



**COMMISSION ON HIGHER EDUCATION  
DEPARTMENT OF AGRICULTURE**

Joint Memorandum Circular (JMC) No. 02  
Series of 2024

**TO :** COMMISSION ON HIGHER EDUCATION (CHED)  
DEPARTMENT OF AGRICULTURE (DA)  
PARTICIPATING HIGHER EDUCATION INSTITUTIONS AND  
ALL OTHERS CONCERNED

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

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In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722, "Higher Education Act of 1994", R.A. No. 10848, "An Act Further Extending the Period of Implementation of the Agricultural Competitiveness Enhancement Fund, 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, and its Implementing Rules and Regulations, the following guidelines are hereby adopted and promulgated for the guidance of all concerned stakeholders.

**ARTICLE I. RATIONALE AND BACKGROUND**

**Section 1.** This CHED and DA Joint Memorandum Circular (JMC) contains policies and guidelines for the Agricultural Competitiveness Enhancement Fund – Grants-in-Aid for Higher Education Program (ACEF-GIAHEP) as hereinafter defined. This JMC is an amendment to the CHED and DA JMC No. 2017-7, series of 2017, "Implementing Guidelines of the Agricultural Competitiveness Enhancement Fund – Grants-in-Aid for Higher Education Program (ACEF-GIAHEP).

Through this enhanced implementing guidelines, qualified and deserving Filipino students belonging to special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994, Indigenous Peoples under RA 8371, Magna Carta of the Poor under RA No. 11291, first generation students, and registered farmers and fisherfolks in RSBSA or their dependents are prioritized.

## **ARTICLE II. POLICY STATEMENTS**

**Section 2.1.** 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";

**Section 2.2.** Section 2 of R.A. No. 8178 – To make the country's agricultural sector viable, efficient and globally competitive.

**Section 2.3.** Section 2 of R.A. 8435 – The goals of the national economy are a more equitable distribution of opportunities, income and wealth; a sustained increase in the amount of goods and services produced by the nation for the benefit of the people; and an expanding productivity as the key to raising the quality of life for all, especially the underprivileged.

**Section 2.4.** The Commission on Higher Education (CHED), as part of its mandate, it is the policy of CHED to implement ACEF-GIAHEP in Private Higher Education Institutions (PHEIs) or State Universities and Colleges (SUCs)/Local Universities and Colleges (LUCs), in harmony with the benefits or financial assistance under RA 10931, the Universal Access to Quality Tertiary Education Act (UAQTEA) and its Implementing Rules and Regulations (IRR) as well as with RA 10687, also known as the "Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act".

## **ARTICLE III. OBJECTIVE**

**Section 3.** The ACEF-GIAHEP aims to promote 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, and veterinary medicine education.

## **ARTICLE IV. COVERAGE**

**Section 4.** The ACEF-GIAHEP is open to qualified and deserving undergraduate are students who will enroll or are currently enrolled in any CHED recognized higher education institution in the areas of agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs.

## **ARTICLE V. DEFINITION OF TERMS**

**Section 5.** For the purposes of this implementing guidelines, the terms are defined as follows:

- a) **Agricultural Competitiveness Enhancement Fund – Grants-in-Aid for Higher Education Program (ACEF-GIAHEP)** – financial assistance program created under R.A. No. 10848;



- b) Continuing Grantee – recipient of ACEF-GIAHEP who are still pursuing his/her baccalaureate program but have not received his/her financial benefits;
- c) First Generation Student – first in the family to enroll in college/university;
- d) **General Weighted Average (GWA)** – the average of the grades multiplied by the equivalent number of units in all subjects taken, whether pass or failed, excluding non-academic subjects;
- e) **Grantee** – student beneficiary of ACEF-GIAHEP;
- f) **Grant-in-Aid** – a modality of financial assistance which generally requires a minimum level of competence from poor but eligible students to enable them to complete tertiary education;
- g) **Higher Education Institution** – public and private post-secondary educational institutions offering degree-granting programs recognized or authorized by CHED;
- h) **Local Universities and Colleges (LCUs)** – any public institution of higher learning run by local government units;
- i) **Other School Fees** – fees which cover other necessary costs supportive of instruction, including, but not limited to medical and dental, athletic, library, and laboratory fees;
- j) Previous Grantee – recipients of ACEF-GIAHEP who completed his/her baccalaureate program but have not received his/her financial benefits;
- k) **Private Higher Education Institutions (PHEIs)** – privately owned and managed learning institutions offering college and graduate programs;
- l) **Registry System for the Basic Sectors in Agriculture (RSBSA)** – a registry of farmers, fisherfolk, and farm laborers that serves as a targeting mechanism for the identification of beneficiaries for different agriculture-related program and services of the government;
- m) **Special Group of Persons** – those persons such as Underprivileged and Homeless Citizens under R.A. No. 7279, Persons with Disability (PWDs) under R.A. No. 7277 as amended, Solo Parent and/or their Dependents under R.A. No. 8972, Senior Citizens under R.A. No. 9994, Indigenous Peoples under RA 8371, Magna Carta of the Poor under RA No. 11291, first generation students, and registered farmers and fisherfolks in RSBSA or their dependents.
- n) **State Universities and Colleges (SUCs)** – chartered public higher educational institutions (HEIs) established by a law, administered, and financially subsidized by the national government; and
- o) **Tuition Fee** – fee representing direct cost of instruction, training, and other related activities and for the student's use of the instruction and training facilities.

