



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



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR  
NO 166, SERIES OF 2021**

**TO: CHED REGIONAL OFFICE DIRECTORS AND SUPERVISORS-  
IN CHARGE  
PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER  
EDUCATION INSTITUTIONS**

**SUBJECT: ADVISORY ON THE DEADLINE FOR THE SUBMISSION OF  
STUDENT AFFAIRS AND SERVICES (SAS) PROGRAMS  
CONTINUITY PLAN (SAS-PCP) FOR AY 2021-2022 OF HIGHER  
EDUCATION INSTITUTIONS (HEIs) TO RESPECTIVE CHED  
REGIONAL OFFICES**

**DATE: JULY 8, 2021**

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Pursuant to the implementation of CMO No 08, s 2021 - "Guidelines on the Implementation of Flexible Delivery of Student Affairs and Services (SAS) Programs during the COVID-19 Pandemic," and as a monitoring mechanism to ensure sustainability of SAS Programs, all higher education institutions (HEIs) shall submit their SAS Programs Continuity Plan (SAS-PCP) using the attached template [Annex "A" of CMO No. 08, s. 2021] to the respective CHED Regional Offices (CHEDROs) **on or before August 30, 2021.**

The submission of SAS-PCP is preferred to be in electronic form to be emailed directly to the respective CHEDROs. Hard copy of the duly signed cover letter on the information submitting the SAS-PCP is required to be sent to the CHEDROs, as well.

For questions, clarification and/or coordination, please contact your respective CHED Regional Offices.

For compliance.

  
**ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**  
Executive Director IV

Contact us: [executivedirector@ched.gov.ph](mailto:executivedirector@ched.gov.ph) / (02)8441-1216  
Give us Feedback: <http://bit.ly.OEDCCSS>

## SAS PROGRAMS CONTINUITY PLAN

## PART I. HEI PROFILE

Name of HEI:
Address of HEI:
Type of HEI (SUC, Private, LUC):
Head of SAS:
Contact Details of Head of SAS: Cell phone No.: E-mail Address:
Name and Email Address of Student Representative per Year Level: First Year: Second Year: Third Year: Fourth/Fifth Year: Graduate Level:

## PART II. FLEXIBLE DELIVERY STRATEGIC ACTIONS

## A. STUDENT WELFARE SERVICES

SERVICES	OFFLINE	ONLINE
Information and Orientation Services		
Guidance and Counseling Services		
Career and Job Placement Services		
Economic Enterprise Development		
Student Handbook Development		

## B. STUDENT DEVELOPMENT SERVICES

SERVICES	OFFLINE	ONLINE
Student Organizations and Activities		
Leadership Training		
Student Council/Government		
Student Discipline		
Student Publication/Year Book		



**C. INSTITUTIONAL STUDENT PROGRAMS AND SERVICES**

SERVICES	OFFLINE	ONLINE
Admission Services		
Scholarships and Financial Assistance (SFA)		
Food Services		
Health Services		
Safety and Security Services		
Student Housing and Residential Services		
Multi-faith Services		
Foreign/ International Students Services		
Services for Specific Students		
Cultural and Arts Programs		
Sports Development Programs		
Social and Community Involvement Programs		

<p><b>Prepared by:</b></p> <p>_____</p> <p>(Signature over Printed Name)</p> <p>_____</p> <p>(Position)</p> <p>Date accomplished: _____</p>	<p><b>Reviewed and Certified Correct:</b></p> <p>_____</p> <p>Dean of SAS/VP for SAS</p>	<p><b>Approved by:</b></p> <p>_____</p> <p>President/Head of HEI</p>
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