



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

CHED MEMORANDUM ORDER

No. 21,
Series 2007

Subject: Procedures on Admission, Enrollment, Issuance of Special Order and Scholastic Records, and Diploma for Graduates Under the Special Education Program for Philippine National Police (PNP) Personnel Granted by the Universidad De Zamboanga and its Partner Schools Pursuant to CHED Memorandum Order No. 6, s. 2006

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", CHED Memorandum Order (CMO) No. 6, s. 2006 and by virtue of the 293rd Commission *en banc* Resolution No. 089 - 2007 dated March 12, 2007, the following procedures on admission, enrollment, issuance of Special Order and scholastic records, and diploma for graduates under the *Special Education Program for PNP Personnel* are hereby adopted and promulgated by the Commission, thus:

I. Admission

- a) Proof of membership in the PNP shall be a requirement for admission in the program.
- b) The basic requirements for admission to a higher education program as provided for under existing rules and regulations of the Commission shall be complied with.

II. Enrollment

- a) The enrollment of students in the program shall be done in accordance with pertinent procedures of the partner schools.
- b) Partner schools shall submit to the Universidad de Zamboanga (UZ) the following documents:
 1. Certified copy of accomplished enrollment forms of the students enrolled in the special program;
 2. List of students officially enrolled in the program indicating the subject-loads;
 3. Certified copy of evaluation sheet conducted by the partner school.

III. Issuance of Special Order

- a. Both registrar of UZ and the respective partner school must sign the recommendation for issuance of Special Order (SO) to CHED.
- b. The processing and issuance of SO to graduates of the special program shall be done by the CHED Regional Office (CHEDRO) that has jurisdiction of the respective partner school.
- c. The partner school must furnish UZ the certified copies of students' credentials for records purposes.

IV. Issuance of Diploma, Transcript of Records and Other Scholastic Records

- a. The partner school will prepare and release the Diploma and Transcript of Records (TOR) after the issuance of Special Order from CHED.
- b. The students may secure other school credentials from the partner school in which they enrolled/graduated duly certified by its registrar.

V. Signatories and Seal of Diploma

- a. The President and Dean of both the UZ and the respective partner school in which the student enrolled/graduated should be the official signatories of the diploma.
- b. The school seal of both UZ and the respective partner school should appear in the diploma.

For information and proper guidance of all concerned.

Pasig City, Philippines March 30, 2007


CARLITO S. PUNO, DPA
Chairman