



COMMISSION ON HIGHER EDUCATION  
**K TO 12 TRANSITION  
PROGRAM**



**SECTORAL  
ENGAGEMENT**  
GRANTS

ONLINE NOMINATION PORTAL  
**QUICK GUIDE**



## INTRODUCTION

As the Commission continues its efforts to develop and support the higher education sector during the K to 12 Transition Period, the Commission has updated the nominations process for **Sectoral Engagement (SE) Grants in the K to 12 Transition Period**, as governed by CHED Memorandum Order Nos. 14 and 48, series 2016.

In line with the process stated in said policies, the Commission has developed an Online Nomination portal through **online.chedk12.com** to (1) increase the accessibility and efficiency of nominations by sending Higher Education Institutions (SHEIs); (2) provide a simplified avenue for nominees to submit documentary requirements; (3) provide a platform for our various sectoral partners to post their proposed engagements; and (4) to facilitate matching of approved grantees with available engagements.

With the launch of **online.chedk12.com**, the Commission's K to 12 Transition Program has developed this **Quick Guide** to assist the Sending Higher Education Institutions (SHEIs), SE Grantees and Sectoral Partners in navigating through the portal.

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## Who can the SHEI nominate?

- Teaching or Non-Teaching, permanent or non-permanent personnel of the HEI
- Filipino citizen
- Preferably those already holding **Master's** or **Doctorate** degrees. Bachelor's degree holders may be accepted on a case-to-case basis.
- Of legal age with no maximum limit (provided that the nominee submits a medical certificate certifying that he/she is fit to work).
- In good health, of good moral character, and with a strong academic record
- Has no pending criminal charges
- Will fulfill the grant's Terms & Conditions detailed in CHED Memorandum Order No. 48, s. 2016



## **STEP 1 Authorized Representative of the Sending HEI (SHEI) to RETRIEVE SHEI ACCOUNT CREDENTIALS from the CHED Regional Office.**

The CHED Regional Office shall provide the unique account credentials for HEIs (**username and password**) to access the Online Nomination Portal. *If you have an existing HEI account for SGS, you no longer have to request for a new one.* SHEIs may obtain these credentials through any of the following means:

- (1) **Physical appearance** - an SHEI representative visit the Regional Office with an endorsement letter from the HEI President to claim the login credentials; or
- (2) **E-mail Request** - a request for account credentials may be made through the official e-mail of the HEI; following which the CHED Regional Office will email the authorized official of said details.

**DIRECTORY OF CHED REGIONAL OFFICES**

Region 1	(072) 242-0238 (072) 242-5017 (072) 700-2569	Region 9	(062) 991-7648 (062) 911-8974 (062) 991-7080
Region 2	(078) 844-4872 (078) 846-3635	Region 10	(088) 586-4380
Region 3	(045) 436-1846 (045) 436-1847	Region 11	(082) 295-3418 local 101
Region 4A	(02) 332-3943	Region 12	(083) 228-1227
Region 4B	(02) 386-4781	CAR	(074) 422-2415
Region 5	(052) 481-5096 (052) 820-4813	Caraga	(085) 342-7383 to 84 (085) 815-3698 to 99
Region 6	(033) 508-8852 (033) 320-6963	NCR	(02) 441-0985 (02) 441-1224 (02) 441-0879
Region 7	(032) 414-9195	NIR	(035) 421-0887
Region 8	(053) 523-7437 (053) 523-7288		

These credentials shall be used by the authorized SHEI representative when logging in to [online.chedk12.com](http://online.chedk12.com).

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## **STEP 2 CREATE AN SHEI ACCOUNT** on the Online Nomination Portal using an official institutional e-mail address, and accomplish the **SHEI NOMINATION FORM**.

- **SHEI MUST ACCOMPLISH THE INSTITUTIONAL PROFILE and SHEI's STRATEGIC DIRECTION**

Click on the **Institutional Profile** button to access the form. The Institutional Profile contains the basic information of the SHEI and its authorized contact person. Communication between the Commission and the SHEI will be coursed through the identified contact person.

*Remember to accomplish the field for the HEI's Strategic Direction. Instructions and guide questions are provided beside the fields.*

The screenshot shows the 'Institution Profile' form. The left sidebar has a red box around the 'Institution Profile' button. The main form area has several input fields: Institution Name (Prince Technologies Corp), UII (PTC001), Type of Campus (Main Campus selected), Type of HEI (Private HEI), TIN, Current CHED FDP DHEI? (unchecked), Block No. (B2 L17 Royal South), Street (Marcos Alvarez Ave.), Barangay (Talon V), Region (NCR NATIONAL CAPITAL REGION), Province (METROPOLITAN MANILA), City (LAS PIÑAS), HEI Email Address (info@princetech.com.ph), Local Number (5565730), Fax Number (5565730), Mobile Number (Mobile), Website (www.princetech.com.ph), Social Media (facebook.com/princetech), and Description (HEI Description).

