



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



CHED Memorandum Order  
No. 04, s. 2014

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

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 Committee for English in relation to the submission by COEs and CODs of their proposals for grants/funding support in the areas of English.

**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 English 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>EXTENSION AND LINKAGES</b> <ul style="list-style-type: none"> <li>COEs/CODs must assist relevant stakeholders and communities and/or promote the discipline thru linkages with other HEIs, GOs and NGOs.</li> </ul>	COEs/CODs and/or their fulltime faculty	<ol style="list-style-type: none"> <li>Lectures/seminars/workshops/trainings to improve teaching and research competencies in English in other HEIs</li> <li>Development of teaching modules and materials for English courses</li> </ol>
<b>FACULTY DEVELOPMENT</b> <ul style="list-style-type: none"> <li>Activities must aim to upgrade faculty competencies needed in the advancement of English</li> </ul>	Full-time faculty of the COE/COD	<ol style="list-style-type: none"> <li>Paper presentation in national and/or international conferences (funds may cover, fully or partially, travel expenses, accommodations and conference fees)</li> <li>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>Topics must be aligned with research agenda submitted by COEs/CODs to the CHED during the COE/COD selection process</li> </ul> <ol style="list-style-type: none"> <li>Thesis/Dissertation Grants (maximum of P30,000 for thesis and P50,000 for dissertation)</li> <li>Faculty Research Grants</li> </ol>	<p>COEs/CODs fulltime faculty on a tenured track, currently enrolled, with approved thesis/dissertation proposals</p> <p>Tenured faculty of the COE/COD with a research proposal endorsed by the unit</p>	<ol style="list-style-type: none"> <li>Thesis/dissertation activities related to data collection, data analysis, and thesis/dissertation writing (must be defended and approved within the COE/COD award period)</li> <li>Output is a publishable manuscript</li> </ol> <ol style="list-style-type: none"> <li>Basic or applied research (funds may cover, fully or partially, data gathering expenses, research materials/equipment, and/or</li> </ol>



<b>Award Categories</b>	<b>Qualifications</b>	<b>Activities</b>
	head	research assistants) 2.b Output is a publishable manuscript
<b>INSTRUCTIONAL MATERIALS, EQUIPMENT AND LIBRARY HOLDINGS</b>	COEs / CODs and / or their tenured faculty members who are currently teaching and /or conducting research.	1. Development of instructional materials (including books, laboratory manuals and teaching modules) relevant to the teaching of the discipline 2. Acquisition/upgrading of teaching/ research related equipment and facilities, audiovisual equipment, computers, computer software, among others 3. Library upgrading, including printed and digital library collections

**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 addressed to

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

Attention:  
**DR. AMELIA A. BIGLETE, CESO III**  
Director IV  
Office of programs and Standards (OPS)



### **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/Department Chair/Dean and date signed

**Section 4. Proposal Format.** All proposals must conform to the specifications below.

- Paper size                      A4 paper
- Font typeface                 Calibri or similar typefaces
- Font size                        12 but may be smaller for tables and figures but not less than 8
- Line spacing                  Single
- Paper margins                1.25" left and bottom, 1" right and top
- No pasted materials

### **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 English 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 regarding the implementation of its projects.

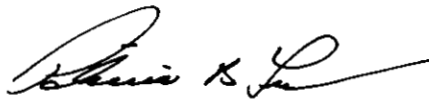
The grantee has overall responsibility for the management of the project and its activities, ensuring full adherence to the conditions of the grant as well as compliance with existing government rules.

- 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 (COEs) and Centers of Development (CODs) in English shall follow the herein guidelines accordingly.

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

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



## **TECHNICAL COMMITTEES FOR ENGLISH**

### **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 the English discipline

The project helps to project the image of the Philippines as a “center of excellence” in English Language education in the Asia-Pacific Region

The project addresses the development needs in the priority areas identified by the Technical Committee for English

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

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

A distinct project management office 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 and effective project implementation

A comprehensive work plan inclusive of timeline 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 English discipline

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

---

<sup>1</sup> Only project proposals with weighted average score of 80% shall receive CHED grant



## Annex A

---

---

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

### **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 regular financial reports including liquidation of expenses is provided

