



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



CHED MEMORANDUM ORDER
No. 03
Series of 2020

SUBJECT: AMENDMENTS TO THE REVISED AND EXPANDED GUIDELINES FOR THE CONTINUING PROFESSIONAL EDUCATION GRANTS DURING THE K TO 12 TRANSITION PERIOD

In accordance with the pertinent provisions of Republic Act No. 7722 of the Higher Education Act of 1994, the Commission on Higher Education released CHED Memorandum Order No. 72, series of 2017, entitled, "Revised and Expanded Guidelines for the Continuing Professional Education Grants". In line with the Commission's continued efforts to refine, nuance, and increase the responsiveness of its policies, CMO No. 72, s. 2017 is hereby amended as follows:

- I. **Article III (Grant Mechanics), Section 2 (Grant Types) and Section 3 (Grant Phases) are hereby amended to include a separate track for Expedited Materials Development (EMDev), to wit:**

ARTICLE III
GRANT MECHANICS

x x x

Section 2. Grant Types. There are three (3) types of CPE Grants that may be awarded to qualified HEIs.

x x x

3. Expedited Materials Development (EMDev). EMDev covers the other half of the research cycle where there is no training needed but materials that can be used by the public and faculty members are developed and disseminated. The EMDev is characterized by:
- Existing expertise to be able to develop or enhance existing materials based on institutional research and development initiatives.
 - Intervention program that is based on dissemination of information including guides on teaching or the use of materials instead of actual training.
 - Provision of open access materials/open education resources and providing for a targeted dissemination to HEIs offering programs that would benefit from the materials.

Section 3. Grant Phases. The base framework of the CPE Grants is a cycle with three (3) phases: (1) the research phase, (2) the intervention phase, and (3) the dissemination phase.

	RPDI	IPDI	EMDev
(Pre-Grant Award) Proposal Phase			
Proposal Writing	<p>The proponent shall:</p> <ol style="list-style-type: none"> 1. Identify the needs and gaps (i.e content knowledge and pedagogical gaps, institutional and administrative gaps, etc.) that is present in the target community, which may be addressed by the research proposal, 2. Fully articulate the research question, 3. Propose a theoretical framework and review of related literature, 4. Propose a research design and methodology, 5. Based on the hypothesis of the research, propose an intervention plan, and 6. Propose a diffusion and sustainability plan that will outline the expected innovation initiatives that will stem out from this project. 	<p>The proponent shall:</p> <ol style="list-style-type: none"> 1. Identify the needs and gaps that is present in their target community, which may be addressed by the proposed intervention, 2. Conduct a comprehensive review of literature, 3. Propose an intervention plan, and 4. Propose a diffusion and sustainability plan that will outline the expected innovation initiatives that will stem out from this project. 	<p>The proponent shall:</p> <ol style="list-style-type: none"> 1. Identify the needs and gaps (i.e content knowledge and pedagogical gaps, institutional and administrative gaps, etc.) that is present in the target community, which may be addressed by the proposal, 2. Fully articulate the research question, 3. Propose a theoretical framework and review of related literature, 4. Propose a research design and methodology, 5. Based on the hypothesis of the research, propose an intervention plan, and 6. Propose a diffusion and sustainability plan that will outline the expected innovation initiatives that will stem out from this project.
Research Phase			
Data Gathering and Analysis	<p>The proponent shall collect data, and analyze the same in accordance with the steps enumerated in their methodology.</p>		<p>The proponent shall collect data, and analyze the same in accordance with the steps enumerated in their methodology.</p>
Research Writing	<p>The proponent consolidate their findings into the research paper. For RPDI, this will be the basis of revisions, if any, to their intervention, dissemination, and sustainability plan. In order to continue to the Intervention Phase, the results of the research, and proposed revisions to the subsequent plans must be approved by the Technical Experts identified by OPSD.</p>		



Materials Development			Development of actual materials instead of a research paper
Intervention Phase			
Implementation	The intervention plan, as approved, is implemented. These may be according to the intervention types as described in Section 4 of this Article.	The intervention plan, as approved, is implemented. These may be according to the intervention types as described in Section 4 of this Article.	
Evaluation	The HEI implements its monitoring and intervention plan, as detailed in its grant proposal.	The HEI implements its monitoring and intervention plan, as detailed in its grant proposal.	
Dissemination Phase			
Dissemination	<p>The HEI implements its dissemination plan, as approved. The HEI submits a Final Technical Report, the Final Research Paper, and a revised Sustainability Plan to the Commission.</p> <p>Proponents may be asked to present or report their experiences and findings in conferences organized by the Commission.</p> <p>The Research Paper may also be submitted for publication in reputable local or international journals.</p>	<p>The HEI implements its dissemination plan, as approved. The HEI submits a Final Technical Report and a revised Sustainability plan to the Commission.</p> <p>Proponents may be asked to present or report their experiences and findings in conferences organized by the Commission.</p>	

II. Article III (Grant Mechanics), Section 5 (CHED-Initiated CPE Grants) is hereby amended to read as follows:

ARTICLE III
GRANT MECHANICS

x x x

Section 5. CHED-Initiated CPE Grants. *The Commission shall endeavor to set directions and priority areas apart from those previously mentioned, in order to maximize opportunities present through the K to 12 Transition Program. This may be through the initiatives of the Commission, through the Technical Experts identified by the Office of Programs and Standards Development*



(OPSD), or through partnerships with local and foreign organizations, governed by Memoranda of Agreement or other similar arrangements, to jointly initiate and fund projects in line with the thrusts of the CPE Grants. For this purpose, the Commission may release topic-specific calls for proposals, as necessary. Guidelines for such projects shall be released separately by the Commission.