## **ARTICLE VI. IMPLEMENTATION**

**Section 6.** The ACEF-GIAHEP shall be implemented by CHED, in coordination with DA.

## **ARTICLE VII. FUNDING**

**Section 7.** Per RA 10848, ten percent (10%) of the ACEF will be used for the funding of ACEF – GIAHEP

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 fixed. Said equivalent amount will be the basis for funding requirement and slot allocation for the continuing and new grantees.

CHED in coordination with the Department of Budget and Management (DBM) will determine the annual funding requirement. CHED in coordination with DA will determine the regional slot allocation for new grantees of the program. Slot allocation is based on regional poverty incidence and regional food production capability.

DBM shall release the fund to CHED at the beginning of the Fiscal Year (FY) in accordance with the existing government accounting and auditing rules and regulations.

## **ARTICLE VIII. QUALIFICATIONS OF GRANTEES, DOCUMENTARY REQUIREMENTS, APPLICATION AND AWARDED PROCEDURES**

### **Section 8.1. Qualification Requirements**

- a) Filipino citizen;
- b) Graduating high school students; High school graduates; or With earned college academic units relevant to the identified degree programs;
- c) Will enroll or are currently enrolled in recognized programs of PHEIs or authorized programs of SUCs/LUCs in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs;
- d) Combined annual gross income of parents/guardians not to exceed Four Hundred Thousand Pesos (P400,000.00)

In exceptional cases, where income exceeds PHP400,000.00, CHEDROs shall determine the merits of the application. Said exceptional cases include but are not limited to the following:

- 1) Applicant who has four (4) or more dependent siblings;
  - 2) Applicant who has family member/s with medical findings of serious illness;
  - 3) Applicant whose Overseas Filipino Worker (OFW) parents/guardians face employment problems, termination or deportation; and
  - 4) Other similar cases as mentioned above.
- e) Preferably dependent of registered farmers and/or fisherfolks in Registry System for Basic Sectors in Agriculture (RSBSA) and other registry systems;
  - f) Must not be a beneficiary of any government funded student financial assistance program; and
  - g) Must not be convicted of a crime involving moral turpitude.

### **Section 8.2. Documentary Requirements**

- a) Certified true copy of Birth Certificate;
- b) Academic requirement:
  - 1) For senior high school graduates – Form 138;
  - 2) For graduating senior high school students — duly certified true copy of grades for Grade 11 and 1<sup>st</sup> semester of Grade 12; and



- 3) For applicants with earned units in college — duly certified copy of grades for the latest semester/term attended;
- c) Proof of income – **ANY** of the following:
  - 1) Latest Income Tax Return (ITR) of parent/s or guardian/s if employed;
  - 2) Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR);
  - 3) Certificate of No Income from BIR; or
  - 4) Certificate/Case Study Report from City/Municipal Social Welfare and Development Office (C/MSWD).
- d) Proof that the student applicant belonged to special group/s (if applicable).

### **Section 8.3. Application Procedure**

- a) Student applicant shall secure application form (Annex D) from DA Central/Regional Field Office or CHED – OSDS /Regional Office (CHEDRO);
- b) Student applicant shall submit the accomplished application form and the required documents mentioned in Section 8.2 to CHEDRO;
- c) CHEDRO shall evaluate the documentary requirements and submit the ranklist of qualified grantees to the CHED OSDS; and
- d) CHED OSDS shall validate and approve the list of qualified beneficiaries for funding purposes. The CHED OSDS shall issue the corresponding award numbers to concerned region based on the approved slot allocation.

### **Section 8.4. Selection Criteria**

In the selection of beneficiaries, the following percentage distribution shall be used in ranking:

Criteria	Percentage
Academic Performance	70%
Annual Gross Income	30%
<b>Total</b>	<b>100%</b>

The grant will be given to qualified students based on the results of the ranking system and the slot allocation per concerned region for a given academic year.

The equivalent points assigned in Tables 1 and 2 are to provide a standard reference in the ranking of applicants.

