



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

CHED MEMORANDUM ORDER

NO. 27
SERIES OF 2000.

Subject : **ISSUANCE OF THE IMPLEMENTING GUIDELINES ON THE
INTEGRATION OF CHED-SUPERVISED INSTITUTIONS
(CSIs) TO STATE UNIVERSITIES AND COLLEGES (SUCs),
PHASE II**

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In consonance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994" and Republic Act (RA) No. 8292, otherwise known as the "Higher Education Modernization Act of 1997" and pursuant to the Special Provision No. 2 of the CHED FY 2000 Budget under the General Appropriations Act of FY 2000 or RA 8760 on the Integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs), the Commission on Higher Education in accordance with Commission en Banc Resolution No. 131-2000, 17 July 2000, hereby issues the attached Guidelines to ensure the effective integration of CSIs to SUCs for immediate implementation and dissemination to all concerned.

Pasig City, Philippines August 22, 2000

ESTER A. GARCIA
Chairperson

**IMPLEMENTING GUIDELINES ON THE INTEGRATION (IGI)
OF CHED-SUPERVISED INSTITUTIONS (CSIs)
TO STATE UNIVERSITIES AND COLLEGES (SUCs)
(Phase II)**

GENERAL POLICY

TITLE :

These Guidelines shall be known as the "IMPLEMENTING GUIDELINES ON THE INTEGRATION OF CHED-SUPERVISED INSTITUTIONS (CSIs) TO STATE UNIVERSITIES AND COLLEGES (SUCs) - PHASE II" or **IGI-CSI-SUC - II**, for short.

POLICY STATEMENT AND PURPOSE:

Pursuant to the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and Republic Act (RA) No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", and Republic Act (RA) No. 8760, otherwise known as the General Appropriations Act of FY 2000 and for the purpose of promoting quality education, rationalization of tertiary education, and maximization of resources, as well as in compliance with the provisions of the Medium Term Philippine Development Plan, there is a need to establish policies, system and plans to attain these objectives. These implementing guidelines in consonance with Commission En Banc Resolution No. 131-2000, 17 July 2000, are therefore issued to ensure the efficient and effective integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs).

LEGAL BASIS:

These Guidelines shall implement Special Provision No. 2 of the CHED FY 2000 Budget under the General Appropriations Act (RA 8760) which provides that:

"2. Integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs). Effective January 2, 2000, Phase II of the integration of CSIs to SUCs shall be implemented pursuant to Sec. 8 n of RA 7722 and Sec. 4.1. of RA 8292 subject to the implementing guidelines to be formulated jointly by the Commission on Higher Education (CHED) and the Department of Education, Culture and Sports (DECS) in consultation with the affected SUCs and CSIs. A report on the status of the integration of CHED-CSIs to SUCs shall be submitted to the Senate Committee on Finance and the House Committee on Appropriations."

COVERAGE:

The CSIs for integration and their respective host SUCs which are covered by these implementing Guidelines are those listed in Attachment 1.

These Guidelines may also be used by the integrated CSIs and their host SUCs which implemented integration pursuant to RA 8292 (Attachment 2).

DEFINITION OF TERMS

For the purpose of this IGI-CSI-SUC - II, the words or phrases used shall have the following operational meanings:

1. Integration - refers to the complete absorption of CSIs by the host SUCs and transfer of governance from CHED to the Governing Boards (GBs) of the host SUCs.
2. CHED-Supervised Institutions (CSIs) - refers to the non-chartered Higher Education Institutions transferred from the DECS and now under the direct administrative supervision of CHED as mandated under RA No. 7722.
3. Host State Universities and Colleges (HSUCs) - refers to the chartered Higher Education Institutions with independent and separate GBs identified to absorb the CSIs.
4. Campus(es) - refers to structural unit(s) of HSUCs specifically described as main or external; the latter being geographically separated or detached from the main campus of the College or University.

Branch - refers to an external campus having its own physical facilities, administrative and faculty complement and program offerings; whose Head is responsible and accountable to the Vice-Presidents of the HSUC and/or as defined by the HSUC-GB; and, is linked to the HSUC by a common President and the GB.

