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

CHED MEMORANDUM ORDER
No.: 37;
Series 2008

SUBJECT: Policies and Guidelines in the Implementation of the Electronic Verification and Certification System (EVCS) of Academic Records

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of the Commission en banc Resolution No. 400 dated July 28, 2008 and for the purpose of systematizing the processing and issuance of Special Order and Certification, Authentication and Verification (CAV) documents, as well as establishing an efficient and effective recording system through electronic means, the following policies and guidelines are hereby adopted and promulgated by the Commission.

I.   LEGAL BASIS

As stipulated in the "Electronic Commerce Act" (Republic Act 8792, Part IV, Section 28), "...to facilitate the open, speedy and efficient electronic online transmission, conveyance and use of electronic data messages or electronic documents amongst all government departments, agencies, bureaus, offices down to the division and regional level and provincial offices as practicable as possible, government owned and controlled corporations, local government units, other public instrumentalities, universities, colleges and other schools, and universal access to the general public." In pursuance to this provision, the Commission on Higher Education (CHED) included in its Information System Strategic Plan (CHED-ISSP) the development of client centric information systems such as the EVCS to cater to the certification needs of higher education students pursuing further study, for employment, and for other purposes.

Furthermore, the establishment of the EVCS is in compliance with Executive Order No. 582 otherwise known as "Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication Office from the Office of the President to the Department of Foreign Affairs (DFA)". The database on academic records of students shall be used for authenticating school documents such as diploma and transcript of records. Likewise, the Professional Regulations Commission (PRC) can use EVCS to verify the legitimacy of graduates who will take licensure examinations.

II.   PURPOSE

The EVCS aims to systematize the management of academic records to facilitate the processing and issuance of S.O. and CAV. The system shall include the following components:

1. Submission of Enrollment List and Summary of Courses Taken (units earned and grades);
2. Verification and issuance of student's CAV-UE (Units Earned);
3. Verification and issuance of graduate's CAV-DE (Degree Earned);
4. Application and issuance of Special Orders;
5. Collection and consolidation of students and graduates data;
6. Provision of electronic access to the Department of Foreign Affairs (DFA) for verifying CAV issued by CHED Regional Offices (CHEDROs) and other agencies.

III. SCOPE

This system shall cover all public and private HEIs. The EVCS shall have a procedure for extracting and uploading institutional data from the existing database system of an HEI, if there is any, in order to facilitate encoding of data.

IV. DEFINITION OF TERMS

Certification, Authentication and Verification-Degree Earned (CAV-DE) – a certificate generated through the EVCS and issued by CHED to graduates who have completed all the academic requirements of a degree program.

Certification, Authentication and Verification-Units Earned (CAV-UE) – a certificate generated through the EVCS and issued by CHED to students who have not yet completed all the academic requirements of a degree program.

Course - a discrete component of a degree program. It is identified by a course title and the coverage is defined by a course description. This is interchangeably called subject.

Degree Program - the totality of all required courses in a discipline or a field of study. This is also referred to as an academic program.

Enrollment List –a list of students submitted by HEIs to CHEDROs within 45 days after the opening of classes. Under the EVCS, the Enrollment List shall have a prescribed format to contain new information such as name of HEI, school term, degree program, student ID, name of student, sex, name of courses or subjects enrolled and their corresponding credit units.

Special Order (S.O.) – the authority granted to the institution to graduate a student from a degree program on a certain date after completing all the requirements for graduation. The S.O. numbering shall have a new prescribed format to include program level code, discipline code, sequence number and the year of issuance.

Summary of Courses Taken (or SCT, previously called Promotional Report or Form XIX) – the expanded Enrollment List which includes grades or ratings of students for every course/subject taken to be submitted to CHEDRO within 45 days after the end of a term.

Term - period of time within an academic calendar year which may be a semester (two in a year), a trimester (three in a year), a quarter (four in a year) or the summer term.

V. POLICIES AND GUIDELINES

A. GENERAL

The EVCS shall be the prescribed system to be used by CHED and HEIs in the processing and issuance of Special Order and CAV. The EVCS database can also be used by the CHEDROs in accessing academic records of grantees of CHED's Student Financial Assistance Programs (STUFAPs). Furthermore, the EVCS shall also address the requirements of other agencies such as the Professional Regulations Commission and Department of Foreign Affairs for verification and authentication purposes and for other regulatory activities.

B. SPECIFIC

1. The HEI shall make available one (1) static public Internet Protocol (IP) address to be registered at the CHED EVCS server.

