



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



CHED MEMORANDUM ORDER

No. 12

Series of 2012

**SUBJECT: GUIDELINES FOR CHED SUPPORT FOR THE GRANTS-IN AID
TO STUDENTS' PARTICIPATION IN LEADERSHIP
CONFERENCES AND SEMINARS (GrasP)**

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In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994" and by virtue of the 379th Commission En Banc, Resolution Number 237-2011 dated September 12, 2011, the Commission hereby adopts and promulgates this guidelines for CHED support for the Grant-in-Aid to Students' Participation in Leadership Conferences and Seminars (GrasP).

Section 1. Rationale and Objective

Local conference and/or seminar provide an excellent training ground for students to enhance their leadership skills, social interactions to a cross-cultural learning environment and foster friendships and social networks.

The objective of the Students' Participation in Leadership Conferences and Seminars (GrasP) is to provide sponsorship through financial assistance to enable student leaders to participate in Local conferences and/or seminars.

Section 2. Definition of Terms

Accommodation – lodging or temporary sleeping quarter of grantee during the local conference and/or seminar including food and water expenses.

Certificate of Training - document attesting that a student leader officially participated the conference and/or seminars attended.

Filipino Student Leader – a natural born Filipino citizen who is currently enrolled in the Philippine Higher Education Institutions and demonstrates leadership thru his/her various affiliations in different student organizations.

Grantee - a student leader, who is qualified, screened and selected to be given a financial assistance to participate in a leadership conference and/or seminar.

Leadership - art of influencing and managing people through his/her good deed, and contribution for the common good of his/her community. ^

Conference and/or Seminars – local formal event and workshops having topics on leadership endorsed by CHED that could be considered in the students' application for grant.

Registration Fee – payment collected by the legitimate academic/professional/civic organizations to cover their expenses in organizing the conferences and or seminars.

Transportation – public vehicles used by the grantee in moving from one place to another such as buses, jeepneys, taxi, airplane and ferry boats.

Section 3. Coverage (Eligibility Requirements)

3.1. The grant is open to qualified Filipino student leaders from different Higher Education Institution.

3.2 Applicants / nominees must be:

- Currently enrolled in higher education undergraduate program in the Philippines;
- Age 18-24 years old;
- Natural born Filipino citizen;
- With good academic background;
- Must be endorsed by the school president or authorized representative;
- Certification of Good Moral Character from school.

3.3 Must have an existing Insurance Coverage.

3.4 Must demonstrate patriotism, leadership and social skills thru various affiliations in organizations.

Section 4. The Grants-in-Aid

The grant shall cover:

- Registration fee not to exceed Php 3,000.00
- Accommodation allowances not to exceed Php 3,000.00
- Roundtrip economy airfare or transportation allowances not to exceed Php 5,000.00

Applicants are encouraged to apply for a waiver of registration fee and obtain counterpart funding from other sources including family support, in the event that the grant is not sufficient.

Section 5. Application and Processing

5.1 Applicants must submit their applications to their respective schools.

5.2 HEIs will screen and endorse their nominee to CHED Office of Student Services (OSS) through CHED Regional Office (CHEDRO),



together with the following requirements, three (3) months before the scheduled event:

- 5.2.1 Duly accomplished application form (please refer to annex A)
 - 5.2.2 Letter of endorsement / recommendation by the head of the institution or authorized representative where applicant is enrolled;
 - 5.2.3 Details of the Conference and/or Seminar (brochure);
 - 5.2.4 Photocopy of the Application to the conference and proof of acceptance;
 - 5.2.5 Photocopy of the paper to be presented at the conference (if available);
 - 5.2.6 Details of requested financial assistance (e.g. registration, transportation); and
 - 5.2.7 Copy of the Contract between CHED and Student Applicant duly signed by the student applicant, parent/guardian and school's president. (see Annex B – sample Contract)
- 5.3 CHEDRO reviews documents and if found to be sufficient and proper, endorses the same to CHED-OSS within 5 days upon receipt from HEIs.
- 5.4 OSS evaluates, processes and recommends grants and release checks subject to availability of funds.
- 5.5 CHED OSS informs the grantees thru CHEDRO.

