



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

CHED Memorandum Order


No. 18  
Series of 1999.

Subject : Issuance of the Implementing Guidelines on the Integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs)

Date : June 1, 1999

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994" and Republic Act (RA) No. 8292, otherwise known as the "Higher Education Modernization Act of 1997" and pursuant to the Special Provision No. 2 of the CHED FY 1999 Budget under the General Appropriations Act of 1999 or RA 8745 on the Integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs), the Commission on Higher Education hereby issues the attached Guidelines to ensure the effective integration of CSIs to SUCs for immediate implementation and dissemination to all concerned.

  
ANGEL C. ALCALA  
Chairman

## **GENERAL POLICY**

### **TITLE :**

These Guidelines shall be known as the "IMPLEMENTING GUIDELINES ON THE INTEGRATION OF CHED-SUPERVISED INSTITUTIONS (CSIs) TO STATE UNIVERSITIES AND COLLEGES (SUCs)" or IGI-CSI-SUC, for short.

### **POLICY STATEMENT AND PURPOSE:**

Pursuant to the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and Republic Act (RA) No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", and Republic Act No. 8745, otherwise known as the General Appropriations Act of 1999 and for purpose of promoting quality education, rationalization of tertiary education, and maximization of resources, there is a need to develop policies, system and plans to attain these objectives. These implementing guidelines are issued to ensure the efficient, economical and effective integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs).

### **LEGAL BASIS:**

These Guidelines issued shall implement Special Provision No. 2 under the CHED FY 1999 Budget (RA 8745) which provides that:

"2. Integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs). Effective January 2, 1999, Phase I of the integration of CSIs to SUCs shall be implemented pursuant to Sec. 8 n of RA 7722 and Sec. 4.1. of the RA 8292. The CHED and the DECS shall issue the implementing guidelines in coordination with the Philippine Association of State Universities and Colleges (PASUC), Philippine Association of CHED-Supervised Institutions, Department of Budget and Management, Department of Education, Culture and Sports and Civil Service Commission. The guidelines shall include the transfer of personnel, properties, assets and liabilities of the CSIs to the host SUCs and/or other appropriate government entities. The balance of FY 1999 appropriations of the affected CSIs shall be apportioned as follows: 60% of the total budget to host SUC, 30% for GASTPE to accommodate affected students who will opt to transfer to private higher education institutions (HEIs), and 10% for other purposes including faculty development/upgrading of affected CSIs. The heads of the following CSIs and host SUCs shall effect the integration not later than October 31, 1999 or the end of the first semester of SY 1999-2000 in accordance with the guidelines formulated:

CSI

1. Cauayan Polytechnic College
2. Bataan National Polytechnic College
3. Sabani Estate Agricultural College
4. Laguna College of Arts and Trades
5. Los Baños College of Fisheries
6. Palawan College of Arts and Trades
7. Catanduanes Agricultural & Indus. Col.
8. Aklan National College of Fisheries
9. Capiz Institute of Technology
10. Northern Panay Teachers College
11. Roxas Memorial College of Arts & Trades
12. Western Aklan Polytechnic College
13. Calape Polytechnic College
  
14. Biliran National Agricultural College
15. Bureau Polytechnic College
16. Can-Avid National Agricultural College
17. Felipe J. Abrigo Memorial College of Arts and Trades
18. Isabel National Agricultural and Vocational School
19. Laoang National Trade School
20. Leyte College of Arts and Trades
21. Leyte National College of Agri., Science & Tech.
22. Leyte State School of Agriculture
23. Leyte State School of Fisheries
24. Marcelino R. Veloso National Polytechnic College
25. Pedro Rebadulla Memorial Agricultural College
26. Ruperto K. Kangleon Memorial Agro-Fisheries
27. San Juan Polytechnic College
  
28. Samar Regional School of Fisheries
29. Southern Leyte Institute of Agriculture, and Technology
30. Southern Samar College of Agriculture, Science and Technology
31. North Cotabato College of Arts and Trades

HOST SUC

- Isabela State University  
 Bataan State Polytechnic College  
 Nueva Ecija Univ. of Science and Technology  
 Laguna State Polytechnic College  
 Laguna State Polytechnic College  
 Palawan State University  
 Catanduanes State College  
 Aklan State College of Agriculture  
 Panay State Polytechnic College  
 Aklan State College of Agriculture  
 Aklan State College of Agriculture  
 Aklan State College of Agriculture  
 Central Visayas State College of Agriculture, Forestry and Technology  
 Visayas State College of Agriculture  
 Leyte Institute of Technology  
 Eastern Samar State College  
 Eastern Samar State College
- Visayas State College of Agriculture
- University of Eastern Philippines  
 Leyte Institute of Technology  
 Visayas State College of Agriculture  
 Visayas State College of Agriculture  
 Visayas State College of Agriculture  
 Palompon Institute of Technology  
 University of Eastern Philippines  
 Visayas State College of Agriculture  
 Southern Leyte State College of Science and Technology  
 Samar State Polytechnic College  
 Southern Leyte State College of Science and Technology  
 Eastern Samar State College
- University of Southern Mindanao

## DEFINITION OF TERMS

For the purpose of this IGI-CSI-SUC, the words or phrases used shall have the following operational meanings:

1. Integration - refers to the complete absorption of CSIs, by the host SUCs and transfer of governance from CHED to the Governing Boards (GBs) of the host SUCs.
2. CHED-Supervised Institutions (CSIs) - refers to the non-chartered Higher Education Institutions (HEIs) under the direct supervision of CHED as Mandated under RA No. 7722.
3. Host State Universities and Colleges (HSUCs) - refers to chartered state institutions of higher learning which have independent and separate Governing Boards (GBs) as listed in Special Provision No. 2, CHED FY 1999 Budget, RA 8745 and which are absorbing the CSIs concerned.
4. Campus(es) - refers to structural unit(s) of SUCs specifically described as main or external; the latter being geographically located away or detached from the main campus.
5. Autonomy - refers to delegated powers and functions performed and exercised by Campus Heads as authorized by the SUCs Governing Board through an approved resolution.
6. Balance of FY 1999 appropriation of the affected CSI - refers to the unreleased portion of the appropriation at the time of the integration of the CSIs concerned to the host SUCs.
7. Transfer of personnel, properties, assets and liabilities - refers to the transfer of supervision of personnel, ownership of properties, assets and liabilities, including unobligated allotments of the CSIs to the host SUC.

