



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 19
Series of 2014

SUBJECT: ENHANCED POLICIES AND GUIDELINES ON THE CONFERMENT OF HONORARY DOCTORATE DEGREES BY HIGHER EDUCATION INSTITUTIONS (HEIs)

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and by virtue of **Resolution No. 435-2014** of the Commission en banc dated August 4, 2014, the following Enhanced Policies and Guidelines are hereby adopted by the Commission for information, guidance and compliance by all higher education institutions (HEIs) in the Philippines on the conferment of honorary degrees.

I. BACKGROUND AND RATIONALE

Based on its long historical origin and international academic practice, an honorary degree (*honoris causa*, "for the sake of the honor" in Latin), is an extraordinary academic degree awarded to an eminent individual (who may be an alumnus, or one who has never been connected with the awarding institution).

Consistent with the institution's mission and values, the honorary doctorate degree shall be awarded in recognition of an individual's meritorious contribution/s to the advancement of a field in a particular discipline, through exemplary accomplishment/s in instruction, research and practice and his/her personal humanitarian accomplishment/s and/or contribution to the institution and society, rather than as a result of academic matriculation and study.

The honorary doctorate degree is conferred with an appropriate ceremony as may be determined by the awarding HEI, usually during commencement exercises or a special convocation designated for the purpose. It may also be awarded posthumously.

II. POLICIES AND GUIDELINES

These *enhanced* policies and guidelines aim to enhance the integrity, value and meaning of awarding honorary doctorate degrees conferred by higher education institutions, and are hereby adopted to guide HEIs:

A. Scope and Categories

The honorary doctorate degrees to be awarded by recognized and deserving private or public higher education institutions may be in the following:

1. **Doctor of Fine Arts (D.F.A.)/Music (D.Mus.)** can be interchangeably awarded to individuals whose exemplary performance, creative works, scholarly output and productive advocacy in the field of performing and visual arts have brought honor and distinction to the institution and the country at large, as well as contributed to significant advancement to his/her particular field of endeavor/interest.
2. **Doctor of Humanities (H.D.)** or alternatively Doctor of Humane Letters (D.HumL.) is given in recognition of an achievement in humanities, for productive advocacies, and for philanthropic work to honor contributions to society in general.
3. **Doctor of Laws (LL.D.)** is awarded to outstanding citizens who are lawyers, politicians, public servants and statesmen who have contributed so much to and distinguished themselves in international understanding, leadership, and the rule of law.
4. **Doctor of Literature (Litt.D.)** is awarded to individuals who have been widely published, who have conducted a large amount of research in their field of humanities, has built a well-attested or authenticated oral and documented body of literary works.
5. **Doctor of Pedagogy (D. Ped.)** is awarded to outstanding practitioners and exponents who have advanced the frontiers of the science and art of pedagogy.
6. **Doctor of Public Administration (D.P.A.)** is awarded to individuals who have distinguished themselves in and contributed so much to the management and administration of public services.
7. **Doctor of Science (Sc.D.)** is awarded to individuals who have gained eminence in or have conducted a vast amount of science-related research to be considered a credit to a particular field of science.
8. **Doctor of Technology (D.Tech.)** is awarded to individuals who have gained eminence in or have significant contribution for the advancement of research and development in the field of technology.
9. Other honorary degrees that will not fall in any of the above categories that the Commission may consider acceptable and appropriate to award.

B. Requirements

1. For Awarding Institution

The higher education institution (HEI) that shall award an honorary doctorate degree must meet the following requirements:

- 1.1 Must have existed as a higher education institution for a period of at least 25 years.



- 1.2 Must have well-acknowledged academic reputation and institutional values and mission as adjudged by the CHED.

Private HEIs with autonomous/deregulated status and state universities and colleges (SUCs) with at least SUC Level III status shall be allowed to award honorary doctorate degree without securing approval from CHED.