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## **STEP 3 STRATEGICALLY CHOOSE AND NOMINATE eligible teaching and non-teaching personnel through the Online Nomination Portal.**

- SHEI Representative must Click on **IRSE** and then **Nomination** to access the Nomination Portal homepage.

**Note:** *The full name, birthdate and email address of each nominee is required. Note that the birthdate of the nominees will be used for authentication when they create their profiles so please ensure that you are encoding the correct information.*

Select All	Edit #	Status	Nominee ID	Full Name	Type Employment	Primary Sector
<input type="checkbox"/>	Edit 1.	Incomplete requirement(s)	IRSE-677000002	LANE, LOUISE lane@princetech.com.ph	Teaching Non-Permanent	Component : Industry Duration : 3 Months
<input type="checkbox"/>	Edit 2.	Incomplete requirement(s)	IRSE-677000004	ORTEGA, STEPHANIE AVINANTE sortega@ched.gov.ph	Teaching Permanent	Component : Industry Duration : 24 Months

- On the upper right-hand portion, click on the **New Nominee** button. This will direct you to the Nominee Information Form where you will have to encode the information required on every field.

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**Note:** If a Nominee being nominated is for an engagement with an Existing Sectoral Partner, please click on the drop-down field next to <Name of Partner in HEI-Initiated Partnership>, and select one from the list.

If the partner is not yet on the list, select <Create New> which will activate the pop-up HEI-Initiated Partnership Form. Please type in the details of the partnership on the corresponding fields. Afterwards, do not forget to click on the **Save Form** button at the lower right portion. A prompt will appear when it is successfully saved and the pop-up form will automatically disappear taking you back to the Nominee Information Form.

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- Next, the SHEI Representative must click on the **Justification Form** button to activate the pop-up Individual Justification Form. Please encode the necessary details on the fields. Afterwards, do not forget to click on the **Save** button at the lower right portion. A prompt will appear when it is successfully saved. Clicking on **Close** takes you back to the Nominee Information Form.

The screenshot shows a modal window titled "Individual Justification Form". Inside, there's a note: "Ensure that following questions are answered comprehensively but concisely." Below are four numbered questions with text input fields:

- How long has the applicant been with his/her department?
- How has the applicant performed as a faculty member in his/her department?
- Describe if the nominee has an existing partnership engagement (nature of partnership, brief description of engagement, nominee's role)
- Describe how the nominee's immersion and engagement plan will contribute in terms of:
  - (a) importance and value to SHEI
  - (b) importance and value to regional and national development (for CSD engagement), and
  - (c) importance and value to the discipline or profession.

Each field has a "250 words limit - 250 left" message. At the bottom right is a blue "Save" button with a red border, and a "Close" button.

- If there are more nominees from your SHEI, click on **Save and Add More**, otherwise click on **Save** or **Notify**. This takes you back to the Nomination homepage where the SHEI can see all the personnel they have nominated. At this point, an automated message should have been sent to the e-mail address of the nominee/s providing them the link to their individual accounts.

The screenshot shows the "Nomination" section of the portal. It displays the following information:

- Secondary Sector Component Nominated for: Government
- Duration of Engagement Applied For: 6 Months
- Semester(s) of Engagement: Second Semester
- Name of Partner in HEI-initiated Partnership: - Create New - (if applicable)

At the bottom, there are two buttons: "Justification Form" (blue) and "Justification Form" (highlighted with a red box). Further down are three action buttons: "Notify" (highlighted with a red box), "Save & Add more" (highlighted with a red box), and "Cancel".

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**Note:** If you need to edit or update any information already encoded for your nominees, you may click on the <Edit> button next to the name of the personnel concerned.

Select	All	Edit	#	Status	Nominee ID	Full Name	TYPE Employment	PRIMARY SECTOR
<input type="checkbox"/>	<input type="checkbox"/>	<b>Edit</b>	1.	Incomplete requirement(s)	IRSE-677000002	LANE, LOUISE lane@princetech.com.ph	Teaching Non-Permanent	Component : Industry Duration : 3 Months
<input type="checkbox"/>	<input type="checkbox"/>	<b>Edit</b>	2.	Incomplete requirement(s)	IRSE-677000004	ORTEGA, STEPHANIE AVINANTE sortega@ched.gov.ph	Teaching Permanent	Component : Industry Duration : 24 Months

- After you have nominated all the eligible personnel from your HEI, you may notify them to update their profiles and upload documentary requirements by (1) ticking the checkbox next to the names of the concerned nominees, and then (2) clicking on **Follow-up Requirements for Submission**. This will send a notification e-mail to their addresses with a link on where to upload the documents.
- If a nominee did not receive the notification e-mail with link on how to create their individual accounts, you may re-send the link by (1) ticking the checkbox next to the names of the concerned nominees, and then (2) clicking on **Resend Invitation**.