Additional five (5) points in the total score are given to applicants belonging to the special group of persons such as the Underprivileged and Homeless Citizens under Republic Act (RA) No. 7279, Persons with Disability (PWDs) under RA No. 7277 as amended, Solo Parents and/or their Dependents under RA 8972, Senior Citizens under RA 9994, Indigenous Peoples under RA 8371, Magna Carta of the Poor under RA No. 11291, first generation students and registered farmers and fisherfolks in RSBSA or their dependents, after complying with all the requirements herein set forth.



Table 1: Academic Performance			Table 2: Annual Gross Income		
Range %		Equivalent Points	Range Pesos		Equivalent Points
from	to		From	To	
99	100	100	0	40,000.00	100
97	98	98	40,001.00	80,000.00	97
95	96	96	80,001.00	120,000.00	94
93	94	94	120,001.00	160,000.00	92
91	92	92	160,001.00	200,000.00	89
89	90	90	200,001.00	240,000.00	86
87	88	88	240,001.00	280,000.00	83
85	86	86	280,001.00	320,000.00	81
83	84	84	320,001.00	360,000.00	78
81	82	82	360,001.00	400,000.00	75
79	80	80			
77	78	78			
75	76	76			

Sample Computation:

Given	Equivalent Points		Percentage	Computed Score
	a		b	c=a×b
Academic Performance		96	70	67.20
Annual Gross Income	200,000.00	89	30	26.70
Rank Score				93.90
Plus (for special group of persons such as solo parent, etc.)				5
Final Rank Score				98.90

In case of a tie for the last slot to be awarded, the grantee shall be selected based on the following order:

- Applicant with higher GWA;
- With lower income; and
- With higher number of siblings enrolled in higher education institutions.

### Section 8.5. Awarding Procedure

- CHEDRO sends the individual Notice of Award (NOA) to the applicant or notify the list of awardees through HEIs copy furnished DA;
- Applicants accepts the NOA by affixing his/her signature on the return slip and submits the same to the concerned CHEDRO through hard copy or electronic form within fifteen (15) working days from the date of receipt of the NOA. In case the applicant fails to submit the return slip within fifteen (15) working days upon receipt, it is considered that the award is being waived; and
- If the applicant waives the NOA, he/she shall write the word "WAIVED" on the return slip and affix his/her signature thereto and return the same or communicate his/her waiver in writing to the concerned CHEDRO within fifteen (15) days.



## ARTICLE IX. DISTRIBUTION OF SLOTS PER REGION

**Section 9.** Slots are distributed per region and computed equitably based on the following formula:

- a) Total number of HEIs offering agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs per region  
 $\div$  Total number HEIs offering agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs in the Philippines  
**= Percentage share of HEIs per region**
- b) Percentage share of HEIs per region  
 $\times$  Total number HEIs offering agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs in the Philippines  
**= Regional Slots**

## ARTICLE X. FINANCIAL BENEFITS

**Section 10.1.** A student-grantee shall be entitled to the following:

a) Private HEIs

Period	TOSF	Stipend	Book Allowance	Total
Annual	₱20,000.00	₱35,000.00	₱5,000.00	₱60,000.00
Semestral	10,000.00	17,500.00	2,500.00	30,000.00

b) SUCs/LUCs

Period	TOSF	Stipend	Book Allowance	Total
Annual	Free	₱35,000.00	₱5,000.00	₱40,000.00
Semestral	Free	17,500.00	2,500.00	20,000.00

**Section 10.2** Non-inclusion of Tuition and Other School Fees (TOSF) benefits .

- a) Starting Academic Year (AY) 2017-2018, the tuition fee component is deleted from the benefits released to students enrolled in State Universities and Colleges (SUCs). This is in consonance with the Special Provisions of RA No. 10924 "General Appropriations Act for FY 2017"; and
- b) Starting AY 2018-2019, the TOSF component is excluded from the benefits of students enrolled in SUCs, Local Universities and Colleges (LUCs), and State-Run Technical-Vocational Institutions concerned. This in consonance with Section 5 of RA No. 10931 "Universal Access to Quality Tertiary Education Act; and

**Section 10.3.** Financial benefits for batches prior to the effectivity of this revised JMC shall follow the Section 6.0 Financial Benefits per CHED-DA JMC No. 2017-7 dated



December 5, 2017 entitled "Implementing Guidelines for ACEFGIAHEP" and CHED-DA JMC No. 06 dated October 30, 2019 entitled "Amendments to Numbers 6.1 and 6.2 of JMC No. 2017-7 "Implementing Guidelines of the ACEF-GIAHEP."

