



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

CHED MEMORANDUM ORDER

No. 26
Series of 2009

SUBJECT: REVISED IMPLEMENTING GUIDELINES OF THE COMMISSION ON HIGHER EDUCATION-FACULTY DEVELOPMENT PROGRAMS (CHED-FDPs) PHASE 2

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and pursuant to Commission en banc Resolution No. 213-2009, the Commission hereby issues the following Revised Implementing Guidelines for the CHED Faculty Development Programs.

I. RATIONALE AND OBJECTIVES

Rationale

Faculty development is a critical factor towards building the strong foundation of an educational institution to ensure quality education. In previous and current studies, faculty development has always surfaced as a priority concern. Our nation cannot compete with its neighboring countries that are now moving towards offering cutting-edge programs and technologies unless we invest in creating a pool of experts in our academic institutions. This critical mass will then be capable to train and equip students for significant and promising careers in the global market.

Previous similar projects such as the Mindanao Advanced Education Program (MAEP), College Faculty Development Fund (CFDF), Engineering-Science Education Program (ESEP), and both the ongoing CHED Higher Education Development Project-Faculty Development Program (HEDP-FDP) and President Gloria Macapagal-Arroyo Science and Engineering Graduate Scholarship (PGMASEGS) have been implemented by the government to address the issue of low quality education through faculty upgrading. At this terminal phase of the HEDP-FDP, statistics show that the percentage of faculty with graduate degrees has increased from 33% in 1998 (PCER) to 47% in 2006 (CHED-MIS). This figure is still below the minimum faculty requirements as indicated in the existing CHED policies and standards for the offering of academic programs which require that college faculty must have graduate degrees in the specific disciplines relevant to their respective fields of specialization.

With the end view of ensuring quality education at the higher education (HE) level, there is a need to continue the implementation of the CHED FDPs.

Objectives

The CHED-FDP seeks to upgrade the academic qualifications of HE faculty to masters and doctorate degree levels and to enhance faculty performance through continuing professional education. It is expected that through this program, improved faculty qualifications will contribute directly to better student learning which in turn would translate into higher passing rates in professional licensure examinations and greater productivity of graduates.

II. COMPONENTS

The Faculty Development Program scholarship grants are for:

A. Non-thesis Masters Degree Program

The non-thesis master's degree is a local masters degree program that does not require a thesis to complete the degree. This allows faculty to obtain an advanced degree without obtaining the depth of research skills and experience required in master's degree with thesis programs. However, a special project or an additional coursework is given as a replacement to the thesis.

This program can be undertaken on a full-time or part-time basis by HE faculty who are currently teaching any of the identified priority fields.

B. Masters Degree Program with Thesis

The masters degree program is a local masters degree program which requires submission of a completed thesis work (original work) to obtain the degree. This is to be undertaken on full-time or part-time basis by HE faculty who are currently teaching any of the identified priority fields.

C. Full Ph.D. Program (Local)

The full Ph.D. (local) degree is a program to be undertaken on a full-time (3 years) or part-time (5 years) basis in the identified delivering higher education institutions (DHEIs) in the country. It is intended for HE faculty who are currently teaching any of the identified priority fields.

D. Ph.D. Sandwich Program (Foreign);

The Ph.D. Sandwich program is for dissertation writing to be undertaken overseas on a full-time basis for HE faculty who are currently teaching any of the identified priority fields. This may have a maximum duration of 1 year.

E. Continuing Professional Education (Non-degree Program)

Continuing Professional Education (CPE) is a non-degree program which may be in the form of a post-doctorate program or short-term training in specialized fields or areas. The CPE is aimed at competence-building and performance enhancement specifically in the current trends relevant to the discipline and to national

development. It is focused on professional competence in a professional role. Professional organizations and other related institutes or agencies may be tapped to implement this component.

Post-doctorate program may be local or foreign and must be in highly specialized areas as identified or approved by the Commission.

III. PRIORITY AREAS

A. FDP:

1. Engineering
2. Humanities & Communication
3. Information Technology/Systems
4. Social Sciences
5. Mathematics
6. Natural Sciences
7. Agriculture and Marine Sciences (e.g. food technology, fisheries, animal science, veterinary medicine)
8. Environment and related programs
9. Health and related programs (basic sciences e.g. pharmacology, microbiology, biochemistry)
10. Other COD/COE Disciplines
11. Other priority fields to be identified by the Commission

B. PGMASEGS:

1. Mathematics
2. Natural Sciences
3. Engineering

IV. MODES OF DELIVERY

The mode of program/course delivery may be any or combination of the following:

A. On-campus

On-campus mode of delivery refers to the traditional face-to-face delivery of educational services or classroom-based education.

