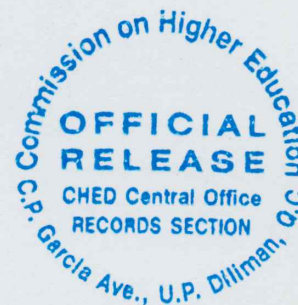




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED Administrative Order (CAO)

No. 02

Series of 2022

SUBJECT: OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF THE MEDICAL SCHOLARSHIP AND RETURN SERVICE (MSRS) PROGRAM

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994" and Implementing Rules and Regulations (IRR) of R.A No. 11509, otherwise known as the "Doktor Para Sa Bayan" Act, and by virtue of the Commission en Banc (CEB) Resolution No. 098-2022 dated March 1, 2022, the Operational Guidelines on the Implementation of the Medical Scholarship and Return Service (MSRS) program are hereby issued, to wit:

I. Application and Selection Procedures

A. Issuance of Call for Submission of Application

A memorandum on the Call for Submission of Application for the MSRS program together with the list of State Universities and Colleges (SUCs) and Partner Private Higher Education Institutions (PHEIs) shall be issued separately every Academic Year (AY) subject to availability of funds.

B. Submission of Application to the SUC/PHEI

Interested applicants shall comply with the qualification requirements stated in Section 7 of the IRR.

C. Initial Review of Application and Documentary Requirements by the SUC/PHEI

The SUC/PHEI shall screen and select the student applicant for admission to the Medical Program/Course using the attached Evaluation Sheet (*refer to Form No. 1*). The list of student applicants shall be based from, but not limited to, the order of priority per Section 7, C, iii of the IRR.

1. If in order, the SUC/PHEI shall endorse the list of student applicants to CHEDRO for evaluation and validation together with the following:
 - 1.1 Results of the preliminary evaluation conducted;
 - 1.2 Application with complete supporting documents; and

- 1.3 Scholar's Commitment to Render Service Obligation
(refer to **Form No. 2**).
2. If not, the SUC/PHEI prepares transmittal letter and informs the concerned student applicant on the noted findings and/or observations.

D. Validation of Results from SUC/PHEI by the CHEDRO

The CHEDRO shall validate the results submitted by the SUC/PHEI and priority shall be given to deserving applicants per Section 7, C, iii of the IRR.

1. If in order, the CHEDRO shall endorse the list of student applicants and submit the results of order of priority/rank list (refer to **Form No. 3**) and master list (refer to **Form No. 4**) to CHED - Office of Student Development and Services (OSDS).
2. If not, the CHEDRO prepares transmittal letter and informs the concerned SUC/PHEI on the noted findings and/or observations.

E. Final Evaluation of List of Student Applicants by the CHED-OSDS

The CHED-OSDS conducts final examination/verification of the order of priority/rank list and master list.

1. If in order, the CHED-OSDS notifies the CHEDRO on the approved list of scholars together with their assigned award numbers.
2. If not, the CHED-OSDS prepares transmittal letter and informs the concerned CHEDRO on the noted findings and/or observations.

F. Issuance of Notice of Award (NOA) to the Scholar

1. The CHEDRO shall issue the NOA (refer to **Form No. 5**) and endorse the list of scholars to the concerned SUC/PHEI to facilitate their enrolment;
2. The SUC/PHEI shall:
 - 2.1 Notify the applicants on the status of their application. All accepted scholars shall be enrolled accordingly and submit the Scholarship Contract (refer to **Form No. 6**) to CHEDRO through the SUC/PHEI; and
 - 2.2 Submit the list of enrolled scholars, accomplished billing statement form (refer to **Form No. 7**), and a photocopy of the notarized Scholarship Contract to CHEDRO for documentation.

3. CHEDRO shall keep record of the original copy of the notarized Scholarship Contract.

II. Financial Benefits Package

A. Inclusion

The coverage and benefits package shall be based from the provisions stated in Section 6 of the IRR.

B. Rates

The rates of financial package are subject to yearly assessment based on the current inflation rate, to keep up with the current development on financial assistance, ensure affordability of quality educational materials, and offset students' expenses and the availability of funds. Please refer to "**Annex B**" for the financial benefits package.

III. Release and Liquidation of Funds

A. Release and Disbursement

1. CHED Central Office (CO) to CHEDROs - The CO through the OSDS shall validate the submitted official result of rank list/order of priority and master list of enrolled scholars and recommends to CHED – Administrative, Financial and Management Service (AFMS) the release of sub-allotment and cash allocation for transfer of funds to CHEDROs;
2. CHEDRO to SUC/PHEI - CHEDROs shall transfer financial benefits to the scholars through the SUC/PHEI based on the following:
 - 2.1 A duly signed and notarized Memorandum of Agreement {MOA} (*refer to Form No. 8*) entered by and between the CHEDRO and SUC/PHEI;
 - 2.2 Billing Statement from concerned SUC/PHEI using the prescribed template duly signed by the Coordinator, Authorized Staff/Registrar/Chief Accountant, and President/Head/Chancellor;
 - 2.3 Certification from the SUC/PHEI duly signed by the Coordinator, Authorized Staff/Registrar, and President/Head/Chancellor that the scholars are:
 - a. currently enrolled in the specified semester of AY; and
 - b. not enjoying any government scholarship grant.



