



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

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CHEDRO III

CHEDRO-III MEMORANDUM

No. 44, series of 2021

For : DR. CECILIA N. GASCON, PRESIDENT, BULACAN STATE UNIVERSITY
DR. MYRNA Q. MALLARI, PRESIDENT, TARLAC STATE UNIVERSITY
DR. FELICIANA P. JACOBA, PRESIDENT, NUEVA ECIJA UNIVERSITY OF
SCIENCE AND TECHNOLOGY

Attn : FOCAL PERSON FOR PAGITAN PROJECT

Subject : BRIEFING ON THE TEMPLATE FOR THE PADYAK GOES INTERNATIONALIZATION
THROUGH ASEAN (PaGITAn) TERMINAL REPORT

Date : 30 SEPTEMBER 2021

The Commission on Higher Education Region III commends Bulacan State University, Tarlac State University and Nueva Ecija University of Science and Technology for making it in the recently concluded Padyak Goes Internationalization Through ASEAN (PaGITAn) Regional Competition. The institutions' engagement with internationalization activities has set the tone for other higher education institutions (HEIs) to follow.

In view of the activities designed for the PaGITAn and the submission of Terminal Report on or before 30 November 2021, the CHEDRO-III requests the HEIs' Presidents and Focal Persons for PaGITAn to attend the **Briefing on the Template for the PaGITAn Terminal Report** on **06 October 2021 at 1:00PM**. The briefing will be conducted via Google Meet with link: <https://meet.google.com/gzh-jvso-cmb>.

Attached is the suggested template of the terminal report, patterned after the Central Luzon Regional Higher Education Action Plan (CLREAP) 2020-2022, for your ready reference. It is highlighted that the development of the three (3) Regional Plans-Strategic Communication Plan, Internationalization and Globalization Plan and Capacity Building Plan shall cover the years 2022-2025.

Sama-sama at tulong-tulong sa panahon ng pandemya. Walang iwanan sa mas lalong mataas na edukasyon sa Rehiyon III".

For the HEIs' information, please.


MARIA TERESITA MACANAS SEMANA, PhD, CESO IV
Officer-in-Charge, Office of the Director IV

TEMPLATE FOR THE PADYAK GOES INTERNATIONALIZATION THROUGH ASEAN (PaGITAn) TERMINAL REPORT

- I. Cover Page
- II. Acknowledgment
- III. Table of Contents
- IV. Introduction
- V. Details of HEI's PaGITAN project (*see attached format*)
- VI. Annexes



Pointers:

1. First page is different from the succeeding pages meaning the headers containing logos should only appear on the first page. Succeeding pages will only have the footer. The footer shall include the Title of the PaGITAn project and Page (Page __ of __).
2. Font : Arial, 12
3. Titles: regular casing, bold letters
4. HEI can use as many pages as necessary following the sequence of the topics to be discussed.
5. Use A4 bond paper, with regular margin as this template
6. Observe proper documentation meaning all entries on the tables, graphs or frameworks should properly described.
7. Remove this box when done with the draft.

Executive Summary (2-3) pages

- Background
- Highlights of the Data Gathered with Analysis and Synthesis
- Issues and Concerns to be addressed
- Framework

0. Background:

- ✓ Discuss what the PaGITAn project is all about
- ✓ Statement of the Problem related to the PaGITAn project