B. Distance Education

Distance Education is a mode of educational delivery whereby teacher and learner are geographically separated and instruction is delivered through specially designed materials and methods using appropriate communication technologies, and supported by organizational and administrative structures and arrangements.

C. Consortium Program

This mode allows a network or consortium of Delivering HEIs with expertise in the identified priority disciplines, to deliver a common program. This mode pools physical and human resources of the better institutions in the country and allows sharing of these resources for program development/delivery, i.e. development and administration of common graduate programs in the key disciplines. This strategy will also allow faculty scholars to cross-enroll among consortium member HEIs and to take courses that are considered the expertise of the consortium school.

The nodes of each network shall be the Graduate Schools of Centers of Excellence/Centers of Development, Autonomous/Deregulated HEIs, and institutions with Level III-IV accredited programs in the priority disciplines.

D. Offshore Program

Offshore program refers to higher education study program, or sets of courses of study, or educational services in which learners are located outside/other than the institution that will award the degree. Customized offshore programs particularly for regions that do not have DHEIs or are far from the identified DHEIs for their needed disciplines will be developed and implemented. Under this mode, selected faculty experts may be brought in to the regions from outside.

V. PRIVILEGES

A. For the FDP scholars:

Privileges	Masters	PhD
1. Tuition and Other Fees	Full Tuition and other fees	Full Tuition and other fees
2. Book Allowance	Entire duration of the program – P15,000	Entire duration of the program – P20,000
3. Stipend	<i>Full-time:</i> Regular & Summer Terms – P15,000/month <i>Part-time:</i> Regular Term – P7,500/month Summer Term – P15,000/month	<i>Full-time:</i> Regular & Summer Terms – P23,000/month <i>Part-time:</i> Regular Term – P11,500/month Summer Term – P23,000/month
4. Transportation Assistance	<i>Full-time:</i> Regular Term – One roundtrip for the entire duration of the program <i>Part-time:</i> Regular Term – Maximum of P2,000 per month Summer – One roundtrip	<i>Full-time:</i> Regular Term – One roundtrip for the entire duration of the program <i>Part-time:</i> Regular Term – Maximum of P2,000 per month Summer – One roundtrip

Privileges	Masters	PhD
5. Thesis/ Dissertation	Without Laboratory – P40,000 With Laboratory – P60,000	Without Laboratory – P60,000 With Laboratory – P100,000
6. Start-up Research	Without Laboratory – P100,000 With Laboratory – P200,000	Without Laboratory – P200,000 With Laboratory – P400,000
7. Special Project ²	Maximum of P30,000	
8. 50,000 Incentive Bonus to faculty scholars who complete their program at least one (1) term ahead of the schedule.		

¹ For Science, Mathematics and Engineering faculty scholars, after the completion of their program, subject to the submission of an acceptable research proposal

² To be granted for non-thesis masters faculty scholars

B. For Continuing Professional Education grantees

The privileges for the CPE program grantees shall be subject to Commission assessment and approval depending on the nature of each specific program for CPE.

VI. ELIGIBILITY REQUIREMENTS

The faculty applicant must –

- A. Be a Filipino citizen and not more than 47 years old for the masters degree program and not more than 45 years old for the PhD program;
- B. be a fulltime faculty member with at least 12 units of teaching load in a public or private higher education institution (HEI) in the country;
- C. be currently teaching any of the identified priority fields;
- D. have no master's degree/doctorate degree in the priority field applied for;
- E. have good academic record;
- F. be in good health and of good moral character;
- G. have no pending criminal/administrative charges or must not have been convicted for violation of any Philippine Law (Certification must be obtained from appropriate agencies); and
- H. have no other scholarship at the time of application. Application for joint scholarships may be considered provided there is no duplication of privileges and benefits.