III. Article IV (Eligibility), Section 2 (Lead HEI Eligibility) is hereby amended to read as follows:

**ARTICLE IV
ELIGIBILITY**

x x x

Section 2. Lead HEI Eligibility. Lead HEIs must fulfill the following eligibility criteria:

x x x

4. A functioning University Research Board and/or Institutional Research Council if the research component involves human subjects and / or use of animals:

5. COE/COD for at least one discipline relevant to the proposal OR at least Level III Accreditation in the program relevant to the proposal OR is endorsed by the Technical Panel or Technical Committee in the discipline relevant to the proposal.

For proposals covering training on online learning and distance education, non-stock-not-for-profit (NSNP) private HEIs with Autonomous and Deregulated status, all public and NSNP private HEIs with Centers of Excellence or Development or with permit to offer distance education programs shall be eligible for the grant.

x x x

IV. Article V (Grant Privileges and Deliverable), Section 5 (Disbursement of Grants and Deliverables) is hereby amended to provide for similar release schedule of two tranches: 80 percent for the first tranche and 20 percent on the second and final tranche following the requirements of the IPDI track as applicable and the grantee’s compliance to requirements as indicated in Appendices B and D of this CMO:

**ARTICLE V
GRANT PRIVILEGES & KEY DELIVERABLES**

x x x

Section 5. Grant Privileges and Deliverables. The percentage of the grant amount shall be disbursed following the submission of the deliverables, as follows:

	<p>Operation costs for the research and / or intervention component of the proposal, up to 80% of the total grant amount*</p>	<p>20% or balance thereof</p>
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RPDI	<p>Upon submission, approval and acceptance of the following documents:</p> <ul style="list-style-type: none"> • Signed Memorandum of Agreement • Approved research, intervention, dissemination, and sustainability plan • Approved Work and Financial Plan • Other post-award documents 	<p>Upon the submission and approval of:</p> <ul style="list-style-type: none"> • Final Technical Report on the Intervention for replication including Dissemination Report • Approved Sustainability Plan • Final Research Paper with necessary revisions • For Training: Final intervention design for replication • For Materials Development: Report on User Acceptance Testing (UAT) and the Completed Material • Liquidation Report
IPDI	<p>Upon submission of the signed Grant Agreement and approval of the Required documents:</p> <ul style="list-style-type: none"> • Signed Memorandum of Agreement • Approved intervention, dissemination, and sustainability plan. • Approved Work and Financial Plan • For Training: Profile of target participants • Other post-award documents 	<p>Upon the submission and approval of:</p> <ul style="list-style-type: none"> • For Training: Final Intervention Design for Replication • For Materials Development: Report on User Acceptance Testing (UAT) and the completed material • Liquidation Report • Proof of Expenditures
EMDev	<p>Upon submission of the signed Grant Agreement and approval of the Required documents:</p> <ul style="list-style-type: none"> • Signed Memorandum of Agreement • Approved Research and Materials Development Plan • Approved Work and Financial Plan • Other post-award documents 	<p>Upon the submission and approval of:</p> <ul style="list-style-type: none"> • Report on User Acceptance Testing (UAT) and the completed material • Liquidation Report • Proof of Expenditures

X X X

V. Article V (Grant Privileges and Key Deliverables), Section 8 (Extension) is hereby amended to read as follows:

X X X

**ARTICLE V
GRANT PRIVILEGES AND KEY DELIVERABLES**

Section 8. Extension. Grantees may apply for a no-cost extension of the Grant by submitting a letter of extension and justification, subject to the approval of the Commission. For RPDI, this may be done for cases where the Technical Experts or the proponents see the need for extensive revision of the Intervention Plans following the results of the research component of the grant.

X X X



- IX. **Repealing Clause.** All CHED Memorandum Orders and other policies or issuances with provisions that are inconsistent with these guidelines are hereby repealed.
- X. **Separability Clause.** If any part of provision of this Order shall be held invalid or illegal by competent authority, other provisions thereof, which are not affected thereby, shall continue to be in full force and effect.
- XI. **Effectivity Clause.** This policy shall take effect immediately after its issuance. Immediate dissemination of and strict compliance with this Order is directed.

Issued this 10 of May, 2020 in Quezon City.



J. PROSPERO E. DE VERA III, DPA
Chairperson

