



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF BUDGET AND MANAGEMENT



JOINT MEMORANDUM CIRCULAR NO. 2017- 2
May 24, 2017

FOR : CHED CENTRAL AND REGIONAL OFFICES
DBM CENTRAL AND REGIONAL OFFICES
HIGHER EDUCATION INSTITUTIONS (HEIs)
AND OTHER CONCERNED STAKEHOLDERS

SUBJECT : IMPLEMENTING GUIDELINES OF THE TULONG DUNONG PROGRAM
PURSUANT TO THE SPECIAL PROVISION NO. 5, CHED BUDGET,
REPUBLIC ACT (RA) NO. 10924 ALSO KNOWN AS THE GENERAL
APPROPRIATIONS ACT OF FY 2017

1.0 POLICY STATEMENT

In consonance with the pertinent provisions and mandate of the Commission on Higher Education (CHED) under Republic Act (RA) No. 7722 otherwise known as the "Higher Education Act of 1994," and pursuant to Special Provision No. 5, Volume 1-B, CHED Budget of the Republic Act No. 10924 also known as the General Appropriations Act of FY 2017, the conditional implementation in the President's Veto Message Fiscal Year 2017 on December 22, 2016, the Department of Budget and Management and the Commission on Higher Education jointly issued this implementing guidelines to ensure that all existing programs are rationalized in accordance with the Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act given the grant of free tuition and tuition fee subsidy.

2.0 PROGRAM TITLE

The financial assistance shall be known as the CHED-Tulong Dunong Program (CHED-TDP).

3.0 OBJECTIVE

CHED-TDP aims to provide financial assistance to deserving students.

4.0 COVERAGE

The CHED-TDP is intended for the ongoing grantees and new applicants who are enrolled or will enroll in any curriculum year level in recognized programs of Private HEIs and LUCs or authorized programs of SUCs.



5.0 FINANCIAL BENEFITS

A student-grantee shall be entitled to a maximum of Twelve Thousand Pesos (Php12,000.00) grant per academic year which may be used in support for the cost of higher education (Tuition and Other School Fees, educational expenses and cost of living allowance).

The ongoing grantees shall be entitled to same amount of financial benefits they received prior to the approval of this Joint Memorandum Circular.

6.0 QUALIFICATION REQUIREMENTS

The qualification requirements are as follows:

- 6.1 Filipino citizen;
- 6.2 High school graduates, with earned units in higher education with at least a passing general weighted average (GWA); or passer of Alternative Learning System (ALS)/ Philippine Educational Placement Test (PEPT); and
- 6.3 Combined annual gross income of parents/guardian not to exceed Three Hundred Thousand Pesos (Php300,000.00).
In highly exceptional cases where income exceeds Php300,000.00, the CHEDRO StuFAPs Committee shall determine the merits of the application.

7.0 APPLICATION PROCEDURES AND DOCUMENTARY REQUIREMENTS

7.1 Application Procedures:

- 7.1.1 Applicant submits the accomplished CHED-TDP Application Form (Annex "A") directly to the CHED Regional Office concerned together with the required documents 120 days before the start of academic year applied;
- 7.1.2 CHEDRO evaluates the documents, prepares masterlist and selects the qualified applicants;
- 7.1.3 CHEDRO sends Notice of Award (NOA) using Annex "B"; and
- 7.1.4 Applicant accepts the NOA.

7.2 Documentary requirements:

7.2.1 Academic Requirements:

- a. For Incoming Freshmen students eligible for college – high school report card.
- b. For Applicants with Earned Units in higher education – duly certified copy of grades for the latest semester/term attended.
- c. For Other Applicants
 - ALS Passer – duly certified copy of ALS Accreditation and Equivalency Test Passer Certificate; and
 - PEPT Passer – duly certified copy of PEPT Certificate of Advancing to the Next Level.

