



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



**CHED MEMORANDUM ORDER**

**No. 13**

**Series of 2014**

**SUBJECT : REVISED GUIDELINES FOR THE IMPLEMENTATION OF STUDENT FINANCIAL ASSISTANCE PROGRAMS (StuFAPs), EFFECTIVE AY 2014-2015**

In consonance with the mandate of the Commission on Higher Education (CHED) as provided for in Article XIV, Section 1 of the Philippine Constitution "to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all" and Article XIV, Section 2(3) "to establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools", the Commission en banc approved the Enhanced Guidelines for the Implementation of Student Financial Assistance Programs (StuFAPs) effective AY 2014-2015 by virtue of Resolution No. 045 - 2014 and 148 - 2014 dated January 27, 2014 and March 10, 2014, respectively.

**1.0 Objectives**

The general objective of the enhanced guidelines is to rationalize the administration and implementation of CHED StuFAPs. Specifically, it aims to:

- 1.1 Provide guidelines in the selection of poor and deserving scholars/grantees/borrowers;
- 1.2 Ensure that the scholars/grantees/borrowers are enrolled in duly authorized higher education institutions (HEIs), in identified priority courses per CHED Memorandum Order (CMO) No. 1, series of 2014 "CHED Priority Courses for AY 2014-2015 to AY 2017-2018"; and
- 1.3 Ascertain that the StuFAPs are properly administered and implemented.

**2.0 Coverage**

The enhanced guidelines shall apply to the following programs:

**2.1 Scholarship**

**A. State Scholarship Program (SSP)**

**1. Full Scholarship (FS)**

Intended for high school graduates whose General Weighted Average (GWA) is at least 90% or its equivalent, and for graduating high school students whose GWA is at least 90% or its equivalent in the third year and at least 90% in the first three grading periods of the fourth year, who will enroll in identified priority courses in duly authorized public or private HEIs.

## 2. Partial Scholarship (PS)

Intended for high school graduates whose GWA is at least 85% or its equivalent and for graduating high school students whose GWA is at least 85% in the third year and at least 85% in the first three grading periods of the fourth year, who will enroll in identified priority courses in duly authorized public HEIs

## B. Private Education Student Financial Assistance (PESFA) Scholarship (PS)

Intended for high school graduates whose GWA is at least 85% or its equivalent and for graduating high school students whose GWA is at least 85% or its equivalent in the third year and at least 85% in the first three grading periods of the fourth year, who will enroll in identified priority courses in duly authorized private HEIs.

## 2.2 Grants-in-Aid (GIA)

### A. Tulong Dunong (TD) – This is intended for:

1. High school graduates whose GWA is at least a passing grade and for graduating high school students whose GWA is at least a passing grade in the third year and in the first three grading periods of the fourth year and who will enroll in identified priority courses in duly authorized public or private HEIs.
2. Students with earned units in college - whose weighted average is at least a passing grade for the last two (2) semesters and enrolled in identified priority courses in duly authorized public or private HEIs
3. Students who passed the Alternative Learning System (ALS) and Philippine Educational Placement Test (PEPT).

- 2.3 Study Now Pay Later Plan (SNPLP) - This loan program is intended to provide financial assistance to deserving students who are enrolled or to enroll in any curriculum year level in identified priority courses in duly authorized private HEIs.

## 3.0 Qualification Requirements

The following are the qualification requirements for student applicants:

- 3.1 Must be a Filipino citizen;
- 3.2 Must be a high school graduate; candidate for graduation; with earned units in college; passer of ALS/PEPT;
- 3.3 Must have a combined annual gross income of parents/guardian not to exceed Three Hundred Thousand Pesos (PhP300,000.00)\*;
- 3.4 Must avail of only one CHED scholarship or financial assistance program; and
- 3.5 Must not be a graduate of any degree program.

\*In highly exceptional cases where income exceeds PhP300,000.00, the CHEDRO StuFAPs Committee shall determine the merits of the application.



