



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

CHED MEMORANDUM ORDER
No. 24
Series of 2011

SUBJECT: GUIDELINES FOR CHED VISITING RESEARCH FELLOWSHIP PROGRAM

In consonance with Section 8 of Republic Act (RA) No. 7722 mandating the Commission on Higher Education (CHED) to enhance the research function of higher education institutions (HEIs) in the Philippines and per CEB Resolution No. 177-2011, CHED hereby issues the Guidelines for the CHED Visiting Research Fellowship Program.

I. RATIONALE AND OBJECTIVES

Collaboration and expertise-sharing between and among higher education institutions (HEIs), research agencies/organizations and individual scientists and researchers are deemed to be important mechanisms for promoting and developing research capability as well as for enhancing research productivity.

The objectives of the CHED Visiting Research Fellowship Program are:

1. To serve as mechanism for sharing/transfer of research knowledge/expertise among institutions and between research experts and developing researchers;
2. To promote and facilitate collaborative research; and
3. To provide support for the conduct of research in priority areas

II. COVERAGE

The CHED Visiting Research Fellowship Program is open to all active or retired Filipino faculty members or researchers/scientists whose expertise and research proposals fall under any of the following CHED-priority clusters of discipline:

1. Science and Mathematics;
2. Engineering and Information Technology;
3. Agriculture;
4. Humanities, Social Science and Communication;
5. Higher Education;
6. Business and Industry; and
7. Others to be identified by the Commission.

The Program is offered under two categories: Senior Visiting Research Fellowship and Junior Visiting Research Fellowship

1. The Senior Visiting Research Fellowship is awarded to qualified research expert or professor who shall visit a selected host institution to teach and conduct research for a maximum period of ten (10) months in any of the aforementioned priority disciplines identified by CHED. The grant covers the following:
 - 1.1 Travel allowance of P 20,000.00;
 - 1.2 Monthly stipend of P 15,000.00 (for faculty member/researcher with sending institution);
 - 1.3 Research fund, maximum of
 - P 500,000.00 for research with laboratory;
 - P 400,000.00 for research without laboratory;
 - 1.4 For Balik Scientist or retired faculty member/researcher/scientist: Monthly salary equivalent to Salary Grade 28 step 8 level as provided by law.
2. The Junior Visiting Research Fellowship is awarded to qualified faculty or researcher who shall be given opportunity to acquire hands-on experience in research or other professional endeavors on any of the aforementioned priority disciplines by working with a senior researcher/adviser in a selected host institution for a maximum period of ten (10) months. The grant covers the following:
 - 2.1 Travel allowance of P 20,000.00;
 - 2.2 Monthly stipend of P 10,000.00;
 - 2.3 Research fund, maximum of
 - P 300,000.00 for research with laboratory;
 - P 200,000.00 for research without laboratory; and
 - 2.4 Honorarium for the host adviser of P 8,800.00 per month

III. ELIGIBILITY REQUIREMENTS

1. Senior Visiting Research Fellowship applicant must meet the following requirements:
 - 1.1 Preferably not more than 70 years old;
 - 1.2 Has participated in the Balik Scientist Program of the Department of Science and Technology; or has good track record in research as evidenced by completed papers in his/her area of expertise and/or published articles in refereed research journals or other scholarly publications;
 - 1.3 Doctorate degree holder in the discipline applied for; and
 - 1.4 For applicants from HEIs: At least Associate Professor with permanent status in an autonomous HEI or COE/COD Program in the applicant's area of specialization
 - 1.5 For applicants from government agencies: At least Chief Level with permanent status working as researcher or scientist but not necessarily holding a researcher or

scientist position title (e.g. ecosystems management specialist, chief agriculturist, etc.) duly certified by the head of the government agency.

- 1.6 Must be in good health, physically and mentally.
2. Junior Visiting Research Fellowship applicant must meet the following requirements:
 - 2.1 Not more than 45 years old;
 - 2.2 Full-time faculty with permanent status;
 - 2.3 Must be enrolled in dissertation writing in a field of study that falls under any of the CHED priority discipline clusters identified in *Section II*;
 - 2.4 With previous research experience or involvement as evidenced by completed master's thesis or participation in any completed study;
 - 2.5 At least Assistant Professor of permanent status in a HEI with graduate program in the applicant's area of specialization;
 - 2.6 Must be in good health, physically and mentally.
3. The Host Institution must be willing to provide counterpart support to the Fellow during engagement and must meet the following requirements:
 - 3.1 For Senior Visiting Research Fellowship: The host HEI must be deregulated or must have at least an accredited Level II graduate program in the Fellow's area of specialization;
 - 3.2 For Junior Visiting Research Fellowship: The host HEI must be autonomous or has a program that is designated as a COE or COD in the Fellow's area of specialization

IV. OBLIGATIONS

1. The Senior Visiting Research Fellow shall:
 - 1.1 Undertake the research as project/study leader of the research team with the faculty members/graduate students of the host institution as team members for a maximum period of ten (10) months;
 - 1.2 Teach one subject or serve as thesis adviser in his/her area of specialization in the graduate program of the host institution for at least one semester; and
 - 1.3 Submit copies of the research output to CHED not later than 30 days from the expiration of the grant period.
2. The Junior Visiting Research Fellow shall:
 - 2.1 Undertake the research as project/study member of the research team headed by the host adviser or as study leader of at least one specific study component of a research project for a maximum period of ten (10) months; and
 - 2.2 Submit copies of the research output to CHED not later than 30 days from the expiration of the grant period.