5. Autonomy - refers to the exercise of delegated authority/ies, functions and responsibilities by Campus Heads, together with commensurate accountabilities, as authorized by the HSUC's GB through approved resolutions.
6. Transfer of personnel, properties, assets and liabilities - refers to the transfer/turnover to the HSUC of supervision of personnel and ownership of properties, assets and liabilities, including unobligated allotments of the CSI.

GENERAL GUIDELINES

The integration of CSIs to SUCs shall be implemented pursuant to the Special Provision No.2 of the CHED FY 2000 budget as indicated in RA 8760. Consistent with the process and procedures followed in the Phase I of the Integration Program, the following agencies were consulted in the formulation of the IGI-CSI-SUC-II the Department of Budget and Management (DBM) on

appropriations and budgetary allocations, organization and compensation, and positions classification; the Civil Service Commission (CSC) on personnel matters; the Commission on Audit (COA) on auditing and accounting matters; House of Representatives and Senate Committees on Education; all CSI Heads, CSI Faculty Presidents, CSI Administrative Officers; Philippine Association of State Universities and Colleges (PASUC) regional presidents; and CHED Regional and Central Office Directors.

SPECIFIC GUIDELINES

1.0 PARAMETERS FOR MATCHING CSIs WITH HSUCs

The parameters or logical bases for matching the CSIs with selected HSUCs are the following:

- 1.1 **Geographical Location/Proximity.** The CSIs shall be integrated to selected SUCs within the same province (RA 8292, Sec. 4.I and Special Provision No. 7 of the SUCs FY 2000 Budget under the General Appropriations Act (RA 8760).
- 1.2 **Program Compatibility.** If there are two or more SUCs in the province where the CSI is located, the CSI concerned shall be integrated with the SUC the curricular offerings of which are compatible with and/or complementary to its own.
- 1.3 **Mutual Acceptability.** The concerned CSI and the prospective HSUC shall evidence their mutual acceptance for integration within provisions of law.

2.0 ADMINISTRATION OF THE INTEGRATED CSIs

- 2.1 The integrated CSI shall become a Branch of the HSUC.
- 2.2 Consistent with the powers stipulated in Section 4 of RA 8292, the GB of the HSUC shall act accordingly and/or make recommendations to appropriate offices/agencies on the following:
 - 2.2.1 The appropriate campus name of the integrated CSI as a Branch;
 - 2.2.2 The designation of the incumbent head of the integrated CSI as the first Branch head without diminution in rank and salary: PROVIDED, That in cases wherein the incumbent does not meet the Civil Service and Academic Qualification Standard (QS) of the upgraded position, the HSUC shall provide for his competency upgrading: PROVIDED, FURTHER, That if he/she is 60 years old and above, the position shall be considered co-terminous with the incumbent, i.e., the position shall be abolished once vacated by the present occupant of the position.
 - 2.2.3 The scope and extent of autonomy of the Branch;
 - 2.2.4 The organization structure and staffing pattern appropriate for a Branch of the HSUC;

- 2.2.5 The absorption measures related to the development, upgrading/promotion of qualified faculty and staff, opportunities for transfer and/or retirement and other benefits;
- 2.2.6 The budget of the integrated CSI commensurate to and supportive of present and future needs as a Branch of the HSUC; and
- 2.2.7 Other concerns deemed necessary in ensuring efficient and effective integration of CSIs to the SUCs.

