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4.4 DILG MC 2009-67


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5.2 CMO 03, Series of 2015: Policy Reforms for the Grants-In-Aid Funds of the Commission on Higher Education (CHED) for Research and Development, and Extension
5.3 CMO 23, Series of 2015: AY 2015/16 Higher Education Data/Information Collection
5.4 CMO 02 Series of 2013: CHED Information Communication and Technology (ICT) Resources Policy and Guidelines (CIRPAG)
FOREWORD

The Commission on Higher Education (CHED) under the Aquino Administration focused its Higher Education Reform Agenda (HERA) on four key tactical and transformative strategies to address long-standing problems in Philippine higher education: first, to expand ACCESS to quality education and training; second, to enhance the CAPACITY or competencies of students and faculty; third, to develop and foster EXCELLENCE in higher education institutions; and fourth, to enshrine ETHICAL and INNOVATIVE GOVERNANCE in CHED and in our state universities and colleges.

Through these strategies, the Philippine Higher Education system will fulfill its role of expanding and enhancing career and life choices and chances of individuals and, on the societal level, serving as an instrument for poverty alleviation, human capital formation and national development and global competitiveness.

This revised CHED Central Office Manual of Procedures (MOP) represents our efforts to better accomplish what we have set out to do, in light of the recently approved Rationalization Plan wherein we revisited our Vision, Mission, Goals, Organizational Structure and Key Results Areas. It will serve as the ultimate guide for officials and staff in carrying out day-to-day operations, proper office protocol and process flows, delineation of duties and functions, among others, as we continue to enhance our systems and processes to be able to achieve quality service for our stakeholders.

There will be continuous updating of this Manual as new policies, guidelines, rules and regulations are promulgated by the Commission.

I commend the Technical Working Group that was tasked to update the existing MOP which was produced more than ten years ago. This updated Manual complements the Handbook on CHED Regional Office Operations published in 2013, a first in the history of CHED.

As we work towards improved transparency and accountability in the delivery of our services, I am certain that the development of this Manual will greatly benefit us and the publics we serve.

Patricia B. Licuanan, Ph.D.
Chairperson
INTRODUCTION

The spring cannot be above its source.

The Rationalization Plan (RatPlan) of the Commission on Higher Education - the first one approved by the Department of Budget and Management (DBM) in early 2013 was pursued along certain organizational imperatives of our time.

Thus, the RatPlan was formulated by the duly constituted Change and Management Team (CMT) in 2012 to dovetail itself to the era of internationally-shared human resources and global competitiveness.

For the Philippines to be more globally competitive in producing its freely flowing products and services and in order to manage and sustain its complex society and productive forces, the country will need an assertive and highly competent and dynamic authority for the external governance of higher education.

With deeper analysis of functions and structure since its creation in 1994 and those of CHED counterpart entities in other countries, the fundamental goal of 2013 RatPlan was to bring about a clear and judicious delineation and distribution of tasks among organic units and across levels of responsibility.

By accomplishing this, the “New CHED” was envisioned to be transformed into a more credible, respectable and authoritative education agency. It was meant to be a lean, mean, but highly professional and gender-fair organization. The restructuring and re-orientation engendered by the RatPlan hoped to bring about a highly energized, qualified, dynamic and well-trained and highly motivated staff. A much improved bureaucracy that it should become, in line with international best practice, it was also to style itself as an “equal-opportunity employer,” where everyone of merit and capacity has equal fighting chance.

Designing it as a progressive organization, the RatPlanners worked on certain basic assumption of reengineering a bureaucracy under a DBM directive - that the mandate and process of outsourcing of critical and urgent services/functions shall be regularized. It was also an important assumption that the fundamental reform, that is the typologies of HEIs, is continually advocated and implemented and that the new CHED’s work would be focused on development promotion thru incentives instead of mere regulation. Although it was considered to be a tall order, the hope of a new and dynamic bureaucracy was to rest also on the grant of a greater flexibility and creativity in organizational development and re-orientation of mindsets.

The Manual of Procedures (MOP) is a book of the “nitty-gritty” that we need to pay much attention to and be guided by it in the day-to-day work performance even as the pathway for our organizational aspirations.
The 2015 MOP which we have collectively formulated should demonstrate that CHED has indeed undertaken a forward-looking re-engineering. Notwithstanding the "scrap and build" condition set by the DBM for approving the RatPlan, nevertheless, that RatPlan has indeed endeavored to make the number, structure and nomenclatures of organic units and their subdivisions accurately reflective of the actual core functions based on the generic mandates and dovetailed to the anticipated needs/trends of higher education of the future. For this purpose, the DBM has allowed CHED to adopt a set appropriate nomenclatures for both positions and organizational units based on merits and present realities and not on mere long-held and inherited traditions. It, is therefore, incumbent upon the CHED MOP to reflect and institutionalize this fundamental change for the guidance of its public and stakeholders. (Please see Annex of Position Nomenclatures).

Moreover, in keeping with the international best practice resorted to by our organizational counterparts in other countries, the RatPlan guides but the MOP let it be known, projects a positive image of a business-like and task-delivering organization approximating private sector efficiency.

And most importantly, the MOP shall be the instrument to be promotive and facilitative of smooth internal and external flow of communications that our public and clientele groups have long been expecting from us.

At this stage of our development and with a basic government directive, needless to overstate, the MOP shall see to it that functions which are urgent and too big for us to handle at a given time and those outside the mandates are outsourced or transferred to the rightful agencies/entities.

Furthermore, we have committed to the DBM, a Human Resources Development Master Plan to accompany and backup our RatPlan. Out HRD Plan shall harness the capacities and competencies of organic units and qualifications of their staff shall maintain a good balance of generalist and highly specialized fields to re-invigorate our oversight of the curriculum and quality assurance processes. The 2015 MOP should help operationalize it by way of our procedures and hiring and firing policy.

Finally, let the MOP be the clear monument of the CHED’s resolve to be relevant and responsive to the quest for efficient, expedient and competent public service. For our part as staff and officials, the tall order for everyone is to internalize and know it by heart so that there is no more excuse for mediocre public service and “service delayed, hence, service denied.”

Napoleon B. Imperial
Deputy Executive Director
DEFINITION OF TERMS

• **Academic Cooperation Agreement** – refers to a cooperative agreement, either bilateral or multilateral, that signifies a partnership between governments, between HEIs, or corporation and HEIs for the implementation of collaborative teaching and learning activities, including distance learning; joint research; transfer of technology; delivery of academic services; and the exchange of art and culture or other collaborative academic activities.

• **Accreditation** – refers to a voluntary activity or process leading to the issuance of a certificate of accredited status by an organized body of educational institutions attesting to the quality or standards of a higher education institution or to any of its educational programs, and to the effectiveness of the management and operations of the institution offering the program, usually exceeding the minimum standards or criteria for government recognition as provided for in the Manual of Regulations for Private Higher Education (MORPHE) of 2008. Accreditation is generally voluntary in nature.

  - the process of assessment and review that enables a higher education program or institution to be recognized or certified as meeting appropriate standards (UNESCO Draft Toolkit for the Recognition of Foreign Qualifications, 2012).

• **Accreditation bodies** – refer to agencies that assess the quality of educational institutions based on a set of criteria, measured through surveys and onsite reviews by experienced accreditors.

The following accreditation bodies are recognized by CHED: Philippines Accrediting Association of Schools, Colleges and Universities (PAASCU), the Philippine Association of Colleges and Universities Commission on Accreditation (PACU-COA), the Association of Christian Schools, Colleges and Universities-Accrediting Agencies, Inc. (ACSCU-AAI), all under the umbrella of the Federation of Accrediting Agency of the Philippines (FAAP); and the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP), Inc., and the Association of Local Colleges and Universities Commission on Accreditation, Inc. (ALCUCOA), both under the National Network of Quality Assurance Agencies, Inc.

• **Alternative Learning System** – this is now commonly called as Non-Conventional programs which cover distance education, transnational, ETEEAP, twinning programs, and extension programs.

• **ASEAN 2015** – A roadmap to achieve better regional integration of the socio-cultural, economic, and political security pillars of the Association of Southeast Asian Nations (ASEAN) member-states by 2015, also known as ASEAN Community 2009-2015, ASEAN 2015 will be marked by labor mobility within the region, among others.

• **Assessment** – when applied to individuals: refers to the process of evaluating the knowledge, skills or competencies of individual learners; if applied to programs and institutions, involves the process of evaluating the educational
quality of a higher education institution or program [UNESCO Draft Toolkit for the Recognition of Foreign Qualifications].

- **Autonomous** – refers to the special regulatory treatment and benefits accorded by the CHED to certain HEIs for demonstrated and consistent adherence to high standards of instruction, research and extension functions.

- **Autonomous HEIs** – are institutions of higher learning that demonstrate exceptional institutional quality and enhancement consistent with their horizontal type through internal QA systems, and demonstrate excellent program outcomes through a high proportion of accredited programs, the presence of Centers of Excellence and/or Development, and/or international certification.

- **Auxiliary Services** – refer to services that support the delivery of educational services such as promotion, recruitment of students, testing, admission, and registration, processing of payments, student orientation, providing access to communication technologies, proctoring examinations, and such other related activities but not to include teaching and learning activities.

- **Best HEI Extension Program Award** – awarded in recognition of an outstanding extension program that is relevant and responsive to the needs of the community and the society, and effectively improve production and quality of life.

- **Best HEI Research Program Award** – award intended to recognize author(s), implementer(s) and the HEI for a research program that contributes most to the clusters of discipline(s).

- **Budget Hearings** - congressional deliberations on the proposed budget/national expenditure program (NEP) of the national government agencies, legislative and judiciary entities for a specific fiscal year.

- **Budget Proposal** – a document which includes presentation of the activity, and its objectives, itinerary, and proposed expenses

- **Calamity Management Team (CMT)** – refers to the group of officials and staff from CHED Central Office (CHEDCO) and CHED Regional Offices (CHEDROs), assigned by the head of agency mobilized to synchronize the implementation of intervention program for students affected by a state of calamity, in coordination with HEIs and other government agencies.

- **Calamity/Disaster** – refers to the natural and man-made phenomenon which impact may result to loss of life, injury, disease, and other negative effects on human, physical, mental, social, well-being, together with damage of property, destruction of assets, loss of services, social and economic disruption and environmental degradation.

- **Center of Development (COD)** – refers to a designation granted by the CHED in recognition of a unit’s evident above average performance in its teaching, research and extension functions.

- **Center of Excellence (COE)** – refers to a designation granted by the CHED in recognition of a unit’s exemplary performance in its teaching, research and extension functions.
• **Certificates of Appearance** – a certificate issued as a proof of appearance, attendance, and participation in the activities, meetings and other validation proceedings.

• **CHED’s Legislative Agenda** - are proposed legislations emanating from the Commission which are referred to lawmakers for sponsorship and lobbying in Congress.

• **CHED Research and Publication Award (REPUBLICA)** – recognizes and rewards outstanding research outputs that contribute to the discovery of new knowledge, development or generation of concepts which propel significant advances in CHED priority disciplines.

• **CHED Regional Office** – refers to any of the offices of the CHED in the different regions throughout the country; that exercise direct supervision over HEIs under its area of jurisdiction and responsibility.

• **Civic Welfare Training Service (CWTS)** – refers to the program component of the NSTP that involves activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those designed to improve health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services.

• **Colleges** – are HEIs that contribute to nation-building by providing educational experiences to develop adults who have the thinking, problem-solving, decision-making, communication, technical, and social skills to participate in various types of employment, development activities and public discourses, particularly in response to the needs of the relevant communities and/or particular public they serve (geographic, imagined community, religious community)

• **Commission en Banc (CEB)** – refers to the Chairman and Commissioners of CHED as a collegial body

• **Commissioned Officers** – are military officers commissioned into the regular and reserve forces, Armed Forces of the Philippines (AFP).

• **Competencies** –refers to the combination of knowledge, complex skills, behavior and attitude that enables an individual to perform a specific task or role, per CMO 46, series of 2012.

• **Complete Disability Discharged-Combat Related (CDD-CR) Personnel** – refers to military personnel who were maimed/permanently disabled resulting from wounds or injuries incurred in combat while in the actual performance of duty.

• **Congressional Committees** – are legislative committees that handle specialized areas of proposed legislation under their jurisdiction.

• **Congressional Technical Working Group (TWG) Meeting** - a congressional meeting called to deliberate on the provisions of specific bills for appropriate technical terms, styling and to amend/reconcile disagreeing provisions before the bill is presented to plenary.

• **Course**– refers to a discrete component of a higher education degree program; usually identified by a course name while its coverage is defined by a course description and its outline or syllabus, also known as “subject”.

**Dependents** – are the legitimate/legitimated children of military personnel who are below 21 years of age at the beginning of the school year when they seek enrolment.

**Deregulated** – HEIs refers to institution of higher learning that demonstrate very good institutional quality and enhancement consistent with their horizontal type through internal QA systems, and demonstrate very good program outcomes through a good proportion of accredited programs, the presence of Centers of Excellence and/or Development, and/or international certification.

**Deregulation** – represents degrees in the liberalization of rules and regulations of the CHED. HEIs are accorded certain benefits and advantages as may be provided for in existing CHED policies and guidelines and in applicable legislation, for a given period of time.

**Disbursement** – a settlement of government obligations, either in the currency or check or direct credit to the creditor’s current/savings/ATM account or bank transfer.

**Discipline** – an area of study “constituted by defined academic research methods and objects of study, frames of reference, methodological approaches, topics, theoretical canons, and technologies;” may also be seen as subcultures with their own language, concepts, tools and credentialed practitioners” [Petts, J., Owens, S. and Bulkeley, H. (2008)]

**Dissertation Grant** – is the subcomponent of the National Higher Education Research Agenda (NHERA) which aim to upgrade the research manpower capability of HEIs, while supporting the conduct of research on identified priority areas. Under this program, CHED shall provide financial assistance to faculty members who are completing their Doctoral thesis work in identified clusters of discipline.

**Education Committees** - refer to the Committee on Higher and Technical Education in the House of Representatives and the Committee on Education, Arts, and Culture in the House of Senate; these congressional committees are responsible for the deliberation of proposed legislative measures in higher education, and in the preparation of committee reports for plenary deliberations in the Legislative House.

**Education International Networking/Consortium** – refers to alliance among schools of 3 or more countries with the goal of implementing the following programs: faculty and experts exchange, student exchange, fellowship, collaborative research undertaking, scholarship grants, curriculum enhancement, library and laboratory enrichment and/or cultural exchange.

**Educational Tour** – an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration, usually lasting for more than one day, and in relatively more places of destination than a field trip.

**Enlisted Personnel (EP)** – refers to military personnel holding the rank of Private/Airman, Second Class/Seaman Second Class (E-1) to Chief Master Sergeant/Master Chief Petty Officer (E-10)

**Evaluation** – a process used to judge the quality of a performance or work product against a standard (Parker et al., 2001).
• **Exit conference** – a meeting held with the HEI management after a validation ocular visit, to communicate results and report the team’s findings for the comments and information of the institution’s head and/or representative.

• **Expanded Tertiary Education Equivalency and Accreditation (ETEEAP)** – is a comprehensive educational assessment program at the tertiary level that recognizes, accredits and gives equivalencies to knowledge, skills, attitudes and values gained by individuals from relevant work, implemented through deputized higher education institutions that shall award the appropriate college degree. Beneficiaries of ETEEAP must be Filipinos who are at least high school graduates, with at least five (5) years in the field or industry related to the academic program they are obtaining an equivalency. ETEEAP applicants must also be able to show proof of proficiency, capability and thorough knowledge in the field applied for equivalency.

• **Fact – finding team** – is a team composed of experts and decision makers that work together in an effort to come to an agreement regarding relevant facts and legal claims

• **Fact- finding investigation** – an inquiry or investigation where information is procured, verified, and consolidated in a report for a specific purpose usually ordered by the CEB.

• **Failed Mediation** – a mediation proceeding is regarded as failed when the parties are not able to reach an amicable agreement.

• **Field Trip** – an educational activity involving the travel of students and supervising faculty outside the school campus, but is of relatively shorter duration, usually lasting for only one day and with fewer places of destination

• **Financial Report** – a set of documents prepared (statements of appropriations, allotments, obligations, disbursements and balances) at the end of an accounting period which contains summary of accounting data.

• **Foreign Higher Education Provider (FHEP)** – refers to a foreign-owned and duly recognized HEI following a prescribed system of education, duly registered in a country other than the Philippines.

• **Former Rebels (FR)** – refer to authenticated and newly surfaced rebel.

• **Full Scholarship (FS)** – is a type of CHED scholarship intended for high school graduates whose General Weighted Average (GWA) is at least 90% or its equivalent, or graduating high school students whose GWA is at least 90% or its equivalent in the third year and at least 90% in the first three grading periods of the fourth year, who intends to enroll in identified priority courses in duly authorized public or private HEIs.

• **Full-time faculty** – a faculty member employed by an HEI on a full-time basis

• **Fund Allocation** – refers to systematic distribution of fund over various products, operations or activities to incur obligations not exceeding a given amount during a specified period.

• **Government Authority** – refers to the authorization being issued by the CHED to HEIs to operate higher education programs which are fully compliant with the prescribed CHED policies, standards and guidelines (PSGs). Depending on the year level being applied for, the authority to be issued will either be initial permit, renewal permit or government recognition --
- **Initial Permit** – refers to government authority issued for the 1st and 2nd Year levels of the program.
- **Renewal Permit** – refers to government authority issued for the 3rd or 4th Year level of the program depending on the approved curricular years.
- **Government Recognition** – refers to government authority issued for the 3rd, 4th or last curriculum year level of the program upon full compliance with minimum standards. Recognition constitutes the basis for the graduation of students. It remains valid unless revoke for cause.

- **Graduate Programs** – refers to a set of advanced courses or study, the completion of which leads to either a master’s or doctorate degrees.
- **Grants-in-Aid (GIA) – Tulong Dunong (TD)** – a financial assistance/grant intended for high school graduates, whose GWA is at least a passing grade or for graduating high school students whose GWA is at least a passing grade in the third year and in the first three grading periods of the fourth year, who intends to enroll in identified priority courses in duly authorized public or private HEIs.
- **Head** – refers to the chief executive officer of a higher education institution.
- **Higher Education** – refers to post-secondary-level education, training or research that is recognized by the relevant authorities of a party as belonging to its higher education system [UNESCO Draft Toolkit for the Recognition of Foreign Qualifications, 2012].
- **Higher Education Degree Program** – refers to the specific courses of study in the higher level of the education system leading to a bachelor’s, master’s or doctoral degree.
- **Higher Education Development Fund** – the Fund established exclusively for the strengthening of higher education in the entire country sourced from both government and non-government contributions and administered by the CHED.
- **HEDF Mandate** – refer to the general directive in the use of the HEDF, which is to support programs/ projects that will enhance and improve the quality of higher education; improve access to quality higher education; promote relevance and responsiveness of higher education programs; and enhance efficiency and effectiveness of colleges and universities in delivering quality educational programs
- **HEDF Program/Project** – refer to activities undertaken to produce the goods or services that a department/agency is mandated to deliver to external clients
- **Higher Education Institution** – an educational institution, private or public, undertaking operations of higher education programs, with an organized group of students pursuing defined studies in higher education, receiving instructions from teachers, usually located in a building or group of buildings in a particular site specifically intended for educational purposes.
- **Higher Education Program** - a program of study recognized by the relevant authorities of a party as belonging to its higher education system, the completion of which provides a student with higher education qualifications [UNESCO Draft Toolkit for the Recognition of Foreign Qualifications, 2012].
• **Horizontal Typology** – a functionally differentiated typology of HEIs that does not imply any hierarchy. In the Philippines at this juncture, HEIs are differentiated horizontally as Professional Institutions, Colleges or Universities. The differentiation is along the following dimensions of the qualifications and corresponding competencies of programs;
  1) nature of degree programs offered; qualifications of faculty members; types of available learning resources and support structures available;

• **Institutional Calamity Management Team (ICMT)** – refers to the CMT established by HEIs, headed by the official designated by the HEI President, and serves as the command and information center of the HEI where the affected personnel and students may register for accounting purposes, coordination and assistance.

• **Institutional Sustainability Assessment (ISA)** – a quality assurance process that assesses the institutional sustainability of an HEI, in the key areas of quality of teaching and learning as supported by governance and management; support for students; relations with the community; and management of resources.

• **Institutional Student Programs and Services** – refers to the services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students, with special needs and disabilities and the school.

• **Internationalization of Higher Education** - refers to the process of integrating international, intercultural, and global dimension into the goals, functions (teaching, learning, research, and service) and delivery of higher education; it involves a process of interchange of higher education between nations, with partnership between nations, between national systems of higher education and between institutions of higher education. [Knight and de Wit, 1997]

• **International Linkages** – Voluntary combination of two institutions for the furtherance of objectives dictated by their mutual interest

• **Iskolar ng Bayan** - refers to the beneficiary of the Program who belongs to the top ten (10) graduates of public high schools as determined by DepEd and duly enrolled in SUCs as freshman students.

• **Itinerary** – a document which narrates the complete schedule of a travel, indicating the date, time, place and activity

• **Journal Accreditation Service (JAS)** – a system of accreditation of research journals established by CHED to ensure adoption of fair and important refereeing system for all research journals in Philippine HEIs and professional organizations; also serves as a mechanism through which a national standard for peer review and journal refereeing system can be implemented uniformly for all published research journals.

• **Killed-in-Action (KIA) Personnel** – are military personnel killed in combat while in actual performance of duty.

• **Learning competency-based standards** – refers to standards that are based on duly-specific learning competencies for a particular field of study or discipline; in an outcomes-based approach, the outcomes are the set of
learning competencies that enable learners to perform complex tasks/functions/roles.

- **Legal opinion** – a lawful statement written by a legal expert, and contains pronouncements about what the law is, and how it should be interpreted.
- **Literacy Training Service (LTS)** – refers to a program designed to train the students to teach literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services.
- **Liquidation Report** – refers to documentary requirements (e.g. vouchers, receipts, accomplishment report, status report, etc.) submitted to settle/discharge/clear a debt or any outstanding advances from agency.
- **Local University or College (LUC)** – refers to a public HEI established and financially supported by a Local Government Unit (LGU) through an enabling ordinance.
- **Mediation** - a process where a trained neutral third party facilitates the negotiation between parties, and using learned techniques, helps them reach a voluntary, mutually satisfying agreement [CoRe Group Foundation, Inc., 2015]
- **Military personnel** – refers to commissioned officers and enlisted personnel who are in the active service of the Armed Forces of the Philippines (AFP).
- **Monitoring and Other Operating Expenses (MOOE)** – refers to expenditures to support the operations of government agencies, such as expenses for supplies and materials, transportation and travel, utilities (water, power, etc.), repairs, etc.
- **Mutual Recognition** – is an agreement by two or more institutional bodies to validate each other’s degrees, programmes, or institutions; also refers to affirmation by two or more quality assurance or accrediting agencies that the methodology of the agencies are sound and that the procedures are functioning accordingly.
- **National Service Reserve Corps (NSRC)** – is an organization whose members are composed of graduates of the CWTS and LTS components of NSTP, as mandated by RA No. 9163, RA No. 10121, and the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010.
- **National Service Training Program (NSTP)** – refers to the program specifically designed to enhance the youth’s active contribution to the general welfare of the Filipino people by enhancing civic consciousness and defense preparedness of the youth, by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components: Reserve Officer Training Corps (ROTC), the Civic Welfare Training Service (CWTS) and Literacy Training Service (LTS).
- **Non-Stock Educational Institution** – refers to an HEI organized as a non-stock corporation, in accordance with the Corporation Code of the Philippines, where no part of its income is distributable as dividends to its members, trustees, or officers; any profit which a non-stock corporation obtains as an incident to its operations shall, whenever necessary or proper, be used for the furtherance of the purpose/s for which the corporation was organized.
- **Normative Funding** – refers to the application of a set of prescribed objective criteria and norms that are designed to promote and reward quality instruction,
research and extension services, as well as financial prudence and responsibility.

- **Notice of Meeting** - an official notification of meeting usually indicating the agenda to be discussed during the meeting.

- **Obligation** – a commitment by a government agency arising from an act of a duly authorized official which binds the government to the immediate or eventual payment of a sum of money within the limit of the allotment released by the DBM

- **Off-Site Students** – refer to students situated outside the area of calamities but whose families and/or properties were directly affected/damaged during calamities.

- **On-Site Students**– refer to students directly affected during the height of calamities.

- **Outcomes** – Within a learner-centered paradigm, outcomes are the set of learning competencies that enable learners to perform complex tasks/functions/roles

- **Outcomes-based Quality Assurance** – a system of assessment, usually of two levels --
  - **Program level**: A direct assessment of educational outcomes, with evaluation of the individual programs that lead to those outcomes. In this approach, the program outcomes are largely measured against the policies, standards, and guidelines of the discipline.
  - **Institutional Level**: An audit of the quality systems of an institution, to determine whether these are sufficiently robust and effective to ensure that all programs are well designed and deliver appropriate outcomes. This approach takes into consideration the vision, mission, and goals of the HEI

- **Partial Scholarship (PS)** – a type of CHED scholarship intended for high school graduates with GWA of at least 85% or its equivalent, or for graduating high school students whose GWA is at least 85% while in third year high school and during the first three grading periods of the fourth year, provided the student will enroll in identified priority courses in duly authorized public HEIs

- **Parties** – refer to concerned groups being brought into the mediation process.
  - A. Complainant- a higher education stakeholder (students, parents, faculty, administration) elevating their concerns to the CHED against an HEI or stakeholder;
  - B. Respondent- the defendant in a complaint or mediation conference

- **Performance-Based Bonus** – a system of ranking units and personnel within an organization, according to their performance as measured by verifiable, observable, credible, and sustainable indicators of performance based on the following pillars:
  1. Department’s Major Final Outputs;
  2. Department’s commitments to the President which are supportive of the priorities under EO 43; and
  3. Good governance conditions to be determined by IATF under AO 25.
• **Personnel Services** – refers to expenses provisions for the payment of salaries, wages and other compensation (e.g., merit, salary increase, cost-of-living-allowances, honoraria and commutable allowances) of permanent, temporary, contractual, and casual employees of the government.

• **Phase-out Process** – refers to the gradual closure of higher education program or an HEI. In any case, the termination or closure of a program shall be effected at the end of an academic year; however, existing students in the second, third, fourth year levels are given the option to finish their study in the same HEI or transfer to other institutions.

• **Policies and Rules of the Commission** – refers to standards or guidelines issued or prescribed by the CHED, normally considered minimum, provided for the establishment of an HEI, the operation of its programs and activities, and the management of its affairs.

• **Position Papers** - official comments signed by the Chairperson or the Executive Director on proposed bills endorsed to the CHED for its inputs

• **Pre-Conference** – a meeting held with the HEI before any validation activity

• **Priority Programs / Courses** – are academic programs set/identified by an inter-agency committee that takes precedence over other programs, usually based on international/national needs and trends.

• **Private Education Student Financial Assistance (PESFA) Scholarship (PS)** – a scholarship program intended for high school graduates, with a GWA of at least 85% or its equivalent and for graduating high school students whose GWA is at least 85% or its equivalent in third year high school and during the first three grading periods of the fourth year, who will enroll in identified priority courses in duly authorized private HEIs.

• **Public Hearings/Committee Meetings** – are official meetings called by either the House of Senate or House of Representatives to deliberate proposed bills.

• **Qualifications** – a combination of academic preparation, augmented by subsequent activities that maintain or establish preparation for a particular task, job, role or profession.

• **Quality** – for quality assurance purposes, CHED adopts the notion of quality as: “fitness for purpose”, which is generally used by international bodies for assessment and accreditation, requires the translation of the institution’s vision, mission and goals into its learning outcomes, programs and systems; (Harvey, L, Green D (1993). “Defining quality”, Assessment and Evaluation on Higher Education 18(1):9-34].

• **Quality Assurance (QA)** – an ongoing process of evaluating and enhancing the quality of a higher education system, institution, or program to assure stakeholders that acceptable standard of education, scholarships, and resources for delivery are being maintained. QA does not mean merely specifying the standards or specifications against which to measure or control quality, but about ensuring that there are mechanisms, procedures and processes in place to ensure that the desired quality, however defined and measured, is delivered [Church, C.H. (1988). “The Qualities of Validation”. Studies in Higher Education 13:27-43].
• **Refereed journals** – are scholarly journals peer-reviewed by experts prior to publication; reviews are often blind, i.e., the names of the author and the reviewer are withheld.

• **Regional Calamity Management Team (RCMT)** – refers to CMT established by CHEDROs, headed by a Regional Directors or a designated personnel, who will take charge of the coordination between the CHEDCO and the HEIs within their respective region and the CHED Central Office.

• **Regional Office** – refers to the offices of the Commission in the different regions throughout the country that exercise direct supervision over HEIs under their jurisdiction and area of responsibility.

• **Reimbursement** – an act of compensating a person for an expense incurred on the account of carrying out duties and responsibilities for official purposes.

• **Research Grants-In-Aid (GIA)** – are grants for researches that fall within any of the priority themes and platforms identified by CHED as responsive to the needs of the regions and/or within the known fields of expertise of the HEIs.

• **School-Based NSRC Units (SBNU)** – are NSRC units established in different HEIs under CHED, and Technical Vocational Education and Training (TVET) Institutions under TESDA, as defined in the Implementing Guidelines and Procedures (IGP) on the Development, Organization, Training, Administration, Utilization, Mobilization, Operation, Accreditation, Protection and Funding “of the NSRC” issued through Memorandum from the Chairperson dated 17 October 2012.

• **Seoul Accord** – is a multi-lateral mutual recognition agreement among agencies responsible for accreditation or recognition of tertiary-level computing and IT-related qualifications.

• **Serial Numbers (SN)** – refers to unique assigned numbers/codes issued to individual students graduates of NSTP. There are two (2) systems being implemented for the issuance of Serial Numbers for NSTP: one for the military or the ROTC component processed by the Department of National Defense (DND) and another for the non-military or CWTS and LTS component by CHED.

• **State University or College (SUC)** – refers to chartered public higher education institution established by law, administered and financially subsidized by the national government.

• **Status of Fund** – status of the program/activity/project implementation indicating current fund utilization and unexpended balance.

• **Stock Educational Institution** – refers to an HEI organized as a stock corporation, in accordance with the Corporation Code of the Philippines, which has capital stock divided into shares, and is authorized to distribute to the holders of such shares dividends or allotments of the surplus profits on the basis of the shares held.

• **Student** – refers to any person who is enrolled and engaged in higher education studies.

• **Student Affairs and Services (SAS)** – are the services and programs in HEIs that are concerned with academic support experiences of students to attain holistic student development. Academic support services are those that relate...
to student welfare, student development and those that relate to institutional programs and services. Implementation of these services, usually unique to an institution.

- **Student Development Services** – refers to services and programs designed for the exploration, enhancement and development of the student’s full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.

- **Student Financial Assistance Programs (stuFAP)** – refers to scholarship, grants-in-aid (GIA) and loan programs for poor and deserving Filipinos, implemented by CHED private schools in consonance with its mandate as provided for in Article XIV, Section 1 of the Philippine Constitution, “to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all,” and Article XIV, Section 2(3), “to establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools.”

- **Student Welfare Services** - are basic services and programs needed to ensure and promote the well-being of students.

- **Study Now Pay Later Plan (SNPLP)** – a loan program is intended to provide financial assistance to deserving students who are enrolled in any curriculum year level, in identified priority courses, in duly authorized private HEIs.

- **Successful Mediation** – a mediation proceeding where both parties reach an amicable settlement among themselves.

- **SUC Level** – is the classification earned by any SUC as a result of evaluation using a SUC Levelling Instrument.

- **SUC Levelling Instrument** – is the tool for measuring the level of performance of the institution in the areas of instruction, research, extension and management of resources using a set of criteria.

- **Support for Paper Presentation in International Conference** – a travel grant to encourage and enable local researchers to present/disseminate/showcase their scholarly works in international conferences, gain international recognition, and at the same time expose them to latest developments in the disciplines that may be applicable to Philippine setting.

- **Support for Paper Presenter for International Conference** – a financial support to enable scientist/researchers/scholars to present their research outputs in international conferences/seminars/workshops

- **Technical Panels** – refer to a panel of experts appointed by the CEB based on the individual member’s expertise, training, and experience to assist the CHED in the formulation of policies and standards, and in the evaluation/assessment of HEIs and the program offerings

- **Technical Panel Committee** - a committee appointed by the Director on the basis of the individual member’s expertise, training, and experience

- **Tertiary Education** – refers to post-secondary technical/vocational education and training, as well as higher education programs.
• **Thesis/Dissertation Grants** – are grants aimed at upgrading the research manpower capability of HEIs while supporting the conduct of research on identified priority areas.

• **Transnational Education** – refers to all types of higher education study program, or sets of courses of study, or educational services in which learners are located in a country different from the one where the awarding institution is based; such program may belong to the education system of a State different from the State in which it operates, or may operate independently of any national education system.

• **Travel Authority** – a document issued by a competent authority authorizing an official/staff to travel for official purpose/s

• **Travel reports** - a document which accounts for the findings/results of an official travel, but not limited to the itinerary, the accomplishments, and expenditures.

• **Tuition and other school fees (TOSF)** - refer to fees imposed charged by an HEI as payment for instruction facilities and administrative support services.

• **Twinning program** – a collaborative arrangement between one local Philippine and one foreign university, with the desire to build the capability of both institutions, to operate, manage and administer an undergraduate or graduate program and to provide opportunity for students to have an international diploma or degree

• **Undergraduate Programs** – refers to a set of four or five-year course of study focused on applied knowledge and hands on learning, the completion of which leads to a baccalaureate degree.

• **UNESCO Recognition of Comparable qualifications, degrees, diplomas, certificates in the Asia-Pacific region (1983)** – refers to the 1983 Regional Convention of Studies, Diplomas and Degrees in Higher Education in Asia and the Pacific, a legally binding instrument which aims to promote and facilitate academic mobility in the Asia-Pacific region which was revised in 2011 to hasten the effort of determining the comparability of programs across the region and is now in the process of ratification by UNESCO member states in the region, is also referred to as the Tokyo Convention.

• **Unexpended Balance** – refers to the unspent/unobligated portion of a budgeted amount available for the authorized future expenses

• **Universities** – are HEIs that contribute to nation building by providing highly specialized educational experiences, by training experts in the various technical and disciplinal areas, and by emphasizing the development of new knowledge and skills through research and development. The focus on developing new knowledge is emphasized from the basic post-secondary (i.e., baccalaureate) academic programs through the doctoral programs; thus, a research orientation is emphasized in the Bachelor, Master's and Doctoral degree programs. Universities contribute to nation building by producing experts, knowledge, and technological innovations that can be resources for long-term development processes in a globalized context.

• **Validating Team** – refer to the appointed experts who conduct validation proceedings.
• **Validation** – is a process of inspection and investigation of HEI compliance to the MORPHE, and a scrutiny of relevant documentation, including surveys of stakeholders' views (administrators, teachers, learners, parents, etc)

• **Vertical Typology** - refers to the classification of HEIs according to three elements of quality: (1) alignment and consistency of the learning environment with the institution’s vision, mission, and goals; (2) demonstration of exceptional learning and service outcomes; and (3) development of a culture of quality.

• **Withdrawn** - a mediation proceeding is considered withdrawn when the complainant chooses to retract their complaint prior or during the mediation conference.

• **Work and Financial Plan** – is the budget plan of the operating unit/department indicating the estimated budgetary allocation/requirements of a program/activity/project, broken down by month or quarter.
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<th>ACRONYMS</th>
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<td>Accreditation Board for Engineering and Technology, Inc.</td>
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<td>AB</td>
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<td>ETEEAP</td>
<td>Expanded Tertiary Education Equivalency and Accreditation</td>
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<td>Abbreviation</td>
<td>Full Form</td>
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<tr>
<td>ManCom</td>
<td>Management Committee</td>
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<tr>
<td>MARINA</td>
<td>Maritime Industry Authority</td>
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<tr>
<td>M/LTP</td>
<td>Medium/Long-Term Plans</td>
</tr>
<tr>
<td>MFOs</td>
<td>Major Final Output</td>
</tr>
<tr>
<td>MHEI</td>
<td>Maritime Higher Education Institution</td>
</tr>
<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
<tr>
<td>MOOE</td>
<td>Monitoring and Other Operating Expenses</td>
</tr>
<tr>
<td>MORPHE</td>
<td>Manual of Regulations for Private Higher Education</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
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<tr>
<td>MRA</td>
<td>Mutual Recognition Agreement</td>
</tr>
<tr>
<td>MSCTOSF</td>
<td>Multi-Sectoral Committee on Tuition and Other School Fees</td>
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<tr>
<td>NAB</td>
<td>National Awards Boards</td>
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<tr>
<td>NAFES</td>
<td>National Agriculture and Fisheries Education System</td>
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<tr>
<td>NEC</td>
<td>National Evaluation Committee</td>
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<tr>
<td>NEDA</td>
<td>National Economic and Development Authority</td>
</tr>
<tr>
<td>NFF</td>
<td>Normative Funding Formula</td>
</tr>
<tr>
<td>NGO</td>
<td>Non-Government Organizations</td>
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<tr>
<td>NHERA</td>
<td>National Higher Education Reform Agenda</td>
</tr>
<tr>
<td>NMSCTOSF</td>
<td>National MSCTOSF</td>
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<tr>
<td>NNQAA</td>
<td>National Network of Quality Assurance Agencies</td>
</tr>
<tr>
<td>NSC</td>
<td>National ESGP-PA Committee</td>
</tr>
<tr>
<td>NSRC</td>
<td>National Service Reserve Corps</td>
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<tr>
<td>NSTP</td>
<td>National Service Training Program</td>
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<tr>
<td>NTA</td>
<td>Notice of Transfer of Allocation</td>
</tr>
<tr>
<td>NUCAF</td>
<td>National Universities/Colleges of Agriculture and Fisheries</td>
</tr>
<tr>
<td>NVAT</td>
<td>National Veterinary Admission Test</td>
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<tr>
<td>OBE</td>
<td>Outcomes-Based Evaluation</td>
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<tr>
<td>OCC</td>
<td>Office of the Chairperson and Commissioners</td>
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<tr>
<td>ODA</td>
<td>Official Development Assistance</td>
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<td>OED</td>
<td>Office of the Executive Director</td>
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<tr>
<td>OIQAG</td>
<td>Office of Institutional Quality Assurance and Governance</td>
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<tr>
<td>OPAPP</td>
<td>OPAPP-CHED Study Grant Program</td>
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<tr>
<td>OPKRM</td>
<td>Office of Planning, Research and Knowledge Management</td>
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<tr>
<td>OPR</td>
<td>Office of Primary Responsibility</td>
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<tr>
<td>OPSD</td>
<td>Office of Programs and Standards Development</td>
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<tr>
<td>ORS</td>
<td>Obligation Request Status</td>
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<tr>
<td>OSDS</td>
<td>Office for Student Development and Services</td>
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<tr>
<td>OSG</td>
<td>Office of the Solicitor General</td>
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<tr>
<td>OTOS</td>
<td>One-Town-One-Scholar Program</td>
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<tr>
<td>PAMANA</td>
<td>Payapa at Masaganang Pamayanan</td>
</tr>
<tr>
<td>PAPs</td>
<td>Programs, Activities, and Projects</td>
</tr>
<tr>
<td>PARs</td>
<td>Physical Accomplishment Reports</td>
</tr>
<tr>
<td>PCs</td>
<td>Performance Commitments</td>
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<tr>
<td>PCSO</td>
<td>Philippine Charity Sweepstakes Office</td>
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<tr>
<td>PESFA</td>
<td>Private Education Student Financial Assistance</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>SBNU</td>
<td>School-Based NSRC Unit</td>
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<td>SBSGP</td>
<td>Sajahatra Bangsamoro Study Grant Program</td>
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<tr>
<td>SC</td>
<td>Scholarship Contract</td>
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<tr>
<td>SFA</td>
<td>Scholarships and Financial Assistance</td>
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<tr>
<td>SGP-PA</td>
<td>Students’ Grants-in-Aid Program for Poverty Alleviation</td>
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<tr>
<td>SHEI</td>
<td>Sending Higher Education Institution</td>
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<tr>
<td>SIAP</td>
<td>Student Internship Abroad Program</td>
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<td>SIPP</td>
<td>Student Internship Program in the Philippines</td>
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<td>SIU</td>
<td>System Integration Unit</td>
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<tr>
<td>SNPLP</td>
<td>Study Now Pay Later Program</td>
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<tr>
<td>SO</td>
<td>Special Order</td>
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<tr>
<td>SPPIC</td>
<td>Support for Paper Presenter for International Conference</td>
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<tr>
<td>SPU</td>
<td>Special Project Unit</td>
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<td>SSP</td>
<td>State Scholarship Program</td>
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<tr>
<td>StAds</td>
<td>StuFAP Administration System</td>
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<tr>
<td>STCW</td>
<td>Standards of Training Certification and WatchKeeping</td>
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<tr>
<td>STEAM</td>
<td>Science, Technology, Engineering, Agriculture and Mathematics</td>
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<tr>
<td>StuFAPs</td>
<td>Student Financial Assistance Programs</td>
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<td>SSPs</td>
<td>State Universities and Colleges</td>
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<tr>
<td>SWDU</td>
<td>Student Welfare Development Unit</td>
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<tr>
<td>TC</td>
<td>Technical Committee</td>
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<tr>
<td>TD</td>
<td>Tulong Dunong</td>
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<tr>
<td>TE</td>
<td>Technical Experts</td>
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<tr>
<td>TP</td>
<td>Technical Panel</td>
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<td>TESDA</td>
<td>Technical Education and Skills Development Authority</td>
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<tr>
<td>TOSF</td>
<td>Tuition and Other School Fees</td>
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<tr>
<td>TWG</td>
<td>Technical Working Group</td>
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<tr>
<td>TWG-FDP</td>
<td>Technical Working Group-Faculty Development Program</td>
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<tr>
<td>TVET</td>
<td>Technical Vocational Education and Training</td>
</tr>
<tr>
<td>UNIFAST</td>
<td>Unified Financial Assistance System for Higher and Technical Education</td>
</tr>
<tr>
<td>WFP</td>
<td>Work and Financial Plan</td>
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PART I
CHED MANDATE, FUNCTIONS AND ORGANIZATIONAL STRUCTURE

1. OFFICE OF THE CHAIRPERSON AND COMMISSIONERS (OCC)

Organization

To provide overall policy and operational direction to all CHED offices, the Office of the Chairperson and the Commissioners (OCC) shall be organized and supplemented by their organic staff and attached secretariats/units.

There is a need to review the functions of this office and cast them in terms of the mission of CHED at this time and President Aquino’s call for transformational leadership and a professional and energized bureaucracy. Since the leadership of the Commission is lodged in the OCC, the call for transformative leadership demands that the Chair and Commissioners are at the forefront of improving quality and access in the country’s higher education sector and of motivating the CHED bureaucracy to walk extra miles for the good of the institution, its stakeholders, and the nation.
Functions

General Functions

The Office of the Chairperson and the Commissioners shall be principally responsible for the optimization of social, institutional and individual returns and benefits derived from the conscientious allocation, utilization and accountability of its funds and resources following the tenets of efficiency and effectiveness; quality and excellence; relevance and responsiveness; and access and equity.
Specific Functions

Specifically, the OCC

1. Serves as the source of overall direction and guidance to the Commission;
2. Formulates policies, standards, plans and programs for the development and reform of Philippine higher education in a globalized context;
3. Formulates policies and guidelines on the generation and allocation of funds for higher education and recommends to the Department of Budget and Management the budget of public institutions of higher learning;
4. Deliberates on and resolves critical issues affecting higher education;
5. Chairs the Governing Boards of SUCs and through this role ensures that CHED’s reform initiatives take root in the SUCs;
6. Represents CHED in meetings with the legislative and executive branches of government.

2. OFFICE OF THE EXECUTIVE DIRECTOR (OED)

Organization

The OED consists of the Executive Director (ED), the Deputy Executive Director (DED) and the staff. It serves as head of the Commission Secretariat (ComSec) that is charged with overseeing the overall implementation and operation of the CHED Central and Regional Offices.

In the light of the major reforms that are to be implemented to enhance the quality of higher education in the country, the institutionalization of a strengthened Office of the Executive Director is necessary to achieve more focused, synchronized and efficient operations in both Central and Regional Offices. In other words, this Office is pivotal to the successful implementation of the higher education reform agenda.

The ED acts as the Chief Operating Officer (COO) of the Commission and is responsible for overseeing the day-to-day operations of CHED, including the enforcement of the policies and regulations and the implementation of the plans for higher education. The ED is also the designated Spokesperson of the Commission with primary concern of ensuring that only one CHED Official stand and information is released on issues and concerns raised by the media, stakeholders and the public.

The DED assists the ED in the daily operations of CHED and assumes the responsibility of the ED in the latter’s absence. The DED performs functions and handles special projects delegated by the Chairperson and the ED. They share the staff complement as provided in the organizational structure of the Commission as shown below.
Organizational Structure

Functions

General Functions

The OED heads the ComSec that implements the plans and policies of the Commission. It oversees the overall implementation of policies, programs, projects and operations of the various offices, namely: Office of Programs and Standards Development (OPSD); Office of Planning, Research and Knowledge Management (OPRKM); Office of Student Development and Services (OSDS), Office of Institutional Quality Assurance and Governance (OIQAG); Legal and Legislative Service (LLS); Administrative, Financial and Management Service (AFMS), International Affairs Staff.
(IAS) and sixteen (16) Regional Offices (ROs). It coordinates with the Higher Education Development Fund Staff (HEDFS) in the utilization of HEDF funds for the efficient implementation of CHED programs, activities and projects (PAPs).

**Specific Functions**

Specifically,

1. Serves as clearinghouse for all communications received from internal and external sources;
2. Coordinates the agenda items and provides secretariat support to the Commission en Banc (CEB) in collaboration with ComSec in the preparation and documentation of the following major meetings: CEB, Management Committee (ManCom), and the Quarterly National Directorate;
3. Closely monitors all central and regional offices, making sure that all units are pursuing a common road map, consistent with the Commission’s reforms agenda and strategic plan;
4. Implements and monitors the compliance of Central and Regional Offices with all CEB decisions and directives; and
5. Provides advice to and direct or assists CHED clients in addressing their various public service demands/needs.

3. OFFICE OF PROGRAMS AND STANDARDS DEVELOPMENT (OPSD)

**Organization**

The quality, relevance, responsiveness and number of disciplinal multidisciplinary programs constitute a key issue in the provision and management of higher education. There is, therefore, a need for the existing OPSD to be revitalized and find its proper focus on these areas, separate from issues of quality assurance and the governance of institutions.

To be at par with global best practices, the rationalization of OPSD will enable the enhancement of program quality and standards; the development of corresponding policy guidelines; and the achievement of transparency, accountability, expediency and integrity in the formulation and enforcement of PSGs.

The functions of OPSD shall focus on the development and enhancement of different policies, programs, standards and guidelines to be implemented by the different HEIs, as well as in the implementation of the CHED’s non-conventional higher education programs/projects.
OPSD shall perform staff functions, and in some areas of critical concern, shall undertake line functions. In reality, it will have a mix of function, developmental and regulatory.

In line with the general mandate of the OPSD, its tasks shall focus on the provision of secretariat services, that is, provision of technical and administrative backstop support to the Commission en banc and the technical panel of experts in different clusters of disciplines in undertaking policy formulation and implementation.

Organizational Structure
The Office of Programs and Standards Development has four (4) divisions, namely: 1) Standards Development Division (SDD); 2) Programs Development Division (PDD); 3) Non-Conventional Higher Education Division (NHD); 4) Division of Programs with International Conventions (DPIC).

Specific Functions of the Four (4) Divisions

The specific functions of the four (4) divisions are as follows:

3.1 Standards Development Division (SDD)
   Provision of secretariat services in undertaking regulatory functions such as the formulation of policies, standards and guidelines (PSGs) for all higher education programs/disciplines, issuance of government authority for Central Office-regulated programs, and monitoring and evaluation of the enforcement of PSGs for all academic programs of study.

3.2 Programs Development Division (PDD)
   Provision of secretariat services in the development, implementation, and monitoring and evaluation of developmental programs and projects on higher education programs/disciplines, and the Centers of Excellence/Centers of Development (COEs/CODs) in various programs.

3.3 Non-Conventional Higher Education Division (NHD)
   Provision of secretariat services in the formulation of policies, standards and guidelines for Expanded Tertiary Education Equivalency and Accreditation (ETEEAP), Ladderized Education Program, Transnational Education, Open Distance Learning, and other non-conventional higher education programs, issuance of government authority to operate such programs, monitoring and evaluation of the enforcement of PSGs for non-conventional programs, and development, implementation and monitoring and evaluation of developmental programs and projects related to non-conventional programs of learning.

3.4 Division of Programs with International Convention (DPIC)
   Provision of secretariat services in the formulation of policies, standards and guidelines for higher education programs/disciplines with international conventions, issuance of government authority to operate programs, monitoring and evaluation of the enforcement of PSGs for programs with international connections, and development, implementation and monitoring and evaluation of developmental programs and projects for programs with international convention.

Applicable to all four (4) Divisions of OPSD, the nature of secretariat services, among others, shall include the following: 1) preparation of activity/program/project plans or proposals, concept papers, and reports; 2) documentary analysis; 3) coordination activities; 4) monitoring and evaluation/inspection visits of programs of HEIs; 5) conduct of public hearings, consultative or orientation conferences with stakeholders;
Delineation of Functions of the Four (4) Divisions

3.1 Standards Development Division (SDD)
   1. Formulates PSGs for the different higher education programs/disciplines;
   2. Processes and issues government permit and recognition or authority for
      nursing, medicine, maritime, dentistry, graduate programs, and programs with
      no applicable PSGs;
   3. Realigns/revises curricula towards OBE, K+12 implementation, and compliance
      with existing and new PSGs, and the requirements of PNQF, AQRF, and other
      accrediting and quality assurance bodies;
   4. Sets or standardized requirements for areas common to all programs such as
      library requirements, support services or facilities, etc.;
   5. Monitors and audits of PSGs’ enforcement or implementation;
   6. Recommends phase-out/closure of non-compliant programs of HEIs;
   7. Through joint or collaborative efforts with MARINA, ensures compliance of
      Maritime Higher Education Institutions (MHEIs) with international standards;
      and
   8. Accredits by CHED of training hospitals or affiliations.

3.2 Programs Development Division (PDD)
   1. Implements developmental programs or projects in critical or priority disciplines
      like the ABET and APEC Registry, Masterplan for priority programs, NAFES,
      NVAT, the Seoul Accord and Washington Accord;
   2. Develops policies and guidelines for the grant of incentives and avails benefits for excellent HEIs/programs, i.e. identification of COE and/or COD;
   3. Implements the CHED Faculty Development Project;
   4. Coordinates with DepEd and TESDA on collaborative efforts interface of the
      PQF, AQRF implementation;
   5. Facilitates development of course syllabi for the new General Education
      subjects and the conduct of orientation/training of GE faculty members;
   6. Develops initiatives on program benchmarking towards achievement of
      excellence and global competitiveness;
   7. Processes requests for the grant of honorary degrees;
   8. Trains registrars to define qualification requirements, roles and functions, and
      institute system of corrective measures for illegal practices;
   9. Assists in the formulation of IRR of RA 10609 for Review Centers; and
   10. Processes requests for equivalency of degrees, courses, trainings earned abroad.
3.3 Non-Conventional Higher Education Division (NHD)

1. Formulates PSGs for ETEEAP and other non-conventional higher education programs and alternative learning systems, such as ladderized education program, transnational and distance learning education.
2. Processes authority for deputization of HEIs to offer ETEEAP and other non-conventional programs;
3. Monitors enforcement of PSGs on ETEEAP and other non-conventional programs; and
4. Establishes database for ETEEAP and other non-conventional programs.

3.4 Division for Programs with International Conventions (DPIC)

1. Assists the Commission in overseeing the development/revision of programs/curriculum on maritime education, consistent with CHED policies and guidelines, as well as with international standards;
2. Develops the system, criteria, instruments and procedures for the monitoring and evaluation of the PSG implementation;
3. Jointly with MARINA, monitors and evaluates existing maritime education programs of MHEIs to determine the extent of compliance with the requirements of the CHED and the consistency with the Standards of Training Certification and Watchkeeping (STCW) for Seafarers and other related international regulations;
4. Reviews applications for authority to operate maritime higher education programs for approval of the Commission;
5. Prepares recommendations on the phase-out/closure of non-compliant maritime education programs;
6. Maintains an ISO 9001 Certified Quality Standard System (Quality Management System);
7. Assists the Commission in the formulation of criteria and identification of potential COEs and CODs in maritime programs;
8. Provides technical assistance to the Regional Offices in the performance of its functions pertinent to Maritime Education; and
9. Extension of technical assistance and guidance to HEIs in the implementation and interpretation of set standards.

Technical Panels (TPs) and Technical Committees (TCs)

The Technical Panels and Technical Committees provide the needed expertise in the performance of CHED functions related to the development of policies and standards in the different clusters of disciplines. The OPSD serves as the coordinating office of the Commission to the TPs/TCs.

Terms of Reference
1. Provides technical expertise in conceptualizing and developing plans, policies, standards, guidelines, rules and regulations concerning the operation of higher education programs;
2. Provides technical expertise in evaluating compliance of HEIs with minimum standards set for the various higher education programs, for purposes of issuance of permit/recognition and certificate of program compliance (COPC), provision of appropriate incentives, and imposition of sanction such as program termination or closure;
3. Provides technical expertise in formulating guidelines and criteria for identification of COEs/CODs and in evaluation and monitoring of their projects;
4. Provides technical expertise in developing assessment instrument in undertaking monitoring and evaluation tasks;
5. Provides technical assistance to OPSD in PSG Audit implementation, provides guidance to RQATs, and establishes strong coordinative mechanism;
6. Provides technical expertise in formulating guidelines in the implementation of Ladderized Education Programs (LEP), Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP), and Transnational Education and Distance Education (TNEDE) Programs;
7. Provides technical assistance in the implementation of developmental programs and projects at the disciplinal levels;
8. Represents CHED in meetings/workshops/conferences/consultations/hearings as the need arises; and
9. Performs other tasks as may be necessary.

The Technical Committees shall serve as the Working Committees and assist the Technical Panels in undertaking the tasks and activities as specified in the above Terms of Reference of the Technical Panels.

4. OFFICE OF INSTITUTIONAL QUALITY ASSURANCE AND GOVERNANCE (OIQAG)

Organization

The Office of Institutional Quality Assurance and Governance (OIQAG) focuses on issues of quality assurance, coordination with and governance of higher education institutions. The quality of HEIs is crucial for the country’s human development, productivity and global competitiveness. It is even more urgent in light of the nation’s persistent development challenges and in the face of the requirements of the 2011 Tokyo Convention and ASEAN 2015. For a nation with more than 2,000 public and private higher education institutions, the heightened demand for improved quality assurance processes at the institutional levels highlights CHED’s developmental mandate, necessitating focused attention and resources in helping institutions put quality assurance (QA) systems in place.
Furthermore, governance is a key dimension of institutional QA. Hence, the CHED’s emphasis on ensuring good governance at the level of higher education institutions by establishing an office in the CHED that focuses on the concerns of both public and private higher education institutions and providing mechanisms to link or coordinate them.

The OIQAG is composed of two (2) divisions namely, the Quality Assurance Division (QAD) and the Coordination and Governance Division (CGD). Each division has six (6) designated staff with permanent positions. To provide administrative support, OIQAG has two (2) administrative staff who reports directly to the OIQAG Director.

Organizational Structure

![Organizational Structure Diagram]

### Functions

#### General Functions

The OIQAG is tasked to:

1. Assist and monitor quality management and governance initiatives of HEIs;
2. Promote the strengthening of HEIs’ productivity capabilities;
3. Support HEIs’ innovations for productivity and improvement;
4. Formulate and support the implementation of institutional policies and guidelines on quality assurance and governance;
5. Assess, coordinate with, and support the HEIs’ vertical development per their horizontal typology;
6. Assess, coordinate with, and support public HEIs in their status and functioning as amalgamated or merged institutions;
7. Coordinate with, and support HEIs in their plans to establish consortia, twinning, partnerships, linkages between and among themselves and with foreign HEIs; and
8. Advocate sustained promotion for continuing quality improvement and transparent responsible institutional governance.

**Specific Functions**

**4.1 Quality Assurance Division (QAD)**

The QAD primarily looks at the quality assurance of higher education institutions at the institutional level. Specifically, QAD is tasked to:

4.1.1 Advocate sustained promotion of continuous quality improvement in higher education;
4.1.2 Formulate and implement institutional policies and guidelines for the implementation of an outcomes-based and typology-based quality assurance;
4.1.3 Develop, continuously refine and implement an outcomes-based institutional assessment/accreditation monitoring and evaluation tool that corresponds to the HEI typology;
4.1.4 Help convene and provide secretariat support to the principal accrediting bodies to ensure the harmonization across accreditation bodies and network of outcomes-based program accreditation on the one hand, and institutional assessment/accreditation on the other;
4.1.5 Continuously scan the regional and global environment for developments in the areas of program and institutional quality assurance to provide inputs to the principal accrediting body for the refinement of existing accreditation criteria and practices;
4.1.6 Review the institutional QA monitoring and evaluation reports and integrate the OPSD reviews of program QA monitoring and evaluation for appropriate interventions by the principal accrediting body;
4.1.7 Develop and maintain an accurate database of QA-related variables for all Philippine HEIs that is linked to the CHED Knowledge Management Division;
4.1.8 Establish linkages with CHED units, HEIs, regional and international organizations and other QA stakeholders in higher education;
4.1.9 Keep track of regional and international developments on QA and provide appropriate future directives and options for CHED and HEIs;
4.1.10 In the implementation of the 2011-2016 Strategic Plan and HERA, assist HEIs in the development of internal QA mechanisms and proactively ensures that a critical mass of them have QA systems in place;
4.1.11 Provide inputs, comments and alternative positions on bills relevant to quality assurance; conversion or establishment of higher education institutions and similar concerns, and attends when necessary public hearings conducted by the Education Committees of both the House of Representatives and the Senate regarding proposed education bills and other congressional committees.*

4.2 **Coordination and Governance Division (CGD)**

As an effective guide, implementer, and enforcer of government laws and regulations on SUCs, LUCs, and private HEIs, the Division focuses on institutional governance and development, and resolving vital issues on partnerships and linkages. CGD is tasked to:

4.2.1 Assess, support and coordinate with private and public HEIs in plans and actions involving consortia, twinning, partnerships, linkages, between them, and with foreign HEIs;
4.2.2 Assess, coordinate with and supports public HEIs in their status and functioning as regional university systems or amalgamated/merged HEIs;
4.2.3 Advocate, formulate and recommend institutional policies and guidelines on governance issues and institutional development;
4.2.4 Maintain an updated database that contains variables specific to SUCs/LUCs and private HEIs;
4.2.5 Implement appropriate governance of and technical support for public and private HEIs;
4.2.6 Review project proposals for institutional grants submitted by higher education;
4.2.7 Provide inputs, comments and positions on bills relevant to coordination and governance of higher education institutions.
4.2.8 Evaluates application for establishment/recognition of Local Government Operated Higher Education Institutions;
4.2.9 Maintain information relative to governance of higher education institutions.
4.2.10 Keep abreast with local, regional and international developments on the governance of HEIs and recommend future directions and options for CHED and HEIs;
5. OFFICE OF PLANNING, RESEARCH AND KNOWLEDGE MANAGEMENT (OPRKM)

Organization

The CHED is the development planning agency and chief policy formulator in the area of higher education. The implementation of the plans and policies that it will formulate can best be facilitated through a judicious, authoritative, yet equitable allocation of resources across program areas and institutions and through a balanced distribution among the regions in coordination with the Department of Budget and Management (DBM).

To enlighten the planning process, the functions of information/data generation and dissemination as well as that of the management and coordination of R&D; innovation activities; and policy research for CHED and higher education are rationalized by combining and synergizing them under one roof and leadership in a manner that befits CHED’s oversight of the research activities in the HEIs as well as its own research and linkages with related bodies of the government.

The Office of Planning, Research and Knowledge Management (OPRKM) is composed of the following three divisions:

5.1 Planing and Resource Management Division (PRMD)
   5.1.1 Resource Allocation Unit (RAU)
   5.1.2 Policy and Planning Unit (PPU)

5.2 Research Management Division (RMD)

5.3 Knowledge Management Division (KMD)
   5.3.1 Information Management Unit (IMU)
   5.3.2 System Integration Unit (SIU)
   5.3.3 Knowledge Resource Unit (KRU)
The OPRKM is tasked to perform the following duties and responsibilities:

1. Directs and issues guidelines for the formulation of sector-wide and CHED-wide policies, plans, and development initiatives, and consolidates them for Commission approval and endorsement to the National Economic and Development Authority (NEDA) in case of sector-wide plans and policies;
2. Establishes the allocation parameters, framework/guidelines in the allocation of State Universities and Colleges (SUCs) budget and coordinates the same with their application in the allocation of said budget, and consolidates the results;
3. Develops criteria and systems in the allocation of Higher Education Development Fund (HEDF) and other public investment resources;
4. Directs and manages the formulation of higher education Research and Development (R&D) agenda and monitors and evaluates its implementation;
5. Determines and provides the research infrastructure and enabling policies and initiatives;
6. Oversees major research projects for which CHED is accountable for;
7. Promotes the utilization of research outputs within the framework of Intellectual Property policies;
8. Generates, processes, and analyses higher education related data/information for policy formulation, planning, program development and serving the information needs of stakeholders;
9. Conducts or outsources research with significant policy inputs for CHED;
10. Provides overall direction in the development, implementation and maintenance of packaging information, network systems, information systems, databases, electronic dissemination of information, and client support services supportive to the attainment of the vision mission, and Goals of the CHED; and
11. Packages and disseminates in a timely manner relevant higher education R&D and information.

Specific Functions

5.1 Planning and Resource Management Division (PRMD)

The PRMD has the following units:

5.1.1 Resource Allocation Unit (RAU)

1. Conducts activities in the establishment of parameters and framework in the allocation of SUCs budget, such as --
   i. Review/Update of the Normative Funding Formula (NFF) or existing schemes allocation,
   ii. Plotting of SUCs data using the NFF,
   iii. Application of the formula/allocation scheme,
   iv. Analysis and consolidation of results, and
   v. Endorsement to the Commission for approval, and then endorsement to the DBM.
2. Conducts activities in the development of criteria and systems in the allocation of HEDF and other investment resources, such as-
   i. Determination of the priority areas and allocation ratios to be funded by the HEDF, and
   ii. Identification of the strategies in the allocation and prioritization of HEDF funds.

5.1.2 Policy and Planning Unit (PPU)

1. Conducts activities needed for the formulation of sector-wide policies on higher education, such as –
   i. Environmental scanning,
ii. Assess existing policies and evaluation/validation of viable policy options,

iii. Identify policy areas for development, and

iv. Refer with other related activities in aid of policy formulation, particularly in governance and system-wide development;

2. Provides guidelines and consolidates the inputs of CHED units towards the formulation of Higher Education Development Plan (HEDP) and, Investment Plan (IP) relevant to national development,

3. Monitors the performance of higher education based on established parameters/indicators relative to Plans, Milestones and Targets;

4. Spearheads the formulation/preparation of agency Performance Commitments (PCs) and Action Plans (APs) and Medium/Long-Term Plans (M/LTP) for higher education;

5. Assists in the preparation of the Annual Budget (AB), budgetary target and projections and performance indicators of the agency; and

6. Provides technical inputs to the Legislative Liaison and Mediation Division (LLMD) of Legal and Legislative Service (LLS) in the preparation of CHED comments/position on higher education related bills and in the drafting/finalization of proposed bills in support of the CHED’s legislative agenda.

5.2 Research Management Division (RMD)

1. Directs the formulation of the higher education R&D agenda and monitors the adoption of the same, such as -

   i. Coordinate the review and recommend R&D priorities/agenda in/on higher education;

   ii. Evaluate, endorse and serve as a clearing house for higher education institution research proposals for HEDF and GAA funding;

   iii. Facilitate in the processing of approved CHED-funded researches;

   iv. Monitor the implementation of CHED-researches; and

   v. Coordinate the evaluation of the outputs and impacts of CHED-funded researches;

2. Issues enabling policies in the promotion of research and development, such as–

   i. Periodic assessment of the research capacity and productivity of Higher Education Institutions (HEIs) to determine development needs;

   ii. Develop and implement research capacity programs for HEIs – faculty researchers, such as but not limited to thesis/dissertation grants, support for paper presentation in international conferences, and visiting research fellowships;

   iii. Design and implement awards/incentive schemes for the enhancement of research productivity and reward of high quality research outputs; and
iv. Evaluate and assess research development, extension, and knowledge management project proposals for funding recommendation;

3. Actively promotes university-industry and other users’ linkages for deliberate utilization of research outputs within the framework of Intellectual Property laws and policies, such as –
   i. Update and maintain data infrastructure;
   ii. Upgrade CHED accredited journals to be classified/included under the international journal indexing; and
   iii. Support and/or conduct local/international research conference/symposia and other media for dissemination of research findings.