#### 4.0 Application Procedures and Documentary Requirements

Student applicants should submit the accomplished CHED StuFAPs Application (StuFAPs Form 1) directly to the CHED Regional Office concerned.

However, applicants who intend to enroll in State Universities and Colleges (SUCs) shall directly submit their StuFAPs Form 1 to the concerned SUCs as stipulated in the Calendar of Activities (Annex A).

The following are the documentary requirements.

##### 4.1 Academic Requirement

- A. For Incoming Freshmen
  - 1. For fourth year high school applicants - third year grades and first three grading periods of fourth year;
  - 2. For high school graduates - fourth year Form 138; and
- B. For Applicants with Earned Units in College
  - 1. Certificate of grades in all subjects in completed semesters
- C. For Other Applicants
  - 1. ALS - Accreditation and Equivalency Test Passer Certificate
  - 2. PEPT - Certificate of Advancing to the Next Level

##### 4.2 Other Requirements

- A. Any one of the following: Latest Income Tax Return (ITR) of parents or guardian, Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR), Certificate of Indigency from their Barangay, Case Study from Department of Social Welfare and Development (DSWD), or Affidavit of No Income

For children of Overseas Filipino Workers (OFW) and seafarers, a latest copy of contract or proof of income may be considered.

- B. Certificate of good moral character from the last school attended.



## 5.0 Selection Criteria

In the selection of scholars/grantees/borrowers, the following percentage distribution shall be used in the ranking:

Criteria	Percentage
1. Academic Performance <ul style="list-style-type: none"> <li>GWA - for high school graduates and for graduating high school, average of GWAs for third year level and average of the first three grading periods of fourth year level</li> <li>At least a passing grade (for those with earned units in college) in all subjects in the last two (2) semesters</li> <li>ALS - Accreditation and Equivalency Test Passer Certificate (maximum of 80 percent)</li> <li>PEPT – Advancing to College Level Certificate (maximum of 80 percent)</li> </ul>	60
2. Annual Gross Income	40
<b>Total Points</b>	<b>100</b>

## 6.0 Financial Benefits

The package of financial assistance to scholars/grantees/borrowers shall cover the completion of the degree program. The financial benefits per academic year (AY) are as follows:

- |     |                                |   |               |
|-----|--------------------------------|---|---------------|
| 6.1 | Scholarship                    |   |               |
|     | A. SSP                         |   |               |
|     | Full                           | - | PhP 30,000.00 |
|     | Partial                        | - | PhP 15,000.00 |
|     | B. PESFA                       | - | PhP 15,000.00 |
| 6.2 | Grants-in-Aid                  |   |               |
|     | Tulong Dunong                  |   | PhP 6,000.00  |
|     | per academic year based on     | } | PhP 9,000.00  |
|     | tuition and other fees of HEIs |   | PhP 12,000.00 |
| 6.3 | Study Now Pay Later Plan       | - | PhP 15,000.00 |

## 7.0 Modes of Payment

The release of financial benefits shall be as follows:

- 7.1 Mode 1 – CHEDROs release financial benefits directly to scholars / grantees / borrowers;
- 7.2 Mode 2 – CHEDROs transfer financial benefits to scholars / grantees / borrowers through HEIs with ten (10) or more beneficiaries; and
- 7.3 Mode 3 – CHEDROs transfer financial benefits to scholars / grantees / borrowers through authorized banks.

## **8.0 Documentary requirements for the processing of financial benefits of scholars, grantees and borrowers**

- 8.1 For new scholars, grantees and borrowers:
  - A. Copy of notice of award;
  - B. Copy of Certificate of Enrollment/Registration Form or Official Receipt of Payment; and
  - C. StuFAPs Contract
    - for scholars and grantees – CHED Scholarship/Grant Agreement (StuFAPs Form 9.2)
    - for borrowers – SNPLP Loan Agreement (StuFAPs Form 9.3)
- 8.2 For on-going scholars, grantees and borrowers:
  - A. Photocopy of the certificate of enrollment/registration form;
  - B. Certified true copy of grades during the previous semester issued by the registrar or his/her authorized school representative; and
  - C. Photocopy of valid school ID, upon claim of financial benefits.

