



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE I

November 2, 2022

**CHED Regional Memorandum Order
No. 25, s. 2022**

**2022 CHEDRO1 BUSINESS – ACCOUNTING: NETWORKING AND KNOWLEDGE-SHARING
(BANKS) AND CAREER ADVANCEMENT AND PROFESSIONAL ENGAGEMENT (CAPE)**

For : **PRESIDENTS/HEADS**
Higher Education Institutions
Region 1

1. In accordance with the provisions of Republic Act No. 10679 otherwise known as "An Act Promoting Entrepreneurship and Financial Education among Filipino Youth" and CHED's promotion of industry-academe partnerships to solve unemployment and job skills mismatch, this office will conduct the **BUSINESS – ACCOUNTING: NETWORKING AND KNOWLEDGE-SHARING (BANKS) AND CAREER ADVANCEMENT AND PROFESSIONAL ENGAGEMENT (CAPE) on December 6-7, 2022.**
2. These fused projects aim to enhance business education students' employability, financial and entrepreneurial skills to be globally competitive.
3. Participants in the Career Advancement and Professional Engagement (CAPE) Learning Sessions are 4th year/graduating business and accounting students of Higher Education Institutions (HEIs) in the region. The first **200 participants to register** will be considered for **onsite** participation. However, a maximum of **ten (10) onsite participants per HEI** will only be allowed to give opportunity to other HEIs to participate. Registration is on a first-come, first-served basis. Other participants may join the learning sessions via Zoom.
4. There will be **NO REGISTRATION FEE** to be collected.
5. Onsite participants must submit the following documents per CMO No. 63, s. 2017 otherwise known as "Policies and Guidelines on Local Off-campus Activities" **at least fifteen (15) days** before the said event:
 - a. Certificate of Compliance
 - b. Report of Compliance
6. Please see attached schedule, program flow, contest guidelines, and off-campus documents, for your guidance and reference.
7. For inquiries, please call Dr. Ricky A. Cera or Mr. Al Gerald S. Barde, Education Supervisors, this Office, at telephone numbers (072) 682 – 9623; (072) 242 – 2750 loc. 2008; 09194776578 or email them at chedro1@ched.gov.ph cc: rcera@ched.gov.ph , agbarde@ched.gov.ph.
8. Active participation in the activities is enjoined.

Incl: a/s
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DANILO B. BOSE, PhD
OIC-Director IV

HEDC Building, Government Center, Brgy. Sevilla, City of San Fernando, La Union, Philippines, 2500
chedro1@ched.gov.ph; Website: www.chedro1.com | www.ched.gov.ph

(072) 682-9623; (072)-242-0238; Tel. fax. (072)-242-2750



Name of Activity	TOPIC	Remarks
December 6, 2022		
<p>Career Advancement and Professional Engagement: Learning Sessions</p> <p>Announcement of Winners for the Accounting Parody Contest</p>	<p>Learning Session 1: <i>Employment Opportunities in Region 1</i></p> <p>Learning Session 2: <i>Professional Ethics in the Workplace</i></p> <p>Learning Session 3: <i>Top Employability Skills in the VUCA World</i></p> <p>Learning Session 4: <i>Preparing Winning Resumes and Acing Job Interview</i></p> <p>Learning Session 5: <i>Business Startups for Young Entrepreneurs</i></p> <p>Deadline of submission of entries: December 2, 2022</p>	<p>Please refer to this link https://bit.ly/2022CHEDRO1CAPE for the registration.</p> <p>For more details, please refer to the attached guidelines.</p>
December 7, 2022		
<p>Accounting Quiz Bowl</p> <p>One Big Idea: A Business Pitch Challenge</p>	<p>Deadline of registration: November 29, 2022</p> <p>Deadline of submission of business plan: November 25, 2022</p>	<p>For more details, please refer to the attached guidelines.</p>



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE I

CONTEST GUIDELINES FOR ACCOUNTING QUIZ BOWL

Guidelines:

1. The coverage of the Accounting Quiz Bowl included ALL CPA Board courses.
2. Higher education institutions are only allowed to send a maximum of **two (2) contestants** to participate in the contest.
3. The participants should be bona fide students enrolled in one of the various accounting programs, such as the Bachelor of Science in Accountancy, the Bachelor of Science in Management Accounting, the Bachelor of Science in Accounting Information System, or the Bachelor of Science in Internal Auditing, and must be **at least in their third year** at the time of the competition.
4. The contestant will be given letter cards "A-D" for multiple choice questions and a clean coupon bond/cardboard for non-multiple choice questions. Also, the participants should write his/her answers clearly and legibly on the provided answer board.
5. Letter cards "A-D" and a clean coupon bond or cardboard will be provided to the participants for multiple choices and problem-solving questions. The participants should write their answers legibly.
6. Answers to the problem-solving questions should be complete with NO abbreviations.
7. Any participant who will be caught cheating will be automatically eliminated from the competition.
8. The participants are allowed to use their calculator **ONLY** when the quizmaster says "GO!". Any participant who violates the aforementioned rule for the first time will receive a warning and for the succeeding offenses, he/she will be **DISQUALIFIED**.
9. Theory and problem-solving questions will be read twice by the quizmaster.

