



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

**CHED MEMORANDUM ORDER (CMO)**

NO. 35  
Series of 2006

Subject: **CREDIT TRANSFER PROGRAM AS PART OF THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 358, "TO INSTITUTIONALIZE A LADDERIZED INTERFACE BETWEEN TECHNICAL-VOCATIONAL EDUCATION AND TRAINING (TVET) AND HIGHER EDUCATION (HE)"**

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," and with the Executive Order No. 358 entitled "To Institutionalize Ladderized Interface Between Technical-Vocational Education and Training (TVET) and Higher Education (HE)," and in view of Commission En Banc (CEB) Resolution No. 442-2006, adopted during its 278<sup>th</sup> Meeting on 26 June 2006, the Commission on Higher Education (CHED) hereby promulgates and adopts the Guidelines on Credit Transfer for earned TVET programs to Higher Education programs for guidance and strict compliance of all concerned:

1. The Credit Transfer program must be accessible to all holders of National Certificate/s (NC) issued by TESDA, seeking admission to HE regardless of their places of residence, cultural or demographic characteristics, faith, ethnic origin and/or socio-economic circumstances.
2. Only HEIs with CHED recognition or authority issued by respective Boards in case of chartered State Universities and Colleges (SUCs) may implement the Credit Transfer program.
3. The CHED shall authorize the HEIs to implement the Credit Transfer program necessary for achieving global competitiveness, advancing strategic concerns of the State and promoting sustainable development in the priority programs initially identified by CHED and TESDA.

4. Granting of equivalent HE credit units for the earned TVET programs is based on the set equivalencies contained in the attached 'Credit Transfer Matrices for the above cited programs. (see Annexes)
5. The processes, range and forms to be used for Credit Transfer program should be objective, fair, appropriate, clear and consistently applied, and all information about them are accessible and/or available to applicants, academic staff, assessors or examiners, and stakeholders.
6. The outcomes of Credit Transfer program should be recognized by individuals, employers/industry, education/training providers, professional regulatory bodies, and accredited professional organizations (APOs).
7. CHED Regional Offices (CHEDROs) shall ensure the integrity, quality and successful implementation of Credit Transfer program through the following:
  - 7.1 Evaluate the application of HEIs;
  - 7.2 Grant authority to qualified HEIs to operate Credit Transfer Program;
  - 7.3 Coordinate the implementation of the Credit Transfer program by the HEIs in their respective region;
  - 7.4 Conduct regular monitoring and evaluation on the implementation of Credit Transfer Program in accordance with the specific guidelines set by CHED; and
  - 7.5 Prepare and submit to the Permanent Technical Secretariat an official report on the results of the monitoring, review and evaluation and recommendation.
8. Authorized **HEIs** shall perform the following functions in the implementation of the Credit Transfer Program:
  - 8.1 Develop and implement clear and explicit institutional processes, policies and procedures that insure the integrity and quality of the Credit Transfer program. Likewise, include a clear provision for reasonable fees and other payments to avail the Credit Transfer program;
  - 8.2 Assign and commit competent and/or trained staff including program assessors or examiners with their respective roles and responsibilities clearly defined to support the Credit Transfer program;
  - 8.3 Provide support services to students including the provision of competency enhancement courses;
  - 8.4 Establish institutional policies and procedures for the monitoring, review and evaluation of the program/s; and
  - 8.5 Award appropriate Credit Transfer.

For TVET Graduates and Workers with Full National Certificate Qualification  
Who Want to Enroll in a Ladderized Degree Program

1. TVET graduates or workers who are holders of full National Certificate qualification under the Training Regulations promulgated by TESDA and who want to enroll in the relevant ladderized degree program shall be given full recognition or credit for the same NC qualification in the approved ladderized degree program of the higher education institution (HEI).
2. The acceptance of new enrollees, transferees and other students in an institution, however, shall be in accordance with the admission requirements of the institution.

These guidelines shall apply to all HEIs including the autonomous and deregulated higher education institutions. In the case of state universities and colleges (SUCs) and local colleges and universities (LCUs), the above procedures shall be observed upon approval of the governing board.

This CMO shall take effect SY 2006 - 2007 and shall apply to all HEIs requesting authority to implement the Credit Transfer program.

Pasig City, Philippines  
July 11, 2006

  
**CARLITO S. PUNO, DPA**  
Chairman