2. For Recipient/Honorand

- 2.1 No honorary doctorate degree shall be awarded to incumbent administrators, members of the faculty, and staff of the awarding HEI.
- 2.2 Incumbent officials and/or employees of CHED, especially to the incumbent Chairman and/or Commissioners, shall likewise be barred from being nominated.

C. Procedures

1. Private HEIs with autonomous/deregulated status and state universities and colleges with at least SUC Level III status need not secure approval from CHED to grant honorary doctorate degrees. The HEI should inform the CHED Central Office through the CHED Regional Office at least one (1) month prior to conferment, for record purposes. The CHED Office of Programs and Standards Development (OPSD) shall inform the Commission en banc on the honorary degrees conferred by the HEIs.
2. Private HEIs which are neither autonomous nor deregulated nor SUCs with at least Level III Status, shall secure approval from the Commission following the procedures below:
 - 2.1 The request for authority to confer an honorary degree shall be filed at least three (3) months before the scheduled conferment, provided the complete documentary requirements are submitted. Application with incomplete documentary requirements will not be processed.

The following documentary requirements must be submitted for evaluation:

- a. Copy of the curriculum vitae and accomplishments of the candidate;
 - b. The justifications on the conferment of the award to the candidate; and
 - c. In the case of State Universities and Colleges (SUCs), copy of the resolution of the Governing Board.
- 2.2 The written request for authority to confer an honorary degree shall be addressed to the Chair of the Commission, Attention: The Office of Programs and Standards Development (OPSD), through the CHED Regional Office (CHEDRO), duly signed by the head of concerned HEI.



- 2.3 The CHEDRO shall receive the application and evaluate the completeness of the documents and the accuracy of the information provided by the HEI, most especially in determining if the qualifications of the honorand are consistent with the institution's mission and values. The CHEDRO shall be given fifteen (15) days to act on the application and forward the same to the OPSD, together with the CHEDRO recommendation.
- 2.4 The OPSD shall then process the application, on the basis of existing institutional and program standards, and shall submit its recommendation to the Commission en banc (CEB) within fifteen (15) days after receipt of the set of documents from the CHEDRO.
- 2.5 The Commission as a collegial body shall deliberate and decide on the proposed conferment at least thirty (30) days prior to the date of conferment.
- 2.6 The following is an illustrative timeline for the processing of request for the grant of honorary degree:

Total Number of Days for Processing: 90 days / 3 months

September 1	-	Filing of application by HEI
September 1-15	-	Application is processed at CHEDRO level
September 16-30	-	Application is processed at the OPSD
October 1-29	-	Period by which the requests may be submitted to the CEB for deliberation and decision
October 30	-	CEB releases decision on the application
November 30	-	Proposed date of conferment of honorary degree

D. Other Conditions

1. The conferment of honorary degrees upon foreigners by a Philippine HEI shall strictly be held in the Philippines.
2. The Commission has the prerogative to deny or withdraw, withhold or declare null and void the conferment of an honorary degree by an HEI due to any of the following causes:
 - i. When any of the submitted credentials is fabricated; and
 - ii. When the recipient's conduct or stand on certain issues contravenes public morals and policy.
3. Any HEI found in violation of the provision of this CMO shall be subjected to appropriate administrative/legal proceedings, such as the imposition of sanctions that includes, but is not limited to, the suspension of granting honorary degrees for at least five (5) years.
4. The Commission may exercise its discretion in the grant of honorary degree to individuals with exceptional achievements or accomplishments and may



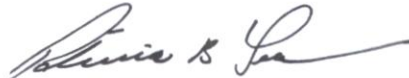
exempt from some of the documentary or procedural requirements as prescribed in these guidelines.

III. EFFECTIVITY

This CMO shall take effect immediately upon approval by the Commission and *fifteen* (15) days after its publication in the Official Gazette or in newspaper of general circulation.

All other specific provisions of previous issuances related to this matter shall automatically be deemed repealed accordingly.

Quezon City, Philippines, 24 September, 2014.



PATRICIA B. LICUANAN, Ph.D.
Chairperson

