



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

**CHED Memorandum Order (CMO)**

No. 43  
Series 2008

**Subject: IMPLEMENTING GUIDELINES OF EXECUTIVE ORDER NO. 694 ENTITLED "ENABLING HIGHER EDUCATION INSTITUTIONS TO OPT TO LADDERIZE THEIR EDUCATION PROGRAMS WITHOUT NEED FOR ISSUANCE OF PERMIT FROM THE COMMISSION ON HIGHER EDUCATION AND THE TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY"**

Pursuant to the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," and Executive Order No 694 which allows higher education institutions to ladderize their recognized higher education programs without need for issuance of permit from the Commission on Higher Education and Technical Education and Skills Development Authority and in view of Commission en banc Resolution No. 453 - 2008, the Commission on Higher Education hereby promulgates the following guidelines to implement Executive Order No. 694:

**I. Scope and Coverage**

These Guidelines shall apply to all Higher Education Institutions (HEIs) with recognized undergraduate programs opting to ladderize their programs provided that such programs to be ladderized should have existing model embedment curricula approved by the CHED and TESDA.

**II. Definition of Terms**

- 2.1. **Recognized Higher Education Programs** - refers to programs that have been granted "Government Recognition (GR)."
- 2.2. **Government Recognition** - is a certificate issued on the basis of the Higher Education Institution full compliance of at least the minimum requirements as mandated by the pertinent policies and standards of the CHED for each course<sup>1</sup>
- 2.3. **Minimum curricular requirements** - shall cover the courses to be taken, instructor's qualifications, and the facilities and equipment prescribed in the model ladderized program.
- 2.4. **Model Curricula** - shall be, as defined in these guidelines, the sole basis by which the Technical Vocational Education and Training (TVET) qualifications in the relevant higher education or bachelor degree program are mapped or identified and the curriculum is restructured to provide competencies and qualifications leading to jobs. Minimum requirements such as faculty/trainer's qualification, facilities and equipment are also identified.

<sup>1</sup>Ulpiano "Ulan" P. Sarmiento (2006), *Education Law and the Private Schools: A Practical Guide for Educational Leaders and Policymakers*. Philippine Copyright.

- 2.5. **Embedment Curricula** – is the scheme by which the Technical Vocational Education and Training (TVET) content in the relevant higher education or bachelor degree program are mapped or identified and the curriculum is restructured to provide TVET exit points.
- 2.6. **TVET Exit Points** – refers to a level in a ladderized program wherein a student can earn a TVET qualification (e.g. NC I, NC II) and may opt to exit and work.

### III. Guidelines

3.1. All (HEIs), shall adopt the model curricula approved by CHED and TESDA, which include among others, instructor's / trainer's qualifications, facilities and equipment.

3.2. All public and private HEIs shall submit to CHED Regional Office (CHEDRO) letter of intent, duly notarized certificate of undertaking clearly indicating that their proposed ladderized program/s are compliant with the model curriculum including faculty/trainer's qualifications, facilities and equipment, copy of the curriculum of the proposed ladderized program/s. In the case of private HEIs, they shall also submit a copy of the certificate of Government Recognition (GR) at least one month prior to the offering of the program/s. In lieu of GR, SUCs and LCUs, the resolution of the respective board approving the ladderization of undergraduate degree program/s shall be submitted.

3.4. All HEIs must ensure that all their students who have completed the TVET component of the Ladderized Program, must undertake the mandatory competency assessment by TESDA. A National Certificate (NC) shall be issued to those who meet the competency standards.

3.5. CHEDROs shall ensure that all HEIs recognize the completion of a TVET qualification by awarding a Certificate for every TVET qualification completed by a student. The HEI shall ensure that the student undergoes mandatory assessment immediately prior to the completion of each TVET qualification.

### IV. Monitoring and Evaluation

- 4.1. CHED together with TESDA Representatives shall jointly monitor and evaluate / compliance audit, to ensure adherence with the minimum requirements. Compliance audit shall be done at least once every two years.
- 4.2. CHEDROs shall maintain an updated database containing national and regional data (Please see attached template) on the LEP including but not limited to:
  - 4.2.1. The list of institutions offering ladderized program(s), degree program(s) being ladderized and the embedded TVET qualification(s); and
  - 4.2.2. Enrolment, graduates and scholars in LEP.

- 4.3. All HEIs shall submit reports on enrolment, graduation, completion of a TVET qualification and assessment and certification within one (1) month after enrolment or graduation, as the case maybe.
- 4.4. CHEDROs shall provide the CHED CO and TESDA ROs with soft and hard copies of the above data every end of the semester of the current school year and copy of the curricula submitted by HEIs within one month after receipt.

**V. SANCTIONS**

Any Higher Education Institutions found guilty of violating the provisions contained in Executive Order No. 694 and this Order and other pertinent rules and regulations of CHED and TESDA relative to LEP shall be subject to the appropriate administrative and legal proceedings including the imposition of sanctions to include, but not limited to, the withdrawal or revocation of government permit/; phase-out or termination of ladderized program(s) after due process.

**VI. SEPARABILITY AND REPEALING CLAUSES**

All CHED issuances or part thereof inconsistent with the provision in this CMO shall be deemed modified or repealed.

**VII. EFFECTIVITY**

This CMO shall take effect fifteen (15) days after publication in the Official Gazette or a newspaper or general Circulation. All existing issuances inconsistent herewith are hereby deemed revoked, revised, amended and/or repealed accordingly.

**Pasig City, Philippines** August 28, 2208



**NONA S. RICAFORT, Ph. D.**  
Officer-In-Charge  
Commission on Higher Education