## **9.0 Rules to be Observed by Scholars, Grantees and Borrowers**

- 9.1 Enroll in identified priority courses in duly authorized HEIs;
- 9.2 Maintain a weighted average grade of at least 2.5, B or 80% for scholars, and a weighted average grade of at least a passing grade for grantees and borrowers;
- 9.3 Carry a normal academic load and finish within the duration of the course or curricular program;
- 9.4 Transfer only to duly authorized higher education institutions and to identified priority courses upon approval of concerned CHEDRO; and
- 9.5 Request approval from CHEDRO to defer enrolment during the semester for meritorious reasons for not more than one AY in the whole duration of the academic program.

## **10.0 Grounds for termination of Scholarship/Grant/Loan**

- 10.1 Failure to maintain at least a weighted average grade of 2.5, B or 80% for scholars and a passing grade for grantees and borrowers within a given term;
- 10.2 Dropping out from school without notifying the CHEDRO concerned;
- 10.3 Deferment of scholarship/grant/loan without approval from CHEDRO;
- 10.4 Carrying academic load below the normal number of units prescribed by the HEI for the term; and
- 10.5 Transferring to another HEI/academic program without approval from the CHEDRO.

## **11.0 Administration of StuFAPs**

- 11.1 Duties and Responsibilities of Offices/HEIs Involved in the Implementation
  - A. Office of Student Development and Services (OSDS):
    - 1. Provides information, education and communication;
    - 2. Orients the CHEDROs on the policies, standards and guidelines;
    - 3. Determines slot allocation and corresponding fund requirement by type of StuFAPs per region;



4. Recommends to Administrative, Finance and Management Services (AFMS) / Higher Education Development Fund Staff (HEDFS) the sub-allotment and transfer of funds to CHEDROs for one (1) AY based on slots allocation per region;
  5. Gathers and consolidates reports on StuFAPs data and utilization of slots and fund allocation;
  6. Reviews, consolidates and analyses reports submitted by CHEDROs;
  7. Conducts reconciliation of slots and reports on fund utilization submitted by AFMS and HEDFS;
  8. Monitors the implementation and administration by the CHEDROs and HEIs with enrolled beneficiaries;
  9. Conducts general assembly/summit with HEIs and beneficiaries as necessary; and
  10. Maintains an updated database.
- B. Administrative, Finance and Management Services (AFMS) / Higher Education Development Fund Staff (HEDFS)
1. Informs OSDS on the approved budget allocation;
  2. Sub-allots funds to CHEDROs for one (1) AY based on slots allocation per region as recommended by OSDS;
  3. Transfers the funds to CHEDROs based on slots allocation per region as recommended by OSDS; and
  4. Reconciles fund utilization with CHEDROs and provides report to OSDS.
- C. CHED Regional Offices (CHEDROs)
1. Creates CHEDRO StuFAPs committee who will oversee the operation and implementation of the program;
  2. Advocacy campaign through internet, memorandum, brochures, flyers and other medium of information dissemination;
  3. Evaluates documents of student applicants;
  4. Determines qualified applicants and rank them using the selection criteria;
  5. Issues notice of award and contract to qualified applicants based on results of ranking and slot assignment;
  6. Orients the scholars/grantees/borrowers of their obligations/duties and responsibilities;
  7. Acts on termination of scholarships/grants/loans;
  8. Submits to OSDS required status reports;
  9. Submits to AFMS/HEDFS through OSDS the fund utilization report per semester;
  10. Acts on requests of scholars/grantees/borrowers for transfer to another school, deferment, shifting of course, and requests on other relative concerns;
  11. Provides HEIs with the approved masterlist of scholars/ grantees/ borrowers for proper identification;
  12. Requires the registrars to provide necessary documents as needed;
  13. Releases financial benefits to scholars/grantees/borrowers following the modes of payment (Section 7.0) as applicable;
  14. Monitors participating HEIs and beneficiaries;
  15. Submits to OSDS updated data on status of scholars/ grantees/ borrowers; and
  16. Maintains an updated database.



