CHED MEMORANDUM ORDER (CMO)
No. 24
Series of 2021

SUBJECT: IMPLEMENTING GUIDELINES FOR THE CHED TULONG-AGRI PROGRAM (TAP)

ARTICLE I
RATIONALE AND BACKGROUND

Section 1. This CHED Memorandum Order (CMO) contains the Policies and Guidelines for the CHED Tulong-Agri Program (TAP).

Through this CMO, qualified and deserving Filipino students who will enroll or are currently enrolled in degree programs related to agriculture, fisheries, forestry, food technology, and veterinary medicine education, as well as other related agricultural and fisheries education, including the hybrid programs, shall be given a grant in accordance with the requirements herein set forth.

ARTICLE II
POLICY STATEMENT

Section 2. In consonance with the pertinent provisions and mandate of CHED under Republic Act (RA) No. 7722, the “Higher Education Act of 1994,” as well as Sections 1 and 2(3) of Article XIV of the 1987 Philippine Constitution, provisions in RA No. 11518, the General Appropriations Act of FY 2021, the CHED budget under the “Provision of Assistance and Incentives, Scholarships and Grants Through StuFAPs” and by virtue of CHED en Banc (CEB) Resolution No. 489-2021 dated August 24, 2021, it is the policy of CHED to implement publicly-funded scholarship programs in both public and private Higher Education Institutions (HEIs), in harmony with the benefits or financial assistance under the Unified Student Financial Assistance System for Tertiary Education - Tertiary Education Subsidy (UniFAST-TES) under RA 10931, the Universal Access to Quality Tertiary Education (UAQTEA) and its Implementing Rules and Regulations (IRRs).

ARTICLE III
OBJECTIVES

Section 3. This CMO aims to contribute to the development of agricultural education programs by increasing the number of graduates in higher education who are trained, with skills and technical competencies in the areas of agriculture, fisheries, forestry, food technology, veterinary medicine education, and other related agricultural and fisheries education including the hybrid programs.
ARTICLE IV
COVERAGE

Section 4. The program shall be accessible to qualified and deserving Filipino students who will or are enrolled in degree programs related to agriculture, fisheries, forestry, food technology, and veterinary medicine education, as well as other related agricultural and fisheries education, including the hybrid programs, in private higher education institutions (PHEIs), state universities and colleges (SUCs) or local universities and colleges (LUCs).

ARTICLE V
FINANCIAL ASSISTANCE

Section 5. The financial assistance under this CMO shall be tuition and other school fees (TOSF) for grantees, stipend and book allowance. The breakdown of financial assistance per academic year, are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>*TOSF</td>
<td>PHP 20,000.00</td>
</tr>
<tr>
<td>Stipend (PHP 2,500 per month)</td>
<td>25,000.00</td>
</tr>
<tr>
<td>Book Allowance (PHP 200 per month)</td>
<td>2,000.00</td>
</tr>
<tr>
<td><strong>Total financial assistance per academic year</strong></td>
<td><strong>PHP 47,000.00</strong></td>
</tr>
</tbody>
</table>

For participating HEIs with trimester or quarter system, the total amount of financial assistance stated above shall be distributed proportionately.

For qualified grantees who are enrolled in SUCs/LUCs covered by the benefits of Free Higher Education (FHE) under RA 10931, the TOSF will not be included in the benefits.

ARTICLE VI
STANDARDS AND GUIDELINES IN THE APPLICATION FOR THE PROGRAMS

Section 6. ELIGIBILITY REQUIREMENTS - A student-applicant must comply with the following criteria to qualify for the grant:

6.1 Filipino citizen;
6.2 Graduating high school student/high school graduate/with earned units in college; with general weighted average (GWA) of 75% or its equivalent; and who will enroll or currently enrolled in the areas of agriculture, fisheries, forestry, food technology, veterinary medicine education, and other related agricultural and fisheries education including the hybrid programs in PHEIs, SUCs or LUCs with Certificate of Program Compliance (COPC);
6.3 Combined annual gross income of parent/s or guardian which does not exceed Four Hundred Thousand Pesos (PHP 400,000.00). In cases where the income exceeds PHP 400,000.00, the applicant must present a written certification or medical findings of illness of a family member, or school certifications of two or more dependents enrolled in college;
6.4 Student-applicants belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo
Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994), and Indigenous Peoples under RA 8371, shall submit certifications and/or Identification Cards (IDs) issued by the appropriate offices or agencies; and

