

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

May 30, 1991

DECS O R D E R
No. 60, s. 1991

GUIDELINES FOR THE IMPLEMENTATION OF THE COLLEGE FACULTY
DEVELOPMENT FUND PROGRAM UNDER RA 6728, SY 1991-1992

To: Regional Directors
Heads of Private Schools, Colleges and Universities

1. Declaration of Policy

For the purpose of improving the quality of teaching in higher education, Republic Act 6728 has established a College Faculty Development Fund to provide for scholarships for graduate degrees and non-degree workshops and seminars for faculty members in private colleges and universities.

2. Coverage

- a. Faculty members of private colleges and universities shall be the beneficiaries of the program.
- b. This program shall consist of full-time and part-time scholarships, thesis/dissertation writing grants, and assistance for workshops and seminars.

3. Basis of Assignment of Slots

Slots for scholarships and grants-in-aid shall be distributed according to the needs of the region and on the aggregate number of faculty members of private higher education institutions per region offering the following priority courses: the natural sciences, technology, and mathematics.

4. Financial Assistance

- a. An amount of ₱7,250.00 per semester and ₱5,500.00 per summer or ₱20,000.00 per school year is allocated for a beneficiary pursuing the masteral or doctoral programs. (See Inclosure No. 1 for breakdown of the figures.)
- b. For part-time beneficiaries in the masteral/doctoral degree programs, the amount used shall be determined by the load they carry for the semester/summer. This shall not exceed, however, the amount of ₱16,000.00 per year.
- c. An amount of ₱20,000.00 is allocated for a faculty grantee with an approved proposal who shall enroll in either thesis or dissertation writing. This

allocation covers tuition and other fees, materials, living allowance, and transportation expenses.

5. Successful applicants of the college faculty development fund program shall enroll only in any of the tertiary institutions with accredited programs or in state colleges/universities with good track record, preferably in their regions.

6. Guidelines

The guidelines for the program are provided in the various inclosures, as follows:

Inclosure 1

- 1.1 Program offerings for the College Faculty Development Fund Program
- 1.2 Terms of assistance (a breakdown of the figures)
- 1.3 Qualifications of candidates
- 1.4 Requirements

Inclosure 2 - Process of Selection

Inclosure 3 - Program Management and Supervision

Inclosure 4 - Obligations of Faculty Beneficiaries

Inclosure 5 - Suggested Leader Schools

Inclosure 6 - List of Recipient Private Institutions per Region

Inclosure 7 - Distribution of Slots per Region

Inclosure 8 - Application Form

7. Effectivity

The College Faculty Development Fund Program shall take effect starting school year 1991-1992. The thesis/dissertation grant for masteral/doctoral candidates shall be given priority in its implementation.

8. Immediate and wide dissemination of this Order to all concerned is hereby enjoined.

(SGD.) EDNA F. FORMILLEZA
Undersecretary
Officer-in-Charge

Incls.:

As stated

Reference:

DECS Order: No. 120, s. 1990

Allotment: 1-4--(M.O. 1-87)

To be indicated in the Perpetual Index under the following subjects:

Course of Study, COLLEGIATE
LEGISLATION
RULES & REGULATIONS

SCHOLARSHIPS
TEACHERS
UNIVERSITIES & COLLEGES

(Inclosure No. 1 to DECS Order No. 60, s. 1991)

I. Program Offerings for the College Faculty Development Fund

Forms of Scholarships/Grant

Doctoral Program

1. Full-time doctoral program for faculty to be completed in three (3) years inclusive of dissertation writing.
2. Part-time doctoral program for faculty who need to maintain a reduced work load while pursuing the doctoral program to be completed in four (4) years.
3. Dissertation grant for the doctoral program with approved dissertation proposal to be completed in a maximum period of one year.

