



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

## **NOTICE OF PUBLIC HEARING**

Notice is hereby given to the public that the Commission on Higher Education will conduct a Public Hearing on the **“Enhanced Guidelines for the Implementation Students Financial Assistance Programs (StuFAPs)”** on **January 21, 2014, 9:00 A.M.** to be held at the **CHED Auditorium, 2<sup>nd</sup> Floor, HEDC Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City**

Copy of the “Enhanced Guidelines for the Implementation Students Financial Assistance Programs (StuFAPs)” may be obtained from the Office of Student Development Services (OSDS) through the CHED Regional Offices (CHEDROs) or you may download this from [www.ched.gov.ph](http://www.ched.gov.ph). The deadline for the submission of written comments will be on or before January 21, 2014. Said comments should be submitted to the OSDS, 3/F HEDC Building, CP Garcia Avenue, UP Diliman, Quezon City or emailed at [oss@ched.gov.ph](mailto:oss@ched.gov.ph) or [iinlayo@ched.gov.ph](mailto:iinlayo@ched.gov.ph).

CHEDROs are enjoined to coordinate the attendance of participants in their respective regions. **Confirmation of attending participants from the regions shall be done by respective CHEDROs and submitted to OSDS – Local Student Assistance Division through telefax number (02) 988-0001.**

Travel and other incidental expenses of participants from CHED and other government institutions shall be charged against their local funds, subject to the usual accounting and auditing procedures. Participants from HEIs shall make the necessary arrangements with their respective school administrators for their expenses.

**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

**CHED MEMORANDUM ORDER**

**No. \_\_\_\_  
Series of 2014**

**SUBJECT : ENHANCED GUIDELINES FOR THE IMPLEMENTATION OF STUDENT FINANCIAL ASSISTANCE PROGRAMS (StuFAPs)**

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In consonance with the mandate of the Commission on Higher Education (CHED) as provided for in Article XIV, Section 1 of the Philippine Constitution “to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all” and Article XIV, Section 2(3) “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”, the Commission en Banc approved the Enhanced Guidelines for the Implementation of Student Financial Assistance Programs (StuFAPs) by virtue of Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.

**1.0 Objectives**

The general objective of the enhanced guidelines is to rationalize the administration and implementation of CHED Student Financial Assistance Programs (StuFAPs). Specifically, it aims to:

- 1.1 Select the poor and deserving scholars/grantees/borrowers;
- 1.2 Ensure that the scholars/grantees/borrowers are enrolled in duly authorized higher education institutions and in identified priority programs; and
- 1.3 Ascertain that the StuFAPs are properly administered and implemented.

**2.0 Coverage**

The enhanced guidelines shall apply to the following programs:

**2.1 Scholarship**

**A. State Scholarship Program (SSP)**

1. Full Scholarship (FS) – Intended for high school graduates whose general weighted average (GWA) is at least 90% or its equivalent and for graduating high school students whose GWA is at least 90% or its equivalent in the third year and at least 90% in the first three grading periods of the fourth year, who will enroll in degree programs of either public or private HEIs.
2. Partial Scholarship (PS) – Intended for high school graduates whose GWA is at least 85% or its equivalent and for graduating high school students whose GWA is at least 85% in the third year and at least 85% in the first three grading periods of the fourth year, who will enroll in degree programs of public HEIs.

## B. Private Education Student Financial Assistance (PESFA)

Partial Scholarship (PS) – This refers to the Private Education Student Financial Assistance (PESFA) intended for high school graduates whose GWA is at least 85% or its equivalent and for graduating high school students whose GWA is at least 85% or its equivalent in the third year and at least 85% in the first three grading periods of the fourth year, who will enroll in degree programs of private HEIs.

### 2.2 Grants-in-Aid (GIA)

Tulong Dunong (TD) – This is intended for high school graduates whose GWA is at least 80% and for graduating high school students whose GWA is at least 80% in the third year and at least 80% in the first three grading periods of the fourth year who will enroll in degree programs of either public or private HEIs.

This program can also be availed of by students who passed the Alternative Learning System (ALS) and Philippine Educational Placement Test (PEPT).

### 2.3 Study Now Pay Later Plan (SNPLP)

This loan program is intended to provide financial assistance to deserving students who are enrolled or to enroll in identified priority programs at any curriculum year in private HEIs.

