(CHED Memorandum Order No. 09, series of 2012)

**Issued by the Commission on Higher Education
Higher Education Development Center Building
C.P. Garcia Avenue, U.P. Campus, Diliman, Q.C.
April 2012**



CHED Memorandum Order

No. 09

Series of 2012

GUIDELINES ON THE GRANT AND ALLOCATION OF THE DISBURSEMENT ACCELERATION FUND OF P4.28 BILLION BY THE COMMISSION ON HIGHER EDUCATION FOR STATE UNIVERSITIES AND COLLEGES (SUCs) IN SUPPORT OF THE REFORM AGENDA FOR PUBLIC HIGHER EDUCATION (2011-2016)

Pursuant to the authority of the Commission on Higher Education under RA 7722, otherwise known as the "Higher Education Act of 1994" and after a series of consultations with the Department of Budget and Management (DBM), the Commission on Audit Central Office Team, including its identified partner agencies, and upon careful consideration and full deliberation by the Commission en Banc of these Guidelines prepared by the Disbursement Acceleration Program (hereafter "DAP") Management Committee (referred to as the "DAP Mancom") duly constituted for the purpose, the Commission en Banc during its 39st regular meeting on April 16, 2012, approved Resolution No. 086, series 2012 on the adoption and promulgation of these Guidelines for the implementation of the DAP, which Grant and Allocation shall hereinafter be referred to as the "FUND" for disbursement to the SUCs in accordance with the terms and conditions hereunder.

I. RATIONALE

The main rationale for the creation and maintenance of state universities and colleges (SUCs) is to provide access to more affordable, good quality education for the poor and disadvantaged, to ensure equity of access to higher education while at the same time serving as instruments of development in their regional and national contexts. SUCs should therefore ideally focus on priority programs in the triad of functions, e.g., instruction, research and extension, in areas where the private sector cannot adequately respond to. These public higher education institutions, as a matter of priority, should also cater to the geographic areas that are not covered by private sector provision. However, the unplanned and unchecked proliferation of SUCs campuses and programs has resulted in uneven distribution and provision of education services and has given rise to inefficiently utilized resources and duplicative programs that tend to crowd out the private sector. Moreover, without corresponding increase in funding, the expansion of SUCs campuses, programs and enrolments would spread resources thinly across a big number of beneficiaries, leading to underinvestment per capita and poor quality of education provision which undermines the capacity to perform their special developmental roles.

Thus, the SUCs are facing two major challenges at present – the need to provide access to quality higher education, and to generate / adapt / transfer technologies that would efficiently and effectively enhance productivity, alleviate poverty and improve the country's state of competitiveness. Addressing these challenges requires substantial investments. In an effort to respond to these pressing concerns, and sensitive to these challenges faced by the SUCs, the National Government has correspondingly provided the financial resources out of the current Disbursement Acceleration Funds, and entrusted to the Commission on Higher Education the important task of rationally allocating these substantial funding resources pursuant to the principal guidelines based on and aligned to the **Roadmap for Public Higher Education Reform (2011-2016)**. The Commission has been tasked to formulate the herein guidelines to ensure that goals and objectives are properly met through effective and efficient mechanisms that are institutionalized in the SUC bureaucracy as well as in the Commission itself, guided by the principles of transparency and accountability, with no other purpose but to enhance the capabilities of SUCs to meet and address the abovementioned challenges.

II. OBJECTIVES OF THE DISBURSEMENT ACCELERATION PROGRAM

In general, the main objectives of public higher education reform are:

- A. To rationalize the public higher education system, improve its internal and external efficiency, optimize resource utilization and maximize resource generation among SUCs;
- B. To improve the quality of educational outcomes and increase the social relevance of its developmental functions, and
- C. To enhance access to quality higher education among lower income & disadvantaged groups

The policy package will synchronically pursue the twin strategic roles of higher education in national development outlined in the Philippine Development Plan (PDP) 2011-2016:

- Instrument for poverty alleviation
- Vehicle for technologically-driven national development and global competitiveness

These reforms proposed for implementation in the next six years reaffirm and build on reform measures that were proposed in the Congressional Education Commission (EDCOM), the Philippine Education Sector Study (PESS 1998) and the Presidential Commission on Educational Reform (PCER 2000) and subsequently initiated through the Higher Education Development Project (HEDP) in 2004-2009.

Thus, for this purpose, the Commission has embarked on this Disbursement Acceleration Program aligned towards the implementation of the Roadmap for Public Higher Education Reform covering a six-year period (2011-2016), which lays out the initiatives and performance measures, as well as the significant milestones to be achieved towards the realization of the needed reforms.

III. GUIDING PRINCIPLES AND TARGET OUTPUTS FOR THE GRANT OF THE FUND

This Disbursement Acceleration Plan shall be implemented primarily for the State Universities and Colleges existing as of the date of effectivity of this guidelines, provided that the grant and disbursement of the funds provided herein shall be in accordance with the rationale, objectives and specific implementing guidelines for each Program/Project component covered under the Plan.

The FUND Allocations to specific SUCs shall be distributed by the Commission in such amount and in such manner guided by the following principles and criteria aligned to the reform agenda being pursued by the National Government, that shall take into account the primordial objectives of creating a critical mass to propel the country's competitiveness as well as to institutionalize measures for a proper Regional equitable distribution of the FUND:

- A. Quality and Excellence
- B. Regional and Pre-Amalgamation Complementation of PHEIs and Commitment to Research
- C. Equity and Access to Quality Higher Education

Guided by the Rationale of the DAP and to achieve the stated objectives for the higher education reforms aligned to the National Government's Roadmap for Higher Education Reform (2011-2016), the priority thrusts of and deliverable actions from the publicly-funded HEIs shall conform to the following critical areas of directional changes outlined in the said Roadmap:

1. Rationalizing the number, distribution and growth of SUCs and LUCs
2. Rationalization of SUC / LUC program offerings
3. Rationalizing resource utilization and maximizing resource generation by SUCs
4. Strengthening quality assurance in SUCs and LUCs
5. Upgrading the qualifications and competency of faculty
6. Upgrading leading SUCs to international standards
7. Modernizing facilities of developing SUCs
8. Strengthened Student Financial Assistance Programs
9. Strengthening Public HEI Management through the Executive Development Plan



IV. FUND SOURCE AND PROGRAM/PROJECT COMPONENTS

This Disbursement Acceleration Program shall be funded by the National Government in the total amount of **FOUR BILLION TWO HUNDRED EIGHTY FOUR MILLION FOUR HUNDRED THOUSAND PESOS (P4,284.4 Million)**, according to the following Allocation of Funds per Program Component as approved by the National Government, and shall distributed taking into account the abovementioned Guiding Principles in the Grant of the Fund.

A. Institutional Capacity Building of Leading Universities – P3,356.6M
Infrastructure and Facilities Upgrade - P2,631.6M
Grants-in-Aid for Research, Development & Extension – P560M
Executive Development - P165M

B. Institutional Capacity Building for Developing Universities – P427M

C. Students' Grants-in-Aid Program for Poverty Alleviation - P500M

The Commission en Banc utilizing as the principal criteria Quality and Excellence and the determinants thereof, has approved the first cut of the Leading State Universities which shall be given priority funding in accordance with the Guiding Principles mentioned in Article III hereof, pursuant to CEB Resolution No. 010-2012 dated January 9, 2012. Thereafter, the Commission en Banc approved CEB Resolution No. 069-2012 on the criteria for selection of the 2nd Tier of the Leading State Universities, including the list of those that qualified under such category.

"Leading University" is defined as the selected/identified State Universities which qualify for the criteria of Quality and Excellence under the Guiding Principles in Section III hereof, and must be an SUC Level II and IV only, must have at least one academic program recognized as (1) Center of Excellence or two (2) Centers of Development, and must have at least seven (7) Level III accredited programs, or must be an identified Philippine Higher Education Research Network (PHERNet) or Higher Education Research Center (HERRC) per Commission en Banc Resolution No. 010-2012 dated January 9, 2012.

"Developing SUC" is defined as all other existing State Universities and Colleges and specialized public higher education institutions with charters that are not included among the list of Leading Universities (Tiers 1 and 2), and which shall be entitled to receive the allotted funds provided under these guidelines.

In order that the programs/projects implemented pursuant to these Guidelines are assured continuing funding appropriations for succeeding Fiscal years, so as to achieve the targeted goals of the DAP in accordance with the Road Map, the Commission shall apprise the National Government by December 31 of each year covered by these guidelines, through the DBM, the Report on specific FUND utilization for such Fiscal Year.



V. SPECIFIC GUIDELINES AND FUND ALLOCATIONS FOR PROGRAM/ PROJECT COMPONENTS

The Specific Guidelines for each Program component which contain the particular governing implementing rules to qualify for the FUND, including the terms and conditions, milestones and timelines for project output or deliverables, that are needed to guide program/project implementers within the SUCs are attached as integral parts of this main guidelines as follows:

A. On the Institutional Capacity Building of Leading Universities

A.1. Infrastructure and Facilities Upgrade - DAP GUIDELINE NO. 1.0 (Annex "A")

A.2. Grants-in-Aid for Research, Development & Extension - DAP GUIDELINE NO. 1.2 (Annex "B")

B. On Modernizing Higher Education Facilities to Upgrade Developing SUCs (Included in DAP GUIDELINE 1.0)

C. Students Grants-in-Aid Program for Poverty Alleviation – DAP GUIDELINE NO. 2.0 (Annex "C")

D. Executive Development Program – DAP GUIDELINE NO. 3.0 (Annex "D")

VI. IMPLEMENTING COMMITTEES AND APPROVING AUTHORITY

For purposes of properly and efficiently managing the DAP and to ensure that targeted objectives are met with deliverables/output provided on time, the Commission has constituted a DAP Management Committee pursuant to CHED Special Order No. 09, series 2012, with the corresponding tasks and responsibilities.

For each Program Component herein, there shall be constituted Steering Committees composed of officials from the Commission and the partner agencies identified for purposes of each Program Component, whose terms of reference and responsibilities shall form part of the respective specific guidelines mentioned in Article IV hereof.

The Approving Authority for the grant of project funds from the DAP shall be the respective management committees of the Program Components, subject to information to the Commission en Banc through the DAP Management Committee, provided that the duly accomplished terms and conditions required under each specific and pertinent DAP Guideline for the particular project proposal are attached to, and form part of the completed staff work preceding approval by the respective management committees.

VII. PROGRAM/PROJECT OUTPUTS/DELIVERABLES & TIMELINES

All Program/Project Funds for the DAP shall be disbursed within the period provided for each Program component, such that expected Outputs and Deliverables in these program components shall be completed, submitted and reported to the Steering Committee within timelines set by concerned entities of the government in accordance with the usual accounting and audit regulations.

The various Program Component Steering Committees shall be responsible for ensuring adherence to the specific timelines of deliverables in accordance with log frames drawn up for the Program components, as well as compliance with proper accounting and audit as well as other pertinent regulations.

VIII. TRANSPARENCY AND ACCOUNTABILITY

The Commission shall adopt as a strict policy the principles of Transparency and Accountability in the disbursement of the funds herein provided and shall ensure that all pertinent and applicable procedures under the new Procurement Law (RA 9184), as well as government accounting and auditing regulations are strictly and faithfully enforced.

To ensure the proper and equitable distribution of the FUND as intended under the DAP, the Fund recipient SUCs shall be hereby required to submit together with their project proposal(s) their lists of procured infrastructure, facilities and equipment of their SUC for the three (3) year period prior to the current year of DAP implementation. A similar procedure of enhancing innovative proposals for research projects, executive training programs, and access to students' grants-in-aid shall be adopted for each Program Component.