## **ARTICLE XI. MODES AND PROCEDURES OF PAYMENT OF FINANCIAL BENEFITS**

**Section 11.1.** Payment of the financial benefits shall be done in any of the following modes:

**a) Direct Payment to Scholars**

CHEDROs shall transfer the financial benefits directly to the grantees per semester of a given academic year until the completion of the degree by crediting it to the authorized bank account of grantees. The grantees shall submit the following requirements to the concerned CHEDROs:

Initial Payment	<ul style="list-style-type: none"><li>• Certified true copy of the registration form or photocopy verified against document by the CHEDRO StuFAPs Coordinator;</li><li>• Copy of Automated Teller Machine (ATM) card from authorized government bank; and</li><li>• Copy of school ID for current semester/term.</li></ul>
Succeeding Payment	<ul style="list-style-type: none"><li>• Certified true copy of the registration form and true copy of grades verified against document by the CHEDRO StuFAPs coordinator;</li><li>• Certified true copy of grades indicating the GWA of previous semester/term; and</li><li>• Copy of school ID for current semester/term.</li></ul>

**b) Payment through HEIs**

The following are the requirements for payment of the financial benefits of grantees through HEIs:

- 1) A duly signed and notarized Memorandum of Agreement (MOA) entered by and between the CHEDRO and HEI with ten (10) or more grantees to facilitate transfer of funds and to ensure compliance with the control mechanisms; and
- 2) Billing statement form concerned HEI using the prescribed template signed by the Chief Accountant and President/School Head, supported by the Registrar's Certificate which specifically indicates the number of units enrolled, GWA, degree program, curriculum year level, and semester or term.





## **Section 11.2. Payment of Financial Benefits of Previous and Continuing Grantees**

- a) Payment of all unpaid financial benefits will be done in a one-time basis; and
- b) CHEDROs shall release the financial benefits of the grantees through HEIs based on the billing statement submitted by HEI.

## **ARTICLE XII. RULES TO BE OBSERVED BY THE GRANTEEES**

### **Section 12. The grantees must comply with the following:**

- a) Enroll in recognized programs in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs of PHEIs or SUCs/LUCs with COPCs;
- b) Pass all subjects;
- c) Carry a regular load per semester/term as determined by the HEIs and finish within the prescribed duration of the course or curricular program enrolled in. In case of delayed completion due to valid and justified reasons (e.g. health reasons, safety and security, force majeure, etc.), one AY extension may be granted;
- d) Transfer only to duly authorized HEIs or shift to recognized priority programs upon written approval of CHEDRO; and
- e) Must not avail any other government funded scholarship/grant program.

Failure to comply with any of the above-mentioned rules, may result to termination of the grant. The grantee will be afforded due process in termination of the grant.

## **ARTICLE XIII. RULES ON DEFERMENT, REPLACEMENT AND TERMINATION**

### **Section 13.1. Deferment of grant**

- a) The grantee may apply for deferment of grant prior to the start of the next semester of a given academic year subject to the written approval of the concerned CHEDRO;
- b) The grantee may be allowed for deferment for a maximum of one (1) academic year due to health reasons supported by a medical certificate and/or displacement of residence due to force majeure, threat to safety and security which would prevent him/her from enrolling.

### **Section 13.2. Replacement of a grantee may be allowed within a given academic, through any of the following grounds:**

- a) Failure to confirm acceptance of the award within fifteen (15) working days upon receipt of the NOA;
- b) Voluntary withdrawal/waiver of grant; or
- c) Termination of grant on grounds stated in Section 13.3.



In case of replacement shall be taken from the official rank list of the CHEDRO. The replacing student shall avail of the benefits for the remaining duration of the grant.

**Section 13.3.** The grant may be terminated on any of the following grounds:

- a) Dropping out from school without notice to CHEDRO;
- b) Failure to comply with the rules stated in Section 12;
- c) Submission of fake or spurious documents;
- d) Final conviction of a crime involving moral turpitude; and/or
- e) Other causes analogous to the foregoing.

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

##### **Section 14.1. Commission on Higher Education**

###### **a) Office of Student Development and Services**

- 1) In Coordination with DA, determines distribution of slots and fund requirements for scholars per region using the formula prescribed in Section 9;
- 2) Request DBM for the release of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA);
- 3) Orients the CHEDROs on the guidelines contained in this JMC;
- 4) Prepares and consolidates the Work and Financial Plan (WFP), Monthly Cash Program (MCP) and Project Procurement Management Plan (PPMP) and revised reports, if necessary;
- 5) Prepares request and recommends to AFMS, CHED the SAA and RFT to CHEDROs with the corresponding masterlist and award number good for one (1) AY;
- 6) Gathers, consolidates and analyzes reports submitted by CHEDROs;
- 7) Monitors the implementation and administration by the CHEDROs. Also monitors HEIS (optional) jointly with DA;
- 8) Conducts general assembly with HEIs and grantees (optional) as necessary;
- 9) Maintains an updated database;
- 10) Requests for posting of this JMC in the CHED Website;
- 11) Provides advocacy through information, education and communication (IEC) materials regarding the program and in encouraging grantees to focus on commercialization of agricultural output in partnership with DA; and
- 12) Ensures all funds transferred shall be in compliance with Commission on Audit Circular No. 94-013 also known as the "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies" in relation to COA Circular No. 2012-001, as amended, also known as the "Revised Guidelines and Documentary Requirements for Common Government Transactions."