D. Participating Higher Education Institutions

1. Submit to CHEDROs certification of enrollment or registration of new and ongoing scholars/grantees/borrowers and grades for the previous semester for ongoing scholars/grantees/borrowers;
2. Release to scholars/grantees/borrowers their financial benefits transferred by CHEDROs;
3. Submit to CHEDRO liquidation reports on the disbursement of fund received for payment of financial benefits of scholars/ grantees/ borrowers;
4. Submit to CHEDRO data or information on scholars/grantees/borrowers as needed;
5. Provide guidance and counseling services and assistance in job placement of scholars/grantees/borrowers; and
6. Accept, evaluate, and submit rank list and supporting documents to CHEDRO for action (for SUCs).

11.2 Monitoring of StuFAPs Implementation

The CHEDROs and OSDS shall conduct regular monitoring.

**12.0 Separability Clause**

If any part or provision of this order is declared void or unconstitutional by operation of law, rules and regulations the same shall apply only to that specific provision and the remaining clauses/provisions shall remain valid and enforceable.

**13.0 Repealing Clause**

All or other existing orders and memoranda issued by the Commission, which are contrary to, or inconsistent with any of the provisions of this CMO will be deemed repealed or modified accordingly.

**14.0 Effectivity**

This CMO shall take effect fifteen (15) days after the publication in the Official Gazette or in a newspaper of general circulation and shall commence effective AY 2014-2015 and shall remain in force and in effect until otherwise revoked or suspended.

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For strict compliance.

Quezon City, Philippines March 11, 2014.



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson



## Calendar of Activities

Selection of Scholars/Grantees/Borrowers and  
Payment of Financial Benefits

PERIOD	ACTIVITIES	OFFICES/PERSON CONCERNED
January	Determination of new and on-going slot allocations for the different StuFAPs for the incoming academic year  Issuance of Slot Allocation to CHEDROs with corresponding Award Numbers	OSDS
January-February	Call for the submission of application for CHED StuFAPs to concerned CHEDROs	CHEDROs
February – April	Submission of application (StuFAPs Form 1) to CHEDROs	Student applicants
April	Submission of final list of applicants for validation to CHEDROs	SUCs
April	Submission of recommendation to HEDFS/AFMS for sub-allotment of funds to CHEDROs for one (1) academic year and fund transfer of the 1st semester based on slot allocations per region	OSDS
	Sub-allot funds to CHEDROs for one (1) academic year based on slot allocations per region as recommended by OSDS	AFMS/HEDF
	Determination of qualified applicants and ranking using the selection criteria	CHEDROs
	Issuance of notice of award (StuFAPs Form 9.1) to qualified applicants based on results of ranking (StuFAPs Form 2.2)	
	Submission of confirmation of acceptance of award and signing of contract (StuFAPs Form 9.2 or 9.3)	scholars/grantees/ borrowers
May - June	Transfer the 1st semester funds to CHEDROs based on slot allocations per region as recommended by OSDS	AFMS/HEDF
	Enrolment of scholars/grantees/borrowers in HEIs	Scholars and Grantees



# ANNEX A

Starting May	Processing and releasing of payment of 1st semester financial benefits to new and on-going scholars/grantees/borrowers	CHEDROs
June	Orientation of new scholars/grantees/borrowers	CHEDROs
	Submission to CHEDROs Certificate of Enrolment/Registration	HEIs Registrars or Scholars/Grantees/Borrowers
August-September	Recommend to HEDFS/AFMS the fund transfer of the 2nd semester based on slot allocations per region	OSDS
September-October	Transfer the 2nd semester funds to CHEDROs as recommended by OSDS	HEDFS/AFMS
October-November	Enrolment of new scholars/grantees/borrowers in HEIs	scholars/grantees/borrowers
October	Submission to CHEDROs Certificate of Enrolment/Registration	HEIs Registrars or Scholars/Grantees/Borrowers
Starting October	Processing and releasing of payment of 2nd semester financial benefits to new and on-going scholars/grantees/borrowers	CHEDROs