## 3.0 Qualification Requirements

The following are the qualification requirements for student applicants:

- 3.1 Must be a Filipino citizen.
- 3.2 Must be a high school graduate or a candidate for graduation.
- 3.3 Must have a combined annual gross income of parents/guardian not to exceed Five Hundred Thousand Pesos (PhP500,000.00).
- 3.4 Must avail only one CHED scholarship or financial assistance program.
- 3.5 Must not be a graduate of any degree program

## 4.0 Application Procedures and Documentary Requirements

The student applicants for StuFAPs shall submit to CHED Regional Office (CHEDRO) concerned the accomplished CHED StuFAPs Application Form (OSDS Form1) with the following documentary requirements for evaluation purposes:

### 4.1 Academic Requirement

- A. For Incoming Freshmen
  1. For fourth year high school applicants - third year grades and first three grading periods of fourth year;
  2. For high school graduates - fourth year Form 138; and
- B. For Applicants with Earned Units in College  
Certificate of grades for the last semester attended

C. For Other Applicants

1. Alternative Learning System (ALS) - Accreditation and Equivalency Test Passer Certificate
2. Philippine Educational Placement Test (PEPT) - Certificate of Advancing to the Next Level. (with rating reflected in the report card)

4.2 Other Requirements

A. Latest Income Tax Return (ITR) of parents or guardian

For those who are exempted from filing income tax, a Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR) should be submitted. For children of OFW and Seafarers, a latest copy of contract or proof of income may be considered.

B. Certificate of good moral character from the last school attended.

**5.0 Selection Criteria**

In the selection of scholars/grantees/borrowers, the following percentage distribution shall be used in the ranking:

Criteria	Percentage Allocation
GWA for high school graduates; and for graduating high school, average of GWAs for third year level and average of the first three grading periods of fourth year level ALS - Accreditation and Equivalency Test Passer Certificate PEPT – Advancing to College Level Certificate	60
Combined annual income of parents/guardian	40
Total Percentage	100

**6.0 Financial Benefits**

The package of financial assistance to scholars/grantees/borrowers shall cover six (6) semesters for a three (3) year program, eight (8) semesters for a four (4) year program or ten (10) semesters for a five (5) year program. The financial benefits per academic year are as follows:

6.1 Scholarship

A. SSP

Full - Php 30,000.00

Partial - Php 15,000.00

B. PESFA - Php 15,000.00

6.2 Grant-in-Aid

Tulong Dunong - Php 12,000.00

6.3 Study Now Pay Later Plan - Php 15,000.00

For those enrolled in trimester programs, payment of financial benefits shall be made for two (2) terms equivalent to one (1) academic year.

## **7.0 Modes of Payment**

The release of financial benefits shall be as follows:

- 7.1 Mode 1 – CHEDROs release financial benefits directly to scholars / grantees / borrowers;
- 7.2 Mode 2 – CHEDROs transfer financial benefits to scholars / grantees / borrowers through HEIs with ten (10) or more StuFAPs beneficiaries; and
- 7.3 Mode 3 – CHEDROs transfer financial benefits to scholars / grantees / borrowers through authorized banks.

## **8.0 Documentary requirements for the release of financial benefits of scholars, grantees and borrowers**

- 8.1 For new scholars, grantees and borrowers:
  - A. Notice of award; and
  - B. Enrollment/assessment form.
- 8.2 For on-going scholars, grantees and borrowers:
  - A. Certificate of enrollment/registration form; and
  - B. Certified true copy of grades during the previous semester issued by the registrar or his/her authorized school representative

## **9.0 Rules to be Observed by Scholars, Grantees and Borrowers**

- 9.1 Enroll in identified priority degree programs of private HEIs with government recognition or public HEIs with duly authorized programs;
- 9.2 Maintain a weighted average grade of at least 2.5, B or 80% for scholars, and at least a passing grade for grantees and borrowers;
- 9.3 Carry a normal academic load and finish within the duration of the course or curricular program;
- 9.4 Transfer only in duly authorized higher education institutions and in identified priority programs upon approval of concerned CHEDRO;
- 9.5 Request approval from CHEDRO to defer enrolment during the semester for meritorious reasons for not more than one academic year in the whole duration of the academic program; and
- 9.6 Render one (1) year return service within the Philippines after graduation for Full Scholars. In case where a scholar opts to work abroad without rendering the required service, he or she shall refund the financial benefits received.