Financial Assistance

1. Financial assistance for the Doctoral Program shall include ₱2,800.00 for tuition and other school fees a semester, ₱800.00 monthly living allowance, and ₱450.00 for book allowance. For summer, ₱2,450.00 tuition and other school fees, ₱1,600.00 for 2 months living allowance, ₱450.00 for book allowance and ₱1,000.00 for transportation to and from the applicant's place of origin by either land or sea. The total financial assistance per year is ₱20,000.00.
2. Financial assistance for part-time scholars shall be determined on a case-to-case basis. This shall not exceed, however, the amount of ₱16,000.00 per year.
3. For the dissertation writing, the amount of ₱7,400.00 for tuition and other school fees, ₱2,000 for materials, ₱800.00 living allowance a month for a duration of 12 months and ₱1,000.00 for transportation to and from the applicant's place of origin, either by land or sea, or a total of ₱20,000.00.

Master's Program

1. Full-time Master's program for faculty to be completed in two (2) school years inclusive of thesis writing.

2. Part-time Master's program for faculty who cannot be released completely by their respective schools for a maximum period of three (3) years.
3. Thesis grants for Master's candidates with approved thesis proposals to be completed in a maximum period of one (1) year.

Financial Assistance

1. Financial assistance for the Master's program shall include ₱2,800.00 for tuition and other school fees a semester, ₱800.00 monthly living allowance, and ₱450.00 for book allowance. For summer, the assistance shall be ₱2,450.00 tuition and other school fees, ₱1,600.00 for two (2) months' living allowance, ₱450.00 for book allowance and ₱1,000.00 for transportation to and from the applicant's place of origin, either by land or sea. The total financial assistance per year is ₱20,000.00.
2. Financial assistance for a part-time scholar shall be determined on a case-to-case basis. This shall not exceed, however, the amount of ₱16,000.00 per year.
3. For thesis writing, the amount of ₱7,400.00 for tuition fee and other fees, ₱2,000.00 for materials, ₱800.00 living allowance a month for a duration of 12 months and the amount of ₱1,000.00 for transportation to and from the applicant's place of origin, either by land or sea. This covers the whole amount of ₱20,000.00 for the grant.

Qualifications/Requirements of Candidates

Doctoral/Master's Level

Except for No. 1 on the age level, No. 2 on the prerequisite requirements for admission to the Master's/Doctoral Program and No. 4 on the weighted average, the qualifications and requirements of candidates in both programs are the same.

1. Not more than 50 years of age for the Ph.D. program and not more than 40 years of age for the master's program;
2. Be a bachelor's degree holder for nominees to the master's program and a master's degree holder, for the doctoral program;

3. Be a major in subject area of study;
4. Have a weighted general average of at least "2.00" or its equivalent in the undergraduate course for applicants to the masteral program and "1.5" for the Ph.D. programs;
5. Have at least 3 years of very satisfactory teaching experience as a permanent faculty member;
6. No pending application for scholarship under another program;
7. No pending administrative/criminal case;
8. Must be in good health;
9. Must be of good moral character; and
10. Should not be pregnant (if female applicant).

Supporting Papers To Be Submitted

1. Application Form (in three copies);
2. Three copies of 1 x 1 photo to be attached on the application form on the upper right hand corner;
3. Transcript of records;
4. Health Certificate duly accomplished;
5. Certified copy of the nominee's performance rating for the last three years;
6. Clearance of no pending administrative case by the head of office;
7. Statement of actual duties;
8. Certificate of good moral character; and
9. Certification from the Dean of Graduate Studies of approved thesis/dissertation proposal.

(Inclosure No. 2 to DECS Order No. 60, s. 1991)

1. Process of Selection

School

The school shall form a local screening committee composed of the following:

- Chairman - President/Head of School
- Members - A Representative of DECSRO
Department Head/Area Head
Director of Faculty Development
Program

This local screening committee for selection of applicants

1. Evaluates the qualifications of candidate;
2. Interviews applicants;
3. Makes a rank list;
4. Distributes slots according to the corresponding number assigned to the school following the rank list; and
5. Furnishes Regional Office with approved list of applicants together with their application forms indicating the schools where they are going to enroll.

Regional Office

1. Participates in the school screening committee;
2. Receives, records names of successful candidates including the school where they intend to enroll; and
3. Furnishes GASTPE-BHE with approved list of applicants together with their application forms indicating the schools where they are going to enroll.