## SPECIFIC GUIDELINES

The integration of CSIs to SUCs shall be governed by existing pertinent policies, rules, regulations and procedures of the Commission on Higher Education (CHED) on programs and standards; the Department of Budget and Management (DBM) on appropriations and budgetary allocations, organization and compensation, and positions classification; the Civil Service Commission (CSC) on personnel matters; the Commission on Audit (COA) on auditing and accounting matters; and the Board of Regents/Board of Trustees of host SUCs on governance.

## 1.0 ADMINISTRATION OF THE INTEGRATED CSIs

- 1.1 The integrated CSI shall become an external campus of the host SUCs.
- 1.2 Consistent with the powers stipulated in Section 4 of RA 8292, the governing board (GB) of the host SUC shall act accordingly and/or make recommendations to the appropriate agencies on the following:
  - 1.2.1 The appropriate description/title of the integrated campus;
  - 1.2.2 The appropriate title of the integrated campus head, provided that the incumbent head of the integrated CSIs shall be designated as the first campus head without diminution in rank and salary;
  - 1.2.3 The level of autonomy which the incumbent head may perform and exercise;
  - 1.2.4 The staffing pattern appropriate for an external campus of the host SUC;
  - 1.2.5 The total absorption of all faculty and staff within a given transitory period. Positions determined to be in excess of the standard staffing pattern shall be identified as co-terminous with the incumbent;
  - 1.2.6 The absorption measures related to staff development, upgrading/promotion of qualified faculty and staff, opportunities for transfer and/or retirement and other benefits;
  - 1.2.7 Other concerns deemed necessary in ensuring efficient and effective integration of CSIs to the SUCs; and
  - 1.2.8 All concerns and issues not specifically defined or addressed in this guidelines and additional implementing guidelines.

## 2.0 ORGANIZATION AND STAFFING

- 2.1 As a general policy, there shall be no downgrading of positions nor diminution of salary. The entire faculty and staff of the integrated CSI shall retain their current position title and salary levels pending review of their staffing pattern by the Department of Budget and Management.
- 2.2 Upon integration, the organization structure and staffing pattern of the integrated CSI shall be reviewed by the DBM with reference to the organizational structure and staffing pattern of the host SUC.

### 3.0 PROGRAMS

- 3.1 Within the transitory period of two (2) years, all curricular offerings of the integrated CSIs shall be continued. Thereafter, all curricular programs shall be rationalized in context with regional and national development targets and the course offering of the main campus.
- 3.2 Elementary and Secondary Education programs shall be gradually phased-down or phased-out consistent with guidelines relative to basic education programs in SUCs, pursuant to the Special Provision #9 of the CHED FY 1999 Budget of the General Appropriations Act (RA 8745) and CHED Order Nos. 4 and 8, series of 1996, mandating final implementation by SY 2000-2001.
- 3.3 No new tertiary programs shall be adopted and implemented unless supportive of regional development needs and priorities and in accordance with the thrusts and policies of the Governing Boards of the host SUCs and CHED policy guidelines and priorities, and further in accordance with Special Provision No. 4 for SUCs under the 1999 General Appropriations Act.

### 4.0 BUDGET AND APPROPRIATIONS

- 4.1 The 1999 budget covering the operational requirement of the CSIs concerned shall be treated as an integral part of the budget of the host SUCs.
- 4.2 All balances of the FY 1999 appropriation of the CSIs concerned shall be allocated in accordance with the 1999 GAA provision on apportionment.
- 4.3 For FY 2000, the budget of the host SUC shall include the budgetary requirements of the integrated CSIs.
- 4.4 The host SUCs shall see to it that all income generated by the integrated CSIs shall be programmed for the development of the new campus in accordance with existing policies on the use of income.

### 5.0 RESEARCH AND DEVELOPMENT AND EXTENSION

- 5.1 All approved research and development (R & D) and extension projects of the integrated CSIs shall continue to be pursued during the transitory period except when the governing board considers it proper to be terminated after thorough evaluation.
- 5.2 The R & D and Extension programs approved by the GB of the host SUC shall be the basis of future direction and initiatives of the integrated CSIs subject to the approval of CHED, DOST and DA, as the case may be.

**6.0 MISCELLANEOUS TRANSITORY PROVISIONS**

- 6.1 Upon integration, all personnel, properties assets and liabilities, including unobligated allotment, of the CSIs concerned shall be transferred to the host SUCs in accordance with existing civil service and accounting rules and regulations.
- 6.2 Special provisions stipulated in property documents, and/or donation instruments shall remain enforceable once integrated to the host SUCs.

**7.0 EFFECTIVITY**

- 7.1 This IGI-CSI-SUC shall take effect during the first semester but not later than October 31, 1999 or the end of 1<sup>st</sup> semester of SY 1999-2000.

PASIG CITY, PHILIPPINES June 1, 1999 :

**(SGD.) ANDREW GONZALES, FSC**  
*Secretary*  
Department of Education,  
Culture & Sports

**(SGD.) ANGEL C. ALCALA**  
*Chairman*  
Commission on Higher Education