Select	All	Edit	#	Status	Nominee ID	Full Name	TYPE Employment	PRIMARY SECTOR
<input type="checkbox"/>	<input type="checkbox"/>	<b>Edit</b>	1.	Incomplete requirement(s)	IRSE-677000002	LANE, LOUISE lane@princetech.com.ph	Teaching Non-Permanent	Component : Industry Duration : 3 Months
<input type="checkbox"/>	<input type="checkbox"/>	<b>Edit</b>	2.	Incomplete requirement(s)	IRSE-677000004	ORTEGA, STEPHANIE AVINANTE sortega@ched.gov.ph	Teaching Permanent	Component : Industry Duration : 24 Months



## **STEP 4 NOMINEE TO CREATE AN ACCOUNT** through the link provided in the notification e-mail informing them of their nomination

- **NOMINEE RECEIVES E-MAIL TO SIGN-UP AND CREATE AN ACCOUNT.**  
The Nominee will receive a notification e-mail on their nomination to the Sectoral Engagement (SE) Grants. Said email will contain a unique link to the SE Nominee Activation Sheet.

K TO 12 TRANSITION PROGRAM GRANTS!											
<p>Dear PETER PARKER,</p> <p>This is to inform you that you have been nominated by your Sending Higher Education Institution, <b>Prince Technologies Corp</b> for the Instruction, Research and Sectoral Engagement (IRSE) Grants.</p> <p>Specifically you have been nominated for the following:</p> <table><tr><td>Primary IRSE Component:</td><td>Industry</td><td>Duration: 6 Months</td></tr><tr><td>Secondary IRSE Component:</td><td>Government</td><td>Duration: 18 Months</td></tr><tr><td>Name of Existing Partner (if applicable):</td><td colspan="2"></td></tr></table> <p>In order to activate your account and begin submitting your individual requirements, <a href="#">Click Me!</a></p> <p>Thank you very much. Regards, CHED K to 12 Transition Program</p>			Primary IRSE Component:	Industry	Duration: 6 Months	Secondary IRSE Component:	Government	Duration: 18 Months	Name of Existing Partner (if applicable):		
Primary IRSE Component:	Industry	Duration: 6 Months									
Secondary IRSE Component:	Government	Duration: 18 Months									
Name of Existing Partner (if applicable):											

- FOLLOW THE **NOMINEE ACTIVATION SHEET WIZARD** TO SET-UP ACCOUNT AND UPLOAD PENDING REQUIREMENTS.  
The Nominee Activation Sheet wizard guides the nominee to four steps, namely:

**STEP 1: Account Setup.** This is where the nominee registers a username and password for the individual account. The identity of the nominee is validated by cross-checking the e-mail address provided by the SHEI during nomination and the one encoded here.

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SE Nominee Activation Sheet - Step 1 of 4

1 Account Setup    2 Profile Setup    3 Requirements    4 Confirm

Provide your account details

Username \*  Provide your username

Password \*  Provide your password.

Confirm Password \*  Confirm your password

Email \*  mmicabanta-test3@ched.gov.ph Provide your email address

Nominee ID \*  IRS-677000005 Provide your nominee id (found in your email)

**Continue >**

**STEP 2: Profile Setup.** This is where the nominee registers preliminary personal information. The identity of the nominee is again validated by cross-checking the birthdate provided by the SHEI during nomination and the one encoded here.

SE Nominee Activation Sheet - Step 2 of 4

1 ✓ Account Setup    2 Profile Setup    3 Requirements    4 Confirm

Provide your profile details

Last Name \* PARKER Provide your Last Name

First Name \* PETER Provide your First Name

Middle Name Optional Enter your Middle Name

Date of Birth \* 08/16/1982 Provide your birth date

Gender \*  Male  Female

Address 1 \* Please indicate your current address (House Number, Building No., Block No.)

Address 2 \*

**STEP 3. Requirements.** This is where the nominee uploads the required documents for the SE Grants. These include **Transcript of Records** (latest and highest level completed), **Proof of Citizenship** (NSO Birth Certificate, Passport, or Voter's ID), **Medical Certificate**, **Photocopy of any valid ID**, **DBP Application Form** (signed and scanned), **Re-Entry Plan** (signed and scanned), and **1 x 1 ID Photo**.

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SE Nominee Activation Sheet - Step 3 of 4

1 Account Setup    2 Profile Setup    3 Requirements    4 Confirm

Provide your requirements for Sectoral Engagement (SE) Grants

Transcript of records (certified true copy) \*  
Choose File No file chosen    Upload Cancel

Proof of Citizenship \*  
Choose File No file chosen    Upload Cancel

Medical Certificate \*  
Choose File No file chosen    Upload Cancel

Photocopy of Any Valid Government ID \*  
Choose File No file chosen    Upload Cancel

1x1 ID picture \*  
Choose File No file chosen    Upload Cancel

Back Continue

**STEP 4. Confirmation.** This allows the nominee to review the information entered on the first three steps. If the information is correct, the nominee may then click on the **<Submit>** button below.

