



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

CHED MEMORANDUM ORDER

NO. 36

Series of 2004

TO : ALL CHED CENTRAL AND REGIONAL OFFICE DIRECTORS  
CONCERNED HEADS AND PRESIDENTS OF PRIVATE AND  
STATE UNIVERSITIES AND COLLEGES  
ACCREDITED TRAINING PARTNERS

SUBJECT: ADDITIONAL GUIDELINES IN THE ISSUANCE OF OVERSEAS  
TRAINEESHIP CERTIFICATES (OTC) FOR UNDERGRADUATE  
STUDENTS PARTICIPATING IN THE INTERNATIONAL  
PRACTICUM TRAINING PROGRAM (IPTP)

DATE : October 29, 2004

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In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994" and pursuant to CHED Special Order No. 113 Series of 2004, **ADDITIONAL GUIDELINES IN THE ISSUANCE OF OVERSEAS TRAINEESHIP CERTIFICATES (OTC) FOR UNDERGRADUATE STUDENTS PARTICIPATING IN THE INTERNATIONAL PRACTICUM TRAINING PROGRAM** are hereby issued for the information and guidance of all concerned, thus:

1. The Foreign Scholarship and Student Exchange Unit (FSSEU), Office of Student Services, this Commission shall be the responsible unit for the processing and issuance of the Overseas Traineeship Certificate (OTC) required in the International Practicum Training Program.
2. All college students participating in the International Practicum Training Program must report immediately to the proper authorities of the concerned Philippine Embassy for proper registration.

For strict compliance.

  
FR. ROLANDO V. DE LA ROSA, OP