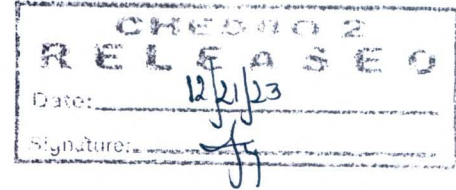




COMMISSION ON HIGHER EDUCATION

## REGIONAL OFFICE II

**REGIONAL MEMORANDUM ORDER**  
**No. 378, series of 2023**



**FOR :** ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02

**SUBJECT :** CALL FOR APPLICATIONS FOR THE ASIAN INSTITUTE OF MANAGEMENT (AIM) GLOBAL ACADEMIC LEADERSHIP PROGRAM (GALP) UNDER THE CONTINUING PROFESSIONAL DEVELOPMENT STUDIES GRANT (CPDSG)

**DATE :** DECEMBER 20, 2023

Attached is a copy of the Memorandum from **Dr. J. Prospero E. De Vera III, Chairperson, Commission on Higher Education**, inviting all Presidents and Officers-in-Charge of CHED-recognized Higher Education Institutions (HEIs) to **nominate a maximum of two (2) key officials** (see Annex A for the list of eligible positions) employed in your institution to pursue a short-term study on “Global Academic Leadership Program” offered by the Asian Institute of Management (AIM). Participation in the program will be under CHED scholarship through the Continuing Professional Development Studies Grant (CPDSG),

Due to the limited number of participants who may be accommodated, the evaluation of eligibility will be on a first-come, first-served basis. Interested applicants must be nominated by their SHEIs with complete documentary requirements **on or before 28 December 2023**. Kindly submit the soft copy of the application documents through this link: [https://bit.ly/GALP-AIM\\_ApplicationUploadingForm](https://bit.ly/GALP-AIM_ApplicationUploadingForm), with file format: **CHED-AIM\_Name of SHEI\_Application Documents**.

The eligibility and documentary requirements to avail the scholarship are provided in Annexes B and C. Further information on submission reminder and approval process are provided in Annex D.

For inquiries and concerns, you may contact the **Ms. Shielo Zosimo** of the Local Graduate Scholarship Office at email [cpdsg@ched.gov.ph](mailto:cpdsg@ched.gov.ph).

For information and guidance of all concerned.

  
**ATTY. MARCO CICERO F. DOMINGO**  
OIC - Director IV

Encl.: as stated

Kindly rate the delivery of our services through the link below:

Link: <http://bit.ly/CHEDRO2CSM>

Thank you

:rgd/Tracking No. 25629



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



**MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON**

**FOR : PRESIDENTS AND OFFICERS-IN-CHARGE OF  
HIGHER EDUCATION INSTITUTIONS**

**CHED CENTRAL AND REGIONAL OFFICE DIRECTORS**

**SUBJECT : CALL FOR APPLICATIONS FOR THE ASIAN INSTITUTE OF  
MANAGEMENT (AIM) GLOBAL ACADEMIC LEADERSHIP  
PROGRAM (GALP) UNDER THE CONTINUING PROFESSIONAL  
DEVELOPMENT STUDIES GRANT (CPDSG)**

**DATE : 04 DECEMBER 2023**

The Commission on Higher Education (CHED) invites all Presidents and Officers-in-Charge of CHED-recognized Higher Education Institutions (HEIs) to nominate a **maximum of two (2) key officials** (see Annex A for the list of eligible positions) employed in your institution to pursue a short-term study on "Global Academic Leadership Program" offered by the Asian Institute of Management (AIM). Participation in the program will be under CHED scholarship through the Continuing Professional Development Studies Grant (CPDSG).

The short-term program is designed to strengthen knowledge and skills on design thinking and resilient business model Innovation, strategy management, academic leadership in the 21st century, artificial intelligence and the 4th education revolution and multi-stakeholder partnerships. Participants who are able to successfully complete the program is eligible for creditable Post-graduate Diploma Level units in Management at the AIM.

Due to the limited number of participants who may be accommodated, the evaluation of eligibility will be on a first-come, first-served basis. Furthermore, key officials from CHED-recognized Private HEIs will be prioritized. The mode of delivery will be online with two-days face to face classes for collaboration and in-person graduation.

The schedule of classes will be conducted from January to May 2024. Further details on the specific program schedule will be discussed during the Orientation/Onboarding of eligible participants/scholars.

The eligibility and documentary requirements to avail the scholarship are provided in Annexes B and C. Further information on submission reminder and approval process are provided in Annex D.

