



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



CHED MEMORANDUM ORDER (CMO)

No. 69

Series of 2017

SUBJECT: IMPLEMENTING GUIDELINES FOR THE MODIFIED CHED SECOND GENERATION GE FACULTY TRAINING FOR THE TEACHING OF THE NEW GENERAL EDUCATION CORE COURSES

In accordance with pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", the ongoing educational reforms embodied in R.A. 10533, "*An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years For Basic Education*", the CHED Memorandum Order (CMO) No. 20, series of 2013, "*General Education Curriculum: Holistic Understandings, Intellectual and Civic Competencies*," in furtherance of CMO No. 08, series of 2017, and by virtue of CEB Resolution No. 612-2017 dated September 15, 2017, the following implementing guidelines for the modified CHED Second-Generation GE Faculty Training for the New General Education Core Courses are hereby adopted and issued by the Commission.

I. BACKGROUND AND RATIONALE

CMO No. 20, series of 2013, or the new GE curriculum sets minimum standards for the general education component of all undergraduate degree programs in private and public higher education institutions (HEIs) in the country. It sets the goals, outcomes, and competencies as well as the modified core courses and electives. The new GE curriculum, which will be implemented starting Academic Year 2018–2019, aims to expose undergraduate students to various domains of knowledge and ways of comprehending social and natural realities, in the process, developing intellectual competencies and civic capacities.

The new GE curriculum has a total of twelve (12) courses, of which eight (8) are core courses, one (1) is a mandated course, and three (3) are electives. For simplicity, the GE mandated and core courses are collectively referred to as the nine (9) GEcore courses. These core courses are interdisciplinary and stated broadly so as to accommodate a range of disciplinary perspectives and approaches. The goal is the holistic development of the person, which targets competency-based outcomes categorized into: (1) Intellectual Competencies; (2) Personal and Civic Competencies; and (3) Practical Responsibilities.

To assist the HEIs' transition to the new GEC, CHED commissioned experts to develop a sample syllabus with up-to-date and appropriate readings, materials, and resources for each of the nine (9) GE core courses. These syllabi are in English and Filipino, the latter developed with the assistance of the Komisyon sa Wikang Filipino (KWF), in order to comply with the provisions of CMO No. 20 that the new GEC may be taught in either English or Filipino.

Initially, and to further support the HEIs, CHED conducted the Training of GE Trainers for the nine GE core courses in English and Filipino versions. The training focused on teaching the pedagogy and interdisciplinarity of the new GE core courses in order to produce the best GE faculty who can be tapped by CHED as trainers of as many GE faculty nationwide as possible.

The Training of GE Trainors took place on October 10–28, 2016 and on January 4–20, 2017 and was facilitated and conducted by CHED resource persons through CHED-approved delivering higher education institutions (DHEIs). After 17 days of training or a 3-week period that consisted of fifty-four (54) hours of classroom time and time spent in fulfilling other course requirements (e.g., library work, research, assignments, presentations, papers), faculty participants were assessed and issued either a certificate of participation or a certificate of completion. For these trainings, CHED produced a total of nine hundred (900) trained trainors, with 638 faculty participants trained in October 2016 and 262 faculty participants trained in January 2017.

Moreover, CHED conducted two (2) batches of the Second-Generation GE Faculty Training from April 24-May 13, 2017 and May 8-26, 2017 through CHED-designated DHEIs, with trainors who successfully completed the Training of GE Trainors discussed above. This Second-Generation GE Faculty Training produced 2,884 trained GE faculty in 37 DHEIs nationwide.

LOW TURNOUT OF TRAINED FACULTY

The total number trained is way below what CHED envisioned, namely, 14,400 GE faculty trained in fifty-three (53) DHEIs nationwide. This target was not met owing to the low turnout of participants which, based on initial feedback from DHEIs, can be attributed to the following factors:

a. Qualification of Prospective GE Faculty Trainees

CMO No. 8, s. 2017, requires GE faculty participants to have full-time and permanent status. However, due to the implementation of the K-12 curriculum, many GE faculty members from various HEIs found employment in senior high schools. Constrained, therefore, to hire contractual and part-time GE faculty, these HEIs could not comply with the CHED eligibility requirement for faculty trainees.

b. Capability of HEIs to Cover Other Training Expenses

CMO No. 8, s. 2017, states that travel and accommodation expenses of faculty participants will be shouldered by the sending HEIs (SHEIs). However, some SHEIs were not able to cover these costs, resulting in the non-participation of their faculty.

c. Trainors' and Trainees' Schedule

The training schedule of the Second-Generation GE Faculty Training coincided with the summer classes of a number of CHED-trained trainors and potential faculty trainees, preventing the latter from participating in the training.

d. Non-mandatory Character of GE Faculty Training

Since participation in a CHED training program is not a requirement to teach the GE core courses, there is no compelling reason for some faculty to undergo the training.



