



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

**CHED MEMORANDUM ORDER**

No. 10  
Series of 2005

**SUBJECT: IMPLEMENTING GUIDELINES ON THE OFFERING OF  
NEW DEGREE PROGRAMS AND CURRICULAR  
REVISIONS IN LOCAL COLLEGES AND UNIVERSITIES  
(LCUs)**

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In accordance with the pertinent provisions of Republic Act (RA) 7722, otherwise known as the "Higher Education Act of 1994", the Commission on Higher Education (CHED) was created in pursuance of the policy of the State to protect, foster and promote the right of all citizens to affordable quality education. Its coverage is stipulated as both public and private institutions of higher education as well as degree-granting programs in all post-secondary educational institutions.

Pursuant to Sections 8 (d), (e), (n) & (o) thereof, the Commission shall have the Power and Function to:

- *set minimum standards for programs and institutions of higher learning recommended by panel of experts in the field and subject to public hearing and enforce the same;*
- *monitor and evaluate the performance of programs and institutions of higher learning for appropriate incentives as well as the imposition of sanctions such as but not limited to, diminution or withdrawal of subsidy, recommendation on the downgrading or withdrawal of accreditation, program termination or school closure;*
- *promulgate such rules and regulations and exercise such other powers and functions as may be necessary to carry out effectively the purpose and objectives of this Act;*
- *perform such other functions as may be necessary for its effective operations and for the continued enhancement, growth or development of higher education.*

The Commission recognizes the pertinent provisions of the Local Government Code of 1991 as follows:

*For Municipalities, Article 3, Section 447, par (5)(x) "Subject to the availability of funds and to existing laws, rules and regulations, establish and provide for the operation of vocational and technical schools and similar post-secondary institutions and, with the approval of the Department of Education, Culture and Sports, fix and collect reasonable fees and other school charges on said institutions, subject to existing laws on tuition fees;"*

*For Cities, Article 3, Section 458, par (5)(x) "Subject to the availability of funds and to existing laws, rules and regulations, establish and provide for the operation of vocational and technical schools and similar post-secondary institutions and, with the approval of the Department of Education, Culture and Sports and subject to existing law on tuition fees, fix and collect reasonable tuition fees and other school charges in educational institutions supported by the city government;"*

*For Provinces, Article 3, Section 468, par (4)(iii) "Subject to the availability of funds and to existing laws, rules and regulations, provide for the establishment and operation of vocational and technical schools and similar post-secondary institutions; and, with the approval of the Department of Education, Culture and Sports and subject to existing laws on tuition fees, fix reasonable tuition fees and other school charges in educational institutions supported by the provincial government;"*

To make available quality education among Local Colleges and Universities (LCUs), the following guidelines are hereby issued for compliance of all concerned.

### **Article I. Objectives**

These guidelines shall ensure the application of uniform standards, processes and procedures that shall guarantee quality and excellence, relevance and responsiveness, efficiency and effectiveness, and access and equity in LCUs with due recognition of their unique institutional identities.

These guidelines shall likewise enhance the efficient and effective implementation by LCUs of their program offerings and services.

Likewise, these guidelines shall assist LCUs to make their program offerings consistent with the minimum standards set by CHED.

The recognition of the programs of LCUs through the implementation of these guidelines will allow them to apply for accreditation, avail of incentives/ assistance, i.e. Center of Excellence (COE), Center of Development (COD), faculty development, etc., and enter into twinning, networking, and other linkages.

The recognition of programs offered by LCUs will also ensure that graduates would be allowed to take licensure examinations of the Professional Regulation Commission (PRC); and credits earned in such programs may be transferred to or recognized by other educational institutions.

## **Article II. Definition of Terms**

**Local College and University (LCU)** – refers to a public higher education institution established by the local government through an enabling ordinance, and financially supported by the concerned local government. In Filipino, an LCU maybe referred to as “Dalubhasaan” for college and “Pamantasan” for university.