3.0 PROGRAMS

- 3.1 Within a transitory period of three (3) years, all CHED-approved curricular offerings of the integrated CSIs shall be continued. Thereafter, all curricular programs shall be reviewed, rationalized, and possibly re-engineered within the context of regional and national development targets and the course offerings of the main campus.
- 3.2 Elementary and Secondary Education programs shall be gradually phased-down or phased-out in accordance with existing CHED Orders and/or Special Provisions relative to basic education offered by SUCs, pursuant to:
 - 3.2.1 CHED Order #4, s. 1996 (Phase-Down of Secondary Programs to a Maximum of 500 students for Laboratory School of CSIs Offering a Teacher Education Program);
 - 3.2.2 The Special Provision #9 of the CHED FY 1999 Budget under General Appropriations Act (RA 8745) mandating the phase-out of the secondary programs in SUCs by AY 2000-2001;
 - 3.2.3 The Special Provision #6 of the CHED FY 2000 Budget under the General Appropriations Act (RA 8760) reiterating the implementation of the phase-out plan for secondary programs in SUCs by AY 2000-2001; and,
 - 3.2.4 The Special Provision #9 of the SUCs FY 2000 Budget under the General Appropriations Act (RA 8760) mandating the phase-out of non-laboratory High Schools in SUCs.
- 3.3 In case the integration results in secondary enrolment exceeding the laboratory size, the excess shall be transferred to or absorbed by the DECS secondary schools, in accordance with agreed upon policies and procedures, to be effected through the execution of a MOA between and among DECS, DBM and the head of the HSUC.

4.0 RESEARCH AND DEVELOPMENT AND EXTENSION

- 4.1 All approved research and development (R & D) and extension projects of the integrated CSIs shall be continued during the transitory period.

- 4.2 The R & D and Extension programs approved by the GB of the HSUC shall be the basis of future directions and initiatives of the integrated CSI toward the attainment of the Short, Medium and Long-Term Development objectives of government.

5.0 ORGANIZATION AND STAFFING

- 5.1 As a general policy, in accordance with Civil Service Rules and Regulations, there shall be no downgrading of position or diminution of salary.
- 5.2 The absorption of teachers in the secondary program in excess of the need for the Laboratory High School and who do not have the Q.S. for teaching in the tertiary level shall be returned to DECS, together with the student overflow, in accordance with agreed upon policies and procedures. Positions determined to be in excess of the accepted staffing pattern for the Branch shall be marked as co-terminous with the incumbent.
- 5.3 The retained faculty and staff of the integrated CSI shall maintain their current position titles and salary levels pending review of the organization and staffing pattern of the Branch.
- 5.4 Upon integration, the staffing pattern/organization structure duly recommended by the GB of the HSUC and endorsed by CHED shall be reviewed by DBM, in accordance with existing policies on staffing and position classification.

6.0 BUDGET AND APPROPRIATIONS

- 6.1 The budget covering the operational requirements of the Branches shall be treated as an integral part of the budget of the HSUCs. Releases from the budget for the integrated CSIs shall be governed by the Special Provision #5 of the SUCs FY 2000 Budget under the General Appropriations Act (RA 8760) which requires "direct release of appropriations for Branches of SUCs without the imposition of any reduction by the main campus of the HSUC but without prejudice to the augmentation of the shares of such campus from the funds otherwise authorized for the main campus."
- 6.2 For FY 2000, the budgetary appropriations of integrated CSIs shall be carved out from the CHED Budget, net of releases/obligations, and transferred to the HSUC. Likewise, the transfer of the Books of Accounts from the integrated CSIs to HSUC shall be in accordance with the Joint Circular of the COA, Ministry of Finance and the Office of Budget and Management No. 3-82 and COA Circular No. 92-375.
- 6.3 For FY 2000, the budget allocation corresponding to the salaries of secondary school teachers of CSIs who were returned to the DECS, per policies on the size of the

Laboratory Secondary Schools, must be transferred to DECS according to DBM and COA rules and regulations.

Transfer of Assets and Liabilities likewise shall be covered by the appropriate COA rules and regulations.

- 6.4 For FY 2001, the budget of the HSUC shall include the budgetary requirements of the integrated CSI.
- 6.5 The HSUCs shall see to it that all incomes generated by the integrated CSIs shall be programmed for the development of the new campus in accordance with approved plans, policies, rules and regulations on the use of income.

7.0 MISCELLANEOUS TRANSITORY PROVISIONS

- 7.1 Upon integration, all personnel, properties, assets and liabilities, including unobligated allotments, of the integrated CSIs shall be transferred to the HSUCs in accordance with existing civil service and accounting and auditing rules and regulations.
- 7.2 Special provisions stipulated in property documents and/or donation instruments shall remain enforceable after integration to the HSUCs.