6.5 Not a recipient of any government funded financial assistance program.

Section 7. DOCUMENTARY REQUIREMENTS

7.1 Citizenship: Certified true copy of Birth Certificate

7.2 Academic:

7.2.1 High school report card for incoming first year students eligible for college;

7.2.2 Duly certified true copy of grades for Grade 11 and 1st semester of Grade 12 for graduating senior high school students; or

7.2.3 Duly certified true copy of grades for the latest semester or term attended for college students with earned units;

7.3 Financial: The student-applicants shall submit any of the following documents:

7.3.1 Latest Income Tax Return (ITR) of parents or guardian;

7.3.2 Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR);

7.3.3 Certificate of Indigence, either from the Barangay or Department of Social Welfare and Development (DSWD);

7.3.4 Case Study report from DSWD; and

7.3.5 Latest copy of contract or proof of income for children of Overseas Filipino Workers (OFW) and seafarers.

Section 8. APPLICATION PROCEDURES

8.1 Submission of application is done online through the assigned portal link of CHED Regional Offices (CHEDROs).

8.1.a For first year applicants, application must be submitted to the CHEDRO where the high school he/she graduated from is located.

8.1.b For college students with earned units, submit application to the CHEDRO where the current HEI is located.

8.2 The CHEDRO evaluates the applications received and ranks the qualified applicants;

8.3 The CHEDRO sends the individual Notice of Award (NOA) to the qualified applicant or notify the list of awardees through the HEIs;

8.4 Applicant accepts the NOA by affixing his/her signature on the return slip and submits the hard copy or electronic form of the signed return slip to the concerned CHEDRO within thirty (30) working days from date of receipt of the NOA. Failure to submit the NOA within the required period shall automatically forfeit the allocated slot.
ARTICLE VII
DISTRIBUTION OF SLOTS PER REGION

Section 9. Slots are distributed per region and computed equitably based on the Number of HEIs offering Agriculture Education Programs (please refer to Annex "A").

ARTICLE VIII
SELECTION CRITERIA FOR RANKING

Section 10. The CHEDROs shall select and rank the qualified applicants based on the academic performance and annual gross family income. To determine the ranking of the students, the following matrices shall be used:

a) Academic Performance – 60%

Table 1: GWA or its equivalent

<table>
<thead>
<tr>
<th>Range (%)</th>
<th>Equivalent Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>96</td>
<td>100</td>
</tr>
<tr>
<td>91</td>
<td>95</td>
</tr>
<tr>
<td>86</td>
<td>90</td>
</tr>
<tr>
<td>81</td>
<td>85</td>
</tr>
<tr>
<td>76</td>
<td>80</td>
</tr>
<tr>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

b) Annual Gross Family Income – 40%

Table 2: Annual Gross Income

<table>
<thead>
<tr>
<th>Range (Pesos)</th>
<th>Equivalent Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>0</td>
<td>70,000.00</td>
</tr>
<tr>
<td>70,001.00</td>
<td>136,000.00</td>
</tr>
<tr>
<td>136,001.00</td>
<td>202,000.00</td>
</tr>
<tr>
<td>202,001.00</td>
<td>268,000.00</td>
</tr>
<tr>
<td>268,001.00</td>
<td>334,000.00</td>
</tr>
<tr>
<td>334,001.00</td>
<td>400,000.00</td>
</tr>
<tr>
<td>400,001.00 and above</td>
<td>70</td>
</tr>
</tbody>
</table>

Table 3. Sample Illustration

<table>
<thead>
<tr>
<th>Given</th>
<th>Equivalent Points</th>
<th>% Weight</th>
<th>Computed Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>b (refer to Table 1 for Grade; and Table 2 for Income)</td>
<td>d</td>
<td>e = (c x d)</td>
</tr>
<tr>
<td>Grade</td>
<td>90</td>
<td>60%</td>
<td>54</td>
</tr>
<tr>
<td>Income</td>
<td>200,000.00</td>
<td>40%</td>
<td>36</td>
</tr>
<tr>
<td>Rank Score</td>
<td>100%</td>
<td>5</td>
<td>90</td>
</tr>
<tr>
<td>Plus</td>
<td>Solo Parent</td>
<td></td>
<td>95</td>
</tr>
<tr>
<td>Total Rank Score</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The equivalent points assigned in Tables 1 and 2 are to provide a standard reference in the ranking of applicants. Additional five (5) points in the total score are given to applicants belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994, and Indigenous Peoples under RA 8371, after complying with all the requirements herein set forth.

