



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



**CHED MEMORANDUM ORDER (CMO)**  
NO. 10  
SERIES OF 2020

**SUBJECT : IMPLEMENTING GUIDELINES FOR BAYANIHAN 2 FOR HIGHER EDUCATION TULONG PROGRAM (B2HELP) AS PROVIDED IN SECTION 4(n) of REPUBLIC ACT 11494, OTHERWISE KNOWN AS THE "BAYANIHAN TO RECOVER AS ONE ACT"**

**I. RATIONALE**

On March 24, 2020, President Rodrigo Roa Duterte signed Republic Act (RA) 11469, otherwise known as "Bayanihan to Heal as One Act," declaring a "state of national emergency arising from the Coronavirus Disease 2019 (COVID-19) situation" and to implement "temporary measures to respond to the crisis brought about by the pandemic." The President then signed RA 11494, otherwise known as "Bayanihan to Recover as One Act," on September 11, 2020 to implement interventions and mechanisms that could "accelerate the recovery and bolster the resiliency of the Philippine economy."

One of the interventions to be implemented by the national government is the provision of subsidy and allowance to qualified students in private and public higher education institutions (HEIs), as stipulated in Section 4(n) of RA 11494. Pursuant to this, and by virtue of the Commission en banc (CEB) Resolution Nos. 772-2020 dated 27 October 2020 and 812-2020 dated 10 November 2020, the Commission on Higher Education (CHED) issues the following implementing guidelines:

**II. PROGRAM TITLE**

The intervention of providing subsidy and allowance to qualified students as described in Section 4(n) of RA 11494 shall be referred to as the **Bayanihan 2 for Higher Education Tulong Program or B2HELP**.

**III. OBJECTIVES**

The objective of B2HELP is to provide a one-time fixed grant of five thousand pesos (P5,000) to qualified students "whose families are now facing financial difficulties brought about by work stoppage and closure of establishments due to the community quarantine" (Sec 4(n), RA 11494).

It shall prioritize qualified students in private HEIs to help them defray some of their outstanding balances which they incurred in Academic Year (AY) 2019-2020 or AY 2020-2021. Qualified students in public HEIs (State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs)) can use the subsidy/allowance to cover some of their flexible learning expenses such as connectivity expenses.

#### IV. COVERAGE

##### A. Qualifications of Grantee

###### 1. For grantee studying in private HEI

- a. Must be a Filipino citizen;
- b. Must be enrolled in a CHED-recognized Bachelor's degree program this First Semester, AY 2020-2021;
- c. Must have an outstanding tuition and miscellaneous fees balance incurred during AY 2019-2020 or AY 2020-2021; and
- d. Must be a 3<sup>rd</sup> year, 4<sup>th</sup> year, or graduating student this First Semester, AY 2020-2021.

###### 2. For grantee studying in public HEI

- a. Must be a Filipino citizen;
- b. Must be enrolled in a CHED recognized Bachelor's degree program (with Permit, Recognition, or COPC) this First Semester, AY 2020-2021; and
- c. Must be a 3<sup>rd</sup> year, 4<sup>th</sup> year, or graduating student this First Semester, AY 2020-2021.

##### B. Ineligible Students

Any of the following students are not eligible or qualified for the B2HELP grant:

1. Students who are part of the *Listahanan* of the Department of Social Welfare and Development (DSWD), per Sec 4(n) of RA 11494;
2. Students who are beneficiaries of the Tertiary Education Subsidy (TES), per Sec 4(n) of RA 11494;
3. Students studying in LUCs that are not in the Registry of UniFAST;
4. Students whose HEIs suspended or closed their operations this AY 2020-2021; or
5. Students enjoying any other government scholarship/grant.

##### C. Prioritization

For the B2HELP, qualified students in private HEIs shall be prioritized. Qualified students in public HEIs shall be considered only when there is still remaining unutilized fund.

#### V. IMPLEMENTATION PROCEDURES

##### A. Application Procedures

1. To expedite or fast track the disbursement of the B2HELP fund, HEIs shall file applications on behalf of the recommended qualified grantees. Applications filed by individual students will not be accepted.
2. The Office of the CHED Chairman issues a memorandum calling for HEIs to file online applications for the B2HELP to concerned CHED Regional Office (CHEDRO).



