

# Processing of application for the Grant of University Status to Private Higher Education Institutions

---

## Clients

Higher Education Institutions in the Philippines

## Requirements:

1. Feasibility study on the proposed University Status
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 and employment status in the institution
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)

*Note: The Commission is currently revising the guidelines for the grant of University Status including the time frame. The process and the requirements will be changed accordingly upon issuance of the new guidelines (as of Sept. 1, 2009)*

## Schedule of the Availability of Service:

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

*Note: Application should be submitted not later than January 31 of the calendar year at the CHEDRO year.*

## Fees:

Php 50,000.00

## Total/Maximum Duration of Process:

One (1) Year

**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	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	<b>Office of Administrative Services (OAS)</b> 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 status; 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
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

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
8		Conducts deliberation on 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 for Final Validation Visit	Preparation and conduct Final Validation Visit	Chairman, Commissioners and concerned Officials	OC 4/F HEDC Building	Within 1 month
12		Prepares reports and communication re: result of final validation visit	OQM Assigned Staff and Executive Office	OQM, 2/F and EO, 3/F HEDC Building	
13		CEB deliberation of the result of final visit and approval of the grant	1. Commission Secretariat  2. Executive Office	EO 3/F HEDC Building	1hour
14		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
15		Signs Certificate of the Grant of University Status	Office of the Chairman thru Executive Office	OC 4/F and EO, 3/F HEDC Building	
16		Forwards Certificate to the Records Section	OQM Assigned Staff	OQM, 2/F HEDC Building	10 minutes
17	Receives Certificate	Awards/releases Certificate for the Grant of University Status	Records Officer	OAS, G/F HEDC Building	10 minutes
<b>END OF TRANSACTION</b>					

*References:*

- Commission on Higher Education (CHED) Memorandum Order (CMO) No. 48 s. 1996
- Omnibus Rules and Regulations and Standards for the Creation of New College/ University