To address the above concerns, the Technical Panel for General Education (TPGE) therefore seeks greater flexibility and recommends to the Commission en banc (CEB) the implementation of a modified CHED Second-Generation GE Faculty Training.

II. OBJECTIVES OF THE MODIFIED CHED SECOND-GENERATION GE FACULTY TRAINING FOR THE NEW GENERAL EDUCATION CORE COURSES

The modified Second-Generation GE Faculty Training for the New GE Core Courses aims to:

1. Orient faculty participants about the philosophy of liberal education, away from the strictly disciplinal and remedial thrust of the old GE courses;
2. Enable the faculty participants to teach the interdisciplinary GE core courses using the new materials;
3. Recognize, share, and disseminate best practices in general education.

III. COVERAGE

The faculty training for the modified CHED Second-Generation GE Faculty Training for the New GE Core Courses shall cover the following courses in Filipino and English:

1. Art Appreciation/Pagpapahalaga sa Sining
2. Ethics/Etika
3. The Contemporary World/Ang Kasalukuyang Daigdig
4. The Life and Works of Rizal/Ang Buhay at mga Akda ni Rizal
5. Mathematics in the Modern World/Matematika sa Makabagong Daigdig
6. Purposive Communication/Malayuning Komunikasyon
7. Readings in Philippine History/Mga Babasahin hinggil sa Kasaysayan ng Pilipinas
8. Science, Technology, and Society/Agham, Teknolohiya, at Lipunan
9. Understanding the Self/Pag-unawa sa Sarili

IV. DELIVERY

Faculty to be trained will undergo the GE courses as if they were students, using the CHED-developed syllabi in English and Filipino for the GE core courses via face-to-face mode. The CHED-designated trainers shall include and/or develop other training materials, including the pedagogy of interdisciplinary courses.

The ideal class size is forty (40) faculty participants per GE core course per version, while the minimum number is twenty (20). The faculty participant shall be endorsed by his or her SHEI in order to participate in the modified CHED Second-Generation GE Faculty Training for the New GE Core Courses.

To merit the issuance of a certificate of participation (COP), the faculty participant shall attend classes and other required activities and complete the training requirements specified by the CHED-designated trainer/s. A faculty participant may not incur more than three (3) days of absences for any reason.



V. TRAINING DURATION:

Each course shall consist of fifty-four (54) hours of classroom time plus time spent in fulfilling other requirements of the course such as library work, research, assignments, presentations, papers, assessments, and other relevant activities.

To allow flexibility and appropriate delivery modes, a DHEI may adopt any one of the models listed below, but the duration of the training shall not be fewer than 14 days:

- A. Open schedule with a minimum fourteen (14) training days (consecutive or broken);
- B. All-Saturday Training Sessions (whether consecutive or broken) with a minimum of seventeen (17) sessions;
- C. One (1) week of intensive training with the rest of the required hours spread out in schedules chosen by the DHEI.

Models other than those listed above shall require prior approval by the TPGE.

VI. QUALIFICATION OF FACULTY PARTICIPANT

A tertiary faculty member who is teaching or will teach a GE course and is endorsed by a SHEI is qualified to participate in the modified Second-Generation GE Faculty Training. The faculty participant should be academically and physically fit to undergo the training.

The SHEI may nominate a faculty member to undergo this training for each of the nine (9) GE core courses, either in English only or Filipino only or both. Should the SHEI send a non-permanent faculty, it shall do so with the intent of rehiring the trainee or requiring the latter to return the required service after completing the training. A rehiring agreement shall be submitted to CHED to support the recommendation and commitment of the SHEI.

VII. SUBMISSION OF APPLICATION FOR FUND SUPPORT

The HEI shall submit to CHED its application to become a DHEI along with its request for funding to implement the training. The HEI should be able to organize the training with a minimum number of identified faculty participants per GE core course per version.

