

AD NO.:  
Initial Issue Date:  
Revision Date:



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
  
DEPARTMENT OF TRANSPORTATION  
**MARITIME INDUSTRY AUTHORITY**



**Evaluation Instrument - General Requirements for Application of Government Authority**

<b>Name of Applicant HEI:</b>	<b>Address:</b>
<b>Program/s Applied for:</b>	<b>Region:</b> <b>Academic Year Programs to be offered:</b>
<b>Bases of Evaluation:</b>  <ol style="list-style-type: none"><li>1. CMO No. 40, Series of 2008 (Manual of Regulations for Private Higher Institutions of 2008).</li><li>2. CMO No. 30, Series of 2009 (Applicability of MORPHE of 2008 to SUCs and LUCs).</li><li>3. Joint CHED-MARINA Memorandum Circular No. 01 series of 2022 "Revised Policies, Standards and Guidelines for the Bachelor of Science in Marine Transportation and Bachelor of Science in Marine Engineering Programs"</li><li>4. Joint CHED-MARINA Memorandum Circular No. 02 series of 2022 "Revised Guidelines on Joint CHED-MARINA Evaluation and Inspection of Higher Education Institutions Applying for Government Authority to Operate Bachelor of Science in Marine Transportation and/or Bachelor of Science in Marine Engineering Program/s"</li></ol>	

Documents	Self-Assessment (Applicant HEI)	Documentary Review (CHEDRO Supervisor)	Remarks
	✓ - if complied X - if not complied	✓ if complied X if not complied	
1. MHEI's application letter duly signed by the Chairman of the Board of Trustees/President or authorized representative including notarized affidavit*			
2. For Private MHEIs: Articles of Incorporation and By-Laws duly registered with the Securities and Exchange Commission (SEC)  For LUCs: Copy of original ordinance approving establishment  For SUCs: Copy of Charter			
3. Copy(ies) of the Transfer Certificate(s) of Title (TCT) /Lease Contract/ Ownership of School Building			
4. Certificate of Occupancy of the school building(s) to be used in the name of MHEI and indicated for the purpose issued by the City/Municipality's Office of Building Officials			
5. Feasibility study to include: <ul style="list-style-type: none"> <li>▪ Brief Description of the proposed program</li> <li>▪ Institutional mandate and philosophy and goals of the proposed program</li> <li>▪ Management viability such as management capability and administrative competence as reflected in the Organizational Chart and the qualifications of the management personnel</li> <li>▪ Market viability in terms of:                         <ul style="list-style-type: none"> <li>○ Demand for graduates/employment opportunities (at least in the next five 5 years)</li> <li>○ Prospective students (enrollment projection)</li> <li>○ Presence of existing higher education institutions offering the same course within the area</li> </ul> </li> <li>▪ Financial viability in terms of sustainability of operation such as:                         <ul style="list-style-type: none"> <li>○ Financial soundness</li> </ul> </li> </ul>			

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<ul style="list-style-type: none"> <li>○ Projected income and expenditure</li> <li>○ Schedule of proposed tuition and other fees (for separate processing)</li> <li>▪ Other operational aspects                             <ul style="list-style-type: none"> <li>○ location of the school in relation to factors not conducive to learning such as cockpits, dancing halls, bars or recreational places of questionable character, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, and others</li> </ul> </li> </ul>			
<p><b>6. Requirements in the Selection of Prospective School Site</b></p> <p>In the selection of a prospective school site, consideration should be given, among others, to such factors as total floor area required for occupancy at any one time, traffic situation in the vicinity, a reasonable distance from other schools already existing, and location and distance from distractive establishments such as 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>School buildings shall be designed and constructed in conformity with the provisions of the Building Code. As much as possible, the school buildings:</p> <ol style="list-style-type: none"> <li>1. shall be so situated that they are sufficiently far from all fire hazards and that instruction and study can be conducted without undue interference from neighbors and passing traffic, and so arranged that activities going on in classrooms, study rooms, laboratories, or the library do not interfere with each other;</li> <li>2. shall be adequately planned and constructed that in case of fire, typhoon, earthquake, etc., all students can evacuate the building promptly and safely;</li> <li>3. shall be equipped with fire escapes, fire extinguishers, and other safety devices;</li> <li>4. shall have enough lavatories for both sexes which shall, at all times, be kept</li> </ol>			