Mechanics:

1. The Accounting Quiz Bowl comprises three rounds. EASY, MODERATE, and ADVANCED

TYPE	EASY	MODERATE	ADVANCED
Theory	10 seconds	10 seconds	10 seconds
Problem	30 seconds	60 seconds	90 seconds
No. of items	10	10	10
Corresponding points	5	7	10

2. The participant shall write his/her answers before the time allotted has lapsed. Answer boards shall be raised once the quiz master declares so. Any participant who fails to comply will receive a warning and his/her answer may be forfeited depending upon the decision of the quiz master.
3. The top ten (10) participants who earned the highest scores in the easy and moderate rounds proceed to the advanced round (depending on the number of participants). All points will be reset to zero (0).
4. After the two rounds (easy and moderate), if there is a tie, a tie-breaking question will be asked until the deadlock is broken. The quiz master reads each question twice. Tie-breaking questions shall not affect the participant's overall score. Whoever gets the correct answer first shall advance to the next round or otherwise be declared the winner.
5. Cash prizes and certificates will be given to the top three winners.

Champion	Php	5,000
1 st Runner-up		3,000
2 nd Runner-up		2,000

HEDC Building, Government Center, Brgy. Sevilla, City of San Fernando, La Union, Philippines, 2500
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REGIONAL OFFICE I

Documentary requirements:

The higher education institution is required to submit a scanned copy of the following at chedro1@ched.gov.ph cc: rcera@ched.gov.ph and register to <https://bit.ly/AcctgQuizBowl> on or before **November 29, 2022**:

- Copy of endorsement letter from the president or dean or any equivalent position capable of endorsing the student as the official contestant.
- Copy of student ID duly certified by the registrar
- Copy of the latest registration/enrollment form/certification duly certified/issued by the registrar indicating the program and year level of the student.

Failure to submit the complete supporting documents will not be considered.

ACCOUNTING PARODY CONTEST GUIDELINES

Parody is a creative reworking of a pre-existent composition to form a new composition. In modern movie usage, parody is a humorous piece of a music video that imitates the style of an original work or piece in an exaggerated way.

- Each higher education institution shall only be allowed to send **one (1) entry** for this competition.
- There is no limit as to the number of performers and singers. Provided, however, that all performers and singers must be bona fide tertiary students enrolled for the current semester.
- There is only one music video to be assigned for this competition, "**Gusto ko ng Bumitaw**" popularized by Morissette Amon.
- The music video parody should be presented with a twist and with humor.
- The music video shall have a minimum of three (3) minutes and a maximum of five (5) minutes duration.
- The music video must not include vulgar or obscene scene(s).
- The music video must be sent to chedro1@ched.gov.ph cc: rcera@ched.gov.ph with a sample file name **<name of hei_accountingparody>** and said music video must be in ".mp4" format only.
- The criteria for judging are as follows:

Criteria	Percentage
Creativity (Over-all concept, Originality, Humor, Entertainment value)	50%
Aesthetic Appeal (Costumes & Over-all look and Video Technicalities)	20%
Content (Relevance to Original Music Video)	30%
TOTAL	100%

- The HEI must register in the link <https://bit.ly/AcctgParody> and submit their entry through our official email address at chedro1@ched.gov.ph cc: rcera@ched.gov.ph with the subject: **<Name of HEI> _Accounting Parody**, together with the other supporting documents **on or before December 2, 2022**.

Documentary requirements:

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COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE I

- a. Copy of endorsement letter from the president or dean or any equivalent position capable of endorsing the students as their official contestants.
- b. Copy of student IDs or copy of latest registration/enrollment form/certification duly certified/issued by the registrar.

Failure to submit the complete supporting documents will not be considered.

10. All entries will be posted on the **official Facebook account** of CHED Region 1. A special award will be given to the most viewed music video.
11. CHEDRO1 shall have the intellectual property rights and exclusive use of the videos submitted. CHED shall have the sole right to use, produce or reproduce the submitted videos with proper credits.
12. Any violation in these guidelines shall mean disqualification.
13. Cash prizes and certificates will be given to the top three music videos.

Champion	Php	6,000
1 st Runner-up		4,000
2 nd Runner-up		3,000
Most Viewed Parody		2,000

ONE BIG IDEA A BUSINESS PITCH CHALLENGE CONTEST GUIDELINES

COMPETITION RULES

The One Big Idea focuses on a student's capacity to present a pitch meant to convince an investor to support a new product or service. Students will have fifteen (15) minutes to showcase their concept, marketing plan, and sustainability plans. Pitches are judged on how realistically they construct a product or service and how well they can answer the judges' queries.

