



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

**CHED MEMORANDUM ORDER**

No. 29  
Series of 2009

**SUBJECT : REVISED IMPLEMENTING GUIDELINES FOR THE  
CHED STUDENT FINANCIAL ASSISTANCE  
PROGRAMS (StuFAPs)**

It is a mandated function of the State as provided for in the 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, Section 1) and "to 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, Section 2 (3)).

Pursuant to the pertinent provisions of Republic Act (R.A.) No. 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of Resolution No. 284-2009 passed during the 337<sup>th</sup> Commission en Banc (CEB) Meeting held on August 12, 2009 all concerned are hereby informed, enjoined and directed, thus:

**I. Objectives:**

The general objective of the revised guidelines is to rationalize and streamline the administration and implementation of CHED StuFAPs.

Specifically, the aims are to:

1. Integrate, simplify and focus on few umbrella StuFAPs;
2. Select the most deserving scholars, grantees and student-borrowers through a more objective selection requirements and award ranges;
3. Determine a more equitable distribution of StuFAPs; and
4. Facilitate and simplify implementation of StuFAPs.

**II. Coverage:**

The guidelines apply to the following programs:

1. Scholarships:
  - 1.1. Full-Merit
  - 1.2. Half-Merit

2. Grant-In-Aid:
  - 2.1. Office of the Presidential Adviser on Peace Process–CHED Study Grant Program for Rebel Returnees (OPAPP-CHED SGPRR)
  - 2.2. DND-CHED-PASUC Study Grant Program (DCP)
  - 2.3. CHED Special Study Grant Program for:
    - 2.3.1. Congressional Districts/Party Lists
    - 2.3.2. Senate
  - 2.4. Tulong-Dunong (TD) – other scholarship programs not covered under items 1, 2 & 3;
3. Student Loans:
  - Study-Now-Pay-Later Plan Program (SNPLP) – RA8545 amending RA 6728

### III. Definition of Terms:

- **CHED StuFAPs** – refers to Student Financial Assistance Programs, which include Scholarship, Grant-In-Aid and Student Loan Programs administered by the Commission on Higher Education.
- **Financial Benefit** – refers to financial assistance given to beneficiaries in a given school year but not to exceed eight (8) or ten (10) semesters for a four (4) or five (5) year program, respectively.
- **Scholar** – refers to recipients of student assistance through merit.
- **Grantee** – refers to recipients of student assistance through financial grants.
- **Student-borrower** – refers to those who will receive specific rate through loan and obliged to pay the interest at a given time.
- **Administrative Cost** – refers to the overhead expenses incurred in the operation of scholarship and student loan programs.

### IV. Qualification and Documentary Requirements:

#### A. General Requirements:

1. Must be a Filipino citizen of good moral character;
2. Must be a high school graduate or a candidate for graduation from high school;
3. Must have at least 80% general weighted average (GWA) based on Form 138 and a general scholastic aptitude (GSA) of National Career Assessment Examination (NCAE), as follows:
  - 90% above – full-merit
  - 85% above – half merit
  - 80-84% – grant-in-aid & student loan programs
4. Combined Annual Gross Income of Parents/Guardian not to exceed Three Hundred Thousand Pesos (PhP300,000.00);
5. Must not be more than 30 years of age at the time of application except for CHED-OPAPP-SGPRR;
6. Entering freshmen and/or college student in any curricular year level;
7. For student-borrower:

- 7.1. must enter into a loan agreement with CHEDRO; and
- 7.2. must have a co-borrower who is a member of SSS/GSIS in good standing (at least paying contribution for six (6) months for the last 12 months);
- 8. Has not availed of any government scholarship and/or grant.

**B. Documentary Requirements are:**

- 1. Accomplished StuFAPs Application **OSS Form 01**;
- 2. High School Report Card (Form 138);
- 3. NCAE Result;
- 4. Annual Income Tax Return or Certificate of Tax Exemption of parents/guardian from Bureau of Internal Revenue (BIR);
- 5. Certificate of good moral character from the high school principal/guidance counselor;
- 6. Certified true copy of grades during the previous semester attended (SNPLP only)
- 7. Notarized contract between CHED and student-borrower (SNPLP only);
- 8. Proof of SSS/GSIS premium contribution of co- borrower (SNPLP only)

**C. Ranking of Scholars, Grantees and Student-Borrowers:**

The ranking of scholars, grantees and student-borrowers shall use the following percentage distribution, such as: 40 % - NCAE Result, 30% - Form 138, 20% - Annual Income Tax Return or Certificate of Tax Exemption, 10% - Number of Siblings in the Family, with a total of 100%.

**V. Financial Benefits**

- a. Incoming freshmen or new grantees shall receive the package of financial benefits per semester but not to exceed eight (8) or ten (10) semesters for a four (4) or five (5) year program, respectively:
  - 1. Scholarship Program
    - Full Merit - PhP15,000.00
    - Half-Merit - PhP 7,500.00
  - 2. Grant-in-Aid Program
    - Tulong Dunong - PhP 6,000.00
    - CSSGP- CDs / Senate - PhP 2,500.00
  - 3. Student Loan Program
    - SNPLP - PhP 7,500.00
- b. All on-going 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year grantees shall continue to receive the financial benefits given them since the start of the award in their respective StuFAPs until they graduate.