Thus, any and all Fund disbursements related to the DAP shall be fully liquidated to the Commission as required in Article VIII hereof, and as may be applicable depending on the accounting treatment required by the said Program Component. The concerned management committees shall implement and be guided principally by the proper accounting treatment endorsed by the Commission on Audit Government Accounting System for proper implementation.

All Program/Project Reports shall be submitted to the Commission en banc and the Steering Committee within the timelines set by the respective management committees of the various Program Components of the DAP.

IX. MISCELLANEOUS PROVISIONS

The foregoing shall not preclude the management committees of the various Program components to propose the participation and engagement of other equally qualified partner agencies to undertake the projects envisioned within each Program Component, provided that the proper Project Proposal and Justification are fully



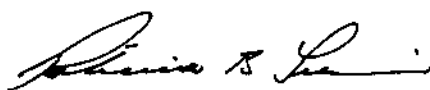
reviewed, evaluated and approved by the respective steering committees, subject to the usual government accounting and auditing rules and regulations.

The Commission retains the right to amend or modify any of the provisions of these Main and Specific Guidelines for proper and valid cause, provided that all ongoing projects validly processed and already approved shall not be affected thereby, unless there exists compelling reason to do otherwise. It is understood that any and all subsequent issuances or guidelines referring to the DAP approved by the Commission en Banc shall accordingly modify or amend these guidelines, and be binding on the concerned agencies, project implementers, and those availing of the DAP FUND.

To ensure the full compliance, support of, and effective and productive participation of all State Universities and Colleges in this Program, the heads of these public higher education institutions shall manifest their conformity to the Rationale and terms of implementation before the President of the Republic of the Philippines in a fitting ceremony to be spearheaded by the Commission en Banc.

These Guidelines approved by the Commission en Banc shall be deemed in force and effect fifteen (15) days after publication in a newspaper of general circulation, and upon submission of three (3) certified copies at the Office of the National Administrative Register (ONAR) of the U.P. Law Center.

Issued this 16th day of April 2012 at the Higher Education Development Center Building, U.P. Campus, Diliman, Quezon City.



PATRICIA B. LICUANAN, Ph.D.
Chairperson

Date Published: _____
Periodical : _____
Effectivity date : _____

List of Appendices:

- "A" - Infrastructure and Facilities Upgrade - DAP GUIDELINE NO. 1.0
- "B" - Grants-in-Aid for Research, Development & Extension - DAP GUIDELINE NO. 1.2
- "C" - Students Grants-in-Aid Program for Poverty Alleviation - DAP GUIDELINE NO. 2.0
- "D" - Executive Development Program - DAP GUIDELINE NO. 3.0



ANNEX "A"

DAP GUIDELINE NO. 1.0

GUIDELINES FOR THE IMPLEMENTATION OF THE INFRASTRUCTURE AND FACILITIES UPGRADING COMPONENT UNDER THE INSTITUTIONAL CAPACITY BUILDING PROGRAMS OF STATE UNIVERSITIES AND COLLEGES

I. RATIONALE

The Disbursement Acceleration Program (DAP) has allotted **THREE BILLION FIFTY NINE MILLION FOUR HUNDRED THOUSAND PESOS (P3,059,400,000.00)** for the infrastructure and facilities upgrading of SUCs as part of the P4,284.4 Billion additional budget for SUCs released by the Department of Budget and Management (DBM) through the Department of Public Works and Highways (DPWH).

The funds are earmarked specifically for the upgrading and modernization of infrastructure, facilities and equipment as part of the institutional capacity building of Leading SUCs and the improvement of the facilities of Developing SUCs. The release of this appropriation is subject to compliance by the SUCs with the criteria and Roadmap for Public Higher Education Reform (2011-2016) established by CHED in conjunction with the DBM and the SUCs themselves, as clearly enunciated in Article III of the Main Guidelines on the Guiding Principles for the DAP. The reforms in this roadmap include the alignment of SUC course offerings under their respective Charter mandates with national economic growth priorities, realities and challenges of the labor demands and industry standards; advancement toward amalgamation or regional university systems; commitment to research; faculty development; and transparent and accountable financial management, among others.

II. OBJECTIVES

The upgrading and modernization of SUC infrastructure and facilities are aimed towards:

1. Enhancing the quality and standards of instruction, research and extension functions of Leading State Universities;
2. Facilitating the delivery of instruction and extension services of Developing SUCs; and
3. Improving the efficiency of managing the institution (SUC).



III. FUND ALLOCATION

The Fund shall be allocated according to the following regional distribution of funds per program component taking into account the approved list of SUCs that qualify as Leading State Universities (Tiers 1 and 2) and Developing SUCs:

A. Infrastructure and Facilities Upgrading of Leading Universities	P2,605.795M
B. Modernizing HEI Facilities of Developing SUCs	423.605M
C. Contingency Fund	30 M
TOTAL	P3.0594 Billion

Actual allocation and releases for each SUC shall be based on approved project proposals and deliverables as determined by the Management Committee for this Program Component. The aforementioned Contingency Fund shall be allocated for the following purposes: (1) programs and projects of SUCs aligned to the pre-amalgamation /complementation activities of CHED and the SUCs, and (2) Administrative Cost required for this program component as determined by the management committee.

IV. ELIGIBILITY REQUIREMENTS

SUCs identified by the Commission on Higher Education En Banc (CEB) as the Leading and Developing SUCs are eligible to avail of the fund allocations, under certain conditions, set forth in these specific guidelines, except for the University of the Philippines and Mindanao State University Systems which were provided specific grants from the DAP under separate terms and conditions.

V. STEERING COMMITTEE/MANCOM/ DELIVERING INSTITUTION

- A. A Project Steering Committee (PSC) shall be created to establish policies and guidelines for the implementation of the infrastructure and upgrading/modernizing of facilities projects for SUCs. The Committee shall be composed of the CHED Chairperson as the Chair of the Committee, Secretary of DPWH and one (1) representative from the PASUC.

The PSC shall be responsible for setting proper implementing rules, guidelines, requirements and standards for execution of the projects. The Committee may impose additional requirements as necessary and as the circumstances may require. It shall evaluate progress reports submitted by the proponent SUCs. It shall also approve project proposals, through a resolution, for participating SUCs which shall be funded out of the allocated budget.



- B. A Management Committee (Mancom) shall be created to assist the PSC for the purpose of ensuring that targeted objectives are met, with the required deliverables/output provided or completed on time.
- C. The Delivering Institution shall be the Leading State Universities and the Developing SUCs that shall be identified by the program management committee as qualified recipients of the FUND.

VI. OBLIGATIONS OF PARTNER AGENCIES

A. Department of Public Works & Highways (DPWH)

1. Shall provide technical assistance to the CHED and SUCs in the implementation of the approved projects; and
2. At the appropriate time, and upon completion of all the necessary documentary and procedural requirements under this guideline, execute the Deed of Donation in favor of SUCs that shall be granted Project funds for this purpose.

B. Commission on Higher Education (CHED)

1. Transfer the necessary funds for the implementation of the projects subject to the procedures, criteria and set of guidelines set forth herein;
2. In coordination with the DPWH, CHED shall develop and establish the monitoring mechanism that will be implemented at all stages of the project without prejudice to further refinement of the procedures to ensure proper execution and completion of project deliverables/output;
3. In close and continuous coordination with the DPWH, CHED will evaluate the progress reports and will make its recommendations to the Steering Committee on matters arising from the progress reports; and
4. Identify and engage the services of Technical Experts whose professional expertise, skills and competencies are critical and necessary in the evaluation of proposals and recommendations on whether to approve or deny project proposals.

C. State Universities and Colleges

1. Prepare the proposals including their work plans in accordance with their approved Development Plan for review of the Management Committee to be recommended for approval of the Steering Committee;



2. Include in their Proposal the list of their procured infrastructure, facilities and equipment for the past three fiscal years (2009-2011) which shall include the names of contractors/suppliers awarded such projects; and
3. Create a Project Implementing Unit (PIU) to oversee the implementation of the projects and submit the necessary reports in accordance with the set guidelines (Refer to Appendix "F");
4. In the case of Infrastructure Proposals which are approved for funding under this specific guidelines, the SUC shall establish a Construction Management team, taking into consideration the magnitude and complexity of the projects i.e. with a total project cost of at least Twelve Million Pesos (P12,000,000.00), provided, however that the project is a new construction. Ongoing projects shall not be eligible for funding herein.
5. Submit quarterly progress reports of the projects utilizing forms proved under this guideline, or as often as required by the Program Steering Committee (PSC) or management committee in accordance with their approved work plans and financial frameworks; and
6. Submit to CHED upon final completion, Inventory Report of Property (IRP) and liquidation report, and such other required reports on or before the deadline agreed upon in the contract.

VIII. PROGRAM COMPONENT

1. Guiding principles:
 - a. The proposal must be aligned to the SUCs approved Development Plan, its legal mandates, and identified fields of specializations.
 - b. Proposals should be in accordance with the objectives clearly defined in the Roadmap prepared by CHED and the National Government
 - c. All project proposals shall be properly screened, evaluated and acted upon by the program Mancom, and endorsed with its recommendation for approval/disapproval to the PSC, with the completed staff work supporting each recommendation to facilitate action by the PSC.
2. Deliverables

The following documents shall form part of the completed staff work that the Mancom shall require the SUC to complete and accomplish in the course of implementing this guideline on institutional capacity building:



- a. Progress Reports/Accomplishment Reports
- b. Status of Fund Utilization
- c. Terminal/Completion and Liquidation Reports
- d. Inventory Report of Property

3. Procedures and Timelines

Project Implementors and the program Management Committee shall be guided by the following procedures and shall strictly comply with the timelines indicated hereunder:

Procedures	Timelines	Office-in-Charge
1. Circulation of Notice relative to this Project	Within 15 days from the publication in a newspaper of general circulation	CHED
2. Prepare and submit project proposal including work and financial plan following the prescribed form, as well as the list of procured infrastructure, facilities and equipment for the past three years	April 16 to May 15, 2012	SUCs Mancom
3. Evaluate and recommend the project proposal for approval	May 1-31, 2012	Mancom thru experts PSC
4. MOA signing	June 1-30, 2012	SUCs and CHED
5. Transfer of funds	June 1-30, 2012	CHED
6. Bidding process in accordance with RA 9184	July to November 30, 2012	SUCs
7. Awarding and Signing of Contracts	September to December 2012	SUCs and Contractors
8. Pre-implementation (preparation and submission of documents)	October 2012 to January 2013	SUCs-PIU
9. Implementation	October 2012 to November 2013	SUCs-PIU and Contractors
10. Turn-over of completed projects	December 2012 to December 2013	SUCs and Mancom
11. Monitoring Activities	September 2012 to December 2013	Mancom
12. Execution of Deed of Donation	Upon turn-over of completed project	DPWH to SUCs



4. Terms of Reference of the Pool of Experts

- a. Evaluate proposals in terms of technical and budgetary soundness.
- b. Provide technical advice in the enhancement of proposals.
- c. Monitor and report the progress of implementation and outputs of projects.
- d. Submit consolidated completion report on the implementation of the projects at the end of the engagement.

5. Output/Deliverables

Completed infrastructure, upgraded facilities and modernized equipment.

6. Contingency Fund

1% of the total budget for infrastructure, facilities upgrading/modernizing of SUCs

IX. TRANSPARENCY/ACCOUNTABILITY

The Commission shall adopt as a strict policy the principles of Transparency and Accountability in the disbursement of the funds herein provided and shall ensure that all pertinent and applicable procedures under the new Procurement Law (RA 9184), as well as government accounting and auditing regulations are strictly and faithfully enforced. Thus, any and all fund disbursements related to the DAP shall be fully accounted for in accordance with the usual accounting and auditing rules and regulations. For this program component of the FUND, the procedure on Accounting treatment of funds endorsed by the Commission on Audit Government Accounting System shall be strictly implemented, copy of which is enclosed as Appendix "G".

