



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

**CHED MEMORANDUM ORDER**

No. 03  
Series of 2000

**TO :** CHED Commissioners  
CHED Central Office Directors  
CHED Regional Directors  
Presidents of State Colleges and Universities  
Heads of Private Higher Education Institutions  
Heads of CHED Supervised Institutions  
Heads of Local Colleges and Universities

**SUBJECT :** SELECTION OF THE ZONAL RESEARCH CENTERS  
(ZRCs)

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1. The Commission on Higher Education (CHED), pursuant to Section 8 of R.A. 7722, is mandated to enhance the research functions of higher education institutions (HEIs) in the Philippines.
2. With the implementation of the National Higher Education Research Agenda (NHERA), these mandated research functions of CHED have been realized.
3. Embodied under the NHERA are program thrusts envisioned to create a genuine research culture in higher education.
4. One of the NHERA program thrusts is the establishment of Zonal Research Centers (ZRCs) which will assist the Commission in the effective and efficient management of the research activities of higher education institutions in their respective identified region(s) of jurisdiction.
5. With a budget of P 1M each or a total of P 12M for their respective initial operating costs per Resolution No. R-57-2000<sup>b</sup>, the following HEIs are hereby approved to operate for three (3) years as the CHED Zonal Research Centers:

ZRC/Institution	Region(s) of Jurisdiction	No. of Institution Covered
→ Mariano Marcos State University	Reg. I, II and CAR	Reg. I – 96, II – 51 and CAR – 29
→ Central Luzon State University	Region III	Region III – 113
→ UP – Los Baños	Region IV and V	Region IV – 149 and Region V – 24
→ De La Salle University	NCR Group I*	NCR Group I – 134
→ University of the Philippines – Diliman	NCR Group II*	NCR Group II – 76
→ University of the Philippines – Visayas	Region VI	Region VI – 108
→ University of San Carlos	Region VII Group I*	Reg. VII Group I – 70
→ Silliman University	Region VII Group II*	Reg. VII Group II – 16
→ Visayas State College of Agriculture	Region VIII	Region VIII – 68
→ Mindanao Polytechnic State College	Region X & CARAGA	Region X – 62 and CARAGA – 48
→ Notre Dame of Marbel University	Region XI and ARMM	Region XI – 86 and ARMM - 19
→ MSU – Iligan Institute of Technology	Region IX and XII	Region IX – 54 and Region XII - 62

\* NCR Group I – Please see attached list

\* NCR Group II – --do--

\* Region VII Group I – covers the island of Cebu and Bohol

\* Region VII Group II – covers Negros Oriental and Siquijor Island

6. All public and private HEIs are now encouraged to submit research proposals to their respective ZRCs for CHED-NHERA funding starting June this year.
7. The functions, duties and responsibilities, and terms of reference of the ZRCs and CHED as spelled out in the Guidelines for the Operationalization of the Twelve (12) Zonal Research Centers (ZRCs) by virtue of Resolution No. R-87-2000 are as follows:

**The ZRC shall have the following duties and responsibilities:**

- 1) Serve as a clearing house of research proposals submitted by HEIs for CHED-HEDF funding following the prescribed procedures and requirements.
  - 1.1. Conduct technical evaluation of research proposals to determine its viability and usability.
  - 1.2. Recommend to the Commission through the Research Division of the Office of Policy, Planning, Research and Information research proposals for funding

- 2) Assist the Commission in the monitoring of on-going CHED-funded researches to ensure that the mechanisms, resources, timetable are observed as per approved MOA.
- 3) Conduct training programs aimed at building the capabilities of research manpower of HEIs.
- 4) Implement other viable strategies to continuously improve the research culture of the HEIs.
- 5) Undertake at least one commissioned research as identified by CHED every year.
- 6) Gather, solicit and screen research outputs of HEIs for possible publication in the National and/or Regional CHED's Philippine Journal of Higher Education.
- 7) Serve as conduit between and among HEIs relative to their research/networking linkage activities.
- 8) Administer the funds provided for the operationalization of the ZRC in accordance with existing government rules and regulations;
- 9) Regular submission of the following reports:
  - Quarterly Accomplishment Report duly certified;
  - Year – End Accomplishment Report duly certified by the Project Director
  - Quarterly Financial Report duly certified by the accounting office of the host institution with supporting documents
  - Financial Report for the year duly audited and certified by the accounting officer
- 10) Perform other related functions as may be required by the Commission for the effective and efficient implementation of the Zonal Research Center.

#### **Functions, Duties and Responsibilities of the Commission on Higher Education (CHED)**

The Research Division of the Office of Policy, Planning, Research and Information in coordination with the CHED Regional Office and in addition to its regular and usual functions and responsibilities shall perform the following tasks:

- 1) Provide technical and funding support for the operationalization of the ZRCs;
- 2) Serve as the central coordinating body in the monitoring and evaluation of the operation of the ZRC;
- 3) Endorse proposals submitted by ZRCs for funding and approval to the Commission.
- 4) Collect, consolidate and process the following reports from the ZRC as inputs to the development and operation of the Commission's research information system.
  - Quarterly Accomplishment Report;
  - Year End Accomplishment Report;

- Quarterly Financial Report duly certified by the accounting officer with supporting documents
  - Financial Reports for the year with supporting documents to be submitted within two months of the incoming fiscal year duly certified by the accounting officer with supporting documents.
- 5) Perform such other functions as may be required by the Commission in relation to the research function of higher education institutions.
8. Immediate dissemination of this memorandum is desired.

Pasig City, Philippines March 13, 2000

  
**ESTER A. GARCIA**  
*Chairperson*