VII. PROCEDURE

A. Non-Thesis Masters Degree Program, Masters Degree Program and the Full PhD Local Program:

1. Candidate must secure admission in any of the identified DHEIs and upon admission into the graduate program of the said DHEI, submit the following papers directly to the contact person/program coordinator:
 - a) Accomplished Application Forms for the FDP grant (Forms are available at the office of the contact person/program coordinator, CHED Regional Offices or downloaded from CHED website);

- b) Recommendation of the department head/chair with the approval from the head of the SHEI (Dean's level and above) and with certification regarding:
 - b.1 Employment Status indicating the benefits that the faculty scholar will receive during the scholarship.
 - b.2 availability of a position for the grantee upon completion of the program corresponding to grantee's newly acquired qualification, and
 - b.3 that the grantee has no pending administrative charges and scholarship program being undertaken.
 - c) SHEI's Institutional Faculty Development Plan indicating the commitment and support that the institution will provide to upgrade the qualifications of its faculty and enable those with no graduate degree to obtain masters/doctorate degrees;
 - d) In case of full time Contractual/Probationary faculty, Rehiring Agreement (RA) indicating SHEI's commitment to rehire the faculty scholar to return service after completion.
 - e) Transcript of Records (for every course taken);
 - f) NSO authenticated Birth Certificate;
 - g) Medical Certificate issued by a government physician (within the last six months) supported by medical examinations/laboratory results.; and
 - h) NBI Clearance issued within the last six months;
2. The DHEI forwards to the CHED-FDP Secretariat the documents of faculty applicants who have passed institution's admission requirements.
 3. CHED evaluates and approves the final list of qualified applicants then sends the information and Scholarship Contracts (to be executed by the approved applicant and the head of the SHEI) to the DHEI.
 4. Faculty applicants approved by CHED must submit the accomplished Scholarship Contract and Co-maker Undertaking (*a photocopy of the scholar's Residence Certificate and Co-maker's Income Tax Return [ITR] are required*) and enrol at the DHEI.
 5. Scholarship funds will be released by CHED to the DHEIs based on the submitted Work and Financial Plan (WFP). Grantees claim their stipends and other allowances in their respective DHEIs.
 6. Other modes of releasing funds to grantees shall be subject to the approval of the Commission.

B. For the Ph.D. Sandwich Program:

1. Candidate must submit the following documents to the CHED-FDP Secretariat:
 - a) Transcript of Records from the University where the student is enrolled in the Ph.D. program;
 - b) Certification from the Registrar's Office that he/she has taken and passed the comprehensive examinations, and a Certification also from the Program Department that he/she has successfully defended the dissertation proposal;
 - c) Letter of Recommendation for the Grant from the local faculty adviser;
 - d) Certification from a University abroad that he/she has been accepted as a research fellow in their Department;
 - e) Letter from prospective foreign faculty adviser/supervisor for research that he/she is willing to supervise the Grantee in their department;

- f) Letter from local faculty adviser that he/she is in communication with Grantee's prospective foreign faculty adviser/supervisor regarding the scope of Grantee's research work; and
 - g) Tentative budget for one year stay abroad including round trip airfare, University fee for the duration of the research fellowship, accommodation & meals, inland travel, and other expenses during research.
2. Candidate must pass an interview to be administered by the members of the TWG on CHED-FDP or by a designated group;
 3. Once the scholarship grant is approved, the Grantee must sign the usual Scholarship Contract with the CHED and the school/university where he/she is currently employed;
 4. While abroad, the Grantee/Scholar must submit quarterly progress reports to CHED-FDP Secretariat certified by foreign faculty research supervisor in the institution of residence abroad. CHED will coordinate with local faculty adviser whether these progress reports are in accordance with the proposed program of research abroad; and
 5. Grantee's midterm progress reports should be, as much as possible, will form part of the final draft of the dissertation being researched abroad.

C. For the Continuing Professional Education (Non-degree Program):

1. Proposals for the Short-term training programs under the Continuing Professional Education may be submitted by the identified DHEIs or Centers of Excellence in the priority fields or accredited professional associations or specialized training institutions and shall be subject to the evaluation of a Technical Working Group/Screening Committee who will then recommend the meritorious proposal to the Commission for approval.
2. Applications for the Post-Doctorate program shall follow the procedure for the PhD Sandwich Program.