8.0 EXCEPTION

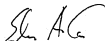
- 8.1 CSIs in provinces where there are no SUCs, (Attachment 3) shall be scheduled for future action.

9.0 EFFECTIVITY

- 9.1 This IGI-CSI-SUC - II shall take effect during the first semester but not later than October 31, 2000 or the end of 1st semester of AY 2000-2001.

PASIG CITY, PHILIPPINES JULY 31, 2000.


ANDREW GONZALEZ, FSC
Secretary
Department of Education Culture & Sports


ESTER A. GARCIA
Chairperson
Commission on Higher Education

**LIST OF CSIs FOR THE INTEGRATION TO SUCs
PHASE II**

Attachment 1

| CSI | HOST SUC |
|--|---|
| REGION II | |
| 1 Angadanan Agro-Industrial College <i>Angadanan, Isabela</i> | Isabela State University <i>Echague, Isabela</i> |
| 2 Delfin Albano Memorial Institute of Agriculture and Technology <i>San Mariano, Isabela</i> | Isabela State University <i>Echague, Isabela</i> |
| 3 Roxas Memorial Agricultural and Industrial School <i>Roxas, Isabela</i> | Isabela State University <i>Echague, Isabela</i> |
| REGION IV | |
| 4 Cavite College of Arts and Trades <i>Rosario, Cavite</i> | Cavite State University <i>Indang, Cavite</i> |
| 5 San Pablo City National School of Arts and Trades <i>San Pablo City</i> | Laguna State Polytechnic College <i>Siniloan, Laguna</i> |
| 6 Bongabong College of Fisheries <i>Bongabong, Oriental Mindoro</i> | Mindoro State College of Agriculture & Technology <i>Victoria, Oriental Mindoro</i> |
| 7 Polytechnic College of Calapan <i>Calapan, Oriental Mindoro</i> | Mindoro State College of Agriculture & Technology <i>Victoria, Oriental Mindoro</i> |
| 8 Occidental Mindoro Polytechnic College <i>Murtha, San Jose, Occ. Mindoro</i> | Occidental Mindoro National College <i>San Jose, Occidental Mindoro</i> |
| 9 P.T. Mendiola Sr. Memorial Technological and Polytechnic College <i>Bagong Sikat, San Jose, Occ. Mindoro</i> | Occidental Mindoro National College <i>San Jose, Occidental Mindoro</i> |
| 10 Apollinario R. Apacible School of Fisheries <i>Nasugbo, Batangas</i> | Pablo Borbon Memorial Institute of Technology <i>Batangas City</i> |
| 11 Judge Guillermo Eleazar Polytechnic College <i>Tagkawayan, Quezon</i> | Southern Luzon Polytechnic College <i>Lucban, Quezon</i> |
| 12 Romblon College of Fisheries & Forestry <i>San Andres, Romblon</i> | Romblon State College <i>Odlongan, Romblon</i> |
| 13 Sibuyan Polytechnic College <i>San Fernando, Romblon</i> | Romblon State College <i>Odlongan, Romblon</i> |

