



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



CHED MEMORANDUM ORDER No. 13
Series of 2019

SUBJECT: GUIDELINES FOR THE CHED-INITIATED PROJECTS UNDER THE INSTITUTIONAL DEVELOPMENT AND INNOVATION GRANTS FOR STATE UNIVERSITIES AND COLLEGES (SUCs)

In accordance with the pertinent provisions of Republic Act No. 7722 and pursuant to Commission en Banc Resolution No. 679-2019, dated 29 October 2019, the following guidelines is hereby promulgated.

Article I
Statement of Principles and Policies

The Commission on Higher Education's responsibility in the K to 12 transition is enshrined in RA No. 10533, along with its Implementing Rules and Regulations (IRR), which mandates the Commission to help ensure a smooth transition to the new system, as well as the long-term viability of Higher Education Institution (HEIs) and the alignment of higher education with the new curriculum in basic education. Thus, the K to 12 Transition Program was established by the Commission through (CEB) Resolution No. 210-2015, offering a series of developmental packages for higher education personnel and institutions.

A component of the program is the Institutional Development and Innovation (IDI) Grants, governed by CHED Memorandum Order (CMO) No. 33, series of 2016, as amended by CMO No. 63, series of 2016 and CMO No. 12, series of 2017, which provides funding for initiatives that strengthen HEIs in their capacity and qualifications to respond and remain relevant to local, regional, national, and global priorities, and ensures their quality and long-term sustainability.

Article III, Item No. 3, CMO No. 33, series of 2016, as amended by Section 2 of CMO No. 63, series of 2016 states that "*CHED-Initiated IDI Grants. The Commission shall endeavor to set directions and priority areas apart from those previously mentioned, in order to maximize the opportunities present through the K to 12 Transition Program. This may be through initiatives of the Commission, through the TWG and its sub-committees, or through partnerships with local and foreign organizations, governed by Memoranda of Agreement or other similar arrangements, to jointly initiate and fund projects in line with the thrusts of the Institutional Development and Innovation Grants.*"

Pursuant to its mandate in RA No. 7722 to "*develop criteria for allocating additional resources such as research and program development grants, scholarships, and other similar programs as well as perform such other functions as may be necessary for its effective operations and for the continued enhancement, growth or development of higher education,*" the CHED may enter into contractual arrangements or establish new mechanisms for the design, administration and supervision of grant assistance to HEIs by:

- 1) issuing the appropriate guidelines, as necessary, for the implementation of the grants;
- 2) ensuring transparency and accountability in the implementation of the grants;
- 3) implementing information and advocacy programs to inform the stakeholders and ensure greater participation in the availment of the grants; and
- 4) undertaking periodic reviews and adjusting the guidelines, as necessary, to ensure the successful, effective and sustainable implementation of the program

Article II

Grant Priority Programs

In line with the emphasis of the K to 12 curriculum on making Philippine education more responsive and relevant to industry, State Universities and Colleges (SUCs) may propose projects that foster linkages with industry partners to aid in the alignment of academic instruction, the professional preparation of students with industry practice and standards, and to spur research, development and innovation (RDI) activities with high social impact. This is in line with CHED's role to ensure that all existing programs and course offerings of the SUCs are directly aligned with their core mandate and the Commission's priorities. Moreover, there is a need to provide capacity-building programs in identified priority programs and such investments to significantly improve the SUCs' operations and academic performances which are critical in responding to the concerns and needs of the 4th Industrial Revolution. Hence, the following academic programs, aside from those previously identified, are to be prioritized because of their essential contribution to regional and national development:

1. **Science, Technology, and Engineering.** Science, technology, and engineering are essential for national development and progress. The state shall give priority to research and development, invention, innovation and their utilization. Priority shall also be given to science and technology education, training and services as a response to RA No. 10612 or "Fast-Tracked S&T Scholarship Act of 2013";
2. **Fisheries and Aquatic Resources.** It is the policy of the state to provide a venue for intensive training and development of human resources in the field of fisheries, a repository of all fisheries research and scientific information, provide intensive training and development of human resources in the field of fisheries for the maximum utilization of the economic potential of the fisheries sector by maximizing developmental research efforts. This should be in coordination with the National Fisheries Research and Development Institute and serve as a response to RA No. 8559 or the "Philippine Fisheries Code of 1998";
3. **Tourism and Hospitality Management.** As a supplement to the efforts of the Commission to prioritize tourism-related educational programs and courses, as prescribed by the RA No. 9353 or the "Tourism Act of 2009", the Commission hereby includes Tourism and Hospitality Management as a priority area in this grant. Further, this priority area also supports the Commission's role in RA No. 10816 or the "Farm Tourism Development Act of 2016" which mandates the Commission, along with SUCs, to establish and implement an institutional and human resource development



program for farm tourism development; and

4. **Medical Education.** In line with the role of all government agencies, as prescribed in Executive Order No. 27, s. 2017, to contribute in enabling Filipinos attain a standard of living encapsulated by the phrase: *“matatag, maginhawa at panatag na buhay”*, the Commission seeks to include medical education in the list of priority areas for this grant. Prioritizing this is in line with the Philippine Development Plan (PDP) 2017-2022 to accelerate human capital development through quality health care services and the United Nations Sustainable Development Goal to provide essential health care for all by 2030.

Article III

ELIGIBILITY REQUIREMENTS AND EVALUATION PROCEDURES

1. **Qualifications.** These CHED-Initiated IDI Grants are open to all SUCs. The program/s offering of the institutions that shall be supported by this grant should have Certificate of Program Compliance or Government Recognition issued by CHED.
2. **Evaluation Procedure.** Project proposals from prospective SUCs grantees shall follow the application process detailed below.
 - a. The project proposal (Annex A) from the proponent SUCs shall be endorsed by the governing board of the SUCs and the cover letter/letter of intent shall be signed by the President/School Head.
 - b. This shall be a full-blown proposal following the guidelines of CHED and shall have, but not limited to, the following parts and supporting documents:
 - i. Statement of Purpose/Objective(s);
 - ii. Background and Justification to include Cost-Benefit Analysis and Assessment of the Needs of the Community;
 - iii. Project Plan;
 - iv. Project Team composition, qualifications and terms of reference;
 - v. Budget with Work and Financial Plan (WFP) and itemized Line Item Budget (LIB) to include the proponent's counterpart (if any);
 - vi. Log frame (Annex B);
 - vii. Summary Sheet (Annex C);
 - viii. Certification signed by the President/Head of Institution of the SUCs that the project proposal is not submitted for consideration/funding in other funding agency/ies;
 - ix. Board of Regents/Trustees approval of the project;
 - x. Certificate of No Unliquidated Funds from other CHED-funded grants/projects.
 - c. All project proposals for CHED-Initiated IDI grants shall be addressed to the Chairperson of CHED, and shall be referred to the Office of Institutional Quality Assurance and Governance (OIQAG) for eligibility review using Form A (Eligibility Check Form) (Annex D)



- d. Upon approval of eligibility, the Technical Working Group (TWG) shall evaluate the proposal based on the following criteria:
 - i. technical merit
 - ii. relevance and developmental nature or value added by the project
 - iii. capacity of the proponent/s to successfully deliver the stated goals
 - iv. soundness of the work and financial plan
 - v. in-depth assessment by technical experts (as deemed necessary)

The TWG may invite technical evaluators/experts to make an in-depth assessment of the technical merit of the proposal. Also, if necessary, the TWG may interview the proponent or request for a meeting to discuss/defend the proposal.

The members of the TWG are as follows:

Chair Director IV, OIQAG

Members Director IV or designated permanent representative, Office of
Planning, Research and Knowledge Management

Director IV or designated permanent representative, Administrative,
Finance and Management Service

The OIQAG-Coordination and Governance Division shall serve as the Secretariat.