**b) Administrative, Finance and Management Services (AFMS)**

- 1) Informs OSDS on the issuance of SARO and NCA;
- 2) Sub-allots and transfers funds through NTA based on Cash Program submitted by CHEDROs as recommended by OSDS;
- 3) Provides report to OSDS every semester/term; and
- 4) Ensures all funds transferred shall be in compliance with Commission on Audit Circular No. 94-013 also known as the "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies" in relation to COA Circular No. 2012-001, as amended, also known as the "Revised Guidelines and Documentary Requirements for Common Government Transactions."

**c) CHED Regional Offices**

- 1) Accept and evaluate applications;
- 2) Prepare and submit ranklist and masterlist to OSDS using the prescribed template;
- 3) Issue NOA to qualified applicants and Letter of Introduction for opening of bank account with minimal maintaining balance;
- 4) Execute a MOA with the HEI;
- 5) Release financial benefits to grantees following the modes of payment in Section 11.1;
- 6) Orient the grantees of their obligations, duties and responsibilities upon acceptance of award;
- 7) Act on deferment, transfer of school, shifting to another ACEFGIAHEP covered program, replacement and termination of award and issues appropriate communication;
- 8) Require the registrars/ACEF-GIAHEP Coordinators to provide necessary documents as needed;
- 9) Monitor participating HEIs and grantees;
- 10) Maintain an updated database to be submitted to OSDS for posting in the CHED Website;
- 11) Prepare liquidation report duly certified by the Chief Accountant, approved by the CHEDRO Director and verified by the State;
- 12) Submit original copy of liquidation report to AFMS, CHED Central Office; and
- 13) Ensure all funds transferred shall be in compliance with Commission on Audit Circular No. 94-013 also known as the "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies" in relation to COA Circular No. 2012-001, as amended, also known as the "Revised Guidelines and Documentary Requirements for Common Government Transactions."

**Section 14.2. Department of Agriculture**

- 1) Informs CHED on the approved budget allocation of ACEF-GIAHEP;
- 2) Endorses CHED's request for release of SARO and NCA to the DBM;



- 3) Provides advocacy through information, education and communication (IEC) materials regarding the program and in encouraging grantees to focus on commercialization of agricultural output in partnership with CHED;
- 4) Assists graduates in mainstreaming into various job opportunities, agribusiness enterprise development in partnership with appropriate government agencies and agro-industries;
- 5) Joins CHED in the conduct of public hearings and orientations;
- 6) Posts this JMC to the official website of DA;
- 7) Joins in the monitoring and evaluation on the implementation of the program as needed; and
- 8) Assists CHED in the review and revision of the implementing guidelines of the ACEF-GIAHEP.

### **Section 14.3. Participating Higher Education Institutions**

- 1) Designate appropriate Coordinator for ACEF-GIAHEP;
- 2) Execute a MOA with CHEDRO;
- 3) Submit to CHEDRO the Billing Statement of grantees using the ACEF-GIAHEP HEIs Billing Statement;
- 4) Receive from CHEDRO the financial benefits of the grantees;
- 5) Release financial benefits to grantees based on Sections 10.1 and 11;
- 6) Submit to CHEDRO liquidation report on the disbursement of fund received for payment of financial benefits of grantees within 120days upon receipt of funds;
- 7) Submit to CHEDRO data or information on grantees as needed;
- 8) Assist graduates in mainstreaming into various job opportunities, agribusiness enterprise development in partnership with appropriate government agencies and agro-industries;
- 9) Coordinates with PCA's job fair and
- 10) Ensure all funds transferred shall be in compliance with Commission on Audit Circular No. 94-013 also known as the "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies" in relation to COA Circular No. 2012-001, as amended, also known as the "Revised Guidelines and Documentary Requirements for Common Government Transactions."