3. SUC/PHEI to Scholar for the release of allowance using the following alternative mode of payment:

- 3.1 If cash/cheque, submit acknowledgement receipt/signed payroll that he/she received the grant;
- 3.2 If through authorized bank account, proof that the amount has been deposited/credited to the account of scholar; and
- 3.3 If through money remittance, submit a copy of Sender Money Form/Receipt and Receiver Money Form/Receipt.

B. Liquidation Procedures

1. SUC/PHEI shall submit to CHEDRO the following liquidation documents within thirty (30) working days upon receipt of payment:

- 1.1 Transmittal letter;
- 1.2 Original copy of Official Receipt (OR) of grant released by the CHEDRO;
- 1.3 Copy of School ID (front and back);
- 1.4 Individual copy of Certificate of Registration/Enrollment of each scholar;
- 1.5 Individual copy of Individual Statement of Account (SOA) showing that the amount received from CHED was deducted from the TOSF of the scholar; and
- 1.6 Signed Payroll (*refer to Form No. 9*) or any proof of payment that the scholar received the allowance.

2. The CHEDRO evaluates the validity and completeness of the liquidation documents.

No subsequent fund transfer must be granted unless previous fund transfers have been liquidated and the required physical status report has been submitted per COA Circular 2012-001 dated June 14, 2012.

IV. Operational Cost

A 3% administrative cost (divided into 2.75% for CHEDROs and 0.25% for OSDs) of the total budget allocation for MSRS program shall be utilized for the implementation of the program for the following related expenses, subject to the usual accounting, auditing rules, and regulations procurement laws:

- a. Communications;
- b. Office supplies and materials;
- c. Equipment not exceeding P15,000.00;
- d. Maintenance/repair of equipment;
- e. Rental of IT equipment;
- f. Representation expenses for meetings and conferences;



- g. Transportation/travel;
- h. Trainings and seminars;
- i. Printing/advertisement;
- j. Other professional fees for outsourcing/job orders; and
- k. Other incidental expenses such as but not limited to, overtime payment in the exigency of the service are subject to the DBM circular on the matter.

For the proper guidance and compliance of all concerned.


J. PROSPERO E. DE VERA III, DPA
Chairman



Commission on Higher Education
OFFICE OF THE STUDENT DEVELOPMENT AND SERVICES
Local Student Affairs Division

LIST OF MSRS FORMS

Form No.	Title	Description
Form No. 1	Evaluation Sheet	Form to be accomplished by the HEI in the screening and selection of student applicants for the program
Form No. 2	Scholar's Commitment to Render Service Obligation	Form to be accomplished by the scholar as one of the conditions of the scholarship grant
Form No. 3	Order of priority/Rank list	List of student applicants according to order of priority to be submitted by the SUC/PHEI to concerned CHEDRO
Form No. 4	Master list	List of student applicants including the actual tuition and other school fees (TOSF)
Form No. 5	Notice of Award	Notice to be issued by the CHEDRO to the scholar
Form No. 6	Scholarship Contract	Contract by and between the scholar and CHEDRO
Form No. 7	Billing Statement Form	Form to be submitted by the SUC/PHEI to CHEDRO as a basis of payment or release of funds
Form No. 8	Memorandum of Agreement	Agreement entered by and between the CHEDRO and SUC/PHEI
Form No. 9	Payroll	Proof of payment that the scholar received his/her allowance

MEDICAL SCHOLARSHIP AND RETURN SERVICE (MSRS) PROGRAM EVALUATION SHEET

Date Evaluated: _____

Name of Applicant: _____

Address: _____

Name of HEI: _____

Course & Year Level: _____

Category	Weight	Score
Category 1: Assessment	10	
Category 2: Residence		
2a: Geographically Isolated and Disadvantaged Areas (GIDA), calamity-prone, and conflict areas	20	
2b: Certificate of Ancestral of Domain Title (CADT) Area / Indigenous Community	10	
2c: Municipality Class / City	10	
Category 3: Income (Annual Gross Income)	5	
Category 4: Affiliation	5	
Category 5: National Medical Admission Test (NMAT)	20	
Category 6: General Weighted Average (GWA)	20	
Total	100	

CATEGORY 1: ASSESSMENT

Criteria	Weight	Score
Interview / Exam	10	
No Interview / Exam	0	
Total		



CATEGORY 2: RESIDENCE**Category 2a: Geographically Isolated and Disadvantaged Areas (GIDA)**

Criteria	Weight	Score
GIDA Barangay	20	
Municipality with GIDA Barangay	10	
Non-GIDA	0	
Total		

**Category 2b: Certificate of Ancestral Domain Title (CADT) Area/
Indigenous Community**

Criteria	Weight	Score
CADT Area/Indigenous Community	10	
Non- CADT Area/ Non- Indigenous Area	0	
Total		

Category 2c: Municipality Class/ City

Criteria	Weight	Score
Sixth (6 th) Class	10	
Fifth (5 th) Class	8	
Fourth (4 th) Class	6	
Third (3 rd) Class	4	
Second (2 nd) Class	2	
First (1 st) Class	0	
City	0	
Total		

