



COMMISSION ON HIGHER EDUCATION

CITIZEN'S CHARTER
2020 (1ST Edition)



I. Mandate

CHED shall:

- ❖ Promote relevant and quality higher education, ensure that quality higher education is accessible to all who seek it particularly those who may not be able to afford it;
- ❖ Guarantee and protect academic freedom for continuing intellectual growth, advancement of learning and research, development of responsible and effective leadership, education of high-level professionals, and enrichment of historical and cultural heritages; and
- ❖ Commit to moral ascendancy that eradicates corrupt practices, institutionalizes transparency and accountability and encourages participatory governance in the Commission and the sub-sector.

II. Vision

A Philippine Higher Education system that is equitable and produces locally responsive, innovative and global competitive graduates and lifelong learners.

III. Mission

To promote equitable access and ensure quality and relevance of higher education institution and their programs.

IV. Service Pledge

We, the officials and staff of the Commission on Higher Education, commit to:

- ❖ **E**nsure timely response to communications, queries and requests and serve the public courteously and with utmost respect from Monday to Friday, 8:00 am – 5:00 pm;
- ❖ **D**evelop mechanisms to continually innovate and enhance our operations, systems and procedures, and enrich workforce/personnel to ensure quality service to the satisfaction of clientele;
- ❖ **U**phold the dignity of the Commission by crossing the road of excellence and employee empowerment in developing sound careers in public service through continuing programs towards personnel growth and development;
- ❖ **C**ontinue to sustain and strengthen the quality service we provide to our public and establish a highly educated, credible, capable and eligible human resource to comply with the mandates of the Commission;
- ❖ **A**dhere to the agency's core values of fairness, integrity, teamwork, innovativeness, commitment and competence;



- ❖ **T**ake appropriate measures to ensure that education shall be accessible to all especially the under privileged and deserving students by providing financial assistance through various scholarship programs and educational loans;
- ❖ **E**mpower higher education institutions in the implementation of their mandates to produce an educationally qualified workforce, enable professional organizations to assist in the growth and development of its members, share with the public necessary information through our website (www.ched.gov.ph), and encourage clients' feedbacks, comments and suggestions.

All these we pledge because we are committed to serve and give you the best.



LIST OF SERVICES

Central/Head Office	Page Number
External Services	
Central Office	8
External Services	8
Application for Accreditation of Non-Government Organization as National Service Training Program (NSTP) Service Provider	9
Application for Certification, Authentication and Verification (C.A.V) of Diploma and Transcript of Records of Graduates from Far Flung Regions	11
Application for Certification of Eligibility for Admission to Medical/Dental Program (CEM/CED)	13
Application for Foreign Scholarships & Training Programs	15
Application for Grant of Authority to Offer Programs via the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)	18
Application for Grants in Aid Program for Research and Extension	22
Application for Permit/Recognition/Certificate of Program Compliance (COPC) to Operate Graduate Programs, Medicine, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) –	26
Application for Permit/Recognition to Operate the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Maritime Engineering (BSMarE) Programs	29
Application for Recognition as Higher Education Institution to Existing LUCs / Authority to Establish a Higher Education Institution (HEI) to LGUs	33
Application of HEIs for Evaluation under Horizontal Typology	36



Filing of Complaints, Appeals or Motions for Reconsideration	40
Request for Additional Major for Recognized Graduate Programs and Undergraduate Programs without Policies, Standards and Guidelines (PSGs)	45
Request for Approval of Conferment of Honorary Doctorate Degrees by Higher Education Institutions (HEIs)	48
Request for Assessment of Conferences/Meetings to be Attended by SUC Officials/ Personnel	50
Request for CHED Statistical Data/Information	52
Request for Endorsement of Applications for Students Internship Abroad Program (SIAP) to the Bureau of Immigration (BI)	54
Request for Endorsement for Conversion/Extension of Visa of Foreign Students to the Bureau of Immigration	57
Request for Endorsement for Tax Exemption of HEIs to the Department of Finance (DOF)	59
Internal Services	61
Request for Payment of Airfare (Procurement Service)	62
Request for Payment of Cash Advance	64
Request for Payment of First Salary of Project Technical Staff	67
Request for Payment of Honorarium	69
Request for Payment of Institutional Grant	72
Request for Payment of Student/Faculty Grant	77
Request for Reimbursement of Expenses	80
Request for Settlement of Account	84



Regional Office	87
External Services	87
Application for Certification, Authentication and Verification (C.A.V.) of Academic Records	88
Application for Certification of Student Records and Other Relevant Documents	90
Application for Increase in Tuition and Other School Fees (TOSF)	91
Application for Initial Permit (GP); Government Recognition (GR); Certificate of Program Compliance (COPC) for Undergraduate Programs, Except Medicine, Dentistry, Nursing, Engineering, Bachelor of Science in Marine Transportation (BSMT), Bachelor of Science in Maritime Engineering (BSMarE), Programs Without Existing Policies, Standards and Guidelines (PSGs) and those under the Legal Education Board (LEB)	93
Application for Issuance of Special Orders (SOs)	99
Application for National Service Training Program (NSTP) Serial Numbers	102
Application for Permit/Recognition/Certificate of Program Compliance (COPC) to operate Graduate Programs, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) - Phase 1: Issuance of Certificate of Eligibility	103
Application for Renewal Permit to Operate Undergraduate Programs, Except Medicine, Dentistry, Nursing, Engineering, Bachelor of Science in Marine Transportation (BSMT), Bachelor of Science in Maritime Engineering (BSMarE), Programs Without Existing Policies, Standards and Guidelines (PSGs) and those under the Legal Education Board (LEB)	109
Application for Student Financial Assistance Programs (StuFAPS)	112
Filing of Complaints, Appeals or Motions for Reconsideration	114
Request for Endorsement of Articles of Incorporation and By-Laws of New Private Higher Education Institutions (PHEIs) to SEC	116
Request for Payment of Financial Benefits for STUFAPs Grantees	118





Central Office

External Services



Application for Accreditation of Non-Government Organization as National Service Training Program (NSTP) Service Provider

The issuance of Certificate of Accreditation of NGO as National Service Training Program (NSTP) Service Provider is the process by which a Non-Government Organization(NGO) is vetted for its qualifications to be a service provider in the formulation and administering the training of Civic Welfare Training Service (CWTS) and Literacy Training Service (LTS) components of NSTP on the contracted Higher Education Institutions (HEIs).

Office or Division:	Office of Student Development and Services (OSDS) – International Student Affairs Division (ISAD)			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business & G2G - Government to Government			
Who may avail:	NGO duly registered with SEC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly registered with the Securities and Exchange Commission (SEC)		Securities and Exchange Commission (SEC)		
2. Company Profile (to highlight proof of viability of the program and sustainability of the organization, proof of good track record of community service, finished contract of projects related to NSTP; and list of personnel on program implementation including documentary evidences on their qualifications)		Company applying for Certificate of Accreditation as NSTP Service Provider		
3. Proposed Modules compliant with CHED requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online application letter together with the supporting documents	1. Evaluate completeness of the documents, if found complete, receive the application and forward the same to the Division Chief for routing, otherwise return documents to applicant	None	0.5 day	<i>Local Student Affairs Division (LSAD) Staff</i>
2. Wait for schedule of ocular inspection	2. Arrange logistics and schedule of ocular inspection including preparation of travel authority and other travel arrangements and notify the NGO applicant	None	8.5 days	<i>LSAD-NSTP Focal and Support Staff, CEPS, SEPS Director</i>



3. Prepare for ocular inspection	3. Conduct ocular inspection	Service fee is free (Cost for ocular inspection is chargeable to the applicant NGO)	3 days	<i>LSAD-NSTP Focal</i>
4. Wait for notice of result	4.1 Prepare and submit ocular and validation report 4.2 Review the ocular and validation report and affix initial 4.3 Recommend to the OED the approval of the Accreditation Certificate 4.4 Review and ensure the completeness of the requirements and affix initials 4.5 Sign the Accreditation Certificate	None	7.5 days	<i>LSAD-NSTP Focal,</i> <i>CEPS/ SEPS,</i> <i>Director</i> <i>Executive Director</i> <i>Chairman</i>
5. Claim the Accreditation Certificate	6. Release the Accreditation Certificate	None	0.5 day	<i>LSAD-NSTP Focal</i>
TOTAL:		None	20 working days	



Application for Certification, Authentication and Verification (C.A.V) of Diploma and Transcript of Records of Graduates from Far Flung Regions

This service being provided by the CHED- Office of Student Development and Services (OSDS) aims to assist NCR-based Filipino higher education graduates from far-flung regions requesting for certified, authenticated and verified school documents for land-based, sea-based, overseas and local employment and other purposes.

Office or Division:	Office of Student Development and Services (OSDS) – International Student Affairs (ISA)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All applicants for Local and Overseas Employment			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Accomplished ISAD Application form			available at www.ched.gov.ph or CHED Central Office – Office of Student Development and Service	
2. Original copy and Photocopy of Transcript of Records (T.O.R.)			HEI or personal copy	
3. Original copy and Photocopy of Diploma				
* If applicable, Original Copy and True Copy of Related Learning Experience certified by HEI Registrar				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online the filled-up ISAD Application Form and requirements.	1. Receive and evaluate , the application for completeness of requirements and issue an Order Payment to the CHED Cashier. If not, return document or notify applicant.	None	1 day	<i>International Student Affairs Division (ISAD) Staff</i>
2. Pay the CAV Fee	2. Receive payment for the CAV Application and issue Official Receipt	Php 80.00		<i>Cashier</i>
3. Present the Official receipt to CAV Focal Person	3.1 Receive Official Receipt for payment of CAV Application and prepare Endorsement Letter a. Review Endorsement Letter and affix initials	None		<i>ISAD CAV Focal</i> <i>ISAD Chief EPS</i>



	<p>3.3 Sign Endorsement Letter</p> <p>3.4 Forward signed Endorsement Letter to the CHEDRO.</p> <p>3.5 Receive Endorsement Letter and evaluate attached documents for authenticity. If found in order, send reply confirmation on the authenticity of the HEI documents,</p> <p>3.6 Prepare CAV and affixes initials</p> <p>3.6 Review and affix initials on CAV.</p> <p>3.8 Sign the CAV.</p>		5 days	<p><i>Director</i></p> <p><i>ISAD Focal Person</i></p> <p><i>CHEDRO CAO</i></p> <p><i>ISAD CAV</i></p> <p><i>Focal CEPS/ SEPS Director</i></p>
4 Claim the CAV	4. Affix CHED Seal and release the CAV	None		<i>ISAD Staff</i>
TOTAL:		Php 80.00	7 working days	



Application for Certification of Eligibility for Admission to Medical/Dental Program (CEM/CED)

The issuance of Certificate of Eligibility for Admission to Medical Program (CEM) is a process by which a Foreign Student (FS) seeking admission to a Medical Program in a Philippine Medical School is evaluated based on his preparatory medical program credentials, National Medical Admission Test (NMAT) results and on other requirements for eligibility.

Office or Division:	Office of Student Development and Services (OSDS) – International Student Affairs Division (ISAD)			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business & G2G - Government to Government			
Who may avail:	Liaison Officers of Higher Education Institutions (HEIs) accepting Foreign students enrolling in a Medical Program in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form		www.ched.gov.ph or CHED Central Office – Office of Student Development and Service		
2. Letter/Indorsement from HEI signed by the HEI Registrar		Higher Education Institution authorized to accept foreign students		
3. Photocopy of Passport				
4. True copy of Transcript of Records from the preparatory medical program certified by HEI Registrar				
5. Photocopy of Diploma or Certificate of Graduation where he/she graduated certified by HEI Registrar				
6. Notice of Acceptance indicating the quota number of the student signed by the HEI Registrar				
For Medical Program				
7. Photocopy of National Medical Admission Test (NMAT) result certified by HEI Registrar				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online the duly accomplished Application Form with the necessary requirements	1. Receive and evaluate application for CEM for completion of the attached requirements and issue order of payment for the cashier. If not complete, return documents or notify the applicant	Php 500.00	0.5 day	<i>International Student Affairs Division (ISAD) Staff</i>
2. Pay the corresponding fee	2. Receive payment and issue Official Receipt			<i>Cashier</i>



3. Present Official Receipt to ISAD FS Focal Person	3.1 Check the OR and review the submitted documents. If found in order, prepare the CEM, otherwise, prepare Deficiency Letter addressed to the HEI applicant	None	0.5 day	<i>ISAD FS Focal</i>
	3.2 Review the CEM/ Deficiency Letter and affix initials	None	5 days	<i>ISAD Chief EPS</i>
	3.3 Sign the CEM/Deficiency Letter	None	0.5 day	<i>Director</i>
4. Claim the CEM	4. Affix dry seal on the CEM and release CEM or Deficiency Letter	None	0.5 day	<i>ISAD Staff</i>
TOTAL:		Php 500.00	7 working days	



Application for Foreign Scholarships & Training Programs

This procedure refers to the processing of applications for Foreign Scholarship and Training Programs pursuant to Executive Order 402 dated 24 January 2005 on “Abolishing the Special Committee on Scholarship and Transferring its Scholarship Functions to the Department of Education for Basic Education, to the Commission on Higher Education for Degree Courses, and to the Technical Education for Skills and Development Authority for Non-Degree Courses” and CSO 41, S. 2007 on “Creation and Composition of CHED Scholarship Coordinating and Screening Committees for the Administration of Foreign Scholarship and Training Program (FSTP)”

Office or Division:	International Affairs Staff (IAS)	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Government employees & public (for specific scholarship programs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Government employees:		
1. A letter of nomination addressed to The Director, International Affairs Staff, signed by the Secretary or Head of agency/institution or duly authorized official indicating among others the following: a. Assurance of utilizing the services of the nominee, for a period of two (2) years for every year of scholarship or a fraction thereof not less than six (6) months as provided under E.O. 367 amending E.O. 129; and, b. That the nominee shall be paid his/her salary and other financial privileges while on training pursuant to the said Executive Order.	Sending Government agency	
2. Certified Copy of Service Record		
3. Certified Copy of Statement of Actual Duties and Responsibilities		
4. Photocopy of Transcript of Academic Records (Baccalaureate/Graduate)		
5. Photocopy of Diploma (Baccalaureate/Graduate)		
6. Certification that the nominee has no pending administrative and criminal case		
7. Certification that the nominee has no pending scholarship nomination for another program and has no pending service obligation for a previous scholarship for Government employees		
8. Updated bio-data/resume with list of in-service trainings and seminars attended (Spell out acronyms; certificates of training need not be submitted)		
For private individuals:		
1. Letter of Intent	Applicant Employer	
2. Recommendation from employer or former dean/professor		
3. Certificate of Employment	Higher Education Institution	
4. Photocopy of Transcript of Academic Records (Baccalaureate/Graduate)		



5. Photocopy of Diploma (Baccalaureate/Graduate)		NBI/Police Station		
6. NBI/Police Clearance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Endorsement Letter together with required documents.	1. Receive, record & acknowledge application documents.	None	1 day	<i>Assigned staff</i>
2. Wait for schedule of panel interview	2.1 Evaluate and validate application documents. 2.2 Arrange and confirm panel interview with applicants and members of the Scholarship Screening Committee (SSC).	None	4 days 2 days	<i>Assigned staff</i>
3. Report for panel interview.	3. Conduct panel interview. Inform applicant of interview result and required additional documents.	None	1 day	<i>Scholarship Screening Committee Assigned Staff</i>
4. Submit additional requirements.	4.1 Prepare documentary requirements for submission to embassy/donor country and/or nominating agency. 4.2 Sign Status of Nomination for nominating agency. 4.3 Sign endorsement for submission to the Embassy/donor agency. Submit endorsement together with other documentary requirements to Donor Agency/embassy through Department of Foreign Affairs (DFA). 4.4 Receive notification from Donor Agency 4.5 Notify the applicants through phone and drafts	None	12 days	<i>Assigned staff</i> <i>IAS Director</i> <i>IAS Director, Executive Director, CHED Chairman</i> <i>Assigned staff</i>



	<p>official communication for sending agency.</p> <p>4.6 Sign Notice of Acceptance addressed to the head of sending agency/employer/applicant</p>			<i>IAS Director</i>
5. Process travel and other documents required by donor agency.	6. Monitor program and respond to queries and requests of scholar as needed.	None		<i>Assigned staff</i>
TOTAL:		None	20 days	



Application for Grant of Authority to Offer Programs via the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)

Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is a comprehensive educational assessment program that recognizes knowledge, skills, attitudes and values (KSAVs) obtained by individuals from formal, non-formal and informal education and training and related work experiences.

Deputized higher education institutions (HEI) may administer competency-based evaluation by utilizing equivalency competence standards and a comprehensive assessment system employing written test, interview, skills demonstration and other creative assessment methodologies and award appropriate certificate or degree to the candidate who has earned the equivalent credits.

The deputization of a higher education institution (HEI) to offer programs via ETEEAP will authorize HEIs to grant degrees to prospective student applicants based on the individual's formal, non-formal and informal education and training and related work experiences.

