

Request for Authority to Confer Honorary Degree

Clients

Higher Education Institutions in the Philippines

Requirements:

1. Written request by the head of the concerned HEI addressed to the Chairman of the Commission
2. Copy of the curriculum and accomplishments of the Candidate
3. Resolution of the governing board of the HEI signed by the Secretary
4. Statement of reason for awarding the Honoris Causa

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:

Fifty one (51) Days

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	Submits written request to confer honorary degree addressed to the Commission through CHEDRO	Receives and records request from the CHED Records Section and forwards to Office of Programs and Standards Development (OPSD)	Records Officer	Administrative, Financial and Management Service (AFMS) G/F HEDC Building	10 minutes
2		Receives, records and forwards to Division of Agriculture, Maritime and Engineering	Office of the Director's Staff	Office of Programs and Standards Development (OPSD) 3/F HEDC Building	10 minutes
3		Assigns the application to the staff for processing	Division Chief	OPSD 3/F HEDC Building	5 minutes
4	Receives Acknowledgement Letter thru mail or fax	Prepares acknowledgement letter to be signed by the OPSD Director to be released by the Records Section	1. Assigned Staff 2. Records Officer	OPSD, 3/F and AFMS G/F HEDC Building	1 day

Commission on Higher Education *Citizen's Charter*

No.	Client Step	Agency Action	Office/Person Responsible	Location of Office	Duration of Activity <i>(under normal condition per transaction)</i>
5		Evaluates documents in accordance with the CHED Memorandum Order	Assigned Staff	OPSD 3/F HEDC Building	1 day
6		Prepares a summary of findings, comments/ recommendation to be endorsed by the OPSD Director through the Office of the Executive Director (OED) for action to the Commission en banc (CEB)	Assigned Staff Office of the Executive Director	OED and OPSD, 3/F HEDC Building	1 day
7		Deliberates and decides on the request	Commission en banc	CEB, 4/F HEDC Building	2 weeks
8		Forwards Commission en banc decision to OPSD for implementation	Commission Secretariat	OED 3/F HEDC Building	2 weeks
9		Prepares the official communication to the applicant HEI for signature of the Chairman thru Executive Director	Assigned Staff	OPSD 3/F HEDC Building	1 week
10		Forwards Official Communication to the Records Section	Assigned Staff	OPSD 3/F HEDC Building	1 day
11	Receives Official Communication	Awards/releases Official Communication	Records Officer	AFMS G/F HEDC Building	
END OF TRANSACTION					

References:

- Manual of Regulations for Private Higher Education of 2008