



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



CHED MEMORANDUM ORDER

No. 18

Series 2022

**SUBJECT: POLICIES, STANDARDS AND GUIDELINES ON THE GRANT OF INSTITUTIONAL RECOGNITION AS A HIGHER EDUCATION INSTITUTION TO LOCAL UNIVERSITIES AND COLLEGES (LUCs)**

Pursuant to the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as Higher Education Act of 1994, Department of the Interior and Local Government (DILG) Memorandum Circular No. 2009-67, also known as the "Guidelines on the Establishment of Local Colleges and Universities by Local Governments, and on the Operation of Higher Education Programs," and by virtue of CHED Commission en Banc Resolution No. 586-2022 dated October 24, 2022, the Commission hereby issues this Policies, Standards and Guidelines on the Grant of Institutional Recognition as Higher Education Institution to Local Universities and Colleges.

## **ARTICLE I GENERAL PROVISIONS**

### **Section 1. Statement of Policies**

The Commission on Higher Education (CHED) per Section 3 of Republic Act No. 7722 is mandated to administer and supervise both public and private higher education institutions as well as degree granting programs in all post-secondary educational institutions. Although Article 3 of Sections 447, 458 and 468 of Republic Act No. 7160 provides that municipalities, cities and provinces may establish and provide for the operation of post-secondary institutions, Republic Act No. 7722 provides that CHED covers degree-granting programs in all HEIs and hence, should an LUC offers or intends to offer degree programs, the LUC concerned should comply with the COPC requirement.<sup>1</sup>

<sup>1</sup> Per DOJ Opinion 72 Series of 2008 on the issue of jurisdiction and authority of the Commission on Higher Education (CHED), insofar as the exercise of supervision and reasonable regulation of public higher education institutions specifically local universities and colleges (LUCs) and other non-chartered schools operating as higher education institution that are established/created by Local Government Units (LGUs) through corresponding Ordinances passed by the appropriate Sangguniang concerned (i.e. Panlalawigan, Panglungsod, and Sangguniang Bayan)

## **Section 2. Recognition of an LUC as Higher Education Institution**

A Local University or Local College is a public higher education institution established and provided for operation by a municipality, city or province. In Filipino, a college is referred to as “dalubhasaan”, and “pamantasan” for university. An LUC bearing a “University” or “Pamantasan” in its name will only be recognized as a University by CHED upon the satisfaction of all requirements embodied under the existing rules and regulations of the Commission for the grant of university status.

In order for an LUC to be recognized as a higher education institution, it should have complied with all the requirements for Institutional Recognition set forth in this CMO. In addition, all of its programs should have been issued with a Certificate of Program Compliance (COPC). An LUC with an Institutional Recognition as Higher Education Institution issued by CHED shall be eligible to apply for an issuance of Special Order for graduation of its students in accordance with existing guidelines of the Commission.

## **Section 3. Certificate of Program Compliance**

A Certificate of Program Compliance (COPC) is a recognition that the specific undergraduate or graduate program being offered by an LUC are fully compliant with the CHED policies, standards and guidelines pertinent to the said program. A COPC is a requirement for programs being offered by an LUC. The LUC shall apply for the issuance of COPC from CHED following existing procedures (**see Annex D**). The program shall be issued with a COPC upon full compliance with CHED requirements.

For an LUC that is intending to offer undergraduate or graduate program, it is required to request for the CHED preliminary assessment, which determines the readiness and capability of the LUC to offer a new program. If found compliant, the CHED will issue a Report on the Preliminary Assessment (RRPA).

## **Section 4. Objectives**

1. Promote quality and excellence in the operation of LUCs with due recognition of their unique institutional identities in providing access to higher education;
2. Provide relevant direction, mechanisms for technical assistance and appropriate benefits and incentives in the establishment and operation of LUCs by PCMs;
3. Establish a clear relationship between and among the CHED, LGUs, LUCs and other stakeholders;
4. Develop an Internationalization Strategy in pursuit of the objectives and goals of the CHED Internationalization Framework for Higher Education and in adherence to ASEAN, UNESCO and other international



commitments under various education agreements and conventions, to align their programs with the Philippine Qualification Framework (PQF) under RA No. 10968 and be recognized by local and foreign institutions; and

5. Ensure the continuous improvement of the LUCs' quality assurance mechanism and educational standards comparable with local and international guidelines, and alignment to the PQF.

### **Section 5. Coverage**

This CMO shall apply to all LUCs created by ordinance or law. A newly established LUC or existing ones, which have not been previously granted Institutional Recognition (IR) by CHED, must comply with the requirements under this CMO to be recognized as a higher education institution (HEI). Likewise, an existing LUC with pending applications for Institutional Recognition must comply with the requirements set out in this CMO.

## **ARTICLE II REQUIREMENTS AND PROCEDURES**

### **Section 6. Requirements for the Grant of Institutional Recognition (IR)**

The following are the requirements to be submitted by a newly-established local college or an existing LUC applying for the grant of Institutional Recognition as a higher education institution:

1. Duly-enacted PCM ordinance or law establishing the charter of the LUC with the following necessary provisions:
  - a. Governing Board Membership and Functions;
  - b. Administration of the Institution;
  - c. Term of Office and Qualifications of the President/Administrator or equivalent position;
  - d. Process of Selection of the President/Administrator or equivalent position
  - e. Organizational Structure and Functions;
  - f. Basic/Mandatory Plantilla Positions (President/Administrator or equivalent position, Registrar, Librarian, Guidance Counselor, Nurse and Faculty positions) and Roles and Responsibilities); and
  - g. Annual appropriation of the LUC from the LGU
2. Excerpt of the current Fiscal Year (FY) Appropriations Ordinance pertaining to the operation of the LUC duly-certified correct by the Secretary to the Sanggunian;



3. Proof of implementation of PCM Ordinance creating the plantilla positions for the required academic and non-academic personnel;
4. Governing Board's duly-approved Procedures and Guidelines for Hiring of Personnel, and Qualification Standards based on the relevant policies of the CSC and the Promotion and Merit System as approved/accredited by CSC;
5. Governing Board's duly-approved five-year Institutional Development Plan; An institutional development plan identifies the Key Result Areas that is based on its Mission, Vision and Goals for at least a 5-year period. It contains sets of interrelated activities, its manner of execution, target date of accomplishment, funding, responsible office/personnel and evaluation and measurement of accomplishment. It also includes:
  - a. Development plan for instruction, library, research, community service and linkages, student affairs and services, facilities, governance and management, internationalization strategies with proposed budget;
  - b. Implementation and action plans, including Business Continuity Plan, Learning Continuity Plan, and
  - c. Monitoring Scheme.
6. Documents duly-certified by the LUC President/Administrator or equivalent position:
  - a. List of degree program offering/s;
  - b. List of Institutional/Academic Facilities;
  - c. Approved Research Agenda;
  - d. Researches conducted (for existing LUCs);
  - e. Approved Community Extension Program;
  - f. Existing community engagement (for existing LUCs);
7. Certificate of Program Compliance of all programs being offered;
8. Proof of ownership/occupancy right (any of the following):
  - a. Transfer Certificate Title, if the land is owned by the LUC
  - b. Deed of Donation, if the property is donated in favor of the LUC
  - c. Ordinance allotting/designating the property for use of the LUC, if the site is not owned by the LUC, with Contract/Deed of Usufruct if under usufruct, or Lease Contract if under lease
9. Certification by the LUC President/Administrator or equivalent position that the plantilla positions are filled up and supported by Appointment Papers duly attested by CSC.



