



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

CHED MEMORANDUM ORDER (CMO)

NO. 38

Series of 2006

Subject : **PROCEDURES IN THE PROCESSING OF APPLICATIONS FOR THE GRANT OF AUTHORITY TO OPERATE LADDERIZED PROGRAMS 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)"**

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," and with 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 278th Meeting on 26 June 2006, the following procedures shall be implemented in the processing of application for the grant of authority to operate ladderized programs:

- I. Procedures in the Processing of Applications for the Grant of Authority to Operate Ladderized Baccalaureate programs
 - A. For Higher Education Institutions (HEIs) with existing straight/traditional baccalaureate programs

The issuance of **Certificate of Authority** to operate ladderized baccalaureate program shall require the following:

- 1) Recognition for private higher education institutions (PHEIs) or equivalent authorization in case of state universities and colleges (SUCs) and local colleges and universities (LCUs) of the straight/traditional baccalaureate program being applied for.

- 2) Certificate of Program Registration (CoPR) from TESDA for the TVET qualifications embedded in the proposed ladderized curriculum

The application for the grant of "Certificate of Authority" to operate the ladderized baccalaureate program shall be submitted to the Commission on Higher Education Regional Office (CHEDRO). The CHEDRO shall evaluate the existing straight/traditional program to determine if it is still in compliance with the Policies, Standards and Guidelines (PSG). When found out meeting the full compliance with the PSG, the application shall be referred to TESDA Regional Office for the issuance of CoPR for the TVET qualifications embedded in the proposed ladderized curriculum. TESDA shall issue CoPR when the program is meeting the requirements of full National Certificate (NC) qualification in line with the Training Regulations promulgated by TESDA. The program registration shall be in line with the Unified TVET Program Registration and Accreditation System (UTPRAS). Upon issuance of CoPR, the TESDA Regional Office shall refer back to CHEDRO the application including the CoPR. The CHEDRO shall then issue the Certificate of Authority when the proposed ladderized curriculum complied with CHED curricular requirements.

The recognition of the existing traditional program will be used in the issuance of Special Order (S.O.) numbers for the graduating students of the ladderized baccalaureate programs.

- B. For HEIs that will offer the new baccalaureate degree programs under the ladderized system

The issuance of government authority shall progress from:

- 1) Certificate(s) of Program Registration from TESDA for the embedded TVET qualifications of the ladderized course;
- 2) Permit/government authority to operate the year levels with higher education courses.
- 3) Recognition/government authority of the whole ladderized program (the program should also be recognized by PRC where applicable)

The application for permit to operate the ladderized baccalaureate program shall be submitted to the Commission on Higher Education Regional Office (CHEDRO). The CHEDRO shall

check the completeness of documents submitted. When found complete, the application shall be referred to TESDA Regional Office for the issuance of CoPR for the TVET qualifications embedded in the proposed ladderized curriculum. TESDA shall issue CoPR when the program is meeting the requirements of full National Certificate (NC) qualification in line with the Training Regulations promulgated by TESDA. The program registration shall be in line with the Unified TVET Program Registration and Accreditation System (UTPRAS). Upon issuance of CoPR, the TESDA Regional Office shall refer back to CHEDRO the application together with the CoPR in accordance with TESDA Circular No. 10, Series of 2006. For the issuance of permit/government authority for the succeeding year levels and its full recognition, requirements stipulated in CMO No. 38, s. 2004 (New Procedures and Guidelines in the Processing of Applications for Government Authority to Operate Undergraduate Programs in Higher Education Institutions) shall be followed.

There are three tracks that may be followed:

1. Higher Education Institutions (HEIs) with existing straight Baccalaureate programs register with the CHED only,
2. HEIs with short/non-degree program (less than 4 years) register with the TESDA only, and
3. HEIs with ladderized program (EO 358) registered with both the TESDA and CHED.

II. Model Ladderized Curricula

CHED and TESDA initially developed the ladderized model curricula for the following programs as reflected in the Annexes:

- Annex I - Bachelor of Agricultural Technology (BAT),
- Annex II - Bachelor of Science in Marine Transportation (BSMT),
- Annex III - Bachelor of Science in Marine Engineering (BSMarE),
- Annex IV - Bachelor of Science in Hotel & Restaurant Management (BSHRM),
- Annex V - Bachelor of Science in Tourism Management (BSTM),
- Annex VI - Bachelor of Science in Travel Management (BSTrM),
- Annex VII - Bachelor of Science in Nursing (BSN) thru Midwifery,
and
- Annex VIII- Bachelor of Science in Information Technology (BSIT)

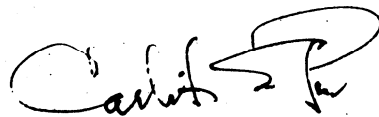
The model ladderized curricula, which are in compliance with the minimum curricular requirements for both TVET and HE programs, shall be adopted by institutions applying to operate ladderized programs. The HEIs, however, may develop its own ladderized curricula, provided the minimum curricular requirements for TVET and HE are satisfied and shall be subject to approval of CHED and TESDA.

These procedures 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 followed prior to the action by the governing board. The action of the CHED shall be recommendatory to the governing boards.

This CMO shall take effect beginning June 2006 and shall remain in force and in effect until otherwise revoked or superseded.

Wide dissemination of this CMO is desired.

Pasig City, Philippines
July 11, _____, 2006


CARLITO S. PUNO, DPA
Chairman 