X. List of Appendices

Prescribed Forms

- Appendix "A" - Work and Financial Plan/Monthly Cash Flow
- Appendix "B" - Logic Frame for Project Proposal
- Appendix "C" - Project Summary Sheet
- Appendix "D" - Monthly Progress Report
- Appendix "E" - Contract between CHED and SUC for Approved Projects
- Appendix "F" - Creation of Project Implementation Unit (PIU)
- Appendix "G" - Accounting Treatment of Fund



WORK AND FINANCIAL PLAN
FOR CY _____

[illegible]

Approved by:

SUC President



**CHED-SUCs Disbursement Acceleration Program (DAP)
Infrastructure Facilities Upgrading/Modernization
PROJECT LOG FRAME**

Motivator	Goal	Input
<p>GOAL:</p> <p>PURPOSE:</p> <p>OUTPUTS:</p> <p>ACTIVITIES:</p> <p>INPUTS:</p>		



Appendix "C"

PROJECT SUMMARY SHEET

Proposed for Calendar year

2 0 1 2

2. Project Title			
3. Project Discription			
4. Proponent Name			Signature
5. Proponent Org/Div			
6. Contact Information			
7. Project Dates & Duration	From		to
8. Requested Support			Duration
Funding Amount	For the year		For the Entire Project
Other Request			
9. DAP Priority Areas			
10. Project Justification			
11. Project Deliverables			

12. Project Milestones	Date	Output
1.		
2.		
3.		
4.		
5.		

13. Activity Chart	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.												
2.												
3.												
4.												
5.												
6.												

14. Financial Timelines	Jan	Feb	Mar			
1.						
2.						
2.1						
2.2						
3. Cash Prizes						
A.						
B.						
C.						
Sub total						
Grand Total						



Appendix "D"

CHED-SUCs Disbursement Acceleration Program (DAP) Infrastructure Facilities Upgrading/Modernization

MONTHLY PROGRESS REPORT

Period: _____

Name of State University/College & Address: _____

Project Name: _____

Project Contractor: _____

Project Cost: _____

Date Started: _____ Project Duration: _____ CD

Project Description	Amount	Weighted Percentage	Accomplishment				Slippage/Remarks
			Previous		To Date		
			Amount	%	Amount	%	
TOTAL							

Prepared by:

Reviewed by:

SUC-PIU

SUC-PIU

Recommending Approval:

Approved by:

SUC VP for Administration

SUC President

INSPECTION REPORT

Name of SUC/Address:

Project Name:

Project Contractor: _____

Project Cost:

Date Started: _____

Project Duration: _____ CD

[illegible]

Prepared by:

Reviewed by:

SUC PIU

SUC PIU

Recommending Approval:

Approved by:

SUC VP for Administration

SUC President



**CHED-SUCs Disbursement Acceleration Program (DAP)
Infrastructure Facilities Upgrading/Modernization**

Date: _____

STATEMENT OF TIME ELAPSED

Name of
SUC: _____

SUC

Address: _____

1.0 Project	:	
2.0 Location	:	
3.0 Contractor	:	
4.0 Contract Amount	:	
5.0 Contract Time	:	
6.0 Date Started	:	
7.0 Target Date of Completion	:	
8.0 (%) Plan Accomplishment	:	
9.0 (%) Actual Accomplishment	:	
2. Slippage (%)	:	

Prepared by:

Reviewed by:

SUC PIU

SUC PIU

Recommending Approval:

Approved by:

SUC VP for Administration

SUC President



Appendix "E"

Contract between CHED and SUC for institutional capacity building



8

CREATION OF SUCs Project Implementing Unit (SUCs-PIU)

Composition-

Head : SUC Head or duly designated Representative from the General Services/Physical Facilities Division

Members:

1. Engineer from General Services/Physical Facilities
2. Accountant from Admin & Finance
3. Representative from College of Engineering or appropriate college
4. Supply/Property Custodian/Officer

Terms of Reference:

1. Coordinate with the BAC of the SUC for bidding purposes
2. Oversee the implementation of the project/s
3. Conduct periodic ocular inspection
4. Prepare documentary requirements including monthly progress reports/Accomplishment reports
5. In case of problem/s encountered, recommend possible courses of actions to the SUC President
6. Coordinate closely and constantly with the CHED DAP Mancom
7. Ensure that all transactions are above board, transparent and fully accounted for as required in this guidelines.

Account	Debit	Credit
SUCS		

Account	Debit	Credit
CHED		

Account	Debit	Credit
DPWH		

Table 1 - For construction of Higher Education Facilities (example: building)

Particulars	Record allotment in the RAO	Record obligation in the RAO	
1. Receipt of allotment (SARO), P100			
2. Receipt of MCA, P100	Cash-NT, MDS Subsidy Income from NG	100	100
3. Transfer of fund to CHED			
4. Receipt of fund transfer	Due from NGAs Cash NT, MDS	100	100
5. Deposit of collection to SUCS			
6. Receipt of MCA, P100			
7. Transfer of fund to SUCS			
8. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
9. Deposit of collection to SUCS			
10. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
11. Deposit of collection to SUCS			
12. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
13. Deposit of collection to SUCS			
14. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
15. Deposit of collection to SUCS			
16. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
17. Deposit of collection to SUCS			
18. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
19. Deposit of collection to SUCS			
20. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
21. Deposit of collection to SUCS			
22. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
23. Deposit of collection to SUCS			
24. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
25. Deposit of collection to SUCS			
26. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
27. Deposit of collection to SUCS			
28. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
29. Deposit of collection to SUCS			
30. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
31. Deposit of collection to SUCS			
32. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
33. Deposit of collection to SUCS			
34. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
35. Deposit of collection to SUCS			
36. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
37. Deposit of collection to SUCS			
38. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
39. Deposit of collection to SUCS			
40. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
41. Deposit of collection to SUCS			
42. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
43. Deposit of collection to SUCS			
44. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
45. Deposit of collection to SUCS			
46. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
47. Deposit of collection to SUCS			
48. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
49. Deposit of collection to SUCS			
50. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
51. Deposit of collection to SUCS			
52. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
53. Deposit of collection to SUCS			
54. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
55. Deposit of collection to SUCS			
56. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
57. Deposit of collection to SUCS			
58. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
59. Deposit of collection to SUCS			
60. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
61. Deposit of collection to SUCS			
62. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
63. Deposit of collection to SUCS			
64. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
65. Deposit of collection to SUCS			
66. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
67. Deposit of collection to SUCS			
68. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
69. Deposit of collection to SUCS			
70. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
71. Deposit of collection to SUCS			
72. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
73. Deposit of collection to SUCS			
74. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
75. Deposit of collection to SUCS			
76. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
77. Deposit of collection to SUCS			
78. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
79. Deposit of collection to SUCS			
80. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
81. Deposit of collection to SUCS			
82. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
83. Deposit of collection to SUCS			
84. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
85. Deposit of collection to SUCS			
86. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
87. Deposit of collection to SUCS			
88. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
89. Deposit of collection to SUCS			
90. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
91. Deposit of collection to SUCS			
92. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
93. Deposit of collection to SUCS			
94. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
95. Deposit of collection to SUCS			
96. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
97. Deposit of collection to SUCS			
98. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100
99. Deposit of collection to SUCS			
100. Receipt of fund transfer	Cash-NT, MDS Due from NT	100	100



SUCS		
Account	Debit	Credit

CHED		
Account	Debit	Credit

Particulars	DPWH	
	Account	Debit Credit

Year end closing entry

Subsidy Income from NG
Income and Expense
Summary 100

Income and Expense
Summary 100
Retained Operating Surplus 100

Retained Operating Surplus
Government Equity 100

Ending Balances:

Due from NGAs, P40
CIP-Agency Assets, P60
Government Equity, P100

Due from NGAs, P40
Due to Other NGAs, P40

Cash in Bank, LCCA, P40
Due to Other NGAs, P40

5. Utilization of fund transfer

Payment to contractors
for building construction

Balance of utilization of fund
transferred from SUCS by DPWH
to CHED

Construction in Progress -
Agency Assets 40
Due from NGAs 40

Due to Other NGAs 40
Due from NGAs 40

Due to Other NGAs 40
Cash in Bank, LCCA 40

Balance of project completion
report from SUCS thru CHED

School Building 100
Construction in Progress -
Agency Assets 100

Transfer of building ownership
to SUCS

Government Equity 100
School Building 100

School Building 100
Government Equity 100



SUCS		
Account	Debit	Credit

Due to Other NGAS 100
Cash in Bank, LCCA 100

CHED		
Account	Debit	Credit

Due to Other NGAS 100
Due from NGAS 100

Particulars	DPWH	
	Account	Debit Credit

1. COMPLETED WITHIN THE YEAR

4. Utilization of fund transfer

a. Payment to contractors for building construction

b. Receipt of liquidation of fund transfer from SUCs by DPWH thru CHED

d. Receipt of project completion report from SUCs thru CHED

e. Transfer of building to SUCS

Construction in Progress - Agency Assets 100
Due from NGAS 100

School Building Construction in Progress - Agency Assets 100

Donations School Building 100

5. Year-end closing entry

Subsidy Income from NG Income and Expense Summary 100

Income and Expense Summary 100
Donations 100

SUCS		
Particulars/Account	Debit	Credit

Retained Operating Surplus 100
Government Equity 100

CHED		
Particulars/Account	Debit	Credit

Particulars/Account	DSWD	
	Debit	Credit

Case 2 - For scholarship program
1. Receipt of allotment (SARO)

Record allotment in the RAO

2. Receipt of NCA

Cash-NT, MDS xx
Subsidy Income from NG xx



SUCS	
Account	Credit

CHED	
Account	Credit

DPWH	
Account	Credit

3. Transfer of fund to CHED

Record obligation in the RAO

a. Release of fund transfer

(i) CHED

Due from NGAs
Cash-NT, MDS

Cash-Collecting Officer
Due to Other NGAs

xx xx

c. Deposit of collection to BTr

Due from NT
Cash-Collecting Officer

xx xx

4. Receipt of NCA

Cash-NT, MDS
Due from NT

xx xx

5. Release of funds to SUCs and liquidation

a. Release of funds to SUCs

Cash-Collecting Officer
Due to Other NGAs

xx xx

a. Deposit of collection to
depository bank

Cash in Bank, LCCA
Cash-Collecting Officer

xx xx

c. Payment of stipend of students

Due to Other NGAs
Cash in Bank, LCCA

xx xx

e. Recognition of income from tuition fees
of DSWD scholars

Due to Other NGAs
Tuition Fees

xx xx

f. Receipt of liquidation Report

Donations
Due from NGAs

xx xx

CHED	
Particulars/Account	Debit

DSWD	
Particulars/Account	Debit

Case 3 - For scholarship program of indigents enrolled in private schools

Record allotment in the RAO

1. Receipt of allotment (SARO)

2. Receipt of NCA

Cash-NT, MDS

xx



SUCS	
Account	Credit

CHED	
Account	Credit

Particulars	DPWH	
	Account	Credit

Subsidy Income from NG xx

3. Transfer of fund to CHED

a. Obligation

Record obligation in the RAO

b. Release of fund transfer to CHED

Due from NGAs
Cash-NT, MDS

xx

xx

Cash-Collecting Officer
Due to Other NGAs

xx

xx

c. Deposit of collection to BTr

Due from NT
Cash-Collecting Officer

xx

xx

d. Receipt of NCA

Cash-NT, MDS
Due from NT

xx

xx

5. Release of funds to non-government schools and liquidation

If lump sum release to non-government schools

a. Release of funds to non government schools

Due from NGOs/POs
Cash-NT, MDS

xx

xx

b. Receipt of liquidation Report

Donations
Due from NGAs

xx

xx

Due to Other NGAs
Due from NGOs/POs

xx

xx

If payments are based on Statements of Accounts

a. Release of funds to

non government schools

Due to Other NGAs
Cash-NT, MDS

xx

xx

b. Receipt of liquidation Report

Donations
Due from NGAs

xx

xx



P

SUCS		
Account	Debit	Credit

CHED		
Account	Debit	Credit

DPWH		
Account	Debit	Credit

Particulars		
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DAP GUIDELINE NO. 1.2

