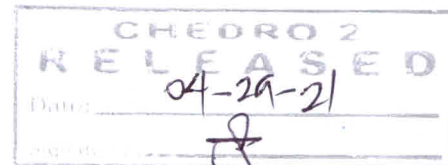




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

REGIONAL MEMORANDUM
No. 120, Series of 2021



FOR : ALL PRESIDENTS/ OFFICER-IN-CHARGE/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 2

SUBJECT : CALL FOR PROPOSALS FOR FY 2021-2022 UNDER THE BUILDING THE INTERNATIONALIZATION COMPETITIVENESS OF PHILIPPINE HIGHER EDUCATION PROGRAM OF THE CHED INTERNATIONAL AFFAIRS STAFF

DATE : April 28, 2021

Attached is a copy of the memorandum issued by **DR. J. PROSPERO E. DE VERA III**, Chairman, Commission on Higher Education, informing interested parties that the International Affairs Staff is now accepting project proposals for Fiscal Year (FY) 2021-2022 under the Building the Internationalization Competitiveness of Philippine Higher Education Program.

Through the Building the Internationalization Competitiveness of the Philippine Higher Education Program, the Commission on Higher Education (CHED) International Affairs Staff (IAS) endeavors to uphold international commitments and support higher education institutions (HEIs) in promoting internationalization engagement, learning, discovery, and meaningful collaborations towards contributing to the Program's key result areas (KRAs):

1. Elevated reputation of the Philippine higher education (HE) sector;
2. Stronger internationalized Philippine higher education institutions (HEIs);
3. Global and future-proof citizens in and of Philippine HE; and
4. Globally-aligned higher education governance, policies and standards

Applicant institutions must fill out an online form managed by CHED-IAS that will serve as the initial concept note submission. The online form can be accessed at <https://forms.gle/7D7ECeeXqiEsBvrf8>. Submission of initial concept notes through the online form can be done until April 9, 2021. Deadline of the submission of full proposals will be on April 23, 2021.

For more details, queries, and concerns, you may call the CHED-IAS through (02) 8441-0750 or send an email via ias@ched.gov.ph with the subject "CHED-IAS FY 2021-2022 CALL FOR PROPOSALS".

Kindly refer to the attachment which contains relevant information for your reference.

For your information.


JULIETA M. PARAS, Ed.D., CESE
Director IV

Encl: as stated
JPC4282021#9208E-RDO



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

Commission on Higher Education
**OFFICIAL
RELEASE**
CHED Central Office
Ref. No.: 2020-063 SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

FOR : REGIONAL OFFICE DIRECTORS

**HEADS OF PHILIPPINE HIGHER EDUCATION
INSTITUTIONS**

**SUBJECT : CALL FOR PROPOSALS FOR FY 2021-2022 UNDER THE
BUILDING THE INTERNATIONALIZATION
COMPETITIVENESS OF PHILIPPINE HIGHER EDUCATION
PROGRAM OF THE CHED INTERNATIONAL AFFAIRS STAFF**

DATE : 26 January 2021

The Commission hereby informs interested parties that its International Affairs Staff is now accepting project proposals for Fiscal Year (FY) 2021-2022

Through the Building the Internationalization Competitiveness of Philippine Higher Education Program, the Commission on Higher Education's (CHED) International Affairs Staff (IAS) endeavors to uphold international commitments and support higher education institutions (HEIs) in promoting internationalization engagement, learning, discovery, and meaningful collaborations towards contributing to the Program's key result areas (KRAs):

1. Elevated reputation of the Philippine higher education (HE) sector
2. Stronger internationalized Philippine higher education institutions (HEIs)
3. Global and future-proof citizens in and of Philippine HE
4. Globally-aligned higher education governance, policies and standards

Attached herewith is the call for proposals which contain further details on our internationalization priorities and targets, submission and review process, requirements, and deadline.

Applicant institutions must fill out an online form managed by CHED-IAS that will serve as the initial concept note submission. The online form can be accessed at <https://forms.gle/7D7ECeeXqiEsBvrf8>. Submission of initial concept notes through the online form can be done until 9 April 2021. Deadline of the submission of full proposals will be on 23 April 2021.

For more details, queries, and concerns, you may call the CHED-IAS through (02) 8441-0750 or send an email via ias@ched.gov.ph with the subject "CHED-IAS FY 2021-2022 CALL FOR PROPOSALS".

Dissemination of this memorandum is desired.