- 7.2.2. Income Requirements - any one of the following:
- a. Latest Income Tax Return (ITR) and BIR Form 2316 for fixed income earners of parents/guardian if employed;
 - b. Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR);
 - c. Certificate of Indigency from their Barangay;
 - d. Certificate of Indigency/Case Study from Department of Social Welfare and Development (DSWD); or
 - e. Latest copy of contract or proof of income may be considered for children of Overseas Filipino Workers (OFW) and seafarers.

8.0 PAYMENT OF GRANT AND DOCUMENTARY REQUIREMENTS

8.1 Payment of Grant:

8.1.1 The payment of financial benefits shall be based on Section 5.0; and

8.1.2 CHEDROs shall transfer financial benefits to grantees through HEIs.

8.2 Documentary Requirements:

8.2.1 CHEDRO shall enter into a MOA with participating HEIs to facilitate transfer of funds and to ensure compliance with control mechanisms; and

8.2.2 For New and Ongoing Grantees - The HEI must submit billing statement using the prescribed template signed by the Chief Accountant and President/School Head, to be supported by the Registrars Certificate which specifically indicates the number of units enrolled, GWA, course/program, curriculum, semester/term.

9.0 REQUIREMENTS TO BE COMPLIED WITH BY THE GRANTEES

9.1 Pass the admission requirements of the HEIs;

9.2 Enroll in recognized programs of Private HEIs and LUCs or authorized programs of SUCs;

9.3 Maintain a GWA of at least a passing grade;

9.4 Carry a normal load per term;

9.5 Transfer only to duly authorized Higher Education Institutions (HEIs) or may shift to recognized programs of Private HEIs and LUCs or authorized programs of SUCs upon written approval of CHEDRO; and

9.6 May not avail of any government funded assistance except free tuition fee, if enrolled in SUCs or LUCs.

10.0 CONDITIONS ON REPLACEMENT AND TERMINATION

- 10.1 Replacement of grantee - may be allowed within a given academic year as approved by CHEDRO, subject to the following conditions:
- 10.1.1 Failure to confirm acceptance of the award within 15 working days upon receipt of the NOA;
 - 10.1.2 Voluntary withdrawal of grant;
 - 10.1.3 Transfer to a program not identified as recognized programs of Private HEIs and LUCs or authorized programs of SUC;
 - 10.1.4 Dropped-out from school without notice; or
 - 10.1.5 Waived the grant.

However, replacement shall only continue the remaining duration of the grant of the replaced grantee.

- 10.2 Grounds for Termination, failure to:
- 10.2.1 Enroll in recognized programs of Private HEIs and LUCs or authorized programs of SUCs;
 - 10.2.2 Maintain a GWA of at least a passing grade;
 - 10.2.3 Carry a normal load per term;
 - 10.2.4 Secure approval from CHEDRO concerned on dropping out from school, deferment of the grant, transferring to another program/HEI; or
 - 10.2.5 Submit authentic documents.

11.0 FUND SOURCE, RELEASE AND DISBURSEMENTS

- 11.1 The fund requirements for the purpose shall be sourced from the built-in appropriations authorized under the FY 2017 budget of CHED amounting to Four Billion Seven Hundred Fifty-Two Million Twenty-Two Thousand Pesos (Php4,752,022,000.00).
- 11.2 The Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) release shall be subject to the submission of a special budget request supported by the following:
- Physical Plan;
 - Financial Plan; and
 - Monthly Disbursement Program.
- 11.3 Utilization of the fund shall be subjected to the usual budgeting, accounting and auditing rules and regulations. This shall not be recorded or treated as trust fund receipts under any circumstance.
- 11.4 All unreleased appropriations and unobligated allotments in the implementation of this program shall be reverted to the General Fund at the end of the validity of appropriations and shall be available for expenditure only upon subsequent legislative enactment.

12.0 ADMINISTRATIVE EXPENSES

One percent (1%) Administrative Cost for CHED shall cover expenses for activities among others: hiring of project technical staff or job order, meetings/consultations/ orientations/general assembly, office supplies and materials, communication, monitoring, and transportation/travel.

