



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



CHED MEMORANDUM ORDER

No. 38
Series 2004

SUBJECT: **New Procedures and Guidelines in the Processing of Applications for Government Authority to Operate Undergraduate Programs in Higher Education Institutions**

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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. 034-2004 of the Commission en banc, dated January 26, 2004, and in line with the objective of promoting efficiency in the issuance of government authority to higher education institutions (HEIs) to operate degree programs, the following procedures and guidelines shall be enforced in the processing of applications for government permit and recognition:

A. GENERAL GUIDELINES

1. For all undergraduate programs (except maritime, nursing and medicine), applications for permit and recognition shall be processed by the CHED Regional Offices (CHEDROs). HEIs must submit complete application documents not later than the 1st Monday of June preceding the intended year of operation.
2. Applications for permit and recognition for undergraduate maritime programs shall be processed by the Office of Programs and Standards (OPS). However, applications for permit and recognition should be coursed through the CHEDRO. HEIs must submit complete application documents not later than the 1st Monday of June preceding the intended year of operation.

B. PROCEDURE FOR PROCESSING OF APPLICATIONS FOR GOVERNMENT PERMIT OR RECOGNITION

B.1. For Undergraduate Programs Except Maritime, Nursing and Medicine Programs

1. The applicant HEI submits to the CHEDRO its application accompanied by the documentary requirements for Government Permit or Recognition (CHED GPR4 Form). A letter of intent is not considered as an application.
2. The application shall be subjected to the following processes:
 - a. Documentary analysis by CHEDRO; and
 - b. Assessment visit by Regional Quality Assessment Team (RQAT) organized by CHEDRO

Details of the procedure including deadlines are found in **Annex 1**.

3. As part of the deregulation policy of the Commission, the CHEDRO may waive the assessment visit for an HEI securing initial permit provided that the HEI has at least two (2) degree programs with Level II accreditation, and at least five (5) degree programs granted government recognition within the last five (5) years from the date of application.
4. The initial government permit to operate allows the HEI to operate first (1st) and second (2nd) year levels only.
 - a. HEIs which admit 1st and 2nd year students during the 1st Academic Year of operation shall apply for:
 - o third (3rd) year permit during the 1st year of operation or earlier.
 - o government recognition during the 2nd year of operation or earlier.

b. HEIs which admit only 1st year students during the 1st Academic Year of operation shall apply for:

- o 3rd year permit during the 2nd year of operation or earlier.
- o government recognition during the 3rd year of operation or earlier.

5. For Five-Year and Six-Year programs, the processing of permits for the succeeding years and recognition shall go through similar timelines and steps as specified above.

B.2. For Undergraduate Maritime Programs

1. The applicant HEI submits to the CHEDRO its application accompanied by the documentary requirements for Government Permit or Recognition (CHED GPR4 Form). A letter of intent is not considered as an application.

2. The application shall be subjected to the following processes:
- a. Documentary analysis by CHEDRO
 - b. Assessment visit organized by OPS


Details of the procedure including deadlines are found in **Annex 2**.