Office or Division:	Office of Programs and Standards Development (OPSD) - Non-Conventional Higher Education Division (NHD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business (for Private HEIs) G2G - Government to Government (for SUCs and LUCs)
Who may avail:	HEI/s with any of the following qualification: <ol style="list-style-type: none"> Center of Excellence (COE) or Center of Development (COD) in the program/ discipline to be offered through ETEEAP; The undergraduate program/discipline offered in the ETEEAP mode has a formal accredited status equivalent to Level III from any of the accrediting agencies recognized by CHED; Note: For SUCs, a Certificate of Program Compliance (COPC) will be required.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Documents:	
1. Photocopy of Official Receipt for Payment of Application for ETEEAP Deputization/per additional ETEEAP program (CHED Administrative (CAO) No. 4, series of 2014)	to be submitted by the applying HEI
2. Letter of application	
3. Institutional and program profile.	
4. Certificate/s of Program Accreditation	
5. Certificate of Award (COE/COD)	
6. Board performance of the program to be offered through ETEEAP: 3 years prior to application (if applicable).	
7. Mission and Vision of the institution and Mission and Vision of the Program valuing and recognizing alternative learning	



8. Board Resolution endorsing the application for Deputization/Offering additional programs (for SUC applicants)				
9. Certificate of Program Compliance (for SUC applicants)				
Institutional Management and Support				
1. Annual Budget Plan		to be submitted by the applying HEI		
2. Marketing and Promotions Plan.				
3. Institutional Development Plan for ETEEAP.				
4. Organizational structure of the ETEEAP within the institution.				
5. Schedule of fees (for the program being applied for offering via ETEEAP).				
Program Capability				
1. Compliance with specific policies, standards and guidelines (PSG)for specific program/s		to be submitted by the applying HEI		
2. Curriculum of the resident program to be offered through the ETEEAP.				
3. Matrix of competencies where credit will be awarded (based on Competency Standards)				
4. Assessment instruments.				
5. List of internal and external assessors, their qualification and subject/competency assignment in the ETEEAP.				
6. Criteria and procedure for selection of internal and external assessors.				
7. Assessment procedures with timelines.				
8. Competency enhancement program package to be provided				
9. Provision for research as a requirement for graduation.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application with complete required documents (per CMO No. 54, s. 2016)	Conduct preliminary evaluation and forward application with favorable recommendation to OPSD for final evaluation	HEI deputization - Php 15,000.00 per additional program - Php 15,000.00	3 days	CHEDRO
2. Wait for schedule of evaluation visit	2.Receive, record, acknowledge and review the application as to completeness of required documents. 2.1 If complete, refer to TP ETEEAP/schedules visit of TP ETEEAP and TC (concerned program).		3 days	<i>Assigned Staff/Chief/Director</i>



	<p>2.2 If incomplete, notify CHEDRO of incomplete documents based on checklist</p> <p>2.3 Notify the CHEDRO of the scheduled visit and prepare logistics for the visit</p>			
3. Prepare for evaluation visit	<p>3.1 Conduct TP ETEEAP meeting/evaluation visit</p> <p>3.2 Prepare report and notify applicant of deficiencies</p>	None	3 days	<i>Assigned Staff/Chief OPSD Evaluation Team (TP/TC, OPSD, CHEDRO)</i>
4. Receive report and prepare and submit compliance documents to OPSD copy furnished CHEDRO	4. Receive, acknowledge compliance documents	None	5 days	<i>Assigned Staff</i>
5. Wait for notice of result	<p>5.1 Review and refer submitted compliance documents to: TP ETEEAP and TP/TE/RQAT (specific to the program)</p> <p>1.2 Conduct TP ETEEAP meeting to review the submitted compliance documents and signing of resolutions (includes processing of necessary administrative documents)</p> <p>5.3.1 With favorable recommendation, prepare necessary documents and elevate the matter for inclusion in CEB agenda</p> <p>5.3.2 If unfavorable, inform the HEI thru CHEDRO of disapproval</p>	None	<p>10 days</p> <p>3 days</p> <p>3 days</p> <p>10 days</p>	<p><i>Assigned Staff/Chief, NHD-OPSD/ Director</i></p> <p><i>TP ETEEAP / TC concerned/ Assigned Staff/Chief, NHD-OPSD</i></p> <p><i>Assigned Staff/Chief, NHD-OPSD</i></p>



	<p>5.4 Deliberate and approve</p> <p>5.5 Notify HEI of the action taken by the CEB (approval, disapproval, or notation) on the application, copy furnished CHEDRO and prepare CEB Resolution</p> <p>5.6 Issue the Certificate of Deputization and forward to the Records Section released</p>			<i>Commission en banc</i>
6.Claim the Certificate of Deputization	6. Release the Certificate of Deputization	None		CHED-CO Records Section
Total		For ETTEAP deputization Php 15,000.00 per additional program Php 15,000.00	40 days	



Application for Grants in Aid Program for Research and Extension

The project is a competition driven grants for higher education institution (HEI) faculty to engage in a) basic-applied research; b) applied research; and c) extension.

The project aimed to 1) develop the country's human resources as researchers and innovators; 2) providing opportunities for HEI consortia or groups to develop a distinctive niche in research, innovation and extension; and 3) facilitate the transfer of knowledge or technology on specific development areas that directly affect the lives of individuals, families and communities.

Below is the process flow for all bona fide faculty researchers to avail of the Grants-In-Aid Program for research and extension:

Office or Division:	Office of Planning, Research and Knowledge Management (OPRKM)- Research Management Division (RMD)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government/G2C -Government to Citizen			
Who may avail:	Higher Education Institutions (HEIs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly signed Project Application Forms		CHED Website and OPRKM-RMD		
2. Original copy of the endorsement by the Board of Regents for State Universities and Colleges		SUC Boards		
3. For SUCs and LUCs, draft Project Procurement Management Plan signed by the Project Leader		Form available from the GPPB Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit full-blown proposal and concept notes online on or before the deadline for proposals	1. Receive and record the full-blown proposal with complete requirements and advise the client of the timeline of the review process through an acknowledgment letter. If incomplete, inform the applicant sender of the deficiencies and the deadline for re-submission.	None	1 hour	<i>Senior EPS</i>
2. Receive acknowledgment letter	2. Forward complete full-blown proposal to Technical Experts.	None	30 minutes	<i>Project Technical Staff</i>



	<p>send to the technical experts for review and recommendation to CEB</p> <p>5.2 If no submission or no substantive revision was made in the resubmitted proposal within the prescribed period, prepare and send a letter of regret .</p> <p>5.3 For re-submitted proposal endorsed by the technical experts, prepare the CSW and forward to to the Chief for review and initials</p> <p>5.4 Review CSW to ensure proper revisions are made before forwarding to the Director IV</p> <p>5.5 Review CSW, and sign and forward to ComSec for CEB/ManCom</p> <p>5.6 Deliberate and decide on the proposal. If there are additional requirements to the proposal, notify the proponent.</p> <p>5.7 Prepare letter addressed to the Head of the HEI and the project proponent (regrets and notice of approval), MOAs with full supporting</p>		<p>2 working days</p> <p>3 working days</p> <p>10 working days</p> <p>1 working day</p>	<p><i>RMD Chief</i></p> <p><i>OPRKM Director/ RMD-Technical Staff OPRKM</i></p> <p><i>Commission-en-banc</i></p> <p><i>RMD-Technical Staff OPRKM</i></p>
--	--	--	---	--



	<p>documentary requirements.</p> <p>5.8 If approved by the CEB, send letter and the prepared MOA for the HEI Head's signature and proper notarization.</p> <p>5.9 If disapproved, send a letter of regret to the Head of the HEI and the proponent.</p>			
<p>6.3 For approved proposals, receive letter of confirmation and instruction to accomplish other supporting documents</p> <p>6.4 For disapproved proposal, receive letter of regret</p>	<p>End of process</p>			
	TOTAL:		<p>40 working days</p>	



Application for Permit/Recognition/Certificate of Program Compliance (COPC) to Operate Graduate Programs, Medicine, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) – Phase 2: Issuance of Permit/Recognition/Certificate of Program Compliance

As provided for under Section 8 of Republic Act (R.A.) No. 7722, one of the powers and functions of the Commission is to evaluate and monitor the performance of programs of higher learning for appropriate incentives as well as the imposition of sanctions such as, but not limited to, diminution or withdrawal of subsidy, recommendation on the downgrading or withdrawal of accreditation, program termination or school course;

This service refers to the processing of applications for issuance of Government Authorization such as Permit/Recognition and COPC to HEIs with intention to operate Graduate programs, Medicine, Dentistry, Nursing Engineering and programs without PSGs.

Application/s can be submitted in printed or electronic format to the CHED Regional Office for initial evaluation and issuance of certification of eligibility. *(Please refer to CHEDRO Service on Application for Permit/Recognition/Certificate of Program Compliance (COPC) to operate Graduate Programs, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) - Phase 1: Issuance of Certificate of Eligibility).*

The application shall be forwarded by the CHEDRO to the Office of Programs and Standards Development (OPSD) – Standards Development Division (SDD) for deliberation and recommendation by the Technical Panel for approval by the Commission-en-banc (Phase 2).

Office or Division:	Office of Programs and Standards Development (OPSD) – Standards Development Division (SDD)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Higher Education Institutions in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For application for Initial/Renewal Permit/ Recognition/COPC:				
Complete application documents per GPR form		CHEDRO		
CHEDRO favorable recommendation based on results of preliminary evaluation		CHEDRO (Phase 1: Issuance of Certificate of Eligibility)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Wait for CHEDRO feedback/ acknowledgment letter	<p>1. Receive, record and route the application documents endorsed by the CHEDRO</p> <p>1.1 Receive, record, and forward the application documents to the Division Chief/Asst. Division Chief for routing to focal person in-charge</p> <p>1.2 Prepare acknowledgement letter with information on the action to be taken</p>	None	2 working days	<p>Director Office Staff</p> <p>Designated Staff-Office of the Division Chief</p>
	<p>2.1 Review the application documents and CHEDRO recommendation</p> <p>2. 2 Process necessary administrative documents for the conduct of technical panel meeting to deliberate the recommendation of the technical evaluators</p> <p>2.3 Review, deliberate and act on the result of the evaluation of technical evaluators and makes recommendation thru issuance of a Resolution</p> <p>If with favorable recommendation, prepare CSW form with supporting documents to the CEB for final action</p> <p>OR</p> <p>2 If with no favorable recommendation, inform HEI thru CHEDRO of the result of evaluation (DENIAL/DISAPPROVAL)</p>		3 working days	<p>Division Chief/Asst. Chief</p> <p>Focal person in-charge of the program</p> <p>Technical Panel</p> <p>Focal person in-charge of the program</p>



For disapproved applications: 3. Receive result through CHEDRO	End of process			
	TOTAL:		8 working days	
For application with Favorable Recommendation: 4. Wait for feedback from CHEDRO	4. Deliberate and make final decision on the application: 4.1 If approved, notify HEI/s of the action taken by the CEB (approval, disapproval, or notation) on the application, copy furnished CHEDRO and prepare CEB resolution 4.2 Issue Certificate of Government Authority and forward to the Records Section for release	None	10 working days	<i>Commission en banc</i> Chairperson <i>Executive Office</i>
5. Claim the Certificate of Government Authority	5. Release the Certificate of Government Authority	None		CHED-CO Records Section
	TOTAL	None	10 working days	



Application for Permit/Recognition to Operate the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Maritime Engineering (BSMarE) Programs

The agency recognizes the declared policy of the State to protect, foster, and promote the right of all citizens to quality education. In particular, the CHED, together with MARINA, recognizes that protecting and promoting the quality of maritime education is a matter of national interest and an international obligation, the Philippines being a party and signatory of the STCW '78, as amended.

Thus, higher education institutions intending to offer BS Marine Transportation (BSMT) and BS Marine Engineering (BSMarE) programs shall undergo the process of evaluation prior to the issuance of Government Permit/Recognition, in accordance with the provisions pertaining thereto in CMO 40, s. 2008, Joint CHED-MARINA Memorandum Circular (JCMMC) No. 1, s. 2019, and JCMMC No. 2, s. 2019.

Office or Division:	Office of Program and Standards Development – Division of Programs with International Conventions (OPSD-DPIC)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Higher Education Institutions in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For application for Initial/Renewal Permit: Complete application documents per GPR form		CHEDRO		
CHEDRO favorable recommendation based on results of preliminary evaluation		CHEDRO		
Annex A, B, C1, C2, of JCMMC No. 2 series of 2019		CHEDRO, CHEDCO, CHED Website, Marina Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application documents per GPR and Annexes of the Joint CHED-MARINA Memorandum Circular on processing of applications form to CHEDRO	1. Receive, record, and review completeness of content of application documents If complete, forward application documents to OPSD If not, return application documents to the institution (End Process)	Php 23,000/ program Breakdown: Application fee: Php 8,000 Inspection fee: Php15,000	5 days	CHEDRO
2. Wait for feedback from CHEDRO/	2. Receive, record, and forward application	None	5 days	Office of the Director's Staff/



<p>acknowledgement letter</p>	<p>documents to the Division concerned for routing</p> <p>3. Review completeness and content of the application documents</p> <p>3.1 If complete, prepare acknowledgement letter and with information on the action to be taken; forward results of the review and the application documents to STCWO</p> <p>3.2 If documentary findings are noted, prepare acknowledgement letter with noted deficiencies, copy furnished CHEDROs (<i>process time restarts upon receipt of compliance</i>)</p>			<p><i>Designated staff</i></p>
<p>3. Receive acknowledgment letter with information on the action to be taken</p>	<p>3.1 Receive, record, and call for joint CHED-MARINA (Evaluation and Inspection Team- EIT) review of application documents</p> <p>3.2 Review application documents</p> <p>3.2.1 If recommended for inspection, forward results of the review to the TPME MARINA Secretariat</p> <p>3.2.2 If documentary findings are noted, prepare letter to applicant HEI, copy furnished CHED</p> <p>3.3 Schedule TPME meeting and prepare administrative matters</p>	<p>None</p>	<p>May vary depending on the timelines of the agency concerned</p> <p>1 day</p> <p>1 day</p> <p>9 days</p>	<p><i>MARINA - STCWO Accreditation Division</i></p> <p><i>Designated EIT</i></p> <p><i>Designated EIT</i></p> <p><i>MARINA Secretariat</i></p>



	<p>3.4 Conduct meeting and decide whether to conduct an inspection or not and inform the HEI</p> <p>3.5 For inspection, prepare and arrange logistics</p>			<p><i>CHED-MARINA Secretariat TPME</i></p> <p><i>Designated Staff</i></p>
<p>4. Receive information for inspection or not</p> <p>4.1 Participate and assist the EIT during evaluation and inspection</p>	<p>4.1 Conduct evaluation and inspection and prepare inspection report</p> <p>4.2 Endorse inspection report to CHED-OPSD upon receipt from the EIT</p> <p>4.3 Receive, record, and forward inspection report for inclusion in the TPME agenda for discussion</p> <p>4.4 If inspection report indicates recommendation for further action, notify the applicant HEI of the deficiencies</p>	None	<p>3 days</p> <p>3 days</p>	<p>MARINA STCW Executive Director and Lead Evaluator OPSD</p> <p>Designated EIT with MARINA</p>
<p>5. Receive inspection report, submit deficiencies if necessary and wait for feedback</p>	<p>5.1 Schedule TPME meeting and prepare administrative matters</p> <p>5.2 Validate the results of inspection or re-inspection for concurrence with EIT. With concurrence, forward its recommendation to the Commission en banc (CEB) for action. For non-concurrence, seek clarification for a common recommendation to be</p>	None	<p>May vary depending on the timelines of the agency concerned</p> <p>1 day</p>	<p><i>MARINA Secretariat</i></p> <p><i>CHED-MARINA Secretariat</i></p>



	<p>endorsed to CEB for action</p> <p>5.6 Prepare endorsement with supporting documents to the CEB for final action</p> <p>5.7 Deliberate on the recommendation and decide.</p> <p>5.8 If approved, prepare CEB Resolution and notify HEI/s of the action taken by the CEB (approval, disapproval, or notation) on the application, copy furnished CHEDRO</p> <p>5.9 Issue Certificate of Government Authority and forward to the Records Section for release</p>		<p>2 days</p> <p>10 days</p>	<p><i>Designated staff</i></p> <p><i>Commission en Banc/</i></p> <p><i>Commission Secretariat</i> <i>OPSD-TPME Secretariat</i></p>
6.Claim the Certificate of Government Authority	6. Release the Certificate of Government Authority	None		CHED-CO Records Section
TOTAL:		<p>Php 23,000/ program</p> <p>Breakdown: Application fee: Php 8,000</p> <p>Inspection fee: Php15,000</p>	40 days	



Application for Recognition as Higher Education Institution to Existing LUCs / Authority to Establish a Higher Education Institution (HEI) to LGUs

The service refers to the processing and evaluation of the applications submitted by LGUs for a local university/college to be issued with CHED recognition as Higher Education Institution, and applications by the LGU-established institutions to be issued the authority to establish an HEI both per CMO No. 32, series of 2006 as emended. This is undertaken in coordination with the Department of Interior and Local Government.

