

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



CHED MEMORANDUM ORDER

No. 28
Series 2004

SUBJECT : PROCEDURE ON THE SUBMISSION, PROCESSING AND EVALUATION OF COMPLIANCE DOCUMENTS OF HIGHER EDUCATION INSTITUTIONS (HEIs) GRANTED PROVISIONAL PERMITS TO OPERATE THE BACHELOR OF SCIENCE IN NURSING PROGRAM FOR THE FIRST SEMESTER SCHOOL YEAR 2004-2005 SUBJECT TO COMPLIANCE WITH CERTAIN REQUIREMENTS BY SEPTEMBER 30, 2004

In accordance with the pertinent provisions of Republic Act No. 7722 otherwise known as "The Higher Education Act of 1994", Republic Act No. 9173 otherwise known as "The New Nursing Act of 2002" and CHED Commission en Banc Resolution Nos. 344-2004, the following procedures shall strictly govern the submission, processing and evaluation of compliance documents of the Higher Education Institutions (HEIs) that were granted provisional permits to operate the Bachelor of Science in Nursing (BSN) program.

1. A Technical Review Committee composed of one (1) representative from the Technical Committee for Nursing Education, as Chairman, and one (1) representative each from the Office of Programs and Standards of the CHED Central Office and the CHED Regional Office (CHEDRO) shall conduct the evaluation of the B.S. Nursing programs of HEIs that were granted provisional permits pursuant to CEB Resolution Nos. 344-2004. A copy of CEB Resolution Nos. 344-2004 is hereto attached and made an integral part of this CMO as Annex "A".
2. The said HEIs shall submit to the concerned CHEDRO, original documents in triplicate copies proving their compliance with the noted deficiencies stated in their respective Deeds of Undertaking executed in favor of the Commission not later than September 30, 2004.
3. CHEDRO shall make a report regarding the documentary analysis conducted on the compliance documents required in the Deeds of Undertaking submitted by the HEIs. Thereafter, the CHEDRO shall endorse the original copies of documents to the Technical Review

Committee for its appropriate action, indicating whether the documents are complete or have not satisfied the requirements indicated in the Deeds of Undertaking. The necessity of conducting an ocular visit of the HEIs however, shall be determined by the Technical Review Committee.

4. Processing and evaluation of the compliance documents submitted by the HEIs shall be conducted in the order of submission and in accordance with the schedule of ocular visits as determined by the Technical Review Committee.
5. In determining whether or not the HEI has fully complied with its Deed of Undertaking and hence, entitled to the issuance of a regular permit, the Technical Review Committee will seriously consider the following requirements that are embodied in the CMO No. 30, series of 2000, Updated Policies and Standards for Nursing Education:
 - 5.1 Qualified dean with a valid contract for a period of two (2) School Years subject to renewal thereof taking into consideration the age of the dean, educational attainment and other relevant qualifications;
 - 5.2 Qualified faculty with valid contract for one (1) School Year and the number of faculty should be appropriate to the projected number of students;
 - 5.3 Acceptable base hospital taking into account the following:
 - 5.3.1 Bed-capacity of a qualified base hospital to accommodate the projected number of nursing students, i.e. a bed capacity that would satisfy the required number of hours of Related Learning Experiences (RLE);
 - 5.3.2 Patient occupancy rate of the said base hospital should not be below eighty per cent (80%) at a given time;
 - 5.3.3 A valid contract between the Higher Education Institution (HEI) and the base hospital which stipulates the number of nursing schools currently utilizing the hospital as base hospital, effective date of engagement, and authorized signatories to the contract.
 - 5.3.4 Valid contracts of affiliation with qualified health institutions, aside from hospitals, necessary to support and augment the requirements for hospital related learning experiences (RLE) of students.

- 5.3.5 Internal rotation plan of the nursing students in the base hospitals and in other RLE sites such as community and affiliation centers. This plan should clearly indicate that the requirements of RLEs are met.
- 5.3.6. Related Learning Experience programs in Medical, Surgical, Obstetrical, Gynecologic, Pediatric areas, as well as in Psychiatry, Communicable Disease Control, Community Health, Nursing Administration and Research.

A mere agreement with a base hospital for use as a base hospital for the purpose of the B.S. Nursing program is not sufficient compliance with the requirements on base hospital expressly provided under CMO No. 30, series of 2000. The above factors have been used by the CHED and the Board of Nursing, through the Technical Committee on Nursing Education (TCNE) in determining whether a hospital can indeed be used by the nursing school as a base hospital for its nursing program. This is necessary in order to ensure that nursing students will truly obtain comprehensive and meaningful on-hand training and experience in handling patient care and hospital operations. It is the Commission's primary obligation under its charter Republic Act No. 7722 to undertake all these measures to maintain and preserve the known world-class standards of service of Filipino nurses.

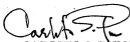
6. The Technical Review Committee shall conduct only one (1) ocular visit of the concerned HEI, when necessary, to determine its compliance with the noted deficiencies stated in its Deed of Undertaking. If the HEI fails to show proof of its compliance, it shall not be allowed to re-submit documents or other proofs to rectify the deficiency considering that: (1) the grant of provisional permit was itself action taken on the request by the said HEI for reconsideration/direct appeal to the Commission; (2) the period provided from June, 2004 until September 30, 2004 is deemed ample time within which the HEI issued the provisional permit could comply with the noted deficiencies; and, (3) the commitment of the HEI contained in the sworn Deed of Undertaking executed in favor of the Commission clearly provides that:

" the Commission reserves the right to immediately revoke or cancel the Provisional permit issued to them in the event they fail to comply with the above-mentioned date, and they shall immediately cease and desist from operating said B.S. Nursing program"

7. The Technical Review Committee shall submit its recommendation on the HEI's status of compliance to the Commission *En Banc* not later than one (1) week after the conduct of the visit. If the Commission *En Banc* action is favorable to the applicant-HEI, the CHEDRO concerned shall issue a regular permit for first and second year levels to the applicant-HEI effective SY 2004-2005 to 2005-2006. Otherwise, if the Commission *En Banc* action on the applicant-HEI is not favorable, the HEI upon receipt of a written notice from the CHEDRO concerned, shall immediately cease operation of its B.S.Nursing program. The HEI shall withdraw any and all forms of advertisement of its B.S.Nursing program and facilitate the transfer of its nursing students to another HEI with a CHED-recognized B.S.Nursing program.
8. The Commission shall likewise cause the publication of a list of HEIs that had been ordered to cease operations due to non-compliance with the requirements for operation of a B.S.Nursing program before the start of the 2nd semester, SY 2004-2005.

For strict compliance.

Pasig City, Philippines
August 30, 2004


CARLITO S. PUNO
Officer In-charge
Office of the Chairman

Chairman RRD <u>8/31/04</u>	E.O. <u>8-31-04</u>	AFS <u>8/31</u>
Comm. CDP <u>8/31/04</u>	CPS <u>8/31</u>	PRIS <u>8/31</u>
Comm. HAM <u>8-31-04</u>	CLS <u>8-31</u>	CSS <u>8/31</u>
Comm. MDP <u>8-31-04</u>	IAS <u>8/31</u>	APPRI <u>8/31</u>
Comm. CSP <u>8/31</u>	HEDF <u>8/31</u>	ETEEAP <u>8/31</u>
CHEDRO copy mailed - <u>9/8/04</u>		CHEDRO - NCR <u>8/31</u>
		CHEDRO IVB <u>8/31</u>