GASTPE-BHE

Receives, records and keeps file of names of successful candidates to the CDFP program and the schools where they are enrolled.

(Inclosure No. 3 to DECS Order No. 60, s. 1991)

1. Program Management and Supervision

Specific Functions of the Agency/Unit

GASTPE Central Office

The GASTPE Unit shall have the following specific functions:

1. Formulates policies, rules and standards governing the CFDF program;
2. Administers and supervises the budgetary component of the program;
3. Monitors and evaluates program implementation;
4. Determines and assigns number of slots per region; and
5. Keeps records and files on all aspects of the CFDF program.

The Regional Office

The Higher Education Division shall have the following specific functions:

1. Disseminates information about the CFDF program to private colleges/universities offering the priority courses in the regions;
2. Approves the schools where applicants should enroll;
3. Determines slots for specific schools and distributes these one week or earlier before enrollment time;
4. Allocates and disburses funds directly to beneficiaries;
5. Monitors the implementation of the program in the region; and
6. Performs other administrative work.

School

The CFDF Program Committee for the school shall have the following functions:

1. Selects the right person for the right program;
2. Provides information services to beneficiaries concerning their benefits and privileges under the program;
3. Recommends successful candidates to graduate school where they intend to enroll;
4. Coordinates with graduate schools so beneficiaries will be oriented of its policies, rules and regulations concerning their studies;
5. Monitors beneficiaries' performance and recommends continuance or discontinuance of scholarships; and
6. Pays the faculty grantees from 50% to 100% of their monthly salary for the duration of their scholarship/grant.

Leader School

1. Plays the role of big brother to lesser schools whose beneficiaries to the CFDF Program would like to avail of the expertise that the leader schools are offering; and
2. Assists CFDF beneficiaries whenever necessary.

(Inclosure No. 4 to DECS Order No. 60, s. 1991)

OBLIGATIONS OF GRANTEES

1. Beneficiaries of the CFDF Program must finish the scholarship grant applied for following the timetable as stipulated in DECS Order No. 1990; otherwise they have to complete the scholarship/grant at their own expense.
2. Those who have started in the program but drop out or show no intention of continuing with the scholarship/grant, due principally to the fault of the beneficiaries themselves must repay the government whatever initial expenses have been incurred; however, if it is due to some circumstances beyond their control, no obligation to pay should arise.
3. Upon completing the scholarship, beneficiaries must serve in their respective schools 3 years' return service for every year of scholarship/grant availed of.
4. In cases of sickness and other unforeseen events that prevent the grantee from following the timetable of the CFDF Program, justification accompanied by pertinent documents must be presented to the concerned DECS official.

Leader Schools

INSTITUTIONS OFFERING PRIORITY COURSES
IN THE GRADUATE LEVEL

C A R

1. Saint Louis University
A. Bonifacio Street, Baguio City

Master of Science in Biology

N C R

1. Ateneo de Manila
Loyola Heights, Quezon City

Doctor of Philosophy in Chemistry
Doctor of Philosophy in Mathematics
Master of Science in Computer Science
Master of Science in Mathematics
Master of Science in Chemistry
Master of Science in Computer Education

2. Centro Escolar University
Mendocina Street, Manila

Doctor of Philosophy in Mathematics
Master of Arts in Chemistry
Master of Science in Mathematics Education

3. De La Salle University
Taft Avenue, Manila

Master of Science in Mathematics
Master of Arts in Biology
Master of Science in Computer
Master in Engineering Education
Ph.D. in Science Education (Physics Education,
Math Education, Chemistry Education and
Biology Education)

4. University of Santo Tomas
España Street, Sampaloc, Manila

Master of Arts in Chemistry Education

5. Philippine Women's University
Taft Avenue, Manila

Master of Science in Chemistry

Region III

1. Angeles University Foundation
Mac-Arthur Highway, Angeles City

Master of Arts in Mathematics

Region VII

1. University of San Carlos
Cebu City

Master of Science in Biology
Master of Science in Mathematics
Master of Science in Chemistry

Reference

1969 Directory of Higher Education Institutions of the Philippines.

STATE COLLEGES/UNIVERSITIES
Offering Priority Courses

1. Rizal Technology College - NCR
Boni Ave., Mandaluyong
Metro Manila

Master of Science in Engineering & Technology
2. University of the Philippines - NCR
Diliman, Quezon City

Master of Science in Engineering - CHE, CE, EE, IE, ME,
Doctor of Philosophy (Energy Engineering)
MAT and Ph.D. in Science Education (Physics Education,
Math Education, Chemistry Education, Biology Education)
3. Benguet State University - CAR
La Trinidad, Benguet

Master of Science in Botany
4. University of the Philippines
Taft Avenue, Manila

Master of Science in Bio-Chemistry
5. Polytechnic University of the Philippines
Hypodrome St., Sta. Mesa
Manila

Master in Industrial Engineering

* Directory of Architecture and Engineering Schools
Bureau of Higher Education
December - February 1991

List of Higher Education Institutions
Offering Arts & Sciences Courses
DECS - BHE

(Inclosure No. 6 to DECS Order No. 60, s.1991)

LIST OF RECIPIENT PRIVATE INSTITUTIONS BY REGION

C A R

1. Baguio Central University
18 Bonifacio Street, Baguio City
2. University of Baguio
General Luna Road, Baguio City
3. St. Louis University
A. Bonifacio Street, Baguio City

Region I

1. Virgen Milagrosa Educational Institutions
Talay District, San Carlos City
2. University of Pangasinan
Arellano Street, Dagupan City
3. Northwestern College
P. Burgos Street, Laoag City
4. Luzon Colleges
Perez Boulevard, Dagupan City
5. Lyceum Northwestern
Tapuac, Dagupan City
6. Divine Word College of Laoag
General Segundo Avenue, Laoag City
7. St. Louis College
Carlatan, San Francisco, La Union

Region II

1. St. Mary's College of Bayombong
Bayombong, Nueva Viscaya
2. Lyceum of Aparri
Aparri, Cagayan
3. La Salette College
Santiago, Isabel

4. La Salette of Santiago
Dubinan East, Santiago
5. Saint Paul University
Tuguegarao, Cagayan
6. Saint Louis College of Tuguegarao
Mabini Street, Tuguegarao

Region III

1. Columban College
No. 1 Mt. Apo, East Tapinac, Olongapo City
2. University of the Assumption
Luisia Blvd., Del Pilar, San Fernando
3. Angeles University Foundation
MacArthur Highway, Angeles City
4. Bataan Educational Institution
Orani, Bataan
5. Bataan Heroes Memorial College
Balanga, Bataan
6. Pamantasan ng Araullo
Bitas, Cabanatuan City
7. College of the Immaculate Conception
Cabanatuan City
8. Holy Angel University
Angeles City
9. Baliuag Colleges
Gil Carlos Street, Baliuag, Bulacan
10. Bataan Educational Institutions
Ma. Fe Subdivision, Orani, Bataan
11. East Central Colleges
San Fernando, Pampanga
12. Garcia National Colleges
Guagua, Pampanga
13. Republic Central College
Plaridel Street, Angeles City

Region IV

1. Colegio de San Juan de Letran
Bo. Bucal, Calamba
2. Divine Word of Calapan
Calapan, Oriental Mindoro
3. Golden Gate College
14 P. Prieto Street, Batangas City
4. Holy Trinity College
Puerto Princesa City, Palawan
5. Roosevelt College
Sumulong Highway, Cainta, Rizal
6. Laguna College
Paseo de Escudero, San Pablo City
7. Manuel S. Enverga University Foundation
University Site, Lucena City
8. Perpetual Help College of Laguna
Sto. Niño, Biñan, Laguna
9. Western Philippine Colleges
Hillton, Batangas City
10. Canossa College
San Pablo City
11. Siena College of Taytay
E. Rodriguez, Taytay, Rizal
12. De La Salle of Lipa
Lipa City
13. De La Salle University
Emilio Aguinaldo College
Dasmariñas, Cavite