4. Evaluates and assesses Research Development and Extension (RDE) and Innovative project proposals related to higher education and recommends projects to be funded;

5. Monitors, in collaboration with the HEDF secretariat, and submits periodic reports on the status of CHED-funded projects; and

6. Conducts or outsources research projects for policy inputs to CHED.

5.3 Knowledge Management Division (KMD)

The KMD is tasked to perform the following functions to ensure that respective stakeholders have access to accurate, up-to-date information and data as well as analyses on key dimensions of Philippine higher education to serve the ends of policy making, program development, standard setting, and formulation of reforms and directions in higher education. The division also serves as the repository of regional and global higher education data as generated by the Research Management Division and the Planning Division of OPRKM. Although the division processes the information requirements of the Commission, the various offices, as data/system owners, are given the flexibility to generate, process and analyze their respective data sets given their varied and distinct information requirements in coordination with the KMD.

5.3.1 Information Management Unit (IMU)

1. Prepares plan, projects and strategies for the development, implementation and maintenance of data collection, processing and data-banking activities;
2. Formulates, coordinates, and implements policies and guidelines related to higher education data collection, processing, and data banking;
3. Conducts annual collection, collation, consolidation, storage of data and information from HEIs in the country in coordination with the CHED regional offices;
4. Provides technical assistance to the CHED offices and HEIs on the data collection, processing and data banking needs of the Commission;
5. Manages/Maintains databases to enable continuous online access of higher education data;
6. Prepares annual higher education statistical bulletin and directory of HEIs and their program offerings;
7. Prepares higher education projections and other related statistics as required by the stakeholders in support to the policy formulation and decision-making;
8. Collects, generates, and monitors higher education indicators gathered from CHED offices, HEIs, government and non-governmental agencies; and
9. Coordinates with the concerned agencies for statistical standards to be used in the aggregation of data.

5.3.2 System Integration Unit (SIU)

1. Prepares plans, programs, projects and strategies for the development, deployment and maintenance of CHED integrated information management systems in providing services to stakeholders, policy formulation and decision-making;
2. Facilitates and coordinates the efficient operation of the Higher Education Management Information System (HEMIS) in all CHED offices and HEIs;
3. Provides technical assistance in outsourcing development and deployment of information systems and corresponding databases;
4. Introduces and integrates new technologies into the existing system infrastructure;
5. Reviews and updates CHED information systems manual and provides necessary orientation to the stakeholders;
6. Provides technical assistance and client support services such as virus detection and removal, installation of authorized software, use of open source operating system and productivity suites, relocation of networked workstations, printers and other network appliances and other similar needs;
7. Prepares and evaluates required documents like project concept are, feasibility study, data element (data dictionary) manual, information systems requirement and other Information and Communications Technology (ICT) related documents;
8. Monitors and evaluates information system development and implementation;
9. Performs related analysis and design functions;
10. Administers and manages central office servers and network appliances;
11. Conducts performance and security checks on central office servers and network infrastructures to minimize risks against cracking, virus intrusion and other forms of unauthorized access and security breaches;
12. Undertakes system performance tuning, preventive and corrective maintenance of Information Technology (IT) infrastructure;
13. Evaluates and recommends new hardware, software and other ICT tools for adoption;
14. Prepares and maintains technical documentation of infrastructure and processes;
15. Performs routine audits and back-ups of systems and software;
16. Reviews, updates and implements the CHED ICT Resources and Policy Guidelines;
17. Performs related analysis and design functions;
18. Designs, develops, implements, and maintains the CHED portal for dissemination of information and feedback mechanisms for its stakeholders;
19. Updates periodically or regularly the contents of the portal as coordinated with the KRU;
20. Creates links for knowledge acquisition and diffusion with knowledge providers;
21. Implements tight portal security system to safeguard against vulnerabilities both from internal and external intruders;
22. Coordinates with the IMU on updated databases regarding HEI profiles, program offerings and statistics for maintenance of interactive search engine; and
23. Backs up the CHED portal contents.

5.3.3 Knowledge Resource Unit (KRU)

1. Develops, recommends, and implements Policies, Standards and Guidelines (PSGs) related to higher education information packaging and dissemination;
2. Performs quality checks on manuscripts and final printed products, and initiates administrative processing for printing;
3. Conducts researches and prepares write-ups for the production of CHED key publications;
4. Conceptualizes, designs and develops or produces information, education and communication materials for special events and other education-related activities per target audience;
5. Collaborates with CHED offices in the conduct of information dissemination campaign for CHED data products services, and activities; and,
6. Monitors, collects, collates, digitizes and stores new articles/issues on education from dailies and other tri-media sources.

6. OFFICE OF STUDENT DEVELOPMENT AND SERVICES (OSDS)

Organization

The Office of Student Development and Services (OSDS) covers a wide range of policy development, implementation, advocacy and technical assistance taking into consideration international standards. Various laws, rules and regulations affecting student affairs and services and its delivery to various higher education institutions,
tasked the Office to develop, recommend, monitor and evaluate the implementation of student affairs and services policies, systems, procedures and programs such as:

- Educational Tours, both Local and International;
- Enhancing the One-Stop-Processing Center;
- Foreign Student Program;
- Grants-in-Aid to Student’s Participation in Local and International Seminars or Conferences (GRASP);
- Higher Education Student Mobility;
- Local and International Linkages;
- National Service Training Program (NSTP);
- Student Affairs and Services (SAS);
- Student Financial Assistance Programs (StuFAPs);
- Student Internship Abroad Program (SIAP);
- Student Internship Program in the Philippines (SIPP); and
- Tuition and Other School Fees (TOSF)

The OSDS is composed of two (2) functional divisions namely: the Local Student Affairs Division (LSAD) and the International Student Affairs Division (ISAD). The LSAD is in-charge of student welfare and development and student access of CHED, while ISAD is in-charge of higher education student mobility and international student affairs.
Organizational Structure

Functions

General Functions

The OSDS is tasked to develop, recommend, monitor and evaluate the implementation of policies, systems, procedures and programs on matters pertaining to the various student services in Higher Education Institutions. Both its divisions, the LSAD and ISAD, perform the following:

Policy, Program Development and Technical Assistance

1. Directs, in coordination with stakeholders and other CHED units, the conduct of research and studies that lead to policies, plans, programs,
guidelines and procedures relative to the relevant student welfare, development and services program;
2. Provides technical assistance to CHEDROs, HEIs and other concerned agencies in the development of guidelines for various student development and services; and
3. Establishes and maintains linkages with government and non-government agencies and organizations on matters pertaining to student development and services.

Monitoring and Evaluation

1. Develops criteria and instruments for monitoring and evaluating student development and services' program administration and implementation, in coordination with other agencies and concerned CHED units; and
2. Monitors and evaluates the implementation and outcomes of student development and services programs in the CHEDROs and HEIs.

Student Development and Services Information System

1. Enhances and maintains student development and services information system in collaboration with the OPRKM, CHEDROs, other government agencies, and stakeholders;
2. Adopts systematic filing, storing, retrieval and reproduction of data/information and other relevant documents;
3. Gathers, collates and analyzes disaggregated data on clientele profile and other information;
4. Prepares, maintains and updates databases for the OSDS programs, initiatives, and special clienteles; and
5. Ensures the safety and security of the OSDS information system.

Program Advocacy

1. Prepares the advocacy plan for implementation of various programs;
2. Prepares and packages information materials pertaining to policies and programs relative to OSDS functions and mandates for wider dissemination; and
3. Assists other government agencies in information materials development and dissemination that deals with student welfare and development.

Specific Functions

6.1. Local Student Affairs Division (LSAD)

6.1.1 Student Access Unit (SAU)
1. Formulates/enhances policies/guidelines and procedures on StuFAPs and other financial assistance programs in coordination with other offices;

2. Determines slot allocation, distribution and funding requirements of the various (StuFAPs);

3. Conducts public consultations, orientations, conferences and other information dissemination activities relative to student access program;

4. Prepares plans, programs budgetary requirement, and accomplishment reports of the division;

5. Facilitates the execution of MOA between CHED, selected HEIs and/or concerned agencies relative to the administration of student access programs;

6. Monitors and evaluates the implementation of StuFAPs and prepares reports;

7. Evaluates and update records of StuFAPs beneficiaries;

8. Consolidates StuFAPs data and interpret them to establish information for publication and to recommend for possible policy enhancement;

9. Conducts annual reconciliation of physical and financial matters of various StuFAPs with the CHEDROs, and other concerned offices; and

10. Prepares advocacy materials for students services and programs such as brochures, memoranda, flyers, handbooks, posters, information kit, etc.

6.1.2 Student Welfare and Development Unit (SWDU)

1. Formulates/enhances policies/guidelines and procedures for higher education student welfare and development services such as: guidance and counseling, information service, orientation service, student housing, food service, student organization and activities, student discipline, health services, special needs services and research monitoring and evaluation and monitoring of the same for policy revision in coordination with concerned stakeholders;

2. Prepares plans, programs, budgetary requirement, and accomplishment reports of the Division;

3. Assesses regularly the extent of the National Service Training Program (NSTP) efficiency and effectiveness and facilitates the registration of NSTP Graduates to the NSRC;

4. Evaluates Non-Government Organizations (NGOs) accredited as NSTP providers, in terms of developed training modules delivery, and services rendered to HEIs;

5. Evaluates agency/organization-sponsored student-related activities indorsing the same for participation of interested stakeholders;

6. Develops criteria and instruments for the monitoring and evaluation of CHED’s function in the students services and related development programs as provided for by various laws and social development agenda;

7. Conducts monitoring and evaluation of student and development policies, programs, projects, in coordination with the CHEDROs, including OPLAN
8. Balik Eskwela, and other student welfare and development programs, and prepare the corresponding reports;
9. Conducts public consultations, orientation conferences and other information dissemination activities;
10. Coordinates closely and establishes linkages with other government agencies and NGOs towards improving the admission and retention policies of HEIs;
11. Provides information and guidance for students’ career development;
12. Prepares brochures and other information materials relative to the functions of the division; and
13. Consolidates regional data and interpret the same to recommend for possible policy enhancement.

6.2. International Student Affairs Division (ISAD)

1. Formulates/enhances policies/guidelines and procedures for higher education student mobility, and international student services taking into consideration international standards;
2. Evaluates existing international linkages on student mobility in coordination with other government and non-government offices;
3. Coordinates with the OIQAG in the promotion of strong academic linkages with HEIs and industries abroad, for cross cultural training and skills enhancement to ensure attainment of knowledge, skills and desirable attitudes that will make the Philippine higher education competitive in the Asia Pacific;
4. Develops criteria and instruments for monitoring and evaluating student mobility policies, programs and projects and prepares corresponding reports for possible enhancement of policies and programs for foreign students in the Philippines, particularly Executive Order No. 285, s. 2000 (“Amending the Guidelines Governing the Entry and Stay of Foreign Students in the Philippines and Establishment of Interagency Committee on Foreign Students for the purpose”);
5. Prepares IEC (Information, Education and Communication) materials relative to foreign students studying in the Philippines and vice-versa;
6. Consolidates regional data pertaining to foreign students and interpret the same for possible policy enhancement; and
7. Mans the “One Stop Processing Center” in coordination with CHEDROs, pursuant to Executive Order No. 582.
7. LEGISLATIVE AND LEGAL SERVICES (LLS)

Organization

A revitalized and reform-oriented CHED bureaucracy requires a responsive, pro-active, efficient, productive and dynamic office for legal services and legislative affairs whose manpower complement exudes competence, courage and integrity possessing just and humane capabilities, ready to provide services required on all issues and concerns affecting the higher education bureaucracy, stakeholders, advocates and key players in various sectors of the country.

The Office of Legal and Legislative Service (LLS) will be the Commission’s prime office to provide the range of legal and legislative services to support its thrusts for the country’s Higher Education Agenda in the regional and global sphere. It is principally responsible for investigating complaints on non-compliant programs of HEIs, and effectively implementing sanctions imposed by the CEB (e.g. phase-out, closure, downgrading of status, imposition of fines, among others), pursuant to its mandate under RA 7722.

The Office is also responsible for coordinating and providing general legislative liaison services for the CHED in both Houses of Representatives and the House of Senate of the Philippines. It provides backstopping support to CHED officials as may be needed, during congressional deliberations of proposed legislative measures. It maintains constant and dynamic coordination with the Presidential Legislative Liaison Office (PLLO) considering that CHED aligns its legislative thrusts with the President’s Legislative Agenda.

The Office is also responsible for coordinating and liaising with the Office of the Solicitor General (OSG) regarding all judicial cases in the various courts, whether Regional Trial Court, Court of Appeals or Supreme Court, involving CHED officials and staff in the valid exercise of their official functions and duties all over the country. This includes cases filed against the CHED Chairperson and Commissioners in connection with their leadership role in SUCs nationwide.

The Office also provides a mechanism for effective mediation services on numerous and myriad complaints regarding academic and other issues brought before the CHED on a daily basis by its various stakeholders. The mediation services are mostly for students and faculty members who have grievances/complaints/petitions against their respective HEIs. Utilizing the services of trained accredited mediators from the various CHED Offices, the agency is able to move the parties to a settlement or solution which they themselves forged, with CHED’s assistance and supervision.
The LLS is composed of the Investigation and Enforcement Division (IED) and the Legislative Liaison and Mediation Division (LLMD).

Organizational Structure

Functions

General Functions

The LLS is CHED’s prime office to provide the range of legal and legislative services to support and sustain its thrusts, as articulated in the country’s Higher Education Agenda both in the regional and global sphere.
Specific Functions

7.1 Investigation and Enforcement Division (IED)

This IED coordinates, monitors and acts on all matters, issues and legal concerns or legal services required by the Commission en banc and other internal offices and units of CHED, as well as other offices in the other branches of our government, which concerns are within the mandate of CHED under RA 7722, RA 8292 and similar related laws and issuances.

The Division provides a wide range of services, legal in nature, including but not limited to the conduct of fact-finding investigations, and properly coordinate with the OSG as regards the handling of judicial cases involving the operations and official actions of the CHED, its officials and staff, in the lawful exercise of their duties and functions.

1. Conducts fact-finding investigations on all complaints filed against organic personnel of the Commission, and all matters relative to violation of the CHED law, rules and regulations committed by higher education institutions (HEIs);
2. Coordinates with the proper law enforcement agencies whenever necessary, in order to effectively carry out the functions stated in the preceding provision and for the purpose of curtailing unlawful activities as provided under R.A. 7722 and BP 232;
3. Coordinates properly with the OSG in all matters relative to judicial cases of the Commission;
4. Secures the opinion of the Department of Justice on matters that require its intervention;
5. Prepares and submits fact-finding reports and recommendation for consideration and appropriate action of the CEB;
6. Assists, as the need arises or upon request or directive, as the lead office responsible for conducting validation, assessment and/or evaluation of institutional or program compliance with CHED policies, standards, and guidelines for final action of the CEB, the Central and Regional Offices of the Commission, on programs offered by HEIs, both public and private reported to be non-compliant;
7. Provides the necessary support and assistance in any preliminary investigation to determine if there is prima facie evidence, or formal investigations conducted by the Commission in connection with the first provision cited herein;
8. Provides technical inputs for the legislative liaison requirements of the CHED, in both Houses of Congress and the Office of the President;
9. Refers, whenever proper after initial evaluation, complaints received in Mediation Services as an effective alternative mode of dispute resolution;
10. Formulates and recommends policies and programs of action for the effective enforcement of the country’s educational laws, rules and regulations;

11. Prepares the necessary implementing documents for authorized CHED officials’ signature concerning the decisions, directives, orders and resolutions issued by the CEB and other judicial and quasi-judicial bodies;

12. Prepares necessary action plans for enforcement of decisions cited in the preceding provision and monitors its timely implementation.

13. Ensures proper prosecution of respondents in formal investigation, regarding alleged violations by CHED officials, personnel and staff of the CHED Code of Conduct, Conflict of Interest policy, as well as pertinent laws, rules and regulations pertaining to education;

14. Processes applications for Correction of Name in School records;

15. Reviews Contracts, MOAs, and CHED Issuances, Circulars, and other legal documents for recommendation to authorized signatories, and ensures among others, the presence of appropriate CEB Resolutions of approval, BAC resolutions whenever procurement processes are required, and that focal offices for particular programs or activities are duly identified therein;

16. Assists in the review of appeals on cases of Exclusion and Expulsion of Students; and

17. Maintains, upon due designation, lateral coordination with other government and private agencies in the implementation of all activities and programs directly related to legal services provided by the IED or other LLS division.

7.2 Legislative Liaison and Mediation Division (LLMD)

This Division is tasked to coordinate, monitor and ensure that the higher education legislative agenda set forth by the CEB and the executive and legislative branches of our government, are carried out smoothly through the passage of laws, rules and regulations and other executive issuances. The LLMD establishes close coordination with the Office of the President, through the various departments and agencies, to ensure that the higher education legislative agenda of the President and the CHED’s legislative agenda are duly accomplished. This Division also ensures effective, timely, relevant and productive coordination and linkages with both House of Congress.

1. Consolidates valuable inputs, comments and alternative positions from the various CHED offices/units whenever preparing a unified position on bills relevant to higher education;

2. Consolidates inputs for written comments and/or position papers of the CHED on proposed legislation that affect higher education, as well as inputs in the preparation/drafting of proposed priority bills of the Commission;
3. Attends public hearings conducted by the Education Committees of both the House of Representatives and the House of Senate, regarding proposed education bills and other congressional committees together with the technical staff of concerned offices;
4. Identifies, coordinates and provides technical support to the CHED Chairperson, Commissioners and key officials during legislative hearings;
5. Monitors and analyses the status of priority legislative proposals on higher education and coordinates with both Houses of Congress the implementation of viable strategies to address delays in the passage of needed legislative measures and other related problems;
6. Initiates efforts to establish rapport with legislators and their Chiefs-of-Staff and arrange meetings and briefings with CHED Officials, if needed, for advocacy and other purposes;
7. Provides coordination and liaison work with both Houses of Congress and other government agencies during budget hearings and briefings;
8. Provides assistance to queries and complaints by higher education stakeholders, especially the students;
9. Coordinates with concerned HEIs, CHEDROs, and the LLS-IED for appropriate action/s to address the issues and concerns of stakeholders;
10. Assists in the conduct of mediation conferences;
11. Coordinates the conduct of training and re-training of CHED mediators to better address the concerns forwarded to the Commission; and
12. Updates database and maintains files of all the mediation proceedings and legislative meetings/hearings.

8. ADMINISTRATIVE AND FINANCE MANAGEMENT SERVICE (AFMS)

Organization

The Administrative, Financial and Management Service (AFMS) is responsible for providing the Commission with economical, efficient, and effective services relating to property and supply, records, collections and disbursements, human resource policies implementation, organizational management services, messengerial and other related services. It is also responsible for the generation, allocation, utilization and management of the financial resources of the Commission, ensuring that said resources are generated and managed judiciously and in manner supportive of development objectives.

There are four (4) divisions under the AFMS: Accounting Division, Budget Division, General Services Division and Human Resource Development Division.
Organizational Structure

**Administrative, Financial and Management Service**

**Functions**

**General Functions**

The Office of the Director handles the formulation of policies relative to the operation of the Administrative, Financial and Management Service, for approval of the CEB; prepares the Work and Financial Plan of the AFMS; and assists the Commission in the administration of the GAA funds.

**Specific Functions**

**8.1 Accounting Division**

1. Ensures fast and accurate application and implementation of Government Accounting Systems and Procedures;
2. Assures compliance with Government Accounting Rules and Regulations through pre-audit of transactions and monitoring of implementation of the Commission on Audit’s recommendations;
3. Administers financial data and other information generated by the e-NGAS;
4. Processes disbursement vouchers and fund transfers;
5. Safeguards government assets through verification of collection and deposit, inventory of supplies and properties, inspection of delivered goods and monitoring of liquidation of fund transfers and cash advances;
6. Provides support services to personnel and government collecting agencies through timely remittance of mandatory and allowable deductions, maintenance of remittances' database and certification of remittances made;
7. Acts as withholding tax agent that requires proper taxation on compensation, goods and services and preparation and submission of tax remittance advice;
8. Prepares and submits financial report requirements of other government agencies.
9. Consolidates financial reports of the Central Office and Regional Offices; and
10. Advises management on financial matters.

8.2 Budget Division

1. Allocates CHED’s budget by Major Final Outputs (MFOs), PAPs, allotment class and object of expenditures pursuant to the GAA;
2. Reviews and consolidates budget estimates of the Commission;
3. Ensures timely utilization of funds in accordance with the GAA; and
4. Checks the completeness of the budget requirement submitted by all units and regional offices to ensure the funding of duly approved expenses and plans.

The Division also provides assistance to the CHED Officials on CHED and SUCs budgetary concern. It is also involved in the budget preparation and budget legislation activities for SUCs, specifically in the review of submitted budget estimates of SUCs if such is in accordance with the Normative Financing (NF) and National Budget Call of the Department of Budget and Management (DBM) and other issuances relative to budget preparation.

8.3 Human Resource Development Division

The Human Resource Development Division is responsible for personnel management and maintenance of effective liaison with the Civil Service Commission (CSC) (RA 2260, sec 21). It has two (2) units: the Personnel Management Unit and the Training and Development Unit.

8.3.1 Personnel Management Unit

1. Assists and advises the head of the agency and heads of offices in the development, formulation and execution of policies, rules and regulations in all areas of personnel management in accordance with the CSC Rules and Regulations and other existing laws;
2. Formulates, recommends and implements a sound and equitable recruitment and selection system within the organization;
3. Implements position classification and compensation system, and other employee welfare programs, such as retirement and other benefits as prescribed by the DBM and other government instrumentalities;
4. Helps create an atmosphere conducive to good supervisor-employee relations and improvement of employee welfare and morale, and the recognition of employees' right to self-organization;
5. Generates and maintains a complete and up-to-date personnel information system; and
6. Facilitates requests for assistance on welfare and benefits provided by GSIS, Pag-IBIG, PhilHealth and other pertinent agencies.

8.3.2 Training and Development Unit

1. Implements comprehensive and balanced personnel development programs designed to build a culture of excellence and accountability and raise the level of efficiency, effectiveness, competency and morale of the personnel in the Commission;
2. Evaluates personnel data bank for competency building and career advancement towards the development of a CHED Human Resource Development Plan.

8.4. Specific Functions of the General Services Division (GSD)

The General Services Division is composed of four (4) units that provide property and supply management services, records management services, cash management services, maintenance and other related services.

8.4.1 Property and Supply Unit

1. Periodically procures and conducts inventory of supplies and materials, equipment, and properties; and
2. Maintains custody and disposition of unserviceable CHED properties (e.g. motor vehicles, office equipment, furniture, etc.), consistent with government accounting rules and regulations.

8.4.2. Cash Unit

1. Collects and disburses promptly and accurately valid claims and from CHED personnel, creditors, and suppliers; and
2. Manages and maintains petty cash fund.

8.4.3 Records Unit

Manages and maintains overall expedited records of all official incoming and outgoing documents and directives, both internally and externally.
8.4.4 Maintenance and Other Related Services Unit

1. Maintains, improves, refurbishes, and modernizes CHED physical facilities;
2. Maintains motor pool fleets (RP vehicles) to meet short-term transportation needs of CHED staff; and
3. Supervises other Contract Services which are handled by private agencies through outsourcing, such as:
   a. Janitorial Services
   b. Security Services
   c. Elevator Maintenance
   d. Generator Set Maintenance
   e. Pest Control
   f. Communication Services
   g. Air-conditioning maintenance
   h. Siphoning Services
   i. Bricks Cleaning Services

8.4.5 Management Unit

In addition to the four (4) units, the Management Unit, under the direct supervision of the Supervising Administrative Officer, is created to perform the following functions:

1. Facilitates the conduct of regular surveys on existing methods, systems, procedures/processes to be able to provide recommendations to the management in order to enhance agency’s efficiency and effectiveness as well as to increase organizational productivity; and
2. Assists the agency in developing plans and programs to improve management systems.

9. INTERNATIONAL AFFAIRS STAFF (IAS)

Organization

The International Affairs Staff (IAS) is a modest-sized but highly competent technical unit that provides complete staff work on all international matters. This task becomes even more salient in the context of labor mobility and international accords to which the Philippines is signatory, which aim to achieve comparability of academic programs and degrees across the Asia Pacific region.

IAS assists the CHED in the implementation of education matters involving other countries and international education organizations and is responsible in coordinating and harmonizing, on behalf of the CHED Chairperson and/or the Executive Director,
all international dimensions of the CHED work that emanate from the respective mandates of the CHED’s organic units

Organizational Structure

Functions

General Functions

- Serves as the clearing house for all bilateral and multilateral academic agreements services, exchanges, international recognition of degrees and qualifications, and policy coordination on the inflow and outflows of international students and services (transnational education);
- Serves as clearing house of information on education policy, systems, curriculum development, educational governance and education materials, as well as information on the comparability of higher education programs, degrees, and diplomas in other countries, on the one hand; and as source of similar information in the Philippines (in cooperation with OPSD and OPRKM);
- Provides protocol assistance to all officials and staff of the CHED and requesting HEIs; and
- Assists concerned organic units of the Commission in the coordination of official development assistance (ODA) from both bilateral and multilateral sources and in all matters of trade in educational services.
Specific Functions

9.1 Educational Agreements & International Recognition Unit

- Promotes broad and intensive cooperation between HEIs in the Philippines and those of other countries with a view of securing competitiveness of Philippine HEIs in the world market;
- Enhances government to government relations through linkages with foreign embassies and international organizations to further academic partnership;
- Assists the CHED in the formulation of bilateral and multilateral agreements on academic cooperation, such as recognition of higher education degrees, exchanges, development of twinning programs and similar modes of academic cooperation treaties between CHED and its counterparts in the Asia Pacific region and the world;
- Provides strategic and policy intelligence on developments in the education sector;
- Leads in the implementation of academic exchange programs, international academic linkages and networking programs, University Mobility in Asia and the Pacific (UMAP); and
- Participates in various negotiations related to academic mobility programs, international recognitions.

9.2 Trade in Education Services Unit

- Promotes through the Department of Foreign Affairs (DFA), Philippine education interests and influence through government-to-government activity in Free Trade Agreements (FTAs) that create opportunities for Philippine education programs to expand to other countries, Bilateral education relationships in the form of MRAs and MOUs, and in range of international organizations.

Protocol Affairs Unit

- Orients visiting dignitaries, and other foreign guests on the Philippines higher education system;
- Develops complementary measures to promote exchange of academic information with foreign counterparts; and
- Facilitates access of Philippine HEIs to regional and international competitions, academic, exhibits and fora.

10. HIGHER EDUCATION DEVELOPMENT FUND STAFF (HEDFS)

Organization

The Higher Education Development Fund Staff (HEDFS) is primarily responsible in the formulation and implementation of policies and guidelines for the generation, allocation and utilization of the Higher Education Development Fund (HEDF), which
was established exclusively for the strengthening of the higher education in the entire country.

HEDFS aims to utilize the fund to attain the goals of national development and bring progress to the academic community, specifically to the disadvantaged areas of the country. As CHED’s funding arm, it has initially addressed the issue of equitable resource allocation problem to enhance access/delivery of quality education by providing support in the key areas of institutional development, rationalization of programs, standards and guidelines, research and scholarship programs for both public and private higher education institutions.

**Organizational Structure**

![Organizational Structure Diagram]

**Functions**

**General Functions**

As the funding arm of the Commission, the HEDFS handles the management of allocation and utilization of the fund. HEDFS reviews the financial aspects of endorsed projects, recommends appropriate adjustments to the CEB, and releases funding assistance to the grantee/recipient. It also assists the fund grantees to
implement strict fund accounting processes and procedures to ensure proper use of the HEDF.

Specific Functions

1. Formulates and implements policies guidelines for fund generation, fund allocation and fund utilization;
2. Conducts fund generation activities;
3. Manages and monitors the utilization of the Higher Education Development Fund;
4. Ensures the equitable utilization of funds according to regions and programs, whenever applicable; and
5. Ensures fast and accurate application and implementation of the Government Accounting Systems and procedures.

11. CHED REGIONAL OFFICE (CHEDRO)

Organization

The CHED Regional Offices (CHEDROs) serve as the frontline offices or implementing units of the CHED in the 17 regions of the country. Providing technical expertise to the CHEDROs are the Regional Quality Assessment Teams (RQATs) in the different clusters of disciplines.
Generally, this reflects the structure of CHEDRO. However, a variation of this structure (i.e. member of staff and nature of assignment) may be in place in some ROs (e.g. CHEDRO IV-B and CHED NIR) due to its recent creation.

Functions

General Functions:

1. Monitors the implementation of national policies and programs and enforcement of academic standards at the regional level;
2. Coordinates the formulation of higher education plans and programs that are responsive to the needs and potentials of the region in consultation with other regional offices;

3. Provides assistance to the CHED Central Office in the allocation of resources and preparation of the composite higher education budget for the region;

4. Undertakes research and conducts/outsources studies applicable to the region and disseminates information to all institutions and agencies;

5. Provides technical assistance and develop relevant training programs to higher education institutions; and

6. Collects and analyzes higher education information relative to the region and maintain an adequate management information system.

Specific Functions:

1. Implements plans, policies, standards, guidelines, rules and regulations promulgated by the CHED concerning the operation of HEIs in the region;

2. Monitors and evaluates the performance of HEIs in the region, in terms of compliance with minimum standards for the various higher education programs;

3. Issues permits and recognitions for the program offerings of HEIs taking into consideration the recommendations of the deputized RQATs;

4. Processes applications of HEIs for increase in tuition and other school fees (TOSF);

5. Monitors the utilization of HEIs of incremental proceeds of TOSF increase;

6. Coordinates the implementation of projects and programs of the CHED in the region for the development and improvement of the higher education system;

7. Formulates and update regional higher education development plans in coordination with the Regional Development Council;

8. Implements CHED scholarship, study grants and StuFAPs as well as other relevant student auxiliary services;

9. Gathers and consolidates higher education data/statistics of the region;

10. Disseminates CHED PSGs, higher education data and other relevant information for the guidance of stakeholders;

11. Provides efficient and effective student services (e.g. issuance of Special Orders (SO); certification, authentication and verification (CAV) of academic records, etc);

12. Represents the CHED and participates in the affairs of the RDC; and

13. Establishes networks/linkages with and participates in the activities of other government and non-government agencies, organizations or institutions.
PART II:
PROCEDURES AND PROCESS FLOWS

1. OFFICE OF THE CHAIRPERSON AND COMMISSIONERS (OCC)

1.1. Records Management Unit under the Office of the Chairperson and Commissioners

1.1.1. Incoming Communications

Narrative Procedures
1. The designated Administrative Staff receives and registers incoming official communications, both from the Records Office and walk-in clients, sorts the same and forwards the documents to the Senior Administrative Assistant V and/or Executive Assistant for routing to concerned office.
2. The Senior Administrative Assistant V and/or Executive Assistant evaluate the documents. If the said document needs the urgent attention/action of the Chairperson/Commission, they will immediately flag said document to their principal. With the principal’s action on the said documents/letters/request or her marginal note, it will be rerouted by the designated Administrative staff and recorded properly. All other documents/letters/requests will be routed to the respective office that has the jurisdiction over the subject matter. The Chair/Commissioner will be given a photocopy of these routed documents/letters for his/her information and appropriate action, etc.
3. The designated Administrative Staff documents/letters/requests from the Senior Administrative Assistant V/Executive Assistant with the routing slip for him/her to record and route to the appropriate office(s).

1.1.2. Outgoing Official Communications

Narrative Procedures
1. Actions made by the Chairperson/Commissioner and their Technical Assistant(s) on requests/communications will be forwarded to the designated Administrative Staff who handles all outgoing communications.
2. The designated Administrative Staff receives and registers outgoing official communications.
3. After recoding and furnishing a copy for office file, the said Administrative Staff will forward this communication to the CHED Central Office Record Unit for recording and sending to the addressee.
1.1.3. Processing of Request for CHED Endorsement to Hold an Activity

The following are the guidelines for issuance of CHED endorsements as provided in CMO 22, S. 2003:

1. Issuance of CHED endorsements shall be limited only to educational activities of higher education institutions including programs and projects of other government agencies proven to be of national significance and interest.
2. Request for CHED endorsement of legitimate academic/ professional/ civic organizations shall be thoroughly reviewed/ screened and on a case basis and at the discretion of the Chairperson may be endorsed, subject, however, to the following conditions:
   2.1. that the activities/ topics to be discussed should be in consonance with the thrust of the CHED and beneficial to the learning experiences of the students and members of the academe.
   2.2. that the speakers/ resource persons are well-known personalities in the academic community with impressive credentials in the field of tertiary education;
   2.3. that a reasonable registration fee, preferably P3,000.00 and below shall be charged per participant; and
   2.4. that participants from the state universities and colleges (SUCs) should have the prior approval of the President/ Head of the concerned institution and that the expenses to be incurred should be in accordance with the prescribed rates of the Department of Budget and Management as stipulated in National Budget Circular No. 486, dated March 26, 2003.
3. Request for CHED endorsement involving fund raising, beauty contest, cultural presentations, charitable solicitation, sport events, sale of raffle tickets, products promotion, endorsement of books, and other similar activities which do not fall within the scope and responsibility of the Commission on Higher Education pursuant to Republic Act No. 7722 will not be endorsed.
4. All letter-requests for CHED endorsement should be submitted at least one month before the culmination of the activity and should be properly documented to include the following attachments:
   4.1. Copy of the Registration Certificate from the Securities and Exchange Commission (SEC);
   4.2. List of speakers/ resource persons together with their education qualifications;
   4.3. Program of Activities;
   4.4. Syllabi of the topics to be discussed;
   4.5. Registration fee, venue and time duration of the proposed activity; and
   4.6. Copy of Certificate of Registration from the Department of Trade and Industry (DTI).
Narrative Procedures

1. The designated Administrative Staff receives and registers incoming official communications requesting for the CHED Endorsement.
2. Said staff will forward the said request to the designated Administrative Staff for evaluation of the requirements and for sending such request to the designated Administrative Staff for drafting.
3. The draft endorsement will be forwarded to the Executive Assistant or editing/review/and final printing for the Chairperson’s approval.
4. The draft endorsement will be forwarded to the Chairperson for approval.
5. Approved endorsements will be returned to the designated Administrative Staff for recording and release to the Records Office.

1.2. Processing of Requests, Invitations and Other Incoming Communications from CHED Offices and Outside Clients.

Narrative Procedures

1. The Administrative Aide/Assigned Staff receives, logs the document and indicates the corresponding document number.
2. The Senior Administrative Assistant V/Executive Assistant determines which office should act on the documents (letters/requests/invitations). She/he accomplishes the document (letters/requests/invitations). She/he accomplishes the document the original letter.
3. The Senior Administrative Assistant V/Executive Assistant forwards/routes the documents to the respective offices for appropriate action or for information and reference via a routing slip.
4. The Senior Administrative Assistant V/Executive Assistant follows up actions taken by the offices and the different offices report the status of the requests/matters forwarded to them.

1.3. Processing of Requests for Scheduled Interviews by the media with the CHED Chairperson

Narrative Procedures

1. The CHED Chairperson’s Technical Assistant on Media Relations evaluates the request and recommends approval/disapproval of the Chairperson.
2. Upon approval of the Chairperson, the Chair’s Technical Assistant on Media Relations coordinates with the media regarding the conduct of interview.
3. The Chairperson’s Technical Assistant on Media Relations prepares briefing materials for the Executive Director in coordination with the concerned offices.
4. The Chair’s Technical Assistant on Media Relations monitors the interview and provides additional materials to the media when necessary.
5. The Chair’s Technical Assistant on Media Relations monitors the outcome of the interview on print and broadcast media.

1.4. Processing of Requests for Message from the CHED Chairperson

There should be:

1. A letter request addressed to the CHED Chair containing the following information:
   a. Event name;
   b. Date of event;
   c. Venue; and
   d. Objective.
2. The following should be attached:
   a. Institution/Organization’s history; and
3. For HEIs, they should be able to show that their programs complied with CHED Standards.
4. This request should be sent to our email address: chairperson@ched.gov.ph

Narrative Procedures

1. The designated Administrative Staff receives and registers incoming official communications requesting for the CHED Chairperson’s Message.
2. Said staff will forward the request to the designated administrative staff for evaluation of compliance with requirements and for sending such request via email to the Chair’s Technical Writer.
3. The Chair’s Technical Writer will draft the message and send it via email to the designated Administrative Staff. The said staff will forward it to the Executive Assistant for review and finalization.
4. The draft Message will be forwarded to the Chairperson for approval.
5. The approved Message will be returned to the designated Administrative Staff for recording and release.

1.5. Processing of Requests for Appointments

Narrative Procedures

1. The designated Administrative Staff receives and registers incoming official communications requesting for an appointment with the CHED Chairperson.
2. The designated Administrative staff will forward said request to the CHED Chairperson for appropriate action via the designated Administrative Staff.
3. With the Chairperson’s favorable action on the request, the designated staff will inform the sender that the Chair is willing to meet with them and said staff will set the date, time and place for the meeting. Said staff will ask the inviting party to provide the Chairperson. If the request is denied, the designated Administrative Staff will inform the sender of the Chair’s action via email/mobile/landline. All denied requests will be recorded by the designated staff and properly filed.
4. It is within the prerogative of the Chairperson if she will assign CHED Official(s) as her representative to meet the requester. In this case, the staff of the said official will inform the requester that they will be the ones to meet with them.

1.6. Processing of Requests for Invitations

1. The designated Administrative Staff receives and registers incoming official communications requesting for the CHED Chairperson’s presence in their events.
2. The designated Administrative Staff will forward the said request to the CHED Chairperson for appropriate action via the designated Administrative Staff.
3. With a favorable action on the request from the Chairperson, the designated staff will inform the inviting party that the Chair is willing to grace their event. If the request is denied, the designated Administrative staff will inform the inviting party of the Chair’s action.
4. All denied requests will be recorded by the designated staff and properly filed.
5. It is within the prerogative of the Chairperson if she will assign CHED Official(s) as her representative to grace the event of the inviting party. In this case, the staff of the said official will inform the requester that they will be the ones to come to their event.

1.7. Processing of Requests for Travel Authority from SUCs Presidents

The following are the requirements for Authority to Travel of SUCs presidents:

1.7.1. Personal Travel
a. Letter request addressed to the CHED Chair, copy furnished to their respective governing board chairperson, with the following information:
   i. Nature and Purpose of Travel;
   ii. Date of Travel;
   iii. Destination;
   iv. Designated OIC while on travel; and
   v. Board Approval through a BOR/T Resolution/Referendum (as the case maybe).
To be attached are the following requirements:
   a. Filed Leave with Leave Credits;
   b. BOR/T Resolution/Referendum; and
   c. Designated OIC.

Narrative Procedures

1. The designated Administrative Staff receives and registers incoming official communications requesting for the issuance of the Travel Authority of SUC Presidents.
2. The said staff will forward the said request to the designated Administrative Staff for evaluation of the attached documents and for drafting of the Travel Authority.
3. Said Travel Authority will be forwarded to the Chairperson for approval.
4. The approved Travel Authority will be returned to the designated Administrative Staff for recording and release to the concerned SUCs.

1.7.2. Travel on Official Business/Official Time

   a. Letter request addressed to the CHED Chair, copy furnished to their respective governing board chairperson, with the following information:

   i. Nature and Purpose of Travel;
   ii. Date of Travel;
   iii. Destination;
   iv. Funding source; and
   v. Number of officials who will accompany the president in the travel (as the case maybe).

To be attached are the following requirements
   1. Board Approval through a BOR/T Resolution/Referendum;
   2. Letter of invites from the inviting party/organization;
   3. Designated Officer-in-Charge;
   4. Itinerary of travel; and
   5. Computation of Expenses using the UNDP Rates.
Narrative Procedures

1. The designated Administrative Staff receives and registers incoming official communications requesting for the issuance of the Travel Authority of SUC Presidents.
2. Said staff will forward the said request to the designated administrative staff for evaluation of the attached documents and drafting of the Travel Authority.
3. Said Travel Authority will be forwarded to the Chairperson for approval.
4. The approved Travel Authority will be returned to the designated Administrative Staff for recording and release.

Note: Requests for Travel Authority with incomplete attachments will not be processed/released.

1.8. Processing of Requests of SUCs to Hold Special Board Meetings

Legal Basis:

Under Sec. 12.2 of CMO 3, s. 2001, the Governing Board is allowed two (2) special meetings in a year which shall be granted authorized allowance.

Requirements:
1. There should be a letter request signed by the SUC president and addressed to the Chairperson or the Chair Designate requesting to hold a special meeting, indicating the following:
   a. Time, Date and Venue;
   b. Matters to be discussed;
   c. The justification for holding the special meeting;
   d. The number of special board meetings they conducted.

   Note: The Matters to be discussed should not exceed 5 items.
2. The request should be favorably endorsed to the CHED Chairperson for approval by the Chair Designate.

Narrative Procedures

1. The designated Administrative Staff receives and registers incoming official communications requesting to hold a special board meeting from various SUCs.
2. Said staff will forward the said request to the Senior Administrative Assistant V for evaluation and review of the attachments.
3. Said request will be forwarded to the Chairperson for approval.
4. The approved request to hold a special board meeting will be returned to the designated Administrative Staff for recording and release to the requesting SUCs via their respective Chair Designate offices.
1.9. Processing of Requests for Referendum of SUCs

Requirements:
1. There should be a letter request asking for a referendum on a subject matter allowed for referendum.
2. The Chairperson or the Chair Designate will either approve the request allowing or disallowing the subject matter for referendum.
3. The request should include all pertinent documents/ certificates as contained in CHED Administrative Order No. 6, s. 2014.
4. Any financial matter can be allowed for referendum if the said item was processed and endorsed for approval by the BOR/BOT Finance Committee. If allowed, this matter will be confirmed in the next BOR/T board meeting. Notwithstanding, all other requirements of CHED Administrative Order No. 6, s. 2014 should be allowed.
5. Denied requests for referendum will be communicated to the SUCs concerned.

Narrative Procedures

1. The designated Administrative Staff receives and registers incoming official communications requesting to pass a referendum.
2. The said staff will forward the said request to the Senior Administrative Assistant V for evaluation and review of the attachments.
3. The said request will be forwarded to the Chairperson for approval.
4. Approved or Denied requests will be returned to the designated Administrative Staff for recording and release to the requesting SUCs via their respective Chair Designate offices.

1.10. Processing of Requests to Hold a Special Meeting to Elect/Evaluate a SUC President

Requirements:

a. There should be a submitted report from either the Search Committee for President (SCP) or from the Evaluation Committee before the request is made.
b. There should be a letter request signed by the SUC president and addressed to the Chairperson through the Chair Designate requesting to hold a special meeting to elect or evaluate the president indicating the time and the venue of said meeting.

1. The designated Administrative Staff receives and registers incoming official communications requesting to Hold a Special Meeting to Elect/Evaluate a SUC president.
2. The said staff will forward the said request to the Senior Administrative Assistant V for evaluation and review of the attachments.
3. The said request will be forwarded to the Chairperson for approval.
4. Approved or Denied requests to Hold a Special Meeting to Elect/Evaluate a SUC president will be returned to the designated Administrative Staff for recording and release to the requesting SUCs via their respective Chair Designate offices.
Process Flows

1.1 Request for Message from the CHED Chairperson

The designated Administrative Staff (AS) will receive and register incoming official communications from requesting party

The designated Administrative Staff will forward the request to the Senior Administrative Assistant (SAA) for evaluation of compliance with requirements

The designated AS will communicate with the requesting party for the submission of requirement/s via email

The SAA will send the request via email to the Technical Writer of the Chairperson

The Technical Writer of the Chairperson will draft the message and send it back to the SAA

The SAA will forward the draft message to the Executive Assistant for review and finalization

The draft message will be forwarded to the Chairperson for approval

The Approved Message will be returned to the designated Administrative Staff for recording and releasing
1.2 Request for CHED Endorsement to Hold an Activity

The designated Administrative Staff (AS) will receive and encode the official communications from requesting party.

The designated AS will communicate with the requesting party for the submission of any requirement/s.

The designated AS will forward the request to the Executive Assistant (EA) for drafting of the endorsement.

If the request is not within the scope of activities which CHED may endorse, the EA of the Chairperson will send a letter informing the requesting party that their request was not granted.

The EA will submit the draft request for the Chairperson's approval.

The Senior Administrative Assistant (SAA) will return the signed endorsement to the designated AS for recording and releasing to Records Section of CHED Central Office.
1.3 Processing of Requests and Other Communications
(Incoming documents from Records and walk-in Clients)

The Administrative Assistant (AA)/Assigned Staff (AS) will receive, log the documents and indicate the corresponding document/tracking number.

The AA/AS will forward the documents to the Senior Administrative Staff (SAA)/Executive Assistant (EA) for evaluation and review.

The SAA/EA will refer the documents to the respective office that has jurisdiction over the subject matter.

The Chair will be given a photocopy of the routed documents/letters for her information and appropriate action, etc. based on the judgment call of the SAA/EA.

The AA/AS will follow up on the action taken by the concerned offices and the status of the requests/matters forwarded to them.

For Commissioner(s)/Director(s)

Attention

The SAA/EA will return the documents with instructions/action to the AA/AS for record purposes.

For Chairperson’s attention/further instructions

The SAA/EA will notify the Chairperson of the documents that need urgent attention/action.

The SAA/EA will return the documents to the AA/AS who will record the instructions/action of the Chairperson.

The AA/AS will photocopy the documents with Chairperson’s instructions/action for file copy before releasing/routing said documents to the concerned office(s).

The AA/AS will get updates on the action taken from the office concerned depending on the instructions of the Chairperson.
1.4 Request for the Chairperson’s Signature

The Administrative Assistant (AA)/Assigned Staff (AS) will receive, log the documents and indicates the corresponding document/tracking number.

The AA/AS will forward the documents to the Senior Administrative Staff (SAA)/Executive Assistant (EA) for evaluation and review.

The AA/AS will classify the documents.

The AA/AS will evaluate the documents if the concerned officials have affixed their initials on the said documents.

CHED Internal Documents (Request for TA, ATHA, RBA etc.)

The AA/AS will evaluate the documents if they have been reviewed by the Legal and Legislative Service Department of CHED.

The SAA/EA will forward the documents to the Chairperson for her signature.

The SAA/EA will return the documents to the AA/AS for recording and releasing.

MOAs/ MOUs / CONTRACTs

The AA/AS will evaluate the documents if they have been reviewed by the Legal and Legislative Service Department of CHED.

The AA/AS will assess whether the concerned officials have affixed their initials on said document.

The SAA/EA will forward the documents to the Chairperson for her signature.

The SAA/EA will return the documents to the AA/AS for recording and releasing.

The SAA/EA will return the documents to the AA/AS for recording and releasing.
1.5 Request for Appointments/Invitations

The Administrative Assistant (AA)/Assigned Staff (AS) will receive, log the documents and indicate the corresponding document/tracking number.

The AA/AS will forward the documents to the Senior Administrative Staff (SAA)/Executive Assistant (EA) for evaluation and review.

The SAA/EA will give the said documents to the Chairperson for action/further instructions.

If the Chairperson is not available, she will assign CHED official(s) to grace the event of the inviting party as her representative(s).

The designated staff will inform the sender of the Chair’s action via email/mobile/landline.

The designated staff will coordinate with the requesting party on the arrangement and to provide the Chair with materials for the event.

The designated staff will return the said documents to the AA/AS who will record the action and properly file the document.
2. OFFICE OF THE EXECUTIVE DIRECTOR (OED)

Narrative Procedures

2.1 Processing of Requests, Invitations and Other Incoming Communications from CHED Offices and Outside Clients

1. Administrative Aide/Designated Staff receives, logs the document in the document log (Form-1) and indicates the corresponding document number.
2. Executive Assistant determines which office should act on the documents (letters/requests/invitations). She/he accomplishes the referral form (Form-2) and stamps the name of the office in the original letter.
3. Administrative Assistant/Designated Staff prepares the acknowledgement letter (Communication-1) to acknowledge communication received by the Office of the Executive Director.
4. Administrative Aide/Designated Staff forwards/routes the documents to the respective offices for appropriate action or for information and reference.
5. Administrative Assistant/Designated Staff follows up actions taken by the offices and the different offices report the status of the requests/matters forwarded to them to the OED or to the CEB (Form-3).

2.2 Inspectorate Monitoring and Evaluation

Central and regional office inspection is a vital means for monitoring the quality, efficiency and integrity of the delivery of higher education services and tasks according to the standards and policies set by the CEB. The efficiency and effective delivery require periodic and closer monitoring as adequate feedback mechanisms between national and regional levels on the one hand and between entire Commission and general public on the other.

1. Designated staff prepares memorandum on the submission of commitments/targets (Communication-2) following the mechanics and guidelines of the respective offices/units, such as:
   a. CHED annual commitments/targets including budget utilization through OPRKM and AFMS/HEDF;
   b. Office assignments given every ManCom/CEB Meeting through ComSec; and
   c. Communication endorsements facilitated by the OED.
2. Designated Staff of the respective central and regional offices/units (CROU) submits periodic updates (Form-3) to the OED highlighting the percent accomplishments of the PAPs/assignments including funds utilization.
3. ComSec assesses the PAPs/assignments updates and prepares report (Form-3) for the Executive Director with emphasis on the items that are not or slowly progressing.
4. Executive Director reviews the PAPs/assignments report and directs the
designated staff on the next action.

5. Designated staff prepares communication to be signed by the Executive Director for the CROU requesting for justifications and feedback regarding the status of their PAPs.

6. Administrative Assistant distributes the memorandum to the concerned offices/units.

7. Designated staff consolidates all the submitted reports and prepares periodic PAPs/assignments report including the budget utilization for presentation to the ManCom/CEB.

8. As necessary, Executive Director calls for special meetings to address the PAPs/Assignments that are not progressing according to the timeline.

2.3 Approval of CHED Issuances

1. Originating office does the completed staff work (CSW) (Form-4) and prepares the proposed issuance duly reviewed and endorsed by the concerned director and forwards it to the Executive Director’s Office.

2. Administrative Aide/Designated Staff receives, logs the document and indicates the corresponding document number and forwards to the Executive Assistant for review ensuring that everything is in order and then forwards to the Executive Director for his signature and recommendation as agenda item (Form-5) for the ManCom and CEB meeting for deliberation/discussion and approval of the CEB.

3. ManCom and CEB discuss the draft issuance/document after presentation by the concerned Director who requests for CEB’s appropriate action and/or recommends CEB approval.

4. If disapproved, the draft document/issuance is returned to concerned Office for further study/enhancement/more staff work. If approved, ComSec drafts CEB resolution (Form-6) and informs the concerned Office of the decision and for them to prepare/finalize the corresponding document/issuance for signature of the Chairperson.

5. Signed document/issuance is forwarded to the Records Section for numbering and proper dissemination.

2.4. Conduct of Management Committee (ManCom) and Commission en Banc Meeting (CEB)

Before the end of the fiscal year, the Commission Secretariat (ComSec) prepares the schedule of the Management Committee (ManCom) and Commission en Banc (CEB) (Form-7) meeting as well as the quarterly schedule of the National Directorate meetings (NDM) for comments and approval of the CEB. Once approved, the ComSec provides the Commissioners and Directors final copy of the meeting schedule for calendar purposes. It should be noted that CHED Officials should refrain from scheduling another meeting, especially external meetings whenever there is ManCom and CEB meeting. All Directors are also requested to be around or on call whenever
there is a CEB meeting to provide support, updates or clarification to the CEB on matters involving their tasks/assignments.

1. Administrative Assistant/Designated Staff makes logistical and administrative arrangements and coordinates with concerned offices relative to venue and meals and preparation of meeting kits.

2. Designated Staff prepares the notice of meeting (Communication-3) and the provisional agenda (Form-5), validated by the Commission Secretariat (ComSec) Head based on the proposed items submitted by the different offices.

3. ComSec Head validates the notice of meeting and the provisional agenda and endorses them for approval of the Executive Director who in turn recommends approval to the Chairperson and eventually to ManCom and CEB.

4. Administrative Aide/Designated Staff collects/gathers documents/ supporting papers needed for the meeting for reproduction.

5. Administrative Aide/Designated Staff collates the materials/documents according to sequence of the meeting agenda, and then distributes to concerned offices.

6. Designated Staff gathers PDF files of the supporting documents/materials for digitization and distribution to the Directors as reference and guide in the discussion of the agenda items.

7. Executive Assistant/Designated Staff records the minutes (Form-8), matters taken up and agreements reached (Communication-4) during the meeting.

8. ComSec Head validates the above and prepares memorandum (Communication-6) for signature by the Executive Director, informing and directing the concerned Official/personnel of their assignment arising (Form-9) from the concluded CEB meeting.

9. ComSec Head, with the assistance of Designated Staff drafts CEB resolutions and corresponding directives to concerned Directors regarding the assignments and actions voted/approved in the meeting that fall under her/his mandate/office.

10. Designated Staff routes the draft resolutions to concerned Official for comments and validation of the decisions made to ensure accuracy of facts and points discussed during the meeting.

11. Designated Staff finalizes the validated resolutions and routes them to the Chairperson and Commissioners for their signature.

12. Executive Assistant/Designated Staff drafts the minutes of the meeting to be reviewed and edited by the ComSec Head.

13. Designated Staff transmits electronic copy of the draft minutes, at least two days before the next meeting to members of ManCom and CEB for comments/corrections of their specific areas of concern.

14. Members of the ManCom and CEB submit their comments and corrections to the ComSec for incorporation in the semi-final minutes which will be presented to CEB during the subsequent ManCom and CEB meeting.

15. Designated Staff incorporates the comments and corrections of the Commissioners and Directors and finalizes the minutes.
16. For the succeeding ManCom and CEB meeting, Designated Staff follows up on the actions taken by the concerned Officials pertaining to their assignment that arose from the previous meeting to be reported under “matters arising from the minutes of meeting” portion of the meeting agenda.

17. ComSec/OED staff repeats the whole cycle for the conduct of ManCom and CEB meetings.

2.5. Conduct of the National Directorate meetings (NDM)

In addition to the above procedure for the conduct of the ManCom and CEB meetings, the ComSec does the following additional administrative and logistical arrangements prior to the actual conduct of the NDM meeting:

1. Executive Director issues a memorandum (Communication-3) to the Regional Directors advising them of the upcoming Joint NDM and CEB meeting and requesting them to submit agenda items for inclusion under regional issues and concerns affecting their respective regions.
2. Designated Staff follows up on the confirmation of attendance of the regional directors and makes arrangement for their hotel accommodation and transportation from hotel to CHED and vice versa.
3. Designated Staff transmits meeting agenda and electronic copy of the minutes of the previous NDM meeting for their information, comments and corrections especially on the discussions referring to the regional concerns and issues.
4. Designated Staff provides the regional directors an electronic copy of the meeting folder/kit for their information, reference and guidance.

2.6. Request for Scheduled Interview

This covers interviews by the media with the Executive Director as the designated Spokesperson.

1. Executive Assistant evaluates request and recommends approval/disapproval of the Executive Director.
2. Upon approval of the Executive Director, the Executive Assistant coordinates with media for conduct of interview.
3. Executive Assistant / Designated Staff prepares briefing materials for the Executive Director in coordination with the concerned offices.
4. Executive Assistant monitors interview and provides additional materials to media when necessary.
5. Designated Staff monitors result of interview in print and broadcast media.
2.1. Processing of Requests, Invitations and Other Incoming Communications from CHED Offices and Outside Clients

- Administrative Aide/Designated Staff (AA/DS) receives/logs the document and indicates document number

- Executive Assistant accomplishes the document tracking slip/tracking form and stamp the name of the office in the original letter

- Administrative Assistant/Designated Staff acknowledges receipt of the letter/communication

- AA/DS routes the document to the concerned office

- AA/DS follows-up actions taken by the offices and the different Offices report the status of the requests/matters forwarded to them
2.2. Inspectorate Monitoring and Evaluation

Designated Staff (DS) prepares the memorandum on the submission of targets and accomplishments.

DS of the respective Central and Regional Offices/Units (CROU) submits PAPs/Assignments periodic updates.

ComSec assesses the PAPs/Assignments updates and prepares report for the Executive Director (ED).

ED reviews the PAPs/Assignments updates and give direction to the AS.

PAPs/Assignments not meeting the targets, DS prepares memorandum for the respective CROUs requesting for feedback and justifications for targets not met within the schedule including the catch-up plan.

PAPs/Assignments meeting targets according to the schedule, DS consolidates all reports and prepares periodic report including budget utilization for presentation to the ManCom/CEB.

OED calls for special meetings to address the PAPs/Assignments that are not progressing.
2.3. Approval of CHED Issuances

Originating offices/units performs CSW and prepares the proposed issuance

ManCom/CEB discuss draft issuance/document

ComSec returns the disapproved issuance/document to concerned office/units for more CSW

ComSec drafts CEB Resolution and informs the concerned office/unit of the decision

Administrative Aide/Designated Staff (AA/AS) receives/logs the document and indicates document number

Originating Office forwards the proposed issuance signed by the Director to the OED

ManCom/CEB discuss draft issuance/document

Endorse top ED for signature

ComSec returns the disapproved issuance/document to concerned office/units for more CSW

EA reviews the document and endorses top ED for signature

ComSec drafts CEB Resolution and informs the concerned office/unit of the decision

ED recommends the documents for ManCom/CEB agenda item

Originating Office forwards the signed copy to the Records Section

Originating Office forwards the signed copy to the Records Section
2.4. Conduct of Management Committee (ManCom) and Commission en Banc Meeting (CEB)

Administrative Assistant/Designated Staff (DS) makes arrangements related to the meeting

DS prepares the notice of meeting, provisional agenda

ComSec Head validates the notice of the meeting and the provisional agenda and endorses them for approval of the Executive Director and the Chairperson

Administrative Aide Designated Staff collects/gathers documents/supporting papers needed for the meeting for reproduction

AA/DS collates the materials/documents according to sequence of the meeting agenda and distributes to concerned offices

Designated Staff gathers PDF files of the supporting documents/materials for digitization and distributes to the Directors

EA/DS records the minutes, matters taken up and agreements during the meeting

ComSec Head validates the minutes and prepares memoranda on assignments for signature of ED

ComSec Head and DS drafts CEB resolutions and corresponding directives

DS routes the draft resolutions to the concerned offices for comments and validation

DS finalizes the validated resolutions and routes them to the Chairperson and Commissioners for signature

EA/DS drafts the minutes of the meeting to be reviewed and edited by the ComSec Head

DS transmits e-copy of the draft minutes, at least 2 days before the meeting to members of ManCom and CEB

Members of ManCom and CEB submit their comments and corrections to the minutes

DS incorporates the comments and corrections to the minutes

For the succeeding ManCom and CEB meeting, DS follow-up on the actions taken by the concerned offices pertaining to their assignments

ComSec/OED Staff repeats the whole cycle for the conduct of ManCom and CEB meetings
2.5. Conduct of the National Directorate meetings (NDM)

ED issues a memorandum of the upcoming joint NDM and CEB Meeting

Designated Staff (DS) follows up on the confirmation of attendance and makes arrangements on the accommodation and transportation

Designated Staff (DS) transmits meeting agenda and e-copy of the minutes of the previous NDM Meeting

DS provides the Regional Directors e-copy of the meeting
2.6. Request for Scheduled Interview

EA evaluates requests and recommends approval or disapproval of the request for interview of the ED

- EA evaluates requests and recommends approval or disapproval of the request for interview of the ED
- EA evaluates requests and recommends approval or disapproval of the request for interview of the ED
- EA evaluates requests and recommends approval or disapproval of the request for interview of the ED
3. OFFICE OF PROGRAMS AND STANDARDS DEVELOPMENT (OPSD)

A. TECHNICAL PANELS AND TECHNICAL COMMITTEES

A.1 Identification of Technical Panels/Technical Committees

Narrative Procedures

1. OPSD designated staff prepares a Memorandum to be signed by the CHED Chairperson to call for nomination for Technical Panel/Committee members.
2. The concerned staff disseminates the signed Memorandum to CHEDROs, HEIs, Professional Organizations, GOs, NGOs, etc.
3. The OPSD receives and reviews the nominations and finalizes the composition of the TP and TC for recommendation and approval of the Commission.
4. OPSD through Executive Office (EO) endorses TP/TC recommendation to ManCom/CEB for deliberation and decision.
5. Upon approval by the ManCom/CEB, the OPSD through Executive Office shall facilitate the signing and numbering of the CMO.
6. OPSD prepares the Certificate of Appointments for signature of the Chairperson.

A.2 Provision of Support of Technical Panels/Technical Committees

Narrative Procedures

Phase I: Preparation of Work and Financial Plan

1. The OPSD formulates targets and plan of activities for the year.
2. The respective Divisions prepare work and financial plan for the operation of the technical panel/committee based on the CHED’s program thrusts and priorities and on the set OPSD targets and plans.
3. The Division submits the draft to the OPSD Director for review and finalization.
4. The OPSD Internal Administrative Unit consolidates the work and financial plan of the different OPSD Divisions for submission to HEDFS.

Phase II: Coordination of Activities of the Technical Panels/Technical Committees

1. The concerned staff coordinates with the TP/TC Chairperson and members on a common schedule to set the target activity.
2. The staff prepares the following for the TP/TC meeting/activity:
   2.1 Before the meeting/activity:
      a) Venue and food reservation
      b) Preparation of Authority to Hold Activity, Agenda, Notice of Meetings, Attendance sheet, etc.
      c) Preparation of materials for the meeting.
d) Agenda Folder/Materials to be sent to the TP members

2.2 During the meeting/activity:
   a) Preparation of the venue and recording system for documentation
   b) Taking down minutes.
   c) Participates in the discussion/meeting

2.3 After the meeting/activity:
   a) Preparation of the Minutes of the Meeting/Proceedings
   b) Preparation of recommendations and resolutions, takes action on issues/decisions based on the discussions during the meeting.
   c) Submission of final recommendations/decisions on issues, cases, policies to the OPSD Director for review and appropriate action.
   d) Preparation of reimbursement/payments for food and venue, travel expenses/reimbursements of the panel of experts/resource persons, honorarium, etc.

B. REGULATORY FUNCTIONS

B.1. Formulation/Revision of Policies, Standards and Guidelines (PSGs) of Academic Programs

Narrative Procedures

Phase I: Need Determination
1. The OPSD determines the disciplines/programs/courses that need to be developed/revised based on local conditions/needs, global standards or internationally agreed-upon frameworks and mechanisms.
2. The concerned Division proposes the annual plans and activities related to PSG development to the OPSD Director for approval.

Phase II: Formulation/Revision of PSGs
3. The approved proposal for formulation/revision of PSGs is endorsed to the Technical Panel (TP) concerned for recommendation to a Technical Committee (TC).
4. The Division concerned coordinates with the identified Technical Committee to undertake meetings/consultations/workshops on the formulation/revision of a draft PSG.
5. The draft PSG shall be endorsed to the Legal and Legislative Services (LLS) for comments as to form and compliance with other legal requirements.
6. Upon favorable recommendation from LLS, the OPSD through Executive Office endorses the draft PSG to ManCom/CEB for deliberation and subsequent adoption as the proposed draft to be subjected for public hearing.
Upon approval of the ManCom/CEB, the OPSD through Executive Office shall ensure the publication and wide dissemination of Notice for the Public Hearing/Consultation including a copy of the proposed PSG.

The division concerned, with the Technical Committee, presents the draft PSG through consultations to the representatives of the academe, industry, and other stakeholders for review/comments.

The OPSD through the concerned Technical Panel/Technical Committee consolidates and deliberates the comments/inputs/suggestions gathered from the public hearing/consultation for possible integration into the draft PSG.

The division concerned through the concerned TP/TC, finalizes the proposed draft PSG.

**Phase III: Approval of PSG**

11. The OPSD through Executive Office endorses the proposed draft PSG to ManCom/CEB for approval and issuance as a CHED Memorandum Order.

12. Upon approval by the ManCom/CEB, the OPSD through Executive Office shall facilitate the signing and numbering of the CMO and ensure the wide dissemination and orientation of the approved PSG.

**B.2. Processing Government Authority to Operate Programs for Medicine, Dentistry, Nursing, Graduate Programs, and Programs Without Existing PSGs**

**Narrative Procedures**

1. OPSD designated staff receives application documents and result of preliminary evaluation forwarded by the CHEDRO.

2. OPSD Director forwards the application documents to Standards Development Division for processing.

3. SDD concerned staff reviews and acknowledges application documents and refer to the concerned Technical Panel/Technical Committee for evaluation.

   3.1 TP/TC conducts ocular inspection and evaluation visit with CHEDRO representative and submits report and recommendation to OPSD.

