



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

CHED MEMORANDUM ORDER

No. 27
Series of 2007

SUBJECT: IMPLEMENTING RULES AND REGULATIONS FOR THE VICE PRESIDENT NOLI DE CASTRO STUDY GRANT PROGRAM

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994" and in line with CHED's thrust and commitment to provide access to higher education to deserving but financially disadvantaged students, a new program entitled "The Vice President Noli de Castro Study Grant Program" shall be created. Consequently, the following rules and regulations are hereby adopted and promulgated by the Commission.

I. RATIONALE

Vice President Noli De Castro believes that education is the key to empowering young Filipinos so that they can alleviate themselves from poverty and become successful citizens in the future. By providing them with access to education, they can develop the necessary skills and knowledge to be competitive in the workforce. He therefore recognizes the need to provide assistance to poor but deserving students so that they can pursue and finish their education.

It is in this light that the Office of the Vice President (OVP), in cooperation with the Commission on Higher Education (CHED) and Higher Education Institutions (HEIs) is establishing the Vice President Noli De Castro Study Grant Program as approved during the CHED en banc meeting on March 12, 2007 in accordance with the pertinent provisions of Republic Act 7722, or the "Higher Education Act of 1994," that mandates the Commission on Higher Education to broaden access to poor but bright Filipino students to quality higher education through scholarships, grants and loans.

II. PROGRAM DESCRIPTION

The Vice President Noli De Castro Study Grant Program provides financial subsidies to graduating public high school students from low and middle income families to enable them to pursue a 4-5 year baccalaureate course in their tertiary education.

The study grant program will commence in the first semester of school year 2007-2008 following its approval and publication for dissemination.

The Office of Student Services (OSS) shall serve as the implementing agency in collaboration with CHED Regional Offices (CHEDROs) and participating HEIs.

III. OBJECTIVES

1. To provide financial subsidies to graduating public high school students from low and middle income families to enable them to pursue a 4-5 year baccalaureate course in any private or public HEI.
2. To provide financially handicapped but deserving students access to quality higher education through a program of financial assistance; and
3. To develop among young Filipinos the values of self-reliance, perseverance and service to their communities

IV. COVERAGE

1. The Vice President Noli De Castro Study Grant Program shall be available to ten (10) graduating 4th year public high school students from low and middle income families who have qualified in the HEIs they wish to study in, and who have taken the Department of Education (DepEd) National Career Assessment Examination (NCAE) with a percentile score of 80 or above.
2. Grantees shall be given financial subsidies for their higher education by the OVP through CHED.

V. ELIGIBILITY

To be eligible for the study grant program, an applicant must:

1. not be more than 30 years of age at the time of application;
2. be of good moral character as certified by the high school principal;
3. be physically and mentally fit for study;
4. be from low or middle-income families and whose parents' combined annual gross income does not exceed P300,000.00;
5. have been accepted by and have complied with the admission requirements of the HEI where he/she intends to enroll in; and
6. have taken the Department of Education (DepEd) National Career Assessment Examinations (NCAE) administered last January 17, 2007.

VI. REQUIREMENTS

1. 4th year High School Card (Form 138)
2. Copy of latest BIR Income Tax Return (ITR) of parents/guardian or certificate of tax exemption
3. Certificate of Good Moral Character from the School Principal