3. The HEI submits scanned copy (or PDF file) of the following application documents duly signed by concerned HEI Officials through the preferred online modality of the CHEDRO (e.g. email, virtual portal, etc.):
  - a. Notarized Application Letter with Undertaking (see **Annex "A"**)
  - b. HEI List of Recommended B2HELP Grantees (see **Annex "B"**)
  - c. HEI Selection and Ranking Process in Identifying the Recommended Grantees
4. The HEI must submit both the scanned copy/PDF file and Excel file of the HEI List of Recommended B2HELP Grantees.
5. In identifying the recommended grantees, the HEI must ensure that the qualifications provided in Section IV are complied with.
6. The HEI lists the recommended grantees according to a ranking system:
  - a. **For grantees studying in private HEIs**
    - First level ranking: Rank according to amount of outstanding tuition and miscellaneous fees balance, listing first those with the highest balance and so forth.
    - Second level ranking: Rank according to year level, list first the graduating students, then 4<sup>th</sup> year, then 3<sup>rd</sup> year.
  - b. **For grantees studying in public HEIs**
    - Rank according to year level, list first the graduating students, then 4<sup>th</sup> year, then 3<sup>rd</sup> year.
7. The HEI can recommend as many potential qualified grantees as it wants, but not all might be selected by the CHEDRO because slots are limited.
8. The HEI shall be given five (5) working days to file its application documents upon the issuance of the memorandum calling for online applications for the B2HELP.

#### **B. Evaluation and Selection Procedures**

1. Once received, the CHEDRO immediately evaluates the completeness of the application documents and the information/data requested for each potential grantee.
2. Participating HEIs with complete application documents and approved grantees shall become B2HELP Partner Institutions. In identifying these Partner Institutions, the CHEDRO shall prioritize participating private HEIs.
3. Each private Partner Institution shall be limited to a maximum number of thirty (30) grantees during the initial selection. If there are more than thirty recommended qualified grantees, the CHEDRO shall select the first thirty names from the HEI list. The remaining recommended grantees can be considered in the next round of selection until the CHEDRO has filled its regional slot allocation.
4. If unfilled slots remain after approval of grantees from the private Partner Institutions, the remaining slots can be distributed to the participating public HEIs in accordance with the selection and ranking process of the institution.
5. The CHEDRO prepares its own Master List of B2HELP Grantees (see **Annex "C"**) for each Partner Institution based on its evaluation of the HEI List of Recommended B2HELP Grantees.



### C. Disbursement/Payment Procedures

1. Due to the special nature of B2HELP and the urgency to release the fund to qualified students, the CHEDRO shall process payment of the grant to the beneficiaries through the Partner Institution based on the CHEDRO Master List of B2HELP Grantees.
2. The payment of grant shall be made directly to the Partner Institutions either through bank transfer or issuance of cheque.
3. Each grantee shall be given a one-time fixed grant of five thousand pesos (P5,000).
4. Once received, private Partner Institutions shall immediately deduct the grant from the outstanding tuition and miscellaneous balances of the grantees while public Partner Institutions shall immediately release the fund to the grantee/s through a payment mode most applicable for the grantee/s and the Partner Institution (e.g. ATM account of the grantee, money remittance, or direct payment to the grantee).
5. The CHEDRO shall ensure that the utilization of the B2HELP fund be **completed by December 19, 2020.**

### D. Liquidation Procedures

1. Partner Institutions shall submit the following liquidation documents:
  - a. Transmittal letter
  - b. Original copy of Official Receipt of grant released by the CHEDRO
  - c. Photocopy of Student Identification Card (front and back) of each grantee
  - d. Certified true copy of Certificate of Registration/Enrollment of each grantee
  - e. Certification from the Scholarship Unit/Registrar/Accounting Unit of the HEI that the recommended grantees are not enjoying any government scholarship/grant (see **Annex "D"**)
  - f. For private Partner Institution, certified true copy of Official Receipt issued to the grantee showing the amount of grant was deducted from the outstanding tuition and miscellaneous balance of the grantee
  - g. For public Partner Institution, documentary evidence showing that the grantee received the financial benefit through the payment mode implemented by the Partner Institution.
    - If through ATM account, submit the Advice to Debit Account.
    - If through money remittance, submit copy of Sender Money Form/Receipt and Receiver Money Form/Receipt.
    - If direct payment or other mode of payment, submit certification from the grantee that he/she received the grant.
2. Partner Institutions shall submit scanned copies of the above liquidation documents to the CHEDRO within fifteen (15) working days upon receipt of payment and shall submit hard copies within thirty (30) working days upon receipt of payment.
3. The CHEDRO evaluates the validity and completeness of the liquidation documents.



