



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



**CHED MEMORANDUM ORDER**

**No. 08**

**Series of 2019**

**SUBJECT: POLICIES AND GUIDELINES FOR CHED SCHOLARSHIP PROGRAMS (CSPs)**

Pursuant to CHED en Banc (CEB) Resolution No. 263-2019 dated 30 April 2019, in relation to Section 8 (i) and (n) of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", as well as Sections 1 and 2 (3) of Article XIV of the 1987 Constitution, these Policies and Guidelines for CHED Scholarship Programs are hereby issued.

**ARTICLE I  
RATIONALE AND BACKGROUND**

**Section 1.** This CHED Memorandum Order (CMO) contains the Policies and Guidelines for CHED Scholarship Programs (CSPs) as hereinafter defined. This CMO is an amendment to CMO No. 13, series of 2014, the Revised Guidelines for the Implementation of the Student Financial Assistance Programs (StuFAPs) which took effect on Academic Year (AY) 2014-2015.

Through this new CMO, qualified and deserving Filipino students preferably those belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994), and Indigenous Peoples under RA 8371, shall be given scholarships in accordance with the requirements herein set forth.

**ARTICLE II  
POLICY STATEMENT**

**Section 2.** It is hereby the policy of the State to protect and promote the right of all citizens to quality education and provide access at all levels.

2.1 The CHED under RA 7722 has the mandate to provide financial assistance through scholarships to qualified and deserving students, preferably the Underprivileged and Homeless Citizens under RA No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994), and Indigenous Peoples under RA 8371, shall be given scholarships in accordance with the requirements herein set forth.



- 2.2 The CSPs under this CMO shall be provided in line with the National Manpower Development Program of the Government and the JobsFit 2022 Labor Market Information (LMI), Report of the Department of Labor and Employment (DOLE), towards the employment of graduates in hard-to-fill, emerging industries and in-demand job opportunities;
- 2.3 It is the policy of CHED to implement publicly-funded CSPs/StuFAPs in both public and private Higher Education Institutions (HEIs), in harmony with the benefits or financial assistance under the Unified Student Financial Assistance System for Tertiary Education -Tertiary Education Subsidy (UniFAST-TES) under RA 10931, the Universal Access to Quality Tertiary Education (UAQTEA) and its Implementing Rules and Regulations (IRRs).
- 2.4 It is also the policy of CHED to develop criteria and procedures for the effective implementation of this CMO under the principle of transparency, integrity, and accountability.
- 2.5 Scholars under this CMO must enroll in recognized priority programs of Private Higher Education Institutions (Private HEIs) or State Universities and Colleges (SUCs)/ Local Universities and Colleges (LUCs) with Certificates of Program Compliance (COPC) in accordance with the General Appropriations Act (GAA) for 2019.
- 2.6 The financial assistance provided in this CMO is merit-based which can be availed of by the students depending on the type of scholarships awarded, which shall be in the form of stipend and tuition. The financial assistance under the CSPs shall be harmonized with the monetary benefits under the UniFAST-TES, as well as with the free tuition and other school fees privilege provided in RA No. 10931 and its IRRs, and other pertinent laws granting financial assistance such as but not limited to Medal of Valor Awardees.
- 2.7 For purposes of this CMO, CHED hereby adopts a policy of non-duplication of financial benefits under the CSPs. Thus, students enrolled in SUCs who are existing beneficiaries of CHED Expanded Student Grants-in-Aid Program for Poverty Alleviation are (ESG-PPA) enjoying the free TOSF privilege under RA 10931 and receiving yearly stipend under the TES, students enrolled in PHEIs in cities and municipalities with no existing SUCs/LUCs but receiving both tuition and stipend allowance, students considered as poor based on the National Household Targeting System or the Listahanan 2.0 who are either enrolled in PHEIs or SUCs/LUCs and receiving tuition and stipend benefits or recipients of free TOSF privilege with stipend respectively, students who are poor but not part of the Listahanan 2.0 ranked according to estimated per capita household income based on submitted documentation of proof of income enrolled in PHEIs or SUCs/LUCs and also receiving tuition and stipend benefits or recipients of free TOSF privilege with stipend, are no longer qualified under the CSPs.