13.0 RESPONSIBILITIES OF THE IMPLEMENTERS

13.1 CHED

13.1.1 CENTRAL OFFICE

- a. Provides program advocacy materials and conducts relevant activities;
- b. Releases the amount requested by CHEDROs supported by approved list of grantees;
- c. Maintains a database of the CHED-TDP grantees;
- d. Monitors the implementation of the program; and
- e. Ensures posting in the official website of CHED the list of CHED-TDP grantees.

13.1.2 REGIONAL OFFICE

- a. Creates CHEDRO StuFAPs Committee who will oversee the operation and implementation of the CHED-TDP;
- b. Accepts, screens and evaluates documents of the applicants;
- c. Determines qualified applicants;
- d. Issues NOA to qualified applicants through letter/email or posting via the CHEDs website;
- e. Orients the grantees of their obligations, duties and responsibilities upon acceptance of the award;
- f. Submits to OSDS the request for payment supported by the list of ongoing and new grantees as basis for the release of fund;
- g. Enters into a MOA with concerned HEIs;
- h. Obligates financial benefits of grantees through HEIs for one academic year;
- i. Facilitates the timely release of the financial benefits of the grantees;
- j. Maintains an updated database;
- k. Acts on replacement, transfer and termination of award;
- l. Submits to OSDS and AFMS the physical and financial utilization report per semester/term;
- m. Monitors participating HEIs and grantees;
- f. Ensures posting in the official website of CHEDRO concerned the list of their CHED-TDP grantees; and
- n. Submits to OSDS updated data on status of grantees and required reports using the prescribed template.

13.2 DBM

- a. Releases the SARO and NCA directly to CHED.

13.3 HEIs

- a. Creates a StuFAP Unit and designate appropriate Coordinator pursuant to Section 25, CMO 9, s. 2013;
- b. Allows advance enrolment of the grantees and early release of their grades;
- c. Provides assistance to the grantees compliance of the required documents and facilitate immediate release of their financial benefits;
- d. Enters into a MOA with CHEDROs;
- e. Submits to CHEDRO the billing statement of grantees currently enrolled including their grades for the previous semester/term;
- f. Receives Advice to Debit Account from CHEDROs;
- g. Collects from the grantees the required TOSF and release to the grantees the remaining amount if any, for their educational expenses; and
- h. Submits to CHEDRO data on beneficiaries as needed.

14.0 TIMELINES

PARTICULARS	RESPONSIBLE PERSON/OFFICE/ AGENCIES	SCHEDULE
14.1 APPLICATION AND SELECTION		
Submission of CHED-TDP Application Form with the complete required supporting documents	Student-applicant	120 days before the start of academic year applied
Evaluation of CHED-TDP applications Note: Check also possible duplication of Award	CHEDRO StuFAPs Coordinator	Within seven working days upon receipt of application
Issues NOA to qualified grantees and inform those not awarded of the status of their application	CHEDROs	Within seven working days upon qualification

14.2 RELEASE AND DISBURSEMENT OF FUNDS		
Submission of a special budget request with supporting documents	CHED	Within 15 days upon approval of the guidelines
Release of SARO/NCA	DBM	Within five working days upon receipt of request
Submission of fund request with Masterlist	CHEDROs	Within 15 days after enrolment
Fund Transfer to CHEDROs	CHED Central Office	Within 15 days upon submission of request

14.3 PAYMENT OF GRANT		
Submission of HEIs Billing Statement	HEIs	Within 15 days after the enrolment
Obligate funds for one academic year	CHEDRO	Within 15 days upon receipt of the required documents subject to the availability of Sub-Allotment Advice (SAA)
Disbursement of funds to HEIs based on Section 5.0	CHEDRO	Within 15 days upon receipt of required documents subject to availability of Notice of Cash Allocation (NCA)

14.4 COMPLIANCE TO REQUIRED DOCUMENTS		
CHED-TDP Database	CHEDRO	Within 30 days after the start of class
Status Reports	CHEDRO	Within 30 days after the semester

15.0 RESOLUTION OF ISSUES

Interpretation of the provisions in this Joint Memorandum Circular, including cases not covered herein shall be referred to the CHED Central Office for resolution by the CHED, HEIs and DBM.