CATEGORY 3: INCOME (COMBINED ANNUAL GROSS FAMILY INCOME)

Criteria	Weight	Score
Php450,001.00 and above	0	
Php450,000.00 and below	5	
Total		

CATEGORY 4: AFFILIATION

Criteria	Weight	Score
Member of Indigenous People or Minority Group (e.g. Manobo, Aeta, Mangyan, Tausug, Maranao, Badjao, etc) (Certification to be issued by National Commission on Indigenous Peoples [NCIP])	5	
Dependent of Community Health Volunteer (Certification to be issued by the DOH-Bureau of Local Health Systems and Development)	5	
Victim of Calamities/ Insurgencies (Certification to be issued by the Local Disaster Risk Reduction and Management Office [LDRRMO] or Department of Social Welfare and Development [DSWD])	5	
Whose Parents are suffering from chronic disease (e.g. Undergoing Dialysis, CA patients/ PWD / Solo Parent) (Certification to be issued by the licensed physician)	5	
No affiliation	0	
Total		

CATEGORY 5: NATIONAL MEDICAL ADMISSION TEST (NMAT)

Criteria	Weight	Score
NMAT Score	100	
Divided by 100	100	
Multiplied by 20	20	
Total		

CATEGORY 6: GENERAL WEIGHTED AVERAGE (GWA)

Criteria	Weight	Score
GWA Score	100	
Divided by 100	100	
Multiplied by 20	20	
Total		

RECOMMENDATIONS:

Evaluated by:	Noted by:
<Signature Over Printed Name>	<Signature Over Printed Name>
<i>Position/Designation</i>	<i>President/Head of SUC/PHEI</i>



**RANKLIST OF SCHOLARS
MEDICAL SCHOLARSHIP AND RETURN SERVICE (MSRS) PROGRAM**
Semester, Academic Year (AY) _____

SEQ.	NAME				SEX (F/M)	PERMANENT HOME ADDRESS			DISTRICT (1st, 2nd ...)	HEI	Type of HEI (P/G)	BACCALAUREATE PROGRAM	YEAR LEVEL (1, 2, 3, ...)	Evaluation Sheet (Annex A)												
	LAST NAME	FIRST NAME	MIDDLE NAME	EXTENSION NAME		BRGY/STREET	TOWN/CITY	PROVINCE						Category 1 - 10 pts		Category 2 - 40 pts		Category 3 - 5 pts		Category 4 - 5 pts		Category 5 - 20 pts		Category 6 - 20 pts		Total Score Qualified: 50 and above
														Interview/Exam	Score	Residence	Score	Income	Score	Affiliation	Score	NMAT	Score	GWA	Score	
1																						0				
2																						0				
3																						0				
4																						0				
5																						0				
6																						0				
7																						0				
8																						0				
9																						0				
10																						0				
11																						0				
12																						0				
13																						0				
14																						0				
15																						0				
nothing follows																										

Evaluated and Screened:

Reviewed and Certified

Approved:

Program Coordinator

Dean, College of Medicine

SUC/PHEI President



MASTERLIST OF SCHOLARS
MEDICAL SCHOLARSHIP AND RETURN SERVICE (MSRS) PROGRAM
Semester, Academic Year (AY) _____

AWARD. NO. (to be issued by CO)	NAME				SEX (F/ M)	PERMANENT HOME ADDRESS			DISTRICT (1st,2nd ...)	HEI	Type of HEI (P/G)	YEAR LEVEL (1, 2,3,...)	ACTUAL TUITION FEE (TF)/SEM	ACTUAL OTHER SCHOOL FEES (OSF)* /SEM	ALLOWANCES /SEM	TOTAL
	LAST NAME	FIRST NAME	MIDDLE NAME	EXTENSION NAME		BRGY/S TREET	TOWN/C ITY	PROVINCE								
1															88,500.00	88,500.00
2															88,500.00	88,500.00
3															88,500.00	88,500.00
4															88,500.00	88,500.00
5															88,500.00	88,500.00
6															88,500.00	88,500.00
7															88,500.00	88,500.00
8															88,500.00	88,500.00
9															88,500.00	88,500.00
10															88,500.00	88,500.00
11															88,500.00	88,500.00
12															88,500.00	88,500.00
13															88,500.00	88,500.00
14															88,500.00	88,500.00
15															88,500.00	88,500.00
TOTAL													-	-	1,327,500.00	1,327,500.00

*OSF per Section 3(d) of the IRR of RA 11509 1. Library fees; 2. Computer fees; 3. Laboratory fees; 4. School id fees; 5. Athletic fees; 6. Admission fees; 7. Development fees; 8. Guidance fees; 9. Handbook fees; 10. Entrance fees; 11.Registration fees; 12. Medical and Dental

Prepared:

Reviewed and Certified Correct:

Approved:

CHEDRO Coordinator

Chief EPS

CHED Regional Director





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

Date _____

**MEDICAL SCHOLARSHIP AND RETURN SERVICE PROGRAM (MSRS)
NOTICE OF AWARD (NOA)**

NAME OF AWARDEE

Address _____

Dear _____:

We are pleased to inform you that you qualified as a MSRS Scholar with Award No. _____ This grant is effective _____ Semester, AY _____ until AY _____ with Php _____ per semester.