**Ordinance** – refers to the enabling act of the Sangguniang Pambayan, Panlungsod or Panlalawigan that creates a particular LCU. This serves as the charter of said LCU.

**Curriculum** – refers to the aggregate of courses indicating the systematic sequence of courses in a degree program.

**Degree Program** – refers to a collection of all courses in a discipline or a field of study. This may also be referred to an academic program.

**New Degree Program** – refers to an academic program which may be offered by an LCU upon effectivity of this CMO.

## **Article III. Implementing Guidelines**

### **3.1 General Guidelines:**

- 3.1.1 LCUs shall be guided by the prescribed policies and minimum standards for program offerings set by CHED.
- 3.1.2 The CHED shall periodically monitor LCUs relative to the implementation of their program offerings and take appropriate action according to its legal mandate or provide developmental assistance.
- 3.1.3 The LCUs may invite a CHED representative, with a rank not lower than Director to its governing board for a specified term.
- 3.1.4 LCUs are encouraged to seek accreditation of their program offerings from a recognized accrediting body for LCUs.

### **3.2 Specific Guidelines:**

#### **3.2.1 Opening of New Degree Programs**

For opening new degree programs, the LCU shall coordinate with CHED to ensure that all of its programs meet the minimum requirements prescribed by CHED. The following shall be submitted to CHED at least three (3) months before the opening of such new degree program/s:

- a. A copy of the original ordinance approving the establishment of an LCU, and the ordinance/resolution approving the opening of the new degree program. In case of an ordinance, it must be duly certified by the Secretary of the Sanggunian, and in case of a resolution, it must be duly certified by the Secretary of the Board of Trustees (BOT)/ Board of Regents (BOR).
- b. A copy of the Feasibility Study.
- c. A copy of budget allocation duly certified by the LGU / LCU Budget Officer in support of the opening of new degree program/s.
- d. Program specifications including the proposed curriculum in accordance with the Policies and Standards set by CHED.
- e. List of School Administrators (President, Vice-President, Deans, Department Heads, etc.) and Academic Non-Teaching Personnel (Registrar, Librarian, Guidance Counselor, Researcher, etc.)
  - Educational qualifications
  - Administrative experience
  - Employment status (full-time/part-time)
- f. Faculty profile for the new degree program to be offered:
  - Educational qualifications
  - Area of specialization
  - Subject assignments
  - Employment status (full time/ part-time)
  - Teaching experience
- g. List of total full-time and part-time faculty members
- h. Lists of Library Holdings and Laboratory Equipment / Facilities to be certified by the school head

- i. Data and pictures of all physical facilities, to include site(s) and building(s), classrooms, laboratories, library, medical and dental clinics, canteen, gymnasium, etc.

### **3.2.2 Revision of Curriculum**

A copy of the revised curriculum approved by the LCU Board of Trustees (BOT) / Board of Regents (BOR) shall be furnished the CHED for information and reference purposes with attached justification and summary of changes in the curriculum.

### **Article IV. Repealing Clause**

Any and all CHED or DECS issuances which are contrary to or inconsistent with any of the provisions herein are hereby deemed repealed, rescinded and/or modified accordingly.

### **Article V. Separability Clause**

If any part or provision of this CMO shall be held invalid or illegal, other provisions thereof, which are not affected thereby, shall continue to be in full force and effect.

### **Article VI. Effectivity**

This CMO shall take effect immediately upon approval.

Pasig City, Philippines, April 14, 2005

  
**FR. ROLANDO V. DE LA ROSA, OP**  
Chairman 

055	<p>Implementing Guidelines in the Offering of New Degree Programs and Curricular Revisions in Local Colleges and Universities (LCUs)</p>	<p>Commissioner Puno presented the guidelines to the Commission.</p>	<p>The Commission approved the guidelines subject to the following provision:</p> <p>1. Article III, <del>Section 3.1.2</del>. The CHED shall periodically monitor LCUs relative to the implementation of their program offerings and take appropriate action <b>according to its legal mandate</b> or provide development assistance.</p>
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