



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



CHED MEMORANDUM ORDER

No. 9

Series of 2020

SUBJECT: GUIDELINES ON THE ALLOCATION OF FINANCIAL ASSISTANCE FOR STATE UNIVERSITIES AND COLLEGES FOR THE DEVELOPMENT OF SMART CAMPUSES PROVIDED IN SECTION 10(i) OF RA 11494

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "*Higher Education Act of 1994*" which mandates the Commission to "develop criteria for allocating additional resources such as research and program development grants, scholarships, and other similar programs"; RA No. 11494, otherwise known as the "*Bayanihan to Recover as One Act*", specifically under *Section 10 (i)* which appropriated "three billion pesos (P3,000,000,000.00) to assist SUCs in the development of smart campuses through investments in ICT infrastructure, acquisition of learning management systems and other appropriate equipment to fully implement flexible learning modalities;" and as approved by the Commission through Resolution No. 768-2020 on 27 October 2020, the Commission hereby adopts and promulgates the following Guidelines on the Allocation of Financial Assistance for State Universities and Colleges for the Development of Smart Campuses.

I. Rationale

The emergence of the COVID-19 pandemic brought unprecedented disruptions in the lives of people all over the world. It prompted the World Health Organization to declare the outbreak as Public Health Emergency of International Concern (PHEIC) last January 30, 2020. As cases of COVID-19 continue to rise and modified community lockdowns are in effect, avoiding and limiting the risk of infection has become a primary concern for higher education institutions.

In response, Philippine higher education institutions explored and migrated to various innovative learning modalities that perpetuate flexible teaching and learning options. Thus, there is a need to assist State Universities and Colleges to develop their ICT infrastructure and capabilities towards a smart campus that will help them achieve their goals.

II. Definition of terms

Campus Area Network is a digital network that covers the educational campus; a network of multiple interconnected local area networks (LAN) in a limited geographical area.

Financial assistance used in this guideline pertains to the grants that will be awarded to SUCs sourced from the three billion pesos allocation made under RA 11494.

Flexible learning is a pedagogical approach allowing flexibility of time, place, and audience including, but not solely focused on the use of technology. Although it commonly uses the delivery methods of distance education and facilities of education technology, this may vary depending on the levels of technology, availability of devices, internet connectivity, level of digital literacy, and approaches (from CMO No. 03, s. 2020).

Learners' Information System (LIS) is system to track students' progress and performance in their respective academic programs as provided in Section 9 of Republic Act No. 10931.

Learning Management System - a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses, training programs, or learning and development programs.

Smart Campus are spaces where higher education institutions use next-generation digital technologies woven seamlessly within a well-architected infrastructure to develop tools to enhance teaching and learning, research and extension as well as to improve operational efficiency.

Smart Campus Development Plan – a document that comprises the following: outlines the ambition, vision and objectives of the Smart Campus; promotes this unique opportunity and explains 'why now'; defines the desired outcomes to be achieved through the end solution; provides an indicative implementation roadmap with sequential activities; highlights key benefits to be realized and critical success factors; articulates the components of an end solution and their relationships; and proposes next steps for procurement, design, implementation and operation.

SUCs means State Universities and Colleges.

III. Priority areas

The priority areas are those which aim to address and develop flexible learning and e-learning through the following:

- a. Internet connectivity;
- b. Campus area network;
- c. Learning management systems;
- d. Smart campus development planning; and
- e. Learners' information system as required by Section 9 of RA 10931

IV. Eligibility and Prioritization

SUCs may propose a maximum of three (3) projects for review of the Commission. In the evaluation of these proposals, priority will be given to SUCs that (1) responded to the survey based on the Memorandum from the Chairperson dated 02 October 2020 (see attached) and (2) those that do not have unliquidated fund transfers as certified by the Administrative, Financial and Management Service of CHED; (3) SUCs with unliquidated fund transfers from CHED not exceeding 2 years upon receipt of the fund;

V. Nature of financial assistance

- a. The financial assistance shall not be more than P25,000,000.00 for each submitted proposal of the SUC, subject to the evaluation of the technical experts, the TWG for Smart Campus Development, and the approval of the Commission en Banc.
- b. Funds shall not be used for construction of buildings, purchase of vehicles, and funding of international travels. It shall not be used for other purposes not falling within Section 10 (i) of RA 11494.
- c. Funds should be disbursed strictly in accordance with the provisions of RA 9184 or the Government Procurement Act.
- d. Administrative cost, including project management cost, shall not be more than 5 percent of the grant. SUCs are strongly encouraged to shoulder the administrative cost.
- e. Financial assistance must be disbursed by the SUC within one calendar year upon receipt thereof extendable by six more months upon submission of a letter request sixty (60) days before the expiration of the MoA and subject to the approval of the Commission.

