



Application for Certification of Student Records and Other Relevant Documents

Office or Division		Administrative Division		
Classification:		Simple		
Type of Transaction:		G2C		
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. Receive letter request and supporting documents from the requesting party and forward the letter request and supporting documents to RD	None	1 day	<i>Receiving Officer</i>
2. Pay the required fee	2. Receive payment	Php 130.00		<i>Collecting Officer</i>
3. Wait for schedule of release	3.1 Route the letter request and supporting documents to the concerned CHEDRO staff for appropriate action 3.2 Review letter request and supporting documents and prepares certification, if in order, affix initials then forward to CEPS for review 3.3 Review documents, affix initials, if in order, and forward to RD for review 3.4 Approve and sign the certification and forward to Records Officer	None	1 day	<i>Regional Director</i> <i>Concerned CHEDRO Staff</i> <i>CEPS</i> <i>Regional Director</i>
4. Present the OR	4. Release the Certification to the requesting party upon presentation of the OR	None	1 day	<i>Records Officer</i>
	TOTAL:	Php 130.00	3 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	
CHED Website			CHED	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit notarized Application Letter together with the required supporting 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	1. Receive and evaluate completeness of application documents using the prescribed Checklist. If complete and in order, accept the application, otherwise, return to the applicant-HEI for completion	None	4 hours	<i>Receiving Staff/Supervisor in charge</i>
For non-compliant HEI: 2. Receive notice	2.1 Review and evaluate the application documents and issue notice of disapproval to non compliant HEI	None	Within 15 working days upon receipt of application documents	<i>Supervisor in charge/CCEAP</i>
For compliant HEI: 3. Wait for final decision from CHED Central Office	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		Within 5 days after all applications are reviewed for consolidation of data on TOSFI	<i>Regional Director</i>



For compliant HEI: 1. Receive Memo regarding CEB decision	3. 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) 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	
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		
5 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 		



<ul style="list-style-type: none"> o 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.)</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> <p>d. Copy of Resume/Curriculum Vitae</p> <p>e. Copy of notarized appointment/contract of employment (to be submitted if already hired)</p> <p>f. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition)</p> <p>g. Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)</p>	
<p>7. Faculty Members</p> <p>a. 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>b. Certified true copy of Transcript of Records</p> <p>c. Certified true copy of Professional License (if applicable)</p> <p>d. Copy of Resume/Curriculum Vitae</p> <p>e. Copy of notarized appointment/contract of employment (to be submitted if already hired)</p> <p>f. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition)</p> <p>g. 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.)</p> <p>a. Spreadsheet should include following information:</p> <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> <p>α. Librarian (copy of Transcript of Record, appointment, professional license)</p> <p>β. Facilities (floor space in sq. m.) – to include pictures</p> <p>χ. Seating capacity (combined number of students & faculty at one time)</p> <p>δ. 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>6 <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 • <i>Note: Refer to PSG for the Program applied for</i> 	
<ul style="list-style-type: none"> • 12. List of equipment and other instructional devices/aids 	
<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 • Student lounge 	
<p>14. Support services</p> <p>a. Guidance and counseling</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Affiliation to Accredited NSTP Provider, if outsourced, to include notarized MOA 				
<ul style="list-style-type: none"> • 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) 				
<ul style="list-style-type: none"> • 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				
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. 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. 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. Conduct documentary analysis of the HEIs application per GPR Checklist and CHED minimum requirements of the program applied for 3.1 If compliant, prepare and send notice of RQAT visit (thru, email, fax or mail) 3.2 If not compliant, prepare and send	None	Within 7 working days after receipt of complete application documents	<i>Supervisor in charge</i>



	<p>notice of disapproval (thru, email, fax or mail)</p> <p>(Only applications with complete and compliant documents will be subjected to RQAT visit)</p>			
4. Receive notice of RQAT visit or notice of disapproval	4. Prepare documents notify RQAT of schedule	None	1 working day	<i>Records Officer</i>
5. For RQAT visit, prepare for RQAT Visit	5. 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	<p>6.1 If complete and compliant, process the GP/GR/COPC.</p> <p>6.2 If report indicates minor deficiencies, prepare and send letter of deficiency for compliance within 10 days upon receipt.</p> <p>6.3 If report indicates major deficiencies, prepare and send letter of disapproval</p>	None	Within 3 working days after RQAT visit	<i>Supervisor in charge</i>
<p>7. Receive letter/notice of result</p> <p>7.1 If complete and compliant, wait for release of GP/GR/COPC</p> <p>7.2 With minor deficiency/ies,</p>	<p>7.1 If complete and compliant, issue GP/GR/COPC</p> <p>7.2 With minor deficiency/ies, receive compliance documents, return one received copy to the client and</p>	None	<p>If complete and compliant, 3 working days</p> <p>With minor deficiency/ies within 10 working days after receipt</p>	<i>Records Officer</i>



submit compliance documents	forward documents to RD for routing		of notice of deficiency/ies	
<p>8.1 If complete and compliant, receive GP/GR/COPC</p> <p>8.2 With minor deficiency/ies, wait for result of review</p>	<p>8.1 If complete and compliant, end of process</p> <p>8.2 With minor deficiency/ies, review compliance documents.</p> <p>8.2.1 If complete and compliant, prepare and issue GP/GR/COPC.</p> <p>8.2.2 If not complete or compliant, prepare and send notice of disapproval.</p>	None	With minor deficiency/ies, 5 working days	<i>Supervisor in charge</i>
<p>9.1 If complete and compliant, receive GP/GR/COPC.</p> <p>9.2 If not complete or compliant, receive notice of disapproval</p>	9. 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>				
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>		PSA		
14. For foreign students only, Notice of acceptance/admission (NOA) & Certificate of Eligibility of Admission (CEA)		HEI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1. Check the completeness of the requirements	None	1 day	Records Officer
2. Pay Document Stamp	2. Process the Special Order Application	Php 30.00 per application		Cashier



3. Receives acknowledgement receipt	3. Issues acknowledgement receipt to applicant-HEI	None	30 minutes	<i>Receiving Staff</i>
	4. Processes the Special Order Application			
	4.1 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 day	<i>Records Officer</i>
	4.2 Evaluates the application against the government recognition and approved curriculum and forwards the application to the Records Section for Verification 4.2.1 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 days	<i>Education Supervisor II</i>
	4.3 Verifies the name and subjects of Students in the Enrolment List against the Summary of Courses Taken (F 19)	None	7 days	<i>Records Officer</i>
	4.4.1 If application is in order, assigns Special Order Number, and print the Special Order number in the Special Order Application Form 4.4.2 If there is a noted deficiency, ES II in charge	None	1 day	<i>Records Officer</i> <i>ES II</i>



	of the program prepares letter of disapproval for signature of RD			
	<p>4.5.1 If in order, CEPS/SEPS/ES II reviews issued S.O. and affix initials on the 2nd copy</p> <p>4.5.2 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 day	<i>CEPS/SEPS/ES II/CAO</i>
	<p>4.6.1 If in order, Records Unit staff affixes SO number and forwards to RD for his approval and signature of the Special Order</p> <p>4.6.2 If RD has comments, makes notation then returns document to ES-in-charge for revision</p>	None	1 day	<i>Regional Director</i>
4. Receives the Special Order	5. Release the Approved Special Order or Deficiency/ Discrepancy Letter	None	1 day	<i>Records Officer</i>
TOTAL:		None	20 days	



Application for National Service Training Program (NSTP) Serial Numbers

Office or Division		Technical Division		
Classification:		Simple		
Type of Transaction:		G2B/G2G/G2C		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for the issuance of NSTP Serial Numbers	1. Receive and route the application for the issuance of NSTP Serial Numbers	None	30 minutes	<i>NSTP in-charge for the issuance of Serial Number</i>
2. Wait for notice of result	2. Evaluate documents: 2.1 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 2.2 If application documents are not in order, prepare communication issuing the NSTP Serial number for HEI for signature of RD	None	2 days	<i>NSTP in-charge for the issuance of Serial Number</i> <i>RD</i>
3. Claim the issued NSTP Serial Number	3. Release communication and secure HEI acknowledgement receipt	None	Less than half day	<i>Releasing Clerk</i>
	TOTAL:	None	3 days	



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	
<p>5. Feasibility study to include:</p> <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 <p>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>	
<p>6. School Administrators (President, Vice President(s), Director(s), Dean(s), Program Chair(s)/Head(s), Coordinator(s), etc.)</p> <p>h. 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>i. Certified true copy of Transcript of Records</p> <p>j. Certified true copy of Professional License (if applicable)</p> <p>k. Copy of Resume/Curriculum Vitae</p> <p>l. Copy of notarized appointment/contract of employment (to be submitted if already hired)</p> <p>m. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition)</p> <p>Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)</p>	



<p>7. Faculty Members</p> <p>h. 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>i. Certified true copy of Transcript of Records</p> <p>j. Certified true copy of Professional License (if applicable)</p> <p>k. Copy of Resume/Curriculum Vitae</p> <p>l. Copy of notarized appointment/contract of employment (to be submitted if already hired)</p> <p>m. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition)</p> <p>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.)</p> <p>e. 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>f. Certified true copy of Transcript of Records</p> <p>g. Certified true copy of Professional License (if applicable)</p> <p>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>ε. Librarian (copy of Transcript of Record, appointment, professional license)</p> <p>φ. Facilities (floor space in sq. m.) – to include pictures</p> <p>γ. Seating capacity (combined number of students & faculty at one time)</p> <p>η. 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>				
12. List of equipment and other instructional devices/aids				
<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> <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 				
<p>15. NSTP</p> <ul style="list-style-type: none"> c. Coordinator (copy of Transcript of Record & appointment) d. NSTP office <p>Affiliation to Accredited NSTP Provider, if outsourced, to include notarized MOA</p>				
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				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application documents and receive	1.1 Receive complete application documents per GPR checklist. If incomplete, return to applicant HEI. If complete, return one received copy	None	1 day	<i>Designated Officer</i>



receiving copy	<p>to the client and forward application to RD for routing</p> <p>1.2 Conduct documentary analysis as to completeness and per general requirements and compliance with PSGs:</p> <p>1.2.1 If incomplete prepare disapproval letter to HEI and return documents</p> <p>1.2.2 For complete and compliant application documents, prepare communication inviting CHED Experts (RQAT, TP/TE) to conduct joint ocular evaluation and administrative documents (RBA, TA)</p>		5 days	<p><i>CHEDRO</i> <i>ES II in-charge</i> <i>CEPS</i> <i>RD</i></p>
2.1 For incomplete application documents, receive letter of disapproval	2.1 For incomplete application documents, end of process	None	(3 days)	<p><i>CHEDRO</i> <i>ES II in-charge</i> <i>CEPS</i> <i>RD</i></p>
2.2 For complete application documents: Wait for notice of visit	2.2 For complete and compliant application documents, prepare and send notice of visit		12 days	
3. Prepare for ocular inspection	<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</p>	None	3 days	<i>Evaluation Team</i>



	<p>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><i>CHEDRO</i> <i>ES II in-charge</i> <i>CEPS</i> <i>RD</i></p>
<p>4.1 If compliant, receive Certificate of Eligibility and wait for feedback from CHEDRO on result of Phase 2</p> <p>4.2 If non-compliant receive letter of disapproval</p>	<p>4.1 If compliant, issue Certificate of Eligibility</p> <p>4.2 If non-compliant, end of process.</p>	None	1 day	<p><i>CHEDRO</i> <i>ES II in-charge</i></p>
	TOTAL:	None	22 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
5. Copy of latest permit issued by CHED for the program	to be submitted by the applying HEI
6. 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
7. Approved Schedule of tuition and other fees	to be submitted by the applying HEI
8. Qualification of Dean/Program Chair if new	to be submitted by the applying HEI
9. Spreadsheet of faculty who handles the program	to be submitted by the applying HEI
10. Spreadsheet of non-teaching personnel if there is new	to be submitted by the applying HEI
11. Noted curriculum	to be submitted by the applying HEI
12. List of newly acquired library materials	to be submitted by the applying HEI
13. List of newly acquired facilities, equipment and other instructional materials	to be submitted by the applying HEI
14. NSTP coordinator if there is new	to be submitted by the applying HEI
15. 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. Receive and review application documents for completeness per GPR Checklist. If incomplete, return to the applicant-HEI	None	1 day	<i>Receiving clerk</i>
2. Pay the corresponding fee	2. Issue an Official Receipt	Php 8,000.00 application fee		<i>Cashier</i>
3. Receive receiving copy	3. Return one received copy to the client and forward	None		<i>Receiving Staff</i>



	<p>application to RD or CEPS for routing</p> <p>Review and route the documents to the ES II in-charge</p>			<i>RD or CEPS</i>
4. Wait for notice of result	<p>4. Conduct documentary analysis of the HEIs application per GPR Checklist and CHED minimum requirements of the program applied for</p> <p>4.1 If compliant, process for issuance of renewal permit</p> <p>4.2 If with minor deficiencies, prepare notice of deficiency/ies for compliance within 10 days upon receipt.</p> <p>4.3 If with major deficiencies, prepare letter of disapproval.</p>	None	Within 10 working days after receipt of complete application documents	<i>Education Supervisor II in charge</i>
<p>5. Receive letter/notice of result</p> <p>6.3 If complete and compliant, wait for release of renewal permit</p> <p>6.4 With minor deficiency/ies, prepare and submit compliance documents</p> <p>5.3 With letter of disapproval, end of process</p>	<p>5.1 For recommendation of renewal permit, review supporting documents and action taken, prepare 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>	None	<p>If complete and compliant, 2 working days</p> <p>With minor deficiency/ies, within 10 working days after receipt of notice of deficiency/ies</p>	<p><i>CEPS RD</i></p> <p><i>Records Officer</i></p>



<p>6.1 If complete and compliant in first submission, receive renewal permit</p> <p>6.2 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>7.3 For complete and compliant re-submission, receive renewal permit</p> <p>7.4 For incomplete and/or non-compliant resubmission receive notice of disapproval</p>	<p>End of process</p>			
	<p>TOTAL:</p>	<p>Php 8,000 application fee</p>	<p>30 days</p>	



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		CHED		
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 Receive acknowledgement receipt	1. Review the completeness and correctness of application documents. Receive only applications with complete and correct documents and Issues acknowledgement receipt	None	5hours (excluding queuing time) 5 minutes per applicant	<i>StuFAP Receiving Staff</i>
2. Wait for notice of status of application	2. 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	Within14 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	None	7 working days after evaluation of application documents	<i>StuFAPs Coordinators RD</i> <i>StuFAPs Coordinators/</i>



	3.2 Consolidate qualified applications and prepare masterlist		7 working days after deadline of application period	<i>RD/ Regional Scholarship Committee</i>
4. Receive notice of status of application (within quota)	4. 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. 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/G2G/G2C		
Who may avail:		Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Complaint		From the complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written complaint through email	1. Receive the documents and return one received copy of the client and forward the complete documents to the Regional Director	None	1 day	<i>Receiving Officer</i>
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 days	<i>Regional Director CEPS Focal Person</i>
3. Receive letter of acknowledgment and action taken	3. Release document to respondent HEI and secure acknowledgement receipt from HEI	None		<i>Records Officer</i>
	TOTAL:	None	6 days	
Response and Investigative Phase:			14 days	
4. Wait for result of query from the respondent HEI	4.1 Upon 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 complainant and from the respondent HEI	None		<i>Regional Director/ CEPS Focal Person</i> <i>Records Officer</i>



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		
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		
4. Signed SEC System Generated By-Laws		Securities and Exchange Commission		
5. Copy of CHED Official Receipt as proof of payment for SEC Endorsement		Cashier-CHED		
6. For Stock Corporation:		Requesting Party		
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>		Requesting Party		
1. Letter Request of the Requesting Party		Requesting Party		
2. Notarized Affidavit of Undertaking (if applicable: Annex B)				
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		Commission		
8. Copy of CHED Official Receipt as proof of payment for SEC Endorsement		Cashier-CHED		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit document application	1. Receive the documents and return one received copy to the client	None	1 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	3.2 Prepare letter endorsing request to SEC for initial and signature 3.3 Review and sign letter of endorsement	none	2 days	<i>Receiving Clerk ES II in-charge Regional Director/CEPS</i>
4. Receive document	4. Release document and secure acknowledgement receipt	None		<i>Records Officer</i>
	TOTAL:	None	3 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		
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. Review the completeness and correctness of application documents. Receive only application with complete and correct documents. For on-going scholars/grantees: 1. Review 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 2.4 Prepare Disbursement Voucher (DV)	None	10 working days 3 working days 3 working days 7 working days	<i>StuFAPs Staff</i> <i>StuFAPs Head RD</i> <i>Budget Officer</i> <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. Release payment to grantee/HEI	None	30 minutes	<i>Cashier</i>
TOTAL:		None	35 working days	



FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback	Contact info: 0999 444 5996 or info@ched.gov.ph
How feedbacks are processed	Feed back 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 .
How to file complaints	<p>Complaints can be filed via email at 8888@ched.gov.ph together with the following information: Name of the person being complained, description of the incident, evidence being complained, 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. The PACD can be reached through 02 8441 1260</p>
How complaints are processed	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 8888@ched.gov.ph .
Contact Information of CCB, PCC, ARTA	<p>ARTA: complaints@arta.gov.ph 1-ARTA-2782</p> <p>PCC: 8888</p> <p>CCB: 0908-881-6565</p>

Office	Address	Contact Information
Office of the Chairperson	4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. (02) 8351-74-13 – Complaints/Records (02) 8441-12-56 – Other concerns (02) 8441-11-77 – Endorsements chairpeson@ched.gov.ph
Office of Commissioner Lilian de las Llagas		Tel. (02) 8441-11-68 ldelasllagas@ched.gov.ph
Office of Commissioner Ronald L. Adamat		Tel. (02) 8441-11-73 radamat@ched.gov.ph



Office of Commissioner Perfecto A. Alibin		Tel. (02) 8441-11-72 pecalibin@ched.gov.ph
Office of Commissioner Aldrin A. Darilag		Tel. (02) 8441-11-43 comaldrin.darilag@ched.gov.ph
Office of the Executive Director (OED)	3F Higher Education Development Center	Tel. (02)8355-52-03 Telefax (02) 8441-12-16 executivedirector@ched.gov.ph
Office of Programs and Standards Development (OPSD)	3F Higher Education Development Center	Tel. (02) 8441-12-28 Opsd2019@ched.gov.ph
Office of Student Development and Services (OSDS)	3F Higher Education Development Center	Tel. (02) 8988-00-01/8441-12-20 osds@ched.gov.ph
Legal and Legislative Service (LLS)	3F Higher Education Development Center	Tel. (02) 8988-00-02 cjarro@ched.gov.ph
Office of Institutional Quality Assurance & Governance (OIQAG)	2F Higher Education Development Center	Coordination & Governance Division Tel. (02) 8441-12-54 Quality Assurance Division Tel. (02) 8351-08-03 lvalencia@ched.gov.ph
International Affairs Staff (IAS)	2F Higher Education	Telefax (02) 8441-07-50 lmilla@ched.gov.ph
Higher Education Development Fund Staff (HEDFS)	2F Higher Education Development Center	Telefax (02) 8441-12-35/8441-13-69 @ched.gov.ph
Office of Planning Research & Knowledge Management (OPRKM)	GF Higher Education Development Center	Telefax (02) 8441-11-69/8441-11-49 ncainghog@ched.gov.ph
Administrative, Financial & Management Service (AFMS)	GF Higher Education Development Center	Telefax (02) 8441-11-70 sdelacruz@ched.gov.ph
Philippine California Advanced Research Institute (PCARI)	4F Higher Education Development Center	Tel. (02) 8352-55-91/8376-17-58

Regional Offices

Office	Address	Contact Information
CHED RO 1	Government Center Sevilla, City of San Fernando, La Union	(072) 242-02-38/242-50-17 (072) 242-27-50 Chedro1@ched.gov.ph
CHED RO 2	Regional Development Center	(078) 396-06-51/304-16-50 Chedro2@ched.gov.ph



	Carig, Tuguegarao City, Cagayan	
CHED RO 3	Regional Government Center Maimpis, San Fernando City, Pampanga	(045) 436-18-47 (045) 455-16-62 Chedro3@ched.gov.ph
CHED RO 4	2F Higher Education Development Center C.P. Garcia Avenue, UP Campus, Diliman, Quezon City	(02) 8332-47-34 Chedro4a@ched.gov.ph
CHED RO MIMAROPA	GF Higher Education Development Center C.P. Garcia Avenue, UP Campus, Diliman, Quezon City	(02) 8922-18-50 Chedro4b@ched.gov.ph
CHED RO 5	CHEDRO Building, EM's Barrio South Brgy. 2, Legaspi City, Albay	(052) 481-50-96 (052) 481-50-59 chedro5@ched.gov.ph
CHED RO 6	Magsaysay Village La Paz, Iloilo City	(033) 329-59-55 (033) 508-88-52 chedro6@ched.gov.ph
CHED RO 7	National Government Center Sudlon Lahug, Cebu City	(032) 414-91-94/414-91-95 (032) 422-70-96 chedro7@ched.gov.ph
CHED RO 8	Athletic Road, Bargy, 43-B, Quarry District, Tacloban City	(053) 888-13-43 chedro8@ched.gov.ph
CHED RO 9	Polytechnic Compound Baliwasan, Chico, Zamboanga City	(062) 991-76 48/991-70-84 (062) 991-76 49 chedro9@ched.gov.ph
CHED RO 10	Mon James Hayes St. Brgy. 40, Cagayan de Oro City	(088) 880-85-13/880-85-63 (088) 856-43-80 chedro10@ched.gov.ph
CHED RO 11	Loyola St., Bo Obrero, University of Southeastern Philippines Compound, Davao City	(082) 295-34-18 loc. 101 chedro11@ched.gov.ph
CHED RO 12	Regional Center, Brgy. Carpenter Hill, AH26 Marbel, Koronadal City	(083) 228-11-27/228-75-70 (083) 228-11-30 chedro12@ched.gov.ph
CHED NCR	2F Higher Education Development Center C.P. Garcia Avenue, UP Campus, Diliman	(02) 8441-08-79/8441-09-85 (02) 8441-12-24 chedncr@ched.gov.ph



CHED CAR	BSU Compound La Trinidad, Benguet	(074) 422-40-52 (074) 422-24-18 chedcar@ched.gov.ph
CHED CARAGA	Caraga State University (CSU) Ampayon, Butuan City	(085) 342-52-53/815-36-99 (085) 816-24-08 chedcaraga@ched.gov.ph