16.0 TRANSPARENCY AND ACCOUNTABILITY

The agencies concerned shall adopt a strict policy on transparency and accountability in the disbursement of the funds and shall be governed by the existing laws.

The CHED shall submit to the DBM, the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations and the Senate Committee on Finance, either in printed or electronic form, quarterly reports on the utilization of funds.

In addition, the CHED and the recipient Higher Education Institutions (HEIs) shall post on their websites the following:

- (i) Recipient HEI and number of grantees enrolled therein; and
- (ii) Name of all grantees in each HEI.

The heads of agencies and web administrators or their equivalent shall be responsible for ensuring that said informations are posted on the agencies' websites.

17.0 SEPARABILITY CLAUSE

If for any reason, any part or provision of this Joint Memorandum Circular is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

18.0 REPEALING CLAUSE

All or other issuances that are inconsistent with this Joint Memorandum Circular are hereby repealed or amended accordingly.

19.0 EFFECTIVITY

This Joint Memorandum Circular shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

Signed this 24 day of May, 2017.



PATRICIA B. LICUANAN, Ph.D.
Chairperson *MM*
Commission on Higher Education



BENJAMIN E. DIOKNO, Ph.D.
Secretary *W*

Department of Budget and Management





Office of the President of the Philippines
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE _____

CHED TULONG DUNONG PROGRAM (CHED-TDP) APPLICATION FORM

2 X 2
ID PICTURE

Instructions: Read General and Documentary Requirements. Fill in all the required information. Do not leave an item blank. If item is not applicable, indicate "N/A".

PERSONAL INFORMATION

Name	<i>(Last Name)</i> <i>put extension, if any: i.e. Jr., III</i>	<i>(First Name)</i>	<i>(Middle Name)</i>	<i>Maiden Name</i> <i>(for Married Women)</i>
Date of Birth (mm/dd/yy)	Permanent Mailing Address			
Place of Birth	Zip Code			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Name of School Last Attended		
Civil Status	<input type="checkbox"/> Single <input type="checkbox"/> Widowed	School Address		
	<input type="checkbox"/> Married <input type="checkbox"/> Separated			
	<input type="checkbox"/> Annulled <input type="checkbox"/> Others	School Sector:	() Public () Private	
Citizenship		Highest Attained Grade/Year Level		
Mobile Number		Type of Disability (if applicable)	Tribal Membership (if applicable) _____	
E-mail Address				

FAMILY BACKGROUND

	Father: () Living () Deceased	Mother: () Living () Deceased
Name	_____	_____
Address	_____	_____
Occupation	_____	_____
Educational Attainment	_____	_____
Total Parents Taxable Income	_____	No. of Siblings in the family _____

School Intended to enroll or enrolled in: _____

School Address: _____

Type of School: () Public () Private

Degree Program: _____

Are you enjoying other educational/financial assistance? ____ Yes or ____ No If yes, please specify 1. _____ Type _____ Grantee Institution/Agency _____

2. _____

I hereby certify that foregoing statements are true and correct and consents to the use of personal information by CHED for monitoring and evaluation purposes.

(Signature over Printed Name of Applicant)

Date Accomplished

Note: Fully accomplished form to be submitted to the CHEDRO

DO NOT FILL-OUT THIS PORTION (FOR CHED USE ONLY)

<p>Belongs to: (any of the following groups)</p> <p><input type="checkbox"/> dependent of solo parent</p> <p><input type="checkbox"/> senior citizens</p> <p><input type="checkbox"/> persons with disabilities <i>please specify type of disability</i> _____</p> <p><input type="checkbox"/> indigenous and ethnic peoples, <i>please specify membership</i> _____</p>	<p>Documents Attached:</p> <p>Report Card _____</p> <p>Latest ITR P _____</p> <p>Total _____</p>
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Evaluated/Processed by:

CHED StuFAP Coordinator

GENERAL QUALIFICATION REQUIREMENTS per Section 6 of the Joint Memorandum Circular No. 2017-__

1. Filipino citizen;
2. Graduating high school students, High school graduates, with earned units in higher education with at least a passing general weighted average (GWA), or passer of ALS/PEPT
3. Combined annual gross income of parents/guardian not to exceed Three Hundred Thousand Pesos (PhP300,000.00)
*In highly exceptional cases where income exceeds Php300,000.00, the CHEDRO StuFAPs Committee shall determine the merits of the application

NOTE: APPLICANT MAY NOT AVAIL OF ANY GOVERNMENT FUNDED ASSISTANCE EXCEPT FREE TUITION FEE, IF ENROLLED IN SUCs OR LUCs

DOCUMENTARY REQUIREMENTS per Section 7.2 of the Joint Memorandum Circular No. 2017-__

Academic Requirements:

- a. For Incoming Freshmen students eligible for college – high school report card
- b. For Applicants with Earned Units in higher education – duly certified copy of grades for the latest semester/term attended
- c. For Other Applicants:
 - ALS - duly certified copy of ALS Accreditation and Equivalency Test Passer Certificate
 - PEPT - duly certified copy of PEPT Certificate of Advancing to the Next Level

Income Requirements - any one of the following:

Latest Income Tax Return (ITR) and BIR Form 2316 for fixed income earners of parents or guardian; Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR); Certificate of indigency from their Barangay; Certificate of Indigency/Case Study from Department of Social Welfare and Development (DSWD); or Latest copy of contract or proof of income may be considered for children of OFW and Seafarers.



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

Date _____

**CHED-TULONG DUNONG PROGRAM (CHED-TDP)
NOTICE OF AWARD (NOA)**

NAME OF AWARDEE

Address

Dear _____:

We are pleased to inform you that you qualified as a CHED-TDP grantee with Award No. _____. This grant is effective _____ Semester, AY _____ until AY _____ with Php _____ per semester.

Requirements to be complied with by the Grantees per Section 9 of Joint Memorandum Circular No. 2017-__:

- 9.1 Pass the admission requirements of the HEIs;
- 9.2 Enroll in recognized programs of Private HEIs and LUCs or authorized programs of SUCs;
- 9.3 Maintain a general weighted average (GWA) of at least a passing grade;
- 9.4 Carry a normal load per term;
- 9.5 Transfer only to duly authorized Higher Education Institutions (HEIs) or may shift to recognized programs of Private HEIs and LUCs or authorized programs of SUCs upon written approval of CHEDRO; and
- 9.6 May not avail of any government funded assistance except free tuition fee, if enrolled in SUCs or LUCs.

Grounds for Termination based on Section 10.2 of Joint Memorandum Circular No. 2017-__, failure to:

- 10.2.1 Enroll in recognized programs of Private HEIs and LUCs or authorized programs of SUCs;
- 10.2.2 Maintain a GWA of at least a passing grade;
- 10.2.3 Carry a normal load per term;
- 10.2.4 Secure approval from CHEDRO concerned on dropping out from school, deferment of the grant, transferring to another program or HEI; and/or
- 10.2.5 Submit authentic documents.

You are advised to constantly coordinate and communicate with CHEDRO/HEI, regarding any concern with regards to your grant. Further, please notify the Regional Office/HEI within 30 days from occurrence about any change of permanent addresses and contact numbers.

Furthermore, failure to confirm acceptance of this award within 15 working days upon receipt will mean forfeiture of the award and is subject for replacement per Section 10.1.1 of Joint Memorandum Circular No. 2017-__.