## **ARTICLE XV. TIMELINES**

### **Section 15.1. Application and Selection**

<b>Particulars</b>	<b>Responsible Person/ Office</b>	<b>Schedule</b>
Submission of ACEF-GIAHEP application form with supporting documents either to CHEDRO	Student Applicant	March 1 to May 31 of every year
Evaluation of applications	CHEDRO	On or before June 30 of every year
Issuance of NOA to qualified grantees and letters to applicants who failed to qualify	CHEDRO	On or before July 15 of every year



## **Section 15.2. Transfer of Funds to CHEDROs**

<b>Particulars</b>	<b>Responsible Office</b>	<b>Schedule</b>
Submission of fund request with list of grantees	CHED CO	Within 15 days after issuance of NOA
Fund Transfer to CHEDROs	CHEDROs	Within 15 days upon submission of request

## **Section 15.3. Release and Disbursement of Funds**

<b>Particulars</b>	<b>Responsible Office</b>	<b>Schedule</b>
Obligation of Funds	CHEDRO	Within 15 days upon receipt of the approved list of grantees and availability of Sub-Allotment Advice (SAA)
Disbursement of funds to HEIs/Scholars based on Section 10.1	CHEDROs	Within 15 days upon receipt of the approved list of scholars and availability of NCA

## **Section 15.4. Compliance to Required Documents**

Submission of Liquidation Report to CHEDROs	HEIs	Within 120days upon receipt of fund from CHEDROs
Submission of updated data on status of grantees to CHEDROs	HEIs	Within 15days before the end of semester
Submission of updated data on status of grantees to CHED-OSDS	CHEDROs	Within 30days after the semester

## **ARTICLE XVI. SANCTIONS**

**Section 16.** Violation of any of the provisions of this JMC shall be subject to appropriate actions in accordance with applicable laws, rules and regulations.

## **ARTICLE XVII. MISCELLANEOUS PROVISIONS**

### **Section 17.1. Transitory Provision**

These Implementing Guidelines shall not prejudice or impair the rights of existing ACEF-GIAHEP grantees. For this purpose, the CHED and DA shall ensure that these grantees will continue to enjoy all their benefits until the completion of their program



in accordance with CHED and DA JMC No. 2017-7 and the applicable provisions of this JMC.

### **Section 17.2. 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.

### **Section 17.3. Separability Clause**

If any part or provision of this JMC is declared void or unconstitutional by operation of law, such declaration shall not affect the other provisions of this JMC and shall remain valid and valid and enforceable.

### **Section 17.4. Repealing Clause**

All issuances inconsistent with any provision of this JMC shall be deemed repealed or modified accordingly.

### **Section 17.5. Effectivity**

This JMC shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation, and after filing the required copies thereof with the Office of national Administrative Register (ONAR) at the UP Law Center, UP Diliman, Quezon City and shall remain in effect until revoked or amended.

For the proper guidance and compliance of all concerned.

Issued this 30<sup>th</sup> day of May 2024, Quezon City, Philippines

  
**J. PROSPERO E. DE VERA III, DPA**  
Chairman  
Commission on Higher Education

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary  
Department of Agriculture

#### **Annexes:**

Annex A – Application Form

Annex B – Notice of Award

Annex C – Memorandum of Agreement between CHEDRO and HEI

Annex D – Billing Statement



DA-CO-OU5C-JMC20240531-00001



Office of the President of the Philippines  
COMMISSION ON HIGHER EDUCATION  
REGIONAL OFFICE \_\_\_\_\_2 X 2  
ID PICTUREAPPLICATION FORM  
Academic Year \_\_\_\_\_

Instructions: Fill in all the required information. Do not leave any item blank. If item is not applicable, indicate "N/A".

