CHED MEMORANDUM ORDER  
No. 15  
Series of 2021

SUBJECT: GUIDELINES FOR THE SUPPORT AND DEVELOPMENT OF MEDICAL SCHOOLS – SEED FUND FOR MEDICINE (PROGRAMANG PUNLA SA MEDISINA)

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994" and the enactment of Republic Act No. 11509, otherwise known as the "Doktor Para sa Bayan Act", RA 11223 Universal Health Care Act, and Commission en banc Resolution No. 541-2021 dated September 7, 2021, Commission hereby issues and adopts the Guidelines for the Implementation of the Seed Fund Project for the Doctor of Medicine Program (Programang Punla sa Medisina) under the General Appropriations Act with the following provisions

I. RATIONALE

In view of the state’s recognition of the vital role physicians play in the prevention, maintenance, safeguarding, treatment, enhancement of the life, health and general welfare of the citizenry, engagements shall be conducted to standardize and upgrade basic medical education to generate adequate number of excellent physicians who shall provide quality health care services to the Filipinos.

All SUCs offering the MD program may propose projects and activities that shall promote graduate outcomes guaranteeing global competitiveness. Furthermore, there is a need to provide capacity-building programs and investments to strengthen the medical school's capacity to deliver instruction and student support systems in response to Sustainable Development Goals on good health and well-being; the 4th industrial revolution; Implementation of the Universal Health Care Act or RA 11223; Doktor Para sa Bayan Act or RA 11509; and Smart Campus initiatives. Hence the need for the government to provide assistance for the development of medical schools.

II. OBJECTIVES AND OUTCOMES

Objectives

This project aims to support the offering of quality medical education programs among higher education institutions particularly the state universities and colleges (SUCs) by extending financial assistance that will be utilized for upgrading of learning and teaching resources, support for students, capacity building activities for faculty, administrators and staff; and conduct of research and extension.

Specifically, this project shall:

a. Provide fund assistance for the review and enhancement of curricular requirements and learning support resources towards transition to flexible learning, support for students and faculty, and research and extension to support the delivery of medical education program consistent with current needs of the institution and the community, local, regional, and international context;
b. Operationalize the provisions and mandate of higher education institutions pursuant to the Sustainable Development Goals, Universal Health Care Act and the Doktor Para sa Bayan Act;

c. Determine the national needs and current state of the medical education program of SUCs based on their submitted development plans which can serve as input to policy enhancements and development interventions for the medical program.

Outcomes

At the end of this project, the Commission shall have provided the resources to SUCs offering the Doctor of Medicine program to ensure a steady supply of qualified globally competitive and locally responsive medical professionals.

In general, the project should have developed the capacities of beneficiary institutions to deliver world class medical education program with highly qualified faculty members adept with flexible learning approaches, dynamic curricular innovations aligned with the needs of the Universal Health Care Act and global standards, advanced and technology-enhanced/mediated library and laboratory facilities, relevant and responsive community engagements, institutionalized partnerships and networks, world-class medical research, among others.

III. SCOPE AND COVERAGE

The Seed Fund Project shall be implemented through the grant of financial assistance to State Universities and Colleges or higher education institutions in order to further build or expand their capacity to operate the Doctor of Medicine Program for those with existing medicine programs and to assist SUCs intending to offer the Doctor of Medicine Program in support of the Doktor Para sa Bayan Act.

Qualified institutions shall submit project proposals for review and approval by the Commission on Higher Education before the financial grants are provided. Financial assistance shall be allocated through the components identified in this guideline.

The following academic grant proposals shall be prioritized to achieve the goals of this project:

1. **Support for Flexible Learning.** It is CHED’s policy to encourage HEI’s to maximize the use of technology to support learning and teaching including LMS, multimedia or learning resource centers, IT-enabled and IT-mediated instructional materials as well as access to e-resources, skills and virtual laboratories and explore other grants or support capacity building programs to implement Flexible Learning (CHED Memorandum Order No. 4, s. 2020)

2. **Support to Students.** It is the government’s policy to explore establishing linkages with relevant national and local government agencies and non-government organizations in order to strengthen and implement existing resources, IT infrastructure and connectivity to ensure uninterrupted learning of the students. In this regard, proposals to ensure continuity of student learning to support their logistical needs are prioritized (CHED MO 4, s. 2020).

