

**Republic of the Philippines**  
**COMMISSION ON HIGHER EDUCATION**  
Quezon City

September 25, 2024

CHED Circular

No. 01, s 2024

To : Roland Vinegas

Michael John Ty

From: Martin Jhon Sebastian

**Chairperson, Commission on Higher Education**

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You are instructed to submit your proposed academic and program development plans for FY 2025, following these guidelines:

1. **Budget Allocation:** Ensure that proposals are aligned with the academic budget as allocated by the CHED Planning and Finance Office.
2. **Deadline:** Submit proposals no later than **November 30, 2024**. Late submissions will not be accepted.
3. **Priorities:** Focus proposals on:
  - Curriculum Enhancement and Accreditation
  - Faculty and Staff Development Programs
  - Infrastructure and Learning Resource Development
4. **Requirements:** Provide a detailed academic development plan, cost breakdown, and justification for each proposed program or project.

Failure to comply will result in exclusion from the FY 2025 CHED funding program. For inquiries, please contact the CHED Planning and Finance Office.

For any clarifications, contact the Budget Office.

**For your guidance.**

*Martin Jhon Sebastian*  
Martin Jhon Sebastian

**Chairperson, Commission on Higher Education**