



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



CHED MEMORANDUM ORDER

No. 05
Series of 2015

SUBJECT: IMPLEMENTING GUIDELINES FOR THE SPECIAL TRAINING PROGRAM ON BUSINESS ANALYTICS FOR HIGHER EDUCATION INSTITUTIONS' FACULTY

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and pursuant to Commission *en-banc* (CEB) Resolution No. 743-2014, the Commission hereby issues the Implementing Guidelines for the CHED Special Training Program on Business Analytics for Higher Education Institutions' (HEIs) Faculty.

I. RATIONALE

Business Analytics is essentially about providing better insights particularly in the extensive use of operational data stored in transactional systems, statistical and quantitative analyses, explanatory and predictive modeling, and facts-based management to drive decision making for optimal results. In response to the growing demand for better and faster business decision making and the vision of making the Philippines a global center for analytics, there is a need to develop a core of human resource with higher level complex analytics skills through further educational development.

The Special Training Program on Business Analytics for higher education institutions' faculty is aimed at building the capability of HEIs to offer programs and courses in Business Analytics. The knowledge and skills to be gained by the faculty will enable them to develop and offer analytics courses for other disciplines and degree programs, including the creation of graduate degree programs and lifelong/continuing education courses in analytics.

II. COVERAGE

This training program is a component of the Faculty Development Program II under the Continuing Professional Education (CPE). It shall focus on the enablement of faculty members of higher education institutions to teach undergraduate and graduate students of Business Administration Program with specialization track on Business Analytics per CHED Memorandum Order No. 11, series of 2013 and Information Technology Education Programs with specialization track program in Business Analytics per CHED Memorandum Order No. 12, series of 2013. Faculty members teaching in other disciplines, if deemed necessary, may also avail of this training program upon the recommendation of the Technical Working Group for Faculty Development (TWG-FDP) and subject to approval by the Commission *en banc*.

The Special Training Program in Business Analytics shall cover the following fundamental courses:

Course	Business Administration Program	Information Technology Education Programs
Course 1	Business Analytics	Business Analytics
Course 2	Data Warehousing	Enterprise Data Management
Course 3	Descriptive Analytics	Analytics Modeling
Course 4	Predictive Analytics	Analytics Techniques and Tools
Course 5	Prescriptive Analytics	Analytics Application

III. COMPONENTS

The Special Training Program in Business Analytics shall have three (3) components: (a) Trainer’s Training (Evangelists Training); (b) Training of Teachers; and (c) On-line Analytics Course.

A. Trainers Training (Evangelists Training)

The Trainers Training or Evangelists Training aims to provide training to faculty members of HEIs through the use of a Trainer Model where qualified teachers may train other teachers. The Trainer Model requires the Master Subject Matter Expert to train trainers from different regions. Then, the trained faculty go back to their regions to train the other HEI faculty members who will teach the undergraduate and graduate courses in Analytics. They may also be tapped in the conduct of the Training of Teachers. Identified host Delivering Higher Education Institutions (DHEIs) may nominate faculty members as participants to the Trainers Training.

B. Training of Teachers

This component shall train faculty members from higher education institutions who will teach business analytics courses and electives in both undergraduate and graduate programs. It shall be offered by identified host DHEIs which may tap the services of Training Partners in Analytics. The DHEIs shall be responsible in looking for the appropriate Training Partners and shall engage their services by entering into a Memorandum of Agreement. The duration of the training is five (5) days for each of the courses. Course materials must follow the content as described in CMO No. 11, series 2013 or CMO No. 12, series 2013.

C. On-line Analytics Course



The On-line Analytics course shall supplement the face-to-face training done by Trainers by allowing faculty members to view video lectures that make use of the course materials. This component aims to increase the confidence of the faculty member in teaching the course and to maximize retention of the content.

IV. DELIVERY

The Trainers Training and the Teachers Training program component will have a duration of five (5) days for each course. Ideally, each training course shall have 30 participants. Identified host Delivering higher education institutions may partner with qualified Training Partners in the conduct of the training.

The On-line Analytics Course will be delivered through an identified provider via distance mode where course materials will be made available to those who have undergone the training.

V. CRITERIA FOR SELECTION OF TRAINING PARTNERS

The DHEIs shall be guided by the following criteria in the selection of their Training Partners:

1. Course Materials of the Training Partners:
 - a. Must follow the curriculum and course contents as described in CMO No. 11 series of 2013 and CMO No. 12 series of 2013;
 - b. Case studies are integrated into the course materials;
 - c. With complete teaching course materials for a 54-hour class per subject, to be distributed to trainees; and
 - d. Should have Textbook list
2. Training Partners should have qualified/certified master trainer to deliver the Business Analytics courses
3. Training materials of the Training Partners must not be tool specific.

The Training Partners should coordinate with the host DHEIs for the computer laboratory requirements and administrative arrangements. They shall conduct an assessment of participants at the end of each course.

VI. FINANCIAL PRIVILEGES

A. Trainers Training (Evangelists Training)

The budget for the Trainers Program shall cover the expenses for the resource persons, local or international, (honoraria, food, travel and accommodation), faculty participants (tuition fee, course materials, travel and food during the training), plus ten (10%) percent administrative cost for the identified host DHEIs.

B. Training of Teachers

A total grant of Php 10,000 will be allocated for each faculty participant for the five (5) day training course. The grant to be transferred to the host DHEIs may cover expenses for resource persons, tuition fee, course materials, food during the training, etc. A ten (10%) percent administrative cost for the identified



host DHEIs will be provided to cover administrative and other implementation expenses.