PERSONAL INFORMATION				
1. Name	(Last Name)	(First Name)	(Middle Name)	(Extension Name) (e.g., Jr., II)
2. Date of Birth (mm/dd/yyyy)	9. Permanent Address (Street/Village, Town/City, Province)			
3. Place of Birth	10. Zip Code		11. District	
4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	10. Zip Code		11. District	
5. 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	9. Permanent Address (Street/Village, Town/City, Province)			
6. Citizenship	10. Zip Code		11. District	
7. Mobile Number	11. Name of School Last Attended			
8. E-mail Address	12. School Address			
13. School Sector: ( ) Public ( ) Private	14. Learner Reference Number (LRN)			
15. Highest Attained Grade (Year Level)	16. Type of Disability (if applicable)			
	17. IP affiliation (if applicable)			
FAMILY BACKGROUND				
18. Full Name (including middle name)	Father: ( ) Living ( ) Deceased	Mother: ( ) Living ( ) Deceased	Legal Guardian	
19. Address				
20. Contact Number				
21. Occupation				
22. Name of Employer				
23. Employer Address				
24. Total Parents Annual Gross Income				
25. Number of siblings				
26. School intended to enroll or enrolled in:				
27. School Address:				
28. Type of School:	( ) Public ( ) Private			
29. Degree Program:				
30. Are you enjoying other sources of educational/financial assistance? ( ) Yes or ( ) No	If yes, please specify 1. _____ Type _____ Grantee Institution/Agency 2. _____			
I hereby certify that foregoing statements are true and correct. Any misinformation or withholding of information will automatically disqualify me from the Agricultural Competitiveness Enhancement Fund - Grants-in-Aid for Higher Education Program (ACEF-GIAHEP). I am willing to refund the financial benefits received if such information is discovered after acceptance of the award. I hereby express my consent for the Commission on Higher Education to collect, record, organize, update or modify, retrieve, consult, use, consolidate, block, erase or destroy my personal data as part of my information. I hereby affirm my right to be informed, object to processing, access and rectify, suspend or withdraw my personal data and be indemnified in case of damages pursuant to the provisions of the Republic Act No. 10173 of the Philippines, Data Privacy Act of 2012 and its corresponding Implementing Rules and Regulations.				
(Signature over Printed Name of Applicant) _____ Date Accomplished _____ Note: Fully accomplished form to be submitted to the CHEDRO				
DO NOT FILL-OUT THIS PORTION (FOR CHED 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 <input type="checkbox"/> indigenous and ethnic peoples <input type="checkbox"/> DSWD's Pantawid Pamilyang Pilipino Program (4Ps) <input type="checkbox"/> first generation student (first in the family to enroll in college/university) <input type="checkbox"/> registered farmer/fisherman <input type="checkbox"/> others, pls. specify _____		Documents Attached: 1. Academic ( ) Report Card ( ) Copy of Grades: Grade 11 or 1st semester of Grade 12 2. Financial ( ) ITR ( ) Tax Exemption ( ) Certificate of Indigency ( ) Case Study DSWD ( ) OFW Contract 3. Others ( ) Solo Parent ( ) Senior Citizen ( ) IPs ( ) PWD ( ) 4Ps		
School intended to enroll in				
School address				
Type of School	( ) Public ( ) Private			
Course	( ) Priority ( ) Non-Priority			
Evaluated/Processed by: _____ CHED StufAP Coordinator _____ Date _____				
<b>Qualifications</b> 1. Filipino citizen; 2. Graduating high school students, high school graduates, or with earned college academic units relevant to the identified degree programs. Will enroll or are currently enrolled in recognized programs of private HEIs or authorized programs of SUCs/LUCs in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs; 3. Combined annual gross income of parents/guardians not to exceed Four Hundred Thousand Pesos (Php400,000.00); 4. Preferably dependent of registered farmers and/or fisherfolk in Registry System for Basic Sectors in Agriculture (RBSA) and other registry systems; 5. Must not be a beneficiary of any government-funded student financial assistance program; and 6. Must not be convicted of a crime involving moral turpitude.  In highly exceptional cases where income exceeds Php300,000.00, an applicant must present a written certification or medical findings of illness of a family member, or school certifications of two or more dependents enrolled in college;		<b>Documentary Requirements</b> 1. Birth Certificate issued by the Philippine Statistics Authority 2. PCA Certification as a coconut farmer or their dependents duly registered in MCFRB; 3. Certificate of Good Moral Character from the last school attended; 4. Notice of admission from the HEI with collegiate degree offerings; 5. Proof that the student applicant belonged to special groups.  <b>Academic Requirements - any of the following:</b> 1. For senior high school students - duly certified true copy of grades for Grade 11 and first semester of Grade 12. 2. For senior high school graduates - Form 138 3. For applicants with earned units or currently enrolled in college - duly Certified Copy of Grades for the last school attended  <b>Income Requirements - any of the following:</b> 1. Latest ITR of parents or guardian if employed 2. Certificate of Tax Exemption from the BIR 3. Certificate of Indigence from their Bantayog 4. Certificate/Case Study from DSWD 5. Latest copy of contract or proof of income for children of Overseas Filipino Workers (OFW) and seafarers.		
Application period: March 1 to May 31 of the current academic year				



**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 an ACEF-GIAHEP grantee with Award No. \_\_\_\_\_. This grant is effective \_\_\_\_\_ Semester, AY \_\_\_\_\_ until AY \_\_\_\_\_ with ₱ \_\_\_\_\_ per semester.

**RULES TO BE OBSERVED BY THE GRANTEEES:**

1. Enroll in recognized programs in agriculture, forestry, fisheries, veterinary medicine education and related agricultural education programs of PHEIs or SUCs/LUCs with COPCs;
2. Pass all subjects;
3. Carry a regular load per semester/term as determined by the HEIs and finish within the prescribed duration of the course or curricular program enrolled in. In case of delayed completion due to valid and justified reasons (e.g. health reasons, safety and security, force majeure, etc.), one AY extension may be granted;
4. Transfer only to duly authorized HEIs or shift to recognized priority programs upon written approval of CHEDRO; and
5. Must not avail any other government funded scholarship/grant program.