GUIDELINES FOR THE IMPLEMENTATION OF THE GRANTS-IN-AID FOR RESEARCH, DEVELOPMENT AND EXTENSION (GIA-RDE) COMPONENT OF THE INSTITUTIONAL CAPACITY BUILDING PROGRAM OF STATE UNIVERSITIES AND COLLEGES

I. RATIONALE

The State Universities and Colleges (SUCs) are facing two major challenges today: the need to provide access to quality higher education and the mandate to generate/adapt/transfer technologies for enhancing productivity, alleviating poverty and improving the country's competitiveness. The second challenge, in particular, requires substantial investments on SUCs Research, Development and Extension (RDE). The RDE functions of SUCs have hitherto been accorded very limited government support – only about 20% of the SUCs Maintenance and Other Operating Expenses (MOOE). Recognizing the need to increase investments for SUCs RDE, the National Government spearheaded by the current Administration allotted an additional P560 million out of the Disbursement Acceleration Program as Grants-In-Aid (GIA) for SUCs RDE.

II. OBJECTIVE

The GIA RDE component of the institutional capability building for leading SUCs is aimed at providing technical and financial assistance for:

- A. Improving the capacity of SUCs to conduct RDE that are supportive to regional and national development needs;
- B. Enhancing SUCs R&D productivity in terms of Intellectual Property (IP) generation; and
- C. Conduct of studies in aid of policy making and project development/implementation for higher education in general and public higher education in particular.

III. FUND ALLOCATION

- A. Ten percent (10%) of the fund equivalent to **P56 million** shall be allotted for sector-wide policy studies to be conducted/managed by Philippine Institute for Development Studies (PIDS)
- B. Five percent (5%) of the fund equivalent to **P28 million** will be earmarked for administrative cost



C. Eighty five percent (85%) of the fund equivalent to **P476 million** shall be for SUCs RDE in the following sums:

1. University of the Philippines System – P100 million
2. Leading SUCs identified as PHERNet – P105 million
 - a. Central Luzon State University (CLSU)
 - b. Visayas State University (VSU)
 - c. Mindanao State University-Iligan Institute of Technology (MSU-IIT)
3. Leading SUCs other than PHERNet – P 261 million
4. Additional allocation for regional complementation RDE - P10 million

Actual allocation and releases for each SUC shall be based on approved RDE proposals and deliverables.

IV. STEERING COMMITTEE

A Project Steering Committee (PSC) shall be created to establish policies and guidelines for the implementation of RDE projects for SUCs. The Committee shall be composed of the Chairperson of CHED as the Chair of the Committee, PIDS President as the Vice-Chairperson, and one (1) representative from the Philippine Association of State Universities and Colleges (PASUC).

The Steering Committee shall be responsible for setting rules, guidelines, requirements and standards for execution of the RDE project. The Committee shall evaluate progress reports submitted by CHED. It shall also approve project proposals, through a resolution, for participating SUCs and other agencies which shall be funded out of the allocated budget.

V. PROGRAM COMPONENT

A. Description

The program provides financial and technical support for:

(a) The conduct by the leading SUCs of basic and interdisciplinary research aimed at intellectual property generation in their known field of excellence and on identified priority areas that are responsive to national development needs; and conduct studies in aid of policy/project development on sector-wide concerns, and

(b) The implementation of extension projects aimed at adaptation/transfer of technologies for enhancing productivity and quality of life, improving social services, and promoting environmental protection, climate change mitigation and disaster risk reduction.

B. Deliverables

1. Approved and processed RDE proposals
2. Accomplishment and monitoring reports



3. Terminal or completion reports
4. Intellectual Property - publication or patentable RD output
5. Knowledge and technologies transferred through publication and extension

C. Procedures for evaluation/processing of SUCs RDE proposals

1. Call for proposals shall be issued by the CHED Management Committee.
2. The services of group(s) of experts in various disciplines shall be tapped to conduct the following:
 - a. Evaluate the proposals in terms of technical and budgetary soundness;
 - b. Provide mentoring services in the development and enhancement of RDE proposals;
 - c. Monitor and report the progress of implementation and outputs of RDE projects and recommend the subsequent releases; and
 - d. Submit consolidated completion report on the implementation of the RDE projects at the end of the engagement.
3. The determination and implementation of the RDE projects for SUCs shall be guided by the following principles:
 - a. Alignment with the national development goals, National Higher Education Research Agenda (NHERA) and other CHED programs and thrusts;
 - b. Consistency with the SUCs mandates and their respective fields of specializations; and
 - c. Consideration and approval by the Project Steering Committee.
4. Proposals that are evaluated and determined to be fully qualified for funding under this guideline by the TWG shall be submitted to the Steering Committee for approval.
5. Approved proposals shall be processed by CHED for funding.

D. Timelines

The deliverables/output for the projects under this Program guideline shall be in accordance with the specified timelines in the Memorandum of Agreement that shall be executed and the RDE design.

VI. List of Appendices

- Appendix "A" - RDE proposal form
- Appendix "B" - NHERA-2 (See CHED website)
- Appendix "C" - LEADING SUCs Tiers 1 and 2
- Appendix "D" - Memorandum of Agreement to be executed by Qualified SUCs

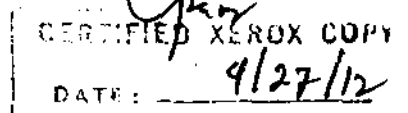


COMMISSION ON HIGHER EDUCATION
DETAILED RESEARCH AND DEVELOPMENT PROJECT PROPOSAL
(Form 1)

(For the Component Project)

- I. Program Title : _____
Program Duration : _____
- Project Title/s : _____
Program Leader : _____ Telephone /Fax/Email : _____
Project Leader/s : _____
Agency /Institution / Address : _____
- II. Cooperating Agencies/Institutions : _____
- III. Site of Implementation /Municipality /District/province/Region : _____
- IV. Classification :
- | | |
|----------------------------------|--|
| Research: | Development: |
| <input type="checkbox"/> Basic | <input type="checkbox"/> Pilot Testing |
| <input type="checkbox"/> Applied | <input type="checkbox"/> Tech. Promotion |
- Mode of Implementation:**
- ☐ Single Agency
☐ Multi Agency
- V. Discipline /s : _____
- VI. Background of the Study _____
- VII. Review/Survey of related Literature _____
- VIII. Conceptual / Theoretical Framework of the Study _____
- IX. Statement of the Problem _____
- X. Methodology _____
- XI. Significance of the Study _____
- XII. Definition of Terms _____
- XIII. Major Activities/Work plan _____
- XIV. Expected Output/s _____
- XV. Target Beneficiaries _____
- XVI. Personnel Requirement _____
- XVII. Budget _____
- XVIII. Literature Cited _____
- XIX. Capsule Curriculum (one-page CV only of the proponents/researchers) _____

Note: If the project is part of a program, this form should be submitted together with the detailed R&D proposal for the whole program.



FORM 2

COMMISSION ON HIGHER EDUCATION

LINE-ITEM BUDGET FORMAT

CY 20__

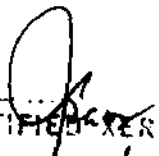
Period Covered

Project Title

Proponent

ITEM	AMOUNT
I. PERSONAL SERVICES	
Salaries	
Honoraria	
II. MAINTENANCE AND OTHER OPERATING EXPENSES	
Travel/Transportation Expenses	
Local or Foreign (Please indicate)	
Communication Expenses	
Postage and Deliveries, Telephone Expenses, Internet Expenses, etc.	
Supplies and Materials Expenses	
Office supplies	
Meetings/Seminars/Workshops/Trainings/Focus Group Discussions	
Representation Expenses (e. g. food for meetings, etc.)	
Printing and Binding Expenses	
Survey Expenses	
Subscription Expenses	
III. ADMINISTRATIVE COST (5%)	
GRAND TOTAL	

Prepared by:

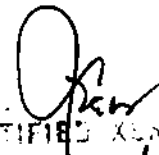

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DATE: 4/27/12

FORM 3

**COMMISSION ON HIGHER EDUCATION
Budget Breakdown By Source of Fund (Form**

ITEM	Year 1	Year 2	Year 3	TOTAL
I. PERSONAL SERVICES Salaries Honoraria				
II. MAINTENANCE AND OTHER OPERATING EXPENSES Travel/Transportation Expenses Local or Foreign (Please indicate) Communication Expenses Postage and Deliveries, Telephone Expenses, Internet Expenses, etc. Supplies and Materials Expenses Office supplies Meetings/Seminars/Workshops/Trainings/Focus Group Discussions Representation Expenses (e. g. food for meetings, etc.) Printing and Binding Expenses Survey Expenses Subscription Expenses				
III. ADMINISTRATIVE COST				
GRAND TOTAL				

Prepared by:


 CERTIFIED XEROX COPY
 DATE: 4/27/12

CERTIFIED XEROX COPY
DATE: 4/27/02



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

**EXCERPTS FROM THE MINUTES OF THE 385th REGULAR COMMISSION MEETING
HELD ON THE 9th DAY OF JANUARY 2012 AT THE HEDC CONFERENCE ROOM
HEDC BUILDING, C.P. GARCIA AVE., U.P., DILIMAN, QUEZON CITY**

RESOLUTION No. 010 - 2012

RESOLVED, AS IT IS HEREBY RESOLVED, that upon its discussion and agreement, and in view of the favorable endorsement of the Management Committee, the Commission **approved** the Disbursement Acceleration Plan for CHED for the Additional Budget of State Universities and Colleges (SUCs). The approved list of leading SUC recipients is hereto-attached as ANNEX A.

RESOLVED FINALLY, AS IT IS HEREBY FINALLY RESOLVED, that upon its deliberation and in view of the agreement that *Quality and Excellence* shall be the only criteria for the first cut, the Commission **approved** the following criteria in determining the first batch/ cut of leading SUCs qualified for the Disbursement Acceleration Plan (DAP):

1. Must be SUC Level IV and III only; and
2. Must have at least one (1) Center of Excellence or two (2) Centers of Development; and
3. Must have at least seven (7) Level III Accredited programs; or
4. Must be identified Philippine Higher Education Research Network (PHERNet) or Higher Education Research Center (HERRC).