10. Existing student academic and non-academic policies, systems and processes. The required supporting documents are enumerated in **Annex A Supporting Documents** and the list of parameters to be observed by an LUC applying for IR is attached in **Annex B List of Parameters**.

## **Section 7. Procedure of Submission, Evaluation and Grant of Institutional Recognition**

### **1. Submission of Requirements for Application**

A newly-established local college or an existing LUC applying for institutional recognition as a higher education institution shall submit a complete set of documents per CHED-IR Checklist (Annex A) to the CHED Regional Office having jurisdiction of the place where the institution is located. Failure to submit all the required documents shall be a ground for the denial of the application for institutional recognition of the LUC, without prejudice to re-application.

### **2. Evaluation**

- a. By CHEDRO. The CHEDRO shall conduct an evaluation of the compliance documents submitted and shall conduct an initial ocular inspection using the CHED-IR Parameters (**Annex B**). If the LUC complied with the requirements, the CHEDRO shall submit its findings and recommendations to the CHED-Office of Institutional Quality Assurance and Governance (OIQAG) for review/validation.
- b. By CHED Composite Team. The CHED Composite Team shall be constituted by OIQAG. The team shall be composed of representatives from the Department of the Interior and Local Government (DILG), Civil Service Commission (CSC), CHED-OIQAG, CHED-Legal and Legislative Service (LLS), and the concerned CHED Regional Office. The Composite Team shall review and validate the CHEDRO findings and recommendations using the CHED-IR Parameters (Annex B). A final ocular inspection of the concerned LUC shall be conducted by the Composite Team. The findings of the Composite Team shall be the basis of OIQAG to recommend to the CEB the approval or disapproval of the application of the LUC for IR as HEI or to return the application to CHEDRO for appropriate action.

### **3. Approval/Disapproval of LUCs Application for Institutional Recognition**

The CHED Commission en Banc (CEB) shall decide based on the findings and recommendations of the Composite Team. Once approved, a



Certificate of Institutional Recognition as a higher education institution shall be issued by the CHED to the LUC. In case of its disapproval, the LUC is given a one-time opportunity to file a Motion for Reconsideration (MR) within 15 days from receipt of the decision. CHED shall not entertain a second motion for reconsideration. In case of denial of MR, an LUC may again apply for Institutional Recognition (IR) from the concerned CHED Regional Office.

### **ARTICLE III INTERNAL GOVERNANCE**

#### **Section 8. The Governing Board (GB)**

The composition of the Governing Board shall be prescribed in the Ordinance passed by the local Sanggunian and approved by the Local Chief Executive.

The GB, as much as practicable shall be structured with, but not limited to the following composition:

Chairperson: Local Chief Executive

Vice Chairperson: President/Administrator or equivalent position of the LUC

Members:

President of the duly recognized Faculty Association

President of the duly recognized Supreme Student Council/  
Government

President of the duly recognized Alumni Association

Chairperson of the PCM's Committee on Education of the local  
Sanggunian

Representative of the Department of Science and Technology (DOST)  
or the Representative of the Department of Agriculture (DA), depending  
on the focus of the LUCs

A representative from the duly-recognized Business or Industry Sector  
who shall be appointed by the GB for a term of two years.

A representative from CHED who shall be a permanent resource person  
shall be designated by the CHED Chairperson.

A representative from the Regional Office of the National Economic and  
Development Authority may be invited as a resource person

#### **Section 9. Functions of the Governing Board**

The functions of the Governing Board shall be prescribed in the Ordinance passed by the local Sanggunian and approved by the Local Chief Executive or law passed by the Bangsamoro Government.



Generally, the GB is the highest policy making body of the LUC, and as such, shall:

1. set the vision and strategic direction of the LUC, ensuring its alignment with the LGU's development agenda, higher education agenda, and the national government's thrust;
2. establish effective and efficient structure of the LUC;
3. ensure sound financial management; and
4. approve plans or policies related to the overall governance of the LUC.

Specifically, the GB shall have the following duties and responsibilities:

1. establish policy guidelines, rules, regulations and procedures not contrary to law and which are necessary to carry the purpose and function of the LUC, and ensure participative decision-making and transparency within the institution;
2. approve academic arrangements for capacity building of the institution, with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be, consistent with the provisions of the Transnational Higher Education Act (RA No. 11448), and other guidelines of CHED relative to such academic arrangements;
3. approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils in accordance with the existing CHED Policies, Standards and Guidelines;
4. set policies on admission, retention and graduation of students;
5. award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the LUC, subject to the existing CHED guidelines, and to authorize the award of certificates of completion of non-degree and non-traditional courses, subject to existing CHED policies and guidelines;
6. ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, career and job placement, canteen, buildings, grounds, property maintenance and similar services;
7. institutionalize and strengthen research and extension programs;
8. recommend to the Local Chief Executive the appointment of President/Administrator or equivalent position of the LUC from the list of three (3) qualified candidate/s / applicant/s based on the search made under Section 12 of this CMO;
9. recommend to the Local Chief Executive the appointment/designation of the vice presidents, deans, directors, heads of departments, faculty members and other officials and employees whose salaries and wages are wholly or mainly paid out of the local funds and whose appointments

are not otherwise provided for under RA No. 7160, as well as those the Local Chief Executive may be authorized by law to appoint;

10. fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors subject to compliance with existing CHED policies, standards and guidelines;
11. adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving student, if in case the LUC is not a recipient of a government subsidy;
12. coordinate with the PCM's local Sanggunian to provide for the regular support for the development, operation, and maintenance of the LUC;
13. recommend to the PCM's local Sanggunian policies on higher education and other related development legislation on effective governance and management;
14. approve consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution including its Internationalization initiatives;
15. receive and appropriate budget as may be provided, to support of the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of the LUC;
16. receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose of the same when necessary for the benefit of the LUC, subject to limitations, directions and instructions of the donors, if any. Administer the same in the absence of specific directives of the donor. Such donations shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;
17. recommend to and implement the Local Government Unit-approved construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment.  
Purchases and other transactions entered into by the LUC through the GB shall be subject to applicable laws on tax exemptions on donations and gifts, and all applicable laws;
18. approve salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;



19. approve the absorption/adoption of LGU acquired non-chartered tertiary institutions within their respective PCM in coordination with the CHED and other relevant agencies and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
20. establish chairs in the LUC and to provide fellowships for qualified faculty members and scholarships to deserving students;
21. authorize, as may be needed, an external management audit of the institution to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
22. approve the set up on the adoption of modern and innovative modes of transmitting knowledge through different teaching and learning modalities subject to CHED requirements;
23. seek technical advice and updates from the CHED Resource Person pertaining to the LUC operations;
24. institutionalize and strengthen programs that prioritize and support the LGU's development programs and capacity development needs;
25. establish, maintain and institute mechanisms to share with the LGU and stakeholders, a knowledge-base of the LUC's experts and resources to support LGU governance and administration processes; and,
26. delegate specific duties and responsibilities provided for hereinabove to the President /Administrator or equivalent position and/or other officials of the LUC as it may deem appropriate so as to expedite the administration of the affairs of the LUC.