   3.2 If not favorably recommended, OPSD communicates to CHEDRO regarding deficiencies.

   3.3 If favorably recommended, OPSD through Executive Office endorses TP/TC recommendation to ManCom/CEB.

4. CEB makes final decision on the application for government authority to operate the program.

   4.1 If approved, CEB issues resolution and Chairperson through OPSD issues certificate of government authority.

   4.2 If disapproved, OPSD through Executive Office notifies CHEDRO of disapproval.
B.3. Processing Authority to Operate Extension Programs

**Narrative Procedures**

1. OPSD designated staff receives application documents and result of preliminary evaluation forwarded by the CHEDRO which has jurisdiction over the main campus one year prior to the intended operation of the program.
2. OPSD Director forwards the application documents to Standards Development Division for processing.
3. SDD concerned staff reviews and acknowledges forwarded application documents and refer to the concerned Technical Panel/Technical Committee for evaluation.
   3.1 TP/TC conducts ocular inspection and evaluation visit with CHEDRO representative and submits report and recommendation to OPSD.
   3.2 If not favorably recommended, OPSD communicates to CHEDRO regarding deficiencies.
   3.3 If favorably recommended, OPSD through Executive Office endorses TP/TC recommendation to ManCom/CEB.
4. CEB makes final decision on the application for government authority to operate the program.
   4.1 If approved, CEB issues resolution and Chairperson through OPSD issues certificate of government authority to operate academic programs through extension.
   4.2 If disapproved, OPSD through Executive Office notifies CHEDRO of disapproval.

B.4. Processing Authority to Operate Transnational Education/Distance Education

**Narrative Procedures**

1. OPSD designated staff receives application with complete and duly authenticated supporting documents forwarded by CHEDRO or from applicant FHEP/PHEI.
2. OPSD Director forwards the application documents to Non-Conventional Higher Education Division for processing.
3. NHD designated staff reviews and acknowledges receipt of application documents from CHEDRO or applicant FHEP/PHEI and conducts documentary analysis to determine completeness and compliance with documentary requirements. For FHEP, OPSD forwards to International Affairs Secretariat (IAS) for verification/validation on the status of recognition/accreditation from home country.
3.1 If in order: OPSD through TPTNEDE and concerned TP conducts interview of institution’s representatives and conducts evaluation visit as needed.
3.2 If not in order: OPSD transmits result of documentary analysis to CHEDRO or applicant FHEP/PHEI.
4. TPTNEDE and concerned TP submit recommendation to OPSD.
   4.1 If favorably recommended, OPSD through EO submits recommendation of TPTNEDE and concerned TP to ManCom/CEB for deliberation and final decision.
   4.2 If not favorably recommended, OPSD through Executive Office notifies CHEDRO of disapproval or directly to FHEP/PHEI.
5. CEB makes final decision on the application for government authority to operate program.
   5.1 If approved, CEB issues resolution and Chairperson through OPSD issues certificate of Government Authorization.
   5.2 If disapproved, OPSD through Executive Office notifies CHEDRO of disapproval or directly to FHEP/PHEI.

B.5. Processing Authority to Operate Ladderized Education Program for Programs without CHED-approved Model Embedment

**Narrative Procedures**

1. OPSD designated staff receives application to operate ladderized education program with complete and duly authenticated supporting documents from HEI with CHED recognized program/s through CHEDRO.
2. OPSD Director forwards the application documents to Non-Conventional Higher Education Division for processing.
3. NHD designated staff reviews and acknowledges receipt of application documents from CHEDRO and conducts documentary analysis to determine completeness and compliance with documentary requirements.
   3.1 If complete, OPSD through the concerned Technical Panel/Technical Committee (TP/TC) for the discipline applied for, conducts interview of institution’s representatives and conducts inspection composed of representatives from a) TP/TC for the disciplines, b) OPSD, c) CHEDRO, and d) TESDA.
   3.2 If not complete, OPSD transmits result of documentary analysis to CHEDRO.
4. OPSD through EO submits recommendation to ManCom/CEB for deliberation and final decision.
   4.1 If approved, CEB through the Chairperson issues Certificate of Authority to Operate
   4.2 If disapproved, OPSD through EO notifies CHEDRO of disapproval and CHEDRO transmit to HEI.
5. CEB makes final decision on the application for government authority to operate the program.
5.1 If approved, CEB issues resolution and Chairperson through OPSD issues certificate of government authority.
5.2 If disapproved, OPSD through Executive Office notifies CHEDRO of disapproval.

B.6. Processing Application for Authority to Implement Expanded Tertiary Education Equivalency Program (ETEEAP)

Narrative Procedures

1. OPSD designated staff receives application for deputization with all documentary requirements on institutional management and support and program capability from interested HEI and result of documentary analysis forwarded by CHEDRO.
2. OPSD Director forwards the application documents to Non-Conventional Higher Education Division for processing.
3. NHD designated staff reviews and acknowledges the HEI application and refer to the Technical Panel/Technical Committee for ETEEAP.
4. A CHED Evaluation Team shall be formed to conduct evaluation visit to be composed of two (2) members of the Technical Panel for ETEEAP (TPETEEAP) and a member of the Technical Committee for the regular program intended to be offered through the ETEEAP. By using the ETEEAP evaluation instrument, the Evaluation Team will be able to fully determine and validate the readiness of the institution and its intended program to be offered via ETEEAP for deputization.
5. If the applying HEI and the program intended to be offered through the ETEEAP satisfies all the requirements for deputization, the Technical Secretariat prepares the Technical Panel (TP) Resolution to be signed by all members of the Technical Panel recommending approval of said application;
6. The Technical Secretariat prepares complete staff work (CSW) on the application, with the following details, to be submitted to the CHED Management Committee and Commission en banc through the Executive Office for decision: a) action requested; b) rationale/background information; c) supporting documents, i.e., copies of the evaluation report and the signed TP Resolution; and d) proposed Resolution for CEB action.
7. CEB makes final decision on the application for authorization to implement the program.
   7.1 If approved, CEB issues resolution and Chairperson through OPSD issues Certificate of Authorization.
   7.2 If disapproved, OPSD through Executive Office notifies CHEDRO of disapproval.

B.7. Processing Authority to Confer Honorary Degree

Narrative Procedures
1. OPSD designated staff receives application to confer Honorary Doctorate Degrees and result of documentary analysis forwarded by CHEDRO. The request for authority to confer an honorary degree shall be filed at least three (3) months before the scheduled conferment.

2. OPSD Director forwards the application documents to Programs Development Division for processing.

3. PDD concerned staff evaluates the completeness of the documents and the accuracy of the information provided by the HEI, most especially in determining if the qualifications of the honoree and are consistent with the institution’s mission and values.

4. OPSD through Executive Office submits recommendation to ManCom/CEB for deliberation and final decision.
   4.1 If approved, CEB issues resolution and Chairperson through OPSD issues notice of approval to the applicant HEIs.
   4.2 If disapproved, OPSD through Executive Office notifies CHEDRO of disapproval.

B.8. Regular Monitoring of Programs under OPSD Offered by Higher Education Institutions

Narrative Procedures

1. OPSD through the Technical Panel/Technical Committee identifies HEIs to be monitored based on criteria or priority areas of concern.

2. The designated staff of the concerned division prepares schedule of assignments of TP/TC and informs CHEDRO of schedule of visit.

3. Monitoring Team conducts ocular inspection and validation of HEI documents and submits monitoring report to OPSD.

4. OPSD Director makes action on the monitoring report.
   4.1 If findings favorable, OPSD informs HEI through CHEDRO of favorable findings.
   4.2 If findings not favorable, OPSD communicates to CHEDRO unfavorable findings and/or deficiencies.

5. CHEDRO communicates to HEI unfavorable findings and/or deficiencies.

6. HEI submits compliance to OPSD through the CHEDRO.

7. The concerned division through Monitoring Team conducts review of compliance documents and/or conducts re-inspection of HEI.

8. Monitoring Team prepares and submits validation report to OPSD.

9. OPSD Director makes action on the validation report.
   10.1 If findings favorable, OPSD informs HEI through CHEDRO of favorable findings.
   10.2 If findings not favorable, OPSD recommends to CHED Legal Affairs Service the gradual phase-out of the program.
B.9. Joint CHED-PRC Monitoring of Programs Offered by Higher Education Institutions

Narrative Procedures

1. OPSD designated staff receives proposed dates of joint CHED-PRC monitoring visits to HEIs from PRC.
2. OPSD Director forwards the proposed dates of monitoring visits to Standards Development Division for processing.
3. SDD prepares schedule of assignments of TP/TC and informs CHEDRO of schedule of visit.
4. Joint CHED-PRC Monitoring Team conducts ocular inspection and validation of HEI documents and submits monitoring report to OPSD.
5. OPSD Director makes action on the monitoring report.
   5.1 If findings favorable, OPSD informs HEI through CHEDRO of favorable findings.
   5.2 If findings not favorable, OPSD communicates to CHEDRO unfavorable findings and/or deficiencies.
6. CHEDRO communicates to HEI unfavorable findings and/or deficiencies.
7. HEI submits compliance to CHEDRO.
8. CHEDRO forwards HEI compliance to OPSD.
9. OPSD through CHED-PRC Monitoring Team conducts review of compliance documents and/or conducts re-inspection of HEI.
10. Monitoring Team prepares and submits validation report to OPSD.
11. OPSD Director makes action on the validation report.
   11.1 If findings are favorable, OPSD informs HEI through CHEDRO of favorable findings.
   11.2 If findings are not favorable, OPSD recommends to CHED Legal Affairs Service the gradual phase-out of the program.

C. Developmental Functions

C. 1. Center of Excellence/Center of Development (COEs/CODs)

Narrative Procedures

Phase I. Formulation of Guidelines and Criteria for the Selection of COEs/CODs

1. The OPSD, through meetings and workshops of the TPs/TCs formulate/revise guidelines and criteria for the selection of COE/COD in the various degree programs.
2. The OPSD through the Executive Office submits the proposed guidelines and selection criteria to the ManCom/Commission en Banc for deliberation and decision.
3. Upon approval, CHED through OPSD issues Memorandum on call for submission of applications for COEs/CODs and disseminates the approved guidelines and criteria for selection, and application form/instrument (including checklist of supporting documents) to Higher Education Institutions (HEIs) through CHEDROs, CHED website and other media.

**Phase II. Processing Application/s of COEs/CODs**
1. OPSD designated staff receives application for COEs/CODs with complete supporting documents from HEI through CHEDRO.
2. OPSD Director forwards the application documents to Programs Development Division for processing.
3. PDD concerned staff reviews and acknowledges forwarded documents and conducts documentary analysis to determine completeness of the documentary requirements.
   3.1 If complete, OPSD refers application to concerned TP/TC.
   3.2 If not complete, OPSD notifies HEI to submit required documents, copy furnish CHEDRO.
4. TP/TC conducts documentary analysis and ocular inspection.
5. Upon completion of the evaluation process, the TP/TC conducts final deliberation and submits final recommendation through a TP/TC Resolution.
6. The OPSD through Executive Office forwards TP/TC recommendation to ManCom/CEB for deliberation and decision.
   6.1 If approved, CEB issues resolution and Chairperson through OPSD issues certificate of award/designation to identified COEs/CODs.
   6.2 If disapproved, OPSD through Executive Office notifies CHEDRO of disapproval.

**Phase III. Formulation of Implementing Guidelines for the Provision of Grants to identified COEs/CODs**
1. The OPSD, through meetings and workshops of the TPs/TCs, formulate/revise implementing guidelines and procedures (including forms and checklist of supporting documents) for the provision of grants to COE/COD in the various degree programs.
2. The OPSD through the Executive Office submits the proposed implementing guidelines and procedures to the ManCom/Commission en Banc for deliberation and decision.
3. Upon approval, CHED through OPSD issues Memorandum on implementing guidelines for the provision of grants for COEs/CODs and disseminates the approved guidelines to Higher Education Institutions (HEIs) through CHEDROs, CHED website and other media.

**Phase IV. Project Proposal Evaluation, Implementation and Support for COEs/CODs**
1. OPSD designated staff receives project proposal for funding through the COE/COD project with complete supporting documents directly from concerned HEI or through CHEDRO.
2. OPSD Director forwards the project proposals to Programs Development Division for processing.

3. PDD concerned staff acknowledges project proposals through CHEDROs and conducts documentary analysis to determine completeness of the documentary requirements.
   3.1 If complete, OPSD refers application to concerned TP/TC.
   3.2 If not complete, OPSD notifies HEI to submit additional documents.

4. The OPSD through TP/TC conducts documentary evaluation and conducts verification session or request for additional documents/revisions, if necessary.

5. Upon completion of the evaluation process, the TP/TC conducts final deliberation and submits recommendation through a TP/TC Resolution.

6. Executive Office endorses TP/TC recommendation to ManCom/CEB for deliberation and decision.
   6.1 If approved, CEB issues resolution and OPSD issues notice of approval and Memorandum of Agreement (MOA) (approved by Legislative and Legal Services) to proponent HEI.
   6.2 If disapproved, OPSD through Executive Office notifies HEI or CHEDRO of disapproval.

7. Upon submission by the concerned HEI of accomplished MOA and work and financial plan, and other required documents, OPSD shall review and facilitate perfection of MOA.

8. OPSD prepares necessary documents for submission to the Commission on Audit (COA) and Higher Education Development Fund Staff (HEDFS) to facilitate the release of approved fund allocation.

9. Upon completion of check preparation or transfer of fund to HEI’s Bank Account by HEDFS, OPSD notifies HEI of the availability of check or fund transfer and issues Notice of Award with conforme by the HEI together with a copy of the perfected MOA.

10. In special cases, OPSD receives request for revision, realignment and extension related to COE/COD project implementation. OPSD reviews and evaluates request and refers to TP/TC for appropriate recommendation through TP/TC Resolution.
    10.1 If approved by TP/TC, OPSD through Executive Office endorses TP/TC recommendation to ManCom/CEB for deliberation and decision.
        10.1.1 If approved, CEB issues resolution and OPSD issues notice of approval and Supplemental Memorandum of Agreement (MOA) (approved by Legislative and Legal Services) to proponent HEI.
        10.1.2 If disapproved, OPSD through Executive Office notifies the HEI or CHEDRO of disapproval.
    10.2 If disapproved by TP/TC, OPSD through Executive Office notifies HEI or CHEDRO of disapproval.

11. The OPSD shall conduct monitoring during or after the project implementation. The OPSD through the TP/TC concerned shall formulate and finalize the appropriate COE/COD project monitoring instrument. If there is a need for ocular visit, a monitoring team shall be formed, composed of TP/TC members, OPSD staff and/or CHEDRO staff.
12. The OPSD shall prepare the travel documents of the monitoring team and coordinate with CHEDRO for the schedule of the monitoring visit to the COE/COD, and facilitate the transfer of funds for the monitoring expenses.

13. The monitoring team submits the findings/report to OPSD through the Technical Panel/Technical Committee concerned. The TP/TC deliberates on the results of the monitoring report and makes recommendations for policy development/enhancement or project intervention.

14. The OPSD through Executive Office endorses TP/TC recommendation to ManCom/CEB for information, deliberation and decision.

C.2. Processing Application for Scholarships or Grants under the Faculty Development Program (FDP)

C.2.1 Processing of Application of Delivering Higher Education Institutions (DHEIs) to offer programs under FDP

Narrative Procedures

1. OPSD designated staff receives application to be a delivering higher education institution (DHEI) for specific program/s with complete supporting documents from interested HEI.
2. OPSD Director forwards the application to Programs Development Division for processing.
3. PDD concerned staff evaluates completeness of submitted documents then submits to Technical Panel/Technical Committee for review and appropriate recommendation if program is not a COE/COD or if level of accreditation is lower than Level III.
4. The TWG reviews and evaluates the program being applied for:
   4.1 If approved, program application will be submitted to the TWG-FDP for final recommendation.
   4.2 If additional documents are needed, PIU notifies HEI of additional supporting documents.
   4.3 If not approved, OPSD notifies HEI of CEB decision.
5. If program applied for is approved by the TWG, OPSD through Executive Office endorses TWG-FDP recommendation to ManCom/CEB for deliberation and decision.
   5.1 If approved, CEB issues resolution and Chairperson through OPSD issues letter of approval to DHEI.
   5.2 If disapproved, OPSD through Executive Office notifies HEI of disapproval.

C.2.2. Processing of Application and Support for the FDP Scholarship

Narrative Procedures

a. Screening of Application and Grant of Award
1. OPSD designated staff receives application directly from faculty or through DHEI.
2. OPSD Director forwards the application to Programs Development Division for processing.
3. PDD concerned staff evaluates application documents.
   3.1 If complete, PDD prepares screening sheet.
   3.2 If not complete, OPSD notifies faculty applicant/DHEI to submit lacking documents.
4. The OPSD Director and Executive Director make final decision.
   4.1 If approved, OPSD prepares and issues Notice of Award/Transmittal Letter and other documents to faculty scholar/DHEI.
   4.3 If disapproved, OPSD notifies faculty/DHEI of disapproval.
5. PDD concerned staff receives completed documents by DHEI/faculty grantee and prepares Certificate of Award (CA), Scholarship Contract (SC) for signature of the OPSD Director, Executive Director and the Office of the Chairperson and subjects MOA for notarization.
6. OPSD disseminates copies of Certificate of Award and Scholarship Contract to Grantee/DHEI, SHEI and Commission on Audit.

b. Provision of Financial Assistance and Liquidation Reports
Provision of financial assistance can be released through the DHEIs or directly to the faculty scholars.

- Processing of Financial Assistance for Faculty Scholars through DHEIs (Transfer of Funds):
  1. OPSD designated staff receives accomplished Memorandum of Agreement (MOA) and Supplemental Agreement (SA), and Liquidation Report (for succeeding release) from the DHEI.
  2. OPSD Director forwards the documents to Programs Development Division for processing.
  3. PDD concerned staff assesses completeness of documents and prepares necessary documentary requirements needed to facilitate fund release for submission to HEDFS/AFMS.
  4. Upon completion of check preparation or transfer of fund to DHEI’s Bank Account by HEDFS/AFMS, OPSD notifies DHEI of the availability of check or fund transfer.
  5. OPSD receives complete Liquidation Report from DHEI and endorses the LR to HEDFS using a liquidation report form.
  6. OPSD conducts regular monitoring on the status of scholars and the status of fund releases to DHEIs and updates FDP database.

- Processing of Financial Assistance Released Directly to Faculty Scholars:
  1. OPSD designated staff receives complete documentary requirements (Certificate of Registration, proof of payment and grades for the previous term enrolled (for continuing scholars) from the faculty scholar.
2. OPSD Director forwards the documents to Programs Development Division for processing.
3. PDD concerned staff assesses and verifies completeness of submitted documents and prepares necessary documentary requirements (Disbursement Vouchers and Breakdown of Privileges) to facilitate fund release for submission to HEDFS/AFMS.
4. Upon completion of check preparation or transfer of fund to faculty scholar’s Bank Account by HEDFS, OPSD notifies scholar of the availability of check or fund transfer.
5. OPSD conducts monitoring on the status/progress of scholars and updates FDP database.

c. Processing of CHED Clearance
1. OPSD designated staff receives request for CHED clearance with complete requirements from grantee.
2. OPSD Director forwards the documents to Programs Development Division for processing.
3. OPSD evaluates and verifies completeness of requirements:
   a. If complete, OPSD prepares Clearance Certificate for signature of Executive Director through the OPSD Director.
   b. If not complete, OPSD notifies grantee to submit lacking documents.
4. Upon approval, OPSD notifies grantee on the availability of the Clearance Certificate for release/pick-up.

C.2.3. Monitoring of FDP Scholars

Narrative Procedures

1. The OPSD conducts a regular/periodic monitoring of faculty scholars through submission of status reports (status of fund releases and academic performance of scholars) by the DHEIs or through conduct of meetings/workshops with the coordinators of DHEIs
2. If there is a need for ocular visit, an evaluation team shall be formed composed of TWG-FDP members, OPSD staff or CHEDRO staff.
3. The OPSD shall prepare the travel documents of the evaluation team and coordinate with CHEDRO for the schedule of the monitoring visit to the DHEIs, and facilitate the transfer of funds for the monitoring expenses.
4. At the end of the activity, the Evaluation Team submits a monitoring report to OPSD through the TWG-FDP. The TWG-FDP deliberates on the results of the monitoring report and makes recommendations for policy development/enhancement or project intervention. OPSD updates FDP status based on collected status report for both financial and academic performance.

C.3. Processing Applications for Financial Support for the Identified National Universities/Colleges of Agriculture and Fisheries (NUCAFs) And
Provincial Institutes of Agriculture and Fisheries (PIAFs) under the NAFES Project

Narrative Procedures

1. OPSD designated staff receives project proposal for funding through the NAFES project with complete supporting documents from qualified HEIs.
2. OPSD Director forwards the project proposals to Programs Development Division for processing.
3. PDD concerned staff acknowledges submitted project proposal through CHEDROs and verifies completeness of documents based on NAFES requirements.
4. PDD refers the application to the NAFES Committee for evaluation.
   a. If proposal meets NAFES requirements and objectives, NAFES Committee submits final recommendation to the OPSD Director through a Committee Resolution
   b. If proposal does not meet NAFES requirements, OPSD notifies proponent HEI regarding the additional documents or the needed clarifications. Upon submission of additional documents by proponent HEI, NAFES Committee re-evaluates and makes recommendations.
5. Upon approval of the project proposal, the OPSD through Executive Office endorses NAFES Committee recommendation to ManCom/CEB for deliberation and decision.
   a. If approved, CEB issues resolution and Chairperson through OPSD issues letter of approval, Memorandum of Agreement (MOA), to proponent HEI.
   b. If disapproved, OPSD through Executive Office notifies CHEDRO of disapproval.
6. Upon submission of accomplished MOA and submission of work and financial plan by the NUCAF/PIAF, OPSD shall review the completeness of the documents and prepares necessary documents for submission to the budget office (AFMS) to facilitate the release of approved fund allocation.
7. Upon completion of check preparation or transfer of fund to HEI’s Bank Account, OPSD notifies HEI of the availability of check or fund transfer.
8. Upon submission of complete Liquidation Report by HEI, OPSD endorses the LR to HEDFS using a liquidation report form. NUCAF/PIAF shall also submit progress/terminal report for the project.
   a. The OPSD shall conduct a regular/periodic monitoring during or after the project implementation. The OPSD through the NAFES Committee shall formulate and finalize the appropriate project monitoring instrument.
9. If there is a need for ocular visit, an evaluation team shall be formed composed of NAFES Committee members, OPSD staff or CHEDRO staff.
10. The OPSD shall prepare the travel documents of the evaluation team and coordinate with CHEDRO for the schedule of the monitoring visit to the NUCAF/PIAF, and facilitate the transfer of funds for the monitoring expenses.
11. At the end of the activity the Evaluation Team submits a monitoring report to OPSD through the NAFES Committee concerned. The NAFES Committee
deliberates on the results of the monitoring report and makes recommendations for policy development/enhancement or project intervention.

12. The OPSD through Executive Office endorses NAFES Committee recommendation to ManCom/CEB for information, deliberation and decision. OPSD transmits monitoring results to respective NUCAF/PIAF.

C.4 Processing of Financial Assistance for Accreditation of Higher Education Institutions: Preliminary Survey Assistance for Accreditation (PSAA) and Institutional Development Assistance for Accreditation (IDAA)

Narrative Procedures

1. OPSD designated staff receives application for CHED Financial Assistance for Accreditation (PSAA and IDAA) with complete supporting documents directly from interested HEIs or through CHEDRO.
2. OPSD Director forwards the project proposals to Programs Development Division for processing.
3. PDD or CHEDRO concerned staff conducts preliminary evaluation of the application to determine completeness of the documentary requirements and compliance with the CHED guidelines on the grant of financial Assistance for Accreditation particularly on the following:
   3.1 If the HEI applicant is SUC or Private (Non-Stock or Stock not qualified)
   3.2 Liquidation status from HEDFS for any unliquidated balance – HEIs with unliquidated balances are not eligible for subsequent financial assistance.
4. OPSD reviews completeness of the documents and refer to the concerned Technical Panel/Technical Committee for evaluation.
5. TP/TC reviews the application/project proposal/list of books/laboratory
   5.1 If favorably recommended/approved, TC/TP issues Resolution
   5.2 If not favorably recommended, OPSD notifies proponent HEI through CHEDRO
6. OPSD through Executive Office endorses TP/TC recommendation to ManCom/CEB for deliberation and decision.
   6.1 If approved, CEB issues resolution and Chairperson through OPSD issues letter of approval and prepares Memorandum of Agreement (MOA) for transmission to HEI.
   6.2 If disapproved, OPSD through Executive Office notifies HEI of disapproval.
7. Upon submission of accomplished MOA by the proponent HEI, OPSD will endorse the MOA to OPSD Director for initials, then will send to Executive Director and Chairperson’s signature. OPSD facilitates notarization of MOA and sends a copy of the MOA to HEI concerned.
8. OPSD provides a copy of the executed MOA to Commission on Audit (COA) through a transmittal letter. (Should have a receiving copy that the COA will stamp as received
9. OPSD prepares necessary documents (Obligation Request, Disbursement Voucher, executed MOA with receiving stamp of COA, Project Proposal, etc.) and transmits to HEDFS for processing of fund release.
10. Upon completion of check preparation or transfer of fund to HEI’s Bank Account, OPSD notifies HEI of the availability of check or fund transfer and prepares Notice to Proceed to be signed by proponent HEI.

11. Upon submission of complete Liquidation Report by HEI, OPSD endorses the LR to HEDFS using a liquidation report form. Beneficiary HEI shall also submit progress/terminal report for the project.

12. If needed, the OPSD shall conduct a monitoring during or after the project implementation. The OPSD shall formulate and finalize the appropriate project monitoring instrument.

C. 5. Approval and Implementation of Developmental/Innovative Programs/Projects

The Commission determines the need to implement developmental and innovative programs and projects based on national priorities, needs or international standards.

**Narrative Procedures**

1. OPSD prepares or receives project proposal directly from concerned stakeholders for funding.
2. OPSD Director forwards the project proposals to Programs Development Division for processing.
3. PDD concerned staff acknowledges application through CHEDROs and conducts documentary analysis to determine completeness of the documentary requirements.
   3.1 If complete, OPSD refers application to concerned panel of experts.
   3.2 If not complete, OPSD notifies HEI to submit additional documents.
4. TP/TC conducts documentary evaluation and conducts verification session or request for additional documents/revisions, if necessary. Upon completion of the evaluation process, the panel of experts conduct final deliberation and submits recommendation.
5. The OPSD through Executive Office endorses expert’s recommendation to ManCom/CEB for deliberation and decision.
   5.1 If approved, CEB issues resolution and OPSD issues notice of approval and Memorandum of Agreement (MOA) (approved by Legislative and Legal Services) to concerned proponent.
   5.2 If disapproved, OPSD through Executive Office notifies concerned proponent of disapproval.
6. Upon submission by the concerned proponent of accomplished MOA and work and financial plan, and other required documents, OPSD shall review and facilitate perfection of MOA.
7. OPSD prepares necessary documents for submission to the Commission on Audit (COA) and Higher Education Development Fund Staff (HEDFS) to facilitate the release of approved fund allocation.
8. Upon completion of check preparation or transfer of fund to proponent’s Bank Account by HEDFS, OPSD notifies HEI of the availability of check or fund transfer and issues Notice of Award with conforme by the proponent together with a copy of the perfected MOA.

9. In special cases, OPSD receives request for revision, realignment and extension related to project implementation. OPSD reviews and evaluates request and refers to panel of experts for appropriate recommendation through a Resolution.

9.1 If approved, OPSD through Executive Office endorses expert’s recommendation to ManCom/CEB for deliberation and decision.

9.1.1 If approved, CEB issues resolution and OPSD issues notice of approval and Supplemental Memorandum of Agreement (MOA) (approved by Legislative and Legal Services) to proponent.

9.1.2 If disapproved, OPSD through Executive Office notifies the proponent of disapproval.

9.2 If disapproved by TP/TC, OPSD through Executive Office notifies proponent of disapproval.

10. The OPSD shall conduct monitoring during or after the project implementation. The OPSD shall formulate and finalize the appropriate project monitoring instrument. If there is a need for ocular visit, a monitoring team shall be formed, composed of expert members, OPSD staff and/or CHEDRO staff.

11. The OPSD shall prepare the travel documents of the monitoring team and coordinate with CHEDRO for the schedule of the monitoring visit, and facilitate the transfer of funds for the monitoring expenses.

12. The monitoring team submits the findings/report to OPSD through the experts concerned. The experts deliberates on the results of the monitoring report and makes recommendations for policy development/enhancement or project intervention.

13. The OPSD through Executive Office endorses recommendation to ManCom/CEB for information, deliberation and decision.

D. Other Services

D.1. Processing of Request for Revision of Program Curriculum

Narrative Procedures

1. OPSD designated staff receives request for revision of program curriculum and result of preliminary evaluation forwarded by CHEDRO.

2. OPSD Director forwards the application documents to Standards Development Division for processing.

3. SDD concerned staff reviews and acknowledges forwarded documents and refer to the concerned Technical Panel/Technical Committee for evaluation.

4. TP/TC evaluates submitted documents and submits report and recommendation to OPSD.

4.1 If favorably recommended, OPSD through Executive Office endorses TP/TC recommendation to concerned CHEDRO.
4.2 If not favorably recommended, OPSD communicates to CHEDRO regarding deficiencies/disapproval.

D.2. Procedure in the Preparation of Comments/Position Papers in Aid of Legislation and Policy Formulation

Narrative Procedures

1. OPSD Director or her representative and/or a TP/TC member should attend.
2. OPSD notifies the TP/ OPSD designated staff receives and records request for comments/position papers from Office/Agency concerned.
3. OPSD Director forwards request to the concerned Division for processing.
4. The Division head assigns the request to the staff concerned for acknowledgement. Conducts initial study, research and or provide comments.
5. If needed, the document, through an indorsement, is referred to the panel of experts for comments and recommendations.
6. The OPSD receives inputs from the experts and prepares draft comment/position paper for transmittal to the requesting Office/Agency to be signed by the OPSD Director.
7. OPSD submits the Memorandum containing the comments/position to the requesting Office/Agency.
8. If there is a hearing/session in the legislature where presence of a resource person is needed, the TC, through an invitation letter signed by the OPSD Director relative to his/her attendance in the hearing/session, if needed.
### PERSON IN-CHARGE

- **Chairperson**
- **OPSD Director/AFMS/HRDM**

### MAIN PROCEDURE

1. Requisition of Budget for the Hiring of Plantilla Items
   - Fill-up plantilla vacant position

### DETAILED PROCEDURE

- **Request for Plantilla Items:**
  - Request to DBM for budget allocation for Plantilla Items
  - Identities personnel requirement qualifications and competencies

- **Hiring of Plantilla Position**
  - Request Office of Administrative, Finance and Management Service to Fill-up and Publication of vacant positions, signed by the OPSD Director

### FORM/REFERENCE

- **Input:**
  - Request Letter
  - TOR
  - KPI

- **Output:**
  - Notice from the AFMS approving plantilla positions

- **Input:**
  - OPSD Director Request Letter

- **Output:**
  - Hired Plantilla items (CHED Recruitment and Selection Manual)

---

**Note:** Selection and hiring of personnel for plantilla positions follows the procedure in the HRDM Recruitment Manual
<table>
<thead>
<tr>
<th>Chairperson/ OPSD Director/ AFS-HRMD</th>
<th>Requisition, Identification and Recommendation to Hire Technical Consultant</th>
<th><strong>Input</strong></th>
<th><strong>Output</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hiring of Outsource Personnel and Technical Consultant</td>
<td></td>
<td>Request CSW Form-CEB</td>
</tr>
<tr>
<td></td>
<td>1. <strong>Technical Consultant</strong></td>
<td></td>
<td>PR/RIS</td>
</tr>
<tr>
<td></td>
<td>➢ Identifies personnel requirement, qualifications and competencies</td>
<td></td>
<td>PPMP</td>
</tr>
<tr>
<td></td>
<td>➢ The oversight commissioner through the MES-OPSD request/recommend the</td>
<td></td>
<td>Memo from the Chairperson to BAC indorsing Highly Technical Consultant</td>
</tr>
<tr>
<td></td>
<td>Commission to hire Technical Consultant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Prepare Purchase Request/Requisition Issue Slip (PR/RIS) for the purchase of</td>
<td></td>
<td>CEB Resolution</td>
</tr>
<tr>
<td></td>
<td>services</td>
<td></td>
<td>BAC Resolution</td>
</tr>
<tr>
<td></td>
<td>➢ Forward to HEDF to certify funds availability</td>
<td></td>
<td>Signed/Notarized Contract</td>
</tr>
<tr>
<td></td>
<td>➢ Forward to Bids and Awards Committee (BAC) for approval for the purchase of</td>
<td></td>
<td>Letter from the OPSD Director to COA with perfected contract</td>
</tr>
<tr>
<td></td>
<td>services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Chairperson recommend BAC for hiring of technical consultant (highly technical consultant) through Memo from the Chairperson</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Prepare contract between Head of the Agency and Technical Consultant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Notarize the contract after signing by both parties</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Submit copy to the Commission on Audit (COA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chairperson/ OPSD</th>
<th>Requisition, Identification and Recommendation</th>
<th><strong>Input</strong></th>
<th><strong>Output</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. <strong>Outsourced Personnel</strong></td>
<td></td>
<td>Request for Job Order/Outsourcing</td>
</tr>
<tr>
<td></td>
<td>➢ Office of Programs and Standard Development (OPSD) requests/</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Director/ HEDFS | to hire Outsourced Personnel | recommends to the Commission to hire outsource personnel  
- Identifies personnel requirement, qualifications and competencies | Listing of required TOR and corresponding personnel, qualifications and competencies  
- Approved Hiring of Personnel thru a CEB Resolution |
|----------------|-----------------------------|----------------------------------------------------------------|-----------------------------------------------------|
| HEDFS/ OPSD   | 1. Purchase of Services  
2. Approval of Bids and Awards Committee | Prepare Purchase Request for the Purchases of Services  
Forward to HEDF to certify funds availability  
Forward to Bids and Awards Committee (BAC) for approval, upon funds availability | Purchase Request Certified fund availability  
BAC approved purchase of service thru BAC Resolution  
Notice to Proceed (to the awardees) |
| Director/ Chairperson/ BAC-TWG | | | |
| OPSD Director/ HRMD | 3. Hiring/ Posting of Personnel | Request HRMD for the Hiring of Project Technical Staff (PTS)  
Posts vacant position for PTS, in coordination with CHED Human Resources Management Division | OPSD Director Recommendation  
CEB Resolution  
BAC Resolution  
Notice of Vacant Position/Advertisement |
| MES-OPSD/ HRMD | 4. Paper Evaluation, Short-listing, Examination and Interview | Evaluates/short-lists applicants  
Conducts pre-qualifying examination (PQE) to applicants, in coordination with CHED HRMD  
Interviews applicants who passed the PQE | Application Letter  
Curriculum Vitae  
Result of the Paper Evaluation |
<table>
<thead>
<tr>
<th>Role</th>
<th>Task</th>
<th>Input</th>
<th>Output</th>
</tr>
</thead>
</table>
| MES-QAR/OPSD Director       | 5. Endorsement/Recommendation to Hire     | Recommend Human Resource Management Division to hire Project Technical Staff | Results of the PQE  
|                            |                                           |                                            | Shortlist of Candidates                      |
| OPSD Director/HRD           | 6. Approval of appointment                | Approves the appointment of selected applicants | Input                                      |
|                            |                                           |                                            |  
|                            |                                           |                                            | Recommendation Letter  
|                            |                                           |                                            | Curriculum Vitae                          |
|                            |                                           |                                            | Output                                      |
|                            |                                           |                                            | Project Technical Staff Hired                |
| MEU                         | 7. Orientation                            | Orients the new personnel using the Orientation/Familiarization Checklist | Input                                      |
|                            |                                           |                                            |  
|                            |                                           |                                            | Appointment letters                         |
|                            |                                           |                                            | Output                                      |
|                            |                                           |                                            | Oriented personnel                          |
| DRCO                        | 8. Recording                              | Records/updates MES’s 201 Files            | Input                                      |
|                            |                                           |                                            |  
|                            |                                           |                                            | 201 Files                                   |
|                            |                                           |                                            | Output                                      |
|                            |                                           |                                            | Updated 201 Files                           |
| Unit Head/QAR               | 9. Performance Evaluation                 | Evaluate the performance of the personnel | Input                                      |
|                            |                                           |                                            |  
|                            |                                           |                                            | Accomplishment Reports                      |
|                            |                                           |                                            | Output                                      |
|                            |                                           |                                            | Result of evaluation                        |
|                            |                                           |                                            | Recommendation for Renewal                  |
| QAR/Concerned MEU Staff/Consultant/s | 10. Renewal of Outsource Personnel Consultant/s | Process requirement for the renewal of employment | Input                                      |
|                              |                                           |                                            |  
|                              |                                           |                                            |  
|                              |                                           |                                            |  
|                              |                                           |                                            |  
|                              |                                           |                                            |  

<table>
<thead>
<tr>
<th>PERSON IN-CHARGE</th>
<th>MAIN PROCEDURE</th>
<th>DETAILED PROCEDURE</th>
<th>FORM/REFERENCE</th>
</tr>
</thead>
</table>
| MES             | 1. Posting     | ➢ Calls and receives nominations/applications for CHED Technical Evaluators from maritime professional organizations, institutions, industries and other concerned government and non-government organizations  
➢ Receives nominations/applications from walk-in applicants | **Input**  
➢ Letter/notice/advertisement  
**Output**  
➢ Nominations  
➢ Application Letters and relevant documents |
| MES/QAR         | 2. Paper Evaluation | ➢ Evaluates the nominees/applicants per provisions of QSS on Resource Management, CHED’s Policy on Conflict of Interest, resume and supporting documents. Forwards, through appropriate channels, a shortlist of nominees/applicants for review of Technical Panel for Maritime | **Input**  
➢ Nominations  
➢ Application Letters and relevant documents  
➢ Existing Criteria  
➢ STCW, as amended  
**Output**  
➢ Result of paper evaluation  
➢ Shortlist of nominees/
<table>
<thead>
<tr>
<th>Education (TPME)</th>
<th>applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TPME</strong></td>
<td><strong>3. Validation</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Validates and recommends shortlist of nominees/applicants to OPSD</td>
</tr>
<tr>
<td></td>
<td><strong>Input</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Result of MES’ paper evaluation</td>
</tr>
<tr>
<td></td>
<td>➢ Existing Criteria</td>
</tr>
<tr>
<td></td>
<td>➢ STCW, as amended</td>
</tr>
<tr>
<td></td>
<td><strong>Output</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Recommended nominees/applicants to OPSD by TPME</td>
</tr>
<tr>
<td><strong>OPSD Director</strong></td>
<td><strong>4. Endorsement</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Endorses the nominees/applicants to the MANCOM/CEB</td>
</tr>
<tr>
<td></td>
<td><strong>Input</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Recommended nominees/applicants to OPSD by TPME</td>
</tr>
<tr>
<td></td>
<td><strong>Output</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Endorsement of Recommended nominees/applicants from OPSD</td>
</tr>
<tr>
<td><strong>CEB</strong></td>
<td><strong>5. Approval/ Disapproval</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Approves/disapproves nominees/applicants</td>
</tr>
<tr>
<td></td>
<td><strong>Input</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Endorsement of Recommended nominees/applicants from OPSD</td>
</tr>
<tr>
<td></td>
<td><strong>Output</strong></td>
</tr>
<tr>
<td></td>
<td>➢ CEB Resolution</td>
</tr>
<tr>
<td></td>
<td>➢ CHED Special Order (CSO)</td>
</tr>
<tr>
<td><strong>MES</strong></td>
<td><strong>6. Notification</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Notifies the selected CHED Technical Evaluator/s</td>
</tr>
<tr>
<td></td>
<td><strong>Input</strong></td>
</tr>
<tr>
<td></td>
<td>➢ CHED Special Order (CSO)</td>
</tr>
</tbody>
</table>
| MES in coordination with MARINA | 7. Orientation | Conducts orientation of appointed CHED Technical Evaluator/s on:  
| | | a. The organization and reporting lines of MES  
| | | b. The NQSS, QSS, relevant Policies, Standards and Guidelines on Maritime Education  
| | | c. Goals and objectives of the monitoring and evaluation  
| | | d. Evaluation Instruments  
| | | e. Process and procedures in monitoring/evaluation  
| | | f. Administrative matters  
| | | Requires the selected CHED Technical Evaluator/s to signed the disclosure and non-disclosure agreement  
| | | Provides MARINA the updated list of CHED Technical Evaluator/s  
| MES | 8. Performance Evaluation | Evaluates CHED Technical Evaluator/s performance using the APE 1  
| | | Consolidaes individual performance rating  
| | | Identifies individual  

| Output |  
| | Letter/notice to selected CHED Technical Evaluator/s  
| Input |  
| | Letter/notice to selected CHED Technical Evaluator/s  
| | List of new CHED Technical Evaluator/s  
| | Familiarization Checklist Form  
| | Policies and Guidelines on Maritime Education.  
| | Evaluation/ Assessment Instrument  
| | Forms for Administrative matters  
| | Disclosure and Non-disclosure agreement  
| Output |  
| | List of CHED Technical Evaluator/s who completed the orientation  
| | Accomplished Familiarization Checklist Form  
| | Letter to MARINA  
| | Signed disclosure and non-disclosure agreement  
| | Updated list of CHED Technical Evaluator/s  
| Input |  
| | CHED Technical Assessor’s Performance Evaluation (QF-6.2-15)  

<table>
<thead>
<tr>
<th>MES in coordination with MARINA</th>
<th>9. Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Output</strong></td>
<td><strong>Input</strong></td>
</tr>
<tr>
<td>Monitors if the set criteria for the CHED Technical Evaluator/s are maintained</td>
<td>Consolidation of Performance with cut-off rating</td>
</tr>
<tr>
<td>Determines compliance with the set criteria for technical evaluators</td>
<td>Consolidation of Performance with cut-off rating</td>
</tr>
<tr>
<td>Retains/delists CHED Technical Evaluator/s from the pool of evaluators based on the status of compliance with the set criteria and the result of performance rating</td>
<td>Approved CHED Special Order</td>
</tr>
</tbody>
</table>

Note: *Cut-off rating for continuance of service will be satisfactory and above*  

Note: *Updated list will be considered for the succeeding year appointment*
## QUALITY SYSTEM PROCEDURE

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Procedures on the Selection, Evaluation and Retention of Technical Panel/Technical Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Code</td>
<td>QPrM-6.3-15</td>
</tr>
<tr>
<td>Issue Date</td>
<td>August 17, 2015</td>
</tr>
<tr>
<td>Revision No.</td>
<td>00</td>
</tr>
<tr>
<td>Revision Date</td>
<td>00</td>
</tr>
</tbody>
</table>

### PERSON IN-CHARGE

**MES/Oversight Commissioner for Maritime Education**

**11. Pooling**

- Determines possible candidate/s (e.g., academe, maritime organizations/industries)

**Input**

- 201 Files, recommendation from academe, maritime organizations/industries

**Output**

- Letter to candidate

**MES**

**12. Notification**

- Informs candidate to submit CV

**Input**

- Letter to candidate
- Disclosure of Conflict of Interest Statement Form

**Output**

- Updated CV
- Accomplished Disclosure of Conflict of Interest Statement(QF-6.3.15)

**MES/QAR**

**13. Paper Evaluation**

- Evaluates/verifies if candidate is qualified, mindful of other technical qualifications and actual or potential conflict of interest based on Section 12 RA 7722

**Input**

- Application letter
- Updated CV
- Accomplished Disclosure of Conflict of Interest Statement(QF-6.3.15)
<table>
<thead>
<tr>
<th>TPME</th>
<th>14. Evaluation</th>
<th>Evaluates and recommends the candidate/s</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> This procedure is skipped if the whole TPME is for reappointment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Input</strong></td>
<td>Result of the Paper Evaluation</td>
<td></td>
</tr>
<tr>
<td><strong>Output</strong></td>
<td>TPME Recommendation through Resolution</td>
<td></td>
</tr>
</tbody>
</table>

| MES/QAR | 15. Endorsement | Endorses the candidate/s to the OPSD MANCOM |
| **Input** | TPME Recommendation |
| **Output** | Endorsement to CHED MANCOM |

| CEB | 16. Approval of appointment | Approves the chairmanship/membership of TPME/TC's |
| **Input** | OPSD Endorsement |
| **Output** | Resolution approving the chairmanship/membership |

| Chairperson | 17. Appointment | Appoints the TPME/TC's |
| **Input** | CEB Resolution |
| **Output** | Appointment letter |

| MES/DRCO | 18. Recording | Records/updates 201 Files |
| **Input** | Appointment letter |
| **Output** | Updated 201 Files |
### PERSON IN CHARGE

#### MAIN PROCEDURE

<table>
<thead>
<tr>
<th>PDU</th>
<th>1. PSG / CMO revision design and development planning</th>
</tr>
</thead>
</table>

#### DETAILED PROCEDURE

- Determines the design and development stages pursuant to the written rules and regulations of the Commission
- Determines the review, verification and validation that are appropriate to each design and development stage
- Determines the responsibilities and authorities for design and development

#### FORM/REFERENCE

**Input**
- Relevant CMOs relative to the development of PSGs
- Relevant CMOs on maritime programs
- Promulgation and implementation of new laws, rules and regulations locally and internationally
- 1978 STCW Convention and Code as amended
- Letter of recommendation from the maritime industry of a particular need

**Output**
- Notice of meeting

<table>
<thead>
<tr>
<th>PDU / Technical Committee as</th>
<th>2. PSG / CMO revision design and development</th>
</tr>
</thead>
</table>

- Initiates the development of Policies, Standards and Guidelines/revision of CMOs for maritime programs based

#### FORM/REFERENCE

**Input**
- Relevant CMOs relative to the development of PSGs
<table>
<thead>
<tr>
<th>Technical Panel for Maritime Education</th>
<th>3. PSG / CMO revision design and development review</th>
<th>Reviews the proposed draft PSG/ revisions to the CMO and recommends inputs where appropriate for consideration of the TCs</th>
<th>Proposed draft PSG/ revisions to the CMO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3. PSG / CMO revision design and development review</td>
<td>Recommends to the CEB the conduct of public hearing relative to the proposed draft PSG/ revisions to the CMO</td>
<td>Relevant CMOs on maritime programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Promulgation and implementation of new laws, rules and regulations locally and internationally</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1978 STCW Convention and Code as amended</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Letter of recommendation from the maritime industry of</td>
</tr>
<tr>
<td>Input</td>
<td>Proposed draft PSG/ revisions to the CMO</td>
<td>Relevant CMOs relative to the development of PSGs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Relevant CMOs on maritime programs</td>
<td>Relevant CMOs on maritime programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Promulgation and implementation of new laws, rules and regulations locally and internationally</td>
<td>1978 STCW Convention and Code as amended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1978 STCW Convention and Code as amended</td>
<td>Letter of recommendation from the maritime industry of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advice from the maritime industry of a particular need</td>
<td>Proposed draft PSG/ revisions to the CMO</td>
<td></td>
</tr>
</tbody>
</table>

- Drafts the proposed PSG/ CMO revisions in consultation with other resource persons if necessary
- Presents the draft proposed PSG/ revisions to the Technical Panel for Maritime Education (TPME)
- Integrates the TPME inputs into the draft proposed PSG/ revisions and recommend the conduct of public hearing

**Input**

- Proposed draft PSG/ revisions to the CMO
- Relevant CMOs on maritime programs
- Promulgation and implementation of new laws, rules and regulations locally and internationally
- 1978 STCW Convention and Code as amended
- Letter of recommendation from the maritime industry of a particular need

**Output**

- Proposed draft PSG/ revisions to the CMO
- Relevant CMOs on maritime programs
- Promulgation and implementation of new laws, rules and regulations locally and internationally
- 1978 STCW Convention and Code as amended
- Advice from the maritime industry of a particular need
| CEB | 4. PSG / CMO revision design and development verification | Verifies that the design and development outputs have met the design and development input requirements  
- Approves the conduct of public hearing/consultation  
- Issues notice to the public | a particular need |
|---|---|---|---|
| QAR/ PDU/ Technical Committee as appropriate | 5. PSG / CMO revision design and development review | Conducts a public hearing/consultation with stakeholders (maritime education sectors, industries, associations/organizations and other government agencies concerned) pursuant to existing CHED Rules and Regulations  
- Deliberates on the results of the public hearing and incorporates the inputs into the proposed draft PSG/revisions to the CMO, if warranted  
- Presents the revised proposed draft PSG/revised CMO to the Technical TPME | Inputs from maritime stakeholders |

**Output**
- Revised proposed draft PSG/revisions to the CMO
- TP Resolution recommending the conduct of public hearing

**Input**
- TPME resolution recommending the conduct of public hearing
- Revised proposed draft PSG/revisions to the CMO

**Output**
- Notice to the public

**Input**
- Notice to the public

**Output**
- Revised proposed draft PSG/revised CMO
<table>
<thead>
<tr>
<th>Role</th>
<th>Activity</th>
<th>Input</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPME</td>
<td>Integrates the TPME inputs into the proposed draft PSG/ revised CMO and recommend the conduct of public orientation</td>
<td>Proposed revised draft PSG/ revised CMO</td>
<td>Proposed final draft PSG/ revised CMO</td>
</tr>
<tr>
<td></td>
<td>Reviews the revised proposed draft PSG/ revised CMO and recommends inputs where appropriate for consideration of the TCs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommend to the CEB the conduct of public orientation relative to the proposed revised draft PSG/ revised CMO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commission en Banc/ Chairperson/ CHED Records Section</td>
<td>Reviews the final draft to validate if it meets the design and development input requirements vis-à-vis the requirements of the customer</td>
<td>Final form of the proposed PSG/ revised CMO</td>
<td>Signed CMO ready for orientation and implementation</td>
</tr>
<tr>
<td></td>
<td>Approves the proposed final draft PSG/ revised CMO</td>
<td>TPME resolution recommending the approval, orientation and implementation of the CMO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The chairperson signs the approved PSG/ revised CMO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The CHED record section assigns number to the CMO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of the Executive Director</td>
<td>Ensures the publication of the CMO for public dissemination in the official gazette or in newspapers of general circulation</td>
<td>Signed CMO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensures that the CMO is included in the link to CHED Memorandum Orders (CMOs) in the CHED website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MES/TC/TPME</td>
<td>9. Orientation &amp; Implementation</td>
<td>Input</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Orients the MHEIs on the implementation of the new CMO</td>
<td>Signed CMO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Output</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Queries on the implementation of the new CMO</td>
<td></td>
</tr>
</tbody>
</table>
# QUALITY STANDARDS SYSTEM (QSS)

## QUALITY SYSTEM PROCEDURE

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Procedure on the Review, Revision and Approval of Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Code</td>
<td>QPrM-7.2-15</td>
</tr>
<tr>
<td>Issue Date</td>
<td>August 17, 2015</td>
</tr>
<tr>
<td>Revision No.</td>
<td>00</td>
</tr>
<tr>
<td>Revision Date</td>
<td>00</td>
</tr>
</tbody>
</table>

### PERSON IN-CHARGE

<table>
<thead>
<tr>
<th>CHED/ MARINA/ IMO/ Other Government Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Issues rules and regulations affecting the BSMT and BSMarE Curriculum</td>
</tr>
<tr>
<td>Issues memoranda, circulars and other statutory requirements aimed towards continuing improvement of the curriculum in consideration of aligning with STCW standards and other international conventions as well as new laws, rules and regulations as well as the needs of industry; current trends and practices; and such other factors or considerations as may be applicable</td>
</tr>
</tbody>
</table>

### HEIs

<table>
<thead>
<tr>
<th>2. Review and Revision of Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the BSMT and BSMarE curriculum and the corresponding course syllabi at least once a year and shall incorporate in its Quality Management System the procedures to undertake such review. Such review and revision shall consider alignment with STCW as amended and other</td>
</tr>
</tbody>
</table>

### FORM/REFERENCE

**Input**
- Relevant rules and regulations affecting the BSMT and BSMarE Curriculum

**Output**
- Issued curriculum/syllabi/ or enriched curriculum/syllabi
<table>
<thead>
<tr>
<th>HEIs</th>
<th>3. Submission of the proposed revised Curriculum/ Course Syllabi and catch-up plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>➢ Submits in duplicate copies at least one semester before the proposed implementation, to CHED Maritime Education Section (MES), Division of Programs with International Conventions (DPIC), Office of Programs and Standards Development (OPSD) for approval. Any proposed revision that does not affect the minimum requirements of the curriculum and/or course syllabi shall be submitted in duplicate copies at least one semester before the proposed implementation, to CHED-MES for information. The proposed revised curriculum/course syllabi shall be duly supported with documentary evidence that it is aligned with the standards of STCW as amended and other international agreements and is in accordance with the needs of industry, current trends, practices, laws etc.</td>
</tr>
</tbody>
</table>

| MES | 4. Prepare the submitted | ➢ Collates the submitted proposed revised curriculum/syllabi |
|     | Input                  | Output                                           |
|     | ➢ Proposed revised Curriculum/ Course Syllabi | ➢ Submitted proposed revised Curriculum/ Course Syllabi |

| Input | ➢ Submitted proposed pension | Output | ➢ Submitted proposed revised Curriculum/ Course Syllabi |

international conventions as well as new laws, rules and regulations as well as the needs of industry; current trends and practices; and such other factors or considerations as may be applicable. Any revision made on the curriculum and course syllabi must be clearly and properly identified and presented for purposes of evaluation and approval.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Input</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCRC</td>
<td>5. Review of the proposed revised curriculum/syllabi</td>
<td>Submitted proposed revised curriculum/syllabi</td>
<td>Result of MCRC review</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TPME</td>
<td>6. Final Review of the output of MCRC, Recommendation and Endorsement to CEB</td>
<td>Result of MCRC review, TPME recommendation, TPME endorsement to CEB</td>
<td>Result of TPME Review/recommendations, TPME endorsement to CEB</td>
</tr>
<tr>
<td>CEB</td>
<td>7. Approval or disapproval of the proposed revised curriculum/syllabi and catch-up plan</td>
<td>TPME recommendation, TPME endorsement to CEB</td>
<td>CEB resolution</td>
</tr>
</tbody>
</table>
# Procedure on Authorization of Private Higher Education Institution to Offer Maritime Education Programs

<table>
<thead>
<tr>
<th>PERSON IN-CHARGE</th>
<th>MAIN PROCEDURE</th>
<th>DETAILED PROCEDURE</th>
<th>FORM/REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEIs</td>
<td>1. Application (Initial Permit/Renewal/Recognition for BSMT and BSMarE programs)</td>
<td>Files an application for initial permit/renewal/recognition with complete supporting documents to the OPSD through the CHED Regional Offices not later than June 30 of the year preceding the intended academic year of operation.</td>
<td><strong>Input</strong>&lt;br&gt;QF-GPR 4&lt;br&gt;GPR 5&lt;br&gt;PSGs and other relevant issuances&lt;br&gt;&lt;br&gt;<strong>Output</strong>&lt;br&gt;Received application</td>
</tr>
</tbody>
</table>

**Note:** The initial permit is not a guarantee that the permit for the second year would be granted. The school has to apply for renewal permit until recognition is obtained.

Application to Operate Bridging Program of BS Mechanical Engineering (BSME) and BS Electrical Engineering (BSEE) to BS Marine Engineering

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Procedure on Authorization of Private Higher Education Institution to Offer Maritime Education Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Code</td>
<td>QPrM-7.3-15</td>
</tr>
<tr>
<td>Issue Date</td>
<td>August 17, 2015</td>
</tr>
<tr>
<td>Revision No.</td>
<td>00</td>
</tr>
<tr>
<td>Revision Date</td>
<td>00</td>
</tr>
<tr>
<td>HEIs with recognized BSMarE programs</td>
<td>Program</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>

### MES

#### 2. Paper Evaluation

- Conducts preliminary evaluation of the application documents to determine compliance with the requirements
- Schedules actual verification/evaluation if application documents indicate compliance with the requirements. Otherwise, informs HEI through the CHEDRO of the deficiencies noted not later than September 30 of the same year the application was filed. The MHEI shall be given up to October 31 of the same year to comply with the same.

### Input

- PSGs
- HEI application with complete supporting documents
- QF-7.9-15 (OPSD Form 1)

### Output

- Indorsement to CHEDRO with accomplished QF-7.9-15 (OPSD Form 1)

### MES

#### 3. Actual Verification/Evaluation

- Follows the main procedures under Item 1-10 of QPrM-09-13 (Procedure on Monitoring and Evaluation of Maritime Education Programs –MEPS)

**Note:** HEI found to be deficient or not in terms of compliance with the requirements must follow the provisions under Section 56 (4) of the Manual of Regulations for Private Higher Education of 2008 (MORPHE of 2008)

### Input

- Accomplished QF-7.9-15 (OPSD Form 1)

### Output

- Results of actual verification/evaluation

### Technical Panel/

#### 4. Technical guidance to the actual

- Provides technical guidance and support to the actual verification or in the

### Output

- The enhancement of the
| Selected Technical Experts | verification/evaluation | processing of inputs for purposes of recommending the granting of a permit | Technical assessment in the verification/evaluation report
  |  |  |  Technical Panel endorsement or non-endorsement of the granting of a permit to MES |
| DPIC Chief cum QAR | 5. Recommendation for OPSD ManCom review | Reviews and forwards the accomplished QF-7.9-15 (OPSD Form I) and the Memorandum to the OPSD Director for OPSD ManCom Review | Input
  |  |  |  Accomplished QF-7.9-15 (OPSD Form 1)
  |  |  |  Result of the assessment |
|  |  |  | Output
  |  |  |  Memorandum to OPSD Director
  |  |  |  Approval of the OPSD MANCOM for endorsement to the CHED MANCOM through the Executive Director |
| OPSD Director | 6. Recommendation to the CHED ManCom | Meets with the OPSD ManCom to review and forward the accomplished OPSD Form I and the Memorandum to CHED MANCOM through the Executive Director for endorsement to the Commission en Banc | Input
  |  |  |  Accomplished QF-7.9-15 (OPSD Form 1)
  |  |  |  Memorandum to OPSD Director |
|  |  |  | Output
  |  |  |  Memorandum to CHED ManCom for endorsement to CEB |
| Executive Director | 7. Endorsement to the CHED ManCom | Endorses the recommendation of the OPSD to the CHED ManCom and the Oversight Commissioner for Maritime Education to review and forward the accomplished OPSD Form I for CEB consideration | Input
  |  |  |  Accomplished QF-7.9-15 (OPSD Form 1)
<p>|  |  |  Memorandum to CHED Mancom for endorsement to CEB |
|  |  |  | Output |</p>
<table>
<thead>
<tr>
<th>Role</th>
<th>Activity</th>
<th>Input</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission en Banc</td>
<td>8. Endorsement to and Approval of CEB</td>
<td>Reviews and acts on the application for authority to operate the maritime program, in consideration of the endorsement of the CHED MANCOM and the Oversight Commissioner for Maritime Education</td>
<td>CEB decision on the application for authority to operate the maritime program</td>
</tr>
<tr>
<td>SDD Chief</td>
<td>9. Issuance of Permit/Renewal/Recognition</td>
<td>Prepares the initial permit/renewal/recognition certificate for signature of the Chairperson through the Executive Director.</td>
<td>Government Authority Issued to the applicant HEI</td>
</tr>
<tr>
<td>SDD Chief</td>
<td>10. Preparation of Letter of Disapproval</td>
<td>Prepares the letter of disapproval to the HEI for signature of the Executive Director.</td>
<td>Draft Letter of disapproval</td>
</tr>
<tr>
<td>Executive Director</td>
<td>11. Notification</td>
<td>Notifies MHEIs concerned of the disapproval of the authority to offer maritime education programs</td>
<td>Draft letter of disapproval</td>
</tr>
<tr>
<td>MES/DRCO</td>
<td>12. Recording</td>
<td>Updates the database or</td>
<td>Signed and forwarded letter of disapproval</td>
</tr>
</tbody>
</table>
| Record of MHEIs offering maritime education programs | ➢ Accomplished QF-7.7.15 (GPR 4)  
➢ Accomplished QF-7.8-15 (GPR 5)  
➢ CEB Resolution **Output**  
➢ Updated database/record |
### QUALITY STANDARDS SYSTEM (QSS)

### QUALITY SYSTEM PROCEDURE

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Procedure on Approval of MOA Between MHEI and Training Centers Relative to the Conduct of Basic Training Under Chapter VI of the STCW Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Code</td>
<td>QPrM-7.5-15</td>
</tr>
<tr>
<td>Issue Date</td>
<td>August 17, 2015</td>
</tr>
<tr>
<td>Revision No.</td>
<td>00</td>
</tr>
<tr>
<td>Revision Date</td>
<td>00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSON IN-CHARGE</th>
<th>MAIN PROCEDURE</th>
<th>DETAILED PROCEDURE</th>
<th>FORM/REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHEIs</td>
<td>8. Application</td>
<td></td>
<td>Input</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MOA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MARINA accreditation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MHEI evaluation report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Submits the MOA with MARINA-accredited Training Center relative to the conduct Basic Training of students to CHED for approval</td>
<td></td>
</tr>
<tr>
<td>MES-STCW</td>
<td>9. Paper Evaluation</td>
<td></td>
<td>Input</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Receives and acknowledges the submitted MOA with supporting documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Evaluates the completeness and validity of the MOA submitted</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Evaluates the MOA using the checklist based on CMO 20 s. of 2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Preparers the results of evaluation for TPME approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ If incomplete, advises/writes the MHEI to complete their documents</td>
<td></td>
</tr>
<tr>
<td>TPME</td>
<td>10. Evaluation and</td>
<td></td>
<td>Input</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Evaluates and recommends approval/disapproval of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommending Approval</td>
<td>MOA</td>
<td>MOA with supporting documents</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----</td>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Result of Paper evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Issues a resolution recommending approval or disapproval of the MOA</td>
<td>➢ MOA with supporting documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ MOA with supporting documents</td>
<td>➢ Result of Paper evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Result of Paper evaluation</td>
<td>➢ MOA with supporting documents</td>
<td></td>
</tr>
</tbody>
</table>

**Output**
- TPME recommendation and resolution

<table>
<thead>
<tr>
<th>CEB</th>
<th>11. Final Approval</th>
<th>Approves/disapproves the MOA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Input</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MOA with supporting documents</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TPME resolution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Output</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approved MOA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disapproved MOA</td>
</tr>
</tbody>
</table>

**Input**
- MOA with supporting documents
- TPME resolution

**Output**
- Approved MOA
- Disapproved MOA

<table>
<thead>
<tr>
<th>Commissioner Oversight for Maritime/ Executive Director/ MES</th>
<th>12. Notification</th>
<th>Notifies the MHEIs and the CHEDROs of the approval/disapproval of the MOA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Input</td>
<td>Approved/ Disapproved MOA</td>
</tr>
<tr>
<td></td>
<td>Output</td>
<td>Letter of approval/disapproval</td>
</tr>
</tbody>
</table>

**Input**
- Approved/ Disapproved MOA

**Output**
- Letter of approval/disapproval

<table>
<thead>
<tr>
<th>MHEIs</th>
<th>13. Implementation</th>
<th>Implements the MOA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Input</td>
<td>Approved MOA</td>
</tr>
<tr>
<td></td>
<td>Output</td>
<td>Implementation of the MOA</td>
</tr>
</tbody>
</table>

**Input**
- Approved MOA

**Output**
- Implementation of the MOA

<table>
<thead>
<tr>
<th>MES/ MARINA/ Technical Evaluator</th>
<th>14. Monitoring and Evaluation</th>
<th>Regularly monitors the implementation of the MOA for a period of two (2) years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Input</td>
<td>Approved MOA</td>
</tr>
<tr>
<td></td>
<td>Output</td>
<td>Result of the monitoring and evaluation</td>
</tr>
</tbody>
</table>

**Input**
- Approved MOA

**Output**
- Result of the monitoring and evaluation
### QUALITY STANDARDS SYSTEM (QSS)

#### QUALITY SYSTEM PROCEDURE

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Procedure on Monitoring and Evaluation of Maritime Education Programs (MEPS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Code</td>
<td>QPrM-8.1-15</td>
</tr>
<tr>
<td>Issue Date</td>
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<tr>
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<th>MAIN PROCEDURE</th>
<th>DETAILED PROCEDURE</th>
<th>FORM/REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring and Evaluation Unit (MEU)</td>
<td>1. Coordination with MARINA on the schedule</td>
<td>Coordinates with MARINA STCW Office on the annual schedule of monitoring and evaluation</td>
<td>Input&lt;br&gt;• List of Maritime Higher Education Institutions</td>
</tr>
<tr>
<td>MEU/ DPIC Chief</td>
<td>2. Constitution of the monitoring and evaluation team</td>
<td>Assists MARINA Monitoring Division on the constitution of the CHED and MARINA composite monitoring and evaluation team by:&lt;br&gt;• Assigning MES personnel to represent the Commission to the team&lt;br&gt;• Assigning on-call technical evaluators if warranted</td>
<td></td>
</tr>
<tr>
<td>Administrative and Executive Support Unit (AESU)/ MEU and Quality Management Unit (QMU)</td>
<td>3. Preparation of administrative and other travel documents</td>
<td>3. Preparation of administrative and other travel documents</td>
<td>Input</td>
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<td></td>
<td>Approved schedule of monitoring and evaluation</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Approved estimated budget requirements</td>
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<tr>
<td>Input</td>
<td>Output</td>
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<td></td>
<td>Approved relevant Admin documents</td>
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<td></td>
<td>Approved Monitoring and Evaluation schedule and budget</td>
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<td>Authority to hold activity</td>
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<td>Request for Budget Allocation</td>
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<td>Travel Authority</td>
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<td>Approved Authority to hold activity</td>
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<td>Approved Request for Budget Allocation</td>
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<td></td>
<td>Approved Travel Authority</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Controlled copies of Monitoring Instrument, Log and Report and QF-6.2-15 CHED Technical Evaluators Performance Evaluation</td>
</tr>
<tr>
<td>MEU Team and MHEI head or duly authorized representative/officials and personnel concerned</td>
<td>5. Actual conduct of monitoring and evaluation</td>
<td>5. Actual conduct of monitoring and evaluation</td>
<td>Input</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Regulations, issuances and/or PSGs on the operation of maritime education programs</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Outcomes-based Monitoring Instrument (OBMI)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monitoring Log and Report</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Note: Where there are appeals on the findings of the monitoring team, the pertinent provisions of STCW Circular 2015-04</td>
</tr>
<tr>
<td>Lead Evaluator</td>
<td>Output</td>
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<tr>
<td>6. Submission of Travel Reports</td>
<td> The Lead Evaluator of the Monitoring and Evaluation Team submits, within 3 working days after the monitoring and evaluation, the Monitoring Log and Report to the MARINA Executive Director (who sits as Chair of the Monitoring and Evaluation Review Committee or the MERC), Deputy Executive Director and to the Panel of STCW Experts (POSE) pursuant to Section X of STCW 2015-04.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Output**
- Individual Corrective and Preventive Action Report
- Accomplished OBMI and Monitoring Log and Report duly signed by the MEU Team and the MHEI Head or duly authorized representative
- Accomplished QF-6.2-15 CHED Technical Evaluators Performance Evaluation

**Input**
- Accomplished Individual CPAR Forms
- Accomplished OBMI and Monitoring Log and Report duly signed by the MEU Team and the MHEI Head or duly authorized representative
- Electronic copy of the accomplished CPAR Forms, OBMI and the Monitoring Log and Report

**Output**
- Draft endorsement letter to the Monitoring and Evaluation Review Committee
## QUALITY STANDARDS SYSTEM (QSS)

### QUALITY SYSTEM PROCEDURE

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Procedure on the Processing of Results of Monitoring and Evaluation of Maritime Education Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Code</td>
<td>QPrM-8.2-15</td>
</tr>
<tr>
<td>Issue Date</td>
<td>August 17, 2015</td>
</tr>
<tr>
<td>Revision No.</td>
<td>00</td>
</tr>
<tr>
<td>Revision Date</td>
<td>00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSON IN-CHARGE</th>
<th>MAIN PROCEDURE</th>
<th>DETAILED PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Evaluator</td>
<td>7. Submission of Report</td>
<td>➢ Submits the Composite Team’s report to the Executive Director of MARINA, Deputy Executive Director of MARINA cc: the Panel of STCW Experts (POSE) and the MES of CHED</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Input</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Individual NC reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Output</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ OBMI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Monitoring Log and Report</td>
</tr>
<tr>
<td>MERC</td>
<td>8. Review of the Monitoring Reports</td>
<td>➢ Reviews the report of the monitoring teams for the purpose of affirming or correcting the reports with calibration issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Input</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ OBMI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Monitoring Log and Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Output</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Calibrated Monitoring Report</td>
</tr>
<tr>
<td>MARINA STCWO Office</td>
<td>9. Transmission of Report</td>
<td>Transmits the Official Monitoring Report to the MHEIs concerned, cc: CHED and CHEDRO</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>MHEI concerned</td>
<td>10. Acknowledgement and submission of corrective actions</td>
<td>Acknowledges transmission by MARINA, cc: CHED and submits corrective actions within 15 days after receipt of the official result</td>
</tr>
<tr>
<td>MHEI concerned</td>
<td>11. Implementation of Corrective Actions</td>
<td>Implements corrective actions within one month after receipt of official results</td>
</tr>
</tbody>
</table>
### QUALITY STANDARDS SYSTEM (QSS)

#### QUALITY SYSTEM PROCEDURE

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Procedure on the Follow-up of Actions on Findings in the Monitoring and Evaluation of Maritime Education Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Code</td>
<td>QPrM-8.3-15</td>
</tr>
<tr>
<td>Issue Date</td>
<td>August 17, 2015</td>
</tr>
<tr>
<td>Revision No.</td>
<td>01</td>
</tr>
<tr>
<td>Revision Date</td>
<td>September 30, 2015</td>
</tr>
</tbody>
</table>

**Note:** The procedure on follow up of the MHEIs’ Actions on Findings in the Monitoring and Evaluation of Maritime Education Programs shall follow the pertinent procedures in QPrM-8.1-15, except on the composition of the MEU Team, length of visit and the Instrument to be used.