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SE Nominee Activation Sheet - Step 4 of 4

1 Account Setup    2 Profile Setup    3 Requirements    4 Confirm

Confirm your account

Account

Username: spiderman

Nominee ID: iASE-67700005

Email: mmicabanta@ched.gov.ph

Profile

Fullname: PETER PARKER

- A prompt will appear saying that the activation was successful. The nominee must then check his/her email where a notification was sent containing the username and password for the account.

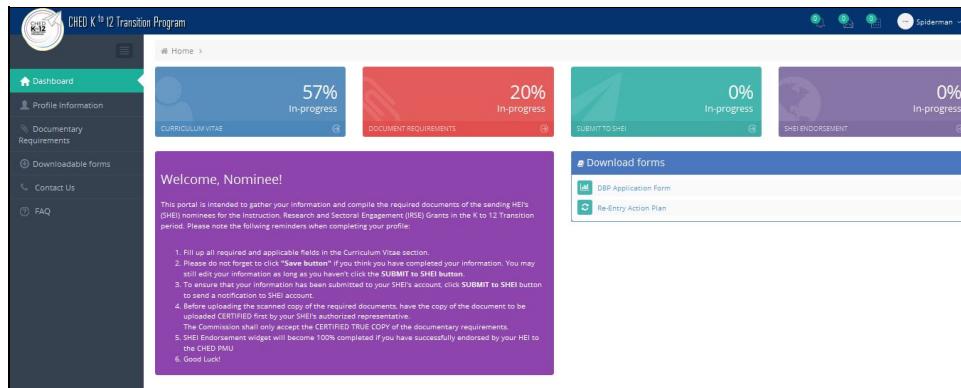
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**Note:** The nominee may complete his/her profile by logging-in and then clicking on the <**Profile Information**> button. This takes him/her to the Personal Profile module where he/she can encode necessary details. To check the progress of accomplishing required forms, the nominee can click on <**Dashboard**> which takes them to the homepage. On the upper portion, the following progress trackers may be seen: **Curriculum Vitae**, **Documentary Requirements**, **Submission to SHEI**, and **SHEI Endorsement**.



## **STEP 5** NOMINEE TO SCAN AND UPLOAD THE REQUIRED DOCUMENTS on the Online Nomination Portal.

If the nominee/s did not upload the required documents during sign-up, they may opt to do so by going to the homepage and clicking on the **Documentary Requirements** button. This takes them to the Required Documents module with options to update or upload scanned documents. The nominee/s may upload scanned copies of the following documents here:

- **Transcript of Records** for: Undergraduate Degree, Graduate Degree (if completed)
- **Proof of Citizenship** (e.g. NSO Birth Certificate, Voter's I.D., Passport)
- **Medical Certificate**
- **Photocopy of any valid Government ID**
- **1 x 1 ID Photo**
- **DBP Application Form** (signed and scanned)
- **Re-entry Plan** (signed and scanned)

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#	Requirements	Upload	Remarks
1.	Transcript of records (certified true copy) [Download Attachment]	Browse... No file selected.	
2.	Proof of Citizenship [No Attachment]	Browse... No file selected.	
3.	Medical Certificate [No Attachment]	Browse... No file selected.	
4.	Photocopy of Any Valid Government ID [No Attachment]	Browse... No file selected.	
5.	1x1 ID picture [No Attachment]	Browse... No file selected.	
6.	DBP Application form [No Attachment]	Browse... No file selected.	

To upload documents, follow these steps:

1. Click on <Choose File> next to the type of document you wish to upload. Select the file you wish to upload from your file library and click on <Open>.
2. Next, click on the upload button represented by this icon . A prompt will appear informing the nominee that the upload was successful.
3. The <Download Attachment> button will appear below the name of the document uploaded. You may click here to check if you have uploaded the correct document.
4. If you wish to change the document already uploaded, you may click on the <X> button and click on <OK> when asked.

**Note:** Templates for the Re-Entry Plan, DBP Application Form and Medical Certificate may be downloaded from the portal by clicking on <Downloadable Forms> and then click on the corresponding button for the file you need.

Click this link [DBP Application Form](https://drive.google.com/file/d/0B0j2HIB6odTaTIV1S01XdldCMDA/view?usp=sharing) or copy this url to your browser

Click this link [Reentry and Return Service Agreement](https://drive.google.com/file/d/0B0j2HIB6odTaOFB0ZVZlZmc1bEU/view?usp=sharing) or copy this url to your browser

Click this link [Medical Certificate Template](#)



## **STEP 6 NOMINEE TO SUBMIT THE HARD COPIES OF THE DBP APPLICATION FORM AND RE-ENTRY ACTION PLAN** to the SHEI Representative designated to handle the SHEI Nominations.