#### **Section 10. Secretary of the LUC Governing Board**

The Governing Board shall designate a secretary who shall serve as such for both the GB and the LUC and shall keep all records and proceedings of the GB. The Secretary shall communicate to each member of the GB notice of meetings.

### **ARTICLE IV ADMINISTRATION AND OPERATION**

#### **Section 11. The Administration**

The administration of the LUC shall be vested in the President/Administrator or equivalent position who shall render full-time service. The powers and duties of the President/Administrator or equivalent position in the LUC, in addition to those specifically provided in this CMO, shall be those usually pertaining to the Offices of the President of other colleges/universities, and those delegated by the Governing Board. The President/Administrator or equivalent position shall have a term of four (4) years and shall be eligible for reappointment for another term only. The



President/Administrator or equivalent position shall hold an earned doctoral degree, defined as level 8 in the Philippine Qualifications Framework (L8) as stipulated in PQF-National Coordinating Council Resolution No. 2014-03 adopted on December 11, 2014 and its amendments thereafter, from a CHED-recognized higher learning institution, with at least five (5) years of relevant administrative experience. For an LUC previously recognized as an HEI by the CHED, the College Administrator may be equivalent to the position of President, if its existing charter provides for it.

In case of vacancy by reason of death, resignation, removal for cause or incapacity of the President/Administrator or equivalent position to perform the functions of their office, the Board shall immediately recommend to the Local Chief Executive the designation of an officer-in-charge (OIC), with the same qualifications as required of a President. The designation shall not exceed a period of **one (1) year**, renewable for another one year, pending the appointment of a new President/Administrator or equivalent position, subject to existing CSC Rules<sup>2</sup>. The Board shall immediately create and convene the Search Committee (SC).

### **Section 12. Search Process and Minimum Qualifications of an LUC President**

The Search Committee for President (SCP) shall be guided by the search process and minimum qualifications of an LUC President as provided in Annex E, with regard to the search for qualified applicants for the position.

### **Section 13. Grant of University Status**

Professional Institution, College, and University are CHED's horizontal typology as defined under CMO 46 Series of 2012. The use of these types in the name of the LUCs shall be based on the distinguishing features and measurable indicators set by the Commission.

Notwithstanding Republic Act No. 7160 and for quality assurance purposes, all Local Colleges aspiring to become a university shall follow the applicable CHED policies and standards for the grant of university status.

All existing Local Universities must comply with the requirements of the Commission and shall be granted full university status upon full compliance with the CHED policies and standards for the grant of university status.

An LUC bearing University or "Pamantasan" in its name will only be recognized as a University by CHED upon compliance with all requirements embodied under the rules and regulations of CHED for the grant of university status.

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<sup>2</sup> 2017 ORAOHRA, Revised July 2018 (CSC MC 14 series of 2018) would apply.



#### **Section 14. Benefits / Incentives**

An LUC granted with CHED IR and with all its programs issued with Certificates of Program Compliance by CHED shall be eligible to avail the benefits of the Universal Access to Quality Tertiary Education Act (RA 10931), subject to availability of funds under existing laws and regulations.

Local Universities and Colleges granted with CHED IR shall be eligible to apply for any grant or subsidy provided by CHED, subject to the specific requirements and guidelines/procedures of such grant/subsidy. They are also eligible to avail of support provided by CHED for the development of their human resources through appropriate scholarships for post-graduate studies, continuing professional development programs, and other capacity building activities that ensure the delivery of quality education.

LUCs with IR are listed in the registry of Philippine Higher Education Institutions. In the global community, such recognition will assist and facilitate mobility of students and faculty to another country for purposes of study, research, teaching or work.

#### **Section 15. Monitoring and Evaluation**

All LUCs granted with Institutional Recognition as higher education institution shall be subject to evaluation by the Office of Institutional Quality Assurance and Governance (OIQAG), in coordination with the concerned CHED Regional Offices, to ensure full compliance with this CMO. Upon the compliance of the LUCs of this CMO on the period specified on Section 17, OIQAG shall conduct the monitoring and evaluation of LUCs for a period of one (1) year. After which, regular monitoring and evaluation shall be conducted by the CHED Regional Office.

A report on the regular monitoring and evaluation shall be submitted to OIQAG by the end of every academic year. Non-compliance with the requirements shall be a ground for revocation of Institutional Recognition granted by CHED.

#### **Section 16. Revocation of IR Issued to LUC**

The Institutional Recognition as a higher education institution granted to the LUC shall be subject to revocation, if the institution failed to maintain compliance with the requirements prescribed under this CMO.

Based on the existing process of revocation of Institutional Recognition (**Annex F**) and upon finality of the order of revocation by the CEB, the name of the institution shall be removed from the list of LUCs granted with IR by CHED.



**ARTICLE V**  
**MISCELLANEOUS PROVISIONS**

**Section 17. Transitory Provision**

LUCs with pending applications for IR shall be covered by this CMO.

Existing LUCs that have been previously granted IR by CHED prior to the issuance of this CMO shall have one (1) year from its effectivity to fully comply with all the requirements set forth in this CMO. After the said period, compliance with all the requirements stipulated in this CMO shall form part of the elements and criteria, subject to the monitoring and evaluation of LUCs. Non-compliance with any of the requirements in this CMO shall be a ground for revocation of IR granted by CHED.

In addition, upon the effectivity of this CMO, all LUCs, through a GB resolution, should request the CHED for the designation of a CHED Representative to serve as a permanent resource person of the GB.

**Section 18. Repealing Clause**

CMO No. 32 Series of 2006, CMO No. 4 Series of 2007, CMO No. 42 Series of 2016 and other CHED issuances or parts thereof, which are contrary or inconsistent with any of the provisions herein, are hereby deemed repealed.

**Section 19. Separability Clause**

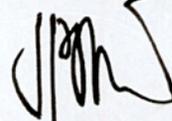
Should any part of this CMO be declared unconstitutional, the rest of the provisions of this Act shall continue to be in effect and subsisting.

**Section 20. Effectivity**

This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation. These policies, standards and guidelines (PSG) shall also be registered with the Office of National Administrative Register at the University of the Philippines Law Center, UP Diliman, Quezon City.

Quezon City, Philippines December 29, 2022.