#### E. Monitoring Procedures

1. The Office of Student Development and Services (OSDS) shall closely monitor the implementation of the B2HELP by the CHEDROs most especially in tracking the movement of the B2HELP fund. The OSDS shall be in constant communication with the CHEDRO RDs/OICs/B2HELP Coordinators.
2. The CHEDRO shall closely monitor the disbursement of fund by the Partner Institutions. It shall also conduct careful and meticulous post-audit of the liquidation documents of the Partner Institutions. It shall immediately report any observed violation to the Office of the Executive Director for appropriate action.

#### F. Reporting Procedures

1. The CHEDRO submits a regional utilization report, including its redistribution of unused slots, if applicable, to the Office of the Executive Director through the OSDS.
2. The OSDS consolidates all regional reports and prepares a national report to be presented to the Commission en banc.
3. CHED submits utilization report on the B2HELP to the Office of the President, Senate, Congress, and the Department of Budget and Management.

#### VI. TIMELINES

Particulars	Responsible	Schedule
Online submission of complete application documents to CHEDROs.	Participating HEIs	Within five (5) working days upon issuance of memorandum
Evaluation of Application Documents and Identification of Qualified Grantees and Partner Institutions.	CHEDROs	Within five (5) working days upon receipt of application
Release of B2HELP grant to Partner Institutions.	CHEDROs	Within three (3) working days upon approving qualified grantees and Partner Institutions
Deduct the grant from the outstanding balance of beneficiaries.	Private Partner Institutions	Within three (3) working days upon receipt of the grant
Release the grant to the beneficiaries.	Public Partner Institutions	Within three (3) working days upon receipt of the grant
Online submission of scanned copies of liquidation documents	Partner Institutions	Within fifteen (15) working days upon receipt of the grant
Submission of hard copies of liquidation documents	Partner Institutions	Within thirty (30) working days upon receipt of the grant

#### VII. ADDITIONAL CONDITION FOR PRIVATE PARTNER INSTITUTIONS

In the spirit of *bayanihan*, private Partner Institutions shall guarantee that the grantees will be allowed to enroll in the succeeding semester or be allowed to graduate even if the grantees still have outstanding tuition and miscellaneous balance after the deduction of the grant.



## VIII. VIOLATIONS AND SANCTIONS

1. A violation of any of the provision of this CMO shall be subject to appropriate actions in accordance with applicable laws, rules, and regulations. These violations may include **but not limited to**:
  - a. Misrepresentation of facts in the application;
  - b. Submission of falsified or tampered documents;
  - c. Failure and/or delay of the private Partner Institution to deduct the grant from the outstanding tuition and miscellaneous balance of the beneficiary;
  - d. Failure and/or delay of the public Partner Institution to release the grant to the beneficiary; and
  - e. Failure and/or delay to submit hard copies of the liquidation documents to the CHEDRO.
2. Partner Institutions found to violate any provision in this CMO shall, after compliance with due process, be required to return the full amount given to them. Provided, that sanction/s imposed against the HEIs for violation/s committed under this CMO shall be without prejudice to the interest of the concerned students.

## IX. FUND SOURCE, RELEASE AND DISBURSEMENTS

1. The fund requirements for the program shall be sourced from the authorized budget of CHED under RA 11494;
2. The release of the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) shall be subject to the submission of a special budget request supported by the Physical Plan; Financial Plan; and Monthly Disbursement Program;
3. Funds shall immediately be transferred to the CHEDROs based on the number of slots allotted for each region. Slots shall be equitably distributed according to the proportion of indicative student enrollment of 3<sup>rd</sup> year, 4<sup>th</sup> year students, and graduating students for AY 2020-2021 per region.
4. Utilization of the fund shall be subject to the usual budgeting, accounting and auditing rules and regulations. This shall not be recorded or treated as trust fund receipts under any circumstance; and
5. All unused appropriations and unobligated allotments in the implementation of the B2HELP shall be reverted to the General Fund at the end of the validity of appropriations.

## X. FUNDING REQUIREMENTS

1. For the B2HELP, the total target number of grantees is 60,000.
2. Each grantee shall receive a one-time fixed grant of five thousand pesos (P5,000).
3. The total amount needed to fund the B2HELP is therefore three hundred million pesos (P300,000,000.00).

## XI. TRANSPARENCY AND ACCOUNTABILITY

The CHED shall adopt a strict policy on transparency and accountability in the disbursement of the fund for the *Bayanihan 2* for Higher Education *Tulong* Program (B2HELP) in accordance with existing laws. It shall submit a national report on fund utilization to the Office of the President, Senate, Congress, and the DBM, either in printed or electronic form, before Fiscal Year 2020 ends.