In addition to submitting scanned copies online, all nominees for Sectoral Engagements are required to submit hard copies of signed DBP Application Forms. Furthermore, all nominees are also required to submit the signed, hard copies of the Re-entry Action Plan aside from accomplishing the template available in the online platform.

Note that all nominees for SE Grants, including those with existing DBP bank accounts, are **required** to open a new account for their DBP Prepaid Card.

Welcome, Nominee!

This portal is intended to gather your information and compile the required documents of the sending HEI's (SHEI) nominees for the Instruction, Research and Sectoral Engagement (IRSE) Grants in the K to 12 Transition period. Please note the following reminders when completing your profile:

- Fill up all required and applicable fields in the Curriculum Vitae section.
- Please do not forget to click "Save button" if you think you have completed your information. You may still edit your information as long as you haven't click the **SUBMIT to SHEI** button.
- To ensure that your information has been submitted to your SHEI's account, click **SUBMIT to SHEI** button to send a notification

**Downloadable documents**

- DBP Application Form
- Re-Entry Action Plan

**RE-ENTRY ACTION PLAN INFORMATION FORM**  
Please complete all the required fields...

Applicant Name	PARKER,PETER
Designation	Faculty
Type of Grant Applied For	Industry
Preferred Duration of the Grant	6 Months
Preferred Mode of Engagement	Full Time
Time Frame	[Empty Text Area]

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## Appendix 5

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Sectoral Engagement Grants  
Re-entry Action Plan Template

<b>NAME OF APPLICANT</b>	Click here to enter text.	
<b>Designation in Sending Higher Education Institution (SHEI)</b>	<input type="checkbox"/> Faculty <input type="checkbox"/> Non-teaching Staff	
<b>Name and Address of SHEI</b> <i>HEI where applicant is currently employed where return service will be rendered</i>	Click here to enter text.	
<b>Preferred Duration of the Grant</b>	<input type="checkbox"/> 3 Months <input type="checkbox"/> 15 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> 18 Months <input type="checkbox"/> 9 Months <input type="checkbox"/> 21 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> 24 Months	
<b>Preferred Mode of Engagement</b>	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	
<b>Timeframe</b> <ul style="list-style-type: none"><li>When is your expected reentry into the SHEI following completion of the Sectoral Engagement grant?</li></ul>	Click here to enter text.	
<b>Context</b> <ul style="list-style-type: none"><li>What are the current needs, gaps, challenges and opportunities in your SHEI / discipline / region / country that you will be able to help address by</li></ul>	Click here to enter text.	

DBP Development Bank of the Philippines		CUSTOMER RECORD FORM DBP Prepaid Card		Photo 1 x 1
Please list all info. Do not leave any field blank, but instead indicate "NA" or "Not Applicable." "NA" for Not Available and "N" for Name.		OT No.	Date Opened (mm/dd/yyyy)	
DBP PREPAID CARD NUMBER (For Bank Use Only)				
Last Name	Given Name (Indicate name suffix i.e. Jr., Sr., II)	Middle Name		
Present Address (House No., Street, Barangay/City/Town/Municipality, Province, Country, ZIP Code)		Email Address		Landline No. (Home/Office/Phone No.)
Permanent Address (House No., Street, Barangay/City/Town/Municipality, Province, Country, ZIP Code)		Landline No. (Home/Office/Phone No.)		Mobile No. (Mobile/Cell Phone No.)
Gender Male/Female	Date of Birth (mm/dd/yyyy)	Place of Birth (City/Town/Municipality, Province, Country)		Residency <input type="checkbox"/> Resident <input type="checkbox"/> Non-resident
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated/ <input type="checkbox"/> Divorced	ACU/CR No. (F Alen)	Passport No. (F Alen)	TIA/SSS/GSIS No. (F Alen)	Other Valid ID Presented ID No.
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated/ <input type="checkbox"/> Divorced		Name of <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Guardian (Last Name, Given Name, Middle Name) x (i.e. Jr., Sr., II, Middle Name)		
Employment Status <input type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed/ <input type="checkbox"/> Entrepreneur <input type="checkbox"/> Self-employed	Name of Employer, School, or Business Employee/Business Address		Nature of Work, Self-Employment or business Source of Funds	
SPECIMEN SIGNATURE		AUTENTICATION		CNS Registration (For Bank Use Only)
I hereby signify my intent to avail of the DBP Prepaid Card per above-stated card details and as evidenced by my specimen signatures provided below. I hereby agree to be governed by your rules and regulations concerning the Card. Please recognize the following signature in any Card-related transaction.		I hereby declare that I conducted the necessary interview and AMLA policy on Know Your Client and signed/dated the signature of the cardholder.		Encoded by: Date:
		Authenticating by: Signature		Reviewed by: Date:
				Approved by: Date:

Please attach 1x1 Picture on the form and certified true copy of one (1) valid ID.