Very truly yours,

Director IV

(Please return this part to CHEDRO)

The Regional Director

Director IV

Address

Sir/Madam:

Please be informed that I, _____, a resident of _____ with Contact Nos. _____ and Mobile No. _____. I am currently a recipient of _____ scholarship/financial assistance from _____ amounting to _____, and _____ scholarship/financial assistance from _____ amounting to _____.

Please check (√) one:

- () Accept the grant with Award No. _____ and enrolled in _____ taking up _____, Year Level _____.
- () Reject/Waive the grant
state reason/s here: _____

Very truly yours,

(Signature Over Printed Name of the Awardee)

COMMISSION ON HIGHER EDUCATION
CHED REGIONAL OFFICE _____

MASTERLIST OF CHED-TULONG DUNONG PROGRAM

_____ Semester, AY _____

AWARD. NO.	NAME			SEX (F/M)	PERMANENT HOME ADDRESS			DISTRICT (1st,2nd ...)	HEI	Type of HEI (P/G)	BACCALAUREATE PROGRAM	YEAR LEVEL (1, 2,3,...)	FINANCIAL BENEFITS	REMARKS
	LAST NAME	FIRST NAME	M.I.		BRGY/STREET	TOWN/CITY	PROVINCE							
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
												TOTAL	-	

Prepared:

Reviewed and Certified Correct:

Approved:

CHEDRO Coordinator

Chief EPS

Director IV, CHEDRO __

COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE _____

CHED-TULONG DUNONG PROGRAM DATABASE
AY ____ - ____

As of (last date of consolidation)

SEQ	Award Year	Program_Name	Region	Award_Number	Family_Name	Given_Name	Middle_Name	Sex	Brgy_Street	Town_City	Province	Congressional District	HEI_Name	HEI_Code	Course_Name	Course_Code	Payment for 1st Sem	Payment for 2nd Sem	Curriculum_Year	Remarks	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					

Prepared:

Reviewed and Certified Correct:

Approved:

CHEDRO Coordinator

Chief EPS

Director IV, CHEDRO __

Certified List of CHED-TULONG DUNONG Program (CHED-TDP) Beneficiaries
_____ Semester, AY _____

SCHOOL _____
Address _____
Region _____
Date _____

Seq.	Award No. per NOA	Name			Sex	Baccalaureate Program	Curriculum Year/Level	General Weighted Average (GWA) for the Previous Semester	Number of Units Enrolled	CHED-TDP financial benefits per semester
		Last	First	Middle						
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
TOTAL BILLING FOR _____ SEMESTER, AY _____									PHP	-

Prepared:

Certified Correct:

Approved:

HEIs StuFAPs
Coordinator

School Registrar

Chief Accountant

President/School Head or
Authorized Representative

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into this _____ day of _____, 2017, by and between:

THE COMMISSION ON HIGHER EDUCATION REGIONAL OFFICE _____, created and operating pursuant to R.A. 7722, with office address at the _____, represented by _____, CHED Regional Director, hereinafter referred to as "**CHED**";

And

(NAME OF HEI), an educational institution of higher learning with office address at _____, represented by its **(HEI Head)**, hereinafter referred to as the "**HIGHER EDUCATION INSTITUTION OR HEI**";

WITNESSETH THAT:

WHEREAS, it is the mandate of both parties to implement the constitutional policy provided in Section 1, Article XIV of the 1987 Constitution "*to protect and promote the right of all citizens to quality education at all levels and take appropriate steps to make such education accessible to all*";

WHEREAS, to ensure greater access to education, the Constitution, under Section 2(3), Article XIV directs the establishment and maintenance of 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, especially to the under-privileged;

WHEREAS, the **CHED**, in the implementation of its mandate, recognizes that education is the central strategy for investing in the Filipino people, reducing poverty and building national competitiveness;

WHEREAS, recognizing that human capital is an important factor in the economic development and profitability of communities, CHEDRO has approved the _____ beneficiaries of the CHED-Tulong Dunong Program (CHED-TDP), which makes higher education available to high school graduates and college students who are financially challenged but are deserving to pursue higher education studies and obtain academic degrees;