3. **Support to Faculty.** HEI’s shall implement and explore grants and/or capacity building programs for administrators, faculty and staff on transitioning to flexible learning. Faculty support programs in the form of training, connectivity and IT-enhanced materials development and access to digital equipment shall be prioritized (CHED MO 4, s. 2020).
4. Support for Research and Extension. HEIs are mandated to conduct faculty-initiated researches and extension programs. The Commission is mandated to provide the research support needed by HEIs more effectively, efficiently and equitably. Researches on medical education including instructional effectiveness, innovative learning methods, authentic student assessment modalities, among others will be prioritized. (RA 7722).

IV. PROJECT FRAMEWORK

CHED FRAMEWORK FOR DEVELOPING PHILIPPINE MEDICAL SCHOOLS

Provision of Support for:

- Development of Medical Schools
- Curricular Innovation
- Student Support
- Faculty Development
- Learning Resource Facilities (Library & e-Learning Resources)
- Laboratory Facilities and Equipment
- Research and Publication
- Extension and Linkages

World Class Medicine Programs with a steady supply of qualified globally competitive and locally responsive medical professionals

Revisit of CMO No. 15 s. 2018
RA 11223 Universal Health Care Act
RA 11509 "Doktor Para sa Bayan Act"
CHED SEED FUND PROJECT for SUcs

AMBISYON 2040: MATATAG, MAGINHAWA AT PANATAG NA BUHAY
SDG 3: GOOD HEALTH AND WELL BEING (healthy lifestyles, preventive measures, modern, efficient healthcare for everyone)

V. COMPONENTS

The Seed Fund Project shall be in accordance with the policy direction set by the CEB and pursuant to Republic Act No. 11223 or the Universal Health Care Act and Republic Act No. 11509, or the "Doktor Para sa Bayan Act.

The proposals should be supported by data on the current status/context of the Medicine program of the institution and plans and strategies for development, with inputs from relevant government agencies at the national and local levels; and relevant stakeholders, among others. Moreover, the proposal should also be able to anchor on international benchmarks and trends of the medicine program in the context of the current time, culture, and geography, brought about by the disruptions such as technological advancements, the COVID-19 pandemic, sustainable management and systems, etc.

Considering the needs and context of the proponent institution, the project components may include allocation for Instruction and Materials Development/Procurement, Faculty Development and Training, Upgrading of Library Facilities/Learning Resource Centers/Learning Commons, Laboratory Facilities and Equipment, Research and Publication, Extension and Linkages.
The general components which can be covered by the grant, but not limited to, shall include:

A. *Instruction and Materials Development/Procurement*
   - Support for Transition to Technology-mediated and Technology-enhanced teaching and learning approaches/system (e.g. Augmented and Virtual Reality Learning Goggles, Teaching Microscopes, Morpheus Table)
   - Procurement/Development of Technology-mediated learning resources (digital and non-digital)

B. *Student Support and Development*
   - Connectivity allowance/assistance for enhanced Internet connection
   - Establishment of mechanisms/programs for student support and development

C. *Upgrading of Library Facilities/Learning Resource Centers/Learning Commons*
   - Digital and Non-Digital Resources (Subscription to journals), Textbooks
   - Connectivity assistance for enhanced/upgraded internet connection

D. *Laboratory Facilities and Equipment*
   - Skills-Task Trainer (for basic clinical procedures—IV insertion, nasogastric tube (NGT), catheterization, suturing, etc.
   - Upgrading of simulation laboratory facilities/smart laboratory

Other components may be identified by the institution as applicable or as the need arises subject to presentation of justification by the proponent institution and approval by the Commission en banc.

Each component should have a corresponding objective/s, key performance indicator/s, target outcome, timeline, and activities to be undertaken by the proponent including risks and possible interventions, as the need arises.

