



# Application Form for Center of Excellence (COE) Designation

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## Instructions for Filling Out the COE Application Form

1. Please read each section of this form thoroughly before filling it out.
2. All fields must be filled out accurately. Incomplete or inconsistent entries may result in delays or disqualification.
3. For sections where a narrative response is required, be concise but specific. Include quantitative data and institutional achievements whenever applicable.
4. The electronic copy of this application form must be submitted via the CHED COE Submission Portal, along with all required attachments, in **PDF format, combined as 1 file**.
5. **Documentary Evidence:**
  - a. All required supporting documents must be attached and referenced clearly.
  - b. Each document must be **clearly scanned**, legible, and submitted as attachment to this application form.
  - c. File names should be **properly labeled** according to the format:  
**[HEI\_Name][Campus][Program].pdf**  
(Example: [ABC University][XYZ Campus][Biology].pdf)
6. This application form must be signed by the **Head of Institution** and the **Program Dean/Head**, including the legal certification at the end of the application.

# Pre-application Readiness Assessment

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## A. Institutional Pre-selection/Eligibility Self Assessment

| Pre-selection Criteria                                                                                                       | Program Information and Accreditation                                      | Validity                         |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------|
| 1. Valid Government Recognition (for private HEIs) or Certificate of Program Compliance (for public HEIs)                    | Name of Program:<br>GR No./COPC No.:                                       | Date Issued:                     |
| 2. Minimum Level II local program accreditation from CHED-recognized agency OR an equivalent international distinction/award | Accreditation Level:<br>Date of Last Accreditation:<br>Accrediting Agency: | Date Issued:<br>Validity Period: |

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## B. Institutional Information

All required supporting documents must be attached and referenced clearly.

|                                                                                |                                                                                            |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Name of Higher Education Institution (HEI):                                    |                                                                                            |
| Address:                                                                       |                                                                                            |
| Contact Person:                                                                |                                                                                            |
| Designation/Position:                                                          |                                                                                            |
| Email Address:                                                                 |                                                                                            |
| Telephone/Mobile Number:                                                       |                                                                                            |
| Program being Applied for COE Designation (Indicate Discipline/Program/Major): | Discipline: (ex. Teacher Education)<br>Program: Bachelor of Early Childhood Education      |
| Type of Institution (Public/Private):                                          | <input type="checkbox"/> SUC <input type="checkbox"/> LUC <input type="checkbox"/> Private |
| Date Established:                                                              |                                                                                            |

## C. Information and Accreditation of Program being applied for

| Name of Program | COPC/GR Number | Date Issued | Validity Period |
|-----------------|----------------|-------------|-----------------|
|                 |                |             |                 |

| National Distinction Award | Date Issued | Place Issued | Award-giving Body |
|----------------------------|-------------|--------------|-------------------|
|                            |             |              |                   |

| International Distinction Award | Date Issued | Place Issued | Award-giving Body |
|---------------------------------|-------------|--------------|-------------------|
|                                 |             |              |                   |

## D. Evaluation Criteria and Supporting Evidence

### Instructions:

Please fill out the table below by addressing each criterion and its indicators. Provide the required evidence and include the actual documents submitted along with a narrative explanation of how your institution meets the indicators.

### Criterion 1: Innovation and Culture (20%)

The program has innovated the design and delivery of learning and has yielded both satisfaction and recognition from internal and external stakeholders.

| Indicators                                   | Required Evidence                                                                                                                                                                                                                                  | Evidence/Document Submitted                                                                                       | Page Number   |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------|
| 1. Presence of Graduate Degree Compliment    | GR/COPC of doctoral programs and respective curricula                                                                                                                                                                                              | <i>Example:<br/>COPC/GR issued for doctoral complement with three pathways (academic, research, professional)</i> | <i>page__</i> |
| 2. Innovation in Program Design and delivery | Roster and description of courses and learning experiences exceeding expectations of PSGs                                                                                                                                                          |                                                                                                                   |               |
| 3. Learner Satisfaction Mechanism            | Copy of learner satisfaction mechanism, effective dates of administration, copy of internal report/s on outcomes of the mechanism, list of innovations in program design and delivery based on the outcomes of the mechanism (e.g. documented exit |                                                                                                                   |               |

|                                                                           |                                                                                                                                                                                                                               |  |  |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                                           | interviews)                                                                                                                                                                                                                   |  |  |
| 4. Graduate Satisfaction Mechanism                                        | Copy of graduate satisfaction mechanism, effective dates of administration, copy of internal report/s on outcomes of the mechanism, list of innovations in program design and delivery based on the outcomes of the mechanism |  |  |
| 5. Number of awards/distinctions for program design and learning delivery | Copy of awards/distinctions and list of reputable body/organization with contact information, including website                                                                                                               |  |  |

**Narrative:**

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**Criterion 2: Culture of Research and Creativity (20%)**

The program has a remarkable record of productivity in research and creative work.