Office or Division:	Office of Institutional Quality Assurance and Governance (OIQAG) – Coordination Governance Division (CGD)
Classification:	Highly Technical
Type of Transaction:	G2G -Government to Government
Who may avail:	Local Government Units who signify intent to establish and operate Local Universities and Colleges (LUCs)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For LGU applying to Establish a HEI: Feasibility Study	LGU
For Established LUCs: 1. Accomplishment Report 2. CHED Issued Government Permit/Recognition/COPC to offer the program 3. BOT approved Admission and Retention Policies 4. BOT Resolution approving the Admission and Retention Policy 5. Enrolment Data duly signed by the authorized personnel for the past five years 6. Graduate Data Duly signed by the authorized personnel for the past five years 7. Performance in the Board Exam for each Board Program for the past five years	LUC
For LGU applying to Establish a HEI and for already Established LUCs:	
1. An Ordinance establishing a local Higher Education Institution in Compliance with CHED standards and requirements on the establishment of a local HEI	LGU
2. Certification of Availability of Funds (Identifying the funding source consistent with nature of establishment: LEE, Social Service, etc.) 3. Local Budget Preparation Form No. 2 – Programmed Appropriation and Obligation for the Institution	Certified by the Authorized LGU Offices
4. Proposed budget for the succeeding Fiscal Year 5. BOT/BOR Resolution approving the proposed Budget	Certified by the Authorized LGU/LUC Officials BOT/BOR of the LUC
6. Approved Organization Chart 7. BOT/BOR Resolution approving the Organizational Chart	LUC



8. Institutional Development Plan 9. BOT/BOR Resolution approving the IDP 10. Ordinance Approving the Institutional Development Plan		LUC BOT/BOR of the LUC Approved by the Sanggunian and Certified by the Authorized LGU Offices		
11. Personnel Complement (Plantilla / Contracts) 12. Ordinance Creating the Plantilla Position 13. Personal Service Itemization and Plantilla of Personnel		Approved by the Sanggunian and Certified by the Authorized LGU Offices		
14. Merit System and Procedure for Hiring 15. Procedure of Hiring Non-Plantilla Items (Teaching and Non-Teaching) 16. BOT Resolution adopting the Merit System 17. BOT Resolution adopting the Merit System		LUCs BOT/Certified True Copy by the Authorized LGU Offices		
18. Project Development Plan with Program of Work 19. BOT/BOR Resolution approving the PDP 20. Ordinance Approving the Institutional Development		LUC BOT/BOR of the LUC Approved by the Sanggunian and Certified by the Authorized LGU Office		
21. Library Development Plan 22. BOT Resolution Approving the Library Development Plan		LUC BOT/BOR of the LUC		
23. Proof of Site Ownership / Usufruct 24. Ordinance allocating the site to the sole use of the LUC		Approved by the Sanggunian and Certified by the Authorized LGU Offices		
25. Inclusion of the Infra Development in the CDP/AIP		Certified by the Authorized LGU Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application for institutions to be recognized as Higher Education Institution/issued with Certificate of Authority to Establish an HEI through CHEDRO	1. Receive and process application documents	None	Refer to CHEDRO Process	CHEDRO
2. Wait for feedback from CHEDRO	2. Receive and review application documents submitted by LGUs/institutions attached to Certificate of Eligibility issued by CHEDRO	None	1 day	Technical Staff, OIQAG-CGD
3. Accept of Schedule of Verification Visit	3. Arrange for on-site verification visit, coordinate with	None	15 days	OIQAG-CGD Technical Staff and Director,



	CHEDRO, and prepares verification visit documents and funds transfer if deemed compliant otherwise the application shall be returned to CHEDRO			<i>HEDF Staff and Director</i>
4. Present documents and other requirements process, and facilities to CHED Verification Visit Team	4. Conduct Verification Visit and Preparation of Report	None	8 days	<i>Technical Staff, OIQAG-CGD, CHEDRO, LLS, DILG</i>
5. Wait for the decision of the CEB	5.1 Submit recommendation for approval of the CEB to Commission Secretariat 5.2 Approve 5.3 Prepare resolution 5.4 Prepare Certificate 5.5 Sign Certificate of Authority to Establish LUC / Certificate of Recognition as HEI if approved	None	15 days	<i>Technical Staff, OIQAG, CGD</i> <i>CEB CEB Secretariat Technical Staff OIQAG, CGD OIQAG Director Chairman, CHED</i>
6. Receive Certificate of Authority to Establish/Certificate of Recognition	6 Issue Certificate of Authority to Establish LUC/Certificate of Recognition as HEI	None	1 day	<i>Technical Staff, OIQAG, CGD</i>
TOTAL:		None	40 days	



Application of HEIs for Evaluation under Horizontal Typology

Horizontal typology is a quality assurance mechanism that classify higher education institutions (HEIs) based on their functional differentiation vis-à-vis their service to the nation as reflected in their vision and mission. HEIs are classified into three types, namely: **professional institution, college, and university**. Each type is distinguished on the basis of a transparent set of distinguishing features and measurable indicators relevant to national development goals.

Office or Division:	Office of Institutional Quality Assurance and Governance (OIQAG) – Quality Assurance Division (QAD)	
Classification:	Highly Technical	
Type of Transaction:	G2G-Government to Government	
Who may avail:	Higher Education Institutions (HEIs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Application for University classification		
<ol style="list-style-type: none"> 1. Duly accomplished Horizontal Typology Form 1 to Form 8 2. Certified true copies of enrollment data submitted to and officially received by CHEDRO covering the period of past five (5) years 3. CHEDRO certified list of academic program offerings and a screenshot of HEI website showing the published program offerings 4. Copy of Authority to Operate for each degree program offered 5. Electronic file of scanned curriculum and course syllabus that requires thesis/dissertation/special projects/ research papers (saved in USB drive) 6. Electronic file of scanned faculty contracts saved in folders arranged according to departments and each file name should be the last name of the faculty (saved in USB drive) 7. Electronic file of scanned valid professional license IDs of faculty grouped together according to college/department. Each file name should be the last name of the faculty (saved in USB drive) 	<p>CHED Website for the templates of University Forms 1-8</p> <p>HEI records/database</p>	
Application for College classification		
<ol style="list-style-type: none"> 1. Duly accomplished Horizontal Typology Form 1 to Form 8 2. Vision/Mission Statement of the HEI 3. Screenshot/s of academic program offerings as published in HEI website. 4. Printed brochures on academic program offerings. 5. Certified true copies of Authority to Operate. 6. Summary of subjects and corresponding units to be taken by students for each academic program. 7. Electronic file of syllabus of each course under the core curriculum. The syllabus includes course description, objectives, topics, requirements, grading system, among others (saved in USB drive). 8. Electronic file of scanned faculty contracts saved in folders arranged according to departments and each file name should be the last name of the faculty (saved in USB drive). 9. Electronic file of scanned valid professional license IDs of faculty grouped together according to college/department. Each file name should be the last name of the faculty (saved in USB drive). 	<p>CHED Website for the templates of College Forms 1-8</p> <p>HEI records/database</p>	



<ol style="list-style-type: none"> 10. Electronic file of scanned MOAs of linkages that provide learning resources (Saved in USB drive, only pages where the names and signatures of the parties appear, effectivity of the agreement, and where the general description of the linkage appears, no need to include in the electronic file the entire MOA). 11. Organizational Chart/Structure including names of Heads. 12. Electronic file of pictures/photos of learning resources and support structures (saved in USB drive). 13. Electronic file of scanned MOAs of outreach programs (Saved in USB drive, only pages where the names and signatures of the parties appear, effectivity of the agreement, and where the general description of the linkage appears, no need to include in the electronic file the entire MOA). 14. Electronic file of scanned curriculum and course syllabus that requires student involvement in outreach programs or activities (saved in USB drive). 	
Application for Professional Institution classification	
<ol style="list-style-type: none"> 1. Duly accomplished Horizontal Typology Form 1 to Form 8 2. Certified true copies of enrollment data submitted to and officially received by CHEDRO covering the period of past five (5) years. 3. Screenshot/s of academic program offerings as published in HEI website. 4. Printed brochures on academic program offerings. 5. Certified true copies of Authority to Operate. 6. Electronic file of scanned faculty contracts saved in folders arranged according to departments and each file name should be the last name of the faculty (saved in USB drive). 7. Electronic file of scanned valid professional license IDs of faculty grouped together according to college/department. Each file name should be the last name of the faculty (saved in USB drive). 8. Electronic file of scanned MOAs of linkages that provide learning resources (Saved in USB drive, only pages where the names and signatures of the parties appear, effectivity of the agreement, and where the general description of the linkage appears, no need to include in the electronic file the entire MOA). 9. Organizational Chart/Structure including names of Heads 10. Electronic file of pictures/photos of learning resources and support structures. 11. Electronic file of scanned MOAs/MOUs/Contracts of program linkages (Saved in USB drive, only pages where the names and signatures of the parties appear, effectivity of the agreement, and where the general description of the linkage appears, no need to include in the electronic file the entire MOA). 12. Electronic file of scanned MOAs of outreach programs (Saved in USB drive, only pages where the names and signatures of the parties appear, effectivity of the agreement, and where the general description of the linkage appears, no need to include in the electronic file the entire MOA). 13. Electronic file of scanned curriculum and course syllabus that requires student involvement in outreach programs or activities (saved in USB drive). 	<p>CHED Website for the templates of Professional Institutions Forms 1-8</p> <p>HEI records/database</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter with complete documentary requirements for horizontal typology to the CHED Regional Office	1. Receive application documents	None	Refer to CHEDRO Process No. _	CHEDROs
2, Wait for feedback through CHEDRPO	2.1 Receive CHEDRO-endorsed application documents supported by a Certificate of Eligibility to apply for horizontal typology 2.2 Arrange for on-site validation visit and coordinate with CHEDRO 2.3 Conduct validation visit 2.4 Convene the TWG to finalize recommendation for submission to the Commission en banc 2.5 Submit the TWG recommendation with supporting documentary requirements to the Commission Secretariat 2.6 Deliberate and decide on the recommendation of the TWG & OIQAG 2.6 Prepare communication to the CHEDRO to inform the applicant HEI on the CEB	None	1 day 8 days 4 days 7 days 2 days 10 days 1.5 days	Assigned Staff, OIQAG-QAD Assigned Staff, OIQAG-QAD OIQAG-QAD, TWG members, RQATs Assigned Staff, OIQAG-QAD Commission En Banc Assigned Staff, OIQAG-QAD



	decision 2.7 Review and sign the communication 2.8 Send out official communication to the CHEDRO through the Records Office		1.5 days	<i>OIQAG Director</i> <i>Assigned Staff, OIQAG-QAD</i>
3..Receive the result of evaluation	3. Release the result of evaluation	None	1 day	<i>CHEDRO</i>
TOTAL:		None	34 days	



Filing of Complaints, Appeals or Motions for Reconsideration

The Legal and Legislative Service (LLS) acts on complaints filed against CHED personnel, or those filed by any stakeholder concerning violations of CHED rules and regulations

Office or Division:	Legal and Legislative Service (LLS) – Investigation and Enforcement Division (IED)			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	CHEDRO, Higher Education Institutions, Complainant/Requesting Party			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written Complaint			to be submitted by Individuals/PHEIs	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written complaint	1. Receive the letter-complaint and forward to the Director for evaluation	None	10 minutes	<i>LLS-IED Staff</i>
2. Wait for the advice to perform any of the following: <ul style="list-style-type: none"> • prepare a position paper or meet for a clarificatory meeting • attend mediation • wait for the result of a fact-finding investigation 	2.1 Refer the complaint to the staff for appropriate action: <ul style="list-style-type: none"> • May be referred for Mediation • May be referred to HEI or other concerned Office for appropriate action • May be referred to Fac-Finding (Please refer to procedures in fact-finding) 	None	1 day	<i>LLS Director</i>
	2.2 Send a letter to respondent HEI giving five (5) days from date of receipt to file a response together with supporting documents		5 days	<i>LLS-IED Staff</i> <i>LLS Director</i>
	2.3 Upon receipt of response, send acknowledgement letter			



	to respondent HEI and a letter to complainant furnishing a copy of the respondent HEI's reply with the option for the complainant to file a position paper or meet with the respondent HEI for a clarificatory meeting.			
3. File position paper or attend the clarificatory hearing	3. Upon submission of position paper or conduct of clarificatory hearing, submit a report with findings and recommendations resolution and notify the parties.	None	12 days	<i>LLS-IED Staff</i>
	TOTAL:		18 Days	
<i>For Mediation</i>				
1. Wait for notice of schedule of mediation	1. Review/Evaluate the letter of complaint and instruct LLMD to: 1.1. Prepare invitation letter addressed to both parties with scheduled dates and confirm availability for mediation conference if mediatable. 1.2. Or Indorse complaint to the concerned CHEDRO for mediation with the advice to furnish the LLS with the result of the mediation proceedings three days after termination. If complaint needs further review, recommend investigation/fact-finding	None	4 days	<i>Director IV</i>
For mediation in CHED Central Office:				



<p>2. Appear to the venue assigned by the LLS</p>	<p>1.1 If one of the parties or both parties fail to appear in the scheduled mediation meeting, schedule another meeting upon request of the parties (<i>maximum of 2 request allowed</i>). Failure to attend the meetings after two (2) resets shall result to failure of the mediation.</p> <p>1.2 If the parties, during the mediation conference fail to come up with an amicable agreement to settle the issue/s, but agree on the conduct of another mediation conference, schedule another mediation conference.</p> <p>1.3 If the mediation is successful, prepare and secure the signatures of both parties in the mediation agreement in accordance with the agreement arrived at, and provide copies to the parties</p> <p>1.4 If mediation failed (<i>no amicable settlement</i>), inform the complainant of other possible options, endorse to the Investigation and Enforcement Division (IED) for further investigation and</p>	<p>None</p>	<p>6 days</p>	<p><i>Legal Assistant I and Director IV Legal Assistant I Assigned Mediator</i></p>
---	--	-------------	---------------	---



	appropriate action; or file a complaint to the proper forum.			
3. If mediation is successful, sign the Mediation Agreement and receive a copy 4. If mediation failed, sign the Mediator's Report and receive a copy	3. Keep records of the proceedings and documents	None	1 day	<i>LLS-IED Staff</i>
TOTAL:			11 Days	
Phase 2: For Fact-Finding Investigation				
1. Submit request for fact-finding investigation	1. Receive the request for fact-finding investigation and forward to the Director for evaluation.	None	2 hours	<i>LLS-IED Staff</i>
2. Wait for letter of response	2.1 For complaints where FFI is not appropriate, send a letter of response to requesting party. Otherwise, recommend a creation of Fact Finding Team (FFT) for approval by the Executive Director	None	3 days	<i>LLS Director/ LLS-IED Staff/Executive Director</i>
	2.2 Upon the approval of the creation and composition of the FFT, prepare the logistics and other documents needed for the investigation, coordinate the FFI to the CHEDRO concerned		1 day	<i>LLS-IED Staff</i>
	2.3 Conduct the FFI.		2 days	<i>Fact Finding Team LLS-IED Staff</i>
	2.4 Prepare a report with recommendation for a resolution to be endorsed to the CEB for approval.		3 days	



	2.5 Deliberate the matter, approve and sign the resolution.		9 days	<i>CEB/ComSec</i>
	2.6 Release the document to CHED Records and keep a duplicate copy on file.		1 day	<i>LLS-IED Staff</i>
3. Receive endorsement	3. Record and release the endorsement order	None	30 minutes	<i>AFMS/Records Officer</i>
	TOTAL:	None	20 days	



Request for Additional Major for Recognized Graduate Programs and Undergraduate Programs without Policies, Standards and Guidelines (PSGs)

Anchored on the powers and functions of the Commission to evaluate and process applications for the issuance of Government Authorization, the evaluation of applications for additional major for undergraduate and graduate programs. HEIs which have been offering recognized higher education programs with the intention to offer additional tracks or majors seek permission/approval from the Commission.

Application for additional majors/tracks filed by the HEIs shall be subjected to the evaluation. Specific requirements for the additional major/track being applied for shall have to be determined by the Office of Programs and Standards in consultation with the respective Technical Panels.

Application/s can be submitted in printed or electronic format.

Office or Division:	Office of Programs and Standards Development (OPSD) – Standards Development Division (SDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Higher Education Institutions in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	HEI's application letter duly signed by Chairman Board of Trustees/President or authorized representative	to be submitted by the applicant HEI
2.	Copy of the government authority for the program	to be submitted by the applicant HEI
3.	Faculty Members 3.1 Spreadsheet of faculty members who will handle the additional major should include the following information and supporting documents: <ul style="list-style-type: none"> • Name • Educational qualifications (where and when obtained) • Professional License Numbers and Expiration date (if applicable) • Field of specialization • Subjects to be taught • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) 	to be submitted by the applicant HEI
4.	Curriculum <ul style="list-style-type: none"> • Proposed curriculum for additional major • Course description • Course syllabi • Course outcomes • Course map 	to be submitted by the applicant HEI
5.	List of library collection for the additional major	to be submitted by the applicant HEI



6. List of facilities, equipment and other instructional devices for the additional major, if necessary, including pictures		to be submitted by the applicant HEI		
7. CHEDRO favorable recommendation based on results of preliminary evaluation		CHEDRO (Phase 1: Issuance of Certificate of Eligibility)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for CHEDRO feedback/ acknowledgment letter	1.1 Receive, record, and review completeness of content of application documents and prepare acknowledgement letter with information on the action to be taken	None	3 days	<i>Designated Staff</i>
	1.2 If complete, conduct TE ocular/virtual evaluation/review of application documents 1.3 If incomplete, prepare and transmit deficiency letter with deadline of submission to HEIs, copy furnished CHEDRO 1.4 Send letter of information to HEI thru CHEDRO regarding the result of the evaluation		12 days	<i>ES II in-charge</i>
2. Receive letter of information	End of process			
For HEIs with deficiency/ies				
3. Submit compliance documents to OPSD copy furnished CHEDRO	3. Review completeness 3.1 If complete, follow step No.1.2 OR 3.2 If incomplete, prepare indorsement letter returning the documents to HEI thru CHEDRO	None	5 days	<i>ES II in-charge</i> <i>ES II in-charge</i>



4. Receive letter of indorsement	End of process			
	TOTAL:	None	20 days	



Request for Approval of Conferment of Honorary Doctorate Degrees by Higher Education Institutions (HEIs)

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.

Office or Division:	Office of Programs and Standards Development (OPSD) - Programs Development Division (PDD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government/G2B – Government to Business			
Who may avail:	Higher Education Institutions in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> HEI/s Letter request CHEDRO indorsement – evaluation, and recommendation Copy of the curriculum vitae, citation, of the candidate, and accomplishment/s Copy of the Board Resolution duly signed by the Board Secretary stating approval the conferment, and citing significant contributions and accomplishments of the candidate/conferee Justification/Rationale for awarding/conferment of Honoris Causa 		To be submitted by the applying HEI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online or written request to confer honorary degree addressed to the Commission through CHED Regional Office (CHEDRO)	1.1 Receive and check the completeness of the documents. In the case of incomplete submission, return the request to the applicant HEI	None	1 hour	<i>CHEDRO Designated Staff</i>
	1.2 Prepare and send acknowledgement letter to the HEI		1 day	
	1.3 Evaluate/check completeness of the			



	documents in accordance with CHED Memorandum Order and forwards request to the OPSD, along with the CHEDRO recommendation			
2. Wait for feedback from CHEDRO	<p>2.1 Receive, log, and forward HE/s request to OPSD</p> <p>2.2 Receive, log HEI/s request and forward to designated staff for action</p> <p>2.3 Prepare evaluation report, CSW and transmittal to Executive Director for CEB approval</p> <p>2.4 Deliberate and decide on the proposed conferment</p> <p>2.5 Notify HEI/s of the action taken by the CEB (approval, disapproval, or notation) on the conferment of Honoris Causa</p>		<p>1 hour</p> <p>2 days</p> <p>5 days</p> <p>9 days</p> <p>2 days</p>	<p><i>Records Section Staff</i></p> <p><i>Designated Staff</i></p> <p><i>Chief PDD</i></p> <p><i>Commission Secretariat/ Commission en Banc (CEB)</i></p> <p><i>Designated Staff/Office of the Executive Director</i></p>
3. Receive decision taken by the CEB	End of process	None		
TOTAL		None	20 days	



Request for Assessment of Conferences/Meetings to be Attended by SUC Officials/ Personnel

In accordance with the issuances on foreign travels by the Office of the President and Other National Government Agencies and pursuant to the government issuances on “Reiterating and Enforcing the Guidelines and Procedures with Respect to Foreign Trips of Government Officials and Personnel Under the Executive Department”, this procedure refers to the assessment of legitimacy of international conferences/meetings per Memorandum from the Commission dated 24 July 2019 titled “Guidelines for Securing Authority to Travel Abroad for State Universities and Colleges (SUCs)”.