1. Situational Analysis: to include opening statements

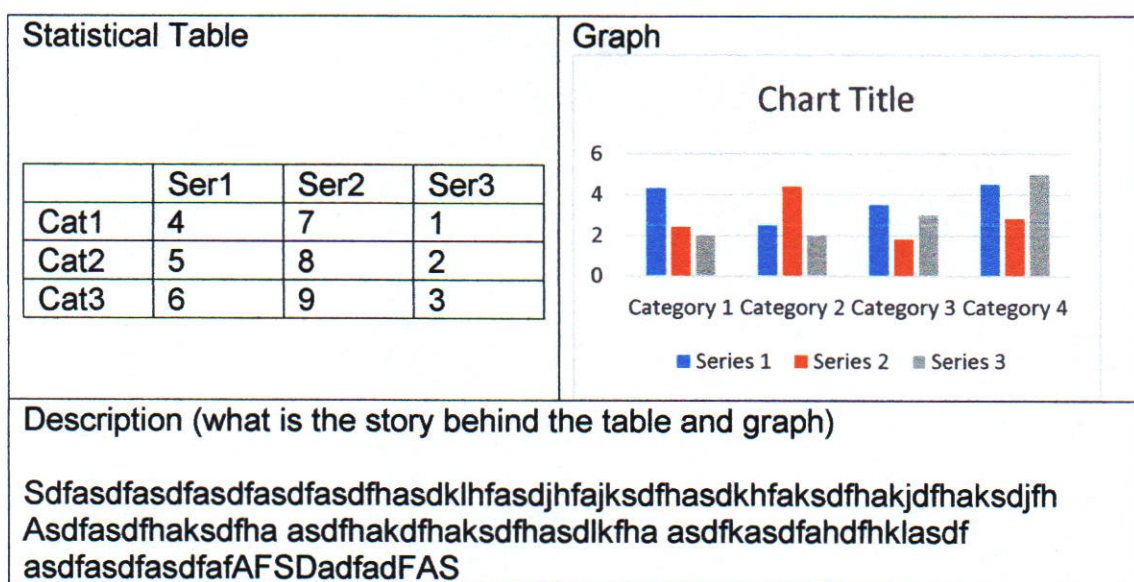
- a. Data gathering methodology, process, instrument (the actual instrument can be placed in the annex) – expound to include the how many questions in the instrument and why, how many minutes to reply, using google form and why, and mentioning that the actual instrument is attached in the annex, “The survey of instruments were distributed to the 212 HEIs of Region III through memorandum...” also attached in the annex. “

b. Data Gathered

Discuss here the surveys conducted and why the surveys were conducted

Example : “The survey is aimed to gather data that will be used to identify the needs of higher education for international partnership and collaboration”

- presented on the way to show the storyline using the format below – please adjust font size and margins to fit the space to organize the presentation in the page.
- Observe spacing and margins just like this document, adjust as necessary so as not to have blank parts in a page. Tables should not be overstretched
- For uniformity of graph presentations, assign Blue for SUCs, Orange for LUCs and Green for Private HEIs



- Analysis
 - Correlation of the data gathered among the various indicators or variables used and comparison with the other region (cite sources of information)
 - Data Gathering results compared to other regions (cite here the reference or sources)
 - Discussion of the PaGITAn Inputs and Output Requirements
- Synthesis
 - Correlation of the data gathered and the analysis compared to the other countries (cite sources of information)
 - Issues and concerns on the implementation of the PaGITAN project

2. Framework for Development - Mention the credit where the framework was taken or who designed it.

- Long-term Goals (development outcomes we want to achieve in medium-long term, can be supported by operational frameworks or diagrams)
- Objectives (program outputs) –reflect key words –to realize the key results areas indicated in the Philippine Higher Education Internationalization Roadmap
- Assumptions – in order to make planning for the event possible, the proponent must make a number of assumptions that apply to the implementation of the regional plans for 2022-2025.
- Strategies (should be using the NEDA Template)

3. Definitions of Terms –

Arrange alphabetically and include legitimate source (e.g. CMO, etc.)

Term Definition (Source)

4. Action Plan

what/who/how/where (specific programs/projects/activities with details that will address the issues presented)

Provide brief introduction of the action plan, how was this crafted basic consideration. Maximum of 200 words.

Name of Program/Project	Indicate ranking or prioritization Example: Rank 1: Capacity Building for Flexible Learning On-Boarding
Description	(In statement format, briefly describe the PAPs by indicating the issues to be addressed and the objectives.) Maximum 300 words
Target Beneficiaries indicating the location	(Self explanatory example: 209 HEIs in Region III, 12,840 Faculty members of Region III)
Strategy	(Briefly describe the approach or methodology including the possible activities to be undertaken) Maximum 200 words
Timeline	Example: 2022-2025
Estimated cost	(Self explanatory)
Source	(Internal Funds, GAA, IGP)

5. Priority Programs, Projects, Activities –

Use the NEDA3 Template – should be synchronized with number 4. Note that #4 is more detailed while #5 is the summary of #4 which aims to give emphasis on the programming of PAPs.

Composition of the HEIs PaGITAn Team

Lead : Title, Name, Position

Example: Dr. Cecilia N. Gascon, President, Bulacan State University (BulSU)

Members:

1. Title, Name, Position