PATRICIA B. LICUANAN

Chairperson and Presiding Officer
385th Regular Commission En Banc Meeting
9 January 2012

NONA S. RICAFORT
Commissioner

NENALYN P. DEFENSOR
Commissioner

WILLIAM C. MEDRANO
Commissioner

CERTIFIED TRUE COPY OF THE ORIGINAL
REQUESTED BY: CHED Legal Service

GERALDINE V. BACAN
CHED COMMISSION SECRETARY
DATE: 27 April 2012

**LIST OF LEADING UNIVERSITIES INCLUDED IN THE FIRST CUT/BATCH
OF THE CHED DISBURSEMENT ACCELERATION PLAN
(Based on Excellence)**

REGION	STATE UNIVERSITIES AND COLLEGES (SUCs)
I	Mariano Marcos State University Don Mariano Marcos Memorial State University
II	Isabela State University Nueva Vizcaya State University
III	Central Luzon State University
IV-A	Cavite State University
IV-B	---
V	Bicol University Central Bicol State University
VI	West Visayas State University
VII	Cebu Normal University
VIII	Visayas State University Leyte Normal University
IX	---
X	Central Mindanao University Mindanao University of Science and Technology
XI	---
XII	University of Southern Mindanao
CAR	Benguet State University
CARAGA	---
NCR	Philippine Normal University
ARMM	Mindanao State University System
National	University of the Philippines System



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

**EXCERPTS FROM THE MINUTES OF THE 390th REGULAR COMMISSION MEETING
HELD ON THE 26th DAY OF MARCH 2012 AT THE HEDC CONFERENCE ROOM
HEDC BUILDING, C.P. GARCIA AVE., U.P., DILIMAN, QUEZON CITY**

RESOLUTION No. 069 - 2012

RESOLVED, AS IT IS HEREBY RESOLVED, that upon full deliberation and in view of the favorable recommendation of the Management Committee (ManCom), the Commission **approved** the following criteria for the selection of the List of Leading State Universities and Colleges (SUCs) 2nd Tier:

1. COE or COD; and
2. SUC Level III or IV; or
3. Best SUC relative to other SUCs in the region.

RESOLVED FINALLY, AS IT IS HEREBY FINALLY RESOLVED, that based on the above criteria, the Commission **approved** the following SUCs, which qualified for the 2nd Tier:

1. Palawan State University;
2. Western Mindanao State University; and
3. University of Southeastern Philippines

PATRICIA B. LICUANAN

Chairperson and Presiding Officer
390th Regular Commission En Banc Meeting
26 March 2012

NONA S. RICAFORT
Commissioner

NENILYN P. DEFENSOR
Commissioner

WILLIAM C. MEDRANO
Commissioner

MARIA CYNTHIA ROSE B. BAUTISTA
Commissioner

IDENTIFIED TRUE COPY OF THE ORIGINAL
REQUESTED BY: CHED Legal Service
PURPOSE: Publication in OMR
GERALDINE V. BACANI

CHED COMMISSION SECRETARY

DATE: 27 April 2012

DAP GUIDELINE NO. 2.0

GUIDELINES ON THE STUDENTS' GRANTS-IN-AID PROGRAM FOR POVERTY ALLEVIATION (SGP-PA) IN THE CHED DISBURSEMENT ACCELERATION PROGRAM

I. State Policy/Rationale

The State is mandated under the 1986 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) and to "establish and maintain a system of scholarship grants, student loan program, subsidies and other incentives which shall be available to deserving student in public and private schools specifically to the underprivileged" (Art XIV, Sec 2(3)).

In line with this, the Commission on Higher Education is empowered to "develop criteria for allocating additional resources such as research and program development grants, scholarships and other similar programs xxx" (Sec. 8 (i) Republic Act No. 7722) in the fulfillment of the foregoing state policies.

II. Goals/Objectives

The SGP-PA has been set in place to contribute to the National Government's program thrusts that effectively address poverty alleviation by increasing the number of graduates in higher education among poor households, with the end in view of enabling these graduates to attain employment in high-value added occupations, in order to lift their families out of poverty and thereby contribute productively to national development.

The SGP-PA is hereby instituted by the CHED in partnership with the DSWD (Department of Social Welfare and Development) and DOLE (Department of Labor and as Employment) as a long term mechanism with full commitment to breaking the vicious poverty cycle afflicting the poor but deserving Filipino youth and their families.

The specific objectives of SGP-PA are as follows:

1. Ensure that the grantees are enrolled in selected state universities and colleges duly recognized by the CHED and that they are channeled to the priority programs of the CHED;



2. Ensure that the grantees, in order to maximize their enjoyment of the financial assistance, shall also be extended the needed support that will guarantee the completion of their studies which will qualify them for high-value added jobs;
3. Contribute to the increase of the number of enrolment in higher education in line with the national government's priority degree programs among poor households; and
4. Support college graduates' entry to labor markets through placement assistance.

III. Coverage

This student financial assistance shall be known as the Students Grants-In-Aid Program for Poverty Alleviation (SGP-PA). Under the SGP-PA, financial assistance shall be provided to about 3,400 beneficiaries qualified to enroll in leading SUCs to take up preferably the priority degree programs that the CHED deems critical to national development as indicated in CMO No. 04, s. 2011, "CHED Priority Courses from SY 2011-2012 to SY 2015-2016" (Appendix "A").

The beneficiaries of the SGP shall be drawn from identified and classified poor households in the 609 focus municipalities covered under the Pantawid Familyang Pilipino Program (Pantawid Pamilya) of the Department of Social Welfare and Development (DSWD).

IV. Funding

As initial funding for the SGP-PA, the DBM released the amount of **Php 500 Million** for the programs and activities of the SGP-PA under the 2011 Disbursement Acceleration Plan of the CHED (Commission on Higher Education) to augment the budget of SUCs (State Universities and Colleges) for this purpose.

Subsequent funding of the SGP-PA shall be sourced from the GAA and such other sources as may be made available by the National Government to support the completion by SGP-PA beneficiaries of the requirements for their college education until they obtain their degrees.

The FUND resources for the SGP-PA shall be allocated and disbursed in accordance with the Program Budget attached and made an integral part of this specific guidelines as Appendix "B".

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V. Definition of Terms

Social Responsiveness	Capacity of the program to directly or indirectly contribute to the well-being of the beneficiaries and address their needs and challenges
Desired Outcomes	In the context of this program/intervention, refers to tangible and intangible, direct or indirect positive results such as: employability, employment generation, social amelioration, social participation, and overall, having wider scope of choices.
Grants-In-Aid	A form or modality of student financial assistance to academically and financially deserving students who are not currently recipients of any government educational assistance. The grant includes the required expenses that enable a student to meet the most basic living needs and thus, complete his/her college studies and earn a degree.
Higher Education	The stage of formal education requiring completion of secondary education, covering the programs on all courses of study leading to a bachelor, masters, or doctoral degrees.
Target areas	Refers to the 609 focus priority cities and municipalities identified by the NAPC and DSWD as having the highest magnitude and density of poor families
Leading State Colleges and Universities	Refers to CHED identified leading public higher education institutions in the Philippines (Annex B of the Main Guidelines)
Poor	Based on Republic Act 8425, otherwise known as the Social Reform and Poverty Alleviation Act promulgated on 11 December 1997, the poor refers to individuals or families whose income fall below the poverty threshold as defined by the government and/or those that cannot afford in a sustained manner to provide their basic needs of food, health, education, housing and other amenities of life.
Student-Beneficiary	Recipients of the DAP Students' Grants-In-Aid Program for Poverty Alleviation.
Household	A social unit consisting of a person living alone or a group of persons who sleep in the same housing unit and have a common arrangement in the preparation and consumption of food.

VI. SUCs Eligible to be Participating Institutions and Degree Programs to be Offered Under the SGP-PA

Only the Leading SUCs approved by the CHED's Commission en Banc are qualified to be participating institutions of the SGP-PA.

However, other SUCs may be considered under these guidelines as participating institutions provided that the programs possess either Levels II or III accredited status bestowed by a CHED-recognized accrediting agency.

The program beneficiary shall be allowed to enroll only in academic programs that are included in the list of CHED-recognized programs that are compliant with CHED policies, standards, and guidelines. If possible, and should the beneficiaries qualify, they shall be encouraged to enroll in priority disciplines of the Commission.

VII. Responsibilities of the Implementers

The following are the duties and responsibilities of the Commission on Higher Education (CHED), Department of Social Welfare and Development (DSWD), Department of Labor and Employment (DOLE), and State Universities and Colleges (SUCs) in the implementation of the program.

1. Commission on Higher Education (CHED)

- 1.1 Issue award to the beneficiaries selected by the NSC;
- 1.2 Transfer funds to the partner SUC;
- 1.3 Monitor the implementation of the program in coordination with the DSWD;
- 1.4 Convene regular and special meeting of the National SGP Committee.

2. The Department of Social Welfare and Development (DSWD)

- 2.1 Identify the beneficiaries;
- 2.2 Submit a shortlist of the proposed beneficiaries to the NSC;
- 2.3 Coordinate the provision of the necessary interventions to the grantee and family at the local levels; and
- 2.4 Monitor the implementation of the program in coordination with the Local Government Units (LGUs).

3. State Universities and Colleges (SUCs)

- 3.1 Monitor and report the academic performance of the grantees at the end of each Academic Year until graduation;
- 3.2 Enter into a Memorandum of Agreement MOA with the CHED;
- 3.3 Administer admission examination or other appropriate admission requirements in line with the objectives of the DAP;



- 3.4 Orient SGP-PA beneficiaries on the policies and guidelines and other requirements of the program;
- 3.5 Receive the financial benefits from the CHED for disbursement to the beneficiaries based on their entitlements under this program.
- 3.6 Process and release the financial benefits to the Student-Beneficiary;
- 3.7 Provide for appropriate accommodation such as dormitories or accredited boarding houses;
- 3.8 Organize and/or enhance values formation, and career guidance programs to beneficiaries the their families or parents;
- 3.9 Provide services of Guidance Counselors as needed;
- 3.10 Inform the National SGP-PA Committee (NSC) about any beneficiary who drops out due to meritorious reason/s and of a possible replacement who may avail of the program;
- 3.11 Maintain a separate book of account for the program;
- 3.12 Facilitate the timely monthly release of financial benefits to the grantees (attached as Annex C);
- 3.13 Institute a remedial/mentoring program to cater to the special needs of the grantee prior to the taking of entrance exam; and
- 3.14 Submit status and liquidation reports to the CHED.

4. Department of Labor and Employment (DOLE)

- 4.1 Inform and regularly update the partner agencies about, and orient recipients on the development and availability of high-value added jobs;
- 4.2 Provide family support livelihood opportunity;
- 4.3 Organize and/or enhance career guidance in partnership with the industries, local government units (LGUs) and civil societies in preparing recipients for placement assistance towards high-value added jobs; and
- 4.4 Report to the NSC family support and livelihood programs.

VIII. Eligibility requirements for SGP-PA applicants

A. General Requirements:

1. Identified as "4P" beneficiary;
2. Not more than 30 years of age at the time of selection;
3. Must be physically and mentally fit;
4. Has completed high school and/or equivalent;
5. Must not be covered by other higher education scholarship/grant from public institutions;
6. Must pass the entrance exam and academic requirements set by the leading SUCs;
7. Must pass the requirements set by the National SGP-PA Committee: and
8. Must enroll/shift/transfer to CHED priority programs preferably in the leading identified SUCs most accessible from their residence.

B. Documentary Requirements:

1. Accomplished SGP-PA Application Form;
2. Certification from DSWD declaring the intended program beneficiary as a Pantawid Pamilya beneficiary;
3. Birth Certificate certified by NSO or local civil registrar;
4. Health Certificate issued by any government physician;
5. Form 138 or has passed PEPT exams; and
6. Certificate of Grades of the program beneficiary for the last semester attended, for continuing college students.

IX. Financial Benefits

A student-beneficiary shall be entitled to a maximum of **Sixty Thousand Pesos (Php 60,000.00) grant per school year**. The grant shall cover the costs for tuition and other school fees, purchase of textbooks, board and lodging, clothing, health and other valid related educational expenses and support services to sustain and enable him/her to complete his/her degree program.