Office or Division:	International Affairs Staff (IAS)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	SUC officials and personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.	Request letter to IAS director	President/VPAA/SUC/Director for International Affairs		
2.	IAS Form 15, Evaluation Form for the Necessity of Travel for SUCs	SUC IRO or authorized official		
3.	Invitation/acceptance letter	Organizer		
4.	Profile of organizer	Conference website cross referenced with trustworthy sources		
5.	Background information on international conference/meeting	Conference website cross referenced with trustworthy sources		
6.	For paper presentations: Proof that papers presented in the conference will be published in journals indexed by Elsevier/Scopus/ASEAN Citation Index (ACI)	Screenshot of Elsevier/Scopus/ASEAN Citation Index (ACI) websites		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit online request letter together with required documents.	1. Receive, record & acknowledge request. 1.1 If documents are incomplete, contact requesting SUC to submit lacking documents.	None	2 days	<i>Assigned staff</i>
2. Wait for reply/endorsement	2. Evaluate international conference/ meeting.	None	10 days	<i>Assigned staff</i>



	2.1 Fills out IAS Form 10 – Assessment of International Conference and draft response		2 days	<i>Assigned staff</i>
	2.2 Review and finalize communication and assessment.		1 day	<i>Chief</i>
	2.3 Sign communication.		1 day	<i>IAS Director</i>
3. Receive thru email the communication/ endorsement	3. Email advance copy of communication to requesting SUC and officially release LLS-IED Staff by mail.	None	2 days	<i>Assigned staff</i>
	TOTAL:	None	18 days	



Request for CHED Statistical Data/Information

Office or Division:	Office of Planning, Research and Knowledge Management (OPRKM)- Knowledge Management Division (KMD)-Information Management Unit (IMU)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any Individual/Client			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Formal request letter stating the purpose/usage of the data/information with client's contact details including email address			Clients residence / office / Higher Education Institutions where the client is affiliated	
1. Filled-up request form for walk-in clients			Knowledge Management Division-Information Management Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send online request for CHED data/information	1. Receive and forward to the Statistician	None	5 minutes	<i>IMU Staff</i>
(With Readily Available Format or Statistical Table)				
	1.1 Process the requested data. For requests which are not available, notify the client	None	2.5 working days	<i>IMU Staff</i>
2. Receive the Data/Information through email	2.1 Release the requested data/information thru email/fax	None	5 minutes	<i>IMU Staff</i>
	Total	None	3 days	
(With Less than 3 Levels of Disaggregation)				
	2.2 Process the requested data. For requests which are not available, notify the client	None	6 working days	<i>IMU Staff</i>
3. Receive the Data/Information through email	3.1. Release the requested data/information thru email/fax	None	5 minutes	<i>IMU Staff</i>
	TOTAL	None	7 days	
Multi-Year or Historical Data with More Than Two Levels of Disaggregation				
	3.2. Process the requested data. For requests which are not available, notify the client	None	19 working days	<i>IMU Staff</i>
4. Receive the Data/Information	4. Release the requested data/information thru	None	5 minutes	<i>IMU Staff</i>



through email	email/fax			
	TOTAL	None	20 days	



Request for Endorsement of Applications for Students Internship Abroad Program (SIAP) to the Bureau of Immigration (BI)

The issuance of CHED Endorsement to the Bureau of Immigration (BI) for Students who will undergo Student Internship Abroad Program (SIAP) is the process for those students who enrolled in Higher Education Institutions and would undergo internship with existing tie up Foreign Host Establishments/Organizations (FHEs/Os).

Office or Division:	Office of Student Development and Services (OSDS) – International Student Affairs Division (ISAD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business & G2G - Government to Government
Who may avail:	Qualified Higher Education Institutions (HEIs) with existing tie up with Foreign Host Establishments/Organization (FHEs/Os)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Memorandum of Agreement (MOA) executed by and between Higher Education Institutions (HEIs) and their Foreign Host Establishments/Organizations (FHEs/Os) signed by the HEI President or his/her duly authorized representative	Qualified Higher Education Institution
3. Portfolio of Student Internship Abroad Program (SIAP) to be attended by the students	
2.1 Notarized Application Letter signed by HEI President or his/her Authorized representative (original);	
2.2 Transcript of Records with Seal (original);	
2.3 Passport (photocopy);	
2.4 Training Permit or Appropriate Visa issued by host country (photocopy);	
2.5 Medical Certificate (original)	
2.6 HEI Certification of Student Eligibility with Seal (original);	
2.7 Flight details of a round ticket (if the actual round ticket has not yet been submitted with the other requirements, a photocopy of it must be submitted after the approval/signature of the CHED Endorsement to BI);	
2.8 Proof of level of accreditation of the program;	
2.9 Comprehensive Insurance Policy covering the whole duration of the internship period	
2.10 Training Permit issued by the Foreign Host Establishments/Organizations (FHEs/Os) and/or Internship Agreement entered into by and between the student interns and FHEs/Os;	
2.11 Internship Plan	
2.12 FHEs/Os Directory (list of departing student interns together with address and telephone numbers of FHEs and dormitories;	
2.13 Proof of conduct of initial visit and inspection of the partner FHEs/Os;	
2.14 Proof of conduct of general orientation and pre-departure briefing of qualified student interns;	
2.15 Written consent from parents/guardian/spouse;	



2.16 Designation of a regular and qualified faculty member or authorized Internship Coordinator;				
2.17 For SUCs, copy of Board of Regents (BOR) Resolution and/or Excerpts of the Meeting indicating the BOR approval on the MOA or MOU with the FHE/Os and list of students				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Letter together with the required supporting documents	1. Evaluate for completeness of requirements and if found complete, receive application and prepare endorsement addressed to the Office of Student of Development and Services (OSDS), otherwise, prepare deficiency letter addressed to the applicant HEI.	None	3.5 days	<i>CHEDRO SIAP Focal</i>
2. Receive the CHEDRO endorsement together with the supporting documents or deficiency letter	2. Release the documents to the concerned HEI SIAP Coordinator	None	0.5 day	<i>CHEDRO SIAP Focal</i>
3. Submit CHEDRO Endorsement, Application Letter and supporting documents	3.1 Evaluate for completeness and compliance and receive the documents. If found in order, prepare the CHED Endorsement to the Bureau of Immigration, copy furnished the Department of Foreign Affairs (DFA), attaching the checklist of evaluation and timeline per batch of students.	None	5 days	<i>International Student Affairs Division ISAD SIAP Focal ISAD Chief EPS</i>
	3.2 Review the CHED Endorsement to the Bureau of Immigration and affixes initial and recommend to the OED the approval of the CHED Endorsement to the Bureau of Immigration		1 day	<i>Director</i>



	3.3 Review and initial the completeness of the requirements 3.4 Sign the CHED Endorsement to Bureau of Immigration		2 days 3 days	<i>Executive Director</i> <i>Chairperson</i>
4. Receive the CHED Endorsement to the Bureau of Immigration	4 Release the CHED Endorsement to the Bureau of Immigration, through the HEI's authorized representative, and send an e-copy to DFA for information and reference.	None		<i>ISAD SIAP Focal</i>
TOTAL:		None	15 working days	



Request for Endorsement for Conversion/Extension of Visa of Foreign Students to the Bureau of Immigration

The issuance of CHED Indorsement to Bureau of Immigration for Foreign Students is a requirement for the conversion/extension of student visa of existing foreign students in the Philippines in case of student transfer, shifting to another program, taking additional program, or pursuing further studies in another Philippine HEI. This is a requirement by the B.I in coordination with the CHED, to be complied by the accepting authorized HEI.

Office or Division:	Office of Student Development and Services (OSDS) - International Student Affairs Division (ISAD)			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business & G2G - Government to Government			
Who may avail:	Liaison Officers of Higher Education Institutions (HEIs) authorized to accept Foreign Students in the Philippines			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter/Indorsement from the accepting HEI signed by HEI Registrar			Higher Education Institution authorized to accept Foreign Students	
2. Photocopy of Passport (both bio-page and visa page)				
3. True copy of Transcript of Records from the HEI last attended certified by HEI Registrar				
4. True Copy of Transfer Credentials issued by HEI last attended certified by HEI Registrar				
5. Notice of Acceptance from the accepting HEI signed by HEI Registrar				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Evaluate completeness of the requirements and if found with complete requirements, receive the request for CHED Indorsement to BI.	None	0.5 day	<i>International Student Affairs Division (ISAD) Staff</i>
	1.2 Review the submitted documents, if found in order, prepare the CHED Indorsement to BI, otherwise, prepare deficiency letter		0.5 day	<i>ISAD FS Focal</i>
	1.3 Review the CHED Indorsement to BI/deficiency letter and affix initials		0.5 day	<i>ISAD Chief EPS</i>



	1.4 Sign the CHED Indorsement to BI/deficiency letter		0.5 day	
1. Receive the CHED Indorsement to BI/deficiency letter	2. Release the CHED Indorsement to BI/deficiency letter	None	0.5 days	<i>ISAD Staff</i>
TOTAL:		None	3 working days	



Request for Endorsement for Tax Exemption of HEIs to the Department of Finance (DOF)

Office or Division:	Legal and Legislative Service (LLS) – Investigation and Enforcement Division (IED)			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Higher Education Institutions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> Letter – Application by a duly authorized representative of the institution indicating that the requesting school is non-stock and non-profit educational corporation, and the items being imported (under oath) Bill of Lading/Airway bill Invoice or Importation documents such as placement orders/Proforma Invoice Deed of undertaking duly notarized which must state categorically that the imported articles shall be used actually, directly and exclusively for educational purposes and shall not be resold, or transferred for material consideration Certificate of CHED/DECS Recognition of School, Government Permit to Operate Certified True Copy of Articles of Incorporation and By-Laws In case of DONATIONS, Deed of Donation and the corresponding Deed of Acceptance Copy of Official Receipt of the payment for tax exemption 			<p>Requesting Party</p> <ul style="list-style-type: none"> - Requesting Party/Securities and Exchange Commission - Donor - AFMS-CHED 	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Cashier for payment of Tax Exemption	1. Issue official receipt (OR)	Php 1,500.00	30 minutes	AFMS/Cashier
2. Submit a letter request for Tax Exemption to the CHED Records Section with all the required documents	2.1 Receive, record and immediately forward the documents to the Legal and Legislative Service (LLS)	None	half day	AFMS/Records Officer
	2.2 Receive and record request and forward the document to the LLS Director		30 minutes	LLS-IED Staff
	2.3 Route the request to the staff for complete staff work		half day	LLS Director
	2.4 Evaluate the application and prepare the endorsement letter with appropriate recommendations to the		1 day	LLS-IED Staff



	Department of Finance and submit endorsement for review and initials 2.5 Review, sign endorsement and forward to the CHED Chairman for approval 2.6 Sign Endorsement 2.7 Record and forward to Records Section		half day 1 day 1 hour	LLS Director/Chief OC Chairman LLS-IED Staff
3. Receive endorsement	3. Record and release the endorsement order	None	2 hours	AFMS/Records Officer
	TOTAL:	None	5 days	



Central Office Internal Services



Request for Payment of Airfare (Procurement Service)

This service refers to the processing of disbursement voucher for the payment of airfare purchased through:

- Procurement Service
- PAL Credit Line
- PAL Direct

Office or Division:	Accounting, Budget, and Cashier Units			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	HEDF Project Implementors (CHED Central Office)			
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE		
FOR PROCUREMENT SERVICE				
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit		
Document 3: Billing Statement (1 copy)		Procurement Service		
Document 4: Copy of Ticket (1 copy)		Requesting CHED		
Document 3: Authority to Hold Activity (ATHA) (1 copy)		Office of Executive Director/Deputy Executive Director		
Document 4: Request for Budget Approval (RBA) (1 copy)		Office of Executive Director/Deputy Executive Director		
Document 5: Authority to Travel (1 copy)		Requesting CHED Office		
FOR PAL CREDIT LINE				
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit		
Document 3: Billing Statement (1 copy)		Philippine Airlines		
Document 4: Copy of Ticket (1 copy)		Requesting CHED		
Document 3: Authority to Hold Activity (ATHA) (1 copy)		Office of Executive Director/Deputy Executive Director		
Document 4: Request for Budget Approval (RBA) (1 copy)		Office of Executive Director/Deputy Executive Director		
Document 5: Authority to Travel (1 copy)		Requesting CHED Office		
FOR PAL DIRECT				
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit		
Document 3: Authority to Hold Activity (ATHA) (1 copy)		Office of Executive Director/Deputy Executive Director		
Document 4: Request for Budget Approval (RBA) (1 copy)		Office of Executive Director/Deputy Executive Director		
Document 5: Authority to Travel (1 copy)		Requesting CHED Office		
Document 6: Breakdown of Airfare		Philippine Airlines		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit DV and above-mentioned supporting documents.	1. Attach the approved ORS	None	1 day	AO5 Budget-HEDFS/AFMS HEDF/AFMS Accounting Unit <i>Chief Accountant</i>	
	2. Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the certified DV to the Director/Chairperson for signature		7 days		
	3. Prepare check and bank documents (List of Due and Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), and Advice of Checks Issued and Cancelled (ACIC)) for signature of the HEDF Director/CHED Chairperson.		3 days		<i>Cashier</i> HEDFS/AFMS- Cash
	4. Submit the LDDAP-ADA and ACIC to the Land Bank of the Philippines.		1 day		<i>Cashier</i> HEDFS/AFMS- Cash
	5. Release check to Procurement Service in exchange for an Official Receipt.		<i>Cashier</i> HEDFS/AFMS- Cash		
TOTAL:		None	12 days		



Request for Payment of Cash Advance

This service refers to the processing of disbursement voucher for release of cash advance relative to:

- local travel
- foreign travel

Office or Division:	Accounting, Budget, and Cashier Units	
Classification:	Highly Technical	
Type of Transaction:	Government to Government	
Who may avail:	HEDF Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR LOCAL TRAVEL:		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Authority to Hold Activity (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 4: Request for Budget Approval (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 5: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 6: Approved Itinerary of Travel (1 copy)	Office of HEDF Director	
Document 7: Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1 copy)	HEDF/AFMS Accounting Unit	
FOR FOREIGN TRAVEL:		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Authority to Travel/Travel Order (1 copy)	Office of the Chairperson/Office of the President	
Document 4: Approved Itinerary of Travel (1 copy)	Office of HEDF/AFMS Director	
Document 5: Letter of Invitation of host/ sponsoring country/ agency/ organization (1 copy)	Host/Foreign Country	
Document 6: For Seminar/Training -Letter of Invitation addressed to CHED inviting participants (1 copy)	Host/Foreign Country	



Document 7: For Seminar/Training - Acceptance of the nominees as participants (1 copy)		Host/Foreign Country		
Document 8: Quotation of three (3) travel agencies or its equivalent (1 copy)		Requesting CHED Office		
Document 9: Flight Itinerary issued by the airline/ ticketing office/ travel agency (1 copy)		Requesting CHED Office		
Document 10: Copy of UNDP rates (1 copy)		Requesting CHED Office		
Document 11: Document to show the dollar to peso exchange rate at the date of grant of cash advance (1 copy)		Requesting CHED Office		
Document 12: Where applicable, authority from the OP to claim representation expenses (1 copy)		Office of the President		
Document 13: Certification from IAS (1 copy)		IAS		
Document 14: Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (1 copy)		HEDF/AFMS Accounting Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV and above-mentioned supporting documents.	1. Attach the approved ORS.	None	1 day	<i>AO 5 Budget HEDFS/AFMS</i>
	2. Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV/Payroll certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the certified DV/Payroll to the Director/Chairperson for signature.		7 days	<i>Chief Accountant- HEDFS/AFMS</i>
	3. Prepare bank documents (List of Due and Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), Advice of Checks Issued and Cancelled (ACIC), and/or Financial Data Entry System (FinDES)) for signature of the HEDF Director/CHED Chairperson.		3 days	<i>Cashier HEDFS/AFMS- Cash</i>
	4. Submit the LDDAP-ADA, ACIC, and/or FinDES to the Land Bank of the		1 day	<i>Cashier</i>



	Philippines to transfer funds to bank account of payee.			<i>HEDFS/AFMS-Cash</i>
		TOTAL:	None	12 days



Request for Payment of First Salary of Project Technical Staff

This service refers to the processing of disbursement voucher or payroll for the payment of first salary of project technical staff.