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<p>clean;</p> <ol style="list-style-type: none"> <li>5. shall be adequately lighted and ventilated;</li> <li>6. shall contain sufficient space, furniture and fixtures for the general needs of the administrative staff, faculty and students;</li> <li>7. shall not be used for private residence or in any way that might directly or indirectly interfere with school operations;</li> <li>8. shall have an easily accessible and well-furnished, well- equipped library, as well as administrative offices and faculty rooms;</li> <li>9. shall have adequately outfitted laboratories and equipment for the science courses;</li> <li>10. shall have a sufficient area for student personnel services;</li> <li>11. shall have allotted specific areas for home economics and other vocational courses;</li> <li>12. shall be adequately planned that classrooms and laboratories open on to a corridor; and,</li> <li>13. shall, if a multi-storey building, have at least two staircases with a minimum width of two meters, subject to government regulations. Ramps shall be provided for students with special needs as required by the BP Blg. 344 otherwise known as the "Accessibility Law".</li> </ol> <p>In addition, the following are required for school sites and buildings:</p> <ol style="list-style-type: none"> <li>1. For Safety                      To ensure the safety of students while in the premises, all higher education institutions are enjoined strictly to observe and follow the applicable provisions of Presidential Decree (PD) No. 1185, otherwise known as the "Fire Code" and PD No. 1059, otherwise known as the "National Building Code".                      The Regional Offices are authorized to evaluate and monitor compliance by institutions to the said Presidential Decrees, and to report in writing any violations thereof to the Commission.                      Any higher education institution found guilty, after due process, for violations of any provisions of the aforementioned laws, shall be dealt with</li> </ol>			

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<p>accordingly, which may include the revocation of permits and/or authority to operate and/or offer courses.</p> <p>2. For Sanitation, Waste Disposal and Environmental Hygiene                      In the interest of public health and safety, particularly of students, faculty and non-teaching personnel, all higher education institutions are required to conduct appropriate and effective measures to ensure that all campus facilities and premises are properly maintained according to sanitation and hygiene standards as prescribed by the Code of Sanitation of the Philippines and other pertinent laws.                      All higher education institutions are also enjoined to: (1) coordinate closely with local and national government agencies responsible for sanitation and waste disposal; (2) inspect and undertake remedial measures where necessary, potable water supply and distribution systems located in campus; and, (3) institute appropriate preventive and responsive measures to combat the development and spread of communicable diseases on campus.</p> <p>To prevent and address outbreak of water and food-borne diseases in campuses, all higher education institutions are further required to conduct the following activities as part of student services:</p> <ol style="list-style-type: none"> <li>a. monitoring and assurance of potable water supply;</li> <li>b. maintenance of cleanliness and sanitation of school surroundings, including comfort rooms and canteens;</li> <li>c. health and sanitation clearances of food handlers;</li> <li>d. sanitary preparations and serving of foods and beverages;</li> <li>e. proper refrigeration of foods;</li> <li>f. appropriate equipping and supply stocking of school clinics; and</li> <li>g. conduct of public awareness campaigns, with emphasis on prevention.</li> </ol>			

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7. Copy of Retirement Plan of the school, registered with the SEC			
8. School bond in the amount of One Hundred Thousand pesos (P100,000.00) in cash or check payable to CHEDRO (for newly established private MHEI only)			
9. Application fee in the amount of Eight Thousand pesos (P8,000.00) in cash or check payable to CHEDRO*			
10. Inspection fee in the amount of Thirty Thousand pesos (P30,000.00) in cash or check payable to CHEDRO*			

**Notes:**

1. All items are required for application for 1st and 2nd Year Level permit
2. Only those with asterisks are required for application for 3rd Year and Government Recognition

**Self-Assessment:**

\_\_\_\_\_  
 Name and Signature of President or Authorized Representative

\_\_\_\_\_  
 Date



**Documentary Analysis by CHEDRO Supervisor:**

Documents are complete

Name and Signature \_\_\_\_\_

Date \_\_\_\_\_

Documents are incomplete, returned to the institution on \_\_\_\_\_

Name and Signature \_\_\_\_\_

Date \_\_\_\_\_

Documents are complete, upon submission of compliance on \_\_\_\_\_

Name and Signature \_\_\_\_\_

Date \_\_\_\_\_