3. The initial permit allows the HEI to operate only the first (1st) level. The HEI shall apply for:

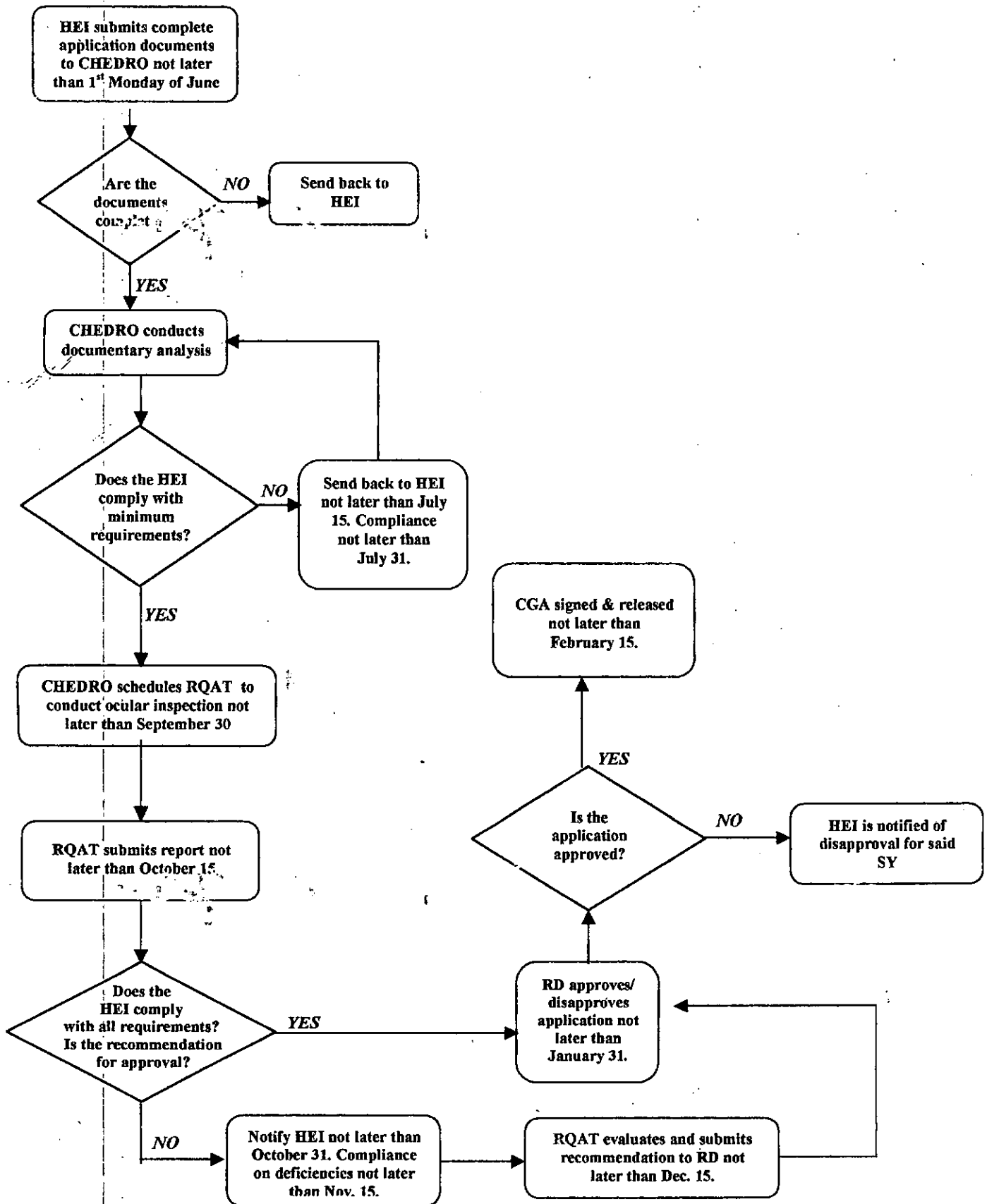
- o 2nd year permit during the 1st year of operation
- o 3rd year permit during the 2nd year of operation
- o recognition during the 3rd year of operation

This CMO shall apply to applications to operate programs starting School Year 2006-2007.

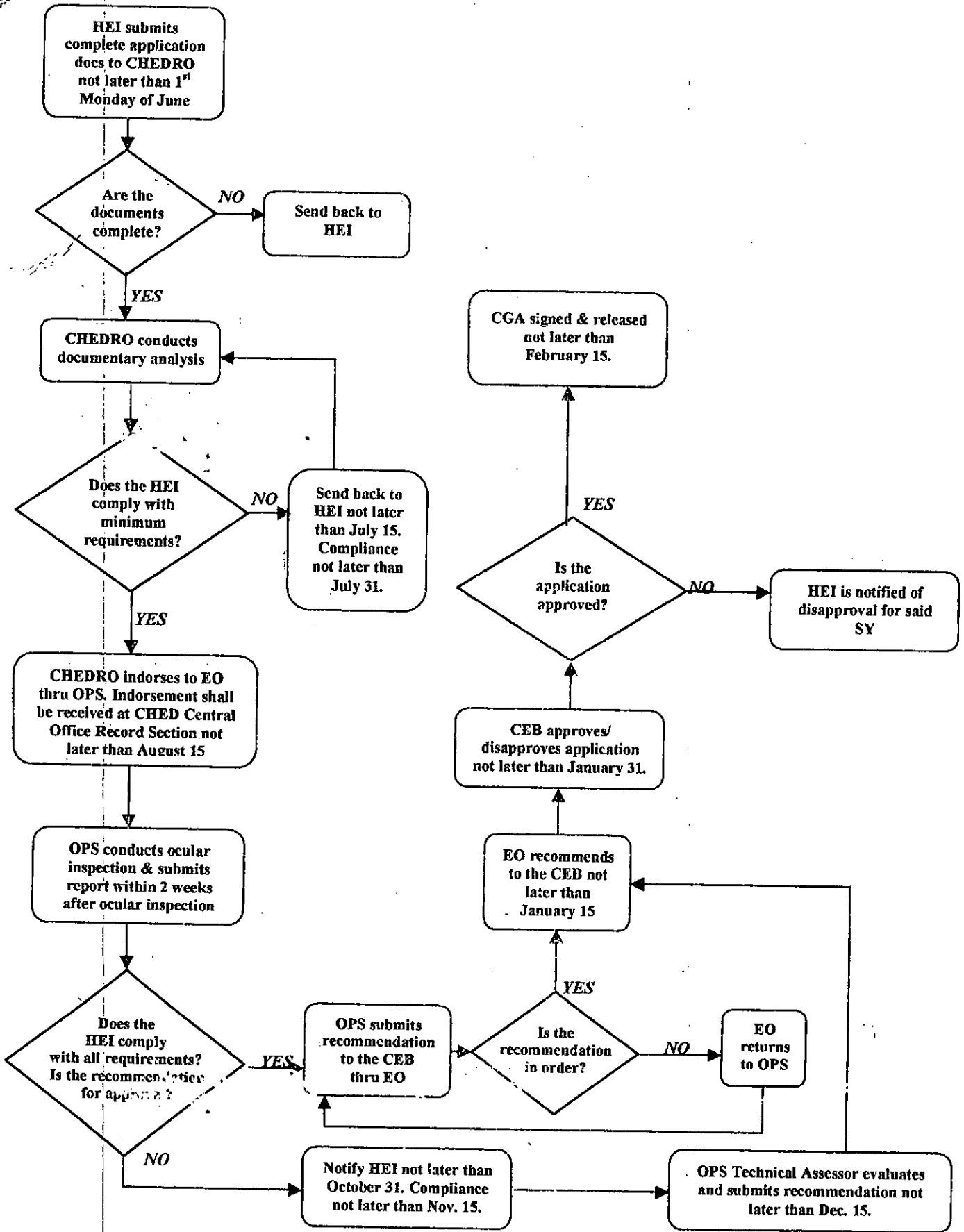
Pasig City, Philippines, December 15, 2004.