Requirements to be complied by the scholars per Section 7 of CHED Administrative Order (CAO) No. _____, s. 2022:

Section 7. Documentary Requirements

7.1 General:

- 7.1.1 Proof of Filipino citizenship such as any government-issued document showing proof of Filipino citizenship, including, but not limited to certified true copy of Birth Certificate issued by the Local Civil Registry or Philippine Statistics Authority (PSA) / Philsys ID;
- 7.1.2 Certificate of Good Moral Character issued by the HEI last attended or barangay;
- 7.1.3 Additional requirements for priority groups (as applicable):
 - a. Certification of Residency issued by the barangay;
 - b. Certification as members of indigenous people or minority group/National Commission on Indigenous Peoples (NCIP) certificate;
 - c. Tax Exemption/Tax declaration (from BIR) or social case study duly signed by a registered social worker where the applicant resides;
 - d. Certification issued by the Municipal Health Office (MHO) that the applicant is a dependent of community health volunteer; and
 - e. Certification from the Local Disaster Risk Reduction and Management Office (LDRRMO) or Department of Social Welfare and Development (DSWD) that the applicant is from the calamity-prone and conflict areas.

7.2 Specific:

- 7.2.1 Certification of Acceptance from SUCs/PHEIs; and
- 7.2.2 Affidavit of no existing scholarship grant.

Grounds for Disqualification based on Section 23 of CHED Administrative Order (CAO) No. _____, s. 2022:

- 23.1 Violation of any of the terms and conditions of the scholarship agreement;
- 23.2 Submission of falsified or fraudulent documents;
- 23.3 Failure to meet the academic requirements or to complete the course within the prescribed period without valid cause as may be determined by the SUC or partner PHEI;
- 23.4 Violation of any student disciplinary rules and regulations of the SUC or partner PHEI which merit the penalty of expulsion or suspension for more than one (1) year
- 23.5 Transfer to non-partner PHEI;
- 23.6 Exceeding the allowable period of the LOA, as prescribed under Section 21 herein; and
- 23.7 The scholar accepts another scholarship/grant from other government or private agency or entity while enjoying the benefits under the MSRS Program

You are advised to constantly coordinate and communicate with CHEDRO/HEI, regarding any concern with regards to your grant. Further, please notify the Regional Office/HEI within thirty (30) days from occurrence about any change of permanent addresses and contact numbers.

Furthermore, failure to confirm acceptance of this award within fifteen (15) working days upon receipt will mean forfeiture of the award.

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 Contact Nos. _____ and Mobile No. _____. I am currently a recipient of _____ scholarship/financial assistance from _____ amounting to _____, and _____ scholarship/financial assistance from _____ amounting to _____.

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)



**SCHOLARSHIP CONTRACT FOR
MEDICAL SCHOLARSHIP AND RETURN SERVICE (MSRS) PROGRAM**

KNOW ALL MEN BY THESE PRESENTS:

This Scholarship Contract entered and executed by and between the Government of the Philippines through the Commission on Higher Education (**CHED**) represented by _____ **<NAME>** _____, Director IV, CHED Regional Office _____, _____ **<address>** _____ herein referred to as the "**GRANTOR**";

-and-

_____ **<NAME OF SCHOLAR>** _____, of legal age, Filipino with residence at _____ **<address>** _____, Philippines, herein referred to as the "**GRANTEE**".

WITNESSETH:

Pursuant to the **GRANTOR's** Medical Scholarship Program awarded to the **GRANTEE**, the latter hereby agrees to fulfill the following terms and conditions stipulated in Section 8 of the IRR of RA 11509:

The GRANTEE shall:

1. Carry the full load of subjects prescribed per semester by the SUC/PHEI, and shall not, under any circumstance, drop a course which will result in underloading;
2. Finish the entire Doctor of Medicine Program within the prescribed time frame of the SUC/PHEI where the **GRANTEE** is enrolled in, subject to the retention policies of the SUC/PHEI. For valid and justified reasons and subject to approval of the SUC/PHEI, accepted **GRANTEE** to the MSRS Program are allowed to defer enrolment or to file leave of absence (LOA) and this will be considered based on the prescribed time frame. The **GRANTEE** may be allowed to transfer to other HEI provided that the transfer is valid and justifiable and shall be subject to the originating and receiving HEI's admission, promotion and retention policies. The grounds for the transfer are the following but not limited to:
 - a) Change of residence, e.g. but not limited to employment of parents, government relocation/resettlement plan, etc.;
 - b) Safety and security / peace and order situations;
 - c) Financial concerns;
 - d) Natural calamities;
 - e) Health reasons;
 - f) Force majeure;
 - g) Greater access to academic opportunities; and
 - h) Other analogous cases.

Provided that the transfer shall not impair the MSRS program, as originally prescribed upon the **GRANTEE**.

