

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
Meralco Drive, Pasig, Metro Manila

August 19, 1994

CHED ORDER NO. 1, s. 1994

To: Bureau of Higher Education Personnel
Regional Directors, DECS
Heads of Public and Private Higher
Education Institutions

Interim Guidelines for the Operation of the Bureau of Higher Education and the Higher Education Divisions in the DECS Regional Offices Pending the Transfer, Reassignment and other Movement of Affected Personnel of the DECS Pursuant to Section 18 or the Transitory Provision of Republic Act 7722, Otherwise known as the Higher Education Act of 1994

1. Pursuant to the Transitory Provision of Section 18 of R.A. 7722, -during the transition period, "such personnel, properties, assets and liabilities, functions and responsibilities of the Bureau of Higher Education, including those for higher and tertiary education and degree-granting vocational and technical programs in the regional offices under the DECS, and other government entities having functions similar to those of the Commission are hereby transferred to the Commission".

2. In view of the urgent need to fully operationalize the Commission on Higher Education and the various offices under it, and to effectively implement the smooth and orderly transfer of functions and personnel, assets, liabilities, properties and records of the affected DECS units, the following interim measures are being undertaken and the rules and regulations in the implementation of such measures are hereby promulgated. RTH

SALARIES AND OTHER BENEFITS OF PERSONNEL

2.1. All personnel of the Bureau of Higher Education and the Higher Education Divisions of the DECS Regional Offices shall continue to perform their functions and receive their salaries and other benefits to which they are entitled.

Higher Education Divisions in the DECS Regional Offices shall be temporarily attached to the DECS Regional Offices only administratively.

ACTION ON NEW PROGRAM APPLICATIONS

2.2 Higher education offices in the regions are hereby advised to stop accepting new applications for the operation of higher education programs, and to hold action on applications pending in their offices. Provided, however, that the Commission shall be informed immediately of the status of those applications that are already in the process of evaluation as of August 18, 1994.

PROCESSING OF SPECIAL ORDERS, CERTIFICATES OF ELIGIBILITIES AND OTHER SIMILAR STUDENT SERVICES

2.3 The Higher Education Divisions in the regions shall continue, however, to perform functions related to the delivery of basic services to students such as the processing of Special Orders and Certificates of Eligibility and such shall be signed by the incumbent Chiefs of the Higher Education Divisions, until further notice.

3. Area Offices

3.1 Pursuant to Section 8 of RA 7722, the Commission on Higher Education shall have only four (4) area offices, namely, NATIONAL CAPITAL REGION, LUZON, VISAYAS AND MINDANAO and said offices to be located in Manila in the case of NCR and LUZON, Cebu and Davao in the case of VISAYAS AND MINDANAO, respectively. p-77

SURVEY OF PERSONNEL PREFERENCES

3.2 In view of the developments enunciated in the preceding provision, pending the formulation of the new organizational structure and staffing pattern of the Commission on Higher Education, and in order for the Commission to have a broader and deeper basis for policy and decision-making in the process of evolving the organizational structure and staffing of the CHED, all personnel of affected units of the DECS such as the Bureau of Higher Education and the Higher Education

Divisions of the DECS Regional Offices are hereby required to fill-out a SURVEY OF CHOICES AND PREFERENCES in which all personnel shall state any of the following options : (See attached forms for details)

FIRST OPTION : The personnel is opting to be reassigned to other units of the DECS, in any of its offices and bureaus.

SECOND OPTION : The personnel is intending to stay with the new organization subject to the new organizational structure and staffing pattern and the rules and regulations for its implementation.


THIRD OPTION : The personnel is retiring from the service pursuant to existing laws and whatever retirement package most favorable to said personnel as the Commission may implement.

FOURTH OPTION : The personnel is opting voluntarily to separate from the service, and thus, receive separation or other similar benefits that she may be entitled to.

All affected units shall immediately submit the survey forms duly accomplished and the results of said survey to the Commission not later than September 30, 1994.

Likewise all affected units shall submit not later than the above deadline to the Commission, a listing of functions that are transferred as well as of personnel, assets, liabilities, equipment, records and other properties corresponding to the transferred functions.

This Order shall take effect immediately.


RICARDO T. GLORIA
Chairman