J. PROSPERO E. DE VERA III, DPA
Chairman 



CALL FOR PROPOSALS FOR FY 2021-2022

Through the Building the Internationalization Competitiveness of Philippine Higher Education Program, the Commission on Higher Education's (CHED) International Affairs Staff (IAS) endeavors to uphold international commitments and support higher education institutions (HEIs) in promoting internationalization engagement, learning, discovery, and meaningful collaborations towards contributing to the Program's key result areas (KRAs):

1. Elevated reputation of the Philippine higher education (HE) sector
2. Stronger internationalized Philippine HEIs
3. Global and future-proof citizens in and of Philippine HE
4. Globally-aligned higher education governance, policies and standards

Implementation of the programs under these four KRAs is further in line with CHED's aim of contributing to the:

- realization of the action lines outlined in the ASEAN policy documents;
- realization of the country's targets for the Asia Pacific Economic Cooperation (APEC) priority areas;
- fulfillment of the country's commitments in various international, regional, and bilateral agreements;
- attainment of the 2030 Sustainable Development Goals; and
- attainment of the targets and goals outlined in the Philippine Development Plan and Ambisyon Natin 2040.

As internationalization initiatives require investment, CHED-IAS is committed to providing government support for its stakeholders. Along this line, CHED-IAS is now inviting interested HEIs and other eligible providers to submit project proposals for internationalization initiatives aligned with the foregoing goals and plans for implementation within FY 2021 to 2022.

Finally, this call for proposals, released during challenging times due to the COVID-19 pandemic, seeks to gather the support of our local and international network of partners in building meaningful collaboration that will advance many of the goals of the Building the Internationalization Competitiveness of Philippine Higher Education Program.

TYPES OF PROGRAMS OPEN FOR SUBMISSION

A. Building the Internationalization Competitiveness of Philippine Higher Education Program

Under KRA 1: Elevation of the reputation of the country

Under this category, CHED will provide support to competent institutions that aim to establish Philippine leadership in select areas in the region (e.g. teacher education, adult education, health programs, creative arts, social entrepreneurship, volunteerism, disaster risk reduction and management, etc.). For this initiative, a main target outcome is the creation of specialized networks that will promote policy dialogue and cooperation in the chosen field, and promote the expertise of the HEI or build the leadership of the Philippines for the identified discipline/program in the ASEAN region.

This category further includes the following projects to be covered by separate calls for proposals:



- a. Fostering World-Class Philippine Universities
- b. Study in the PHL Program¹
- c. Building the Philippine Global Competitiveness in Communication Skills Program (anchored in the National Roadmap for Global Competitiveness in Communication Skills)²
- d. Participation in the programs any of the networks under the AUN, SEAMEO and other regional organizations

Under KRA 2: Stronger internationalized Philippine higher education institutions

This component focuses in building institutional capacity through the provision of financial and technical assistance in crafting internationalization strategies, plans and programs, and creation of international technical and research collaborations.

Under KRA 3: Global and future-proof citizens in and of Philippine HE

Initiatives focused primarily on human capital development such as mobility programs, lifelong learning programs, and home-based internationalization programs fall under this category.

Under KRA 4: Globally-aligned higher education governance, policies and standards

This component involves the provision of support for selected HEIs' implementation of their internationalization framework and strategies through institutional collaboration towards the attainment of Sustainable Development Goals, especially those focused on reducing poverty, enhancing global partnerships, and promoting quality education. Philippine HEIs in collaboration with local or international institutions can apply for support under this category.

B. Sponsorships for the Implementation of the ASEAN Plus Three Plan of Action on Education 2018-2025

Under this special category, eligible HEIs are enjoined to submit proposals to lead in the implementation of higher education and cross-sectoral action lines in the APT POA on Education 2018-2025 under the stewardship of the Philippines. A list of these deliverables appears as Annex G.

ELIGIBILITY CRITERIA

Based on the provisions of CMO No. 55 s. 2016, CHED-IAS shall assess the eligibility of an applicant HEI for fund support as well as the corresponding program categories they may pursue. Below are the eligibility criteria in accordance with Article IV, Section 8(4):

Tier 1	Applicable to the national university and select SUCs/autonomous HEIs by evaluation <ul style="list-style-type: none"> Has national and international prominence and reputation as shown by international accreditation/awards/recognition/membership in reputable international networks of universities; 	All categories
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¹ Refer to the separate Study in the PHL Program call for proposals to be released in January 2021

² Refer to the separate NRGCCS Program call for proposals to be released in January 2021



