



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

**CHED MEMORANDUM ORDER**

No. 13  
Series of 2003


**SUBJECT: GUIDELINES FOR CHED VISITING RESEARCH FELLOWSHIPS**

**Date : June 12, 2003**

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In consonance with Section 8 of Republic Act (R.A.) No. 7722, mandating the Commission on Higher Education (CHED) to enhance the research function of higher education institutions (HEIs) in the Philippines, CHED hereby issues the attached **Guidelines for CHED Visiting Research Fellowships** for immediate dissemination and implementation.

Pasig City, Philippines June 27, 2003

  
**ROLANDO W. DIZON**  
Chairman

## **GUIDELINES FOR CHED VISITING RESEARCH FELLOWSHIPS**

Cognizant of the importance of collaboration and expertise-sharing between and among Higher Education Institutions in promoting and developing capability for research, the Commission on Higher Education initiated the CHED VISITING RESEARCH FELLOWSHIPS.

### **OBJECTIVES**

The objectives of the CHED Visiting Research Fellowships are:

1. To serve as mechanism for sharing/transfer of research knowledge/expertise among institutions and between research experts and developing researchers;
2. To promote and facilitate collaborative research;
3. To provide support for the conduct of research in priority areas

### **THE FELLOWSHIPS**

The Fellowships are offered under two categories: Senior Visiting Research Fellowship and Junior Visiting Research Fellowship.

#### *A. Senior Visiting Research Fellowship*

The Senior Visiting Research Fellowship shall be awarded to a research expert and professor who shall visit with a selected host institution to teach and conduct research in any priority discipline identified by CHED.

#### *B. Junior Visiting Research Fellowship*

The Junior Visiting Research Fellowship shall be awarded to a qualified faculty who shall be given opportunity to acquire hands-on experience in research or other professional endeavors by working with the senior researcher/adviser in a selected host institution.

### **ELIGIBILITY REQUIREMENTS**

Applicants for both Senior and Junior Research Fellowships must be:

1. Filipino citizen
2. In good health
3. With no pending administrative or criminal case

*In addition, applicants for Senior Visiting Research Fellowship must be:*

1. Not more than 63 years old;
2. With good track record in research as evidenced by completed papers in his/her area of expertise and published in refereed research journals or other scholarly publications; and
3. Doctoral degree holder in the discipline applied for; and
4. At least Associate Professor of permanent status in an accredited program.

*Applicants for Junior Visiting Research Fellowship must be:*

1. Not more than 45 years old;
2. With research experience;
3. Doctoral degree holder in the discipline applied for; and
4. At least Assistant Professor of permanent status in an accredited program.

*For Senior Visiting Research Fellow,*

1. The sending HEI must have a Level III accredited program or one that is designated as COE or COD in the Fellow's area of specialization; and be willing to provide counterpart support to the candidate/appointee while on assignment.
2. The host HEI must have a graduate program in the Fellow's area of specialization and be willing to provide counterpart support to the candidate/appointee while on assignment.

*For Junior Visiting Research Fellow,*

1. The sending HEI must have a graduate program in the Fellow's area of specialization and be willing to provide counterpart support to the candidate/appointee while on assignment.
2. The host HEI must have a Level III accredited program or one that is designated as a COE or COD in the Fellow's area of specialization; and be willing to provide counterpart support to the candidate/appointee while on assignment.

## **THE FELLOWSHIP GRANTS**

The Senior Visiting Research Fellowship grant includes:

1. Salary and allowances of substitute in the sending HEI - equivalent to the Fellow's salary not to exceed the salary plus other allowances and incentives of SG 30 level provided by law
2. Travel allowance of P 12,000.00.
3. Stipend of P 10,000.00 per month
4. Research fund net of withholding tax, maximum of

- P 200,000.00 for research with laboratory
- P 175,000.00 for research without laboratory

Research funds shall be released in accordance with the following schedule:  
 X 50% upon acceptance of the Research proposal  
 X 25% upon submission of the midterm research report  
 X 25% upon submission of the terminal research report