The DHEI can also be a SHEI, and it may also train participants from other SHEIs.

The application/proposal for fund support shall be accompanied by a work and financial plan for the training, indicating the delivery mode and projected number of participants per course per version to be offered.

The TPGE shall review the applications and recommend approval by the CEB of qualified applications. Once approved, the DHEI shall submit: (a) the list of faculty participants and their respective institutional affiliations; (b) the application form of training participants; (c) certification of SHEIs allowing their faculty to attend the training; and (d) a billing statement based on the CHED budget, signed by the program coordinator and the treasurer/finance officer.

The CHED and the DHEI shall then sign a Memorandum of Agreement.



VIII. DEADLINE FOR THE SUBMISSION OF APPLICATION FOR FUNDING

DHEIs shall observe the following deadlines for filing applications/proposals:

- September 15, 2017; and
- October 15, 2017

Since funds shall come from the budget of the CHED K-12 Project Management Unit for fiscal year 2017, the above deadlines shall be strictly observed. The training schedule for the modified CHED Second-Generation GE Faculty Training shall be any time from October 1, 2017 to July 31, 2018, provided the training is completed within this period.

IX. FINANCIAL PRIVILEGES

The amount of Php21,000.00 shall be allocated for each faculty participant per GE course per version, inclusive of expenses for participants (food and kit/materials) and for resource persons (honoraria, food, travel, and accommodation) as well as ten percent (10%) administrative cost to support the operation of DHEIs implementing the training program. This amount shall be released to the DHEIs after the Memorandum of Agreement is signed.

X. CHED-DESIGNATED TRAINORS

The DHEI shall tap the services of CHED-designated trainers. The CHED may also recommend other qualified resource persons to serve as trainers, such as the writers/cowriters commissioned by CHED to develop the GE course syllabi or experts recommended by the TPGE. The trainer must be physically fit and is permitted by the head/president of his/her institution to conduct the training based on the terms and conditions stipulated in the training contract under the GE Trainers Training.

XI. DELIVERING HIGHER EDUCATION INSTITUTIONS (DHEIs)

The modified Second-Generation GE Faculty Training shall be organized and conducted by DHEIs recognized by CHED. To qualify as a DHEI, the HEI must be capable of and willing to manage the training program (e.g., availability of adequate and suitable facilities, preferably air-conditioned classrooms and library resources). The DHEI may select the GE courses it wishes to teach but must offer the course(s) in both Filipino and English.

XII. SENDING HIGHER EDUCATION INSTITUTIONS (SHEIs)

The SHEIs shall be selected based on the following criteria:

1. SHEIs should be duly recognized higher education institutions by CHED;
2. SHEIs with a greater need for training shall be given priority, based on the number of programs they offer, the size of their student population, and whether or not they have the capacity to train their own faculty members.

Every effort shall be made to ensure that SHEIs are located near the DHEI so as to make training accessible to the participants at minimum cost.



XIII. PROCEDURE

The CHED Chairperson shall issue a Memorandum announcing the call for the submission of applications to become a DHEI for the modified Second-Generation GE Faculty Training for the New GE Core Courses. The DHEI shall organize the required number of faculty participants, and submit to CHED the training application forms and other requirements. The Office of Programs and Standards Development (OPSD) through the TPGE shall screen and evaluate applications/proposals.

The TPGE shall recommend the approval of qualified applications by the CEB. After approval, a Memorandum of Agreement shall be executed between the CHED and the identified DHEI. The designated unit of the OPSD shall work closely with the identified coordinator of the DHEI in implementing and monitoring the modified Second-Generation GE Faculty Training.

