

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER

No. 01
Series of 2001

**SUBJECT: DELEGATION OF AUTHORITY TO CHED
REGIONAL OFFICES AND OTHER AREAS OF
CONCERN**

x ===== x

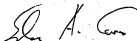
In accordance with the pertinent provisions of Republic Act (RA) 7722, otherwise known as the "Higher Education Act of 1994", and by virtue of Resolution No. 153-2000, Series of 2000 of the Commission en banc, dated August 21, 2000 and taking into consideration the full utilization of the Regional Quality Assessment Team in the evaluation/assessment of Higher Education Institutions (HEIs) applying for Government Recognition, the following functions are hereby delegated to the CHED Regional Offices, to wit:

1. Issuance of the certificate of recognition for the undergraduate programs (except Maritime Education) is hereby delegated to CHED Regional Offices.
2. Processing of applications for permit and recognition of the graduate programs shall continue to be processed in the Office of Programs and Standards (OPS).
3. As a special case and with the exception of maritime education, CHED-NCR, may now issue permit for graduate programs within its area of jurisdiction. However, processing of application for recognition of graduate programs will still be retained in the OPS, Central Office.

4. This new set of functions delegated to CHED Regional Offices shall be subject to the following conditions:
 - 4.1 that in the case of non-recognition due to non-compliance to CHED requirements, automatic phase-out of the program shall be enforced;
 - 4.2 that the Regional Directors shall be held responsible and accountable for the actions taken in the issuance of permit and recognition;
 - 4.3 that violations of CHED rules and regulations in the issuance of permit/recognition shall be dealt with accordingly and appropriate sanctions against personnel concerned shall be applied without prejudice to the filing of criminal and other charges in the proper forum; and
 - 4.4 that violations by RQAT members of CHED rules and regulations in the issuance of permit/recognition shall result in the withdrawal of their appointment as RQAT members without prejudice to the filing of criminal and other charges in the proper forum.
5. Enclosed are the guidelines to be followed in processing applications for government recognition.

This CMO shall apply to applications of programs starting SY 2001-2002.

Pasig City, Philippines, Jan. 05, 2001 .



ESTER ALBANO-GARCIA
Chairperson

GUIDELINES TO BE FOLLOWED IN PROCESSING APPLICATIONS FOR GOVERNMENT RECOGNITION

FILING OF APPLICATION

1. An application for Government Recognition signed under oath by the President/School Head shall be filed with the Regional Office concerned not later than the end of January of the school year prior to that for which recognition is sought.
2. The Certificate of Recognition shall be issued during the last curriculum year of the course. However, in case a school has complied with all the requirements it may be issued recognition for a course earlier than the fourth year or the last curriculum year.
3. A permit to operate which had been previously issued shall continue to be valid and considered renewed during the period where the school has already applied for recognition and the Commission has not officially responded, either favorably or unfavorably. The permit shall be valid for purposes of graduating students, while the Commission has not responded in writing to the application for recognition.

ACTION ON APPLICATION

1. Application for government recognition shall be acted upon not later than fifteen (15) working days by CHED Regional Offices.
2. Within three (3) months, the CHED Regional Office shall inform the applicant school of the status of its application.

REGIONAL QUALITY ASSESSMENT TEAM (RQAT)

1. The full participation of the Regional Quality Assessment Team (RQAT) in the visitation/inspection of higher education institutions applying for government recognition is required.

2. An RQAT team shall be composed of at least (2) members, coming from the academe and/or industry.
3. Within five (5) working days after visitation, a comprehensive report duly signed by the assessors shall be submitted to the Office of the Regional Director for final review. The evaluation report shall be the basis for the decision on whether or not to grant government recognition.
4. Under no circumstances should the evaluation report of the team containing its findings and recommendation be altered.
5. In evaluating institutions applying for government recognition, the RQAT should observe fairness and objectivity in carrying out this assignment.

EVALUATION INSTRUMENT

1. The grant of government recognition shall be based on full (100%) compliance with the minimum requirements prescribed by CHED in the offering of a particular program of study, specifically in terms of faculty, library, laboratory and administration.
2. The compliance with Policies and Standards for each discipline shall be the sole criterion in determining grant of government recognition.
3. Non-compliance with the requirements shall mean phase-out of the program.

EVALUATION FORM

1. In order to observe uniformity and simplicity in the preparation of evaluation report, the enclosed form prepared by the Office of Programs and Standards (OPS) shall be used in the evaluation processes.
2. This common form shall be used by all CHED Regional Offices-RQAT in the processing and preparation of evaluation reports.

3. The school head or his authorized representative shall sign at the bottom of the accomplished form marked "conforme."

RECOGNITION CERTIFICATE

1. For uniformity, the enclosed forms shall be adopted.
2. The Certificate shall be prepared in triplicate copies -- the original copy (White), for the HEI concerned; the second copy (Pink), for the CHEDRO; and the third copy (Green), for the CHED Central Office.

QUARTERLY REPORT

1. For record and monitoring purposes, a quarterly report on all higher education institutions issued the certificate of recognition should be submitted to the Office of the Chair through the Director IV, Office of Programs and Standards, indicating among others the following information: name and address of the school, course/s applied for recognition, date of filing of application, effectivity of recognition, and GR number with the corresponding copies (Green) of the recognition certificate.
2. The certificate of recognition to be issued shall be signed in the following manner:

For the Commission:

Signature
Name
Regional Director

The signing of the certificate of recognition shall not be delegated to the next in rank or other CHEDRO Officials.

LETTERHEAD

GOVERNMENT RECOGNITION (GR)

No. _____;

Series of _____

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of Resolution No. _____, Series of _____, of the Commission en banc, this Government Recognition (GR) is hereby granted to _____ (name of school), _____ (address), to conduct and operate the _____ (course) course, effective CY _____ (collegiate year).

This Government Recognition (GR), however, is subject to revocation if the herein grantee fails to operate in accordance with the laws of the Republic of the Philippines and/or fails to maintain the prescribed standards of instruction and/or fails to comply with the rules and regulations pertaining to the organization, administration and supervision of private/public Higher Education Institutions (HEIs) in the Philippines. This Government Recognition (GR) does not extend to any branch of the grantee, whether located in the same place or elsewhere.

_____, Philippines, _____

FOR THE COMMISSION:

(name of CHEDRO Director)
Director IV

(NOT VALID WITHOUT SEAL)