## VI. Scholars/Grantees Obligations

- a. Semestral Load – scholars, grantees and student-borrowers shall carry a full semester, trimester and summer load if required in the prescribed course curriculum and shall finish within the normal duration of the course;
- b. Student-grantees may transfer only in HEIs with recognized programs and/or selected HEIs;
- c. Except for meritorious reasons, no grantee shall be allowed to defer enrolment during the semester/trimester;
- d. The grantees shall maintain satisfactory academic performance in accordance with the policies and standards of the school;
- e. Grounds for termination of scholarship/grant/student-loan:
  1. Failure to maintain a general weighted average of 2.5, B or 81% and failing grades in at least two major academic subjects within a given semester/trimester; and
  2. Convicted for any crime/offense committed.
- f. For return service provision the full merit scholars shall render at least two (2) years of service within the Philippines;
- g. SNPLP Contract – student-borrowers shall enter into a contract with the CHEDRO concerned;
- h. Deferment in all programs may be allowed only for one school year or two (2) semesters with meritorious reasons;
- i. Replacement may be allowed within a given school year subject to the following conditions, such as voluntary withdrawal from the grant awarded, force majeure or other unforeseen/unavoidable circumstances, dropped out; waiver of the grantee within the semester; and termination due to poor academic performance. However, such replacement shall be recommended by CHEDRO subject to the approval of the OSS. Replacee shall only continue the remaining duration of the replaced grantee.

### **NOTE:**

The above provision on replacement does not apply to the following Programs due to the prerogative of their respective Scholarship Committees to select and replace their grantees:

- a. CHED Special Study Grant Program for:
  1. Congressional Districts / Party Lists;
  2. Senate
- b. DND-CHED-PASUC Study Grant Program (DCP)
- c. Office of the Presidential Adviser on Peace Process-CHED Study Grant Program for Rebel Returnees (OPAPP-CHED SGPRR)

## VII. Administration and Management

The following duties and responsibilities of CHED and HEIs relative to the administration of CHED StuFAPs shall be enforced with no exemptions:

### A. Office of CHED, shall:

#### Office of Student Services:

1. Orient the CHEDROs on the StuFAPs policies, standards and guidelines;
2. Review/consolidate/analyze/interpret submitted masterlists/reports from CHEDROs;
3. Obligate payment to CHEDROs for one (1) school year based on the submitted first semester masterlists to facilitate the disbursement of financial benefits to the scholars, grantees and student-borrowers subject to the submission of the actual number of beneficiaries together with complete documents before the end of the second semester;
4. Recommend semestral transfer of funds to CHEDROs through HEDF/AFS;
5. Monitor and reconcile with the CHEDROs in the implementation and administration of various student financial assistance programs of CHED; and
6. Submit reports on the result of M&E as basis for policy formulation and decision-making.

#### AFS/HEDFS

1. Obligate payment for one (1) school year to CHEDROs through the recommendation of OSS;
2. Transfer to CHEDROs financial benefits of the scholars, grantees and student-borrowers enrolled during the semester.

#### CHEDRO

1. Monitor the HEIs in the implementation and administration of various CHED StuFAPs
2. Assist the HEIs in the orientation of scholars, grantees and student-borrowers on the policies, standards and guidelines.;
3. Decide on the termination of CHED StuFAPs and request for transfer, reconsideration, deferment, shifting of course, reinstatement and other similar nature of this kind, provided, however, that it is within the prescribed number of years of the award and other conditions provided in the guidelines;
4. Pay the HEIs with at least ten (10) scholars, grantees and student-borrowers, the 2% operational cost in the administration of the CHED StuFAPs;
5. Obligate payment to HEIs or to the scholars, grantees and student-borrowers for one (1) school year based on the submitted first semester masterlists to facilitate the disbursement of financial benefits subject to the submission of the required documents.

**B. HIGHER EDUCATION INSTITUTIONS, shall:**

1. Establish and maintain a Student Financial Assistance Unit in the HEIs that shall be responsible in the management and administration of CHED StuFAPs;
2. Orient the CHED scholars, grantees and student-borrowers on the guidelines of the programs;
3. Submit to CHEDROs the masterlists of CHED scholars, grantees and student-borrowers during the semester for funding purposes forty-five (45) days after enrolment using the **OSS Form 02**; and the status of scholars, grantees and student-borrowers who failed to enroll, dropped out, deferred, with failing grades, shifted in another course, transferred to another HEI, replaced, graduated, terminated, etc. before the end of every semester using the **OSS Form 04**;
4. Disburse, debit, refund as the case may be to scholars/grantees/student-borrowers stipend and/or other allowances due them two (2) weeks upon receipt from CHEDROs;
5. Keep separate accounting records of CHED scholarship funds in accordance with the accounting guidelines and procedures and COA rules and regulations;
6. Utilize the funds provided by the CHED exclusively in consonance with the terms and conditions set forth herein, subject to the existing accounting and auditing rules and regulations;
7. Submit status reports and recommend to CHEDROs measures to improve the implementation of CHED StuFAPs.