Office or Division:	Accounting, Budget, and Cashier Units			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	HEDF Project Implementors (CHED Central Office)			
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE		
Document 1: Disbursement Voucher, if one person (1 copy) or Payroll, if more than one person (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit		
Document 3: Original DTR (1 copy)		Project Technical Staff		
Document 4: Accomplishment Report (1 copy)		Project Technical Staff		
Document 5: Original Contract (1 copy)		AFMS-HRMD		
Document 6: Proof of Transmittal of Contract to COA (1 copy)		Requesting CHED Office		
Document 7: Salary Computation (1 copy)		AFMS-HRMD		
Document 8: Certificate of Assumption (1 copy)		Requesting CHED Office		
Document 9: Land Bank Savings Account Number (1 copy)		Project Technical Staff		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV or Payroll and above-mentioned supporting documents.	1. Attach the approved ORS.	None	1 day	<i>AO 5 Budget HEDFS/AFMS- Chief Accountant- HEDFS/AFMS</i>
	2. Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV/Payroll certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the certified DV/Payroll to the Director/Chairperson for signature.		7 days	
	3. Prepare bank documents (List of Due and		3 days	



	<p>Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), Advice of Checks Issued and Cancelled (ACIC), and/or Financial Data Entry System (FinDES)) for signature of the HEDF Director/CHED Chairperson.</p> <p>4. Submit the LDDAP-ADA, ACIC, and/or FinDES to the Land Bank of the Philippines to transfer funds to bank account of payee.</p>		<p>1 day</p>	<p><i>HEDFS/AFMS-Cash</i></p> <p><i>Cashier</i> <i>HEDFS/AFMS-Cash</i></p>
TOTAL:		None	12 days	



Request for Payment of Honorarium

This service refers to the processing of disbursement voucher or payroll for the payment of honorarium of:

- technical expert (meeting)
- technical expert (monitoring)
- resource person
- reviewer
- faculty development program (FDP) coordinator

Office or Division:	Accounting, Budget, and Cashier Units
Classification:	Highly Technical
Type of Transaction:	Government to Government
Who may avail:	HEDF Project Implementors (CHED Central Office)
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)	WHERE TO SECURE
FOR TECHNICAL EXPERT (MEETINGS)	
Document 1: Disbursement Voucher, if one person (1 copy) or Payroll, if more than one person (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 5: Attendance Sheet (1 copy)	Requesting CHED Office
Document 6: Minutes of the Meeting (1 copy)	Requesting CHED Office
Document 7: Proof of Appointment/ CHED Special Order (CSO) (1 copy)	Requesting CHED Office
FOR TECHNICAL EXPERT (MONITORING)	
Document 1: Disbursement Voucher, if one person (1 copy) or Payroll, if more than one person (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 5: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director
Document 6: Certificate of Appearance/ Attendance Sheet (1 copy)	Requesting CHED Office
Document 7: Accomplishment Report (1 copy)	Requesting CHED Office
Document 8: Proof of Appointment/ CHED Special Order (CSO) (1 copy)	Requesting CHED Office
FOR RESOURCE PERSON	



Document 1: Disbursement Voucher, if one person (1 copy) or Payroll, if more than one person (1 copy)	Requesting CHED Office			
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit			
Document 3: Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director			
Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director			
Document 5: Certificate of Appearance/ Attendance Sheet (1 copy)	Requesting CHED Office			
Document 6: Minutes of the Meeting/ Accomplishment Report (1 copy)	Requesting CHED Office			
Document 7: Invitation (1 copy)	Requesting CHED Office			
Document 8: Program (1 copy)	Requesting CHED Office			
Document 9: Copy of Presentation (1 copy)	Resource Person			
Document 10: Certification of Services Rendered (1 copy)	Requesting CHED Office			
Document 11: Computation of Honorarium (1 copy)	Requesting CHED Office			
FOR REVIEWER				
Document 1: Disbursement Voucher, if one person (1 copy) or Payroll, if more than one person (1 copy)	Requesting CHED Office			
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit			
Document 3: Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director			
Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director			
Document 5: Invitation (1 copy)	Requesting CHED Office			
Document 6: Rating/Evaluation Sheet (1 copy)	Requesting CHED Office			
Document 7: Certification of Services Rendered (1 copy)	Requesting CHED Office			
FOR FDP COORDINATOR				
Document 1: Disbursement Voucher, if one person (1 copy) or Payroll, if more than one person (1 copy)	OPSD			
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit			
Document 3: Certification of Services Rendered (1 copy)	OPSD			
Document 4: CSO or Proof of Appointment (1 copy)	OPSD			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV or Payroll and above-mentioned supporting documents.	1. Attach the approved ORS. 2. Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV/Payroll certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the	None	1 day 7 days	AO 5 Budget HEDFS/AFMS- Chief Accountant- HEDFS/AFMS



	certified DV/Payroll to the Director/Chairperson for signature.			
	3. Prepare bank documents (List of Due and Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), Advice of Checks Issued and Cancelled (ACIC), and/or Financial Data Entry System (FinDES)) for signature of the HEDF Director/CHED Chairperson.		3 days	<i>Cashier HEDFS/AFMS- Cash</i>
	4. Submit the LDDAP-ADA, ACIC, and/or FinDES to the Land Bank of the Philippines to transfer funds to the bank account of the payee.		1 day	<i>Cashier HEDFS/AFMS- Cash</i>
	Total	None	12 days	



Request for Payment of Institutional Grant

This service refers to the processing of disbursement voucher for the payment of grant awarded to:

- State University or College (SUC)
- Non-Government Organization (NGO) or Private Organization (PO) identified as non-stock or non-profit corporation
- Higher Education Institution (HEI) under the National Higher Education Research Agenda (NHERA) Project
- HEI under Co-Hosting Scheme
- HEI under the Financial Assistance for Voluntary Accreditation Project
- Thesis/Dissertation Grant
- Paper Presentation Grant

Office or Division:	Accounting, Budget, and Cashier Units	
Classification:	Complex	
Type of Transaction:	Government to Government	
Who may avail:	HEDF Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR 1ST TRANCHE PAYMENT (SUC)		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Perfected Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office	
Document 4: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat	
Document 5: Project Summary Sheet (1 copy)	Project Proponent	
Document 6: Project Proposal (1 copy)	Project Proponent	
Document 7: Logical Framework (1 copy)	Project Proponent	
Document 8: Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office	
Document 9: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit	
FOR 2ND OR 3RD TRANCHE PAYMENT (SUC)		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Perfected MOA (1 copy)	Requesting CHED Office	
Document 4: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat	
Document 5: Terms of Reference (TOR) (1 copy)	Project Proponent	



Document 6: Work and Financial Plan (1 copy)	Project Proponent
Document 7: Line Item Budget (1 copy)	Project Proponent
Document 8: Schedule of Deliverables (1 copy)	Project Proponent
Document 9: Certification of Acceptance of Submitted Documents and Recommendation for Payment (1 copy)	Requesting CHED Office
Document 10: Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office
Document 11: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
FOR NGO/PO	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office
Document 4: Complete project proposal approved/signed by its officers which shall include the objectives, target beneficiaries, feasibility studies, risk assessment, design, plans, blueprints, charts, etc. (1 copy)	Project Proponent
Document 5: WFP and Sources and Details of Proponents Equity Participation in the Project (1 copy)	Project Proponent
Document 6: Logical Framework (1 copy)	Project Proponent
Document 7: Project Summary Sheet (1 copy)	Project Proponent
Document 8: Certificate of Registration with the Securities and Exchange Commission (SEC)	Project Proponent
Document 9: Authenticated copy of the latest Articles of Incorporation showing the original incorporators/organizers and the Secretary's Certificate for incumbent officers, together with the Certificate of Filing with the SEC. (1 copy)	Project Proponent
Document 10: Financial reports, audited by an Independent Certified Public Accountant for the past three years preceding the date of project implementation (1 copy)	Project Proponent
Document 11: Disclosure by the NGO/PO of other related business, if any and extent of ownership therein. (1 copy)	Project Proponent
Document 12: List and/or photographs of similar projects previously completed by the NGO/PO, if any, indicating the source of funds for their implementation. (1 copy)	Project Proponent
Document 13: A sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth degree to the Officials of CHED authorized to process and/or approved the proposals, the MOA and the release of funds. (1 copy)	Project Proponent
Document 14: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
Document 15: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 16: Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office



Document 17: Other documents that may be required later by COA (1 copy)	Requesting CHED Office
Document 18: Certification of Acceptance of Submitted Documents and Recommendation for Payment (for 2 nd /3 rd tranche payment only) (1 copy)	Requesting CHED Office
FOR GRANT UNDER NHERA	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office
Document 4: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 5: Project Summary Sheet (1 copy)	Project Proponent
Document 6: Project Proposal (1 copy)	Project Proponent
Document 7: Logical Framework (1 copy)	Project Proponent
Document 8: Terms of Reference (1 copy)	Project Proponent
Document 9: Workplan (1 copy)	Project Proponent
Document 10: Line Item Budget (1 copy)	Project Proponent
Document 11: Schedule of Deliverables and Tranche Releases (1 copy)	Project Proponent
Document 12: Proof of Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office
Document 13: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
Document 14: Certification of Acceptance and Recommendation for Payment (for 2 nd tranche payment only) (1 copy)	Requesting CHED Office
FOR CO-HOSTING GRANT	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 4: Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office
Document 5: Transmittal of MOA to Commission on Audit (COA) (1 copy)	Requesting CHED Office
Document 6: Billing or Statement of Account (1 copy)	Grantee
Document 7: Certificate of Acceptance of Submitted Documents and Recommendation for Payment (1 copy)	Requesting CHED Office
Document 8: Certification of No Existing Unliquidated Fund Transfer (1 copy)	HEDF/AFMS Accounting Unit
FOR FINANCIAL ASSISTANCE FOR VOLUNTARY ACCREDITATION	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Memorandum of Agreement (MOA) (1 copy)	Requesting CHED Office
Document 4: Commission en Banc (CEB) Resolution (1 copy)	Commission Secretariat
Document 5: Project Summary Sheet (1 copy)	Project Proponent



Document 6: Project Proposal (1 copy)		Project Proponent			
Document 7: Logical Framework (1 copy)		Project Proponent			
Document 8: Proof of Transmittal of MOA to Commission on Audit (COA) (1 copy)		Requesting CHED Office			
Document 9: Certification of No Existing Unliquidated Fund Transfer (1 copy)		HEDF Accounting Unit			
Document 10: SEC Registration (1 copy)		Project Proponent			
Document 11: Financial Statement (1 copy)		Project Proponent			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit DV and above-mentioned supporting documents.	1. Attach the approved ORS.	None	1 day	AO 5- HEDFS/AFMS- Budget Chief Accountant- HEDFS/AFMS	
	2. Evaluate the DV, ORS, and other supporting documents. If all in order, affixes signature in the DV certifying cash availability and completeness of supporting documents and propriety of amount claimed. The certified DV is forwarded to the HEDF/AFMS Director/CHED Chairperson for signature.		7 days		
	3. Prepare check and bank documents (List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA), and Advice of Checks Issued and Cancelled (ACIC)) for signature of the HEDF Director/CHED Chairperson.		3 days		Cashier HEDFS/AFMS- Cash
	4. Submit the LDDAP-ADA and ACIC to the Land Bank of the Philippines.		1 day		Cashier HEDFS/AFMS- Cash



	5. Release check to SUC in exchange for an Official Receipt.			<i>Cashier HEDFS/AFMS- Cash</i>
	TOTAL:	None	12 days	



Request for Payment of Student/Faculty Grant

This service refers to the processing of disbursement voucher for the payment of:

- thesis/dissertation grant
- paper presentation grant

Office or Division:	Accounting, Budget, and Cashier Units	
Classification:	Highly Technical	
Type of Transaction:	Government to Government	
Who may avail:	HEDF Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR FIRST RELEASE (THESIS/DISSERTATION)		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Perfected Contract (1 copy)	Requesting CHED Office	
Document 4: Profile of Grantee (1 copy)	Grantee	
Document 5: Approved Recommendation (1 copy)	Requesting CHED Office	
Document 6: Proof of Transmittal of Contract to Commission on Audit (COA) (1 copy)	Requesting CHED Office	
FOR SECOND/THIRD RELEASE (THESIS/DISSERTATION)		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Perfected Contract (1 copy)	Requesting CHED Office	
Document 4: Certification of Submission of Final Paper (1 copy)	Requesting CHED Office	
Document 5: Approval Sheet of Final Paper (1 copy)	Requesting CHED Office	
Document 6: Proof of Transmittal of Contract to COA (1 copy)	Requesting CHED Office	
FOR PAPER PRESENTATION		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Perfected Contract (1 copy)	Requesting CHED Office	
Document 4: Approved Recommendation (1 copy)	Requesting CHED Office	
Document 5: Three Airfare Quotations (1 copy)	Grantee	
Document 6: Travel Report (1 copy)	Grantee	
Document 7: Paper/electronic plane or bus tickets (1 copy)	Grantee	
Document 8: Original Boarding Pass (1 copy)	Grantee	
Document 9: Certificate of Appearance (1 copy)	Grantee	
Document 10: Official Receipt of Airfare Payment (1 copy)	Grantee	



Document 11: Official Receipt of Registration Fee Payment (1 copy)		Grantee		
Document 12: Proof of Transmittal of Contract to Commission on Audit (COA) (1 copy)		Requesting CHED Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV and above-mentioned supporting documents.	1. Attach the approved ORS. 2. Evaluate the DV, ORS, and other supporting documents. If all in order, affixes signature in the DV certifying cash availability and completeness of supporting documents and propriety of amount claimed. The certified DV is forwarded to the HEDF/AFMS Director/CHED Chairperson for signature. 3. Prepare check and bank documents (List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA), and Advice of Checks Issued and Cancelled (ACIC)) for signature of the HEDF Director/CHED Chairperson. 4. Submit the LDDAP-ADA, ACIC, and/or FinDES to the Land Bank of the Philippines to transfer funds to bank account of payee.	None	1 day 7 days 3 days 1 day	<i>AO 5- Budget HEDFS/AFMS Chief</i> <i>Accountant-HEDFS/AFMS</i> <i>Budget</i> <i>Cashier HEDFS/AFMS-Cash</i> <i>Cashier HEDFS/AFMS-Cash</i>
TOTAL:		None	12 days	





Request for Reimbursement of Expenses

This service refers to the processing of request of reimbursement of the following expenses:

- Local Travel Expenses
- Airfare (Local Travel)
- Airfare (Foreign Travel)
- Supplies
- Food
- Accommodation
- Mailing
- All Others

Office or Division:	Accounting, Budget, and Cashier Units	
Classification:	Internal Services	
Type of Transaction:	Government to Government	
Who may avail:	HEDF Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR LOCAL TRAVEL EXPENSES		
Document 1: Disbursement Voucher, if one person (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Authority to Hold Activity (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 4: Request for Budget Approval (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 5: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 6: Itinerary of Travel, specify residence (1 copy)	Office of HEDF/AFMS Director	
Document 7: Certificate of Travel Completed (1 copy)	Requesting CHED Office	
Document 8: Certificate of Appearance (for monitoring activities) or Attendance Sheet (for meeting/workshop) – (1 copy)	Requesting CHED Office	
Document 9: Travel Report (1 copy)	Payee	
Document 10: Paper/electronic plane or original bus tickets	Payee	
Document 11: Original boarding pass	Payee	
Document 12: Original terminal fee	Payee	
Document 13: Certification of Expenses not Requiring Receipts (1 copy)	Requesting CHED Office	
Document 14: Official Receipts of Gasoline/Toll Fees (1 copy)	Requesting CHED Office	
Document 15: If applicable, revised or supplemental Office Order or any proof supporting the change of schedule. (1 copy)	Requesting CHED Office	
Document 16: Authority to Reimburse (1 copy)	Requesting CHED Office	



Document 17: Trip Ticket, if driver (1 copy)	Payee
Document 18: Justification for the use of Taxi based on EO 77	Payee
FOR AIRFARE (LOCAL TRAVEL)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF Budget Unit
Document 3: Authority to Hold Activity (1 copy)	Office of Executive Director/Deputy Executive Director/Office of the President
Document 4: Request for Budget Approval (1 copy)	Office of Executive Director/Deputy Executive Director/Office of the President
Document 5: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director/Office of the President
Document 6: Official Receipts (1 copy)	Payee
Document 7: Copy of Plane Ticket (1 copy)	Payee
Document 8: Authority to Reimburse (1 copy)	Requesting CHED Office
FOR AIRFARE (FOREIGN TRAVEL)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF Budget Unit
Document 3: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director/Office of the President
Document 4: Approved Itinerary of Travel (1 copy)	Office of HEDF/AFMS Director
Document 5: Letter of Invitation of Host/ Sponsoring Country/ Agency/ Organization (1 copy)	Payee
Document 6: Quotation of three (3) travel agencies or its equivalent (1 copy)	Requesting CHED Office
Document 7: Flight Itinerary issued by the airline/ ticketing office/ travel agencies (1 copy)	Requesting CHED Office
Document 8: Paper/electronic plane or bus tickets, boarding pass, terminal fee (1 copy)	Payee
Document 9: Certificate of Appearance (1 copy)	Payee
Document 10: Certificate of Travel Completed (1 copy)	Requesting CHED Office
Document 11: Travel Report (1 copy)	Payee
Document 12: Document to show the dollar to peso exchange rate	Requesting CHED Office
Document 13: Certification from IAS	IAS
Document 14: Copy of UNDP rates	Requesting CHED Office
Document 15: Where applicable, authority from the OP to claim representation expenses (1 copy)	Office of the President
FOR SUPPLIES	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF Budget Unit
Document 3: Authority to Reimburse (1 copy)	Requesting CHED Office
Document 4: Requisition and Issue Slip (1 copy)	Requesting CHED Office
Document 5: Approved RBA (1 copy)	Office of the Executive Director/Deputy Executive Director
Document 6: Purchase Request (1 copy)	Requesting CHED Office
Document 7: Certificate of Emergency Purchase (1 copy)	Requesting CHED Office
Document 8: Canvas papers of at least 3 price quotations and abstract (1 copy)	Requesting CHED Office