ARTICLE IX
MÖDES AND PROCEDURES OF PAYMENT

Section 11. Transfer of funds from CHED Central Office (CO) to CHEDROs - The release of sub-allotment shall be based on the approved regional slot allocation, while the cash allocation for transfer of funds to CHEDROs shall be based on the submitted masterlist of grantees by the CHEDROs.

Section 12. Transfer of funds from CHEDRO to grantees - CHEDROs shall transfer financial benefits directly to the grantees or through HEIs.

12.1 Direct Payment to grantees – CHEDROs shall release financial assistance to grantees through automated teller machine (ATM) card from authorized government banks.
   • The grantees shall submit the following documentary requirements:
     o Copy of Certificate of Registration (COR) or Certificate of Enrollment (COE)
     o Certified true copy of grades
     o Copy of valid school I.D.
     o Copy of ATM Card, as applicable

   Documents must be vetted and verified by the CHEDRO StuFAPs coordinator.

12.2 Payment through the HEIs – CHEDROs shall transfer financial assistance to grantees through HEIs.
   • The participating HEIs shall enter into a Memorandum of Agreement (MOA) with CHEDRO and submit the following documentary requirements:
     o Billing statement from HEIs signed by the Chief Accountant and President/School Head, supported by the Registrar’s Certificate which specifically indicates the number of units enrolled, GWA, degree-program, curriculum, semester or term.

ARTICLE X
RULES TO BE OBSERVED BY THE GRANTEES

Section 14. A grantee shall have the following responsibilities:

14.1 Enroll in recognized programs in agriculture, fisheries, forestry, food technology, veterinary medicine education, and other related agricultural
and fisheries education including the hybrid programs offered by duly authorized HEIs;

14.2 Maintain a passing GWA per semester or term;
14.3 Carry a regular load or not less than 90% of the regular load per semester or term based on HEI policies;
14.4 Secure written approval of the concerned CHEDRO in case of transfer to another HEI, or in case of shift to other recognized or authorized priority programs; and
14.5 Not a recipient of any government funded financial assistance program.

Section 15. Rules on replacement and termination

15.1 A grantee may be replaced due to the following:
15.1.1 Failure to confirm acceptance of the award within thirty (30) working days upon receipt of the NOA;
15.1.2 Voluntary withdrawal/Waiver of grant;
15.1.3 Transfer or shift to a non-priority program;
15.1.4 Drops-out from school without providing an official and written notice to CHEDRO; and
15.1.5 Termination of grant on grounds stated in 15.2 hereof.

In case of replacement, the replaced grantee shall be informed in writing by the concerned CHEDRO stating therein the reason/s for his/her replacement. A replacement shall be taken from the official rank-list of the CHEDRO in the order stated thereon to take effect immediately.

15.2 Grounds for Termination - The grant may be terminated anytime due to any of the following grounds:
15.2.1 Enrollment in a program not related to agriculture, fisheries, forestry, food technology, veterinary medicine education, and other related agricultural and fisheries education including the hybrid programs offered by duly authorized HEIs;
15.2.2 Failure to maintain a GWA of 75% or its equivalent
15.2.3 Failure to enroll in the prescribed number of load/units of the program for the current semester;
15.2.4 Dropping out, shifting to another program, or transferring to another HEI without the approval of the concerned CHEDRO;
15.2.5 Submission of fake documents stipulated in Section 7 and 12.