The proponent institution should be able to prepare a 5-year development plan to reflect the overall goal and the general direction in improving the medical education program.

VI. **PROCESS:**

The Advisory Panel for the Development of Medical Schools shall assist the Commission in the implementation of the Seed Fund Project including the review and vetting of project proposals and monitoring and evaluation of the approved projects.

The proponent institution shall prepare a proposal and submit it to the Commission for approval and funding. The proposal indicating the details of the project, objectives, outcomes, activities, consultation process, data analyses, project team, timelines, and budget requirement will be evaluated by the Advisory Panel with the assistance of Technical Evaluators for Medicine before it is submitted to the CEB. Upon approval by the CEB, funds will be released and shall be governed by a Memorandum of Agreement (MOA) between CHED and the proponent institution.

The proponent shall implement the project based on the approved components and timelines, following government accounting rules and regulations and procedures.

The proponent shall submit to the Commission the output of the study together with supporting documents as well as the liquidation reports. The output will be reviewed by the Advisory Panel concerned and provide recommendations as to the substance, content, and acceptability before it is submitted to the CEB for final decision/acceptance.
VII. EVALUATION AND APPROVAL OF PROJECT PROPOSALS

1. Call for Proposals

The Commission, through a Memorandum from the Chairperson, shall release a call for submission of proposals to state universities and colleges (SUCs) offering the Doctor of Medicine Program.

These CHED-initiated grants are open to all SUCs offering MD programs with government authorization issued by CHED as Certificate of Program Compliance or Government Recognition or Government Permit to Operate.

2. Submission Phase

Qualified SUCs shall submit proposals indicating the details, components, methodology, target deliverables, timelines and budget requirements for the project.

The project proposals shall include, but not limited to, the following:
   a. Project proposal (Annex A) duly endorsed by their respective governing boards with a cover letter / letter of intent signed by the President
   b. The full blown-proposal and supporting documents:
      i. Statement of Purpose / Objective (s);
      ii. Background and justification to include cost-benefit analysis and assessment of the needs of the stakeholders / community;
      iii. Project plan;
      iv. Project team composition, qualifications and terms of reference;
      v. Budget with Work and Financial Plan (WFP) and Itemized Line Item Budget (LIB);
      vi. Log frame (Annex B);
      vii. Summary sheet (Annex C);
      viii. Certification signed by the President of the SUCs stating that such proposal has not been submitted for consideration /funding in other funding agencies;
      ix. BOR / BOT approval
      x. Certification of the unliquidated funds from the CHED Funded-grants / projects
   c. All project proposals for the CHED-initiated grants shall be addressed to the Chairperson of CHED, and shall be referred to the Office of Institutional Quality Assessment and Governance (OIQAG) for eligibility review using Forms (Eligibility check form) Annex D

The proposals, addressed to the CHED Chairperson are submitted to the Office of the Executive Director (copy furnished CHED Regional Offices concerned) within the timeline set in the Call for Submission of Proposal or upon the invitation of the Commission. The Office of the Executive Director shall forward all proposals to the OPD for initial evaluation.

3. Evaluation Process

The OPD shall inform the Advisory Panel on the list of proposals and shall endorse the same to the Technical Working Group/Technical Evaluators for Medicine for evaluation and appropriate recommendation. The TWG/Technical Evaluators shall:

   i. Recommend the proposal for funding by CHED, through the Advisory Panel, which will provide its final recommendation to the CEB
ii. Return the proposal with recommendation / revisions as to content and/or funding requirements to be considered by the proponent HEI. If minor revision is necessary, the proponent shall be given time to revise the proposal and restructure such to the Commission for decision; and

iii. Recommend the proposal for disapproval through the Advisory Panel which will endorse the same to the OPSD/Office of the Executive Director/ CEB for deliberation/final action.

