

Processing of Application for the Grant of Authority to operate Undergraduate (Nursing, Maritime and Dentistry), Medicine and Graduate Programs

Note: Granting of Authority for Nursing and Maritime is in moratorium pursuant to CHED Memorandum Order No. 27 series of 2004

Clients:

Higher Education Institutions in the Philippines

Requirements:

For Initial/Renewal Permit (for Maritime)

1. Board Resolution on the operation of the new course certified by the Corporate Secretary;
2. Feasibility study indicating the need and the relevance of the course to the development of the community and the resources and capabilities of the school to achieve/implement the objective of developing the community;
3. Articles of Incorporation and By-Laws duly registered with the Securities and Exchange Commission (SEC);
4. Copy(ies) of the Transfer Certificate(s) of Title (TCT) of the school site;
5. Statement on the location of the school in relation to recreational places gambling establishment, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, jails, railroad yards, dancing halls, and manufacturing and industrial establishment and the like. (Must be free from noise, unpleasant odor and dust, and should be sufficiently far from the above places);
6. Campus development and landscaping plans;
7. Documents of ownership of the school buildings;
8. Certificate of Occupancy of the school building(s) from the proper city/municipal authorities;
9. Pictures of the school site and the school buildings;
10. Proposed budget/annual expenditures for the succeeding school year approved by the Board of Trustees/Directors;
11. Proposed curriculum (For separate processing);
12. Proposed schedule of tuition and other school fees (For separate processing);
13. Copy of Retirement Plan of the school, registered with the SEC;
14. List of School Administrators, i.e. President, Vice-President(s), Deans, Department Heads, etc., including the following (use MEU Form-IC-Administrative Profile):
 - a. Position/Designation;
 - b. Educational qualifications (where and when obtained);
 - c. License
 - d. Sea/Teaching experience
 - e. Training's (IMO 6.09 and 3.12 or equivalent)
 - f. Status of appointments;
 - g. Other Benefits
15. List of teaching personnel including the following (supported with documents, use MEU Form IA and IB for General education and professional subjects respectively)

16. List of non-teaching and non-academic personnel including the following (supported with documents);
 - a. Educational qualifications (where and when obtained);
 - b. Field of Specialization;
 - c. Position/Designation;
 - d. Status of appointments;
 - e. Rate of salary per month/hour;
 - f. Other Benefits;
 - g. Outside employment, if any.
17. List of laboratory facilities, equipment, supplies and materials (use marine deck/engine department of MEU Form 1);
18. List of athletic facilities, equipment supplies and materials;
19. List of Library holdings classified into Cultural, Filipiniana, and Professional, (Professional books are limited to the course being applied for);
20. Application and inspection fees in the amount of Four Thousand Pesos (P4,000.00) must be issued in favor of the Commission on Higher Education (CHED)
21. School bond in the amount of Six Thousand Pesos (Php 6,000.00). Postal Money Order (PMO) must be issued in favor of the Commission on Higher Education
22. Quality Standard System (QSS).

For Recognition (for Maritime)

1. Copy(ies) of Transfer Certificates of Titles (TCT) for additional school site, if any;
2. Campus development and landscaping plans;
3. Document/s of ownership of additional school building/s;
4. Certificates of Occupancy of additional school buildings;
5. Pictures of school buildings (old and new), classrooms, laboratories, libraries, medical and dental health facilities, canteen, sports facilities, canteen, sports facilities, audio-visual room, and computer room and comfort room;
6. Proposed budget for the succeeding school year approved by the Board of Trustees/Directors;
7. Copy of the latest Financial Statement of the school certified by an Independent Certified Public Accountant;
8. Copy of curriculum duly noted by CHED;
9. Copy of the latest tuition and other school fees duly noted by the CHED;
10. Copy of Retirement Plan of the school registered with the securities and Exchange Commission;
11. List of School Administrators, i.e. President, Vice-President(s), Deans, Department Heads, etc., including the following (use MEU Form-IC-Administrative Profile):
 - a. Position/Designation;
 - b. Educational qualifications (where and when obtained);
 - c. License
 - d. Sea/Teaching experience
 - e. Training's (IMO 6.09 and 3.12 or equivalent)
 - f. Status of appointments;
 - g. Other Benefits.

