



CHEDRO III MEMORANDUM
No. 083, s. 2019

To : **PRESIDENTS / HEADS OF HIGHER EDUCATION INSTITUTIONS
IN REGION III BOTH PRIVATE AND PUBLIC**

UNIVERSITY / COLLEGE REGISTRARS IN REGION III

Subject : **AGREEMENTS MADE DURING THE 2019 REGIONAL ASSEMBLY
OF REGISTRARS**

From : **Office of the Regional Director**

Date : **July 4, 2019**

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This Office hereby informs all higher education institutions of the agreements reached between all registrars in Region III during the 2019 Regional Assembly of Registrars held on June 27, 2019 at The Orchid Gardens, City of San Fernando, Pampanga:

1. University/College Registrars will submit a duly notarized application for Special Order numbers using the old template; and
2. Copy of official receipts will be attached together with the copy of registration form for inclusions in the enrolment list;

All concerned are advised to use the old template for the application of Special Order. The agreements took effect effective **June 28, 2019**.

Further, CHEDRO III reiterates and still adopts the other agreements reached specified in CHEDRO III Memorandum No. 043, s. 2017, to wit:

1. University/College Registrars of Higher Education Institutions (HEIs) in Region III will employ all measures to ensure the accuracy, consistency, completeness and correctness of all documents prepared and submitted to CHEDRO III;
2. University/College Registrars will continuously support all programs and submit to all policies and procedures of the Commission on Higher Education especially in the submission of documents relative but not limited to request for Special Orders (S.O.s) and submission of Enrolment List (E.L);
3. Heads of HEIs can assign Liaison Officers to submit and receive documents to and from CHEDRO III on behalf of the University/College Registrar and that a notification letter signed by the head of the institution regarding the designation of Liaison Officer/s be forwarded to CHEDRO III;



4. University/College Registrars will submit contents noted curricula to CHEDRO III for each and every application for SOs to facilitate faster evaluation;
5. University/College Registrars will submit in duplicate request for SOs;
6. University/College Registrars will submit completion forms as part of the Form IX;
7. University/College Registrars will submit the approved letter of change/correction of name as attached in the Form IX for students whose names were changed/corrected;
8. In the event of the inability of the Head/President of an HEI to sign the application for SOs, the CHEDRO III will recognize other authorities as signatories in said application provided that the Head/President of the HEI will submit and provide a list of authorized persons to sign on his behalf to CHEDRO III;
9. University/College Registrars will request for revocation of SOs of students who did not graduate;
10. University/College Registrars will be notified by CHEDRO III of the observed deficiencies in submitted Form IX;
11. The transfer credentials of students are submitted to accepting schools and not curriculum prospectus from the previous school;
12. University/College Registrars will submit Enrolment Lists immediately after the enrolment period of not more than 45 days after the first day of regular classes;
13. Color-coded covers (folders) of Enrolment Lists will be adopted by Registrars of HEIs of Region III: BLUE for Pampanga, YELLOW for Aurora, ORANGE for Bulacan, PINK for Nueva Ecija, RED for Tarlac, VIOLET for Bataan and GREEN for Zambales;
14. University/College Registrars should indicate names of students in the Enrolment List arranged in alphabetical order regardless of year level, course, major and section with font size 10, font type Arial, substance 10 paper, landscape format with summary of number of students per program;
15. University/College Registrars will include cross enrollees in the Enrollment List of both Mother school and the school where the student enrolled. While the registration form and permit to cross enroll will be attached in the enrollment lists for verification purposes;
16. For the request for inclusion of 1 to 2 students in the Enrollment List, a letter of request for the inclusion of students signed by the University/College Registrar and approved by the Head of the Institution shall be submitted to CHEDRO III. Registration forms shall also be submitted as proof of enrolment. **ADDENDUM: OFFICIAL RECEIPT/S IS/ARE NOW REQUIRED TO BE SUBMITTED;**



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17. For the request for inclusion of 3 to 4 students in the Enrolment List, a notarized letter of request for the inclusion of students signed by the University/College Registrar and approved by the Head of the Institution shall be submitted to CHEDRO III. Registration forms shall also be submitted as proof of enrolment. **ADDENDUM: OFFICIAL RECEIPT/S IS/ARE NOW REQUIRED TO BE SUBMITTED;**
18. Request for inclusion of names of students omitted in the EL for more than two (2) semesters shall not be approved by CHEDRO III (CHEDRO III Memorandum No. 53, s. 2010);
19. Graduating students shall be allowed to take a maximum overload of 9 units on the last term of enrolment prior to graduation per recommendation of the Dean and based on the students' academic standing; and
20. University/College Registrars of HEIs need to inform CHEDRO III of the adoption of new school calendar.

For your information and guidance.

MS. LORA L. YUSI
Officer-In-Charge
Office of the Director IV