The Technical Working Group/Technical Evaluators for Medicine shall submit the results of its evaluation to the Advisory Panel for final review and recommendation to the Commission en banc for approval. As needed, the proponent institution may be invited to present their project proposal. Upon eligibility, the criteria for evaluation of submitted proposals shall be as follows:

Criteria for Evaluation of Proposals Percentage

a. Technical Merit: 40%
   Content (Framework, Scope, Outcomes, Targets, etc.)
   In-depth assessment by Technical experts (if necessary)

b. Relevance and developmental nature or value added by the project 25%

c. Capacity of the proponent/s to successfully deliver the stated goals 25%

d. Soundness of the Work and Financial Plan 10%

TOTAL 100%

Upon the recommendation of the evaluation team, the OPSD submits the proposal to the Commission en banc for final decision/approval.

4. Commission Approval

The Commission en Banc deliberates and approves the proposal and the process for the conduct of activities for the project.

5. Notification of approved proponent

The Commission, through the OPSD, notifies in writing the proponent regarding the CEB approval and facilitates the release of fund requirements. A Memorandum of Agreement (MOA) shall be executed by CHED through its Chairperson and the proponent SUC through its President.

6. Fund allocation and release

Based on the approved selection process, release of funds will be as indicated in the MOA and the Notice to Proceed (to be released by CHED once the grant/fund is ready for release).

The release of fund requirements will be based on applicable government accounting and auditing rules and regulations.
7. Timelines for the Project Implementation

   A. Identification and approval of the qualified institution to undertake activities;
   B. Submission and Vetting of proposals;
   C. Approval by the Commission en Banc;
   D. Processing of MOA
   E. Release of Funds;
   F. Project Implementation by the HEI;
   G. Submission and Presentation of Outputs;
   H. Approval/Acceptance by the CHED Commission en Banc; and
   I. Release of the Remaining Funds.

8. Monitoring and Evaluation

VIII. IMPLEMENTATION GUIDELINES

A. Responsibilities of CHED

   1. Call for submission of project proposals;
   2. Review and evaluate project proposals;
   3. Provide or release the financial requirements of the project;
   4. Participate in the project implementation, as may be needed;
   5. Monitor and evaluate the progress of the project;
   6. Review and accept the output/s of the project; and
   7. Verify the correctness of the liquidation reports submitted by the partner institution or agency.

B. Responsibilities of Proponent

   1. Prepare and submit the project proposal to CHED;
   2. Undertake the necessary activities as stipulated in the approved project proposal following stated timelines and deliverables, following government accounting and auditing rules, regulations and procedures;
   3. Assign a full-time project staff who will act as liaison or coordinating person with CHED;
   4. Identify and/or create a Project Management Team to assist and facilitate the implementation and completion of the project;
   5. Submit and present to CHED the output/s in printed and digital copies, and with a multimedia presentation for documentation purposes;
   6. Submit to CHED a complete liquidation report and proper accounting of all expenses incurred based on the released grants and
   7. Perform other functions as may be requested by CHED related to the project.

IX. BUDGET REQUIREMENTS AND ALLOCATION

This project shall allocate funds as determined and approved by the Commission en banc, for the development of Doctor of Medicine Program of the participating institutions. This shall be charged against the General Appropriations Act (GAA).

Pursuant to pertinent COA and DBM rules and regulations, as well as the CHED AFMS Memorandum Orders and Circulars, the funding support may cover the following line items:

   1. Implementation Unit Project Staff;
   2. Honoraria for Consultants and Resource Persons;
   3. Support for the conduct of activities related to the project;
4. Procurement of allowable line items based on approved project components;
5. Communication and Advocacy;
6. Publication (Reproduction of report, both printed and digital); and
7. Administrative Cost
   a. Should not exceed 5% of the total project cost. This shall cover the direct cost to organize and support the implementation of the activity; and
   b. This can cover, organizational meetings, supplies, tokens, certificates, and miscellaneous expenses

A maximum amount of 25 Million may be allocated per institution for the first initial implementation. Succeeding allocation per institution shall be determined by the Commission en banc subject to availability of funds.

X. EFFECTIVITY

This CMO takes effect immediately and shall remain in force and in effect until otherwise revoked.

Quezon City, Philippines, [October 5, 2021.

For the Commission:

[Signature]

J. PROSPERO E. DE VERA III, DPA
Chairman