



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

**CHED MEMORANDUM ORDER**

No. 1  
Series of 2020

**SUBJECT : GUIDELINES FOR THE GRANT OF ASSISTANCE TO STATE UNIVERSITIES AND COLLEGES TO COMBAT COVID-19**

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In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722, otherwise known as the “Higher Education Act of 1994”; in support of the initiative of government with the declaration of a state of public health emergency under Proclamation 922, s. 2020 and a state of calamity under Proclamation No. 929, s. 2020, and as approved during the virtual CEB meeting on 24 March 2020 through Resolution No. 162, s. 2020, CHED hereby issues the *Guidelines for the Grant of Assistance to State Universities and Colleges to Combat COVID-19*.

**I. OBJECTIVES**

Republic Act No. 11469 granted the President powers and authorities necessary to carry out the urgent measures to meet the COVID-19 national health emergency. With this power, the government has greater means to supplement, expand, improve and intensify existing COVID-19 responses and preventive measures, and to further mitigate the social, economic and financial impact of COVID-19 on all Filipinos.

Under the Memorandum from the Executive Secretary dated 28 March 2020, the whole of government must work together towards the following objectives: protect and support our health workers and front liners; provide the supplies and equipment necessary for detecting the disease and caring to those infected; ensure that community quarantines are effectively implemented; deliver essential necessities such as food and medicine to the most vulnerable; x x x, and, mobilize all state assets to sustain the operation of the government. Section B (4) of said Memorandum allows the Department of Budget, to allocate cash, funds, investments, including unutilized or unreleased subsidies and transfers, held by national government agency in order to address the COVID-19 emergency, as declared in Section 3 of RA No. 11469;

State Universities and Colleges are authorized by law/charter to conduct research and extension services, including projects that will improve and intensify the government’s existing COVID-19 responses. In the report of the President to the Congress on 30 March 2020, the President had identified the efforts undertaken by CHED such as mobilizing HEIs to assist in the production and distribution of items (such as disinfectants, alcohol, face shields, etc.,) for use by frontline service providers. The Commission on Higher Education hereby issues the Guidelines in response to this national emergency by allocating/utilizing its funds towards mitigating the social, economic and financial impact of COVID-19 on Filipinos.

## II. ELIGIBILITY REQUIREMENTS

1. The grant is open to State Universities and Colleges (SUCs) to conduct extension and public service programs to combat COVID-19.
2. SUCs must possess the following expertise and capability:
  - a) Manufacturing of products listed in Annex B of GPPB Resolution No. 3-2020 dated 9 March 2020 (see attached) except for drugs/medicines as evidenced by the involvement of licensed chemists, pharmacists, and/or microbiologists in the team;
  - b) Preparation of food for consumption of DOH, AFP, PNP front liners and stranded students including marginalized communities only during the period of community quarantine;
  - c) Deployment of volunteers to assist healthcare front liners in contact tracing, databasing, and other similar services;
  - d) Other urgently needed equipment, expertise and capability to be determined by the Commission, the Inter-agency Task Force for the Management of Emerging Infectious Diseases and/or by the Chief Implementer Against COVID-19;

## III. CALL FOR AND SUBMISSION OF PROPOSALS

1. A Call for Proposals shall be released through the Office of the Chairperson.
2. During the period of public health emergency or state of calamity, documentary requirements including a full-blown extension proposals shall be submitted directly to Office of the Chairperson of CHED ([chairperson@ched.gov.ph](mailto:chairperson@ched.gov.ph)) copy furnished the Commissioner-in-charge of the SUC and the Office of Planning Research and Knowledge Management ([research@ched.gov.ph](mailto:research@ched.gov.ph)).

The documentary requirement shall include the following:

- a) Certification by the President that the SUC has the expertise to undertake the proposed project with CVs or short biosketches of experts (for Item 2.a and 2.b) or number of potential volunteers (for Item 2.c) **AND** that it has the equipment, raw materials or access thereof, and facilities to undertake the project including a description thereof;
- b) Full-blown proposal (see attached template) with the following information:
  - a. Line item budget;
  - b. Work plan;
  - c. Terms of reference/scope of the project;
  - d. Log frame;
  - e. Description of the significance of the project in terms of its benefits to the community as well as the expected outcome of the activity
  - f. Method
  - g. Distribution plan for products, with the following prioritization: 1) LGUs using SUC's facility as quarantine center/community isolation units, 2) LGUs, with little or no capacity of producing the proposed products
  - h. Email and mobile numbers of proponents;