3. Undertake the mandatory internship as prescribed by the **GRANTOR** recognized association of medical schools upon graduation from the Doctor of Medicine Program or on the last year of the Doctor of Medicine Program for **GRANTEE** under a five (5) year program; Provided that, **GRANTEE** under a four (4) year Doctor of Medicine Program are given priority to be cross-matched with government hospitals; Provided further, that in the event that no more slots are available in such government hospital, the mandatory internship program must be undertaken in a DOH-accredited public health facility or hospital or any accredited government health facility or hospital within the region, subject to compliance with the requirements of the association which credits an internship program;
4. Take the board examination within a maximum period of one (1) year after completion of the mandatory internship program for **GRANTEE** under a four (4) year Doctor of Medicine Program and one (1) year upon graduation for **GRANTEE** under a five (5) year Doctor of Medicine Program;
5. Render return of service as provided under Section 14 of the IRR of RA 11509;
6. Serve in one of the DOH-specified priority health facilities, within the public sector in the Philippines, on a full-time basis for one (1) year for every scholarship year availed within one (1) year upon graduation or acquiring the necessary license to practice; provided that those who will serve for additional two (2) years shall be provided with additional incentives as determined by the DOH;
7. Shoulder all the necessary expenses for the succeeding professional licensure examinations if the **GRANTEE** fails to pass the first (1st) licensure examination within one (1) year after graduation and completion of the mandatory internship and other academic requirements;
8. Failure of the **GRANTEE** to obtain a passing grade in the Physician Licensure Examination (PLE) within five (5) years from the time the he/she has completed the mandatory internship program, or if the scholarship status has been terminated under Section 9(c) of IRR of RA 11509 hereof; the **GRANTEE** can choose from the following options:
 - a) Repay the full cost of the scholarship and related expenses to the **GRANTOR**; and
 - b) Option to engage in work within the public health service system, such as engaging in health-related research work for the government or teaching health-related subjects in a public educational institution or being integrated into the public health service system for at least one (1) year for every scholarship availed. The alternative return service shall exclude the period of mandatory internship and residency training that is undertaken in a private health institution or facility.
9. May be allowed to transfer to other partner HEIs, provided, the transfer is

allowed by the originating and receiving partner HEIs, and the reason for transfer is justified as enumerated in section 8(c) of the IRR of RA 11509. Formal evaluation and validation by the **GRANTOR** through its regional offices shall be conducted and necessary supporting documents (e.g. Release letter/Approval from original HEI, TOR, etc.) are provided;

10. May take a leave of absence (LOA) once for the whole duration of the program, subject to the following conditions:
 - a) Reason for LOA is valid and justified (e.g. health concerns, safety and security issues, force majeure, etc.) with written request and other supporting documents as required;
 - b) The LOA is compliant with the guidelines and policies of the partner SUC/PHEI, and affiliate hospitals (for post-graduate intern **GRANTEE**); and
 - c) Provided that the LOA does not exceed one (1) school year.

The **GRANTEE** shall be notified by his /her partner SUC and its affiliate hospital if the LOA is approved or disapproved, and the expiration of his/her LOA.

The **GRANTEE** shall notify the SUC/PHEI and its affiliate hospitals, through the respective **GRANTOR** regional office, the status of their LOA prior to its expiration.

11. Free and Hold Harmless Clause – Any loss and/or damages caused by the **GRANTEE** to any person as a result of or in connection with his/her performance of services as required under this agreement shall be the sole and exclusive liability of the **GRANTEE**. Accordingly, the **GRANTEE** hold the **GRANTOR** free and harmless from all claims, liabilities, proceedings, damages, costs, charges and expenses whatsoever arising out of or as a result of such lost and/or damage.

The GRANTOR shall:

1. Provide the following benefit package:
 - a) Allowances per semester from first year to fourth year, as follows:

Book Allowance	Php 13,000.00
Clothing/Uniform Allowance	Php 3,500.00
Miscellaneous Allowance (to include Connectivity Allowance)	Php <u>6,000.00</u>
	Php 22,500.00
 - b) Allowances per month from first year to fourth year, as follows:

Living Subsidy	Php 5,000.00
Lodging Allowance	Php 5,000.00
Transportation Allowance	Php <u>1,000.00</u>
	Php 11,000.00
 - c) Monthly allowance only of Php11,000.00, during Post-Graduate Internship/

5th year;

- d) Pay National Health Insurance Program (NHIP) Premium of Php300.00 per month from first year to fifth year;
- e) Pay Government Service Insurance System (GSIS) Premium of Php166.00 per month from first year to fifth year; and
- f) One-time Board/Licensure Examination Review and Application Fees of Php 16,000.00.

- 2. Ensure timely release of allowances to the **GRANTEE**;
- 3. Pay directly to SUC/PHEI the agreed tuition and other school fees, and other school-related fees of the **GRANTEE** per billing submitted by the school;
- 4. Ensure that the processing of information of the **GRANTEE** shall be conducted in compliance with the Data Privacy Act of 2012 and other related issuances, including having a Data Sharing Agreement between the parties before the information are released or shared;
- 5. The GRANTOR reserves the right to terminate the **GRANTEE** from the scholarship program if he/she has been found to violate any of the following conditions, among others, upon judicious evaluation by the SUC/PHEI:
 - a) Violation of any of the terms and conditions of the scholarship agreement;
 - b) Submission of falsified or fraudulent documents;
 - c) Failure to meet the academic requirements or to complete the course within the prescribed period without valid cause as may be determined by the SUC/PHEI;
 - d) Violation of any student disciplinary rules and regulations of the SUC/PHEI which merit the penalty of expulsion or suspension for more than one (1) year.
 - e) Transfer to non-partner HEI;
 - f) Exceeding the allowable period of the LOA, as prescribed under Section 11 of the IRR of RA 11509;
 - g) The **GRANTEE** accepts another scholarship/grant from other government or private agency or entity while enjoying the benefits under the MSRS Program; and
 - h) While being a **GRANTEE**, he or she commits gross misconduct in a manner that would bring significant damage to the concerned SUC/PHEI, its administration, faculty and students and to the community.