VI. Application Process

Based on the submissions in the survey and the priorities identified, SUCs shall submit their full proposals using the template attached together with the following:

- a. Accomplished project proposal signed by the President with the following components:
 - i. Description of the situation of the campus or SUC;
 - ii. Description of the proposed intervention: why it is suitable and cost effective and how it is linked to the development of a smart campus;
 - iii. Work and Financial Plan;
 - iv. Project Procurement Management Plan; and
 - v. Certification from the University President that the proposal complies with the following:
 1. Not being currently implemented either through GAA, internal income or external grant funding, e.g. CHED
 2. No obligation of funds from General Appropriations Act (GAA) of FYs 2018, 2019 or from internal income;
 3. No appropriation under the GAA for FYs 2019 and 2020;
 4. Not proposed for other grants in CHED and other government agencies
 5. Not included in either Tier 1 or Tier 2 budget of the SUC as reflected in the NEP for FY 2021;

Proposals should be addressed to the Office of the Chairperson, 4/F HEDC Building, C.P. Garcia Avenue, UP Campus, 1101 Quezon City.

VII. Evaluation Process

Proposals received will undergo the following evaluation process:

a. Secretariat

The Secretariat will screen completeness of documents submitted and will inform the concerned SUC at most three working days after receipt thereof.

The Secretariat will report to the TWG the submissions received with corresponding reports on whether these were identified by the SUCs in the survey, aligned with the needs they identified, and within the priority areas approved.

b. TWG for Smart Campus Development

The TWG will evaluate the report of the Secretariat and endorse the same for evaluation of the technical experts.

c. Technical evaluation

The Commission shall invite technical experts coming from government, industry, and the academe who will evaluate the proposals and provide recommendations to the TWG.

d. TWG for Smart Campus Development

The TWG will recommend to the CEB based on the input of technical experts.

Proposals will be evaluated based on the following criteria:

- i. Inclusion in the submission of the SUC in the survey;
- ii. Alignment with the Smart Campus development priority areas;
- iii. Sustainability of the project;
- iv. Self-assessed need of the SUCs provided in the survey; and
- v. Technical soundness and feasibility

Proposals which will be shortlisted based on the above criteria will be screened further based on equity considerations of helping as many compliant SUCs as possible.

e. Commission en banc

Deliberates and, upon consensus, approves the proposals and releases signed resolution.

f. Secretariat

Upon receipt of the authenticated signed resolution, Secretariat sends the MOAs to SUCs for signature and notarization. Signed and notarized MOAs will then be endorsed to the Administrative and Financial Management Service for obligation. Upon obligation, the same MOA will be endorsed for the Chairperson's signature. The Secretariat will send a copy of the signed MOA to the SUCs concerned.

g. SUC

SUC submits the Board Resolution approving the proposal including the title, amount, and the project leader in order to facilitate the release of the funds.

In case of availability of funds, the Commission en banc may open a call for proposal, following the above-mentioned procedures.

Priority shall be given to SUCs who were not able to avail/qualify for funding under this program.

VIII. Separability

If any part or provision of these Guidelines shall be held unconstitutional or invalid, other provisions hereof which are not affected thereby shall continue to be in full force and effect.

IX. Effectivity

These Guidelines shall take effect immediately.

For the Commission:



J. PROSPERO E. DE VERA III, DPA
Chairman 





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

MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

TO : PRESIDENTS AND OFFICERS-IN-CHARGE OF STATE
UNIVERSITIES AND COLLEGES (SUCs)

SUBJECT : URGENT SURVEY OF SUCS' SYSTEMS AND CAPABILITIES
FOR SMART CAMPUS DEVELOPMENT

DATE : 02 OCTOBER 2020

Consistent with the mandate of the Commission on Higher Education (CHED) to implement the provision in Republic Act No. 11494, providing financial assistance to State Universities and Colleges (SUCs) for the development of smart campuses, SUCs are enjoined to provide data and information on institutional systems and capabilities related to smart campus development by answering the survey designed with the assistance of the Department of Information and Communications Technology (DICT). The survey can be accessed through this link: <https://tinyurl.com/SmartCampusSurvey>. A walkthrough of the survey is available online at <https://tinyurl.com/SmartCampusPH>. You may also join the walkthrough via Zoom as provided in the attached memorandum.

To prevent unauthorized persons from inputting responses, SUC Presidents or Officers-in-Charge (OICs) are requested to share this privately with other concerned officials including the Vice Presidents for Academic Affairs, Vice Presidents for Administration, Campus Administrators, and IT Director/s and/or Head/s. The survey will be closed by **11:59PM PST on 12 October 2020**, to give way to the consolidation of information shared. SUCs that will not complete the survey will not be given financial assistance.

Should SUC officials have further inquiries, you may email Mr. Cedric Palma through cpalma@ched.gov.ph.

For your immediate action.

J. PROSPERO E. DE VERA III, DPA
Chairman