### **ARTICLE III OBJECTIVES**

**Section 3.** This CMO generally aims to improve the implementation of the CHED Scholarship Programs (CSPs) and make effective the utilization of the scholarship funds consistent with the mandates of CHED under Section 8 (i) of RA 7722.





Its specific objectives are: 1) to provide access by setting fair and clear guidelines in the selection process and ensuring that the grantees are enrolled in recognized priority programs of Private Higher Education Institutions (Private HEIs) or SUCs/ LUCs with COPCs, and; 2) to ensure the effective administration and implementation of the CSPs.

#### **ARTICLE IV SCOPE AND COVERAGE**

**Section 4.** The CHED Scholarship Programs shall be accessible to qualified and deserving Filipino students, preferably those belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994), and Indigenous Peoples under RA 8371, shall be given scholarships in accordance with the requirements herein set forth.

#### **ARTICLE V DEFINITION OF TERMS**

**Section 5.** For purposes of this CMO, the terms are hereby defined as follows:

- 5.1. **General Weighted Average** refers to the average of the grades multiplied by the equivalent number of units in all subjects taken, whether pass or failed, excluding non-academic subjects;
- 5.2. **Higher Education** refers to the stage of formal education, or its equivalent, requiring completion of secondary education leading to bachelor and advanced degrees;
- 5.3. **Higher Education Institution** refers to public and private post-secondary educational institutions offering degree-granting programs recognized or authorized by CHED;
- 5.4. **Other School Fees** refer to those fees which cover other necessary costs supportive of instruction, including but not limited to, medical and dental, athletic, library and laboratory fees;
- 5.5. **Priority Programs** refer to the list of recognized degree programs offered by HEIs identified by CHED and its partner institutions pursuant to the National Development Plan on manpower demands based on the JobsFit 2022 Labor Market Information Report of the Department of Labor and Employment (DOLE). In relation to this CMO, a separate CHED Memorandum Order on Priority Courses shall be issued by the Commission;
- 5.6. **Scholar** refers to a student who has been selected by CHEDROs after passing all the criteria and/or requirements prescribed in this CMO;
- 5.7. **Scholarship program** refers to a modality of financial assistance given to qualified and deserving students based on merit such as academic performance, poverty, disability, age, ethnicity, etc;



- 5.8. **Special Group of Persons** are those persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994), and Indigenous Peoples under RA 8371;
- 5.9. **Tuition Fee** refers to the fee representing direct cost of instruction, training, and other related activities and for the student's use of the instruction and training facilities;
- 5.10. **Undergraduate programs** refer to any curricular program offered by public and private HEIs leading to a degree, authorized or recognized by CHED; and
- 5.11. **Underprivileged and Homeless Citizens** refer to student-applicants who are members of the family whose income or combined household income falls within the poverty threshold as determined by the National Economic and Development Authority (NEDA) and who do not own housing facilities.

## **ARTICLE VI CHED SCHOLARSHIP PROGRAMS**

**Section 6.** A qualified student may be awarded Full Scholarship or Half Scholarship under the State Scholarship and Private Education Student Financial Assistance (PESFA). The CSPs are intended for entering freshman students who are eligible for college whose General Weighted Average (GWA) is at least 90% or its equivalent, who must enroll in recognized priority programs in private HEIs or State Universities and Colleges (SUCs)/ Local Universities and Colleges (LUCs) with COPCs. The availment of the type of scholarships is determined through ranking system and availability of slots.

The application period shall start from March 1 to May 31 of every academic year after the effectivity of this CMO.

## **ARTICLE VII STANDARDS AND GUIDELINES IN THE APPLICATION FOR THE PROGRAMS**

**Section 7. ELIGIBILITY REQUIREMENTS** - A student-applicant must comply with the following criteria to qualify for the scholarship grant:

- 7.1 Filipino citizen;
- 7.2 Graduating high school student/High school graduate with general weighted average (GWA) of at least 90% or its equivalent computed as follows:
  - If completed grade 11 + 1<sup>st</sup> semester of grade 12 then grade is computed as  $((\text{Average GWA of Grade 11}) + \text{GWA of grade 12})/3 * 70\%$
  - If completed grade 12 then grade is computed as  $12 \text{ GWA} * 70\%$





- 7.3 Combined annual gross income of parent/s, guardian which does not exceed Four Hundred Thousand Pesos (PhP400,000.00), or in cases where the income exceeds PhP400,000.00 an applicant must present a written certification or medical findings of illness of a family member, or school certifications of two or more dependents enrolled in college; and
- 7.4 Aside from the requirements in 7.1, 7.2, 7.3, 8.1, 8.2, and 8.3 hereof, those student-applicants belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994), and Indigenous Peoples under RA 8371, shall submit certifications and/or Identification Cards (IDs) issued by the appropriate offices or agencies.

