



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
**REGIONAL OFFICE XI**  
Loyola St., Obrero, Davao City



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**MEMORANDUM FROM THE REGIONAL DIRECTOR**

No. 101, s. 2022

For : **PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS**

Attention : **DEANS/PROGRAM HEADS/RESEARCH DIRECTORS**

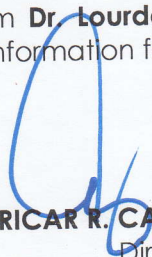
Subject : **Specialized Training on Ethics for Public and Private HEIs (STEPP-HEIs)**

Date : **July 15, 2022**

In accordance with the pertinent provision of RA 7722, otherwise known as the "Higher Education Act of 1994", the Commission on Higher Education Regional Office XI hereby endorses the abovementioned undertaking for the support and participation of all concerned.

Deans, Program Heads and Research Directors are encouraged to participate in the **Specialized Training on Ethics for Public and Private HEIs (STEPP-HEIs): Capacitating Private HEIs on Applying Ethical Practices in the Academe and in the Conduct of Social Science Research** scheduled on **July 20, 2022**. This Region is given 40 slots.

Attached is the communication from **Dr. Lourdes M. Potus**, Project Leader, STEPP-HEIs Project, which contains relevant information for your reference.

  
**MARICAR R. CASQUEJO, Ph.D., CESO III**  
Director IV





One Social Science in solidarity  
with other disciplines for Filipinos and  
the global community.

13 July 2022

**DR. MARICAR R. CASQUEJO, CESO III**

Director, CHED Regional Office XI  
Loyola St., Bo Obrero  
University of Southeastern Philippines Compound  
Davao City

Dear Dr. Casquejo,

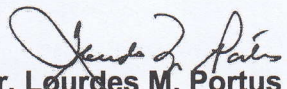
We are writing in relation to the Memorandum issued by the CHED Chairperson dated 2 June 2022 requesting CHED Regional Office Directors and Officers-In-Charge to identify participants for the **Specialized Training on Ethics for Public and Private HEIs (STEPP-HEIs): Capacitating Private HEIs on Applying Ethical Practices in the Academe and in the Conduct of Social Science Research** project organized by CHED, the UP System and the Philippine Social Science Council.

We reiterate our request for your office to identify two participants per HEI from your region. Your office should submit a total of 28 participants from private HEIs and 12 from public HEIs to [training@pssc.org.ph](mailto:training@pssc.org.ph) by 20 July 2022. Your total slot allocation is 40 participants.

In submitting the list of participants, kindly take note of **(1)** the required criteria for the HEIs and participants (see Annex A), and **(2)** the required format for submission to [training@pssc.org.ph](mailto:training@pssc.org.ph) (see Annex B). Several HEIs and individuals have reached out to us but we ask you to please require them to coordinate with you instead, as the official list of participants will come from your office. Kindly take note that we will only accept participants who are endorsed by you or who are on your list.

Your cooperation on this matter will help us expedite the process of selecting participants, and efficiently manage the time for the training's preparation. Thank you.

Very truly yours,

  
**Dr. Lourdes M. Portus**  
Project Leader, STEPP-HEIs Project  
Executive Director, PSSC

## **Annex A**

### **Required criteria for HEIs:**

1. HEIs with research centers or units whose primary function is the conduct of research or provision of research services.
2. HEIs without an existing research ethics review board or committee.

### **Required criteria for participants:**

1. A faculty member or researcher actively engaged in producing research, has produced publications or has attended or presented papers in trainings and conferences.
2. A faculty member with the rank of Assistant Professor or higher, with Master's or Doctoral degree.
3. A faculty member who has been serving the university or college for at least three years.

### **Preferred but not required:**

4. Both sexes should be represented.
  5. A prospective member of the Ethics Review Board or Committee or any other similar research ethics evaluation body to be established by the HEI's social science unit or college.
  6. A research adviser of the HEI's social science unit or college; and
  7. A faculty member who teaches research ethics, research methods, or related courses in the HEI's social science unit or college
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### Annex B. Format for list of participants

Region: \_\_\_\_\_

		Info on HEIs:						Required criteria. If the answer to any of these is no, the participant is not eligible.				These criteria are preferred only.				
		1 & 2 are required. If the answer to any of these is no, the HEI is not eligible.						(1) Has the participant actively engaged in producing research, has produced publications or has attended or presented papers in trainings and conferences? (yes/no)	(2) Does the participant have the rank of at least Assistant Professor and a holder of a master's holder or doctoral degree?	(3) Has the participant served the HEI for at least three years?	(4) Sex at birth of the participant (it is preferred that the RDO identify one male and one female).	(5) is the prospective member of the Ethics Review Board or Committee?	(6) Is the participant a research adviser of the HEI's social science unit or college?	(7) Is the participant a faculty member who teaches research ethics, research methods, or related courses in the HEI's social science unit or college?		
Name of participant	Email address and mobile number	Name of HEI (do not abbreviate)	Indicate if public or private	(1) HEI has research centers or units whose primary function is the conduct of research or provision of research services? (yes/no)	(2) HEI has no functioning ethics committee? (yes/no)	(1) Has the participant actively engaged in producing research, has produced publications or has attended or presented papers in trainings and conferences? (yes/no)	(2) Does the participant have the rank of at least Assistant Professor and a holder of a master's holder or doctoral degree?	(3) Has the participant served the HEI for at least three years?	(4) Sex at birth of the participant (it is preferred that the RDO identify one male and one female).	(5) is the prospective member of the Ethics Review Board or Committee?	(6) Is the participant a research adviser of the HEI's social science unit or college?	(7) Is the participant a faculty member who teaches research ethics, research methods, or related courses in the HEI's social science unit or college?				