



CITIZEN'S CHARTER

COMMISSION ON HIGHER EDUCATION
2025 (1st Edition)



FOREWORD

Mandated by the Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994,” the Commission on Higher Education (CHED) carries out its function of establishing a complete, adequate and integrated system of higher education that (a) promotes relevant and quality higher education, (b) ensures access to quality higher education, (c) guarantees and protects academic freedom for continuing intellectual growth, advancement of learning and research, development of responsible and effective leadership, education of high level professionals, enrichment of historical and cultural heritages, and (d) commits to moral ascendancy that eradicates corrupt practices, institutionalizes transparency and accountability and encourages participatory governance.

To fulfill these mandates, CHED provides several internal and external services that are streamlined, efficient, responsive, and centered to the needs of the transacting public. The Commission, in compliance with RA No. 11032 or the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” crafted this Citizen’s Charter to make its stakeholders aware of the services being offered and provide them with pertinent information on the procedures, requirements, and timelines, including a feedback and complaint mechanism that allows the continual improvement of the agency’s processes and operations.

The Commission is one with the Anti-Red Tape Authority (ARTA) in its objective of promoting ease of doing business and in creating an effective, efficient, and dedicated government. With this, the Commission commits to constantly develop, update, and improve its services which would help in the eventual realization of its national commitment to a transformational leadership that puts education as the central strategy for investing in the Filipino people, reducing poverty, and building national competitiveness.

J. PROSPERO E. DE VERA III, DPA
Chairperson



TABLE OF CONTENTS

FOREWORD	2
AGENCY PROFILE	6
MANDATE.....	6
VISION	6
MISSION	6
SERVICE PLEDGE.....	6
CENTRAL OFFICE	8
EXTERNAL SERVICES.....	8
Application for Certification of Eligibility for Admission to Medical/Dental Program (CEM/CED).....	9
Application for Autonomous or Deregulated Status of Private HEIs/Vertical Classification	11
Application for Foreign Scholarships & Training Programs	14
Application for Grant of Authority to Offer Programs via the ETEEAP.....	17
Application for Grants in Aid Program for Research and Extension	22
Application for Institutional Sustainability Assessment	25
Application for Institutional Recognition as Higher Education Institution to Local Universities and Colleges.....	29
Application for Permit/Recognition/Certificate of Program Compliance (COPC) to Operate Graduate Programs, Medicine, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) – Phase 2: Issuance of Permit/Recognition/COPC	34
Applications for Student Internship Program (SIAP)	37
Application for SIKAP for those with Consanguinity Concerns in the Designated CHED Regional Office	41
Application for Horizontal Classification (University, College, or Professional Institution) of Higher Education Institutions	46



Filing of Appeals related to Settlement of obligation and other matters with financial implications for Scholarships for Instructors' Knowledge Advancement Program (SIKAP)	49
Filing of Complaints, Appeals or Motions for Reconsideration	52
Filing of Request for SIKAP Clearance	57
Filing of Special Requests for Scholarships for Instructors' Knowledge Advancement Program (SIKAP)	60
Request for Additional Major for Recognized Graduate Programs and Undergraduate Programs without Policies, Standards and Guidelines (PSGs)	63
Request for Approval of Conferment of Honorary Doctorate Degrees by HEIs	66
Request for Assessment of Conferences/Meetings to be Attended by SUC Officials/ Personnel	68
Request for CHED Statistical Data/Information	70
Request for Endorsement for Conversion/Extension of Visa of Foreign Students to the Bureau of Immigration	72
Request for Endorsement for Tax Exemption of HEIs to the Department of Finance (DOF)	74
Request for Endorsement of By-Laws and Amendments thereto for Private Higher Education Institutions (PHEIs) to the Securities and Exchange Commission (SEC)	76
CENTRAL OFFICE	80
INTERNAL SERVICES	80
Issuance of Certificate of Employment (COE) and Service Records (SR)	81
Request for Payment of Airfare (Procurement Service)	83
Request for Payment of Cash Advance	86
Request for Payment of First Salary/Honorarium	89
Request for Payment of Institutional Grant	91
Request for Reimbursement of Expenses	97
Request for Settlement of Account	102
REGIONAL OFFICE	106



EXTERNAL SERVICES.....	106
Application for Certification, Authentication and Verification (C.A.V.) of Academic Records	107
Application for Certification of Student Records and Other Relevant Documents	113
Application for Increase in Tuition and Other School Fees (TOSF)	115
Application for Initial Permit (GP); Government Recognition (GR); Certificate of Program Compliance (COPC); Report on Result of Preliminary Assessment (RRPA) for Undergraduate Programs, Except Medicine, Dentistry, Nursing, Engineering, Bachelor of Science in Marine Transportation (BSMT), Bachelor of Science in Maritime Engineering (BSMarE), Programs Without Existing Policies, Standards and Guidelines (PSGs) and those under the Legal Education Board (LEB)	117
Application for Issuance of Special Orders (SOs).....	125
Application for National Service Training Program (NSTP) Serial Numbers.....	128
Application for Permit/Recognition/Certificate of Program Compliance (COPC) to operate Graduate Programs, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) - Phase 1: Issuance of Certificate of Eligibility	129
Application for Renewal Permit to Operate Undergraduate Programs, Except Medicine, Dentistry, Nursing, Engineering, Bachelor of Science in Marine Transportation (BSMT), Bachelor of Science in Maritime Engineering (BSMarE), Programs Without Existing Policies, Standards and Guidelines (PSGs) and those under the Legal Education Board (LEB)	137
Application for Student Financial Assistance Programs (StuFAPS).....	141
Filing of Complaints, Appeals or Motions for Reconsideration.....	142
Request for Endorsement of Articles of Incorporation and By-Laws of New Private Higher Education Institutions (PHEIs) to SEC.....	145
Request for Payment of Financial Benefits for STUFAPs Grantees.....	147
FEEDBACK AND COMPLAINTS MECHANISM	149
LIST OF OFFICES	150



AGENCY PROFILE

MANDATE

The Commission on Higher Education shall:

1. Promote relevant and quality higher education, ensure that quality higher education is accessible to all who seek it particularly those who may not be able to afford it;
2. Guarantee and protect academic freedom for continuing intellectual growth, advancement of learning and research, development of responsible and effective leadership, education of high-level professionals, and enrichment of historical and cultural heritage; and
3. Commit to moral ascendancy that eradicates corrupt practices, institutionalizes transparency and accountability, and encourages participatory governance in the Commission and the sub-sector.

VISION

A Philippine Higher Education system that is equitable and produces locally responsive, innovative and global competitive graduates and lifelong learners.

MISSION

To promote equitable access and ensure quality and relevance of higher education institutions and their programs.

SERVICE PLEDGE

We, the officials and staff of the Commission on Higher Education, commit to:

- Ensure timely response to communications, queries and requests and serve the public courteously and with utmost respect;
- Develop mechanisms to continually innovate and enhance our operations, systems and procedures, and enrich workforce/personnel to ensure quality service to the satisfaction of clientele;
- Uphold the dignity of the Commission by crossing the road of excellence and employee empowerment in developing sound careers in public service through continuing programs towards personnel growth and development;



- **Continue to sustain and strengthen the quality service we provide to our public and establish a highly educated, credible, capable and eligible human resource to comply with the mandates of the Commission;**
- **Adhere to the agency's core values of fairness, integrity, teamwork, innovativeness, commitment and competence;**
- **Take appropriate measures to ensure that education shall be accessible to all especially the under privileged and deserving students by providing financial assistance through various scholarship programs and educational loans;**
- **Empower higher education institutions in the implementation of their mandates to produce an educationally qualified workforce, share with the public necessary information for sound decisions through our website (www.ched.gov.ph) or other social media, and encourage clients' feedback, comments and suggestions.**

All these we pledge because we are committed to serve and give our best.



CENTRAL OFFICE EXTERNAL SERVICES



Application for Certification of Eligibility for Admission to Medical/Dental Program (CEM/CED)

The issuance of Certificate of Eligibility for Admission to Medical/Dental Program (CEM/CED) is a process by which a Foreign Student (FS) seeking admission to a Medical Program in a Philippine Medical School is evaluated based on his preparatory medical program credentials, National Medical Admission Test (NMAT) results and on other requirements for eligibility

Office or Division:	Office of Student Development and Services (OSDS) – International Student Affairs Division (ISAD)			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business & G2G - Government to Government			
Who may avail:	Liaison Officers of Higher Education Institutions (HEIs) accepting foreign students enrolling in a Medical Program in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form		www.ched.gov.ph or <u>CHED Central Office – Office of Student Development and Service</u>		
2. Letter/Indorsement from HEI signed by the HEI Registrar		Higher Education Institution authorized to accept foreign students		
3. Photocopy of Passport				
4. True copy of Transcript of Records from the preparatory medical program certified by HEI Registrar				
5. Photocopy of Diploma or Certificate of Graduation where he/she graduated certified by HEI Registrar				
6. Notice of Acceptance indicating the quota number of the student signed by the HEI Registrar				
For Medical Program				
7. Photocopy of National Medical Admission Test (NMAT) result certified by HEI Registrar				
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application with complete requirements to OSDS	1.Receive and evaluate application for CEM/CED for completion of the attached requirements	Php 500.00	0.5 working day	<i>International Student Affairs Division (ISAD) Staff</i>



	and issue order of payment for the cashier. If not complete, return documents or notify the applicant			
2. Pay the corresponding fee	2.Receive payment and issue Official Receipt			<i>Cashier</i>
3. Present Official Receipt to ISAD FS Focal Person	3.0 Check the OR and review the submitted documents. If found in order, prepare the , otherwise, prepare Deficiency Letter addressed to the HEI applicant	None	0.5 working day	<i>ISAD FS Focal</i>
	3.1 Review the CEM/ Deficiency Letter and affix initials		5 working days	<i>ISAD Chief EPS</i>
	3.2 Sign the CEM/Deficiency Letter		0.5 working day	<i>Director</i>
4. Claim the CEM	4. Affix dry seal on the CEM and release CEM or Deficiency Letter	None	0.5 working day	<i>ISAD Staff</i>
	TOTAL:	Php 500.00	7 working days	



Application for Autonomous or Deregulated Status of Private HEIs/Vertical Classification

As stated in CHED Memorandum Order (CMO) No. 46, Series of 2012, Vertical Typology refers to the classification of Higher Education Institutions (HEIs) according to the three elements of quality, namely: 1) alignment and consistency of the learning environment with the institution's vision, mission, and goals; 2) demonstration of exceptional learning and service outcomes; and 3) development of a culture of quality.

The application for vertical typology (VT): grant of autonomous and deregulated status to private HEIs is voluntary in nature. The applicant HEIs are evaluated according to their compliance with the four (4) major Prerequisites combined with the points earned from the three (3) Criteria on Commitment to Program Excellence; Excellence in Instruction, Scholarly Works, and Community Engagements; and Institutional Quality and Excellence. The current policy and guidelines for the grant of autonomous and deregulated status to private HEIs is the CMO Nos. 06 and 12, series of 2023.

Office or Division:	Office of the Institutional Quality Assurance and Governance (OIQAG) - Quality Assurance Division (QAD)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Higher Education Institutions (PHEIs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Vertical Typology (VT) Application Forms and documentary requirements based on the list of required documentary evidence per prerequisite and criterion.		VT Forms: CHEDRO or OIQAG Cloud storage: on PHEIs		
2. Online/Cloud storage containing e-copy of the completed VT forms saved as spreadsheets and properly labeled supporting documentary evidence				
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE 1 (Process covered by CHED Regional Offices)				



1. Submit duly accomplished Vertical Typology (VT) Application Forms and	1. 0 Receives and acknowledges application documents.	None	1 working day	CHEDRO Focal Person
	1.1 Checks completeness of submitted forms and corresponding documentary evidence. 1.1.1. If complete, CHEDRO endorses the documents to OIQAG for Phase 2 and update the institution of the status. 1.1.2. If not complete, CHEDRO informs the institution of the deficiencies for its appropriate action.		3 working days	CHEDRO Focal Person
2. Receives information on application from the CHEDRO.		None	1 working day	
	TOTAL	None	5 working days	
PHASE 2 (EVALUATION BY OIQAG AND AD HOC COMMITTEE)				
3. Wait for updates from OIQAG if there is a need to provide additional information for clarification or additional documentary evidence to support some claims	3.0 OIQAG receives and acknowledges HEI's application documents from CHEDRO.	None	1 working day	OIQAG-QAD
	3.1 Determines sufficiency of data, conduct documentary analysis, and prepares evaluation report for validation by the Ad Hoc Committee for VT. Send communication to applicant HEI if needs additional information		12 working days	OIQAG-QAD
	3.2 Convenes Ad Hoc Committee for validation		1 working day	OIQAG-QAD



	and finalization of the evaluation results and recommendations.			
	3.3 Submit the validated evaluation results and recommendations to the Commission en banc (CEB) for comments or approval		1 working day	OIQAG-QAD
	3.4 Returns to CEB the updated results based on its comments and recommendations for final approval	None		<i>Commission En Banc</i>
	3.5 Prepares CHED Memorandum Order (CMO) for the CEB-approved list of PHEIs granted the autonomous and deregulated status for signature and issuance.		2 working days	
4. Receipt of communication informing the result of vertical classification.	4.0 Sends out communication to HEIs on the CEB-approved status of application.	None	1 working day	OIQAG-QAD AFMS
	4.1 Release the CMO containing the list of autonomous and deregulated HEIs and provide copy of the CMO to the applicant HEIs.			
	TOTAL	None	18 working days	



Application for Foreign Scholarships & Training Programs

This procedure refers to the processing of applications for Foreign Scholarship and Training Programs pursuant to Executive Order 402 dated 24 January 2005 on “Abolishing the Special Committee on Scholarship and Transferring its Scholarship Functions to the Department of Education for Basic Education, to the Commission on Higher Education for Degree Courses, and to the Technical Education for Skills and Development Authority for Non-Degree Courses” and CSO 41, S. 2007 on “Creation and Composition of CHED Scholarship Coordinating and Screening Committees for the Administration of Foreign Scholarship and Training Program (FSTP)”

Office or Division:	International Affairs Staff (IAS)
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Government employees & public (for specific scholarship programs)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Government employees:	
1. A letter of nomination addressed to The Director, International Affairs Staff, signed by the Secretary or Head of agency/institution or duly authorized official indicating among others the following: <ul style="list-style-type: none"> a. Assurance of utilizing the services of the nominee, for a period of two (2) years for every year of scholarship or a fraction thereof not less than six (6) months as provided under E.O. 367 amending E.O. 129; and, b. That the nominee shall be paid his/her salary and other financial privileges while on training pursuant to the said Executive Order. 	Sending Government agency
2. Certified Copy of Service Record	
3. Certified Copy of Statement of Actual Duties and Responsibilities	
4. Photocopy of Transcript of Academic Records (Baccalaureate/Graduate)	
5. Photocopy of Diploma (Baccalaureate/Graduate)	
6. Certification that the nominee has no pending administrative and criminal case	
7. Certification that the nominee has no pending scholarship nomination for another program and has no pending service obligation for a previous scholarship for Government employees	



8. Updated bio-data/resume with list of in-service trainings and seminars attended (Spell out acronyms; certificates of training need not be submitted)				
For private individuals:				
1. Letter of Intent	Applicant Employer Higher Education Institution NBI/Police Station			
2. Recommendation from employer or former dean/professor				
3. Certificate of Employment				
4. Photocopy of Transcript of Academic Records (Baccalaureate/Graduate)				
5. Photocopy of Diploma (Baccalaureate/Graduate)				
6. NBI/Police Clearance				
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Endorsement Letter together with required documents.	1. Receive, record & acknowledge application documents.	None	1 working day	<i>Assigned staff</i>
2. Wait for schedule of panel interview	2.0 Evaluate and validate application documents.	None	4 working days	<i>Assigned staff</i>
	2.1 Arrange and confirm panel interview with applicants and members of the Scholarship Screening Committee (SSC).		2 working days	
3. Report for panel interview.	3.0 Conduct panel interview.	None	1 working day	<i>Scholarship Screening Committee Assigned Staff</i>
	3.1 Inform applicant of interview result and required additional documents.			
4. Submit additional requirements.	4.1 Prepare documentary requirements for submission to	None	12 working days	<i>Assigned staff</i>



	embassy/donor country and/or nominating agency			
	4.2 Sign Status of Nomination for nominating agency.			<i>IAS Director</i>
	4.3 Sign endorsement for submission to the Embassy/donor agency. Submit endorsement together with other documentary requirements to Donor Agency/embassy through Department of Foreign Affairs (DFA).			<i>IAS Director, Executive Director, CHED Chairman</i>
	4.4 Receive notification from Donor Agency			<i>Assigned staff</i>
	4.5 Notify the applicants through phone, email and letters			
	4.6 official communication for sending agency.			
	4.7 Sign Notice of Acceptance addressed to the head of sending agency/employer/applicant			<i>IAS Director</i>
5. Process travel and other documents required by donor agency.	5.1 Monitor program and respond to queries and requests of scholar as needed.	None		<i>Assigned staff</i>
TOTAL:		None	20 working days	



Application for Grant of Authority to Offer Programs via the ETEEAP

Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is a comprehensive educational assessment program that recognizes knowledge, skills, attitudes, and values (KSAVs) obtained by individuals from formal, non-formal, and informal education and training and related work experiences.

Deputized higher education institutions (HEIs) may administer work- or competency-based evaluation by utilizing equivalency competence standards and a comprehensive assessment system, employing written test, interview, skills demonstration, and other creative assessment methodologies and award appropriate certificate or degree to the candidate who has earned the equivalent credits.

The deputization of a higher education institution to offer programs via ETEEAP authorizes HEIs to grant degrees to prospective student applicants based on the individual's formal, non-formal, and informal education and training and related work experiences.

Office or Division:	Office of Programs and Standards Development (OPSD) - Non-Conventional Higher Education Division (NHD)	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business (for Private HEIs) G2G - Government to Government (for SUCs and LUCs)	
Who may avail:	HEI/s with any of the following qualification: 1. Center of Excellence (COE) or Center of Development (COD) in the program/discipline to be offered through ETEEAP; 2. In the case of SUCs and LUCs, a Certificate of Program Compliance (COPC) is also required.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Photocopy of the Official Receipt of Payment of Application for ETEEAP Deputization/ additional ETEEAP program		to be submitted by the applying HEI
2. Letter of application		
3. Eligibility: Any of the following: a. Certificate of Award in the program/discipline to be offered		



b. For SUCs/LUCs: Copy of Certificate of Program Compliance	
c. Meritorious cases (see Art. V, 1.1.1.c)	
4. Copy of Regional Development Council (RDC) and Department of Labor and Employment (DOLE) priority programs based on region's identified manpower requirement	
5. Profile of Applicant ETEEAP Provider (Form 1)	
6. Development plan and budget to support to sustain ETEEAP	
7. Manual of Operations (MOP) <i>The MOP shall include, but not limited to, the following:</i>	
a. Mission and Vision of the Institution and Mission and Vision of the Program valuing and recognizing alternative learning	
b. Organization Structure and Terms of References of the Office and Personnel	
c. Qualifications and Selection Procedure of ETEEAP Internal and External Assessors	
d. Procedure on the Development/Revision of the Development Plan and Budget	
e. Admission Requirements and Assessment Procedures	
f. Assessment Menus and Procedure on Development	
g. Policies on Competency Enrichment Programs	
h. Completion Requirements	
i. Enrolment Procedure to Include Schedule of Fees	
j. Policies on the Mode of Delivery	
k. Student Support Services	
l. Policy on the Review and Revision of Learning Packages	



m. Mechanism for In-house Monitoring Review and Evaluation	
8. Program Compliance <i>Submit copy of the following per program applied for:</i>	
a. Form 1.1 – List of Personnel Please attach a copy of the diploma and certificates.	
b. Copy of Curriculum with CHED notation	
c. Competency Standards	
d. Form 1.2 – Learning Packages	
e. Assessment Menus and Tools	
f. Form 1.3 – Technologies Used for Networking and Communication	

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE 1 - CHEDRO				
1. HEI files application with complete required documents and pay the corresponding fees at the CHED Regional Office	1. CHEDRO receives, records, acknowledges, and reviews the application as to the completeness and compliance of required documents. 1.1 If complete and compliant, refers to the Regional Quality Assurance Team; schedules visit. 1.2 If not compliant, notifies HEI that the application cannot be processed	For ETEEAP deputization - Php 15,000.00 per program - Php 15,000.00		<i>Assigned Staff/Chief/ Director of the CHED Regional Office</i>
2. HEI prepares for evaluation visit	2. CHEDRO notifies the HEI thru official communication of the scheduled visit and prepares necessary administrative documents	None		<i>Assigned Staff/Chief</i>



	for the conduct of RQAT meeting/evaluation visit			
3. HEI participates in the evaluation visit	<p>3. CHEDRO, together with the RQAT, conducts evaluation visit</p> <p>3.1 For applications with favorable recommendation, CHEDRO prepares necessary documents (evaluation results, RQAT resolution, favorable indorsement) and endorses complete application documents to CHED OPSD</p> <p>3.2 If not favorable, CHEDRO informs the HEI that the application cannot be processed</p> <p>*CHEDRO may request the TP ETEEAP in the evaluation visit as maybe necessary</p>	None		<i>Evaluation Team (CHEDRO, RQAT, TP-ETEEAP)</i>
PHASE 2 – CHED OPSD				
	<p>1. OPSD receives, records, acknowledges, and, together with the TP-ETEEAP, reviews CHEDRO-indorsed application documents</p> <p>1.1. If compliant, OPSD prepares necessary documents and elevates the matter for inclusion in CEB agenda</p> <p>1.2 If not compliant, return to CHEDRO</p>	None	5 working days	<i>Assigned Staff/Chief, NHD-OPSD</i>



	2. CEB deliberates and decides on the application (approval, disapproval, etc.)	None	10 working days	<i>Commission en banc</i>
	3. OPSD notifies the HEI of the action taken by the CEB (approval, disapproval, notation, etc.) on the application, copy furnished CHEDRO	None		<i>Assigned Staff/Chief, NHD-OPSD</i>
	4. CHEDCO issues Certificate of Government Authority to offer program/s via ETEEAP, released through the Records Section	None	5 working days	<i>Assigned Staff-OPSD; CHEDCO-Records Section</i>
Total		For ETEEAP deputization nPhp 15,000.00 per program Php 15,000.00	CHED OPSD: 20 days	



Application for Grants in Aid Program for Research and Extension

The project is a competition driven grants for higher education institution (HEI) faculty to engage in a) basic-applied research; b) applied research; and c) extension.

The project aimed to 1) develop the country's human resources as researchers and innovators, 2) providing opportunities for HEI consortia or groups to develop a distinctive niche in research, innovation and extension; and 3) facilitate the transfer of knowledge or technology on specific development areas that directly affect the lives of individuals, families and communities.

Below is the process flow for all bona fide faculty researchers to avail of the Grants-In-Aid Program for research and extension:

Office or Division:	Office of Planning, Research and Knowledge Management (OPRKM)- Research Management Division (RMD)		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government/G2C -Government to Citizen		
Who may avail:	Higher Education Institutions (HEIs)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly signed Project Application Forms		CHED Website and OPRKM-RMD	
2. Copy of the endorsement by the Board of Regents for State Universities and Colleges		SUC Governing Board	

How to Avail of the Service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a full-blown proposal online on or before the deadline for submission and receive a letter or email of acknowledgment.	1. Receive, record and acknowledge receipt of the full-blown proposal.	None	0.5 working day	<i>Project Technical Staff I</i>



<p>2. Receive a response letter on the status of the proposal. For non-eligible proposals, proponent receives a letter of regret. For eligible proposals with score of 80 or below, proponent receives a letter of regret. For eligible proposals with score of above 80, proponent receives a notification letter with attached result of technical review.</p>	<p>2.1 Conducts the eligibility checking of the proposal</p> <p>2.1.1 Reviews and validates the result</p> <p>2.1.2 Prepares and sends letter of regret for non-eligible proposals,</p>	<p>None</p>	<p>1 working day</p> <p>2 hours</p> <p>2 hours</p>	<p>Project Technical Staff I (PTS I)</p> <p>Supervising Education Specialist (SEPS)</p> <p>Project Technical Staff I (PTS I)</p>
	<p>2.2 Forwards the proposal/s to at least two technical evaluators (TE) for evaluation.</p> <p>2.2.1 Sends a letter of regret for proposals with an average score of 80 and below</p> <p>2.2.2 Sends a notification letter with attached result of technical review for proposals with average score of above 80.</p> <p>2.3 Prepares a list of qualified proposals for validation of the Division Chief and confirmation of the Director IV.</p> <p>2.4 Prepares the Complete Staff Work (CSW) for inclusion in the agenda item of the CEB.</p> <p>2.5 Reviews, approves and signs the prepared CSW.</p>	<p>None</p>	<p>10 working days</p>	<p>Education Program Specialist II (EPS II)</p> <p>or</p> <p>Project Technical Staff II (PTS II)</p> <p>Senior Education Program Specialist (SrEPS)</p> <p>Division Chief</p> <p>OPRKM Director IV</p>



	2.6 Submits CSW of recommended list of proposals for CEB			Division Chief
3. Receives a communication with attached CEB decision. For disapproved proposals, receives a letter of regret. For approved proposal, receives a draft MOA	3.1 Decides on the proposals 3.1.1 For proposals approved by the CEB, the technical staff sends communication with a copy of the draft MOA. 3.1.2 For proposals not approved by CEB, the technical staff sends a letter of regret.	None	1 working day 2 working days	CEB EPS II or PTS II
4. Submits the signed MOA	4.Receives the signed MOA from the HEI, forwards MOA to appropriate CHED officials for signature and facilitates the notarization of the MOA.	None	14 working days	EPS II of PTS II
5. Receives the signed MOA	5.Provides a copy of the notarized MOA to the HEI and the COA.	None	1 working day	EPS II or PTS II
6. Receives the signed MOA	5.1 Provides a copy of the notarized MOA to the HEI and the COA			
TOTAL		None	20 working days	



Application for Institutional Sustainability Assessment

Institutional Sustainability Assessment (ISA) is a Quality Assurance process that assesses the sustainability of a higher education institution along the five (5) key result areas namely: 1) Governance and Management; 2) Quality of Teaching and Learning; 3) Quality of Professional Exposure, Research and Creative Work; 4) Support for Students; and 5) Relations with the Community.

Office or Division:	Office of Institutional Quality Assurance and Governance (OIQAG) – Quality Assurance Division (QAD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government; G2B - Government to Business			
Who may avail:	All Higher Education Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter signed by the Head of HEI		To be prepared by the HEI		
2. Duly accomplished ISA Self-Evaluation Document (SED) endorsed by CHEDRO (1 hard copy, 1 soft copy)		www.ched.gov.ph		
3. CHEDRO approved visit schedule		To be coordinated with the CHEDRO		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE I (APPLICATION & PREPARATION)				
1. Submits application letter for ISA visit including the proposed schedule to CHEDRO.	1.1 CHEDRO receives and acknowledges application letter of the HEI with information to submit completed SED at least 2 months prior to the proposed visit schedule.	None	1 working day	CHEDRO Focal Person(s)
2. Receives acknowledgement of receipt of letter from CHEDRO				
3. Waits for the proposed visit schedule	3.1 CHEDRO endorses the application letter to OIQAG.	None	1 working day	CHEDRO Focal Person(s)



	3.2 OIQAG receives and acknowledges CHEDRO-endorsed ISA application letter and earmarks the proposed visit schedule		1 working day	OIQAG-QAD Focal Person(s)
4. Submits accomplished SED to CHEDRO at least 2 months prior to the proposed ISA visit schedule.	4.0 CHEDRO receives and acknowledges receipt of accomplished SED	None	1 working day	CHEDRO Focal Person(s)
	4.1 CHEDRO reviews the appropriateness and completeness of the SED. If the SED is not in order, CHEDRO returns the SED to the HEI with the corresponding feedback for improvement.		7 working days	CHEDRO Focal Person(s)
5. Receives feedback from the CHEDRO for the improvement of the SED, and returns to CHEDRO the revised SED. If the SED is complete and in order, this step is not necessary.				
6. Receives a copy of the CHEDRO endorsement of their SED to OIQAG	6.0 CHEDRO endorses the reviewed SED to OIQAG, copy furnished the HEI.	None	1 working day	CHEDRO Focal Person(s)
	6.1 OIQAG receives and acknowledges the SED		1 working days	OIQAG-QAD Focal Person(s)
	6.2 OIQAG convenes the ISA team		4 working days	OIQAG-QAD Focal Person(s)
	6.3 OIQAG prepares and disseminates communication on the confirmation of visit,		2 working days	OIQAG-QAD Focal Person(s)



	which also contains the composition of the ISA Team, to the HEI through the CHEDRO.			
7. Receives the communication on confirmation of visit, reviews the composition of the ISA Team and request for the replacement of assessors if conflict of interest is established				
8. Coordinates with CHEDRO Focal Person regarding the preparations for the visit	8.0 OIQAG prepares for the administrative and financial requirements of the visit	None	10 working days	OIQAG-QAD Focal Person(s)
	8.1 OIQAG coordinates with the ISA Team and CHEDRO Focal Person for the travel and transportation arrangements		2 working days	OIQAG-QAD Focal Person(s)
TOTAL:		None	31 working days	
PHASE II (ASSESSMENT VISIT STAGE)				
9. Waits for the conduct of the assessment visit	9.0 ISA Team conducts initial evaluation of the SED	None	1 working day	ISA Team
	9.1 ISA Team conducts meeting with CHEDRO and OIQAG Focal Persons		1 working day	ISA Team OIQAG-QAD Focal Person(s) CHEDRO Focal Person(s)
10. Participates in the assessment visit	10.0 ISA Team conducts assessment visit	None	3 working days	ISA Team OIQAG-QAD Focal Person(s) CHEDRO Focal Person(s)



	10.1 ISA Team submits Assessment Report to OIQAG		1 working day	ISA Team OIQAG-QAD Focal Person(s)
TOTAL:		None	6 working days	
PHASE III (POST-ASSESSMENT STAGE)				
11. Receives the communication regarding the review and finalization process of the report.	1.0 OIQAG prepares and disseminates a communication to the HEI regarding the assessment report review and finalization process that will be undertaken before the release of results.	None	1 working day	OIQAG-QAD Focal Person(s)
	11.1 TWG reviews and confirms the assessment report	None	2 working days	TWG on ISA
	11.2 ISA Assessors finalize the assessment report	None	3 working days	ISA Assessors
	11.3 OIQAG consolidates, formats, and prints the final assessment report	None	3 working days	OIQAG-QAD Focal Person(s)
	11.4 OIQAG forwards the final assessment report to CHEDRO	None	1 working day	OIQAG-QAD Focal Person(s)
12. Receives the assessment report	12. CHEDRO forwards a copy of the final assessment report to HEI	None	1 working day	CHEDRO Focal Person(s)
TOTAL:		None	11 working days	



Application for Institutional Recognition as Higher Education Institution to Local Universities and Colleges

The service refers to the processing and evaluation of the applications for recognition as a Higher Education Institution per CHED Memorandum Order (CMO) No. 18, series of 2022, submitted by LUCs or by the Local Government Units that created them.

Office or Division:	Office of Institutional Quality Assurance and Governance (OIQAG) – Coordination and Governance Division (CGD)	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Local Universities and Colleges applying for institutional recognition as Higher Education Institution or the Local Government Units that created them	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Requirements for the Grant of Institutional Recognition (IR), Annex A, CMO No. 18, s. 2022		
1. Duly-enacted Provincial/City/Municipal (PCM) ordinance or law establishing the charter of the LUC with the following necessary provisions: <ul style="list-style-type: none"> a. Governing Board Membership and Functions aligned with Article III, Section 8 of CMO No. 18, s. 2022; b. Administration of the Institution; c. Term of Office and Qualifications of the President/Administrator or equivalent position; d. Process of Selection of the President/Administrator or equivalent position; e. Organizational Structure, Roles and Responsibilities; f. Creation of the Basic/Mandatory Plantilla Positions (<i>President/Administrator or equivalent position, Registrar, Librarian, Guidance Counselor, Nurse and Faculty positions</i>); and g. Annual appropriation of the LUC from the LGU 	LGU	
2. Excerpt of the current Fiscal Year (FY) Appropriations Ordinance pertaining to the	LGU	



operation of the LUC duly-certified correct by the Secretary to the Sanggunian;	
<p>3. Proof of implementation of the PCM ordinance creating the plantilla positions for the required academic and non-academic personnel;</p> <ul style="list-style-type: none"> a. Duly signed Personnel Personal Services Itemization and Plantilla of Personnel (PSIPOP); b. Appointment Paper approved by the CSC for non-accredited LGUs, attested if accredited; and c. PDS Personal Data Sheet (CSC Form 212 Revised 2017) 	LGU, CSC
<p>4. The Governing Board's duly-approved Procedure and Guidelines for Hiring Personnel and Qualification Standards based on the relevant policies of the CSC and the Promotion and Merit System as approved/accredited by CSC;</p> <ul style="list-style-type: none"> a. Certified True Copy of the Governing Board Resolution; b. Certified True Copy of Procedure and Guidelines for Hiring Personnel signed by the head of the human resource office; and c. Certified True Copy of Qualification Standards based on Civil Service Commission (CSC) Promotion and Merit System received by CSC 	LUC, CSC
<p>5. Governing Board's duly-approved five-year Institutional Development Plan;</p> <ul style="list-style-type: none"> a. Certified True Copy of the GB Resolution approving the Five-Year Institutional Development Plan b. An institutional development plan identifies the Key Result Areas that are based on its Mission, Vision, and Goals for at least a 5-year period. It contains sets of interrelated activities, its manner of execution, target date of accomplishment, funding, responsible office/personnel and evaluation and measurement of accomplishment. In addition, the IDP must contain the following: 	LUC



<ul style="list-style-type: none"> i. Five-Year Development Plan (development plan with GB approval budget; based on the CHED requirements for instruction, research, community service/extension and linkages, student affairs and services, facilities, library, governance and administration, internationalization strategies) ii. Implementation and Action Plans, including Learning Continuity Plan iii. Monitoring Scheme 	
<p>6. Documents duly-certified by the LUC President/Administrator or equivalent position:</p> <ul style="list-style-type: none"> a. List of degree program offering/s and corresponding COPCs issued by CHED; b. List of Institutional/Academic Facilities; c. Approved Research Agenda; d. Researches conducted (for existing LUCs); e. Approved Community Extension Program; and f. Existing community engagement (for existing LUCs) 	LUC
<p>7. Certificate of Program Compliance of all programs being offered</p>	LUC, CHEDRO
<p>8. Proof of ownership/occupancy right (any of the following):</p> <ul style="list-style-type: none"> a. Transfer Certificate Title if the land is owned by the LUC; b. Deed of Donation if the property is donated in favor of the LUC; and c. Ordinance allotting/designating the property for use of the LUC if the site is not owned by the LUC, with Contract/Deed of Usufruct if under usufruct, or Lease Contract if under lease. 	LGU
<p>9. Certification by the LUC President/Administrator or equivalent position that the mandatory plantilla positions (President/Administrator or equivalent position, Registrar, Librarian, Guidance Counselor, Nurse, and Faculty) are filled up and</p>	LUC



supported by Appointment Papers duly attested by CSC	
10. Certification by the LUC President/Administrator or equivalent position that the plantilla positions are filled up and supported by Appointment Papers duly attested by CSC	LUC
11. Existing student academic and non-academic policies, systems and processes: <ul style="list-style-type: none"> a. Governing Board Resolutions b. Student Admission and Retention c. Student Affairs and Services Student Loading d. Student Discipline e. Grading System f. Promotion and Graduation 	LUC

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application requirements to CHEDRO	1. Review the completeness of application documents and transmit to OIQAG	None	7 days	CHEDRO
2. Wait for feedback from CHEDRO	2.0. Conduct joint review/evaluation, if compliant	None	2 working days	CHEDRO CGD-OIQAG
	2.1 Prepares final report and transmit to the CHEDRO	None	2 working days	CGD-OIQAG
	2.2 Transmits final report to Applicant LUC	None	1 working day	CHEDRO
	2.3 Schedule validation activity, if documents are complete		4 working days	CGD-OIQAG
3. Accept the Schedule of Validation activity	3.0 Constitute composite team	None	1 working days	CGD-OIQAG



	3.1 Inform the applicant LUC of the schedule of validation activity	None	1 working day	<i>CHEDRO</i>
4. Present documents, other requirements, and facilities to CHED Validation Team	4.0 Conduct Validation activity and prepare Report	None	1 working day	<i>Composite Team</i>
	4.1 Prepares final report for release to applicant LUC through CHEDRO	None	2 working days	<i>CGD-OIQAG</i>
5. Receive Final Validation Report	5.0 Release the final report to applicant LUC	None	2 working days	<i>CHEDRO</i>
	5.1 Submit recommendation for approval of the CEB to Commission Secretariat	None	4 working days	<i>CGD-OIQAG</i>
	5.2 Deliberation and decision on the application	None	11 working days	<i>Commission en Banc</i>
6. Receive Certificate of Authority to Establish/Certificate of Recognition	6.0 Transmit Certificate of Recognition as HEI through CHEDRO	None	1 working day	<i>CGD-OIQAG</i>
	6.1 Issue Certificate of Recognition as HEI to Applicant LUC		1 working day	<i>CHEDRO</i>
TOTAL:		None	40 working days	



Application for Permit/Recognition/Certificate of Program Compliance (COPC) to Operate Graduate Programs, Medicine, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) – Phase 2: Issuance of Permit/Recognition/COPC

As provided for under Section 8 of Republic Act (R.A.) No. 7722, one of the powers and functions of the Commission is to evaluate and monitor the performance of programs of higher learning for appropriate incentives as well as the imposition of sanctions such as, but not limited to, diminution or withdrawal of subsidy, recommendation on the downgrading or withdrawal of accreditation, program termination or school course.

This service refers to the processing of applications for issuance of Government Authorization such as Permit/Recognition and COPC to HEIs with intention to operate Graduate programs, Medicine, Dentistry, Nursing Engineering and programs without PSGs.

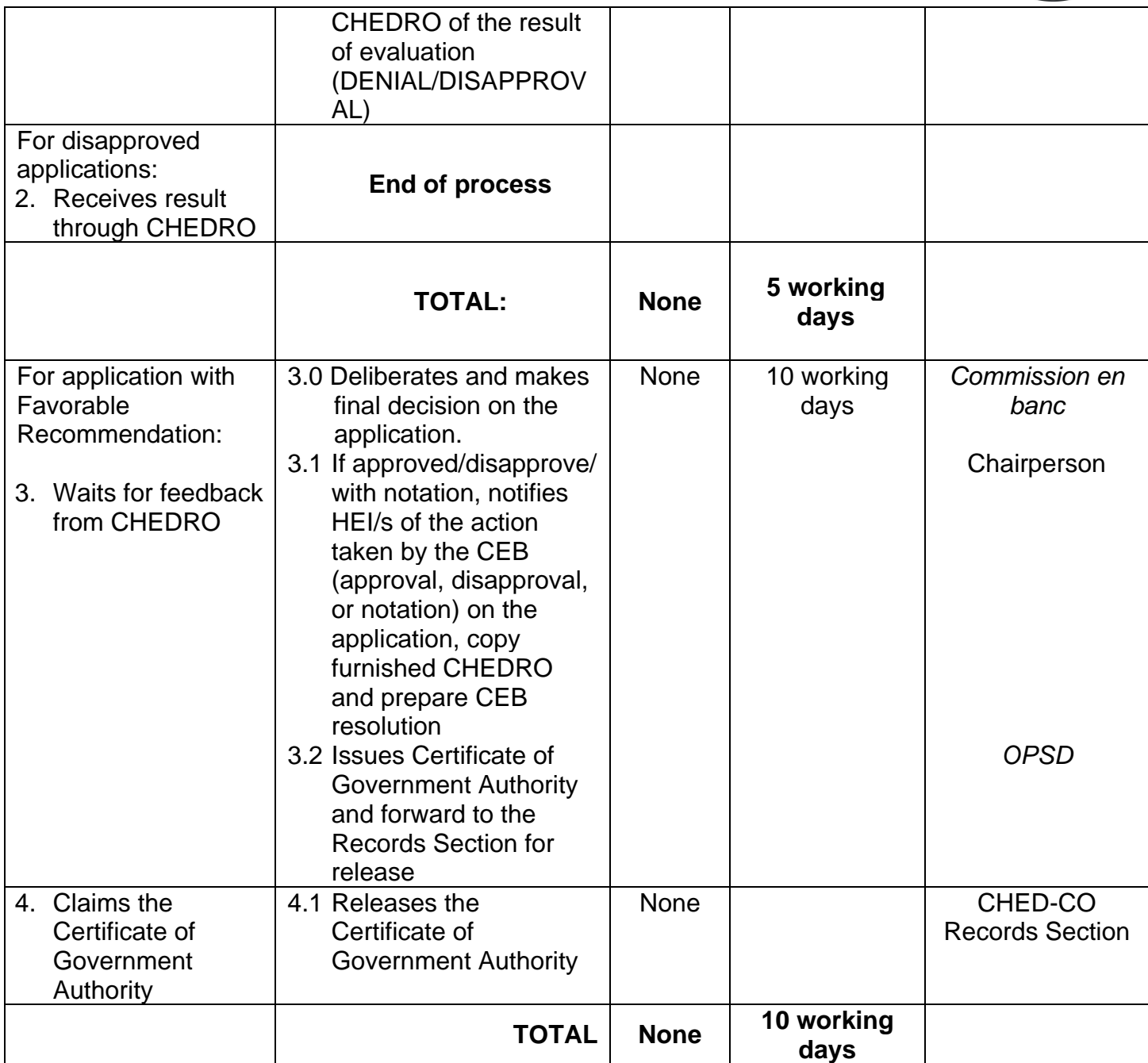
Application/s can be submitted in printed or electronic format to the CHED Regional Office for initial evaluation and issuance of certification of eligibility. *(Please refer to CHEDRO Service on Application for Permit/Recognition/Certificate of Program Compliance (COPC) to operate Graduate Programs, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) - Phase 1: Issuance of Certificate of Eligibility).*

The application shall be forwarded by the CHEDRO to the Office of Programs and Standards Development (OPSD) – Standards Development Division (SDD) for deliberation and recommendation by the Technical Panel for approval by the Commission-en-banc (Phase 2).

Office or Division:	Office of Programs and Standards Development (OPSD) – Standards Development Division (SDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Higher Education Institutions in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For application for Initial/Renewal Permit/ Recognition/COPC:				
Complete application documents per GPR form		CHEDRO		
CHEDRO favorable recommendation based on results of preliminary evaluation		CHEDRO (Phase 1: Issuance of Certificate of Eligibility)		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Waits for CHEDRO feedback/	1.0. Receives, records and routes the application	None	2 working days	Director Office Staff



acknowledgment letter	<p>documents endorsed by the CHEDRO</p> <p>1.1 Receives, records, and forwards the application documents to the Division Chief/Asst. Division Chief for routing to focal person in-charge</p> <p>1.2 Prepares acknowledgement letter with information on the action to be taken</p> <p>1.3 Reviews the application documents and CHEDRO recommendation</p> <p>1.4 Processes necessary administrative documents for the conduct of technical panel meeting to deliberate the recommendation of the technical evaluators</p> <p>1.5 Reviews, deliberates and acts on the result of the evaluation of technical evaluators and makes recommendation thru issuance of a Resolution</p> <p>1.6 If with favorable recommendation, prepares CSW form with supporting documents to the CEB for final action OR If with no favorable recommendation, informs HEI thru</p>		3 working days	<p><i>Designated Staff-Office of the Division Chief</i></p> <p><i>Division Chief/Asst. Chief</i></p> <p><i>Focal person in-charge of the program</i></p> <p><i>Technical Panel</i></p> <p><i>Focal person in-charge of the program</i></p>
-----------------------	--	--	----------------	--





Applications for Student Internship Program (SIAP)

The issuance of CHED Endorsement to the Bureau of Immigration (BI) for Students who will undergo international internship per CMO No. 10, s. 2023 “Policies, Standards and Guidelines for Student Internship Abroad Program (SIAP)” is part of the process for participating HEIs with direct partnership with the Foreign Host Establishments/Organizations (FHEs/Os) abroad.

Office or Division:	Office of Student Development and Services (OSDS) – International Student Affairs Division (ISAD)		
Classification:	Highly Technical		
Type of Transaction:	G2B - Government to Business & G2G - Government to Government		
Who may avail:	Qualified Higher Education Institutions (HEIs) with existing tie up with Foreign Host Establishments/Organization (FHEs/Os)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Memorandum of Agreement (MOA) executed by and between Higher Education Institutions (HEIs) and their Foreign Host Establishments/Organizations (FHEs/Os) signed by the HEI President or his/her duly authorized representative		Qualified Higher Education Institution	
1. Portfolio of Student Internship Abroad Program (SIAP) to be attended by the students			
2.1 Notarized Application Letter signed by HEI President or his/her Authorized representative (original);			
2.2 Transcript of Records with Seal (original);			
2.3 Passport (photocopy);			
2.4 Training Permit or Appropriate Visa issued by host country (photocopy);			
2.5 Medical Certificate (original)			
2.6 HEI Certification of Student Eligibility with Seal (original);			
2.7 Flight details of a round ticket (if the actual round ticket has not yet been submitted with the other requirements, a photocopy of it must be submitted after the approval/signature of the CHED Endorsement to BI);			
2.8 Proof of level of accreditation of the program;			
2.9 Comprehensive Insurance Policy covering the whole duration of the internship period			
2.10 Training Permit issued by the Foreign Host Establishments/Organizations (FHEs/Os) and/or Internship Agreement entered into by and between the student interns and FHEs/Os;			
2.11 Internship Plan			



2.12 FHEs/Os Directory (list of departing student interns together with address and telephone numbers of FHEs and dormitories;	
2.13 Proof of conduct of initial visit and inspection of the partner FHEs/Os;	
2.14 Proof of conduct of general orientation and pre-departure briefing of qualified student interns;	
2.15 Written consent from parents/guardian/spouse;	
2.16 Designation of a regular and qualified faculty member or authorized Internship Coordinator;	
2.17 For SUCs, copy of Board of Regents (BOR) Resolution and/or Excerpts of the Meeting indicating the BOR approval on the MOA or MOU with the FHE/Os and list of students	

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE 1: HEI's Application and Requirements to Participate in SIAP				
1. Submits the Letter of intent to participate in the SIAP together with the documentary requirements to concerned CHEDRO	1. Initial evaluation on the completeness and of requirements and if found complete, receives the documents.	None	5 working days	CHEDRO SIAP Focal
2. Receives the CHEDRO endorsement together with the application and its supporting documents.	2. Release the documents to the concerned HEI SIAP Coordinator			CHEDRO SIAP Focal
3. Submits the application with CHEDRO Endorsement, and supporting documents to CHED-OSDS	3. Conducts final evaluation of the submitted documents as to compliance to the requirements. If found in order, prepare letter of approval addressed to HEI informing them that they are		5 working days	International Student Affairs Division ISAD



	qualified to participate in the SIAP, with the checklist of evaluation. If not, prepares deficiency letter.			
4. Receives the Letter of approval to participate in the SIAP, or deficiency letter.	4. Releases the letter of approval to HEI to participate in the SIAP, or deficiency letter.	None		International Student Affairs Division ISAD SIAP Focal ISAD Chief EPS Director
TOTAL:		None	10 working days	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Phase 2: HEI's Application for CHED Endorsement to BI (Deployment of Student Interns)</i>				
1. Submits Application Letter together with the required supporting documents to the concerned CHEDRO	1. Evaluates completeness and compliance of submitted requirements and if found compliant, receive application and prepare endorsement addressed to the Office of Student of Development and Services (OSDS). If not, prepare deficiency letter addressed to the applicant HEI.	None	3.5 days	<i>CHEDRO SIAP Focal</i>
2. Receives the CHEDRO endorsement together with the supporting documents or deficiency letter	2. Releases the documents to the concerned HEI SIAP Coordinator	None	0.5 day	<i>CHEDRO SIAP Focal</i>



3. Submits CHEDRO Endorsement, Application Letter and supporting documents to CHED OSDS	3.0 Final evaluation as to completeness and compliance, and receive the documents. If found in order, prepare the CHED Endorsement to the Bureau of Immigration, with attached checklist of evaluation for CHED Endorsement, and timeline per batch of students.	None	5 days	International Student Affairs Division ISAD SIAP Focal ISAD Chief EPS
	3.1 Review the CHED Endorsement to the Bureau of Immigration and affixes initial and recommend to the OED for approval of the CHED Endorsement to the Bureau of Immigration		2 days	OSDS Director
	3.2 Review and affix initial to the CHED Endorsement. 3.3. Sign the CHED Endorsement to Bureau of Immigration		3 days	Executive Director Chairperson
4. Receives the CHED Endorsement to the Bureau of Immigration	1.1 Release the CHED Endorsement to the Bureau of Immigration, through the HEI's authorized representative, and send an e-copy to DFA, CHEDRO and HEI, for information and reference.	None		<i>ISAD SIAP Focal</i>
TOTAL:		None	15 working days	



Application for SIKAP for those with Consanguinity Concerns in the Designated CHED Regional Office

Annex D No. 5 of the SIKAP Handbook or the Roles and Responsibilities of the CHED Central Office provides that the Local Graduate Scholarships Committee (LGSC) is authorized to render decisions regarding the approval and disapproval of applications for applicants with concerns on consanguinity.

OFFICE OR DIVISION	Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP), Local Graduate Scholarships Office	
CLASSIFICATION	G2C - Government to Client, G2G - Government to Government	
TYPE OF TRANSACTION	Highly Technical	
WHO MAY AVAIL	Interested SIKAP Applicants with consanguinity concerns	
REQUIREMENTS		WHERE TO SECURE
During Application Process: Complete SIKAP Application Package		CHEDCO SIKAP Implementing Unit
Once, application is approved: a. Notice of Award issued by the SIKAP Team and signed by the Director-in-Charge		
b. Bank certificate of savings account opened through LandBank of the Philippines (LBP)		Authorized personnel / officer from LBP
c. Required documents for the release of financial privileges for months included in the term of approval, as per SIKAP Handbook		Sending HEI and / or Delivering HEI



HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Submit the application package to the CHED Central Office (CHEDCO).	1. Acknowledge and receive the submissions made by the scholar.	None	5 minutes	CHED Central Office - SIKAP Team
2. Wait for the response and action of the CHEDCO.	2. Evaluate the submitted documents in the application package.	None	1 working day	CHED Central Office - SIKAP Team
3. Submit compliance documents as required in the feedback.	3. Provide feedback to the scholar regarding the results of evaluation.	None	1 working day	CHED Central Office - SIKAP Team
	3.1 Wait for the response and submission of the client.		(stop clock)	
	3.2 CHEDCO will communicate with the client the status and next steps of the application based on the evaluated complete documents.			
4. Wait for the deliberation of the submitted application.	4.1. Prepare the Complete Staff Work (CSW) on the case of the approval/	None	5 working days	CHED Central Office - SIKAP Team



	<p>disapproval of the applicant based on evaluation.</p> <p>4.2. Deliberate the approval/ disapproval of application through the LGSC.¹</p> <p>4.3 Communicate the results of application to the applicant (i.e. Approved/ Disapproved/ Wait listed)</p>			
5. Submit formal communication on the acceptance of the scholarship and confirm enrollment in approved graduate program	<p>5. Evaluate documents and provide next steps including templates, in line with the recognition as a SIKAP scholar.</p> <p>5.1 Wait for the response and submission of the client.</p> <p>5.2 CHEDCO will communicate with the client the status and next steps of the application based on the evaluated complete documents.</p>	None	<p>1 working day</p> <p>(stop clock)</p>	CHED Central Office - SIKAP Team
6. Submit accomplished documents for the recognition as a scholar.	<p>6. Evaluate the completeness and correctness of the post-approval documents</p> <p>6.1 Wait for the response and submission of the client.</p>	None	<p>1 working day</p> <p>(stop clock)</p>	CHED Central Office - SIKAP Team



	6.2 CHEDCO will communicate with the client the status and next steps of the application based on the evaluated complete documents.			
7. Submit the following documents: a. Bank certificate of savings account opened through LandBank of the Philippines (LBP). b. Required documents for the release of financial privileges for months included in the term of approval	7.1. Coordinate with CHEDRO with area of jurisdiction and request the submission of the Certification of No Financial Privileges Released.	None	1 working day	CHED Central Office and Regional Office - SIKAP Team
	7.2 Evaluate the completeness and correctness of the post-approval documents.	None	1 working day	CHED Central Office - SIKAP Team
	7.2.1. Wait for the feedback/ response of the client.	None	(stop clock)	
	7.2.2 Once the documents are complete, prepare the necessary documents for processing: - Endorsement of the original copy of the signed scholarship contract to the Commission on Audit (COA) Obligation Request and Status (ORS) and Disbursement Voucher (DV)	None	2 working days	



	1. Certificate of Acceptance and Recommendation for Payment and seek approval from the Director-in-Charge			
8. Receive the result and/or updates from CHEDCO.	8. Endorse documents to the concerned office for processing and release.	None	1 working day (End of Process)	CHED Central Office - SIKAP Team
	Total:	None	14 working days	



Application for Horizontal Classification (University, College, or Professional Institution) of Higher Education Institutions

As stipulated in the CHED Memorandum Order (CMO) No. 46, Series of 2012, horizontal typology evaluates HEIs with the aim to classify them as university, college or professional institutions. The differentiation is along the following dimensions:

- (1) qualifications and corresponding competencies of programs;
- (2) nature of degree programs offered;
- (3) qualifications of faculty members;
- (4) types of available learning resources and support structures available; and
- (5) nature of linkages and community outreach activities.

Office or Division:	Office of the Institutional Quality Assurance and Governance (OIQAG) – Quality Assurance Division (QAD)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Private Higher Education Institutions (PHEIs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Horizontal Forms		www.ched.gov.ph (Template only)		
2. Forms for College Form C1, Form C2, Form C3, Form C4, and Form C5				
3. <u>Forms for Professional Institution</u> Form P1, Form P2, Form P3, Form P4, Form P5, Form P6, and Form P7				
4. Forms for University Form U1, Form U2, and Form U3, Form U3B, Form U4, Form U5, Form U6, Form U7, Form U8				
5. USB Flash Drive/s containing e-copy of the completed vertical forms saved as spreadsheets and properly labelled supporting evidence.				
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PHASE 1 (Receipt of application by CHED Regional Offices)				



1. Submit application and corresponding documentary requirements to CHEDRO for review and endorsement to OIQAG.	1.0 Receives and acknowledges application documents.	None	1 working day	CHEDRO Focal Person
	1.1 Checks completeness and preparation of endorsement.		3 working days	
	1.1.1 If complete, CHEDRO endorses documents to OIQAG for Phase 2 and informs the institution of the result of the CHEDRO process.			
	1.1.2 If not complete, CHEDRO informs the institution of the result of the CHEDRO checking for re-submission.			
2. Receives information on application from the CHEDRO.			1 working day	
	TOTAL	None	5 working days	
PHASE 2 (Evaluation by OIQAG and TWG)				
3. Wait for the final decision on the horizontal classification of HEI.	3.1 OIQAG receives and acknowledges HEI's application documents from CHEDRO.	None	1 working day	OIQAG-QAD
	3.2 Determines sufficiency of data, and completeness of documents.	None	1 working days	OIQAG-QAD
	3.3 Convenes Team for onsite Evaluation.	None	10 working days	OIQAG-QAD



	3.4 Convenes TWG for presentation and deliberation of findings	None	2 working days	OIQAG-QAD
	3.5 Prepares Recommendation to the CEB	None	1 working day	OIQAG-QAD
	3.6 CEB deliberates on the findings and recommendation of the TWG on HEI Classification.	None	1 working day	<i>Commission en banc</i>
	3.7 Provide final decision on the horizontal classification of HEI applicant.			
	3.8 OIQAG prepares certificates based on the granted status.	None	2 working days	OIQAG-QAD
	3.9 Signs the Certificate	None	0.5 working day	OC
	3.10 Sends out communication to HEI.	None	0.5 working day	OIQAG-QAD AFMS
4. Receipt of communication informing the result of horizontal classification.				
	TOTAL	None	18 working days	



Filing of Appeals related to Settlement of obligation and other matters with financial implications for Scholarships for Instructors' Knowledge Advancement Program (SIKAP)

Section E, No. 6.1.2 of the SIKAP Handbook states that approval of any appeal will be subject to the deliberation and review of the Local Graduate Scholarships Committee (LGSC). Further, Section E, No. 6.1.3. of the same states that approval of appeal related to settlement of obligation and other matters with financial implications shall be decided upon by the Commission en Banc (CEB).

OFFICE OR DIVISION:	Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP), Local Graduate Scholarships Office	
CLASSIFICATION:	G2C - Government to Client	
TYPE OF TRANSACTION:	Highly Technical	
WHO MAY AVAIL:	CHED SIKAP Scholars	
REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Letter of request for appeal from the scholar which provides the following details: (1) timeline of study and events leading to the current status of the scholar, (2) reasons for any delay of completion or non-compliance; (3) prayer for relief or requested action to be taken by the Commission; and (4) other details which may be important to consider in the deliberation of the case. 2. Relevant attachments that can provide supporting documentation depending on the nature of appeal being filed 		
2.1 If the appeal is regarding the completion of the degree		



<ul style="list-style-type: none"> • Actions taken by the scholar to finish her/his degree program, to be endorsed by the adviser and GMO • Plan of action and timeline for the completion of her/his degree program, to be endorsed by the adviser and GMO 	Prepared by the CHED SIKAP scholar, subject to validation and approval of the Delivering HEI / HEI of study
---	---

2.2. If the appeal is regarding the return service obligation to a government agency

<ul style="list-style-type: none"> • Notarized affidavit detailing the efforts undertaken to find a position in a HEI 	CHED SIKAP scholar
<ul style="list-style-type: none"> • If applicable, proof of appointment in a government agency 	

2.3. Supporting documents to the details provided

<ul style="list-style-type: none"> • <i>Due to health reasons / maternity</i> - Submit a medical certificate detailing the diagnosis and recommendations for the patient, signed by a licensed physician. 	Any government or private licensed physicians
<ul style="list-style-type: none"> • <i>Due to completion of academic requirements</i> - Submit a Certification / letter from the Dean. 	Delivering HEI / HEI of Study
<ul style="list-style-type: none"> • Other documents which may support the request, as necessary 	

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the appeal, with complete and relevant supporting attachments to the designated CHED	1. Acknowledge and receive the submissions made by the scholar.	None	5 minutes	CHED Regional Office - Records / SIKAP Team



Regional Office (CHEDRO).				
2. Wait for the response and action of the CHEDRO.	2.1. Evaluate the request and ensure that (1) all details pertaining to the study have been incorporated; (2) the reason/s cited in the request is/are fully supported through the documentary requirements; and (3) the reasons cited for the request fall within the terms and conditions of the policy	None	2 working days	CHED Regional Office - Records / SIKAP Team
	2.2. Prepare a case report and submit the same to the Local Graduate Scholarships Committee (LGSC).	None	2 working days	CHED Regional Office - Records / SIKAP Team
	2.2.1 The LGSC deliberates and issues a recommendation/ decision regarding the appeal. 2.2.2. The CEB decides on appeals related to settlement of obligation and matters with financial implications	None	15 working days ²	CHED Regional and Central Office - Local Graduate Scholarships Committee (LGSC) Commission en Banc (CEB)
3. Receive the decision / deliberation result of the submitted appeal.	3. Inform the scholar/s of the decision on the appeal.	None	1 working day (End of Process)	CHED Regional Office - Records / SIKAP Team
	Total:	None	20 working days	



Filing of Complaints, Appeals or Motions for Reconsideration

The Legal and Legislative Service (LLS) acts on complaints filed against CHED personnel, or those filed by any stakeholder concerning violations of CHED rules and regulations

Office or Division:	Legal and Legislative Service (LLS) – Investigation and Enforcement Division (IED) / Legislative, Liaison and Mediation Division (LLMD)			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CHEDRO, Higher Education Institutions, Complainant/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Complaint		to be submitted by Individuals/PHEIs		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written complaint	1.0 Receive the letter-complaint and forward to the Director for evaluation	None	10 minutes	<i>LLS-IED Staff</i>
2. Wait for the advice to perform any of the following: <ul style="list-style-type: none">● prepare a position paper or meet for a clarificatory meeting● attend mediation● wait for the result of a fact-finding investigation	2.0 Refer the complaint to the staff for appropriate action: <ul style="list-style-type: none">● May be referred for Mediation● May be referred to HEI or other concerned Office for appropriate action● May be referred to Fac-Finding (Please refer to procedures in fact-finding)	None	1 working day	<i>LLS Director</i>
	2.1 Send a letter to respondent HEI giving five (5) days from date of receipt to file a response together with supporting documents		5 working days	<i>LLS-IED Staff</i> <i>LLS Director</i>



	2.3 Upon receipt of response, send acknowledgement letter to respondent HEI and a letter to complainant furnishing a copy of the respondent HEI's reply with the option for the complainant to file a position paper or meet with the respondent HEI for a clarificatory meeting.			
3. File position paper or attend the clarificatory hearing	3. Upon submission of position paper or conduct of clarificatory hearing, submit a report with findings and recommendations resolution and notify the parties.	None	12 working days	<i>LLS-IED Staff</i>
	TOTAL:	None	18 working Days	
<i>For Mediation</i>				
1. Wait for notice of schedule of mediation	1.0. Review/Evaluate the letter of complaint and instruct LLMD to: 1.1 Prepare invitation letter addressed to both parties with scheduled dates and confirm availability for mediation conference if mediatable. 1.2 Indorse complaint to the concerned CHEDRO for mediation with the advice to furnish the LLS with the result of the mediation	None	4 working days	<i>Director IV</i>



	proceedings three days after termination. If complaint needs further review, recommend investigation/fact-finding			
For mediation in CHED Central Office:				
2. Appear to the venue assigned by the LLS	<p>2.0 If one of the parties or both parties fail to appear in the scheduled mediation meeting, schedule another meeting upon request of the parties (<i>maximum of 2 requests allowed</i>). Failure to attend the meetings after two (2) resets shall result to failure of the mediation.</p> <p>2.1 If the parties, during the mediation conference fail to come up with an amicable agreement to settle the issue/s, but agree on the conduct of another mediation conference, schedule another mediation conference.</p> <p>2.3 If the mediation is successful, prepare and secure the signatures of both parties in the mediation agreement in accordance with the agreement arrived at, and provide copies to the parties</p> <p>2.4 If mediation failed (<i>no</i></p>	None	6 working days	<i>Legal Assistant I and Director IV Legal Assistant I Assigned Mediator</i>



	<i>amicable settlement</i>), inform the complainant of other possible options, endorse to the Investigation and Enforcement Division (IED) for further investigation and appropriate action; or file a complaint to the proper forum.			
3. If mediation is successful, sign the Mediation Agreement and receive a copy If mediation failed, sign the Mediator's Report and receive a copy	3. Keep records of the proceedings and documents	None	1 working day	<i>LLS-IED Staff</i>
	TOTAL:	None	11 working Days	
Phase 2: For Fact-Finding Investigation				
4. Submit request for fact-finding investigation	4. Receive the request for fact-finding investigation and forward to the Director for evaluation.	None	2 hours	<i>LLS-IED Staff</i>
5. Wait for letter of response	5.0 For complaints where FFI is not appropriate, send a letter of response to requesting party. Otherwise, recommend a creation of Fact Finding Team (FFT) for approval by the Executive Director 5.1 Upon the approval of the creation and composition of the FFT, prepare the	None	3 working days 1 working day	<i>LLS Director/ LLS-IED Staff/Executive Director</i> <i>LLS-IED Staff</i>



	<p>logistics and other documents needed for the investigation, coordinate the FFI to the CHEDRO concerned</p> <p>5.2 Conduct the FFI.</p> <p>5.3 Prepare a report with recommendation for a resolution to be endorsed to the CEB for approval.</p> <p>5.4 Deliberate the matter, approve and sign the resolution.</p> <p>5.5 Release the document to CHED Records and keep a duplicate copy on file.</p>		<p>2 working days</p> <p>3 working days</p> <p>9 working days</p> <p>1 working day</p>	<p><i>Fact Finding Team</i> <i>LLS-IED Staff</i></p> <p><i>CEB/ComSec</i></p> <p><i>LLS-IED Staff</i></p>
6. Receive endorsement	6.Record and release the endorsement order	None	30 minutes	<i>AFMS/Records Officer</i>
	TOTAL:	None	20 working days	



Filing of Request for SIKAP Clearance

After the completion of the return service obligation, the scholar may obtain clearance from the scholarship.

OFFICE OR DIVISION:	Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP), Local Graduate Scholarships Office			
CLASSIFICATION:	G2C - Government to Client, G2G - Government to Government			
TYPE OF TRANSACTION:	Complex			
WHO MAY AVAIL:	Completed SIKAP Scholars			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certification of the rendered return service, as certified by the HEI Human Resource Department / Office			Sending HEI	
2. Accomplishment Report of completed return service, as certified by the HEI			Sending HEI	
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents required for the clearance of the	1. Acknowledge and receive the	None	5 minutes	CHED Regional Office - Records / SIKAP Team



program to the CHED Regional Office.	submissions made by the scholar.			
2. Wait for the response and action of the CHEDRO.	2. Review and evaluate the completeness and validity of the documentary requirements.	None	2 working days	CHED Regional Office - SIKAP Team
3. Submit the required documents should the result of evaluation be incomplete.	3. Provide feedback to the scholar regarding the results of evaluation.	None		
	3.1. If compliance is required, the CHEDRO requests for the submission of correct and complete requirements.	None	(stop clock)	
	3.2. If the documents are complete and in order, prepare documents for processing.	None	1 working day	
4. Wait for the result of the filed request for clearance.	4.1. Endorse the list of scholars for clearance for the confirmation and approval of the CHED Regional Director.	None	3 working days	



	4.2. Prepare the Clearance from the Scholarship for approval of the CHED Regional Director.	None		
5. Receive the copy of the clearance from the scholarship.	5. Prepare for Records keeping and communicate to the scholar the clearance from the scholarship.	None	1 working day (End of process)	
	Total:	None	7 working days	



Filing of Special Requests for Scholarships for Instructors' Knowledge Advancement Program (SIKAP)

The general implementation of the program rests with the CHED Regional Offices since the CHED Central Office serves as oversight of the program. For this purpose, specific concerns of scholars and cases that are not explicitly provided by the policy rests with the CHED Central Office.

OFFICE OR DIVISION:	Scholarships for Staff and Instructors' Knowledge Advancement Program (SIKAP), Local Graduate Scholarships Office	
CLASSIFICATION:	G2C - Government to Client	
TYPE OF TRANSACTION:	Highly Technical	
WHO MAY AVAIL:	CHED SIKAP Scholars	
REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> Letter of request from the scholar which provides the following details: (1) justification and reasons for the request being filed; (2) timeline of study and events leading to the current status of the scholarship; (3) prayer for relief or requested action to be taken by the Commission; and (4) other details which may be important to consider in the deliberation of the case. Relevant attachments that can provide supporting documentation to the special requests being filed 		
HOW TO AVAIL OF THE SERVICE		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request, with complete and relevant supporting attachments to the designated CHED Regional Office (CHEDRO).	1. Acknowledge and receive the submissions made by the scholar.	None	5 minutes	CHED Regional Office - Records / SIKAP Team
2. Wait for the response and action of the CHEDRO.	2. Evaluate the submission by checking the following: (1) complete and accurate documents; (2) eligibility to the terms and conditions of the requests; (3) the reasons for the request is/are fully supported through the documentary requirements.	None	3 working days	CHED Regional Office - Assigned SIKAP Team
3. Submit the required documents should the result of evaluation be incomplete.	3. Provide feedback to the scholar regarding the results of evaluation.	None	2 working days	CHED Regional Office - SIKAP Team
	3.1. If the documents are evaluated as incomplete or do not conform with the specifications of the request, the CHEDRO SIKAP Team waits for the feedback/ response of the client.		(stop clock)	
	3.2. Clients who did not provide		1 working day	



	feedback/response within 30 working days will be closed and the client will be informed.			
	3.3. For clients that responded, CHED to prepare the necessary documentation to the CHED Regional Director for the deliberation of the special request / concern and approval of recommended actions.		3 working days	
4. Wait for the result of the deliberation and review of the special request.	4.1. Endorse the prepared documentation and attachments to the CHED CO.	None	1 working day	CHED Regional Office - SIKAP Team
	4.2. Review and deliberate the special request and concern of the scholar.	None	10 working days	CHED Regional and Central Office - Local Graduate Scholarships Committee (LGSC)
5. Receive the decision / deliberation result of the submitted special request.	5. Inform the scholar/s of the decision on the special request.	None	1 working day (End of Process)	CHED Regional Office - SIKAP Team
	TOTAL:	None	20 working days	



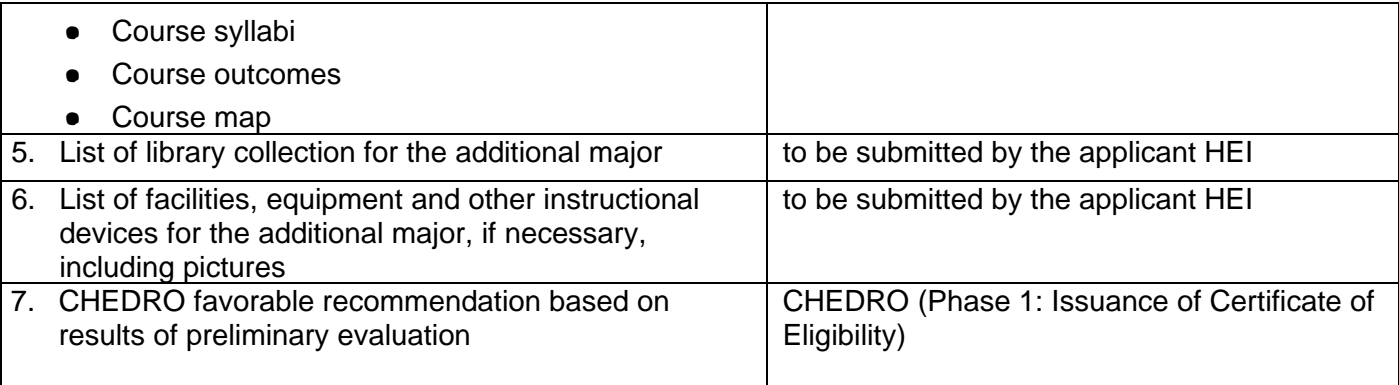
Request for Additional Major for Recognized Graduate Programs and Undergraduate Programs without Policies, Standards and Guidelines (PSGs)

Anchored on the powers and functions of the Commission to evaluate and process applications for the issuance of Government Authorization, the evaluation of applications for additional major for undergraduate and graduate programs. HEIs which have been offering recognized higher education programs with the intention to offer additional tracks or majors seek permission/approval from the Commission.

Application for additional majors/tracks filed by the HEIs shall be subjected to the evaluation. Specific requirements for the additional major/track being applied for shall have to be determined by the Office of Programs and Standards in consultation with the respective Technical Panels.

Application/s can be submitted in printed or electronic format.

Office or Division:	Office of Programs and Standards Development (OPSD) – Standards Development Division (SDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Higher Education Institutions in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. HEI's application letter duly signed by Chairman Board of Trustees/President or authorized representative		to be submitted by the applicant HEI
2. Copy of the government authority for the program		to be submitted by the applicant HEI
3. Faculty Members 3.1 Spreadsheet of faculty members who will handle the additional major should include the following information and supporting documents: <ul style="list-style-type: none"> Name Educational qualifications (where and when obtained) Professional License Numbers and Expiration date (if applicable) Field of specialization Subjects to be taught Nature of appointment (permanent/temporary) Status (fulltime/part-time) 		to be submitted by the applicant HEI
4. Curriculum <ul style="list-style-type: none"> Proposed curriculum for additional major Course description 		to be submitted by the applicant HEI



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for CHEDRO feedback/ acknowledgment letter	1.0 Receive, record, and review completeness of content of application documents and prepare acknowledgement letter with information on the action to be taken 1.1 If complete, conduct TE ocular/virtual evaluation/review of application documents 1.2 If incomplete, prepare and transmit deficiency letter with deadline of submission to HEIs, copy furnished CHEDRO 1.3 Send letter of information to HEI thru CHEDRO regarding the result of the evaluation	None	3 working days 12 working days	<i>Designated Staff</i> <i>ES II in-charge</i>
2. Receive letter of information	End of process			

For HEIs with deficiency/ies	
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100



3. Submit compliance documents to OPSD copy furnished CHEDRO	3.1 Review completeness and appropriateness of documents 3.1.1 If complete, follow step No.1.2 OR 3.1.2 If incomplete, prepare indorsement letter returning the documents to HEI thru CHEDRO	None	5 working days	<i>ES II in-charge</i> <i>ES II in-charge</i>
4. Receive letter of indorsement	End of process			
	TOTAL:	None	20 working days	



Request for Approval of Conferment of Honorary Doctorate Degrees by HEIs

Consistent with the institution's mission and values, the honorary doctorate degree shall be awarded in recognition of an individual's meritorious contribution/s to the advancement of a field in a particular discipline, through exemplary accomplishment/s in instruction, research and practice and his/her personal humanitarian accomplishment/s and/or contribution to the institution and society, rather than as a result of academic matriculation and study.

Office or Division:	Office of Programs and Standards Development (OPSD) - Programs Development Division (PDD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government/G2B – Government to Business			
Who may avail:	Higher Education Institutions in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. HEI/s Letter request 2. CHEDRO indorsement – evaluation, and recommendation 3. Copy of the curriculum vitae, citation, of the candidate, and accomplishment/s 4. Copy of the Board Resolution duly signed by the Board Secretary stating approval the conferment, and citing significant contributions and accomplishments of the candidate/conferee 5. Justification/Rationale for awarding/conferment of Honoris Causa		To be submitted by the applying HEI		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online or written request to confer honorary degree addressed to the Commission through CHED Regional Office (CHEDRO)	1.0 Receive and check the completeness of the documents. In the case of incomplete submission, return the request to the applicant HEI	None	1 hour	CHEDRO Designated Staff
	1.1 Prepare and send acknowledgement letter to the HEI		1 working day	



	1.2 Evaluate/check completeness of the documents in accordance with CHED Memorandum Order and forwards request to the OPSD, along with the CHEDRO recommendation			
2. Wait for feedback from CHEDRO	2.0 Receive, log, and forward HE/s request to OPSD 2.1 Receive, log HEI/s request and forward to designated staff for action 2.3 Prepare evaluation report, CSW and transmittal to Executive Director for CEB approval 2.4 Deliberate and decide on the proposed conferment 2.5 Notify HEI/s of the action taken by the CEB (approval, disapproval, or notation) on the conferment of Honoris Causa	None	1 hour 2 working days 5 working days 8 working days 2 working days	<i>Records Section Staff</i> <i>Designated Staff</i> <i>Chief PDD</i> <i>Commission Secretariat/ Commission en Banc (CEB) Designated Staff/Office of the Executive Director</i>
3. Receive decision taken by the CEB	End of process	None		
TOTAL		None	20 days and 1 hour	



Request for Assessment of Conferences/Meetings to be Attended by SUC Officials/ Personnel

In accordance with the issuances on foreign travels by the Office of the President and Other National Government Agencies and pursuant to the government issuances on “Reiterating and Enforcing the Guidelines and Procedures with Respect to Foreign Trips of Government Officials and Personnel Under the Executive Department”, this procedure refers to the assessment of legitimacy of international conferences/meetings per Memorandum from the Commission dated 24 July 2019 titled “Guidelines for Securing Authority to Travel Abroad for State Universities and Colleges (SUCs)”.

Office or Division:	International Affairs Staff (IAS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	SUC officials and personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter to IAS director		President/VPAA/SUC/Director for International Affairs		
2. IAS Form 15, Evaluation Form for the Necessity of Travel for SUCs		SUC IRO or authorized official		
3. Invitation/acceptance letter		Organizer		
4. Profile of organizer		Conference website cross referenced with trustworthy sources		
5. Background information on international conference/meeting		Conference website cross referenced with trustworthy sources		
6. For paper presentations: Proof that papers presented in the conference will be published in journals indexed by Elsevier/Scopus/ASEAN Citation Index (ACI)		Screenshot of Elsevier/Scopus/ASEAN Citation Index (ACI) websites		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online request letter together with required documents.	1.1 Receive, record & acknowledge request. 1.2 If documents are incomplete, contact requesting SUC to	None	2 working days	Assigned staff



	submit lacking documents.			
2. Wait for reply/endorsement	1.1 Evaluate international conference/ meeting.	None	10 working days	<i>Assigned staff</i>
	1.2 Fills out IAS Form 10 – Assessment of International Conference and draft response		2 working days	<i>Assigned staff</i>
	1.3 Review and finalize communication and assessment.		1 working day	<i>Chief</i>
	1.4 Sign communication.		1 working day	<i>IAS Director</i>
3. Receive thru email the communication/ endorsement	3.1 Email advance copy of communication to requesting SUC and officially release LLS-IED Staff by mail.	None	2 working days	<i>Assigned staff</i>
	TOTAL:	None	18 working days	



Request for CHED Statistical Data/Information

Office or Division:	Office of Planning, Research and Knowledge Management (OPRKM)- Knowledge Management Division (KMD)-Information Management Unit (IMU)			
Classification:	Simple, Complex, and Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any Individual/Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formal request letter stating the purpose/usage of the data/information with client's contact details including email address		Clients residence / office / Higher Education Institutions where the client is affiliated		
1. Filled-up request form for walk-in clients		Knowledge Management Division-Information Management Unit		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send online request for CHED data/information	1.1 Receive and forward to the Statistician	None	5 minutes	IMU Staff
(With Readily Available Format or Statistical Table)				
	1.1.1 Process the requested data. For requests which are not available, notify the client	None	2.5 working days	IMU Staff
2. Receive the Data/Information through email	1.1 Release the requested data/information thru email/fax	None	5 minutes	IMU Staff
	Total	None	2 days and 40 minutes	
(With Less than 3 Levels of Disaggregation)				
	1.1.2 Process the requested data. For requests which are not available, notify the client	None	6 working days	IMU Staff
2. Receive the Data/ Information through email	1.2 Release the requested data/information thru email/fax	None	5 minutes	IMU Staff
	TOTAL	None	6 days and 5 minutes	



Multi-Year or Historical Data with More Than Two Levels of Disaggregation				
	1.1.3 Process the requested data. For requests which are not available, notify the client	None	19 working days	<i>IMU Staff</i>
2. Receive the Data/Information through email	1.3 Release the requested data/information thru email/fax	None	5 minutes	<i>IMU Staff</i>
	TOTAL	None	19 days and 5 minutes	



Request for Endorsement for Conversion/Extension of Visa of Foreign Students to the Bureau of Immigration

The issuance of CHED Indorsement to Bureau of Immigration for Foreign Students is a requirement for the conversion/extension of student visa of existing foreign students in the Philippines in case of student transfer, shifting to another program, taking additional program, or pursuing further studies in another Philippine HEI. This is a requirement by the B.I in coordination with the CHED, to be complied by the accepting authorized HEI.

Office or Division:	Office of Student Development and Services (OSDS) - International Student Affairs Division (ISAD)
Classification:	Complex
Type of Transaction:	G2B - Government to Business & G2G - Government to Government
Who may avail:	Liaison Officers of Higher Education Institutions (HEIs) authorized to accept Foreign Students in the Philippines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter/Indorsement from the accepting HEI signed by HEI Registrar	Higher Education Institution authorized to accept Foreign Students
2. Photocopy of Passport (both bio-page and visa page)	
3. True copy of Transcript of Records from the HEI last attended certified by HEI Registrar	
4. True Copy of Transfer Credentials issued by HEI last attended certified by HEI Registrar	
5. Notice of Acceptance from the accepting HEI signed by HEI Registrar	

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.0 Evaluate completeness of the requirements and if found with complete requirements, receive the request for CHED Indorsement to BI.	None	0.5 working day	<i>International Student Affairs Division (ISAD) Staff</i>
	1.1 Review the submitted documents, if found in order, prepare the CHED Indorsement to BI, otherwise, prepare deficiency letter		0.5 working day	<i>ISAD FS Focal</i> <i>ISAD Chief EPS</i>



	1.2 Review the CHED Indorsement to BI/deficiency letter and affix initials 1.3 Sign the CHED Indorsement to BI/deficiency letter		0.5 working day 0.5 working day	
2. Receive the CHED Indorsement to BI/deficiency letter	2.1 Release the CHED Indorsement to BI/deficiency letter	None	0.5 working day	<i>ISAD Staff</i>
TOTAL:		None	2.5 working days	



Request for Endorsement for Tax Exemption of HEIs to the Department of Finance (DOF)

Office or Division:	Legal and Legislative Service (LLS) – Investigation and Enforcement Division (IED)
Classification:	Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Higher Education Institutions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> Letter – Application by a duly authorized representative of the institution indicating that the requesting school is non-stock and non-profit educational corporation, and the items being imported (under oath) Bill of Lading/Airway bill Invoice or Importation documents such as placement orders/Proforma Invoice Deed of undertaking duly notarized which must state categorically that the imported articles shall be used actually, directly and exclusively for educational purposes and shall not be resold, or transferred for material consideration Certificate of CHED/DECS Recognition of School, Government Permit to Operate Certified True Copy of Articles of Incorporation and By-Laws In case of DONATIONS, Deed of Donation and the corresponding Deed of Acceptance Copy of Official Receipt of the payment for tax exemption 	<p>Requesting Party</p> <ul style="list-style-type: none"> - Requesting Party/Securities and Exchange Commission - Donor - AFMS-CHED

HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Cashier for payment of Tax Exemption	1. Issue official receipt (OR)	Php 1,500.00	30 minutes	AFMS/Cashier
2. Submit a letter request for Tax Exemption to the CHED Records Section with all the	2.0 Receive, record and immediately forward the documents to the Legal and Legislative Service (LLS)	None	0.5 working day 30 minutes	AFMS/Records Officer LLS-IED Staff



required documents	2.1 Receive and record request and forward the document to the LLS Director		0.5 working day	LLS Director
	2.2 Route the request to the staff for complete staff work		1 working day	LLS-IED Staff
	2.3 Evaluate the application and prepare the endorsement letter with appropriate recommendations to the Department of Finance and submit endorsement for review and initials		0.5 working day	LLS Director/Chief
	2.4 Review, sign endorsement and forward to the CHED Chairman for approval		1 working day	OC Chairman LLS-IED Staff
	2.5 Sign Endorsement		1 hour	
	2.6 Record and forward to Records Section			
3. Receive endorsement	3. Record and release the endorsement order	None	2 hours	AFMS/Records Officer
	TOTAL:	Php 1,500.00	4 working days	



Request for Endorsement of By-Laws and Amendments thereto for Private Higher Education Institutions (PHEIs) to the Securities and Exchange Commission (SEC)

(Amended pursuant to Republic Act No. 11232, the "Revised Corporation Code of the Philippines" and SEC Memorandum Circular No. 3, s. 2024, "Guidelines on the use of the eAMEND Portal")

Office or Division:	Legal and Legislative Service (LLS) – Investigation and Enforcement Division (IED)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Private Higher Education Institutions
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
FOR NEW APPLICATION (REGISTRATION/FILING OF BY-LAWS)	
1. Letter Request of the Requesting Party	Requesting Party
2. Notarized Affidavit of Undertaking stating: <i>"that the indorsement shall not be construed as a grant of authority to operate any collegiate/graduate courses/degree/program without obtaining the required grant/permit from the Commission on Higher Education"</i>	
3. Signed SEC System Generated By-Laws	Security and Exchange Commission
4. Copy of CHED Official Receipt as proof of payment for SEC Endorsement	CHED Central Office or CHED Regional Office Cashier
FOR AMENDMENT OF BY-LAWS	
1. Letter Request of the Requesting Party	Requesting Party
2. Notarized Affidavit of Undertaking stating: <i>"that the indorsement shall not be construed as a grant of authority to operate any collegiate/graduate courses/degree/ program without obtaining the required grant/permit from the Commission on Higher Education"</i>	
3. Copy of Amended By-Laws	
4. Directors' or Trustees' Certificate – notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the By-laws, indicating the amended provisions, (ii) the vote of the directors	



or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting, and (iv) the tax identification number of the signatories which shall be placed below their names	
5. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	
6. Copy of Government Recognition of programs offered issued by the CHED (if applicable)	
7. Copy of CHED Official Receipt as proof of payment for SEC Endorsement	CHED Central Office or CHED Regional Office Cashier
8. For change of name: Name Verification Slip	Security and Exchange Commission

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit document application and pay the corresponding fee and receive the receiving copy	1.0 Issue an Official Receipt (OR) 1.1 Receive the documents, return one received copy of the application and O.R. to the client and forward application to CHED LLS	Php 1,000.00	0.5 working day	CHED Cashier/ Records-AFMS
	1.2 Receives, records and immediately forwards the documents to the LLS Director			LLS Admin Staff
	1.4 Refers the request to the staff for review and appropriate action 1.4.1. If the application requirements are in order and complete, prepares the endorsement letter to the SEC 1.4.2 If the application requirements are not in order and incomplete, prepares the letter to HEI to comply with the		0.5 working day	LLS Director IED Staff



	documentary requirements (whichever applies)			
	1.5 Submits letter/endorsement to the Chief for review and initials		1 working day	IED Staff
	1.6 Reviews letter/endorsement and forwards to the LLS Director for final review and signature			IED Chief LLS Director
	1.7 Records and forwards the signed Letter/Endorsement to CHED Records			LLS Admin Staff
2. Receives endorsement / letter	2. Records releases the endorsement to the SEC Central Office/Extension Office copy furnished the CHEDRO and HEI or Letter for HEI's Compliance - CHED Records releases the letter to the HEI copy furnished the CHEDRO		0.5 working day	CHED Records Staff
TOTAL		Php 1,000.00	2.5 working days	
IF THE APPLICATION DOCUMENTS ARE FILED WITH THE CHED REGIONAL OFFICE				
1. Submit document application and pay the corresponding fee and receive the receiving copy	1.0 Receive the documents, return one received copy of the application and O.R. to the client	P1,000.00	0.5 working day	Receiving Clerk and Cashier
	1.1 Receives, records and immediately endorse the documents to the LLS			CHEDRO Staff and CHEDRO Director
	1.2 Receives, records and immediately forwards the documents to the LLS Director		0.5 working day	LLS Admin Staff
	1.3 Refers the request to the staff for review and appropriate action			LLS Director



	<p>1.3.1 If the application requirements are in order and complete, prepares the endorsement letter to the SEC</p> <p>1.3.2 If the application requirements are not in order and incomplete, prepares the letter to HEI to comply with the documentary requirements (whichever applies)</p>		0.5 working day	IED Staff
	1.4 Submits letter/endorsement to the Chief for review and initials		1 working day	IED Staff
	1.5 Reviews letter/endorsement and forwards to the LLS Director for final review and signature			IED Chief LLS Director
	1.6 Records and forwards the signed Letter/Endorsement to CHED Records			LLS Admin Staff
2. Receives endorsement/letter	2. Records releases the endorsement to the SEC Central Office/Extension Office copy furnished the CHEDRO and HEI or Letter for HEI's Compliance - CHED Records releases the letter to the HEI copy furnished the CHEDRO		0.5 working day	CHED Records Staff
TOTAL		Php 1,000.00	3 working days	



CENTRAL OFFICE INTERNAL SERVICES



Issuance of Certificate of Employment (COE) and Service Records (SR)

This service describes the procedure on how CHED officials and employees or those whose services are engaged through Job Order contracts (currently employed and separated) can request for their COE and SR for verification of their employment date and standing, job title, and compensation in the Commission.

Office or Division:	Administrative, Financial and Management Service (AFMS) – Human Resources and Development Division (HRDD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	CHED Officials and Employees (currently employed and separated)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished HRDD Request Form		Hard copy is available at the HRDD Office E-copy (if available) can be requested from HRDD via email (hrdd@ched.gov.ph)		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes the HRDD Request Form	1.1. The portal automatically notifies the assigned staff of the request.	None	1 hour	HRDD Personnel, HRDD-AFMS
	1.2. Assigned staff prepares the requested document and forwards to the Division for review and initials.	None	2 hours	Division Chief, HRDD-AFMS
	1. 3 Assigned staff forwards the requested document with initials to the Director IV, for signature	None	3 hours	Director IV, AFMS
	1.4 The signatory returns the signed document to the releasing clerk for logging and	None	1 hour	HRDD Personnel, HRDD-AFMS



	releasing to the client.			
2. Acknowledges the e-mail and receives the approved document at their time of availability and accomplishes the feedback form.	2.1 Releasing clerk releases the document to the client	None	1 hour	HRDD Personnel, HRDD-AFMS
	TOTAL:	None	1 working day	



Request for Payment of Airfare (Procurement Service)

This service refers to the processing of disbursement voucher for the payment of airfare purchased through:

- Procurement Service
- PAL Credit Line
- PAL Direct

Office or Division:	Higher Education Development Fund Staff (HEDFS) - Accounting, Budget, and Cashier Units / Administrative, Financial and Management Service (AFMS) – Accounting, Budget and Cashier Units	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR PROCUREMENT SERVICE		
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit
Document 3: Billing Statement (1 copy)		Procurement Service
Document 4: Copy of Ticket (1 copy)		Requesting CHED
Document 3: Authority to Hold Activity (ATHA) (1 copy)		Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (RBA) (1 copy)		Office of Executive Director/Deputy Executive Director
Document 5: Authority to Travel (1 copy)		Requesting CHED Office
FOR PAL CREDIT LINE		
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit
Document 3: Billing Statement (1 copy)		Philippine Airlines
Document 4: Copy of Ticket (1 copy)		Requesting CHED
Document 3: Authority to Hold Activity (ATHA) (1 copy)		Office of Executive Director/Deputy Executive Director



Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 5: Authority to Travel (1 copy)	Requesting CHED Office
FOR PAL DIRECT	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 5: Authority to Travel (1 copy)	Requesting CHED Office
Document 6: Breakdown of Airfare	Philippine Airlines

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV and above-mentioned supporting documents.	1.1 Attach the approved ORS	None	1 working day	<i>AO5 Budget-HEDFS/AFMS HEDF/AFMS Accounting Unit Chief Accountant</i>
	1.2 Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the certified DV to the Director/Chairperson for signature		7 working days	
	1.3 Prepare check and bank documents (List of Due and Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), and Advice of Checks Issued and Cancelled (ACIC)) for signature of the		3 working days	<i>Cashier HEDFS/AFMS-Cash</i>



	<p>HEDF Director/CHED Chairperson.</p> <p>1.4 Submit the LDDAP-ADA and ACIC to the Land Bank of the Philippines.</p> <p>1.5 Release check to Procurement Service in exchange for an Official Receipt.</p>		1 working day	<p><i>Cashier</i> <i>HEDFS/AFMS-</i> <i>Cash</i></p> <p><i>Cashier</i> <i>HEDFS/AFMS-</i> <i>Cash</i></p>
TOTAL:		None	12 working days	



Request for Payment of Cash Advance

This service refers to the processing of disbursement voucher for release of cash advance relative to:

- local travel
- foreign travel

Office or Division:	Higher Education Development Fund Staff (HEDFS) - Accounting, Budget, and Cashier Units / Administrative, Financial and Management Service (AFMS) – Accounting, Budget and Cashier Units	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR LOCAL TRAVEL:		
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit
Document 3: Authority to Hold Activity (1 copy)		Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (1 copy)		Office of Executive Director/Deputy Executive Director
Document 5: Authority to Travel (1 copy)		Office of Executive Director/Deputy Executive Director
Document 6: Approved Itinerary of Travel (1 copy)		Office of HEDF Director
Document 7: Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1 copy)		HEDF/AFMS Accounting Unit
FOR FOREIGN TRAVEL:		
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office



Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Travel/Travel Order (1 copy)	Office of the Chairperson/Office of the President
Document 4: Approved Itinerary of Travel (1 copy)	Office of HEDF/AFMS Director
Document 5: Letter of Invitation of host/ sponsoring country/ agency/ organization (1 copy)	Host/Foreign Country
Document 6: For Seminar/Training -Letter of Invitation addressed to CHED inviting participants (1 copy)	Host/Foreign Country
Document 7: For Seminar/Training - Acceptance of the nominees as participants (1 copy)	Host/Foreign Country
Document 8: Quotation of three (3) travel agencies or its equivalent (1 copy)	Requesting CHED Office
Document 9: Flight Itinerary issued by the airline/ ticketing office/ travel agency (1 copy)	Requesting CHED Office
Document 10: Copy of UNDP rates (1 copy)	Requesting CHED Office
Document 11: Document to show the dollar to peso exchange rate at the date of grant of cash advance (1 copy)	Requesting CHED Office
Document 12: Where applicable, authority from the OP to claim representation expenses (1 copy)	Office of the President
Document 13: Certification from IAS (1 copy)	IAS
Document 14: Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1 copy)	HEDF/AFMS Accounting Unit

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV and above-mentioned supporting documents.	1.1 Attach the approved ORS. 1.2 Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV/Payroll certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the	None	1 working day 7 working days	AO 5 Budget HEDFS/AFMS Chief Accountant- HEDFS/AFMS



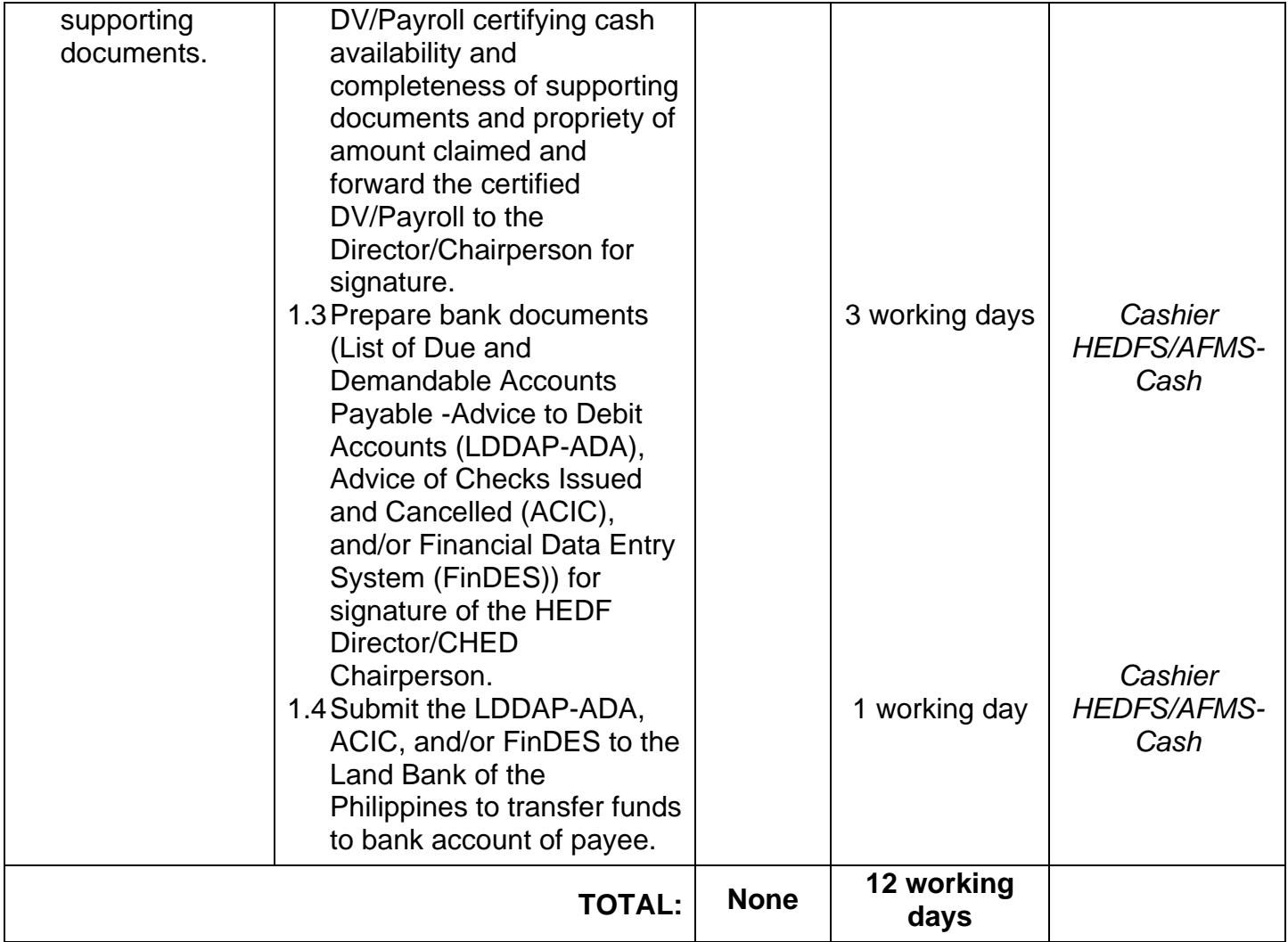
	<p>certified DV/Payroll to the Director/Chairperson for signature.</p> <p>1.3 Prepare bank documents (List of Due and Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), Advice of Checks Issued and Cancelled (ACIC), and/or Financial Data Entry System (FinDES)) for signature of the HEDF Director/CHED Chairperson.</p> <p>1.4 Submit the LDDAP-ADA, ACIC, and/or FinDES to the Land Bank of the Philippines to transfer funds to bank account of payee.</p>		<p>3 working days</p> <p>1 working day</p>	<p><i>Cashier HEDFS/AFMS- Cash</i></p> <p><i>Cashier HEDFS/AFMS- Cash</i></p>
	TOTAL:	None	12 working days	



Request for Payment of First Salary/Honorarium

This service refers to the processing of disbursement voucher or payroll for the payment of first salary of project technical staff.

Office or Division:	Higher Education Development Fund Staff (HEDFS) - Accounting, Budget, and Cashier Units / Administrative, Financial and Management Service (AFMS) – Accounting, Budget and Cashier Units			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Project Implementors (CHED Central Office)			
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE		
Document 1: Disbursement Voucher, if one person (1 copy) or Payroll, if more than one person (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit		
Document 3: Original DTR (1 copy)		Project Technical Staff		
Document 4: Accomplishment Report (1 copy)		Project Technical Staff		
Document 5: Original Contract (1 copy)		AFMS-HRMD		
Document 6: Proof of Transmittal of Contract to COA (1 copy)		Requesting CHED Office		
Document 7: Salary Computation (1 copy)		AFMS-HRMD		
Document 8: Certificate of Assumption (1 copy)		Requesting CHED Office		
Document 9: Land Bank Savings Account Number (1 copy)		Project Technical Staff		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV or Payroll and above-mentioned	1.1 Attach the approved ORS. 1.2 Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the	None	1 working day 7 working days	AO 5 Budget HEDFS/AFMS-Chief Accountant-HEDFS/AFMS





Request for Payment of Institutional Grant

This service refers to the processing of disbursement voucher for the payment of grant awarded to:

- State University or College (SUC)
- Non-Government Organization (NGO) or Private Organization (PO) identified as non-stock or non-profit corporation
- Higher Education Institution (HEI) under the National Higher Education Research Agenda (NHERA) Project
- HEI under Co-Hosting Scheme
- HEI under the Financial Assistance for Voluntary Accreditation Project
- Thesis/Dissertation Grant
- Paper Presentation Grant

Office or Division:	Higher Education Development Fund Staff (HEDFS) - Accounting, Budget, and Cashier Units / Administrative, Financial and Management Service (AFMS) – Accounting, Budget and Cashier Units	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR 1ST TRANCHE PAYMENT (SUC)		
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit
Document 3: Perfected Memorandum of Agreement (MOA) (1 copy)		Requesting CHED Office
Document 4: Commission en Banc (CEB) Resolution (1 copy)		Commission Secretariat
Document 5: Project Summary Sheet (1 copy)		Project Proponent
Document 6: Project Proposal (1 copy)		Project Proponent
Document 7: Logical Framework (1 copy)		Project Proponent
Document 8: Transmittal of MOA to Commission on Audit (COA) (1 copy)		Requesting CHED Office



Document 9: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
FOR 2ND OR 3RD TRANCHE PAYMENT (SUC)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Perfected MOA (1 copy)	Requesting CHED Office
Document 4: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 5: Terms of Reference (TOR) (1 copy)	Project Proponent
Document 6: Work and Financial Plan (1 copy)	Project Proponent
Document 7: Line-Item Budget (1 copy)	Project Proponent
Document 8: Schedule of Deliverables (1 copy)	Project Proponent
Document 9: Certification of Acceptance of Submitted Documents and Recommendation for Payment (1 copy)	Requesting CHED Office
Document 10: Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office
Document 11: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
FOR NGO/PO	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office
Document 4: Complete project proposal approved/signed by its officers which shall include the objectives, target beneficiaries, feasibility studies, risk assessment, design, plans, blueprints, charts, etc. (1 copy)	Project Proponent
Document 5: WFP and Sources and Details of Proponents Equity Participation in the Project (1 copy)	Project Proponent
Document 6: Logical Framework (1 copy)	Project Proponent
Document 7: Project Summary Sheet (1 copy)	Project Proponent
Document 8: Certificate of Registration with the Securities and Exchange Commission (SEC)	Project Proponent
Document 9: Authenticated copy of the latest Articles of Incorporation showing the original incorporators/organizers and the Secretary's	Project Proponent



Certificate for incumbent officers, together with the Certificate of Filing with the SEC. (1 copy)	
Document 10: Financial reports, audited by an Independent Certified Public Accountant for the past three years preceding the date of project implementation (1 copy)	Project Proponent
Document 11: Disclosure by the NGO/PO of other related business, if any and extent of ownership therein. (1 copy)	Project Proponent
Document 12: List and/or photographs of similar projects previously completed by the NGO/PO, if any, indicating the source of funds for their implementation. (1 copy)	Project Proponent
Document 13: A sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth degree to the Officials of CHED authorized to process and/or approved the proposals, the MOA and the release of funds. (1 copy)	Project Proponent
Document 14: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
Document 15: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 16: Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office
Document 17: Other documents that may be required later by COA (1 copy)	Requesting CHED Office
Document 18: Certification of Acceptance of Submitted Documents and Recommendation for Payment (for 2 nd /3 rd tranche payment only) (1 copy)	Requesting CHED Office
FOR GRANT UNDER NHERA	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office
Document 4: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 5: Project Summary Sheet (1 copy)	Project Proponent
Document 6: Project Proposal (1 copy)	Project Proponent



Document 7: Logical Framework (1 copy)	Project Proponent
Document 8: Terms of Reference (1 copy)	Project Proponent
Document 9: Workplan (1 copy)	Project Proponent
Document 10: Line-Item Budget (1 copy)	Project Proponent
Document 11: Schedule of Deliverables and Tranche Releases (1 copy)	Project Proponent
Document 12: Proof of Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office
Document 13: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
Document 14: Certification of Acceptance and Recommendation for Payment (for 2 nd tranche payment only) (1 copy)	Requesting CHED Office
FOR CO-HOSTING GRANT	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 4: Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office
Document 5: Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office
Document 6: Billing or Statement of Account (1 copy)	Grantee
Document 7: Certificate of Acceptance of Submitted Documents and Recommendation for Payment (1 copy)	Requesting CHED Office
Document 8: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
FOR FINANCIAL ASSISTANCE FOR VOLUNTARY ACCREDITATION	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office
Document 4: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 5: Project Summary Sheet (1 copy)	Project Proponent



Document 6: Project Proposal (1 copy)	Project Proponent
Document 7: Logical Framework (1 copy)	Project Proponent
Document 8: Proof of Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office
Document 9: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF Accounting Unit
Document 10: SEC Registration (1 copy)	Project Proponent
Document 11: Financial Statement (1 copy)	Project Proponent

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit DV and above-mentioned supporting documents.	1.1 Attach the approved ORS.	None	1 working day	AO 5- HEDFS/AFMS- Budget Chief Accountant- HEDFS/AFMS	
	1.2 Evaluate the DV, ORS, and other supporting documents. If all in order, affixes signature in the DV certifying cash availability and completeness of supporting documents and propriety of amount claimed. The certified DV is forwarded to the HEDF/AFMS Director/CHED Chairperson for signature.		7 working days		
	1.3 Prepare check and bank documents (List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA), and Advice of Checks Issued and Cancelled (ACIC)) for signature of the HEDF Director/CHED Chairperson.		3 working days	Cashier HEDFS/AFMS- Cash	
			1 working day	Cashier	



	1.4 Submit the LDDAP-ADA and ACIC to the Land Bank of the Philippines. 1.5 Release check to SUC in exchange for an Official Receipt.			<i>HEDFS/AFMS-Cash</i> <i>Cashier</i> <i>HEDFS/AFMS-Cash</i>
	TOTAL:	None	12 working days	



Request for Reimbursement of Expenses

This service refers to the processing of request of reimbursement of the following expenses:

- Local Travel Expenses
- Airfare (Local Travel)
- Airfare (Foreign Travel)
- Supplies
- Food
- Accommodation
- Mailing
- All Others

Office or Division:	Higher Education Development Fund Staff (HEDFS) - Accounting, Budget, and Cashier Units / Administrative, Financial and Management Service (AFMS) – Accounting, Budget and Cashier Units	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR LOCAL TRAVEL EXPENSES		
Document 1: Disbursement Voucher, if one person (1 copy)		Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit
Document 3: Authority to Hold Activity (1 copy)		Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (1 copy)		Office of Executive Director/Deputy Executive Director
Document 5: Authority to Travel (1 copy)		Office of Executive Director/Deputy Executive Director
Document 6: Itinerary of Travel, specify residence (1 copy)		Office of HEDF/AFMS Director
Document 7: Certificate of Travel Completed (1 copy)		Requesting CHED Office
Document 8: Certificate of Appearance (for monitoring activities) or Attendance Sheet (for meeting/workshop) – (1 copy)		Requesting CHED Office
Document 9: Travel Report (1 copy)		Payee



Document 10: Paper/electronic plane or original bus tickets	Payee
Document 11: Original boarding pass	Payee
Document 12: Original terminal fee	Payee
Document 13: Certification of Expenses not Requiring Receipts (1 copy)	Requesting CHED Office
Document 14: Official Receipts of Gasoline/Toll Fees (1 copy)	Requesting CHED Office
Document 15: If applicable, revised or supplemental Office Order or any proof supporting the change of schedule. (1 copy)	Requesting CHED Office
Document 16: Authority to Reimburse (1 copy)	Requesting CHED Office
Document 17: Trip Ticket, if driver (1 copy)	Payee
Document 18: Justification for the use of Taxi based on EO 77	Payee
FOR AIRFARE (LOCAL TRAVEL)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF Budget Unit
Document 3: Authority to Hold Activity (1 copy)	Office of Executive Director/Deputy Executive Director/Office of the President
Document 4: Request for Budget Approval (1 copy)	Office of Executive Director/Deputy Executive Director/Office of the President
Document 5: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director/Office of the President
Document 6: Official Receipts (1 copy)	Payee
Document 7: Copy of Plane Ticket (1 copy)	Payee
Document 8: Authority to Reimburse (1 copy)	Requesting CHED Office
FOR AIRFARE (FOREIGN TRAVEL)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF Budget Unit
Document 3: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director/Office of the President
Document 4: Approved Itinerary of Travel (1 copy)	Office of HEDF/AFMS Director
Document 5: Letter of Invitation of Host/ Sponsoring Country/ Agency/ Organization (1 copy)	Payee
Document 6: Quotation of three (3) travel agencies or its equivalent (1 copy)	Requesting CHED Office



Document 7: Flight Itinerary issued by the airline/ ticketing office/ travel agencies (1 copy)	Requesting CHED Office
Document 8: Paper/electronic plane or bus tickets, boarding pass, terminal fee (1 copy)	Payee
Document 9: Certificate of Appearance (1 copy)	Payee
Document 10: Certificate of Travel Completed (1 copy)	Requesting CHED Office
Document 11: Travel Report (1 copy)	Payee
Document 12: Document to show the dollar to peso exchange rate	Requesting CHED Office
Document 13: Certification from IAS	IAS
Document 14: Copy of UNDP rates	Requesting CHED Office
Document 15: Where applicable, authority from the OP to claim representation expenses (1 copy)	Office of the President
FOR SUPPLIES	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF Budget Unit
Document 3: Authority to Reimburse (1 copy)	Requesting CHED Office
Document 4: Requisition and Issue Slip (1 copy)	Requesting CHED Office
Document 5: Approved RBA (1 copy)	Office of the Executive Director/Deputy Executive Director
Document 6: Purchase Request (1 copy)	Requesting CHED Office
Document 7: Certificate of Emergency Purchase (1 copy)	Requesting CHED Office
Document 8: Canvas papers of at least 3 price quotations and abstract (1 copy)	Requesting CHED Office
Document 9: Inspection and Acceptance Report or Waiver of Inspection (1 copy)	AFMS
Document 10: Official Receipts or Cash Sales Invoice (1 copy)	Payee
FOR FOOD	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF Budget Unit
Document 3: Authority to Reimburse (1 copy)	Requesting CHED Office
Document 4: Official Receipts (1 copy)	Payee
Document 5: Accomplishment Report/ Minutes of the Meeting (1 copy)	Requesting CHED Office
Document 6: Original Authority to Hold Activity (1 copy)	Office of the Executive Director/Deputy Executive Director
Document 7: Original Request for Budget Approval (1 copy)	Office of the Executive Director/Deputy Executive Director



Document 8: Original Attendance Sheet (1 copy)	Requesting CHED Office
FOR ACCOMMODATION	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Reimburse actual expenses signed by the Head of Agency (1 copy)	Office of the Chairperson
Document 4: Official Receipts (1 copy)	Payee
Document 5: Authority to Hold Activity (1 copy)	Office of the Executive Director/Deputy Executive Director
Document 6: Request for Budget Approval (1 copy)	Office of the Executive Director/Deputy Executive Director
Document 7: Authority to Travel (1 copy)	Office of the Executive Director/Deputy Executive Director
Document 8: List of Person Accommodated	Requesting CHED Office
FOR MAILING	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Reimburse (1 copy)	Requesting CHED Office
Document 4: Summary of Disbursement (1 copy)	Requesting CHED Office
Document 5: Official Receipts (1 copy)	Payee
FOR ALL OTHER TYPES OF EXPENSES	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: CEB Resolution (1 copy)	Commission Secretariat
Document 4: MOA (1 copy)	Requesting CHED Office
Document 5: COA Transmittal (1 copy)	Requesting CHED Office
Document 6: Billing or Statement of Account (1 copy)	Requesting CHED Office
Document 7: Accomplishment Report (1 copy)	Requesting CHED Office
Document 8: Certification (1 copy)	Requesting CHED Office
Document 9: Proof to support the conduct of the activity (training application form, enrolment form, etc.) (1 copy)	Requesting CHED Office

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documents for reimbursement	1.0 Attach the approved ORS.	None	1 working day	AO 5 Budget HEDFS/AFMS-



Request for Settlement of Account

This service refers to the processing of the disbursement voucher to settle account to a third party for the following expenses:

- hotel accommodation
- food and venue (bidding)
- food (send bill arrangement)
- airfare for foreign travel (travel agency)
- vehicle rental
- newspaper publication fee

Office or Division:	Higher Education Development Fund Staff (HEDFS) - Accounting, Budget, and Cashier Units / Administrative, Financial and Management Service (AFMS) – Accounting, Budget and Cashier Units	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR HOTEL ACCOMMODATION		
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit
Document 3: Authority to Hold Activity (1 copy)		Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (RBA) (1 copy)		Office of Executive Director/Deputy Executive Director
Document 5: Attendance Sheet/Certificate of Appearance (1 copy)		Requesting CHED Office
Document 6: Original Copy of Billing or Statement of Account with list of occupants and hotel rates (1 copy)		Hotel Establishment
FOR FOOD AND VENUE (BIDDING)		
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit



Document 3: Original Copy of Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 4: Original Copy of Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 5: Purchase Request (1 copy)	Requesting CHED Office
Document 6: Abstract of Canvass (with sample quotations from 3 service providers) (1 copy)	Requesting CHED Office
Document 7: Posting to PhilGEPS, if public bidding (1 copy)	BAC Secretariat
Document 8: BAC Resolution (1 copy)	BAC Secretariat
Document 9: Notice of Award (with acceptance/signature from the winning bidder) (1 copy)	BAC Secretariat
Document 10: Contract (1 copy)	Requesting CHED Office
Document 11: Original Copy of Statement of Account/Billing (1 copy)	Establishment
Document 12: Original Copy of Attendance Sheet (1 copy)	Requesting CHED Office
Document 13: Accomplishment Report (1 copy)	Requesting CHED Office
FOR FOOD (SEND BILL ARRANGEMENT)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Statement of Account (1 copy)	Establishment
Document 4: Purchase Order (1 copy)	Requesting CHED Office
Document 12: Original Copy of Attendance Sheet (1 copy)	Requesting CHED Office
Document 3: Original Copy of Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 4: Original Copy of Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 10: Minutes of the Meeting (1 copy)	Requesting CHED Office
FOR AIRFARE FOR FOREIGN TRAVEL (TRAVEL AGENCY)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDFAFMS Budget Unit
Document 3: Authority to Travel (1 copy)	Requesting CHED Office
Document 4: Quotations from three (3) travel agencies or its equivalent (1 copy)	Requesting CHED Office



Document 5: Flight Itinerary issued by the airline/ticketing office/travel agency (1 copy)	Travel Agency/Airline
Document 6: Original Statement of Account or Billing (1 copy)	Requesting CHED
FOR VEHICLE RENTAL	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 5: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director
Document 6: Certification from GSD that there is no available vehicle on the date of the activity (1 copy)	AFMS-GSD
Document 7: Authority to Hire Vehicle (1 copy)	Requesting CHED Office
Document 8: Posting to PhilGEPS (1 copy)	BAC Secretariat
Document 9: Abstract of Canvass (Bidders must be PhilGEPS registered)	BAC Secretariat
Document 8: BAC Resolution (1 copy)	BAC Secretariat
Document 9: Notice of Award (1 copy)	BAC Secretariat
Document 10: Contract (1 copy)	Requesting CHED Office
Document 11: Original Copy of Statement of Account/Billing (1 copy)	Establishment
FOR NEWSPAPER PUBLICATION FEE	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Statement of Account (1 copy)	Newspaper
Document 4: Advertising Contract (1 copy)	Requesting CHED Office
Document 5: Purchase Request (1 copy)	Requesting CHED Office
Document 6: BAC Resolution (1 copy)	BAC Secretariat
Document 7: Notice of Award with acceptance or signature of winning bidder (1 copy)	BAC Secretariat
Document 8: Abstract of Canvass with sample quotations from three service providers (1 copy)	Requesting CHED Office
Document 9: Copy of published documents (1 copy)	Requesting CHED Office



HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV and above-mentioned supporting documents.	1.1 Attach the approved ORS.	None	1 working day	AO5 Budget-HEDFS/AFMS HEDF/AFMS Accounting Unit Chief Accountant
	1.2 Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the certified DV to the Director/Chairperson for signature		7 working days	
	1.3 Prepare check and bank documents (List of Due and Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), and Advice of Checks Issued and Cancelled (ACIC)) for signature of the HEDF Director/CHED Chairperson.		3 working days	Cashier HEDFS/AFMS-Cash
	1.4 Submit the LDDAP-ADA and ACIC to the Land Bank of the Philippines to transfer funds to bank account of payee.		1 working day	Cashier HEDFS/AFMS-Cash
TOTAL:		None	12 working days	



REGIONAL OFFICE EXTERNAL SERVICES



Application for Certification, Authentication and Verification (C.A.V.) of Academic Records

College student and graduates from private HEIs who have the intention to secure employment here and abroad may apply for the Certification, Authentication and Verification of their scholastic records. This is to ensure that their academic documents being issued by their respective colleges/universities are genuine and authentic thereby employers and other entities will be secured of engaging their services.

Office or Division:	Administrative Division
Classification:	Individual Applications: Simple Applications through HEIs: Highly Technical
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government
Who may avail:	Graduates, Undergraduates Colleges Students and HEIs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For On-site applicants/representatives	
1. Application Form	HEI
2. Letter of Request	HEI
3. Indorsement from HEI Registrar	HEI
4. Original and Certified True Copy of the Transcript of Record	HEI
5. Original and Certified True Copy of the Diploma	HEI
6. If applicant is an undergraduate, Original and Certified True Copy of the Certificate of Units Earned)	HEI
7. Certified True Copy of Issued S.O. (for BSN graduates) RLE – 2 sets	
For representatives	
8. pecial power of Attorney and	
9. Photocopy of 2 valid IDs of the applicant and representative	
For On-line application	CHED eCAV web application system https://ecav.ched.gov.ph/
A. Graduate of Bachelor, Master, and Doctorate Degree	
1. Official Transcript of Records (with Certified True Copy signed by the current HEI registrar)	HEI
	HEI



2. Diploma or Certificate of Graduation (with Certified True Copy signed by the current HEI registrar)	HEI
3. Special Order for Graduation (if applicable)	
4. Barangay Certificate for first time job seekers (if will request for payment exemption)	HEI
B. Graduate for Medical Allied Program	
1. Official Transcript of Records (with Certified True Copy signed by the current HEI registrar)	HEI
2. Diploma or Certificate of Graduation (with Certified True Copy signed by the current HEI registrar)	HEI
3. Summary of Related Learning Experience (RLE) Record (with Certified True Copy signed by the current HEI registrar)	
4. Barangay Certificate for first time job seekers (if will request for payment exemption)	HEI
C. Undergraduate	
1. Official Transcript of Records (with Certified True Copy signed by the current HEI registrar)	HEI
2. Certificate of Units Earned (with Certified True Copy signed by the current HEI registrar)	
3. Certificate of Enrollment (if enrolled at the time of application and not yet considered a graduate)	HEI
4. Certificate of Completion for Classroom Instruction (for students in Maritime programs who will undergo onboard training)	

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Individual Applications				
1. Submits the required documents to the Records Units	1.1 Receives and checks the completeness of the requirements: 1.1.1 If in order, issues order of payment to client and advise to proceed to	None	1 hour	CAV Processor



	Cashier, issues claim stub. 1.1.2 If not in order, returns the document to the client with notation of the deficiency			
2. Pays the corresponding fee in the Cash Section	2.1 Receives payment and issue the OR to the client/s and forwards documents to CAV Processor	Php 80.00	30 minutes	Cashier
3. Waits for the release date	3.1 Verifies documents and entries against CHEDRO records (e.g., Form 19, records of S.O. released, enrolment list): 3.1.1 If in order, prepares the Original and Duplicate copy of CAV 3.1.2 If not in order, prepares disapproval letter for signature of RD 3.2 Checks the correctness and completeness of the content of CAV and prepares the CAV 3.3 Signs the CAV and forwards the signed CAV to the Releasing Clerk	None	5 working days	CAV Processor/AO III CAV Reviewer Regional Director
4. Claims the CAV from the Records Unit	4.1 Seals and stamps release: 4.1.1 If local, releases to applicant 4.1.2 If for DFA, transmits CAV with the master list via courier	None	4 working hours	Releasing Clerk
	TOTAL:	Php 80.00	7 working days	
Applications through Higher Education Institutions Liasons Officer				
1. Submits the required	1.1 Receives the application documents	None	1 hour	CAV Processor



documents to the Records Unit	<p>1.2 Checks and reviews the completeness of documents</p> <p>1.2.1 If in order, evaluates the correctness and consistency of the information provided in the requirements</p> <p>1.2.2 If not in order, returns the document to the client with notation of the deficiency</p> <p>1.3 If the documents are complete and accurate, informs the client to pay the corresponding fee</p> <p>1.4 If there is discrepancy/ies noted, notifies the HEI/Agency to comply</p>		<p>2-3 working days <i>(depends on the volume of applications received)</i></p> <p>1-2 working day/s <i>(depends on the volume of applications received)</i></p> <p>5-7 working days <i>(depends on the volume of applications received)</i></p>	
2. Pays the corresponding fee to the Cashier Section	2.1 Receives payment and issue the OR to the client/s and forwards documents to CAV Processor	Php 80.00	3 working hours	Cashier
3. Waits for the release date	<p>3.1 Prepares the Original and Duplicate copy of CAV</p> <p>3.2 Checks the correctness and completeness of the content of CAV</p> <p>3.3 Signs the CAV and forwards the signed CAV to the Releasing Clerk</p>	None	<p>5-7 working days <i>(depends on the volume of applications received)</i></p>	<p>CAV Processor/AO III</p> <p>CAV Reviewer</p> <p>(CAO (CEPS))</p>
4. Claims the CAV to the Records Unit	4.1 Seals and releases the CAV to HEI/Agency	None	4 working hours	Releasing Clerk
	TOTAL:	Php 80.00	14-20 working days	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Online Applications through Electronic Certification Authentication and Verification (eCAV)				
1. Registers the CAV Application and submits the required documents through the CAV Online System https://ecav.ched.gov.ph/	1.1 Receiving staff reviews online the completeness of documents. 1.1.1 If complete, applicant will proceed with the payment. 1.1.2 If not complete, staff returns the documents to the applicant informing of deficiency	None	30 mins	CAV Processor/ AO II
2. Pays the CAV Fee through online payment and receives Payment Confirmation Receipt (EOR) and claim stub	2.1 Issued an Official receipt and claim stub		30 mins	System generated
	2.2. Verifies student academic records in Enrollment List (EL) / Promotional Report (PR) / Special Order (SO) for Graduation/ List of Graduates provided by the higher education institution 2.2.1 If in order, encodes the necessary data and prepare the CAV 2.2.2 If not in order, issues notice of deficiency for compliance 2.2.3 If no records are found in the submitted academic records of the higher education institution, the applicant will receive a Negative Certification		2 working days	CAV Processor/AO III



	2.2 CAV reviewer reviews the entries in the CAV.			CAV Reviewer
	2.3 Forwards to the Regional Director of OIC for approval and releasing of CAV.			Regional Director
3. Claims the CAV	3. Release the final approved eCAV and notify through the in-app notification that the certificate is ready for download If for abroad use, the applicant needs to visit CHEDRO to pick up the Printed CAV certificate	None	2 hours	System Generated Releasing Clerk
	Total	Php 80.00	3 working days	



Application for Certification of Student Records and Other Relevant Documents

Office or Division		Administrative Division		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Requesting Party		
2. Photocopy of Transcript of Records/Diploma		School Graduated		
3. Receipt for Payment for Certification Fee		CHEDRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and supporting documents	1.1 Receive letter request and supporting documents from the requesting party and forward the letter request and supporting documents to RD	None	1 working day	<i>Receiving Officer</i>
2. Pay the required fee	2.1 Receive payment	Php 130.00		<i>Collecting Officer</i>
3. Wait for schedule of release	1.1 Route the letter request and supporting documents to the concerned CHEDRO staff for appropriate action 1.2 Review letter request and supporting documents and prepares certification, if in order, affix initials then forward to CEPS for review 1.3 Review documents, affix initials, if in order, and forward to RD for review 1.4 Approve and sign the certification and forward to Records Officer	None	1 working day	<i>Regional Director</i> <i>Concerned CHEDRO Staff</i> <i>CEPS</i> <i>Regional Director</i>



4. Present the OR	4.1 Release the Certification to the requesting party upon presentation of the OR	None	1 working day	<i>Records Officer</i>
	TOTAL:	Php 130.00	3 working days	



Application for Increase in Tuition and Other School Fees (TOSF)

Office or Division:	Technical Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Higher Education Institutions (Public and Private)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>The following documents duly notarized must be submitted to the Commission, through the CHEDROs concerned, on or before 01 April of the year if the HEIs approved planned tuition and/or other school fees increase that shall take effect:</p> <ol style="list-style-type: none"> 1. Letter of Advice (LOA) signed by the President of the HEI informing the Commission of its intention to increase tuition and/or other school fees; 2. Certificate of Intended Compliance; 3. Certificate of Compliance; and 4. Comparative schedule of tuition and other school fees for the current Academic Year (AY) and the proposed increases for the ensuing AY with the difference(s) expressed in both peso and percentage terms; 5. Certification that includes all information on the conduct and results of such consultation including objections raised by the student government/council, the faculty association, and/or other parties to the consultation. Such formal objections if presented, including counter proposals where made, should form part of the information required in the certification; and 6. List of officers of the student council/government and/or in their absence, the duly recognized student organization/societies with their corresponding officers. 		<p>Requesting party</p>		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit notarized Application Letter together with the required supporting	1.1 Receive and evaluate completeness of application documents using the prescribed	None	4 hours	<i>Receiving Staff/Supervisor in charge</i>



documents during the two (2) weeks application period which will end on the last working day of February preceding the Academic Year (AY) the intended increase shall take effect	<p>Checklist.</p> <p>If complete and in order, accept the application, otherwise, return to the applicant-HEI for completion</p>			
<p>For non-compliant HEI:</p> <p>2. Receive notice</p> <p>For compliant HEI:</p> <p>2. Wait for final decision from CHED Central Office</p>	<p>2.1 Review and evaluate the application documents and issue notice of disapproval to non-compliant HEI</p> <p>2.2 Submit the regional consolidated report to the Office of Executive Director (OED) through the Office of Student Development and Services (OSDS) on or before 01 April of every Academic Year</p>	None	<p>Within 15 working days upon receipt of application documents</p> <p>Within 5 days after all applications are reviewed for consolidation of data on TOSFI</p>	<p><i>Supervisor in charge/CCEAP</i></p> <p><i>Regional Director</i></p>
<p>For compliant HEI:</p> <p>3. Receive Memo regarding CEB decision</p>	3.1 Release information on CEB decision of the TOSF increase	None		<i>Supervisor in charge Records Officer</i>
TOTAL:		None	20 working days	
<i>In the draft CMO on TOSFI, for Public HEIs, mechanism will still be determined by CHED and UniFAST</i>				



Application for Initial Permit (GP); Government Recognition (GR); Certificate of Program Compliance (COPC); Report on Result of Preliminary Assessment (RRPA) for Undergraduate Programs, Except Medicine, Dentistry, Nursing, Engineering, Bachelor of Science in Marine Transportation (BSMT), Bachelor of Science in Maritime Engineering (BSMarE), Programs Without Existing Policies, Standards and Guidelines (PSGs) and those under the Legal Education Board (LEB)

Office or Division:	Technical Division		
Classification:	Highly Technical		
Type of Transaction:	G2G – Government to Government, G2B – Government to Business		
Who may avail:	Higher Education Institutions		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
GPR Checklist:			
1. HEI’s application letter duly signed by Chairman of Board of Trustees/President or authorized representative including notarized affidavit		To be submitted by the applying HEI	
1. For private HEI: Articles of Incorporation and By-Laws duly registered with Securities and Exchange Commission For local college: Copy of original Ordinance approving Establishment, Board Resolution approving the offering of the program For SUCs: Copy of Charter, Board Resolution approving the offering of the program in particular campus			
2. Copy(ies) of Transfer of Certificate(s) Title (TCT)/Lease Contract/Ownership of School Building			
3. Certificate of Occupancy for building(s) to be used in the name of HEI and indicated for educational purpose issued by City/Municipality’s Office of Building Officials			
4. Feasibility study to include: <ul style="list-style-type: none">● Brief description of proposed program● Institutional mandate & philosophy and goals of proposed program● Management viability such as:			



<ul style="list-style-type: none"> ○ Management capability and administrative competence as reflected in Organizational chart and qualifications of Management personnel ● Market viability in terms of: <ul style="list-style-type: none"> ○ Demand for graduates/employment opportunities (at least in the next 5 years) ○ Prospective students (enrollment projection) ○ Presence of existing higher education institutions (HEIs) offering same course within the area ● Financial viability in terms of sustainability of operation such as: <ul style="list-style-type: none"> ○ Financial soundness ○ Projected income and expenditure ○ Schedule of proposed tuition & other fees ● Other operational aspects <ul style="list-style-type: none"> ○ Location of schools in relation to factors that are not conducive to learning such cockpits, dancing halls, bars or recreational places of questionable character, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, jails, cemeteries and others 	
<p>5. School Administrators (President, Vice President(s), Director(s), Dean(s), Program Chair(s)/Head(s), Coordinator(s), etc.)</p> <p>a. Spreadsheet should include following information:</p> <ul style="list-style-type: none"> ● Name ● Position/Designation ● Educational qualifications (where and when obtained) ● Professional License Number & Expiration date (if applicable) ● Nature of appointment (permanent/temporary) ● Status (fulltime/part-time) <p>b. Certified true copy of Transcript of Records</p> <p>c. Certified true copy of Professional License (if applicable)</p>	



<ul style="list-style-type: none"> d. Copy of Resume/Curriculum Vitae e. Copy of notarized appointment/contract of employment (to be submitted if already hired) f. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition) g. Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition) 	
<p>6. Faculty Members</p> <ul style="list-style-type: none"> a. Spreadsheet should include following information (separate spreadsheet for faculty handling General Education subjects and Professional subjects): <ul style="list-style-type: none"> ● Name ● Educational qualifications (where and when obtained) ● Professional License Number & Expiration date (if applicable) ● Field of specialization ● Subjects to be taught ● Nature of appointment (permanent/temporary) ● Status (fulltime/part-time) b. Certified true copy of Transcript of Records c. Certified true copy of Professional License (if applicable) d. Copy of Resume/Curriculum Vitae e. Copy of notarized appointment/contract of employment (to be submitted if already hired) f. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition) g. Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition) 	
<p>7. Non-teaching personnel (Registrar, Guidance Counselor, Administrative staff, etc.)</p> <ul style="list-style-type: none"> a. Spreadsheet should include following information: <ul style="list-style-type: none"> ● Name 	



<ul style="list-style-type: none"> • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>b. Certified true copy of Transcript of Records</p> <p>c. Certified true copy of Professional License (if applicable)</p> <p>d. Copy of notarized appointment/contract of employment</p>	
<p>9. Curriculum</p> <ul style="list-style-type: none"> • Distribution of subjects per term • Summary of units • Course description (by subject) • Course Syllabus (by subject) 	
<p>10. Library</p> <ol style="list-style-type: none"> Librarian (copy of Transcript of Record, appointment, professional license) Facilities (floor space in sq. m.) – to include pictures Seating capacity (combined number of students & faculty at one time) Library collections (books, journals, magazines, dictionaries, almanacs, etc.) <ul style="list-style-type: none"> • List of 5 non- duplicated book titles per subject in the curriculum published within the last 5 years • List of book collections/accessioned books <ul style="list-style-type: none"> ○ Start-up -3,000 library collections (for initial permit) ○ Minimum of 5,000 library collections (for recognition) • List of subscription to relevant professional journals <p><i>Note: List should be in spreadsheet to include author, title of book, year of publication and number of volumes</i></p> 	
<p>11. Physical facilities to be used exclusively for tertiary programs (to include pictures)</p> <ul style="list-style-type: none"> • School site 	



<ul style="list-style-type: none"> • Total floor area (in sq. m.) • Buildings • Number & size of classrooms/ lecture rooms • Number & types of laboratories • <i>Note: Refer to PSG for the Program applied for</i> 				
12. List of equipment and other instructional devices/aids				
13. Support facilities <ul style="list-style-type: none"> • Audio visual room • Sports and recreational, if outsourced to include notarized MOA • Canteen • Faculty lounge • Student lounge 				
14. Support services <ul style="list-style-type: none"> a. Guidance and counseling b. Medical and dental services for students and faculty, if outsourced to include notarized MOA 				
15. NSTP <ul style="list-style-type: none"> a. Coordinator (copy of Transcript of Record & appointment) b. NSTP office c. Affiliation to Accredited NSTP Provider, if outsourced, to include notarized MOA 				
16. School bond in the amount of six thousand pesos (P6,000.00) in cash or check payable to CHEDRO (for newly established private HEI only)				
17. Application fee in the amount of four thousand pesos (P4,000) in cash or check payable to CHEDRO				
18. Inspection fee in the amount of four thousand pesos (P4,000) in cash or check payable to CHEDRO				
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete application requirements – per GPR Checklist, one (1) set/folder (soft and hard copies and duly accomplished self-evaluation form per program	1.1 Review and receive complete application documents. If incomplete, return to the applicant-HEI	Application Fee: Php 8,000.00 per program Inspection Fee: Php 15,000.00 per program (for IP and GR)	4 hours per application	<i>Receiving staff assisted by Supervisor in charge of the program</i>
2. Receive receiving copy	2.1 Return one received copy to the client and forward application to RD for routing	None	30 minutes	<i>Receiving Staff</i>
3. Wait for notice	3.1 Conduct documentary analysis of the HEIs application per GPR Checklist and CHED minimum requirements of the program applied for 3.1.1 If compliant, prepare and send notice of RQAT visit (thru, email, fax or mail) 3.1.2 If not compliant, prepare and send notice of disapproval (thru, email, fax or mail) (Only applications with complete and compliant documents will be subjected to RQAT visit)	None	Within 7 working days after receipt of complete application documents	<i>Supervisor in charge</i>
4. Receive notice of RQAT visit or notice of disapproval	4.1 Prepare documents notify RQAT of schedule	None	1 working day	<i>Records Officer</i>



5. For RQAT visit, prepare for RQAT Visit	5.1 Conduct RQAT validation and prepare RQAT report	None	Within 10 working days after documentary analysis (depending on the availability of RQAT)	<i>RQAT and Supervisor in charge of the program</i>
6. Wait for letter/notice of result	6.1.1 If complete and compliant, process the GP/GR/COPC. 6.1.2 If report indicates minor deficiencies, prepare and send letter of deficiency for compliance within 10 days upon receipt. 6.1.3 If report indicates major deficiencies, prepare and send letter of disapproval	None	Within 3 working days after RQAT visit	<i>Supervisor in charge</i>
7. Receive letter/notice of result If complete and compliant, wait for release of GP/GR/COPC With minor deficiency/ies, submit compliance documents	7.1.1 If complete and compliant, issue GP/GR/COPC 7.1.2 With minor deficiency/ies, receive compliance documents, return one received copy to the client and forward documents to RD for routing	None	If complete and compliant, 3 working days With minor deficiency/ies within 10 working days after receipt of notice of deficiency/ies	<i>Records Officer</i>
8. If complete and compliant, receive GP/GR/COPC With minor deficiency/ies, wait for result of review	8.1.1 If complete and compliant, end of process 8.1.2 With minor deficiency/ies, review compliance documents. 8.1.3 If complete and compliant, prepare	None	With minor deficiency/ies, 5 working days	<i>Supervisor in charge</i>



	and issue GP/GR/COPC. 8.1.4 If not complete or compliant, prepare and send notice of disapproval.			
9. If complete and compliant, receive GP/GR/COPC. If not complete or compliant, receive notice of disapproval	8.1. End of process	None	1 working day	<i>Supervisor in charge Regional Director</i>
TOTAL:		Application Fee: Php 8,000.00 per program Inspection Fee: Php 15,000.00 per program (for IP and GR)	40 working days	



Application for Issuance of Special Orders (SOs)

Office or Division:	Administrative Division/Technical Division	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Private Higher Education Institutions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Notarized SO Application form (by bulk or one application per student)		HEI
2. Form 9 (Summary of Courses and Grades)		HEI
3. Form 137 – <i>not necessary; this is part of admission requirements of the school</i>		HEI
4. Accomplished Evaluation Sheet		HEI
5. CHED Approved Curriculum		HEI
Program Specific:		
6. Summary of Related Learning Experiences/Cases Attended (for Nursing/Midwifery Programs only)		HEI
7. Certificate of Completion (for Programs with On-the-Job Training (OJT))		HEI
8. Training Record Book/OBT Certificate (for Maritime Programs only)		HEI
For Graduate programs:		
8. Certificate of Comprehensive Exam Passed (Master's and Doctorate programs), Certificate of Oral Revalida Taken (Non-thesis or Capstone Project)		HEI
9. Thesis/Dissertation Book and Copy of Abstract (for Graduate and Post-Graduate Programs)		HEI
10. Digitized Copy of Thesis/Dissertation saved in Two (2) Compact Disk (for Graduate and Post-Graduate Programs)		HEI
Others:		
11. For transferee students only - Original Copy of TOR – <i>this is part of the admission requirements</i>		PSA
12. Certificate of Live Birth (PSA original copy) – <i>not necessary, this is part of the admission requirements unless with correction</i>		PSA
13. Marriage Contract, if married (PSA original copy) - <i>if with correction in the name/changed status within the duration of the program</i>		HEI
14. For foreign students only, Notice of acceptance/admission (NOA) & Certificate of Eligibility of Admission (CEA)		



HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1.1 Check the completeness of the requirements	None	1 working day	<i>Records Officer</i>
2. Pay Document Stamp	2.1 Process the Special Order Application	Php 30.00 per application		<i>Cashier</i>
3. Receives acknowledgement receipt	3.1 Issues acknowledgement receipt to applicant-HEI	None	30 minutes	<i>Receiving Staff</i>
4. Waits for the release of the Special Order	4.1 Processes the Special Order Application			
	4.1.1 Records/logs-in the application. A Tracking slip/Processing Sheet is attached and forwards to the Education Supervisor II in-Charge of the Program Evaluation	None	1 working day	<i>Records Officer</i>
	4.1.2 Evaluates the application against the government recognition and approved curriculum and forwards the application to the Records Section for Verification 4.1.2.1 For Maritime students only verification of TRB and On-board training 4.2.2 If in order, forwards documents to Records Officer otherwise, prepares disapproval letter for RD's signature	None	7 working days	<i>Education Supervisor II</i>
	4.2 Verifies the name and subjects of Students in the Enrolment List against the Summary of Courses Taken (F 19)	None	7 working days	<i>Records Officer</i>



	<p>4.3.1 If application is in order, assigns Special Order Number, and print the Special Order number in the Special Order Application Form</p> <p>4.3.2 If there is a noted deficiency, ES II in charge of the program prepares letter of disapproval for signature of RD</p>	None	1 working day	<p><i>Records Officer</i></p> <p><i>ES II</i></p>
	<p>4.4.1 If in order, CEPS/SEPS/ES II reviews issued S.O. and affix initials on the 2nd copy</p> <p>4.4.2 If not in order, CEPS/SEPS/ES II reviews the deficiency and affix initials on the 2nd copy of the disapproval letter</p>	None	1 working day	<i>CEPS/SEPS/ES II/CAO</i>
	<p>4.5.1 If in order, Records Unit staff affixes SO number and forwards to RD for his approval and signature of the Special Order</p> <p>4.5.2 If RD has comments, makes notation then returns document to ES-in-charge for revision</p>	None	1 working day	<i>Regional Director</i>
5. Receives the Special Order	5.1 Release the Approved Special Order or Deficiency/ Discrepancy Letter	None	1 working day	<i>Records Officer</i>
TOTAL:		None	20 working days	



Application for National Service Training Program (NSTP) Serial Numbers

Office or Division	Technical Division			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business, G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	Higher Education Institutions, College Graduates			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Request Letter from the HEI 2. Accomplished template for the issuance of NSTP Serial Numbers	Registrar’s Office			
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for the issuance of NSTP Serial Numbers	1.1Receive and route the application for the issuance of NSTP Serial Numbers	None	30 minutes	NSTP in-charge for the issuance of Serial Number
2. Wait for notice of result	2.1 Evaluate documents: 2.1.1 If application documents are in order, assign corresponding NSTP serial number, and prepare communication addressed to President/Head of HEI and forward to CEPS for review 2.1.2 If application documents are not in order, prepare communication issuing the NSTP Serial number for HEI for signature of RD	None	2 working days	NSTP in-charge for the issuance of Serial Number



Application for Permit/Recognition/Certificate of Program Compliance (COPC) to operate Graduate Programs, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) - Phase 1: Issuance of Certificate of Eligibility

As provided for under Section 8 of Republic Act (R.A.) No. 7722, one of the powers and functions of the Commission is to evaluate and monitor the performance of programs of higher learning for appropriate incentives as well as the imposition of sanctions such as, but not limited to, diminution or withdrawal of subsidy, recommendation on the downgrading or withdrawal of accreditation, program termination or school course.

This service refers to the processing of applications for issuance of Government Authorization such as Permit/Recognition and COPC to HEIs with intention to operate Graduate programs, Medicine, Dentistry, Nursing Engineering and programs without PSGs.

Application/s can be submitted in printed or electronic format to the CHED Regional Office for preliminary evaluation including ocular inspection and issuance of certification of eligibility (Phase 1).

The application with certification of eligibility shall be forwarded by the CHEDRO to the Office of Programs and Standards Development (OPSD) – Standards Development Division (SDD) for deliberation and recommendation by the Technical Panel for approval by the Commission-en-banc *Please refer to CHED Central Office Service - Application for Permit/Recognition/Certificate of Program Compliance (COPC) to Operate Graduate Programs, Medicine, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) – Phase 2: Issuance of Permit/Recognition/Certificate of Program Compliance.*

Office or Division:	Technical Division – CHED Regional Office	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business, G2G – Government to Government	
Who may avail:	Higher Education Institutions in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
GPR Checklist:		
1. HEI's application letter duly signed by Chairman of Board of Trustees/President or authorized representative including notarized affidavit		To be submitted by the applying HEI
2. For private HEI: Articles of Incorporation and By-Laws duly registered with Securities and Exchange Commission		



For local college: Copy of original Ordinance approving establishment For SUCs: Copy of Charter	
3. Copy(ies) of Transfer of Certificate(s) Title (TCT)/Lease Contract/Ownership of School Building	
4. Certificate of Occupancy for building(s) to be used in the name of HEI and indicated for educational purpose issued by City/Municipality's Office of Building Officials	
5. Feasibility study to include: <ul style="list-style-type: none"> ● Brief description of proposed program ● Institutional mandate & philosophy and goals of proposed program ● Management viability such as: <ul style="list-style-type: none"> ○ Management capability and administrative competence as reflected in Organizational chart and qualifications of Management personnel ● Market viability in terms of: <ul style="list-style-type: none"> ○ Demand for graduates/employment opportunities (at least in the next 5 years) ○ Prospective students (enrollment projection) ○ Presence of existing higher education institutions (HEIs) offering same course within the area ● Financial viability in terms of sustainability of operation such as: <ul style="list-style-type: none"> ○ Financial soundness ○ Projected income and expenditure ○ Schedule of proposed tuition & other fees ● Other operational aspects Location of schools in relation to factors that are not conducive to learning such cockpits, dancing halls, bars or recreational places of questionable character, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, jails, cemeteries and others	



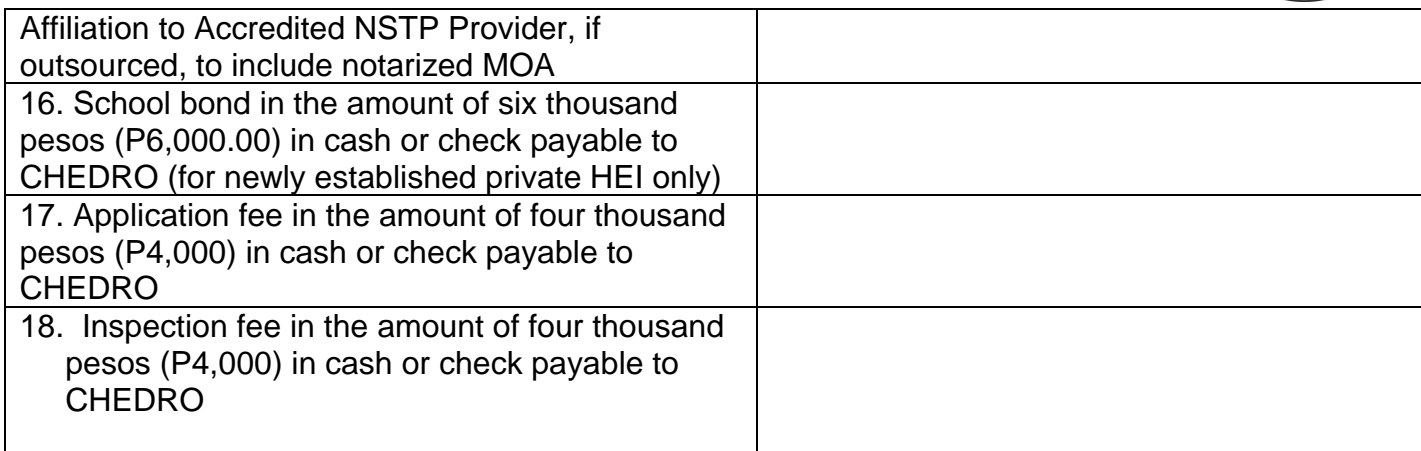
<p>6. School Administrators (President, Vice President(s), Director(s), Dean(s), Program Chair(s)/Head(s), Coordinator(s), etc.) Spreadsheet should include following information:</p> <ul style="list-style-type: none"> • Name • Position/Designation • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>Certified true copy of Transcript of Records Certified true copy of Professional License (if applicable) Copy of Resume/Curriculum Vitae Copy of notarized appointment/contract of employment (to be submitted if already hired) Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition) Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)</p>	
<p>7. Faculty Members Spreadsheet should include following information (separate spreadsheet for faculty handling General Education subjects and Professional subjects):</p> <ul style="list-style-type: none"> • Name • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Field of specialization • Subjects to be taught • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) 	



<p>Certified true copy of Transcript of Records Certified true copy of Professional License (if applicable) Copy of Resume/Curriculum Vitae Copy of notarized appointment/contract of employment (to be submitted if already hired) Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition) Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)</p>	
<p>8. Non-teaching personnel (Registrar, Guidance Counselor, Administrative staff, etc.) Spreadsheet should include following information:</p> <ul style="list-style-type: none"> • Name • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>Certified true copy of Transcript of Records Certified true copy of Professional License (if applicable) Copy of notarized appointment/contract of employment</p>	
<p>9. Curriculum</p> <ul style="list-style-type: none"> • Distribution of subjects per term • Summary of units • Course description (by subject) <p>Course Syllabus (by subject)</p>	
<p>10. Library</p> <p>e. Librarian (copy of Transcript of Record, appointment, professional license)</p> <p>f. Facilities (floor space in sq. m.) – to include pictures</p> <p>g. Seating capacity (combined number of students & faculty at one time)</p>	



<p>h. Library collections (books, journals, magazines, dictionaries, almanacs, etc.)</p> <ul style="list-style-type: none"> • List of 5 non- duplicated book titles per subject in the curriculum published within the last 5 years • List of book collections/accessioned books <ul style="list-style-type: none"> ○ Start-up -3,000 library collections (for initial permit) ○ Minimum of 5,000 library collections (for recognition) • List of subscription to relevant professional journals <p><i>Note: List should be in spreadsheet to include author, title of book, year of publication and number of volumes</i></p>	
<p>11. Physical facilities to be used exclusively for tertiary programs (to include pictures)</p> <ul style="list-style-type: none"> • School site • Total floor area (in sq. m.) • Buildings • Number & size of classrooms/ lecture rooms • Number & types of laboratories <p><i>Note: Refer to PSG for the Program applied for</i></p>	
<p>12. List of equipment and other instructional devices/aids</p>	
<p>13. Support facilities</p> <ul style="list-style-type: none"> • Audio visual room • Sports and recreational, if outsourced to include notarized MOA • Canteen • Faculty lounge <p>Student lounge</p>	
<p>14. Support services</p> <p>a. Guidance and counseling</p> <p>b. Medical and dental services for students and faculty, if outsourced to include notarized MOA</p>	
<p>15. NSTP</p> <p>8. Coordinator (copy of Transcript of Record & appointment)</p> <p>9. NSTP office</p>	

[illegible]



<p>2. For Incomplete application documents, receive letter of disapproval</p> <p>For complete application documents: Wait for notice of visit</p>	<p>2.1 For incomplete application documents, end of process</p> <p>2.2 For complete and compliant application documents, prepare and send notice of visit</p>	<p>None</p>	<p>3 working days</p> <p>12 working days</p>	<p><i>CHEDRO ES II in-charge CEPS RD</i></p>
<p>3. Prepare for ocular inspection</p>	<p>3.1 Conduct ocular inspection to validate HEI's compliance</p> <p>3.2 Conduct post/exit conference with the HEI Officials and prepare evaluation report</p> <p>3.3 Furnish HEI copy of the evaluation report duly conformed by the President/authorized representative and submit to CHEDRO</p> <p>3.4 If found compliant, review action and prepare endorsement letter to the CHED-OPSD forwarding the Report on the Result of the Preliminary Evaluation and endorsing the eligibility of the HEI to proceed to the next phase – Issuance of Permit/Recognition</p> <p>3.5 If found non-compliant, prepare and send disapproval letter to the HEI, copy furnish OPSD</p>	<p>None</p>	<p>3 working days</p>	<p><i>Evaluation Team</i></p> <p><i>CHEDRO ES II in-charge CEPS RD</i></p>
<p>4. If compliant, receive Certificate of Eligibility and</p>	<p>4.1 If compliant, issue Certificate of Eligibility</p> <p>4.2 If non-compliant, end of process.</p>	<p>None</p>	<p>1 working day</p>	<p><i>CHEDRO ES II in-charge</i></p>



wait for feedback from CHEDRO on result of Phase 2 If non- compliant receive letter of disapproval				
	TOTAL:	None	22 working days	



Application for Renewal Permit to Operate Undergraduate Programs, Except Medicine, Dentistry, Nursing, Engineering, Bachelor of Science in Marine Transportation (BSMT), Bachelor of Science in Maritime Engineering (BSMarE), Programs Without Existing Policies, Standards and Guidelines (PSGs) and those under the Legal Education Board (LEB)

Office or Division:	Technical Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Higher Education Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. HEI's application letter duly signed by Chairman of Board of Trustees/President or authorized representative including notarized affidavit		to be submitted by the applying HEI		
2. Copy of latest permit issued by CHED for the program		to be submitted by the applying HEI		
3. Certificate of occupancy under the name of HEI and indicated for educational purpose issued by the City/Municipality's Office of Building Officials (for additional or new buildings only) and valid fire safety certificate		to be submitted by the applying HEI		
4. Approved Schedule of tuition and other fees		to be submitted by the applying HEI		
5. Qualification of Dean/Program Chair if new		to be submitted by the applying HEI		
6. Spreadsheet of faculty who handles the program		to be submitted by the applying HEI		
7. Spreadsheet of non-teaching personnel if there is new		to be submitted by the applying HEI		
8. Noted curriculum		to be submitted by the applying HEI		
9. List of newly acquired library materials		to be submitted by the applying HEI		
10. List of newly acquired facilities, equipment and other instructional materials		to be submitted by the applying HEI		
11. NSTP coordinator if there is new		to be submitted by the applying HEI		
12. Official receipt of application fee for the program <i>Note: Application fee for renewal and application and inspection fee for recognition</i>		to be submitted by the applying HEI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application requirements – per GPR Checklist, one (1) set/folder (soft and hard copies and duly accomplished self-evaluation form per program	1.1 Receive and review application documents for completeness per GPR Checklist. If incomplete, return to the applicant-HEI	None	1 working day	Receiving clerk



2. Pay the corresponding fee	2.1 Issue an Official Receipt	Php 8,000.00 application fee		Cashier
3. Receive receiving copy	3.1 Return one received copy to the client and forward application to RD or CEPS for routing Review and route the documents to the ES II in-charge	None		Receiving Staff RD or CEPS
4. Wait for notice of result	4.1 Conduct documentary analysis of the HEIs application per GPR Checklist and CHED minimum requirements of the program applied for 4.1.1 If compliant, process for issuance of renewal permit 4.1.2 If with minor deficiencies, prepare notice of deficiency/ies for compliance within 10 days upon receipt. 4.2 If with major deficiencies, prepare letter of disapproval.	None	Within 10 working days after receipt of complete application documents	Education Supervisor II in charge
5. Receive letter/notice of result If complete and compliant, wait for release of renewal permit	5.1 For recommendation of renewal permit, review supporting documents and action taken, prepare	None	If complete and compliant, 2 working days	CEPS RD



<p>With minor deficiency/ies, prepare and submit compliance documents</p> <p>With letter of disapproval, end of process</p>	<p>renewal permit</p> <p>5.2 With minor deficiency/ies, receive compliance documents, return one received copy to the client and forward documents to RD for routing</p>		<p>With minor deficiency/ies, within 10 working days after receipt of notice of deficiency/ies</p>	<p><i>Records Officer</i></p>
<p>6. If complete and compliant in first submission, receive renewal permit</p> <p>With minor deficiency/ies, submit compliance documents and wait for notice of result</p>	<p>6.1 If complete and compliant, Issue renewal permit</p> <p>6.2 For submitted deficiencies, review compliance documents</p> <p>6.2.1 For complete and compliant re-submission, process renewal permit (go back to Steps 5.1-6.2)</p> <p>6.2.2 For incomplete and/or non-compliant resubmission, issue and release notice of disapproval.</p>	<p>None</p>	<p>5 working days</p>	<p><i>ES II in charge</i></p>
<p>7.1 For complete and compliant re-submission, receive renewal permit</p> <p>7.2 For incomplete and/or non-compliant</p>	<p>End of process</p>			



resubmission receive notice of disapproval				
	TOTAL:	Php 8,000	30 days	



Application for Student Financial Assistance Programs (StuFAPS)

This process generally aims to improve the implementation of the CHED Scholarship Programs (CSPs) and make effective utilization of the scholarship funds consistent with the mandates of CHED under Section 8(i) of RA 7722.

Office or Division:		Administrative Division		
Classification:		Highly Technical		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		In-coming College Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
StuFAPs Checklist: 1. Citizenship – Certified True Copy of Birth Certificate 2. Academic: a) High school report card for incoming freshmen students eligible for college; and b) Duly certified true copy of grades for Grade 11 and 1 st Semester of Grade 12 for graduating 3. Financial – The student-applicants shall submit any of the following documents: a) Latest Income Tax Return (ITR) of parents or guardians; b) Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR); c) Certificate of Indigence either from the Barangay or Department of Social Welfare and Development (DSWD); d) Case Study report from DSWD; and e) Latest copy of contract or proof of income may be considered for children of Overseas Filipino Workers (OFW) and seafarers.		from the applicant		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up application form online together with complete/ correct requirements per application checklist and	1.1 Review the completeness and correctness of application documents. (Receive only applications with complete and correct documents and Issues	None	3hours (excluding queuing time) 5 minutes per applicant	<i>StuFAP Receiving Staff</i>



Receive acknowledgement receipt	acknowledgement receipt)			
2. Wait for notice of status of application	2.1 Review application documents per StuFAPs criteria and conduct validation. (If applicant has met the criteria, application will be eligible for ranking. If not, applicant will be disqualified.) Conduct ranking of applicants.	None	Within 14 working days after the close of the application period	<i>StuFAPs Coordinators/ RD</i>
3. Receive notice of status of application	3.1 Issue notice of status of application for applicants below quota/cut-off 3.2 Consolidate qualified applications and prepare masterlist	None	7 working days after evaluation of application documents 7 working days after deadline of application period	<i>StuFAPs Coordinators RD</i> <i>StuFAPs Coordinators/ RD/ Regional Scholarship Committee</i>
4. Receive notice of status of application (within quota)	4.1 Issue notice of award for qualified applicants	None	5 working days after the selection of qualified applicants	<i>StuFAP Coordinator RD</i>
5. Reply to notice of award	5.1 Receive reply of acceptance of notice of award	None	7 days	<i>StuFAP Coordinators</i>
TOTAL:		None	40 working days	

Filing of Complaints, Appeals or Motions for Reconsideration



Office or Division		Technical Division		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business, G2G – Government to Government, G2C – Government to Citizen		
Who may avail:		Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Complaint		From the complainant		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written complaint through email	1.1Receive the documents and return one received copy of the client and forward the complete documents to the Regional Director	None	1 working day	Receiving Officer
Query Phase:				
2. Wait for agency action and recommendation	2.1 Discuss the merits of the complaint 2.2 Prepare letter to HEI President/Head to address the allegation/s within five (5) working days with appropriate initial and signature and forward to Records Unit	None	5 working days	Regional Director CEPS Focal Person
3. Receive letter of acknowledgment and action taken	3.1Release document to respondent HEI and secure acknowledgement receipt from HEI	None		Records Officer
	TOTAL:	None	6 working days	
Response and Investigative Phase:				
4.Wait for result of query from the respondent HEI	4.1Upon receipt of HEI response, send an acknowledgement letter to respondent HEI President/Head and a letter to the complainant furnishing the respondent HEI reply 4.2 Release document and secure acknowledgement receipt from the	None	14 days	Regional Director/ CEPS Focal Person Records Officer



	complainant and from the respondent HEI			
For findings on an HEI not recognized or offering program without authority:				
	<ul style="list-style-type: none"> • Issue Cease and Desist Order (CDO) addressed to HEI President/Head giving fifteen (15) working days to act and implement the order • Release document and secure acknowledgement receipt from HEI • If HEI fails to comply with the CDO in the time given, prepare endorsement of the HEI case/fact-finding report to LLS 	None		<i>Regional Director CEPS</i> <i>Records Unit</i> <i>Regional Director CEPS</i>
For Fact-Finding Investigation				
	<ul style="list-style-type: none"> • Prepare documents for endorsement for fact-finding investigation to LLS. • Release document to LLS and secure acknowledgement receipt 	None		<i>Regional Director CEPS</i> <i>Records Officer</i>
	TOTAL:	None	20 days	



Request for Endorsement of Articles of Incorporation and By-Laws of New Private Higher Education Institutions (PHEIs) to SEC

Evaluation of Requirements for CHED

Office or Division:	Technical Division
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Private Higher Education Institutions
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For New Application (Registration)</u>	
1. Letter Request of the Requesting Party	Requesting Party
2. Notarized Affidavit of Undertaking	Requesting Party
3. Notarized SEC System Generated Articles of Incorporation	Securities and Exchange Commission Securities and Exchange Commission
4. Signed SEC System Generated By-Laws	Cashier-CHED
5. Copy of CHED Official Receipt as proof of payment for SEC Endorsement	Requesting Party
6. For Stock Corporation:	
6.1 Paid up capital of Php5Million pursuant to Section 20, Article V of Manual of Regulations for Private Higher Education (MORPHE)	
6.2 Notarized Treasure's Affidavit	
<u>For Amendment</u>	
1. Letter Request of the Requesting Party	Requesting Party
2. Notarized Affidavit of Undertaking (if applicable: Annex B)	Requesting Party
3. Copy of Amended Articles of Incorporation	Requesting Party
4. Director's or Trustees' Certificate – notarized and signed by majority of the directors or trustees and the corporate secretary indicating the amended provisions	Requesting Party
5. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Requesting Party
6. Copy of Government Recognition of programs offered issued by the CHED (if applicable)	Requesting Party/Securities and Exchange Commission
7. Copy of Certificate of Incorporation or latest Certificate of Filing of Amended of Incorporation (AOI) together with the corresponding AOI	Cashier-CHED
8. Copy of CHED Official Receipt as proof of payment for SEC Endorsement	
9. For increase in capital stock (stock corporation only)	Requesting Party



9.1 Notarized Treasurer's Affidavit 9.2 List of Stockholders before and after the increase and their stockholdings	
10. For change of name: Name Verification Slip	Securities and Exchange Commission

HOW TO AVAIL OF THE SERVICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit document application	1.1 Receive the documents and return one received copy to the client	None	1 working day	<i>Receiving Clerk</i>
2. Pay the corresponding fee	2.1 Issue an Official Receipt 2.2 Return one received copy to the client and forward application to RD for routing	Php 1,000.00 endorsement fee		<i>Collection Officer</i>
3. Receive receiving copy	3.1 Prepare letter endorsing request to SEC for initial and signature 3.2 Review and sign letter of endorsement	None	2 working days	<i>Receiving Clerk ES II in-charge Regional Director/CEPS</i>
4. Receive document	4.1 Release document and Secure acknowledgement receipt	None		<i>Records Officer</i>
	TOTAL:	None	3 working days	



Request for Payment of Financial Benefits for STUFAPs Grantees

Office or Division:		Administrative Division		
Classification:		Highly Technical		
Type of Transaction:		G2C-Government to Citizen		
Who may avail:		StuFAPs Grantees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payment Billing Statement containing the student’s Award Number, Name, Course, Year Level, General Weighted Average from the previous semester (for ongoing college students), Number of Units Enrolled and Actual Tuition and Other School Fees duly signed by the HEI Registrar, Chief Accountant and President		HEIs Scholarship Coordinator		
HOW TO AVAIL OF THE SERVICE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For New Scholars: 1. Submit requirements for payment including copy of LBP ATM Card For on-going scholars/grantees: 1. Submit grades of the previous semester and enrolment of the current semester	For New Scholars 1.1 Review the completeness and correctness of application documents. Receive only application with complete and correct documents. For on-going scholars/grantees: 1.1Review the completeness and correctness of documents	None	1 hour	<i>StuFAPs Staff</i>
2. Wait for notice of release	2.1 Prepare supporting documents and obligation request (OR) 2.2 Sign OR and forward to Budget Unit for processing 2.3 Receive, re-evaluate OR and certify availability of funds and forward to Accounting Unit	None	10 working days 3 working days 3 working days	<i>StuFAPs Staff</i> <i>StuFAPs Head RD</i> <i>Budget Officer</i>



	2.4 Prepare Disbursement Voucher (DV)		5 working days	<i>Accounting Staff</i>
	2.5 Review and certify cash availability, completeness of documents and appropriateness of amount claimed and forward to Director's Office		3 working days	<i>Accountant</i>
	2.6 Approve payment and forward OR and DV for payment		3 working days	<i>Regional Director</i>
	2.7 Prepare check or LDDAP-ADA and prepare bank advice for signature of RD/Authorized Representative		3 working days	<i>Cashier</i>
	2.8 Sign check or LDDAP-ADA and bank advice and return to Cashier		3 working days	<i>Regional Director</i>
	2.9 Send LDDAP-ADA and bank advice to bank		4 hours	<i>Cashier</i>
3. Receive payment through check or ATM	3.1 Release payment grantee/HEI	None	30 minutes	<i>Cashier</i>
TOTAL:		None	35 working days	



FEEDBACK AND COMPLAINTS MECHANISM

We, at the Commission on Higher Education commits to deliver our services to the clients with utmost quality and excellence. Hence, please let us know your suggestions, comments, and feedback regarding the services you availed of in order to help us further improve our delivery.

How to send feedback	<p>The clients may secure from the Public Assistance Complaint Desk (PACD) and accomplish the CHED Customer Feedback Form, and drop it in the designated box of the CHED Central/Regional Office that served them.</p> <p>or</p> <p>they may provide their feedback via 0999 444 5996 or info@ched.gov.ph.</p>
How feedbacks are processed	<p>Feedback requiring answers are referred to the appropriate offices by the officer-in-charge. Offices concerned are required to answer within three working days from receipt. For inquiries and follow up, you may contact 0999 444 5996 or info@ched.gov.ph.</p>
How to file complaints	<p>Complaints can be filed via email at info@ched.gov.ph together with the following information: Name of the person being complained, description of the incident, evidence for the complaint, description of the incident, evidence (photos, recording, documents, etc.).</p> <p>Complainants can also write the Commission, and have it received in person at the Public Assistance Complaint Desk (PACD) at the CHED Central Office or through mail at HEDC Bldg., CP Garcia Avenue, UP Diliman, Quezon City. The PACD can be reached through 02 8441 1260.</p>
How complaints are processed	<p>The complaints are forwarded by the officer-in-charge to the concerned office. Concerned offices will conduct their own investigation and will respond directly to the client copy furnished the info@ched.gov.ph.</p>
Contact Information of CCB, PCC, ARTA	<p>Anti-Red Tape Authority: complaints@arta.gov.ph (+632) 8478-5093</p> <p>Presidential Complaints Center: 8888</p> <p>Contact Center ng Bayan: 0908-881-6565</p>



LIST OF OFFICES

Central Office

Office	Address	Contact Information
Office of the Chairperson	4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8351-74-13 (02) 8441-12-56 (02) 8441-12-60 chairpeson@ched.gov.ph
Office of Commissioner Marita R. Canapi	4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-11-68 comm.canapi.office@ched.gov.ph
Office of Commissioner Desiderio R. Apag III	4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-11-73 commissionerapag@ched.gov.ph
Office of Commissioner Ethel Agnes P. Valenzuela	4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-11-72 oceapv@ched.gov.ph
Office of Commissioner Shirley C. Agrupis	4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-11-43 sagrupis@ched.gov.ph
Office of the Executive Director (OED)	3F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8355-52-03 (02) 8441-12-16 executivedirector@ched.gov.ph
Office of Programs and Standards Development (OPSD)	3F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-12-28 opsd2019@ched.gov.ph
Office of Student Development and Services (OSDS)	3F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8988-00-01 (02) 8441-12-20 osds@ched.gov.ph



Legal and Legislative Service (LLS)	3F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8988-00-02 chedlegal@ched.gov.ph
Office of Institutional Quality Assurance & Governance (OIQAG)	2F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-12-54 (02) 8351-08-03 oiqag@ched.gov.ph
International Affairs Staff (IAS)	2F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-07-50 ias@ched.gov.ph
Higher Education Development Fund Staff (HEDFS)	2F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-12-35 (02) 8441-13-69 (02) 8408-7254 hedf@ched.gov.ph
Office of Planning Research & Knowledge Management (OPRKM)	GF 4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-11-69 No. (02) 8441-11-49 oprkmdirector@ched.gov.ph
Administrative, Financial & Management Service (AFMS)	GF 4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. No. (02) 8441-11-70 afms.od@ched.gov.ph

Regional Offices

Office	Address	Contact Information
CHED RO 1	Government Center Sevilla, City of San Fernando, La Union	Tel. No. (072) 242-02-38 (072) 682-96-23 (072) 242-27-50 chedro1@ched.gov.ph
CHED RO 2	Regional Development Center, Carig, Tuguegarao City, Cagayan	Tel. No. (078) 396-06-51 (078) 304-16-50 chedro2@ched.gov.ph
CHED RO 3	Regional Government Center, Maimpis, San Fernando City, Pampanga	Tel. No. (045) 436-18-47 (045) 455-16-62 chedro3@ched.gov.ph
CHED RO 4	Marauoy, Lipa City, Batangas	chedro4a@ched.gov.ph



CHED RO MIMAROPA	GF Higher Education Development Center C.P. Garcia Avenue, UP Campus, Diliman, Quezon City	Tel No. (02) 8922-18-50 chedro4b@ched.gov.ph
CHED RO 5	CHEDRO Building, EM's Barrio South Brgy. 2, Legaspi City, Albay	Tel. No. (052) 481-50-96 (052) 481-50-95 chedro5@ched.gov.ph
CHED RO 6	Magsaysay Village La Paz, Iloilo City	Tel. No. (033) 327-20-29 chedro6@ched.gov.ph
CHED RO 7	National Government Center Sudlon Lahug, Cebu City	Tel. No. (032) 414-91-94 (032) 414-91-95 (032) 422-70-96 chedro7@ched.gov.ph
CHED RO 8	Athletic Road, Brgy, 43-B, Quarry District, Tacloban City, Leyte	Tel No. (053) 888-13-43 chedro8@ched.gov.ph
CHED RO 9	Polytechnic Compound Baliwasan, Chico, Zamboanga City	Tel. No. (062) 991-76 48 (062) 991-70-84 (062) 991-76 49 chedro9@ched.gov.ph
CHED RO 10	Mon James Hayes St. Brgy. 40, Cagayan de Oro City	Tel. No. (088) 880-85-13 (088) 880-85-63 (088) 856-43-80 chedro10@ched.gov.ph
CHED RO 11	Loyola St., Brgy. Obrero University of Southeastern Philippines Compound, Davao City	Tel. No. (082) 295-34-18 loc. 101 chedro11@ched.gov.ph
CHED RO 12	Regional Center, Brgy. Carpenter Hill, AH26 Marbel, Koronadal City	Tel No. (083) 228-11-27 (083) 228-75-70 (083) 228-11-30 chedro12@ched.gov.ph
CHED NCR	2F Higher Education Development Center C.P. Garcia Avenue, UP Campus, Diliman	Tel. No. (02) 8441-08-79 (02) 8441-09-85 (02) 8441-12-24 chedncr@ched.gov.ph
CHED CAR	BSU Compound La Trinidad, Benguet	Tel No. (074) 422-40-52 (074) 422-24-18 chedcar@ched.gov.ph
CHED CARAGA	Caraga State University (CSU) Ampayon, Butuan City	Tel. No. (085) 342-52-53 (085) 815-36-99 (085) 816-24-08 chedcaraga@ched.gov.ph
CHEDRO NIR	Magsaysay Village La Paz, Iloilo City	Tel. No. (033) 327-20-29 chedro6@ched.gov.ph