<table>
<thead>
<tr>
<th>PERSON IN-CHARGE</th>
<th>MAIN PROCEDURE</th>
<th>DETAILED PROCEDURE</th>
<th>FORM/REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring and Evaluation Unit (MEU) Follow up Team</td>
<td>12. Submission of Report</td>
<td>➢ Submits the report to the Executive Director of MARINA, Deputy Executive Director of MARINA cc: the Panel of STCW Experts (POSE) and the MES of CHED</td>
<td>Input</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Result of the previous monitoring and evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Follow up report</td>
<td>Output</td>
</tr>
<tr>
<td>Monitoring and Evaluation Review Committee (MERC)</td>
<td>13. Review of the Monitoring Reports</td>
<td>➢ Reviews the report of the monitoring teams for the purpose of approving the formal closure of non-conformances</td>
<td>Input</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ The transmittal of the formal closure shall follow the pertinent procedure in QPrM-</td>
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<td></td>
<td>Output</td>
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<tr>
<td></td>
<td></td>
<td>➢ Transmittal of final closure of non-conformances</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>➢ Recommendation to</td>
<td></td>
</tr>
</tbody>
</table>
Recommends to the Technical Panel for Maritime Education (TPME) where the MARINA Administrator sits as Chair, the imposition of appropriate sanctions in cases where non-conformances were not addressed.

*Note: Where the non-conformances constitute prohibited acts, as defined by law, the procedure on the imposition of appropriate sanctions shall be in accordance with the provisions of the Implementing Rules and Regulations of RA 10635 in which MARINA has the jurisdiction. CHED shall be informed of any actions by MARINA on prohibited acts.*

<table>
<thead>
<tr>
<th>TPME</th>
<th>14. Action on the Recommendation</th>
<th>8.2-15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Acts on the recommendation of the MERC</td>
<td>Note: Where the non-conformances constitute prohibited acts, as defined by law, the procedure on the imposition of appropriate sanctions shall be in accordance with the provisions of the Implementing Rules and Regulations of RA 10635 in which MARINA has the jurisdiction. CHED shall be informed of any actions by MARINA on prohibited acts.</td>
</tr>
<tr>
<td></td>
<td>Recommends to the Commission en Banc, if warranted the imposition of appropriate sanctions</td>
<td></td>
</tr>
</tbody>
</table>

| Input | |
|-------| Transmittal of final closure of non-conformances |
|       | Recommendation to the TPME |

| Output | |
|--------| |
|        | TPME Resolution |

<table>
<thead>
<tr>
<th>CEB</th>
<th>15. Action on the Recommendation of TPME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Acts on the recommendation of the TPME</td>
<td></td>
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</tbody>
</table>

| Input | |
|-------| |
|       | TPME Resolution |
|       | CSW Form |

<p>| Output | |
|--------| |
|        | CEB Resolution |</p>
<table>
<thead>
<tr>
<th>MES</th>
<th>16. Transmission of CEB Decision</th>
<th>- Transmits CEB Decision to the MHEI concerned thru the CHEDRO, cc: MARINA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Input</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- CEB Resolution</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Output</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Transmittal letter</td>
</tr>
</tbody>
</table>
Technical Panels and Technical Committees

1. Dissemination of call for nomination for Technical Panel/Committee members

2. OPSD review and consolidate the list nominees

3. Submission of nominations for Technical Panel/Committee members to CEB

4. CEB issues resolution & Chairperson thru OPSD issues certificates of appointment
A. Preparation of Work and Financial Plan

- Preparation of Work and Financial Plan (WFP) for TP operation
- Review and finalization of WFP
- Consolidation of WFP and request for budget
- Submission of the consolidated WFP to CEB
- Chairperson approves and signs WFP
B. Coordination of Activities of Technical Panels/Technical Committees

1. Request for common schedule of the TP/TC members
2. Preparation materials and administrative documents
3. Conduct/ Facilitate TP/TC meeting
4. Preparation of minutes of the meeting and necessary payments
C. Processing of Agreement/Output of the TP/TC Meeting

Take actions on TP/TC recommendations

Preparation of materials and administrative documents

Submission of report/documents to OPSD Director

Submission of final recommendation for action to CEB

CEB approves TP/TC recommendation & OPSD to implement
Development/Revision of Policies, Standards and Guidelines (PSGs)

Note: For PSGs intended for grant of awards, benefits, recognition, financial assistance, conduct of public hearing is optional to the decision of the Commission en banc.
Processing Authority for Medicine, Dentistry, Nursing, Graduate Programs and Programs Without Existing PSGs

OPSD receives application from HEI thru CHEDRO → OPD reviews application documents & ROAT report → TP/TC conducts evaluation visit with CHEDRO representative → TP/TC submits report & recommendation. If not favorably recommended, process returns to previous step. If favorably recommended, CHEDRO notifies HEI to submit compliance → OPD communicates with CHEDRO re deficiencies → OPD thru EO forwards recommendation to ManCom/CEB

TP/TC re-evaluates & submits recommendation to OPS. If not favorably recommended, process returns to previous step. If favorably recommended, HEI submits compliance to OPD → CHEDRO notifies HEI to submit compliance → ManCom/CEB deliberates on final decision. If approved, CEB issues resolution & Chairperson thru OPD issues certificate of government authority. If disapproved, OPD thru EO notifies CHEDRO of disapproval → CHEDRO informs HEI of disapproval.
Processing Authority to Operate Extension Program

1. OPSD receives application from HEI thru CHEDRO
2. OPSD reviews application documents
3. TP/TC conducts evaluation visit with CHEDRO representative
4. TP/TC submits report & recommendation
   - If not favorably recommended:
     - CHEDRO notifies HEI to submit compliance
     - OPSD communicates with CHEDRO regarding deficiencies
     - If favorably recommended:
       - HEI submits compliance to OPSD
       - TP/TC re-evaluates & submits recommendation to OPSD
5. If not favorably recommended:
   - OPSD through EO forwards recommendation to ManCom/CEB
6. ManCom/CEB deliberates
7. CEB makes final decision
   - If approved:
     - CEB issues resolution & Chairperson thru OPSD issues certificate of government authority to operate academic programs through extension
   - If disapproved:
     - CEB makes final decision
     - CEB makes final decision
   - CEB makes final decision
8. OPSD thru EO notifies CHEDRO of disapproval
9. CHEDRO informs HEI of disapproval
Processing Authority to Operate Transnational Education/Distance Education

OPSD receives application of HEIs from CHEDRO or receives directly from applicant FHEP

OPSD acknowledges receipt of application documents from CHEDRO or applicant FHEP

OPSD conducts documentary analysis to determine completeness & compliance with requirements

If FHEP

OPSD forwards to IAS for verification/validaton of status of FHEP's recognition/accrdatation from home country

IAS conducts validation/verification

If in order

OPSD transmits results of validation to TPTNEDE and concerned TP for the discipline conducts interview of institution's representatives & evaluation visit as needed

If not in order

OPSD transmits results of documentary analysis to CHEDRO or applicant FHEP

CHEDRO notifies HEI to submit compliance or OPSD notifies the applicant FHEP

PHEM/FHEP submits compliance to OPSD

TPTNEDE and concerned TP re-evaluate & submit its recommendation

If not favorably recommended

OPSD through EO notifies disapproval to CHEDRO or directly to FHEP

If favorably recommended

CHEDRO transmits communication to HEI or OPSD transmits to FHEP

ManCom/CEB deliberates

CEB makes final decision

If disapproved

CEB issues resolution & Chairperson thru OPSD issues certificate of government authorization

If approved
Processing Application to Operate Ladderized Education Programs

OPSD receives application from HEI thru CHEDRO

TP/TC conducts evaluation visit with TESDA, OPSD & CHEDRO representatives

Evaluation Team submits report & recommendation

If not favorably recommended

Evaluation Team re-evaluates & submits recommendation to OPSD

HEI submits compliance to OPSD

CHEDRO notifies HEI to submit compliance

OPSD communicates with CHEDRO re deficiencies

OPSD thru EO forwards recommendation to ManCom/CEB

ManCom/CEB deliberates

CEB makes final decision

OPSD thru EO notifies CHEDRO of disapproval

CHEDRO informs HEI of disapproval

CEB issues resolution & Chairperson thru OPSD issues certificate of government authority

If approved

If disapproved
Note: HEIs with recognized programs need not apply for authority provided CHED & TESDA have issued a model curriculum for the program.

Processing Application for Authority to Implement ETEEAP

OPSD receives application from HEI thru CHEDRO → OPSD reviews application documents → TP ETEEAP conducts evaluation visit with Program TP/TC, OPSD & CHEDRO representatives → Evaluation Team submits report & recommendation

TP ETEEAP & Program TP/TC re-evaluate & submit recommendation to OPSD → HEI submits compliance to OPSD → CHEDRO notifies HEI to submit compliance → OPSD communicates with CHEDRO re deficiencies

OPSD thru EO forwards recommendation to ManCom/CEB → ManCom/CEB deliberates

OPSD thru EO notifies CHEDRO of disapproval → CEB makes final decision

CHEDRO informs HEI of disapproval → CEB issues resolution & Chairperson thru OPD issues certificate of government authority

If not favorably recommended If favorably recommended If disapproved If approved
Regular Monitoring of Programs* Offered by Higher Education Institutions

* All programs offered through traditional and non-conventional modes.
Joint CHED-PRC Monitoring of Programs Offered by Higher Education Institutions

PRC submits proposed dates of monitoring visits to the identified HEIs

OPSD prepares schedule of assignments of TP/TC and informs CHEDRO of schedule of monitoring visit

CHED-PJC Monitoring Team conducts ocular inspection & validation of HEI documents

CHED-PJC Monitoring Team prepares & submits monitoring report to OPSD

OPSD informs HEI of favorable findings

OPSD communicates to CHEDRO unfavorable findings and/or deficiencies

CHEDRO communicates to HEI unfavorable findings and/or deficiencies

HEI submits compliance to CHEDRO

CHEDRO forwards HEI compliance to OPSD

CHED-PJC Monitoring Team conducts review of compliance and/or conducts re-inspection of HEI

Monitoring Team prepares & submits validation report to OPSD Director

OPSD Director makes action on validation report

If findings favorable

If findings not favorable

OPSD informs HEI thru CHEDRO of favorable findings

OPSD recommends to LLS gradual phase-out of program

If findings favorable

If findings not favorable
Processing Application for Center of Excellence (COE)/Center of Development (COD)

1. **OPSD** receives application from **HEI** thru **CHEDRO**
2. **OPSD** acknowledges application thru **CHEDRO**
3. **OPSD** conducts documentary analysis
4. **OPSD** refers application to **TP/TC**
   - If complete
5. **OPSD** notifies **HEI** to submit required documents cc **CHEDRO**
   - If not complete
6. **HEI** submits required documents to **OPSD**
7. **TP/TC** submits report & recommendation
8. **TP/TC** conducts ocular inspection
9. **ManConvCEB** deliberates
10. **CEB** makes final decision
    - If approved
    - If disapproved
11. **CES** issues resolution & Chairperson thru **OPSD** issues certificate of award/designation
12. **CHEDRO** informs **HEI** of disapproval
Processing Application for Financial Support for Center of Excellence (COE)/Center of Development (COD)

1. OPSD receives project proposal from COE/COD
   - If not complete & not in order
     - OPSD notifies HEI
     - HEI submits compliance
   - If complete & in order
     - OPSD endorses to TP/TC for evaluation and recommendation

2. TP/TC submits report & recommendation
   - If in order
     - OPSD notifies denial of proposal
   - If in order

3. OPSD thru EC forwards recommendation to ManCom/CEB
   - ManCom/CEB deliberates
     - If approved
       - OPSD notifies HEI
       - OPSD facilitates MOA, and fund release
     - If not approved
       - OPSD notifies HEI disapproval of proposal

4. CEB makes final decision
Processing Application as Delivering Higher Education Institution (DHEI) to Implement Faculty Development Programs

HEI submits application document to OPSD

OPSD conducts documentary analysis

TWG conducts documentary evaluation & submits recommendation

OPSD thru EO forwards recommendation to ManCom/CEB

ManCom/CEB deliberates

If approved

OPSD notifies HEI

OPSD facilitates MOA

If not approved

OPSD notifies HEI disapproval of application

HEI submits compliance

If complete & compliant with criteria

OPSD notifies HEI of deficiencies

If not complete & not compliant with criteria

OPSD notifies HEI disapproval of application

If in order

If not in order
Processing Application for Scholarship or Grant Under the Faculty Development Program
Processing Application for Financial Support for Identified National Universities/Colleges of Agriculture and Fisheries (NUCAFs) and Provincial Institutes of Agriculture and Fisheries (PIAFs)
Processing Application for Financial Assistance for Accreditation

1. **OPSD receives application for PSAA & IDAA from HEI thru CHERDO**

2. **OPSD reviews application documents**

3. **TP/TC conducts evaluation**

4. **TP/TC submits report & recommendation to OPSD**

5. **OPSD thru EC forwards recommendation to CEB**

6. **ManCom/CEB deliberates**

7. **CEB makes final decision**

   - If disapproved: **OPSD thru CHERDO notifies HEI of disapproval**
   - If approved: **CEB issues resolution & Chairperson thru OPSD issues Memorandum re grant of assistance**

8. **OPSD prepares MOA with HEI & forwards to CHERDO**

9. **CHERDO forwards MOA to HEI for signature**

10. **HEI submits signed MOA to CHERDO**

11. **CHERDO forwards signed MOA to OPSD**

12. **OPSD forwards signed MOA to HEDF**

13. **HEDF issues check to HEI**
Implementation, Monitoring and Evaluation of the Various Developmental Programs and Projects

OPSD through TWG identifies programs & projects to be monitored

OPSD prepares schedule of assignments of TWG and informs CHEDRO re schedule of monitoring visit

Monitoring Team conducts ocular inspection & validation of program implementation

Monitoring Team prepares & submits monitoring report to OPSD

OPSD communicates to CHEDRO unfavorable findings/deficiencies

OPSD informs HEI thru CHEDRO of favorable findings

CHEDRO communicates to HEI unfavorable findings and/or deficiencies

HEI submits compliance to CHEDRO

CHEDRO forwards HEI compliance to OPSD

TWG conducts review of compliance

TWG prepares & submits validation report to OPSD Director

OPSD Director makes action

OPSD Director makes action on the monitoring report

If findings favorable

If findings not favorable
Processing Request for Revision of Program Curriculum

OPSD receives application from HEI thru CHEDRO

OPSD acknowledges application thru CHEDRO

OPSD conducts documentary analysis

If complete: TP/TC conducts evaluation & submits recommendation to OPSD

If not complete: OPSD notifies HEI thru CHEDRO of deficiencies

HEI submits compliance

If complete:

OPSD Director makes action

If in order:
OPSD thru CHEDRO notifies HEI acknowledgement of curriculum

If not in order:
OPSD thru CHEDRO notifies HEI recommendation of TP/TC
Preparation of Comments/Position Papers in Aid of Legislation and Policy Formulation

1. OPSD receives/records request for comments/position papers from the Office/Agency.

2. Division Head assigns the request to the staff for acknowledgement. Conducts initial study, research and/or comments.

3. If needed, the document, through an indorsement, is referred to the panel of experts for comments and recommendations.

4. OPSD receives inputs from experts. Prepares draft comments/position for transmittal to the Office/Agency to be signed by the OPSD Director.

5. OPSD submits the Memorandum containing the comments/position to the Office/Agency.

6. OPSD Director or a representative of a TP/TC attends hearing/session in the legislature, if needed.

7. OPSD notifies the TP/TC, through an invitation letter signed by the OPSD Director regarding his/her attendance to the hearing/session.
Procedures on the Selection, Evaluation and Retention of CHED Technical Evaluators

1. Calls and receives nominations/applications for CHED Technical Evaluators from maritime professional organizations, institutions, industries and other concerned government and non-government organizations including applications from walk-in applicants

2. Evaluates the nominees/applicants per provisions of QSS on Resource Management

3. Forwards, through appropriate channels, a shortlist of nominees/applicants for review of Technical Panel for Maritime Education

4. Notifies the selected CHED Technical Evaluator/s

5. Approves/disapproves nominees/applicants

6. Endorses the nominees/applicants to the MANCOM/CEB

7. Validates and recommends shortlist of nominees/applicants to OPSD

8. Conducts orientation of appointed CHED Technical Evaluator/s

9. Requires the selected CHED Technical Evaluator/s to signed the disclosure and non-disclosure agreement


11. Retains/delists CHED Technical Evaluator/s from the pool of evaluators based on the status of compliance with the set criteria and the result of performance rating
Procedures on Development/Revision of Policies, Standards and Guidelines

PDU determines the design and development stages pursuant to the written rules and regulations of the Commission; determines the review, verification and validation that are appropriate to each design and development stage, and determines the responsibilities and authorities for design and development.

Relevant CMOs relative to the development of PSGs and Maritime Programs:
- Promotion and implementation of new laws, rules and regulations locally and internationally
- STCW Convention and Code as amended
- Letter of recommendation from maritime industry of a particular need

MES initiates the development of PSG or revision of CMOs for maritime programs.
- MES convenes Technical Committee for Maritime Transportation and Maritime Engineering for a meeting.
- TCs draft the proposed PSG/CMD revisions in consultation with other resource persons if necessary.
- TCs present the draft PSG/CMD to Technical Panel for Maritime Education for recommendation.
- TPME reviews the draft PSG/CMD and recommends for Public Hearing.
- TC deliberates the inputs from the Public Hearing, incorporates it to the draft PSG and presents it to the TPME for approval.

MHEI implements the newly signed CMO.

The Office of the Executive Director ensures the publication of the new signed CMO for public dissemination in the official gazette or in a newspaper of general circulation.
- The OED ensures that the CMO is included in the link to CHED Memorandum Orders (CMOs) in the CHED website.
- MHEI conducts the public orientation presenting the newly signed CMO to MHEIs.

TPME approves the presented draft PSG and recommends to CEB the conduct of Public Orientation through a resolution.
- CEB reviews and approves the final draft.

The chairperson signed the new PSG.
- The records section assigns number to the CMO.
Processing Authority of Private Higher Education Institutions to Offer Maritime Programs

1. **Decision Phase**
   - OPSD thru EO notifies CHEDRO of disapproval

2. **Evaluation Phase**
   - TP/TC re-evaluates & submits recommendation to OPSD
   - MHEI submits compliance to OPSD
   - OPSD notifies HEI to submit compliance through CHEDRO
   - OPSD forwards recommendation to the TPM E

3. **Composite CHED and MARINA Monitoring and Evaluation (M&E) Team conducts evaluation visit**

4. **OPSD conducts preliminary evaluation of application documents**

5. **M&E Team submits report to OPSD**

6. **OPSD receives application from HEI thru CHEDRO**

7. **If not favorably recommended**
   - OPSD thru EO forwards recommendation to CEB

8. **If favorably recommended**
   - If approved
     - CEB issues resolution & Chairperson thru OPSD issues certificate of government authority
   - If disapproved
     - CEB makes decision
     - CHEDRO informs HEI of disapproval
Procedure on the Monitoring and Evaluation of Maritime Education Programs (MEPS)
Procedure on the Processing of Results of Monitoring and Evaluation of Maritime Education Programs

**Submission of Report**
- STA
- Individual NIC reports
- Submit the Composite Team’s report to the Executive Director of MARINA, Deputy Executive Director of MARINA, the Panel of STCW Experts (POSE), and the MEO of CHED
- STARN
- Monitoring Log and Report

**Review of the Monitoring Reports**
- A
- Reviews the report of the monitoring teams for the purpose of affirming or correcting the report with calibration issues
- Calibrated Monitoring Report

**Transmission of Report**
- B
- Transmits the Official Monitoring Report to the MIETs concerned, cc: CHED and CHEDDO
- Transmittal letter

**Acknowledgement and submission of corrective actions**
- C
- Acknowledges transmission by MARINA, cc: CHED and submits corrective actions within 15 days after receipt of the official result
- Acknowledgment and submission of Corrective Actions

**Implementation of Corrective Actions**
- D
- Implements corrective actions within one month after receipt of official results
- Corrective Actions implemented within one month

**END**
Procedure on the Follow-Up of Actions on Findings in the Monitoring and Evaluation of Maritime Education Programs

![Flowchart Diagram]

- **Submission of Report**
  - Start
  - Result of the previous monitoring and evaluation
  - Submit the report to the Executive Director of MARINA, Deputy Executive Director of MARINA, etc.

- **Review of the Monitoring Reports**
  - Reviews the report of the monitoring teams for the purpose of approving the formal closure of non-conformances.
  - The transmittal of the formal closure shall follow the pertinent procedure in OPM-15.2-15.
  - Recommends to the Technical Panel for Maritime Education (TPME) where the MARINA Administrator sits as Chair, the imposition of appropriate sanctions in cases where non-conformances were not addressed.

- **Action on the Recommendation**
  - Acts on the recommendation of the MERC.
  - Recommends to the Commission on Banks, if warranted the imposition of appropriate sanctions.

- **Action on the Recommendation of TPME**
  - TPME Resolution

- **Transmission of CEB Decision**
  - Transmittal letter

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**Steps:**

- **A**
  - Follow-up report

- **B**
  - Transmittal of final closure of non-conformances
  - Recommendation to the TPME

- **C**
  - CEB Resolution

- **D**
  - Transmits CEB Decision to the MIEI concerned thru the CHED, etc.
Procedure for Phase-out Towards the Closure of Maritime Higher Education Programs

**Preparation of List of non-compliant program offerings**

- Preparations are made to compile a list of non-compliant Maritime Higher Education Institutions (MHEIs) that fail to comply with the Commission on Higher Education (CHED) and the STCW requirements.

**Endorsement of List of Non-compliant MHEIs to TPME**

- The list of non-compliant MHEIs is endorsed to the TPME for approval.

**Recommendation and approval of closure of phase-out**

- Based on the endorsement, the TPME recommends to the CEB the closure of the non-compliant MHEIs.

**Notification**

- The CHEDRO notifies the students affected by the closure and provides them with options for continued education.

**Mediation**

- Mediation efforts are made to resolve any disputes or concerns regarding the closure.

**Monitoring of phased-out programs**

- Monitoring of the phased-out programs is conducted to ensure compliance with the closure order and to address any post-closure issues.
Procedure for Phase-out Towards the Closure of Maritime Higher Education Programs (Con’t.)
Procedure on the Review, Revision and Approval of Curriculum

- CHED/MARINA/IMO and other Government agencies issue rules and regulations affecting the BSMT and BSMarE curriculum.

- MHEIs review their current curricula and apply the changes based on the issuance of CHED.
  - MHEIs submit the revised curricula, proposed syllabi and catch up plan to CHED for approval.

- MES receives and prepares the submission of MHEIs for the review of Maritime Curriculum Review Committee.
  - MES convenes the MCRC for a workshop meeting.
  - MCRC reviews the submission of MHEIs.
  - MCRC refers the results to TPME for final review, recommendation and endorsement to CEB.
  - CEB approves/disapproves curriculum.
  - Executive Director notifies the MHEIs through CHEDROs of the approval/disapproval of the MHEIs’ submission.

  If approved:
  - MHEIs receive the approval of their submitted curricula, syllabi and catch up plan.

  If disapproved:
  - MHEIs review their curricula, syllabi and catch up plan relative to the findings on why their submissions have been disapproved.
  - MHEIs submit the revised curricula, proposed syllabi and catch up plan to CHED for approval.

  - MHEIs implement the approved curricula, syllabi and catch up plan.
Procedure on Approval of MOA Between MHEI and Training Centers Relative to the Conduct of Basic Training Under Chapter VI of the STCW Code

- CMO 2015, Section 10 states that MHEI shall conduct Basic Training for the Safety Courses on their own facility or they can also have MOA with a MARINA-accredited Training Center.

- MHEI submits its MOA with MARINA-accredited Training Center relative to the conduct of Basic Training of students to CHED for approval.

- MES receives and acknowledges the MOA application from MHEI.
- MES Evaluates the completeness and validity of MOA submitted.
- MES Evaluates the MOA using the Evaluation instrument (QF 10-15) for MOA Approval on Basic Training.
- MES Prepares the results of evaluation for TPME approval; if incomplete/writes/dures, MHEI to complete their documents.
- TPME evaluates and recommends approval/disapproval of MOA. Issues resolution recommending approval or disapproval of MOA.
- CEB approves/disapproves the MOA.
- Commissioner Oversight for Maritime Education/Executive Director notifies the MHEIs through the CHED ROs of the approval/disapproval of MOA.

If approved:

- MHEIs receive the approval of the MOA.

If disapproved:

- MHEI implements the MOA on the conduct of Basic Training for Safety Courses.
- CHED-MARINA monitoring team regularly monitors the implementation of MOA for a period of 2 years.
4. OFFICE OF INSTITUTIONAL QUALITY ASSURANCE AND GOVERNANCE (OIQAG)

4.1 Procedure for Incoming and Outgoing Communication

Incoming Communication/Documents

**Narrative Procedures**

1. Administrative Aide VI (AA VI)/designated staff receives and records the communication/document;
2. AA VI/designated staff prepares the routing slip and forwards to the Administrative Assistant III (AA III);
3. AA III/designated staff reviews and forwards the communication/document to the Director;
4. Director assigns the communication/document to appropriate Division through the AA III/designated staff; and
5. AA VI/designated staff records/releases the communication/document to the concerned division and/or staff for appropriate action.

Outgoing Communication/Documents

**Narrative Procedures**

1. AA III/designated staff receives from the designated staff the communication/document for the signature of the Director;
2. AA III checks completeness of the communication/document;
3. OIQAG Director signs the communication/document;
4. AA III ensures that documents for signature are acted upon according to expected timeframe;
5. AA VI/designated staff records and releases the communication/document to appropriate office; and
6. AA VI files a copy of the signed/released communication/document.

4.2 Procedure for Policy Development

**Narrative Procedures**

1. OIQAG Director and QAD/CGD Chief EPS/OIQAG Staff identify the need to develop a new policy or revise an existing policy;
2. Designated staff prepares concept note and conducts complete staff work (CSW);
3. Designated staff completes the CSW Form with the attached draft concept note and a request for the constitution of a technical working group (TWG)/task force (TF) composed of reputable experts/academicians for submission to the QAD/CGD Chief EPS;

4. QAD/CGD Chief EPS through the Supervising EPS reviews the CSW Form, draft concept note and list of potential TWG/TF members for submission to the OIQAG Director;

5. OIQAG Director reviews the CSW Form, draft concept note and potential TWG/TF members. Step 3 to 5 repeats until the CSW, draft concept note and list of names have been finalized;

6. OIQAG Director submits the concept note and potential list of TWG/TF members to the Commission En Banc-Management Committee (CEB-MANCOM) for comments and approval;

7. QAD/CGD Chief EPS and respective designated staff prepares the Terms of Reference of the TWG/TF to be attached with a CHED Special Order (CSO) constituting the TWG/TF;

8. QAD/CGD Chief EPS and designated staff meet the TWG/TF members as often as necessary until a new or revised policy has been drafted;

9. OIQAG Director together with the QAD/CGD Chief EPS and designated staff meet the TWG/TF members as often as necessary until a new or revised policy has been drafted;

10. OIQAG Director submits to the CEB-MANCOM a request to conduct public hearing of the drafted new or revised policy;

11. QAD/CGD Chief EPS together with the QAD/CGD designated staff and TWG/TF prepare for and conduct the public hearing of the draft new or revised policy to gather from stakeholders suggestions to further enhance the new or revised policy;

12. TWG/TF incorporates the suggestions from stakeholders and finalizes the new or revised policy;

13. OIQAG Director submits the final draft of the new or revised policy to the CEB-MANCOM for comments and approval;

14. QAD/CGD Chief EPS through the Supervising EPS and the designated staff prepares the necessary CHED Memorandum Order (CMO) for the signature of the Chairperson or authorized official; and

15. OIQAG Director endorses the CMO to LLS for publication in the Official Gazette; to the Office of the Executive Director for dissemination to the higher education institutions (HEIs) through the CHED Regional Offices; and to the OPRKM for uploading in the CHED website.

4.3 Procedure for Policy Advocacy

**Narrative Procedures**
1. QAD/CGD Chief EPS through the Supervising EPS and designated staff prepares a proposal to conduct advocacy activities (orientations, workshops, seminars, meetings, dialogues, and/or conferences) on new/revised policies and/or any quality/governance issue for approval by the OIQAG Director;
2. OIQAG Director submits the proposal to the CEB-MANCOM/authorized official for comments and/or approval;
3. QAD/CGD Chief EPS through the Supervising EPS mobilizes the QAD/CGD team for the conduct of the activity;
4. QAD/CGD Team performs the pre-activity tasks as listed in the Activity Task Checklist;
5. OIQAG Director Staff spearheads the conduct of the advocacy activity proper; and
6. QAD/CGD Team performs the post-activity.

4.4 Procedure for Policy Data Collection

Narrative Procedures

1. QAD/CGD Chief EPS coordinates with the Chief EPS of the Knowledge Management Division of the OPRKM in the annual collection of data for the OIQAG Database;
2. QAD/CGD designated staff prepares a memorandum addressed to CHED Regional Offices (CHEDROs) pertinent to the annual data collection for the OIQAG Database for review and initials of the OIQAG Director;
3. OIQAG Director through the QAD/CGD Chief EPS endorses the memorandum for the signature of the Office of the Executive Director;
4. Designated Staff releases the memorandum;
5. Designated staff encodes the submitted data;
6. QAD/CGD staff submits the encoded data to the QAD/CGD Chief EPS;
7. QAD/CGD Chief EPS analyzes the encoded data and make conclusions and recommendations for submission to the OIQAG Director;
8. OIQAG Director reviews and finalizes the conclusions and recommendations.
9. OIQAG Director submits the final conclusions and recommendations to the CEB-MANCOM for information and/or further action;
10. OIQAG Director and the QAD/CGD Chief EPS acts on the instructions of the CEB-MANCOM.

4.5 Procedure for Policy Inputs

Narrative Procedures

1. Office of the Legislative Legal Services (LLS) sends request for comments/inputs/alternative positions on certain house bill/s to OIQAG;
2. OIQAG Director assigns the LLS request to the QAD or CGD Chief EPS for action;
3. QAD/CGD Chief EPS assigns to the appropriate designated staff to act on the LLS request;
4. Designated staff prepares OIQAG’s comments/inputs/alternative positions and submits the draft to the QAD/CGD Chief EPS;
5. QAD/CGD Chief EPS reviews the comments/inputs/alternative positions and submits the reviewed draft to the OIQAG Director;
6. OIQAG Director reviews the draft until a final draft has been developed; and
7. OIQAG Director endorses the final draft to LLS for appropriate action;

4.6 Procedure for Evaluating Horizontal Typology Applications

**Narrative Procedures**

1. OIQAG Director assigns the processing of the application document to the QAD Chief EPS;
2. Chief EPS through the QAD Supervising EPS assigns the QAD designated staff to acknowledge the receipt of the application document and conduct the initial evaluation;
3. QAD designated staff submits the results of initial evaluation to the QAD Chief EPS for review;
4. QAD Chief EPS reviews the results of the initial evaluation;
5. When the initial result is in order, the QAD Chief EPS/Supervising EPS instructs the QAD designated staff to convene the Technical Working Group (TWG) on HEI Classification to review the initial evaluation result of the QAD;
6. QAD designated staff performs the tasks listed in the Activity Task Checklist (see Annex 2) to prepare for the meeting of the TWG on HEI Classification;
7. Members of the TWG on HEI Classification, with the OIQAG Director serving as Chair, review and validate the initial evaluation result. If the TWG finds a match between the desired horizontal type and supporting documents of the HEI, the TWG will recommend the granting of the desired horizontal type. If there is no match, the TWG through the OIQAG Director shall inform the HEI President through the CHEDRO Director to submit more supporting documents or change the desired horizontal type. This step will be repeated until a match is achieved;
8. QAD Chief EPS/Supervising EPS and designated staff prepare the TWG Resolution indicating the recommendation of the horizontal type of HEI applicant for signature of the TWG members;
9. QAD Chief EPS/Supervising EPS and designated staff prepares the CSW Form (see Annex 1) and the TWG Resolution as supporting document for review of the OIQAG Director;
10. OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision; and
11. OIQAG Director sends a communication to the HEI President through the CHEDRO Director to inform him/her of the decision of the CEB-MANCOM.

4.7 Procedure for Evaluating Vertical Typology Applications

**Narrative Procedures**
1. OIQAG Director assigns the processing of the application to the QAD Chief EPS;
2. QAD Chief EPS through the QAD Supervising EPS assigns the QAD designated staff to acknowledge the receipt of the application document and conduct the initial evaluation;
3. QAD designated staff submits the evaluation results to the QAD Chief EPS for review;
4. QAD Chief EPS reviews the results of the initial evaluation;
5. QAD Chief EPS instructs the QAD designated staff to convene the Technical Working Group (TWG) on HEI Classification to review the initial evaluation result of the QAD;
6. QAD designated staff performs the tasks listed in the Activity Task Checklist (see Annex 2) to prepare for the meeting of the TWG on HEI Classification;
7. Members of the TWG on HEI Classification, with the OIQAG Director serving as Chair, review and validate the initial evaluation result and makes final recommendations;
8. QAD Chief EPS/Supervising EPS and designated staff prepare the TWG Resolution indicating the recommendation of the vertical type of the HEI applicant for signature of the TWG members;
9. QAD Chief EPS/Supervising EPS and designated staff prepares the CSW Form (see Annex 1) and the TWG Resolution as supporting document for review of the OIQAG Director;
10. OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision; and
11. OIQAG Director sends a communication to the HEI President through the CHEDRO Director to inform him/her of the decision of the CEB-MANCOM.
12. If the HEI President disagrees with the CEB-MANCOM decision regarding its vertical classification, the HEI President may submit an appeal to the CEB-MANCOM supported with more evidence. The CEB-MANCOM will then constitute a review committee to act on the appeal and make a recommendation to the CEB-MANCOM. The CEB-MANCOM will make its decision on the appeal and its decision will be final and executor.

4.8 Procedure for Evaluating the Compliance of a State College with the requirements for Conversion to University

**Narrative Procedures**

1. Once there is an enabling law or pending House Bill for conversion of a state college into a state university, the OIQAG Director informs the head of the state college through the CHEDRO Director the conversion of the documents to be submitted through the CHEDRO (see Annex 3).
2. OIQAG Director receives the documents submitted by the College through the CHEDRO and assigns the processing of documents to the QAD Chief EPS;
3. QAD Chief EPS through the QAD Supervising EPS assigns the QAD designated staff to acknowledge the receipt of the documents and conduct the initial evaluation;
4. QAD designated staff submits through the Supervising EPS the evaluation results to the QAD Chief EPS for review;
5. QAD Chief EPS reviews the results of the initial evaluation;
6. When the initial results are in order, the QAD Chief EPS instructs the QAD designated staff to convene the Task Group on SUC Conversion;
7. QAD designated staff performs the tasks listed in the Activity Task Checklist (see Annex 2) to prepare for the meeting of the Task Force on SUC Conversion;
8. Members of the Task Group on SUC Conversion headed by the OIQAG Director review and validate the initial evaluation results and determine the schedule of the on-site evaluation and composition of the evaluation team;
9. QAD Chief EPS/Supervising EPS and designated staff prepare for the on-site evaluation performing the tasks listed in the On-Site Evaluation Checklist (see Annex 9);
10. Members of the evaluation team conduct the validation visit and prepare a report to be presented to the State College Officials and/or Faculty during the exit conference.
11. QAD Chief EPS/Supervising EPS and designated staff consolidate the reports of the evaluation team and prepares a summary of findings for submission to the Task Group on SUC Conversion;
12. Members of the Task Group on SUC Conversion discuss the evaluation reports, determine compliance with the conversion requirements, and make recommendation for submission to the CEB-MANCOM;
13. QAD Chief EPS/Supervising EPS and designated staff prepare the Task Force Resolution indicating the recommendation for signature of the members;
14. Once signed, the QAD Chief EPS/Supervising EPS and designated staff prepares the CSW Form (see Annex 1) and the Task Force Resolution as supporting document for review of the OIQAG Director;
15. OIQAG Director submits the CSW and Task Force Resolution to the CEB-MANCOM for discussion and final decision;
16. If the CEB-MANCOM approves the conversion of a state college into a university, the QAD Chief EPS/Supervising EPS and designated staff prepare a Certificate of University Status for signature of the CHED Chairperson. The QAD Chief EPS and designated staff will arrange for a formal ceremony to award the certificate.
17. If the CEB-MANCOM determines that a state college has not yet complied with the university requirements, it will be given time to address the deficiencies noted by the evaluation team. Another on-site evaluation will be conducted until compliance is achieved as long as it is within the time frame stated in the conversion law;
18. QAD issues a certificate of university status to the HEI that meets the requirements and approved by the CEB. For those that still need to comply with the requirements, the CEB will request the CHEDRO to monitor the compliance of the HEI with the requirements. Another validation visit will be conducted for this HEI.
19. OIQAG Director reports to the Chair and members of the Committee on Higher and Technical Education (CHTE) of the House of Representatives the status of compliance and decision of the CEB-MANCOM;
4.9 Procedure for Processing Requests for Institutional Sustainability Assessment (ISA)

**Narrative Procedures**

**Pre-ISA Visit**

1. OIQAG Director receives and assigns the ISA SED to the QAD Chief EPS for appropriate action;
2. QAD Chief EPS through the assigns the QAD designated staff to acknowledge receipt of the SED and arrange the ISA visit;
3. QAD designated staff forms the ISA Assessment Team that will visit the HEI;
4. QAD designated staff confirms the ISA visit schedule with the CHEDRO ISA Focal Person and informs the composition of the ISA Assessment Team;
5. CHEDRO ISA Focal Person confirms the schedule of the visit and informs the HEI President of the composition of the ISA Assessment Team. In case there is an established conflict of interest between the HEI and any of the assessors, the HEI President, through the CHEDRO Director, can send a letter of request for the replacement of the assessor/s indicating the reason for the request. The QAD designated staff will find a replacement;
6. QAD designated staff prepares the administrative and financial documents (RBA, ATHA, RFT) for the visit and facilitates the transfer of funds to the CHEDRO before the actual visit;
7. CHEDRO ISA Focal Person facilitates the travel requirements of the ISA Assessment Team and sends a copy of the SED to each member of the team; and
8. CHEDRO ISA Focal Person makes final arrangements with the HEI ISA Team regarding the preparations needed for the visit.

**ISA Actual Visit**

1. ISA Assessment Team conducts a courtesy call to the president of the HEI;
2. ISA Assessment Team peruses the documents in the exhibit room and validates the claims of the HEI as indicated in the SED;
   - The QAD designated staff and CHEDRO ISA Focal Person assist the team in requesting for additional documents needed for the assessment. However, it is the CHEDRO ISA Focal Person who shall coordinate directly with the representative of the HEI.
3. ISA Assessment Team conducts series of interviews with the top management, middle managers, faculty, students, alumni, industry/employers and specific key informants to validate the claims specified in the SED and documentary evidences presented in the exhibit room;
   - The QAD designated staff and CHEDRO ISA Focal Person assist the team in requesting for key informants (KIs) to be interviewed. However, it is the CHEDRO ISA Focal Person who shall coordinate directly with the representative of the HEI.
4. ISA Assessment Team conducts ocular visit to the facilities of the HEI to validate the claims in the SED, documentary evidences presented in the exhibit room, and feedback from interviews with the different groups and key informants;

5. ISA Assessment Team prepares the matrix report and the narrative report based on the result of the documentary evaluation, interviews, and ocular inspections conducted;

6. ISA Assessment Team deliberates on the findings and agrees on the scores to be given to each indicator per key result area and finalizes the matrix and narrative reports based on the result of the deliberation; and

7. QAD designated staff prints two (2) copies of the matrix and narrative reports and turn-over the signed reports to the CHEDRO ISA Focal Person;

Post-ISA Visit

1. CHEDRO ISA Focal Person reviews the completeness and consistency of the ISA report prepared by the ISA Assessment Team;

2. CHEDRO Director endorses one (1) copy of the ISA report to the OIQAG Director; QAD designated staff prepares the administrative and financial documents needed to convene the Task Force on Outcomes-based and Typology-based Quality Assurance, Institutional Level Quality Assurance (TFOTQA-ILQA). The QAD designated staff also facilitates payment of meals, accommodation, honorarium and other related expenses incurred during the meeting/workshop;

3. OIQAG Director and QAD Chief EPS convene the members of the TFOTQA-ILQA to review and evaluate the ISA assessment report;

4. TFOTQA-ILQA members recommend the final ISA average score of the HEI through a resolution which contains the ISA score for each indicator;

5. QAD designated staff accomplishes the CSW Form (see Annex 1) endorsing the TFOTQA-ILQA resolution with supporting documents to the CEB-MANCOM for deliberation and final decision.

6. QAD designated staff prepares a communication to the HEI President on the decision of the CEB-MANCOM and finalizes the ISA assessment report based on the CEB-MANCOM decision.

7. OIQAG Director forwards the communication together with the ISA assessment report to the HEI President through the CHEDRO Director.

4.10 Procedure for Evaluating the Accomplishments of SUCs for Performance Based-Bonus (SUC PBB)

1. OIQAG Director routes the PBB forms and supporting documents of a SUC to the CGD Chief EPS for review;

2. CGD Chief EPS through the CGD Supervising EPS assigns the review of the PBB forms and supporting documents of a SUC to a CGD;

3. CGD designated staff verifies the physical accomplishments of a SUC per Major Final Outputs (MFOs) and Performance Indicators (PIs) against its targets and documentary evidences;
4. CGD designated staff prepares a scorecard for each SUC reflecting the result of the review process for submission to the CGD Supervising EPS for consolidation;
5. CGD designated staff consolidates all PBB scorecards;
6. OIQAG Director, CGD Chief EPS, CGD Supervising EPS and designated staff deliberate on the results of the review;
7. OIQAG Director apprises the CEB-MANCOM on the initial results and scorecards for confirmation;
8. OIQAG Director presents results and scorecards to AO 25 Secretariat; and
9. OIQAG Director presents the results to the Technical Working Group on AO 25.

4.11 Procedure for Levelling of SUCs

**Narrative Procedures**

1. OIQAG Director through the Chief EPS approves the dissemination of the Self-Survey Instrument on SUC Levelling (see Annex 12) to SUCs through the CHEDRO SUC Coordinator;
2. Designated staff coordinates with the CHEDRO SUC Coordinator on the status of the submission of the Self-Survey Instrument by the SUCs;
3. Members of the Regional Evaluation Committee (REC), composed of CHED, DBM and the Philippine Association of State Universities and Colleges (PASUC) Regional Directors/representatives, deliberate on the accomplished self-survey forms;
4. CGD Chief EPS/Supervising EPS through the Designated Staff prepare the evaluation report as recommended by the REC;
5. Members of the National Evaluation Committee (NEC), composed of the DBM Secretary and CHED Chairperson or their duly designated alternates, with three other members from DBM, CHED and PASUC, deliberate the result of the evaluation;
6. CGD Chief EPS/Supervising EPS designates staff to prepare and coordinate travel arrangements if ocular visit to verify the data is requested by NEC;
7. CGD Chief EPS through the Supervising EPS/Designated Staff and based on the recommendation of the NEC prepares the results of the SUC Levelling;
8. OIQAG Director endorses to the CEB-MANCOM the results of the SUC Levelling for issuance of a CHED Memorandum Order (CMO);
9. CGD Chief EPS through the Supervising EPS and the designated staff prepares the necessary CHED Memorandum Order (CMO) for the signature of the Chairperson or authorized official;
10. Designated staff disseminates the approved CMO to all concerned for information and guidance

4.12 Establishment/Recognition of Local Government-Operated Post-Secondary Institution (LGOPI) or Local Universities and Colleges (LUCs)

**Narrative Procedures**
1. OIQAG Director assigns the processing of application for the establishment/recognition of LUCs to the CGD Chief EPS;
2. Chief EPS through the Supervising EPS assigns the review of application/submissions; for the creation/establishment of LUC to designated staff;
3. Designated staff prepares the acknowledgement letter for signature by the OIQAG Director through the Chief EPS/Supervising EPS;
4. Administrative Staff/Designated staff releases the acknowledgment letter;
5. Designated staff conducts evaluation of the documents submitted by the applicant LGU/LUC;
6. Chief EPS/Supervising EPS endorses the report to the OIQAG Director who shall recommend to the CEB-MANCOM the conduct of an ocular inspection by the evaluation team;
7. Designated staff prepares administrative documents for ocular inspection;
8. OIQAG Director recommends ocular inspection to the authorized Official for approval of the authorized official;
9. Designated evaluation team conducts ocular inspection and prepares report;
10. Designated staff forwards the inspection report to the Chief EPS/Supervising EPS for review and endorsement to the OIQAG Director;
11. OIQAG Director recommends for the approval/disapproval of the application for LUC establishment/recognition to the CEB-MANCOM;
12. CEB-MANCOM approves/disapproves the application for establishment/recognition of the LUC;
13. Designated staff prepares communication relative to the CEB decision for the signature of authorized official; if approved designated staff prepares certificate of recognition for the approval by the Chairperson or authorized Official; and
14. Designated Staff releases communication/certificate of recognition.

4.13 Project Proposal Review

Narrative Procedures

1. OIQAG Director assigns the processing of project proposals to the CGD Chief EPS; CGD Chief EPS designates staff to process the project proposal;
2. Designated staff prepares an acknowledgment letter signed by the OIQAG Director;
3. Administrative Staff/Designated staff releases the letter;
4. CGD designated staff checks the eligibility of the proposal (see Annex 13);

   If eligible:
   - CGD designated staff prepares communication requesting review from the technical expert signed by the OIQAG Director or Authorized Official;
   - CGD Chief EPS or Supervising EPS reviews the communication for the approval by the OIQAG Director;
   - CGD Administrative Assistant/Designated staff releases communication;
**If not Eligible:**

- Designated staff drafts a communication stating reasons why the proposal cannot be processed;
- Chief EPS Supervising EPS reviews the communication for approval by the OIQAG Director;
- Administrative Assistant/ Designated staff releases communication;

5. Technical expert evaluates the proposals and submits an evaluation report (see Annex 14) to the OIQAG Director;
6. OIQAG Director presents the evaluation report to the TWG;
7. Members of the TWG recommend an action on the proposal;
8. OIQAG Director presents the TWG recommendation to the CEB-MANCOM;
9. CEB-MANCOM approves/disapproves the proposal;
10. OIQAG Director informs proponent about the result of evaluation.
Process Flows

Process Flow for Incoming Communication

1. Administrative Aide VI (AA VI)/designated staff receives and records the communication/document.

2. AA VI/designated staff prepares the routing slip and forwards to the Administrative Assistant III (AA III).

3. AA III/designated staff reviews and forwards the communication/document to the Director.

4. Director assigns the communication/document to appropriate Division through the AA III/designated staff.

5. AA VI/designated staff records/releases the communication/document to the concerned division and/or staff for appropriate action.
Process Flow for Outgoing Communication

AA III/designated staff receives communication/document for signature of the Director from the designated staff

AA III checks completeness of the communication/document

OIQAG Director signs the communication/document

AAIII ensures that documents for signature are acted upon according to expected timeframe

AA VI /designated staff records and releases the communication/document to appropriate office

AA VI/designated staff records and releases the communication/document to appropriate office
Process Flow for Policy Development

1. **OIQAG Director and QAD/CGD Chief EPS/OIQAG Staff identify the need to develop a new policy or revise an existing policy.**

2. **Designated staff prepares concept note and conducts complete staff work (CSW).**

3. **Designated staff completes the CSW Form with the attached draft concept note and a request for the constitution of a technical working group (TWG)/task force (TF) composed of reputable experts/academicians for submission to the QAD/CGD Chief EPS.**

4. **QAD/CGD Chief EPS through the Supervising EPS reviews the CSW Form, draft concept note and list of potential TWG/TF members for submission to the OIQAG Director.**

5. **OIQAG Director reviews the CSW Form, draft concept note and potential TWG/TF members. Step 3 to 5 repeats until the CSW, draft concept note and list of names have been finalized.**

6. **OIQAG Director submits the concept note and potential list of TWG/TF members to the Commission En Banc-Management Committee (CEB-MANCOM) for comments and approval.**

7. **QAD/CGD Chief EPS and respective designated staff to prepare the Terms of Reference of the TWG/TF to be attached with a CHED Special Order (CSO) constituting the TWG/TF.**

8. **QAD/CGD Chief EPS and designated staff meet the TWG/TF members as often as necessary until a new or revised policy has been drafted.**

9. **QAD/CGD Chief EPS and designated staff meet the TWG/TF members as often as necessary until a new or revised policy has been drafted.**

10. **QAD/CGD Chief EPS together with the QAD/CGD designated staff and TWG/TF prepare for and conduct the public hearing of the draft new or revised policy to gather from stakeholders suggestions to further enhance the new or revised policy.**

11. **TWG/TF incorporates the suggestions from stakeholders and finalizes the new or revised policy.**

12. **OIQAG Director submits the final draft of the new or revised policy to the CEB-MANCOM for comments and approval.**

13. **QAD/CGD Chief EPS through the Supervising and the designated staff prepares the necessary CHED Memorandum Order (CMO) for the signature of the Chairperson or authorized Official.**

14. **OIQAG Director endorses the CMO to LLS for publication in the Official Gazette; to the Office of the Executive Director for dissemination to the higher education institutions (HEIs) through the CHED Regional Offices; and to the OPRKM for uploading in the CHED website.**
Process Flow for Policy Advocacy

1. **QAD/CGD Chief EPS through the Supervising EPS and designated staff prepares a proposal to conduct advocacy activities (orientations, workshops, seminars, meetings, dialogues, and/or conferences) on new/revised policies and/or any quality/governance issue for approval of the OIQAG Director**

2. **OIQAG Director submits the approved proposal to the CEB-MANCOM/authorized official for comments and/or approval**

3. **QAD/CGD Chief EPS through the Supervising EPS mobilizes the QAD/CGD team for the conduct of the activity**

4. **QAD/CGD Team performs the pre-activity tasks as listed in the Activity Task Checklist**

5. **OIQAG Director Staff spearheads the conduct of the advocacy activity proper**

6. **QAD/CGD Team performs the post-activity**
Process Flow for Policy Data Collection

QAD/CGD Chief EPS coordinates with the Chief EPS of the Knowledge Management Division of the OPRKM in the annual collection of data for the OIQAG Database

QAD/CGD designated staff prepares a memorandum addressed to CHED Regional Offices (CHEDROs) pertinent to the annual data collection for the OIQAG Database for review and initials of the OIQAG Director

OIQAG Director through the QAD/CGD Chief EPS endorses the memorandum for the signature of the Office of the Executive Director

Designated Staff releases the memorandum

Designated staff encodes the submitted data

QAD/CGD staff submits the encoded data to the QAD/CGD Chief EPS;

QAD/CGD Chief EPS analyzes the encoded data and make conclusions and recommendations for submission to the OIQAG Director;

OIQAG Director reviews and finalizes the conclusions and recommendations.

OIQAG Director submits the final conclusions and recommendations to the CEB-MANCOM for information and/or further action

OIQAG Director and the QAD/CGD Chief EPS act on the instructions of the CEB-MANCOM.
**Process Flow for Policy Inputs**

1. Office of the Legislative Legal Services (LLS) sends request for comments/inputs/alternative positions on certain house bill/s to OIQAG;
2. OIQAG Director assigns the LLS request to the QAD or CGD Chief EPS for action;
3. QAD/CGD Chief EPS assigns to the appropriate designated staff to act on the LLS request;
4. Designated staff prepares OIQAG’s comments/inputs/alternative positions and submits the draft to the QAD/CGD Chief EPS;
5. QAD/CGD Chief EPS reviews the comments/inputs/alternative positions and submits the reviewed draft to the OIQAG Director;
6. OIQAG Director reviews the draft until a final draft has been developed; and
7. OIQAG Director endorses the final draft to LLS for appropriate action;
4.2.1 Process Flow for Evaluating Horizontal Typology Applications

- **OIQAG Director assigns application document to QAD Chief EPS**
- **QAD Chief EPS through the Supervising EPS assigns Designated Staff to acknowledge receipt of application and conduct initial evaluation**
- **QAD designated staff submits the results of initial evaluation to the QAD Chief EPS for review**
- **QAD Chief EPS reviews the results of the initial evaluation;**
- **QAD Chief EPS/Supervising EPS instructs the QAD designated staff to convene the Technical Working Group (TWG) on HEI Classification to review the initial evaluation result of the QAD;**
- **QAD designated staff performs the tasks listed in the Activity Task Checklist (see Annex 2)**
- **TWG on HEI Classification reviews and validates the initial evaluation result**
- **If there is no match, TWG shall inform the HEI President through the CHEDRO Director to submit more supporting documents or change the desired horizontal type. This step will be repeated until a match is achieved;**
- **OIQAG Director sends a communication to the HEI President through the CHEDRO Director to inform him/her of the decision of the CEB-MANCOM.**
- **OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision**
- **QAD Chief EPS/Supervising EPS and designated staff prepare the CSW Form (see Annex 1) and the TWG Resolution as supporting document for review of the OIQAG Director;**
- **QAD Chief EPS/Supervising EPS and designated staff prepare the TWG Resolution indicating the recommendation of the horizontal type of HEI applicant for signature of the TWG members.**
- **If the TWG finds a match between the desired horizontal type and supporting documents of the HEI, the TWG will recommend the granting of the desired horizontal type.**
4.1.2 Process Flow for Evaluating Vertical Typology Applications

OIQAG Director assigns the processing of the application to the QAD Chief EPS

QAD Chief EPS through QAD Supervising EPS assigns the QAD designated staff to acknowledge the receipt of the application document and conduct the initial evaluation;

QAD designated staff submits the evaluation results to the QAD Chief EPS for review;

QAD Chief EPS reviews the results of the initial evaluation;

QAD Chief EPS instructs the QAD designated staff to convene the TWG on HEI Classification to review the initial evaluation result of the QAD

QAD designated staff performs the tasks listed in the Activity Task Checklist (see Annex 2) to prepare for the meeting of the TWG on HEI Classification;

Members of the TWG on HEI Classification reviews and validates the initial evaluation result and makes final recommendations

QAD Chief EPS/Supervising EPS and designated staff prepare the TWG Resolution indicating the recommendation of the vertical type of the HEI applicant for signature of the TWG members

The CEB-MANCOM will make its decision on the appeal and its decision will be final and executory

CEB-MANCOM will then constitute a review committee to act on the appeal and make a recommendation to the CEB-MANCOM.

If the HEI President disagrees with the CEB-MANCOM decision regarding its vertical classification, the HEI President may submit an appeal to the CEB-MANCOM supported with more evidence

OIQAG Director sends a communication to the HEI President through the CHEDRO Director to inform him/her of the decision of the CEB-MANCOM.

OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision

OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision

QAD Chief EPS/Supervising EPS and designated staff prepare the CSW Form and the TWG Resolution as supporting document for review of the OIQAG Director.

The CEB-MANCOM will make its decision on the appeal and its decision will be final and executory

CEB-MANCOM will then constitute a review committee to act on the appeal and make a recommendation to the CEB-MANCOM.

If the HEI President disagrees with the CEB-MANCOM decision regarding its vertical classification, the HEI President may submit an appeal to the CEB-MANCOM supported with more evidence

OIQAG Director sends a communication to the HEI President through the CHEDRO Director to inform him/her of the decision of the CEB-MANCOM.

OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision

OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision

QAD Chief EPS/Supervising EPS and designated staff prepare the CSW Form and the TWG Resolution as supporting document for review of the OIQAG Director.

The CEB-MANCOM will make its decision on the appeal and its decision will be final and executory

CEB-MANCOM will then constitute a review committee to act on the appeal and make a recommendation to the CEB-MANCOM.

If the HEI President disagrees with the CEB-MANCOM decision regarding its vertical classification, the HEI President may submit an appeal to the CEB-MANCOM supported with more evidence

OIQAG Director sends a communication to the HEI President through the CHEDRO Director to inform him/her of the decision of the CEB-MANCOM.

OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision

OIQAG Director submits the CSW and TWG Resolution to the CEB-MANCOM for discussion and final decision

QAD Chief EPS/Supervising EPS and designated staff prepare the CSW Form and the TWG Resolution as supporting document for review of the OIQAG Director.
4.1.3 Process Flow for Evaluating the Compliance of State College With Requirements for Conversion to University

- **QAD Chief EPS/Supervising EPS and designated staff** prepare for the on-site evaluation performing the tasks listed in the On-Site Evaluation Checklist.

- **Members of the evaluation team** conduct the validation visit and prepare a report to be presented to the State College Officials and/or Faculty during the exit conference.

**OIQAG Director** informs the head of the state college through the CHEDRO Director the documents to be submitted to the CHEDRO.

**OIQAG Director** receives the documents submitted by the College through the CHEDRO and assigns the processing of documents to the QAD Chief EPS;

**QAD Chief EPS through the Supervising EPS** assigns the QAD designated staff to acknowledge the receipt of the documents and conduct the initial evaluation.

**QAD designated staff** submits through the Supervising EPS the evaluation results to the QAD Chief EPS for review.

**QAD Chief EPS** reviews the results of the initial evaluation.

When the initial results are in order, the QAD Chief EPS instructs the QAD designated staff to convene the Task Group on SUC Conversion;

**QAD designated staff** performs the tasks listed in the Activity Task Checklist (see Annex 2) to prepare for the meeting of the Task Force on SUC Conversion;

**Task Group on SUC Conversion** reviews and validates the initial evaluation results and determine the schedule of the on-site evaluation and composition of the evaluation team.

**QAD Chief EPS/Supervising EPS and designated staff** consolidate the reports of the evaluation team and prepares a summary of findings for submission to the Task Group on SUC Conversion;

**Task Group on SUC Conversion** discuss the evaluation reports, determine compliance with the conversion requirements, and make recommendation for submission to the CEB-MANCOM.

**QAD Chief EPS/Supervising EPS and designated staff** prepare the Task Force Resolution indicating the recommendation for signature of the members.

Once signed, the QAD Chief EPS/Supervising EPS and designated staff prepares the CSW Form (see Annex 1) and the Task Force Resolution as supporting document for review of the OIQAG Director.

**OIQAG Director** submits the CSW and Task Force Resolution to the CEB-MANCOM for discussion and final decision;
If the CEB-MANCOM approves the conversion of a state college into a university, the QAD Chief EPS/Supervising EPS and designated staff prepare a Certificate of University Status for signature of the CHED Chairperson.

The QAD Chief EPS and designated staff will arrange for a formal ceremony to award the certificate.

If the CEB-MANCOM determines that a state college has not yet complied with the university requirements, it will be given time to address the deficiencies noted by the evaluation team.

Another on-site evaluation will be conducted until compliance is achieved as long as it is within the time frame stated in the conversion law.

QAD issues a certificate of university status to the HEI that meets the requirements and approved by the CEB.

For those that still need to comply with the requirements, the CEB will request the CHEDRO to monitor the compliance of the HEI with the requirements. Another validation visit will be conducted for this HEI.