ARTICLE XI
ADMINISTRATION AND IMPLEMENTATION

Section 16. Responsibilities of OSDS, AFMS, CHEDROs and Participating HEIs in the implementation of TAP

16.1 Office of Student Development and Services (OSDS)
a. Determine the distribution of slots and fund requirements for grantees per region;
b. Prepare and consolidate the required Work and Financial Plan (WFP) and Monthly Cash Program (MCP) for one Academic Year and revises reports if necessary;

c. Prepare request for release of Sub-Allotment Advice (SAA) and Fund Transfer to the Administrative, Financial, and Management Services (AFMS);

d. Determine the distribution or utilization of slots, fund allocation, and other data (e.g. disaggregated data by Sex, CY Level, Province, Priority Program, Type of HEIs, etc.) involving the grantees;

e. Provide advocacy and information campaign for each Academic Year, subject to the limitations provided under the Data Privacy Act of 2012;

f. Conduct orientation of CHEDROs and stakeholders on the policies and guidelines contained in this CMO within thirty (30) days from its approval;

g. Monitor the implementation of the program in coordination with CHEDROs and HEIs;

h. Maintain an updated database for effective monitoring, in accordance with the Data Privacy Act of 2012.

i. Conducts general assembly/summit on semestral or annual with the stakeholders as deemed necessary.

16.2 Administrative, Financial and Management Services (AFMS)

a. Inform OSDS on the approved budget allocation for the program upon the receipt of Special Allotment Receipt Order (SARO) from the Department of Budget and Management (DBM);

b. Sub-allot and transfer funds through NTA to CHEDROs as recommended by OSDS; and

c. Reconcile fund utilization with the CHEDROs and submit quarterly report to OSDS for information and reference.

16.3 CHED Regional Offices (CHEDROs)

a. Create a StuFAPs committee composed of at least three (3) members headed by the Regional Director, that will oversee the operation and implementation of the program;

b. Accept and evaluate applications of students;

c. Determine the ranking of the students according to the selection criteria as specified in Section 10;

d. Notify the grantee through HEIs. The HEIs will be provided a list of the awardees to be used as reference for notifying the qualified grantees;

e. Conduct orientation of grantees on their obligations, duties and responsibilities upon acceptance of the NOA;

f. Take appropriate action in cases of replacement, transfer or termination of award;

g. Submit to OSDS the official rank-list of new grantees every semester of a specific academic year;

h. Submit to OSDS required status reports of grantees using the prescribed OSDS Forms;

i. Obligate and/or disburse the financial benefits of grantees for one academic year as stated in Section 12 of this guidelines;

j. Enter into a MOA with an authorized government bank as to the issuance of ATM cards;
k. Assist the grantee concerned in the issuance of ATM card;
l. Facilitate the timely release of the financial benefits directly to the
   grantees or through participating HEIs;
m. Submit to the concerned offices semestral reports on the
   physical/financial utilization;
n. Monitor the implementation of the program in the participating HEIs;
o. Provide HEIs with the approved masterlist of grantees as reference for
   properly identifying the grantees that will be issued payment;
p. Maintain an updated database of regional grantees and submit the same
   to OSDS thirty (30) days after the end of each semester.

16.4 Participating Higher Education Institutions
a. Submit to CHEDROs billing forms with complete supporting documents
   such as certification of enrollment or registration and grades of the
   grantees per semester, copies of School ID and ATM (front page only).
b. Release the financial benefits transferred by CHEDROs to the grantees
   as stated in Section 12.2 of this guidelines;
c. Submit to CHEDRO liquidation report on the disbursement of funds
   received for payment of financial benefits of grantees;
d. Submit to CHEDRO data (e.g. status of grantees, address, mobile
   number) or information on grantees as needed; and

e. Provide guidance and counseling services and assistance in job
   placement of grantees.

Section 17. TIMELINES

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Office/Agency Responsible</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1 APPLICATION AND SELECTION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of application form (Annex B) with the complete supporting documents</td>
<td>Student Applicant</td>
<td>• Memorandum on the call for application shall be issued separately</td>
</tr>
<tr>
<td>Evaluation of applications</td>
<td>CHEDRO</td>
<td>• Within ten (10) working days after the set deadline of application</td>
</tr>
<tr>
<td>Issuance of Memorandum on Regional Distribution of Slots</td>
<td>CHED-OSDS</td>
<td>• Memorandum shall be issued separately</td>
</tr>
<tr>
<td>Issuance of NOA to qualified grantees and letters to other applicants on the status of their application</td>
<td>CHEDROs</td>
<td>• Within ten (10) days after the evaluation of applications</td>
</tr>
<tr>
<td>17.2 RELEASE AND DISBURSEMENT OF FUNDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of fund request with list of grantees</td>
<td>CHEDROs</td>
<td>• Within fifteen (15) days after issuance of NOA</td>
</tr>
<tr>
<td>Transfer of funds to CHEDROs</td>
<td>CHED Central Office</td>
<td>• Within 15 days upon submission of request</td>
</tr>
</tbody>
</table>