## Section 8. DOCUMENTARY REQUIREMENTS

- 8.1 **Citizenship:** Certified true copy of Birth Certificate
- 8.2 **Academic:**
  - a. High school report card for incoming freshmen students eligible for college; and
  - b. Duly certified true copy of grades for Grade 11 and 1<sup>st</sup> semester of Grade 12 for graduating high school students.
- 8.3 **Financial:** The student-applicants shall submit any of the following documents:
  - a. Latest Income Tax Return (ITR) of parents or guardian;
  - b. Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR);
  - c. Certificate of Indigence either from their Barangay or Department of Social Welfare and Development (DSWD);
  - d. Case Study report from DSWD; and
  - e. Latest copy of contract or proof of income may be considered for children of Overseas Filipino Workers (OFW) and seafarers.

## Section 9. PROCEDURES

- 9.1 Applicant submits the accomplished application form (**Annex A**) together with the required supporting documents to the CHEDRO where the schools that they graduated from are based;  
If an application is filed through online, the application together with the supporting documents shall be electronically submitted to the CHEDRO concerned in PDF format, subject to further verification against the original documents if necessary; and  
Application together with the supporting documents may also be submitted through courier.
- 9.2 CHEDRO evaluates the applications and ranks the qualified applicants according to Article IX hereof;
- 9.3 CHEDRO sends the individual Notice of Award (NOA) (**Annex B**) to the applicant or notify the list of awardees through HEIs;
- 9.4 Applicant accepts the NOA by affixing his/her signature on the return slip and submits the same to the concerned CHEDRO through hard copy or electronic form within thirty (30) working days from date of receipt of the NOA; and

- 9.5 If the applicant waives the NOA, he/shall write the word "WAIVED" on the return slip and affix his/her signature thereto and return the same or communicate his waiver in writing to the concerned CHEDRO, within the same period prescribed in 9.4 hereof.

**ARTICLE VIII  
DISTRIBUTION OF SLOTS PER REGION**

**Section 10.** Slots are distributed per region and computed equitably based on the following:

1. Total number of Secondary Graduates per region  
 $\div$  Total number of Secondary Graduates in the Philippines  
 = Percentage Share of Secondary Graduates per region
2. Total number of Secondary Graduates per region  
 $\times$  Poverty Incidence per region  
 = Projected number of Poor Freshmen
3. Projected number of Poor Freshmen per region  
 $\div$  Total number of Poor Freshmen in the Philippines  
 = Percentage Share of Poor High School Graduated per region
4. (Percentage share of Secondary Graduates per region  
 + Share of poor High School Graduated per region)  
 $\times$  Total Available Number of Slots  
 = Regional Slots

**ARTICLE IX  
SELECTION CRITERIA FOR RANKING**

**Section 11.** The ranking shall be used by the CHEDROs in selecting the most qualified applicants based on the requirements stated in Article VII hereof. The ranking shall be made according to the following percentage distribution:

Academic Performance	70%
Annual Gross Income	30%
<b>TOTAL</b>	<b>100%</b>

Award of full or half-scholarship will be given to qualified students based on the results of the ranking system and the distribution of slots per region for a given academic year.

The equivalent points assigned in Figures 1 and 2 are to provide a standard reference in the ranking of applicants. The equivalent grades for ALS and PEPT passer is 80% with 70 points.

Additional five (5) points in the total score are given to applicants belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994, and Indigenous Peoples under RA 8371, after complying with all the requirements herein set forth.





