

Processing of application for the Grant of Certificate for the Use of University System Title to Higher Education Institutions

Clients:

Higher Education Institutions in the Philippines

Requirements:

1. Development plan and feasibility study on the proposed University System
2. Organizational structure
3. General policies particularly on student admission policy
4. List and description of (authorized tertiary and graduate level degree programs) degree programs including the enrollment profile for the last five (5) years
5. List of accredited programs (including level of accreditation)
6. Report on the instructional program to include
 - Passing percentage in licensure exams of existing programs over the last five (5) years
 - Result of the graduate trace studies
7. Report on the research program including:
 - Copies of refereed journals
 - Sources of research funds
8. Report on the extension service program
9. Faculty profile to include highest educational attainment, field of specialization, employment status in the institution and policies
10. Report on the library holdings, laboratory facilities and equipment
11. Report and description of site and buildings including Campus Development Plan (with time lines)

Schedule of the Availability of Service:

Monday to Friday
8:00 am to 5:00 pm

Note: Application should be submitted not later than March 30 of the calendar year at the CHEDRO intended for the next school year.

Fees:

Application fee for University System: Php 70,000.00 main campus and Php 20,000.00 shall be added to the application fee for every unit/campus included to be evaluated per CHED Resolution no. 126-2003

Total/Maximum Duration of Process:

One (1) Year

How to Avail of the Service

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
1	Pays the Fee to the Cashier	Issues official receipts to the applicant	Cashier	CHEDRO	
2	Submits Letter of Application with supporting documents including Official Receipt indicating payment for application (NB: a mere Letter of Intent is not considered a letter of application)	Receives and records application	CHED Regional Office (CHEDRO) Records Officer	CHEDRO	
3		Reviews completeness of documents and prepares endorsement letter to the CHED CO to be signed by the CHEDRO Director	1. CHEDRO Technical Staff-in-Charge 2. CHEDRO Director	CHEDRO	
4		Receives, records and forwards endorsement to the Office of Quality Management	Records Officer	Office of Administrative Services (OAS) G/F HEDC Building	1 hour
5		Receives and forwards application to the assigned staff for processing	OQM Staff	OQM, 2/F HEDC Building	10 minutes
6		a) Evaluates the documentary evidences based on the existing guidelines on the grant of university system; b) Creates Special Team (external evaluators/experts) for ocular inspection; c) Inform in writing CHEDRO on the status of application and the visit of the special team; and d) Prepares for the ocular inspection.	1. OQM Assigned Staff 2. Director	OQM, 2/F HEDC Building	Within 2 months

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
7	Prepares for ocular inspection	Conducts ocular evaluation and validation of result of the documentary evaluation	OQM and CHEDRO with Special Team	OQM, 2/F HEDC Building	2-3 days per unit
8		Conducts deliberation of the findings and observations	OQM and Special Team	OQM, 2/F and EO, 3/F HEDC Building	Within 1 month
9		Prepares Final Report with recommendation for Commission en banc (CEB) action thru Executive Office			
10		CEB deliberation on the findings and recommendation	Commission Secretariat Executive Office Commission en banc (CEB)	EO, 3/F HEDC Building CEB, 4/F HEDC Building	1 hour
11		Prepares Certificate and official communication to the HEI	1. OQM Assigned Staff 2. Executive Office	OQM, 2/F and EO, 3/F HEDC Building	Within 1 week
12		Signs Certificate of the Grant of University System Title	Office of the Chairman thru Executive Office	OC 4/F and EO, 3/F HEDC Building	
13		Forwards Certificate to the Records Section	OQM Assigned Staff	OQM, 2/F HEDC Building	10 minutes
14	Receives Certificate	Awards/releases Certificate for the Grant of University System Title	Records Officer	OAS, G/F HEDC Building	10 minutes
END OF TRANSACTION					

References:

- Commission on Higher Education Memorandum Order (CMO) No. 08 s. 2003
- Commission on Higher Education Memorandum Order (CMO) No. 25 s. 2003
- Commission on Higher Education Resolution No. 126-2003