



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

CHED MEMORANDUM ORDER (CMO)

No. 02
Series of 1999

TO : All Higher Education Regional Office Directors

SUBJECT : DISBURSEMENT OF THE ALLOCATED Ps120,000.00 FOR EACH OF THE COMMISSION ON HIGHER EDUCATION REGIONAL OFFICES (CHEDROs) FOR THE PURCHASE OF ONE COMPUTER UNIT PACKAGE FOR PUBLICATION ACTIVITIES

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In accordance with the pertinent provisions of R.A. 7722 and pursuant to CHED ORDER No. 54, Series of 1998, the One Hundred Twenty Thousand Pesos (Ps120,000.00) given to each CHEDRO shall be disbursed according to the following allocations:

- a. Ps92,000.00 for (notebook/desktop) computer unit/software package in accordance with the following minimum specification requirements:

Pentium 200 MMX or its equivalent
16 MB or higher RAM expandable to 128 MB
16x CD-ROM drive or higher
Logic PCI local bus graphics controller
256KB level 2 pipeline bust cache
2.1 GB smart EIDE hard disk
ECP parallel series, keyboard, mouse video
140 14" energy-saver mode colored monitor
desktop casing with 160 watts power supply
enhanced 101 keys keyboard
plug and play compliant
1.44 MB floppy disk drive, mouse with pad
bundled with client operating system (e.g. **Windows 95**)
with productivity suite (e.g. **MS Office Professional 97**)
with desktop publishing software (e.g. **Pagemaker 6.5**)

If the actual price does not exceed Ps92,000, the remaining amount can be used for purchasing handheld scanner or computer printer.

- b. Ps10,000.00 for the miscellaneous/publication cost of the first HERO newsletter issue;
- c. Ps6,000.00 for transportation;
- d. Ps12,000.00 for contingency fund

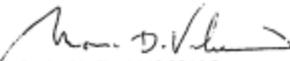
The amount of Ps120,000.00 is an inter-agency transferred fund and shall be utilized specifically for the purpose for which it was intended. All transactions relative to the use of the transferred funds shall be made in accordance with the usual accounting and auditing procedures. A report or disbursements duly verified by the auditor of the CHEDRO shall be submitted to the CHED-HEDF as basis to liquidate the transferred amount.

The computer unit and software shall be exclusively used for publication activities and shall be under the responsibility of the Regional Office Information Coordinator who attended the Seminar-Workshop on Publication Management on 15-16 September 1998.

FOR STRICT COMPLIANCE.

Pasig City, Philippines January 13, 1999

ANGEL C. ALCALA
Chairman


MONA D. VALISNO
Commissioner


KATE C. BOTENGAN
Commissioner


ESTER A. GARCIA
Commissioner


ROBERTO N. PADUA
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