VIII. DELIVERING HIGHER EDUCATION INSTITUTIONS

The Delivering Higher Education Institutions (DHEIs) are recommended by the Technical Working Group of the Faculty Development Program for Commission en banc approval. The DHEIs shall be the host/degree-granting institution of the program/s in the priority fields being delivered. They should have a high mark of distinctive record as Centers of Excellence/Centers of Development, Autonomous/Deregulated or with at least Level III accreditation by a CHED recognized accrediting agency. These criteria for the selection of DHEIs shall also apply in the selection of the member HEIs for the consortium mode and the off-shore mode of delivery.

IX. RESPONSIBILITIES OF IMPLEMENTORS

A. CHED

The CHED shall –

1. issue a "Certificate of Award" to the grantee'

2. Provide/Release the financial requirements of the DHEIs relative to the number of approved faculty scholars;
3. ensure the funding support for the faculty scholar's graduate education until full completion of the course program; require that its consent be obtained in the event that the faculty scholar intends to leave the country while the scholarship contract is still in force;
4. demand faithful compliance by both SHEI and the Grantee to the terms and conditions of the FDP;
5. monitor the progress of the grantee under the program;
6. have the right to terminate the scholarship of the grantee in consideration of the recommendation of the DHEI/SHEI;
7. verify the correctness of the liquidation reports submitted by the DHEI;
7. issue a "Certificate of Completion" of return service to the scholars; and
8. coordinate with the Bureau of Immigration for the lifting of the travel ban order for scholars who have already rendered the required return service and have fulfilled all the obligations related to the CHED-FDP Scholarship.

B. DHEI

The DHEI shall –

1. assign a program coordinator who will act as liaison officer between SHEI, DHEI and CHED;
2. prepare/facilitate the selection, admission and enrolment of faculty scholars and prepare necessary documents for submission to CHED;
3. select/recommend faculty applicants for scholarship under FDP;
4. prepare and implement the CHED approved identified program to be offered for the faculty development scholarship;
5. immediately release to the faculty scholar/s (whenever funds are available from the CHED) his/her allowances at the start of every term;
6. monitor the progress of the faculty scholar/s and submit a report at the end of every term to FDP Secretariat about the performance of the said scholar/s;
7. confer to the faculty scholar/s the graduate degree in his/her chosen field upon successful completion of the requirements set for the program;
8. produce a comprehensive and thorough report on the conduct and implementation of the program;
9. return to CHED all the unexpended balance of the project/study fund and interest thereon together with a complete and proper accounting made of expenses incurred as per the project budget;
10. have the right to recommend the termination of the grantee's scholarship due to any reasonable cause; and
11. perform other functions as may be requested by CHED under the program.

C. SHEI

The SHEI shall –

1. Recommend the faculty applicant based on the established criteria approved by CHED;
2. coordinate with CHED in monitoring the progress of the grantee under the

program;

3. have the right to recommend the termination of the grantee's scholarship due to the following causes:
 - a) the grantee fails to meet the academic standards set by the DHEI;
 - b) the grantee willfully fails to enroll in the required academic load of the DHEI;
 - c) the grantee exceeds the time allotted to finish the program;
 - d) the grantee fails to enroll for any term or drops any of his/her courses without the approval of the DHEI and the CHED;
 - e) the grantee willfully fails to submit the reports required of him/her on time;
 - f) the grantee resigns or transfers from the SHEI where he/she obtained an endorsement and for which the grant was accommodated;
 - g) other justifiable grounds which prove the inability of the grantee to complete his/her degree (*e.g. poor health as certified by a government physician; and the grantee will need to go on maternity leave*);
 - h) non-availability or exhaustion of funds;
 - i) grantee's commission any act of discourtesy to an official or employee of the CHED;
 - j) grantee's commission of any act of immorality, drunkenness, dishonesty, discourtesy, and any form of misconduct;
 - k) grantee's conviction of any crime by a court or a competent administrative body; and
 - l) grantee's commission of such other acts as may be considered by CHED as inimical to the interest of the government of the Republic of the Philippines and those that adversely affect the integrity of the FDP.
4. provide CHED a copy of its Faculty development program indicating support to the grantee such as payment of salary while on study and other forms of assistance and benefits to be granted upon completion of degree such as promotion, salary/compensation upgrading, and others;
5. deload the FDP scholar while on study;

Part time scholar should be deloaded so that his/her combined teaching and study load does not exceed the maximum number of units for full time engagement set by the school. Provided that if the SHEI has no clear policy on full time loading, the CHED policy of 24 units for full time load shall apply. (For example, if full time load per the institution's policy is 18 units and the faculty scholar enrolls 6 units in a particular semester, he/she should be given a maximum of 12 units teaching load during the said semester. If the SHEI has no specific policy on full time loading, and the CHED policy of 24 units as full time load shall apply, a student who enrolls 6 units should be given a maximum teaching load of 18 units.).