PHASE II

| | CSI | HOST SUC |
|------------------|---|---|
| REGION V | | |
| 14 | School for Philippine Craftsmen <i>Polangui, Albay</i> | Bicol University <i>Lagaspi City</i> |
| 15 | Bicol Institute of Science and Technology <i>Sipocot, Camarines Sur</i> | Camarines Sur State College of Agriculture <i>Pili, Camarines Sur</i> |
| 16 | Calabanga Polytechnic College <i>Calabanga, Camarines Sur</i> | Camarines Sur State College of Agriculture <i>Pili, Camarines Sur</i> |
| 17 | Bicol College of Arts and Trades <i>Naga City</i> | Camarines Sur Polytechnic College <i>Nabua, Camarines Sur</i> |
| 18 | Governor Mariano Fuentabella Memorial College of Fisheries <i>Sagnay, Camarines Sur</i> | Partido State College <i>Goa, Camarines Sur</i> |
| 19 | San Jose Polytechnic College <i>San Jose, Camarines Sur</i> | Partido State College <i>Goa, Camarines Sur</i> |
| 20 | Tinambac Polytechnic College <i>Tinambac, Camarines Sur</i> | Partido State College <i>Goa, Camarines Sur</i> |
| REGION VI | | |
| 21 | Negros Occidental Agricultural College <i>Kabankalan, Negros Occidental</i> | Carlos C. Hilado Memorial State College <i>Talisay, Negros Occidental</i> |
| 22 | Negros Occidental School of Fisheries <i>Binalbagan, Negros Occidental</i> | Carlos C. Hilado Memorial State College <i>Talisay, Negros Occidental</i> |
| 23 | Ajuy Polytechnic College <i>Ajuy, Iloilo</i> | Northern Iloilo Polytechnic State College <i>Estancia, Iloilo</i> |
| 24 | Barotac Nuevo Polytechnic Institute <i>Barotac Nuevo, Iloilo</i> | Northern Iloilo Polytechnic State College <i>Estancia, Iloilo</i> |
| 25 | Batad Polytechnic College <i>Batad, Iloilo</i> | Northern Iloilo Polytechnic State College <i>Estancia, Iloilo</i> |
| 26 | Concepcion Polytechnic College <i>Concepcion, Iloilo</i> | Northern Iloilo Polytechnic State College <i>Estancia, Iloilo</i> |
| 27 | Lemery Polytechnic College <i>Lemery, Iloilo</i> | Northern Iloilo Polytechnic State College <i>Estancia, Iloilo</i> |
| 28 | Victorino Salcedo Polytechnic College <i>Sara, Iloilo</i> | Northern Iloilo Polytechnic State College <i>Estancia, Iloilo</i> |
| 29 | Sigma College of Science and Tech. <i>Sigma, Capiz</i> | Panay State Polytechnic College <i>Mambusao, Capiz</i> |

LIST OF CSIs FOR THE INTEGRATION TO SUCs
PHASE II

Attachment 1

| CSI | HOST SUC |
|---|---|
| 30 Antique College of Agriculture <i>Hantik, Antique</i> | Polytechnic State College of Antique <i>Sibalum, Antique</i> |
| 31 Tario Lim Memorial Antique School of Fisheries <i>Tibiao, Antique</i> | Polytechnic State College of Antique <i>Sibalum, Antique</i> |
| 32 Dumangas Polytechnic College <i>Dumangas, Iloilo</i> | Western Visayas College of Science & Technology <i>La Paz, Iloilo</i> |
| 33 Leon Ganson Polytechnic College <i>Balasan, Iloilo</i> | Western Visayas College of Science & Technology <i>La Paz, Iloilo</i> |
| 34 San Enrique Polytechnic College <i>San Enrique, Iloilo</i> | Western Visayas College of Science & Technology <i>La Paz, Iloilo</i> |
| 35 Southern Iloilo Polytechnic College <i>Miag-ao, Iloilo</i> | Western Visayas College of Science & Technology <i>La Paz, Iloilo</i> |
| 36 Calinog Agricultural and Industrial College <i>Calinog, Iloilo</i> | West Visayas State University <i>La Paz, Iloilo</i> |
| 37 Janluay Polytechnic College <i>Janluay, Iloilo</i> | West Visayas State University <i>La Paz, Iloilo</i> |
| 38 Lambunao Institute of Science & Tech. <i>Lambunao, Iloilo</i> | West Visayas State University <i>La Paz, Iloilo</i> |
| 39 Pototan College of Arts and Sciences <i>Pototan, Iloilo</i> | West Visayas State University <i>La Paz, Iloilo</i> |
| REGION VII | |
| 40 Negros Oriental National Agricultural School <i>Bayawan, Negros Oriental</i> | Central Visayas Polytechnic College <i>Dumaguete City</i> |
| REGION VIII | |
| 41 Carigara College of Fisheries <i>Carigara, Leyte</i> | Leyte Institute of Technology <i>Tacloban City</i> |
| REGION IX | |
| 42 Katipunan National Agricultural School <i>Katipunan, Zamboanga del Norte</i> | Jose Rizal Memorial State College <i>Dapitan City</i> |
| 43 Zamboanga del Norte Agriculture College <i>Tampisan, Zamboanga del Norte</i> | Jose Rizal Memorial State College <i>Dapitan City</i> |
| 44 Canuto M.S. Enerio College of Arts and Trades <i>Lakewood, Zamboanga del Sur</i> | Western Mindanao State University <i>Zamboanga City</i> |