## **10.0 Grounds for termination of Scholarship/Grant/Loan**

- 10.1 Failure to maintain at least a weighted average grade of 2.5, B or 80% for scholars and a passing grade for grantees and borrowers within a given term;
- 10.2 Dropping out from school without notifying the CHEDRO concerned;
- 10.3 Deferment of scholarship/grant/loan without approval from CHEDRO; and
- 10.4 Carrying academic load below the normal number of units prescribed by the HEI for the term; and
- 10.5 Transferring to another HEI/academic program without approval from the CHEDRO.

## 11.0 Administration of StuFAPs

### 11.1 Duties and Responsibilities of Offices/Institutions Involved in StuFAPs Implementation

- A. Office of Student Development and Services (OSDS):
  1. Provides information, education and communication on StuFAPs;
  2. Orients the CHEDROs on the StuFAPs policies, standards and guidelines;
  3. Determines slot allocation and corresponding fund requirement by type of StuFAPs per region;
  4. Recommends to HEDFS/AFMS the sub-allotment and transfer of funds to CHEDROs for one (1) academic year based on slots allocation per region;
  5. Gathers and consolidate reports on StuFAPs data and utilization of slots and fund allocation;
  6. Reviews, consolidates and analyses reports submitted by CHEDROs;
  7. Conducts reconciliation of slots and fund utilization on StuFAPs;
  8. Monitors the implementation and administration of StuFAPs by the CHEDROs and HEIs with enrolled StuFAPs grantees; and
  9. Maintains an updated database of StuFAPs;
- B. Administrative, Finance and Management Services (AFMS) / Higher Education Development Fund Staff (HEDFS)
  1. Inform OSDS on the approved budget allocation for StuFAPs;
  2. Sub-allot funds to CHEDROs for one (1) academic year based on slots allocation per region as recommended by OSDS;
  3. Transfer the funds to CHEDROs based slots allocation per region as recommended by OSDS; and
  4. Reconcile fund utilization with CHEDROs and OSDS.
- C. CHED Regional Offices (CHEDROs)
  1. Advocacy campaign of StuFAPs through internet, memorandum, brochures, flyers and other medium of information dissemination;
  2. Evaluate documents of student applicants;
  3. Determine qualified applicants and rank them using the selection criteria;
  4. Issue notice of award to qualified applicants based on results of ranking and slot assignment;
  5. Orient the scholars/grantees/borrowers of their obligations/duties and responsibilities;
  6. Act on termination of scholarships/grants/loans;
  7. Submit to OSDS required status reports on StuFAPs;
  8. Act on requests of scholars/grantees/borrowers for transfer to another school, deferment, shifting of course, and requests on other relative concerns;
  9. Provide HEIs with the approved masterlist of scholars/grantees/borrowers for proper identification;
  10. Require the registrars to provide necessary documents as needed for StuFAPs beneficiaries;
  11. Release financial benefits to scholars/grantees/borrowers following the modes of payment (Section 7.0) as applicable;

12. Submit to OSDS updated data on status of scholars/grantees/borrowers of the different StuFAPs as required; and
13. Maintains an updated database of StuFAPs.

D. Participating Higher Education Institutions

1. Submit to CHEDROs certification of enrollment or registration of new and ongoing scholars/grantees/borrowers and grades for the previous semester for ongoing scholars/grantees/borrowers;
2. Release to scholars/grantees/borrowers their financial benefits transferred by CHEDROs;
3. Submit to CHEDRO liquidation reports on the disbursement of fund received for payment of financial benefits of scholars/grantees/borrowers;
4. Submit to CHEDRO data or information on scholars/grantees/borrowers of the different StuFAPs as needed;
5. Provide guidance and counseling services and assistance in job placement of scholars/grantees/borrowers; and
6. SUCs may accept, evaluate and submit StuFAPs application to CHEDRO for action.

11.2 Monitoring of StuFAPs Implementation

The CHEDROs and OSDS shall conduct regular monitoring of StuFAPs implementation.

**12.0 Separability Clause**

If any part or provision of this order is declared void or unconstitutional by operation of law, rules and regulations the same shall apply only to that specific provision and the remaining clauses/provisions shall remain valid and enforceable.

**13.0 Repealing Clause**

All or other existing orders and memoranda issued by the Commission, which are contrary to, or inconsistent with any of the provisions of this CMO will be deemed repealed or modified accordingly.

**14.0 Effectivity**

The implementation of this CMO shall commence effective Academic Year 2014-2015 and shall remain in force and effect until otherwise revoked or suspended.

For strict compliance.

Quezon City, Philippines \_\_\_\_\_, 2014.

**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson