

COMMISSION ON HIGHER EDUCATION  
DEPARTMENT OF AGRICULTURE

Joint Memorandum Circular (JMC) No. 2017-7  
December 5, 2017

TO : COMMISSION ON HIGHER EDUCATION (CHED)  
DEPARTMENT OF AGRICULTURE (DA)

SUBJECT : IMPLEMENTING GUIDELINES OF THE AGRICULTURAL  
COMPETITIVENESS ENHANCEMENT FUND - GRANTS-IN-AID FOR  
HIGHER EDUCATION PROGRAM (ACEF-GIAHEP)

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### 1.0 Rationale

In consonance with the following provisions:

1. Article XIV, Section 1 of the Philippine Constitution “to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all” and Article XIV, Section 2 (3) “to establish and maintain a system of scholarship, grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged”;
2. Section 8.3 of Republic Act No. 10848 An Act Further Extending the Period of Implementation of the Agricultural Competitiveness Enhancement Fund (ACEF), Amending for the Purpose Republic Act No. 8178, As Amended By Republic Act No. 9496, Entitled: “An Act Replacing Quantitative Import Restrictions on Agricultural Products, Except Rice, With Tariffs, Creating the Agricultural Competitiveness Enhancement Fund, and for Other Purposes” which states that “ten percent (10%) to be used for the funding of a comprehensive and attractive grants-in-aid program for agriculture, forestry, fisheries, and veterinary medicine education, to be implemented by the Commission on Higher Education;” and
3. Department of Agriculture Administrative Order on “Implementing Rules and Regulation of Republic Act (RA) No. 10848 (The ACEF Extension Law) Governing the Utilization of Agricultural Competitiveness Enhancement Fund (ACEF)”

The Commission on Higher Education (CHED) has been mandated to implement a comprehensive and attractive grants-in-aid program for agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs.



## **2.0 Program Title and Coverage**

Agricultural Competitiveness Enhancement Fund - Grants-In-Aid for Higher Education Program (ACEF-GIAHEP).

Target grantees of ACEF-GIAHEP are deserving college students as identified by the Department of Agriculture.

## **3.0 Purpose**

ACEF-GIAHEP aims to contribute to the development of agriculture and fisheries by increasing the number of graduates in higher education who are trained in the scientific habit of thought, entrepreneurial skills and technical competencies in the areas of agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs.

## **4.0 Implementation**

ACEF-GIAHEP shall be implemented jointly by the Department of Agriculture (DA) and Commission on Higher Education (CHED) as mandated by RA 10848.

## **5.0 Funding**

Per RA 10848, ten percent (10%) of the ACEF Fund will be used for the funding of a comprehensive and attractive grants-in-aid program for agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs, to be implemented by CHED.

Said 10% allotted for the current year is based on the duties collected from the importation of agricultural products under the Minimum Access Volume (MAV) mechanism from the previous year. Hence, the equivalent amount is not fix. Further, said equivalent amount will be the basis for the determination of slot and funding allocation, which shall cover the completion of the degree program of the student.

Funding requirement shall be approved by the DA and will be released to CHED at the beginning of the Fiscal Year (FY). Further, the DA will determine the annual allocation of slots and funding requirement for the ACEF-GIAHEP, which shall also cover the ACEF beneficiaries until completion of program.

For the funding requirement under the ACEF-GIAHEP, the DA shall transfer fund to CHED in accordance with the existing government accounting and auditing rules and regulations.

## 6.0 Financial Benefits

6.1 A student-grantee shall be entitled to the following:

Particulars	Unit Cost (PHP)	Total Cost/Year (PHP)
1. Tuition and Other School Fees (TOSF)	PHP10,000.00/semester	20,000.00
2. Stipend for regular semesters	PHP2,500.00/mo. x 10mos.	25,000.00
3. Book Allowance	PHP1,000.00/semester	2,000.00
<b>Total</b>		<b>47,000.00</b>

6.2 Others

Particulars	Unit Cost (PHP)
1. Summer Classes	
1.1 Tuition and Other School Fees (TOSF)	PHP 3,500.00
1.2 Stipend	PHP2,500.00/mo. x 2mos. = PHP5,000.00 (as required in the curriculum)
2. Thesis/Project Grant (one time grant)	PHP15,000.00 for the whole course (as required in the curriculum)
3. Practicum/On-the-job Training (OJT) Allowance (one time grant)	PHP3,000.00 (for the entire duration of OJT)

6.3 TOSF and stipend shall be released on a semestral/trimestral basis. Thesis/Project Grant and Practicum/OJT allowance shall be released, on a one-time basis as required in the curriculum.

6.4 Other school fees, academic and co-curricular expenses may include the following:

- 6.4.1 Bridging and remedial programs
- 6.4.2 Practice Teaching Program
- 6.4.3 Seminars required in the course
- 6.4.4 On-the-Job Training fees
- 6.4.5 Field trips and educational tours as required in the course
- 6.4.6 Graduation fees
- 6.4.7 Thesis, cases/project studies expenses and terminal reports
- 6.4.8 Review for PRC Board Exams
- 6.4.9 Attendance to youth camp, leadership training, congress general assemblies as required in the course



#### 6.5 Excess amount

Any excess amount from the Ten Thousand Pesos (Php10,000.00) semestral budget allocated for tuition, other school fees and academic and co-curricular expenses may be used for other valid related educational expenses and support services to complete the student's degree program subject to the usual government budgeting, accounting and auditing rules and regulations.

6.6 Payments of financial benefits shall be released based on the mode specified in item 13.0.

6.7 A monetary grant shall be given to the graduates with the following distinction.

Academic Distinction	Grant
Cum Laude	PHP5,000.00
Magna Cum Laude	PHP10,000.00
Summa Cum Laude	PHP15,000.00

#### 7.0 Operational Expenses

One percent (1%) Operational Expenses (OE) based on the ACEF-GIAHEP allocation shall be charged against the ACEF. Said 1% OE shall be allocated to CHED and shall be used for expenses such as: hiring of project staff, honoraria, meetings monitoring, communication, transportation/travel, public hearings/orientations, office supplies and materials and other related expenses.

#### 8.0 Qualification Requirements

The following are the qualification requirements for student applicants:

- 8.1 Filipino citizen;
- 8.2 Graduating high school students; High school graduates; with earned units in college; or passer of Alternative Learning System / Philippine Educational Placement Test (ALS/PEPT);
- 8.3 Will enroll or currently enrolled in recognized programs in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs offered by duly authorized Higher Education Institutions (HEIs);
- 8.4 Combined annual gross income of parents/guardians not to exceed Three Hundred Thousand Pesos (PHP300,000.00);  
In exceptional cases, where income exceeds PHP300,000.00, the ACEF Executive Committee shall determine the merits of the application. Said exceptional cases include but are not limited to the following:
  - 8.4.1 Applicant whose siblings are four (4) or more.
  - 8.4.2 Applicant whose Overseas Filipino Workers (OFWs) parents/guardians face employment problems, termination or deportation.
  - 8.4.3 Other similar cases as mentioned above.
- 8.5 Avail only one government funded financial assistance program.



## 9.0 Academic Requirements

- 9.1 For Graduating Senior High School Students – duly certified copy of grades of 1<sup>st</sup> Semester;
- 9.2 For lifelong learners eligible for college – high school report card;
- 9.3 For applicants with Earned Units in College - duly certified copy of grades for the latest semester/term attended;
- 9.4 For Other Applicants
  - 9.4.1 ALS - duly certified copy of ALS Accreditation and Equivalency Test Passer Certificate; and
  - 9.4.2 PEPT - duly certified copy of PEPT Certificate of Advancing to the Next Level.

## 10.0 Documentation of Financial Status

Proof of Income - any one of the following:

- 10.1 Latest Income Tax Return (ITR) of parents/guardians if employed;
- 10.2 Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR);
- 10.3 Certificate of No Income from BIR;
- 10.4 Certificate of Indigency from their Barangay;
- 10.5 Certificate/Case Study from Department of Social Welfare and Development (DSWD);
- 10.6 For children of Overseas Filipino Workers (OFW) and seafarers, a latest copy of contract or proof of income may be considered.

## 11.0 Selection and Ranking of Intended Grantees

DA shall determine the selection of grantees. Ranking of grantees shall be based on the socio economic indicators among others.

## 12.0 Application Procedures

### 12.1 For the ACEF-GIAHEP

- 12.1.1 Applicants secure application from DA Regional/Provincial Offices or CHED Regional Offices (CHEDROs) or implementing HEIs using the ACEF-GIAHEP Application Form (Annex A);
- 12.1.2 Accomplish application form and submit together with the required documents to any of the above-stated agencies/institutions;
- 12.1.3 Above-stated agencies/institutions submit the applications to DA;
- 12.1.4 DA evaluates and approves application and recommends the masterlist to CHED the qualified grantees for funding;
- 12.1.5 CHEDRO issues Notice of Award (NOA); and
- 12.1.6 Applicant accepts or waives the NOA.

### 12.2 For Summer Classes Benefits

- 12.2.1 ACEF-GIAHEP grantees who will apply for summer class benefits should notify in writing the CHEDRO with copy of approved



curriculum or program of study on the first month of the semester/term which precedes the summer class schedule; and

12.2.2 CHEDRO evaluates and recommends to the Office of Student Development and Services (OSDS) the masterlist of qualified grantees for funding.

12.3 For Thesis/Project Grant or Practicum/OJT Allowance

12.3.1 ACEF-GIAHEP grantees notifies in writing the CHEDRO with copy of approved curriculum or program of study on the first month of the semester/term/summer which precedes the semester/term/summer where the thesis, project or practicum/OJT will be enrolled; and

12.3.2 CHEDRO evaluates and recommends to OSDS, CHED the masterlist of qualified grantees for funding.

### **13.0 Mode of Payment**

The payment of financial benefits for one (1) academic year shall be made by CHED who will transfer the financial benefits to grantees through HEIs.

### **14.0 Documentary Requirements and Procedures for Payment of Financial Benefits**

14.1 Documentary Requirement

14.1.1 Certificate of Registration; and

14.1.2 Certificate of Copy of Grades of the previous term.

14.2 Procedure for the transfer of Funds

14.2.1 CHED shall enter into a Memorandum of Agreement (MOA) with participating HEIs;

14.2.2 The HEI must submit billing statement to CHED using the prescribed template which specifically indicates the number of units enrolled, GWA, course/program, curriculum and semester/term;

14.2.3 CHED sub-allots and transfer financial benefits to grantees through the HEIs for one (1) academic year; and

14.2.4 HEIs release financial assistance to grantees.

### **15.0 Rules to Be Observed by the Grantees**

15.1 Enroll in recognized programs in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs specified in 2.0 offered by duly authorized HEIs within the region;

15.2 Maintain a passing GWA;

15.3 Carry a normal academic load and finish within the duration of the course or curricular program enrolled in;

15.4 Transfer only to duly authorized HEIs or shift to in recognized priority programs upon written approval of CHEDRO; and

15.5 Avail only of one government funded financial assistance program;





## **16.0 Rules on Deferment, Replacement, and Termination**

- 16.1 Deferment of grant– may be allowed for one (1) AY or equivalent of two (2) semesters/terms for the duration of the degree program in view of meritorious reason, subject to the written approval of the CHEDRO;
- 16.2 Replacement of grantee - may be allowed within a given academic year as approved by DA, subject to the following conditions:
  - 16.2.1 Failure to confirm acceptance of the award within fifteen (15) working days upon receipt of the NOA;
  - 16.2.2 Voluntary withdrawal of grant;
  - 16.2.3 Transfer to a program not identified in 2.0;
  - 16.2.4 Dropped-out from school without notice;
  - 16.2.5 Waived the grant; and
  - 16.2.6 Termination due to GWA below passing.

However, replacement shall be taken from the DA Official Rank List and shall only continue the remaining duration of the grant of the replaced grantee.

## **17.0 Grounds for Termination**

Failure to:

- 17.1 Enroll in recognized programs offered by duly authorized HEIs;
- 17.2 Maintain a GWA of at least passing grade;
- 17.3 Carry a regular academic load;
- 17.4 Secure approval from CHEDRO concerned on dropping out from school, deferment of the grant and shifting to another program or transferring to another HEI; and/or
- 17.5 Submit authentic documents.

## **18.0 Implementation of ACEF-GIAHEP**

### **A. Duties and Responsibilities of Offices/Institutions involved in ACEF-GIAHEP Implementation**

#### **18.1 CHED Central Office**

##### **18.1.1 Office of Student Development and Services (OSDS)**

- a. Provides advocacy through information, education and communication (IEC) materials regarding the program and in encouraging grantees to focus on commercialization of agricultural output;
- b. Orients the CHEDROs on the guidelines contained in this JMC;
- c. Prepares and consolidates the Work and Financial Plan (WFP), Monthly Cash Program (MCP) and Project Procurement Management Plan (PPMP) and revised reports, if necessary;



- d. Prepares and recommends request for Sub-Allotment Advice (SAA) and fund transfer good for one (1) academic year to the HEIs based on the Billing Statement;
- e. Provides CHEDRO the copy of masterlist of grantees and fund transfer;
- f. Gathers and consolidates reports on ACEF-GIAHEP data and utilization of slots and fund allocation;
- g. Reviews, consolidates and analyzes reports submitted by CHEDROs;
- h. Monitors the implementation and administration by the CHEDROs and HEIs (optional) as may be needed;
- i. Conducts general assembly with HEIs and beneficiaries (optional) as necessary;
- j. Maintains an updated database; and
- k. Request for posting in the CHED Website including among others the Alpha List.

#### 18.1.2 Administrative, Finance and Management Services (AFMS)

- a. Informs OSDS on the approved budget allocation of ACEF-GIAHEP;
- b. Sub-allots and transfer financial benefits to grantees through the HEIs for one (1) academic year;
- c. Provides report to OSDS every semester/term; and
- d. Prepares liquidation report duly certified by the Chief Accountant, approved by the Head of the Agency and verified by the State Auditor for submission to the DA.

### 18.2 CHED Regional Office

- a. Accepts application documents of student applicants and submit to DA for evaluation;
- b. Issues Notice of Award (NOA) to the grantees using the attached template on NOA (Annex B);
- c. Orients the grantees of their obligations, duties and responsibilities upon acceptance of award;
- d. Acts on deferment, transfer of school, shifting to another ACEF-GIAHEP covered program, replacement and termination of award and issues appropriate communication;
- e. Evaluates and approves requests for summer classes, thesis/project grants and practicum/OJT allowance;
- f. Requires the registrars/ACEF-GIAHEP Coordinators to provide necessary documents as needed;
- g. Monitors participating HEIs and beneficiaries; and
- h. Maintains an updated database to be submitted to OSDS for posting in the CHED Website.





- 18.3 Participating Higher Education Institutions
- a. Designates appropriate Coordinator for ACEF-GIAHEP;
  - b. Accepts application documents of student applicants and submit to DA for evaluation;
  - c. Allows advance enrollment of grantees and early release of the grades;
  - d. Enters into MOA with the CHED following the ACEF-GIAHEP MOA (Annex C);
  - e. Submits to CHED the billing statement using the list of grantees currently enrolled following the ACEF-GIAHEP HEIs Billing Statement (Annex D);
  - f. Receives from CHED the financial benefits of the grantees;
  - g. Provides assistance to the grantees' compliance of the required documents and facilitate immediate release of the financial benefits;
  - h. Release financial assistance to grantees based on 6.0 Financial Benefits and Duties and Responsibilities of Participating HEIs
  - i. Releases the monthly stipend to the beneficiaries not later than the first working day of the month;
  - j. Submits to CHED and CHEDRO database of grantees using ACEF-GIAHEP Database (Annex E);
  - k. Suggests to DA possible replacement of grantees who dropped out or were terminated; and
  - l. Assists graduates in mainstreaming into various job opportunities, agribusiness enterprise development in partnership with appropriate government agencies and agro-industries.

- 18.4 Department of Agriculture
- a. Accepts, screens, and evaluates application documents of student applicants;
  - b. Determines qualified applicants and endorse to respective CHEDROs the list for issuance of NOA;
  - c. Inform applicants who failed to qualify;
  - d. Recommends to the Department of Budget and Management (DBM) the release of fund to CHED;
  - e. Promptly recommends qualified applicants for the replacement in close coordination with the school;
  - f. Keep database of grantees from CHED;
  - g. Provides advocacy through information, education and communication (IEC) materials regarding the program and in encouraging grantees to focus on commercialization of agricultural output;
  - h. Assists graduates in mainstreaming into various job opportunities, agribusiness enterprise development in partnership with appropriate government agencies and agro-industries;
  - i. Joins CHED in the conduct of public hearings and orientations;
  - j. Posts this Implementing guidelines to the official website of DA; and
  - k. Conducts regular monitoring of grantees.



## 19.0 Timelines

### 19.1 Application and Selection

Particulars	Responsible Person/Office	Schedule
Submission of ACEF-GIAHEP application form with supporting documents to either the HEI, CHEDRO or DA	Student-Applicant	120 days before the start of academic year applied
Sending of the accomplished application form to DA for evaluation	HEIs or CHEDRO	Within seven (7) working days upon receipt of application
Evaluation of ACEF-GIAHEP application and determination of qualified applicant. Endorsement to respective CHEDROs the list for issuance of NOA	DA	Within seven (7) working days upon receipt of application
Issuance of NOA to qualified grantees	CHEDRO	Within seven (7) working days upon receipt of masterlist from OSDS, CHED
Issuance of notice to applicants who failed to qualify	DA	Within seven (7) working days

### 19.2 Release and Disbursement of Funds and Payment of Grant

Particulars	Responsible Office	Schedule
Recommend to DBM the release of fund to CHED	DA	Within 15 days upon approval of the guidelines
Submission of Billing Statement to CHED	HEIs	Within 15 days upon enrollment
Prepare and recommend request for SAA and fund transfer good for one (1) academic year to the HEIs based on the Billing Statement	OSDS, CHEDCO	Within five (5) working days upon receipt of billing from the HEIs
Sub-allot and transfer financial benefits to grantees through the HEIs for one (1) academic year	AFMS, CHEDCO	Within ten (10) working days upon receipt of billing from the HEIs
Release financial assistance to grantees based on 6.0 Financial benefits and Duties and Responsibilities of Participating HEIs	HEIs	Within five (5) working days upon receipt of the fund



### 19.3 Compliance to Required Documents

Particulars	Responsible Office	Schedule
Submit to CHEDRO data on grantees	HEIs	Within 15 days after the start of class
Submit updated data on status of beneficiaries	CHEDRO	Within 30 days after the semester

### 20.0 Monitoring of StuFAPs Implementation

20.1 The CHEDROs and CHED-CO (OSDS and AFMS) shall conduct regular monitoring of ACEF-GIAHEP implementation. The CHEDROs shall regularly monitor the implementation of ACEF-GIAHEP by HEIs and status of beneficiaries while the CHEDCO shall monitor CHEDROs on the implementation of ACEF-GIAHEP, validate data and utilization of slots.

20.2 DA shall regularly monitor the implementation of ACEF-GIAHEP.

### 21.0 Transitory Provision

These Implementing Guidelines shall not prejudice or impair the rights of existing ACEF beneficiaries. For this purpose the DA Grants-In-Aid Program Office shall ensure that these beneficiaries will continue to enjoy all their benefits until the completion of their program in accordance with Department Circular No. 2, series of 2016 and the applicable provisions of this Joint Memorandum Circular. DA will still be the responsible agency in the administration of these existing beneficiaries.

### 22.0 Amendatory Clause

The ACEF-GIAHEP Implementation shall be subject to Republic Act (RA) 10687 otherwise known as "Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act" which covers "all existing modalities of Student Financial Assistance Programs (StuFAPs) for Tertiary Education and Special Purpose Education Assistance in both public and private institutions."

### 23.0 Transparency and Accountability

The agencies concerned shall adopt a strict policy on transparency and accountability in the disbursement of the funds and shall be governed by the existing laws.

### 24.0 Separability Clause

If any part or provision of this joint circular is declared void or unconstitutional by operation of law, rules and regulations the same shall apply only to that specific provision and the remaining clauses/provisions shall remain valid and enforceable.



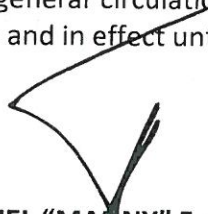



**25.0 Repealing Clause**

All or other existing orders and memoranda which are contrary to, or inconsistent with any of the provisions of this JMC will be deemed repealed or modified accordingly.

**26.0 Effectivity**

This JMC shall take effect fifteen days after its publication in the Official Gazette or in a newspaper of general circulation and shall commence effective AY 2017-2018 and shall remain enforce and in effect until revoked or suspended.

  
**EMMANUEL "MANNY" F. PIÑOL**  
Secretary ✎  
Department of Agriculture

  
**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson ✎  
Commission on Higher Education

DEPARTMENT OF AGRICULTURE  
  
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COMMISSION ON HIGHER EDUCATION  
DEPARTMENT OF AGRICULTURE

AGRICULTURAL COMPETITIVENESS ENHANCEMENT FUND  
GRANTS-IN-AID FOR HIGHER EDUCATION PROGRAM (ACEF-GIAHEP)  
APPLICATION FORM

2 X 2  
ID PICTURE

Instructions: Read General and Documentary Requirements. Fill in all the required information. Do not leave an item blank. If item is not applicable, indicate "N/A".

PERSONAL INFORMATION

Name	(Last Name) <i>put extension, if any: i.e. Jr., III</i>	(First Name)	(Middle Name)	Maiden Name <i>(for Married Women)</i>
Date of Birth (mm/dd/yyyy)	Permanent Mailing Address			
Place of Birth	Zip Code			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Name of School Last Attended		
Civil Status	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others	School Address		
Citizenship	School Sector:	( ) Public ( ) Private		
Mobile Number	Highest Attained Grade/Year Level			
E-mail Address	Type of Disability (if applicable)	Tribal Membership (if applicable)		

FAMILY BACKGROUND

	Father: ( ) Living ( ) Deceased	Mother: ( ) Living ( ) Deceased
Name		
Address		
Occupation		
Educational Attainment		
Total Parents Taxable Income		No. of Siblings in the family

School Intended to enroll or enrolled in: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 Type of School: ( ) Public ( ) Private  
 Degree Program: \_\_\_\_\_  
 Type \_\_\_\_\_ Grantee Institution/Agency \_\_\_\_\_  
 Are you enjoying other educational/financial assistance? Yes or No If yes, please specify 1. \_\_\_\_\_  
 2. \_\_\_\_\_

I hereby certify that foregoing statements are true and correct and consents to the use of personal information by CHED for monitoring and evaluation purposes.

\_\_\_\_\_  
 (Signature over Printed Name of Applicant) Date Accomplished \_\_\_\_\_  
 Note: Fully accomplished form to be submitted to either school, CHEDRO or DA

DO NOT FILL-OUT THIS PORTION (FOR DA USE ONLY)

Belongs to: (any of the following groups) <input type="checkbox"/> dependent of solo parent <input type="checkbox"/> senior citizens <input type="checkbox"/> persons with disabilities <i>please specify type of disability</i> _____ <input type="checkbox"/> indigenous and ethnic peoples, <i>please specify membership</i> _____	Documents Attached: Report Card _____ Latest ITR <i>P</i> _____ Total _____
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Evaluated/Processed by:  
 \_\_\_\_\_  
 DA ACEF-GIAHEP Coordinator

<b>QUALIFICATION REQUIREMENTS</b> per Section 8.0 of the Joint Memorandum Circular on ACEF-GIAHEP 1. Filipino citizen; 2. Graduating high school students, High school graduates; with earned units in college; or passer of Alternative Learning System / Philippine Educational Placement Test (ALS/PEPT); 3. VIII enroll or currently enrolled in recognized programs in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs offered by duly authorized Higher Education Institutions (HEIs); 4. Combined annual gross income of parents/guardians not to exceed Three Hundred Thousand Pesos (PHP300,000.00); in exceptional cases, where income exceeds PHP300,000.00, the ACEF ExecCom shall determine the merits of the application; and  <b>NOTE: GRANTEE SHOULD AVAIL OF ONLY ONE (1) GOVERNMENT FUNDED FINANCIAL ASSISTANCE PROGRAM</b>	<b>DOCUMENTARY REQUIREMENTS</b> per Section 9.0 of the Joint Memorandum Circular on ACEF-GIAHEP <b>Academic Requirements:</b> a. For Graduating Senior High School Students – duly certified copy of grades of 1st Semester; b. For lifelong learners eligible for college – high school report card; c. For applicants with Earned Units in College - duly certified copy of grades for the latest semester/term attended; d. For other applicants: ALS - duly certified copy of ALS Accreditation and Equivalency Test Passer Certificate PEPT - duly certified copy of PEPT Certificate of Advancing to the Next Level <b>Income Requirements - any one of the following:</b> Latest Income Tax Return (ITR) of parents/guardians if employed; Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR); Certificate of No Income from BIR; Certificate of Indigency from their Barangay; Certificate/Case Study from Department of Social Welfare and Development (DSWD); For children of Overseas Filipino Workers (OFW) and seafarers, a latest copy of contract or proof of income may be considered.
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COMMISSION ON HIGHER EDUCATION  
DEPARTMENT OF AGRICULTURE



Date \_\_\_\_\_

AGRICULTURAL COMPETITIVENESS ENHANCEMENT FUND  
GRANTS-IN-AID FOR HIGHER EDUCATION PROGRAM (ACEF-GIAHEP)

NOTICE OF AWARD (NOA)

**NAME OF AWARDEE**

Address

Dear \_\_\_\_\_:

We are pleased to inform you that you qualified as a ACEF-GIAHEP grantee with Award No. \_\_\_\_\_. This grant is effective \_\_\_\_\_ Semester, AY \_\_\_\_\_ until AY \_\_\_\_\_ with Php \_\_\_\_\_ per semester.

**Requirements to be observed by the Grantee per Section 15 of Joint Memorandum Circular on ACEF-GIAHEP:**

1. Enroll in recognized programs in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs offered by duly authorized HEIs;
2. Maintain a passing GWA;
3. Carry a normal academic load and finish within the duration of the course or curricular program enrolled in;
4. Transfer only to duly authorized HEIs or shift to in recognized priority programs upon written approval of CHEDRO;
5. Avail only one (1) government funded financial assistance program; and
6. Render one (1) year return service within the Philippines after graduation.

**Grounds for Termination based on Section 17 of Joint Memorandum Circular on ACEF-GIAHEP, failure to:**

1. Enroll in recognized programs offered by duly authorized HEIs;
2. Maintain a GWA of at least passing grade;
3. Carry a regular academic load;
4. Secure approval from CHEDRO concerned on dropping out from school, deferment of the scholarship or grant and shifting to another program or transferring to another HEI; and/or
5. Submit authentic documents.

You are advised to constantly coordinate and communicate with CHEDRO/HEI, regarding any concern with regards to your grant. Further, please notify the CHEDRO/HEI within 30 days for change of permanent addresses and contact numbers.

Furthermore, failure to confirm acceptance of this award within 15 working days upon receipt will mean forfeiture of the award and is subject for replacement per Section 16.0 of Joint Memorandum Circular on ACEF-GIAHEP.

Very truly yours,

\_\_\_\_\_  
Director IV

(Please return this part to CHEDRO)

**The Regional Director**

Director IV  
Address

Sir/Madam:

Please be informed that I, \_\_\_\_\_, a resident of \_\_\_\_\_ with Mobile No. \_\_\_\_\_, am currently a recipient of ACEF-GIAHEP financial assistance.

**Please check (✓) one:**

( ) Accept the grant with Award No. \_\_\_\_\_ and enrolled in \_\_\_\_\_ taking up \_\_\_\_\_, Year Level \_\_\_\_\_.

( ) Reject/Waive the grant  
state reason/s here: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
(Signature Over Printed Name of the Awardee)





MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between:

**THE COMMISSION ON HIGHER EDUCATION**, an agency of the national government with principal office at the CHED HEDC Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City, Metro Manila, Philippines, represented by the **CHAIRPERSON PATRICIA B. LICUANAN, Ph.D.**, hereinafter referred to as **CHED**;

and

**(NAME OF HEI)**, an educational institution of higher learning with office address at \_\_\_\_\_, represented by its **(HEI Head)**, hereinafter referred to as the "**HIGHER EDUCATION INSTITUTION OR HEI**";

WITNESSETH THAT:

**WHEREAS**, it is the mandate of both parties to implement the constitutional policy provided in Section 1, Article XIV of the 1987 Constitution "*to protect and promote the right of all citizens to quality education at all levels and take appropriate steps to make such education accessible to all*";

**WHEREAS**, to ensure greater access to education, the Constitution, under Section 2(3), Article XIV directs the establishment and maintenance of a system of scholarship grants, student loan programs, subsidies, and other incentives, which shall be available to deserving students in both public and private schools, especially to the under-privileged;

**WHEREAS**, the **CHED**, in the implementation of its mandate, recognizes that education is the central strategy for investing in the Filipino people, reducing poverty and building national competitiveness;

**WHEREAS**, recognizing that human capital is an important factor in the economic development and profitability of communities, CHED has approved the \_\_\_\_\_ beneficiaries of the Agricultural Competitiveness Enhancement Fund - Grants-In-Aid for Higher Education Program (ACEF-GIAHEP), which makes higher education available to high school graduates and college students who are financially challenged but are deserving to pursue higher education studies and obtain academic degrees in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs;



**WHEREAS**, the HEI is mandated under the laws of the Republic to provide quality higher education in accordance with the standards, policies and guidelines of CHED issued pursuant to its mandate under R.A. 7722;

**WHEREAS**, by virtue of their shared ideas and vision, the CHED and the HEI have agreed to jointly implement the aforementioned constitutional directives;

**WHEREAS**, coordination and cooperation between the parties are essential for the effective implementation of the Program;

**NOW, THEREFORE**, in order to guarantee the prompt and effective delivery of services to the beneficiaries of the ACEF-GIAHEP, the parties have agreed as follows:

**A. OBJECTIVES OF THE PROGRAM**

To provide financial assistance to grantees under the ACEF-GIAHEP enrolled for Academic Year (AY) 2017-2018.

**B. RESPONSIBILITIES AND ACCOUNTABILITIES**

**The CHED:**

1. Provides advocacy through information, education and communication (IEC) materials regarding the program and in encouraging grantees to focus on commercialization of agricultural output;
2. Orients the CHEDROs on the guidelines contained in the JMC;
3. Prepares and consolidates the Work and Financial Plan (WFP), Monthly Cash Program (MCP) and Project Procurement Management Plan (PPMP) and revised reports, if necessary;
4. Prepares and recommends request for Sub-Allotment Advice (SAA) and fund transfer good for one (1) academic year to the HEIs based on the Billing Statement
5. Provides CHEDRO the copy of masterlist of grantees and fund transfer;
6. Gathers and consolidates reports on ACEF-GIAHEP data and utilization of slots and fund allocation;
7. Reviews, consolidates and analyzes reports submitted by CHEDROs;
8. Monitors the implementation and administration by the CHEDROs and HEIs (optional) as may be needed;
9. Conducts general assembly with HEIs and beneficiaries (optional) as necessary;
10. Maintains an updated database; and
11. Request for posting in the CHED Website including among others the Alpha List.





### **The HEI:**

1. Designates appropriate Coordinator for ACEF-GIAHEP;
2. Accepts application documents of student applicants and submit to DA for evaluation;
3. Allows advance enrollment of grantees and early release of the grades;
4. Enters into MOA with the CHED following the ACEF-GIAHEP MOA (Annex C);
5. Submits to CHED the billing statement using the list of grantees currently enrolled following the ACEF-GIAHEP HEIs Billing Statement (Annex D);
6. Receives from CHED the financial benefits of the grantees;
7. Provides assistance to the grantees' compliance of the required documents and facilitate immediate release of the financial benefits;
8. Release financial assistance to grantees based on 6.0 Financial Benefits and Duties and Responsibilities of Participating HEIs
9. Releases the monthly stipend to the beneficiaries not later than the first working day of the month;
10. Submits to CHED and CHEDRO database of grantees using ACEF-GIAHEP Database (Annex E);
11. Suggests to DA possible replacement of grantees who dropped out or were terminated; and
12. Assists graduates in mainstreaming into various job opportunities, agribusiness enterprise development in partnership with appropriate government agencies and agro-industries.

### **C. EFFECTIVITY**

This Agreement shall take effect upon the date of its signing and remain in full force and effect until terminated by the mutual agreement of both parties.

### **D. AMENDMENTS**

Any amendment or revision of this Agreement shall be upon the mutual agreement of both parties and shall be made in writing.

### **E. SEPARABILITY**

If at any time, any provision of this Agreement is determined to be or is declared by competent authority to be illegal, invalid or unenforceable in any respect under pertinent law, rules and regulations, the legality, validity and enforceability of such provisions not so affected or impaired shall subsist and remain valid as between the parties.



IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date first above written at \_\_\_\_\_.

**COMMISSION ON HIGHER EDUCATION**

By:

By:

\_\_\_\_\_  
**DR. PATRICIA B. LICUANAN**  
Chairperson

\_\_\_\_\_  
HEI President

*Signed in the presence of:*

\_\_\_\_\_  
(CHEDRO Representative)

\_\_\_\_\_  
(HEI Representative)

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
\_\_\_\_\_) S.S

BEFORE ME, a Notary Public, for and in City of \_\_\_\_\_, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_ 2017 at \_\_\_\_\_, personally appeared the following persons, with their identification cards, personally known to me (or proved to me on the basis of competent evidence of identify) to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free and voluntary act and deed, and the free and voluntary act and deed of the corporations or entities herein represented to wit:

NAMES	GOV'T ISSUED ID	Date & Place Issued

This document refers to a Memorandum of Agreement, consisting of five (5) pages including this page on which this Acknowledgement is written, signed on each and every page by the parties and their instrumental witnesses.

**WITNESS MY HAND AND SEAL** on the date and at the place first above mentioned.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2017.



**Certified List of ACEF-GIAHEP Beneficiaries**

\_\_\_\_\_ Semester, AY \_\_\_\_\_

SCHOOL \_\_\_\_\_  
 Address \_\_\_\_\_  
 Region \_\_\_\_\_  
 Date \_\_\_\_\_

Seq.	Award No. per NOA	Name			Sex	Baccalaureate Program	Curriculum Year/Level	General Weighted Average (GWA) for the Previous Semester	Number of Units Enrolled	CHED-TDP financial benefits per semester
		Last	First	Middle						
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
<b>TOTAL BILLING FOR _____ SEMESTER, AY _____</b>										<b>PHP</b>

Prepared:

Certified Correct:

Approved:

HEIs StuFAPs Coordinator

School Registrar

Chief Accountant

President/School Head or Authorized Representative



COMMISSION ON HIGHER EDUCATION  
 REGIONAL OFFICE \_\_\_\_\_

**ACEF-GIAPHEP DATABASE**

AY \_\_\_\_\_ - \_\_\_\_\_

As of (last date of consolidation)

SEQ	Award Year	Program Name	Region	Award Number	Family Name	Given Name	Middle Name	Sex	Brgy Street	Town City	Province	Congressional District	HEI Name	HEI Code	Course Name	Course Code	Payment for 1st Sem	Payment for 2nd Sem	Curriculum Year	Remarks	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					

Prepared:

CHEDRO Coordinator

Reviewed and Certified Correct:

Chief EPS

Approved:

Director IV, CHEDRO \_\_\_\_\_