Document 9: Inspection and Acceptance Report or Waiver of Inspection (1 copy)		AFMS		
Document 10: Official Receipts or Cash Sales Invoice (1 copy)		Payee		
FOR FOOD				
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF Budget Unit		
Document 3: Authority to Reimburse (1 copy)		Requesting CHED Office		
Document 4: Official Receipts (1 copy)		Payee		
Document 5: Accomplishment Report/ Minutes of the Meeting (1 copy)		Requesting CHED Office		
Document 6: Original Authority to Hold Activity (1 copy)		Office of the Executive Director/Deputy Executive Director		
Document 7: Original Request for Budget Approval (1 copy)		Office of the Executive Director/Deputy Executive Director		
Document 8: Original Attendance Sheet (1 copy)		Requesting CHED Office		
FOR ACCOMMODATION				
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit		
Document 3: Authority to Reimburse actual expenses signed by the Head of Agency (1 copy)		Office of the Chairperson		
Document 4: Official Receipts (1 copy)		Payee		
Document 5: Authority to Hold Activity (1 copy)		Office of the Executive Director/Deputy Executive Director		
Document 6: Request for Budget Approval (1 copy)		Office of the Executive Director/Deputy Executive Director		
Document 7: Authority to Travel (1 copy)		Office of the Executive Director/Deputy Executive Director		
Document 8: List of Person Accommodated		Requesting CHED Office		
FOR MAILING				
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit		
Document 3: Authority to Reimburse (1 copy)		Requesting CHED Office		
Document 4: Summary of Disbursement (1 copy)		Requesting CHED Office		
Document 5: Official Receipts (1 copy)		Payee		
FOR ALL OTHER TYPES OF EXPENSES				
Document 1: Disbursement Voucher (1 copy)		Requesting CHED Office		
Document 2: Obligation Request and Status (ORS) (1 copy)		HEDF/AFMS Budget Unit		
Document 3: CEB Resolution (1 copy)		Commission Secretariat		
Document 4: MOA (1 copy)		Requesting CHED Office		
Document 5: COA Transmittal (1 copy)		Requesting CHED Office		
Document 6: Billing or Statement of Account (1 copy)		Requesting CHED Office		
Document 7: Accomplishment Report (1 copy)		Requesting CHED Office		
Document 8: Certification (1 copy)		Requesting CHED Office		
Document 9: Proof to support the conduct of the activity (training application form, enrolment form, etc.) (1 copy)		Requesting CHED Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete	1. Attach the approved ORS.	None	1 day	AO 5 Budget HEDFS/AFMS-



documents for reimbursement	2. Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV/Payroll certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the certified DV/Payroll to the Director/Chairperson for signature.		7 days	<i>Chief Accountant- HEDFS/AFMS</i>
	3. Prepare bank documents (List of Due and Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), Advice of Checks Issued and Cancelled (ACIC), and/or Financial Data Entry System (FinDES)) for signature of the HEDF Director/CHED Chairperson.		3 days	<i>Cashier HEDFS/AFMS- Cash</i>
	4. Submit the LDDAP-ADA, ACIC, and/or FinDES to the Land Bank of the Philippines to transfer funds to bank account of payee.		1 day	<i>Cashier HEDFS/AFMS- Cash</i>
TOTAL:		None	12 Days	



Request for Settlement of Account

This service refers to the processing of the disbursement voucher to settle account to a third party for the following expenses:

- hotel accommodation
- food and venue (bidding)
- food (send bill arrangement)
- airfare for foreign travel (travel agency)
- vehicle rental
- newspaper publication fee

Office or Division:	Accounting, Budget, and Cashier Units	
Classification:	Highly Technical	
Type of Transaction:	Government to Government	
Who may avail:	HEDF Project Implementors (CHED Central Office)	
CHECKLIST OF REQUIREMENTS (Note: All photocopied documents must be certified as true copy with signature over printed name, date and office.)		WHERE TO SECURE
FOR HOTEL ACCOMMODATION		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Authority to Hold Activity (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 5: Attendance Sheet/Certificate of Appearance (1 copy)	Requesting CHED Office	
Document 6: Original Copy of Billing or Statement of Account with list of occupants and hotel rates (1 copy)	Hotel Establishment	
FOR FOOD AND VENUE (BIDDING)		
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office	
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit	
Document 3: Original Copy of Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 4: Original Copy of Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director	
Document 5: Purchase Request (1 copy)	Requesting CHED Office	
Document 6: Abstract of Canvass (with sample quotations from 3 service providers) (1 copy)	Requesting CHED Office	
Document 7: Posting to PhilGEPS, if public bidding (1 copy)	BAC Secretariat	
Document 8: BAC Resolution (1 copy)	BAC Secretariat	



Document 9: Notice of Award (with acceptance/signature from the winning bidder) (1 copy)	BAC Secretariat
Document 10: Contract (1 copy)	Requesting CHED Office
Document 11: Original Copy of Statement of Account/Billing (1 copy)	Establishment
Document 12: Original Copy of Attendance Sheet (1 copy)	Requesting CHED Office
Document 13: Accomplishment Report (1 copy)	Requesting CHED Office
FOR FOOD (SEND BILL ARRANGEMENT)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Statement of Account (1 copy)	Establishment
Document 4: Purchase Order (1 copy)	Requesting CHED Office
Document 12: Original Copy of Attendance Sheet (1 copy)	Requesting CHED Office
Document 3: Original Copy of Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 4: Original Copy of Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 10: Minutes of the Meeting (1 copy)	Requesting CHED Office
FOR AIRFARE FOR FOREIGN TRAVEL (TRAVEL AGENCY)	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Travel (1 copy)	Requesting CHED Office
Document 4: Quotations from three (3) travel agencies or its equivalent (1 copy)	Requesting CHED Office
Document 5: Flight Itinerary issued by the airline/ticketing office/travel agency (1 copy)	Travel Agency/Airline
Document 6: Original Statement of Account or Billing (1 copy)	Requesting CHED
FOR VEHICLE RENTAL	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Authority to Hold Activity (ATHA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 4: Request for Budget Approval (RBA) (1 copy)	Office of Executive Director/Deputy Executive Director
Document 5: Authority to Travel (1 copy)	Office of Executive Director/Deputy Executive Director
Document 6: Certification from GSD that there is no available vehicle on the date of the activity (1 copy)	AFMS-GSD
Document 7: Authority to Hire Vehicle (1 copy)	Requesting CHED Office
Document 8: Posting to PhilGEPS (1 copy)	BAC Secretariat
Document 9: Abstract of Canvass (Bidders must be PhilGEPS registered)	BAC Secretariat
Document 8: BAC Resolution (1 copy)	BAC Secretariat
Document 9: Notice of Award (1 copy)	BAC Secretariat
Document 10: Contract (1 copy)	Requesting CHED Office
Document 11: Original Copy of Statement of Account/Billing (1 copy)	Establishment
FOR NEWSPAPER PUBLICATION FEE	
Document 1: Disbursement Voucher (1 copy)	Requesting CHED Office
Document 2: Obligation Request and Status (ORS) (1 copy)	HEDF/AFMS Budget Unit
Document 3: Statement of Account (1 copy)	Newspaper
Document 4: Advertising Contract (1 copy)	Requesting CHED Office



Document 5: Purchase Request (1 copy)		Requesting CHED Office			
Document 6: BAC Resolution (1 copy)		BAC Secretariat			
Document 7: Notice of Award with acceptance or signature of winning bidder (1 copy)		BAC Secretariat			
Document 8: Abstract of Canvass with sample quotations from three service providers (1 copy)		Requesting CHED Office			
Document 9: Copy of published documents (1 copy)		Requesting CHED Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit DV and above-mentioned supporting documents.	1. Attach the approved ORS.	None	1 day	<i>AO5 Budget-HEDFS/AFMS HEDF/AFMS Accounting Unit Chief Accountant</i>	
	2. Evaluate the DV, ORS, and other supporting documents. If all in order, affix signature in the DV certifying cash availability and completeness of supporting documents and propriety of amount claimed and forward the certified DV to the Director/Chairperson for signature		7 days		
	3. Prepare check and bank documents (List of Due and Demandable Accounts Payable -Advice to Debit Accounts (LDDAP-ADA), and Advice of Checks Issued and Cancelled (ACIC)) for signature of the HEDF Director/CHED Chairperson.		3 days		<i>Cashier HEDFS/AFMS- Cash</i>
	4. Submit the LDDAP-ADA and ACIC to the Land Bank of the Philippines to transfer funds to bank account of payee.		1 day		<i>Cashier HEDFS/AFMS- Cash</i>
TOTAL:		None	12 days		



Regional Office External Services



Application for Certification, Authentication and Verification (C.A.V.) of Academic Records

College student and graduates from private HEIs who have the intention to secure employment here and abroad may apply for the Certification, Authentication and Verification of their scholastic records. This is to ensure that their academic documents being issued by their respective colleges/universities are genuine and authentic thereby employers and other entities will be secured of engaging their services.

Office or Division:		Administrative Division		
Classification:		Simple		
Type of Transaction:		G2B/G2G/G2C		
Who may avail:		Graduates and Undergraduates Colleges Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request 2. Indorsement from HEI Registrar 3. Original and Certified True Copy of the Transcript of Record 4. Original and Certified True Copy of the Diploma 5. If applicant is an undergraduate, . Original and Certified True Copy of the Certificate of Units Earned) 6. Certified True Copy of Issued S.O. (for BSN graduates) RLE – 2 sets		HEI HEI HEI HEI HEI HEI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1. Receive and check the completeness of the requirements: 1.1 If in order, issue order of payment to client and advise to proceed to Cashier, issue claim stub. 1.2 If not in order, return the document to the client with notation of the deficiency	None	1 hour	<i>CAV Processor/ AO III</i>
2. Pay the corresponding fee	2. Receive payment and issue the OR to the client/s and forward documents to CAV Processor	Php 80.00	30 minutes	<i>Cashier</i>



<p>3. Wait for the release date</p>	<p>3.1 Verify documents and entries against CHEDRO records (eg. Form 19, records of S.O. released, enrolment list)</p> <p>3.1.1 If in order, prepare the Original and Duplicate copy of CAV</p> <p>3.1.2 If not in order, prepare disapproval letter for signature of RD</p> <p>3.2 Check the correctness and completeness of the content of CAV and prepares the CAV</p> <p>3.3 Sign the CAV and forwards the signed CAV to the Releasing Clerk</p>	<p>None</p>	<p>5 days</p>	<p><i>CAV Processor/AO III</i></p> <p><i>CAV Reviewer</i></p> <p><i>(CAO (CEPS))</i></p>
<p>4. Claim the CAV</p>	<p>4. Seal and stamp release</p> <p>4.1 If local, release to applicant</p> <p>4.2 If for DFA, transmit CAV with the masterlist via courier</p>	<p>None</p>	<p>4 hours</p>	<p><i>Releasing Clerk</i></p>
	<p>TOTAL:</p>	<p>Php 80.00</p>	<p>7 days</p>	



Application for Certification of Student Records and Other Relevant Documents

Office or Division		Administrative Division		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Requesting Party		
2. Photocopy of Transcript of Records/Diploma		School Graduated		
3. Receipt for Payment for Certification Fee		CHEDRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and supporting documents	1. Receive letter request and supporting documents from the requesting party and forward the letter request and supporting documents to RD	None	1 day	<i>Receiving Officer</i>
2. Pay the required fee	2. Receive payment	Php 130.00		<i>Collecting Officer</i>
3. Wait for schedule of release	3.1 Route the letter request and supporting documents to the concerned CHEDRO staff for appropriate action 3.2 Review letter request and supporting documents and prepares certification, if in order, affix initials then forward to CEPS for review 3.3 Review documents, affix initials, if in order, and forward to RD for review 3.4 Approve and sign the certification and forward to Records Officer	None	1 day	<i>Regional Director</i> <i>Concerned CHEDRO Staff</i> <i>CEPS</i> <i>Regional Director</i>
4. Present the OR	4. Release the Certification to the requesting party upon presentation of the OR	None	1 day	<i>Records Officer</i>
	TOTAL:	Php 130.00	3 days	



Application for Increase in Tuition and Other School Fees (TOSF)

Office or Division:	Technical Division			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Higher Education Institutions (Public and Private)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CHED Website			CHED	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit notarized Application Letter together with the required supporting documents during the two (2) weeks application period which will end on the last working day of February preceding the Academic Year (AY) the intended increase shall take effect	1. Receive and evaluate completeness of application documents using the prescribed Checklist. If complete and in order, accept the application, otherwise, return to the applicant-HEI for completion	None	4 hours	<i>Receiving Staff/Supervisor in charge</i>
For non-compliant HEI: 2. Receive notice	2.1 Review and evaluate the application documents and issue notice of disapproval to non compliant HEI	None	Within 15 working days upon receipt of application documents	<i>Supervisor in charge/CCEAP</i>
For compliant HEI: 3. Wait for final decision from CHED Central Office	2.2 Submit the regional consolidated report to the Office of Executive Director (OED) through the Office of Student Development and Services (OSDS) on or before 01 April of every Academic Year		Within 5 days after all applications are reviewed for consolidation of data on TOSFI	<i>Regional Director</i>



For compliant HEI: 1. Receive Memo regarding CEB decision	3. Release information on CEB decision of the TOSF increase	None		<i>Supervisor in charge Records Officer</i>
TOTAL:		None	20 working days	
<i>In the draft CMO on TOSFI, for Public HEIs, mechanism will still be determined by CHED and UniFAST</i>				



Application for Initial Permit (GP); Government Recognition (GR); Certificate of Program Compliance (COPC) for Undergraduate Programs, Except Medicine, Dentistry, Nursing, Engineering, Bachelor of Science in Marine Transportation (BSMT), Bachelor of Science in Maritime Engineering (BSMarE), Programs Without Existing Policies, Standards and Guidelines (PSGs) and those under the Legal Education Board (LEB)

Office or Division:	Technical Division	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business	
Who may avail:	Higher Education Institutions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
GPR Checklist:		
1. HEI's application letter duly signed by Chairman of Board of Trustees/President or authorized representative including notarized affidavit	To be submitted by the applying HEI	
2. For private HEI: Articles of Incorporation and By-Laws duly registered with Securities and Exchange Commission For local college: Copy of original Ordinance approving establishment		
4. For SUCs: Copy of Charter		
3. Copy(ies) of Transfer of Certificate(s) Title (TCT)/Lease Contract/Ownership of School Building		
4. Certificate of Occupancy for building(s) to be used in the name of HEI and indicated for educational purpose issued by City/Municipality's Office of Building Officials		
5. Feasibility study to include: <ul style="list-style-type: none"> • Brief description of proposed program • Institutional mandate & philosophy and goals of proposed program • Management viability such as: <ul style="list-style-type: none"> ○ Management capability and administrative competence as reflected in Organizational chart and qualifications of Management personnel • Market viability in terms of: <ul style="list-style-type: none"> ○ Demand for graduates/employment opportunities (at least in the next 5 years) ○ Prospective students (enrollment projection) ○ Presence of existing higher education institutions (HEIs) offering same course within the area • Financial viability in terms of sustainability of operation such as: <ul style="list-style-type: none"> ○ Financial soundness ○ Projected income and expenditure ○ Schedule of proposed tuition & other fees • Other operational aspects 		



<ul style="list-style-type: none"> o Location of schools in relation to factors that are not conducive to learning such cockpits, dancing halls, bars or recreational places of questionable character, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, jails, cemeteries and others 	
<p>6. School Administrators (President, Vice President(s), Director(s), Dean(s), Program Chair(s)/Head(s), Coordinator(s), etc.)</p> <p>a. Spreadsheet should include following information:</p> <ul style="list-style-type: none"> • Name • Position/Designation • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>b. Certified true copy of Transcript of Records</p> <p>c. Certified true copy of Professional License (if applicable)</p> <p>d. Copy of Resume/Curriculum Vitae</p> <p>e. Copy of notarized appointment/contract of employment (to be submitted if already hired)</p> <p>f. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition)</p> <p>g. Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)</p>	
<p>7. Faculty Members</p> <p>a. Spreadsheet should include following information (separate spreadsheet for faculty handling General Education subjects and Professional subjects):</p> <ul style="list-style-type: none"> • Name • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Field of specialization • Subjects to be taught • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>b. Certified true copy of Transcript of Records</p> <p>c. Certified true copy of Professional License (if applicable)</p> <p>d. Copy of Resume/Curriculum Vitae</p> <p>e. Copy of notarized appointment/contract of employment (to be submitted if already hired)</p> <p>f. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition)</p> <p>g. Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)</p>	
<p>8. Non-teaching personnel (Registrar, Guidance Counselor, Administrative staff, etc.)</p> <p>a. Spreadsheet should include following information:</p> <ul style="list-style-type: none"> • Name 	



<ul style="list-style-type: none"> • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>b. Certified true copy of Transcript of Records</p> <p>c. Certified true copy of Professional License (if applicable)</p> <p>d. Copy of notarized appointment/contract of employment</p>	
<p>9. Curriculum</p> <ul style="list-style-type: none"> • Distribution of subjects per term • Summary of units • Course description (by subject) • Course Syllabus (by subject) 	
<p>10. Library</p> <p>α. Librarian (copy of Transcript of Record, appointment, professional license)</p> <p>β. Facilities (floor space in sq. m.) – to include pictures</p> <p>χ. Seating capacity (combined number of students & faculty at one time)</p> <p>δ. Library collections (books, journals, magazines, dictionaries, almanacs, etc.)</p> <ul style="list-style-type: none"> • List of 5 non- duplicated book titles per subject in the curriculum published within the last 5 years • List of book collections/accessioned books <ul style="list-style-type: none"> ○ Start-up -3,000 library collections (for initial permit) ○ Minimum of 5,000 library collections (for recognition) • List of subscription to relevant professional journals <p>5. <i>Note: List should be in spreadsheet to include author, title of book, year of publication and number of volumes</i></p>	
<p>11. Physical facilities to be used exclusively for tertiary programs (to include pictures)</p> <ul style="list-style-type: none"> • School site • Total floor area (in sq. m.) • Buildings • Number & size of classrooms/ lecture rooms • Number & types of laboratories • <i>Note: Refer to PSG for the Program applied for</i> 	
<ul style="list-style-type: none"> • 12. List of equipment and other instructional devices/aids 	
<p>13. Support facilities</p> <ul style="list-style-type: none"> • Audio visual room • Sports and recreational, if outsourced to include notarized MOA • Canteen • Faculty lounge • Student lounge 	
<p>14. Support services</p> <p>a. Guidance and counseling</p> <ul style="list-style-type: none"> • b. Medical and dental services for students and faculty, if outsourced to include notarized MOA 	



15. NSTP				
a. Coordinator (copy of Transcript of Record & appointment)				
b. NSTP office				
<ul style="list-style-type: none"> Affiliation to Accredited NSTP Provider, if outsourced, to include notarized MOA 				
<ul style="list-style-type: none"> 16. School bond in the amount of six thousand pesos (P6,000.00) in cash or check payable to CHEDRO (for newly established private HEI only) 				
<ul style="list-style-type: none"> 17. Application fee in the amount of four thousand pesos (P4,000) in cash or check payable to CHEDRO 				
18. Inspection fee in the amount of four thousand pesos (P4,000) in cash or check payable to CHEDRO				
•				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application requirements – per GPR Checklist, one (1) set/folder (soft and hard copies and duly accomplished self-evaluation form per program	1. Review and receive complete application documents. If incomplete, return to the applicant-HEI	Application Fee: Php 8,000.00 per program Inspection Fee: Php 15,000.00 per program (for IP and GR)	4 hours per application	<i>Receiving staff assisted by Supervisor in charge of the program</i>
2. Receive receiving copy	2. Return one received copy to the client and forward application to RD for routing	None	30 minutes	<i>Receiving Staff</i>
3. Wait for notice	3. Conduct documentary analysis of the HEIs application per GPR Checklist and CHED minimum requirements of the program applied for 3.1 If compliant, prepare and send notice of RQAT visit (thru, email, fax or mail) 1.2 If not compliant, prepare and send	None	Within 7 working days after receipt of complete application documents	<i>Supervisor in charge</i>