	<ul style="list-style-type: none"> • Has good track record in successful implementation of international programs and linkages, including home-based internationalization activities with measurable outcomes affecting both community/regional/national levels; and • Has a well-placed internationalization program/strategy and the necessary mechanisms, processes and facilities (i.e. a functional IR Office, student facilities, and well-defined QA/typology) 	
Tier 2	<i>Applicable to select SUCs/deregulated HEIs by evaluation with at least Level III program accreditation or its equivalent</i> <ul style="list-style-type: none"> • Pursues home-based internationalization activities; • Undertakes membership in international networks; • Has a well-placed internationalization program/strategy and the necessary mechanisms, processes and facilities (i.e. a functional IR Office, student facilities, and well-defined QA/typology) 	All categories
Tier 3	<i>Applicable to institutions with at least Level II accreditation or its equivalent</i> <ul style="list-style-type: none"> • Has a well-placed internationalization program/strategy and the necessary mechanisms, operational processes and facilities (i.e. a fully functional IR Office, student facilities, and well-defined QA/typology) 	Category A-KRA 4

INITIAL SUBMISSION

Applicant institutions must fill out an online form managed by CHED-IAS that will serve as the initial concept note submission. It shall detail the following:

- Co-funding program type
- Background
- Commitment addressed
- Objectives
- Expected outputs/outcomes
- Component activities/program of activities
- Requested and counterpart funding

The online form can be accessed at <https://forms.gle/7D7ECeeXqiEsBvr8>.

CHED-IAS shall review the concept submissions and notify applicant institutions of the results via email. Proponents of accepted concepts must thereafter submit the full project proposal (Annex A) supported by a logic frame (Annex B) and a duly accomplished HEDF Project Summary Sheet (Annex C).

The foregoing however does not limit partnerships and projects that are Commission-initiated as approved by the Commission en Banc based on the discretion and judgement of the Chairman and Commissioners in their capacity as Chairmen of the SUC Governing Boards.

PREPARATION AND IMPLEMENTATION OF THE PROPOSAL

In preparing and implementing your proposals, please consider the following sections.



Allowable Expenses

Some program types have specific requirements on allowable expenditures. Below is an indicative list of these items. Please consult the standalone guidelines per project released by CHED IAS (if available) or reach us via email or telephone for queries and concerns.

Conference Fellowship Grants

CHED will shoulder the conference fees of a select number of participants. It is up to the organizers to determine what the fees cover.

Organizational Expenses

CHED will cover expenses on accommodation (facilitators/speakers/ consultants), transportation (facilitators/speakers/consultants/select guests), honorarium (facilitators/speakers/ consultants only and computations must be based on CHED Order No. 2 s. 2011), venue, meals, communication, and supplies and materials.

Other Types of Allowable Expenses

This is dependent on the nature of the program/project for funding and may cover training costs, mobility expenses, and online infrastructure.

CHED-IAS will also allow for the inclusion of administrative costs at 5% of the total budget. Applicant institutions are strongly encouraged to submit items for funding in accordance with the given categories only. Proposals requesting funding for items not listed above shall be returned for revision.

Proposals must be approved by the Board of Regents (BORs) or Board of Trustees (BOTs) of the applicant HEIs endorsed by their respective presidents.

A proposal that merited a positive evaluation and complied with all the eligibility and documentary requirements (Annexes A, B, and C) will be issued an official grant letter once the final International Affairs Staff Work and Financial Plan for FY 2021 is approved. Projects slated for FY 2022 will also be provided a grant letter before the finalization of the FY 2022 IAS budget.

Preparation of Administrative Requirements

Upon receipt of the official grant letter, CHED and the partner HEI shall proceed in preparing the necessary administrative requirements, such as the Memorandum of Agreement (or grant agreement, for some program types). Both parties must ensure that the format and content are duly cleared by their respective executive/administrative/legal offices. Upon securing the necessary clearances, signing of the contract may commence. The partner HEI shall undertake the notarization of the contract.

Once the agreement is perfected, the partner HEI shall return the same along with the rest of the required supporting documents to CHED-IAS for the release of fund support.



Release of Fund Support

The method of the release of fund support is dependent on the nature of the institution and if there are any unliquidated expenses in relation to previous partnerships with CHED. State Universities and Colleges (SUCs) as well as non-stock, non-profit private institutions are eligible for fund transfer provided they have no pending liquidations.

For stock and for-profit HEIs, fund support shall be accorded to individual participants of the proposed conference/workshop/activity done in partnership with CHED. Payment shall be done via reimbursement.