OIQAG Director reports to the Chair and members of the Committee on Higher and Technical Education of the House of Representatives the status of compliance and decision of the CEB-MANCOM;
4.1.4 Procedure for Processing of Requests for Institutional Sustainability Assessment

Pre-ISA Visit

OIQAG Director receives and assigns the application letter and the HEI-SED to the QAD Chief EPS for appropriate action

QAD Chief EPS through the assigns the QAD designated staff to acknowledge receipt of the application letter and the HEI-SED and arrange the ISA visit;

QAD designated staff forms the ISA Assessment Team that will visit the HEI;

QAD designated staff confirms the ISA visit schedule with the CHEDRO ISA Focal Person and informs the composition of the ISA Assessment Team;

CHEDRO ISA Focal Person confirms the schedule of the visit and informs the HEI President of the composition of the ISA Assessment Team

QAD designated staff prepares the administrative and financial documents (RBA, ATHA, RFT) for the visit and facilitates the transfer of funds to the CHEDRO before the actual visit
ISA Actual Visit

- ISA Assessment Team conducts courtesy call to the president of the HEI

- ISA Assessors per use the SED and documents in the exhibit

- ISA Assessors conducts Interview with various groups, stakeholders and key informants

- ISA Assessors conducts ocular visit of facilities and resources

- ISA Assessors prepares the initial assessment report

- ISA Assessors deliberate on the findings based on the SED, interviews and ocular visits

- ISA Assessor prepares the Final Report

- ISA Assessors submits the ISA Report to CHEDRO
### Post-ISA Visit

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>OIQAG Director receives and assigns the ISA reports to the QAD Chief EPS and assigns the QAD designated staff to acknowledge the receipt of the application document and form the TFOTQA to review the reports.</td>
</tr>
<tr>
<td>2.</td>
<td>TFOTQA reviews and evaluates the Assessment Report prepared by the ISA team.</td>
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<tr>
<td>3.</td>
<td>TFOTQA submits its recommendations to CHED ManCom and CEB for confirmation.</td>
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<tr>
<td>4.</td>
<td>CEB confirms the result of the ISA visit and the ISA Reports.</td>
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<tr>
<td>5.</td>
<td>QAD Designated staff prepares a communication informing the result of the ISA visit to the HEI through the CHEDRO.</td>
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4.2.1 Process Flow for the Review of Accomplishments for SUC PBB

OIQAG Director routes the PBB forms and supporting documents of a SUC to the CGD Chief EPS for review

CGD Chief EPS through the CGD Supervising EPS assigns the review of the PBB forms and supporting documents of a SUC to a CGD

CGD designated staff verifies the physical accomplishments of a SUC per Major Final Outputs (MFOs) and Performance Indicators (PIs) against its targets and documentary evidences

CGD designated staff prepares a scorecard for each SUC reflecting the result of the review process for submission to the CGD Supervising EPS for consolidation

CGD designated staff consolidates all PBB scorecards;

OIQAG Director, CGD Chief EPS, CGD Supervising EPS and designated staff deliberate on the results of the review;

OIQAG Director apprises the CEB-MANCOM on the initial results and scorecards for confirmation;

OIQAG Director presents results and scorecards to AO 25 Secretariat;

OIQAG Director presents results and scorecards to AO 25 Secretariat;
5. Process Flow for Levelling of SUCs

- OIQAG Director through the Chief EPS approves the dissemination of the Self-Survey Instrument on SUC Levelling (see Annex 12) to SUCs through the CHEDRO SUC Coordinator.

- Designated staff coordinates with the CHEDRO SUC Coordinator on the status of the submission of the Self-Survey Instrument by the SUCs.

- Members of the Regional Evaluation Committee (REC), composed of CHED, DBM and the Philippine Association of State Universities and Colleges (PASUC) Regional Directors/representatives, deliberate on the accomplished self-survey.

- CGD Chief EPS and Designated Staff prepare the evaluation report as recommended by the REC.

- Members of the National Evaluation Committee (NEC), composed of the DBM Secretary and CHED Chairperson or their duly designated alternates, with three other members from DBM, CHED and PASUC, deliberate the result of the evaluation.

- CGD Chief EPS and Designated Staff prepare the evaluation report as recommended by the REC.

- CGD Chief EPS/Supervising EPS designates staff to prepare and coordinate travel arrangements if ocular visit to verify the data is requested by NEC.

- CGD Chief EPS and through the recommendation of the NEC prepares the results of the SUC Levelling.

- OIQAG Director endorses to the CEB-MANCOM the results of the SUC Levelling for issuance of a CHED Memorandum Order (CMO).

- CGD Chief EPS through the Supervising EPS and the designated staff prepares the necessary CHED Memorandum Order (CMO) for the signature of the Chairperson or authorized official.

- CGD disseminates the approved CMO to all concerned for information and guidance.
4.2.3 Process Flow for the Establishment/Recognition of Local Government-Operated Post-Secondary Institution (LGOPI) or Local Universities and Colleges (LUCs)

OIQAG Director assigns the processing of application for the establishment/recognition of LUCs to the CGD Chief EPS

Chief EPS through the Supervising EPS assigns the review of application/submissions for the creation/establishment of LUC to designated staff

Designated staff prepares the acknowledgement letter for signature by the OIQAG Director through the Chief EPS/Supervising EPS

Administrative Staff/Designated staff releases the acknowledgment letter

Designated staff conducts evaluation of the documents submitted by the applicant LGU/LUC;

Chief EPS/Supervising EPS endorses the report to the OIQAG Director who shall recommend to the CEB-MANCOM the conduct of an ocular inspection by the evaluation team

Designated staff prepares administrative documents for ocular inspection

OIQAG Director recommends ocular inspection for approval by the authorized official

Designated evaluation team conducts ocular inspection and prepares report

Designated staff forwards the inspection report to the Chief EPS/Supervising EPS for approval by the authorized official.

OIQAG Director recommends for the approval/disapproval of the application for LUC establishment/recognition to the CEB Mancom

CEB-MANCOM approves/disapproves the application for establishment/recognition of the SUC

Designated staff prepares communication relative to the CEB decision for the signature of authorized official

Designated Staff releases communication/certificate of recognition
4.2.4 Process Flow for the Review of Project Proposals for Institutional Grants

Director assigns processing of project proposals to the CGD Chief EPS

CGD Chief EPS designates staff to process the project proposal

Designated staff prepares an acknowledgment letter signed by the OIQAG Director

Administrative Staff/Designated staff releases the letter

CGD designated staff checks the eligibility of the proposal

Technical expert evaluates the proposals and submits an evaluation report (see Annex 14) to the OIQAG Director

OIQAG Director presents the evaluation report to the TWG

Members of the TWG recommend an action on the proposal

OIQAG Director presents the TWG recommendation to the CEB-MANCOM

CEB-MANCOM approves/disapproves the proposal

OIQAG Director informs proponent about the result of evaluation
5. OFFICE OF PLANNING, RESEARCH AND KNOWLEDGE MANAGEMENT (OPRKM)

5.1 Planning and Resource Management Division (PRMD)

5.1.1 Formulation of Higher Education Development Plan, Strategic Plan, and Public Investment Plan

1. PRMD convenes the CHED Offices, through a consultative workshop, to gather inputs for their respective Plans highlighting their priority programs and projects and corresponding budgetary requirements (public investment program) along with targets and performance milestones on a long and medium-term basis.

2. The designated staff consolidates the submitted plans/documents and in case of delays in the submission, does follow-up and coordinates with concerned CHED offices. In case of the long-term plan, the designated staff consolidates the documents and prepares for the conduct of the required consultations, writeshops and/or technical meetings with CHED officials, selected experts, resource persons, consultants to validate, revise and finalize the plan.

3. The consolidated/revised plan is subjected to final reviews of the PRMD designated staff and OPRKM Director and is revised if necessary, before it is forwarded to the CEB approval.

4. Once approved by the CEB, the assigned Chief and Assistant Chief (AC) prepares a transmittal letter for NEDA and forwards the same to the PRMD CEPS and OPRKM Director for initial and to the Office of the Chairman for signature.

5. The designated staff retrieves the signed letter along with the approved Higher Education Plan and forwards the same to NEDA.

6. In case there is a need for Social Development Committee-Technical Board (SDC-TB) approval, the designated staff coordinates with NEDA for the scheduled presentation of the higher education plan.

7. Once approved by the SDC-TB, the designated staff coordinates with NEDA for the SDC Cabinet Level presentation and eventual Presidential approval of the Higher Education Plan or if necessary spearheads the needed revision per the requirement of the SDC-TB/Cabinet level in consultation with key officials and consultants of CHED.
5.1.2 Preparation of Agency Performance Commitments/Action Plans/Physical Accomplishment Reports (PCs/APs/PARs)

1. The designated staff prepares a Memorandum for the Office of the Executive Director (OED) for signature, directing the CHEDCOs and CHEDROs to submit to OPRKM - PRMD their respective PCs/APs/PARs of the current Fiscal Year (FY).
2. The designated staff reviews and initials the Memorandum for subsequent initial by the OPRKM Director.
3. The Office of the OPRKM Director forwards the Memorandum to the OED for signature by the Executive Director.
4. Upon receipt of the signed Memorandum from the OED, the designated staff disseminates the Memorandum from Executive Director with the attached required forms for CHEDCO’s and CHEDRO’s compliance.
5. The designated staff retrieves, follows up, and consolidates the CHEDCO’s and CHEDRO’s submission for review by the designated staff.
6. Upon review of the consolidated agency PCs/APs/PARs by the designated staff, the designated staff prepares transmittal letter for the concerned agencies (e.g. Presidential Management Staff [PMS], Department of Budget and Management [DBM], NEDA) and hands it over together with the consolidated agency PCs/APs/PARs submission to the designated staff, for checking and initial.
7. The designated staff checks/reviews and affixes initial to the transmittal letter of the agency’s PCs/APs/PARs submission for subsequent initial by the OPRKM Director and signature of the CHED Chairperson.
8. The designated staff retrieves/receives the signed transmittal letter and agency’s PCs/APs/PARs submission from the Office of the Chairperson (OCC) and sends the same by fax or email to the concerned agency (e.g. PMS, DBM, NEDA) before forwarding the set of documents to the General Services Division (GSD) of the Administrative, Financial and Management Services (AFMS) to ensure timely submission of the original copy of such documents to the concerned agency.

5.1.3 Application of Normative Funding (NF) Formula to the State Universities and Colleges (SUCs) Budget (Form 5.1 Normative Financing Formula)

1. The designated staff in consultation with the Commissioner-in-Charge on NF, convenes the Technical Working Group (TWG) on NF for the review and updating of criteria and indicators in the NF Formula for application to SUCs Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO).
2 The Chief, in consultation with the TWG revises the NF Formula and applies it to the previous year’s SUCs NF data for simulation, analysis and possible refinements for validation and approval by the TWG on NF.

3 Upon approval by the TWG on NF, the Chief, in consultation with the TWG applies the revised formula to the current NF data and presents the results to the Commission en-banc (CEB) for approval.

4 The designated staff submits the CEB-approved SUCs individual budget ceilings to the DBM for dissemination to the SUCs.

5.2 Research Management Division (RMD)

5.2.1 Research Capability Building

5.2.1.1 Research Grants-In-Aid (GIA) - grants for researches that fall within any of the priority themes and platforms identified in NHERA II and CMO 03, 2015 respectively that are responsive to the needs of the regions and/or within the known fields of expertise of the HEIs (Form 5.2.1)

1. The CHED through RMD announces a call for RDE proposals with the assistance of CHED Regional Offices (ROs).
2. Interested proponents submit their RDE proposals to RMD following the CHED Research Application Form. In case an RDE proposal is submitted to the CHEDRO, the latter forwards the proposal to RMD.
3. Chief/Assistant Chief with the assistance of designated staff conducts preliminary screening of all proposals to ensure that they conform to the eligibility requirements specified in the CMO 03, 2015 and with the identified CHED priorities. Proposals which passed the preliminary/initial screening will be included in the roster of shortlisted proposals and are thereafter requested to submit a full-blown proposal using the Research Proposal Application Guide (RPAG) (Form 5.2.2; Communication 5.2.1 and 5.2.2).

S&T oriented proposals are referred to the concerned Department of Science and Technology (DOST) councils or other national agencies (i.e. Department of Agriculture (DA), Department of Agriculture – Bureau of Agrarian Reform (DABAR) etc.) for clearance to ensure non-duplication of R&D initiatives.

For an RDE proposal not shortlisted, the procedure stops here.
4. The proponent presents/defends the proposal before a panel consisting of Technical Experts (TEs), OPRKM Director and others, if necessary. The proposal is evaluated by expert(s) in the disciplines covered by the proposal. For a proposal not recommended favorably by the TEs, the designated staff sends a letter of regret (signed by the OPRKM Director IV or RMD Chief) to the proponent. The procedure stops here.

5. For recommended research proposal, the designated staff prepares a Memorandum for CHED Management Committee and Commission-en-banc approval.

6. For CEB approved proposal, the designated staff prepares the Memorandum of Agreement (MOA) and submits the same to the CHED Legal and Legislative Services for review.

7. The designated staff requests the proponent to submit the following:
   i. Revised Research Proposal Application Guide (RPAG);
   ii. Work and Financial Plan;
   iii. Gantt Chart;
   iv. Line Item Budget; and
   v. Terms of Reference.

8. Once the MOA and the documents submitted are in order, designated staff sends the MOA to the grantee for signature, endorse to HEDF for certification of fund availability, and then to the Office of the Executive Director for endorsement to the Chairman for signature.

9. The Chairman signs the MOA with the OPRKM Director and/or the RMD Chief as witness; designated staff takes charge of the notarization and furnishes each party and the HEDF a copy.

10. The designated staff then prepares the disbursement voucher and forwards it to the HEDF for the release of the funding of the grant

11. The designated staff monitors the implementation and progress of the research project

### 5.2.2 Criteria for Evaluating Research Proposals

1. The Proposal
   a. The proposal corresponds with one or more of the listed research priorities and platforms;
b. Goodness-of-fit between proposal and terms of reference in the call for proposal;
c. The research proposal is relevant to the problems and needs in the local/national setting;
d. The methodology of the study is justified and sound;
e. The proposal’s expected outputs, impacts and derivations are clear and well-defined;
f. Feasibility of work and financial plan

2. The Proponent and Institution
   a. Track record/competence of the proponent to carry out the proposed research
      i. Academic qualification
      ii. Research experience in his field of specialization
   b. Proof of counterpart funding, support, or contributions in-kind from participating HEIs.
   c. Dissemination and utilization of results
      i. Significance of the study
      ii. Impact of the study
      iii. University of the research process
   d. Other relevant criteria

5.2.1.2 Visiting Research Fellowship Grants/Balik Scientist Program - aimed at promoting collaboration and expertise sharing between and among higher education institutions and developing research capability in the country. The Fellowship is offered under two categories: Senior Visiting Research Fellowship and Junior Visiting Research Fellowship.

1. The CHED through RMD announces call for nominations.
2. An external reviewer or review team commissioned by CHED reviews and evaluates the credentials of the nominee together with the proposed research study to be conducted based on criteria approved by CHED through CMO and submits its recommendation to OPRKM.
3. The Chief with the assistance of Assistant Chief, the designated staff processes eligible nominee and endorses the same by the OPRKM Director to the Chairperson for approval.
4. Upon approval by the Chairperson, the designated staff prepares the MOA and refers to the CHED Legal and Legislative Services for review.
5. Once the MOA is in order, the designated staff sends the MOA to the grantee for signature and then endorses to HEDF for certification of fund availability, then to the Office of the Executive Director for endorsement to the Chairman for signature.
6. The Chairman signs the MOA with the OPRKM Director and/or the RMD Chief as witness; the designated staff takes charge of the notarization and furnishes each party and the HEDF a copy.
7. The designated staff then prepares the disbursement voucher and forwards it to the HEDF for the release of the funding of the grant. The grant shall be released in tranches upon submission and acceptance of set milestones/deliverables.

5.2.1.3. *Thesis/Dissertation Grants* - aimed at upgrading the research manpower capability of higher education institution while supporting the conduct of research on identified priority areas; CHED provides financial assistance to fulltime/regular faculty members who are completing their MS/Ph.D.

1. The Chief together with the designated staff accepts applications for the grant.
2. The designated staff conducts eligibility check of the applicant based on set criteria.
3. The designated staff processes eligible applicant and endorses the same by the OPRKM Director to the Chairperson for approval.
4. Upon approval by the Chairperson, the designated staff prepares the MOA and refers to the CHED Legal and Legislative Services for review.
5. Once the MOA is in order, the designated staff sends the MOA to the grantees for signature and then endorses to HEDF for certification of fund availability, then to the Office of the Executive Director for endorsement to the Chairman for signature.
6. The Chairman signs the MOA with the OPRKM Director and/or the RMD Chief as witness; the designated staff takes charge of the notarization and furnishes each party and the HEDF a copy.
7. The designated staff then prepares the disbursement voucher and forwards it to the HEDF for the release of the funding of the grant. The grant shall be released in tranches upon submission and acceptance of set milestones/deliverables.

5.2.1.4. *Support for Paper Presentation in International Conference* - is a travel grant to enable local researchers to present/disseminate/showcase their scholarly works in international conferences, gain international recognition, and at the same time expose them to latest developments in the disciplines that may be applicable to Philippine setting.

1. The Chief together with the designated staff accepts applications for the grant and AA/AS sends acknowledgement letter to the proponent.
2. The designated staff conducts eligibility check of the application and forwards the research paper being applied for support to a TE for review.

3. A technical expert evaluates the technical merits of the paper and the credibility of the conference and conference organizer then forwards the result of evaluation to the RMD. For disapproved applications, the designated staff sends a letter of regret to the proponent. The procedure stops here.

4. For recommended applications, the designated staff prepares a memorandum, endorses the same for approval by the Commission en banc (CEB).

5. If approved by the CEB, the designated staff prepares the MOA and refers to the CHED Legal and Legislative Services for review.

6. Once the MOA is in order, the designated staff sends MOA to the grantees for signature and endorses to HEDF for certification of fund availability, then to the Office of the Executive Director for endorsement to the Chairman for signature.

7. The Chairman signs the MOA with the OPRKM Director and/or the RMD Chief as witness; the designated staff takes charge of the notarization and furnishes each party and the HEDF a copy.

8. The designated staff prepares the disbursement voucher and forwards it to the HEDF for the release of the funding of the grant. The grant is released directly to the grantee and he/she submits Travel and Liquidation Reports after his/her travel.

5.2.2 Research and Extension Promotions and Awards

In order to encourage faculty and institution to conduct and invest in research, CHED has adopted a mechanism for recognizing outstanding researches and research programs and outputs. Excellence in research is recognized through various awards and incentives, including but not limited to:

5.2.2.1 CHED Research and Publication (REPUBLICA) Award to recognize and reward outstanding research outputs that contribute to the discovery of new knowledge, development or generation of concepts which propel significant advances in CHED priority disciplines.

5.2.2.2 Best HEI Research Program Award to reorganize both, author(s), implementor(s) and the HEI for the research program that has contributed most to the clusters of discipline(s). Since HEI’s play important role in developing and nurturing a “research culture” among the faculty and staff, they should be encouraged to conduct research and other scholarly investigations in the various academic disciplines.
5.2.2.3 *Best HEI Extension Program Award* - is awarded in recognition to an outstanding extension program that is relevant and responsive to the needs of the community and the society, and effectively improve production and quality of life.

Procedures for 5.2.2.1 – 5.2.2.3:

1. The CHED through RMD with the assistance of Regional Offices, announce call for nominations.
2. The HEI submits nomination/entry to the CHEDROs.
3. The CHEDRO accepts nomination/entry, and identifies and convenes qualified experts/scientists to become members of the Regional Awards Board (RAB)/Evaluation Committee (REC).
4. The CHEDRO submits to RMD the proposed set of RAB/REC and the latter submits the same to CEB for approval.
5. The CHEDRO and RAB/REC screen, process and rank submitted application/entry and recommend the best three (3) regional nominees to RMD for confirmation.
6. The Chief together with the designated staff accepts regional nominees, and identifies and convenes experts/scientists to become members of the National Awards Board NAB)/Evaluation Committee (NEC). RMD endorses the proposed set of NAB/NEC to CEB for approval.
7. The designated staff facilitates the confirmation of the regional winners where the national winners shall be chosen by the approved NAB/NEC.
8. The designated staff facilitates the approval of regional and national winners to the CEB.
9. The designated staff facilitates the processing of cash prizes and purchasing of trophies/plaques, and other necessary supplies and materials for the successful conduct of the awarding ceremony.

5.2.2.4 *Journal Accreditation Service* - accreditation of research journals has been established by CHED to ensure adoption of fair and important refereeing system for all research journals in Philippine HEIs and professional organizations, serves as a mechanism through which a national standard for peer review and journal refereeing system can be implemented uniformly for all research journals they published.

1. The CHED through RMD with the assistance of Regional Offices, announces a call for nominations.
2. The designated staff facilitates the conduct of technical evaluation of research journals through a panel of evaluators composed of known published experts in the discipline(s) covered by the journal.
3. The panel, with the assistance of the designated staff submits the results of the evaluation and classification, to the Commission en banc (CEB) for approval.
4. The designated staff disseminates the list of CHED accredited journals through CMO.
5. The designated staff facilitates the awarding of the incentives to the CHED accredited journals.

5.2.3 CHED Research Management Information System

Maintains computer-based information system to better plan, program, monitors and evaluates research activities and outputs. In coordination with the CHEDROs and research networks, the Commission through the RMD is tasked to compile data.

5.2.3.1 Maintenance of CHED Research Database

1. The designated staff encodes research proposals submitted for CHED funding, updates the information pertaining to the research proposals and manages the database.
2. The designated staff analyzes the data and prepares a report on the data needs of the office. For a complicated report, the KMD assists the RMD in making the database program.

5.3 Knowledge Management Division (KMD)

5.3.1 Call for Submission of Higher Education Data (Communication 5.3)

1. The Statistician III prepares the CMO for initial of the Director and Executive Director prior to the signature of the Chairperson.
2. The Statistician I facilitates the distribution of CMO to the CHEDROs.
3. The Regional Planning Officer Designate (POD) receives the CMO and distributes to the HEIs within the ROs jurisdiction.

5.3.2 Accomplishment of Forms

1. The assigned staff at the Office of the HEI Registrar accomplishes the data collections forms (please refer to Appendix III) with consideration to the requirements specified in
the supporting CMOs or documents (e.g. CHED Data Element Manual and Discipline Codes as specified in CMO on Annual Higher Education Data Collection (Form 5.3 Higher Education Data Collection Form; Communication 5.3 CHEDs Annual Higher Education Data Collection Letter to HEIs).

2. The HEI Registrar submits to the CHEDRO the electronic copy of the accomplished CHED forms.

5.3.3 Data Processing at the CHEDROs

1. The Regional POD verifies the accuracy and completeness of the CHED forms. If CHED forms are incomplete or incorrect, the concerned HEI is informed to complete and/or rectify the form, and resubmit the same to the CHEDRO. All accurate and complete forms are recorded and stored in the respective directories of each HEI.

2. The HEMIS Designate staff consolidates the CHED forms (with the guidance of the POD) to produce the regional database of the corresponding data.

3. The Regional POD sends the regional database to the KMD-OPRKM with a cover letter signed by the Regional Director.

5.3.4 Data Processing and Consolidation at the CHED Central Office (CHEDCO)

1. The designated staff receives and records the forms from the CHEDROs and distributes the received forms to the Statistician and designated staff for verification, coding/encoding (when necessary), and consolidation. All incorrect and incomplete forms are returned to the concerned CHEDROs for rectification;

2. The designated staff prepares matrix of data retrieval per region and forwards to the KMD Chief.

3. The ITO-III advises the ITO-II to prepare the memorandum reporting the retrieval rates of the CHEDROs, signed by the OPRKM Director, then will be forwarded to the Executive Director for Commission en banc’s information, copy furnished CHEDROs.

4. The Statistician III prepares all corresponding tables and figures for the respective report outputs. For the preparation of the Statistical Bulletin, Statistician collects relevant data from other CHED Offices and other agencies prior to the preparation of the draft output. He/She presents the draft output to the ITO-II, ITO-III and Director for comments and suggestions. When necessary, the same draft copy will be forwarded to the OED, Office of the Chairperson/Commissioners for their comments and suggestions.
5. The Statistician III incorporates all comments and suggestions and produces the final copy. The final copies of the output reports which require mass reproduction (e.g. Higher Education Statistical Bulletin, Directory of HEIs, etc.) will be turned over to the Publication Section for reproduction and dissemination.

5.3.5 Preparation of Higher Education Statistical Bulletin, Higher Education Indicators and SUC Statistical Bulletin (Form 5.3.1 and 5.3.2)

1. The designated staff consolidates the accomplished higher education data collection forms into regional databases; normalizes the databases.

2. The Statistician III/Statistician II consolidates the normalized databases into national databases; collects data from other CHED offices and government agencies; and prepares statistical tables and indicators for Higher Education Statistical Bulletin, Higher Education Indicators and SUC Statistical Bulletin.

3. The ITO-II reviews and quality checks the Higher Education Statistical Bulletin, Higher Education Indicators and SUC Statistical Bulletin prior to OPRKM Director approval.

4. The Information Officer II packages the Higher Education Statistical Bulletin, Higher Education Indicators and SUC Statistical Bulletin into print and web format.

5.3.6 Data Dissemination

1. The IO-I receives the copies and informs the KMD Chief on the preparation of memorandum.

2. The ITO-II prepares the memorandum for the distribution of copies to be signed by the OPRKM Director.

3. The designated staff prepares the copies to be distributed to the respective CHEDROs and offices. All remaining copies are stored in the provided area. He/She facilitates the distribution of the copies to the respective offices together with the memorandum.

5.3.7 Posting of Data/Information in the CHED Website

1. The IO-I receives the request and inform the IO-IV.

2. The IO-IV determines the web area where the information will be posted; instructs the Web Editor to post the said information.

3. The IO-II posts the information in the CHED Website.

5.3.8 Attending to Walk-in Researchers

1. The researcher fills out the portion of Information Sheet (IS) intended for them.
2. The designated staff receives the filled-out IS, fills out the remaining portion, and informs the researcher on the date when his/her request would be available for pick-up and act on the request.

3. The ITO-II advises the researcher that the KMD need a maximum of fifteen (15) working days for the data that requires extraction and processing. If data are available for photocopying or plain transferring of file electronically, the researcher may wait for his request.

4. The designated staff files the accomplished IS as the researcher signs the Researchers' Logbook for record purposes.

5.3.9 Attending to Phone-in Requests

The designated staff receives the call and assesses the data requirements. Requests which are considered not time-consuming can be given directly through the appropriate medium (phone, fax, mail or e-mail).

5.3.10 Attending to Requests submitted through fax, mail and e-mail

1. The designated staff logs the request in the logbook.
2. The ITO-III assigns the request to the concerned KMD staff.
3. The designated staff performs the needed actions and submits data to the researcher through appropriate medium.
4. The designated staff files the accomplished IS.

5.3.11 Attending to Requests submitted through phone, fax, mail, and e-mail which are considered time-consuming

The designated staff advises the researcher to visit the KMD and follow procedures for walk-in researchers.

5.3.12 Provision of Technical Assistance

1. The designated staff receives the request from the concerned office, logs the request into the logbook and forwards to the KMD Chief.
2. The ITO-III scans the requirements/level of technical assistance and assigns to the concerned staff.
3. The ITO-II/ITO-I/ISA-III/ISA-II performs the following:

   For evaluation of HEIs IT project proposals, reviews and evaluates the proposal based on –
   • Title of the Project
For CHED Computerization and IT projects, conducts feasibility study and CSW.
For LAN Transactions, performs the requested transaction (e.g. user definition, rights definition, change of passwords, etc.).
For Development/Updating of application systems/database structures, performs the Structured Systems Analysis and Design (SSAD) process.
As part of the government network restrictions, the KMD enforces the CHED Information Communication and Technology (ICT) Resources Policy and Guidelines (CIRPAG) in order to facilitate the performance of the institution’s functions and tasks and to promote the use of ICT resources in a just manner (Appendix 5.3.2).

4. The ITO-II/ISA-III prepares the corresponding draft report, presents to the ITO III, and OPRKM Director when necessary, for comments and suggestions.
5. The ITO-II/ISA-III prepares the final report and submits to the ITO-III with the corresponding memorandum, when necessary, for initial and to the OPRKM Director for signature.
6. The designated staff submits the report/memorandum to the concerned office, or to the OED for the CEB information/action, copy furnished the concerned office
5.1 Planning and Resource Management Division (PRMD)

5.1.1 Formulation of Higher Education Development Plan, Strategic Plan, Public Investment Plan

- Consultative workshop of PRMD w/ CHED offices on their plans, programs and projects

- Coordination and consolidation of plans/documents by the designated staff

- Validation and revision of consolidated plans

- Final review by the designated staff of the revised plan

- Plan to be forwarded to CEB for approval

- Once approved, preparation of transmittal letter by the Chief and AC

- Letter to be initiated by designated staff /OPRKM Director and signed by the Chairperson

- Letter with Higher Educational Plan will be forwarded to NEDA

- Coordination of PRMD with NEDA SDC-TB for the schedule of HR plan presentation

- Coordination of designated staff with NEDA for SDC cabinet level presentation and Presidential approval
5.1.2 Preparation of Agency Performance Commitments/Action Plans/Physical Accomplishment Reports

- Preparation of Memorandum by SEPS for the OED on the submission of PCs/APs/PARs by CHEDCOs and CHEDROs
  - Memorandum to be forwarded to OED for signature
  - Dissemination of the Memorandum by the designated staff to CHEDCOs and CHEDROs
  - Consolidation by the designated staff of the CHEDCOs and CHEDROs submitted documents
  - Review of the consolidated documents by the designated staff
  - Preparation of transmittal letter by the designated staff for the concerned agencies (i.e. PMS, DBM, NEDA)
  - Letter and consolidated documents to be forwarded to CEPS for review and signature, to OPRM Director and CHED Chair
  - Submission of the signed letter and documents by the designated staff to concerned agencies and to GSD of AFMS for timely submission
5.1.3 Application of Normative Funding (NF) Formula to the State Universities and Colleges (SUCs) Budget

- Review and updating of criteria and indicators in the NF Formula by the NF TWG with designated staff and Commissioner-in-charge on NF

- Revision of the NF Formula by the Chief and TWG

- Validation and approval of the revised NF Formula by the TWG on NF

- Application of the revised formula to the current NF data by the Chief and TWG

- Presentation of the result to CEB, for approval

- Submission of the approved SUCs’ budget ceiling by the designated staff to DBM
5.2 Research Management Division (RMD)

5.2.1 Research Grants-In-Aid (GIA)

- Announcement of Call for RDE Proposals by RMD designated staff through CHEDROS
- Submission of RDE Proposals to RMD
- Preliminary screening of project proposals by the Chief and designated staff if in conformity with CHED priorities
- Checking of eligibility requirements of the submitted proposals
- Shortlisting of proposals: proponents with proposals shortlisted to submit full proposal (refer to RPAO); for proposals not shortlisted procedure stops here
- Panel presentation of proponents. For proposals not recommended by panel, letter of regret will be sent and procedure stops here
- Submission of MOA by designated staff to CHED ManCom and CEB for approval
- Preparation of MOA by designated staff for the panel-recommended proposals
- Once approved, submission of MOA by designated staff to CHED Legal and Legislative Services for review
- Coordination of designated staff with the proponent on the submission of other requirements
- Endorsement by designated staff to HEDF for certification of fund availability; and to OED for endorsement to OC
- Sending of MOA to the grantee for signature
- Notarization of MOA by designated staff and sending of copies to parties involved and HEDF
- Signing of the MOA by the Chairman, OPRXM Director / designated staff
- Monitoring by designated staff of the project implementation and progress
- Preparation of disbursement voucher by designated staff to be forwarded to HEDF for funding grant release
5.2.2 Visiting Research Fellowship Grants/Balik Scientist Program

1. Announcement of Call for Nominations by CHED through RMD
2. Review and evaluation of the credentials by an external reviewer or review team commissioned by CHED of nominees and research studies based on CHED criteria
3. Processing of eligible nominees by Chief, designated staff
4. Endorsement of processed documents by OPRKM Director to the Chair for approval
5. Preparation of MOA by designated staff and review by CHED Legal and Legislative Services
6. Sending of MOA to the grantee by designated staff for signature
7. Endorsement to HEDF for certification of fund availability, and to OED for endorsement to OC
8. Signing of the MOA by the Chairman, OPRKM Director / RMD Chief
9. Notarization of MOA and sending of copies by designated staff to parties involved and to HEDF
10. Preparation of disbursement voucher by designated staff to be forwarded to HEDF for grant release (to be released in tranches based on deliverables)
5.2.3 Thesis/Dissertation Grants

Acceptance of applications for the grant by the Chief, designated staff

Checking of applicants’ eligibility by designated staff based on a set of criteria

Processing of eligible applicants by designated staff

Endorsement of processed documents by OPRKM Director to the Chair for approval

Preparation of MOA by designated staff and review by CHED Legal and Legislative Services

Sending of MOA to the grantee by designated staff for signature

Endorsement to HEDF for certification of fund availability, and to OED for endorsement to OC

Signing of the MOA by the Chairman, OPRKM Director / RMD Chief

Notarization of MOA and sending of copies by designated staff to parties involved and to HEDF

Preparation of disbursement voucher by designated staff to be forwarded to HEDF for grant release (to be released in tranches based on deliverables)
5.2.4 Support for Paper Presentation in International Conference

Acceptance of applications for the grant and sending of acknowledgment letters by designated staff to proponents

Checking of applicants’ eligibility by designated staff based on a set of criteria

Review and evaluation of documents by TE

For disapproved applications, sending of regret letter by designated staff and procedure stops here

For recommended applications, preparation of MOA by designated staff

Endorsement to CEB for approval

Preparation of MOA by designated staff and review by CHED Legal and Legislative Services

Sending of MOA to the grantee by designated staff for signature

Endorsement to HEDF for certification of fund availability, and to OED for endorsement to OC

Signing of the MOA by the Chairman, OPRKM Director/RMD Chief

Notarization of MOA and sending of copies by designated staff to parties involved and to ___

Preparation of disbursement voucher by designated staff to be forwarded to HEDF for grant release (to be released in tranches based on deliverables)
5.2.5 – 5.2.7 CHED Research and Publication (REPUBLICA) Award; Best HEI Research Program Award; Best HEI Extension Program Award

- Announcement of call for nominations through CHEDROs
- Submission of entry by HEIs to CHEDROs
- Identification by CHEDROs of experts/scientists for RAB/REC membership
- Submission by CHEDROs of proposed set of RAB/REC to RMD and to CEB for approval
- Screening and ranking of application/entries by CHEDROs and RAB/REC
- Recommendation of regional nominees to RMD for confirmation
- Identification by Chief, designated staff of experts/scientists for NAB/NEC membership
- Endorsement by Chief, designated staff of the proposed set of NAB/NEC to CEB for approval
- Facilitation of the approval of regional and national winners by designated staff for CEB
- Facilitation of awarding ceremony by the designated staff
5.2.8 Journal Accreditation Service

- Announcement of call for nominations through CHEDROs
- Facilitation of technical evaluation by designated staff through a panel of evaluators
- Submission of evaluation result by the designated staff to CEB for approval
- Dissemination through CMO of the CHED accredited journals by designated staff
- Facilitation by the designated staff of the awarding of incentives to the CHED accredited journals
5.2.9 Maintenance of CHED Research Database

1. Encoding by the designated staff of the submitted research proposals for CHED funding

2. Updating of information of research proposals by the designated staff

3. Handling and editing of database by the designated staff

4. Preparation of report by the designated staff for the office
5.3 Knowledge Management Division (KMD)

5.3.1 – 5.3.2 Call for Submission of Higher Education Data and Accomplishment of Forms

- Preparation of CMO by the Statistician III for signature of the Director, Executive Director and Chairperson

- Distribution of CMO to the CHEDROs by the Statistician I/designated staff

- Distribution of CMO to HEIs by the Regional Planning Officer Designate (POD)

- Accomplishment and submission of forms and requirements by the HEI Office of the Registrar to the CHEDRO
5.3.3 – 5.3.4 Data Processing at the CHED ROs and Consolidation at the CHED Central Office (CHEDCO)

Verification by the Regional POD of the submitted forms → Consolidation of the forms by the HEMIS staff for a regional database → Sending of the regional database by the Regional POD to KMD-OPRK with a cover letter signed by Regional Director → Verification and consolidation of the forms by the Statistician and designated staff; Incomplete/incorrect forms are returned to the concerned CHEDRO → Preparation of matrix of the data by the designated staff to be forwarded to KMD Chief → Preparation of memorandum on retrieval rate of CHEDROs by the Asst. Chief to be forwarded to ED for CEB approval, copy furnished CHEDROS → Preparation of the final output by the Statistician III → Output to be forwarded to OED, OC/Commissioners for comments/suggestions → Presentation of the draft output to the Asst. Chief, Chief and Director → Preparation of report and Statistical Bulletin by the Statistician III → Recording of the forms by the designated staff → Mass reproduction and dissemination of the output final copies by the Publication Section
5.3.5 Preparation of Higher Education Statistical Bulletin, Higher Education Indicators and SUC Statistical Bulletin

- Consolidation of higher education data into regional databases by the designated staff

  - Consolidation of regional databases into national databases by the Statistician III or Statistician II

    - Collection of data by the Statistician III or Statistician II from other CHED offices and government agencies

      - Preparation of statistical tables and indicators by the Statistician III or Statistician II for Higher Education Statistical Bulletin

        - Review of the output by the Asst. Chief for OPRKM Director approval

          - Packaging of the output by the IO II into print and web format
5.3.6 Data Dissemination

- Receiving of copies by the IO-1

  - Preparation of memorandum on the distribution of copies by the KMD Asst. Chief to be signed by OPRKM Director

  - Facilitation of the distribution of copies by the designated staff to the respective offices together with the memorandum
5.3.7 Posting of Data/Information in the CHED Website

1. Receiving of the request by the IO-I

2. Determination of the web area by the IO-IV where the information will be posted

3. Posting of the information by the web editor in the CHED website
5.3.8 Attending to Walk-in Researchers

1. Accomplishment of Information Sheet (IS) by the researcher

2. Receiving of IS by the designated staff and informs the researcher on the availability of the request

3. If the data is readily available, the researcher may wait for the request

4. Filing of the IS by the designated staff and recording of the activity in the logbook
5.3.9 – 5.3.11 Attending to Requests submitted through fax, mail and e-mail

1. Recording of the request in the logbook by the designated staff
2. Assigning a KMD staff by the KMD Chief to process the request
3. Processing of request by the designated staff and submission of the data to the researcher
4. Filing of the accomplished IS by the designated staff
5.3.12 Provision of Technical Assistance

1. Receiving and recording of technical assistance request by the designated staff to be forwarded to the KMD Chief

2. Assigning the request to the concerned staff by the KMD Chief

3. Performance of functions by the KMD ITO/ISA based on the nature of request

4. Preparation of report by the KMD ITO/ISA to be presented to the KMD Chief

5. Preparation of final report by the KMD ITO/ISA, and memorandum if needed, to be forwarded to OPRKM Director

6. Submission of report/memorandum by the designated staff to the concerned office or to OED for CEB action
6. OFFICE OF STUDENT DEVELOPMENT AND SERVICES (OSDS)

6.1 Procedures for Policy, Program Development and Technical Assistance

6.1.1 Development of Policies, Guidelines and Procedures for Student Development and Services Program

Drafting Phase

1. Designated staff prepares the CHED Special Order of the Technical Working Group (TWG) for the drafting of the policies, standards, and guidelines.
2. Chief and Supervising EPS reviews the document and seeks approval to the Directors.
3. Directors endorse the document to the ManCom/CEB for approval of the composition of the TWG and the drafting of the policies, standards, and guidelines.
4. Designated staff prepares the working paper and seeks approval of the draft policies, standards, and guidelines to the Chief/Supervising EPS and Directors.
5. Designated staff convenes the TWG to review the working paper and give inputs.
6. Designated staff finalizes the draft policies, standards, and guidelines with the integration of the inputs of the TWG.
7. Directors endorse the final draft policies, standards, and guidelines to the ManCom/CEB for approval to hold a public consultation.

Consultation Phase

8. Designated staff prepares Memorandum from the Executive Director to CHEDROs and other stakeholders on the conduct of a public consultation.
9. Designated staff facilitates publication to a newspaper and CHED website of the Notice of the Public Consultation
10. Conducts the Public Consultation.

Post-Consultation Drafting Phase

11. Designated staff consolidates and integrates comments and suggestions from the public consultation and presents the draft policies, standards, and guidelines to the TWG.
12. TWG reviews and finalizes the draft policies, standards, and guidelines incorporating comments and suggestions from the public consultation.
13 Directors endorse the final draft policies, standards, and guidelines to ManCom/CEB for approval of public orientation.

Finalization Phase

14 Designated staff prepares the transmittal of the Director on the final copy of the CMO for the Chairperson’s signature through the Executive Office.

15 Designated staff receives the signed final copy of CMO and submits to the CHED Central Records for numbering and dissemination to CHEDROs.

Advocacy Phase

16 Designated staff facilitates publication to a newspaper or Official Gazette through the LLS and CHED website.

17 Designated staff facilitates uploading of the CMO to the CHED Website through the OPRKM.

18 Designated staff prepares and packages advocacy materials pertaining to policies and programs relative to the works of the Divisions in coordination with other offices upon approval of the OSDS Directors.

6.1.2 Procedures on Technical Assistance

Preparatory Phase

1 Designated staff prepares Memorandum from the Executive Director to CHEDROs and other stakeholders on the conduct of a public orientation.

2 Designated staff prepares the logistics and administrative concerns in coordination with AFMS/HEDF.

Coordination Phase

3 Designated staff sends the Memo and invitation to CHEDROs, TWG and concerned stakeholders.

4 Designated staff consolidates the list of confirmed participants as submitted by CHEDROs.

Orientation Phase

5 Designated staff checks the food and venue.

6 Designated staff prepares the documentation of the orientation.

7 Designated staff with the concerned TWG conduct the Public Orientation.
6.1.3 Procedures on Collaboration with CHEDROs, Government and Non-Government Organizations

1. GO/NGO submits request together with the agenda and other materials.
2. CHED Records Section receives the documents and forwards to OSDS.
3. Designated staff receives and records the documents and submits to the Directors.
4. Directors review and assign the invitation to the concerned Division.
5. Chief and Supervising EPS reviews and assigns to Senior EPS/EPS to handle the program and coordinates with the concerned agencies.
6. Designated staff reviews the documents and coordinates with the concerned agencies.
7. Designated staff attends meeting in collaboration with the concerned agencies.
8. Designated staff prepares report and updates the Chief EPS.
9. Chief EPS conducts staff meeting.
10. Chief and Supervising EPS reviews and submits status reports prepared by the technical staff to the Directors.
11. Directors decide on the actions to be undertaken based on the reports.

6.2 Procedures for Monitoring and Evaluation

6.2.1 Development of Monitoring and Evaluation of System and Instruments

Formulation of proposed system and instruments

1. Designated staff prepares the system and instruments in consultation with experts if necessary.
2. Chief EPS presents to TWG and Directors the draft for comments and recommendations.
3. Designated staff modifies the prepared system and instruments.
4. CEPS finalizes the proposed system and instruments and submits to Directors for approval.
5. Designated staff prepares the memorandum from the Executive Director for dissemination and pilot testing of instruments.
6 Designated staff finalizes the instruments for approval of CEPS and Directors.
7 Designated staff prepares logistics for administrative matters in coordination with AFSM/HEDF.

Orientation Phase

8 Designated staff checks the food and venue.
9 Designated staff prepares the documentation of the orientation.
10 OSDS with the concerned TWG conducts the Orientation.
11 Designated staff prepares proceedings and corresponding reports.

Administration/fielding of instruments

12 Designated staff administers/fields instruments according to schedule and procedures in the approved memo.

6.2.2 Monitoring and Evaluation of Other Student Affairs and Services

1. The Executive Office through the OSDS communicate to CHEDRO the reports needed in relation to the implementation of various policies in student affairs and services (student welfare, student development, and international student affairs programs and services) such as CMO 9 s. 2013, Executive Order 285 s. 2000.
2. Designated staff consolidate reports reflective of the recommendations and submits the same to the Directors (Forms – 6.2.1, 6.2.3, 6.2.4, 6.2.5, 6.2.8, 6.2.9, 6.2.12, 6.2.13, 6.2.14, 6.2.14, 6.2.15, 6.2.16, 6.2.17, 6.18, 6.2.19, 6.2.20, 6.2.21, 6.2.22).
3. Directors present and submit the summary to the ManCom/CEB in aid of policy recommendation.

6.3 Procedures for Student Affairs and Services Information System

1. Designated staff prepares and maintains database, and information systems in coordination with KMD.
2. Designated staff stores, retrieves, reproduce data on student development and services.
3. Designated staff analyzes and prepares statistical data and reports for policy, standards, and guidelines’ enhancement.

6.4 Procedures for Program Advocacy
6.4.1 Assistance given to other government agencies in information materials that deal with student development and services

1 Government agency communicates with OSDS the program for information/advocacy materials that deals with student development and services.
2 Designated staff receives and records the information/advocacy materials and submits to the Directors.
3 Directors review and assign the information/advocacy materials to the concerned Division for action.
4 Chief and Supervising EPS review and assign to Senior EPS/EPS to handle the information/advocacy materials and coordinates with the concerned agency.
5 Designated staff prepares the memorandum from the Executive Director/Chairperson.
6 Designated staff coordinates with the concerned agency for the wider dissemination of the information/advocacy materials.

6.5 Procedures for Local Student Affairs Division (LSAD)

6.5.1 Procedures for Student Access Unit (SAU)

6.5.1.1 Allocation of Slots and Fund for CHED Student Financial Assistance Programs (StuFAPs) per CMO 14 s. 2014

1 Designated staff determines the approved CHED StuFAPs budget under GAA and HEDF for the incoming Fiscal Year.
2 Designated staff determines slot and fund requirements per program for new and on-going beneficiaries as specified by existing policies.
3 Designated staff computes for slots and fund allocation per Region using the factors and formula and provides award numbers to new slots per program.
4 Chief and Supervising EPS review the slot and fund allocation per Region and forwards to OSDS Directors for approval of Chairperson.
5 Designated staff communicates to the CHEDRO the slot and fund allocation per Region.

6.5.1.2 Fund Transfer of slots and fund of CHED Student Financial Assistance Programs (StuFAPs) to CHED Regional Offices

1 Designated staff per program recommends to AFMS/HEDFS the sub-allocation and requests transfer of funds to CHEDROs for one (1) Academic Year based on slots allocation per region.
2 Chief and Supervising EPS check and review the recommendation.
3 OSDS Directors approve the recommendation.
4 Designated staff per program transmits to AFMS/HEDFS the request for sub-allotment and transfer of funds to CHEDROs. (Communication 6.1.1, 6.1.2, 6.1.3)
5 CHEDROs submit reports on actual filled up slots and fund utilization and return the unutilized slots to be checked against slot allocation by the OSDS.

6.5.1.3 Selection of Expanded Students’ Grant-in-Aid Program for Poverty Alleviation (ESGP-PA) per Joint Memorandum Circular 2014-1

1 DSWD validates potential grantees and confirm for eligibility, willingness and interest to pursue higher education under the ESGP-PA.
2 DSWD submits the list of names of validated potential student-grantees broken down according to the agreed regional allocation to SUCs for admission process and Regional ESGP-PA Committee (RSC) and National ESGP-PA Committee (NSC) for reference.
3 The various SUCs administer admission examination.
4 DBM thru their Field Offices releases the allotment comprehensively direct to the SUCs.
5 SUC conducts Orientation for ESGP-PA student-grantees and their parents/guardians on the policies and guidelines and other requirements of the program. (Forms 6.1.24)
6 SUC organizes and/or enhance values formation, and career guidance to student-grantees and their families or parents.
7 SUC conducts of bridging program to provide remedial/mentoring program to cater to the special needs of the student-grantees by the ESGP-PA SUCs (as applicable).
8 SUC releases the monthly stipend and book allowances of the student-grantees (Forms 6.1.23)
9 SUC submits either in printed form or by way of electronic document, to the DBM, copy furnished the House Committee on Appropriation, Senate Committee on Finance, RSC and NSC quarterly reports on the financial and physical accomplishments of the program, including the list of student-grantees copy furnish OSDS. (Forms 6.1.22)
10 Designated staff ensures that the said quarterly reports and list of student-grantees are likewise posted in the official website of the SUC and CHED.
6.5.1.4 Administration of the Sajahatra Bangsamoro Study Grant Program (SBSGP) per CMO s. 2013

1. The OPAPP accepts qualified applicants identified by the Moro Islamic Liberation Front (MILF) through Task Force on Bangsamoro Development (TFBD).

2. OPAPP submits to the Office of Student Development and Services (OSDS) the list of beneficiaries for fund transfer of financial benefits of grantees.

3. Designated staff issues notice of award to OPAPP through the TFBD for distribution to the grantees.

4. Designated staff request the Higher Education Development Fund Staff (HEDFS) to fund transfer the financial benefits of the grantees to the concerned CHED Regional Offices (CHEDRO).

5. HEDF transfers the fund to the CHEDROs.

6. CHEDROs receive the submitted listing of qualified applicants endorsed by OSDS-CHED.

7. CHEDROs process and releases the financial benefits through the partner State Universities and Colleges (SUCs).

8. Designated staff in coordination with OPAPP monitors and evaluates the implementation of the program.

6.5.1.5 Administration of the Iskolar ng Bayan (INB) Program per R.A. 10648

1. DepEd identifies and submits to OSDS the list of Top Ten High School Graduate students nationwide.

2. SUC receives applications of interested Top Ten High School Graduates intending to enroll in their institution.

3. SUC prepares masterlists of qualifiers under the INB Program and recommends to OSDS for payment of financial benefits.

4. Designated staff validates names of students included in the masterlist based on the Certified List of Top Ten High School Graduates provided by DepEd and assigns Award Numbers accordingly.

5. Designated staff recommends Regional Fund Transfer (RFT) for payment of financial benefits of INB scholars.

6. SUC prepares liquidation reports and submits to concern CHEDRO copy furnished OSDS.

7. Scholar receives benefits from SUC.
8 SUC orients scholars on the rules and regulations of the program.
9 CHEDRO transfers funds to concerned SUC.
10 CHEDRO receives Notice of Transfer from CHEDCO and process payment of financial benefits of scholars based on the requirements submitted by SUCs.
11 Designated staff prepares status reports in the implementation of INB program based on the reports submitted by CHEDROs.

6.5.1.6 Execution of Memorandum of Agreement (MOA) between CHED, selected HEIs and/or concerned agencies relative to the devolution and administration of STUFAPS per CMO 4 s. 2004, CMO 25 s. 2006, CMO 25 s. 2008 and other Student Development Programs

1 Designated staff prepares draft of Memorandum of Agreement (MOA).
2 Chief and Supervising EPS review the draft MOA.
3 OSDS Directors approve the draft MOA.
4 Designated staff endorses the draft MOA to Legal and Legislative Services for comments and suggestions.
5 Designated staff finalizes the draft with the integration of the inputs of the Legal and Legislative Services.
6 OSDS Directors endorse the final draft to the ManCom/CEB for approval.
7 Designated staff communicates the final copy of the MOA for the signature of the heads of the concerned agencies.

6.5.1.7 Monitoring and Evaluation of CHED StuFAPS and Special Loan Programs

1 Chief EPS/Supervising EPS identifies HEIs to be monitored in the region.
2 Chief EPS/ Supervising EPS creates Monitoring Teams and sets schedule of monitoring.
3 Designated staff submits to the Chairperson through Executive Office the schedule, monitoring teams for approval.
4 Designated staff communicates to CHEDRO details of monitoring as approved by the Chairperson.
5 OSDS Director conduct pre-monitoring orientation.
6 Monitoring Team conducts HEI visit together with CHEDRO representatives.
7 Monitoring Team prepares & submits monitoring report to Directors.
8 LSAD consolidates monitoring reports reflective of the findings and recommendations and submits the same to the Directors.
9 Directors present the result of the monitoring activity to the National Directorate Meeting through the ManCom/CEB for policy recommendation.

6.5.2 Procedures for Student Welfare and Development Unit (SWDU)

6.5.2.1 Issuance of National Service Training Program (NSTP) Serial Numbers per CMO 27 s. 2015

1 HEIs submits list of NSTP graduates to CHEDROs.
2 CHEDRO issues serial numbers to HEIs.
3 HEI distributes the issued serial numbers given by CHEDRO to the individual NSTP graduates using the prescribed forms.
4 CHEDRO receives the distributed serial numbers from HEIs.
5 CHEDRO submits to OSDS the Regional Consolidated Data on NSTP (Enrolment and Graduates with Serial Numbers)
6 Designated staff provides the Office of Civil Defense (OCD) with a list of all NSTP graduates with serial numbers in compliance with the provision of the NSTP Act of 2001. (Forms 6.1.31)
7 Designated staff maintains National Database of NSTP graduates with Serial Numbers.
8 Designated staff monitors the CHEDRO and HEIs on the implementation of NSTP and NSRC.

6.5.2.2 Issuance of Certificate of Accreditation to NGOs to formulate and administer Training Modules for NSTP- Civic Welfare Training Services and Literacy Training Services per R.A. 9163

1 NGO applies to be a NSTP Provider for Civil Welfare Training Services (CWTS) and Literacy Training Services (LTS).
2 NSTP designated staff reviews, evaluates and recommends application.
3 NSTP designated staff prepares recommendation letter to Executive Director.
4 Chief/Supervising EPS reviews/comments on the recommendation of the NSTP designated staff.
5 OSDS Director signs the recommendation letter to Executive Director.
6 Executive Office recommends application to Chairperson.
7 Chairperson signs and approves application of the NGO together with the Accreditation Certificate.
8 Designated staff transmits the Accreditation Certificate to the NGO.
9 Designated staff prepares list of NSTP Providers and transmits to CHEDROs for information through the Executive Office.

6.5.2.3 Indorsement of Agency/Organization Sponsored Student-Related Activities

1 Designated staff receives and records the proposals endorsed by agencies/organizations and forwards the same to the Director.
2 Director assigns the proposals for evaluation to the concerned Chief EPS.
3 Chief EPS evaluates and prepares recommendation for review of the Director and if in order, prepares a Memorandum indorsing the activity for signature of CHED Chairperson through the Executive Office.
4 Designated staff releases to the CHED Central Records the memorandum to the requesting party for dissemination.

6.6 Procedures for International Student Affairs Division (ISAD)

6.6.1 Application for the Grants-in-Aid to Students’ Participation in Leadership Conferences and Seminars (GRASP) per CMO 12 s. 2012

1 Applicant submits application to his/her HEI.
2 HEI evaluates student application and if in order submits the same to the CHEDRO.
3 CHEDRO receives and evaluates application and if submitted before the deadline, forwards the same to OSDS Director.
4 Designated staff, Supervising EPS evaluate, process and recommend grants for release of the check through the concerned CHEDRO.
5 Designated staff informs the HEI and grantee copy furnish CHEDRO.
6 Grantee receives check and attends seminar/conference.
7 Grantee liquidates expenses within a month after the conference/seminar and submits the liquidation report to concerned CHEDRO.
8 CHEDRO evaluates completeness of submitted liquidation report and facilitates liquidation of fund from the grantee.
9 Designated staff of OSDS monitor the utilization of funds and compliance with the guidelines.

6.6.2 Issuance of CHED Endorsement to Bureau of Immigration for Student Internship Abroad Program (SIAP) per CMO 22 s. 2013

1 CHEDRO endorses the HEI’s application for CHED endorsement to BI together with the documentary requirements.
2 Designated staff receives and records the documents and submits to the Director for routing.
3 Designated staff evaluates the documents, prepares the proposed CHED endorsement to the Bureau of Immigration copy furnish the Department of Foreign Affairs, and submits for review of the CEPS/Supervising EPS. (Communication- 6.2.1, 6.2.2 or 6.2.3)
4 CEPS/Supervising EPS reviews the proposed endorsement for the concurrence of the OSDS Director.
5 Designated staff transmits the proposed endorsement for Chairperson’s approval through the Executive Office.
6 Chairperson approves the CHED endorsement to Bureau of Immigration if found in order.
7 Designated staff releases the CHED endorsement to the HEI’s authorized representative upon receipt of the CHED endorsement signed by the CHED Chairperson and sends e-copy of CHED endorsement to DFA for information and reference.

6.6.3 Issuance of CHED Endorsement

a. to the Bureau of Immigration on the Transfer of School, Shifting of Program and Visa Conversion or Extension per Executive Order 285 s. 2000

1 Authorized HEI representative submits requests for CHED endorsement together with the documentary requirements to CHED.
2 CHED Records Officer receives and records the documents and forwards the same to OSDS.
3 Designated staff evaluates compliance with the requirements.
4 Designated staff prepares endorsement, submits to CEPS/Supervising EPS for review of the CHED endorsement. (Communication-6.2.4, 6.2.5, 6.2.6)
5 CEPS reviews prior to approval of the OSDS Director.
6. OSDS Director approves the CHED endorsement if found in order.
7. Designated staff records the CHED endorsement and releases it to the authorized HEI representative then files the same.

b. for Foreign Student (FS) Clinical Clerkship in the Home Country

1. Authorized HEI representative submits request for CHED endorsement to undergo clinical clerkship of the FS in the home country.
2. CHED Records officer receives and records the documents and forward the same to OSDS Director who then instructs the CEPS/Supervising EPS.
3. CEPS/Supervising EPS instructs the Designated staff who then receives and evaluates the documents and prepares CHED endorsement interposing no objection on the request for clerkship, subject to conditions set by the concerned HEI.
4. CEPS/Supervising EPS reviews the correspondence and the OSDS Director signs the correspondence upon concurrence (Communication-6.2.7).
5. Designated staff releases the CHED endorsement to the authorized HEI representative.

6.6.4 Issuance of Student Visa (9f)/Tourist Visa (9a) by the Department of Foreign Affairs per Executive Order 285 s. 2000

1. Foreign Student (FS) communicates and asks for acceptance with any PHEI authorized to accept foreign student.
2. HEI asks for documentary requirements and if found in order, issues Notice of Acceptance to FS.
3. In case the FS wants to enroll in a Medicine or Dental program, follow the procedures on the issuance of CEM/CED:
4. HEI submits certified true copy of documents to DFA
   a. Original NOA
   b. Original CEA for Medicine and Dentistry students
   c. Police Clearance authenticated by the PFSP
   d. Medical Health Certificate
5. Department of Foreign Affairs (DFA) evaluates documentary requirements and if found in order, submits the documents to the Philippine Foreign Service Post (PFSP) in the FS country of origin.
6. PSFP Notifies student-applicant to appear on Consular Officer for interview and issuance of student visa.
DFA notifies PHEI on the issuance of student visa (9f) to FS, copy furnished CHED, BI, NICA and NBI.

HEI informs FS on the issuance of his/her visa.

**6.6.5 Issuance of Certificate of Eligibility for Admission to Medical and Dental Courses to Foreign Students per Executive Order 285 s. 2000**

1. Designated staff receives the application for CEA (Forms – 6.2.6, 6.2.7) and request the authorized school representative to pay the CEM/CED fee in the amount of P500.00 at the AFMS Cashier.

2. Designated staff verifies/counterchecks the authenticity and completeness of documents/records, prepares the CEA and submits for review of the Senior EPS/Supervising EPS and Chief EPS for OSDS Director’s approval. (Forms-6.2.6 and 6.2.7)

3. Designated staff seals and releases the CEM/CED to the authorized school representative.

**6.6.6 OSDS One-Stop Processing Center Certification, Authentication and Verification of Higher Education Scholastic Records per CMO 17 s. 2013**

**Issuance of Certification, Authentication and Verification (CAV)**

1. Designated staff explains the procedures and give application form to the applicant and pre-checked/pre-assessed the documents/scholastics records submitted and receives the applications together with the documents/scholastic records for screening. (Form- 6.2.23)

2. Designated staff screens and reviews the application and the documents/scholastics record submitted and if in order, request the applicant to pay to AFSM Cashier the application fee of P80.00.

3. Designated staff receives the filled-up application together with the documents/scholastic record and issue claim stub to the applicant. (Form-6.2.24, 6.2.25)

4. Designated staff prepares and sends by fax the endorsement letter with attached documents to the concerned CHEDRO or verifies documents through E-CAV System. (Communication - 6.2.9 or 6.2.10)

5. Designated staff, after 14 days of no response from the region, follow-up thru phone or email the status of request for verification to the concerned CHEDRO.
6. Upon receipt of confirmation from CHEDRO, Designated staff checks, reviews the confirmation and prepares the Certificate of Authentication and Verification (CAV) for review of SEPS and approval of the Chief EPS/Supervising EPS or Director (Form 6.2.27).

If the confirmation has some deficiency contrary to the entries of the submitted documents, designated staff informs the applicant thru email or phone.

7. Designated staff fills up transmittal form for the Official Courier for forwarding to the Department of Foreign Affairs. (Form 6.2.26)

8. If for SRC, designated staff releases the CAV to concerned applicant. (Form 6.2.25)

6.7 Preparation of plans, programs budgetary requirement, and accomplishments reports of the division

1. Designated staff prepares plans, programs budgetary requirement, and accomplishments for the assigned program following the prescribed forms from OPRKM, AFSM, and HEDF.

2. CEPS/Supervising EPS reviews and consolidates plans, programs for budgetary requirement and accomplishments.

3. OSDS Directors endorses for approval of MANCOM and CEB through the concerned Offices.

6.8 Preparation of inputs for House and Senate Bills and participation in Committee Hearings

1. Designated staff receives the memorandum from the Executive Director regarding the request for the participation of OSDS representative in Committee Hearings.

2. OSDS Director instructs the concerned CEPS/Supervising EPS to prepare the inputs or comments in the house or senate bills, assigns the OSDS representative in Committee Hearings.

3. Designated staff prepares and submits the inputs or comments in the house or senate bills with the corresponding cover memo for LLS and Executive Office to the CEPS/Supervising EPS.

4. CEPS/Supervising EPS reviews the inputs or comments in the house or senate bills and submits the same for approval of the OSDS Directors.

5. Designated staff transmits the cover memo and inputs/comments to the LLS and Executive Office. coordination with LLS.

7. Assigned OSDS representative prepares report and updates the OSDS Director on the attended Committee Hearings (Form 6.2.4).
6.9 Outsourcing of services as may be required by the programs

1. CEPS/Supervising EPS determines the need for outsource services of the program and confers with the OSDS Directors.
2. Designated staff prepares the draft terms of reference of the outsource services with Cost and Benefit analysis and submits to CEPS/Supervising EPS.
3. CEPS/Supervising EPS reviews and submits the terms of reference with Cost and Benefit analysis and other documents in compliance with accounting and auditing rules and regulations for approval of OSDS Director.
4. Designated staff transmits the documents for outsourcing to the AFMS/HEDF.
5. Designated staff follows up the outsourcing documents until approval by the CEB/ManCom.
6. Designated staff prepares and ensures the proper engagement of outsourced services upon conferment of the OSDS Directors.
7. CEPS/Supervising EPS reviews the reports and documents submitted before endorsing of the OSDS Directors for approval of payment of the outsourced services in coordination with AFMS and HEDF.
6.1.1 Procedures on the Development of Policies, Standards and Guidelines for Student Development and Services Program

**Drafting Phase**

- **Designated staff** prepares the CHED Special Order of the Technical Working Group (TWG) for the drafting of the policies, standards, and guidelines.

- Chief and Supervising EPS reviews the document and seeks approval to the Directors.

- Directors endorse the document to the ManCom/CEB for approval of the composition of the TWG.

- **Designated staff** prepares the working paper and seeks approval of the draft policies, standards, and guidelines to the Chief EPS and Directors.

- Designated staff prepares the working paper and seeks approval of the draft policies, standards, and guidelines to the Chief EPS and Directors.

**Consultation Phase**

- **Designated staff** convenes the TWG to review the working paper and give inputs.

- Designated staff finalizes the draft policies, standards, and guidelines with the integration of the inputs of the TWG.

- Directors endorse the final draft policies, standards, and guidelines to the ManCom/CEB for approval to hold a public consultation.

**Post-Consultation Drafting Phase**

- Designated staff prepares Memorandum from the Executive Director to CHEDROs and other stakeholders on the conduct of a public consultation.

- Designated staff facilitates publication to a newspaper and CHED website of the Notice of the Public Consultation.

- Conduct the Public Consultation.

- Designated staff consolidates and integrates comments and suggestions from the public consultation and presents the draft policies, standards, and guidelines to the TWG.

**Finalization Phase**

- Directors endorse the final draft policies, standards, and guidelines to ManCom/CEB for approval of public orientation.

- TWG reviews and finalizes the draft policies, standards, and guidelines incorporating comments and suggestions from the public consultation.

- Designated staff prepares the transmittal of the Director on the final copy of the CMO for the Chairperson’s signature through the Executive Office.

**Advocacy Phase**

- Designated staff prepares and packages advocacy materials pertaining to policies and programs relative to the works of the Divisions in coordination with other offices upon approval of the OSDS Directors.

- Designated staff facilitates uploading of the CMO to the CHED Website through the OPRKM.

- Designated staff facilitates publication to a newspaper or Official Gazette through LLS and CHED Website.