	<p>notice of disapproval (thru, email, fax or mail)</p> <p>(Only applications with complete and compliant documents will be subjected to RQAT visit)</p>			
4. Receive notice of RQAT visit or notice of disapproval	4. Prepare documents notify RQAT of schedule	None	1 working day	<i>Records Officer</i>
5. For RQAT visit, prepare for RQAT Visit	5. Conduct RQAT validation and prepare RQAT report	None	Within 10 working days after documentary analysis (depending on the availability of RQAT)	<i>RQAT and Supervisor in charge of the program</i>
6. Wait for letter/notice of result	<p>6.1 If complete and compliant, process the GP/GR/COPC.</p> <p>6.2 If report indicates minor deficiencies, prepare and send letter of deficiency for compliance within 10 days upon receipt.</p> <p>6.3 If report indicates major deficiencies, prepare and send letter of disapproval</p>	None	Within 3 working days after RQAT visit	<i>Supervisor in charge</i>
<p>2. Receive letter/notice of result</p> <p>2.1 If complete and compliant, wait for release of GP/GR/COPC</p> <p>2.2 With minor deficiency/ies,</p>	<p>7.1 If complete and compliant, issue GP/GR/COPC</p> <p>7.2 With minor deficiency/ies, receive compliance documents, return one received copy to the client and</p>	None	<p>If complete and compliant, 3 working days</p> <p>With minor deficiency/ies within 10 working days after receipt</p>	<i>Records Officer</i>



submit compliance documents	forward documents to RD for routing		of notice of deficiency/ies	
<p>8.1 If complete and compliant, receive GP/GR/COPC</p> <p>8.2 With minor deficiency/ies, wait for result of review</p>	<p>8.1 If complete and compliant, end of process</p> <p>8.2 With minor deficiency/ies, review compliance documents.</p> <p>8.2.1 If complete and compliant, prepare and issue GP/GR/COPC.</p> <p>8.2.2 If not complete or compliant, prepare and send notice of disapproval.</p>	None	With minor deficiency/ies, 5 working days	<i>Supervisor in charge</i>
<p>9.1 If complete and compliant, receive GP/GR/COPC.</p> <p>9.2 If not complete or compliant, receive notice of disapproval</p>	9. End of process	None	1 working day	<i>Supervisor in charge Regional Director</i>
TOTAL:		Application Fee: Php 8,000.00 per program Inspection Fee: Php 15,000.00 per program (for IP and GR)	40 working days	



Application for Issuance of Special Orders (SOs)

Office or Division:		Administrative Division/Technical Division		
Classification:		Highly Technical		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Private Higher Education Institutions		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized SO Application form (by bulk or one application per student)		HEI		
2. Form 9 (Summary of Courses and Grades)		HEI		
3. Form 137 – <i>not necessary; this is part of admission requirements of the school</i>		HEI		
4. Accomplished Evaluation Sheet		HEI		
5. CHED Approved Curriculum		HEI		
Program Specific:				
6. Summary of Related Learning Experiences/Cases Attended (for Nursing/Midwifery Programs only)		HEI		
7. Certificate of Completion (for Programs with On-the-Job Training (OJT))		HEI		
8. Training Record Book/OBT Certificate (for Maritime Programs only)		HEI		
For Graduate programs:				
8. Certificate of Comprehensive Exam Passed (Master's and Doctorate programs), Certificate of Oral Revalida Taken (Non-thesis or Capstone Project)		HEI		
9. Thesis/Dissertation Book and Copy of Abstract (for Graduate and Post-Graduate Programs)		HEI		
10. Digitized Copy of Thesis/Dissertation saved in Two (2) Compact Disk (for Graduate and Post-Graduate Programs)		HEI		
Others:				
11. For transferee students only - Original Copy of TOR – <i>this is part of the admission requirements</i>				
12. Certificate of Live Birth (PSA original copy) – <i>not necessary, this is part of the admission requirements unless with correction</i>		PSA		
13. Marriage Contract, if married (PSA original copy) - <i>if with correction in the name/changed status within the duration of the program</i>		PSA		
14. For foreign students only, Notice of acceptance/admission (NOA) & Certificate of Eligibility of Admission (CEA)		HEI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application	1. Check the completeness of the requirements	None	1 day	Records Officer
2. Pay Document Stamp	2. Process the Special Order Application	Php 30.00 per application		Cashier



3. Receives acknowledgement receipt	3. Issues acknowledgement receipt to applicant-HEI	None	30 minutes	<i>Receiving Staff</i>
	4. Processes the Special Order Application			
	4.1 Records/logs-in the application. A Tracking slip/Processing Sheet is attached and forwards to the Education Supervisor II in-Charge of the Program Evaluation	None	1 day	<i>Records Officer</i>
	4.2 Evaluates the application against the government recognition and approved curriculum and forwards the application to the Records Section for Verification 4.2.1 For Maritime students only verification of TRB and On-board training 4.2.2 If in order, forwards documents to Records Officer otherwise, prepares disapproval letter for RD's signature	None	7 days	<i>Education Supervisor II</i>
	4.3 Verifies the name and subjects of Students in the Enrolment List against the Summary of Courses Taken (F 19)	None	7 days	<i>Records Officer</i>
	4.4.1 If application is in order, assigns Special Order Number, and print the Special Order number in the Special Order Application Form 4.4.2 If there is a noted deficiency, ES II in charge	None	1 day	<i>Records Officer</i> <i>ES II</i>



	of the program prepares letter of disapproval for signature of RD			
	<p>4.5.1 If in order, CEPS/SEPS/ES II reviews issued S.O. and affix initials on the 2nd copy</p> <p>4.5.2 If not in order, CEPS/SEPS/ES II reviews the deficiency and affix initials on the 2nd copy of the disapproval letter</p>	None	1 day	<i>CEPS/SEPS/ES II/CAO</i>
	<p>4.6.1 If in order, Records Unit staff affixes SO number and forwards to RD for his approval and signature of the Special Order</p> <p>4.6.2 If RD has comments, makes notation then returns document to ES-in-charge for revision</p>	None	1 day	<i>Regional Director</i>
4. Receives the Special Order	5. Release the Approved Special Order or Deficiency/ Discrepancy Letter	None	1 day	<i>Records Officer</i>
TOTAL:		None	20 days	



Application for National Service Training Program (NSTP) Serial Numbers

Office or Division		Technical Division		
Classification:		Simple		
Type of Transaction:		G2B/G2G/G2C		
Who may avail:		Higher Education Institutions, College Graduates		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter from the HEI 2. Accomplished template for the issuance of NSTP Serial Numbers		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for the issuance of NSTP Serial Numbers	1. Receive and route the application for the issuance of NSTP Serial Numbers	None	30 minutes	<i>NSTP in-charge for the issuance of Serial Number</i>
2. Wait for notice of result	2. Evaluate documents: 2.1 If application documents are in order, assign corresponding NSTP serial number, and prepare communication addressed to President/Head of HEI and forward to CEPS for review 2.2 If application documents are not in order, prepare communication issuing the NSTP Serial number for HEI for signature of RD	None	2 days	<i>NSTP in-charge for the issuance of Serial Number</i> <i>RD</i>
3. Claim the issued NSTP Serial Number	3. Release communication and secure HEI acknowledgement receipt	None	Less than half day	<i>Releasing Clerk</i>
	TOTAL:	None	3 days	



Application for Permit/Recognition/Certificate of Program Compliance (COPC) to operate Graduate Programs, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) - Phase 1: Issuance of Certificate of Eligibility

As provided for under Section 8 of Republic Act (R.A.) No. 7722, one of the powers and functions of the Commission is to evaluate and monitor the performance of programs of higher learning for appropriate incentives as well as the imposition of sanctions such as, but not limited to, diminution or withdrawal of subsidy, recommendation on the downgrading or withdrawal of accreditation, program termination or school course;

This service refers to the processing of applications for issuance of Government Authorization such as Permit/Recognition and COPC to HEIs with intention to operate Graduate programs, Medicine, Dentistry, Nursing Engineering and programs without PSGs.

Application/s can be submitted in printed or electronic format to the CHED Regional Office for preliminary evaluation including ocular inspection and issuance of certification of eligibility(Phase 1).

The application with certification of eligibility shall be forwarded by the CHEDRO to the Office of Programs and Standards Development (OPSD) – Standards Development Division (SDD) for deliberation and recommendation by the Technical Panel for approval by the Commission-en-banc *Please refer to CHED Central Office Service - Application for Permit/Recognition/Certificate of Program Compliance (COPC) to Operate Graduate Programs, Medicine, Dentistry, Nursing, Engineering and Programs Without Existing Policies, Standards and Guidelines (PSGs) – Phase 2: Issuance of Permit/Recognition/Certificate of Program Compliance.*

Office or Division:	Technical Division – CHED Regional Office	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business, G2G – Government to Government	
Who may avail:	Higher Education Institutions in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
GPR Checklist:		
1. HEI's application letter duly signed by Chairman of Board of Trustees/President or authorized representative including notarized affidavit		To be submitted by the applying HEI
2. For private HEI: Articles of Incorporation and By-Laws duly registered with Securities and Exchange Commission For local college: Copy of original Ordinance approving establishment		



For SUCs: Copy of Charter	
3. Copy(ies) of Transfer of Certificate(s) Title (TCT)/Lease Contract/Ownership of School Building	
4. Certificate of Occupancy for building(s) to be used in the name of HEI and indicated for educational purpose issued by City/Municipality's Office of Building Officials	
<p>5. Feasibility study to include:</p> <ul style="list-style-type: none"> • Brief description of proposed program • Institutional mandate & philosophy and goals of proposed program • Management viability such as: <ul style="list-style-type: none"> ○ Management capability and administrative competence as reflected in Organizational chart and qualifications of Management personnel • Market viability in terms of: <ul style="list-style-type: none"> ○ Demand for graduates/employment opportunities (at least in the next 5 years) ○ Prospective students (enrollment projection) ○ Presence of existing higher education institutions (HEIs) offering same course within the area • Financial viability in terms of sustainability of operation such as: <ul style="list-style-type: none"> ○ Financial soundness ○ Projected income and expenditure ○ Schedule of proposed tuition & other fees • Other operational aspects <p>Location of schools in relation to factors that are not conducive to learning such cockpits, dancing halls, bars or recreational places of questionable character, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, jails, cemeteries and others</p>	
<p>6. School Administrators (President, Vice President(s), Director(s), Dean(s), Program Chair(s)/Head(s), Coordinator(s), etc.)</p> <p>h. Spreadsheet should include following information:</p> <ul style="list-style-type: none"> • Name • Position/Designation • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>i. Certified true copy of Transcript of Records</p> <p>j. Certified true copy of Professional License (if applicable)</p> <p>k. Copy of Resume/Curriculum Vitae</p> <p>l. Copy of notarized appointment/contract of employment (to be submitted if already hired)</p> <p>m. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition)</p> <p>Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)</p>	



<p>7. Faculty Members</p> <p>h. Spreadsheet should include following information (separate spreadsheet for faculty handling General Education subjects and Professional subjects):</p> <ul style="list-style-type: none"> • Name • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Field of specialization • Subjects to be taught • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>i. Certified true copy of Transcript of Records</p> <p>j. Certified true copy of Professional License (if applicable)</p> <p>k. Copy of Resume/Curriculum Vitae</p> <p>l. Copy of notarized appointment/contract of employment (to be submitted if already hired)</p> <p>m. Letter of commitment (if not yet hired but to submit notarized appointment/contract before issuance of initial permit/recognition)</p> <p>Approved resignation from previous employer (to be submitted before issuance of initial permit/recognition)</p>	
<p>8. Non-teaching personnel (Registrar, Guidance Counselor, Administrative staff, etc.)</p> <p>e. Spreadsheet should include following information:</p> <ul style="list-style-type: none"> • Name • Educational qualifications (where and when obtained) • Professional License Number & Expiration date (if applicable) • Nature of appointment (permanent/temporary) • Status (fulltime/part-time) <p>f. Certified true copy of Transcript of Records</p> <p>g. Certified true copy of Professional License (if applicable)</p> <p>Copy of notarized appointment/contract of employment</p>	
<p>9. Curriculum</p> <ul style="list-style-type: none"> • Distribution of subjects per term • Summary of units • Course description (by subject) <p>Course Syllabus (by subject)</p>	
<p>10. Library</p> <p>ε. Librarian (copy of Transcript of Record, appointment, professional license)</p> <p>φ. Facilities (floor space in sq. m.) – to include pictures</p> <p>γ. Seating capacity (combined number of students & faculty at one time)</p> <p>η. Library collections (books, journals, magazines, dictionaries, almanacs, etc.)</p> <ul style="list-style-type: none"> • List of 5 non- duplicated book titles per subject in the curriculum published within the last 5 years • List of book collections/accessioned books 	



<ul style="list-style-type: none"> ○ Start-up -3,000 library collections (for initial permit) ○ Minimum of 5,000 library collections (for recognition) • List of subscription to relevant professional journals <p><i>Note: List should be in spreadsheet to include author, title of book, year of publication and number of volumes</i></p>				
<p>11. Physical facilities to be used exclusively for tertiary programs (to include pictures)</p> <ul style="list-style-type: none"> • School site • Total floor area (in sq. m.) • Buildings • Number & size of classrooms/ lecture rooms • Number & types of laboratories <p><i>Note: Refer to PSG for the Program applied for</i></p>				
12. List of equipment and other instructional devices/aids				
<p>13. Support facilities</p> <ul style="list-style-type: none"> • Audio visual room • Sports and recreational, if outsourced to include notarized MOA • Canteen • Faculty lounge <p>Student lounge</p>				
<p>14. Support services</p> <ul style="list-style-type: none"> a. Guidance and counseling b. Medical and dental services for students and faculty, if outsourced to include notarized MOA 				
<p>15. NSTP</p> <ul style="list-style-type: none"> c. Coordinator (copy of Transcript of Record & appointment) d. NSTP office <p>Affiliation to Accredited NSTP Provider, if outsourced, to include notarized MOA</p>				
16. School bond in the amount of six thousand pesos (P6,000.00) in cash or check payable to CHEDRO (for newly established private HEI only)				
17. Application fee in the amount of four thousand pesos (P4,000) in cash or check payable to CHEDRO				
18. Inspection fee in the amount of four thousand pesos (P4,000) in cash or check payable to CHEDRO				
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application documents and receive	1.1 Receive complete application documents per GPR checklist. If incomplete, return to applicant HEI. If complete, return one received copy	None	1 day	<i>Designated Officer</i>



receiving copy	<p>to the client and forward application to RD for routing</p> <p>1.2 Conduct documentary analysis as to completeness and per general requirements and compliance with PSGs:</p> <p>1.2.2 If incomplete prepare disapproval letter to HEI and return documents</p> <p>1.2.2 For complete and compliant application documents, prepare communication inviting CHED Experts (RQAT, TP/TE) to conduct joint ocular evaluation and administrative documents (RBA, TA)</p>		5 days	<p><i>CHEDRO</i> <i>ES II in-charge</i> <i>CEPS</i> <i>RD</i></p>
<p>2.1 For incomplete application documents, receive letter of disapproval</p> <p>2.2 For complete application documents: Wait for notice of visit</p>	<p>2.2 For incomplete application documents, end of process</p> <p>2.2 For complete and compliant application documents, prepare and send notice of visit</p>	None	<p>(3 days)</p> <p>12 days</p>	<p><i>CHEDRO</i> <i>ES II in-charge</i> <i>CEPS</i> <i>RD</i></p>
3. Prepare for ocular inspection	<p>3.1 Conduct ocular inspection to validate HEI's compliance</p> <p>3.2 Conduct post/exit conference with the HEI Officials and prepare evaluation report</p> <p>3.3 Furnish HEI copy of the evaluation report duly conformed by the President/authorized</p>	None	3 days	<i>Evaluation Team</i>



	<p>representative and submit to CHEDRO</p> <p>3.5 If found compliant, review action and prepare endorsement letter to the CHED-OPSD forwarding the Report on the Result of the Preliminary Evaluation and endorsing the eligibility of the HEI to proceed to the next phase – Issuance of Permit/Recognition</p> <p>3.6 If found non-compliant, prepare and send disapproval letter to the HEI, copy furnish OPSD</p>			<p><i>CHEDRO</i> <i>ES II in-charge</i> <i>CEPS</i> <i>RD</i></p>
<p>3.1 If compliant, receive Certificate of Eligibility and wait for feedback from CHEDRO on result of Phase 2</p> <p>3.2 If non-compliant receive letter of disapproval</p>	<p>4.1 If compliant, issue Certificate of Eligibility</p> <p>4.2 If non-compliant, end of process.</p>	None	1 day	<p><i>CHEDRO</i> <i>ES II in-charge</i></p>
	TOTAL:	None	22 days	



Application for Renewal Permit to Operate Undergraduate Programs, Except Medicine, Dentistry, Nursing, Engineering, Bachelor of Science in Marine Transportation (BSMT), Bachelor of Science in Maritime Engineering (BSMarE), Programs Without Existing Policies, Standards and Guidelines (PSGs) and those under the Legal Education Board (LEB)

