



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

**CHED MEMORANDUM ORDER**

No. 12  
Series of 2009

**SUBJECT : REVISED GUIDELINES FOR CHED SUPPORT FOR PAPER PRESENTATIONS IN INTERNATIONAL CONFERENCES**

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In consonance with Section 8 of Republic Act (R.A.) No. 7722, mandating the Commission on Higher Education (CHED) to enhance the research function of higher education institutions (HEIs) in the Philippines, and pursuant to CEB Resolution No. 092 Series of 2009, CHED hereby issues the Revised Guidelines for CHED Support for Paper Presentations in International Conferences.

**I. RATIONALE AND OBJECTIVES**

Regional/international conferences provide an excellent opportunity for disseminating research results and at the same time exposing researchers to latest developments in their fields of specialization. The Support for Paper Presentations in International Conferences shall provide financial assistance to enable local researchers to participate in international conferences/seminars/workshops/fora.

**Objectives:**

1. To provide financial support to enable scientists/researchers/scholars to present their research outputs in international conferences/seminars/workshops/fora;
2. To provide opportunities for local higher education researchers to disseminate their research findings, exchange ideas with peers and at the same time learn from and contribute to the world's pool of expertise and knowledge in/on higher education; and
3. To encourage and nurture the development of higher education scholars/researchers.

## **II. ELIGIBILITY:**

The grant is open to any Filipino national who is:

Full-time faculty or researcher/scientist working in a research unit of a higher education institution in the Philippines whose paper has been accepted for oral presentation in an international conference/seminar/workshop/forum provided said paper has not been presented in another fora.

## **III. SUBJECT OF ACCEPTED PAPER:**

The paper for presentation should be related to CHED priority areas in the following disciplines:

- Engineering, Maritime Studies and Architecture
- Humanities, Social Science and Communication
- Agriculture and Fisheries
- Science and Mathematics
- Health and Health-related disciplines
- Information Technology
- Teacher Education
- Law and Criminology

Priority is likewise given to papers on the following education-related topics:

- Program/curricular assessment studies
- Equivalency and accreditation
- Policy-oriented studies
- Studies on financing higher education
- Economics of education
- Governance and management of higher education
- Quality assurance
- Rationalization of education system
- Model building studies
- Institution building studies
- Labor market studies

#### **IV. GRANT**

The grant shall cover:

- Registration fee, not to exceed \$300
- Roundtrip economy airfare to foreign country where the conference will be held, not to exceed \$1,500
- \$100 per diem for the duration of the conference plus one day
- \$100 pre-departure expenses

Applicants are encouraged to apply for waiver of registration fee and obtain counterpart funding from other sources, otherwise, any amount in excess of the above indicated CHED support shall be provided by the mother institution as counterpart.

#### **V. APPLICATION AND PROCESSING**

1. Applications must be submitted in the prescribed format (see Attachment "A") and should reach CHED at least two months before the date of the conference.

Three sets of the following documents should be submitted with the application:

- a) The paper (full text) to be presented at the conference
  - b) Applicant's latest bio-data
  - c) Photocopy of the Letter of Invitation and Letter of Acceptance
  - d) Photocopy of the brochure about the conference
  - e) Letter of endorsement/recommendation by the head of agency/institution where the applicant is affiliated
  - f) Details of financial assistance (e.g. amount, coverage, proposed utilization) in case the applicant is expecting to get some financial assistance from sources other than CHED
2. The Paper for presentation shall be reviewed by an expert in the discipline covered by the paper.
  3. Taking into consideration the comments /recommendations of the reviewer, OPPRI shall recommend action on the application and forward the same to the Chairman thru the Executive Director, for approval.

#### **VI. CONDITIONS:**

1. A Higher Education Institution (HEI) shall nominate only one application for a specific conference. If there are two or more applications from the same institution for the same conference, only one candidate should be endorsed by the HEI to CHED considering the field of specialization, theme of the conference, etc. In the case of co-authored papers, only one author should be endorsed by the institution for the grant.

2. Yearly slots shall be allotted as follows:

- 50% to be awarded on a competitive basis without limit to the number of grants per HEI;
- 50% to be equitably distributed among the regions, provided condition number one (1) is complied with.

Since there are only limited slots per year priority shall be given to first time applicants. Those who have already availed of the grant may re-apply after two-years from the last availment.

3. CHED shall not be responsible for applications received late due to postal delay or loss in postal transit, etc.
4. The financial assistance shall be provided directly to the applicant beneficiary.
5. Immediately after getting the approval of the support, the applicant shall sign a contract with CHED stipulating the terms and conditions of the grant.
6. It will be the applicant's responsibility to make his/her travel arrangements, i.e., visa, foreign exchange permit, ticket, etc. A photocopy of the travel documents must, however, be submitted to CHED.
7. Within one month after the return from the conference/seminar, the grantee shall submit:

a) A Conference Organizer's certification or proof that the beneficiary (name) presented the approved paper during the conference

b) A travel report containing: highlights of the conference, observations, learnings and recommended follow thru actions, original receipt of the registration fee, and plane ticket.

8. Within a year after the conference, the grantee shall present the paper in a local forum to be arranged by CHED.

This supersedes CHED Memorandum Order No. 7 Series of 2005 and shall be in force until otherwise revoked.

Pasig City, Philippines, March 26, 2009.

  
**EMMANUEL Y. ANGELES**  
Chairman