



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

CHED MEMORANDUM ORDER

NO. 35 ;  
Series of 2007

SUBJECT : SUBMISSION OF SPECIMEN SIGNATURES OF THE OFFICIAL SIGNATORIES OF STATE UNIVERSITIES AND COLLEGES (SUCs), LOCAL UNIVERSITIES AND COLLEGES (LUCs) AND OTHER PUBLIC HIGHER EDUCATION INSTITUTIONS AND THE LIST OF HIGHER EDUCATION GRADUATES AS BASIS FOR AUTHENTICATION OF SCHOOL DOCUMENTS

DATE : 18 JUNE 2007

Pursuant to the Executive Order No. 582 otherwise known as "Streamlining the Process of Authenticating Documents Intended for Use Abroad and Transferring the Authentication Office from the Office of the President to the Department of Foreign Affairs (DFA)" and the CHED Memorandum Order No. 14, series of 2007, the presidents/heads of SUCs, LUCs and other public higher education institutions are hereby enjoined to submit the following to CHED:

1. Two (2) copies of original specimen signatures of the official signatories on school's official letterhead as basis for authentication of school documents (one copy shall be properly forwarded by CHED to DFA) using the format below:

(Last Name, First Name, Middle Name)	
Name in print	Signature appears here
Official designation	

2. List of graduates based on the attached template, which can also be downloaded from <http://www.ched.gov.ph/whatsnew/>. **The list should be submitted in electronic spreadsheet (MS Excel or Open Office) format stored in CD-ROM / optical media with cover letter signed by the registrar one month after graduation date of each term/semester.**

The list of graduates shall also be used by the Professional Regulations Commission to verify the legitimacy of applicants for licensure examinations.

Submissions should be sent **on or before July 16, 2007** to:

MIS Division, Office of Policy, Planning, Research and Information  
Commission on Higher Education  
2/F, Jollibee Center, San Miguel Avenue, Ortigas Center  
Pasig City

Presidents/heads, registrars and concerned school officials are hereby urged to give wholehearted cooperation.

This CMO shall take effect immediately.

Pasig City, Philippines, June 21, 2007

  
CARLITO S. PUNO  
Chairman

# LIST OF GRADUATES BY INSTITUTION, PROGRAM AND SEX

"ANNEX C"  
CMO No. 14, s. 2007

Name of the Institution: \_\_\_\_\_  
Address: \_\_\_\_\_

STUDENT NAME			SEX (M/F)	PROGRAM_NAME	MAJOR	PROGRAM AUTHORITY TO OPERATE		GRADUATION DATE		
LASTNAME	FIRSTNAME	MIDDLENAME				AUTHORITY NUMBER	YEAR GRANTED	MONTH	DAY	YEAR
<b>BELOW ARE SAMPLE DATA:</b>										
DE GUZMAN	RONNEL		M	BACHELOR OF SCIENCE IN CIVIL ENGINEERING		Board Resolution No. 5	2000	03	31	2007
CRUZ	RACQUEL	GARCIA	F	BACHELOR OF SECONDARY EDUCATION	MATHEMATICS	City Ordinance No. 53	1972	04	05	2007
VIERNES	ALEXANDER	BASUBAS	M	BACHELOR OF ARTS	ENGLISH	Board Resolution No. 5	2005	04	02	2006

Certified Correct by: \_\_\_\_\_  
School Registrar (Last Name, First Name, Middle Name)

Date of Submission: \_\_\_\_\_  
(MM/DD/YYYY)