12. Updated list of Academic Teaching Staff including (use MEU Form 1A and 2B for General Education and Professional Subjects respectively):
 - a. Educational qualifications (where and when obtained);
 - b. Field of specialization by degree;
 - c. Years of experience (industry/teaching/sea service);
 - d. Subject assignment;
 - e. Status of appointment;
 - f. Number of Teaching/contracts hour per week;
 - g. Rate of salary per month/hour;
 - h. Other benefits;
 - i. Training's (IMO 6.09 and 3.12 or equivalent)
13. Updated list of non-teaching/nonacademic personnel including the following (supported with documents);
 - a. Educational qualifications (where and when obtained);
 - b. Field of specialization;
 - c. Position/Designation;
 - d. Status of appointment;
 - e. Rate of salary per month/hour;
 - f. Other benefits;
 - g. Outside employment, if any.
14. List of laboratory facilities, equipment, supplies and materials (use marine deck/engine department of MEU Form 1);
15. List of library buildings classified into Cultural, Filipiniana, and Professional;
16. (Professional books to be limited to the course being applied for);
17. List of Athletic facilities, equipment and supplies;
18. List of medical and dental facilities;
19. Application and inspection fees in the amount of Two Thousand Pesos (P4,000.00);
20. Quality Standard System (QSS) certificate.

New Schools applying Initial Permit (for Other Program)

1. Notarized GPR Form duly signed by the President or authorized representative
2. Articles of Incorporation and By-Laws duly registered with Securities and Exchange Commission
3. Copy(ies) of the Transfer Certificate(s) of Title (TCT)/Lease Contract Ownership of School Building
4. Certificate of occupancy that the building will be used as classrooms
5. Feasibility study to include
 - a. Philosophy and goals of the course
 - b. Viability of the course in terms of
 - Demand for the graduates
 - Prospective Students
 - Existing schools offering the same course within the area
 - c. Location of the school in relation to factors that are not conducive to learning
 - d. Schedule of tuition and other fees
6. Proposed budget/annual expenditures

7. School administrator
 - a. Spreadsheet should include the following:
 - Name
 - Educational qualifications where and when obtained
 - Position/Designation
 - Nature of appointment (permanent/temporary)
 - Status (full time/part time)
 - Rate of monthly salary
 - Other benefits
 - b. Certified true copy of Transcript of Record(s)
 - c. Appointment/contract of employment (notarized)/letter of commitment with confirmation
8. Faculty (general education and major subjects)
 - a. Spreadsheet should include the following:
 - Name
 - Educational qualifications where and when obtained
 - Field of specialization
 - Subject assignment
 - Nature of appointment (permanent/temporary)
 - Status (full time /part time)
 - Rate of monthly salary
 - Other benefits
 - Outside employment
 - b. Certified true copy of Transcript of Record(s)
 - c. Appointment/contract of employment (notarized)/letter of commitment with confirmation
9. List of non-teaching personnel
 - a. Educational qualification
 - b. Position
10. Curriculum
 - a. Distribution of subjects per semester/trimester
 - b. Summary of units
 - c. Course description
 - d. Course Syllabi
11. Library
 - a. Librarian (qualification/status of employment)
 - List of facilities
 - b. Seating Capacity
 - c. Library collections (books, journals, magazines, dictionaries, almanacs, etc.)
 - List of 5 non-duplicated titles per subject in the curriculum published within the last 5 years
 - List of 800 professional books published within the last 5 years
 - List of book collections/accessioned books
 - Start up – 3,000 books (for business –2,500 books)
 - Recognition – 5,000 books
 - List of subscribed journals
 - List (in spreadsheet form) should include author, title of book, year of publication and number of volumes*