X. Responsibilities of SGP-PA Beneficiary

The SGP-PA beneficiary shall:

1. Carry a full load per semester as prescribed in the curriculum and complete within the required period of the program;
2. Maintain a satisfactory academic performance in accordance with the policies and standards of the SUC; and
3. Render a return of service for two years after graduation in the Philippines except for highly critical courses demanded by local industry and government services;
4. Adhere to the terms and conditions as stipulated in the Contract.

XI. Responsibilities of the Parent/Guardian of the Student-Beneficiary

The parent/guardian of the student-beneficiary shall:

1. Sign the Contract with the CHED as the executor of the program;
2. Support their child as recipient of grants-in-aid towards completion of their courses and in earning their degrees;
3. Ensure that the related expenses and other incidental expenses for health and clothing shall be paid on time;
4. Ensure that recipient will religiously attend to his/her classes and minimize absences, and complete school requirements; and
5. Provide such other moral support and ensure that all the financial benefits directly received by the grantee shall be spent within the period of study and for all the legitimate purposes of his/her course.



In the event that the students' parents/guardians are not available for the above purpose, then any qualified person as determined by the SUC where the students are enrolled in, shall assume the aforementioned obligations.

XII. National SGP-PA Committee (NSC)

The Committee is tasked generally to oversee the entire operation and implementation of the program. Likewise, to provide technical and sustainable assistance in the allocation of funds and effective management of the government subsidy through continuous improvement process including social justice and responsibility.

The Committee shall be constituted with representatives from the following agencies:

CHED	Chair
DSWD	Member
DOLE	Member
PASUC	Member
DSWD	Secretariat
CHED	Secretariat

In view of the underlying concerns, the Committee shall be responsible to perform the following:

1. Formulate policies that will ensure that the services provided for by the program shall serve the target beneficiaries;
2. Select SGP-PA beneficiaries;
3. Orient participating SUCs on the implementation of the program;
4. Decide on appeals, grievances, queries and complaints regarding program implementation;
5. Review implementing guidelines and resolve concerns requiring the action of the NSC; and
6. Submit annual progress and financial report to the Office of the President through the Presidential Management Staff copy furnished the DSWD.

XIII. Program Monitoring and Evaluation

The National SGP-PA Committee shall conduct an annual spot check in the implementation of the program in accordance with the monitoring guidelines developed for this purpose. Qualified higher education institutions where beneficiaries of this program are enrolled in shall be ready at all times to show records of, as well as provide an update on the status of students availing of this grants-in-aid program.

A mid-term evaluation shall be conducted to document the efficiency and effectiveness of the implementation process and the initial gains of the program.

Implementation cost for the monitoring and evaluation shall be charged to administrative funds allocated for the purpose, subject to the usual accounting and auditing rules and regulations. Disbursements for this Program component of the FUND shall be liquidated and accounted for in accordance with the procedure endorsed by the Commission on Audit Government Accounting System office, copy of which is attached as Appendix "C".

XIV. Effectivity

These rules and regulations for the implementation of the Student Grants-In-Aid for Poverty Alleviation shall take effect beginning Academic Year 2012-2013.

XV. List of Appendices:

- Appendix "A" - CMO No. 04, s. 2011, "CHED Priority Courses from SY 2011-2012 to SY 2015-2016"
- Appendix "B" - FUND Budget Allocation for the SGP-PA
- Appendix "C" - Accounting Treatment of the FUND (See Appendix G of DAP GUIDELINE No. 1.0)
- Appendix "D" - Memorandum of Agreement between CHED & SUC





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

CHED MEMORANDUM ORDER

No. 04
Series of 2011

TO : **CHED CENTRAL OFFICE/REGIONAL OFFICE
DIRECTORS/OFFICERS-IN-CHARGE**

SUBJECT : **CHED PRIORITY COURSES FROM SY 2011-2012 TO
SY 2015-2016**

X _____ X

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," based on the national development plans, manpower demands for SY 2011-2015 and DOLE Jobs Fit 2020 Vision, and as a result of the interagency meeting conducted on November 26, 2010 with representatives from the Department of Labor and Employment (DOLE), Philippine Association of Colleges and Universities (PACU), Catholic Educational Association of the Philippines (CEAP), also invited in the said meeting were officials from the Philippine Association of State Universities and Colleges (PASUC) and National Economic Development Authority (NEDA) and in view of Commission en Banc Resolution No. 046-2011 dated March 14, 2011, the following are the priority courses from SY 2011-2012 to SY 2015-2016 where incoming grantees of CHED Student Financial Assistance Programs (STuFAPs) shall be directed to enroll.

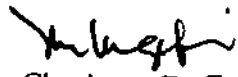
The following priority courses shall be followed within the next five (5) years as agreed upon by the Interagency Committee during its aforesaid meeting.

PRIORITY COURSES

% ALLOCATION

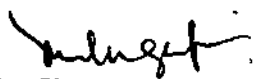
- a. Information Technology 10%
- Information Technology and Computing Studies
 - Multi Media
 - Animation
 - Programming
 - Computer Science
 - Information System Management

CHED CENTRAL OFFICE
RECORDS SECTION
CERTIFIED XEROX COPY


Maria Charinna D. Zafiro
Administrative Officer V

- b. Agriculture and Related Fields 15%
- Agro-Forestry
 - Veterinary Medicine
 - Agricultural Engineering
 - Agribusiness/Management
 - Agricultural Entrepreneurship
 - Agri-Tech
 - Agriculture
 - Fisheries
- c. Teacher Education major in: 15%
- Math
 - Science
 - Physics
 - Chemistry
 - Reading
 - English
 - Educational Media/Technology
 - Special Education (SPED)
- d. Science and Math 10%
- B.S. Math
 - B.S. Science
 - B.S. Physics
- e. Engineering 20%
- Mechanical
 - Electronics
 - Communication
 - Metallurgical/Mining
 - Computer
 - Biomedical
 - Chemical
 - Geodetic
 - Electrical
 - Meteorological
 - Mining
 - Geological
- f. Health Sciences 15%
- Pharmacy
 - Radiology Technology
 - Medical Technology

CHED CENTRAL OFFICE
RECORDS SECTION
CERTIFIED XEROX COPY


Maria Charinna D. Zafiro
Administrative Officer V

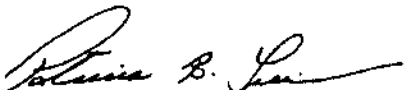
- | | | |
|----|-----------------------|----|
| g. | Arts and Humanities | 5% |
| h. | Atmospheric Science | 5% |
| i. | Environmental Science | 5% |

In view of the above, all the other provisions set forth in CMO No. 16, series of 2002, particularly the qualifications of HEIs eligible to accept or enroll CHED scholars, remain the same and in effect.

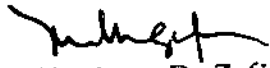
This CHED Memorandum Order shall take effect immediately upon approval and remains in effect until such time that a new CMO is hereafter issued to supersede the same.

For proper guidance and compliance of all concerned.

Quezon City, Philippines, March 18, 2011.


PATRICIA B. LICUANAN, Ph.D.
Chairperson

CHED CENTRAL OFFICE
RECORDS SECTION
CERTIFIED XEROX COPY


Maria Charinna D. Zafiro
Administrative Officer V

GRANT-IN-AID FOR POVERTY ALLEVIATION
Work and Financial Plan
For two (2) years

Programs/Projects/ Activities	FY 2012	FY 2013	Total
I. Pre-Activity			
1 Development of Implementing Guidelines			
a. Conduct inter-agency meetings	50,000.00		50,000.00
a.1 Draft Guidelines			
a.2 Present draft to the CHED, MANCOM for review and recommendation			
a.3 Elevate final draft to CEB for approval			
2 Issuance of CHED Memorandum Order			
II. Actual Activity			
1 Advocacy activity			
a. Prepare print materials (CMO, Posters, Brochures, Primer)	245,000.00		245,000.00
b. Post in the CHED Website/Newspaper	25,000.00	25,000.00	50,000.00
c. Conduct orientation (Inter-agency)	250,000.00		250,000.00
d. Inform target municipalities/families			
e. Identify beneficiaries			
2 Awarding of Grants			
a. Validate and accept qualified beneficiaries			
b. Issue Notice of Awards			
b.1 Supplies and materials	100,000.00	100,000.00	200,000.00
b.2 Communication	25,000.00	25,000.00	50,000.00
3 Grants			
a. Release of financial assistance/grants	242,500,000.00	242,500,000.00	485,000,000.00
b. Release of operational cost	5,000,000.00	5,000,000.00	10,000,000.00
4 Processing of Release			
a. Process documents/transfer of funds			
III. Post- Activity			
1 Conduct of Regional Monitoring and evaluation			
a. Monitoring Kit/Instrument	180,000.00		180,000.00
b. Transportation and Travel Allowance	550,000.00	550,000.00	1,100,000.00
2 Preparation of Assessment Report			
a. Inter-agency Meeting	40,000.00	40,000.00	80,000.00
b. Analysis of Data			
3 Submit report to PMS			
a. Supplies and Materials	50,000.00	50,000.00	100,000.00
b. Communication	50,000.00	50,000.00	100,000.00
c. Website uploading	10,000.00	10,000.00	20,000.00
4 Improved Database System of CHED StuFAPs			
a. Purchase of IT equipment	1,195,000.00		1,195,000.00
b. Hiring of contractuels	440,000.00	440,000.00	880,000.00
c. Construct OSS Website and Database System	500,000.00		500,000.00
TOTAL	251,210,000.00	248,790,000.00	500,000,000.00

PREPARED BY:

[Signature]
DR. NENA B. ASING
Chief, SGD

APPROVED BY:

[Signature]
ISABEL F. INLAYO, CESO III
Director IV, OSS



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into this ____ day of _____ 2012, in _____ by and among:

The **COMMISSION ON HIGHER EDUCATION (CHED)**, a government agency, with principal office at the HEDC Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City, herein represented by its Chairperson **PATRICIA B. LICUANAN** and hereinafter referred to as the **"FIRST PARTY"**;

and

_____, an educational institution of higher learning with office address at _____, represented by its President, _____, hereinafter referred to as the **"SECOND PARTY"**;

WITNESSETH

WHEREAS, the FIRST PARTY aims to assist underprivileged but deserving public and private high school students through the provision of scholarship grants to pursue higher education consistent with the Constitutional mandate that "the State shall establish and maintain a system of scholarship grants, student loan programs, subsidies and other incentives which shall be available to deserving students in both public and private schools especially to the underprivileged, "(Art. XIV, Sec. 3 (3).

WHEREAS, the FIRST PARTY recognize that there is a need to provide additional financial support to the STATE COLLEGES AND UNIVERSITIES (SUCs) in order to upgrade their institutional capability and sustain the development efforts towards producing the human resources, knowledge and technologies needed for accelerated national development.

WHEREAS, through and by virtue of the shared ideas and vision, THE FIRST PARTY and SECOND PARTY have agreed to jointly implement and/or administer a study grant program entitled "The Students Grant-in-Aid Program for Poverty Alleviation (SGP-PA)."