Requirements for fund transfer, reimbursement, and liquidation are listed in Annex D.

Liquidation

The partner HEI must submit a duly accomplished and signed terminal report (Annex E) together with the rest of the requirements for liquidation within thirty (30) days upon completion of the Activity. These documents must be transmitted through a formal letter.

In the case of reimbursement-basis projects, the formal letter must also state the amount the Commission is billed for. For private HEIs which are stock corporations, a partnership arrangement with the CHED hereby understood wherein the administrative costs covering secretariat overtime pay, per diem or honoraria, including overhead expenses are deemed counterpart share of the HEI.

Consider the attached flow chart (Annex F) in planning your co-funded events. Processing of fund transfer-type projects take around three months while reimbursement releases are normally accomplished in one to two months upon receipt of the complete requirements.

DEADLINES

Submission of initial concept notes through the online form can be done until 5 February 2021. Deadline of the submission of full proposals will be on 19 February 2021.

For more details, queries, and concerns, you may call the CHED-IAS through (02) 8441-0750 or send an email via ias@ched.gov.ph with the subject "CHED-IAS FY 2020-2021 CALL FOR PROPOSALS". ■



ANNEX A - Project Proposal Template

1. HEI Name: _____
 - a. Vision
 - b. Mission
 - c. Institutional Goals
2. Key Result Areas:
 - a. SDGs
 - b. UNESCO-based
 - c. CHED/National
 - d. Institutional
3. Basic information on the project/activity
 - a. Title
 - b. Date/Time/Location
 - c. Hosting organization/s
4. Background and rationale
5. Objectives
6. International/regional/bilateral commitments fulfilled by the project/activity
7. Target outputs and outcomes and impacts
8. Target audience (including number of pax)
9. Agenda, program of activities, and timetable
10. Total project/activity cost
 - Full project work and financial plan
 - Breakdowns and computations
11. Contact details of project/activity focal point or office

Prepared by:

[Name]
[Designation]
[Office/Institution]
[Contact Details]



ANNEX B | HEDF Logic Frame for Project Proposals

Objectives	Measurable Indicators	Means of Verification	Important Assumptions
GOAL : Wider problem the project will help to resolve	Quantitative ways of measuring or qualitative ways of judging timed achievement of goal	Cost-effective methods and sources to quantify or assess indicators	External factors necessary to sustain objectives in the long run
PURPOSE : The immediate impact on the project area or target group i.e. the change or benefit to be achieved by the project	Quantitative ways of measuring or qualitative ways of judging timed achievement of goal	Cost-effective methods and sources to quantify or assess indicators	(Purpose to Goal) External conditions necessary if achieved project purpose is to contribute to reaching project goal
OUTPUTS : These are the specifically deliverable results expected from the project to attain the purpose	Quantitative ways of measuring or qualitative ways of judging timed production of outputs	Cost-effective methods and sources to quantify or assess indicators	(Outputs to Purpose) Factors out of project control which, if present, could restrict progress from outputs to achieving project purpose
ACTIVITIES : These are the tasks to be done to produce the outputs	INPUTS : This is a summary of the project budget	Financial reports	(Activity to output) Factors out of project control which, if present, could restrict progress from activities to achieving outputs

Why use a LOG FRAME ? A Log Frame is "a logical summary of key factors of the project." It "encourages the discipline of clear and specific thinking about what the project aims to do and how, and highlighting those aspects upon which success depends." It is a tool for planning, monitoring and evaluating projects. -- From the "Logical Framework Analysis" document of BOND Networking for International Development

(HEI President)