12. Physical facilities (to include pictures)
 - a. Site
 - b. Floor area
 - c. Building(s)
 - d. Number of Classrooms/lectures rooms
 - e. Size of classroom/lecture room
 - f. Number of fully equipped laboratory
 - g. Library
13. List of equipped and other instructional devices/aids
14. Support facilities (to include equipment if any)
 - a. Auditorium
 - b. Sports and recreational, it sourced out to include MOA (notarized)
 - c. Cafeteria/canteen
 - d. Faculty lounge
 - e. Student lounge
 - f. Dormitories
15. Support services
 - a. Guidance and counseling
 - b. Placement
 - c. Medical and dental for students and faculty, if sources out to include MOA (notarized)
16. NSTP affiliation to include MOA (notarized)
17. School bond in the amount of Six Thousand Pesos (Php 6,000.00). Postal Money Order (PMO) must be issued in favor of the Commission on Higher Education
18. Application and inspection fee in the amount of Four Thousand Pesos (Php 4,000.00). Postal Money Order must be issued in favor of the Commission on Higher Education

For Existing Schools applying for Initial Permit, Renewal Permit or Recognition of Program

All of the above mentioned documents (New Schools applying Initial Permit for Other Program) with updated information/data should be submitted except items 2,3,4,6 & 17. Instead submit the following:

1. Copy(ies) of Transfer Certificate(s) of Title (TCT) for additional school site
2. Document(s) ownership for additional building(s)
3. Certificate of occupancy for additional building(s)
4. Financial statement of the previous year duly certified by a Certified Public Accountant
5. Copy of the latest tuition fee schedule
6. Copy of the latest permit issued for application for renewal or recognition

Schedule of the Availability of Service:

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

Note: Application must be submitted on or before June 30 of the year preceding the intended academic year of operation

Fees:

Php 4,000.00 per program (to be paid at the CHED Regional Office)

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 | | Receives and records endorsement of application together with complete documents and O.R from CHEDRO and forwards to Office of Programs and Standards (OPS) | Records Officer | Office of Administrative Services (OAS), G/F Higher Education Development Center (HEDC) Building | 1 hour |
| 2 | | Receives, records and forwards this to the Division concerned for processing | Office of the Director's Staff | OPS, 3/F HEDC Building | 10 minutes |
| 3 | | Acknowledges the evaluation report and supporting documents forwarded by the CHEDRO and reviews the evaluation report of the CHEDRO, including the supporting documents | Assigned Staff | OPS, 3/F HEDC Building | 3 days |
| 4 | Prepares for inspection | Evaluates the compliance with existing policies and standards on the concerned discipline, 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 | OPS, 3/F HEDC Building | 3 months |
| 5 | | Undertakes the inspection and conducts exit conference | Inspection Team (OPS, CHEDRO and Assessors) | OPS, 3/F HEDC Building | 5 days (per program) |
| 6 | Complies with the deficiencies noted (Not later than January 31 for submission of compliance documents. | Formalizes the results of the evaluation and actions to be taken by the HEI | Assigned Staff | OPS, 3/F HEDC Building | 1day (from inspection) |

| No. | Client Step | Agency Action | Office/Person Responsible | Location of Office | Duration of Activity <i>(under normal condition per transaction)</i> |
|---------------------------|----------------------|---|--|----------------------------------|--|
| 7 | | Re-evaluates and validates compliance with the CHED requirements. (Succeeding visit/s maybe undertaken to check compliance) | Same Inspection Team (OPS, CHEDRO and Assessors) | OPS, 3/F HEDC Building | Within 15 days upon submission of deficiencies |
| 8 | | Prepares Certificate for the Grant of Authority to Operate Program with communication on the final decision thru Executive Office | OPS and EO Assigned Staff | OPS & EO, 3/F HEDC Building | 1 week |
| 9 | | Signs Certificate for the Grant Authority to Operate Program | Office of the Chairman thru Executive Office | OC 4/F and EO, 3/F HEDC Building | 2 weeks |
| 10 | | Forwards Certificate to the Records Section | Assigned Staff | OPS, 3/F HEDC Building | 10 minutes |
| 11 | Receives Certificate | Awards/releases Certificate | Records Officer | OAS, G/F HEDC Building | 1 hour |
| END OF TRANSACTION | | | | | |

References:

- Manual of Regulations for Private and Higher Education of 2008
- Ched Memorandum Order No. 38, s. 2004 *"Procedures and Guidelines in the Processing of Application for Government Authority to Operate Undergraduate Programs"*
- Government Permit/Recognition Forms (GPR Forms 4 and 5)