- c) Proof of coordination with the local government, the Department of Health, or the local security forces, as applicable, to ensure reasonable compliance with their policies, standards or guidelines related to the project, as evidenced by a letter sent and duly received by the concerned offices;
  - d) Proposed memorandum of agreement signed by the SUC President and a witness which will be processed if the proposal is approved;
  - e) Certification by the President that the proposed projects are subject to ratification by the Governing Board of the SUC concerned and that it has been forwarded to the Board Chair for approval via referendum;
  - f) Project summary sheet;
3. The submitted RDE proposals must be approved and endorsed by the President of the SUC.
  4. Due to the urgency of responding to COVID-19, the proposal shall be processed without the need for prior endorsement of the Board. Provided that, a copy of the Memorandum of Agreement and its attachments shall be submitted to the Board for its ratification.
  5. Clear scanned copies of the proposals shall be sent via email to [research@ched.gov.ph](mailto:research@ched.gov.ph) cc [executivedirector@ched.gov.ph](mailto:executivedirector@ched.gov.ph) and [chairperson@ched.gov.ph](mailto:chairperson@ched.gov.ph).
  6. Submitted unsigned applications shall be considered incomplete. Incomplete submissions shall be not considered for evaluation.

#### **IV. PROPOSAL REVIEW PROCESS**

1. The extension proposals will be presented virtually by the President or his/her designated representative before a panel to be designated by the Commission which must include the director-in-charge of the office which will sign for the release of funds, the director of HEDFS, and a technical expert.
2. After the deliberation, the agreed revisions shall be reflected in writing and will constitute as an amendment of the proposal. Proponents of proposals that are not feasible or viable even with revisions shall be informed by the Commission.
3. The panel shall consider the following in its deliberation with priority given to the following:
  - a) The volume of products that can be produced;
  - b) The ability to distribute the same to frontliners (health, security, and local government personnel) and marginalized communities;
  - c) The ability to demonstrate continued access to raw materials and machinery over a period of one month;
  - d) The quality and efficacy of the products produced.
4. Once the proposal has been endorsed by the panel, the CHED OPRKM shall prepare the MoA, Obligation Request, and Disbursement Voucher for the signature of the authorized signatories. The Chairman is authorized to approve on behalf of the CEB the proposal of the SUCs as evidenced by his approval for payment.

5. The total value of the project shall be released in full to the SUC within three working days after the Chairman's approval for payment.

## **V. VALUE AND DURATION OF THE GRANTS**

1. Each extension project shall be given funding based on the institutional grantee's capacity to utilize within the grant period in accordance with government procurement, accounting, and auditing rules and regulations; Provided that only a maximum of ten (10) percent shall be used for overhead cost.
2. The grant is for a period of 2 to 3 months from the release of funds and is automatically extended should the community quarantine is extended by government beyond the three-month period. Provided that grantees shall have sixty days from the end of the grant period to liquidate and submit terminal reports.

## **VI. MONITORING AND EVALUATION OF THE EXTENSION PROJECTS**

1. In order to keep track of the implementation of the project as well as the compliance with the project deliverables and timelines, grantees shall send regular weekly updates to the Commission or as requested by the Commission, comprising of the following:
  - a. Properly captioned pictures of SUC personnel/volunteers in action, e.g. conducting the project or delivering assistance to communities;
  - b. No of units of goods provided and/or services rendered to beneficiaries as of reporting date together with a description of these goods and/or services;
  - c. List of recipient/s who received the good and/or service rendered (i.e. LGU);
  - d. Challenges encountered in the field, if any, including recommended solutions;

These shall be sent to [research@ched.gov.ph](mailto:research@ched.gov.ph) cc [executivedirector@ched.gov.ph](mailto:executivedirector@ched.gov.ph) and [chairperson@ched.gov.ph](mailto:chairperson@ched.gov.ph).