**XII. EFFECTIVITY AND TERMINATION**

The implementation of this CMO shall take effect immediately. The B2HELP shall be terminated at the end of FY 2020.

For proper guidance and strict compliance of all concerned.

Signed this 18<sup>th</sup> day of November 2020 in Quezon City, Philippines.

**J. PROSPERO E. DE VERA III, DPA**  
Chairman  
Commission on Higher Education



**ANNEX "A" - APPLICATION LETTER  
WITH UNDERTAKING**

(Please use HEI Letter Head)

Date

Name of CHEDRO Director  
Position  
CHEDRO  
Address

Dear \_\_\_\_\_:

The (Name of HEI) applies for the Bayanihan 2 for Higher Education Tulong Program (B2HELP) on behalf of (number) students currently enrolled this Academic Year 2020-2021.

Attached is the list of the recommended B2HELP grantees. They satisfied the qualifications for grantees as specified in CHED Memorandum Order No. \_\_\_\_, series of 2020 titled "Implementing Guidelines for Section 4(n) of Republic Act 11494 Otherwise Known as Bayanihan to Recover as One Act."

The following individual is designated as our B2HELP Coordinator:

Name of B2HELP Coordinator: \_\_\_\_\_  
Position at the HEI: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

It is hereby certified under oath that all information and documents are true and correct, and undertake that the funds shall be released to the grantees or immediately be refunded if disapproved, subject to the joint and several liability of directors/trustees/officers for any misrepresentation in the application.

Very truly yours,

Printed Name and Signature of HEI President/Head

\_\_\_\_\_  
Name and Signature  
B2HELP Coordinator





**ACKNOWLEDGEMENT**

**REPUBLIC OF THE PHILIPPINES**     )  
\_\_\_\_\_                                    ) S.S

BEFORE ME, a Notary Public, for and in the City of \_\_\_\_\_, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_ 2020 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 five (5) 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 2020.



**ANNEX "B" – HEI LIST OF RECOMMENDED B2HELP GRANTEES**  
 (Note: To be submitted in PDF and Excel File)

NAME OF HEI  
 (Address and Region)

**HEI LIST OF RECOMMENDED B2HELP GRANTEES**

No.	Name			Sex	Permanent Home Address			Current Year Level	Bachelor's Degree Program	Last Enrollment at the HEI (Semester and AY)	Outstanding Tuition Balance	
	Last Name	First Name	Middle Name		Brgy/Street	Town/City	Province				Amount	Academic Year

Prepared:

Name and Signature of B2HELP Coordinator

Reviewed and Certified Correct:

Name and Signature of Head of Finance and Registrar

Approved:

Name and Signature of Head of HEI



**ANNEX "C" – CHEDRO Master List of B2HELP GRANTEES**

CHEDRO \_\_\_\_\_

**MASTER LIST OF B2HELP GRANTEES**

Control No.	Name			Sex	Permanent Home Address			Name of HEI	Current Year Level	Bachelor's Degree Program	Last Enrollment (Semester and AY)	Outstanding Tuition Balance (if applicable)	
	Last Name	First Name	Middle Name		Brgy/Street	Town/City	Province					Amount	Academic Year

Prepared:

Name and Signature of StuFAP Coordinator

Reviewed and Certified Correct:

Name and Signature of Chief EPS

Approved by:

Name and Signature of CHEDRO Director



**ANNEX "D" – CERTIFICATION THAT THE GRANTEES ARE NOT ENJOYING ANY  
GOVERNMENT SCHOLARSHIP/GRANT**

(Please use HEI Letter Head)

**CERTIFICATION OF NON-ENJOYMENT OF ANY GOVERNMENT  
SCHOLARSHIP/GRANT**

This is to certify that the following \_\_\_\_\_ Bayanihan 2 for Higher Education Tulong Program (B2HELP) grantees recommended to CHEDRO \_\_\_\_\_ are not recipients of any government scholarship/grant:

- 1.
  - 2.
  - 3.
- Etc.

This certification is being issued as part of the liquidation report to be submitted to CHEDRO \_\_\_\_\_ in support of the B2HELP fund received by (Name of Institution) in the amount of (in words and figures) on (specify date).

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2020 in \_\_\_\_\_.

Printed Name and Signature of Head or Scholarship Unit/ Registrar/ Accounting Unit

and

Printed Name and Signature of HEI President/Head