LIST OF CSIs FOR THE INTEGRATION TO SUCs
PHASE II

Attachment 1

| CSI | HOST SUC |
|--|---|
| 45 Josefina H. Cerilles Polytechnic College <i>San Miguel, Zamboanga del Sur</i> | Western Mindanao State University <i>Zamboanga City</i> |
| 46 Zamboanga City Polytechnic College <i>Zamboanga City</i> | Western Mindanao State University <i>Zamboanga City</i> |
| 47 Zamboanga del Sur Agricultural College <i>Dumungag, Zamboanga del Sur</i> | Western Mindanao State University <i>Zamboanga City</i> |
| REGION XII | |
| 48 Lanao del Norte Agricultural College <i>Caromatan, Lanao del Norte</i> | Mindanao State University <i>Marawi City</i> |
| 49 Lanao National College of Arts & Trades <i>Saduc, Marawi City</i> | Mindanao State University <i>Marawi City</i> |
| 50 Maigo School of Arts and Trades <i>Maigo, Lanao del Norte</i> | MSU - IIT <i>Iligan City</i> |
| CORDILLERA ADMINISTRATIVE REGION | |
| 51 Abra School of Arts and Trades <i>Bangued, Abra</i> | Abra State Institute of Science & Technology <i>Lagangilang, Abra</i> |
| 52 Benguet School of Arts and Trades <i>Bokod, Benguet</i> | Benguet State University <i>La Trinidad, Benguet</i> |
| CARAGA | |
| 53 Northern Mindanao College of Arts, Science and Technology <i>Cabadbaran, Agusan del Norte</i> | Northern Mindanao State Institute of Science and Technology <i>Ampayon, Butuan City</i> |
| 54 Surigao del Sur Institute of Technology <i>Cantilan, Surigao del Sur</i> | Surigao del Sur Polytechnic State College <i>Tandag, Surigao del Sur</i> |
| 55 Siargao National College of Science and Technology <i>Del Carmen, Surigao del Norte</i> | Surigao State College of Technology <i>Narciso St., Surigao City</i> |

LIST OF CSIs INTEGRATED TO SUCs
PURSUANT TO RA 8292
(Per Resolution by the Host SUC Governing Board)
PHASE II

| CSI | HOST SUC |
|--|---|
| REGION IV | |
| 1 Cavite College of Fisheries <i>Nalc, Cavite</i> | Cavite State University <i>Indang, Cavite</i> |
| 2 Jose P. Laurel Polytechnic College <i>Malvar, Batangas</i> | Pablo Borbon Memorial Institute of Technology <i>Batangas City</i> |
| CORDILLERA ADMINISTRATIVE REGION | |
| 3 Bugulas-Loo Polytechnic College <i>Bugulas, Benguet</i> | Benguet State University <i>La Trinidad, Benguet</i> |
| 4 Ifugao College of Arts and Trades <i>Lagsawe, Ifugao</i> | Ifugao State College of Agriculture and Forestry <i>Lamut, Ifugao</i> |

**LIST OF CSIs PROPOSED FOR CONVERSION
TO A STATE COLLEGE**
(Located in Provinces Without SUCs)
Phase III

| No. | Region | CSIs |
|-----|--------|--|
| 1 | II | Batanes Polytechnic College <i>Basco, Batanes</i> |
| 2 | VI | Guimaras Polytechnic College <i>Buenavista, Guimaras</i> |
| 3 | X | Tangub Agro-Industrial School <i>Labuyo, Tangub City</i> |