

**APPLICATION FOR GOVERNMENT PERMIT  
(For New Programs)  
In two (2) sets of application folders**

**The Honorable Chairperson**

Commission on Higher Education  
Office of the President  
HEDC Bldg., C.P. Garcia Ave., U.P. Campus  
Diliman, Quezon City

**Date:** \_\_\_\_\_

Through channels

**Sir:**

The undersigned Chairman of the Board of Trustees/President of \_\_\_\_\_  
at \_\_\_\_\_

(Name of School)

(Address of School)

hereby petition for GOVERNMENT PERMIT/RECOGNITION to operate the following course under the laws of the Republic of the Philippines.

COURSE

CURRICULUM YEAR

\_\_\_\_\_

To support this petition are the following documents **duly certified / authenticated:**

\_\_\_\_\_ 1. Board Resolution on the operation of the new courses certified by the Corporate Secretary

\_\_\_\_\_ 2. Feasibility study for the **next five (5) years** indicating the need and relevance of the course to the development of the community and the resources and capabilities of the corporation / school to achieve / implement the objective of developing the community

\_\_\_\_\_ 3. Articles of Incorporation and By-laws (**to include Amendments, Purposes, etc.**)

\_\_\_\_\_ Duly registered with the Securities and Exchange Commission

\_\_\_\_\_ In the name of the school

\_\_\_\_\_ In the area of operation

\_\_\_\_\_ Stock \_\_\_\_\_ Non-stock

\_\_\_\_\_ 4. Copy(ies) of the Transfer Certificate(s) of Title (TCT) of the school site

\_\_\_\_\_ 25-year lease of contract (certified photocopy)

\_\_\_\_\_ In the name of the school

\_\_\_\_\_ Adequate area stated (indicate total land area): \_\_\_\_\_sq. meters

\_\_\_\_\_ 5. Statement on the location of the school in relation to recreational places of questionable character and gambling establishments, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highways, jails, railroads yards, dancing halls and manufacturing and industrial establishments, and

the like (***Must be free from noise, unpleasant odor and dust, should be sufficiently far from the above places***)

\_\_\_\_\_ Certification from the Local Government Unit

\_\_\_\_\_ 6. Institutional Development and Campus Landscaping plans

\_\_\_\_\_ Blueprint of Campus Development/Landscaping Plans

\_\_\_\_\_ With vertical and lateral expansion potentials

\_\_\_\_\_ 7. Certificate of occupancy of the school building(s) from the proper city/municipal authorities ***in the name of the owner/lessor***

\_\_\_\_\_ 8. Updated pictures of the school site and building(s), classroom, laboratories, libraries, medical and dental health facilities, canteens, sports and recreational areas, etc.

\_\_\_\_\_ 9. Copy of the latest financial statement for the existing programs certified by an independent Certificate Public Accountant (***for existing schools only***)

\_\_\_\_\_ 10. Proposed budget/annual expenditures ***per program*** for the five (5) succeeding school years approved by the Board of Trustees/Directors

\_\_\_\_\_ 11. Proposed curriculum. The curriculum should conform with CHED Policies and Standards and the syllabi should include the number of hours, course/subject descriptions, etc.

\_\_\_\_\_ 12. Proposed schedule of tuition and other authorized school fees per program

\_\_\_\_\_ 13. Employees' Social Benefits

\_\_\_\_\_ SSS Latest O.R. No. \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ HDMF Latest O.R. No. \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Retirement Membership Latest O.R. No. \_\_\_\_\_ Date \_\_\_\_\_

***(include contribution of the individuals covered by the said retirement plan)***

\_\_\_\_\_ Others Latest O.R. No. \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ 14. Matrix list of school administrators, i. e., President, Vice-President (s), Deans, Department Heads, etc, including:

- a. Educational qualifications, where and when obtained
- b. Position/designation
- c. Status of Employment
- d. Rate of salary per month
- e. Other Employment benefits in accordance with prescribed standards
- f. Relevant Experience/s

\_\_\_\_\_ Transcript of Records

\_\_\_\_\_ Copy of License or Eligibility

\_\_\_\_\_ Notarized contract of Employment/Appointment ***with conforme of appointee***

