



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



MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

FOR : PRESIDENTS / HEADS / OFFICERS-IN-CHARGE OF HIGHER EDUCATION INSTITUTIONS
CHED CENTRAL AND REGIONAL OFFICE DIRECTORS

SUBJECT : CALL FOR APPLICATIONS FOR THE TERTIARY COACHING EDUCATION AND DEVELOPMENT: A LADDERIZED SPORTS SKILLS AND TRAINING PROGRAM TO BE OFFERED BY NATIONAL UNIVERSITY SPORTS ACADEMY (NUSA) UNDER THE CONTINUING PROFESSIONAL DEVELOPMENT STUDIES GRANT (CPDSG)

DATE : 29 NOVEMBER 2023

The Commission on Higher Education (CHED) invites all Presidents and Officers-in-Charge of Public and Private CHED-recognized Higher Education Institutions (HEIs) to nominate a **maximum of three (3) Coaches** employed in your institution to pursue a short-term study on "Tertiary Coaching Education and Development: A Ladderized Sports Skills and Training Program" offered by the National University Sports Academy (NUSA) under CHED's Continuing Professional Development Studies Grant (CPDSG).

The 20-day short-term program seeks to enhance the competencies of HEI Coaches through an integrated approach to Sports Science, Sports Management, and specific-training on basketball, volleyball, dance sport, karate-do, taekwondo, table tennis, tennis, swimming, badminton, e-sports, archery, chess, football and arnis.

The maximum slot for each sport and the corresponding coaches are provided in Annex A. Due to the limited number of students who may be accommodated, the evaluation of eligibility will be on a first come first serve basis. The class will be conducted in full face to face mode of delivery in NUSA, Calamba, Laguna. The tentative schedule of the class is on February 1 - 20, 2024.

The eligibility and documentary requirements to avail the scholarship are provided in Annexes B and C. Further information is provided in Annex D.

The scholarship will cover the following:

- Program fees
- Use of Sports Facilities
- Accommodation expenses inside the NUSA Campus residence (dormitory)
- Meal expenses
- Stipend / Allowance amounting to a total of Php 8,800.00
- Travel expenses including roundtrip airfare and local shuttle services

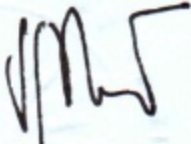
Scholars are required to render Return Service obligation to their respective Sending Higher Education Institutions (SHEIs).

Interested applicants must be nominated by their SHEIs with complete documentary requirements **on or before 20 December 2023**. Kindly submit the soft copy of the application documents by uploading through <https://bit.ly/3RuPz8Q>, with file format: CHED-NUSA SHEI

Name Application Documents. LATE AND/OR INCOMPLETE OR INCORRECT APPLICATIONS WILL NOT BE ACCEPTED.

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

Wide dissemination of this Memorandum is desired.



J. PROSPERO E. DE VERA III, DPA
Chairman



ANNEX A: LIST OF SPORTS, SLOT ALLOCATION AND COACHES

| SPORT | Maximum Slot Allocation for Participants | Possible Coaches |
|--------------|---|------------------------------------|
| Basketball | 10 | Joseph Enrique Uichico |
| Volleyball | 9 | Dr. Rustico Camangian |
| Karate-do | 9 | Richard Lim |
| Taekwondo | 9 | Eric Go |
| Badminton | 9 | Ma. Judith Brosula |
| Football | 9 | Chito Ferrer Manuel |
| Swimming | 9 | Dr. Benedict Estarija |
| Tennis | 8 | Roland Kraut |
| Archery | 8 | Jeffrey Bosales, ACE, CPT, CMTC |
| Chess | 8 | Dr. Fred Paez |
| Arnis | 8 | Richard Gialogo |
| Dance Sport | 8 | Dr. Albert Dimarucut |
| Esports | 8 | South Koreans c/o Acadarena |
| Table Tennis | 8 | Karen Jaleco |



ANNEX B: ELIGIBILITY CRITERIA FOR APPLICANTS

A. Qualifications for Short-listed Applicants as NUSA Student

1. Must have at least a Bachelor's Degree from CHED or MBHTE-recognized HEI
2. Working in any Philippine HEI as coach for not less than a year
3. Must meet the score requirement based on pre-training self-survey

Note: Short-listed applicants will be requested to complete the survey form to determine qualifications as above-cited.

B. Qualifications as CHED Scholar

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

C. Ineligibility as CHED Scholar

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

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



ANNEX C: CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR APPLICANTS

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

| SUPPORTING DOCUMENTS | |
|--|------------------------------------|
| Copy of Birth Certificate with PSA, NSO or Civil Registrar's logo | <input type="checkbox"/> SUBMITTED |
| Copy of diploma, or its equivalent, from CHED or MBHTE-recognized HEI or foreign university, as applicable | <input type="checkbox"/> SUBMITTED |
| Notarized Declaration of Eligibility (CPDSG-APP-5) | <input type="checkbox"/> SUBMITTED |

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



ANNEX D: SUBMISSION REMINDERS

1. Interested SHEIs shall determine and nominate eligible HEI personnel based on the minimum qualifications of the program and the eligibility criteria of the grant.
 - a. Only SHEIs provided in the Scope and Coverage shall be eligible to send an official list of its nominees.
 - b. SHEIs may only send one official list of endorsed nominees per slot allocation for every call for applications.
 - c. Eligible SHEIs must provide a focal person, who is not a nominated participant, for efficient coordination with the Commission and the program providers.
 - d. SHEIs must ensure that the nominees meet ALL the minimum qualifications of the program provider **and** the eligibility criteria provided in the policy.
2. SHEIs shall submit to CHED, **electronic copies of the complete application documents** as certified by the HR or its equivalent, and attested by the President or its equivalent, **on or before the submission deadline.**
 - a. The templates may be downloaded through this link: <http://bit.ly/49I0IVZ>
 - b. SHEIs are to submit their official list of endorsed nominees, and the complete documentary requirements in one submission.
 - c. Submissions shall be made through uploading the compliance documents using this link here: <https://bit.ly/3RuPz8Q>
 - d. Deadline of submission: **on or before 20 December 2023.**
3. The received list of applicants shall be short-listed based on on a first-come, first-served basis and in compliance with the following criteria:
 - a. Completeness and correctness of application documents and compliance with the eligibility criteria provided in the policy.
 - i. Only complete and correct documents shall be considered.
 - ii. SHEIs shall submit the complete application documents in one submission.
 - b. Compliance to the deadline provided by CHED.
 - c. Any of the following shall not be considered: Incomplete, partial and/or initial documentary submissions and those submitted beyond the submission deadline.
 - d. Those who qualified for the grant but were not accommodated due to the limited number of slots for the program shall be classified as waitlisted. Incomplete, incorrect, partial and/or late submissions are automatically not qualified for waitlisting.
 - i. Nominees from the waitlist shall only be considered in case of forfeiture of slots of eligible participants or in the event that there are remaining unfilled available slots for a program.
 - ii. Waitlisted applicants shall be ranked based on first-come, first served basis and eligibility.

