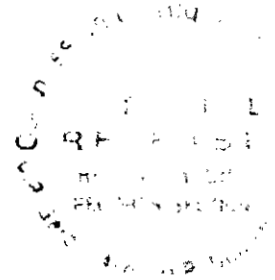




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



CHED Memorandum Order  
No. 03, s. 2014

**SUBJECT: GUIDELINES FOR GRANTS AND PROPOSALS OF CENTER OF EXCELLENCE / CENTER OF DEVELOPMENT IN PHILOSOPHY**

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", CMO No. 18, s. 2013, (Centers of Excellence (COEs) and Centers of Development (CODs) for the Philosophy, Music, Literature, Foreign Language, Filipino and English Programs and by virtue of the CEB Resolution No. 287-2013 dated November 25, 2013, the following are the proposed guidelines of the Technical Committees for Philosophy in relation to the submission by COEs and CODs of their proposals for grants/funding support in the areas of Philosophy.

**ARTICLE I  
POLICY**

The Center of Excellence and Center of Development program, as provided by RA 7722, aims to sustain/develop excellence of higher education institutions (HEIs) by enhancing their teaching, research and service programs to further nation building and national development.

**ARTICLE II  
ROLE OF COEs and CODs**

COEs and CODs are expected to continuously enhance the capabilities and involvement of their faculty in teaching, research and extension in order to: (a) serve as innovative leaders in their disciplines in the local, regional and national community; (b) strengthen their graduate programs; (c) pursue higher order research; and (d) extend developmental programs and provide technical expertise and assistance to other agencies/institutions.

Both COEs and CODs are expected to (a) accelerate disciplinary growth through the upgrading of facilities, equipment and library holdings, faculty development programs; (b) conduct relevant basic and applied research, including policy research; and (c) establish linkages through regional, national and international agreements.

**ARTICLE III  
COE/COD GRANTS AND AWARDS**

In recognition of the exemplary performance of COEs and the potential of CODs in accordance with CHED standards, HEIs selected as such are entitled to request for funding support from CHED in the form of institutional and/or individual financial support.

**Section 1. Types of Grants/Awards.** COEs/CODs in Philosophy may apply for grants/awards in any of the following areas, or any combination thereof, provided that each COE/COD include an extension activity in its proposals.

Table 1 List of COE/COD Grants/Awards

| <b>Award Categories</b>                                                                                                                                                                                                                        | <b>Qualifications</b>                                                                      | <b>Activities</b>                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FACULTY DEVELOPMENT</b> <ul style="list-style-type: none"> <li>Activities must aim to upgrade faculty competencies needed in the advancement of RESEARCH</li> </ul>                                                                         | Full-time faculty of the COE/COD                                                           | <ol style="list-style-type: none"> <li>For COE and COD – Paper presentation in international, regional, national and conferences (funds may cover, fully or partially, travel expenses, accommodations and conference fees)</li> <li>For COD- Participation in continuing professional education seminars, workshops and/or similar non-degree training</li> </ol> |
| <b>RESEARCH</b> <ul style="list-style-type: none"> <li>Faculty Collaborative research with other institution.</li> <li>Research fund covers P120,000.00 to be divided equally by the researchers of the collaborating institutions.</li> </ul> | Tenured faculty of COE/COD with research project jointly approved by collaborating COE/COD | <ol style="list-style-type: none"> <li>Research fund covers P120,000.00 to be divided equally by the researchers of the collaborating institutions.</li> <li>Final output must be publishable and must furnish copy to CHED (OPS).</li> </ol>                                                                                                                      |



| <b>Award Categories</b>                                                                                                                                                                                                      | <b>Qualifications</b> | <b>Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LIBRARY HOLDINGS</b>                                                                                                                                                                                                      |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Book acquisitions:<br>General References ,<br>specialized books ,<br>journals                                                                                                                                                | COE/COD               | 1. COE<br>General references - 30 titles<br>Specialized books – 50 titles<br>Journals – 3 titles<br><br>2. COD<br>General references - 20 titles<br>Specialized books – 30 titles<br>Journals – 2 titles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>EXTENSION AND LINKAGES</b>                                                                                                                                                                                                |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>COEs/CODs must organize extension and linkages.</li> </ul> 1. Establishment of linkages.<br>2. To establish extension services.<br>3. Organize Philosophy conferences and congresses. | COE/COD               | 1. Linkages<br><u>For COE</u> <ul style="list-style-type: none"> <li>Must establish international and regional linkages.</li> <li>Must establish extension services</li> <li>Must organize congresses, conferences and seminars in a national (including Teacher Training) and international scale</li> </ul> <u>For COD</u> <ul style="list-style-type: none"> <li>Must establish regional and national linkages.</li> <li>Must establish extension services.</li> <li>Must organize congresses, conferences and seminars in a regional and national scale</li> </ul> 2. Extension<br>Both COE and COD must initiate extension activities to other Higher Education Institution (HEI) with Philosophy department. |



| <b>Award Categories</b>                                                                    | <b>Qualifications</b>                                                  | <b>Activities</b>                                                                                  |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>DEVELOPMENT OF INSTRUCTIONAL MATERIALS</b><br><br>Production of instructional materials | Full time faculty of COE/COD                                           | Production of textbooks, teaching modules, and anthologies                                         |
| <b>ACQUISITION OF EQUIPMENT</b><br><br>such as tablets, LCDs, laptops                      | 60% to senior full time faculty<br><br>40% to junior full time faculty | The COEs/CODs may assign pertinent instructional equipment to qualified senior and junior faculty. |

**Section 2. Funding Support.** Proposals, regardless of grant/award category, must include an itemized budget on which the extent of funding support will be based. There is no maximum amount of funding support except when indicated.