Office or Division:	Technical Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Higher Education Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. HEI's application letter duly signed by Chairman of Board of Trustees/President or authorized representative including notarized affidavit		to be submitted by the applying HEI		
5. Copy of latest permit issued by CHED for the program		to be submitted by the applying HEI		
6. Certificate of occupancy under the name of HEI and indicated for educational purpose issued by the City/Municipality's Office of Building Officials (for additional or new buildings only) and valid fire safety certificate		to be submitted by the applying HEI		
7. Approved Schedule of tuition and other fees		to be submitted by the applying HEI		
8. Qualification of Dean/Program Chair if new		to be submitted by the applying HEI		
9. Spreadsheet of faculty who handles the program		to be submitted by the applying HEI		
10. Spreadsheet of non-teaching personnel if there is new		to be submitted by the applying HEI		
11. Noted curriculum		to be submitted by the applying HEI		
12. List of newly acquired library materials		to be submitted by the applying HEI		
13. List of newly acquired facilities, equipment and other instructional materials		to be submitted by the applying HEI		
14. NSTP coordinator if there is new		to be submitted by the applying HEI		
15. Official receipt of application fee for the program <i>Note: Application fee for renewal and application and inspection fee for recognition</i>		to be submitted by the applying HEI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application requirements – per GPR Checklist, one (1) set/folder (soft and hard copies and duly accomplished self-evaluation form per program	1. Receive and review application documents for completeness per GPR Checklist. If incomplete, return to the applicant-HEI	None	1 day	<i>Receiving clerk</i>
2. Pay the corresponding fee	2. Issue an Official Receipt	Php 8,000.00 application fee		<i>Cashier</i>
3. Receive receiving copy	3. Return one received copy to the client and forward	None		<i>Receiving Staff</i>



	<p>application to RD or CEPS for routing</p> <p>Review and route the documents to the ES II in-charge</p>			<i>RD or CEPS</i>
4. Wait for notice of result	<p>4. Conduct documentary analysis of the HEIs application per GPR Checklist and CHED minimum requirements of the program applied for</p> <p>4.1 If compliant, process for issuance of renewal permit</p> <p>4.2 If with minor deficiencies, prepare notice of deficiency/ies for compliance within 10 days upon receipt.</p> <p>4.3 If with major deficiencies, prepare letter of disapproval.</p>	None	Within 10 working days after receipt of complete application documents	<i>Education Supervisor II in charge</i>
5. Receive letter/notice of result		None		
5.1 If complete and compliant, wait for release of renewal permit	5.1 For recommendation of renewal permit, review supporting documents and action taken, prepare renewal permit		If complete and compliant, 2 working days	<i>CEPS RD</i>
5.2 With minor deficiency/ies, prepare and submit compliance documents	5.2 With minor deficiency/ies, receive compliance documents, return one received copy to the client and forward documents to RD for routing		With minor deficiency/ies, within 10 working days after receipt of notice of deficiency/ies	<i>Records Officer</i>
5.3 With letter of disapproval, end of process				



<p>6.1 If complete and compliant in first submission, receive renewal permit</p> <p>6.2 With minor deficiency/ies, submit compliance documents and wait for notice of result</p>	<p>6.1 If complete and compliant, Issue renewal permit</p> <p>6.2 For submitted deficiencies, review compliance documents</p> <p>6.2.1 For complete and compliant re-submission, process renewal permit (go back to Steps 5.1-6.2)</p> <p>6.2.2 For incomplete and/or non-compliant resubmission, issue and release notice of disapproval.</p>	<p>None</p>	<p>5 working days</p>	<p><i>ES II in charge</i></p>
<p>7.1 For complete and compliant re-submission, receive renewal permit</p> <p>7.2 For incomplete and/or non-compliant resubmission receive notice of disapproval</p>	<p>End of process</p>			
	<p>TOTAL:</p>	<p>Php 8,000 application fee</p>	<p>30 days</p>	



Application for Student Financial Assistance Programs (StuFAPS)

This process generally aims to improve the implementation of the CHED Scholarship Programs (CSPs) and make effective utilization of the scholarship funds consistent with the mandates of CHED under Section 8(i) of RA 7722.

Office or Division:		Administrative Division		
Classification:		Highly Technical		
Type of Transaction:		G2C-Government to Citizen		
Who may avail:		In-coming College Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
StuFAPs Checklist		CHED		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up application form online together with complete/correct requirements per application checklist and Receive acknowledgement receipt	1. Review the completeness and correctness of application documents. Receive only applications with complete and correct documents and Issues acknowledgement receipt	None	5hours (excluding queuing time) 5 minutes per applicant	<i>StuFAP Receiving Staff</i>
2. Wait for notice of status of application	2.. Review application documents per StuFAPs criteria and conduct validation. (If applicant has met the criteria, application will be eligible for ranking. If not, applicant will be disqualified.) Conduct ranking of applicants.	None	Within14 working days after the close of the application period	<i>StuFAPs Coordinators/ RD</i>
3. Receive notice of status of application	3.1 Issue notice of status of application for applicants below quota/cut-off	None	7 working days after evaluation of application documents	<i>StuFAPs Coordinators RD StuFAPs Coordinators/</i>



	3.2 Consolidate qualified applications and prepare masterlist		7 working days after deadline of application period	<i>RD/ Regional Scholarship Committee</i>
4. Receive notice of status of application (within quota)	4. Issue notice of award for qualified applicants	None	5 working days after the selection of qualified applicants	<i>StuFAP Coordinator RD</i>
5. Reply to notice of award	5. Receive reply of acceptance of notice of award	None	7 days	<i>StuFAP Coordinators</i>
TOTAL:		None	40 working days	



Filing of Complaints, Appeals or Motions for Reconsideration

Office or Division		Technical Division		
Classification:		Highly Technical		
Type of Transaction:		G2B/G2G/G2C		
Who may avail:		Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Complaint		From the complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit written complaint through email	1. Receive the documents and return one received copy of the client and forward the complete documents to the Regional Director	None	1 day	<i>Receiving Officer</i>
Query Phase:				
2. Wait for agency action and recommendation	2.1 Discuss the merits of the complaint 2.2 Prepare letter to HEI President/Head to address the allegation/s within five (5) working days with appropriate initial and signature and forward to Records Unit	None	5 days	<i>Regional Director CEPS Focal Person</i>
3. Receive letter of acknowledgment and action taken	3. Release document to respondent HEI and secure acknowledgement receipt from HEI	None		<i>Records Officer</i>
	TOTAL:	None	6 days	
Response and Investigative Phase:			14 days	
4. Wait for result of query from the respondent HEI	4.1 Upon receipt of HEI response, send an acknowledgement letter to respondent HEI President/Head and a letter to the complainant furnishing the respondent HEI reply 4.2 Release document and secure acknowledgement receipt from the	None		<i>Regional Director/ CEPS Focal Person <i>Records Officer</i></i>



	complainant and from the respondent HEI			
For findings on an HEI not recognized or offering program without authority:				
	<ul style="list-style-type: none"> • Issue Cease and Desist Order (CDO) addressed to HEI President/Head giving fifteen (15) working days to act and implement the order • Release document and secure acknowledgement receipt from HEI • If HEI fails to comply with the CDO in the time given, prepare endorsement of the HEI case/fact-finding report to LLS 	None		<i>Regional Director CEPS</i> <i>Records Unit</i> <i>Regional Director CEPS</i>
For Fact-Finding Investigation				
	<ul style="list-style-type: none"> • Prepare documents for endorsement for fact-finding investigation to LLS. • Release document to LLS and secure acknowledgement receipt 	None		<i>Regional Director CEPS</i> <i>Records Officer</i>
	TOTAL:	None	20 days	



Request for Endorsement of Articles of Incorporation and By-Laws of New Private Higher Education Institutions (PHEIs) to SEC

Evaluation of Requirements for CHED

Office or Division:		Technical Division		
Classification:		Simple		
Type of Transaction:		G2B		
Who may avail:		Private Higher Education Institutions		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>For New Application (Registration)</u>				
1. Letter Request of the Requesting Party		Requesting Party		
2. Notarized Affidavit of Undertaking		Requesting Party		
3. Notarized SEC System Generated Articles of Incorporation		Securities and Exchange Commission		
4. Signed SEC System Generated By-Laws		Securities and Exchange Commission		
5. Copy of CHED Official Receipt as proof of payment for SEC Endorsement		Cashier-CHED		
6. For Stock Corporation:		Requesting Party		
6.1 Paid up capital of Php5Million pursuant to Section 20, Article V of Manual of Regulations for Private Higher Education (MORPHE)				
6.2 Notarized Treasure's Affidavit				
<u>For Amendment</u>		Requesting Party		
1. Letter Request of the Requesting Party		Requesting Party		
2. Notarized Affidavit of Undertaking (if applicable: Annex B)				
3. Copy of Amended Articles of Incorporation		Requesting Party		
4. Director's or Trustees' Certificate – notarized and signed by majority of the directors or trustees and the corporate secretary indicating the amended provisions		Requesting Party		
5. Notarized Secretary's Certificate on no pending case of intra-corporate dispute		Requesting Party		
6. Copy of Government Recognition of programs offered issued by the CHED (if applicable)		Requesting Party/Securities and Exchange Commission		
7. Copy of Certificate of Incorporation or latest Certificate of Filing of Amended of Incorporation (AOI) together with the corresponding AOI		Requesting Party/Securities and Exchange Commission		
8. Copy of CHED Official Receipt as proof of payment for SEC Endorsement		Cashier-CHED		
9. For increase in capital stock (stock corporation only)		Requesting Party		
9.1 Notarized Treasurer's Affidavit				
9.2 List of Stockholders before and after the increase and their stockholdings				
10. For change of name: Name Verification Slip		Securities and Exchange Commission		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit document application	1. Receive the documents and return one received copy to the client	None	1 day	<i>Receiving Clerk</i>
2. Pay the corresponding fee	2.1 Issue an Official Receipt 2.2 Return one received copy to the client and forward application to RD for routing	Php 1,000.00 endorsement fee		<i>Collection Officer</i>
3. Receive receiving copy	3.2 Prepare letter endorsing request to SEC for initial and signature 3.3 Review and sign letter of endorsement	none	2 days	<i>Receiving Clerk ES II in-charge Regional Director/CEPS</i>
4. Receive document	4. Release document and secure acknowledgement receipt	None		<i>Records Officer</i>
	TOTAL:	None	3 days	



Request for Payment of Financial Benefits for STUFAPs Grantees

Office or Division:		Administrative Division		
Classification:		Highly Technical		
Type of Transaction:		G2C-Government to Citizen		
Who may avail:		StuFAPs Grantees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payment Billing Statement containing the student's Award Number, Name, Course, Year Level, General Weighted Average from the previous semester (for ongoing college students), Number of Units Enrolled and Actual Tuition and Other School Fees duly signed by the HEI Registrar, Chief Accountant and President		HEIs Scholarship Coordinator		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For New Scholars: 1. Submit requirements for payment including copy of LBP ATM Card For on-going scholars/grantees: 1. Submit grades of the previous semester and enrolment of the current semester	For New Scholars 1. Review the completeness and correctness of application documents. Receive only application with complete and correct documents. For on-going scholars/grantees: 1. Review the completeness and correctness of documents	None	1 hour	<i>StuFAPs Staff</i>
2, Wait for notice of release	2.1 Prepare supporting documents and obligation request (OR) 2.2 Sign OR and forward to Budget Unit for processing 2.3 Receive, re-evaluate OR and certify availability of funds and forward to Accounting Unit 2.4 Prepare Disbursement Voucher (DV)	None	10 working days 3 working days 3 working days 7 working days	<i>StuFAPs Staff</i> <i>StuFAPs Head RD</i> <i>Budget Officer</i> <i>Accounting Staff</i>



	2.5 Review and certify cash availability, completeness of documents and appropriateness of amount claimed and forward to Director's Office		3 working days	<i>Accountant</i>
	2.6 Approve payment and forward OR and DV for payment		3 working days	<i>Regional Director</i>
	2.7 Prepare check or LDDAP-ADA and prepare bank advice for signature of RD/Authorized representative		3 working days	<i>Cashier</i>
	2.8 Sign check or LDDAP-ADA and bank advice and return to Cashier		3 working days	<i>Regional Director</i>
	2.9 Send LDDAP-ADA and bank advice to bank		4 hours	<i>Cashier</i>
3. Receive payment through check or ATM	3. Release payment to grantee/HEI	None	30 minutes	<i>Cashier</i>
TOTAL:		None	35 working days	



FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback	Contact info: 0999 444 5996 or info@ched.gov.ph
How feedbacks are processed	Feed back requiring answers are referred to the appropriate offices by the officer-in-charge. Offices concerned are required to answer within three working days from receipt. For inquiries and follow up, you may contact 0999 444 5996 or info@ched.gov.ph .
How to file complaints	<p>Complaints can be filed via email at 8888@ched.gov.ph together with the following information: Name of the person being complained, description of the incident, evidence being complained, description of the incident, evidence (photos, recording, documents, etc.).</p> <p>Complainants can also write the Commission, and have it received in person at the Public Assistance Complaint Desk (PACD) at the CHED Central Office. The PACD can be reached through 02 8441 1260</p>
How complaints are processed	The complaints are forwarded by the officer-in-charge to the concerned office. Concerned offices will conduct their own investigation and will respond directly to the client copy furnished the 8888@ched.gov.ph .
Contact Information of CCB, PCC, ARTA	<p>ARTA: complaints@arta.gov.ph 1-ARTA-2782</p> <p>PCC: 8888</p> <p>CCB: 0908-881-6565</p>

Office	Address	Contact Information
Office of the Chairperson	4F Higher Education Development Center 55 C.P. Garcia Avenue, UP Campus 1101 Quezon City	Tel. (02) 8351-74-13 – Complaints/Records (02) 8441-12-56 – Other concerns (02) 8441-11-77 – Endorsements chairpeson@ched.gov.ph
Office of Commissioner Lilian de las Llagas		Tel. (02) 8441-11-68 ldelasllagas@ched.gov.ph
Office of Commissioner Ronald L. Adamat		Tel. (02) 8441-11-73 radamat@ched.gov.ph



Office of Commissioner Perfecto A. Alibin		Tel. (02) 8441-11-72 pecalibin@ched.gov.ph
Office of Commissioner Aldrin A. Darilag		Tel. (02) 8441-11-43 comaldrin.darilag@ched.gov.ph
Office of the Executive Director (OED)	3F Higher Education Development Center	Tel. (02)8355-52-03 Telefax (02) 8441-12-16 executivedirector@ched.gov.ph
Office of Programs and Standards Development (OPSD)	3F Higher Education Development Center	Tel. (02) 8441-12-28 Opsd2019@ched.gov.ph
Office of Student Development and Services (OSDS)	3F Higher Education Development Center	Tel. (02) 8988-00-01/8441-12-20 osds@ched.gov.ph
Legal and Legislative Service (LLS)	3F Higher Education Development Center	Tel. (02) 8988-00-02 cjarro@ched.gov.ph
Office of Institutional Quality Assurance & Governance (OIQAG)	2F Higher Education Development Center	Coordination & Governance Division Tel. (02) 8441-12-54 Quality Assurance Division Tel. (02) 8351-08-03 lvalencia@ched.gov.ph
International Affairs Staff (IAS)	2F Higher Education	Telefax (02) 8441-07-50 lmilla@ched.gov.ph
Higher Education Development Fund Staff (HEDFS)	2F Higher Education Development Center	Telefax (02) 8441-12-35/8441-13-69 @ched.gov.ph
Office of Planning Research & Knowledge Management (OPRKM)	GF Higher Education Development Center	Telefax (02) 8441-11-69/8441-11-49 ncainghog@ched.gov.ph
Administrative, Financial & Management Service (AFMS)	GF Higher Education Development Center	Telefax (02) 8441-11-70 sdelacruz@ched.gov.ph
Philippine California Advanced Research Institute (PCARI)	4F Higher Education Development Center	Tel. (02) 8352-55-91/8376-17-58

Regional Offices

Office	Address	Contact Information
CHED RO 1	Government Center Sevilla, City of San Fernando, La Union	(072) 242-02-38/242-50-17 (072) 242-27-50 Chedro1@ched.gov.ph
CHED RO 2	Regional Development Center	(078) 396-06-51/304-16-50 Chedro2@ched.gov.ph



	Carig, Tuguegarao City, Cagayan	
CHED RO 3	Regional Government Center Maimpis, San Fernando City, Pampanga	(045) 436-18-47 (045) 455-16-62 Chedro3@ched.gov.ph
CHED RO 4	2F Higher Education Development Center C.P. Garcia Avenue, UP Campus, Diliman, Quezon City	(02) 8332-47-34 Chedro4a@ched.gov.ph
CHED RO MIMAROPA	GF Higher Education Development Center C.P. Garcia Avenue, UP Campus, Diliman, Quezon City	(02) 8922-18-50 Chedro4b@ched.gov.ph
CHED RO 5	CHEDRO Building, EM's Barrio South Brgy. 2, Legaspi City, Albay	(052) 481-50-96 (052) 481-50-59 chedro5@ched.gov.ph
CHED RO 6	Magsaysay Village La Paz, Iloilo City	(033) 329-59-55 (033) 508-88-52 chedro6@ched.gov.ph
CHED RO 7	National Government Center Sudlon Lahug, Cebu City	(032) 414-91-94/414-91-95 (032) 422-70-96 chedro7@ched.gov.ph
CHED RO 8	Athletic Road, Bargy, 43-B, Quarry District, Tacloban City	(053) 888-13-43 chedro8@ched.gov.ph
CHED RO 9	Polytechnic Compound Baliwasan, Chico, Zamboanga City	(062) 991-76 48/991-70-84 (062) 991-76 49 chedro9@ched.gov.ph
CHED RO 10	Mon James Hayes St. Brgy. 40, Cagayan de Oro City	(088) 880-85-13/880-85-63 (088) 856-43-80 chedro10@ched.gov.ph
CHED RO 11	Loyola St., Bo Obrero, University of Southeastern Philippines Compound, Davao City	(082) 295-34-18 loc. 101 chedro11@ched.gov.ph
CHED RO 12	Regional Center, Brgy. Carpenter Hill, AH26 Marbel, Koronadal City	(083) 228-11-27/228-75-70 (083) 228-11-30 chedro12@ched.gov.ph
CHED NCR	2F Higher Education Development Center C.P. Garcia Avenue, UP Campus, Diliman	(02) 8441-08-79/8441-09-85 (02) 8441-12-24 chedncr@ched.gov.ph



CHED CAR	BSU Compound La Trinidad, Benguet	(074) 422-40-52 (074) 422-24-18 chedcar@ched.gov.ph
CHED CARAGA	Caraga State University (CSU) Ampayon, Butuan City	(085) 342-52-53/815-36-99 (085) 816-24-08 chedcaraga@ched.gov.ph