Termination shall result to repayment of full cost of scholarship and repayment of related benefits received including all expenses incurred during participation in the scholarship program.



6. In case of violation of the terms of this contract, the **GRANTOR** has the option to try to reconcile the issues first before filing an appropriate action in the proper courts or could go directly to court.

IN WITNESS WHEREOF, the parties hereto have signed this contract this _____ day of _____ at _____, Philippines.

GRANTOR:

GRANTEE:

Name and Signature of CHEDRO Director
and/or Officer-in-Charge

Name and Signature of Grantee

WITNESSES

Name and Signature of Dean of the College
(Name of SUC/PHEI)

Name and Signature of Grantee's
Parent/Guardian

CERTIFIED FUNDS AVAILABLE

Chief Accountant, CHEDRO__

ACKNOWLEDGMENT

Republic of the Philippines
City of _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021,
affiant exhibiting his/her Residence Certificate Number _____,
_____ issued at _____, _____, on
_____, _____.

Doc. No. _____
Page No. _____
Book No. _____
Series No. _____



(NAME OF SUC/PHEI)
BILLING STATEMENT FORM
MEDICAL SCHOLARSHIP AND RETURN SERVICE (MSRS) PROGRAM
_____ Semester, Academic Year (AY) _____

AWARD. NO. (ISSUED BY CHED CO)	NAME				SEX (F/ M)	TYPE OF HEI (P/G)	YEAR LEVEL (1, 2,3,...)	TUITION FEE	OTHER SCHOOL FEES	ALLOWANCE	TOTAL FINANCIAL BENEFIT/SEM	REMARKS
	LAST NAME	FIRST NAME	MIDDLE NAME	NAME EXTENSION (Sr., Jr.)								
1 MSRS-9999-21-99	DE LA CRUZ	JUAN	REYES		M	G	1	19,500.00	7,975.00	88,500.00	115,975.00	
2												
3												
4												
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14												
15												
TOTAL								19,500.00	7,975.00	88,500.00	115,975.00	

Prepared by:

Certified correct:

Approved by:

SUC/PHEI Coordinator

Authorized Staff/Registrar/Accountant

SUC/PHEI President/Head/Chancellor



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) made and entered into this _____ day of _____ month, _____ year, by and between:

The **COMMISSION ON HIGHER EDUCATION (CHED)**, created and operating pursuant to *Republic Act No. 7722*, with Office address at the Higher Education Development Center Building, C.P. Garcia Avenue, UP Campus, Diliman, Quezon City, as represented in this act by <Name>, <Designation>, **CHED Regional Office (CHEDRO)** _____, <Address> hereinafter referred to as "**CHED**";

and

(NAME OF SUC/PHEI), an educational institution of higher learning with Office address at _____, represented in this act by _____, **President/Head**, hereinafter referred to as a "**Partner SUC/PHEI**";

The parties warrant that they are duly organized, registered, validly existing and in good standing under the laws of the Republic of the Philippines, and that the parties and their representatives are capable and have the requisite power, authority, permits, clearances, and licenses, to enter into this Memorandum of Agreement, and to perform any and all their obligations under the contract.

WITNESSETH THAT:

WHEREAS, Republic Act (RA) No. 11509, otherwise known as the "Doktor Para Sa Bayan" Act, was enacted wherein the Commission on Higher Education (CHED) and the Department of Health (DOH) formulated and issued its Implementing Rules and Regulations (IRR);

WHEREAS, the said law seeks to establish a Medical Scholarship and Return Service (MSRS) program that will help deserving medical students pursue medical education and training in the field of health and medicine. These medical students shall render services in government public health offices or government hospital or in any underserved municipality in any province as part of their integration into the public health and medical service system;

<Name>
University President

<Name>
Dean of the College

<Name>
Regional Director IV
CHED Regional Office

<Name>
CHEDRO Representative

<Name>
University President

<Name>
Dean of the College



WHEREAS, under Section 5 of the IRR of RA No. 11509, all state universities and colleges (SUCs) authorized to offer a doctor of medicine program shall be engaged in the MSRS program. In areas where there are no State Universities and Colleges and private HEIs offering medicine program shall be engaged for the MSRS program, and if necessary, upon consultation with DOH in regions where there are existing SUCs;

WHEREAS, the Commission en Banc (CEB) through CEB Resolution No. 011-2022 dated January 11, 2022, approved the guidelines for the engagement of state universities and colleges (SUCs) and private higher education institutions (HEIs) as a partner HEI in the implementation of the CHED Medical Scholarship and Return Service (MSRS) program for Academic Year ____ - ____;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreement hereunder specified, **CHED** and the **(SUC/PHEI)** hereby enter into this Memorandum of Agreement, as follows:

A. OBJECTIVES OF THE PROGRAM

1. To establish a program for deserving medical students in the field of medicine;
2. To expand access to quality education and opportunities for underprivileged individuals;
3. To determine the scheme for return service and monitoring and evaluation both the programs and scholars; and
4. To promote and assure equitable distribution of HRH through competitive compensation, benefit packages and good working conditions.