2. OPRKM shall consolidate the reports for the information of the Commission en banc and the Management Committee.
3. Requests for realignment is deemed approved if the funds realigned will increase the number of products or services that the project will deliver without increasing the per unit cost;
4. Requests for realignment not covered in Item V.3, requests for reprogramming, and extension of project implementation shall be approved jointly by the Director-in-charge and the Director of HEDFS ([hedf@ched.gov.ph](mailto:hedf@ched.gov.ph)) through their respective official CHED emails upon submission of the following documents:

**For realignment not covered by Item V.3 and reprogramming:**

- a) Letter request with justification
- b) Matrix of budget realignment/ reprogramming indicating the original allocation and the proposed modification or in the case of reprogramming the new object of expenditure not included in the original proposal;

**For extension of project implementation beyond the State of Calamity or Enhanced Community Quarantine:**

- a) Letter request with justification
- b) Revised Gantt Chart/ schedule of the activities that will be conducted for the requested period of extension
- c) Project accomplishment report

Requests shall be sent via email at [research@ched.gov.ph](mailto:research@ched.gov.ph) and [hedf@ched.gov.ph](mailto:hedf@ched.gov.ph) cc [executivedirector@ched.gov.ph](mailto:executivedirector@ched.gov.ph), [chairperson@ched.gov.ph](mailto:chairperson@ched.gov.ph), and [ncainghog@ched.gov.ph](mailto:ncainghog@ched.gov.ph).

**VII. WARRANTIES/REPRESENTATION**

1. Grantee SUCs hereby guarantee that only qualified personnel, facility and equipment, raw materials, quality control and documentation, safety considerations, packaging and labeling for the formulation of products, including but not limited to the formulation of alcohol-based sanitizers are strictly observed to ensure the safety and efficacy of the products.
2. In case of adverse events experienced with the use of products, like hand sanitizers, it should be reported to the online reporting facility of Food and Drug Administration, at [www.fda.gov.ph](http://www.fda.gov.ph)ereport, email via [report@fda.gov.ph](mailto:report@fda.gov.ph) and copy furnish [chairperson@ched.gov.ph](mailto:chairperson@ched.gov.ph), [research@ched.gov.ph](mailto:research@ched.gov.ph) and [executivedirector@ched.gov.ph](mailto:executivedirector@ched.gov.ph).
3. Grantee SUCs guarantee to save, indemnify and keep harmless CHED against any and all liability, claims, judgments or demands, including demands arising from injuries or death of persons and damage to property, arising directly or indirectly out of obligations herein undertaken and that Grantee SUCs shall be responsible from any adverse events or effects that may arise from the formulation/manufacturing/distribution/use of the product.

**VIII. TERMINATION OF EXTENSION PROJECTS**

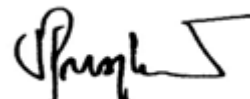
1. The Commission reserves the right to terminate the implementation of the project for the following causes:
  - a. Non-ratification by the Governing Board of the project prior to implementation unless the President has delegated authority to sign and commit on behalf of the institution;
  - b. Breach of the provisions of this MOA;
  - c. Serious misconduct in the way the project is managed or governed;
  - d. Safety of employees/staff/personnel is threatened;

- e. failure on the part of the project team to make satisfactory progress toward achieving a level of participation;
  - f. or other evidence satisfactory to the Commission that the project team has failed or is unable to perform in accordance with the provisions of the grant agreement.
  - g. Other analogous reasons.
2. The Commission through OPRKM shall issue a Termination Warning Notice of the whole or part the project, said notice shall be given to the implementing HEI within ten (10) days. The Termination Warning Notice will specify:
  - a. The actions that the SUC must take;
  - b. The date by which the action must be completed; and
  - c. The date by which the SUC must make any representations, or confirm that it agrees to undertake the specified action;
3. If the OPRKM Director considers that the SUC has not responded to the Termination Warning Notice as specified under clause 3(c) or has not completed the action required in the Termination Warning Notice as specified under clauses 3(a) or complied with 3(b), the OPRKM Director may request authorization from the CEB to terminate the project in whole or in part.
4. Should the termination be due to the inability of the project team to perform, upon termination, the implementing HEI must refund that portion of the grant funds paid or owed to the Commission and allocable to the terminated project work. Only funds need to meet existing obligations shall be retained. All other funds shall be refunded to the Commission.
5. After the CEB has approved the termination, the OPRKM shall inform in writing the implementing HEI. The notice of termination shall establish the effective date of termination of the grant and the amount and date of payment of any sums due to the Commission or the implementing HEI.

## **IX. EFFECTIVITY**

This CMO shall take effect immediately and remain in full force and effect until otherwise revoked.

Quezon City, Philippines 02 April 2020.



**J. PROSPERO DE VERA III, DPA**  
Chairman