For the Commission:



**J. PROSPERO E. DE VERA III, DPA**  
Chairman



## Annex A. Requirements for the Grant of Institutional Recognition (IR)

1. Duly-enacted PCM ordinance or law establishing the charter of the LUC with the following necessary provisions:
  - a. Governing Board Membership and Functions;
  - b. Administration of the Institution;
  - c. Term of Office and Qualifications of the President/Administrator or equivalent position;
  - d. Process of Selection of the President/Administrator or equivalent position;
  - e. Organizational Structure and Functions;
  - f. Basic/Mandatory Plantilla Positions (*President/Administrator or equivalent position, Registrar, Librarian, Guidance Counselor, Nurse, Faculty positions*) and Roles and Responsibilities; and
  - g. Annual appropriation of the LUC from the LGU
2. Excerpt of the current Fiscal Year (FY) Appropriations Ordinance pertaining to the operation of the LUC duly-certified correct by the Secretary to the Sanggunian;
3. Proof of implementation of PCM Ordinance creating the plantilla positions for the required academic and non-academic personnel;
  - a. Duly signed Personnel Personal Services Itemization and Plantilla Of Personnel (PSIPOP);
  - b. Appointment Paper approved by the CSC for non-accredited LGUs, attested if accredited; and
  - c. PDS Personal Data Sheet (CSC Form 212 Revised 2017)
4. Governing Board's duly-approved Procedure and Guidelines for Hiring Personnel, and Qualification Standards based on the relevant policies of the CSC and the Promotion and Merit System as approved/accredited by CSC;
  - a. Certified True Copy of the Governing Board Resolution;
  - b. Certified True Copy of Procedure and Guidelines for Hiring Personnel signed by the head of human resource office; and
  - c. Certified True Copy of Qualification Standards based on Civil Service Commission (CSC) Promotion and Merit System received by CSC
5. Governing Board's duly-approved five-year Institutional Development Plan;
  - a. Certified True Copy of the GB Resolution approving the Five-Year Institutional Development Plan
  - b. An institutional development plan identifies the Key Result Areas that is based on its Mission, Vision and Goals for at least a 5-year period. It contains sets of interrelated activities, its manner of execution, target date of accomplishment, funding, responsible office/personnel and evaluation and measurement of accomplishment. In addition, the IDP must contain the following:
    - i. Five-Year Development Plan (development plan with GB approved budget; based on the CHED requirements for instruction, research, community service/extension and linkages, student affairs and services, facilities, library, governance and administration, internationalization strategies)
    - ii. Implementation and Action Plans including Learning Continuity Plan
    - iii. Monitoring Scheme



6. Documents duly-certified by the LUC President/Administrator or equivalent position:
  - a. List of degree program offering/s and corresponding COPCs issued by CHED;
  - b. List of Institutional/Academic Facilities;
  - c. Approved Research Agenda;
  - d. Researches conducted (for existing LUCs);
  - e. Approved Community Extension Program;
  - f. Existing community engagement (for existing LUCs);
7. Certificate of Program Compliance of all programs being offered;
8. Proof of ownership/occupancy right (any of the following):
  - a. Transfer Certificate Title if the land is owned by the LUC;
  - b. Deed of Donation if the property is donated in favor of the LUC; and
  - c. Ordinance allotting/designating the property for use of the LUC if the site is not owned by the LUC, with Contract/Deed of Usufruct if under usufruct, or Lease Contract if under lease.
9. Certification by the LUC President/Administrator or equivalent position that the mandatory plantilla positions (*President/Administrator or equivalent position, Registrar, Librarian, Guidance Counselor, Nurse, and Faculty*) are filled up, and supported by Appointment Papers duly attested by CSC.
10. Certification by the LUC President/Administrator or equivalent position that the plantilla positions are filled up and supported by Appointment Papers duly attested by CSC
11. Existing student academic and non-academic policies, systems and processes
  - a. Governing Board Resolutions
  - b. Student Admission and Retention
  - c. Student Affairs and Services Student Loading
  - d. Student Discipline
  - e. Grading System
  - f. Promotion and Graduation



**Annex B. List of Parameters for Validation of Compliance to Requirements for the Grant of Institutional Recognition as Higher Education Institution to Local Colleges and Universities by virtue of CMO 18 Series of 2022 and the Local Government Code of 1991 (RA 7160)**

Parameters		
Areas of Evaluation	Description	Statement of Compliance

**I. Establishment and Governance**

1. Duly enacted PCM ordinance or law establishing the charter of the LUC and its amendments	An Ordinance establishing a local Higher Education Institution in compliance with CHED standards and requirements on the establishment of a local HEI	There is an Ordinance establishing a local Higher Education Institution in compliance with CHED standards and requirements on the establishment of a local HEI
1.a1 Governing Board Membership consistent with the specified in	The minimum composition of the BOT / BOR are the following: 1. Local Chief Executive 2. President/ Administrator 3. Recognized Alumni Association President 4. Recognized Faculty Association President 5. Recognized Student Association President 6. Chairperson of the PCM's Committee on Education of the local Sanggunian 7. Representative of the Department of Science and Technology (DOST) or the Representative of the Department of Agriculture (DA), depending on the focus of the LUCs 8. Representative of Accredited Business or Industry Sector	The Members of the Governing Board specifically and completely enunciated in the provision in the Ordinance are consistent with the specified in Article III Section, CMO _ Series of 202_
1.a.2. Powers and Functions of the Governing Board	The functions of the BOT / BOR as the highest policy making body of the institution should be indicated in an ordinance.	It is indicated in Section___ of Article _____ in Sangguniang _____ Ordinance No. _____ enacted on_____ the functions of the BOT/BOR as the highest policy making body of the institution. There is a proof that policies are formulated and approved by the BOT / BOR



1.b. Administration of the Institution	Administration of the Local College shall be vested in the President/ Administrator or equivalent position who shall render full time service.	Section _____ Sangguniang _____ Ordinance No. _____ Series of _____ is consistent with the provision of Article IV Section 9, CMO _ Series of 202_.
1.c.1. Term of Office of the President/ Administrator or equivalent position	The President/Administrator or equivalent position shall have a term of four (4) years and shall be eligible for reappointment for another term only	Section _____ Sangguniang _____ Ordinance No. _____ Series of _____ is consistent with the provision of Section 9 Article IV, CMO _ Series of 202_.
1.c.2. Qualifications of the President / Administrator or equivalent position	1. The President / Administrator or equivalent position shall have an appropriate earned doctoral degree and must have at least five (5) years of relevant administrative experience.	Section _____ Sangguniang _____ Ordinance No. _____ Series of _____ is consistent with the provision of Section 10 Article IV of CMO __ Series of 202_.
1.d. Process of Selection of President / Administrator or equivalent position	There should be a process indicated in the ordinance regarding the selection and recommendation for appointment or a documentation following the process stipulated in Article IV Section 10 of CMO __ Series of 202_ .	The process indicated in Section _____ in Sangguniang _____ Ordinance No. _____ Series of _____ regarding the selection and recommendation for appointment or a documentation following the process stipulated in Section 10 Article IV of CMO __ Series of 202_.
1.e. Organizational Structure and Functions	Organizational Structure, taking into consideration the functions, responsibilities, management/supervision level of each offices/units in order to classify/cluster them accordingly.	a. Organizational Chart is identified in the Sangguniang _____ Ordinance No. _____ Series of _____, taking into consideration the functions, responsibilities, management/supervision level of each offices/units in order to classify/cluster the accordingly.
		b. The roles and functions are described in Section _____ in Sangguniang _____ Ordinance No. _____ Series of _____
1.f. Basic/Mandatory Plantilla Positions	The Basic/Mandatory Plantilla Positions are the following: 1. President/Administrator or equivalent position 2. Registrar 3. Librarian 4. Guidance Counselor 5. Nurse 6. Faculty positions	Ordinance No.____ specifies the creation, at the minimum, of the following plantilla positions: 1. President/Administrator or equivalent position 2. Registrar 3. Librarian 4. Guidance Counselor 5. Nurse 6. Faculty positions