**VIII. Monitoring and Evaluation:**

1. For monitoring CHED StuFAPs, the following allocations of the administrative cost shall be adopted.  
The breakdown of 3% allocation:
  - a. **2%** for higher education institutions (HEIs) with at least ten (10) CHED scholars, grantees, student-borrowers;
  - b. **0.75%** for CHED Regional Offices; and
  - c. **0.25%** for the Office of Student Services-CHED.
2. The 2% allocation for HEIs shall be computed on the basis of the total amount of financial assistance under the HEDF Funded Programs (Scholarship and Student Loan Programs) and GAA Funded Programs (Scholarship and GIA Programs) for the following purposes:
  - a. Maintenance and supplies of the Student Financial Assistance Unit; and
  - b. Other concerns relative to the implementation and administration of the Programs.
3. The 1% allocation distributed to CHEDROs (0.75%) and Office of Student Services (0.25%) shall be used solely for the CHED StuFAPs, specifically for the following purposes:
  - a. Office supplies/materials expenses;
  - b. Communication expenses;

- c. Transportation/travel expenses;
- d. Maintenance/repair of outdated equipment used in related activities for StuFAPs;
- e. Expenses for monitoring activities;
- f. Meeting and conferences expenses; and
- g. Job order to assist in StuFAPs implementation.

4. In view of the foregoing, all CHEDROs shall prepare and submit a Work and Financial Plan (WFP) to the Office of Student Services (OSS) on the utilization of the 0.75% for effective administration and implementation of the StuFAPs on or before the end of July of each school year using OSS Form 03.

**IX. CALENDAR OF ACTIVITIES:**

PERIOD	ACTIVITIES	OFFICE CONCERNED
January	Continue submission of masterlist (OSS Form 2) and recommendation for payment of financial benefits of second semester scholars, grantees and student-borrowers	CHEDROs
	Processing of voucher for the second semester	OSS
as need arises	Transfer fund to CHEDROs	HEDF/AFS
January 15	Submission of schedule of SNPLP Repayment (OSS Form 8)	CHEDROs
February	Issuance of Slot Allocation with Corresponding Award Numbers	OSS
March - April	Application Period on CHED StuFAPs	CHEDROs
April	Submission of Data on Graduates per school year (OSS Form 6)	CHEDROs
May	Screening & Processing of CHED StuFAPs application	CHEDROs
May	Annual listing of SNPLP borrowers with co-borrower indicating the principal loan and earned interest (OSS Form 7)	CHEDROs

PERIOD	ACTIVITIES	OFFICE CONCERNED
June	Awarding of Slots	CHEDROs
April 15, July 15, October 15 and January 15	Submission of *Status Report of CHED StuFAPs (OSS Form 5.1, 5.2, 5.3 and 5.4)	CHEDROs
July – August	Submission of Masterlist (OSS Form 2) of grantees to OSS for the first semester based on actual enrolment	CHEDROs
	Processing of voucher for the first semester	OSS
as need arises	Transfer fund to CHEDROs	HEDF/AFS
September - November	Monitoring and Evaluation of CHED StuFAPs at CHEDROs	OSS, AFS, HEDF & COA
November – December 15	Submission of Masterlist (OSS Form 2) of grantees to OSS for the second semester based on actual enrolment	CHEDROs
	Processing of voucher for the second semester	OSS
as need arises	Transfer fund to CHEDROs	HEDF/AFS

The Timelines in processing payments and reports pertaining to StuFAPs relative to DBM Circular No. 2008-11 (December 8, 2008 Guidelines in the release of NCA for FY 2009) shall be followed beginning FY 2009 per Memorandum dated January 26, 2009.

\*Quarterly Status Report of CHED StuFAPs be submitted to OSS two (2) weeks after every quarter for updating of databank (*in hard and soft copy*):

- Curriculum Year Level (OSS Form 5.1);
- Discipline (OSS Form 5.2);
- Gender (OSS Form 5.3);
- Congressional District (OSS Form 5.4); and
- Data on deferment, terminated, dropped-out, transferred, waived, graduates - OSS Form 4

#### X. Transitory Provisions

Upon issuance of this CMO, CHEDROs and participating HEIs shall comply with the policies, standards and guidelines on CHED StuFAPs.


All provisions in previous issuance inconsistent with this revised CMO are herewith deemed, repealed, revoked and/or rescinded accordingly.



The implementation of the revised CMO shall commence effective First Semester of School Year 2009-2010.

For the proper guidance and strict compliance of all concerned.

Issued this 26<sup>th</sup> day of August 2009, Quezon City.

  
**EMMANUEL Y. ANGELES**  
Chairman