The scholarship will cover the following:

- Program fees
- Meal expenses during the two-day collaboration and graduation ceremony at AIM
- Postgraduate Certificates
- Admission to AIM Alumni

Interested applicants must be nominated by their SHEIs with complete documentary requirements **on or before 28 December 2023**. Kindly submit the soft copy of the application documents through this link: [https://bit.ly/GALP-AIM\\_ApplicationUploadingForm](https://bit.ly/GALP-AIM_ApplicationUploadingForm), with file format: **CHED-AIM\_Name of SHEI\_Application Documents**.

**LATE AND/OR INCOMPLETE OR INCORRECT APPLICATIONS WILL NOT BE ACCEPTED.**

For queries and concerns, you may contact Ms. Shiela Zosimo of the Local Graduate Scholarships Office (LGSO) through email at [cpdsg@ched.gov.ph](mailto:cpdsg@ched.gov.ph).

Wide dissemination of this Memorandum is desired.



J. PROSPERO E. DE VERA III, DPA  
Chairman 



**ANNEX A: LIST OF ELIGIBLE DESIGNATIONS / POSITIONS CONSIDERED AS KEY OFFICIALS IN CHED-RECOGNIZED HIGHER EDUCATION INSTITUTIONS (HEIs)**

- President / School Director / Chancellor / Rector
- School Administrator
- Executive or Senior Vice President / Vice Chancellor / Vice Rector
- Vice President for Academic Affairs
- Vice President for Finance and / or Administration
- Vice President for Public affairs
- Vice President for Student affairs
- Vice President for Planning and Finance
- Vice President for HR Services
- Vice President for Research and Publications
- Vice President for Teaching and Assurance of learning
- Vice President for Institutional Partnerships
- Vice President or Head of a Campus/Branch of the HEI
- Chief Operating Officer
- Chief Executive Officer
- Dean
- Office / Program Director or Head
- Any other senior positions designated by the HEI to be the official representative of the school



## **ANNEX B: ELIGIBILITY CRITERIA FOR APPLICANTS**

### **A. Qualifications as AIM Student**

1. Must have at least completed a Bachelor's Degree from CHED or MBHTE-recognized HEI
2. Key officials who are actively involved in the operations, management and administration of the institution. Please see Annex A for the list of eligible applicants.

### **B. Qualifications as CHED Scholar**

1. Must be a Filipino citizen.
2. Must have an existing regular or plantilla item with an HEI identified in the Scope and Coverage OR participants duly identified and approved by the CEB.
3. Work duties and/or responsibilities are aligned with the CPDSG programs.
4. Must meet the qualifications of the specific program being applied to.
5. Must secure the following:
  - a. Permit to study issued by the Sending Higher Education Institution (SHEI) represented by its Governing Board or its equivalent and as duly endorsed by the Faculty and Staff Development Committee or its equivalent;
  - b. Letter of Support from the SHEI represented by its Governing Board or its equivalent and duly endorsed by the Faculty and Staff Development Committee or its equivalent which will provide justification on the eligibility of the nominee and usefulness of the program to the nominee and its contribution to the SHEI upon completion of the program;
  - c. SHEI's endorsement of the nominee's Re-entry Action Plan;
  - d. For SHEIs who will require Return Service to their nominees, Copy of Return Service Agreement (if applicable); and
  - e. For programs that only cover program fees/tuition fees, Certification of Support Funding must be submitted.
6. For programs with a total duration of more than 30 days, applicant must provide evidence of being:
  - a) physically fit to undertake and complete the program as attested by a medical certificate issued by a licensed physician; and b) mental fitness to undertake and complete the program as certified by the SHEI's guidance counselor, or a licensed psychiatrist or psychologist.
7. Has completed a Bachelor's Degree or its equivalent from a CHED or MBHTE- recognized HEI.
8. Additional eligibility requirements, as needed, may be applied as approved by the Commission en Banc.