- Designated staff receives the signed final copy of the CMO and submits to the CHED Central Records for numbering and dissemination to CHEDROs.
6.1.2 Procedures on Technical Assistance

**Preparatory Phase**

- Designated staff prepares Memorandum from the Executive Director to CHEDROs and other stakeholders on the conduct of a public orientation
- Designated staff prepares the logistics and administrative concerns in coordination with AFMS/HEDF

**Coordination Phase**

- Designated staff consolidates the list of confirmed participants as submitted by CHEDROs
- Designated staff sends the Memo and invitation to CHEDROs, TWG and concerned stakeholders
- Designated staff checks the food and venue
- Designated staff prepares the documentation of the orientation

**Orientation Phase**

- Designated staff prepares proceedings and corresponding report
- OSDS with the concerned TWG conducts the Public Orientation
6.1.3 Procedures on the Collaboration with CHEDROs, Government and Non-Government Organizations

GO/NGO submits request together with the agenda and other materials → CHED Records Section receives the documents and forwards to OSDS → Designated staff receives and records the documents and submits to the Director → Directors review and assign the invitation to the concerned Division.

Designated staff prepares report and updates the Chief EPS → Designated staff attends meeting in collaboration with the concerned agencies → Designated staff reviews the documents and coordinates with the concerned agencies → Chief and Supervising EPS reviews and assigns to designated staff to handle the program and coordinates with the concerned agencies.

Chief EPS conducts staff meeting → Chief and Supervising EPS reviews and submits status reports prepared by the technical staff to the Directors → Directors decide on the actions to be undertaken based on the reports.
6.2.1 Procedures on the Development of Monitoring and Evaluation of System and Instruments

**Formulation of proposed system and instruments**

- Designated staff /Supervising EPS prepares the system and instruments in consultation with experts if necessary

- Chief EPS presents to TWG and Directors the draft for comments and recommendations

- Designated staff /Supervising EPS modifies the prepared system and instruments

- Chief EPS finalizes the proposed system and instruments and submits to Directors for approval

- Designated staff prepares logistics for administrative matters in coordination with AFMS/HEDF

- Designated staff /Supervising EPS finalizes the instruments for approval of Chief EPS and Directors

- Designated staff /Supervising EPS prepares the Memorandum from the Executive Director for dissemination and pilot testing of instruments

**Orientation Phase**

- Designated staff checks the food and venue

- Designated staff prepares the documentation of the orientation

- Designated staff with the concerned TWG conducts the orientation

- Designated staff prepares proceedings and corresponding reports

**Administration /fielding of instruments**

- Designated staff /Chief EPS administers/fields instruments according to schedule and procedures in the approved memo
The Executive Office through the OSDS communicate to CHEDRO the reports needed in relation to the implementation of various policies in student affairs and services (student welfare, student development, and international student affairs programs and services) such as CMO 9 s. 2013, Executive Order 285 s. 2000

**Designated staff** consolidate reports reflective of the recommendations and submits the same to the Directors

Directors present and submit the summary to the ManCom/CEB in aid of policy recommendation
6.3 Procedures for Student Affairs and Services Information System

**PROCESS FLOW 6**

*Designated staff* prepares and maintains database, and information systems in coordination with KMD.

*Designated staff* stores, retrieves, reproduce data on student development and services.

*Designated staff* analyzes and prepares statistical data and reports for policy, standards, and guidelines' enhancements.
6.4.1. Procedures on the Assistance given to other government agencies in information materials that deal with student welfare and development

Government agency communicates with OSDS the program for information/advocacy materials that deals with student development and services

Chief and Supervising EPS review and assign to Designated staff to handle the information/advocacy materials and coordinates with the concerned agency

Designated staff Officer designate receives and records the information/advocacy materials and submits to the Directors

Designated staff prepares the Memorandum from the Executive Director/Chairperson

Directors review and assign the information/advocacy materials to the concerned Division for action

Designated staff coordinates with the concerned agency for the wider dissemination of the information/advocacy materials
6.5.1.1 Procedures on the Allocation of Slots and Fund for CHED Student Financial Assistance Programs (StuFAPs) per CMO 14 s. 2014

**Designated staff** determines the approved CHED StuFAPs budget under GAA and HEDF for the incoming Fiscal Year.

**Designated staff** determines slot and fund requirements per program for new and on-going beneficiaries as specified by existing policies.

**Designated staff** computes for slots and fund allocation per Region using the factors and formula and provides award numbers to new slots per program.

**Chief and Supervising EPS reviews the slot and fund allocation per Region and forwards to OSDS Directors for approval of Chairperson.**

**Designated staff** communicates to the CHEDRO the slot and fund allocation per Region.
6.5.1.2 Procedures on the Fund Transfer of Slots and Fund of CHED Student Financial Assistance Programs (StuFAPs) to CHED Regional Offices

Designated staff per program recommends to AFMS/HEDFS the sub-allotment and requests transfer of funds to CHEDROs for one (1) Academic Year based on slots allocation per region.

Chief and Supervising EPS check and review the recommendation.

OSDS Directors approve the recommendation.

Designated staff per program transmits to AFMS/HEDFS the request for sub-allotment and transfer of funds to CHEDROs.

CHEDROs submit reports on actual filled up slots and fund utilization and return the unutilized slots to be checked against slot allocation by the OSDS.
6.5.1.3 Procedures on the Selection of Expanded Students’ Grant-in-Aid Program for Poverty Alleviation (ESGP-PA) per Joint Memorandum Circular 2014-1

DSWD validates potential grantees and confirm for eligibility, willingness and interest to pursue higher education under the ESGP-PA

DSWD submits the list of names of validated potential student-grantees broken down according to the agreed regional allocation to SUCs for admission process and Regional ESGP-PA Committee (RSC) and National ESGP-PA Committee (NSC) for reference

The various SUCs administer admission examination

DBM thru their Field Offices releases the allotment comprehensively direct to the SUCs

SUC conducts Orientation for ESGP-PA student-grantees and their parents/guardians on the policies and guidelines and other requirements of the program

SUC conducts of bridging program to provide remedial/mentoring program to cater to the special needs of the student-grantees by the ESGP-PA SUCs (as applicable)

SUC releases the monthly stipend and book allowances of the student-grantees

SUC submits either in printed form or by way of electronic document, to the DBM, copy furnished the House Committee on Appropriation, Senate Committee on Finance, RSC and NSC quarterly reports on the financial and physical accomplishments of the program, including the list of student-grantees copy furnish OSDS

Designated staff ensures that the said quarterly reports and list of student-grantees are likewise posted in the official website of the SUC and CHED

SUC organizes and/or enhance values formation, and career guidance to student-grantees and their families or parents
6.5.1.4 Procedures on the Administration of the Sajahatra Bangsamoro Study Grant Program (SBSGP) per CMO 19 s. 2013

The OPAPP accepts qualified applicants identified by the Moro Islamic Liberation Front (MILF) through Task Force on Bangsamoro Development (TFBD)

OPAPP submits to the Office of Student Development and Services (OSDS) the list of beneficiaries for fund transfer of financial benefits of grantees

Designated staff issues notice of award to OPAPP through the TFBD for distribution to the grantees

Designated staff request the Higher Education Development Fund Staff (HEDFS) to fund transfer the financial benefits of the grantees to the concerned CHED Regional Offices (CHEDRO)

HEDF transfers the fund to the CHEDROs

CHEDROs receive the submitted listing of qualified applicants endorsed by OSDS-CHED

CHEDROs process and release the financial benefits through the partner State Universities and Colleges (SUCs)

Designated staff in coordination with OPAPP monitors and evaluates the implementation of the program
DepEd identifies and submits to OSDS the list of Top Ten High School Graduate students nationwide

SUC receives applications of interested Top Ten High School Graduates intending to enroll in their institution

SUC prepares masterlists of qualifiers under the INB Program and recommends to OSDS for payment of financial benefits

Designated staff validates names of students included in the masterlist based on the Certified List of Top Ten High School Graduates provided by DepEd and assigns Award Numbers accordingly

Designated staff recommends Regional Fund Transfer (RFT) for payment of financial benefits of INB scholars

SUC prepares liquidation reports and submits to concern CHEDRO copy furnished OSDS

Scholar receives benefits from SUC

SUC orients scholars on the rules and regulations of the program

CHEDRO transfers funds to concerned SUC

CHEDRO receives Notice of Transfer from CHEDCO and process payment of financial benefits of scholars based on the requirements submitted by SUCs

Designated staff prepares status reports in the implementation of INB program based on the reports submitted by CHEDROs
6.5.1.6 Procedures on the Execution of Memorandum of Agreement (MOA) between CHED, selected HEIs and/or concerned agencies relative to the devolution and administration of STUFAPS per CMO 4 s. 2004, CMO 25 s. 2006, CMO 25 s. 2008 and other Student Development Programs

**PROCESS FLOW 13**

**Designated staff** prepares draft of Memorandum of Agreement (MOA)

Chief and Supervising EPS review the draft MOA

OSDS Directors approve the draft MOA

**Designated staff** endorses the draft MOA to Legal and Legislative Services for comments and suggestions

**Designated staff** finalizes the draft with the integration of the inputs of the Legal and Legislative Services

OSDS Directors endorse the final draft to the ManCom/CEB for approval

**Designated staff** communicates the final copy of the MOA for the signature of the heads of the concerned agencies

Designated staff communicates the final copy of the MOA for the signature of the heads of the concerned agencies
6.5.1.7 Procedures on the Monitoring and Evaluation of CHED StuFAPs and Special Loan Programs

- **Chief EPS/Supervising EPS** identifies HEIs to be monitored in the region.
- **Chief EPS/Supervising EPS** creates Monitoring Teams and sets schedule of monitoring.
- **Designated staff** submits to the Chairperson through Executive Office, the schedule, monitoring teams for approval.
- **Designated staff** communicates to CHEDRO details of monitoring as approved by the Chairperson.
- **OSDS Director** conducts pre-monitoring orientation.
- **Monitoring Team** conducts HEI visit together with CHEDRO representatives.
- **Designated staff** Monitoring Team prepares & submits monitoring report to Directors.
- **LSAD consolidates monitoring reports reflective of the findings and recommendations and submits the same to the Directors**
- Directors present the result of the monitoring activity to the National Directorate Meeting through the ManCom/CEB for policy recommendation.
6.5.2.1 Procedures on the Issuance of National Service Training Program (NSTP)
Serial Numbers per CMO 27 s. 2015

- HEIs submits list of NSTP graduates to CHEDROs
- CHEDRO issues serial numbers to HEIs
- HEI distributes the issued serial numbers given by CHEDRO to the individual NSTP graduates using the prescribed forms
- CHEDRO receives the distributed serial numbers from HEIs
- CHEDRO submits to OSDS the Regional Consolidated Data on NSTP (Enrolment and Graduates with Serial Numbers)
- Designated staff provides the Office of Civil Defense (OCD) with a list of all NSTP graduates with serial numbers in compliance with the provision of the NSTP Act of 2001
- Designated staff maintains National Database of NSTP graduates with Serial Numbers
- Designated staff monitors the CHEDRO and HEIs on the implementation of NSTP and NSRC
6.5.2.2 Procedures on the Issuance of Certificate of Accreditation to NGOs to formulate and administer Training Modules for NSTP-Civic Welfare Training Services and Literacy Training Services per R.A. 9163

NGO applies to be a NSTP Provider for Civil Welfare Training Services (CWTS) and Literacy Training Services (LTS)

NSTP designated staff reviews, evaluates and recommends application

NSTP designated staff prepares recommendation letter to Executive Director

Chief/Supervising EPS reviews/comments on the recommendation of the NSTP designated staff

OSDS Director signs the recommendation letter to Executive Director

Executive Office recommends application to Chairperson

Chairperson signs and approves application of the NGO together with the Accreditation Certificate

Designated staff prepares list of NSTP Providers and transmits to CHEDROs for information through the Executive Office
6.5.2.3 Procedures on the Indorsement of Agency/Organization Sponsored Student-Related Activities

**Designated staff** receives and records the proposals endorsed by agencies/organizations and forwards the same to the Director.

**Director** assigns the proposals for evaluation to the concerned Chief EPS.

**Chief EPS** evaluates and prepares recommendation for review of the Director and if in order, prepares a Memorandum indorsing the activity for signature of CHED Chairman through the Executive Office.

**Designated staff** releases to the CHED Central Records the memorandum to the requesting party for dissemination.
6.6.1 Procedures on the Application for the Grants-in-Aid to Students’ Participation in Leadership Conferences and Seminars (GRASP) per CMO 12 s. 2012

**Applicant submits application to his/her HEI**

**HEI evaluates student application and if in order submits the same to the CHEDRO**

**CHEDRO receives and evaluates application and if submitted before the deadline, forwards the same to OSDS Director**

**Designated staff, Supervising EPS** evaluate, process and recommend grants for release of the check through the concerned CHEDRO

**Designated staff informs the HEI and grantee copy furnish CHEDRO.**

**Grantee receives check and attends seminar/conference**

**Grantee liquidates expenses within a month after the conference/seminar and submits the liquidation report to concerned CHEDRO**

**Grantee liquidates expenses within a month after the conference/seminar and submits the liquidation report to concerned CHEDRO**

**CHEDRO evaluates completeness of submitted liquidation report and facilitates liquidation of fund from the grantee**

**CHEDRO evaluates completeness of submitted liquidation report and facilitates liquidation of fund from the grantee**

**Designated staff monitors the utilization of funds and compliance with the guidelines.**
6.6.2 Issuance of CHED Endorsement to Bureau of Immigration for Student Internship Abroad Program (SIAP) per CMO 22 s. 2013

CHEDRO endorses the HEI’s application for CHED endorsement to BI together with the documentary requirements

Designated Staff receives and records the documents and submits to designated staff

Designated Staff evaluates the documents, prepares the proposed CHED endorsement to the Bureau of Immigration copy furnish the Department of Foreign Affairs, and submits for review of the CEPS

CEPS/Supervising EPS reviews the proposed endorsement for the concurrence of the OSDS Director

Designated staff transmits the proposed endorsement for Chairperson’s approval through the Executive Office.

Chairperson approves the CHED endorsement to Bureau of Immigration if found in order

Designated staff releases the CHED endorsement to the HEI’s authorized representative upon receipt of the CHED endorsement signed by the CHED Chairperson and sends e-copy of CHED endorsement to DFA for information and reference
6.6.3.a Procedures on the Issuance of CHED Endorsement to the Bureau of Immigration on the Transfer of School, Shifting of Program and Visa Conversion or Extension per Executive Order 285 s. 2000

- **Authorized HEI representative** submits requests for CHED endorsement together with the documentary requirements to CHED.

- **CHED Records Officer** receives and records the documents and forwards the same to OSDS.

- **Designated staff** receives and records the documents.

- **Designated staff** evaluates compliance with the requirements.

- **Designated staff** prepares endorsement, submits to CEPS/Supervising EPS for review of the CHED endorsement.

- **CEPS** reviews prior to approval of the OSDS Director.

- **OSDS Director** approves the CHED endorsement if found in order.

- **Designated staff** records the CHED endorsement and releases it to the authorized HEI representative then files the same.
6.6.3b Procedures on the Issuance of CHED Endorsement for Foreign Student (FS) Clinical Clerkship in the Home Country

- Authorized HEI representative submits request for CHED endorsement to undergo clinical clerkship of the FS in the home country.

- CHED Records officer receives and records the documents and forward the same to OSDS Director who then instructs the CEPS/Supervising EPS.

- CEPS/Supervising EPS instructs the designated staff who then receives and evaluates the documents and prepares CHED endorsement interposing no objection on the request for clerkship, subject to conditions set by the concerned HEI.

- CEPS/Supervising EPS reviews the correspondence and the OSDS Director signs the correspondence upon concurrence.
6.6.4 Procedures on the Issuance of Student Visa (9f)/Tourist Visa (9a) by the Department of Foreign Affairs per Executive Order 285 s. 2000

Foreign Student communicates and asks for acceptance with any PHEI authorized to accept foreign student

Department of Foreign Affairs (DFA) evaluates documentary requirements and if found in order, submits the documents to the Philippine Foreign Service Post (PFSP) in the FS country of origin

PSFP Notifies student-applicant to appear on Consular Officer for interview and issuance of student visa

DFA notifies PHEI on the issuance of student visa (9f) to FS, copy furnished CHED, BI, NICA and NBI

In case the FS wants to enroll in a Medicine or Dental program, follow the procedures on the issuance of CEM/CED

HEI asks for documentary requirements and if found in order, issues Notice of Acceptance to FS

HEI submits certified true copy of documents to DFA
1. Original NOA
2. Original CEA for Medicine and Dentistry students
3. Police Clearance authenticated by the PFSP
4. Medical Health Certificate

HEI informs FS on the issuance of his/her visa
6.6.5 Procedures on the Issuance of Certificate of Eligibility for Admission to Medical and Dental Courses to Foreign Students per Executive Order 285 s. 2000

**Designated staff** receives the application for CEA and requests the authorized School Representative to pay CEM/CED fee in the amount of P500.00 to the AFMS Cashier.

**Designated staff** verifies/counterchecks the authenticity and completeness of documents/records, prepares the CEA and submits for review of the Senior EPS/Supervising EPS and Chief EPS for OSDS Director’s approval.

**Designated staff** issues the Certificate of Eligibility for Medicine or Dentistry as the case maybe.

**Designated staff** seals and releases the CEM/CED to authorized School Representative.
PROCESS FLOW 24

6.6.6 OSDS One-Stop Processing Center Certification, Authentication and Verification of Higher Education Scholastic Records per CMO 17 s. 2013 Issuance of Certification, Authentication and Verification (CAV)

Designated staff explains the procedures and gives application form to the applicant and pre-checked/pre-assessed the documents/scholastics records submitted and receives the applications together with the documents/scholastic records for screening

Designated staff screens and reviews the application and the documents/scholastics record submitted and if in order, request the applicant to pay to AFSM Cashier the application fee of P80.00

Designated staff receives the filled-up application together with the documents/scholastic record and issue claim stub to the applicant

Designated staff prepares and sends by fax the endorsement letter with attached documents to the concerned CHEDRO or verifies documents through E-CAV System

Designated staff, After 14 days of no response to the region, follow-up thru phone or email the status of request for verification to the concerned CHEDRO

Upon receipt of confirmation from CHEDRO, designated staff check, review the confirmation and prepares the Certificate of Authentication and Verification (CAV) for review of designated staff and approval of the Chief EPS/Supervising EPS or Director

If the confirmation has some deficiency contrary to the entries of the submitted documents, Designated staff informs the applicant thru email or phone

Designated staff fills up transmittal form for the Official Courier for forwarding to the Department of Foreign Affairs

If for SRC, designated staff releases the CAV to concerned applicant
7. LEGISLATIVE AND LEGAL SERVICES (LLS)

7.1 Investigation and Enforcement Division (IED)

7.1.1 Validation

1. The Regional Director (RD) prepares a list of non-complaint Academic programs of HEI for validation.
2. The RD endorses the list to the Executive Director for appropriate action.
3. The Executive Director endorses the list to the LLS Director for appropriate action.
4. The LLS Director constitutes the Validating Team composed of LLS, OPSD, and Regional Office.
5. The LLS Director requests the OPSD Director to designate the concerned Technical Panel committee member as a representative to the VT.
6. The LLS Director requests the Director of the concerned CHEDRO to designate a staff as a representative to the VT.
7. The CHEDRO, upon request of LLS, prepares the budget proposal, itinerary, and other requirements.
8. The designated IED staff prepares Travel Authority, Budget Request, and other Travel Arrangements.
9. The Validating Team proceeds to the CHEDRO for a courtesy call to the Regional Director.
10. The Validating Team proceeds to the HEI with a non-compliant program, holds a pre-conference, conducts validation and exit conference.
11. The Validating Team prepares and submits report/recommendations to the LLS Director.
12. The designated IED staff prepares reimbursements, travel reports, with attached certificates of appearance and other related documents for action/signature of the LLS Director.
13. The LLS Director submits a memorandum to the CEB and Management Committee reporting on the findings and recommendations of the Validating Team, for the appropriate action and final decision of the Commission en Banc.

7.1.2 Fact-Finding

1. The IED receives a request for fact-finding investigation.
2. The request is forwarded to the LLS Director for evaluation.
3. If the conduct of fact finding investigation is not appropriate:
   • the LLS Director orders the IED Chief with the assistance of designated staff to prepare the proper response to the requesting party.
   • The LLS Director approves and signs the response, which will then be released to the requesting office or party.
• The designated IED Staff records and releases the document and keeps a duplicate copy on file.

4. If the conduct of fact finding investigation is found to be appropriate, the LLS Director orders the creation of the Fact-Finding Team (FFT)

5. The LLS Director transmits the memorandum on the proposed creation and composition of the Fact finding team to the Executive Director for approval.

6. Upon the approval of the creation and composition of the Fact finding team, the designated IED staff prepares the necessary documents for travel, as well as other documentary requirements needed for investigation.

7. The designated IED staff coordinates the conduct of the fact finding investigation with the CHEDRO concerned.

8. The Fact Finding Team conducts

9. The FFT prepares a report with recommendation and submits the same to the LLS Director.

10. The LLS Director prepares a memorandum and submits the same to the CEB for appropriate action.

7.1.3 Legal Opinion/Tax Exemption/SEC Endorsements/Petition for Corrections of Name/Contract Review and Drafting/Other Concerns

1. The IED receives a written request for legal opinion, tax exemption, review of contracts, SEC endorsements, petition for correction of name and other concerns with proof of payment/official receipt as applicable.

2. The request is forwarded to the LLS Director for Evaluation.

3. The LLS Director assigns the IED Chief and Staff under his supervision to prepare the proper response to the request.

4. The IED staff conducts completed staff work (CSW) and submits the draft response to the IED Chief for comments/notation.

5. The IED Chief transmits the draft response to the LLS Director for review.

6. The LLS Director returns the draft response with needed corrections to the IED staff for encoding.

7. After compliance with all corrections, the IED staff submits the finalized response, with initials of LLS Chief and Staff who did the CSW, for signature of the LLS Director.

8. The LLS Director orders the concerned LLS staff to record and release the official response to the request.

7.2 Legislative Liaison and Mediation Division

7.2.1 Attendance to Congressional Meetings and Preparation of Position Papers

1. The designated staff in the LLS receives Notice of Meeting/TWG and/or request for position paper from concerned Congressional Committees.

2. The LLS Director routes requests to LLMD.
3. The designated staff in the LLMD downloads and reviews the bill/s and/or position paper for comments.
4. The designated staff in the LLMD prepares memorandum for approval of the Executive Director or the Chairperson to concerned CHED Office/s to prepare inputs for comments and to identify the concerned office representative for the scheduled meeting.
5. The designated staff in the LLMD routes memorandum as well as the copies of the notice and the bill/s to the concerned offices.
6. The designated staff in the LLMD follows up on attendees as well as the inputs for the preparation of comments.
   - The designated staff in the LLMD drafts position paper incorporating the comments from the concerned CHED office/s. Finalized position paper will be transmitted to the Office of the Chairperson for approval.
   - The designated staff in the LLMD submits position paper to the concerned Congressional Committees.
   - The designated staff in the LLMD attends the congressional meeting/TWG with the CHED official or representative.

7. The designated staff in the LLMD prepares highlights of meeting and updates files.

7.2.2 Mediation

1. The designated staff in the LLS receives a letter of complaint either through mail, email, or personal submission.
2. The Director of LLS instructs LLMD to either mediate the case, indorse it to the concerned HEI or CHEDRO, or for further review by the Investigation and Enforcement Division.
3. The designated staff in the LLMD either indorses the complaint back to HEI or concerned CHEDRO, or schedules mediation conference by informing the complainant and the respondents of their attendance to the said conference.
4. The designated staff in the LLMD identifies an accredited mediator for approval of the LLS Director for the conduct of the mediation proceeding.
   - If one of the parties or both of the parties failed to appear for the mediation meeting, the LLMD shall schedule another setting or declare it as failed/withdrawn depending on the action of the parties.
   - If the parties during the mediation conference fail to come up with an amicable agreement to settle the issue/s, but agrees to another mediation conference, the designated staff in the LLMD shall schedule another mediation meeting.
5. In case of a failed mediation, the designated staff in the LLMD with the approval of the LLS Director shall indorse the case to the Investigation and Enforcement Division for further investigation and appropriate action. The parties may opt to take further legal action/s outside of the CHED.
Process Flows

Legal and Legislative Service Investigation and Enforcement Division

1. Fact-finding

The IED receives a request for fact-finding investigation.

If the FFI is found to be appropriate, the LLS Director orders the creation of the Fact-Finding Team (FFT).

The LLS Director transmits the proposed creation and composition of the FFT to the Executive Director for approval.

Upon the approval of the creation and composition of the FFT, the designated IED staff prepares the necessary documents for travel, as well as other documentary requirements needed for investigation.

The FFT prepares a report with recommendation, and submits the same to the LLS Director.

The designated IED Staff records and releases the document and keeps a duplicate copy on file.

The LLS Director prepares a memorandum and submits the same to the CEB for appropriate action.

The LLS Director approves and signs the response which will then be released to the requesting office or party.

The LLS Director transmits the proposed creation and composition of the FFT to the Executive Director for approval.

The designated IED staff prepares the necessary documents for travel, as well as other documentary requirements needed for investigation.

The fact-finding investigation is conducted by the Team, assisted by the Secretariat Support Staff.

The request is forwarded to the LLS Director for evaluation.

If the FFI is not appropriate, the LLS Director orders the IED Chief with the assistance of designated staff to prepare the proper response to the requesting party.

The LLS Director approves a request for fact-finding investigation.
2. Validation

The Regional Director (RD) prepares a list of non-compliant Academic programs of HEI for validation.

The RD endorses the list to the Executive Director for appropriate action.

The Executive Director endorses the list to the LLS Director for appropriate action.

The LLS Director prepares the list of Academic programs for validation.

The LLS Director endorses the list to the Executive Director for appropriate action.

The Executive Director endorses the list to the LLS Director for appropriate action.

The LLS Director constituting the Validating Team (VT) composed of LLS, OPSD, and Regional Office.

The LLS Director requests the OPSD Director to designate the concerned Technical Panel Committee member as a representative to the Validating Team.

The designated IED staff prepares Travel Authority, Budget Request, and other Travel Arrangements.

The Validation Team proceeds to the CHEDRO for a courtesy call to the Regional Director.

The CHEDRO, upon request of LLS, prepares the budget proposal, itinerary, and other requirements.

The VT proceeds to the HEI with a non-compliant program, holds a pre-conference, conducts validation and exit conference.

The Validating Team prepares and submits report/recommendations to the LLS Director.

The designated IED staff prepares reimbursements, travel reports, with attached certificates of appearance and other related documents for action/signature of the LLS Director.

The LLS Director submits a memorandum to the CEB and Management Committee reporting on the findings and recommendations of the VT, for the appropriate action and final decision of the Commission en Banc.
3. Legal Opinion/Tax Exemption/SEC Endorsements/Petition for Correction of Name/Contract Review and Drafting/Other Concerns

The IED receives a written request for legal opinion, tax exemption, review of contracts, SEC endorsements, petition for correction of name, and other concerns with proof of payment /official receipt as applicable.

The request is forwarded to the LLS Director for Evaluation.

The LLS Director assigns the IED Chief and Staff under his supervision to prepare the proper response to the request.

The IED staff conducts completed staff work (CSW) and submits the draft response to the IED Chief for comments/notation.

The IED Chief transmits the draft response to the LLS Director for review.

The LLS Director returns the draft response with needed corrections to the IED staff for encoding.

After compliance with all corrections, the IED staff submits the finalized response, with initials of LLS Chief and Staff who did the CSW, for signature of the LLS Director.

The LLS Director orders the concerned LLS staff to record and release the official response to the request.
4. Attendance to Congressional Meetings and Preparation of Position Papers

The designated staff in the LLS receives Notice of Meeting/TWG and/or request for position paper directly from concerned Congressional Committee or thru the Director of the LLS.

The LLMD downloads and reviews the bill/s and/or Republic Acts for routing and preparation of comments.

The LLMD prepares memorandum to concerned CHED Office/s to prepare inputs for comments and send representative/s during the scheduled meeting. The said memorandum shall be signed by the Executive Director or the Chairperson.

The LLMD routes memorandum as well as the copies of the notice of meeting and the bill/s to the concerned offices.

The LLMD follows up on attendees as well as the inputs for the preparation of consolidated comments.

The LLMD drafts position paper incorporating the comments from the concerned CHED office/s. Finalized position paper will be signed by the Chairperson.

The LLMD staff attends the congressional meeting/TWG with the CHED official representative.

The LLMD submits position paper to the concerned Congressional Committee/s.

The LLMD drafts highlights of meeting and updates files on specific bill topics/proposals.
5. Mediation Conference

The LLMD receives a letter of complaint either through mail, email, or personal submission.

- The Director of LLS instructs LLMD to mediate the case, indorse it to the concerned HEI or CHEDRO, or to further review the complaint and recommend action.
- The LLMD indorses it back to HEI or concerned CHEDRO for appropriate action and/or comments.
- The LLMD schedules mediation conference and informs the complainant and respondents to attend.
- The LLMD with accredited mediator conducts the mediation proceeding.

**SUCCESSFUL MEDIATION**
- If one of the parties or both of the parties failed to appear to the mediation, the LLMD will reset mediation or declare it as failed/withdrawn depending on the action of the parties upon contacting them again.

**NO ACTION**
- If the parties were not able to come up with an amicable agreement to settle their issue but consented for another mediation conference, the LLMD will reschedule another meeting.

**WITHDRAWN**
- Complaint is withdrawn prior to or during the scheduled mediation conference.

**FAILED MEDIATION**
- LLMD indorses case to IED for further action.
- Parties may opt to take further legal action/s outside CHED.

LLMD staff properly keeps records of all mediation file cases.
8. ADMINISTRATIVE AND FINANCE MANAGEMENT SERVICE (AFMS)

8.1 Accounting Division

8.1.1 Processing of Disbursement Vouchers (DV)

1. The designated staff receives the original supporting documents and copies of Obligation Request and Status (ORS) from the Budget Division and forwards the same to the designated staff for the preparation of the DV (Form 8.1).
2. The designated staff prepares the DV, provides the accounting entries and forwards the DV and supporting documents to the designated accountant for pre-audit.
3. The designated accountant checks the accounting entries and pre-audits the completeness and propriety of supporting documents in accordance with the documentary requirements prescribed under the Commission on Audit Circular No. 2012-001 dated June 14, 2012. If incomplete, designated accountant cites the deficiencies and forwards the same to the designated staff for outgoing documents for return to the concerned party for compliance.
4. The designated accountant initials in Box A and forwards the DV to the Chief Accountant for review and signature in Box A of the DV.
5. The Chief Accountant reviews and signs in BOX A to certify the cash availability and completeness of documents and forwards the DV together with the original supporting documents and ORS to the designated staff for outgoing documents.

Note: Cash availability is based on the Notice of Cash Allocation (NCA) received from the Department of Budget and Management.
6. The designated staff assigns DV number, logs outgoing DV and forwards the DV together with the original supporting documents and Copy 3 of ORS to the approving authority. The designated staff forwards Copy 1 of ORS to the Budget Division, and retains Copy 2 for file.

8.1.2 Payment of Disbursement Vouchers through Advice to Debit Account (ADA)

1. The designated staff receives and logs List of Due and Demandable Payables (LDDAP) forwarded by the Cashier Unit with approved DVs and supporting documents then forwards the same to the designated accountant for review.
2. The designated accountant reviews and checks the LDDAP prepared by the Cashier Unit against the attached DVs then initials in the “Certified Correct” portion of the LDDAP and forwards the same to the Chief Accountant.
3. The Chief Accountant reviews and signs in the “Certified Correct” portion to warrant
that the LDDAP was prepared in accordance with the existing budgeting, accounting and auditing rules and regulation then forwards documents to the designated staff for the release of documents.

4. The designated staff releases LDDAP to the Cashier Unit for authority to pay and for the preparation of ADA.

8.1.3 Recording of Disbursement Vouchers

1. The designated staff receives all paid DVs (either paid through check or ADA) with supporting documents from the Cashier Unit.

2. The designated staff forwards the DVs and supporting documents to the designated accountant for the preparation of Report of Check Issued (RCI).

3. The designated accountant inputs data contained in the forwarded DVs in the RCI and returns the DVs and supporting documents to the designated staff for file.

4. The designated staff files the DVs and supporting documents based on the numerical sequence of the checks and numbers in the Advice of Cancelled and Issued Checks (ACIC) indicated on the LDDAP and forwards the file to the designated staff for journalizing the DV using the e-NGAS.

5. The designated staff journalizes the accounting entries and inputs the attached supporting documents using the e-NGAS, indicates the Journal Entry Voucher (JEV) number generated by the system in the DV and forwards the file to the Chief Accountant for approval.

6. The Chief Accountant approves the journalized accounting entries viewed from the e-NGAS based on the DVs.

7. The designated staff prints the approved Journal Entry Vouchers generated by the e-NGAS, files and routs the JEVs to the concerned staff and Chief Accountant for signature in the “Prepared by” and “Approved by” portion of the JEV respectively.

8. The designated staff prepares transmittal and submits the RCI, JEVs and DVs with supporting documents to the Commission on Audit (COA) for post audit.

8.1.4 Preparation and Submission of Report of Checks Issued (RCI)

1. The designated accountant receives the paid DVs and supporting documents from the designated staff in charge of filing the DVs then inputs the accounting entries specified in the DV to the RCI.

2. The designated accountant completes the entries in the RCI and provides e-copy of the RCI to the designated staff on releasing.

3. The designated staff fills in the “JEV No.” portion in the RCI based on the JEV No. indicated in each DV and returns the e-copy of the RCI to the designated accountant.
4. The designated accountant prints two (2) copies of the RCI and signs in the “Prepared by” portion then forwards the RCI to the Chief Accountant for signature in the “Certified Correct” portion.

5. The Chief Accountant reviews and signs in the “Certified Correct” portion of the RCI then returns the same to the designated accountant.

6. The designated accountant retains Copy 1 of the RCI and forwards Copy 2 to the designated staff for attachment to the DVs and JEVs for submission to the COA.

8.1.5 Processing and Recording of Fund Transfers to the Regional Offices through the Issuance of Notice of Transfer Allocation (NTA)

Processing of DV for Fund Transfers through NTA

1. The designated staff receives and logs the Sub-Allotment Release Order (Sub-ARO) transmitted by the Budget Division then forwards the same with supporting documents to the designated accountant for pre-audit process.

2. The designated accountant pre-audits supporting documents, reviews previous fund transfers to verify duplication, (if any), then prepares DV and initials in BOX A of the DV then forwards Sub-ARO, DV and supporting documents to the Chief Accountant.

3. The Chief Accountant reviews and signs in BOX A to certify the cash availability and completeness of documents and forwards the DV together with the Sub-ARO and supporting documents to the designated staff for releasing.

4. The designated staff assigns DV number, logs outgoing DV and forwards the DV together with Sub-ARO and supporting documents to the approving officer.

Recording of NTA

1. The designated staff receives negotiated NTA together with approved DV, Sub-ARO and supporting documents from the Cashier Unit and forwards the same to the designated accountant for recording.

2. The designated accountant records the NTA in the database to monitor and reconcile fund transfers made to the regional offices and journalizes the accounting entries for the transactions then inputs the attached supporting documents using the e-NGAS, indicates the Journal Entry Voucher number generated by the system in the NTA and forwards the same with supporting documents to the Chief Accountant for approval.

4. The Chief Accountant approves the journalized accounting entries viewed from the e-NGAS based on the NTA.

5. The designated staff prints the approved Journal Entry Vouchers generated by the e-NGAS, files and routs the JEVs to the designated accountant and Chief Accountant for signature in the “Prepared by” and “Approved by” portion of the JEV respectively.
6. The designated staff prepares transmittal and submits the JEVs, NTAs, SAAs and supporting documents to the COA for post audit.

8.1.6 Verification and Recording of Collection and Deposit (RCD)

Verification of RCD

1. The designated staff receives RCD together with copy 2 of the Official Receipt (OR) and duplicate copies of deposit slips and forwards the same to the designated staff for verification of documents.
2. The designated staff accounts for the completeness of the OR then verifies the OR and the corresponding amount against the Report of Collection and Deposit.
3. The designated staff ensures that all collections are deposited by checking the amount of deposits against the collections.

Recording of RCD

4. The designated staff journalizes the accounting entries for collection and deposit transaction and inputs the attached supporting documents using the e-NGAS, indicates the Journal Entry Voucher number generated by the system in the RCD and forwards the RCD, copy 2 of OR and deposit slips to the Chief Accountant for approval.
5. The Chief Accountant approves the journalized accounting entries viewed from the e-NGAS based on the RCD.
6. The designated staff prints the approved Journal Entry Vouchers generated by the e-NGAS, files and routs the JEVs to the concerned staff and Chief Accountant for signature in the “Prepared by” and “Approved by” portion of the JEV, respectively.
7. The designated staff prepares transmittal and submits the JEVs, RCDs, copy 2 of OR and duplicate copies of deposit slips to the Commission on Audit (COA) for post audit.

8.1.7 Inspection of Delivered Goods

1. The designated staff checks the delivered items submitted for inspection by the procuring unit against the Official Receipt (OR) or Delivery Receipt (DR) and signs in the “Inspected by” portion of Inspection and Acceptance Report (IAR).
   Note: The IAR should contain the items listed in the OR/DR.
2. The designated staff assigns IAR number and logs IAR in the record book then releases the same to the procuring unit for attachment to the DV.
8.1.8 Monitoring, Pre-Audit and Recording of Liquidation Cash Advance by Officers/Employees

Grant, Monitoring and Liquidation of Cash Advance for Official Foreign and Local Travel

Grant of Cash Advance

1. The designated staff receives obligation request and supporting documents for cash advance for travel and forwards the same to designated accountant.
2. The designated accountant review completeness of documents and certifies that the previous cash advance has been liquidated and accounted for in the books:

The documentary requirements are as follows:

Local Travel:
- Office Order/Travel Order approved in accordance with Section 3 of EO No. 298
- Duly approved itinerary of travel (Form 8.2)
- Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books

Foreign Travel:
- Office Order/Travel Order approved in accordance with the provisions of Sections 1 and 2 of EO No. 459 dated September 1, 2005
  - As approved by the Office of the President in the case of members of the cabinet and officials of equivalent rank
  - As approved by the respective heads of agencies in the case of other government officials and employees regardless of the length of travel
- Duly approved itinerary of travel
- Letter of invitation of host/sponsoring country/agency/organization
- For plane fare, quotations issued by the airline/ticketing office/travel agency
- Flight itinerary issued by the airline/ticketing office/travel agency
- Copy of United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed
- Document to show the dollar to peso exchange rate at the date of grant of cash advance
- Where applicable, authority from the OP to claim representation expenses
- In case of seminar/training
  - Invitation addressed to the agency inviting participants (issued by the foreign country)
3. The designated accountant forwards the documents to designated staff for the preparation of DV. In case of deficiencies, designated accountant cites the deficiencies and forwards the documents to designated staff for outgoing to return request for cash advance to the concerned party.

Note: Request for payment of cash advance for local and foreign travel should be made 5 and 15 days respectively prior to travel to provide ample time for the requesting party to address the deficiencies, if any.

4. The designated staff logs outgoing DV with supporting documents and forwards the same to the approving authority.

Monitoring of Cash Advance

1. The designated accountant monitors the compliance to the prescribed period of liquidation of cash advances/granted to officials/employees (within 30 days after the return of the official/employee concerned to his official station for local travel and within 60 days after the return of the official/employee concerned to the Philippines in the case of foreign travel).

2. The designated accountant sends letters to officials/employees who were not able to submit liquidation reports and supporting documents within the prescribed period.

3. The designated accountant periodically sends letters of demand to retired/resigned employees with long outstanding cash advances.

Pre-Audit of Liquidation of Cash Advance

1. The designated staff receives Liquidation Report (LR) with the necessary documentary requirements from accountable officers and forwards the same to the designated accountant for review.

2. The designated accountant checks the completeness of supporting documents and the accuracy of computations. If incomplete, the designated accountant indicates the deficiencies then the designated staff returns the documents to the concerned party for compliance.

3. The designated staff assigns LR number and initials in the “Certified Correct” portion of the LR then forwards the LR with the supporting documents to the Chief Accountant for review and signature in the “Certified Correct” portion.

4. The Chief Accountant signs in the “Certified Correct” portion of the LR then returns the approved LR and supporting documents to the designated accountant for JEV preparation using the e-NGAS.
Recording of Liquidation Report (LR)

1. The designated staff journalizes the accounting entries for the liquidation of cash advance transaction and inputs the attached supporting documents using the e-NGAS, indicates the Journal Entry Voucher number generated by the system in the LR and forwards the same with supporting documents to the Chief Accountant for approval.
2. The Chief Accountant approves the journalized accounting entries viewed from the e-NGAS based on the LR.
3. The designated staff prints the approved Journal Entry Vouchers generated by the e-NGAS, files and routs the JEVs to the concerned accountant and Chief Accountant for signature in the “Prepared by” and “Approved by” portion of the JEV, respectively.
4. The designated staff prepares transmittals and submits the JEVs, LRs and supporting documents to the COA for post audit.

Documentary Requirements for Liquidation of Cash Advance for Travel:

Local Travel
• Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee
• Certificate of appearance/attendance
• Copy of previously approved itinerary of travel (Form 8.2)
• Revised or supplemental Office Order or any proof supporting the change of schedule
• Revised itinerary of travel, if the previous approved itinerary was not followed
• Certification by the Head of Agency as to the absolute necessity of expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts).
• Liquidation Report (Form 8.3)
• Reimbursement Expense Receipt (RER) (Form 8.4)
• OR in case of refund of excess cash advance
• Certificate of Travel Completed (Form 8.5)
• Hotel/room/lodging bills with official receipts in the case of official travel to place within 50 kilometer radius from the last city or municipality covered by Metro Manila, or the city or municipality where their permanent official station is located in the case of those outside Metro Manila, if the travel allowances being claimed include the hotel room/lodging room.

Foreign Travel
• Paper/electronic plane tickets, boarding pass, boat or bus ticket
• Certificate of appearance/attendance for training/seminar/participation
• Bills/receipts for non-commutable representation expenses approved by the President under Section 13 of EO No. 248
• For reimbursement of actual travel expenses in excess of the prescribed rate (refer to EO No. 298)
• Approval from the President
• Certification from the Head of Agency that it is absolutely necessary
• Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)
• Revised Itinerary of Travel, if applicable
• Narrative report on trip undertaken/Report of Participation
• OR in case of refund of excess cash advance
• Certificate of Travel Completed
• Liquidation Report

8.1.9 Processing, Remittance, Maintenance of Records and Certification of Mandatory and Allowable Deductions

Preparation of Monthly Remittance List of Mandatory and Allowable Deductions

1. The designated staff retrieves payroll print-out from the Cashier Unit to collate and reconcile mandatory and allowable deductions of each employee.
2. The designated staff prepares the Monthly Remittance List of mandatory and allowable deduction for GSIS, PAG-IBIG, and PHILHEALTH indicating the government share and personal share, signs in the “Prepared by” and forwards the same to the Chief Accountant.

Note: The Monthly Remittance Lists for GSIS, PAG-IBIG, and PHILHEALTH are prepared in accordance with the prescribed format of the agency in soft and hard copies.

3. The Chief Accountant reviews and signs in the “Certified by” portion of the Monthly Remittance List and forwards the same to the designated staff for releasing.
4. The designated staff forwards Monthly Remittance List to the HRDD for ORS preparation for obligation of government share.

Processing of DV for Payment of Mandatory and Allowable Deductions

1. The designated staff receives Monthly Remittance List with ORS from the Budget Division.
2. The designated staff prepares the DV, initials in the BOX A of the DV and forwards the same to the Chief Accountant for review and signature.
3. The Chief Accountant reviews and signs in BOX A of the DV and forwards DV and supporting documents to designated staff for releasing.
4. The designated staff assigns DV number, logs outgoing DV and forwards the DV with supporting documents to the approving officer.

Remittance & Maintenance of Database for Payment of Mandatory and Allowable Deductions

1. The designated staff gets the check payment for mandatory and allowable deductions from the Cashier Unit and hands over the said check with the DV and hard and soft copies of monthly remittance list to the authorized liaison personnel from the GSD for payment and submission of monthly remittance list to concerned agencies.
2. The designated staff retrieves from the GSD liaison personnel the DV with corresponding OR issued by the concerned agency and inputs the date and number of OR in the database of remittances.
3. The designated staff photocopies and maintains hard copies of the DV, OR and Monthly Remittance List.
4. The designated staff returns the DV and supporting documents to the Cashier Unit.

Certification of Remittance of Mandatory and Allowable Deductions

1. The designated staff receives and logs the request of officers/employees for Certification of Monthly Remittances of Mandatory and Allowable Deductions.
2. The designated staff retrieves from the database the monthly remittance of requesting officers/employees.
3. The designated staff assigns certification number, prepares the Certification of Remittance, initials in Copy 2 of the Certificate of Remittance and forwards the same to the Chief Accountant.
4. The Chief Accountant affixes signature in the Certification of Remittance and forwards the same to the designated staff for release to the requesting officers/employees

8.1.10 Preparation and Submission of Tax Remittance Advice (TRA), Issuance and Submission of Certificate of Tax Withheld and Alpha List

TRA on Tax Withheld on Compensation

1. The designated staff retrieves payroll print-out, collates and reconciles tax deduction of each employee.
2. The designated staff prepares the Monthly Remittance List of Income Taxes Withheld on Compensation and affixes signature on the “Prepared by” portion and forwards to the designated accountant for review.

3. The designated accountant reviews and initials in the “Certified by” portion of Monthly Remittance List of Income Taxes Withheld on Compensation then forwards the same to the Chief Accountant for further review and signature.

4. The Chief Accountant reviews and signs in the “Certified by” portion of the Monthly Remittance List of Income Taxes Withheld on Compensation and forwards to the designated staff for recording.

5. The designated staff inputs Monthly Remittance List of Income Taxes Withheld on Compensation and generates Monthly Remittance Return of Income Taxes Withheld (Form 1601-C) through BIR e-submission then receives the system-generated TRA.

6. The designated staff uploads and prints the TRA, Monthly Remittance List of Income Taxes Withheld on Compensation and Form 1601-C and forwards the same to the Chief Accountant for signature in the “Certified by” portion and the approving officer for signature in the “Approved by” portion of the TRA.

7. The designated staff files the signed TRAs together with the Monthly Remittance List of Income Taxes Withheld on Compensation and Form 1601-C.

B. TRA on Tax Withheld from Suppliers/Contractors

1. The designated staff prepares Monthly Alphabetical List of Payees From Whom Taxes Were Withheld based on the RCI.

2. The designated staff inputs Monthly Alphabetical List of Payees From Whom Taxes Were Withheld thru BIR e-submission and generates Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)-Form 1601-E and Monthly Remittance Return of Value-Added Tax and Percentage Taxes Withheld (1600) then receives system-generated TRA.

3. The designated staff uploads and prints the TRA, Monthly Alphabetical List of Payees from Whom Taxes Were Withheld, Form 1601-E, and 1600 and forwards the same to the designated accountant for review.

4. The designated staff reviews and initials in the “Certified by” portion of the TRA and forwards TRA, Monthly Alphabetical List of Payees From Whom Taxes Were Withheld, Form 1601-E, and 1600 to the Chief Accountant.

5. The Chief Accountant reviews and signs in the “Certified by” portion of the TRA and forwards TRA, Monthly Alphabetical List of Payees From Whom Taxes Were Withheld, Form 1601-E, and 1600 to the designated staff in charge of tax remittance.

6. The designated staff forwards the TRA, Monthly Alphabetical List of Payees From Whom Taxes Were Withheld, Form 1601-E, and 1600 to the AFMS Director for signature in the “Approved by” portion of the TRA.
7. The designated staff files the signed TRA, Monthly Alphabetical List of Payees From Whom Taxes Were Withheld, Form 1601-E, and 1600.

Issuance and Submission of Certificate of Tax Withheld on Compensation

1. The designated staff generates Form 2316 or Certificate of Compensation Payment/Tax Withheld from the BIR portal.
2. The designated staff prints three (3) copies of Form 2316 and distributes to individual officers/employees for signature in the "Conforme" portion wherein there is a declaration, under the penalties of perjury, that Form 2316 has been made in good faith, verified by him/her, and to the best of his/her knowledge and belief, is true and correct pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof and another signature in substituted filing portion wherein there is a declaration that under the penalties of perjury that he/she is qualified under substituted filing of Income Tax Return (BIR Form 1700) since he/she received purely compensation income from only one employer in the Philippines for the calendar year; that the taxes have been correctly withheld by his/her employer (tax due equals tax withheld); that the BIR Form No. 1604CF filed by his/her employer to the BIR shall constitute as his/her income tax return; and that the BIR Form No. 2316 shall serve the same purpose as if BIR Form No. 1700 had been filed pursuant to the provisions of RR No. 3-2002, as amended.
3. The designated staff retrieves the signed Form 2316 from individual officers/employees and forwards the same to the Chief Accountant for signature.
4. The Chief Accountant signs Form 2316 as Authorized Agent of CHED with a declaration that under the penalties of perjury, Form 2316 has been made in good faith, verified by him/her, and to the best of his/her knowledge and belief, is true and correct pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof and that the information stated therein are reported under BIR Form No. 1604CF which has been filed with the Bureau of Internal Revenue then forwards the same to the staff-in-charge.
5. The designated staff submits Copy 1 of Form 2316 to the BIR on or before the 28th of February of the following year.
6. The designated staff provides individual officers/employees with Copy 2 of Form 2316 and retains Copy 3 for file.

Preparation of Alpha List

1. The designated staff generates Alpha List which is an annual summary of the taxes withheld from officers/employees and suppliers and contractors from the BIR portal.
2. The designated staff uploads and prints the Alpha List and prepares Summary of TRA and forwards to the Accountant in charge of review.
3. The designated staff reviews and initials in the “Certified by” portion of the Summary of TRA and Alpha List then forwards the same to the Chief Accountant.
4. The Chief Accountant reviews and signs in the certified by portion Summary of TRA and Alpha List.
5. The designated staff submits the Alpha List and Summary of TRA to the Revenue District Officer (RDO) of the BIR.

**Note: List of Financial Reports and Schedule of Submission**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Reports</th>
<th>Frequency</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>COA-DBM</td>
<td>Financial Accountability Reports (FAR) No. 1-Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)</td>
<td>Quarterly</td>
<td>Within 30 days after the end of each quarter</td>
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<td>FAR No. 1-A-Summary of Appropriations. Allotments, Obligations, Disbursements and Balances by Object of Expenditure (SAAODBOE)</td>
<td>Quarterly</td>
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<td>FAR No. 2-Statement of Approved Budget, Utilizations, Disbursements and Balances (SABUDB) (for Off-Budget Fund)</td>
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</tr>
<tr>
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<td>FAR No. 2-A- Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (SABUDBOE) (for Off-Budget Fund)</td>
<td>Quarterly</td>
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<td>FAR No. 3-Aging of Due and Demandable Obligations (ADDO)</td>
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<td>FAR No. 4-Monthly Report of Disbursements (MRD)</td>
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<tr>
<td>DBM, NEDA, OP-CabSec</td>
<td>Flash Report Annex A- Appropriations, Obligations and Disbursements</td>
<td>Monthly</td>
<td>10th day of the following month</td>
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<tr>
<td>DBM, NEDA, OP-CabSec</td>
<td>Flash Report Annex B-Reason for Under Spending</td>
<td>Monthly</td>
<td>10th day of the following month</td>
</tr>
<tr>
<td>COA</td>
<td>Unliquidated Cash Advance of P50,000 and above</td>
<td>Quarterly</td>
<td>Within 5 days after the end of each quarter</td>
</tr>
<tr>
<td>COA</td>
<td>Report on Salaries and Allowances of Secretaries, Undersecretaries and Assistant Secretaries</td>
<td>Quarterly</td>
<td>Within 5 days after the end of each quarter</td>
</tr>
<tr>
<td>COA</td>
<td>Report on MOOE Charged Against the Audited Agency</td>
<td>Semi-Annually</td>
<td>Within 5 days after the end of June and December</td>
</tr>
<tr>
<td>COA</td>
<td>Statement of Financial Position-Central Office (CO)</td>
<td>Annually</td>
<td>Last working day of January of the following year</td>
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<tr>
<td>COA</td>
<td>Statement of Financial Performance- CO</td>
<td>Annually</td>
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<tr>
<td>COA</td>
<td>Statement of Cash Flows-CO</td>
<td>Annually</td>
<td>Last working day of January of the following year</td>
</tr>
<tr>
<td>COA</td>
<td>Statement of Changes in Net Assets/Equity</td>
<td>Annually</td>
<td>Last working day of January of the following year</td>
</tr>
<tr>
<td>COA</td>
<td>Notes to Financial Statement</td>
<td>Annually</td>
<td>Last working day of January of the following year</td>
</tr>
<tr>
<td>COA</td>
<td>Consolidated Statement of Financial Position-CO and CHED Regional Offices (CHEDROs)</td>
<td>Annually</td>
<td>Last working day of January of the following year</td>
</tr>
<tr>
<td>COA</td>
<td>Consolidated Statement of Financial Performance- CO and CHEDROs)</td>
<td>Annually</td>
<td>Last working day of January of the following year</td>
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</tr>
<tr>
<td>Consolidated Notes to Financial Statement-CO and CHEDROs</td>
<td>Annually</td>
<td>Last working day of January of the following year</td>
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### 8.2 Budget Division

#### 8.2.1 Preparation and Submission of the Agency Budget Proposal

1. **Budget Call**

   Upon receipt of a copy of the National Budget Call from the DBM, the Budget Division prepares inter-office memorandum to be signed by the Executive Director, relative to the submission of respective budget requests in accordance with the guidelines indicated in the National Budget Call. Signed memorandum is released to the Records Section for reproduction and distribution to all offices concerned.

2. **Agency Performance Evaluation Review**

   Upon receipt of budget proposals submitted by the different offices, Budget Division, in coordination with the Office of Policy, Research and Knowledge Management (OPRKM), schedule agency performance review to evaluate the existing budgetary programs and projects and ensure their alignment with CHED’s Major Final Outputs (MFOs) and priority thrust of the government.

3. **Preparation of Consolidated Budget Proposal based on the performance result.**

   a. The Budget Division consolidates the budget proposals submitted by the various offices.
   b. The Chief of the Budget Division (Chief Administrative Officer) signs the “Prepared by” portion of the Consolidated Budget Proposal.
   c. The AFMS Director signs the “Reviewed by” portion after which the same is forwarded to the Executive Director for endorsement to the Chairperson.
   d. The Chairperson acts on the recommendation of the Executive Director approves and signs the “Concurred in” portion of the agency budget proposal and the transmittal letter.
4. Submission of Agency Budget Proposal to the DBM

Budget Division submits CHED budget proposals through ‘Online Submission of Budget Proposal’ (OSBP). Also, reproduces and packages hard copy of the agency proposals duly supported with budgetary requirements including budget highlights for submission to DBM.

8.2.2 Preparation of Financial Breakdown based on the General Appropriations Act (GAA) and Other Budget Laws/Authority

1. Based on the approved GAA and other budget laws and authority, the Budget Division prepares the Financial Breakdown by Fund Cluster, Fund Authorization, Major Final Outputs (MFOs), Program/Activity/Project and by appropriations/financing sources to support expenditures to be made during the year broken down by allotment class/expenses.
2. Informs the different offices of their respective budget allocation by object of expenditures.
3. Records the allotments in the respective registries of Obligations by Fund Cluster, Fund Authorization Program/Project/Activity for control and monitoring of funds. Separate control shall be maintained by the Budget Division for the following Fund Registries, by allotment classes: Personnel Services (PS); Maintenance and Other Operating Expenses (MOOE); Capital Outlay (CO); and Financial Expenses (FE) to wit:
   a. Registry of Appropriations and Allotments (RAPAL)
   b. Registry of Allotments, Obligations and Disbursements (RAOD)
   c. Registry of Budget, Utilization and Disbursements (RBUD)

8.2.3 Preparation/Processing of Obligation Request and Status (ORS)

1. The designated staff receives the disbursement voucher/payroll and supporting documents, purchase order/contract from concerned offices/personnel and verifies the completeness of the documents, records the same in the logbook maintained and forwards the documents to the staff In-charge for the preparation of the Obligation Request and Status (ORS). For official travels, the process requires ten (10) working days for foreign travel and five (5) working days for local travel prior to actual travel.
2. The designated staff verifies availability of allotment based on the RAOD, assigns number and initials on the ORS before forwarding the same to the Chief of Division for review and signature.
   Note 1: Copies of the ORS shall be attached to the Disbursement Voucher (DV)
3. The Chief of Division reviews and checks the small box opposite the “Allotment available and obligated for the purpose/adjustment necessary as indicated above”
portion of Box B of the ORS and affixes signature then forwards the ORS and
documents to the staff-in-charge for recording in the appropriate RAOD.

Note 2: Obligations shall be posted in the “Obligations Incurred” column of the
RAOD to arrive at the balance available at a given time.

4. The designated staff retains third copy of ORS for file then forwards the original and
duplicate copies of ORS together with the documents to the Accounting Division for
processing.
5. If there are adjustments, the designated staff effects correction on the file copy of
ORS and RAOD or prepare a new ORS as the case maybe.

Note 3: There is no need to prepare a new ORS for corrections/adjustments
made by the Accounting Division after the processing of claims but before
payment is made adjustment in the RAOD shall be effected through a positive
entry (if additional obligation is necessary) or a negative entry (if reduction) in
the “Obligations Incurred” column.

Note 4: Preparation of new ORS for the following adjustment of obligation as
negative in the “Obligations Incurred” column shall be made:

a. Refund of cash advance granted during the year
b. Overpayment of expenses during the year
c. Disallowances/charges which become final and executory

Certified copy of official receipts for the overpayments and Notice that the
disallowances are final and executory shall be furnished to the Budget Division by the
Accounting Division for the preparation of new ORS taking up the adjustments.

8.2.4 Releasing of Sub-Allotment Release Order (Sub-ARO) to the CHED
Regional Offices (CHEDROs) for particular claims

1. The designated staff receives the Request for Fund Transfer (RFT) to CHEDROs
with supporting documents from the different offices in the Central Office.
2. The designated staff verifies the completeness of documents and availability of
allotment and prepares Sub-ARO for CHEDROs and forwards the same to the
Chief of Division for review and signature.
3. The Chief of Division signs and certifies the Sub-ARO as to the availability of
allotment then forwards the same to the AFMS Director for approval/signature.
4. Based on the approved Sub-ARO, the designated staff records the same in the
appropriate RAOD and files copy of Sub-ARO then forwards the original copy to
Records Section for release to CHEDROs and furnishes another copy to the
Accounting Division for preparation of Notice of Transfer of Allocation (NTA)
8.2.5 Preparation and Consolidation of Financial Reports of Central and Regional Offices for Submission to the Office of the President, DBM and COA

1. Based on the entries recorded in the Registries of Allotment, Obligation and Disbursement (RAOD) the designated staff prepares the following Budgetary and Financial Accountability Reports (BFARs) on monthly and quarterly basis:

   a. FAR1 - Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)
   b. FAR 1A - Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE)
   c. FAR 1B - List of Allotments and Sub-Allotments (LASA)

8.3 Human Resources and Development Division

8.3.1 Personnel Management Unit

8.3.1.1 Payment of Personnel Services

I. Payment of Salaries and Other Compensation through Payroll- weekly payroll, monthly representation and transportation allowances, bonus and cash gift, productivity incentive bonus, clothing allowance and other incentives

Required Supporting Documents:
   a. Duly accomplished/signed Daily Time Records (DTRs)
   b. Authority to payment of incentives and various allowances
   c. Other documents as applicable (IPCR, SALN, Service Record, etc.)

1. The designated staff accepts and evaluates completeness of documents submitted to support the claim, prepares payroll by office and prepares Obligation Request and Status (ORS) then forwards the payroll to the Chief of the Division for review
2. The Chief certifies the accuracy of the computation and completeness of the supporting documents and signs the ORS then forwards to the designated staff for proper recording and releasing
3. The designated staff forwards the certified payroll to the AFMS Director for approval

II. Payment of Initial Salary, Salary Differential and Other Compensation

Required Supporting Documents:
   a) Notice of Salary Adjustment
   b) Authority to payment of incentives and various allowances
c) Appointment Paper duly approved by the Chairperson
d) Oath of Office
e) Certification from immediate superior as to assumption to duty
f) Statement of Assets and Liabilities
g) Copy of duly accomplished/signed Daily Time Record
h) Other documents as applicable (IPCR, SALN, Service Record, etc.)

1. The designated staff accepts and evaluates completeness of documents submitted to support the claim, computes and determines the amount due to employee and prepares computation then forwards the claim to the Chief of the Division for review
2. The Division Chief certifies the accuracy of the computation and completeness of the supporting documents and forwards to the designated staff for proper recording and releasing
3. The designated staff forwards the claim to the Budget Division for issuances/processing of ORS

III. Payment of Overtime Services

Required Supporting Documents:
   a. Authority to render overtime services
   b. Copy of duly accomplished/signed Daily Time Record
   c. Accomplishment Report

General Rule

No employee shall be authorized to claim payment for overtime services rendered if he/she reports to office late in the morning and did not satisfy the required forty (40) hours work week. (Section 5.1 of DBM-CSC Joint Circular No. 2 s. 2004)

1. The designated staff accepts submission and reviews completeness of documentary requirements made by the concerned employee
2. The designated staff computes and determines the amount due to concerned employee and prepares ORS and Disbursement Voucher (DV)
3. The designated staff forwards the claims to the Chief of the Division for review
4. The Division Chief certifies the accuracy of computation and completeness of the supporting documents and signs the ORS then forwards to the designated staff for proper recording and releasing
5. The designated staff forwards to Budget Division for processing of ORS

IV. Payment of Terminal Leave Benefits and Retirement Gratuity for Central Office Personnel
Required Supporting Documents:

- Approved Office Clearance
- Current Statement of Assets and Liabilities
- Copy of latest Appointment
- Updated Service Record
- Application for retirement/ Resignation Letter/ Request for transfer
- Duly approved application for Terminal Leave by the Chairperson with corresponding certification from Personnel Management Unit as to the number of accumulated leave credits
- Approval letter from the Chairperson, indicating the amount due to the retiree as computed by the designated staff
- Clearance from Ombudsman, CSC, GSIS and Office of the President (as applicable)
- Special Allotment Release Order (SARO)/Notice of Cash Allocation (NCA) from DBM

1. The designated staff accepts submission and reviews completeness of documentary requirements made by the concerned retiree
2. The designated staff computes the corresponding terminal leave benefits and retirement gratuity due to the retiree
3. The designated staff prepares the letter of request addressed to the Department of Budget and Management, to be signed by the Chairperson, for release of funds to pay the benefits of the retiree based on the actual computation
4. Upon notification of the Budget Division on the receipt of the SARO and NCA from DBM, the designated staff validates the amount of DBM releases with the actual computation to determine the accuracy of the retirement claim and prepares ORS and DV then forwards to the Chief of the Division for review
5. The Division Chief certifies the accuracy of computation and completeness of supporting documents, signs the ORS then forwards to the designated staff for proper recording and releasing
6. The designated staff forwards the claim to Budget Division for processing of ORS

V. Payment of Monetization of Leave Credits

Required Supporting Documents:

- Approved application for leave (CSC form No. 6)
- Service Record
- Letter request for monetization of earned vacation leave credits (for 30 days VL credits or 50% of total VL and SL credits)
- Special Allotment and Release Order (SARO) and Notice of Cash Allocation (NCA) from DBM.
General Rule

- a. Before the monetization of leave credits is given to any official/employee, the SARO and NCA from DBM is available to ensure that there is adequate funds to cover such benefits;

- b. Officials and employees are qualified to monetize their leave credits pursuant to the provisions of Rule XVI, Section 22 of the Omnibus Rules Implementing Book V of Executive Order No. 292.

