



**CHEDRO III MEMORANDUM**

No. **093**, series of **2019 (A)**

To: Presidents/Heads of Private Higher Education Institutions (HEIs) and  
Local Community Colleges (LCCs)

Subject: **EARLY APPLICATION OF SPECIAL ORDER (SO) NUMBERS FOR  
PROGRAMS WITH PHILIPPINE REGULATION COMMISSION (PRC)  
BOARD EXAMINATIONS**

Date: August 5, 2019

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It has been observed that applications for the issuance of SO numbers to students with **board courses** are submitted to this Office a few days before the deadline set by the PRC.

Relative to this, it is advised that HEIs strictly follow **Article XXIII Section 10** of the **Manual of Regulations** (*especially for board programs*) which states that... *"a special order shall be required for graduation of a student from the degree program. The higher education institution shall file an application for issuance of special orders with the Commission at least **sixty (60) calendar days** before the end of the academic year."*

Further, Special Orders may be revoked if the records upon which approval was based were later found incorrect or if student fails to graduate on the specified date applied for.

For information and compliance.

**MS. LORA L. YUSI**

Chief Education Program Specialist  
OIC-Office of the Director IV

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