\_\_\_\_\_ 15. Matrix list of Academic Non-Teaching personnel including (Registrar, Librarian, Guidance Counselor, Researcher)

- a. Educational qualifications, where and when obtained
- b. Field/s of specialization
- c. Status of Employment
- d. Rate of salary per hour / month

e. Other Employment benefits

f. Relevant Experience/s

\_\_\_\_\_ Transcript of Records

\_\_\_\_\_ Copy of License or Eligibility

\_\_\_\_\_ Notarized contract of Employment/Appointment / Notarized Intent of Employment **with conforme of appointee**

\_\_\_\_\_ 16. Matrix list of Teaching / Academic staff including:

a. Educational qualifications, where and when obtained

b. Field/s of specialization (**per program basis**)

c. Subject assignments/loads

d. Status of Employment

e. Number of teaching / contact hours per week

f. Rate of salary per hour/ month

g. Other Employment benefits

h. Relevant Experience/s

\_\_\_\_\_ Transcript of Records

\_\_\_\_\_ Copy of License or Eligibility

\_\_\_\_\_ Notarized contract of Employment/Appointment / Notarized Intent of Employment **with conforme of appointee**

\_\_\_\_\_ Faculty Development Plan

\_\_\_\_\_ 17. Matrix list of Non-Academic Personnel including:

a. Educational qualifications, where and when obtained

b. Position/designation

c. Status of Employment

d. Rate of salary per month /day

e. Other employment benefits

f. Relevant Experience/s

\_\_\_\_\_ Transcript of Records

\_\_\_\_\_ Copy of License or Eligibility

\_\_\_\_\_ Notarized contract of Employment/Appointment / Notarized Intent of Employment **with conforme of appointee**

\_\_\_\_\_ 18. Matrix list of laboratory facilities, equipment, furniture, supplies and materials classified by area

\_\_\_\_\_ 19. Matrix list of library holdings, classified into Cultural, Filipiniana and Professional (professional books are limited to the course applied for)

\_\_\_\_\_ Five (5) titles per professional subject-with 10 book copies per title

\_\_\_\_\_ Five (5) year Library Development Plan

\_\_\_\_\_ Internet Access/CD-ROM

\_\_\_\_\_ 20. Matrix list of athletic facilities, equipment, supplies and materials

\_\_\_\_\_ 21. Inspection fee in the amount of Fifteen Thousand pesos (Php15,000.00) per program.

\_\_\_\_\_ 22. Application fee in the amount of Eight Thousand pesos (Php8,000.00) per curriculum level per program.

\_\_\_\_\_ 23. School bond with CHEDRO-III (for new schools) in the amount of One Hundred Thousand pesos (P 100,000.00)

I, as Chairman of the Board / President, promise to maintain the standards required for this course and to follow faithfully all the laws, the rules and regulations, and the requirements of the Commission on Higher Education governing the operation of authorized private school courses and to inform the CHED of any plan or action regarding closure or phasing out of the course or any changes in the prescribed requirements. I acknowledge that any violation of the laws, the rules and regulations, and the requirements of the Commission on Higher Education shall be deemed sufficient cause for the revocation of the authority granted.

The school will not hold classes in the course/s applied for above until and unless this application is approved and the corresponding Government Permit is issued by the Commission on Higher Education.

Very respectfully yours,

\_\_\_\_\_  
Signature over Printed Name

**(Chairman of the Board / President)**

Republic of the Philippines

City / Municipality of \_\_\_\_\_

Province of \_\_\_\_\_

I, \_\_\_\_\_ of the Board of Trustees / President of  
(Chairman of the Board/President)  
the \_\_\_\_\_ Filipino, of legal age and resident of the  
(School)

Philippines, after having been sworn to in accordance with law depose and say information in this application and in the supporting documents are true and correct.

\_\_\_\_\_  
(Chairman of the Board/President)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_.  
The affiant exhibits his /her Residence Certificate No. \_\_\_\_\_ issued at  
\_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

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Series of \_\_\_\_\_