



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

CHED MEMORANDUM ORDER

No. 39
Series of 2005

TO : CHED CENTRAL AND REGIONAL DIRECTORS
PRESIDENTS/HEADS OF PRIVATE AND PUBLIC
HIGHER EDUCATION INSTITUTIONS (HEIs)

SUBJECT : AMENDMENT TO CHED MEMORANDUM ORDER NO.
31, SERIES OF 2005 RE: GUIDELINES FOR THE
SEARCH ON THE BEST STUDENT SERVICES PROGRAM
AWARD

Pursuant to pertinent provisions of Republic Act 7722, otherwise known as the "Higher Education Act of 1994", CHED Memorandum Order 31, series of 2005, is hereby amended extending the submission of regional winners for the Best Student Services Award to December 30, 2005. Awarding will be on May 18, 2006 in a venue to be announced later.

This Order shall remain in force and effect until revoked

Issued this November 10, 2005, Pasig City, Philippines.

CARLITO S. PUNO, DPA
Acting Chairman

CHED/10250

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



CHED MEMORANDUM ORDER

No. 31
Series of 2005

TO : CHED REGIONAL DIRECTORS
PRESIDENTS/HEADS OF PUBLIC AND PRIVATE
HIGHER EDUCATION INSTITUTIONS

SUBJECT : IMPLEMENTING GUIDELINES FOR THE SEARCH ON THE BEST
STUDENT SERVICES PROGRAM AWARD

DATE : September 5, 2005.

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", for the purpose of promoting/enhancing the quality of Student Services in Higher Education Institutions and pursuant to Resolution No. 090-2005 of the Commission en banc meeting, the Commission hereby issues the Implementing Guidelines for the Search on the Best Student Services Program Award.

The Best Student Services Program Award recognizes and awards institutions whose outstanding student services programs were developed and implemented in support of the students' academic success and development.

A. OBJECTIVES:

1. To provide impetus for enhancing student services in public and private Higher Education Institutions (HEIs),
2. To promote greater appreciation of the importance of rendering effective and efficient student services in higher education; and
3. To recognize excellence in student affairs and services in HEIs

B. CRITERIA FOR THE SEARCH

Applications shall be evaluated and ranked on the basis of the following :

1. National Relevance (Vision, Mission, Goals of Student Services)	20%
2. Performance	60%
• Student activities	15%
• Welfare services	15%
• Control services	15%
• Student Extension Programs	15%
3. Impact/effect of student services/programs to the students	20%
Total	= 100%

C. AWARD CATEGORIES

National Winner
Consolation Prizes

Plaque and Php 1 M
Plaques

D. NOMINATION AND SELECTION PROCEDURE

Each Region can nominate one HEI.

Applications should be endorsed by CHED Regional Office.

Applications should be submitted in four (4) copies by the President of HEI consisting of:

- Completed application (Annex A)
- Endorsement from CHED Regional Office
- Good quality video tapes and CDs of nominated student services program activities and other concerns (one copy only)

The Regional Awards Board composed of the Regional Director and Technical Experts identified by the Regional Director shall evaluate the applications using the above criteria and select the winner and runner-up to be endorsed to the Awards Board in the CHEDCO.

E. FOR THE NATIONAL AWARDS

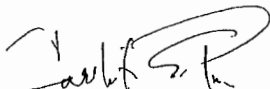
The Awards Board at the CHEDCO shall select the national winners and identify the panel of judges composed of the Chairman and Co-Chair plus three (3) other technical experts to select the national winners and runner-up from among the regional winners using the criteria.

TIMETABLE (to be conducted every 3 years)

Deadline for submission of applications to CHEDRO	Sept. 30, 2005
Deadline for submission to Awards Board-CO	Oct. 15, 2005
Announcement of Winners	Oct. 30, 2005
Awarding Ceremony	Nov. 18, 2005

Wide and immediate dissemination of this Memorandum is enjoined.

Issued this 5th day of September Pasig City, Philippines.


CARLITO S. PUNO, DPA
Acting Chairman

Incls.: as stated

APPLICATION FORM

Name of Institution: _____
Address: _____

Tel. No. _____
Fax: _____
Email Address: _____

President/ School Head: _____

School Official
In-Charge of Student
Services Program: _____
Official Designation: _____

Please indicate all areas of student services in your institution :
(use another sheet if necessary)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Other related services if any : _____

STUDENT PERSONNEL SERVICES

I. Welfare or Caring Services:

1. Guidance and Counselling
2. Campus Ministry
3. Health Services
4. Food Services (Auxiliary)
5. Housing Services (Auxiliary)
6. Financing Services
7. International Student Guidance/Guidance to Ethnic Minorities
8. Job Placement
9. Alumni Relations
10. Others: Post Office, Telephone, Lost-&-Found

II. Control Functions/Services:

1. Recruitment, Selection, Admission
2. Record Keeping
3. Report of Parents
4. Discipline

III. Student Activities (Coordination and Supervision)

1. Student Organization and Student Government
2. Student Publication
3. Athletics and Recreation
4. Community Relations/External Affairs
5. Special Events

IV. Teaching/Research Services:

1. Orientation Services
2. Remedial Services
3. Library Services
4. Research and Evaluation Services
5. Bookstore