

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
_____ 10-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 Certified 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. Application Fee in the amount of Eight Thousand pesos (P8,000.00) per program and
inspection fee in the amount of Fifteen Thousand Pesos (P15,000.00) per program.

_____ 22. School bond with CHEDRO-III (for new schools) in the amount of One Hundred
Thousand pesos (P 100,000)

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 _____