WHEREAS, through the initiatives of the FIRST PARTY, the national government has allotted Php 4,284,400,000.00 under the Disbursement Acceleration Program (DAP) for the implementation of high impact and fast disbursing projects by the State Universities and Colleges (SUCs) in support of the Administration's thrust towards alleviating poverty and improving the country's competitiveness otherwise known as the Disbursement Acceleration Program for CHED;

WHEREAS, the following shall constitute as the components of the Disbursement Acceleration Program for CHED: (a) institutional Capacity Building of Leading State Universities P3,356,600,000.00, (b) Students Grants-In-Aid Program for Poverty Alleviation P500,000,000.00; (c) Modernizing Higher Education facilities to upgrade the developing SUCs _427,800,000.00

WHEREAS, the financial assistance under the SGP-PA shall be provided to 4,401 beneficiaries qualified to enroll in leading SUCs to take up priority and other degree programs that the CHED may deem critical to national development as indicated in CMO No. 04, s. 2011, "CHED Priority Courses from SY 2011-2012 to SY 2015-2016." ;

WHEREAS, only the leading SUCs approved by the CHED's Commission en Banc are qualified to be participating institutions of the SGP-PA

NOW THEREFORE, for and in consideration of the foregoing premises and the stipulations set forth hereunder, the Parties hereby agree to establish a functional working relationship and to institute prompt and punctual delivery of services to the beneficiaries of the Program by undertaking their respective duties, functions and responsibilities as follows:

I. DUTIES AND RESPONSIBILITIES

A. FIRST PARTY

1. Issue award to the beneficiaries selected by the NSC;
2. Transfer funds to the partner SUC;
3. Monitor the implementation of the program in coordination with the DSWD;
4. Convene regular and special meeting of the National SGP Committee.

B. SECOND PARTY

1. Monitor and report the academic performance of the grantees;
2. Enter into a Memorandum of Agreement with CHED;
3. Administer admission examination or other appropriate admission requirements;
4. Orient SGP-PA beneficiaries of the policies and guidelines of the program;
5. Receive the financial benefits from the CHED for disbursement to the beneficiaries based on their entitlements under this program.
6. Process and release the financial benefits to the student-beneficiary;
7. Provide for appropriate accommodation such as dormitories or accredited boarding houses;
8. Organize and/or enhance values formation, and career guidance programs to beneficiaries, their families or parents;
9. Provide services of Guidance Counselors as needed;
10. Inform the National SGP-PA Committee (NSC) for meritorious reason of any beneficiary who drop-out for possible replacement;
11. Maintain a separate book of account;
12. Facilitate the timely monthly release of financial benefits to the grantees;
13. Institute remedial/mentoring program to cater to the special needs of the grantee prior to the taking of entrance exam; and

14. Submit status and liquidation reports to the CHED.

II. STEERING COMMITTEE

The FIRST PARTY and the SECOND PARTY shall create a steering committee that will determine the policies, direction and proper implementation of the Students Grants-In-Aid Program for Poverty Alleviation (SGP-PA).

III. PENALTY CLAUSE

The agreement shall be implemented as agreed upon in accordance with the terms and conditions stipulated herein. Failure on the part of either/any party to comply with the provision of this Agreement will warrant its discontinuance and giving rise to filing of appropriate civil, administrative and/or criminal actions responsible officers and employees of the Erring Party.

3.1 All appendages hereto attached are hereby expressly made an integral part of this Agreement by reference, excluding inconsistencies with any/all part, terms and conditions contained in this Memorandum of Agreement.

3.2 This agreement shall take effect immediately upon signing hereof..

IV. EFFECTIVITY

This Agreement shall take effect upon signing and remain in full force and effect within the duration of the implementation of the Program..

IN WITNESS WHEREOF, the parties hereto have set their hands at _____, Metro Manila, Philippines, on _____ 2012.

**COMMISSION ON HIGHER
EDUCATION**

STATE UNIVERSITY/STATE COLLEGE

By:

By:

DR. PATRICIA B. LICUANAN

President

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES }
_____ } S. S.

I certify that on this date, before me, a notary public duly authorized in the city named above to take acknowledgements, personally appeared:

Name	Competent Evidence of Identity	Date/Place Issued
PATRICIA B. LICUANAN	CTC 03157502	Jan. 5, 2012 Quezon City
<i>SUC President</i>	_____	_____

who were identified by me through competent evidence of identity to be the same persons described in the foregoing instrument, who acknowledged before me that their respective signatures on the instrument were voluntarily affixed by them for the purposes stated therein, and who declared to me that they have executed the instrument as their free and voluntary act and deed and that they have the authority to sign on behalf of their respective principals.

IN WITNESS WHEREOF, I hereunto set my hand and affix my notarial seal on the date and at the place above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into this ____ day of _____ 2012, in _____ by and among:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD)**; a national government body established and existing under the laws and regulations of the Republic of the Philippines, with office address at IBP road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126 represented by HON. CORAZON JULIANO-SOLIMAN, Secretary, hereinafter referred to as the **"FIRST PARTY"**;

The **COMMISSION ON HIGHER EDUCATION (CHED)**, a government agency, with principal office at the HEDC Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City, herein represented by its Chairperson **PATRICIA B. LICUANAN** and hereinafter referred to as the **"SECOND PARTY"**;

and

The **DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)**;); a government agency, with principal office at Muralla St. corner Gen. Luna St., Intramuros, 1002 Manila, herein represented by its Secretary, **ROSALINDA DIMAPILIS BALDOZ** and hereinafter referred to as the **"FOURTH PARTY"**;

WITNESSETH

WHEREAS, the Parties recognize that there is a need to provide additional financial support to the STATE COLLEGES AND UNIVERSITIES (SUCs) in order to upgrade their institutional capability and sustain the development efforts towards producing the human resources, knowledge and technologies needed for accelerated national development.

WHEREAS, through the initiatives of the SECOND PARTY, the national government has allotted Php 4,284,400,000.00 under the Disbursement Acceleration Program (DAP) for the implementation of high impact and fast disbursing projects by the State Universities and Colleges (SUCs) in support of the Administration's thrust towards alleviating poverty and improving the country's competitiveness otherwise known as the Disbursement Acceleration Program for CHED;

WHEREAS, the following shall constitute as the components of the Disbursement Acceleration Program for CHED: (a) institutional Capacity Building of Leading State Universities P3,356,600,000.00, (b) Students Grants-In-Aid Program for Poverty Alleviation P500,000,000.00; (c) Modernizing Higher Education facilities to upgrade the developing SUCs _427,800,000.00

WHEREAS, the Students Grants-In-Aid Program for Poverty Alleviation (SGP-PA) is intended to be instituted by the Office of the President and the Commission on

Higher Education, in coordination with the Department of Social Welfare and Development and Department of Labor and Employment, as a long-term instrument and commitment to break vicious poverty cycle afflicting the poorest of the poor;

WHEREAS, pursuant to its mandate, the FIRST PARTY hopes to enable and empower the deserving members of poor families to have greater access to high value-added jobs by means of their appropriate higher education qualifications, upon consultation with the SECOND PARTY, shall identify the beneficiaries of the Students Grants-in-Aid Program for Poverty Alleviation (SGP-PA)."

WHEREAS, the beneficiaries of the SGP-PA shall come from identified and classified poor households in the 609 focus municipalities covered under the Pantawid Pamilyang Pilipino Program (Pantawid Pamilya) of the Department of Social Welfare and Development (DSWD).

WHEREAS, the FIRST PARTY recognizes that the SECOND PARTY having jurisdiction and authority over the SUCs shall take the lead in coordinating with the SUCs for the implementation of the Students Grants-in-Aid Program for Poverty Alleviation (SGP-PA).

WHEREAS, the financial assistance under the SGP-PA shall be provided to 4,401 beneficiaries qualified to enroll in leading SUCs to take up priority and other degree programs that the CHED may deem critical to national development as indicated in CMO No. 04, s. 2011," CHED Priority Courses from SY 2011-2012 to SY 2015-2016." ;

WHEREAS, only the leading SUCs approved by the CHED's Commission en Banc are qualified to be participating institutions of the SGP-PA

NOW THEREFORE, for and in consideration of the foregoing premises and the stipulations set forth hereunder, the Parties hereby agree to establish a functional working relationship and to institute prompt and punctual delivery of services to the beneficiaries of the Program by undertaking their respective duties, functions and responsibilities as follows:

I. DUTIES AND RESPONSIBILITIES

A. FIRST PARTY

1. Transfer to the SECOND PARTY the full amount of **FIVE HUNDRED MILLIONPESOS (P500,000,000.00)** under SARO No. B-11-02264 dated December 22, 2011 in accordance with COA circular number 94-013 dated December 13, 1994 for the implementation of the SUCs Students Grants-In-Aid Program for Poverty Alleviation (SGP-PA) component of the Disbursement Acceleration Program for CHED as additional budget for SUCs.
2. Identify the beneficiaries;
3. Submit a shortlist of the proposed beneficiaries to the NSC;
4. Coordinate the provision of the necessary interventions to the grantee and family at the local levels; and

5. Monitor the implementation of the program in coordination with the Local Government Units (LGUs).

B. SECOND PARTY

1. Issue award to the beneficiaries selected by the NSC;
2. Transfer funds to the partner SUC;
3. Monitor the implementation of the program in coordination with the DSWD;
4. Convene regular and special meeting of the National SGP Committee.

C. THIRD PARTY

1. Inform and regularly update the partner agencies about and orient recipients the development and availability of high-value added jobs;
2. Provide family support livelihood opportunity;
3. Organize and/or enhance career guidance in partnership with the industries, local government units (LGUs) and civil societies in preparing recipients for placement assistance towards high-value added jobs; and
4. Report to the NSC family support and livelihood programs.

II. NATIONAL SGP-PA STEERING COMMITTEE

The FIRST PARTY and the SECOND PARTY shall create a steering committee that will determine the policies, direction and proper implementation of the Students Grants-In-Aid Program for Poverty Alleviation (SGP-PA).

III. PENALTY CLAUSE

The agreement shall be implemented as agreed upon in accordance with the terms and conditions stipulated herein. Failure on the part of either/any party to comply with the provision of this Agreement will warrant its discontinuance and giving rise to filing of appropriate civil, administrative and/or criminal actions responsible officers and employees of the Erring Party.

- 3.1 All appendages hereto attached are hereby expressly made an integral part of this Agreement by reference, excluding inconsistencies with any/all part, terms and conditions contained in this Memorandum of Agreement.

- 3.2 This agreement shall take effect immediately upon signing hereof..

IV. EFFECTIVITY

This Agreement shall take effect upon signing and remain in full force and effect within the duration of the implementation of the Program..

IN WITNESS WHEREOF, the parties hereto have set their hands at _____, Metro Manila, Philippines, on _____ 2012.

**DEPARTMENT OF SOCIAL
WELFARE AND DEVELOPMENT**

**COMMISSION ON HIGHER
EDUCATION**

By:

By:

SEC. CORAZON JULIANO-SOLIMAN

DR. PATRICIA B. LICUANAN

DEPARTMENT OF LABOR AND EMPLOYMENT

By:

SEC. ROSALINDA D. BALDOZ

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES }
_____ } S. S.

I certify that on this date, before me, a notary public duly authorized in the city named above to take acknowledgements, personally appeared:

Name	Competent Evidence of Identity	Date/Place Issued
<i>CORAZON JULIANO-SOLIMAN</i>	_____	_____
<i>PATRICIA B. LICUANAN</i>	CTC 03157502	Jan. 5, 2012 Quezon City
<i>ROSALINDA D. BALDOZ</i>	_____	_____

who were identified by me through competent evidence of identity to be the same persons described in the foregoing instrument, who acknowledged before me that their respective signatures on the instrument were voluntarily affixed by them for the purposes stated therein, and who declared to me that they have executed the instrument as their free and voluntary act and deed and that they have the authority to sign on behalf of their respective principals.

IN WITNESS WHEREOF, I hereunto set my hand and affix my notarial seal on the date and at the place above written.

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 20__.