C. On-line Analytics Course

The budget for the On-line Analytics Course shall include the development of the on-line course materials, provision of software and hardware requirements, management and administration of the on-line course for a duration of at least one (1) year.

VII. ELIGIBILITY REQUIREMENTS FOR FACULTY

The faculty applicant must be a Filipino citizen who is currently teaching in a public or private higher education institution and handling courses related to business analytics course that the Sending Higher Education Institution (SHEI) offers. The faculty applicant must not have taken the training for the same Business Analytics course offered under the CHED Faculty Development Program. Faculty members from SHEIs who are planning or willing to offer the Business Analytics track may also participate in the trainings.

VIII. PROCEDURE

A. Trainers/Evangelists Training and Teachers Training

1. The identified host DHEI for the training shall recruit participants from prospective Sending Higher Education Institutions. Screening of faculty participants will be done by the host DHEIs based on the CHED criteria for participants as spelled out in Section VII of this CMO.
2. Candidates must apply to any of the identified host DHEI and submit the following documents directly to the contact person/program coordinator:
 - a) Accomplished Training Application Forms for the Special Training on Business Analytics (Forms are available at the office of the host DHEI coordinator or can be downloaded from the CHED website);
 - b) Recommendation of the department head/chair with the approval from the head of the SHEI (Dean's level and above) and with certification regarding employment status;
3. The host DHEI submits to CHED through the Office of Programs and Standards Development (OPSD) the list of qualified faculty for the training and the accomplished Training Contracts (to be executed by the faculty and the head of the SHEI) which shall be the basis of the funds to be transferred by CHED to the DHEI.
4. Funds will be released by CHED to the host DHEIs based on the submitted Work and Financial Plan (WFP). Other modes of releasing funds to grantees shall be subject to the approval of the Commission.

B. On-line Analytics Course

The Commission shall identify the provider for the On-line Analytics Course which will be tasked to develop the on-line course materials, provide the software and hardware requirements, manage and administer the on-line courses. Faculty participants who have completed the training program through the



Trainers/Evangelists Training and Teachers Training shall be given access to the on-line Analytics courses.

IX. DELIVERING HIGHER EDUCATION INSTITUTIONS

The Delivering Higher Education Institutions (DHEIs) are the host/degree-granting institution of the program/s in the priority fields being offered. They are known for their distinctive record as Centers of Excellence/Centers of Development, Autonomous/Deregulated HEIs or HEIs with at least Level III accreditation by a CHED recognized accrediting agency. Host DHEIs must be able and willing to handle administrative and coordinative tasks needed to host the training sessions assigned to them.

The CHED and the DHEI shall enter into a Memorandum of Agreement on the responsibilities to be undertaken in the implementation of the Special Training Program on Business Analytics.

X. RESPONSIBILITIES OF IMPLEMENTORS

A. The CHED shall –

1. identify the host Delivering HEIs
2. allocate training slots to host DHEIs
3. review the list of faculty participants
4. provide/release the financial requirements of the host DHEIs relative to the number of approved faculty trainees to the Special Training on Business Analytics;
5. monitor and evaluate the progress of the implementation of the program; and
6. verify the correctness of the liquidation reports submitted by the host DHEI;

B. The host DHEI shall –

1. assign a program coordinator who will act as liaison officer between SHEI, host DHEI and CHED regarding the conduct of the Special Training Program on Business Analytics;
2. prepare the course requirements for the training. Host DHEIs may opt to partner with qualified Training Partners (TP) based on the CHED criteria and inform CHED about the course and implementation details. The host DHEI and the Training Partner shall execute a memorandum of agreement on the nature of their partnership. Host DHEIs which will not seek assistance of qualified Training Partners must submit training design and details to CHED for review and recommendation by the concerned Technical Panel;
3. invite SHEI faculty to participate in the training program;
4. screen qualified faculty participants and prepare necessary documents for submission to CHED;
5. provide a computer laboratory equipped with at least:
 - 35 computers (i5 processor with 8GB minimum)
 - Internet access for the trainor and participants
 - LCD Projector
 - Screen/White Board
6. implement the CHED approved Special Training Program on Business



Analytics;

7. ensure that the quality of content, training materials and exercises meet the requirements of CMO No. 11, series of 2013 and CMO No. 12, series of 2013;
8. pay the expenses to be incurred in the conduct of the training including honoraria, travel and accommodation of trainers;
9. conduct a post-training evaluation at the end of each training course;
10. submit to CHED a complete and proper accounting of all expenses incurred based on the released grant;
11. submit a training completion report to CHED together with the list of trained faculty participants;
12. return to CHED all the unexpended balance of the training fund and interest thereon together with a complete and proper accounting of expenses incurred as per the project budget; and
13. perform other functions as may be requested by CHED under the program.

C. The **SHEI** shall –

1. recommend the faculty applicant based on the established criteria approved by CHED;
2. provide travel allowance and accommodation of faculty participants during the course of the training; and
3. ensure that the trained faculty render at least one term of return service to the institution for every completion of a five (5) day training course.

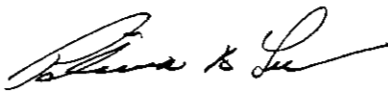
E. The **Grantee** shall –

1. enter into a Training Contract with his/her SHEI
2. participate in the Special Training Program for Business Analytics; and
3. render the required return service of at least one term for every completion of a five (5) day training course.

X. EFFECTIVITY

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

Quezon City, Philippines. March 25 2015.


Patricia B. Licuanan, Ph.D.
Chairperson