WHEREAS, the HEI is mandated under the laws of the Republic to provide quality higher education in accordance with the standards, policies and guidelines of CHED issued pursuant to its mandate under R.A. 7722;

WHEREAS, by virtue of their shared ideas and vision, the CHED and the HEI have agreed to jointly implement the aforementioned constitutional directives;

WHEREAS, coordination and cooperation between the parties are essential for the effective implementation of the Program;

NOW, THEREFORE, in order to guarantee the prompt and effective delivery of services to the beneficiaries of the CHED-Tulong Dunong Program, the parties have agreed as follows:

A. OBJECTIVES OF THE PROGRAM

To provide financial assistance to deserving students enrolled for Academic Year (AY) 2017-2018.

B. RESPONSIBILITIES AND ACCOUNTABILITIES

The CHED Regional Office:

1. Creates CHEDRO StuFAPs Committee who will oversee the operation and implementation of the CHED-TDP;
2. Accepts, screens and evaluates documents of the applicants;
3. Determines qualified applicants;
4. Issues NOA to qualified applicants through letter/email or posting via the CHEDs website;
5. Orients the grantees of their obligations, duties and responsibilities upon acceptance of the award;
6. Submits to OSDS the request for payment supported by the list of ongoing and new grantees as basis for the release of fund;
7. Enters into a MOA with concerned HEIs;
8. Obligates financial benefits of grantees through HEIs for one academic year;
9. Facilitates the timely release of the financial benefits of the grantees through HEIs;
10. Maintains an updated database;
11. Acts on replacement, transfer and termination of award;
12. Submits to OSDS and AFMS the physical and financial utilization report per semester/term;
13. Monitors participating HEIs and grantees;
14. Ensures posting in the official website of CHEDRO concerned the list of their CHED-TDP grantees; and
15. Submits to OSDS updated data on status of grantees and required reports using the prescribed template.

The HEI:

1. Creates a StuFAP Unit and designate appropriate Coordinator pursuant to Section 25, CMO 9, s. 2013;

2. Allows advance enrolment of the grantees and early release of their grades;
3. Provides assistance to the grantees compliance of the required documents and facilitate immediate release of their financial benefits;
4. Enters into a MOA with CHEDROs;
5. Submits to CHEDRO the billing statement of grantees currently enrolled including their grades for the previous semester/term;
6. Receives Advice to Debit Account from CHEDROs;
7. Collects from the grantees the required TOSF and release to the grantees the remaining amount if any, for their educational expenses; and
8. Submits to CHEDRO data on beneficiaries as needed.

C. EFFECTIVITY

This Agreement shall take effect upon the date of its signing and remain in full force and effect until terminated by the mutual agreement of both parties.

D. AMENDMENTS

Any amendment or revision of this Agreement shall be upon the mutual agreement of both parties and shall be made in writing.

E. SEPARABILITY

If at any time, any provision of this Agreement is determined to be or is declared by competent authority to be illegal, invalid or unenforceable in any respect under pertinent law, rules and regulations, the legality, validity and enforceability of such provisions not so affected or impaired shall subsist and remain valid as between the parties.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date first above written at _____.

COMMISSION ON HIGHER EDUCATION

By:

By:

CHED Regional Director

HEI President

Signed in the presence of:

(CHEDRO Representative)

(HEI Representative)

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S

BEFORE ME, a Notary Public, for and in City of _____, Philippines, this _____ day of _____ 2017 at _____, personally appeared the following persons, with their identification cards, personally known to me (or proved to me on the basis of competent evidence of identify) to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free and voluntary act and deed, and the free and voluntary act and deed of the corporations or entities herein represented to wit:

NAMES	GOV'T ISSUED ID	Date & Place Issued

This document refers to a Memorandum of Agreement, consisting of five (5) pages including this page on which this Acknowledgement is written, signed on each and every page by the parties and their instrumental witnesses.

WITNESS MY HAND AND SEAL on the date and at the place first above mentioned.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2017.