The Junior Visiting Research Fellowship grant includes:

1. Salary and allowances of substitute in the sending HEI – equivalent to the Fellow's salary but not to exceed the salary plus other allowances and incentives of SG 25 level provided by law.
2. Travel allowance of P 12,000.00.
3. Stipend of P 10,000.00 per month
4. Research fund net of withholding tax, maximum of
  - P150,000.00 for research with laboratory
  - P100,000.00 for research without laboratory

Research funds shall be released in accordance with the following schedule:  
 X 50% upon acceptance of the Research proposal  
 X 25% upon submission of the midterm research report  
 X 25% upon submission of the terminal research report

5. Honorarium for the host adviser of P2,500 per month

## OBLIGATIONS

### A. Grantee

#### Senior Visiting Research Fellow

- Conduct a study on a topic identified by CHED and the host institution as priority;
- Act as project leader of a research team to conduct research and professional activity with the faculty members/graduate students of host institution as members;
- Undertake the research for a consecutive period of between five (5) to ten (10) months
- Teach one subject or serve as thesis adviser in his area of specialization in the graduate program of the host institution for at least one semester; and
- Submit copies of the research output to CHED not later than 30 days from the expiration of the grant period.

### Junior Visiting Research Fellow

- Conduct a study on topic approved by both CHED and the host adviser;
- Act as member of a research project/team headed by the host adviser and as study leader of at least one specific study component of the research project;
- Undertake the research for a consecutive period of ten (10) months
- Teach one subject in his/her area of specialization in the undergraduate or graduate program of the host institution for at least one semester; and
- Submit copies of the research output to CHED not later than 30 days from the expiration of the grant period.

#### B. Host HEI

- Closely coordinate with CHED, for approval, the visiting research fellow's activities, teaching load and other assignments;
- Provide support needed by the Fellows:  
For the Senior Research Fellow – accommodation, office space, staff and co-researchers, research facilities and equipment  
For Junior Research Fellow – Research Adviser, co-workers, research facilities and equipment

#### C. Sending HEI

- Pay the fixed salary and all other incentives/allowances of the Fellow while on assignment

### **DISCIPLINES COVERED**

Senior Visiting Research Fellow/Junior Visiting Research Fellow shall be made available annually among faculty members whose expertise and research proposal fall under any of the following clusters of discipline:

- Science and Mathematics
- Engineering
- Humanities, Social Science and Communication
- Higher Education
- Information Technology
- Business and Industry

## PROCEDURE

- Invitation shall be circulated to the heads of HEIs through the CHED Regional Offices (CHEDROs)
- All application/nomination shall be received by the Research Division, Office of Policy, Planning, Research and Information (RD-OPPRI) of CHED two months before the start of the semester applied for.
- The application shall be accompanied by the following documents:
  1. Application letter
  2. Research Proposal
  3. Two copies of duly accomplished CHED application form with 2 recent photograph of the applicant (passport style, taken within the year)
  4. Certificate of Employment or Service Record
  5. Abstract of completed researches and/or copies of published articles (for Senior Visiting Research Fellow applicant) or list of research involvement (for Junior Visiting Research Fellow applicant)
  6. Invitation/recommendation or acceptance letter from the host institution indicating privileges/support to be provided to the Grantee
  7. Endorsement letter from the President of the sending institution indicating considerations/incentives provided to the faculty candidate while on appointment/assignment
  8. Birth Certificate
  9. Medical Certificate
  10. Certificate of no pending administrative or criminal case
- The OPPRI-Research Division shall review the application/nomination. The assistance of Technical Experts (TEs) shall be tapped if deemed necessary.
- Provided that the conditions set herein are fulfilled, the Research Division - Office of Policy, Planning, Research and Information (RD-OPPRI) shall endorse to the Commission en banc for approval the recommended list of candidates.
- RD-OPPRI shall notify the applicant in writing of the decision within one month after the Commission en banc, decision.