DAP GUIDELINE NO. 3.0

GUIDELINES ON THE IMPLEMENTATION OF THE EXECUTIVE DEVELOPMENT PROGRAM UNDER THE CHED DISBURSEMENT ACCELERATION PROGRAM FOR STATE UNIVERSITIES AND COLLEGES

I. RATIONALE

The State Universities and Colleges (SUCs) are facing two (2) major challenges at present; the need to provide access to quality higher education and to generate/adapt/transfer technologies that would efficiently and effectively enhance productivity, alleviate poverty and improve the country's state competitiveness.

In response to the need to provide and upgrade the institutional capability of SUCs in order to sustain their development efforts toward producing the human resources knowledge, and technologies needed for accelerated national development, the national government allotted 165-M as part of the Disbursement Acceleration Program for the implementation of Executive Leadership Program (EDP) for SUCs.

II. OBJECTIVES

Pursuant to the Roadmap on Public Higher Education Reform (PHER) 2011-2016, the **Executive Development Program for State Universities and Colleges (EDPS)** aims to "enhance the capability of managers of public higher education institutions (HEIs) to implement the reforms and program initiatives of the PHER Roadmap." In general, the EDPS is designed to develop and strengthen the key leadership and management capabilities of senior executives and middle managers of state universities and colleges all over the country, putting emphasis on SUC performance of excellence in the key areas of entrepreneurship, strategic innovation and global competitiveness.

More specifically, the EDPS aims to enable SUC officials to:

1. Respond critically to various challenges in human resource management and other aspects of organization development;
2. Mobilize resources more efficiently, as well as develop creative sources of income, towards sustainability and self-sufficiency;
3. Better govern their respective SUCs through effective strategic planning and leadership; and
4. Build a culture of world-class academic excellence and leadership.

III. COMPONENTS

The **EDPS** shall focus on courses, research studies and other activities that will build the participants' competencies in higher education leadership and management, including but not limited to:



- A. Learning Needs Assessment.** A survey of competency gaps/needs of SUCs/HE administrators and review of past executive development programs implemented by the Commission on Higher Education and the Development Academy of the Philippines,
- B. Executive Course in Executive Leadership and Management.** An intensive, residential graduate program for SUC senior executives (chairpersons, presidents, and vice-presidents) covering the core competencies in SUC leadership and management, i.e.: Executive and Institutional Leadership, Economics of School Management, Strategic Planning and Management, Education Theories and Best Practices, Higher Education Policy, Gender and Development Program and other areas (to be determined by the EDPS Steering Committee)
- C. EDP Flagship Course for Administrative Managers.** Capacity-building for SUC Administrative Managers focusing on key skills in managing SUC operations, including: Resource Generation and Mobilization, Human Resources Management, Conflict Negotiation and Mediation, Operations Planning, Project Management, Self Mastery and Ethical Leadership.
- D. EDP Flagship Course for Academic Managers.** Capacity-building for SUC Deans and other Academic Heads focusing on key areas in academic leadership, including: Effective Knowledge Management, Curriculum Development, Capitalizing on ICT Advancements, Self Mastery and Ethical Leadership.
- E. EDP Special Topics.** Customized courses for selected SUC officials that tackles current issues and critical topics in SUC leadership and higher education development, including:
1. Fostering a "Regional University System"/Amalgamation of SUCs
 2. Creating Local/Regional Research and Innovation Clusters
 3. Contributing Effectively towards Poverty Reduction and Local Community Development
 4. Delivering world class institutions
- F. Strategic Studies.** Research and concept development focusing on institutionalizing the EDPS through the creation of a "Higher Education Academy" and the development of a Career System for SUC Executives.
- G. Relevant Activities.** Organizing and sponsoring, with possible partners from local government units, other line agencies and international organizations, one or more batches of national and/or international congresses on higher education. Also, providing support for participation of SUC/NGA concerned officials in international/regional conferences and fora on higher education concerns.

IV. COVERAGE/TARGET BENEFICIARIES

This Program component of the DAP is designed primarily for Presidents, Vice Presidents, Directors, Deans, Unit Heads, Campus Administrators or its equivalent positions in the State Universities and Colleges (SUCs). The program aims to develop and enhance the competencies of the public higher education and/or SUC's Officials on Strategic Thinking, Self Mastery and Ethical Leadership, Change



Management, Public Management for Sustainability and Driving Performance for Integrity, and other administrative and management concerns. It also gives opportunity to gain deeper understanding of techniques, frameworks and analytical approach for effective decision making and implementation.

V. FUND ALLOCATION

The sum of **Php 165-Million** shall be allocated from the 2011 Disbursement Acceleration Program FUND, to be managed by the Development Academy of the Philippines to ensure the full and proper implementation of the Executive Development Program. Fund releases shall be scheduled per semester to facilitate the smooth and unhampered conduct of the EDPS component activities. The breakdown of fund releases, including the over-all Work and Financial Plan of the EDPS, shall be subject to prior approval of the EDP Steering Committee.

Current fund allocation of Php 165-M shall cover program implementation for fiscal year 2012. To cover program implementation for succeeding years, based on the proposed EDP Work and Financial Plan until 2016, additional funds shall be requested from the Department of Budget and Management, in order to attain the intended objectives in accordance with the Public Higher Education Reform Roadmap of CHED and the Philippine Development Plan 2010 – 2016.

VI. PRIVILEGES AND ENTITLEMENTS

The beneficiary of the Executive Development Program shall be provided with the following assistance

- Program/ registration fee;
- Training materials
- Food and accommodation for the entire duration of the training program;
- For attendance to international symposia/conferences/fora on higher education, grantee shall be entitled to the following:
 - Round trip economy air fare to foreign country where the conference will be held, not to exceed \$1,500
 - Registration fee not to exceed \$ 300
 - Per diem of \$100/day with maximum of 5 days
- Transportation expenses to be borne by the sending SUC;

VII. PROGRAMS AND DELIVERING INSTITUTIONS

A. Description

EDPS courses for delivery shall be

- Focused on building competencies
- Compliant with CHED policies, standards and guidelines
- Utilize a mode of delivery of programs in the traditional, online or a combination of both modes
- Maximize the use of consortium delivery mode with the participation of leading universities that offer excellent management and leadership programs

- Implemented through the deputization of selected State Universities and Colleges (SUCs) as delivering/host higher education institution for EDP courses.

Delivering Institutions/Organizations

Delivery of the EDPS component activities shall be led and facilitated by the Development Academy of the Philippines and the Commission on Higher Education. However, collaboration with leading HEIs, both public and private, through a consortium mode may also be undertaken. Such Partner HEIs should possess an outstanding record in the implementation of executive management and leadership programs and initiatives.

Further, Leading SUCs in the regions may be selected as host/collaborating institutions for selected EDP courses.

B. Deliverables

- Number of trained executives
- Accomplishment and Monitoring Reports and other documents as required by the Mancom and Steering Committee
- Terminal and Completion Reports
- Number of Programs develop/enhanced and conducted
- Program Evaluation

VIII. FUNCTIONS AND RESPONSIBILITIES

A. Responsibilities of the Steering Committee:

1. Set policy decisions and strategic guidance on the implementation of the EDPS and its component activities;
2. Approve the program implementation plan as recommended by the Management Committee, including the 2012 Work and Financial Plan as well as the schedule of fund releases;
3. Approve the courses to be delivered and the delivering institutions/entities for each course;
4. Screen and approve the nominees qualified to participate in the EDPS Component Courses;
5. Participate in advocacy activities, such as meetings with internal and external stakeholders, course openings and closing ceremonies, and other related events; and
6. Attend regular steering committee meetings, as scheduled.

B. Responsibilities of the Management Committee:

1. Provide secretariat support and other technical/administrative assistance to the Steering Committee;
2. Recommend to the Steering Committee the EDPS implementation plan for approval;
3. Recommend the courses to be delivered and the delivering institutions/entities for each course;

4. Recommend to the Steering Committee nominees for the EDP Component Courses for approval;
5. Supervise and monitor the implementation of the various components of the EDPS in accordance with the policies and guidelines set by the Steering Committee, and submit appropriate documentations and progress reports, as required;
6. Submit comprehensive documentation and progress reports, as required; and
7. Perform other functions as may be assigned by the Steering Committee.

C. Responsibilities of State Universities and Colleges

1. Endorse qualified applicants to the EDP Management Committee in accordance with the eligibility requirements prescribed under Appendix A of this guideline;
2. Shoulder travelling expenses of the recommended applicant while participating in any of the EDPS Component Courses; and
3. Allow applicant to fully participate in all activities, on official time, for the entire duration of the program.

E. Responsibilities of the Grantee

1. Submit all required documents for application/eligibility as stated in Appendix A of this document;
2. Devote the full amount of time and attend all sessions as required by the specific course and the course provider; and
3. Fulfill the required service obligation of one (1) full year for attendance in international conferences/symposia/fora.

IX. EFFECTIVITY

The Development Programs that shall be executed pursuant to this Program Component shall be implemented in accordance with the Timelines to be agreed upon by the Program Management Committee duly constituted for this purpose.

X. LIST OF APPENDICES:

- Appendix "A" - Eligibility Requirements
- Appendix "B" - Selection Procedure for qualified EDP applicants from Leading SUCs and HEI's service/program providers
- Appendix "C" - Profile of SUC Executives

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ELIGIBILITY REQUIREMENTS

All SUCs shall be entitled to at least 5 slots in any or a combination of EDPS courses provided in this guideline on Executive Development for SUC nominees.

The beneficiaries of the Executive Development Program shall be selected based on the following qualification requirements:

- The official must be a holder of master's degree from recognized institutions of higher learning.
- He/she must be a permanent official of the SUC and must not be more than 61 years old.
- He/she must be currently holding a managerial position/s (Presidents, Vice-Presidents, Directors, Deans, Unit heads and Administrators of satellite campuses) in the SUC.
- The official must have at least three (3) years of professional work experience at the supervisory level.
- Priority shall be given to the incumbent President who has not yet undergone any executive development or training course.

Appendix B

SELECTION PROCEDURE

1. SUC President shall endorse to the ManCom the applicant with his/her profile attached. In the case of application for support for participation in International/Regional Conferences/Seminars/Fora on higher education management concerns, the invitation and pertinent information on the conference will also be attached. With regards to the SUC President's participation he/she shall be endorsed by the Board of Regents/Trustees.
2. The ManCom shall recommend the nominee/s to the Steering Committee for approval.
3. Applicant shall be informed of Steering Committee action upon approval of the grant.



(SAMPLE LETTER TO SUCs)

_____, 2012

SUC President

Attention: **Head, Personnel Division**

Dear _____:

In line with the implementation of Disbursement Acceleration Program (DAP) for State Universities and Colleges (SUCs) being implemented by the Commission on Higher Education jointly with the Development Academy of the Philippines, we are pleased to inform you about the current Executive Development Program for SUC administrators (EDPS) which is one of the four major components of the said Program.

In general, the EDPS aims to develop and enhance the competencies of those who hold leadership positions in public higher education institutions, to provide them with more opportunities to acquire technical expertise on Strategic Thinking, Self Mastery and Ethical Leadership, Change Management, Public Management for Sustainability and Driving Performance for Integrity, as well as other administrative and management concerns that are the usual concerns of SUCs. It is also designed to upgrade capabilities of SUC leaders towards gaining a deeper understanding of the techniques, frameworks and analytical approach for effective decision making and implementation.

In this regard, may we request for the profile of the officials of your SUC starting with your good self, the Vice Presidents, Directors, Deans and Administrators of main and satellite campuses? This will assist the DAP Management Committee in determining the specific program to be provided to potential beneficiaries.

Kindly submit the required data not later than May 15, 2012 using the attached matrix form.

Thank you for your full cooperation with the Commission in its current drive to implement this important Program for the SUCs.

ATTY. JULITO D. VITRIOLO, CESO III
Executive Director &
Chairperson, DAP Management Committee