Section 6. Conditions

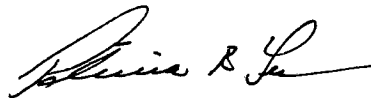
- 6.1 Applicant must participate in the CHED endorsed conference and/or seminar only;
- 6.2 Higher Education Institution (HEI) shall nominate only one (1) applicant for a specific conference;
- 6.3 Student applicants and HEI must strictly follow the deadline of submission of application as per Section 5.2, to give CHED ample time to process the application;
- 6.4 CHED shall not be responsible for late applications due to postal delay or loss in postal transit, etc.;
- 6.5 Applicant must prepare plans on how to fund the rest of the expenses if the grant is not sufficient;
- 6.6 Applicant and HEIs shall be responsible for the travel arrangements, i.e. ticket, hotel reservation, etc. A photocopy of the travel documents must be submitted to CHED OSS for records purposes;



- 6.7 Within one month after the return from the conference, the grantee shall be required to submit the following to the OSS:
- A conference organizers' certification or Certificate of Training from the organizer given to the concerned beneficiary.
 - A travel report containing highlight of the conference, observations, learning experiences and seminar group photo and etc.(if applicable) (see Annex C – report format)
 - A liquidation report on expenses incurred during the conference and/or seminar. (See annex D – liquidation documentation)
- 6.8 HEIs and Student must accomplish the attached evaluation form for the assessment of the project. (please refer to annex E)

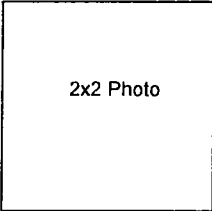
Immediate dissemination of this CMO is hereby encouraged.

Issued this 11th of May 2012, Quezon City, Philippines.



PATRICIA B. LICUANAN, Ph.D.
Chairperson





**Grants-in-Aid to Students' Participation in Leadership
Conferences and Seminars (GrasP)
Application Form**

Last Name Given Name Middle Name

Gender _____ Age _____ Date of Birth _____ E-mail Address: _____

Postal / Home Address: _____

Telephone or Mobile Numbers: _____

University / College: _____ Program (Area of Study) : _____ Year of Study: _____

Professor or Academic advisor who can provide a reference: _____

Email Address: _____ Contact Number: _____

Name of Conference: _____

Theme: _____

Location: (complete address of the conference) _____

Inclusive Dates: _____

Sponsors (if applicable) : _____ Relationship : _____ Amount to be sponsored: _____

FINANCIAL PROPOSAL

Estimated expenses:

Registration Fees: _____	Transportation	By Land: _____
Accommodation: _____		By Sea _____
		By Air _____

Estimated Total Expenses _____

Applicant Signature: _____ **Date:** _____

Recommending Approval : (name and signature of Adviser / Dean) _____ **Date:** _____

Contact person In Case of Emergency

Name: _____

Relationship: _____ Contact Numbers (Telephone / Mobile) _____

Address: _____

Please answer briefly:

- 1.) How will the conference enhance your leadership strength or develop your skills and abilities to be the type of leader you envision?
- 2.) In brief statement, describe your past and current extra curricular activities, including community service and other involvement.
- 3.) List of Memberships in Organizations (please indicate positions)

(please use the back sheet or provide extra sheet for your answers)



KNOW ALL MEN BY THESE PRESENTS:

This Contract for CHED SUPPORT FOR GRANTS-IN-AID TO STUDENTS' PARTICIPATION IN LEADERSHIP CONFERENCES AND SEMINARS (GrasP) entered into this (date) at Quezon City, Philippines between:

The **Commission on Higher Education (CHED)**, a government agency created pursuant to R.A. 7722 with principal address at Higher Education Development Center Bldg., C.P. Garcia Avenue, UP-Diliman, Quezon City, represented herein by its **Chairperson, DR. PATRICIA B. LICUANAN** and herein referred to as the "GRANTOR";

- and -

Name of Student, of legal age, Filipino and residing at _____, Philippines, herein referred to as the "GRANTEE";

- and -

Name of HEI, a higher education institution duly authorized to offer tertiary education, with principal address at _____; represented herein by its President, _____, hereinafter referred to as the "SENDING INSTITUTION"

WITNESSETH, that:

WHEREAS, Section 8 R.A. NO. 7722 otherwise known as the Higher Education Act mandates the Commission on Higher Education (CHED) to take appropriate steps to ensure that education shall be accessible to all; and ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals and the enrichment of historical and cultural heritage.