Range (%)		Equivalent Points
from	to	
99	100	<b>100</b>
97	98	<b>95</b>
95	96	<b>90</b>
93	94	<b>85</b>
91	92	<b>80</b>
	90	<b>75</b>

Range (Pesos)		Equivalent Points
from	to	
0	70,000.00	<b>100</b>
70,001.00	136,000.00	<b>95</b>
136,001.00	202,000.00	<b>90</b>
202,001.00	268,000.00	<b>85</b>
268,001.00	334,000.00	<b>80</b>
334,001.00	400,000.00	<b>75</b>

Given		Equivalent Points c (ref. to Tables 1&2)	% Weight d (ref. to Sec11)	Computed Score e= (c x d)
a	b			
Grade	95	90	70%	63
Income	200,000.00	90	30%	27
<b>Rank Score</b>			<b>100%</b>	<b>90</b>
plus	Solo Parent			5
<b>Total Rank Score</b>				<b>95</b>

## ARTICLE X FINANCIAL ASSISTANCE

**Section 12.** The financial assistance under this CMO shall cover tuition and other school fees (TOSF) plus stipend which shall be released directly to the scholars or through HEIs per semester of a given academic year until the completion of the degree program. The breakdown of financial assistance, depending on the type of scholarships awarded, are as follows:

### 12.1 PRIVATE HEIs

Program	Period	TOSF*	Stipend**	Total Amount
12.1.1 Full PESFA	Annual	20,000	40,000	60,000
	Semestral	10,000	20,000	30,000
12.1.2 Half PESFA	Annual	10,000	20,000	30,000
	Semestral	5,000	10,000	15,000

### 12.2 SUCs/LUC

Program	Period	TOSF	Stipend	Total Amount
12.2.1 Full SSP	Annual	FREE	40,000	60,000
	Semestral	FREE	20,000	30,000
12.2.2 Half SSP	Annual	FREE	20,000	30,000
	Semestral	FREE	10,000	15,000

For participating HEIs with trimester or quarter system, the total amount of financial assistance stated in the above diagram (12.1, 12.2) shall be distributed proportionately depending on the type of scholarship availed of under this CMO.

The amount of Tuition and Other School Fees (TOSF)\* in the above diagram (12.1) is based on the estimated average tuition fees in SUCs, while the amount of stipend\*\* is based on inflation rate, to be at par with the current development on financial



assistance to ensure affordability of quality educational materials and offset students' expenses.

## ARTICLE XI MODES AND PROCEDURES OF PAYMENT

### Section 13. Transfer of funds from CHED Central Office (CO) to CHEDROs

The release of sub-allotment and cash allocation for transfer of funds to CHEDROs shall be based on:

- 13.1 new slot allocation intended for entering freshmen for the specified academic year as determined by OSDs; and
- 13.2 ongoing scholars - list of scholars (**Annex C**) submitted by the CHEDROs.

### Section 14. Transfer of funds from CHEDRO to scholar

CHEDROs shall transfer financial benefits directly to the scholars or through HEIs.

#### 14.1 Direct Payment to scholars –

CHEDRO transfers financial assistance to scholars by crediting it to the account of scholars through automated teller machine (ATM). The scholars shall submit the following requirements to the concerned CHEDROs:

Initial payment	<ul style="list-style-type: none"><li>- certified true copy of the registration form or photocopy verified against original document by the CHEDRO StuFAPs coordinator</li><li>- copy of Automated Teller Machine (ATM) Card from authorized government banks</li><li>- copy of school I.D. for current semester/term</li></ul>
Succeeding payment	<ul style="list-style-type: none"><li>- certified true copy of the registration form and true copy of grades must be verified against original document by the CHEDRO StuFAPs coordinator</li><li>- copy of school I.D. for current semester/term</li><li>- CSP ID, if applicable</li></ul>

CHEDROs shall pay directly to the scholars based on any of the following conditions/circumstances:

- a. If enrolled in CHED recognized priority programs of LUCs within the region;
- b. If enrolled in CHED recognized priority programs of Private HEIs or SUCs/LUCs outside the jurisdiction of the region;
- c. If enrolled in CHED recognized priority programs of Private HEIs or SUCs/LUCs with less than ten (10) grantees;
- d. If enrolled in CHED recognized priority programs of Private HEIs or SUCs/LUCs with unliquidated balances; and
- e. If enrolled in CHED recognized priority programs of Private HEIs or SUCs/LUCs with verified complaint/s on StuFAPs related issues.