FR. ROLANDO V. DE LA ROSA, OP
Chairman

UNDERGRADUATE PROGRAMS EXCEPT MARITIME, NURSING & MEDICINE PROGRAMS



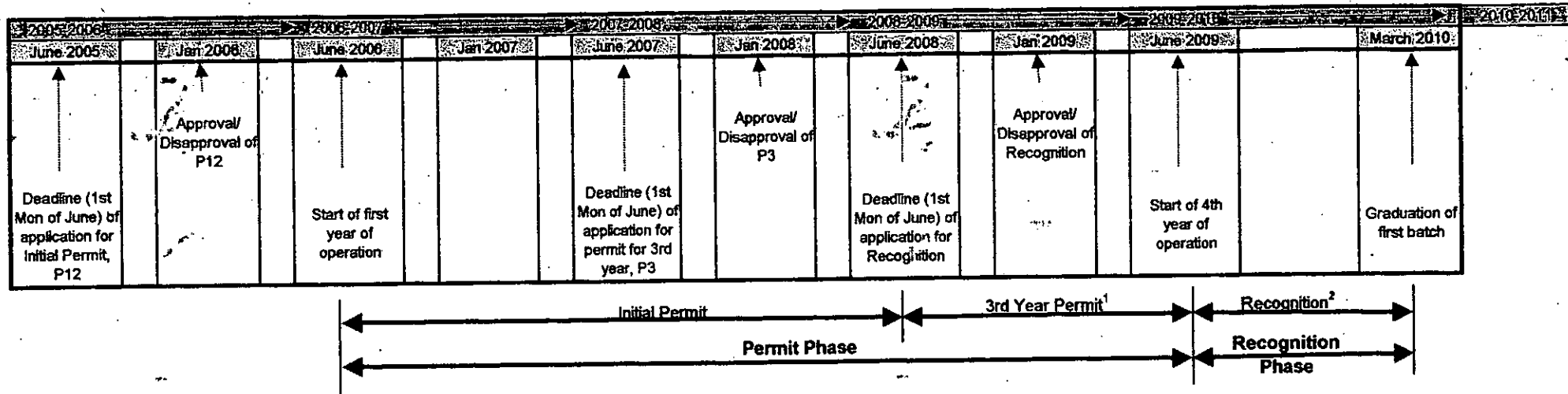
UNDERGRADUATE MARITIME PROGRAMS



TIMELINE FOR PROCESSING GOVERNMENT AUTHORITY TO OPERATE UNDERGRADUATE PROGRAMS

Below is the timeline for the processing of application of HEIs to offer undergraduate programs except maritime, nursing & medicine.

I. Timeline Structure (This timeline is for programs that are planned for offering in June 2006)



Note:

- 1. Third year permit including renewal permit for first and second years.
- 2. Recognition may be granted simultaneous with the issuance of 3rd year permit provided that the school is ready.