1. The designated staff accepts application for monetization of leave filed by the concerned employee
2. The designated staff determines if the applicant is qualified. If yes, he/she processes the application and computes the amount due; otherwise, staff advises the concerned employee why he/she is not qualified to monetize his/her leave credits
3. The designated staff forwards processed leave application together with letter for commutation of leave to the Division Chief for review
4. The Division Chief reviews and certifies the accuracy of the computation then verifies if the applicant complies with the existing rules before forwarding the application for monetization and letter request for commutation to AFMS Director for further review and initial
5. The AFMS Director forwards the endorsement letter together with the application for monetization of earned leave to the Executive Director for his/her initials then recommends to the Chairperson for approval
6. Upon receipt of the approved application for monetization, the designated staff prepares letter request for funding to DBM to cover payment of monetization of leave credits
7. Upon receipt of advise from Budget Division on the receipt of SARO and NCA from DBM, the designated staff validates the amount released by DBM per employee applicant and determined the accuracy of computation of claim, prepares ORS then forwards to the Chief of the division for review
8. The designated staff forwards claim to the Budget Division for processing of ORS

8.3.1.2 Leave Administration

8.3.1.2.1 Processing of Application for Leave of Absence

1. The designated staff accepts application for leave from concerned official/s and/or employee/s indicating the type of leave applied for, duly recommended and signed by his/her immediate superior

2. The designated staff processes application and determines whether the applicant has adequate leave credits. In case of availedment of special leave,
appropriate documents should be attached to support the claim (*pls. refer to annex H*)

3. The designated staff forwards application to the Division Chief for review

4. The Division Chief verifies the completeness of supporting documents and indicates the type of leave applied for. The Division Chief also certifies the available leave balance then forwards to the following signatories for further review and approval

<table>
<thead>
<tr>
<th>Type/Location of Leave</th>
<th>Recommending Approval:</th>
<th>Approved By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of Absence of employee (In-Country)</td>
<td>Office Director</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Leave of Absence of employee (Abroad)</td>
<td>Office Director</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Maternity/ Paternity Leave/ Special Leave Privileges/ Others of employee</td>
<td>Office Director</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Family Home Visit/other application for leave of officials</td>
<td>Executive Director</td>
<td>Chairperson</td>
</tr>
</tbody>
</table>

8.3.1.3 *Granting of Study Leave*

1. The designated staff accepts the employee’s letter request duly indorsed by the Director concerned for study leave. Evaluates the completeness of the supporting documents and assesses if qualified based on the criteria and requirements to be able to avail such study leave
2. The designated staff prepares matrix of employee's profile together with all supporting documents and forwards to the Division Chief for initial evaluation and review
3. The Division Chief evaluates the merit of the request and forwards to the designated staff for release to the AFMS Director for further assessment and evaluation. The AFMS Director reviews then endorse to the Executive Director for initial and then recommends to the Chairperson for approval
4. Upon receipt of approval of the scholarship grant, the designated staff notifies the grantee and prepares the scholarship contract between the two parties for implementation
8.3.1.4 Recruitment, Selection, Appointment and Promotion of CHED Personnel in the Central Office

I. Publication of Vacant Positions pursuant to RA No 7041

1. The designated staff identifies all the unfilled positions and posts the same in three (3) conspicuous places in CHED for a period of ten (10) working days, at the same time drafts request for the Civil service Commission to publish the vacant position in the Bulletin of Vacant Positions in the Government that is regularly issued by the CSC

Note: After the vacant positions have been published for at least ten (10) working days, the same may be filled. The publication shall be valid until the positions are filled but not beyond six (6) months from the time they are published

Exempted from the publication requirements are the following positions:
   a. Primarily confidential positions;
b. Positions which are policy determining;
c. Highly technical position;
d. Other non-career positions;
e. Positions to be filled by existing regular employees in the agency in case of reorganization

II. Processing of Vacant Position

   First and Second Level (Processing of Application for vacant position)

1. The designated staff accepts application/s to any vacant position from external applicant/s or regular employee/s aspiring for promotion
2. The designated staff screens application/s, and determines whether applicants/s meet/s the Civil Service Commission’s minimum/CHED approved qualification standards of the position applied for. If applicant/s does/do not meet the minimum qualification requirements, he/she is advised/informed in writing
3. The designated staff schedule the conduct of qualifying examinations consisting of written and online competency examination for those applicants who met the Qualification Standard (QS) of the position applied for. If the applicant/s does/do not pass the examination, h e/she is advised on the result right after the examination
4. The designated staff conducts background investigation for shortlisted applicant/s based on the result of the examination; through supervisors in the offices where they are presently working; and through records and documents from schools where they graduated
5. The designated staff prepares matrix of profiles of the applicant/s which includes relevant experience, education, special studies and trainings.
Also indicated in the matrix is the result of the qualifying examinations, records of performance and other relevant information and result of background investigation about the applicant. The Personnel Selection Board (PSB) uses the aforementioned data during the conduct of the panel interview and deliberation.

6. The designated staff forwards the applicant/s’ matrix to the members of the PSB for evaluation.

Deliberation of Personnel Selection Board

1. Composition of the PSB

   PSB for CHED Central Office (positions with SG-24 and below) and CHEDRO (positions with SG-22 to 24) should be composed of:

   Chairman - Director IV, AFMS
   Members - Director or Authorized Representative from Office where the vacancy is identified;
   Chief Administrative Officer – HRDD or Official directly responsible for Personnel Management

   Representative of the Rank and File:
   1st Level (SG 1-9)
   2nd Level (SG 10-24)

   PSB for CHED Regional Office:

   Chairman - Officer designated by the CHEDRO Director
   Members - Chief Administrative Officer or Authorized Alternate within the Regional Office

   Representative of the Rank and File:
   1st Level (SG 1-9)
   2nd Level (SG 10-21)

2. PSB may simultaneously conduct a panel interview with the applicant/s during the scheduled deliberation, or may schedule a separate one.

3. PSB deliberates based on the matrix of applicant’s profiles, examination, performance evaluation, background investigation, results of interview as well as other relevant data.

4. After deliberation, the PSB accomplish the applicant assessment form and rate the applicants based on the rubric per approved Recruitment and Selection Manual then forwards the result of the deliberation to the HRDD for consolidation.

5. The designated staff consolidates the ratings of applicants then forwards to PSB members for review and concurrence.
6. The PSB after final deliberation and had signed the applicant’s summary sheet, endorses the results of the evaluation to the Executive Director thru the HRDD. Only applicants that got at least 1.9 score per approved rubric on the final deliberation shall be forwarded to EO for appropriate action

Note: No PSB member shall sit in the deliberation of an applicant who is related to him/her within the third degree of affinity or consanguinity.

Hiring of Personnel

1. The PSB recommends to the Executive Director the result of deliberation and then the EO decides whom to recommend from the ranked applicants, or concurs with the PSB evaluation

2. In case where the Executive Director does not agree with the endorsement of the PSB, he may give specific comments/recommendations/instructions to the PSB for reconsideration or may recommend among the ranked applicants whom the most qualified after further evaluation

3. The Chairperson based on her sound judgment may approve the recommendation of the Executive Director/PSB or may appoint an applicant who is not ranked number one but meets the qualification requirements of the position and the required score to qualify for appointment

4. Upon receipt of the approval of Chairperson, designated staff informs the concerned Director and the selected applicant then advised them to submit the required supporting documents for submission to the CSC

5. The designated staff prepares the appointment paper of the selected applicant and forwards the same for recommendation of the EO for final approval and signature of the Chairperson

6. When the appointment paper is finally approved, the designated staff submits/transmits said appointment paper together with the required supporting documents to CSC for attestation

7. The designated staff informs in writing the applicant/s who were not considered to the position applied for

Note: Rule IV, Section 12 and 13 of Executive Order 292

“Sec. 12; The appointing authority shall assess the merits of the PSBs recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking applicants deemed most qualified for appointments to the vacant position

Sec. 13; The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone selection process “
Third Level (Processing of Application for vacant position)

The Managerial Appointments Evaluation Committee (MAEC) handles the selection of CHED officials in the third level positions. It is composed of the following officials:

Chairman - Executive Director or Authorized Representative

Members - Deputy Executive Director
Director IV, Office of Programs and Standards Development
Director IV, Representing Regional Offices
Director IV, Administrative, Financial and Management Services
CHEDEA Representative – Observer

The Human Resource Development Division of the Administrative, Financial and Management Service acts as the Secretariat of MAEC

1. The designated staff accepts application/s to any vacant position from external applicant/s or regular employee/s aspiring for promotion
2. The designated staff screens application/s, and determines whether applicant/s meet/s the Civil Service Commission’s minimum/CHED approved qualification standards of the position applied for. If applicant/s does/do not meet the minimum qualification requirements, he/she is advised/informed in writing
3. The designated staff schedule the conduct of qualifying examinations consisting of written and online competency examination for those applicants who met the Qualification Standard (QS) of the position applied for. If the applicant/s does/do not pass the examination, he/she is advised on the result right after the examination
4. The designated staff conducts background investigation for shortlisted applicant/s based on the result of the examination through supervisors in the offices where they are presently working and through records and documents from schools where they graduated
5. The designated staff prepares matrix of profiles of the applicant/s which includes relevant experience, education, special studies and trainings. Also indicated in the matrix is the result of the qualifying examinations, background investigation and other relevant information about the applicant. The MAEC uses the aforementioned data during the conduct of the panel interview and deliberation
6. The designated staff forwards the applicant/s’ matrix to the members of the MAEC for evaluation

Note: No MAEC member shall sit in the deliberation of an applicant who is related to him within the third degree of affinity or consanguinity.
Deliberation of Managerial Appointments Evaluation Committee (MAEC)

1. MAEC may simultaneously conduct a panel interview with the applicant/s during the deliberation, or may schedule a separate panel interview
2. MAEC deliberates based on the matrix of applicant’s profile, examination, experience, result of background checking, education, special studies and trainings as well as other relevant information about the applicants
3. After deliberation, the MAEC endorses its recommendation to the Chairperson for final approval of hiring

Hiring of Personnel

1. The MAEC recommends to the Executive Director the result of deliberation and the EO may concur with MAEC recommendation or choose among the ranked applicants whom to recommend
2. Based on further review and evaluation the Executive Director recommends the selected applicants to the Chairperson for endorsement to Office of the President. In some instances the Chairperson may return the evaluation for re-assessment
3. The Chairperson based on her sound judgment recommends the most qualified applicants to the vacant director position to the Office of the President thru Presidential Management Staff (PMS)
4. Upon receipt of the approval from the Chairperson of whom to be recommended, the designated staff informs the recommendee to submit the required documents for inclusion in the submission to the PMS
5. The designated staff submits/transmits the endorsement letter signed by the Chairperson to the OP-PMS for evaluation and assessment of the proposed appointment
6. The designated staff informs in writing the applicant/s who were not considered for the position

8.3.1.5 Hiring of manpower services through contract of service

Documentary Requirement:

a. CEB Resolution approving authority to hire
b. Duly approved work and financial Plan
c. Duly approved Purchase Request indicating the number of position/s to be procured, salary grade, terms of reference, funds availability and must be stamped included in the Annual Procurement Plan

1. The designated staff accepts and evaluates completeness of documents enumerated above and checks the technical requirements for the procurement of manpower services then forwards to Bids and Awards Committee for bidding process. Simultaneously, the designated staff posts the requested position in
conspicuous places in CHED including CHED Website or in other mode of publication

2. Upon receipt of BAC resolution showing the winning service provider, the staff in charge draft contract then forwards to CHED Legal and Legislative Service for review.

3. Once contract was signed by the Chairperson and service provider’s authorized signatory. The designated staff forwards application/s received to the service provider for initial screening.

4. The manpower service provider subjects all applicants to screening based on their hiring process, then forwards the shortlisted candidates to CHED for final screening.

5. The designated staff screens application/s as endorsed by the manpower service provider, and determines whether applicants/s meet/s the CHED approved qualification standards of the position applied for. If applicant/s does/do not meet the minimum qualification requirements, he/she is advised/informed in writing

6. The designated staff schedules the conduct of qualifying examinations consisting of written and online competency examination for those applicants who met the Qualification Standard (QS) of the position applied for. If the applicant/s does/do not pass the examination, he/she is advised on the result right after the examination

7. The designated staff conducts background investigation (optional) for shortlisted applicant/s based on the result of the examination; through supervisors in the offices where they are presently working; and through records and documents from schools where they graduated

8. The designated staff prepares matrix of profiles of the applicant/s which includes relevant experience, education, special studies and trainings. Also indicated in the matrix is the result of the qualifying examinations, records of performance and other relevant information and result of background investigation about the applicant. The Personnel Selection Board (PSB) uses the aforementioned data during the conduct of the panel interview and deliberation

9. The designated staff forwards the applicant/s’ matrix to the members of the PSB for evaluation

10. PSB may simultaneously conduct a panel interview with the applicant/s during the scheduled deliberation, or may schedule a separate one

11. PSB deliberates based on the matrix of applicant/s profiles, examination, performance evaluation, background investigation, results of interview as well as other relevant data

12. After deliberation, the PSB accomplishes the applicant assessment form and rate the applicants based on the rubric per approved Recruitment and Selection Manual then forwards the result of the deliberation to the HRDD for consolidation

13. The designated staff consolidates the ratings of applicants then forwards to PSB members for review and concurrence

14. The PSB after final deliberation and had signed the applicant’s summary sheet,
endorses the results of the evaluation to the concerned Director thru the HRDD. Only applicants that got at least 1.9 score per approved rubric on the final deliberation shall be considered

15. Upon receipt of the approval of the concerned Director, the designated staff prepares endorsement of the selected applicant/s to the service provider for issuance of contract of outsourced personnel for deployment to CHED

16. The service provider deploy outsourced personnel to requesting unit of CHED through the HRDD.

8.3.1.6 Performance Evaluation/Ratings of Rank and File Employees

General Rule

a. An employee who has served at least three (3) months during a semester may be given his/her performance rating for the period

b. Performance rating of rank and file employees should be done every semester, the first one to be given at the end of June and the second at the end of December.

1. The designated staff monitors the submission of Individual Performance Commitment and Review (IPCR) Form

2. The designated staff prepares the Summary List of Individual Performance Rating to ensure that all employees have complied with and submitted the required IPCR

3. Based on the result of performance ratings and the recommended developmental plan interventions by the supervisors, the designated staff makes analytical data on retention, skill/competency gaps, and talent development plans align to the strategic plans

4. The designated staff coordinates with employee’s immediate superior to facilitate the developmental interventions that will form part of the HR Plan in order to continuously foster improvement of the employee performance and efficiency, enhance organizational effectiveness and productivity. The IPCR rating also serves as basis of granting incentives and rewards, promotion, training and development and imposing administrative sanctions

8.3.1.7 Other Personnel Services

A. Request for issuance of the following:

  i. Certificate of:
     a. Employment
     b. Employment with Compensation
     c. Leave Balance
     d. Last Salary Received
     e. Clearance
II. Service Record (SR)

Documentary Requirements
a. Accomplished Request Form
b. Clearance for separated employees

1. The designated staff receives request for issuance of needed certificate/SR, verifies the records of the requesting employee, facilitates the processing of the request and prepares the necessary certificate then forwards the certificate to the Division Chief for review and signature
2. Division Chief signs the certificate and returns the same to the designated staff for releasing

A. Request for Authority to Teach

Documentary Requirements
a. Letter invitation to teach from the HEIs (PHEIs with Autonomous/Deregulate Status and Level III and IV SUCs) indicating the schedule of classes, subject and number of units to be taught
b. Updated Curriculum Vitae
c. Endorsement letter from the concerned Director for requester coming from Division Chief and below
d. Letter request for authority to Teach

1. The designated staff accepts request for authority to teach. Reviews the Curriculum Vitae, Letter Request from HEIs in accordance with the existing CHED guidelines and based on other pertinent rules and regulations
2. After evaluating the supporting documents, the designated staff prepares indorsement and authority to teach indicating the school, subject, number of units and schedule of classes for review of the Chief of Division
3. The Chief of Division reviews the endorsement including its supporting documents before forwarding to the AFMS Director for signature then forwards Authority to Teach for approval of the Chairperson through the Executive Director
4. Upon receipt of the approved Authority to Travel, the designated staff informs/releases the same to the concerned official/employee

B. Authority to Travel abroad (Official or Personal) and Request for re-validation of passport

Documentary Requirements
a. Letter Request of the applicant duly approved by the Chairperson indicating the fund source and total budget requirement
b. Duly approved leave application (personal travel)
c. Invitation from sponsoring agency
d. Service Record
1. The designated staff reviews the documentary requirements as indicated above.
2. When the documents are complete, the designated staff prepares Authority to Travel Abroad then forwards to the Division Chief for review.
3. The Chief of Division assesses the Authority to travel and affix initial then forwards to the AFMS Director for further review then endorse to the Executive Office for recommendation of the same to the Chairperson for approval.
4. Upon receipt of the approved Authority to Travel, the designated staff releases the same to the concerned Official/Employee.

Training and Development Unit

Narrative Procedures:

8.3.2.1 Procedures and Criteria in the Granting of Foreign Scholarship and Training/Program Selection

Qualifications:
   a. Hold a Permanent appointment
   b. College graduate with a degree related to the field of study being applied for or have sufficient training and experience in the core subjects relating to the scholarship programs applied for
   c. Have rendered at least 2 years of service in the government at the time of nomination
   d. Have no pending administrative or criminal case
   e. Meet the position level, age and other requirements specified by the donor country
   f. Have obtained at least very satisfactory performance rating for two (2) consecutive periods preceding the nominations
   g. Have no pending scholarship nomination endorsed to a donor country or agency
   h. Physically and mentally fit as supported by medical results/certifications
   i. Trainable and able to transfer the knowledge, skills and techniques to be acquired from the course

Documentary Requirements
   a. Employees Profile – Personal Data Sheet (PDS)
   b. Individual Performance and Commitment Review with Very Satisfactory Rating
   c. Certificate of no-pending case
   d. Certification that the applicant has no pending service obligation
   e. Duly accomplished nomination form (as applicable)
   f. Service Record
   g. Transcript of Records (as applicable)
   h. Certificate of no pending scholarship nomination)
i. Invitation from sponsoring agency

1. The designated staff accepts nominations duly endorsed by the Director concerned based on the IAS Scholarship invitation
2. The designated staff evaluates the completeness of supporting documents and assesses the relevance of the scholarship/training programs and determined if employee-applicant qualifies based on the criteria and requirements
3. The designated staff prepares matrix of the applicants profile as basis of the Scholarship Committee in the evaluation
4. The Chief of Division reviews the accuracy of the data in the matrix and forwards the same to the Scholarship Committee for deliberation
5. Upon receipt of the decision of the Scholarship Committee whom they have selected as the most qualified applicant, the nominee shall be endorsed by the Chairperson to International Affairs Service (IAS) for assessment in accordance with the criteria of sponsoring agency
6. Upon receipt of confirmation from IAS, the designated staff advises the nominee to comply the documentary requirements for foreign travel. In case of scholarship, appropriate contract shall be executed between CHED and the grantee

8.3.2.2 Selection and Granting of Scholarship and Training Program (Locally Funded)/ CSC-LSP/DOST/PMGP etc.

1. The designated staff after accepting an invitation from sponsoring agency prepares memorandum for interested employees then forwards to the Division Chief for review
2. The Division Chief upon review of the data and content of the memorandum forwards to the AFMS Director for further review then recommends to the Executive Director for signature
3. Upon receipt of the duly signed memorandum, the designated staff disseminates the same to all Offices for information of all employees
4. The designated staff accepts the recommendation of the Office Director, prepares matrix of employees profiles and evaluates the completeness of the supporting documents submitted by the candidates/nominees then forwards to the Division Chief for review
5. The Chief of Division verifies and certifies the data indicated in the matrix including all the required documents then forwards to the designated staff for endorsement to the Scholarship Committee for their appropriate action
6. Upon receipt of the approval of the availment of the scholarship grant, the designated staff prepares letter of nomination together with the supporting documents to the sponsoring agency for assessment
7. Upon receipt of the approved scholarship grant from the sponsoring agency, the designated staff notifies the grantee then prepares scholarship contract between the two parties
8.3.2.3 Attendance to other Non-Degree/Training (Short-Term/Specialized/Conferences)

Qualification
a. Employee occupying permanent position who have rendered at least two (2) years
b. Training program should be relevant to staff’s concerns and on the line of expertise depending on the need of the different services and offices
c. Indicated in the employee’s IPCR as development interventions to improve employees performance and efficiency

Supporting Requirements:
a. Letter of request duly endorsed by the Office Director
b. Invitation

1. The designated staff accepts the letter request duly indorsed by the Director concerned in the attendance to the training/conferences. Evaluates the completeness of the supporting documents and assesses the relevance of the training/conference and if nominee qualifies based on the criteria and requirements, he/she will be authorized to attend
2. The designated staff prepares Authority to attend with supporting documents and forwards the same to Division Chief for initial evaluation and review
3. The Chief of Division evaluates the merit of the request and forwards to the AFMS Director for further assessment then forwards the document to the Executive Director for initial and endorsement to the Chairperson for approval of the authority
4. Upon receipt of approval of the authority, the designated staff provides the copy of the authority to the requesting employee

Procedural Guidelines in the General Services Division

Property and Supply Unit (PSU)

8.4.1.1 Issuance of Property Acknowledgement Receipt (PAR) for properties issued to officials and employees

1. The designated staff prepares and issues the PAR to the accountable official/employee, together with the requisitioned item; and
2. The designated staff keeps the original copy of the PAR and returns second copy to the accountable official/employee and support the third copy to the disbursement voucher for payment.
8.4.1.2 Cancellation of the PAR

1. CHED officials/employees filing application for separation from the service e.g. retirement, resignation, transfer, etc. must secure clearance from concerned officials including clearance from property accountability from the Head of the General Services Division. As such, previously issued properties must be inspected by the staff-in-charge as to the location or authorized personnel to accept the item or return/surrender the issued properties in order to cancel the PAR.

8.4.1.3 Conduct of Annual Physical Inventory

1. The designated staff prepares the memorandum regarding the composition/re-composition of the Physical Inventory Team, schedule of inventory and the Terms of Reference.
2. Upon completion of the physical counting by the team, the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) is prepared by the designated staff indicating whether they are still serviceable or not and the office/official/employee to which said equipment had been assigned.
3. The designated staff forwards the RPCPPE to the Commission on Audit (COA) on or before January 31st of every year.

8.4.1.4 Disposal of Property

Mode of Disposal may be:
   a. Disposal thru Public Auction or Sale and Disposal thru Destruction (Inventory and Inspection Report of Unserviceable Property);
   b. Waste Material of equipment, semi-expendable and non-expendable supplies and equipment includes spare parts etc. (Report of Waste Materials); or
   c. Transfer without cost of properties to other agencies (Inventory Receipt for Property)

1. The designated staff prepares the appropriate form for the disposal of unserviceable properties, e.g. Inventory and Inspection Report of Unserviceable Property (IIRUP), Report of Waste Materials (RWM), Inventory Receipt of Property (IRP);
2. The designated staff invites the COA Auditor or authorized representative to witness the actual disposal of unserviceable property.
3. The designated staff submits a copy of the IIRUP to the Accounting Division for reconciliation of records;

8.4.1.5 Preparation of the Project Procurement Management Plan (PPMP) Annual Procurement Plan (APP) for Common Use Supplies and Equipment (CSE) available at the PS-DBM and outside the PS-DBM.
1. The designated staff prepares the Memorandum for signature of the Executive Director requiring all concerned offices/units to prepare and submit their respective Project Procurement Management Plan (PPMP) including APP-CSE, based on amount provided by the Budget Division for common use supplies and equipment and supplies and materials to be procured outside the PS-DBM.

Upon receipt of the PPMPs and APPs-CSE, in accordance with the approved budget, the designated staff submits the documents to the Bids and Awards Committee (BAC) for consolidation into APP and recommendation for approval by the Commission En Banc (CEB) thru Management Committee (ManCom).

2. The designated staff submits a copy of the approved APP to the COA office and post the same to the websites of the CHED, GPPB and PS –DBM.

3. The designated staff submits the approved Purchase Request (PR) Requisition and Issue Slip (RIS) and other supporting documents to the BAC thru the Property and Supply Unit for deliberation and recommendation of the appropriate Mode of Procurement, Public Bidding / Competitive Bidding in general, otherwise known as Alternative Methods of Procurement (AMP).

8.4.1.6 Requisition of Office Equipment

1. The designated staff receives from the requisitioning office the approved PR/RIS for numbering/recording. The item/s requested should be within the approved budget for Capital Outlay as confirmed by the Budget Division per approved APP and the appropriate mode procurement as determined by the BAC.

8.4.1.7 Requisition of Goods/Services Not Available at Procurement Service-DBM

A. Goods/Services costing less than P15,000.00 as indicated in the PR and urgently needed, the item could be purchased out of the available Petty Cash Advance, in which case:

1. The designated staff forwards the approved PR/RIS and other supporting documents to the Cash Unit for issuance of Petty Cash Voucher (PCV).
2. The designated staff accomplishes the PCV and submits the same attached with completes supporting documents to the Chief of Division for approval.
3. Upon approval of the PCV, the Cashier releases the petty cash.

B. Goods/Services costing more than P15,000.00 but not more than P 50,000.00 per approved PR: (Alternative Method of Procurement (AMP) refer to Section 53 Rule XVI of the Revised IRR of the R.A. 9184: Negotiated Procurement - Small Value Procurement without Posting):
1. The designated staff secures Request for Quotation (RFQ) from at least 3 eligible suppliers and prepares/forwards Abstract of Canvass for review and initial of the Chief of Division and for approval and signature of the AFMS Director;

2. The designated staff forwards the Abstract of Canvass together with the RFQ and complete supporting documents to the BAC for deliberation and recommendation on the award of the contract;

3. The designated staff secures the approved/signed BAC Resolution and Notice of Award (NOA) for the preparation of Purchase Order (P.O.) /Job Order (J.O.) /Contract, whichever is appropriate.

4. The designated staff forwards the P.O./J.O./Contract together with the complete supporting documents to the Budget Division for funds availability and to the Accounting Division for certification of cash availability.

5. The designated staff forwards the P.O./J.O./Contract for initial of AFMS Director and for approval and signature of the Executive Director.

6. The designated staff notifies the bidder with the Lowest Calculated and Responsive Bid (LCRB) and issues the NOA and P.O./J.O./Contract, retrieves the same with conforme/signature and arrange for the delivery of the items.

7. The designated staff checks delivery as to quantity and specifications against the P.O./J.O./Contract then requests for inspection by the designated inspector or authorized representative from the Accounting Division. Both, the designated staff from the Property and Supply Unit and representative from the Accounting Division signs the Inspection and Acceptance Report (IAR).

8. The designated staff prepares Obligation Request and Status (ORS) in favor of the supplier duly supported with the PR/RIS, PO, IAR, RFQ, Abstract of Canvass, Certificate of Completion and Acceptance and other supporting documents and forwards the same to the Budget Division for obligation.

C. Item costing more than P50,000.00 but not more than P 500,000.00 per approved PR: AMP: refer to Section 53 Rule XVI of the Revised IRR of the R.A. 9184: Negotiated Procurement - Small Value Procurement with Posting):

1. The designated staff posts the approved PR to PhilGEPS for seven (7) days to invite at least one (1) eligible supplier to submit their sealed RFQ together with the required valid Business Permit, Mayor’s Permit and PhilGEPS Certificate.

2. The designated staff prepares and submits the Abstract of Canvass together with the sealed RFQ to the BAC for deliberation.

3. Upon action of the BAC, the designated staff secures the approved BAC Resolution and Notice of Award (NOA) for the preparation of Purchase Order (P.O.) /Job Order (J.O.) /Contract whichever is appropriate.

4. The designated staff forwards the P.O./J.O./Contract together with complete supporting documents to the Budget Division for funds availability and the Accounting Division for certification of cash availability.

5. The designated staff forwards the P.O./J.O./Contract for initial of AFMS Director and for approval and signature of the Executive Director.
6. The designated staff notifies the bidder with the LCRB and issues the NOA and P.O./J.O./Contract and retrieves the same with conforme/signature and arrange for the delivery of the items.

7. The designated staff checks delivery as to quantity and specifications against the P.O./J.O./Contract then requests for inspection by the designated inspector or authorized representative from the Accounting Division. Both, the designated staff from the Property and Supply Unit and representative from the Accounting Division signs the Inspection and Acceptance Report (IAR).

8. The designated staff prepares Obligation Request and Status (ORS) in favor of the supplier duly supported with the PR/RIS, PO, IAR, RFQ, Abstract of Canvass, Certificate of Completion and Acceptance and other supporting documents then forwards the same to the Budget Division for obligation.

D. Items costing more than P500,000.00 per approved PR refer to Rule IV of the Revised Implementing Rules and Regulation of Republic Act 9184: Public Bidding (for Outsourcing of CHED Personnel, Other Goods and Services and Consulting Services.

8.4.1.8 Issuance of Gate Pass for Property/Personnel

1. The designated staff receives accomplished form (in triplicate) from the requesting office then forwards the accomplished form to the Chief of Division for approval and signature.

2. After the form is approved, the designated staff assigns control number then forwards one (1) copy to the security guard and one (1) copy to the requesting office and retain one (1) copy for GSD file.

8.4.1.9 Payment of utility bills

1. The designated staff receives the Billing Statement from various service provider (Meralco, Manila Water, PLDT, Smart, Bayantel, Globe).

2. The designated staff prepares ORS duly supported with Billing Statement and complete supporting documents then forwards the same to the Budget Division for obligation.

8.4.1.10 Registration of RP vehicles and filing of insurance for HEDC Building and RP vehicles

1. Upon receipt of the Certification of Insurance Coverage from the GSIS, the designated staff requests for cash advance from the Cashier Unit then files application for Vehicle Insurance Policy and Building Insurance Policy with the GSIS as scheduled.

2. The designated staff presents the official vehicle to the LTO, for yearly
registration.

8.4.1.11 Repair and maintenance of equipment and motor vehicles

1. The designated staff receives letter for repair and inspection from requesting official/employee. The designated staff request the designated Technical Property Inspector to assess the condition of the reported property then writes his/her recommendation in the Pre-Repair and Inspection Report Form on the inspection conducted.

2. The designated staff forwards the request form to the Chief of Division for review, approval and signature

3. The designated staff prepares PR/RIS based on the approved APP then forwards to the BAC for recommendation on the appropriate AMP.

4. The designated staff secures price quotations/cost of repair (labor and spare parts) from at least three (3) repair shops duly licensed, with PhilGEPs Certificate and valid Mayors Permit and accredited by the Department of Trade and Industries.

5. The designated staff prepares abstract of canvass and forwards to the Chief of Division for review and recommendation, then to the AFMS Director for approval and signature and forwards the same to the BAC for further review, evaluation and approval.

6. The designated staff prepares the Job Order (JO) and issues the same to the bidder with the LCRB. For vehicle/equipment repair, a post repair inspection should be done by the designated Technical Property Inspector. However, for major repair which involves repair/replacement of major parts, the COA Technical Property Inspector is required, in addition to agency-designated inspector.

8.4.1.12 Transportation Services

1. The designated staff receives letter from the requesting office, checks the availability of the vehicle, then forwards the same to the Chief of Division for approval and signature and inform the requesting office for availability of vehicle and inform the driver for his assigned vehicle schedule.

2. The assigned driver prepares the vehicle trip ticket with control no. and secures the approval of the following signatories for each type of service:
   a. Shuttle service: Chief of Division/Assistant Chief of Division
   b. Transportation service within Metro Manila: Chief of Division
   c. Out of Town Transportation service: Director of the Requesting Office or Authorized Signatory

3. If vehicle is not available, the designated staff prepares Certificate of Non Availability of Vehicle for approval and signature of the Chief of Division, then issue the same to the requesting office.

8.4.2 Cash Unit
8.4.2.1 Collection and Deposit of Required CHED Fees for the Cost of Services

1. The Cashier issues Official Receipts (ORs) for cash, checks and postal money order received for payment of fees (Auxiliary Services per CHED Administrative Order (CAO) No. 4 s. 2014, Bid Docs, Performance Bond, Inspection Fees, refund of cash advances and refund of fund transfer.
2. The designated staff issues the original copy of the OR to the payor.
3. The Cashier prepares five (5) copies of Deposit Slips and five (5) copies of List of Collections and Deposits for all cash, checks and postal money order collected/received for deposit to Land Bank of the Philippines (LBP), the depository bank of CHED.
4. The Cashier prepares Report of Collection and Deposit (RCD) and Cash Receipts Record (CRR) in three (3) copies then forwards the duplicate copy of the following: OR, two (2) copies of machine validated deposit slip, one (1) copy of List of Collection and Deposit (LCD), two (2) copies of RCD and two (2) copies of CRR to Accounting Division.
5. The designated staff retains the triplicate copy of the OR, one (1) copy of machine validated deposit slip, one (1) copy of LCD, one (1) copy of RCD and one (1) copy of CRR for file.

8.4.2.2. Payment of Approved Disbursement Vouchers

8.4.2.2.1 Preparation of Notice of Transfer Allocation (NTA)

1. The designated staff receives the approved Disbursement Voucher (DV) for various transactions from the Office of the Director IV/Office of the Executive Director/Office of the Chairperson.
2. The designated staff prepares the Notice of Transfer Allocation (NTA) in three (3) copies.
3. The Cashier and co-signatory certifies/approves the NTA, as follows:
   a. P1.00 to P500,000.00 – Cashier and Director IV, AFMS
   b. P1.00 to P1,000,000.00 – Cashier and Executive Director
   c. P1.00 to P1,000,000.00 and above – Cashier and Chairperson
4. The designated staff forwards the NTA to the LBP to effect the fund transfer.
5. The designated staff informs the concerned CHEDROs/Office of the fund transfer through email or fax
6. The designated staff scans NTA for record purposes.

8.4.2.2.2 Preparation of Modified Disbursement Scheme (MDS)/Trust Check

1. The designated staff prepares the MDS/Trust check for each claimant, upon receipt of the approved DV from the Office of the Director IV/Office of the Executive Director/Office of the Chairperson.
2. The designated staff prepares the corresponding Advice of Checks Issued and Cancelled (ACIC) in three copies; one (1) copy for LBP and one (1) copy for the Bureau of the Treasury (BTr) , and one (1) copy for CHED-Cash Unit.

3. The Cashier and co-signatory certifies/approves the ACIC and MDS/Trust check.
   a. P1.00 to P500,000.00 - Cashier and Director IV, AFMS
   b. P1.00 to P1,000,000.00 - Cashier and Executive Director
   c. P1.00 to P1,000,000.00 and above - Cashier and Chairperson

4. The designated staff forwards signed ACIC, duplicate of MDS/Trust check and e-copy of ACIC to the LBP.

6. The designated staff scans ACIC and DV for record purposes, upon receipt by the LBP.

8.4.2.2.3 Preparation of List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA)

1. The designated staff receives approved DV from the Office of the Director IV/Office of the Executive Director/Office of the Chairperson.

2. The designated staff prepares LDDAP-ADA based on the DV then forwards the same to the Accounting Division for certification by the Chief Accountant.

3. The designated staff prepares ACIC in three (3) copies; one (1) copy for LBP, one (1) copy for BTr, and one (1) copy for CHED-Cash Unit, upon receipt of the certified LDDAP-ADA.

4. The designated staff converts the ACIC (Individual/claimant/Company) to ATM Payroll (with LBP Accounts only).

5. The Cashier and co-signatory signs the ACIC, LDDAP-ADA and ATM Payroll (Individual claimant/Company) as follows:
   a. P1.00 to P500,000.00 – Cashier and Director IV, AFMS
   b. P1.00 to P1,000,000.00 – Cashier and Executive Director
   c. P1.00 to P1,000,000.00 and above – Cashier and Chairperson

6. The designated staff forwards signed ACIC, LDDAP-ADA, e-copy (ACIC and ATM Payroll) to the LBP to credit to individual/company account.

7. The designated staff sends the ACIC, LDDAP-ADA and DV thru e-mail/fax to the claimants, upon receipt of the documents by the LBP.

8. The designated staff scans the ACIC, LDDAP-ADA and DV for record purposes. All DVs with supporting documents intact are forwarded to the Accounting Division on a monthly basis.

8.4.2.3 Charging Expenses from the Petty Cash Advance

1. The Cashier receives the approved PR/RIS, Abstract of Canvass, Request for Quotations (3 Suppliers), Certificate to Justify Emergency Purchase, from the requesting office/employees for the purchase of medicines, office supplies,
airconditioning units, spare parts, construction materials, tarpaulin, business card, rubber stamp.

2. The Cashier issues Petty Cash Voucher (PCV) to be filled up by the requesting employee, then forwards the accomplished PCV to the Chief of Division for approval and signature.

3. The Cashier releases the Petty Cash to the requesting employee. 
Note: For the following transactions steps 2 and 3 will apply, with corresponding documents attached:
   a. Gasoline-Duly approved trip ticket
   b. Meetings- Approved Request for Budget Approval, approved Authority to Hold Activity.
   c. Repair of printers-Request for Pre-inspection Report-MIS, approved PR, RIS and Certificate of Emergency Repair
   d. Repair and maintenance of CHED vehicle - Request for Pre-repair inspection (Mechanic), Repair History of PPE, approved PR/RIS, Certificate to Justify Emergency Purchase
   d. Notarial fee -Copy of document to be notarized
   e. Registration of CHED Vehicles -copy of previous year vehicle registration.
   f. Messengerial activity (in case non availability of vehicle) - approved OB Pass Slip indicating the place of destination.
   g. Physical Fitness activity – approved Authority to Hold Activity, approved RBA
   h. Tire check-up/vulcanizing/Change Oil - Pre-Repair and Inspection Report and approved PR/RIS.
   i. First 5,000 km. check-up/change oil – Approved PR/RIS

4. For liquidation purpose the following documents are required for the following transactions:
   b. Gasoline - Parking fee, and toll fee ticket, Official Receipt and attendance of passenger/s (for shuttle service)
   c. Mailing of documents - Official Receipt of Courier (Post Office, LBC and JRS)
   d. Meetings - Minutes of Meeting, Attendance Sheet and Official Receipt
   f. Repair of printers - Official Receipt for Check-up Fee/Diagnostic Fee. Waste Materials Report (if there is replacement of parts)
   g. Repair and maintenance of CHED vehicle - Inspection and Acceptance Report and Official Receipt, Waste Materials Report
   h. Notarial fee - Official Receipt and copy of notarized document
   i. Messengerial activity - Receipt and copy of document delivered/received
   j. Physical fitness activity- Memorandum Circular from Civil Service Commission, Reimbursement Expense Receipt (RER), attendance
   k. Legal fees –Letter of Appeal and Official Receipt
   l. Tire check-up/vulcanizing - Official Receipt
   m. First 5000 km. check-up/change oil -Service Billing and Official Receipt
8.4.2.4 Filing of Bond for Officials and Employees (Cashier, Authorized Signatories, Property Officer and Special Disbursing Officer)

1. The designated staff receives the accomplished Application Form (BTR Form – General Form No. 57A and 58A), certified photocopy of Statement of Asset, Liabilities and Net Worth and Appointment from HRDD Certificate of No Pending Administrative/Criminal Charges from LLS, certified photocopy of CSO (if any) from the Records Management Unit.
2. The designated staff files the abovementioned documents and pays the corresponding fee to BTr-Manila.
3. The designated staff furnishes COA and bonded officials copy of the Fidelity Bond issued by the BTr and maintains copy.

8.4.3 Narrative Procedures: Records Management Unit

8.4.3.1 Incoming Communications: Records Management Unit

1. The designated staff receives and registers incoming official communications, sorts the same and forwards the documents to the concerned office.
2. The designated staff shall classify the category of the documents as to confidential or restricted and forwards the same to the corresponding office.
3. The designated staff immediately acknowledges the same by issuing Acknowledgement Receipt stating the contents and date of the letter received.
4. The Division Chief or the designated staff signs the Acknowledgement Receipt.

8.4.3.2 Outgoing Communications: Records Management Unit

1. The designated staff receives communications relative to queries from stakeholders, letter invitations, different types of proposals.
2. The designated staff records the documents, maintains a copy on file and mails/delivers the document/s. (Request/s for copy of records/documents on file with the Records Management Unit shall be supported with a written request specifying therein the purpose for which the copy is intended for and which shall be approved either by the AFMS Director or Executive Director.)

8.4.3.3 CHED Issuances such as: CHED Office Order (COO); CHED Memorandum Order (CMO); CHED Special Order (CSO); CHED Administrative Order (CAO); Memorandum from the Executive Director and Memorandum from the Chairperson

1. The designated staff assigns numbers and reproduce the signed CHED issuance.
2. The designated staff releases the copy of the reproduced documents/issuances
to persons/offices concerned for information and reference. Issuances concerning HEIs are released to the CHEDROs for proper dissemination.
3. The designated staff submits copy of issuances to the Knowledge Management Division (KMD) for posting to the CHED Website for public information.
5. The designated staff registers the release of issuances and maintains a copy of the document.

8.4.3.4 Recognition and Permit processed by the Office of Programs and Standards Development (OPSD) and Office of Student Development and Services (OSDS)

1. The designated staff receives document either from the Office of the Chairman, or OPSD and OSDS.
2. The designated staff records the same, stamps CHED Dry Seal, reproduces and mails it to the addressee/concerned HEI.
3. The designated staff maintains a copy of the document. If the addressee/concerned HEI is within Metro Manila, the concerned HEI representative is requested to get the copy of the permit from the Records Section.

8.4.3.5 Order of Correction of Name

1. The designated staff receives the Order of Correction of Name issued by the Legal and Legislative Services (LLS) for stamping of dry seal and releasing of documents.
2. The designated staff retains two (2) copies (1 copy for the CHEDRO concerned and (1) copy for Record’s file) and releases document to the student.

8.4.3.6 Disposal of Records

The designated staff coordinates with all offices in the conduct of inventory of public records of CHED for classification based on the guidelines on the Decentralized Disposal and Valuable Records in Government agencies on the following:
- Public records under custody of CHED
- Public records for deposit/transfer to the National Archives of the Philippines.
- Public records for disposal

8.4.4 Narrative Procedures: Maintenance Unit (Building and Ground Areas)

8.4.4.1 Repair and maintenance of equipment and facilities
1. The designated staff receives the Service Call Form for Corrective Maintenance (SCFCM) from the requesting office.

2. The designated staff checks and assesses the nature of complaints and recommends treatment on the findings and request the needed materials from the Property and Supplies Unit.

3. The designated staff forwards the SCFCM to the Chief of Division for review evaluation then forwards the same to the AFMS Director for approval and signature then implements the necessary treatment, if materials are available.

4. If not available, the designated staff will prepare PR/RIS for the said items and forwards the request to Property and Supply Unit for the purchase of the needed item then follow the regular BAC procedure.

8.4.5 Narrative Procedures: Management Unit

8.4.5.1 Identification of Processes/Systems for Improvement

1. The designated staff prepares CHED Special Order (CSO) on the selection of members and alternate members to the Technical Working Group (TWG) on the Institutionalization of Quality Management Systems in CHED for approval and signature of the Chairperson through the Office of the Executive Director.

2. The designated staff prepares the Work and Financial Plan and Project Procurement Management Plan for approval and signature of the Chairperson through the Office of the Executive Director.

3. The designated staff facilitates the conduct of regular meetings of the TWG-QMS and facilitates the implementation of the various outputs through preparation of the required documents and communications, coordination with CHED offices and external agencies, and other activities such as dissemination of survey instruments to the various offices to collect data on existing methods, systems, procedures/processes in the Commission; assist the resource person in the conduct of awareness/orientation and trainings.

4. The designated staff arrange the schedule of meetings/orientations/trainings and prepares the materials and other documents to be used before, during and after meetings/orientation/trainings.

5. The designated staff prepares the Authority to Hold Activity (ATHA), Request for Budget Approval (RBA), Notice of Meeting and other additional documents for activity such as memoranda and Invitation Letter for the Resource Speaker to be signed by the Executive Director.

6. The designated staff, upon completion of the activity, prepares Obligation Request Status (ORS), Disbursement Voucher (DV) for the payment of honorarium of the Resource Speaker (for orientation and trainings) or supplier (for food/venue/supplies) duly supported by ATHA, RBA, Minutes of Meeting, PO, attendance sheet and other required documents and forwards the same to the HEDFS/AFMS Budget Division for obligation.

7. The designated staff provides assistance to the Consultant/s in the delivery of their services to the CHED, such as but not limited to the following:
a. Coordination with the GSD on the provision consultants’ office including facilities and its corresponding maintenance.
b. Coordination of consultation meetings, workshops and trainings.
c. Coordination with the CHED Central and Regional offices in the documentation of Quality Management Systems (QMS) including the core process that will be proposed to undergo ISO certification;
d. Coordination with the CHED Central and Regional offices in the preparation of documents such as Quality Manual, Quality Procedures, Work Instructions, forms and other required documents.
e. Coordination with CHED Central and Regional offices on the conduct of internal audits.
f. Coordination with CHED Central and Regional offices during the certification process.
g. Coordination with various CHED offices in the implementation of the established Quality Management Systems.
h. Coordination on the conduct monitoring and evaluation on the implementation of the QMS and application of recommended ways and means to maintain and further improve the systems through different feedback mechanisms.

9. INTERNATIONAL AFFAIRS STAFF (IAS)

9.1 Development of policies, strategies and projects/programs on internationalization and in fulfillment of international commitments: FTAs, GATS/WTO, SEAMEO-RIHED, UNESCO, APEC, ASEAN, ASEMME, UMAP, AUN, ASEA-UNINET, ASAHIL, ASED, and other regional and international organizations
1. In accordance with the CHED Strategic plan, Policy Framework on Internationalization of PH Higher Education, Higher Education Strategy and Action Plan (HE SAP), CEB directive, and/or DFA advisory, IAS director identifies policies, strategies, and projects needed to address developments in the higher education sector.

2. Designated staff does Complete Staff Work (CSW) for ManCom and CEB approval for creation of TWG/Working Committee/hiring of consultant to provide technical expertise for development of policies, strategies, and projects.

3. Upon CEB approval, designated staff incorporates additional inputs, if any, and does CSW for Creation of TWG/TC or hiring of Consultant.

4. TWG/Consultant drafts policy concept in consultation with other stakeholders. Designated staff provides secretariat services for TWG.

5. Designated staff develops draft policy for review of CEPS and approval of IAS Director.

6. Designated staff incorporates additional inputs from CEPS and IAS Director, if any.

7. Designated staff does CSW for ManCom and CEB comments/approval of draft policy.

8. Upon CEB approval, designated staff incorporates additional inputs, if any, and does CSW for conduct of public hearing of policy.

9. Designated staff serves as secretariat in conduct of public hearing with assistance from designated IAS staff.

10. Designated staff revises draft policy based on recommendations gained from public hearing for review of CEPS and approval of IAS Director and incorporates additional inputs from IAS Director, if any.

11. Designated staff does CSW for ManCom and CEB approval of revised policy.

12. Upon CEB approval, IAS Director endorses the same for signature of the Chairperson.

13. Designated staff disseminates CMO to HEIs and other concerned parties.

14. Designated staff does CSW for conduct of public orientation.

15. IAS Director and designated staff conduct public orientation.

9.2 Negotiations on agreements on academic cooperation, exchanges, twinning programs, academic mobility, international recognition, free trade agreements and mutual recognition agreements to promote PH higher education interests

1. IAS director identifies/prioritizes countries with whom PH shall enter into academic cooperation agreement in line with Policy Framework on Internationalization of PH Higher Education, Higher Education Strategy and Action Plan (HE SAP), CEB directive, and/or advisory from DFA, DTI, or DOLE.

2. Based on said list, designated staff does CSW to provide strategic and policy intelligence/assessment (Form-9.1) on benefits gained from entering into the agreement with identified country/counterpart agency for review of CEPS and approval of IAS Director.
3. If proposed cooperation is favorable to PH interest, IAS Director approves the same for submission to ManCom and CEB. Otherwise, designated staff drafts communication to DFA/concerned agency for signature of IAS Director.

4. Designated staff does CSW for ManCom and CEB approval for PH/CHED to negotiate for an agreement on education cooperation with identified country/counterpart agency.

5. Upon CEB approval, designated staff drafts academic cooperation agreement or provides comments on draft provided by counterpart for review of CEPS and approval of IAS Director. If disapproved, designated staff drafts communication to DFA/concerned agency for signature of IAS Director.

6. Designated staff forwards PH draft and/or letter signed by the IAS Director to DFA/concerned agency.

7. Designated staff receives/records communication from DFA containing comments of DFA/concerned agency and/or counter draft of foreign counterpart.

8. Designated staff drafts referral to concerned CHED office if necessary.

9. Upon receipt of information from other CHED offices, designated staff drafts comments/PH counter draft for review of CEPS and approval of IAS Director.

10. Designated staff incorporates additional inputs from IAS Director, if any. Otherwise, IAS Director approves the same to be forwarded to DFA.

11. Repeat Steps 7-10 until a version acceptable to both parties is developed.

12. Designated staff prepares referral to LLS for legal implications of CHED obligations in the draft agreement.

13. Upon receipt of response from LLS, designated staff incorporates LLS comments into the cooperation agreement, if any, then does CSW for ManCom and CEB approval of agreement for endorsement to DFA/concerned agency.

14. Upon CEB approval, designated staff revises PH draft counterpart agreement based on recommendations of ManCom and CEB, if any, and drafts letter of endorsement for CEPS review and approval/signature of IAS Director.

15. If found in order, IAS Director approves the same to be forwarded to DFA.

16. Designated staff forwards documents to DFA/concerned agency.

17. Upon request from DFA/concerned agency for signing of agreement, designated staff drafts required documents: cover letter, authority to sign (Communication-9.1), background, highlights, and benefits of the agreement for review of CEPS and approval of IAS Director.

18. Designated staff incorporates additional inputs from IAS Director, if any. Otherwise, IAS Director endorses the same for signature of the Chairperson.

19. Designated staff forwards documents to DFA/concerned agency.

20. Designated staff coordinates with DFA/concerned agency and OC on administrative concerns relative to the signing of the agreement.

21. The Chairperson/designated PH official and counterpart sign the agreement.

22. Designated staff receives and files copy of signed agreement from DFA/concerned agency.

23. Upon request from DFA for ratification of signed agreement, designated staff drafts Certificate of Concurrence (COC) (Communication-9.2), background,
highlights, and benefits of the agreement for review of CEPS and approval of IAS Director.
24. If found in order, IAS Director endorses the same for signature of the Chairperson.
25. Designated staff forwards COC and other documents to DFA.
26. Designated staff receives/records notification from DFA on ratification of agreement.

9.3. Clearing house of bilateral and multilateral academic cooperation agreements, services, exchanges, international recognition of degrees and qualifications, and issues concerning foreign students

1. Designated staff receives/records all communications with international concerns from the Office of the Chair and other CHED Offices.
2. Designated staff does CSW to provide strategic and policy intelligence/assessment (Form-9.1).
3. Designated staff drafts communication to concerned CHED office/s for technical inputs, if necessary.
4. Designated staff incorporates inputs from CHED Office/s and IAS Director, if any.
5. Designated staff forwards recommendation/comments signed by IAS Director to concerned CHED office.

9.4 Provision of information on education policies, systems, curriculum development, educational governance, and education materials as well as information on the comparability of higher education programs, studies, degrees, diplomas in other countries, on the one hand, and as source of similar information on the Philippines to and from international entities (as Center for Information and Academic Mobility (CIAM))

1. Designated staff receives/records from the Office of the Chair or other CHED offices all requests for information of an international nature from local and international HEIs, foreign embassies, Philippine diplomatic posts, international organizations and other GOs (local/international).
2. Designated staff drafts acknowledgment letter (Communication-9.3) and referral for technical inputs to concerned CHED office/s for signature of IAS Director.
3. Upon receipt of information from concerned office/s, designated staff drafts communication for requesting party for review of CEPS and approval of IAS Director.
4. Designated staff incorporates additional inputs from IAS Director, if any. Otherwise, IAS Director approves the same to be forwarded to requesting party.

9.5 Implementation of academic exchange programs, international linkages, networking programs of SEAMEO-RIHED, UNESCO, APEC, ASEAN, ASEMME, UMAP, AUN, ASEA-UNINET, ASAHL, ASED, ERASMUS MUNDUS, COOPERATE
and other regional and international organizations, and other programs pursuant to international commitment.

1. Designated staff receives/records communication from international organizations inviting PH participation.
2. Designated staff does CSW to provide strategic and policy intelligence/assessment (Form-9.1) on benefits gained from participation in the program for review of CEPS and approval of IAS Director.
3. If program is favorable to PH interest, IAS Director approves the same for submission to ManCom and CEB. Otherwise, designated staff drafts communication to requesting party for signature of IAS Director.
4. Designated staff does CSW for ManCom and CEB approval for PH/CHED to participate in the program and creation of TWG/Working Committee/hiring of Consultant to oversee the program.
5. Upon approval of CEB, designated staff drafts letter of acceptance for requesting party and does CSW for Creation of TWG/TC or hiring of Consultant. If disapproved, designated staff drafts communication to requesting party for signature of IAS Director.
6. Designated staff forwards communication to requesting party.
7. Designated staff provides secretariat services for TWG/Working Committee/Consultant.
8. TWG/TC selects participating institutions based on set criteria: COE/COD, autonomous/deregulated, level of accreditation or CHED equivalent, performance in licensure examinations, membership in international organizations and other criteria set by TWG and evaluates selected HEI (Form-9.2).
9. Designated staff coordinates with participating HEIs and concerned international organization to implement program.
10. Designated staff monitors progress of program and evaluates implementation.
11. Designated staff maintains/updates database on collaboration/linkages if applicable.

9.6 Facilitating cooperation and collaboration between HEIs in the Philippines and those of other countries

1. To implement signed academic cooperation agreements/action plans, designated staff shortlists partner institutions based on set criteria: Institutional Sustainability Assessment (ISA), COE/COD, autonomous/deregulated, level of accreditation or CHED equivalent, performance in licensure examinations, and membership in international organizations) for review of CEPS and approval of IAS Director.
2. Designated staff incorporates additional inputs from IAS Director, if any. Otherwise, IAS Director approves the same for approval/confirmation of the Chairperson.
3. Designated staff drafts communication to identified partner institutions/HEIs soliciting their participation in collaboration agreements for signature of IAS Director.

4. Upon acceptance of HEIs to enter into collaboration agreement, designated staff drafts communication to both parties to establish linkage or arranges networking meeting/s between participating HEIs and foreign HEIs.

5. Designated staff monitors progress and maintains/updates database on collaboration/linkages.

9.7 Provision of assistance to HEIs, and education networks to develop their expertise in specialized fields needed in ASEAN and other regions

1. IAS Director identifies field/niche that needs to be developed to implement international commitments identified in ASEAN Socio-Cultural Community (ASCC) Blueprint, HE-SAP, APEC Education Ministers’ priorities etc.

2. Designated staff shortlists partner institutions based on set criteria (Institutional Sustainability Assessment (ISA), COE/COD, autonomous/deregulated, level of accreditation or CHED equivalent, performance in licensure examinations, and membership in international organizations) for review of CEPS and approval of IAS Director.

3. Designated staff incorporates additional inputs from CEPS/IAS Director, if any, then drafts communication to solicit proposals from identified partner institutions/HEIs.

4. Designated staff evaluates proposals based on set criteria and required documents submitted by identified partner institutions and other unsolicited proposals submitted to IAS and drafts recommendation for review by CEPS and approval of IAS Director.

5. Designated staff drafts communication to partner institutions incorporating comments of IAS Director for revision of proposal, if any. Otherwise, IAS Director approves proposal for submission to ManCom and CEB.

6. Designated staff does CSW for ManCom and CEB approval for funding of proposed project.

7. Upon CEB approval, designated staff incorporates additional inputs from ManCom and CEB, if any, and does CSW for funding of project by HEDF including information to partner institutions of approval of proposal and required documents. If disapproved, designated staff drafts communication to requesting party for signature of IAS Director.

8. Designated staff monitors implementation of project.

9. Upon completion of project, implementing institution submits project report and other required documents for liquidation through IAS for submission to HEDF.

10. Designated staff evaluates output/outcome of project.

9.8 Coordination of Official Development Assistance (ODA) with concerned CHED organic units

1. Designated staff receives/records requests relative to higher education projects with ODA components.

2. Designated staff drafts communication to Official with Primary Responsibility (OPR) for ODA for signature of IAS Director pursuant to CHED Administrative Order No. 5, S. of 2014.

3. Designated staff drafts acknowledgement letter (Communication-9.3) informing requesting party of action taken for signature of IAS Director.

4. Designated staff forwards referral to OPR and acknowledgement letter signed by IAS Director to requesting party.

9.9 Facilitating access of HEIs, CHED officials, and public to scholarships, academic programs, conferences, competitions, and academic exhibits organized by embassies, international organizations, and HEIs abroad

1. Designated staff receives/records request for assistance to disseminate information on scholarships, academic programs, conferences, competitions and academic exhibits from embassies, international organizations and HEIs abroad.

2. Designated staff evaluates request for dissemination and forwards recommendation for review of CEPS.

3. If evaluation is not favorable, CEPS forwards the same to IAS Director for decision.

4. If IAS Director confirms unfavorable recommendation, designated staff drafts communication addressed to requesting party for signature of IAS Director.

5. If evaluation is favorable, designated staff drafts acknowledgement letter (Communication-9.3), Memorandum from the Chairperson (Communication-9.4), for review of CEPS and approval of IAS Director.

6. Designated staff incorporates additional inputs from CEPS/IAS Director, if any. Otherwise, IAS Director signs acknowledgement letter and endorses the Memorandum for signature of the Chairperson.

7. Designated staff disseminates Memorandum from the Chairperson through fax (Form-9.3), email, and uploading in CHED website and forwards acknowledgement letter to requesting party.

8. For invitations to scholarships and trainings for CHED personnel and pursuant to CHED Administrative Order No. 3, S. 2013, designated staff drafts endorsement to HRDD, for signature of IAS Director.

9.10 Facilitating attendance of CHED and/or other education officials in ministerial and other meetings, conferences, and partnerships missions necessitated by authorized international commitments

1. Designated staff receives/records invitation to participate in meetings/conferences.

2. IAS Director evaluates invitation relative to PH international commitments, CHED Administrative Order No. 3, S. 2013, and designation/membership of CHED officials in TWGs/TFs, IACs.
3. Designated staff does CSW for ManCom and CEB recommendation on CHED and/or education officials to attend.
4. In cases where the deadline does not allow for CEB recommendation, IAS Director secures recommendation of the Chairperson as to who will attend.
5. Upon CEB recommendation/approval, designated staff coordinates with organizers on substantive and administrative arrangements relative to attendance in the meeting/conference of CHED and/or education officials.
6. Staff of concerned official prepares travel documents (itinerary, travel authority, requirements for revalidation of official passport, etc.) with assistance of IAS staff, if necessary.
7. Designated staff prepares obligation request, disbursement voucher, and certification that the travel is necessitated by authorized international commitments (Communication-9.5) for signature of IAS Director.
8. Designated staff submits the same together with supporting documents to HEDF for processing of cash advance.
9. Designated staff receives/records copy of Post-Travel Report (Form-9.4).

9.11 Procedures related to international linkages to promote cooperation between PH HEIs and HEIs abroad pursuant to CMO 1, S. 2000 on Policies and Guidelines in the Implementation of International Linkages and Twinning Programs

1. Designated staff receives/records requests for evaluation of documents for twinning arrangements or academic cooperation agreement submitted by higher education institutions.
2. Designated staff drafts acknowledgement letter (Communication-9.3) for signature of IAS Director.
3. Designated staff forwards acknowledgement letter to requesting HEIs.
4. Designated staff evaluates documents based on requirements set in CMO 1, S. 2000 and prepares technical report (Form 9.5) for review of CEPS and approval of IAS Director.
5. If evaluation is favorable, designated staff drafts letter certifying that the linkage falls under CMO 1, S. 2000 for review of CEPS and approval of IAS Director.
6. Designated staff incorporates additional inputs from CEPS/IAS Director, if any. Otherwise, IAS Director approves the same for signature of the Chairperson.
7. If evaluation is not favorable, designated staff drafts letter to HEIs containing recommendations/comments for signature of IAS Director.
8. Designated staff forwards letter signed by the Chairperson/IAS Director to requesting HEI.
9. Designated staff monitors progress and maintains/updates database on collaboration/linkages.

9.12 Orientation of visiting dignitaries and other foreign guests on the Philippine higher education system
1. Designated staff receives/records request for orientation/briefing on PH higher education system.

2. Designated staff seeks advice from DFA on whether to entertain request for meeting through phone and/or official communication signed by IAS Director.

3. If DFA advises CHED against pushing through with the meeting, designated staff drafts letter of regrets, otherwise, designated IAS staff confirms schedule with requesting party and other concerned CHED offices. For high-level meetings, IAS director personally confirms attendance of CHED officials and vets all presentation materials prior to conduct of meeting.

4. Designated staff attends to administrative requirements for conduct of meeting.

5. Designated staff prepares presentation and other information materials for IAS Director.

6. Designated staff serves as secretariat during the meeting.

9.13 Implementation of Foreign Scholarship and Training Program (FSTP) pursuant to EO 402, and CSO 41, S. 2007

1. Designated staff receives/records invitations from donor agencies/Foreign Service Institute (FSI)-DFA.

2. Designated staff drafts invitations for identified agencies (Communication-9.6) for signature of IAS Director and Memorandum for SUCs and CHED (Communication-9.7) for signature of the Chairperson.

3. Designated staff disseminates invitations through fax (Form-9.3), email, and uploading in CHED website.

4. Upon receipt of application documents, designated staff evaluates (Form-9.6) and validates documents of nominees.

5. If applicants are qualified, designated staff arranges schedule for panel interview and drafts invitations to CHED Scholarship Coordinating Committee (SCC) (Communication No. 9.8). If applicants are not qualified, designated staff informs them through phone and official communication signed by IAS Director of the status of their application.

6. Designated staff confirms schedule of personal interview with qualified applicants through phone.

7. Designated staff prepares documents for review of SCC and insures smooth conduct of panel interview.

8. Designated staff releases screening results to applicants and briefs them on documents to be submitted.

9. Upon receipt of complete documents from nominees, designated staff prepares endorsement letter to DFA (Communication-9.9) and embassy for signature of the Chairperson.

10. Upon receipt of notice of acceptance/non-acceptance from donor agency, designated staff notifies nominating agency of results though phone and official communication signed by IAS Director.

11. Designated staff conducts pre-departure briefing for scholars.

12. Designated staff monitors and evaluates scholars and scholarship programs and responds to queries and requests as needed.
13. Designated staff maintains program matrix throughout the process for FSTP database.

9.14 Outsourcing of services

1. IAS Director/CEPS determines the need for outsourced service.
2. Designated staff drafts terms of reference with cost and benefit analysis for review of CEPS and approval of IAS Director.
3. Designated staff forwards documents to HRDD for ManCom and CEB approval.
4. If approved, IAS director sits in the Personnel Selection Board (PSB) convened by HRDD.
5. IAS Director confirms results of the evaluation and selects qualified applicant/s.
6. Designated staff forwards IAS Director’s recommendation to HRDD.
9.1  Development of policies, strategies and projects/programs on internationalization and in fulfilment of international commitments (FTAs, GATS/WTO, SEAMEO-RIHED, UNESCO, APEC, ASEAN, ASEMME, UMAP, AUN, ASEA-UNINET, ASAHL, ASED and other regional and international organizations)

IAS director identifies policies, strategies, and projects needed to address developments in the higher education sector in accordance with the CHED Strategic plan, Policy Framework on Internationalization of PH Higher Education, HE Strategy and Action Plan, and/or CEB directive.

Designated staff does CSW for ManCom/CEB approval for creation of TWG/Working Committee/hiring of consultant for development of policies, strategies, and projects. Designated staff incorporates the additional inputs, if any.

Upon CEB approval, designated staff does CSW for Creation of TWG/TC or hiring of Consultant.

TWG/Consultant drafts policy/concept in consultation with other stakeholders. (Designated staff provides secretariat services for TWG.)

Designated staff develops draft policy for review of CEPS and approval of IAS Director and incorporates comments, if any.

Designated staff does CSW for ManCom and CEB comments/approval of draft policy/concept.

Designated staff incorporates additional inputs from ManCom/CEB, if any, and does CSW for conduct of public hearing. (Designated staff serves as secretariat during conduct of public hearing.)

Designated staff revises draft policy based on recommendations gained from public hearing for review of CEPS and approval of IAS Director and incorporates additional inputs from IAS Director, if any.

Designated staff does CSW for ManCom/CEB approval of revised policy.

Upon CEB approval, IAS Director endorses the same for signature of the Chairperson.

Designated staff disseminates CMO to HEIs and other concerned parties.

Designated staff does CSW for conduct of public orientation.

IAS Director and designated staff conduct public orientation.
9.2. Negotiations on agreements on academic cooperation, exchanges, twinning programs, academic mobility, international recognition, free trade agreements, and mutual recognition agreements to promote PH higher education interests

IAS Director identifies/prioritizes countries with whom PH shall enter into cooperation agreement in line with Policy Framework on Internationalization of PH Higher Education, HE Strategy and Action Plan, CEB directive and/or advisory from DFA, DTI, DOLE.

Designated staff does CSW to provide strategic and policy intelligence/assessment on benefits from the agreement.

If approved, designated staff prepares CSW for ManCom/CEB approval to negotiate an agreement on education.

If disapproved by IAS Director/CEB, designated staff drafts communication to DFA/concerned agency for signature of IAS.

Designated staff forwards communication to DFA/concerned agency.

Designated staff incorporates LLS comments into the cooperation agreement, if any, then prepares CSW for ManCom/CEB for endorsement of agreement to DFA/concerned agency.

If DFA/concerned agency and CHED finds draft acceptable, designated staff prepares referral to LLS for legal implications of CHED obligations in the draft agreement.

Upon request from DFA/concerned agency for signing of agreement, designated staff drafts required documents: cover letter, authority to sign, background, highlights, and benefits of the agreement.

IAS Director endorses required documents to the Chairperson for transmittal to DFA/concerned agency.