VII. PROGRAM ADMINISTRATION

1. The Office of the Vice President shall:
 - a. Advocate the study grant program to its constituents.

- b. Screen and select grantees for the program based on a set of criteria determined by the same office.
 - c. Issue notices of award of the study grant to successful applicants.
 - d. Submit to CHED-OSS the list of grantees in accordance with prescribed format.
 - e. Recommend to CHED-OSS the modality in releasing financial assistance to the grantees for expediency and convenience (i.e., the financial assistance may be released through CHEDROs).
 - f. Replace grantees who dropped out or whose grant was terminated for cause.
 - g. Monitor the performance of grantees.
2. The Commission on Higher Education Office of Student Services (CHED OSS) shall:
- a. Coordinate with the Administrative Financial Services (AFS CHED) and CHEDROs concerned and HEIs for the proper processing and release of the grantees' financial assistance.
 - b. Keep accounting records of grantees in accordance with proper accounting procedures and Commission On Audit (COA) rules and regulations. (c/o AFS)
 - c. Recommend to the OVP measures to improve the administration of the pro
3. The Commission on Higher Education Regional Offices (CHEDROs) shall:
- a. Release financial assistance to the grantees through participating HEIs in their region by semester;
 - b. Monitor the following:
 - b.1. Prompt receipt of financial assistance of grantees
 - b.2. Academic performance of grantees
 - b.3. Proper utilization of funds by grantees
 - c. Assist the Office of the Vice President in orienting grantees on the implementing rules and regulations of the program.
 - d. Collect from the grantees necessary financial documents for proper liquidation and accounting;
 - e. Submit a liquidation report to CHED OSS for accounting.
 - f. Recommend to CHED OSS measures to improve the administration of the program.
 - g. Keep accounting records of grantees in accordance with proper accounting procedures and Commission On Audit (COA) rules and regulations.
4. The Higher Education Institutions (HEIs) shall:
- a. Release to individual grantee the grant amount by semester/trimester.
 - b. Orient grantees enrolled in the school on the rules and regulations of the study grant.
 - c. Submit to CHEDROs concerned, within two weeks after the closing of enrolment, the list of grantees enrolled during the semester as well as those who failed to enroll, dropped out, deferred, with failing grades, disciplinary problems, shifted courses, transferred schools, etc.
 - d. Open a Trust Account in a government bank where the funds for the grant shall be deposited.

- e. Properly utilize the funds provided by CHED and see to it that these are used for the purpose for which the same are intended subject to standard accounting and auditing rules and regulations.
- f. Keep separate accounting records of the study grant program in accordance with COA rules and regulations and submit a liquidation report to the CHEDRO and CHED OSS.
- g. Recommend to CHEDROs measures to improve the administration of the program.

NOTE: The Office of the Vice President, the Commission on Higher Education and the Higher Education Institutions concerned shall sign a Memorandum of Agreement (MOA) that provides the terms and conditions in the administration of the Vice President Noli De Castro Study Grant Program.

VIII. Financial Assistance

1. Each grantee is allotted the amount of P120,000 for the entire duration of his/her higher education to cover tuition, school fees and allowances which include book allowance, uniform allowance, food allowance and transportation allowance. The allocation per semester is P15,000 per semester for a 4 year baccalaureate course (x8 semesters) or P12,000 per semester for a 5 year baccalaureate course (x10 semesters).
2. The amount also covers such fees included in the curriculum that maybe considered prerequisite for graduation such as apprenticeship fee, affiliation fee, thesis writing fee, research fee, and graduation fee.

IX. Academic Requirements During the Study Grant

1. The grantee shall seek admission in a CHED recognized public or private tertiary education institution and enroll in a 4 to 5 year baccalaureate degree course.
2. The grantee shall carry a full semestral load as prescribed in the course curriculum and finish the course within the prescribed duration.
3. Except for meritorious reasons, no grantee shall be allowed to defer enrolment during the semester.
4. The grantee shall maintain satisfactory academic performance in accordance with the policies and standards of the school.
5. The grantee shall enroll immediately at the opening of the semester following the award of the study grant.

X. Conditions of the Study Grant

1. The grantee shall inform the Office of the Vice President of his acceptance or rejection of the study grant within one month upon receipt of the Notice of Award.

2. The Office of the Vice President shall exercise its discretion on the termination of study grants due valid cause.
3. All conditions of assistance in all scholarship and study grant programs managed by OSS-CHED, through the CHEDROs, not otherwise contradictory, shall likewise apply to the Vice President Noli De Castro Study Grant Program.
4. Upon completion of the course, the grantee is encouraged to serve in his place of origin on full time basis along his field of training.

XI. Slots and Budgetary Requirements

1. The Vice President Noli De Castro Study Grant Program fund in the amount of P1,200,000.00 per academic year shall be allotted for the purpose of providing a 4-5 year baccalaureate course by the Commission on Higher Education (CHED) effective School Year 2007-2008.
2. A total of 10 study grant slots per year shall be distributed to the successful recipients by the Office of the Vice President through the Commission on Higher Education.
3. The total amount of P120,000.00 per grantee shall be released by CHED to the HEI to which the grantee will enroll. The said amount shall be released to the grantee by the HEI per semester.
4. The allocation of this fund shall be continuously provided to ensure that grantees are able to complete their 4 or 5 year baccalaureate course being funded by the study grant program.

XII. Effectivity

The Vice President Noli De Castro Study Grant Program shall take effect beginning the 1st semester of School Year 2007-2008 and shall thereafter remain in force unless modified or repealed or until the program is terminated due to non-availability of funds.

For proper guidance and strict compliance of all concerned.

Issued this 30 April, 2007, Pasig City.

For the Commission,



CARLITO S. PUNO, DPA
Chairman