For five-year and six-year programs, the processing of permit for the succeeding years and recognition shall go through similar timelines and steps as specified above.

II. Detailed Timeline Processing

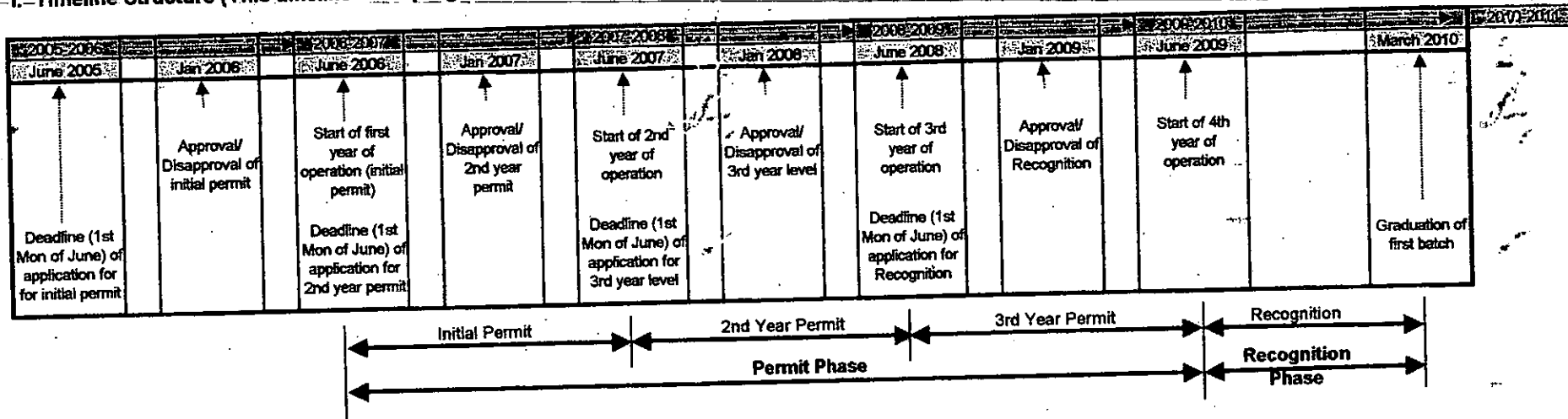
Below is the schedule of implementation in the processing of applications

Processing of Application						
HEI	CHEDRO	CHEDRO	HEI	RQAT	RD	CHEDRO
W1 of Jun	Jun-Jul	Aug-Oct	Nov	Nov-Dec	Jan	Feb
		<i>Ocular Inspection</i>	<i>Completion of Deficiencies</i>			
Application for Initial Permit must be completed on or before 1st Monday of June	Documentary analysis. If not complying, send back to HEI not later than July 15. Compliance not later than July 31.	Schedule of ocular inspection not later than September 30. Inspection and reporting not later than October 15. If still deficient, notify HEI not later than October 31.	Deficiencies must be complied with not later than November 15	Evaluation and recommendation of RQAT must be submitted not later than December 15.	Approval/disapproval of application must be done not later than January 31.	CGA signing and releasing not later than February 15. If disapproved, notify HEI

TIMELINE FOR PROCESSING GOVERNMENT AUTHORITY TO OPERATE MARITIME PROGRAMS

Below is the timeline for the processing of application of HEIs to offer maritime programs.

I. Timeline Structure (This timeline is for programs that are planned for offering in June 2006.)



II. Detailed Timeline Processing

Below is the schedule of implementation in the processing of applications

Processing of Application							
HEI	CHEDRO	OPS	HEI	OPS	EO	CEB	CEB/OPS
W1 of Jun	Jun -Aug	Aug - Oct	Nov	Nov-Dec	Jan	Jan	Feb
		<i>Ocular Inspection</i>	<i>Completion of Deficiencies</i>				
Application for Initial Permit must be completed on or before 1st Monday of June for Initial Permit, see detailed procedure)	CHEDRO conducts documentary analysis. If not complying, send back to HEI not later than July 15. Compliance not later than July 31. CHEDRO endorses to EO thru OPS not later than August 15.	OPS conducts ocular inspection. If HEI has complied with all requirements OPS submits recommendation to the CEB thru EO. If still deficient HEI will be notified not later than October 31	Deficiencies must be completed with not later than November 15	Evaluation and recommendation of the assessor must be submitted not later than December 15.	EO recommendation must be submitted to CEB not later than January 15	CEB approval/disapproval of application must be done not later than January 31	CGA signing & releasing not later than February 15. If disapproved, notify HEI