B. ROLE AND RESPONSIBILITIES

B.1 The CHEDROs shall perform the following functions in the implementation of the MSRS Program:

1. Advocate and disseminate information on the program, its application and selection process and the general provisions;
2. Validate the results from the SUC/PHEI and priority shall be given to deserving applicants as provided in Section 3(a) of the IRR of RA No. 11509;
3. Endorse the list of approved/accepted scholars to concerned SUC/PHEI;



4. Keep record of the notarized scholarship contract;
5. Submit to CHED-OSDS the list of enrolled scholars as basis for the release of allotment and fund transfer;
6. Provide other support necessary to ensure the effective implementation of the program;
7. Process and release payments for tuition and other school fees (TOSF) and allowances of the scholars per billing submitted by the SUC/PHEI;
8. Conduct regular monitoring and consultation with the partner schools;
9. Conduct regular information dissemination of, and recruitment to, the MSRS program in SUCS/PHEIS to ensure that there will be an adequate number of medical doctors in all the municipalities and provinces;
10. Disseminate and implement the necessary policies, standards, guidelines, and rules and regulations for the effective implementation of the MSRS program under the RA No. 11509;
11. Requires SUCs and PHEIs to implement and submit a tracking, monitoring, evaluation and assistance system in order to determine the whereabouts of the medical scholars after graduation from SUCs and PHEIs; and
12. Ensure the timely and adequate release to partner-SUCs and PHEIs of the funds necessary for the implementation of the MSRS program, and monitor the timely and adequate release of the same by the partner-SUCs and PHEIs to the scholar-beneficiaries under the MSRS program.

B.2 The SUCs and PHEIs shall perform the following functions in the implementation of the MSRS Program:

1. Initially assess the applicants according to standard academic and admission requirements of the school and criteria set by CHED;
2. Allocate slots for CHED scholars provided that the scholars passed the admission criteria of the partner school;
3. Endorse the list of scholarship applicants to CHEDRO for evaluation and validation together with the results of the preliminary evaluation documents, application with complete supporting documents, and scholar's commitment to render service obligation;

4. Notify the applicants on the status of their application;
5. Submit the list of enrolled scholars to CHEDRO together with a copy of the notarized Scholarship Contract for documentation;
6. Implement policies concerning the scholarship program;
7. Monitor academic status of scholars and provide necessary intervention/action as applicable. Likewise, organize activities but not limited to coaching/mentoring sessions, tutorial, review sessions and other related activities to assist the scholars to comply the academic requirements of the school;
8. Designate a scholarship coordinator or focal person for the Medical Scholarship and Return Service (MSRS) Program;
9. Allow the conduct of semestral monitoring and school visits of CHED and/or DOH Representatives;
10. Monitor and assess performance of the scholars regularly and submit progress reports to the CHED a week after the end of every semester;
11. Bill the CHED/CHEDRO for actual tuition fee subsidy and other school fees listed in Section 3(d) of the IRR of RA 11509 as well as the scholar's subsidy and allowances every enrolment period;
12. Assume the balance of Tuition, Miscellaneous and Laboratory fees and Student Fund, in view of its commitment as partner private HEIs;
13. Release the subsidy and allowances to the scholars and submit to CHEDRO the required liquidation report and supporting documents;
14. Confer the title/degree earned upon completion of all academic requirements;
15. Monitor the progress of all scholars in their respective educational institutions, identify those who have low or failing grades, and counsel them to improve their academic performance;
16. Make an annual report to the CHED on the performance of medical scholars and other necessary or vital information regarding the MSRS Program;
17. Assist CHED in the conduct of regular information dissemination on, and recruitment to, the MSRS Program;



18. Recommend strategies to CHED and DOH to improve the implementation of the MSRS Program;
19. Conduct a tracer study on the whereabouts of their respective medical scholars after graduation from their institution and submit the results thereof to the CHED including the names of scholars who passed the licensure examination; and
20. Perform such other functions as may be deemed necessary for the success of the program.

C. CLAIMS AND DISPUTE

All claims and disputes relating to or arising out of this Memorandum of Agreement shall as much as possible, be settled amicably by the parties before resorting to any judicial action. Any and all disputes arising from the implementation of this Memorandum of Agreement shall be submitted to arbitration in the Philippines according to the provisions of Republic Act 876, otherwise known as the "Arbitration Law" and Republic Act 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004".

D. DURATION, EXTENSION AND TERMINATION

Upon the date of signing of the MOA, the same shall be valid for the period covering Academic Year ____-____ which can be extended upon agreement by the parties in the succeeding Academic Year in accordance with the existing rules and applicable law, and subject to the condition that the party requesting for the extension has not violated any of the provisions of the MOA. The notice of extension shall be made at thirty (30) days prior to the date of expiration of the MOA.