**GROUNDINGS FOR TERMINATION BASED ON THE SECTION 13.3 OF THE ENHANCED CHED – DA JOINT MEMORANDUM CIRCULAR:**

1. Dropping out from school without notice to CHEDRO;
2. Failure to comply with the abovementioned rules;
3. Submission of fake or spurious documents;
4. Final conviction of a crime involving moral turpitude; and/or
5. Other causes analogous to the foregoing.

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

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 \_\_\_\_\_, 2024, by and between:

The **COMMISSION ON HIGHER EDUCATION**, created and operating pursuant to R.A. 7722, with office address at \_\_\_\_\_, represented by \_\_\_\_\_, CHED Regional Director, hereinafter referred to as "**CHEDRO**";

and

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

### WITNESSETH THAT:

**WHEREAS**, it is the mandate of both parties to implement the constitutional provision 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 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 grantees 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.

**B. RESPONSIBILITIES AND ACCOUNTABILITIES**

**The CHEDRO:**

1. Accepts and evaluates applications;
2. Prepares and submits ranklist and masterlist to OSDS using the prescribed template;
3. Issues NOA to qualified applicants and Letter of Introduction for opening of bank account with minimal maintaining balance;
4. Executes a MOA with the HEI;
5. Releases financial benefits to grantees following the modes of payment in Section 11.1 of the CHED – DA Joint Memorandum Circular, "Enhanced Implementing Guidelines of the ACEF-GIAHEP";
6. Orients the grantees of their obligations, duties and responsibilities upon acceptance of award;
7. Acts on deferment, transfer of school, shifting to another ACEFGIAHEP covered program, replacement and termination of award and issues appropriate communication;
8. Requires the registrars/ACEF-GIAHEP Coordinators to provide necessary documents as needed;
9. Monitors participating HEIs and grantees;
10. Maintains an updated database to be submitted to OSDS for posting in the CHED Website;
11. Ensures all funds transferred shall be in compliance with Commission on Audit Circular No. 94-013 also known as the "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies" in relation to COA Circular No. 2012-001, as amended, also known as the "Revised Guidelines and Documentary Requirements for Common Government Transactions.

**The HEI:**

1. Designates appropriate Coordinator for ACEF-GIAHEP;
2. Executes a MOA with CHEDRO;
3. Submit to CHEDRO the Billing Statement of grantees using the ACEF-GIAHEP HEIs Billing Statement;
4. Receives from CHEDRO the financial benefits of the grantees;
5. Releases financial benefits to grantees based on Sections 10.1 and 11;
6. Submits to CHEDRO liquidation report on the disbursement of fund received for payment of financial benefits of grantees within 120days upon receipt of funds;
7. Submits to CHEDRO data or information on grantees as needed;



8. Assists graduates in mainstreaming into various job opportunities, agribusiness enterprise development in partnership with appropriate government agencies and agro-industries;
9. Coordinates with PCA's job fair and
10. Ensures all funds transferred shall be in compliance with Commission on Audit Circular No. 94-013 also known as the "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies" in relation to COA Circular No. 2012-001, as amended, also known as the "Revised Guidelines and Documentary Requirements for Common Government Transactions."

**C. WAIVER**

The failure by either party to insist upon strict enforcement of any terms and conditions of this MOA shall not be construed as a waiver of such right or of any other right hereunder.

**D. 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.

**E. AMENDMENTS**

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

**F. 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.

**G. DATA PRIVACY**

The Parties shall, in the performance of their obligations under this Agreement, ensure the privacy and security of any and all confidential, privileged personal information and/or sensitive personal information that they may have access to, and shall store, use process and dispose the said privileged personal information, and/or sensitive personal information in accordance with Republic Act (RA) No. 10173, otherwise known as the "Data Privacy Act of 2012", its Implementing Rules and Regulations (IRR) and applicable issuances issued by the National Privacy Commission (NPC). This clause shall survive the termination or expiration of this Agreement. Any violation of this clause and any of the provisions of RA No. 10173, its IRR and relevant NPC issuances by the Parties, their employees, officers or agents shall be subject to the corresponding sanctions, penalties or fines under the said law without prejudice to any other civil and/or criminal liability, as may be applicable.



**Certified List of ACEF-GIAHEP Beneficiaries**  
**\_\_\_\_\_ Semester, AY \_\_\_\_\_**

HEI \_\_\_\_\_  
 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	ACEF-GIAHEP financial benefits (Php13,500/sem)
		Last	First	Middle						
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

<b>TOTAL BILLING FOR</b>	<b>_____ SEMESTER, AY _____</b>			<b>PHP</b>	<b>-</b>
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Prepared:

Certified Correct:

Approved:

 \_\_\_\_\_  
 HEI ACEF-GIAHEP Coordinator

 \_\_\_\_\_  
 School Registrar

 \_\_\_\_\_  
 Chief Accountant

 \_\_\_\_\_  
 President/School Head or  
 Authorized Representative