1.g. Annual appropriation of the LUC from the LGU	The annual funding support of the LGU for the operation of the LUC which is specified in an Ordinance	The provision of annual funding for the operation of the LUC is stipulated in Section _____ of Article _____ in Sangguniang _____ Ordinance No. _____
2. Excerpt of the current fiscal year appropriation ordinance for the operation of the LUC certified correct by the Secretary of the Sanggunian	Proof of current fiscal year appropriation ordinance for the operation of the LUC	Excerpt of the current Fiscal Year (FY) Appropriations Ordinance pertaining to the operation of the LUC duly-certified correct by the Secretary to the Sanggunian is available
3. Existing student academic policies, systems and processes	Policies being implemented are approved by the GB available to stakeholders through manuals, memo and other printed materials  1. Recruitment, Admission and Retention 2. Student Loading 3. Student Discipline 4. Grading System 5. Promotion, Graduation and Job Placement	Policies being implemented are approved by the GB available to stakeholders through manuals, memo and other printed materials



## II. Sustainability of Operations (Institutional Development Plan)

<p>1. Proof of Implementation of PCM Ordinance creating plantilla positions for the required academic and non-academic personnel</p>	<p>Proof that the following plantilla positions are filled up:  a.1. President/Administrator  a.2. Registrar  a.3. Librarian  a.4. Nurse  a.5. Instructors  a.6. Guidance Counsellor</p>	<p>a. The following plantilla positions are filled up:  a.1. President/Administrator  a.2. Registrar  a.3. Librarian  a.4. Nurse  a.5. Instructors  a.6. Guidance Counsellor</p>
	<p>Proof that the incumbent President / Administrator or equivalent positions qualified, with an appropriate earned doctoral degree and must have at least five (5) years of relevant administrative experience.</p>	<p>b. The incumbent head of institution has an appropriate earned doctoral degree and must have at least five (5) years of relevant administrative experience.  c. The incumbent head of institution had undergone the process of the Search for President</p>
<p>2. Governing Board's duly-approved Procedure and Guidelines for Hiring Personnel, Qualification Standards based on the Civil Service Commission (CSC) Rules and Regulations, and Promotion and Merit System as approved/ accredited by CSC</p>	<p>4.a. Procedure for Hiring Non-Plantilla Items (Teaching and Non-Teaching Position)  4.b. Merit System for Items in the Plantilla (Faculty &amp; Non-Teaching)  <i>Merit System for Items in the Plantilla (Faculty) is a document approved by the Sanggunian and the Civil Service Commission. This document is based on Civil Service Commission MC 19 2005 Model Merit System for Faculty Members and its amendments</i></p>	<p>There is an available Procedure for Hiring Non-Plantilla Items (Teaching and Non-Teaching Position) and approved Merit System for Items in the Plantilla (Faculty).</p>
<p>3. Institutional Development Plan</p>	<p>A development plan identifies Key Result Areas geared towards the delivery of its Mission, Vision and Goals for a specified period. At the minimum, it must contain the following:  •LUC Profile- Historical Background, Vision, Mission, Goals  •5-Year Development Plan (development plan based on the CHED requirements for instruction, library, research, community service and linkages, student affairs and services, facilities, governance and management, Internationalization Strategies with proposed budget)  •Implementation and Action Plans (contingency plan)  •Monitoring Scheme</p>	<p>The Institution has an Institutional Development Plan containing the sets of interrelated activities, timeline, budget, its manner of execution, and measurement of accomplishment aimed toward the attainment of its mission, vision and goals. It clearly states Key Performance Indicators.   The IDP is duly approved and endorsed by the Governing Board to the Sanggunian. It is supported by an Ordinance approved by the Local Government with appropriate budget.</p>



### III. Mandate and Purpose

1. BOT Approved Institution's Vision, Mission, Goals	Presence of Approved Vision, Mission, Goals in Manuals and other printed materials	The approved VMGs are available in Manuals and other printed materials
	Posted in conspicuous places inside the campus	The approved VMG is posted in conspicuous place inside the campus
2. Certificate of Program Compliance	The COPC is a recognition that the specific degree programs being offered by SUCs/LUCs are fully compliant with the PSGs of CHED	All Program Offerings have COPC
3. For Programs with Board Examinations Performance in the Licensure Exam	Performance in the Board Exam in the past five years consistent with its PSG Requirement	The performance of all programs with Board Examinations are compliant to each of its PSGs
4. Researches Conducted	Budget recommended by the Governing Board for the current and succeeding years  LUC's research agenda  Proof of implementation  Included in the Institutional Development Plan	There is a budget approved by the Board.  There are researches aligned with the research agenda were conducted and/or presented and/ or published in refereed journals
5. Approved Community Extension Program	Budget recommended by the Board for the current and succeeding years  Included in the Institutional Development Plan	There is a BOT approved extension program
6. Existing Community Engagement	Budget recommended by the Board for the current and succeeding years  Community linkages/engagement conducted by the LUC	Proof of community engagement / linkages



#### IV. Appropriateness of Facilities

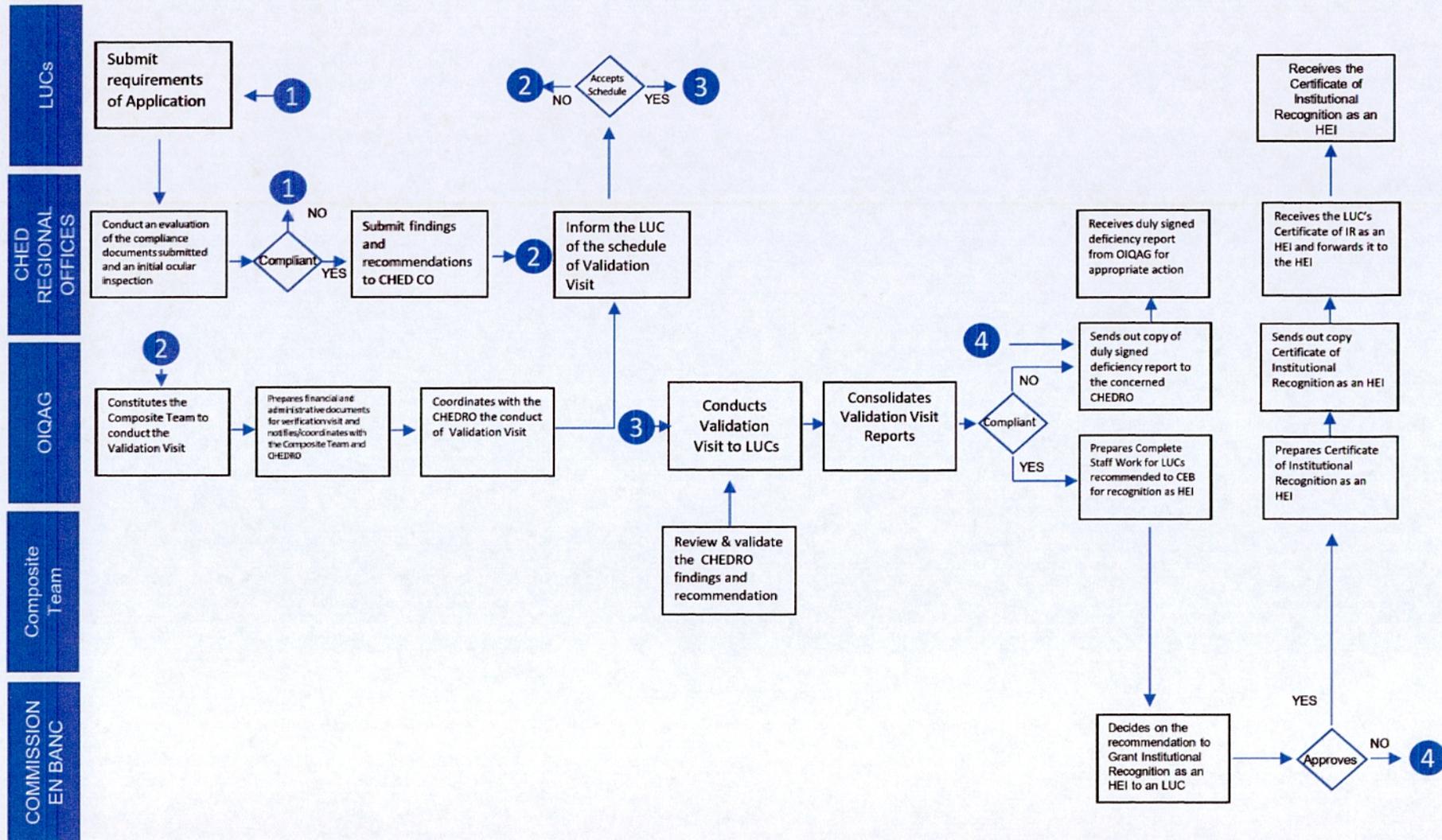
1. Academic Facilities	Availability of adequate classrooms	Available Facility follows PSG / MORPHE
	Availability of adequate laboratories	Available Facility follows PSG / MORPHE