CHED 00914  
(Rev. O - 22nd Ed.)



## STEP 7 SCREEN SUBMISSION OF NOMINEES AND ENDORSE nomination of personnel through the Online Nomination Portal.

The SHEI Representative must monitor the compliance and submission of their nominees through their SHEI account.

When the SHEI logs in, the nomination status and details of each nominee (e.g. Sector of Engagement, Duration and Mode of Engagement, Sectoral Partner, etc.) may be viewed by clicking on the <IRSE> button and then clicking on <Nomination>.

Status	Nominee ID	Full Name	TYPE Employment	PRIMARY SECTOR	SECONDARY SECTOR
Incomplete requirement(s)	IRSE-67700002	LANE, LOUISE @princtech.com.ph	Teaching Non-Permanent	Component : Industry Duration : 3 Months	Component : Industry Duration : 3 Months
Incomplete requirement(s)	IRSE-67700004	ORTEGA, STEPHANIE AVINANTE @ched.gov.ph	Teaching Permanent	Component : Industry Duration : 24 Months	Component : Government Duration : 24 Months

This takes you to the Engagement Nomination page which has **11 columns** namely:

- Checkbox Column:** This has the “Select All” header with a checkbox on each row. Ticking on a checkbox highlights the row which corresponds to a nominee.
- Edit Column:** This has the “Edit” header with the <Edit> button on each row. Clicking on the <Edit> button takes you to the Nominee Information Form of the specific nominee within the same row.
- Nominee Count Column:** This has the “#” header with the **numbers** on each row. This indicates the count of the nominees that the SHEI has nominated for the SE Grants.

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4. **Status Column:** This has the “Status” header with three possible conditions on each row which are: (a) Incomplete Requirements; (b) Complete Requirements; (c) and Endorsed.

**Note:** The Engagement Nomination Page may be filtered based on the Status by using the drop-down <View> button on the upper-right portion of the screen.

Select All	Edit	#	Status	Nominee ID	Full Name	TYPE Employment	PRIMARY SECTOR
<input type="checkbox"/>	Edit	1.	Incomplete requirement(s)	IRSE-677000002	LANE, LOUISE lane@princetech.com.ph	Teaching Non-Permanent	Component : Industry Duration : 3 Months
<input type="checkbox"/>	Edit	2.	Incomplete requirement(s)	IRSE-677000004	ORTEGA, STEPHANIE AVINANTE sortega@ched.gov.ph	Teaching Permanent	Component : Industry Duration : 24 Months

5. **Nominee ID Column:** This has the “Nominee ID” header and indicates the Unique IDs for the Nominees of your SHEI. No two Nominee IDs are similar.
6. **Nominee Name Column:** This has the “Full Name” header and indicates the full name of each nominee from the SHEI. Below the name, the e-mail address of the nominee is also shown. Note that the name is clickable and doing so would take you to the Nominee Information Form.
7. **Employment Type Column:** This has the “Type of Employment” header and indicates whether the nominee is (a) Teaching or Non-Teaching and (b) Permanent or Non-Permanent in the SHEI.
8. **Primary Sector of Engagement Column:** This has the “Primary Sector” header and indicates the priority sector of engagement of each nominee depending on what was encoded on the nominee’s profile and justification. It has two elements namely (a) Component which may be Industry, Civil Society, or Government; and (b) Duration which may range from 3 Months to 24 Months.
9. **Secondary Sector of Engagement Column:** This has the “Secondary Sector” header and indicates the alternative sector of engagement of each nominee depending on what was encoded on the nominee’s profile and justification.

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**10. Existing Partnership Column:** This has the “Existing Partner” header and indicates the following: (a) Name of Sectoral Partner (if already matched), and (b) Role of Nominee in the Engagement. If the Nominee is not yet matched, this column would show the <Add Partner> button.

Full Name	TYPE Employment	PRIMARY SECTOR	SECONDARY SECTOR	Existing Partner	Attachment
MAKILING, MARIA mmcabantac+test@ched.gov.ph	Teaching Permanent	Component : Government Duration : 3 Months	Component :Civil Society Duration : 3 Months	[Add Partner]	Justification form RSE Requirements
PARKER, PETER mmcabantac+test5@ched.gov.ph	Non-Teaching Permanent	Component : Industry Duration : 9 Months	Component :Civil Society Duration : 21 Months	CHED K to 12 Transition Program OSCORP	Justification form IRSE Requirements

**Note:** The items in this column are clickable. Clicking on the Name of the Sectoral Partner button will take you to the Sectoral Partner’s Profile Form where you can edit the details of the engagement and the contact details of the partner.