- e. Upon evaluation, the TWG shall recommend any of the following:
 - i. recommend the proposal for funding, including the budget ceiling, to the Management Committee for endorsement and approval by the CEB;
 - ii. return the proposal with recommendations/revisions as to content and/or funding requirements to be considered by the proponent HEI. If minor revision is needed, the proponent shall be given time to revise the proposal and re-submit the same to the Commission for decision;
 - iii. recommend the proposal for disapproval to the Management Committee for endorsement to the CEB for deliberation and approval/disapproval; or
 - iv. make any other action that the TWG may deem necessary.
- f. Upon the approval of the CEB, the Memorandum of Agreement (MOA) shall be executed by the President of the SUC and CHED Chairperson.
- g. The grant shall be released in full upon completion of submissions and approved by the Commission in compliance with Commission on Audit (COA) Rules and Regulations.

Article IV FINANCIAL PRIVILEGES

1. The CHED-Initiated IDI Grants shall provide an amount up to twelve million pesos (PhP 12,000,000.00) per project. Programs and projects requiring larger budgets will also be entertained, subject to deliberation of the TWG and approval of the CEB.
2. SUC grantees should have settled their unliquidated balances of other CHED-funded projects, if any, prior to the awarding of the grant.



3. This grant shall be charged to the total IDI Grants in the General Appropriations Act (GAA) and its implementation should be in accordance with the usual accounting and auditing rules and regulations.

Article V PROJECT DURATION

The CHED-Initiated IDI grants shall be completed within twelve (12) months.

Article VI MONITORING

During the duration of the grant, the SUC shall allow the Commission to regularly inspect and monitor the progress of the project following the approved WFP, Gantt Chart, and MOA, including its impact to stakeholders. Further, the SUC shall also comply with observations and feedback of the inspection team within the prescribed period. The grant team shall submit a monitoring report to the TWG, for their information and appropriate action.

Article VII RESTRICTIONS

The Grant may NOT be used for infrastructure, but may be used for the purchase of equipment, improvement and refurbishment of existing facilities, and Maintenance and Other Operating Expenses (MOOE) budget items.

Article VIII SANCTIONS

The Commission reserves the right to terminate the grant and take administrative action including, but not limited to, the imposition of a payment obligation for all financial privileges received under the CHED-Initiated IDI Grant and disqualification from receiving any future grants for two (2) years from the Commission against SUC grantees for the following:

1. Refusal or failure of SUC grantee to comply with the policies and guidelines herein stated, and with any provision of the MOA between CHED and the SUC grantee;
2. Misrepresentation or fraud by SUC grantee or any of its personnel serving as a project lead/point person;
3. Failure to complete the project within the approved duration of the grant;
4. Failure to comply with the inspection report within the prescribed period;
5. Availment of another grant to fund the same project;
6. Use of funds for purposes other than those indicated in the approved project proposal and WFP; and
7. Other acts as may be considered by the Commission as inimical to the interest of the Republic of the Philippines and those that adversely affect the integrity of the CHED-Initiated IDI Grant.

Article IX



REPEALING CLAUSE

All issuances or parts thereof which are not consistent with this memorandum are hereby repealed, amended or modified accordingly. All other provisions in CMO No. 33, s. 2016, CMO No. 63, s. 2016, CMO No. 12, s. 2017 not affected by this memorandum remain valid and in force.

Article X SEPARABILITY CLAUSE

If any part or provision of this CMO is declared invalid, the remaining clauses or provisions not affected thereby shall remain valid and enforceable.

Article XI EFFECTIVITY

This CMO shall take effect immediately and remain in force and in effect until otherwise revoked.

Quezon City, Philippines, October 30, 2019.



J. PROSPERO E. DE VERA III, DPA
Chairman