### **C. Ineligibility as CHED Scholar**

1. Applicants with dual citizenship.
2. Nominated SHEI Focal Person for the program.
3. Applicants who are on official leave and/or not in active service to the HEI (i.e. on special detail, secondment, etc.).
4. Applicants who have an existing grant and/or scholarship contract with CHED at the time of application.
5. Applicants who are not cleared from any CHED grant or scholarship awarded.
6. Applicants who have been a recipient of a grant under the CPDSG for the current calendar year.
7. Applicants with more than one application and/or admission among eligible grants under the CPDSG.
8. Applicants who are nominated by their HEI to attend a program/training course offered by the same under the CPDSG.
9. Applicants who failed to obtain a nomination from their SHEI.
10. Applicants without a regular or plantilla item from the HEI unless approved by the CEB.
11. Applicants who have been terminated from the Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP) or other grants under the CPDSG.
12. Applicants who do not fulfill the qualifications provided in the policy and eligibility requirements of the program as approved by the CEB, including non-compliant / incomplete submissions and/or re-submission of out-of-date application / documentary requirements.

*Note: Those who have relative/s until the 4th consanguinity with any of the appointing authority / recommender / referrer / other fellow nominees are ineligible to be considered for the scholarship.*



## ANNEX C: CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APPLICANTS

REQUIREMENTS	
Application Form (CPDSG-APP-1)	<input type="checkbox"/> SUBMITTED
Re-entry Action Plan, as endorsed by the SHEI (CPDSG-APP-2)	<input type="checkbox"/> SUBMITTED
SHEI Certification and Endorsement (CPDSG-APP-3)	<input type="checkbox"/> SUBMITTED
Signed and Notarized Promissory Note (use template)	<input type="checkbox"/> SUBMITTED

SUPPORTING DOCUMENTS	
Copy of Birth Certificate with PSA, NSO or Civil Registrar's logo	<input type="checkbox"/> SUBMITTED
Copy of diploma, or its equivalent, from CHED or MBHTE-recognized HEI or foreign university, as applicable	<input type="checkbox"/> SUBMITTED
Medical Certificate of physical fitness to undertake and complete the program, as certified by a licensed physician (CPDSG-APP-4a)	<input type="checkbox"/> SUBMITTED
Certificate of mental fitness to undertake and complete the program, as certified by the SHEI's guidance counselor, or a licensed psychiatrist or psychologist (CPDSG-APP-4b)	<input type="checkbox"/> SUBMITTED
Notarized Declaration of Eligibility (CPDSG-APP-5)	<input type="checkbox"/> SUBMITTED

REQUIREMENTS SPECIFIC TO SENDING HEI	
List of recommended applicants (use template)	<input type="checkbox"/> SUBMITTED



## ANNEX D: SUBMISSION REMINDERS

1. Interested SHEIs shall determine and nominate eligible HEI personnel based on the minimum qualifications of the program and the eligibility criteria of the grant.
  - a. Only SHEIs provided in the Scope and Coverage shall be eligible to send an official list of its nominees.
  - b. SHEIs may only send one official list of endorsed nominees per slot allocation for every call for applications.
  - c. Eligible SHEIs must provide a focal person, who is not a nominated participant, for efficient coordination with the Commission and the program providers.
  - d. SHEIs must ensure that the nominees meet ALL the minimum qualifications of the program provider **and** the eligibility criteria provided in the policy.
  
2. SHEIs shall submit to CHED, **electronic copies of the complete application documents** as certified by the HR or its equivalent, and attested by the President or its equivalent, **on or before the submission deadline.**
  - a. The templates may be downloaded through this link: <https://bit.ly/ApplicationTemplates>
  - b. SHEIs are to submit their official list of endorsed nominees, and the complete documentary requirements in one submission.
  - c. Submissions shall be made through uploading the compliance documents using this link here: [https://bit.ly/GALP-AIM\\_ApplicationUploadingForm](https://bit.ly/GALP-AIM_ApplicationUploadingForm)
  - d. Deadline of submission: **on or before 28 December 2023.**
  
3. The received list of applicants shall be short-listed based on on a first-come, first-served basis and in compliance with the following criteria:
  - a. Completeness and correctness of application documents and compliance with the eligibility criteria provided in the policy.
    - i. Only complete and correct documents shall be considered.
    - ii. SHEIs shall submit the complete application documents in one submission.
  - b. Compliance to the deadline provided by CHED.
  - c. Any of the following shall not be considered: Incomplete, partial and/or initial documentary submissions and those submitted beyond the submission deadline.
  - d. Those who qualified for the grant but were not accommodated due to the limited number of slots for the program shall be classified as waitlisted. Incomplete, incorrect, partial and/or late submissions are automatically not qualified for waitlisting.
    - i. Nominees from the waitlist shall only be considered in case of forfeiture of slots of eligible participants or in the event that there are remaining unfilled available slots for a program.
    - ii. Waitlisted applicants shall be ranked based on first-come, first served basis and eligibility.