2. The Registrar's office of an HEI must be equipped with at least one computer unit with Internet connection to access the EVCS.

3. The Registrars of all HEIs are required to submit electronically through the EVCS all degree program offerings including courses/subjects in the curricula. Once these information are submitted to the EVCS such submission is considered final.

4. Any acknowledged revised curriculum for a degree program shall be entered as a new curriculum. The old curriculum shall be retained in the system's database until such time that the last student covered by the old curriculum is able to graduate.

5. Posting of Enrollment List in the EVCS shall be within 45 days after the opening of classes.

6. Posting of Summary of Courses Taken (SCT) shall be within 45 days after the closing of term.

7. In the issuance of S.O., the EVCS shall generate one (1) S.O. number per graduate. With the implementation of the EVCS, there shall be no more advanced application for S.O. The Registrar should apply for S.O. only after all the academic requirements for graduation have been fully completed by the students and the application should be submitted to CHED immediately after graduation. In the case of the State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs), no S.O. to students is issued. Autonomous and deregulated private HEIs, and programs that are accredited are exempted from the issuance of S.O.

8. In the issuance of CAV, the CHED shall print the certificate in the form of CAV-UE or CAV-DE as applicable. Applicants may file and get their CAV upon payment of appropriate processing fee in the nearest CHEDRO or in the CHED-Office of Student Services (OSS).

9. There will be an EVCS User's Manual that will serve as guide for the Registrars in the proper implementation of EVCS. This can be downloaded from the CHED website (http://www.ched.gov.ph).

10. The Registrars shall submit the accomplished EVCS Designation Form (Appendix B) to their respective CHEDRO as basis for creating HEI user's account. In case of change of designated Registrar and staff, there is a need to inform the concerned CHEDRO immediately for the creation of new user's account.

VI. ADMINISTRATIVE SANCTION

The Commission shall implement applicable administrative sanction(s) as provided for in R.A. 7722 to any HEI which submit fraudulent data into the EVCS.

VII. SECURITIZATION OF ACADEMIC RECORDS

The CHED shall ensure the integrity of digital academic records that will be stored in the database system. In like manner, the HEIs shall ensure the security of academic records in their database and see to it that the data to be submitted in the EVCS are correct.

Moreover, the HEIs are encouraged to adopt security measures such as affixing security sticker on the transcript of records, diploma and other pertinent documents to protect the authenticity of records (CMO 14, s. 2007).

VIII. TRANSITORY PROVISIONS

1. This EVCS shall cover institutional data starting Academic Year 2008-2009. The first issuance of S.O. using the EVCS shall adopt the following timetable:
   - For bachelor's program:
     - four (4) year program – AY 2011-2012
     - five (5) year program – AY 2012-2013
     - six (6) year program – AY 2013-2014
   - For master's program – AY 2009-2010
   - For doctoral program – AY 2010-2011

   The existing system of issuing S.O. and CAV shall be used by CHEDROs for the graduates of academic years before AY 2011-2012 for the baccalaureate program, before AY 2009-2010 for the master's program, and before AY 2010-2011 for the doctoral program.

2. The HEIs that will encounter difficulty in securing static public IP shall inform the concerned CHEDRO.

3. The HEIs that have constraint in the implementation of the EVCS shall inform the concerned CHEDRO and shall be given one year grace period to comply after the effectivity of this CMO.

IX. REPEALING CLAUSE

All pertinent rules and regulations or parts thereof that are inconsistent with these policies and guidelines are hereby repealed or modified accordingly.

X. EFFECTIVITY

This CMO shall take effect immediately 15 days after its publication in the Official Gazette.

Pasig City, Philippines August 4, 2008

ROMULO L. NERI
Chairman

Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION

Electronic Verification Certification System Designation Form for Higher Education Institution

Name of Institution: _____

Address: _____

Contact Numbers: _____

Email : _____

Valid Static Public IP Address: _____
(Note: The IP address **should not start** with 192.168..., 172.16..., 10.10...)

Rights	Name of CHEDRO Staff (LName, FName, MName)	Position	Email	Contact Numbers	Signature
Registrar					
Staff					

Registrar rights – has full access to EVCS functionalities of the HEI Site such as submission of degree program offerings, opening of program enrollment, posting of Enrollment List, Summary of Courses Taken, Application of S.O. , among others
Staff – could encode data on curriculum, enrollment, summary courses taken, among others, but cannot submit these data to the CHEDRO.

_____
Signature Over Printed Name
President/Head of the Institution

_____
Date Signed