Region V

1. Annunciation College
479 Magsaysay Avenue, Sorsogon, Sorsogon
2. Aquinas University
Legaspi City
3. Divine Word College of Legaspi
Rizal Street, Legaspi City

4. Naga College Foundation
Peñafrancia Avenue, Naga City
5. University of Nueva Caceres
Jaime Hernandez Avenue, Naga City
6. University of Saint Anthony
San Miguel, Iriga City

Region VI

1. Colegio de San Agustin
Senator Aquino Drive, Bacolod City
2. Computer College of the Vieayas
JBI Bldg., Delgado Street, Iloilo City
3. Iloilo Doctor's College
West Avenue, Malo, Iloilo
4. University of San Agustin
Gen. Luna Street, Iloilo City
5. Western Institute of Technology
Luna Street, La Paz, Iloilo City
6. Central Philippine University
P.O. Box 231, Iloilo City
7. Colegio de San Agustin of Bacolod
North Drive, Bacolod City
8. Colegio Dela Purisima Concepcion
1 Arzobispo Street, Roxas City
9. Garcia College of Technology
Kalibo, Aklan
10. Negros Institute of Technology
Galo Street, Bacolod City
11. St. Anthony's College
San Jose, Antique
12. University of Iloilo
Rizal Street, Iloilo City
13. University of Negros Occidental-Recoletos
P.O. Box 214, Bacolod City
14. University of St. La Salle
La Salle Avenue, Bacolod City

15. West Negros College
Burgos Street, Bacolod City

Region VII

1. Cebu Central Colleges
Sanciangko Street & Osmeña Blvd., Cebu City
2. Cebu Doctor's College
Osmeña Blvd., Cebu City
3. Cebu Institute of Technology
Natalie Bacalso Avenue, Cebu City
4. Foundation University
Dr. Mariano Road, Dumaguete City
5. St. Paul of Dumaguete
Dumaguete City
6. Silliman University
Dumaguete City
7. Southwestern University
Villa Aznar, Urgello, Cebu City
8. University of Bohol
Tagbilaran City
9. University of San Carlos
P. del Rosario Street, Cebu City
10. University of San Jose Recoletos
P. Lopez, corner Magallanes Street, Cebu City
11. University of the Visayas
D. Jakosalem, corner Colon Street, Cebu City
12. Velez College
F. Ramos Street, Cebu City
13. Divine Word College of Tagbilaran
Lesoge, corner Gallares Street, Tagbilaran City
14. Southwestern University
Cebu City
15. University of Southern Philippines Foundation
Lahug, Cebu City

Region VIII

1. Divine Word University of Tacloban
Tacloban City
2. Saint Joseph College
Maasin, Southern Leyte

Region IX

1. Andres Bonifacio College
College Park, Dipolog City
2. Southern City Colleges
Pilar Street, Zamboanga City
3. Southern Mindanao Colleges
Jamisola Street, Pagadian City
4. Zamboanga A.E. Colleges
Zamboanga City

Region X

1. Xavier University
Corrales Avenue, Cagayan de Oro
2. Butuan Doctor's College
Estacio Village, Butuan City
3. Cagayan Capitol College
Corrales Extension, Cagayan de Oro City
4. Cagayan de Oro College
Max Suniel Street, Carmen, Cagayan de Oro City
5. Liceo de Cagayan, Inc.
Carmen, Cagayan de Oro City
6. Misamis Institute of Technology
Pingol/Banadero, Ozamis City
7. Misamis University
Ozamis City
8. St. Joseph Institute of Technology
Montilla Blvd., corner Rosales Street, Butuan City
9. Urios College
San Francisco, corner Zamora Street, Butuan City