WHEREAS, CHED allotted _____ Million (P_____) from the Higher Education Development Fund (HEDF) for this program;

WHEREAS, on September 12, 2011 during the 379th Commission en Banc (CEB) Meeting, the Commission approved the program through CEB Resolution No. 237 series of 2011;

WHEREAS, the GRANTEE must apply through the Higher Education Institution they are currently enrolled;

WHEREAS, the Higher Education Institution immediately screen and evaluate the applications and send the same to CHED Regional Office;



WHEREAS, CHED, after having considered the merits of the application, committed to provide financial support as part of its development programs to nurture/enhance our student leaders;

WHEREAS, the HIGHER EDUCATION INSTITUTION having been supportive to this commitment of CHED, is ready, able and willing to send its students to the conference and seminars through this program, subject to the terms and conditions specified in the Contract;

NOW, THEREFORE, for and in consideration of the foregoing and the stipulations herein set forth, the parties hereby agree on the following:

Section 1. CHED RESPONSIBILITES:

1.1 CHED shall ensure that all the appropriate documents under the CMO __ Section IV. Application and Requirements must be submitted by the grantee for the processing of the amount needed for his participation to the conference / seminar together with the following:

- details of financial assistance
 - 3 quotations of roundtrip airfare economy class not to exceed as prescribed in CMO __; (if applicable)
 - registration fee;
 - 3 quotation of hotel accomodation not to exceed as prescribed in CMO __
 - Photocopy of the insurance coverage from school or from the organizer;
- Copy of travel authority from school and letter of consent from parents.

1.2 CHED commits to release a total amount of _____
or _____ to the GRANTEE for the following expenses:

- | | | |
|---------------------------------------|---|-------|
| • Registration Fee (not to exceed) | = | _____ |
| o Php 3,000 | | |
| • Roundtrip Transportation | = | _____ |
| (not to exceed as prescribed in CMO_) | | |
| • Accommodation | = | _____ |

Total Grant in Php : _____

1.3 CHED shall require the GRANTEE to:

Submit to CHED Regional Office or CHED – Office of Student Services within 30 days upon his return from the conference of the following:

- Liquidation report with the original receipt of the registration fee, transportation ticket or receipt, boarding pass, hotel official receipt, etc.
- Conference organizer Certification;



- Travel report indicating highlights of the conference, observations, learning experiences and seminar group photo (if applicable); and

1.4 CHED shall monitor compliance by the GRANTEE to the terms and conditions of this Contract:

Section 2. HIGHER EDUCATION INSTITUTION (HEI) RESPONSIBILITIES

- 2.1 HEI shall nominate and endorse applicant to CHED;
- 2.2 HEI is obliged to provide the appropriate assistance to the students such as screening of the applicants, providing copy of insurance coverage of the students, assistance in preparing travel documents and assurance for the completeness of the students applications together with the health condition of the student;
- 2.3 HEI provide ___ support on the students paper presentation (if applicable);
- 2.4 HEI shall monitor the participating students with regard to their itinerary;
- 2.5 HEI shall provide assistance to the students to liquidate expenses;

Section 3. PARENT OR GUARDIAN RESPONSIBILITIES:

- 3.1 Parent or Guardian shall reimburse the amount of assistance released by the GRANTOR in the event that the student fails to liquidate the expenses as specified in Section 1.2 of this contract.
- 3.2 Parent or Guardian shall reimburse the assistance released to the grantee in case of breach under Section 4.5 of this contract.
- 3.3 Parent or Guardian shall reimburse the outstanding unliquidated amount for failure by the grantee to submit the liquidation report and required official receipts within one (1) month after the conference.

Section 4. GRANTEE'S OBLIGATIONS/RESPONSIBILITIES

- 4.1 The GRANTEE hereby represents and warrants that he will attend the conference / seminars : (title of the conference) to be held in (address/ location) on (date).
- 4.2 The GRANTEE must submit to CHED the appropriate documents required as stipulated in CMO___ for the processing of the application and the amount needed for his participation to the conference specified under Section 1.3 of this Contract;
- 4.3 The GRANTEE is responsible for his travel arrangements/bookings and coordination with the conference organizers;
- 4.4 The GRANTEE is required to submit to CHED-OSS within 30 days upon his return from the conference proofs/documents relative to his travel grant as indicated in Section 1. 3 of this Contract; and

4.5 The GRANTEE shall reimburse CHED the total assistance released to him in case he fails to attend the conference.

Section 5. GRANT USE

5.1 The amount granted shall be spent only for the expenses covered by this Contract.

5.2 The GRANTEE hereby understands that the GRANTOR is not liable for any amount in excess of the Grant. Thus, any and all expenses in excess of the Grant relative to his participation in the Conference shall be shouldered by the GRANTEE.