1. Open to all tertiary students who are currently enrolled in any of the following programs: Business Administration, Entrepreneurship, Agribusiness Management, Cooperative Management, Economics, Accountancy, and other business-related programs.
2. The Higher Education Institution (HEI) is eligible to submit **at most two (2) teams** with five (5) members per team. The composition of the team members may be a mixture of the above-mentioned programs.
3. The HEI must present a unique product or service for each of the teams entered into the competition.
 - a. The pitched concept must be the **original** work of the individual team pitching it.
 - b. Innovations on existing products are permitted but must be disclosed to the judges.
 - c. Business ideas and concepts deemed by the judge's panel to be offensive, immoral, or unethical may be disqualified.
4. Student competitors may only participate on one (1) business pitch team and are prohibited from participating or assisting in the research, preparation, development, or practice of another team's business pitch.
5. The components of the business pitch shall include:
 - Executive Summary (limit 500 words)
 - Market Analysis (limit 250 words)
 - Description of Product/Service (limit 250 words)
 - Description of Marketing and Sales Strategy (limit 250 words)
 - Team Contact Information: Include a contact name, address, email and telephone.



The business pitch is a summary of the idea or concept, i.e. the product or service. Its content is up to the team. Some elements to consider in preparing your pitch include:

- a. Description of Product or Service
 - b. Value Proposition – How will the product or service add value for customers?
 - c. Target Market Characteristics – Who will buy the product or service? How big is the target market?
 - d. Differentiation – How is the product or service different from existing products and services?
 - e. Competitive Advantage - What is the competitive advantage? (patent, algorithm, unique service model, etc.)
 - f. Revenue Model – How will the product or service generate revenue? (sales, subscription, advertisement, etc.)
 - g. Revenue Estimate – How long will it take to generate revenue and what sales revenue is expected
6. Each team must register at <https://bit.ly/BusPitchChallenge> and submit their business pitch through our official email address at chedro1@ched.gov.ph cc: rcera@ched.gov.ph with the subject: <Name of HEI> _ <Team No.> _Business Pitch, together with the other supporting documents on or before November 25, 2022.

Documentary requirements:

- c. Copy of endorsement letter from the president or dean or any equivalent position capable of endorsing the students as their official contestants.
- d. Copy of student IDs duly certified by the registrar
- e. Copy of the latest registration/enrollment form/certification duly certified/issued by the registrar indicating the program and year level of the student.
- f. Certification that the business pitch is an original work/output of the students.

Failure to submit the complete supporting documents will not be considered.

7. The top five (5) finalists will be invited to present their business pitch during the Business Pitch Session.
8. Each finalist will be given a duration time of twenty-five (25) minutes and it will be strictly timed as follows:
 - a. Fifteen (15) minutes are allocated to the business pitch presentation by the team. During this time, teams will not be interrupted or interacted with by the panel of judges. Time will begin when the first member of a team begins to speak.
 - b. Ten (10) minutes are allocated to the panel of judges to ask questions from the team regarding their business pitch. Time will begin when the first member of the judges begins their first question.
9. Dress Code for the business pitch presentation: Business Attire.
10. Evaluation criteria for the business pitch (written) and presentation proper:

BUSINESS PITCH (WRITTEN)

	POINTS
Executive Summary	15
Product/Service	20
Market Analysis and Marketing Plan	20
Operational Plan	20



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE I

Sales Strategy and Financial Plan	20
Supporting Documents/Appendices	5
TOTAL SCORES	100

BUSINESS PITCH PRESENTATION:

	POINTS	
PART I: BUSINESS VIABILITY		
Market Opportunity	12	60 POINTS
Distinctive Competency	12	
Management Capability	12	
Financial Understanding	12	
Investment Potential	12	
PART II: PRESENTATION		
Formal Presentation	20	40 POINTS
Question and Answer	20	
TOTAL SCORE		100 POINTS

11. Each team may select the media it feels will most effectively deliver its message. Teams may display, share, or show prototypes, samples, or posters. Materials may be distributed to the judges (but not to the audience) during the pitch.
12. Each team and its faculty coach/adviser must certify that all work on the business pitch was completed by those presenting the pitch and no others. A certification form is requested as part of the submission.
13. Any violation of these guidelines shall mean disqualification.
14. Cash prizes and certificates will be given to the winners.

Champion	Php	10,000
1 st Runner-up		7,000
2 nd Runner-up		5,000
2 Finalists (P2,000)		4,000



(Name of HEI)

**LOCAL OFF-CAMPUS ACTIVITIES
CERTIFICATE OF COMPLIANCE**

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No.____, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified Correct:

Recommending approval:

Personnel-in-Charge

Vice-President for Academic Affairs

Approved by:

President/Head of HEI/
Authorized representative

SUBSCRIBED AND SWORN to before me, this _____, by _____ who exhibited to me (his/her) competent proof of identification _____ issued at _____, Philippines on _____.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES

REPORT OF COMPLIANCE

NAME OF HEI: _____

REGION: _____

ADDRESS: _____

BASIC INFORMATION:

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
e.g. BS Travel Mgt.	PTour 1	Baguio Burnharm Park Pinagbenga Festival	February 25 – 28, 2017	40	Engr. Liveta Mr. Ong

REPORT BEFORE THE ACTIVITY:

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct:

Recommending approval:

Personnel-In-Charge

Vice President for Academic Affairs

Reviewed by:

Approved by:

Dean or Program Head

President/Head of HEI/ Authorized representative