Either party has the right to discontinue or terminate the MOA at any time for violation of any of the provisions or conditions thereof, after service of notice at least thirty (30) days before the date of termination without prejudice.

Notwithstanding the termination of this MOA in accordance with this Section, the vested rights already acquired by the scholars under the MSRS Program at the time of the termination of this agreement, shall not be prejudiced or diminished, unless the said scholar has been found to have committed any of the acts or omissions enumerated as ground for disqualification from the scholarship program pursuant to Section 9 of the IRR of RA No. 11509.



E. EFFECTIVITY

This Agreement shall take effect upon the date of its signing and remain in full force and effect until otherwise discontinued or terminated by either party as provided for in the previous Section.

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.

IN WITNESS WHEREOF, the parties hereto have signed these presents on this ____ day of month, year at the _____, Philippines.

COMMISSION ON HIGHER EDUCATION

Represented by:

CHED Regional Director

**STATE UNIVERSITY OR
COLLEGE / PRIVATE PARTNER
HEI**

Represented by:

SUC / PHEI President Head

Signed in the presence of:

(CHEDRO Representative)

(SUC/PHEI Representative)



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
 _____) S.S

BEFORE ME, a Notary Public, for and in City of_, Philippines, this _____ day of month, year 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 () 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 _____.



(NAME OF SUC/PHEI)
MEDICAL SCHOLARSHIP AND RETURN SERVICE (MSRS) PROGRAM PAYROLL

_____ Semester, Academic Year (AY) _____

AWARD. NO. (ISSUED BY CHED CO)	NAME				SEX (F/M)	TYPE OF HEI (P/G)	YEAR LEVEL (1, 2,3,...)	RECEIVED BY HEIs	ALLOWANCE	RECEIVED BY:	REMARKS
	LAST NAME	FIRST NAME	MIDDLE NAME	NAME EXTENSION (Sr. , Jr.)							
1	MSRS-9999-21-99	DE LA CRUZ	JUAN	REYES	M	G	1		88,500.00		
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
TOTAL									88,500.00		

Prepared by:

Certified correct:

Approved by:

SUC/PHEI Coordinator

Authorized Staff/Registrar/Accountant

SUC/PHEI President/Head/Chancellor



FINANCIAL BENEFITS PACKAGE

1. Tuition and Other School Fees (TOSF)

- a. **SUC** - Actual TOSF subsidy shall be provided to the scholars to be paid directly to the SUC by the concerned CHEDRO; and
- b. **PHEI** - Actual TOSF subsidy shall be provided to the scholars to be paid directly to the PHEI but not exceeding 100,000/semester. The concerned PHEI shall provide the counterpart fund for the balance in excess of 100,000/semester.

Type of HEI	Tuition Fee (TF) Per Semester	Other School Fees (OSF) listed in Section 4.6 Per Semester
SUC	Actual	Actual
Private	Actual TOSF but not exceeding the maximum of Php100,000	

Sample Illustration for PHEI:

HEI	Particulars	Billing Statement per Semester	Counterpart Fund from CHED	Counterpart Fund from PHEI
School A	Tuition Fee	63,763	100,000	687
	Other School Fees	36,924		
	Total	100,687		
School B	Tuition Fee	109,440	100,000	23,215
	Other School Fees	13,775		
	Total	123,215		
School C	Tuition Fee	143,665	100,000	66,000
	Other School Fees	22,335		
	Total	166,000		

The above rates shall apply to new and ongoing scholars beginning AY 2022-2023.

The TOSF rates specified in the Memorandum from the Office of the Chairperson "Call for Submission of Application for the MSRS for AY 2021-2022", issued on October 28, 2021, shall apply for scholars awarded in AY 2021-2022.

2. **Subsidy and Allowances** which shall be given to the scholars through the SUC/PHEI by concerned CHEDRO, as follows:

Allowances	Amount (Php)	
	Per Semester	Per AY
Book Allowance	13,000	26,000
Clothing/Uniform Allowance	3,500	7,000
Miscellaneous Allowance (to include Connectivity Allowance)	6,000	12,000
Living Subsidy (5,000 x 6 mos.)	30,000	60,000
Lodging Allowance (5,000 x 6mos.)	30,000	60,000
Transportation Allowance (1,000 x 6mos.)	6,000	12,000
Total	Php 88,500	Php 177,000

3. **Internship Program/5th year Medicine** to be given directly to the scholars or through the SUC/PHEI by concerned CHEDRO, as follows:

Allowances	Amount (Php)	
	per semester	per AY
Living Subsidy (5,000 x 6 mos.)	30,000	60,000
Lodging Allowance (5,000 x 6mos.)	30,000	60,000
Transportation Allowance (1,000 x 6mos.)	6,000	12,000
One-time Board/Licensure Examination Review and Application Fees		16,000
Total	Php 66,000	Php 148,000



4. Enrolment to the following:

- a. National Health Insurance Program in the amount prescribed by the Philippine Health Insurance Corporation (PHIC) to be paid directly to PHIC by concerned CHEDRO; and
- b. Accident Insurance in the amount prescribed by Government Service Insurance System (GSIS) to be paid directly to GSIS by concerned CHEDRO.

