



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

**MEMORANDUM FROM THE CHAIRPERSON**

FOR : ALL CHED REGIONAL OFFICE DIRECTORS  
ALL PRIVATE HIGHER EDUCATIONAL INSTITUTIONS  
COORDINATING COUNCIL OF PRIVATE EDUCATIONAL  
ASSOCIATIONS (COCOPEA)

SUBJECT : **STRATEGIC FACULTY AND STAFF DEVELOPMENT PLANNING  
WORKSHOPS WITH PRIVATE HIGHER EDUCATIONAL  
INSTITUTIONS**

DATE : 4 November 2015

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Pursuant to its mandate in RA 7722, CHED has established the K to 12 Transition Program to: (1) ensure a smooth transition to K to 12, as mandated by RA 10533; (2) mitigate labor displacement and other related issues for higher education employees; (3) provide faculty with the opportunity to update teaching practices vis-à-vis the K to 12 aligned curriculum and the revised General Education; and (4) involve the higher education sector in contributing to the implementation of Senior High School during the transition years.

In this regard, we intend to hold, in close partnership with COCOPEA, a series of **Strategic Faculty and Staff Development Planning Workshops with Private Higher Educational Institutions** from November 16-17 and 25-26, 2015 to: (1) give updates regarding the Commission's K to 12 Transition Program in support of higher education institutions and personnel, and (2) facilitate transition planning for AY 2016-2017 to AY 2017-2018.

This initiative is intended to support many of our partners in higher education in their respective institutional and faculty and staff development planning, as we move towards the full implementation of K to 12 by June 2016. As such, to ensure the effectiveness of the workshop, we request the participation of two representatives from each HEI, specifically among the following officials or representatives: (1) Vice President for Academic Affairs, (2) Vice President for Administration, and (3) Human Resource (HR) Head.

CHED Regional Directors and our partners in COCOPEA are requested to disseminate information on these workshops to all concerned.



The schedules are as follows:


Zone Covered	Regions Covered	Date and Time	Venue
Visayas-Mindanao	Regions VI, VII, VIII, IX, X, XI, XII, CARAGA	<b>16 November 2015</b> (Monday) <b>8:00AM-5:00PM</b>	<b>Cebu City</b> (Venue to be confirmed)
		<b>17 November 2015</b> (Tuesday) <b>8:00PM-5:00PM</b>	
Central and North Luzon	Regions I, II, III, CAR, NCR	<b>25 November 2015</b> (Wednesday) <b>8:00AM-5:00PM</b>	<b>CHED Auditorium</b> 2nd Flr., HEDC Bldg., C.P. Garcia Ave., UP Diliman, <b>Quezon City</b>
South Luzon	Regions IV-A, IV-B, V	<b>26 November 2015</b> (Thursday) <b>8:00AM-5:00PM</b>	<b>Batangas City</b> (Venue to be confirmed)

**Note: HEIs in Visayas and Mindanao can choose to join either the November 16, or the November 17 Workshop.**

Please confirm your attendance to the workshop by filling out the online form at <http://tinyurl.com/pheiworkshop> by **November 10, 2015, Tuesday, no later than 5:00pm**. Alternately, you may fill out the attached form and email your confirmation to [ched.k12@gmail.com](mailto:ched.k12@gmail.com). For other inquiries and concerns, you may contact us through (02) 441-1143 or via e-mail at [cjmangayayam.ched@gmail.com](mailto:cjmangayayam.ched@gmail.com).

Further, note that while CHED will shoulder the meals and snacks during the workshop, travel, accommodation, and other related expenses incurred by the participants shall be paid for by their respective institutions.

We look forward to your attendance, and hope all HEIs take this opportunity to plan well for the upcoming transition. Thank you very much for your cooperation.

  
**Alex B. Brillantes Jr.**  
Commissioner  
Officer-in-Charge, Office of the Chairperson (November 2 to 6, 2015)



### **CONFIRMATION OF ATTENDANCE**

(Please confirm your attendance **no later than November 10, 2015, Tuesday, 5:00pm**)

HEIs are highly encouraged to confirm through: <http://tinyurl.com/pheiworkshop>

However, you may also complete this form send to [ched.k12@gmail.com](mailto:ched.k12@gmail.com))

**Hon. Patricia B. Licuanan, Ph.D.**

Chairperson

Commission on Higher Education

Dear **Chairperson Licuanan**,

This is to confirm our attendance to the Strategic Faculty and Staff Development Planning Workshops with Private Higher Education Institutions, organized by the Commission on Higher Education together with COCOPEA.

*Kindly check which Workshop you will be attending:*

	Visayas-Mindanao	<b>16 November 2015</b> - Cebu City (Venue: To be confirmed)
		<b>17 November 2015</b> - Cebu City (Venue: To be confirmed)
	Central and North Luzon	<b>25 November 2015</b> - CHED Auditorium, Quezon City
	South Luzon	<b>26 November 2015</b> - Batangas (Venue: To be confirmed)

The following officials will be attending for our institution:

*Please indicate who will be attending the Seminar:*

	Name	Position
1		
2		

We understand that Commission will shoulder the usual venue and meal expenses during the Workshop, while our HEI will have to shoulder costs for travel, accommodation, and other related expenses incurred by participants. Thank you.

Signature of HEI President: \_\_\_\_\_

Name: \_\_\_\_\_

HEI: \_\_\_\_\_

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