Support Structure based on typology description

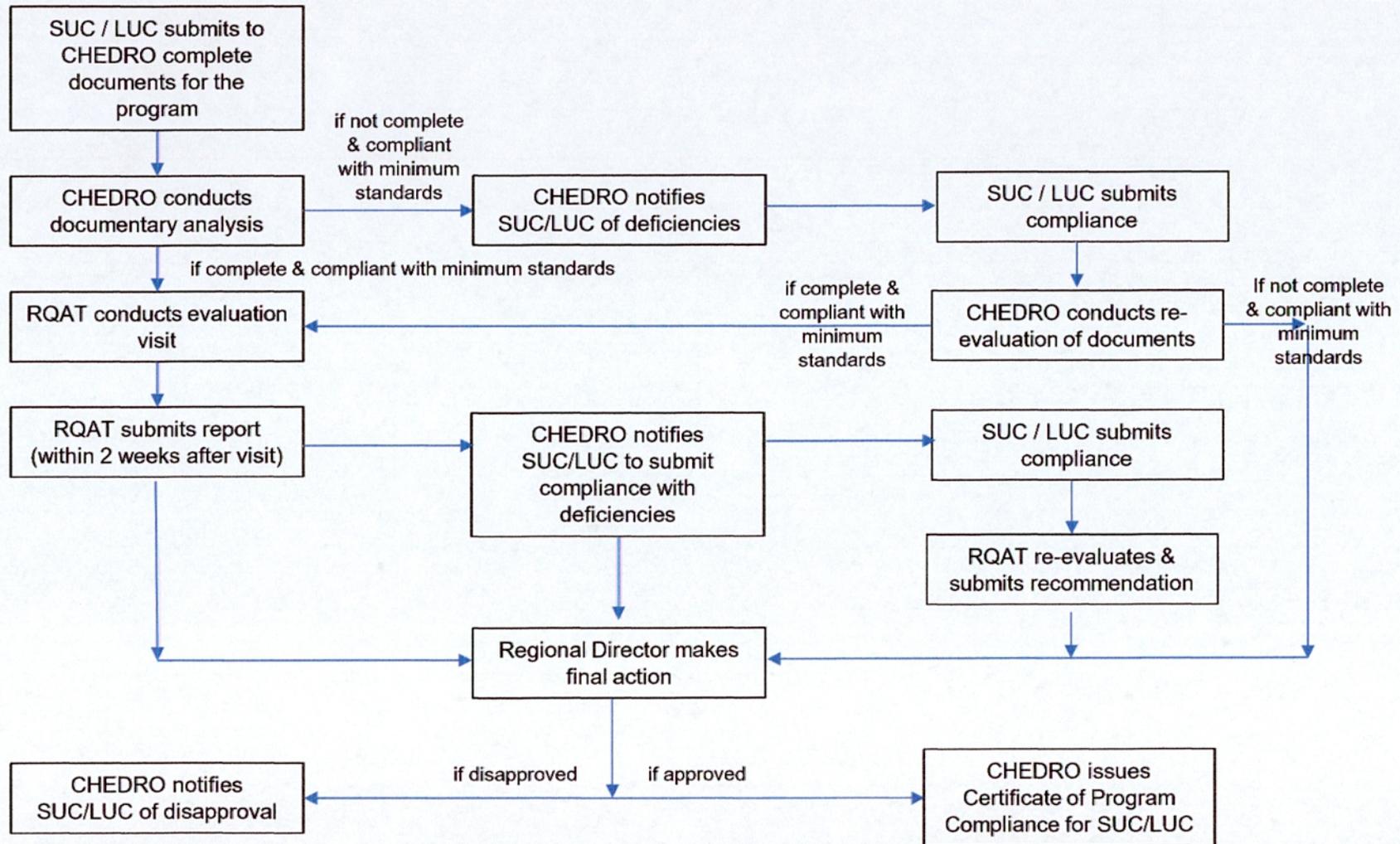
2. Administrative Offices	Availability of Appropriate Offices/ Proof of Expansion Plans	Available Facility follows PSG / MORPHE
3. Registrar's Office	Availability of Adequate Separate Office Proof of Expansion Plans	Available Facility follows PSG / MORPHE
	Student records are properly secured.	
4. Guidance and Counselling Office	Adequate and Separate Office / Proof of Expansion Plans	Available Facility follows PSG / MORPHE
5. Clinic	Availability of Adequate First Aid Facility in the campus / with MOA with the LGU Medical Facility / Proof of Expansion Plans	Available Facility follows PSG / MORPHE
6. Faculty Lounge	Availability of Appropriate Facilities depending on program requirements / Proof of Expansion Plans	Available Facility follows PSG / MORPHE
7. Student Lounge	Availability of Appropriate Facilities depending on program requirements / Proof of Expansion Plans	Available Facility follows PSG / MORPHE
8. Library	Availability of Appropriate Facilities depending on program requirements / Proof of Expansion Plans	Available Facility follows PSG / MORPHE
9. Site Ownership CMO 32 Series of 2006 Article V Section 2.c CMO 40 Series of 2008 Article VI Section 26 CMO 30 Series of 2009	At least the land is titled in the name of the LGU and there is an ordinance allotting the property for the use of the institution.	The institution owns the site, at the least the land is titled in the name of the LGU and there is an Ordinance allotting the property for the use of the institution. If not owned, there should be a definite and feasible program for ownership within a reasonable period or an adequate provision for continued use by the school through a long-term lease or usufruct of at least ten (10) years.