## **14.2. Payment through HEIs**

- 14.2.1 Memorandum of Agreement (MOA) with participating HEIs with ten (10) or more grantees to facilitate transfer of funds and to ensure compliance with the control mechanisms; and
- 14.2.2 Billing statement from concerned HEIs using the prescribed template signed by the Chief Accountant and President/School Head, supported by the Registrar's Certificate which specifically indicates the number of units enrolled, GWA, degree-program, curriculum, semester or term.

## **ARTICLE XII RESPONSIBILITIES OF A SCHOLAR**

### **Section 15. A Scholar shall have the following responsibilities:**

- 15.1 Enroll in recognized priority programs of Private Higher Education Institutions (PHEIs) or SUCs/LUCs with COPCs;
- 15.2 Maintain a GWA of at least 85% or its equivalent for full scholars and 80% or its equivalent for half scholars;
- 15.3 Carry a regular load per semester/term as determined by the HEIs;
- 15.4 Complete the degree program within the time frame required in the curriculum, except in case of approved deferment; and
- 15.5 Secure written approval of the concerned CHEDRO in case of transfer to another HEI, or in case of shift to other recognized or authorized priority programs.

### **Section 16. Rules on deferment, replacement, and termination**

#### **16.1 Deferment of scholarship grant**

- a. A scholar may apply for deferment of scholarship grant prior to the start of the next term of a given academic year subject to the written approval of the concerned CHEDRO.
- b. A scholar may be allowed deferment for only one (1) academic year due to health reasons supported by a medical certificate which would prevent him/her from enrolling for the whole semester.

#### **16.2 Replacement of a scholar may be allowed within a given academic year, through any of the following grounds:**

- 16.2.1 Failure to confirm acceptance of the award within thirty (30) working days upon receipt of the NOA;
- 16.2.2 Voluntary withdrawal/Waiver of scholarship grant;
- 16.2.3 Transfer or shift to a non-priority program;
- 16.2.4 Dropping out from school without notice to CHEDRO;
- 16.2.5 Termination of scholarship grant on grounds stated in 16. 3 hereof; and
- 16.2.6 Non-completion of the degree program.

In case of replacement, the replaced scholar shall be informed in writing by the concerned CHEDRO stating therein the reason/s for his/her replacement. A replacement shall be taken from the official rank-list of the CHEDRO in the order stated thereon to take effect immediately from notice of the replacement by the replaced scholar or his/parents or



guardian and the replacing student shall avail of the benefits for the remaining duration of the scholarship grant.

**16.3 Grounds for Termination - The scholarship grant may be terminated on the following grounds:**

- a. Enrollment in non-recognized or non-priority programs;
- b. Failure to maintain a GWA of at least 85% or its equivalent for full scholars and 80% or its equivalent for half scholars. A graduating scholar who fails to maintain the required GWA may file an appeal to the CHEDRO for reconsideration, within fifteen (15) days from notice of the GWA;
- c. Not carrying a regular load in accordance with Section 15 (15.3) of Article XII hereof;
- d. Dropping out, deferment of scholarship grant for more than the period prescribed in Section 16.1(b) of Article XII of this CMO, shifting to another program or transferring to another HEI without approval from concerned CHEDRO;
- e. Submission of fake or spurious documents;
- f. Final conviction of an offense involving moral turpitude;
- g. Participation or involvement in a fraternity or sorority related hazing activities, as determined by the concerned HEI;
- h. Non-completion of the degree program; and
- i. Other causes analogous to the foregoing.

The total financial grant received under this CMO shall be refunded to CHED if the scholarship grant has been terminated on any of the grounds enumerated in Items a, e, f, and g in 16.3 hereof, or for such other causes analogous thereto.

**16.4. Procedures for Refund**

- a) For any of the grounds for termination enumerated in 16.3 hereof, a student-grantee shall, after due process, refund the full amount defrayed by CHED for his/her scholarship under this CMO, within sixty (60) days from notice of the demand letter to refund made by CHEDRO;
- b) In case of failure of the student-grantee to make the refund within the period prescribed in Item 16.4 (a) hereof, the concerned CHEDRO shall make the corresponding report/endorsement on the matter with recommendations to the Commission en banc for its appropriate action;
- c) The obligation to refund on the part of the student-grantee shall be specified in the Notice of Award (NOA) which is treated as a supplemental scholarship contract for purposes of this CMO.