Signature over Printer Name



ANNEX D | Checklist of Requirements

Requirements for Reimbursement <i>To be submitted after the completion of the project/activity along with the requirements for liquidation</i>	Requirements for Fund Transfer <i>To be submitted before the implementation of the project/activity</i>
<ol style="list-style-type: none"> 1. Full project proposal (with logical framework, timetable and project summary sheet) 2. Perfected memorandum of agreement 3. Commission en Banc resolution (c/o CHED) 4. Authority to Reimburse (c/o CHED) 5. Certificate of registration from Securities and Exchange Commission (SEC) 6. Authenticated copy of the latest Articles of Incorporation showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the certificate of filing with SEC 7. Audited financial reports for the past three years preceding the date of project implementation 8. Payment of food catering <ol style="list-style-type: none"> a. Accomplishment report b. Attendance sheet c. Canvass paper (price with quotation document) from at least three catering services provided d. Official receipts 9. Payment of supplies/materials <ol style="list-style-type: none"> a. Requisition and issue slip b. Canvass paper of at least three price quotation and abstract c. Inspection and abstract report d. Inspection and acceptance report e. Purchase request f. Official receipts 10. Select photos (with description) 	<ol style="list-style-type: none"> 1. Full project proposal (with logical framework and project summary sheet) 2. Perfected memorandum of agreement 3. Board resolution 4. Commission en Banc resolution (c/o CHED) 5. Obligation request and status (c/o CHED) 6. Disbursement voucher (c/o CHED) 7. Proof of the transmittal of the perfected MOA to the Commission on Audit (c/o CHED) 8. Proof/confirmation that the Partner HEI has no existing fund transfer with CHED (c/o CHED)
Requirements for Liquidation	
<ol style="list-style-type: none"> 1. Cover letter 2. Financial report (with itemized summary of expenses) <i>Note: The report must be certified by the Chief Accountant, approved by the President/Chancellor, and verified by the Auditor. In case of significant variance in projected versus actual expenses, a document justifying the same must also be included.</i> 3. Terminal report 	

All photocopies must be certified. If you applied for **conference fellowship grants**, in lieu of the reports relevant to the payment of organizational expenses, you will have to include a report on the selection process, a list of beneficiaries selected which shows their designation and home institution/organization, and copies of their re-entry plans, if possible.



ANNEX E | Terminal Report Template

(IZN Framework)

1. HEI Name: _____

- a. Vision
- b. Mission
- c. Institutional Goals

2. Key Result Areas:

- a. SDGs
- b. UNESCO-based
- c. CHED/National
- d. Institutional

3. Basic information on the project/activity

- a. Title
- b. Date/Time/Location
- c. Hosting organization/s

1. Background and rationale

2. Copy of the agenda and/or program of activities

3. Report on the proceedings

4. Overview of the outputs, outcomes and impacts generated by the project/activity, with emphasis on future steps and actions (consider the international/regional/bilateral commitment that the project/activity aims to address)

5. Members of the organizing committee

6. List of participants (i.e. attendance sheet)

7. Photos (with description)

8. Other materials deemed appropriate for submission

Prepared by:

[Name]

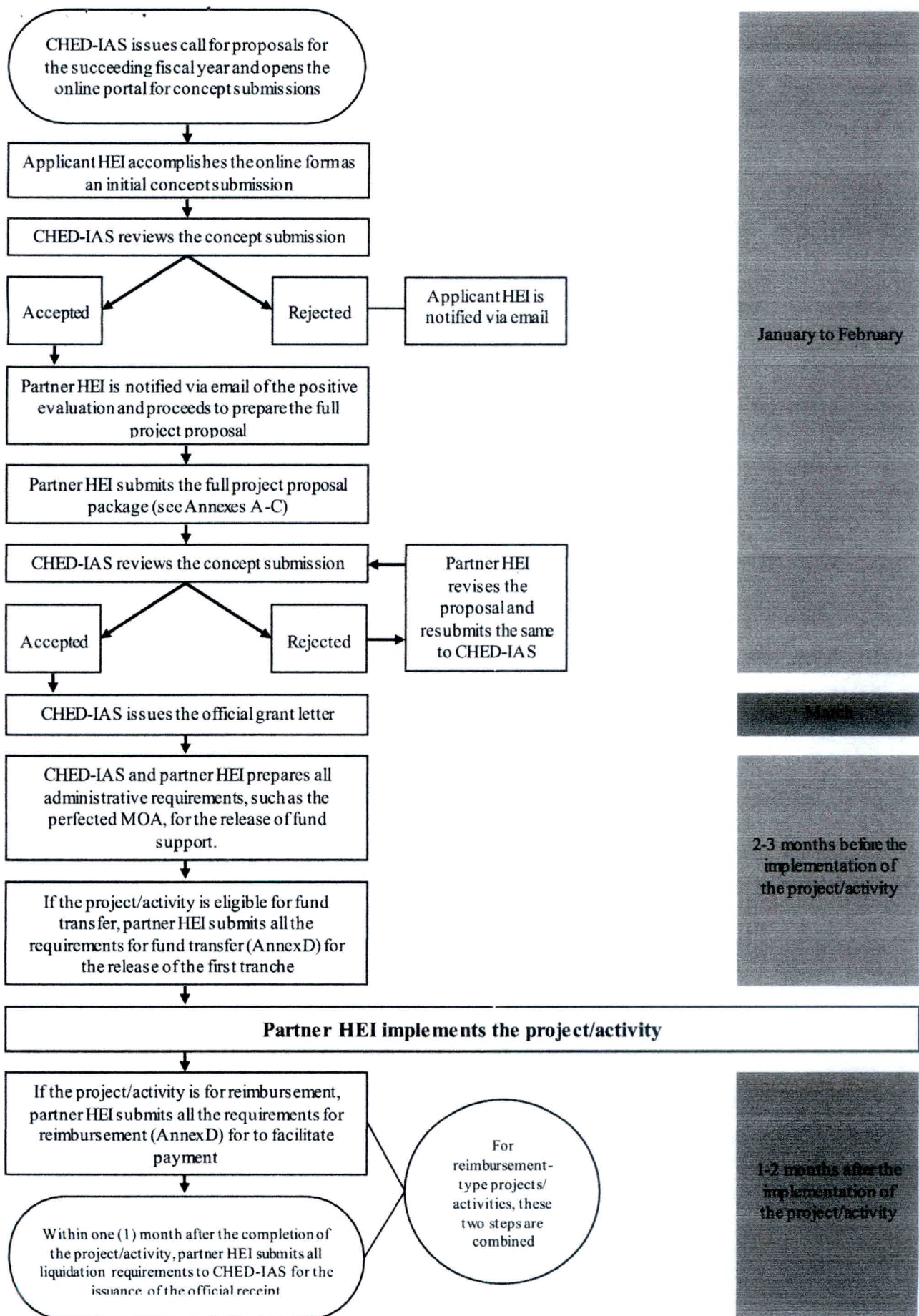
[Designation]