## Annex C. Procedure of Submission, Evaluation and Grant of Institutional Recognition



**Annex D. CHEDRO Processing Certificate of Program Compliance of SUCs and LUCs for Undergraduate Programs except for Medicine, Dentistry, Nursing and Maritime programs**



## **Annex E. Search Process and Minimum Qualifications for LUC President**

The Search Process and Minimum Qualifications for an LUC President are based on the applicable provisions of CMO No. 7 Series of 2022. The following conditions shall apply in the conduct of the search for LUC Presidents:

### **1. Creation of Search Committee for President.**

- a. The GBs of the LUC shall create a Search Committee for President (SCP) to search, screen, and recommend eligible candidates for LUC President, not later than six (6) months before the end of the term of the incumbent. The GBs shall also designate the members of the SCP Secretariat to assist the SCP with its tasks and activities.
- b. The SCP shall have at least five (5) members selected by the GB composed of qualified representatives from the academic community, the private sector, CHED, Association of Local Universities and Colleges (ALCU) if the institution is a member of said organization, and other relevant government agencies as may be identified by the GB. The GB shall designate the Chairperson of the SCP from among the members of the SCP. The SCP shall meet within fifteen days from its constitution.
- c. No SCP member shall be related within the fourth civil degree of consanguinity or affinity, had or have personal, social, professional relationships, business interests of financial connections, and political party affiliations to an applicant for LUC President to avoid conflict of interest.

If any of such relationships exist, the SCP member shall disclose the relationship to the GB. The disclosure or discovery of such relations and possible conflict of interests or partiality will serve as basis for the GB to decide whether to revoke the appointment of the concerned SCP member.

- d. To ensure the effective and efficient performance of its duties, the GB shall allocate budget and provide facilities of the LUCs to SCP.
- 2. Publication of Notice of Search for LUC President.** - The SCP shall, within one (1) month from its first meeting, prepare the notice of search for LUC President and publish it in at least one (1) newspaper of general circulation for at least three consecutive weeks.



Publication in multimedia of the notice within the same time frame is also encouraged. The notice shall include the minimum qualifications specified under Number 3 of this Annex, the documentary requirements specified in Number 4 of this Annex, the deadline for submitting the requirements, and the place for the submission of the application. The applications shall be sent through the SCP Secretariat, addressed to the SCP Chairperson.

The applications and other documentary requirements shall be filed personally, through a representative, by registered mail, or by authorized private courier with the SCP Secretariat, provided that all the applications must be received on or before the deadline.

**3. Minimum Qualifications.** - The minimum qualifications of any applicant for the LUC Presidency shall be:

- a. Not less than thirty-five (35) years old and not a day older than the sixty-first (61<sup>st</sup>) birthday at the time of application;
- b. A Filipino citizen;
- c. Holder of an earned doctorate degree that is defined as level 8 in the PQF under RA No. 10968, awarded by a CHED-recognized HEI or foreign institution accredited by its higher education ministry/commission or appropriate regulatory body;
- d. With proven track record as HEI administrator (e.g., president, vice-president, dean, campus administrator, director) or high-level management executive / administrator, whether in the public or private sector, for at least five (5) years; Nomenclature of the position is high-level management; and,
- e. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

The GB may set additional minimum qualifications it deems fit.



**4. Documentary Requirements for LUC Presidential Applicants.** - Interested applicant must submit one (1) set of original and six (6) certified photocopies of the following documents to the SCP Secretariat:

- a. Formal application letter addressed to the Chairman of the Governing Board;
- b. Detailed curriculum vitae, attested and signed by the applicant;
- c. Transcript of records, training certifications, professional accreditations, diplomas, and employment / service records;
- d. Published research work, if any;
- e. Signed and notarized statement containing the Proposed Vision, Mission and Development Goals for the LUC by the applicant;
- f. Certificates/clearances from the following government agencies, obtained not more than three (3) months from the filing date of the application indicating that the applicant has not been found guilty in any administrative and/or criminal case:
  - i. National Bureau of Investigation (NBI)
  - ii. Sandiganbayan
  - iii. Civil Service Commission (CSC)
  - iv. Municipal or Regional Trial Court
  - v. Ombudsman (for government employees)
  - vi. Institution/Company where the applicant is presently employed

In case of delay in the issuance of the agency/office concerned due to pandemic or fortuitous events, proof of payment of application fee may be used in the application subject to submission of the Certificates/Clearances at the time of the pre-evaluation process by the SCP. The deadline of which can be set by the Search Committee.

- g. Birth certificate authenticated by the Philippine Statistics Authority;
- h. Medical certificate of physical fitness issued by a physician from a government health institution not in any way connected with the applicant or the LUC applied for;



- i. Drug testing certificate pursuant to the CSC memorandum Circular No. 13, s. 2017;
- j. Neuro-psychiatric examination result obtained from a government health institution. In the case there is none, the neuro-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
- k. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 12); and
- l. Other documents that may be required by the LUC GB.

The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for application.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

**5. Submission and Pre-evaluation Process.** - The procedure for the submission and pre-evaluation of applications for the LUC Presidency is as follows:

- a. An applicant or his/her representative must submit all the required documents to the SCP Secretariat within the prescribed period.
- b. The SCP Secretariat shall transmit the original and photocopies of the documents submitted by the applicant to the SCP. All original documents submitted by an applicant that are accepted by the SCP secretariat must be returned to the applicant within sixty (60) days after the completion of the search and selection processes.
- c. The SCP Secretariat shall submit a status report relative to 5.a and 5.b, as well as a summary of documents received and the issues it encountered, to the SCP Chairperson within ten (10) calendar days after the deadline set in the Published Notice.



- d. Upon receipt of the SCP Secretariat Report, the SCP shall convene within a reasonable period to determine if the documents screened and pre-evaluated by the SCP Secretariat are indeed complete. The SCP shall also look into the documentary issues that the SCP Secretariat encountered and reported, and all the documents attached to the report to validate the decision of the SCP Secretariat. During this period, the SCP is given the authority to ascertain, validate the validity of the compliance with the minimum requirements and/or documentary requirements.
- e. If the SCP decides to disqualify an applicant because of failure to comply with all the minimum requirements and/or submit all the documentary requirements, it shall immediately inform the applicant, stating the reasons for the disqualification.
- f. A motion for reconsideration of an applicant's disqualification may be filed with the SCP and should be resolved by the SCP within five (5) days from the receipt of the MR. Decisions of the SCP may be appealed to the GB. The Decision or resolution of the SCP disqualifying an applicant for failure to submit the complete requirements on time shall be final. All original documents shall be returned to the applicant.
- g. In case the SCP has determined, that there are three or more qualified applicants, the SCP through its Chairperson shall immediately send formal notices to the applicants inviting them to proceed with the succeeding phases of the search, i.e., the public presentation and panel interview to be held at the LUC premises.
- h. In case the SCP has determined that there are less than three (3) applicants who have submitted applications or less than three (3) applicants who have qualified, the SCP shall report the same to the GB.