**ARTICLE XIII  
ADMINISTRATION AND IMPLEMENTATION**

**Section 17. Responsibilities of OSDS, AFMS, and CHEDROs in the implementation of CHED Scholarship Programs**





### **17.1 Office of Student Development and Services (OSDS)**

- a. Determines distribution of slots and fund requirements for scholars per region using the formula prescribed in Section 10, Article VIII hereof;
- b. Prepares and consolidates the required Work and Financial Plan (WFP), Monthly Cash Program (MCP) and revises reports if necessary;
- c. Prepares request and recommends to the Administrative, Finance and Management Services (AFMS) for Sub-Allotment Advice (SAA) and Fund Transfer for one (1) academic year, based on slots distribution or list per region;
- d. Gathers and consolidates reports from CHEDROs on the implementation of CSPs;
- e. Determines utilization/distribution of slots, fund allocation, and other data involving scholars;
- f. Provides advocacy and information campaign on the CSPs subject to the limitations provided under the Data Privacy Act of 2012;
- g. Conducts orientation of CHEDROs and stakeholders on the policies and guidelines contained in this CMO within thirty (30) days from its approval;
- h. Consolidates and reviews reports submitted by CHEDROs fifteen (15) days upon receipt thereof;
- i. Monitors the implementation of the CSPs in coordination with CHEDROs and HEIs;
- j. Conducts general assembly/summit with stakeholders when necessary; and
- k. Collects data and maintains an updated database of scholars under the CSPs for effective monitoring, in accordance with the Data Privacy Act of 2012.

### **17.2 Administrative, Finance and Management Services (AFMS)**

- a. Informs OSDS on the approved budget allocation of CSPs upon receipt of notice from the Department of Budget and Management (DBM);
- b. Sub-allots and transfers funds through NTA based on Cash Program submitted by CHEDROs as recommended by OSDS; and
- c. Reconciles fund utilization with CHEDROs and submits report to OSDS every quarter per year starting AY 2019-2020.

### **17.3 CHED Regional Offices (CHEDROs)**

- a. Create a committee that will oversee the operation and implementation of the CSPs;
- b. Accept and evaluates applications of students;
- c. Determine the qualified applicants and ranks them according to the selection criteria stated in Article IX hereof;
- d. Inform and issue notice of award directly to the qualified applicants through letters/emails or sends notification of list of awardees through HEIs;
- e. Conduct orientation of scholars of their obligations, duties and responsibilities upon acceptance of the NOA;



- f. Act in cases of deferment, replacement, transfer or termination of award;
- g. Submit to OSDS required status reports of scholars;
- h. Submit to OSDS the official rank-list of new scholars every semester of a given academic year;
- i. Obligate financial benefits of scholars for one academic year;
- j. Assist the scholar concerned in the issuance of ATM card;
- k. Enter into a MOA with authorized government bank as to the issuance of ATM cards;
- l. Facilitate the timely release of the financial benefits directly to the scholars or through participating HEIs;
- m. Submit to concerned offices the periodic reports on the physical/financial utilization under the CSPs;
- n. Monitor regional participating HEIs and scholars;
- o. Provide HEIs with the approved masterlist of scholars/grantees for proper identification;
- p. Maintain an updated database of scholars and submit the same to OSDS 30 days after the end of each semester, and on or before June 30 of every academic year.

#### 17.4 Participating Higher Education Institutions

- a. Submit to CHEDROs certification of enrollment or registration of new scholars/grantees and grades for the previous semester for on-going scholars/grantees;
- b. Release to scholars/grantees their financial benefits transferred by CHEDROs;
- c. Submit to CHEDRO liquidation report on the disbursement of fund received for payment of financial benefits of scholars/grantees;
- d. Submit to CHEDRO data or information on scholars/grantees as needed;
- e. Provide guidance and counseling services and assistance in job placement of scholars/grantees; and
- f. Accept, evaluate, and submit supporting documents to CHEDRO for appropriate action.