**SECTORAL-PARTNER'S PROFILE FORM**  
Please complete all the required fields...

SEC Registered Name of Organization	CHED K to 12 Transition PMU	SEC Registered
Acronym	Enter text	
Description	Please include scope of work, short description of company vision, mission, objectives, advocacies, etc.	
Address	3F SEAMEO Innotech, UP Technohub, Diliman, QC	
Company Website/URL	Enter text	
Affiliation/Membership in Umbrella Organizations/Coalitions/Networks	Enter text	
Region(s) of Operation	Nothing selected	

If the nominee is still unmatched, clicking on the <Add Partner> button would activate the pop-up HEI-Initiated Partnership Form. Again, details on the partnership may be encoded here. Do not forget to click on the <Save Form> button.

# ONLINE NOMINATION PORTAL **QUICK GUIDE**



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The screenshot shows a pop-up window titled "HEI-Initiated Partnership". It contains fields for "Registered Name", "Address", "Type of Partnership", "Classification", "Company Email", "Fax", and "Tel No.". Below these are "Contact Details" fields for "Contact Name", "Email", and "Designation". To the right of the form is a table titled "SECONDARY SECTOR" with columns for "Existing Partner" and "Attachment". The table lists four components: Component - Industry (3 Months), Component - Government (24 Months), Component - Government (18 Months), and Component - Civil Society (3 Months). Each row includes a "Justification form IRSE Requirements" link under the "Attachment" column.

**11. Attachments Column:** This has the “Attachments” header and contains clickable links to the (a) Justification Form, and (b) uploaded documentary requirements. Clicking on the <Justification Form>button activates the pop-up Individual Justification Form, the contents of which may be edited.

Meanwhile, clicking on <IRSE Requirements> button will activate the pop-up window containing the list of documentary requirements. A check mark (✓) means the document has been submitted while a cross mark (✗) means it is still pending.

To be able to Endorse Nominees to CHED for vetting, the SHEI representative must ensure the following:

1. The nominee has created an account and updated his/her profile;
2. The nominee has uploaded all documentary requirements;
3. The Justification Form for the nominees and SHEI's Strategic Direction have been accomplished.

# ONLINE NOMINATION PORTAL **QUICK GUIDE**



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The Steps for Nomination are:

**STEP 1:** Filter the page by clicking on the <View> button and selecting **Complete Requirements**. This will make the page to show only the names of the nominees who have uploaded all required documents.

This screenshot shows the 'Engagement Nominees' section of the portal. The 'View' dropdown menu is set to 'Incomplete'. The table lists two nominees with incomplete requirements:

Select	All	Edit	#	Status	Nominee ID	Full Name	Type	Primary Sector
<input type="checkbox"/>			1.	Incomplete requirement(s)	IRSE-677000002	LANE, LOUISE lane@princetech.com.ph	Teaching Non-Permanent	Component : Industry Duration : 3 Months
<input type="checkbox"/>			2.	Incomplete requirement(s)	IRSE-677000004	ORTEGA, STEPHANIE AVINANTE sortega@ched.gov.ph	Teaching Permanent	Component : Industry Duration : 24 Months

**STEP 2:** Tick the checkbox next to each of the nominees' names. You can do this once by clicking on the <Select All> checkbox.

This screenshot shows the same 'Engagement Nominees' section, but the 'Select All' checkbox in the header has been checked, selecting all three nominees. The checkboxes in the table rows are also checked.

Select	All	Edit	#	Status	Nominee ID	Full Name	Type	Primary Sector
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1.	Incomplete requirement(s)	IRSE-677000002	LANE, LOUISE lane@princetech.com.ph	Teaching Non-Permanent	Component : Industry Duration : 3 Months
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2.	Incomplete requirement(s)	IRSE-677000004	ORTEGA, STEPHANIE AVINANTE sortega@ched.gov.ph	Teaching Permanent	Component : Industry Duration : 24 Months
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		3.	Incomplete requirement(s)	IRSE-677000005	PARKER, PETER mmcabantac+test3@ched.gov.ph	Teaching Permanent	Component : Industry Duration : 6 Months

# ONLINE NOMINATION PORTAL **QUICK GUIDE**



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**STEP 3:** Click on the <Endorse Nominee> button. A prompt will appear with the question: “Are you sure you want to endorse the selected nominee(s)?”.

Select All	Edit	#	Status	Nominee ID	Full Name	Type Employment	Primary Sector
<input checked="" type="checkbox"/>	Edit	1.	Incomplete requirement(s)	IRSE-140000016	MAKILING, MARIA mmlcabantac+test5@ched.gov.ph	Teaching Permanent	Component : Government Duration : 3 Months
	Edit	2.	Endorsed	IRSE-140000028	PARKER, PETER mmlcabantac+test5@ched.gov.ph	Non-Teaching Permanent	Component : Industry Duration : 9 Months

**STEP 4:** Click on the <Endorse> button. A prompt will appear if it is successful. If the nominee was not endorsed, the reasons for failure will be indicated in the Status Column.