1. The CHED shall issue the CMO on the Implementing Guidelines for the Modified Second-Generation GE Faculty Training.
2. The DHEI shall organize and recruit faculty participants from prospective SHEIs and ensure that all documents are in order for submission to CHED;
3. The SHEI shall vouch in writing that its faculty participant is fit and, if not permanent, will be rehired or is able to return the required service;
4. Faculty trainees shall apply to the DHEI and submit the following documents directly to the contact person/coordinator of the DHEI:
 - 4.1 Accomplished application forms (available at the office of the DHEI coordinator or requested from the TPGE Secretariat at ched.tpge@gmail.com or gened@ched.gov.ph);
 - 4.2 Recommendation/certification of the head or duly authorized representative of the SHEI; and
 - 4.3 Accomplished training contract (executed by the faculty trainee and the head of the SHEI).
5. The DHEI shall submit to CHED through the OPSD the application/proposal for funding support accompanied by a work and financial plan (WFP) for the training, indicating the delivery mode and projected number of participants per course per version to be offered.
6. Once approved, the DHEI shall submit: (a) the list of faculty participants and their respective institutional affiliations; (b) the application form of training participants; (c) certification of SHEIs allowing their faculty to attend the training; and (d) a billing statement based on the CHED budget, signed by the program coordinator and the treasurer/finance officer.
7. The CHED shall review and approve the final list of participants and the WFP for the modified CHED Second-Generation GE Faculty Training.
8. The CHED shall release the funds to the DHEI based on the number of faculty to be trained as indicated in the approved WFP.



XIV. RESPONSIBILITIES OF IMPLEMENTORS

The following shall be the responsibilities of the Implementors of the Modified Second-Generation GE Faculty Training.

A. Responsibilities of the CHED

The **CHED** shall:

1. Announce the call for submission of application/proposal by DHEIs
2. Identify the DHEIs
3. Provide the list of CHED-designated trainers to the DHEIs
4. Through the TPGE, review the GE course syllabi and other materials prepared by the DHEI for the training of GE faculty
5. Review and approve the final list of GE faculty participants and the WFP submitted by the DHEI and other relevant materials
6. Provide/release the financial requirements of the DHEI based on the number of approved faculty trainees in all GE training sessions
7. Monitor and evaluate the training through reports submitted by the DHEIs at the conclusion of the training and/or through ocular inspections
8. Verify the correctness of the liquidation reports submitted by the DHEI

B. Responsibilities of the DHEIs

The **DHEI** shall:

1. Recruit faculty participants/trainees for each GE course and submit the list of trainees to CHED, the work and financial plan and other required documents
2. Assign a program coordinator to act as liaison officer between the SHEI, the DHEI, and the CHED
3. Prepare the GE course syllabi, materials, and other training requirements, including assessment tools, guided by the GE course outcomes approved by CHED, in both Filipino and English
4. Ensure that the quality of content, training materials, exercises, and assessment tools meet the CHED-accepted learning plans and outcomes for the new GE core courses
5. Ensure the availability of qualified and CHED-designated trainers in both Filipino and English
6. Screen faculty trainees and prepare the necessary documents for submission to CHED
7. Provide air-conditioned classrooms/laboratory facilities equipped with at least:
 - DLP/LCD projector
 - Screen/white board
 - Internet connection
8. Pay the expenses of faculty trainees (food and training materials) and CHED-designated trainers (honoraria, food, travel, and accommodation) relative to the conduct of the modified CHED Second-Generation GE Faculty Training



9. Conduct post-training evaluation of the participants and the training as a whole
10. Issue certificates of participation to faculty participants and submit copies of the certificates to CHED
11. Submit to CHED the list of faculty participants who were issued certificates of participation
12. Submit to CHED a complete report including the participants' evaluation report and proper accounting of all expenses incurred based on the approved budget
13. Return to CHED any unexpended balance of the training fund and interest thereon
14. Perform other functions as may be requested by CHED under the project

C. Responsibilities of the SHEIs

The **SHEI** shall:

1. Recommend qualified GE faculty participants to undergo training in the new GE core courses and the language of the courses to be taken
2. Submit to the DHEI the list of GE faculty participants together with the duly accomplished individual training application form, certification of fitness to undergo training; and the notarized training contract between the SHEI and the faculty participant
3. Ensure that the GE faculty sent for training will successfully complete the training and demonstrate professional and ethical behavior during the training
4. Ensure that the trained GE faculty will render to the SHEI at least one term of return service for every 3-unit course completed by teaching the GE course in which the faculty was trained, regardless whether or not the trainee is a permanent employee

D. Responsibilities of the Grantee

The **Grantee** shall:

1. Enter into a training contract with his/her SHEI
2. Participate in the modified CHED Second-Generation GE Faculty Training
3. Render the required return service of at least one (1) term for every training course completed
4. Demonstrate professional and ethical behavior during the training

XV. EFFECTIVITY

This CMO shall take effect immediately and shall remain in force until otherwise revoked.

Issued this 29 day of August, 2017 in Quezon City, Philippines



Patricia B. Licuanan, Ph.D.
Chairperson