Full time scholar should be released for full time study and should not be given any teaching load;
6. require the grantee to render return service equivalent to the length of time that he/she enjoyed the scholarship, i.e. one year of service for every year of scholarship or a fraction thereof; or according to the specifications provided in the faculty handbook of the SHEI with respect to return of service, or such other policies, rules or regulations that CHED may impose pertinent to return of service by the grantee under this scholarship grant;
7. enforce strictly the terms of the scholarship grant, specifically the return of service requirement stated above and ensure faithful compliance by the

- grantee of the terms of the scholarship grant;
8. faithfully abide with all existing and future policies of the CHED with respect to the FDP;
 9. reimburse CHED the total financial assistance released to the grantee in case it recalls or terminate the latter prior to the completion of the degree program without valid reasons and advance notice to the CHED; and
 10. provide CHED a certification that the grantee has resumed teaching after the availment of the program; and issue a certification also to CHED that the grantee had already rendered a return service from his/her scholarship as required in the program.

C. Grantee

The Grantee shall –

1. Enter into a Scholarship Contract with CHED and his/her SHEI with Co-Maker Undertaking;
2. enroll in the program of study and in the field of specialization approved by CHED;
3. take the required academic load per semester/term as required by DHEI;
4. devote full amount of time required by the CHED-approved program of study;
5. maintain an academic record acceptable to the standards of the DHEI;
6. follow the regular schedule of academic course offerings prescribed by the DHEI until he/she finishes his/her program within the allotted time;
Provided that, deferment of enrollment shall not be allowed except for the following reasons:
 - a) Poor health of grantee (if the grant is already on going) as certified by a government physician;
 - b) The grantee is on maternity leave of absence; and
 - c) Meritorious reason acceptable to the concerned institute/CHED.Provided further that, in case a deferment of enrollment is allowed, the scholarship will be terminated if the scholar does not re-enroll after one (1) academic year or after two (2) semesters and one (1) summer.
7. seek and obtain approval in case he/she decides to shift his/her field of specialization. Failure to obtain the approval of CHED shall immediately cause the termination of the scholarship grant and require the faculty scholar to reimburse CHED all the financial support extended under this scholarship program;
8. reimburse CHED the total assistance released to him/her, in case of willful abandonment of the scholarship, gross misconduct and non-compliance with the terms and conditions stipulated in the Scholarship Contract;
9. submit a notarized Co-Maker Undertaking and a copy of the latest Co-Maker's Income Tax Return (ITR);
10. seek CHED permission, at least 2 weeks, before leaving the country while the scholarship contract is still in force;
11. render return service to the SHEI which has endorsed him/her for the grant and for which the grant has been accommodated equivalent to the length of time that the scholar enjoyed the scholarship one year of service for every year of scholarship or a fraction thereof. This will also hold for the non-completion of the course including failure to complete the required courses; and

X. TERMS AND CONDITIONS

A. General Terms and Conditions

Below are the general terms and conditions of the CHED-FDP:

1. Only Grantees officially enrolled and with executed CHED Faculty Development Scholarship contracts shall be entitled to receive the privileges.
2. Only Grantees enrolled in the prescribed full load requirement of the DHEI for the term shall be entitled to full stipend. Full-time faculty scholars under non-thesis master's degree, masters with thesis and Ph.D. (local) shall enroll at least nine (9) unit study load per semester/term except during the last semester/term.
3. Grantees enrolled in 6 unit study load per semester/term shall be entitled to part-time privileges provided that stipends of grantees with reduced study load will be correspondingly decreased.
4. Grantees in the distance-learning mode shall take the load prescribed by the university.
5. CHED will allow a grantee to enrol a particular subject only once, the grantee shall shoulder the school fees for any course retake.
6. Grantees required by the DHEI to enrol for residency in preparation for their comprehensive examinations may be given financial privileges of *full tuition and other school fees*; and *50% of the regular monthly stipend benefit until the completion of the comprehensive examinations* provided the residency shall be for one term only.
7. For Grantees who received scholarship privileges during the term but went on approved leave of absence(LOA), the total amount granted to him/her will be deducted from his/her entitlements for the succeeding term/s.
8. Research allowances may be given to Grantees only upon receipt of the project/thesis/dissertation proposal duly approved by the graduate committee and line-item budget endorsed by the adviser. The grant shall be released as follows:

Component	First Release (50%)	Second Release (40%)	Last Release (10%)
1. Master's Thesis and Ph.D. Dissertation	Upon execution of the Contract of Assistance after obtaining the approval of the grantee's application and work and financial plan and when the corresponding funds for the purpose are available.	Upon submission of the draft Thesis/Dissertation duly certified by the Grantee's adviser and ready for presentation and defense.	Upon submission to the Grant or of one hard bound copy of the approved Thesis/Dissertation and two sets of electronic file thereof.
2. Project	Based on the schedule of release indicated in the submitted budgetary requirement duly approved by the program/department head and the adviser.		

9. The cash incentive which is for Masters with thesis and Ph.D. programs, can only be provided if the grantee finishes the program at least one regular term (semester, trimester or quarter) ahead of the scheduled program completion.
10. The faculty scholars shall be expected to continue teaching in their respective institutions while on part-time study and after completion of the degree to render the required return service.

B. Termination of Scholarship

The scholarship shall be terminated under any of the following circumstances:

1. The Grantee fails to meet the academic standards set by DHEI;
2. The Grantee wilfully fails to enrol in the required academic load of the DHEI;
3. The Grantee fails to enrol for any term or drops any of his/her courses without the approval of the DHEI and the CHED;
4. The Grantee exceeds the time allotted to finish the program;
5. The Grantee resigns or transfers from the SHEI where he/she obtained an endorsement and for which the grant was accommodated; Grantee may be allowed to continue the scholarship if he/she transfers to another SHEI, with CHED approval;
6. For other justifiable grounds which prove the inability of the Grantee to complete his/her degree (i.e. poor health of Grantee as certified by a government physician, Grantee will need to go on maternity leave);
7. Non-availability or exhaustion of funds;
8. Commission of any act of immorality, drunkenness, dishonesty, and any other form of misconduct;
9. Conviction of any crime by a court or proper administrative body; and
10. Such other acts as may be considered by CHED as inimical to the interest of the government of the Republic of the Philippines and those that adversely affect the integrity of the FDP.

C. Payment of Obligations

1. Every grantee is expected to complete his/her scholarship under FDP within the specified period and in accordance with the contract he/she has entered into with CHED and his/her SHEI. Upon successful completion of the scholarship the grantee shall render the return service.
2. All financial support extended to the grantee shall be repaid to CHED in case he/she is unable to finish his/her course and/or render the required years of service to SHEI except when the program is terminated due to lack of funds or death of the former.
3. Payment of all financial privileges enjoyed by the grantee during the period of the grant shall include tuition and other fees, stipend, book allowance and transportation assistance. Moreover, if the grantee is unable to render or repay the service obligation, he/she shall be disqualified from any other future CHED scholarship program.
4. When a grantee fails to fulfil his/her service obligation, either due to unauthorized transfer to another school/institution or resignation from his/her SHEI, he/she is required to payback to the concerned institution/s all the privileges enjoyed, the money value of the service obligation based on the salary received at the time of transfer or resignation. The refund of the

scholar's monetary privileges, which were received while on leave from the program may be waived due to serious health reasons, provided a medical certificate duly indorsed by the SHEI is submitted to the DHEI and the CHED.

5. The collection/deduction of a grantee's payment obligation shall be the responsibility of the SHEI and the CHED. The term for the payment of obligation shall be evaluated and decided upon by the CHED.

D. Waiver of Accountabilities

Upon successful completion of the scholarship program, the Grantee shall be relieved of all scholarship accountabilities upon submission of the following to the CHED:

1. Certified true copy of the Diploma
2. Certified true copy of the Transcript of Records
3. Certificate of Completion of Return Service

XI. EFFECTIVITY

This CMO shall take effect starting June 2009 and shall remain in force until otherwise revoked.

Quezon City, Philippines, August 17, 2009.


EMMANUEL Y. ANGELES
Chairman