## **6. Criteria for Evaluation.**

In general, applicants for LUC presidency shall be evaluated in, but not limited to, the following major areas:

- a. Professional Competence
- b. Academic Background
- c. Public Forum/Presentation
- d. Panel Interview



The evaluation instrument shall be developed by the SCP subject to the approval by the GB.

## **7. Search Process.**

The screening and selection of candidates/applicants shall observe the following process:

### **a. Profile Appraisal**

The SCP shall devise its appraisal form considering the requirements for the position.

### **b. Panel Interview by the SCP;**

i. The sequence of the interview shall be determined by drawing of lots.

ii. Each of the applicants shall be interviewed using a set of predetermined questions formulated and agreed upon by the SC and rated accordingly using an evaluation criteria sheet devised by the SCP.

iii. Each member of the Committee shall be allowed to ask a minimum of three (3) questions. Each question, however, may be followed up by another clarificatory question.

iv. Questions related, but not limited to the following areas may be asked during the individual interview:

- a. Leadership skills
- b. Relations with LUC community and the general public
- c. Management competencies
- d. Resource generation/Good relations with Alumni
- e. Personal values/Stature in the academic profession
- f. Commitment to academic excellence and promotion of academic freedom



- v. The same process shall be observed up to the last interviewee.
- vi. There shall be a designated place, which shall serve as the holding area for applicants waiting for their turn to be interviewed.
- vii. Nothing in this process, however, shall prevent the GB from conducting the interview of the applicants for better appreciation of the applicants' abilities and readiness for the position.

c. Public Forum/Presentation;

- i. The applicants shall appear before an audience composed primarily of representatives coming from the following sectors: the students, faculty, non-teaching staff, LGU, parents, alumni association and other stakeholders.
- ii. Prior to the scheduled public forum/presentation, the aforementioned concerned sectors shall select from among themselves, representatives who shall act as the sector's spokespersons during the public forum.
- iii. An evaluation criteria sheet shall be devised by the SCP to rate the applicant's presentation.
- iv. The sequence of the individual presentation shall be determined by drawing of lots.
- v. After drawing lots, a five-minute recess shall be declared to give a chance to the presenter to prepare while the rest shall be ushered to a separate waiting area where they will not have the opportunity to listen to the presentations being done by other candidates.
- vi. The applicant shall be given a maximum of fifteen (15) minutes (depending on the number of applicants) to give a brief description about himself/herself and present to the public his/her mission/vision for the LUC.



- vii. The presenter shall be allowed to use slide presentations or presentations with the aid of any equipment provided that they submit a printed report of their presentation to the SCP before the presentation.
- viii. A timekeeper shall be assigned to remind the applicant two (2) minutes before the expiration of the fifteen (15) minutes given and another reminder at the expiration of the fifteen (15) minutes.
- ix. The same process shall be observed up to the last presenter.
- x. After the last presenter, there shall be a 15-minute recess for the preparation of the Open Forum.
- xi. Sheets of paper will be made available during the presentation for those, which shall be read by the moderator for the applicants to respond.
- xii. The SCP shall screen questions from the audience to avoid inappropriate queries which shall be derogatory to the applicant.
- xiii. Finalization and Submission of the SCP Report  
The SCP shall submit the names of all qualified candidates ranked based on the accumulated scores that each obtained in the major areas for evaluation to the GB. Furthermore, the SCP shall also submit to the GB the summary of the criteria evaluation sheet and the procedures followed/used for the Search.

**8. Re-opening of Submission of Applications.** - The LUCS GB shall reopen the submission of applications for LUC President if upon report of SCP:

- a. Less than three (3) aspirants have submitted applications; or,
- b. Less than three (3) aspirants have qualified.

The SCP shall publish the Notice of Search in accordance with Number 2 Publication of Notice of Search for LUC President of this Annex. Applicants who have already submitted his/her application and



documentary requirements during the previous search need not submit anew.

After re-opening the submission of application, and there are still less than three (3) qualified applicants, the LUC GB may choose to reopen the search or choose from the qualified applicants per evaluation of the Search Committee.

## **9. Appointment.**

The GB shall forward to the Local Chief Executive the list of three (3) qualified candidate/s / applicant/s and the recommended candidate/applicant from among them.

The LUC President/Administrator or equivalent position of the LUC will be appointed by the LCE, being the appointing authority pursuant to the powers and duties of Municipal Mayors, City Mayors, and Governors as provided for in Sections 444 (b)(1)(v), 455 (b)(1)(v) and 465 (b)(1)(v), respectively, under Chapter III of RA No. 7160.

**10. Hold-Over.** In the event of the expiration of term of an LUC President, the concerned LUC GB may allow hold-over capacity of its President under the following conditions:

- a. The LUC has substantially undertaken the activities for the evaluation for re-appointment of the incumbent President;
- b. The GB has not yet resolved whether the President will be reappointed for a second term, or in case the President has signified his/her intention not to be re-appointed, the GB has not yet appointed a new President;
- c. The GB has approved the hold-over capacity before the expiration of the term; and,
- d. No hold-over capacity shall exceed the period of six (6) months. After the expiration of that period and no President has been elected, the GB shall designate an OIC-President.

**11. Re-appointment of LUC President under Secondment.** - The reappointment of LUC President under secondment shall, aside from complying



with the requirements prescribed below, strictly adhere to the requirements of Civil Service Commission (CSC) Mc No. 15 s 1999 as amended by CSC Resolution No. 06-1165 dated July 5, 2006, the Guidelines on Secondment, and the applicable provisions of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised 2018 issued by the CSC.

- a. Six (6) months prior to the end of the first term of an incumbent LUC President/Administrator or equivalent position, he/she may apply for re-appointment for second term subject to the evaluation of his/her performance by an Evaluation Committee constituted by the GB. An LUC President/Administrator or equivalent position who will undergo evaluation for a second term, must not have been convicted of any administrative offense or crime.
- b. The Evaluation Committee shall submit the results of its evaluation to the GB.
- c. The GB recommendation for the re-appointment of the LUC President/Administrator or equivalent position to the LCE must be a majority of the sitting members. Otherwise, the GB shall constitute the SCP.

The GB, however, upon its discretion, may opt to constitute the SCP to open the selection/search process to other interested applicants for the position of President/Administrator or equivalent position of the LUC. Moreover, in case there is no re-appointment, another search will be conducted.



## **Annex F. Process of Revocation of Institutional Recognition (IR) Issued to LUC**

1. The concerned CHED Regional Office (CHEDRO), upon conducting an annual regular monitoring visit, shall recommend to the Executive Director the revocation of Institutional Recognition (IR) issued to a particular local university or local college, if it failed to comply with the minimum requirements as stipulated in CMO 18 Series of 2023;
2. The Executive Director shall direct the Legal and Legislative Service (LLS) together with the Office of Institutional Quality Assurance and Governance (OIQAG) to conduct validation activities in coordination with concerned CHEDRO;
3. The LLS shall submit to the Executive Director the result of the validation activities and its recommendation;
4. The Executive Director shall recommend appropriate action to the Commission en Banc (CEB) based on the report of the LLS;
5. The CEB shall decide based on the findings and recommendations of the Executive Director; and
6. The LLS and the CHEDRO shall implement the decision of the CEB.

