

## Processing of Application for Grant of Authority to HEI to offer ETEEAP

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### **Clients:**

Higher Education Institutions in the Philippines

### **Requirements:**

#### Basic Documents:

1. Letter of application
2. Institutional and program profile
3. Certificate/s of Program Accreditation
4. Certificate of Award (COE/COD; Autonomous or Deregulated; IQuAME Category)
5. Board performance of the program to be offered through ETEEAP Four (4) years prior to application (if applicable)
6. Mission and vision of the institution with valuing and recognition on alternative learning
7. Board resolution endorsing the application for deputization
8. CHED Regional Office endorsement

#### Institutional Management and Support:

1. Annual budget plan
2. Marketing and promotions plans
3. Development plan for ETEEAP
4. Organizational structure of the ETEEAP within the institution
5. Schedule of fees

#### Program Capability:

1. Curriculum of the resident program to be offered through the ETEEAP
2. Competency standards
3. Assessment instruments
4. List of assessors (internal, external), their qualifications and subject/competency assignment in the ETEEAP
5. Criteria and procedure for selection of assessors
6. Assessment procedures
7. Enrichment/supplementation programs

#### **Schedule of the Availability of Service:**

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

#### **Fees:**

Free of Charge

#### **Total/Maximum Duration of Process:**

Six (6) Months

**How to Avail of the Service:**

<b>No.</b>	<b>Client Step</b>	<b>Agency Action</b>	<b>Office/Person Responsible</b>	<b>Location of Office</b>	<b>Duration of Activity</b> <i>(under normal condition per transaction)</i>
1	Submits application and required documents. Retains personal copy received by CHED	Records and issues acknowledgment receipt, pre evaluates and visits HEI	Assigned Staff	CHEDRO	
2		Pre evaluates and conducts initial inspection	Assigned Team	CHEDRO	
3		Prepares evaluation report	Assigned Staff	CHEDRO	
4		Recommends/endorsees the application to the Central Office – ETEEAP	Director	CHEDRO	
5		Receives and records endorsement of application together with complete documents from CHEDRO and forwards to ETEEAP Office	Records Officer	Office of Administrative Service (OAS), G/F <b>Higher Education Development Center</b> (HEDC) Building	1 hour
6		Receives, records and forwards to the Division concerned for processing	Office of the Director's Staff	OPS 3/F HEDC Building	10 minutes
7		Acknowledges the evaluation report and supporting documents and reviews the evaluation report of the CHEDRO, including the supporting documents	Assigned Staff	ETEEAP Office 3/F HEDC Building	3 days
8	Prepares for inspection	Evaluates the compliance as per existing policies and standards on the ETEEAP. Constitutes the Inspecting Team from the members of the Technical Panels/Committees/Assessors (external evaluators/experts) for ocular inspection and informs in writing the CHEDRO to coordinate with HEI the scheduled inspection	Assigned Staff and Technical Panel for ETEEAP	ETEEAP Office 3/F HEDC Building	2 months

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
9		Undertakes the inspection and conducts exit conference	Inspection Team (ETEEAP, CHEDRO and Assessors)	ETEEAP Office, 3/F HEDC Building	2 days
10	Complies with the deficiencies noted	Formalizes the results of the evaluation and actions to be taken by the HEI	Assigned Staff	OPS, 3/F HEDC Building	1 day (from inspection)
11		Schedules for CEB deliberation	1. Commission Secretariat 2. Executive Office	EO, 3/F HEDC Building	1 week
12		Deliberates and decides	Commission en banc (CEB)	CEB, 4/F HEDC Building	1 week
13		Prepares CEB Resolution for the Grant of Authority to offer ETEEAP	1. Commission Secretariat 2. Executive Office	EO, 3/F HEDC Building	2 weeks
14		Prepares Certificate for the Grant of Authority to offer ETEEAP with communication on the final decision thru the Executive Office	1. ETEEAP Assigned Staff 2. Executive Office	ETEEAP, 3/F and EO, 3/F HEDC Building	1 week
15		Signs Certificate for the Grant of Authority to offer Status	Office of the Chairman thru Executive Office	OC 4/F and EO, 3/F HEDC Building	2 weeks
16		Forwards Certificate to the Records Section	ETEEAP Assigned Staff	ETEEAP, 3/F HEDC Building	10 minutes
17	Receives Certificate	Awards/releases Certificate for the Grant of Authority to Offer ETEEAP	Records Officer	OAS, G/F HEDC Building	10 minutes
<b>END OF TRANSACTION</b>					

*References:*

- Executive Order No. 330, May 10 1996 *“Adopting the Expanded Tertiary Education Equivalency and Accreditation Program as an Integral Part of the Educational System and Designating the Commission on Higher Education as the Authority Responsible for its Implementation”*
- Commission on Higher Education (CHED) Memorandum Order (CMO) No. 9 s. 2009 *“Revised Policies and Guidelines for the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) Pursuant to Executive Order (EO) No. 330”*