

CHED FORM NO. GPR. B

**APPLICATION FOR GOVERNMENT PERMIT
(For Renewal Permit/GR)
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. Updated pictures of the school site and building(s), classroom, laboratories, libraries, medical and dental health facilities, canteens, sports and recreational areas, etc.
- _____ 2. Copy of the latest financial statement for the existing programs certified by an independent Certificate Public Accountant (**for existing schools only**)
- _____ 3. Proposed budget/annual expenditures **per program** for the five (5) succeeding school years approved by the Board of Trustees/Directors
- _____ 4. Contents noted curriculum / Syllabi that should include the number of hours, course/subject descriptions, etc.
- _____ 5. Contents noted schedule of tuition and other authorized school fees
- _____ 6. 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**

_____7. 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 **with conforme of appointee**)

_____8. 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 **with conforme of appointee**
- _____ Faculty Development Plan

_____9. 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 **with conforme of appointee/**

_____10. 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: _____

_____11. Matrix list of laboratory facilities, equipment, furniture, supplies and materials classified by area

_____12. 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

_____ 13. Matrix list of athletic facilities, equipment, supplies and materials

_____ 14. Inspection fee in the amount of Four Thousand pesos (P4,000.00) per program
O.R. No. _____

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)

Doc. No. _____

Page No. _____

Book No. _____

Series of _____