[Office/Institution]

[Contact Details]



Annex F | Flow Chart on the CHED Co-Funding Process



Annex G | List of Country Deliverables under the ASEAN Plus Three Plan of Action on Education 2018-2025

Sub-Sector: Higher Education

Key Priority/Strategy: Serving socio-economic community needs through university-industry-community cooperation

No.	Projects/Activities	Performance Indicators	Expected Outputs
14	Development of curriculum between universities and industries	Platforms/activities for sharing of issues and best practices in creativity, cultural education and arts, and the prospects of creative industries in the region	Policy development/curriculum on creativity, cultural education and arts programming in higher education in collaboration with industries
15	Develop APT University-Industry partnership for sustainable society/development in the region	University-industry partnership activities and programs to be conducted Academic collaboration with university and industry for sustainable development	Utilization of outcomes through collaborative education programs for the development of the region Curriculum design/activities in sustainability
16	Develop community engagement program	Regional Conference Youth Volunteerism Publication on community engagement	Promoting greater university-industry-community collaborations to uplift the quality of life for ASEAN and Asian communities

Key Priority/Strategy: Strengthen inter-institutional cooperation to promote networking and research development among institutions and authorities

No.	Projects/Activities	Performance Indicators	Expected Outputs
22	Build scholar network	Activities/platforms to enhance networking and sharing of academic works in multi-sectoral areas	Promoting network of scholars and researchers in ASEAN and East Asia

Sub-Sector: Cross-Cutting/Sectoral

Key Priority/Strategy: Promote capacity building for teacher, faculty members, students, educational personnel

No.	Projects/Activities	Performance Indicators	Expected Outputs
31	Promote Knowledge Sharing Platform such as Educational Exchange Week	Number of activities conducted	<ul style="list-style-type: none"> Best practices in the form of published or online documentation Networking of educational personnel

Key Priority/Strategy: Strengthen Network among Governments, Academic and Industries

No.	Projects/Activities	Performance Indicators	Expected Outputs
32	Framework/study on skills mapping	<ul style="list-style-type: none"> Number of consultations organized Number of knowledge-sharing events organized Number of publications on APT best practices 	Toolkits/manuals for the linkage, benefits to the stakeholders, best practices for further replication or modification to ensure the fitness to national context, etc.
33	Sharing of best practices	<ul style="list-style-type: none"> Number of publications Number of knowledge-sharing events organized 	
34	Develop networking platform	Number of networking activities organized	

Key Priority/Strategy: Developing the exchange platforms

No.	Projects/Activities	Performance Indicators	Expected Outputs
35	Conduct of a teacher exchange programme	Number of exchange programmes or events organized	Teachers network
36	Establish student exchange/network programme (flagship under APT WG)	Number of exchange programmes or events organized	Students network