3. The Host HEI shall:

- 3.1 Closely coordinate with CHED and render a written report on the Visiting Research Fellow's research activities, teaching load and other assignments while on engagement;
- 3.2 Provide as its counterpart, the following technical and logistical support to the Visiting Research Fellow during engagement:

For Senior Research Fellow: Research Team Members, appropriate office space, use of research facilities and equipment;

For Junior Research Fellow: Research Adviser, appropriate office space, use of research facilities and equipment.

4. The Sending HEI/Government Agency shall:

- 4.1 Pay the salaries, allowances and other entitlements of the Fellow while on engagement;
- 4.2 Select and provide a qualified faculty substitute for the Fellow while on engagement;
- 4.3 Advance the salaries and allowances of the Fellow's faculty substitute subject to reimbursement by CHED.

5. CHED, as Grantor, shall provide the following:

- 5.1 Traveling allowance and monthly stipend to be released to the Fellow during engagement;
- 5.2 Research grant to be released to the Fellow in accordance with the following schedule:

50% upon approval of the research proposal;

25% upon submission and acceptance of the midterm research report;

25% upon submission and acceptance of the terminal research report;

- 5.3 For regular Senior Visiting Research Fellowship: Reimbursement to the Sending Institution of the monthly salary and allowances of the Fellow's faculty substitute less than or equal to the Fellow's latest salary plus other allowances, provided this shall not exceed Salary Grade 28 step 8 level in accordance with existing government rules and regulation;

For Junior Visiting Research Fellowship: Reimbursement to the Sending Institution of the monthly salary and allowances of the Fellow's faculty substitute less than or equal to the Fellow's latest salary plus other allowances, provided this shall not exceed Salary Grade 25 step 8 level in accordance with existing government rules and regulations;

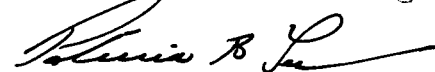
- 5.4 For Balik Scientist/Retiree Senior Visiting Research Fellowship: Monthly salary during engagement equal to but not to exceed Salary Grade 28 step 8 level in accordance with existing government rules and regulations.

V. PROCEDURE

1. Visiting Research Fellowship applicant/host institution must submit the following required documents:
 - 1.1 Application Letter and two copies of duly accomplished CHED application form with recent (not older than 6 months) passport-size photograph of the applicant;
 - 1.2 Invitation/recommendation or acceptance letter from the host institution indicating privileges/support to be provided to the Grantee;
 - 1.3 Medical Certificate;
 - 1.4 Certificate of no pending administrative or criminal case;
 - 1.5 For active Filipino faculty members or researchers/scientists: Certificate of Employment or Service Record;
 - 1.6 *For Senior Visiting Research Fellowship applicants:*
 - 1.6.1 Research Proposal on a topic identified by CHED and the host institution as priority;
 - 1.6.2 Abstract of completed researches and/or copies of published articles;
 - 1.6.3 Endorsement letter from the President or Head of the sending institution, if applicable indicating considerations/incentives provided to the faculty candidate while on engagement.
 - 1.6 *For Junior Visiting Research Fellowship applicants:*
 - 1.6.1 Research Proposal on a topic identified by CHED as priority;
 - 1.6.2 Evidence of previous research experience or involvement;
 - 1.6.3 Endorsement letter from the President or Head of the sending institution indicating considerations/incentives provided to the faculty candidate while on engagement;
 - 1.6.4 Recommendation from the Dean of Graduate School where the applicant is enrolled.
2. Accomplished application/nomination forms and supporting documents must be received by the Research Division, Office of Policy, Planning, Research and Information (RD-OPPRI) of CHED ~~two~~ ^{one} month(s) before the start of the semester applied for;
3. The OPPRI-Research Division shall evaluate the qualifications of all applicants on the basis of information submitted. Technical experts shall be tapped to review research proposals as deemed necessary. OPPRI shall endorse the application to the Commission Chairman for approval.

This order supersedes CMO No. 13, series of 2003, No. 34, series of 2004, and No. 17, series of 2010, and shall remain in force and in effect until revoked.

Quezon City, Philippines August 25, 2011



PATRICIA B. LICUANAN

Chairperson