### Section 18. TIMELINES

Particulars	Office/Agency Responsible	Schedule
<b>18.1 APPLICATION AND SELECTION</b>		
Submission of Application Form with the complete supporting documents	CHEDRO	• starts from March 1 to May 31 of every year
Evaluation of applications includes possible duplication of award	CHEDRO	• on or before June 30 of every year
Issue Regional Distribution of Slots	CHED-OSDS	• on or before June of every year
Issue NOA to qualified grantees and inform those not awarded on the status of their application	CHEDROs	• on or before July 15 of every year
<b>18.2 RELEASE AND DISBURSEMENT OF FUNDS</b>		
Submission of fund request with list of scholars	CHEDROs	• Within 15 days after issuance of NOA



Fund Transfer to CHEDROs	CHED Central Office	• Within 15 days upon submission of request
<b>18.3 PAYMENT</b>		
Obligate funds for one academic year	CHEDROs	• Within 15 days upon receipt of the approved list of grantees and availability of Sub-Allotment Advice (SAA)
Disbursement of funds to HEIs/Scholars based on Section 14	CHEDROs	• Within 15 days upon receipt of the approved list of grantees and availability of Notice of Cash Allocation (NCA)
Submission of HEIs Billing Statement	HEIs	• Within 15 days after the issuance of NOA
<b>18.4 COMPLIANCE TO REQUIRED DOCUMENTS</b>		
CHED-CSP Database	CHEDROs	• On or before June 30 <sup>th</sup> of every year • Updated database is required thirty (30) days after the end of each semester
Status reports	CHEDROs	• Within 30 days after the end of semester

**Section 19. Monitoring** - The CHEDROs, OSDS and AFMS shall conduct joint monitoring on the implementation of the CSPs at the end of each semester/term of every academic year after the effectivity of this CMO, particularly on the status of scholars, fund utilization, distribution of slots, and submit reports to the Commission through the Office of the Executive Director for reference purposes.

**Section 20. Administrative Cost** - Pursuant to CHED Memorandum Order (CMO) No. 03, s. 2011, an "Amendment to CMO No. 29, s. 2009 entitled the "Revised Implementing Guidelines for the CHED Student Financial Assistance Programs (StuFAPs), a 3% administrative cost (divided into 2.75% for CHEDROs and 0.25% for OSDS) of the total budget allocation for StuFAPs shall be utilized for the implementation of the CSPs for the following related expenses, subject to the usual accounting, auditing rules and regulations and procurement laws:

- a. Communications;
- b. Office supplies and materials;
- c. Equipment not exceeding P15,000.00;
- d. Maintenance/repair of equipment;
- e. Rental of IT equipment;
- f. Representation expenses for meetings and conferences;
- g. Transportation/travel;
- h. Trainings and seminars;
- i. Printing/advertisement;
- j. Other professional fees for outsourcing/job orders; and
- k. Other incidental expenses such as but not limited to, overtime payment in the exigency of the service subject to the DBM circular on the matter.

## ARTICLE XIV SANCTIONS

**Section 21.** A violation of any of the provisions of this CMO shall be subject to appropriate actions in accordance with applicable laws, rules and regulations.

## ARTICLE XV MISCELLANEOUS PROVISIONS

**Section 22. Transitory Clause** - The provisions in this CMO shall apply to applications pending before the effectivity thereof.

**Section 23. Repealing Clause** - All provisions in the previous CHED issuances inconsistent or in conflict with this CMO are hereby deemed repealed.

**Section 24. Separability Clause** - If any part or provision of this CMO is declared invalid the remaining clauses/provisions not affected thereby shall remain valid and enforceable.

**Section 25. Effectivity** - This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or newspaper of general circulation, and after filing the required copies thereof with the Office of National Administrative Register (ONAR) at the U.P. Law Center, U.P. Diliman, Quezon City and shall remain in force and effect until revoked or amended.

For the proper guidance and compliance of all concerned.

Issued this 20 <sup>th</sup> day of August 2019, Quezon City, Philippines.



**J. PROSPERO E. DE VERA III, DPA**  
Chairperson

**Annexes:**

ANNEX A – Scholarship Application Form

ANNEX B – Notice of Award

ANNEX C – List of scholars