Allowable costs shall follow pertinent CHED and other government rules (e.g. presentation of proof of expenditures). Proposals may include an allocation for project administration and/or coordination of project activities.

It should be noted that the approval of an application for a grant shall eventually be determined by the financial standing of CHED during the fiscal year when a project is to be implemented. Further, because of limited funds, awards will be on a competitive basis.

#### **ARTICLE IV APPLICATION FOR COE/COD GRANTS/AWARDS**

An application for funding support from CHED under the COE/COD program requires the submission of a proposal.

- COEs/CODs may submit several proposals separately or a consolidated proposal consisting of more than one project
- Must include the original signed proposal(s) and three photocopies
- Must be endorsed by the Head of the institution.
- Must be addressed to

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

Attention:  
**DR. AMELIA A. BIGLETE, CESO III**  
Director IV  
Office of programs and Standards (OPS)  
**Commission on Higher Education**  
Higher Education Development Center (HEDC) Bldg.  
C.P. Garcia Ave., U.P. Diliman, Quezon City



### **Section 3. Content Requirements of Proposal**

1. The cover page of the proposal shall include the following information:
  - a. Name and address of institution
  - b. Type of grant/award requested
  - c. Title of proposed project
  - d. Requested total funding support
  - e. Proposed starting date and expected date of project completion
2. Project proposal
  - a. Rationale, purpose/objectives, and expected impact of the project
  - b. Details of activities
  - c. Details of equipment/facilities to be purchased
  - d. Work plan and timetable of specific activities with expected outputs
  - e. Itemized list of expenses/costs
  - f. Total budget
3. Name and signature of proponent, with contact number, email address, and date signed
4. Endorsement by head of the unit and the institution and date signed.

### **ARTICLE V PROPOSAL EVALUATION CRITERIA**

Each proposal must be aligned with the objectives and standards of the COE/COD program and must manifest the potential benefits to higher education and national development. Specifically, the approval of proposals will be based on the following general criteria: (See Annex A for the detailed evaluation criteria)

1. Alignment with objectives and standards of the COE/COD program
2. Potential benefits to higher education and national development

### **ARTICLE VI GRANT ADMINISTRATION**

The grantee is a COE/COD in philosophy which receives a grant from the CHED. The grant is a formal contract or a Memorandum of Agreement (MOA) between the CHED and the grantee institution regarding the implementation of its projects.

The grantee institution has the overall responsibility for the administration of the project and its activities, ensuring full adherence to the conditions of the grant as well as compliance with existing government rules.

- The acquisition of goods and services and other expenditures using CHED grants shall be subject to the procurement procedures consistent with existing government accounting and auditing rules.
- Existing Philippine laws regarding Intellectual Property (IP) shall apply to CHED funded projects, but specific IP rules of the COE/COD must be stated as conditions in the MOA to be signed with CHED.

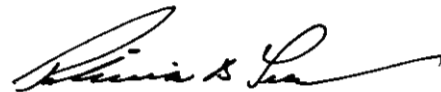


- In general, a grantee institution is awarded the title to possession of property(ies) acquired through the COE/COD grant, for purposes established in the grant, as manifested by a Memorandum Receipt (MR) issued according to the existing policies of the Higher Education Development Fund (HEDF).

**ARTICLE VII  
EFFECTIVITY**

This order shall take effect immediately. All higher education institutions identified as centers of excellence and centers of development in philosophy shall follow the herein guidelines accordingly.

Issued this 14<sup>th</sup> day of January 2014.



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



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## TECHNICAL COMMITTEES FOR PHILOSOPHY

### Proposal Evaluation Criteria<sup>1</sup>

#### **Relevance to the Objectives and Standards of the COE/COD Program (25%)**

The project benefits not only the proponent but other higher education institutions in the Philippines especially in philosophy discipline.

The project contributes in projecting the image of the Philippines as a “center of excellence” in philosophy education in the Asia-Pacific Region.

A mechanism for sharing of project results/outputs to stakeholders is in place.

#### **Project Management (25%)**

A distinct project management team is created to ensure responsible and accountable project planning and management.

Individuals with needed competencies (expertise and experience) are assigned or made available to the project (i.e., given authority, time credit).

Adequate counterpart resources are provided to ensure efficient project implementation.

A comprehensive work plan inclusive of time line and monitoring and evaluation indicators is submitted.

#### **Potential Benefits/Impact (25%)**

The project generates new information/knowledge (inclusive of paradigms, models, theories, strategies, and practices) for the growth of the philosophy discipline.

The project enhances the delivery of any or all of the functions of higher education – instruction, research and extension.

The project includes mechanisms for sustainability, scaling up and replication.

Greater community impact.

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<sup>1</sup> Only project proposals with weighted average score of 90% shall receive CHED grant



**Budget (25%)**

The budget requested is reasonable to achieve project objectives.

The project ensures transparent, accountable and responsible use of funds.

The line item costs specified in the budget proposal shall be reasonable and allowable.

The identified line item costs are relevant or appropriate to intended project activities.

Submission of midterm project reports including liquidation of expenses is provided.