Designated staff coordinates with DFA/concerned agency and OC on administrative concerns relative to the signing of the agreement.

The Chairperson/designated PH official and counterpart sign the agreement.

Upon receipt of information, designated staff drafts comments/PH counter draft for approval of IAS Director.

Designated IAS staff receives/records notice of ratification of the Agreement from DFA.

IAS Director endorses certificate of concurrence (COC) to DFA.

Designated staff forwards COC and other documents to DFA.
9.3 Clearing house of bilateral and multilateral academic cooperation agreements, services, exchanges, international recognition of degrees and qualifications, and issues concerning foreign students

Designated staff receives/records requests for information/clearance from other CHED offices relative to international concerns.

Designated staff does CSW to provide strategic and policy intelligence/assessment.

Designated staff drafts communication to concerned CHED office/s for technical inputs, if necessary.

Designated staff incorporates additional inputs from CHED office/s and IAS Director, if any.

Designated IAS staff forwards recommendation/comments signed by IAS Director to concerned CHED office.
10. HIGHER EDUCATION DEVELOPMENT FUND STAFF (HEDFS)

10.1 Access for Higher Education Development Fund (CHED Order No. 1 Series of 2011)

1. HEDFS coordinates with the Office of Planning, Research and Knowledge Management (OPRKM) which determines the fund requirement for the Philippine Higher Education Investment Plan.
2. Designated Staff receives the approved Investment Plan from OPRKM for the projects to be funded by HEDF.
3. The Project Implementer (PI) submit proposal and the corresponding Work and Financial Plan (WFP) – (Form 10.1) for the proposed programs and projects to be funded by HEDF.
4. Budget Officer reviews the financial proposal of the PIs and allocates fund for the proposed programs and projects.
5. Designated staff consolidates the WFPs for recommendation to the Commission En Banc (CEB).
6. HEDF Director recommends approval of the project WFP to the CEB.
7. CEB approves the budget.
8. Accountant requires PIs to submit monthly disbursement plan and Project Procurement Management Plan (PPMP) - (Form 10.2).
9. Designated staff forwards the approved PPMP to the BAC Secretariat for the preparation of the Annual Procurement Plan (APP) - (Form 10.3).
10. BAC furnishes HEDFS copy of the approved APP.

10.2 Processing of Request for Funding for Project Activities of CHED Offices

1. Administrative Assistant III receives and records the Request for Budget Approval (RBA) - (Form 10.4) for the conduct of activity and Authority to Travel (Form 10.5) (local and foreign travels) and forwards the same to the Budget Unit.
2. Designated staff verifies the request in the WFP (Form 10.1) and in the APP (Form 10.3).
3. Designated staff earmarks the requested amount in the registry.
4. Budget Officer signs the RBA/Authority to Travel for the allocation of funds.
5. Administrative Assistant III releases the document to the PI.

10.3 Payment of HEDF Funded Programs and Projects

1. Administrative Assistant III receives and records Obligation Request and Status (ORS) (Form 10.6), Disbursement Voucher (DV) - (Form 10.7) and supporting documents and forwards the same to the Budget Unit.
2. Designated staff reviews the validity of the claim.
3. Designated staff encodes the amount in the registry and entry in the ORS.
4. Budget Officer certifies the ORS.
5. Designated staff forwards the document to the Accounting Unit for the processing of DV.
6. Accountant reviews the completeness of documentary requirements.
7. Chief Accountant certifies the DV.
8. Designated staff encodes DV in the registry.
9. HEDFS Director/Chairperson approves the DV.
10. Designated staff prepares the check/List of Due and Demandable Accounts Payables-Advice to Debit Accounts (LDDAP-ADA) - (see Form 10.8).
11. Administrative Officer V reviews and signs check/LDDAP-ADA.
12. HEDFS Director/Chairperson signs the check/LDDAP-ADA.
13. Designated staff delivers the advice to the bank.
14. Administrative Officer V releases the check to the payee.

10.4 Transfer of Funds to CHED Regional Offices

1. Administrative Assistant III receives and records Request for Fund Transfer (Form 10.9) and forwards to the Budget Unit.
2. Designated staff encodes the amount in the registry.
3. Designated staff prepares Sub-Allotment Advice (SAA) - (see Form 10.10).
4. Budget Officer reviews and signs the SAA.
5. Chief Accountant initials the SAA.
6. HEDFS Director/Chairperson approves the SAA.
7. Designated staff prepares the Notice of Transfer of Allocation (NTA) - (form 10.11).
8. Administrative Officer V reviews and signs the NTA.
9. HEDFS Director/Chairperson signs the NTA.
10. Designated staff submits the NTA to the bank for the transfer of fund.
11. Designated staff forwards copy of SAA and NTA to CHEDRO for notification.

10.5 Assessment of Financial Utilization of HEDF-Funded Programs and Projects

1. Designated staff prepares monthly Status of Fund Utilization of HEDF funded programs and projects.
2. Budget Officer reviews and certifies the report.
3. HEDFS Director informs the PI of their utilization of fund through Management Committee and CEB.

10.6 Monitoring and Evaluation of HEDF Funded Programs and Projects

1. Project Development Officer prioritizes Higher Education Institutions (HEIs) to be monitored/visited based on schedule of receivable accounts.
2. HEDFS Director assigns staff to monitor/visit the HEI.
3. Designated staff prepares the documents (Authority to Travel (Form 10.5), Notice to HEI (Form 10.12), etc.) and informs the CHEDRO of the visit.
4. Designated staff sends notice to the HEI.
5. Designated staff conducts monitoring/evaluation and reconciliation of the HEI’s submitted reports.
6. HEI submits liquidation report (10.13) and supporting documents and returns unexpended balance.
7. Designated staff reviews the submitted report.
8. Designated staff records the liquidation report in the HEDF books of account.

10.7 Report Generation


1. Designated staff submits RCI report (Form 10.17), LDDAP-ADA report (Form 10.18), NTA report (Form 10.19) with complete supporting documents to the Accounting Unit.
2. Designated staff reviews and encodes the financial transactions to the e-NGAS.
3. Chief Accountant reviews, approves and signs the Journal Entry Vouchers (JEVs) - (Form 10.14).
4. Designated staff generates reports from the e-NGAs.
5. Designated staff submits the reports to the Commission on Audit (COA), Department of Budget and Management (DBM), Congress and Senate.

B. Preparation of Budget and Financial Accountability Reports (BFARs)

1. Designated Staff receives reports from CHEDROs.
2. Designated staff consolidates the submitted reports, FAR 1 - *(Form 10.15)* and FAR 4 - *(Form 10.16).*
3. Chief Accountant certifies the reports.
4. HEDFS Director approves and signs the reports.
5. Designated staff forwards the reports to the Office of the Executive Director (OED) for initial.
6. The OED forwards the document to the Office of the Chairperson (OC).
7. The Chairperson approves and signs the reports.
8. Designated staff submits the approved reports to COA and DBM.

### 10.8 Posting of Financial Reports in the CHED Website

1. Designated staff prepares request for posting in the CHED Website.
2. HEDFS Director approves the request.
3. Designated staff submits the request with the soft copies to the Knowledge Resource Unit (KRU).
4. KRU uploads the HEDF financial reports in the CHED website.

### 10.9 Procurement of Goods and Services

1. Administrative Assistant III receives and records the Purchase Request (PR) - *(Form 10.20)* and other attachments and forwards the same to the Budget Unit.
2. Designated staff verifies the items in the approved WFP *(form 10.1)* and APP *(Form 10.3).*
3. Budget Officer certifies the availability of fund.
4. Designated staff forwards the documents to BAC Secretariat for inclusion in the deliberation of the BAC.
5. Designated staff receives the copy of notice of award, abstract of the winning bidder, etc., from the BAC Secretariat.
6. Designated staff prepares the Purchase Order (PO) - *(Form 10.21)*, Agency Procurement Request (APR) - *(Form 10.22)*, Job Order/contract *(Form 10.23)*, and Obligation Request and Status (ORS) - *(Form 10.6).*
7. Administrative Assistant III releases the documents to PI for signature in the ORS.
8. Administrative Assistant III receives and records the signed ORS, PO/APR/Job Order/contract and forwards the same to the Budget Unit for funding.
9. Designated staff encodes the particulars/details in the ORS and in the registry the amount of the transactions.
10. Budget Officer reviews and signs the obligation request.
11. Designated staff forwards the PO/APR/contract to the Accounting Unit.
12. Chief Accountant certifies the PO/APR/contract for the availability of fund.
13. Designated staff forwards the documents to the HEDFS Director for initial.
14. HEDFS Director initials the PO/APR/contract.
15. Administrative Assistant III forwards the documents to the OED / OC for the approval of PO/APR/Job Order/contract.
16. The Executive Director/Chairperson approves and signs the PO/APR/Job Order/contract.
17. Administrative Assistant III receives the signed documents.
18. Designated staff prepares checks for payment for the DBM procurement.
19. Designated staff delivers the APR and the check to the DBM Procurement.
20. DBM Procurement delivers the goods.
21. Designated staff receives and distributes the goods to the PI.
Process Flows

10.1.1 Access for HEDF Fund (CHED Order No. 1 Series of 2011)

- HEDFS coordinates with OPKRM for the projects to be funded
- Designated Staff receives the approved Investment Plan from OPKRM
- PI submits WFPs
- Budget Officer allocates the funds
- Designated staff consolidates the WFPs for recommendation to CEB
- Designated staff forwards the PPMP to BAC Secretariat for preparation of APP
- Accountant requires PI to submit monthly disbursement plan/PPMP
- CEB approves the APP
- CEB approves the budget
- PI implements the programs/projects
- HEDF Director recommends approval of the project WFP to CEB
- HEDFS coordinates with OPKRM for the projects to be funded

CEB approves the budget
10.1.2. Processing of Requests for Funding for Project Activities of CHED Offices

- Administrative Assistant III receives/records the RBA/ATA
  - Designated staff verifies the activity in the WFP APP
  - Designated staff earmarks the amount in the registry
  - Budget Officer approves the allocation of funds
  - Administrative Assistant III releases the documents to PI
10.1.3. Payment of HEDF Funded Programs and Projects

PI submits ORS, DV and supporting documents

Admin Asst.III receives/records the documents and forwards to Budget Unit

Designated staff verifies the validity of claims

Designated staff encodes the amount in the registry

Budget Officer signs the ORS

Accountant pre-audits the documents

Chief Accountant signs the DV

Designated staff encodes DV in the registry

HEDFS Director/Chairperson approves the DV

Designated staff prepares check/LDDAP-ADA

HEDFS Director/Chairperson signs checks/LDDAP-ADA

Designated staff delivers the advice to the bank

Administrative Officer V releases the check to the payee

Administrative Officer V reviews/signs check/LDDAP-ADA
10.1.4. Transfer of Funds to CHEDROs

PI submits RFT

Admin Asst. III receives and records the RFT and forwards to Budget Unit

Designated staff reviews/encodes the amount in the registry

Designated staff prepares SAA

Budget Officer reviews & signs SAA

Chief Accountant initials the SAA

HEDFS Director/Chairperson approves the SAA

Designated staff prepares NTA

Administrative Officer V reviews/signs NTA

HEDFS Director/Chairperson signs the NTA

Designated staff submits NTA to the bank

Designated staff forwards copy of SAA and NTA to CHEDRO for notification
10.1.5. Assessment of Financial Utilization of HEDF Funded Programs & Projects

Designated staff prepares monthly status of funds

Budget Officer reviews and certifies the report

HEDFS Director informs PI of their utilization of funds
10.1.6. Monitoring and Evaluation of HEDF Funded Programs & Projects

- Project Development Officer prioritizes HEIs to be monitored/visited
- HEDFS Director assigns staff to monitor/visit HEI
- Designated staff prepares monitoring documents and informs the CHEDRO of the visit
- Designated staff sends notice/letter to HEI
- HEI submits liquidation report & returns unexpended balance
- Designated staff reviews submitted report
- Designated staff conducts monitoring and evaluation
- Designated staff records liquidation report
10.1.7. Report Generation

A. Preparation of Financial Reports Through e-NGAS

- Designated staff submits reports to the Accounting Unit

  - Designated staff reviews and encodes the financial transactions to the e-NGAs

  - Chief Accountant reviews, approves and signs the JEVs

  - Designated staff generates reports from the e-NGAs

  - Designated staff submits the reports to COA, DBM, Congress and Senate
B. Preparation of Budget and Financial Accountability Reports (BFARs)

CHEDROs submit reports to HEDFS

Designated staff consolidates the submitted reports

Chief Accountant certifies the reports

HEDFS Director approves and signs the report

Designated staff forwards the report to OED & OC for approval and signature

Designated staff submits the report to COA and DBM
10.1.8 Posting to the CHED Website

CHEDROs submit reports to HEDFS

Designated staff consolidates the submitted reports

Chief Accountant certifies the reports

HEDFS Director approves and signs the report

Designated staff forwards the report to OED & OC for approval and signature

Designated staff submits the report to COA and DBM
10.2 Procurement of Goods and Services

Administrative Assistant III receives the PR & forwards to the Budget Unit

Designated staff verifies the items in the WFP/APP

Budget Officer certifies allotment of fund

Designated staff forwards the PR to BAC Secretariat for deliberation of the BAC/posting

Designated staff receives notice of award & other documents

Designated staff prepares PO/APR/ORS & other documents

Administrative Assistant III releases the documents to PI for signature

Administrative Assistant III receives the signed ORS & other documents

Budget Officer signs the ORS

Chief Accountant certifies the fund

HEDFS Director initials the PO/APR / contract

Administrative Assistant III forwards the documents to OED/OC for approval/ signature

Executive Director/Chairperson signs the PO/APR/contract

Administrative Assistant III receives the approved documents

Designated staff prepares the check

Designated staff delivers the check to DBM Procurement

DBM Procurement delivers the goods

Designated staff receives the goods and distributes to the PI
11. CHED REGIONAL OFFICE (CHEDRO)

Regulatory Functions

Monitoring Programs and Standards Development Unit

11.1 Processing of Application for Initial Permit/Government Recognition and Certificate of Program Compliance for Undergraduate Programs (Except Medicine, Dentistry, Nursing and Maritime programs; and Law programs under Legal Education Board)

Evaluation Phase (documentary evaluation):

1. Designated Staff receives complete application documents per GPR Checklist form (Form 11.5) from HEI;

2. Designated Staff forwards application documents to the Regional Director (RD) for appropriate action of the Chief Education Program Specialist (CEPS);

3. CEPS assigns application documents to the Education Supervisor (ES) in-charge of the program;

4. ES in-charge acknowledges receipt of the application using the appropriate form (Form 11.7) and conducts documentary analysis/evaluation of the application documents:
   
   4.1. If documents are complete and compliant with CHED minimum standard ES in-charge prepares letter to the school using the appropriate form (Form 11.8A/8B) to be reviewed by the CEPS and signed by the RD and schedules RQAT visit to HEI;

   4.2. If documents submitted are incomplete and/or not compliant with minimum standards:
      
      4.2.1. The RD, through the ES in-charge, notifies HEI of deficiencies using the appropriate form (Form 11.8C);

      4.2.2. Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;

      4.2.3. CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

      4.2.4. If in order, ES in-charge, schedules RQAT visit to the HEI. If not in order, RD makes final action whether to approve or disapprove application or require the HEI to submit additional compliance documents.
Evaluation Phase (ocular inspection):

5. ES in-charge organizes the RQAT visit, identifies RQAT to be involved in the inspection and notifies the HEI of the schedule;

6. RQAT (together with the Supervisor in-charge, as the need arises) conducts ocular inspection of the HEI for the particular program being applied for;

7. RQAT accomplishes the instrument for the specific program during the ocular visit and gathers all information pertaining to the compliance of the HEI to minimum requirements to operate the program.

8. RQAT finalizes all the required reports and submits it to the ES in-charge within 2 weeks after the visit.

8.1. If application is favorably recommended by RQAT, the RQAT submits the report to RD through ES in-charge using the appropriate form (Form 11.12A) together with the evaluation instrument;

8.2. If application is not favorably recommended by RQAT, the RQAT submits the appropriate report (Form 11.12B) to RD through ES in-charge;

8.2.1. ES in-charge prepares notice of deficiencies (NOD) based on the RQAT report for compliance of the HEI to be reviewed by the CEPS and signed by the RD;

8.2.2. Designated Staff sends NOD to HEI concerned;

8.2.3. Designated Staff receives the compliance documents from the HEI;

8.2.4. ES in-charge endorses the documents to the RQAT for evaluation;

8.2.5. RQAT re-evaluates compliance documents and/or conducts re-inspection (if necessary) & submits findings & recommendations to RD through the ES in-charge within 2 weeks after their re-visit to HEI;

8.2.6. If in order, ES in-charge, recommends the application to the CEPS for final decision of the RD.

Decision Phase:

9. RD makes final action whether to approve or disapprove application;

9.1. If application is approved:

9.1.1. Designated Staff prepares the Government Permit/ Recognition to private HEI or LUC and Certificate of Program Compliance to SUC using the appropriate form (Form 11.14A/11.14B/11.14C/11.14D);
9.1.2. ES in-charge checks the prepared Government Authority and forwards to CEPS together with all the required documents for signature of the RD;

9.1.3. ES in-charge prepares transmittal letter to HEI (Form 11.13A) for signature of the RD;

9.1.4. Designated Staff sends transmittal letter together with the Government Authority to concerned HEI.

9.2. If application is disapproved:

9.2.1. ES in-charge prepares the notice of disapproval of the application (Form 11.13B) and forwards the documents to the CEPS for review.

9.2.2. CEPS reviews/checks the documents. If the documents are in order, it is forwarded to the RD for signature.

9.2.3. Designated Staff sends notice of disapproval to concerned HEI.

11.2 Processing of Applications for Renewal Permit to Operate Undergraduate Programs (Except Medicine, Dentistry, Nursing, Maritime programs, and Law programs under the Legal Education Board)

Evaluation and Decision Phase:

1. Designated Staff receives complete application documents per GPR Checklist form (Form 11.6) from HEI;
2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;
3. CEPS assigns application documents to the ES in-charge of the program.
4. ES in-charge acknowledges receipt of the application using the appropriate form (Form 11.7) and conducts documentary analysis/evaluation of the application documents (CHEDRO may decide whether or not to conduct validation of information depending on the track record of HEI);
5. If documents submitted are complete and compliant with CHEDD minimum standards:
   5.1. ES in-charge of the program recommends the issuance of Government Renewal Permit to CEPS for approval of the RD;
   5.2. If approved, Designated Staff prepares the Government Renewal Permit (Form 11.14B);
   5.3. ES in-charge checks the prepared Government Authority and forwards to CEPS together with all the required documents for signature of the RD;
5.4. ES in-charge prepares transmittal letter to HEI.

6. If documents submitted are incomplete and/or not compliant with minimum standards:

6.1. The RD, through the ES in-charge, notifies HEI of deficiencies using the appropriate form (Form 11.8C);

6.2. Designated Staff sends NOD to HEI concerned;

6.3. The Designated staff receives the compliance of the HEI and forwards it to the RD for appropriate action of the CEPS;

6.4. CEPS assigns it to the ES in-charge for re-evaluation of documents;

6.5. If in order, ES in-charge, recommends the issuance of Government Renewal Permit. If not in order, RD makes final action whether to approve or disapprove application or require the HEI to submit additional compliance documents.

7. If the HEI fails to comply with the deficiencies noted:

7.1. ES in-charge prepares the notice of disapproval of the application (Form 11.13B) and forwards the documents to the CEPS for review;

7.2. CEPS reviews/checks the documents and forwards to the RD for signature.

7.3. Designated Staff sends notice of disapproval to concerned HEI.

11.3 Processing of Application for Government Permit/Recognition to Operate Maritime, Medicine, Nursing, Dentistry and Graduate Programs (Including application of SUCs and LUCs)

Evaluation Phase: (Same process with 11.1.1)

Decision Phase:

9. RD makes action:

9.1. If application is favorably recommended:

9.2. ES in-charge prepares endorsement of the application to OPDS for signature of the RD;

9.3. OPSD through TP/TC/TA conducts evaluation visit with CHEDRO representative;

9.4. Designated staff receives communication from OPSD of the CEB decision whether favorable or not favorable:

9.4.1. If favorable, ES in-charge prepares transmittal letter to concerned HEI for signature of the RD of the Government Authority issued by CHED;
9.4.2. If not favorable:

9.4.2.1. The RD through the ES in-charge notifies HEI re notice of deficiencies from OPSD;

9.4.2.2. Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;

9.4.2.3. CEPS assigns it to the ES in-charge to prepare transmittal letter to OPSD to be signed by the RD;

9.4.2.4. Designated Staff receives communication from OPSD re: CEB decision on the application;

9.4.2.5. RD through ES in-charge notifies HEI of CEB decision.

11.4 Processing of Application for Government Permit/Recognition to Operate Programs without PSGs and Alternative Learning System (Including application of SUCs and LUCs)

Evaluation Phase:

1. Designated Staff receives complete application documents per GPR Checklist form (Form 11.5) from HEI;
2. Designated Staff forwards application documents to the Regional Director (RD) for appropriate action of the Chief Education Program Specialist (CEPS);
3. CEPS assigns application documents to the Education Supervisor (ES) in-charge of the program.
4. ES in-charge acknowledges receipt of the application using the appropriate form (Form 11.7) and conducts documentary analysis/evaluation of the application documents:
5. If documents are complete and compliant with CHED minimum standard ES in-charge recommends application to RD through the CEPS;
6. If documents submitted are incomplete and/or not compliant with minimum standards:
   6.1 The RD, through the ES in-charge, notifies HEI of deficiencies using the appropriate form (Form 11.8C);
   6.2 Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;
   6.3 CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

Decision Phase:

7. RD makes action:
If application is favorably recommended:

7.1. ES in-charge prepares endorsement of the application, for review of the CEPS and to be signed by the RD, to OPSD;
7.2 OPSD through TP/TC/TA conducts evaluation visit with CHEDRO representative;
7.3 Designated staff receives communication from OPSD of the CEB decision whether favorable or not favorable:
   7.3.1 If favorable, ES in-charge prepares transmittal letter to concerned HEI for signature of the RD of the Government Authority issued by CHED;
   7.3.2 If not favorable:
      7.3.2.1 The RD through the ES in-charge notifies HEI re notice of deficiencies from OPSD;
      7.3.2.2 Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;
      7.3.2.3 CEPS assigns it to the ES in-charge to prepare transmittal letter to OPSD to be signed by the RD;
      7.3.2.4 Designated Staff receives communication from OPSD re: CEB decision on the application;
      7.3.2.5 RD through ES in-charge notifies HEI of CEB decision.

11.5 Establishment of New Private HEI

1. Designated Staff receives complete application documents per GPR Checklist form (Form 11.5) from prospective HEI;
2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;
3. CEPS assigns application documents to the ES in-charge of the program.
4. ES in-charge reviews application documents and conducts inspection as to site acceptability;
   4.1 If complete and acceptable, ES in-charge recommends to CEPS and prepares letter informing HEI of site acceptability for signature of the RD and starts processing the initial permit and evaluates the application following Process 11.1.1;
   4.2 If incomplete and/or not acceptable:
      4.2.1 The RD, through the ES in-charge, notifies HEI of deficiencies using the appropriate form (Form 11.17A);
4.2.2 Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;

4.2.3 CEPS assigns it to the ES in-charge for re-evaluation of documents submitted;

   4.2.3.1 If in order, ES in-charge recommends to CEPS and prepares letter informing HEI of site acceptability for signature of the RD and starts processing the initial permit and evaluates the application following Process 11.1.1;

   4.2.3.2 If not in order, ES in-charge prepares the notice of disapproval of the application (Form 11.13B) and forwards the documents to the CEPS for review;

4.2.4 CEPS reviews/checks the documents and forwards to the RD for signature;

4.2.5 Designated Staff sends notice of approval/disapproval of site to concerned HEI.

\[11.6\text{ Establishment of New Local College (LC)}\]

Evaluation Phase:

1. Designated staff receives application to operate a LC together with the required documents per CHED guideline;

2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;

3. CEPS assigns application documents to the ES in-charge of the program.

4. ES in-charge reviews completeness and compliance of documents submitted:

   4.1 If complete and compliant with minimum standards, ES in-charge recommends to CEPS endorsement to OIQAG for approval of the RD;

   4.2 If incomplete and/or not compliant with minimum standards:

       4.2.1 The RD, through the ES in-charge, notifies LC of deficiencies using the appropriate form (Form 11.17B);

       4.2.2 Designated Staff receives the compliance documents from the LC and forwards it to the RD for appropriate action of the CEPS;
4.2.3 CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

Decision Phase:

5. RD makes action:

5.1. If compliant:

5.1.1. ES in-charge prepares endorsement of the application, for review of the CEPS and to be signed by the RD, to OIQAG;

5.1.2. OIQAG conducts evaluation visit with CHEDRO representative:

5.1.3. Designated staff receives communication from OIQAG of the CEB decision whether favorable or not favorable:

5.1.3.1. If favorable, ES in-charge prepares transmittal letter to concerned LC for signature of the RD of the Government Authority issued by CHED;

5.1.3.2. If not favorable:

5.1.3.2.1. The RD through the ES in-charge notifies HEI re notice of deficiencies from OIQAG;

5.1.3.2.2. Designated Staff receives the compliance documents from the LC and forwards it to the RD for appropriate action of the CEPS;

5.1.3.2.3. CEPS assigns it to the ES in-charge to prepare transmittal letter to OIQAG to be signed by the RD;

5.1.3.2.4. Designated Staff receives communication from OIQAG re: CEB decision on the application;

5.1.3.2.5. RD through ES in-charge notifies LC of CEB decision.

11.7 Processing Application for Grant of University Status and University System for Private HEI

Evaluation Phase:

1. Designated staff receives application of HEI for grant of university status/system together with the required documents per CHED guideline;
2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;

3. CEPS assigns application documents to the ES in-charge of the program.

4. ES in-charge reviews completeness and compliance of documents submitted:

   4.1. If complete and compliant with minimum standards, ES in-charge recommends to CEPS endorsement to OIQAG for approval of the RD;

   4.2. If incomplete and/or not compliant with minimum standards:

      4.2.1. The RD, through the ES in-charge, notifies HEI of deficiencies using the appropriate form (Form 11.______);

      4.2.2. Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;

      4.2.3. CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

Decision Phase:

5. RD makes action:

   5.1. If favorably recommended:

      5.1.1. ES in-charge prepares endorsement of the application, for review of the CEPS and to be signed by the RD, to OIQAG;

      5.1.2. OIQAG TWG conducts evaluation visit with CHEDRO representative:

      5.1.3. Designated staff receives communication from OIQAG of the CEB decision whether favorable or not favorable:

         5.1.3.1. If favorable, ES in-charge prepares transmittal letter to concerned HEI for signature of the RD of the Certificate of Grant of University Status or System issued by CHED;

         5.1.3.2. If not favorable:

            5.1.3.2.1. The RD through the ES in-charge notifies HEI re notice of deficiencies from OIQAG;

            5.1.3.2.2. Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;
5.1.3.2.3. CEPS assigns it to the ES in-charge to prepare transmittal letter to OIQAG to be signed by the RD;

5.1.3.2.4. Designated Staff receives communication from OIQAG re: CEB decision on the application;

5.1.3.2.5. RD through ES in-charge notifies HEI of CEB decision.

5.2. If not favorably recommended, CHEDRO notifies HEI of non-compliance and non-endorsement to OIQAG or disapproval.

11.8 Processing Application for Conversion Status of Local College to University

Evaluation Phase:

1. Designated staff receives application of LC for grant of university status/system together with the required documents per CHED guideline;

2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;

3. CEPS assigns application documents to the ES in-charge of the program.

4. ES in-charge reviews completeness and compliance of documents submitted:

   4.1. If complete and compliant with minimum standards, ES in-charge recommends to CEPS endorsement to OIQAG for approval of the RD;

   4.2. If incomplete and/or not compliant with minimum standards:

      4.2.1. The RD, through the ES in-charge, notifies LC of deficiencies using the appropriate form (Form 11._______);

      4.2.2. Designated Staff receives the compliance documents from the LC and forwards it to the RD for appropriate action of the CEPS;

      4.2.3. CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

Decision Phase:

5. RD makes action:

   5.1. If favorably recommended, ES in-charge prepares endorsement to OIQAG of the application of LC, for review of the CEPS and signature of the by the RD;

   5.1.1. OIQAG TWG conducts evaluation visit with CHEDRO representative:
5.1.2. Designated staff receives communication from OIQAG of the CEB decision whether favorable or not favorable:

5.1.2.1. If favorable, ES in-charge prepares transmittal letter to concerned LC for signature of the RD of the Certificate of Grant of University Status issued by CHED;

5.1.2.2. If not favorable:

5.1.2.2.1. The RD through the ES in-charge notifies LC re notice of deficiencies from OIQAG;

5.1.2.2.2. Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;

5.1.2.2.3. CEPS assigns it to the ES in-charge to prepare transmittal letter to OIQAG to be signed by the RD;

5.1.2.2.4. Designated Staff receives communication from OIQAG re: CEB decision on the application;

5.1.2.2.5. RD through ES in-charge notifies LC of CEB decision.

5.2. If not favorably recommended, CHEDRO notifies LC of non-compliance and non-endorsement to OIQAG or disapproval.

11.9 Regular Monitoring of HEIs (Program, Institutional, Tuition & Other Fees Increase and Other Student Services)

1. CHEDRO Monitoring, Program and Standards Development (MPSD) Unit Head identifies HEIs to be monitored based on criteria or priority areas of concern per recommendation of the ES in-charge of programs for review of the CEPS and approval of the RD;

2. MPSD Unit Head prepares schedule of assignments of Staff Monitoring Teams (SMTs);

3. SMT informs HEI regarding schedule of monitoring visit;

4. SMT conducts monitoring visit to HEI (on a case to case basis, involve RQAT for programs if necessary);

5. SMT prepares & submits monitoring report to RD through the CEPS;

6. RD makes action on the monitoring report:
6.1. If compliant with minimum standards, the RD through the SMT, informs the HEI of favorable findings and includes HEI in the CHED positive list;

6.2. If not compliant with minimum standards:

6.2.1. The RD through the SMT, informs HEI of deficiencies noted;

6.2.2. Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;

6.2.3. CEPS assigns it to the SMT in-charge for re-evaluation of documents submitted:

6.2.3.1. If compliant with minimum standards, SMT in-charge prepares letter to HEI re favorable findings for review of the CEPS and approval of the RD and recommends HEI to be included in the CHED positive list;

6.2.3.2. If not compliant with minimum standards, SMT in-charge prepares endorsement to LLS for appropriate action, the findings and recommendation on the HEI, for review of the CEPS and signature of the RD;

11.10 Verification/Validation of Private HEIs with Alleged Illegal Operation, Advertisement and Other Violations

1. CHEDRO Monitoring, Program and Standards Development (MPSD) Unit Head identifies HEIs to be visited based on complaints, reports received & actual observations for review of the CEPS and approval of the RD;

2. RD together with CEPS and MPSD Unit Head creates Fact Finding Team;

3. Fact Finding Team sets schedule visit;

4. Fact Finding Team gathers information/ conducts initial investigation;

5. Fact Finding Team prepares & submits report to RD through the CEPS;

6. RD makes action on the submitted report:

6.1. If without violation, Fact Finding Team prepares letter informing concerned party of no violation, for review of CEPS and signature of the RD;

6.2. If with violation, Fact Finding Team prepares endorsement of the report to LLS re: violation for appropriate action.
Student Services and StuFAPs Unit

11.10 Processing of Conduct of Local Educational Tours and Field Trips of College and Graduate Students Violations

Evaluation Phase I:

1. Designated staff receives communication from HEI regarding report on the nature of local educational tours/field trips including other information per CHED Guidelines at least one month before opening of classes of the AY of implementation;
2. Designated Staff forwards report to the RD for appropriate action of the CEPS;
3. CEPS assigns report to ES in-charge;
4. ES in-charge acknowledges receipt of the documents submitted by HEI;

Evaluation Phase II:

1. Designated staff receives submission of HEI regarding required documents per CHED Guidelines at least one month before date of actual conduct of local tour;
2. Designated Staff forwards report to the RD for appropriate action of the CEPS;
3. CEPS assigns report to ES in-charge;
4. ES in-charge reviews/evaluates completeness & appropriateness of documents

   1.1 If complete & in order, RD makes action;
   1.2 If not complete and/or not in order:
      1.2.1 The RD, through the ES in-charge, notifies HEI of deficiencies; Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;
      1.2.2 CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

Decision Phase:

2. RD makes action:

   2.1 If in order, ES in-charge prepares notice of compliance to HEI for review of the CEPS and signature of the RD;
   2.2 If not in order, ES in-charge prepares notice of non-compliance to HEI for review of the CEPS and signature of the RD;
   2.3 ES in-charge prepares transmittal to OSDS of the consolidated report for review of the CEPS and signature of the RD;
11.12 Processing of Conduct of International Educational Tours and Field Trips of College and Graduate Students

Evaluation Phase I:

1. Designated staff receives communication from HEI regarding report on the nature of international educational tours/field trips including other information per CHED Guidelines at least one month before opening of classes of the AY of implementation;
2. Designated Staff forwards report to the RD for appropriate action of the CEPS;
3. CEPS assigns report to ES in-charge;
4. ES in-charge acknowledges receipt of the documents submitted by HEI;

Evaluation Phase II:

5. Designated staff receives communication of HEI regarding request for endorsement to BI together with required documents per CHED Guidelines at least one month before date of actual conduct of international tour;
6. Designated Staff forwards documents to the RD for appropriate action of the CEPS;
7. CEPS assigns report to ES in-charge;
8. ES in-charge reviews/evaluates completeness & appropriateness of documents:
   1.1 If complete & in order, RD makes action;
   1.2 If not complete and/or not in order:
      1.2.1 The RD, through the ES in-charge, notifies HEI of deficiencies;
      1.2.2 Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;
      1.2.3 CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

Decision Phase:

9. RD makes action:
   9.1 If in order, ES in-charge prepares endorsement to BI for review of the CEPS and signature of the RD, of the list of departing students including required documents copy furnish OSDS & DFA;
   9.2 If not in order, ES in-charge prepares notice of disapproval to HEI for review of the CEPS and signature of the RD;

11.13 Processing of Student Internship Abroad Program (SIAP)

Evaluation Phase:
1. Designated staff receives communication of HEI regarding request for endorsement to BI together with required documents per CHED Guidelines at least one month before date of departure;
2. Designated staff forwards documents to the RD for appropriate action of the CEPS;
3. CEPS assigns report to ES in-charge;
4. ES in-charge reviews/evaluates completeness & appropriateness of documents:
   1.1 If complete & in order, RD makes action;
   1.2 If not complete and/or not in order:
      1.2.1 The RD, through the ES in-charge, notifies HEI of deficiencies;
      1.2.2 Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;
      1.2.3 CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;
Decision Phase:
5. RD makes action:
6. If in order, ES in-charge prepares endorsement to OSDS of the request of HEI for SIAP, for review of the CEPS and signature of the RD;
7. If not in order, ES in-charge prepares notice of non-compliance to HEI, for review of the CEPS and signature of the RD.

B. Development Program Implementation

Monitoring Programs and Standards Development Unit

Processing of Private HEIs Application for Autonomous/Deregulated Status

Evaluation Phase:

1. Designated staff receives application of HEI for autonomous/deregulated status together with the required documents per CHED guideline;
2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;
3. CEPS assigns application documents to the ES in-charge of the program.
4. ES in-charge reviews completeness and compliance of documents submitted:
   1.1 If complete and compliant with minimum standards, ES in-charge recommends to CEPS endorsement to OIQAG, for approval of the RD;
   1.2 If incomplete and/or not compliant with minimum standards:
      1.2.1 The RD, through the ES in-charge, notifies HEI of deficiencies using the appropriate form (Form 11.______);
      1.2.2 Designated Staff receives the compliance documents from the HEI and forwards it to the RD for appropriate action of the CEPS;
1.2.3 CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

Decision Phase:

1. RD makes action:

1.1. If favorably recommended:

   1.1.1. ES in-charge prepares endorsement of the application, for review of the CEPS and to be signed by the RD, to OIQAG;
   1.1.2 ES in-charge or designated staff joins the OIQAG TWG in the conduct of evaluation visit;
   1.1.3 Designated staff receives communication from OIQAG of the CEB decision whether approved or disapproved:
       1.1.3.1 If approved, ES in-charge prepares transmittal letter to concerned HEI for signature of the RD of the Certificate of Grant of Autonomous/Deregulated Status issued by CHED together with the CHED Memorandum Order;
       1.1.3.2 If disapproved, the RD through the ES in-charge notifies HEI re notice of CEB disapproval from OIQAG;

1.2. If not favorably recommended, ES in-charge prepares notice to HEI, for review of the CEPS and signature of the RD, of non-compliance and non-endorsement to OIQAG or disapproval.

11.14 Processing of Application for Institutional Sustainability Assessment (ISA)

PRE-ISA VISIT

Evaluation Phase:

1. Designated staff receives application of HEI together with complete SED/required documents per CHED guideline;
2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;
3. CEPS assigns application documents to the ES in-charge of the program.
4. ES in-charge reviews completeness and compliance of SED documents submitted:
   1.1 If complete and compliant with minimum standards, ES in-charge recommends to CEPS endorsement to OIQAG, for approval of the RD;
   1.2 If incomplete and/or not compliant with minimum standards:
       1.2.1 The RD, through the ES in-charge, notifies HEI of deficiencies and returns SED;
       1.2.2 Designated Staff receives the revised SED from the HEI and forwards it to the RD for appropriate action of the CEPS;
       1.2.3 CEPS assigns it to the ES in-charge who conducts re-evaluation of SED;
Decision Phase:

5. RD makes action:

1.1 If favorably recommended, ES in-charge prepares endorsement of the application, for review of the CEPS and to be signed by the RD, to OIQAG;
1.2 If not favorably recommended, ES in-charge prepares notice to HEI, for review of the CEPS and signature of the RD, of non-compliance and non-endorsement to OIQAG or disapproval.

6. Designated staff receives notice of schedule of visit from OIQAG;
7. Designated Staff forwards notice to the RD for appropriate action of the CEPS;
8. CEPS refers the notice to the ES in-charge;
9. ES in-charge informs HEI of schedule of visit and coordinates other necessary arrangements including travel requirements of the ISA Assessors.

ISA VISIT PROPER

10. ES in-charge assists the ISA Team in the conduct of evaluation & ocular visit to HEI;
11. ES in-charge receives report of the ISA Team for the RD after the ocular visit.

POST-ISA VISIT

12. ES in-charge reviews completeness & consistency of report of ISA Assessment Team
13. ES in-charge prepares endorsement to OIQAG of the copy of ISA report, for review of the CEPS and signature of the RD;
14. Designated staff receives communication from OIQAG of the CEB decision on the ISA application together with the assessment report;
15. Designated Staff forwards communication to the RD for appropriate action of the CEPS;
16. CEPS refers the communication to the ES in-charge;
17. ES in-charge prepares transmittal to HEI re CEB decision.

11.15 Processing of Application for Typology

Evaluation Phase:

18. Designated staff receives application of HEI together with complete documents per CHED guideline;
19. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;
20. CEPS assigns application documents to the ES in-charge of the program.
21. ES in-charge reviews completeness and compliance of documents submitted:

   1.1 If complete and compliant with minimum standards, ES in-charge recommends to CEPS endorsement to OIQAG, for approval of the RD;
   1.2 If incomplete and/or not compliant with minimum standards:
      1.2.1 The RD, through the ES in-charge, notifies HEI of deficiencies and returns documents for revision;
      1.2.2 Designated Staff receives the revised application from the HEI and forwards it to the RD for appropriate action of the CEPS;
      1.2.3 CEPS assigns it to the ES in-charge who conducts re-evaluation of documents;

Decision Phase:

3. RD makes action:

   1.1 If favorably recommended, ES in-charge prepares endorsement of the application, for review of the CEPS and to be signed by the RD, to OIQAG;
   1.2 If not favorably recommended, ES in-charge prepares notice to HEI, for review of the CEPS and signature of the RD, of non-compliance and non-endorsement to OIQAG or disapproval.

11.16 Processing of Application for Center of Excellence (COE)/Center of Development (COD)

1. Designated staff receives application of HEI together with complete documents per CHED guideline;
2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;
3. CEPS assigns application documents to the ES in-charge of the program.
4. ES in-charge prepares endorsement to OPSD, for review of the CEPS and signature of the RD;
5. Designated staff receives notice of schedule of TC/TP visit from OPSD;
6. Designated Staff forwards notice to the RD for appropriate action of the CEPS;
7. CEPS refers the notice to the ES in-charge of the program.
8. ES in-charge informs HEI concerned of the visit;
9. ES in-charge or designated staff joins the TP/TC evaluation and validation visit;
10. Designated staff receives notice from the Office of the Executive Director of the CEB decision together with the CEB resolution and CMO;
11. Designated Staff forwards notice to the RD for appropriate action of the CEPS;
12. CEPS refers the notice to the ES in-charge of the program;
13. ES in-charge prepares transmittal to HEI concerned of the CEB decision for signature of the RD.

C. CHEDRO Services

Monitoring, Program and Standards Development Unit

Processing of Request for Authority to Confer of Honorary Degree

Evaluation Phase:

1. Designated staff receives request to confer honorary degree together with required documents per CHED Guidelines at least three (3) month before the scheduled conferment;
2. ES in-charge reviews/evaluates completeness of documents and accuracy of information provided by HEI:
   1.2.1 If complete & in order, RD makes action;
   1.2.2 If not complete and/or not in order:
      1.2.2.1 ES in-charge notifies HEI of deficiencies;
      1.2.2.2 Designated staff receives compliance of HEI
      1.2.2.3 ES in-charge re-evaluates compliance submitted;

Decision Phase:

1. RD makes action:
   1.1.1. If in order, ES in-charge prepares endorsement of application to OPSD for review of the CEPS and signature of the RD;
   1.1.2. If not in order, ES in-charge notifies HEI of non-compliance.

11.17 Processing of Request of HEI for Endorsement of SEC Registration

1. Designated staff receives request for endorsement to SEC together with copy of Articles of Incorporation;
2. ES in-charge review request and prepares favorable/unfavorable endorsement to LLS for review of the CEPS and signature of the RD.
3. Designated staff receives copy of comments and endorsement of LLS to SEC;
4. Records Officer files the document for records purposes.
11.18 Processing of Request for CHEDRO Endorsement of Activities of Agencies/Institutions/Associations and Other Entities

1. Designated staff receives request for CHED Endorsement;
2. Designated Staff forwards request to the RD for appropriate action of the CEPS;
3. CEPS assigns request to the ES in-charge.
4. ES in-charge evaluates request for action of RD;
5. RD makes action:
   5.1. If activity is within the region:
      5.1.1. If request is compliant with CMO 22, series of 2003, RD through the ES in-charge, issues regional endorsement;
      5.1.2. If request is not compliant with CMO No. 22, series of 2003, RD through the ES in-charge, disapproves request;
   5.2. If activity is national in scope, RD through the ES in-charge, forwards request to CHED-EO.

11.19 Process in Taking Actions on Complaints from Different Sectors

1. Designated staff receives communication from Complainant;
2. Designated Staff forwards complaint to the RD for appropriate action of the CEPS;
3. CEPS assigns complaint to the ES in-charge;
4. ES in-charge prepares acknowledgement receipt of the complaint for review of the CEPS and signature of the RD;
5. ES in-charge evaluates complaint and prepares recommendation for review of the CEPS and action of the RD;
6. RD makes action:
   6.1. If complaint needs validation/action from HEI:
      6.1.1. ES in-charge prepares referral letter to HEI’s Head for comments/explanation/appropriate action of the complaint, for review of the CEPS and signature of the RD;
      6.1.2. Designated staff receives reply of HEI on the complaint;
6.1.3. Designated Staff forwards reply to the RD for action of the CEPS:

6.1.3.1. If reply is acceptable, RD through ES in-charge, transmits HEI's reply to complainant.

6.1.3.2. If reply is not acceptable:

6.1.3.2.1. RD creates Fact Finding Committee:

6.1.3.2.1.1. If complaint concerns legal matter:

6.1.3.2.1.1.1. RD through the ES in-charge, forwards complaint to LLS for appropriate action.

6.1.3.2.1.1.2. Designated staff receives notice of action taken/comment of LLS on the complaint.

6.1.3.2.1.1.3. RD through ES in-charge, transmits LLS action to complainant.

6.1.3.2.1.2. If complaint does not concern legal matter, RD communicates to complainant CHEDRO action based on fact-finding report.

6.1.3.2.2. RD calls for mediation:

6.1.3.2.2.1. If successful, case terminated/closed;

6.1.3.2.2.2. If not successful:

6.1.3.2.2.2.1. If complaint concerns legal matter:

6.1.3.2.2.2.1.1. RD through ES in-charge, forwards complaint to LLS for appropriate action.

6.1.3.2.2.2.1.2. Designated staff receives notice of action taken/comment of LLS on the complaint.

6.1.3.2.2.1.3. RD through ES in-charge, transmits LLS action to complainant.

6.1.3.2.2.2.2. If complaint does not concern legal matter, RD through ES, communicates to complainant CHEDRO action based on fact-finding report.

6.2. If complaint does not need validation/action from HEI:
6.2.1. RD through ES, communicates CHEDRO action to the complainant (if data/info are available or there are existing policies/guidelines/legal bases on the matter);

6.2.2. RD creates fact-finding committee/conducts mediation (if data/info are needed or there are no existing policies/guidelines/legal basis on the matter):

6.2.2.1. If complaints concerns legal matter:

   6.2.2.1.1. RD through ES in-charge, forwards complaint to LLS for appropriate action.

   6.2.2.1.2. Designated staff receives notice of action taken/comment of LLS on the complaint.

   6.2.2.1.3. RD through ES in-charge, transmits LLS action to complainant.

6.2.2.2. If complaint does not concern legal matter, RD through ES, communicates CHEDRO action based on fact-finding report.

6.2.3. RD refer complaint to LLS for appropriate action (If complaint concerns legal matter):

   6.2.3.1. Designated staff receives notice of action taken/comment of LLS on the complaint.

   6.2.3.2. RD through ES in-charge, transmits LLS action to complainant.

Policy, Research and MIS Unit

Collecting, Processing and Databanking of Higher Education Data

1. Designated staff receives accomplished CHECK System forms of HEI via CHECKS Portal (on or before Sept. 30);

2. Designated staff checks completeness of submission of accomplished CHECKS forms:

   2.1. If in order:

      2.1.1. Verifier Account validates & approves data submitted by HEI;

      2.1.2. Officer Account forwards the CHECKS Forms to OPRKM via CHECKS Portal;
2.2. If not in order:

2.2.1. Verifier Account notifies HEI of deficiency;

2.2.2. Designated staff receives corrected form/compliance of HEI;

2.2.3. Verifier Account, validates & approves data submitted by HEI;

2.2.4. Officer Account forwards the CHECKS Forms to OPRKM via CHECKS Portal;

3. Designated MIS Unit Head prepares Regional Statistical Bulletin and Directory of HEIs;

STUDENT SERVICES AND STUFAPs UNIT

11.20 Processing Student’s Application for StuFAPs

1. Designated staff receives accomplished application form of student (either through on-line or hard copy) together with required documents;

2. Designated Staff forwards application documents to the Scholarship Coordinator;

3. Scholarship Coordinator verifies & evaluates student’s application documents per CHED guidelines:

3.1.1. If application documents are in order and applicant has met the criteria, Scholarship Coordinator recommends applicant to be included for ranking;

3.1.1.1. Scholarship Coordinator prepares masterlist of applicants included for ranking for review of the Regional Scholarship Committee (RSC);

3.1.1.1.1. If applicant is included in top rank:

3.1.1.1.1.1. Scholarship Coordinator prepares Notice of Award to be signed by the RD;

3.1.1.1.1.2. Scholarship Coordinator receives reply slip of Grantee:

3.1.1.1.2.1. If STuFAP is accepted by the Grantee, Scholarship Coordinator includes grantee in the masterlist to be forwarded to CHED-OSDS for funding allocation;
3.1.1.1.2. If applicant is not included in top rank, Scholarship Coordinator prepares notice to applicant re disapproval of application for signature of the RD;

3.1.2. If application is not in order and/or applicant has not met the criteria, Scholarship Coordinator prepares notice to applicant re disapproval of application for signature of the RD.

11.22 Processing of Financial Benefits for CHED StuFAPs

11.22.1 Processing of Payment of Financial Benefit Directly to Grantee:

1. Designated Staff receives required documents submitted by grantee;
2. Designated Staff forwards documents to the Scholarship Coordinator;
3. Scholarship Coordinator evaluates submitted documents:
   3.1. If in order/compliant:
      3.1.1. Designated staff prepares obligation request and disbursement voucher;
      3.1.2. Cashier prepares checks or LDDAP (ATM);
      3.1.3. Cashier releases payment to grantee through check or ATM;
   3.2. If documents are not in order:
      3.2.1. Scholarship Coordinator informs grantee of deficiencies;
      3.2.2. Designated staff receives required documents submitted by the grantee;
      3.2.3. Scholarship Coordinator evaluates submitted documents and repeat the process.
3.3. If scholar/grantee did not meet criteria, Scholarship Coordinator prepares notice of termination to scholar/grantee for review of the CEPS and signature of the RD.

11.22.2 Processing of Payment of Financial Benefit through HEIs with MOA:
1. Scholarship Coordinator prepares masterlist of grantees & provide copy to Registrar for submission of supporting documents of grantees for payment;

2. Designated staff receives from the HEI the Certificate of Enrolment of grantees and grades of previous semester for on-going grantees (not later than 30 days after enrolment);

3. Designated Staff forwards documents to the Scholarship Coordinator;

4. Scholarship Coordinator evaluates submitted documents:
   
   4.1. If in order/compliant:
      
      4.1.1. Designated staff prepares obligation request and disbursement voucher;
      
      4.1.2. Cashier prepares checks/LDDAP for HEI;
      
      4.1.3. Cashier releases payment to HEI through check/LDDAP to be released to grantees;
      
      4.1.4. Designated staff receives payroll and liquidation report of HEI;
   
   4.2. If documents are not in order/not compliant:
      
      4.2.1. Scholarship Coordinator informs HEI of deficiencies;
      
      4.2.2. Designated staff receives compliance from HEI;
      
      4.2.3. Scholarship Coordinator evaluates submitted documents and repeat the process;

   4.3. If scholar/grantee did not meet criteria, Scholarship Coordinator prepares notice of termination to scholar/grantee for review of the CEPS and signature of the RD.

11.22 Processing of Grants-In-Aid to Students’ Participation in Leadership Conferences and Seminars (GrasP)

Evaluation Phase:

1. Designated staff receives submission of nominees of HEI together with required documents per CHED Guidelines at least three (3) month before the scheduled event;

2. Designated Staff forwards application documents to the RD for appropriate action of the CEPS;

3. CEPS assigns application documents to the ES in-charge of the program;
4. ES in-charge reviews submitted documents;
   4.1. If complete & in order, RD makes action;
   4.2. If not complete and/or not in order:
      4.2.1. ES in-charge prepares notice to HEI of deficiencies for review of the CEPS and signature of the RD;
      4.2.2. Designated staff receives compliance of HEI;

Decision Phase:
5. RD makes action:
   5.1. If in order:
      5.1.1. ES in-charge prepares endorsement to OSDS of application, for review of the CEPS and signature of the RD;
      5.1.2. Designated staff receives communication from OSDS of the results of the application;
      5.1.3. Designated Staff forwards communication to the RD for appropriate action of the CEPS;
      5.1.4. CEPS refers the communication to the ES in-charge;
      5.1.5. ES in-charge prepares transmittal to HEI of the result of the application.
   5.2. If not in order, ES in-charge prepares notice of non-compliance to HEI, for review of the CEPS and signature of the RD.

11.23 Processing of Application for Increase in Tuition and Other Schools Fees (TOSF)

Preliminary Stage (Intent and Consultation)
1. Designated Staff receives letter of intent of HEIs for increase in TOSF and/or notice on the date of consultation with stakeholders which should not be later than February 28 (submission should be at least 15 days prior to consultation);
2. Designated Staff forwards communication to the RD for appropriate action of the CEPS;
3. CEPS refers the communication to the ES in-charge;
4. ES in-charge reviews and evaluates submitted documents and prepares acknowledgement letter to HEI for review of the CEPS and signature of the RD;

**Application Stage**

5. Designated staff receives application of HEI with required documents *(on or before April 1)*;

6. Designated Staff forwards communication to the RD for appropriate action of the CEPS;

7. CEPS refers the communication to the ES in-charge;

8. ES in-charge checks completeness of submitted documents:

   8.1. If HEI submitted complete application documents, ES in-charge evaluates documents:

      8.1.1. If in order and complied with requirements, ES in-charge recommends the approval of the application for review of the CEPS and final action of the RD.

      8.1.2. If not in order and/or has not complied with requirements:

         8.1.2.1. ES in-charge prepares communication to HEI re of deficiencies for review of the CEPS and signature of the RD;

         8.1.2.2. Designated staff receives compliance of HEI;

         8.1.2.3. Designated Staff forwards compliance to the RD for appropriate action of the CEPS;

         8.1.2.4. CEPS refers the compliance to the ES in-charge;

         8.1.2.5. ES in-charge evaluates submitted compliance:

            8.1.2.5.1. If complied, ES in-charge recommends the approval of the application for review of the CEPS and final action of the RD;

            8.1.2.5.2. If not complied, ES in-charge recommends the disapproval of the application for review of the CEPS and final action of the RD.

8.2. If HEI submitted incomplete application documents:

   8.2.1. ES in-charge prepares communication to HEI re of deficiencies for review of the CEPS and signature of the RD;
8.2.2. Designated Staff forwards compliance to the RD for appropriate action of the CEPS;

8.2.3. CEPS refers the compliance to the ES in-charge;

8.2.4. ES in-charge evaluates submitted compliance:

8.2.4.1. If complied, ES in-charge recommends the approval of the application for review of the CEPS and final action of the RD;

8.2.4.2. If not complied, ES in-charge recommends the disapproval of the application for review of the CEPS and final action of the RD.

11.24 Issuance of NSTP Serial Number

1. Designated staff receives application of HEI for NSTP Serial Numbers of students;

2. Designated staff consolidates HEI’s application for NSTP Serial Numbers;

3. Designated assigns and awards NSTP Serial Numbers to HEI;

4. Designated staff receives list of HEI of NSTP students assigned with Serial Numbers in matrix form;

5. Designated staff prepares acknowledgement for review of the CEPS and signature of the RD of the submitted list of HEI

6. Designated staff prepares transmittal to OSDS, for review of the CEPS and signature of the RD, of the list of NSTP students with Serial Number.

Administrative Division (Records Section)

11.25 Issuance of Special Order (S.O.)

1. Designated staff receives S.O. application (including Form IX) of HEI within 60 days before end of term;

2. Records Officer verifies/validates application from Enrolment List on file and program recognition with MIS Unit and ES in-charge;

3. FOR LOCAL STUDENTS:

3.1. If application is in order, Records Officer prepares issuance of S.O. for approval of the RD;
3.2. If application is not in order:

3.2.1. Records Officer informs HEI of deficiency;

3.2.2. Designated staff receives compliance of HEI:

3.2.2.1. If compliance is in order, Records Officer prepares issuance of S.O. for approval of the RD;

3.2.2.2. If compliance is not in order, Records Officer prepares notice of disapproval to HEI for signature of the RD.

4. FOR FOREIGN STUDENTS:

4.1. Records Officer conducts verification of the following data of student:

4.1.1. Notice of Acceptance

4.1.2. CEA for Medicine/Dentistry

4.1.3. ACR with valid student visa

4.1.4. Enrolment report per semester

4.2. If application is in order, Records Officer prepares issuance of S.O. for approval of the RD;

4.3. If application is not in order:

4.3.1. Records Officer informs HEI of deficiency;

4.3.2. Designated staff receives compliance of HEI:

4.3.2.1. If compliance is in order, Records Officer prepares issuance of S.O. for approval of the RD;

4.3.2.2. If compliance is not in order, Records Officer prepares notice of disapproval to HEI for signature of the RD.

11.26 Processing of Certification, Authentication and Verification (CAV) of Academic Records

1. Designated staff receives CAV application with supporting documents from HEI/Walk-in client (with authorization from HEI);

2. Records Officer validates documents endorsed and certified by Registrar and verifies SO (if graduate)/Enrollment List (if undergraduate);
2.1. If in order, Records Officer prepares CAV for signature of the RD/Chief Administrative Officer (CAO):

2.1.1. If for abroad, Records Officer forwards masterlist and CAV to DFA to affirm authenticity and issues DFA claim stub to client;

2.1.2. If for local, Records Officer releases CAV to client.

2.2. If application is not in order:

2.2.1. Records Officer informs HEI/client of deficiency;

2.2.2. Designated staff receives compliance of HEI/client;

2.2.3. Records Officer reviews/validates submitted compliance:

2.2.3.1. If in order, Records Officer prepares CAV for signature of the RD/Chief Administrative Officer (CAO):

2.2.3.1.1. If for abroad, Records Officer forwards masterlist and CAV to DFA to affirm authenticity and issues DFA claim stub to client;

2.2.3.1.2. If for local, Records Officer releases CAV to client.

2.2.3.2. If not in order, Records Officer informs HEI/client of disapproval.

11.27 Processing C2 (Eligibility to Take Bar Exam) (for graduates up to AY 2011-2012, for ensuing years beginning AY 2012-2013, the Legal Education Board processes C2)

1. Designated staff receives application of HEI;

2. Records Officer verifies & evaluates record of students:

2.1. If in order, Records Officer prepares issuance of C-2 for signature of the RD.

2.2. If not in order:

2.2.1. Records Officer informs HEI of deficiency.

2.2.2. Designated staff receives compliance of HEI:

2.2.2.1. If in order, Records Officer prepares issuance of C-2 for signature of the RD;

2.2.2.2. If not in order, Records Officer prepares notice of disapproval for signature of the RD.
PROCESS FLOW 11.5: ESTABLISHMENT OF NEW PRIVATE HEI
(Old MOP = Flowchart 7)

HEI submits to CHEDRO application documents per GPR checklist

CHEDRO reviews application documents & conducts inspection as to site acceptability

If complete & acceptable

CHEDRO notifies HEI of deficiencies

CHEDRO re-evaluates compliance

CHEDRO evaluates the application following Process Flow 1

Regional Director makes final action

If not in order

CHEDRO notifies HEI of site acceptability & starts processing of initial permit

CHEDRO notifies HEI of disapproval

Decision Phase

Evaluation Phase

PROCESS FLOW 11.6: ESTABLISHMENT OF NEW LOCAL COLLEGE (LC)
(New Flowchart)

LC submits to CHEDRO required documents per CHED guidelines

CHEDRO reviews completeness and compliance of documents submitted

If not complete & not compliant with minimum standards

If complete & compliant with minimum standards

CHEDRO notifies LC of deficiencies

LC submits compliance

CHEDRO conducts re-evaluation of documents

Regional Director makes action

If not compliant

CHEDRO notifies LC of non-compliance

CHEDRO forwards & endorses application to OIQAG

If compliant

OIQAG reviews documents/conducts evaluation visit with CHEDRO representative

CHEDRO notifies LC of disapproval

CHEDRO notifies LC to submit compliance

CHEDRO receives communication from OIQAG re deficiencies

CHEDRO

CEDB through OIQAG notifies CHEDRO of disapproval

CEDB through OIQAG issues Certificate of Recognition as HEI/Certificate of Compliance to LC & CHEDRO transmit to LC concerned

CEDB

Decision Phase

Evaluation Phase
PROCESS FLOW 11.13: PROCESSING OF STUDENT INTERNSHIP ABROAD PROGRAM (SIAP)

New Process Flow

HEI submits request to CHEDRO for endorsement to BI together with required documents per CHED Guidelines at least one month before date of departure

CHEDRO reviews/evaluates completeness & appropriateness of documents

If not complete &/or not in order

CHEDRO notifies HEI of deficiencies

HEI submits compliance

If complete & in order

Regional Director makes action

CHEDRO notifies HEI of non-compliance

CHEDRO endorses application to OIQAG

PROCESS FLOW 11.14: PROCESSING OF PRIVATE HEI'S APPLICATION FOR AUTONOMOUS/DEREGULATED STATUS

Old MOP = Flowchart 17

HEI submits to CHEDRO complete application documents per CHED guidelines

CHEDRO reviews completeness of documents

If not complete & not in order

CHEDRO notifies HEI of deficiencies

HEI submits compliance

If complete & in order

Regional Director makes action

CHEDRO notifies HEI of non-compliance

CHEDRO endorses application to OIQAG
PROCESS FLOW 11.19: PROCESSING OF REQUEST OF HEI FOR ENDORSEMENT OF SEC REGISTRATION

(Old MOP = Flowchart 34)

- HEI submits to CHEDRO request for endorsement to SEC together with copy of Articles of Incorporation
- CHEDRO reviews completeness of documents and endorses to LLS
- LLS furnishes CHEDRO copy of comments & endorsement

PROCESS FLOW 11.20: PROCESSING OF REQUEST FOR CHEDRO ENDORSEMENT OF ACTIVITIES OF AGENCIES/ASSOCIATIONS AND OTHER ENTITIES

(Old MOP = Flowchart 35)

- Requesting party submits communication to CHEDRO
- CHEDRO evaluates request
- Regional Director makes action
  - If activity is within the region
  - If activity is national in scope
    - If request is compliant with CHED guidelines:
      - CHEDRO issues regional endorsement
    - If request is not compliant with CHED guidelines:
      - CHEDRO disapproves request
      - CHEDRO forwards request to CHED-EO

*Endorsement of HEIs’ activities involving collection of fees should be referred to CHED Central Office pursuant to Memorandum from Executive Director dated May 2, 2014*
PROCESS FLOW 11.21: PROCESS IN TAKING ACTIONS ON COMPLAINTS
(Old MOP = Flowchart 36) FROM DIFFERENT SECTORS

Complainant submits communication to CHEDRO

CHEDRO acknowledges and evaluates complaint

If complaint needs validation/action from HEI

CHEDRO refers complaint to HEI's Head for comments/explanation/appropriate action

If data/info are available or there are existing policies/guides/legislation on the matter

CHEDRO communicates action to the complainant

If complaint is not mediatable

CHEDRO creates fact-finding committee

If complaint concerns legal matter

CHEDRO forwards complaint to LLS for appropriate action

If complaint concerns legal matter

Regional Director communicates CHEDRO action to complainant based on fact-finding report

Complaint terminated/closed

If complaint concerns legal matter

CHEDRO communicates action to CHEDRO

If complaint does not concern legal matter

CHEDRO transmits LLS action to complainant

If complaint is not mediatable

CHEDRO conducts mediation

If reply is not acceptable

CHEDRO transmits HEI's reply to complainant

If reply is acceptable

LLS communicates action to CHEDRO

PROCESS FLOW 11.22: COLLECTING, PROCESSING AND DATABANKING OF HIGHER EDUCATION DATA
(Old MOP = Flowchart 26)

HEI submits to CHEDRO accomplished CHECK System forms via CHECKS Portal (on or before Sept. 30)

CHEDRO checks completeness of accomplished CHECKS forms

If not in order

CHEDRO notifies HEI of deficiency

If in order

CHEDRO through its Officer Account forwards the CHECKS Forms to OPRKM via CHECKS Portal

CHEDRO through its Verifier Account, validates & approves data submitted by HEI

HEI submits corrected form/compliance to CHEDRO

CHEDRO prepares Regional Statistical Bulletin, and Directory of HEIs
PROCESS FLOW 11.23: PROCESSING STUDENT'S APPLICATION FOR STUFAP
(Old MOP = Flowchart 25)

Student submits accomplished application form* together with required documents to CHEDRO

CHEDRO verifies & evaluates student's application documents per CHED guidelines

If not in order and/or has not met criteria

CHEDRO includes application for ranking

If not included in top rank

CHEDRO informs applicant of disapproval

If included in top rank

CHEDRO looks for replacement of grantee from the ranked applicants

If StuFAP rejected/not accepted

Grantee returns reply slip to CHEDRO (if not returned, rejected)

If StuFAP accepted

CHEDRO includes grantee in the masterlist to be forwarded to CHED-OSDS for funding allocation

*StuFAP Application either through on-line or hard copy

PROCESS FLOWCHART 11.24: PROCESSING OF FINANCIAL BENEFITS FOR CHED STUFAPs
(Old MOP = Flowchart 26)

1. Processing of Payment of Financial Benefit Directly to Grantee

Grantee submits required documents to CHEDRO

CHEDRO evaluates submitted documents

If in order/compliant

CHEDRO prepares obligation request and disbursement voucher

If criteria not met

CHEDRO informs grantee of termination

CHEDRO informs grantee of deficiencies

If not in order/non-compliant

Grantee receives payment

CHEDRO Cashier prepares checks or LDCAP (ATM)

CHEDRO Cashier releases payment to grantee through check or ATM