Are you sure you want to endorse the selected nominee(s)?  
Note: Personnel must complete all the requirements to endorse to IRSE Grants

Edit	#	Status	Nominee ID	Full Name	Type Employment	Primary Sector
<input checked="" type="checkbox"/>	1.	Incomplete requirement(s)	IRSE-140000016	MAKILING, MARIA mmlcabantac+test5@ched.gov.ph	<b>Endorse</b>	Component : Government Duration : 3 Months
	2.	Endorsed	IRSE-140000028	PARKER, PETER mmlcabantac+test5@ched.gov.ph	Non-Teaching Permanent	Component : Industry Duration : 9 Months



**STEP 8** After endorsing all nominees to CHED,  
**EXPORT AND DOWNLOAD** the SHEI Nomination  
Form and Individual Justification, to be signed by  
the SHEI President or authorized representative.

Through the **REPORT** button, the (1) SHEI Nomination Form and the (2) Individual Justifications shall be downloaded. **Note that all information entered in the Online Nomination Portal will be reflected in the exported forms indicated above.** This shall be printed out and signed by the SHEI President or authorized representative.



**CHED K to I2 Transition Program**

Home > Institution > Nominations > Engagement > Nominee

## ENGAGEMENT NOMINEES

Use this module to nominate personnel to engagements...

search...

Select	All	Refresh	Endorse Nominee	Follow up Requirements for Submission	Resend Invitation	View:	Endorsed		
<input type="checkbox"/>	<input type="checkbox"/>	Edit	#	Status	Nominee ID	Full Name	Type Employment	Primary Sector	Secondary Sector
			1.	Endorsed	IRSE-677000001	SANCHEZ, ALLAN ROBERT wacko0316@hotmail.com	Teaching Permanent	Component : Industry Duration : 3 Months	Component : Industry Duration : 3 Months
			2.	Endorsed	IRSE-677000003	VILLASIS, GERHALD ILUSTRE gvillasis@ched.gov.ph	Teaching Permanent	Component : Government Duration : 24 Months	Component : Government Duration : 24 Months

Ensure that the printed SHEI Nomination Form and Individual Justifications are **duly signed by the SHEI President or authorized representative.**

B. List of Nominated Faculty (Add rows as necessary)	
<b>A. Individual Identification:</b> (This section must be accomplished by the SUPERVISOR of EACH nominated Teaching or Non-teaching Personnel.)	
<b>B. Faculty Profile:</b> Please provide complete information on the faculty: <b>Name of Faculty:</b> Enter Name, Middle Initial, Last Name <b>Age:</b> Enter age here <b>Enter teaching discipline or designation:</b> <b>Designation (or Name of teaching Personnel):</b> Enter Name <b>Enter Status:</b> Enter E-mail, address, telephone number or address where degree <b>Graduate degree program applied for (if applicable):</b> Imp. Plan in Development Engineering <b>Other graduate degree will be awarded:</b> Enter complete name of DHEI and Campus here <b>Previous recipient of CMBG FDN?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Enter last name	
<b>C. Nomination (Concretely justify your nomination of the faculty):</b> <b>Qualifications:</b> 1. How long has the applicant been with your department/institution? 2. How many years has the applicant served as a faculty member in your department? 3. Where will the nominee's study after one year place him/her in one of the following areas? Please choose one area below: (1) Importance and value to DHEI (2) Importance and value to the institution and national development (3) Importance and value to the discipline or profession	
Enter Name, Middle Initial, Last Name Name and Signature of Nominee's Supervisor Date Submitted: MM/DD/YYYY	
Enter Name, Middle Initial, Last Name Name and Signature of HEI President Date Submitted: MM/DD/YYYY	
The enclosed documents, is true and correct:  	



**STEP 9 MAIL THE FORMS** to the  
CHED Central Office via courier  
**no later than December 7, 2016.**

Signed, hard copies of the (1) SHEI Nomination and Individual Justification Form; (2) Re-Entry Plan; and (3) DBP Application Forms must be consolidated and sent as a batch via courier to the following address:

**MR. GERHALD I. VILLASIS**

*Instruction, Research and Sectoral Engagement (IRSE) Grants Team  
K to 12 Transition Program Management Unit  
Ground Floor, HEDC Building, CHED Central Office  
C.P. Garcia Avenue, UP Diliman, Quezon City*

After sending, please inform us by accomplishing the form in this link  
[bit.ly/irsedocutacker](http://bit.ly/irsedocutacker)

The expected time of arrival of said forms to CHED Central Office is on **December 7, 2016**. Please ensure the timely delivery of required documents listed above as this deadline is **non-extendable**, unless otherwise indicated by the Commission.



## **CONGRATULATIONS!**

You have completed the nomination process.  
Please stand by for further announcements  
regarding the results.

**For further questions and clarifications,  
visit [www.chedk12.wordpress.com/faqs](http://www.chedk12.wordpress.com/faqs)**