



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

CHED MEMORANDUM ORDER

No. 32
Series of 2008

SUBJECT : REVISED GUIDELINES FOR THE CHED BEST HIGHER EDUCATION INSTITUTION (HEI) RESEARCH PROGRAM AWARD

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722, otherwise known as the "Higher Education Act of 1994", for the purpose of promoting/enhancing the research function of higher education institutions and pursuant to CEB Resolution No. 166 Series of 2008. CHED, hereby issues the Revised Guidelines for the Search for Best HEI Research Programs.

I. Rationale and Objectives

Research as one of the triad functions of higher education institutions (HEIs) enhances the individual's capacity to conduct technology-directed and innovative work. Since colleges and universities are among the primary institutions tasked to generate and disseminate knowledge, they are being encouraged to conduct research and other scholarly investigations in the various academic disciplines. Higher education institutions play an important role in developing and nurturing a "research culture" among the people.

The CHED Best HEI Research Program Award is intended to recognize both the author(s) - implementors and the HEI for the research program that has contributed significantly to the advancement of the discipline(s) and to the development efforts of the nation.

II. Awards and Incentives

The award is given at two levels: Regional and National

1. Each regional winner receives a plaque of recognition and cash award of:

- P 100,000 – 2nd runner up
- P 200,000 – 1st runner up
- P 300,000 – 1st prize

2. The national winner receives a trophy and a cash prize of P 1M.

3. Per Resolution No. 485 – 2006, the National cash award will be utilized as follows:

- 70% to be funneled back to the HEI research proponent for the enhancement of the research program through any or combination of the following:
 - acquisition of equipment
 - training of researchers
 - conduct of further research
 - dissemination of research outputs
- 30% to be awarded to the project leaders and implementers, the distribution of which shall be at the discretion of the head of agency

III. General Guidelines

A. Definition of Higher Education Institution Research Program

- refers to an institutionally-approved program composed of two or more research projects aimed at generating and adapting new knowledge and technology.

B. Eligibility Requirements

- The award is open to all HEIs in the country, public and private. Each HEI may submit at most two programs. The candidate research programs should be:
 - active with breakthroughs/accomplishments and outputs during the last 5 years
 - essentially applied and
 - multi-disciplinary
 - conducted mostly by the faculty and/or researchers of Philippine HEIs

C. Criteria

Entries are evaluated and ranked according to the following criteria:

1. Development impact – refers to the contribution of the program to national development and productivity of the society based on the technologies developed (new product, equipment, gadget, methods & processes, etc.) and economic and social benefits derived from the program.	35%
2. Impact on the discipline – refers to the contribution of the program to science & technology, the improvement of academic programs such as new courses developed/revised; improved innovative teaching methods; improved student performance; better instructional materials; new knowledge/theory obtained from the research program; revision of old ideas to the new knowledge from the program; publications published within 5 years (refereed journal articles, books/chapters monographs and other types); and papers presented in scientific conferences, seminars and other fora.	35%
3. Novelty or originality – as shown in the state of the art review.	15%
4. Institutional and policy environment for the Program – refers to the organizational/infrastructural and the policy support provided by the HEI to the research program, such as but not limited to: research center/office, equipment, amount of funds, manpower, publication support and policies supportive research.	10%
5. Recognition given to the program – refers to citations/awards given by the awarding organizations/bodies and other forms of recognition from external organizations and scientific societies, local and foreign.	5%
Total	100%

IV. Nomination and Selection Procedure

1. Nomination forms may be obtained from the nearest CHED Regional Office (RO) or downloaded from www.ched.gov.ph (*under what's new*).
2. In the nomination cover, include, a brief summary paragraph defining the program stating how it has made significant contribution to advance science and technology; the extent to which it has addressed community needs; marked improvement in the discipline in terms of adoption of new courses, curriculum revision, better/innovative teaching methods, etc.
3. The nomination package must be sent in (5) hard copies with endorsement from the President of the University and addressed to the nearest CHED RO.
4. Evaluation Committees are organized by the Commission at the national and regional levels with composition and terms of reference as follows:
 - 4.1. National Evaluation Committee (NEC)

Chair	:	CHED Commissioner-In-Charge of Research
Members	:	2 Directors from any of the DOST Councils
		2 other Research Experts

 - 4.1.1. Reviews and confirms winners at the regional level
 - 4.1.2. Evaluates nominees for the national award
 - 4.1.3. Selects national winners.
 - 4.2. Regional Evaluation Committee (REC)

Chair	:	CHED Regional Director
Members	:	2 research experts/scientists from research agencies/councils to be recommended by CHED Regional Director and approved by the Commissioner-In-Charge of Research

 - 4.2.1. Screens and processes applications submitted to the RO
 - 4.2.2. Recommends regional winners for confirmation by the NEC
5. The REC reviews nominations based on the complete document submitted on or before the deadline set, evaluates and ranks the entries using the set criteria provided in III-C, above.
6. The REC may interview nominating party, nominees or other concerned individuals to validate the statements made in the nomination form.
7. The nominee must obtain a total score of at least 80% to be eligible for the award. The REC has the option not to recommend/declare a regional winner for a given year depending on the quality of entries.

8. The REC identifies and recommends the regional winners (1st prize and runners-up) to the NEC for confirmation.
9. NEC selects national awardees from among the confirmed 1st prize regional winners.
10. The decision of the NEC is final.
11. All 1st prize regional winners except the current year's National Award winner are automatically qualified to vie for the National Award for the coming award year. The next top three entries shall be given special consideration.

This takes effect immediately and supersedes CHED Memorandum Order No. 41, Series of 2005. For immediate dissemination.

Pasig City, Philippines July 14, 2008



ROMULO L. NERI
Chairman