Section 6. AMENDMENTS

The parties hereto, upon mutual consent, may amend or modify this Contract by or through an addendum signed by all parties which shall form an integral part hereof.

IN WITNESS WHEREOF, the parties hereto have signed this Contract this _____ day of _____ at _____

COMMISSION ON HIGHER EDUCATION
by :

PATRICIA B. LICUANAN, Ph.D.
Chairperson

SENDING INSTITUTION
by:

(NAME OF HEI President)
President

Name Grantee
Grantee

Signed in the Presence of:

ISABEL F. INLAYO, CESO III
Director IV, OSS, CHED

(PARENT OR GUARDIAN OF GRANTEE)

CERTIFIED FUNDS AVAILABLE

MYRA PAZ B. MANALO
Chief, Accountant, HEDF, CHED



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) s.s.

Before me, a Notary Public for and in _____ on this ____ day of _____ personally appeared before me:

Name	Gov't ID No.	Place/Date Issued
PATRICIA B. LICUANAN	15957003	Q.C. 02/04/11

Known to me and to me known to be the same persons who executed the foregoing instrument and they further acknowledged to me that the same is their free and voluntary act and deed.

This instrument, consisting of five (5) pages, including this page on which this Acknowledgment is written, has been signed by the parties and their instrumental witnesses on the left margin on each and every page thereof.

WITNESS MY SIGNATURE AND NOTARIAL SEAL THIS ____ DAY OF _____

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series No. _____.



SAMPLE TRAVEL REPORT

NAME:
COLLEGE / UNIVERSITY:
YEAR / PROGRAM:

CONFERENCE TITLE:
THEME:
DATE:
LOCATION:

1. Highlights of the Conference/Seminar: (short description of the conference as a whole)

2. What did I learn?

3. Did I meet my expectation?

4. Detailed Session Information: (kindly insert actual photos.)

5. Name of Speaker
 - Highlights of speakers' presentation

6. Activities
 - Highlights of the Activity

7. Write the plan on how to disseminate and share learning experiences gained to the school, community and CHED in general.

8. Other recommendations.

Signature over Printed Name

Date: _____

GrasP Form Annex C



<p>NAME (First / Middle Name / Last Name) :</p> <p>UNIVERSITY / COLLEGE / PROGRAM / YEAR:</p> <p>ADDRESS:</p> <p>NAME OF CONFERENCE:</p> <p>INCLUSIVE DATES :</p> <p>LOCATION / VENUE :</p>	
<p>Expenses</p> <p>REGISTRATION FEE Official Receipt Number : _____ Amount : Php _____</p> <p>ITINERARY</p> <p>TRANSPORTATION</p> <p>Airline _____ Amount : Php _____ OR NO. _____ Boarding Pass _____</p> <p>Land Transportation _____ Amount : Php _____ <i>Destinations:</i> <i>Mode of land transportation:</i> By Sea _____ Ticket OR No. _____ Amount : Php _____</p> <p>ACCOMMODATION Name of Hotel _____ Official Receipt No. _____ Amount : Php _____</p> <p>Sub Total _____ Amount : Php _____</p> <p>TOTAL EXPENSES INCURRED: _____ Amount : Php _____ TOTAL GRANT: _____ Amount : Php _____</p>	

DATE:

SIGNATURE OVER PRINTED NAME





GRANTS'-IN-AID TO STUDENTS' PARTICIPATION IN LEADERSHIP CONFERENCES AND SEMINARS (GRASP) EVALUATION FORM

Please help us to improve the program by putting a check mark (✓) on the appropriate box and giving us your comments.

1. How would you rate the overall Grasp program?

- 1 Excellent 2 Very Good 3 Good 4 Fair 5 Poor

Other comments, please specify.

2. To what extent does the Grasp program help you to participate in leadership conferences and seminars?

- 1 To a large extent 2 To some extent 3 Very little

Other comments, please specify.

3. What are the major benefits you have derived from the Grasp program?

- The program exposed me to existing innovations in student leadership conferences and seminars.
- The program provided me a good chance to look objectively at myself as I process my application and participate in the leadership conference and/or seminars.
- The grant helped me attend leadership conference/seminar despite my financial constraints.
- The grant helped me to be responsible for my obligations and/or commitments.

4. How would you rate the following: (kindly put a check (✓) mark where appropriate)

	Program/Project Dissemination	Application Process	Financial Grants	Documentary Requirement
Excellent				
Very Good				
Good				
Fair				
Poor				
Comments:				

5. Others / General Comments:

Signature Over Printed Name

Date

Grasp Form Annex E