Region XI

1. Notre Dame of Dadiangas College
Marist Avenue, General Santos City
2. Ateneo de Davao University
E. Jacinto Street, Davao City
3. Cor Jesu College of Digos
Sacred Heart Avenue, Digos, Davao del Sur
4. Immaculate Conception College
Fr. Selga Street, Davao City
5. Mats College of Technology
R. Castillo Street, Agdon, Davao City
6. Ramon Magsaysay Memorial Colleges
Pioneer Avenue, Gen. Santos City
7. Rizal Memorial Colleges
Davao City
8. St. Mary's College
National Highway, Tagum, Davao del Norte
9. University of Mindanao
Bolton Street, Davao City
10. Davao Doctors' College
E. Quirino Avenue, Davao City
11. Notre Dame of Marbel College
Alunan Avenue, Koronadal, South Cotabato

Region XII

1. Central Mindanao College
Kidapawan, North Cotabato
2. Notre Dame University
Cotabato City
3. St. Michael's College
Quezon Avenue, Iligan City
4. St. Peter's College
Sabayla Street, Iligan City

N C R

1. Central Colleges of the Philippines
52 Aurora Boulevard, Quezon City
2. Don Bosco Technical College
736 General Kalentong Street, Mandaluyong, M.M.
3. Far Eastern University
Nicanor Reyes Street, Sampaloc, Manila
4. Manuel L. Quezon University
916 P. Hidalgo Street, Quiapo, Manila
5. Mapua Institute of Technology
Muralla Street, Intramuros, Manila
6. Perpetual Help College of Rizal
Pamplona, Las Piñas, Metro Manila
7. Ama Computer College
5486 South Superhighway, corner Hen. M. Tinio Street
Makati, Metro Manila
8. Ateneo de Manila University
Loyola Heights, Quezon City
9. University of Santo Tomas
España Street, Sampaloc, Manila
10. St. Paul College of Manila
680 Pedro Gil Street, Malate, Manila
11. St. Scholastica's College
2560 Leon Guinto Street, Manila
12. Trinity College of Quezon City
Cathedral Heights, Quezon City
13. University of the East
Recto Avenue, Manila
14. Adamson University
900 San Marcelino Street
Ermita, Manila
15. De La Salle University
2401 Taft Avenue, Manila
16. Dr. Faustino Legaspi Uy College
Pilar Village, Almazan, Las Piñas, Metro Manila

17. Feati University
Sta. Cruz, Manila
18. NAMEI Polytechnic Institute
123 A. Mabini Street, Mandaluyong, Metro Manila
19. National University
Sampaloc, Manila
20. New Era College
St. Joseph Street, Milton Hills,
Diliman, Quezon City
21. St. Jude College
Dimasalang, corner Don Quijote Street
Sampaloc, Manila
22. Technological Institute of the Philippines
888 Gonzalo Puyat Street, Quiapo, Manila
23. University of Manila
Sampaloc, Manila

(Inclosure No. 7 to DECS Order No. 60, s. 1991)

DISTRIBUTION OF SLOTS PER REGION

REGION	NO. OF SLOTS
CAR	6
I	15
II	15
III	29
IV	35
V	13
VI	34
VII	34
VIII	5
IX	9
X	20
XI	24
XII	11
NCR	50
T o t a l	300

APPLICATION FORM

1. Name: _____ Sex: _____ Civil Status: _____

2. Date of Birth: _____ Place of Birth: _____ Age: _____

3. Name of School: _____ Address: _____

4. Home Address: _____ Tel. #: _____

5. Field of Study: _____ For: Doctoral Master's

6. Type of CFDF Scholarship: Full-time Part-time
 Thesis/Dissertation Writing Grant

7. Educational Qualification (State the relation of your educational background to the field of study you are applying for)

8. School Last Attended: _____ Date: _____

9. Honors and Distinctions Won: _____

10. Civil Service Eligibility and/or Government Examination passed

Kind of Examination	Place of Examination	Rating
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11. Present Position: _____

12. Years of Teaching Experience: _____

13. Previous employment or Experiences:

14. Do you have a pending nomination for a scholarship, fellowship or training grants? _____

15. Name three schools where you intend to study in the order of priority.

Name of School	Address
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16. Additional Information if any:

Signature

Date