17.3 PAYMENT
<table>
<thead>
<tr>
<th>a) <strong>For direct payment to grantees:</strong></th>
<th>Grantee</th>
<th>Within 15 days after the receipt of NOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of documents provided in Section 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b) <strong>For payment through HEIs:</strong></th>
<th>HEIs</th>
<th>Within 15 days after the issuance of NOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Billing Statement provided in Section 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c) <strong>Obligation of funds for one academic year</strong></th>
<th>CHEDROs</th>
<th>Within 15 days upon receipt of the approved list of grantees and availability of Sub-Allotment Advice (SAA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement of funds to HEIs or Grantees</td>
<td>CHEDROs</td>
<td>Within 15 days upon receipt of the approved list of grantees and availability of Notice of Cash Allocation (NCA)</td>
</tr>
</tbody>
</table>

### 17.4 Compliance to Required Documents

<table>
<thead>
<tr>
<th>a) <strong>Submission of CHED Tulong Agri Program (TAP) Database</strong></th>
<th>CHEDROs</th>
<th>• Updated database is required thirty (30) days after the end of each semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Submission of status reports</td>
<td>CHEDROs</td>
<td>• Within 30 days after the end of semester</td>
</tr>
</tbody>
</table>

**Section 18. Monitoring** - The CHEDROs, OSDS, and AFMS shall conduct joint monitoring on the implementation of the TAP at the end of each semester/term of every academic year upon the effectivity of this CMO, particularly on the status of grantees, fund utilization, and distribution of slots, and submit reports to the Commission through the Office of the Executive Director for reference purposes and/or in cases needing further action.

**Section 19. Administrative Cost** - Pursuant to CHED Memorandum Order (CMO) No. 03, s. 2011, an "Amendment to CMO No. 29, s. 2009 entitled the "Revised Implementing Guidelines for the CHED Student Financial Assistance Programs (StuFAPs), a 3% administrative cost (divided into 2.75% for CHEDROs and 0.25% for OSDS) of the total budget allocation for StuFAPs shall be utilized for the implementation of the TAP for the following related expenses, subject to the usual accounting, auditing rules and regulations and procurement laws:

a. Communications;  
b. Office supplies and materials;  
c. Equipment not exceeding P15,000.00;  
d. Maintenance/repair of equipment;  
e. Rental of IT equipment;  
f. Representation expenses for meetings and conferences;  
g. Transportation/travel;  
h. Trainings and seminars;  
i. Printing/advertisement;  
j. Other professional fees for outsourcing/job orders; and  
k. Other incidental expenses such as but not limited to, overtime payment in the exigency of the service subject to the DBM circular on the matter.
ARTICLE XII
SANCTIONS

Section 20. Violation of any of the provisions of this CMO shall be subject to sanction in accordance with applicable laws, rules and regulations.

ARTICLE XIII
MISCELLANEOUS PROVISIONS

Section 21. Separability Clause - If any part or provision of this CMO is declared invalid, the remaining clauses/provisions not affected thereby shall remain valid and enforceable.

Section 22. Effectivity - This CMO shall take effect fifteen (15) days upon publication in the official CHED website. However, the benefits under this program can be availed of by the grantees effective 1st semester, Academic Year 2021-2022. A copy of this CMO shall be filed with the Office of National Administrative Register (ONAR) at the U.P. Law Center, U.P. Diliman, Quezon City and shall be published in the online Official Gazette or newspaper of general circulation.

For the proper guidance and compliance of all concerned.

Issued this 4th day of Nov 2021, Quezon City, Philippines.

J. PROSPERO E. DE VERA III, DPA
Chairperson