| Indicators                                                                                                        | Required Evidence                                                                                                                                                      | Evidence/Document Submitted | Page Number |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|
| 1. Percentage of faculty currently engaged in research (2024-present, covering both individual and team research) | Complete electronic faculty roster indicating who among the fulltime and parttime faculty members are currently engaged in research with links to research description |                             |             |
| 2. Percentage of faculty currently engaged in creative work                                                       | Complete electronic faculty roster indicating who among the fulltime and parttime faculty members are currently                                                        |                             |             |

|                                                                                             |                                                                                                                           |  |  |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--|--|
| (2024-present)                                                                              | engaged in creative work with links to project description                                                                |  |  |
| 3. Number of completed research (2018, 2019, 2022, 2023, 2024)                              | Electronic list of completed research with link to each of the research reports                                           |  |  |
| 4. Number of published and indexed research (2018, 2019, 2022, 2023, 2024)                  | Electronic list of published and indexed research with link to each of the actual publications                            |  |  |
| 5. Number of completed creative work (2018, 2019, 2022, 2023, 2024)                         | Electronic list of completed creative work with link to each of the outputs                                               |  |  |
| 6. Number of completed research and creative work with award/distinction (2018, 2019, 2022, | Electronic list of research or creative work with link to verifiable information about the award-giving body/organization |  |  |

|                                                                                                                                                                   |                                                                                                                                                              |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 2023, 2024)                                                                                                                                                       |                                                                                                                                                              |  |  |
| 7. Number of patented innovations, commercialized knowledge products, and related outputs such as research that have been utilized (2018, 2019, 2022, 2023, 2024) | Electronic list of patented innovations, commercialized knowledge products, and related outputs with link to verifiable information about the accomplishment |  |  |

**Narrative:**

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### Criterion 3: International Outlook (20%)

The program has a verifiable record of sustained initiatives in the internationalization of learner experience, faculty engagement, research, and quality assurance . (2018, 2019, 2022, 2023, 2024)

| Indicators                                                                                       | Required Evidence                                                                                                          | Evidence/Document Submitted | Page Number |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|
| 1. Participation in international ranking or related QA initiative                               | Electronic list of certificate/s of QA participation and outcomes along with link to the identity of the QA body           |                             |             |
| 2. Number of completed and ongoing initiatives in the internationalization of student experience | Electronic list of completed/ongoing initiatives and outcomes along with link to the identity of the international partner |                             |             |
| 3. Number of                                                                                     | Electronic list of                                                                                                         |                             |             |

|                                                                                                  |                                                                                                                            |  |  |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--|--|
| completed and ongoing initiatives in the internationalization of research                        | completed/ongoing initiatives and outcomes along with link to the identity of the international partner                    |  |  |
| 4. Number of completed and ongoing initiatives in the internationalization of faculty engagement | Electronic list of completed/ongoing initiatives and outcomes along with link to the identity of the international partner |  |  |
| 5. Number of international awards/distinctions for the program                                   | Electronic list of award/distinction with link to verifiable information about the conferring body/organization            |  |  |

**Narrative:**

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#### Criterion 4: Staff Development Tradition (20%)

The program is managed by highly qualified faculty and leaders who are supported by continuous development opportunities.

| Indicators                               | Required Evidence                                                        | Evidence/Document Submitted | Page Number |
|------------------------------------------|--------------------------------------------------------------------------|-----------------------------|-------------|
| 1. Percentage of doctoral degree holders | Roster of faculty members with links to proof of doctoral qualifications |                             |             |
| 2. Innovation in                         | Copy of manual of                                                        |                             |             |

|                                                                                                  |                                                                                                                                                  |  |  |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| performance management                                                                           | performance management system                                                                                                                    |  |  |
| 3. Innovation in faculty and leader development                                                  | Copy of manual of faculty and leader development program                                                                                         |  |  |
| 4. Number of faculty and leaders who benefitted from the faculty and leader development programs | Roster of faculty and leaders with employment classification and actual initiatives completed under the faculty and leader development program   |  |  |
| 5. Number of faculty and leaders with awards/distinctions in the discipline                      | List of awardees, copy of corresponding awards/distinctions, and list of reputable body/organization with contact information, including website |  |  |

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**Criterion 5: Learner and Graduate Quality (10%)**

The program has produced noteworthy graduates and current learners.

| Indicators                                   | Required Evidence                                                          | Evidence/Document Submitted | Page Number |
|----------------------------------------------|----------------------------------------------------------------------------|-----------------------------|-------------|
| 1. Presence of a graduate tracking mechanism | Copy of manual of graduate tracking mechanism, internal report on outcomes |                             |             |

|                                                                                                                  |                                                                                                              |  |  |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--|--|
|                                                                                                                  | of tracking, and list of verifiable innovations in program design and delivery based on outcomes of tracking |  |  |
| 2. Five-year institutional performance average in the licensure examination (2018, 2019, 2022, 2023, 2024)       | PRC-validated report of institutional performance in the licensure examination                               |  |  |
| 3. Number of licensure examination topnotchers (Top 10 only) for the last 5 years (2018, 2019, 2022, 2023, 2024) | PRC-validated report of topnotchers in the licensure examination                                             |  |  |
| 4. Number of graduates recognized as leaders, influencers,                                                       | Roster of graduates and description of accomplishment as leaders, influencers,                               |  |  |

|                                                             |                                                                                                                              |  |  |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--|--|
| catalysts, and trailblazers (2018, 2019, 2022, 2023, 2024)  | catalysts, and trailblazers with link to verifiable information about the accomplishment                                     |  |  |
| 5. Number of awards/distinctions for undergraduate learners | Roster of undergraduates and description of awards/distinctions with link to verifiable information about the accomplishment |  |  |

