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

July 17, 1995

**CHED ORDER**  
**No. 27, s. 1995**

**POLICIES AND GUIDELINES ON DISTANCE EDUCATION**

**To:** CHED Regional Directors  
Presidents of Private Colleges and Universities  
Presidents of State Colleges and Universities  
Heads of CHED-Supervised Institutions

**1.0 GENERAL POLICY:**

The Commission on Higher Education takes cognizance of the need to make quality higher education accessible to a greater number of qualified Filipinos. The Commission, in the same spirit, upholds the ideals for quality and excellence and demands its application by all higher education institutions in all programs offered and activities sponsored.

**2.0 PHILIPPINE DISTANCE EDUCATION DEFINED**

A program is said to be offered on Distance Education mode if at least half of the total number of hours required for a degree program is offered outside of the confines of the formal classroom set-up where student-teacher contact is normally required. Distance Education may be delivered using printed instructional materials, video, radio or teleconferencing with sufficient provisions for valid and reliable testing and evaluation procedures.

**3.0 IMPLEMENTING GUIDELINES**

**3.1 The Higher Education Institution:**

3.1.1 To ensure that quality and excellence are safeguarded, only Higher Education Institutions with a program accredited at Level III by any of the recognized accrediting bodies in the Philippines or its equivalent as recognized by CHED shall be allowed to open distance education on the program with the said accreditation status subject to specific policies as herein stipulated.

3.1.2. Foreign higher education institutions desiring to offer distance education in the Philippines through extension, shall be subject to the guidelines issued by CHED on "Extension classes".

### 3.2 The Student Entrance

3.2.1 Qualified Filipino students who, for reasons of disability, workload, or distance from Higher Education Institutions, are unable to pursue higher education through normal and formal channels may opt to enrol in distance education courses. The student must show evidences that he/she is unable to attend formal classroom instruction.

3.2.2 The student must pass the entrance requirements of the Institution which are similarly reflected in the Policies and Standards of CHED per degree program.

3.2.3 The student must comply with all other Institutional requirements of the Higher Education Institution offering the Distance Education program.

### 3.3 Administration and Supervision of the Program

3.3.1 The Institution shall designate Distance Education coordinators or Program Heads qualified under the provisions of CHED standards, e.g. holders of master's degrees in the specific discipline where distance education mode is to be used etc.

3.3.2 The Institution shall provide a pool of qualified Distance Education instructional materials developers possessing master's degrees in the discipline and trained in instructional materials production.

3.3.3 The Institution must provide for Distance Education Learning Centers as may be necessary, in strategic places in the country to provide greater accessibility to its clientele and where testing and evaluation may be undertaken.

3.3.4 The Institution must give provisions for efficient communication facilities to allow Distance Education students ready access to the main Institution or to the coordinators of the Program.

### 3.4 Delivery Systems

To ensure the efficient and effective delivery of instruction through Distance Education, the Institution must:

3.4.1 Prepare a set of well-written, well-structured, and well-tested instructional materials. These instructional materials which are written or produced with the purpose of providing self-instruction to the students shall be complemented by a set of books and reference materials normally required of the course. The adequacy of the instructional materials shall be judged by a panel of experts from CHED's Technical Panel for the program. In case of audio or video materials, the Technical Panels will be assisted by an expert in Educational Technology.

3.4.2 Prepare a set of validated instruments for gauging the student's progress in the course such as examinations and tests. The school shall also indicate the frequency of such academic assessments and evaluation and the manner in which these are administered. It is required that the student presents himself personally to the test administrator at the time that testing shall be required. The tests' validity and reliability shall also be judged against the standards set by the Technical Panel for the program.

3.4.3 Have a separate library and learning resources for the purpose of Distance Education clientele who may want to conduct research or actual experimentation in each of the designated Learning Centers.

3.4.4 Must show evidence of regular monitoring of the students enrolled in the Distance Education program through the physical presence of its designated Distance Education coordinators in the Learning Centers on a regular basis.

3.4.5 Must submit the following documents to CHED one (1) year prior to the intended operationalization of the Distance Education program:

a) Faculty and Administrative support staff for Distance Education;

b) Comprehensive Plan of Action for Distance Education including a detailed description of the: Screening Processes, Admission, Retention and Promotion policies, Monitoring, Assessment and Evaluation procedures, available facilities and resources for distance education;

- c) Complete set of instructional materials and evaluative instruments per program for evaluation by CHED.

#### 4.0 GRADUATION CREDENTIALS AND TRANSFER OF CREDITS

4.1 The school shall clearly indicate in the credentials of the students that the subjects taken were on Distance Education mode.

4.2 Units earned through Distance Education may be credited in other institutions subject to that Institution's and CHED's policies on "transfer of units". The receiving Institution shall reserve the right to evaluate the student's credentials before accepting him/her to the Institution.

#### 5.0 QUALITY AUDIT MECHANISMS

The Commission on Higher Education shall conduct periodic quality audits of the programs being operated on Distance Education mode in the following ways:

5.1 A quality assessment of the required instructional standards per program;

5.2 An audit on the testing and evaluation procedures of the Institution offering Distance Education;

5.3 Initial Permits to operate distance education courses shall be coursed through the CHED Office of Programs and Standards after initial quality assessment by the CHED Regional Offices.

5.4 Regular monitoring and renewal of permits shall be undertaken by the CHED Regional Offices.

6.0 EFFECTIVITY. This set of Policies and Guidelines shall take effect immediately.

(SGD.) ANGEL C. ALCALA  
Chairman

For Resolution dated 17 July 1995.

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