**Narrative:**

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### Criterion 6: Service Orientation (10%)

The program has a well-documented set of sustained initiatives in public service, community development, and academe-industry collaboration. (2018, 2019, 2022, 2023, 2024)

| Indicators                                                                                             | Required Evidence                                                                                              | Evidence/Document Submitted | Page Number |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------|-------------|
| 1. Number of completed and ongoing initiatives in public service (e.g. Benchmarking Activities hosted) | Electronic list of completed and ongoing initiatives with link to identity of each of the partner/collaborator |                             |             |
| 2. Number of completed and ongoing initiatives in community development                                | Electronic list of completed and ongoing initiatives with link to identity of each of the partner community    |                             |             |
| 3. Number of completed and ongoing initiatives in academe-industry                                     | Electronic list of completed and ongoing initiatives with                                                      |                             |             |

|                                                                             |                                                                                                                     |  |  |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--|--|
| relations                                                                   | link to identity of each of the industry partner/collaborator                                                       |  |  |
| 4. Number of awards/distinctions in public service or community development | Electronic list of awards/distinctions with link to verifiable information about the award-giving body/organization |  |  |
| 5. Number of awards/distinctions in academe-industry relations              | Electronic list of awards/distinctions with link to verifiable information about the award-giving body/organization |  |  |

**Narrative:**

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## E. Proposal on COE Commitments

Applicant HEI that meets the eligibility requirement shall submit a project proposal on their commitment as COE to cover either or all of the following:

- Strategic research with community impact
- Development of innovation and technologies that are of international importance or by establishing (physical or digital) research centers in the program; and
- Social and economic development initiatives through talent development, increasing organizations or sector capacity, institutionalizing best practices, and increasing excellence outputs for the higher education sector, either locally, globally, regionally, or internationally.

*(see Annex "A" for Project Proposal Template)*

## **F. Declaration and Endorsement**

We hereby declare that all information and documents submitted are true and correct. We understand that any misrepresentation may result in disqualification from COE consideration.

I further affirm that the institution shall comply with all obligations, responsibilities, and monitoring requirements set forth by the Commission on Higher Education (CHED) relative to the COE designation, if granted.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_\_\_.

President/Head of Institution:

\_\_\_\_\_

Name and Signature over Printed Name

\_\_\_\_\_

Official Designation

\_\_\_\_\_

Name of Higher Education Institution

# **Annex “A”**

## **CHED COE Project Proposal Template**

**Project Title:**

**Proponent HEI:**

**Program/Discipline:**

**Project Leader:**

**Position/Designation:**

**Email Address / Contact Number:**

**Duration of Project:** From: \_\_\_\_\_ To: \_\_\_\_\_ (MM/DD/YYYY)

**Total Budget Requested from CHED: PHP** \_\_\_\_\_

### **I. Executive Summary**

Provide a concise overview of the project, including objectives, expected impact, alignment with CHED COE thrusts, target beneficiaries, and budget.

### **II. Rationale and Background**

Describe the current status of the program or area, the problems/gaps to be addressed, alignment with CHED priorities, and previous related initiatives.

### **III. Project Objectives**

State the general objective followed by specific SMART objectives.

### **IV. Scope and Coverage**

Detail the geographic/institutional scope and number of beneficiaries.

## V. Project Components and Activities

Use the table below to outline key components, activities, outputs, and timeline:

| Component | Activities | Expected Output | Timeline |
|-----------|------------|-----------------|----------|
|           |            |                 |          |

## VI. Methodology and Implementation Plan

Explain strategies, tools, responsibilities, and risk management.

## VII. Expected Outcomes and Impact

List short-, medium-, and long-term outcomes aligned with COE goals.

## VIII. Monitoring and Evaluation

Describe indicators, monitoring tools, QA processes, and reporting frequency.

## IX. Sustainability Plan

Explain how the project outcomes will be sustained post-funding.

## X. Budget Proposal

| Item | Quantity/Unit | Unit Cost<br>(PHP) | Total (PHP) | Remarks |
|------|---------------|--------------------|-------------|---------|
|      |               |                    |             |         |

Total Budget Requested: PHP \_\_\_\_\_

Counterpart Funding (if any): PHP \_\_\_\_\_

Total Project Cost: PHP \_\_\_\_\_

## **XI. Institutional Endorsement**

“We certify that this project is in line with the institution’s strategic direction and commitment to quality and excellence. We further affirm that our institution shall be accountable for the efficient implementation and reporting of the project, if COE designation is granted.”

Signed:

\_\_\_\_\_

President / Head of Institution

Date: \_\_\_\_\_

Signed:

\_\_\_\_\_

Project Leader

Date: \_\_\_\_\_