



COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE X

MEMORANDUM FROM THE DIRECTOR IV

No. 003, Series of 2024

COMMISSION ON HIGHER EDUCATION
REGION 10
RELEASED

JAN 10 2024

TO : **Presidents / School Heads, Registrars
Higher Education Institutions**

Time: 4:47
By: [Signature]

SUBJECT : **OMNIBUS GUIDELINES ON SPECIAL ORDER APPLICATIONS,
UNDERGRADUATE CURRICULUM PROPOSAL AND
CURRICULUM REVISIONS, AND APPLICABLE TEMPLATES**

DATE : **January 08, 2024**

Pursuant to RA No. 7722, CMO 40 s.2008 as expanded by CMO 30 s.2009, CMO 46 s.2012, CHED Citizen's Charter 2023 (1st ed.), CMO 15 s.2019, CMO 104 s.2017 and other prevailing CHED Memorandum Orders, this Office issues this omnibus guidelines in submitting Special Order applications, undergraduate curriculum proposals and curriculum revisions.

**I
SPECIAL ORDER APPLICATION PRIMARY ATTACHMENTS**

All Special Order applications and their attachments shall be arranged in the order prescribed herein:

1. INITIAL / FIRST – ALL UNDERGRADUATE PROGRAMS (except programs stipulated in succeeding sections)
 - i. 3 pcs. notarized Special Order Application Forms
 - ii. Form IX
 - iii. Transcript of Records (TOR)
 - iv. Original Form 137 or original / certified true copy (c.t.c) of TOR(s) from previous Higher Education Institution/s (HEI/s)
 - v. Evaluation sheet (for transferees)
 - vi. Photocopy of CHED-stamped / CHED-noted curriculum covering the graduate
 - vii. Notarized original internship certificate/s for programs with internship
 - viii. Photocopy of thesis, feasibility study, business plan implementation and/or capstone approval sheet, if required in the curriculum
 - ix. Original PSA-issued Marriage Contract, if applicable
 - x. Original PSA-issued Certificate of Live Birth (CLB)

2. INITIAL / FIRST – UNDERGRADUATE NURSING AND MIDWIFERY PROGRAM
 - i. 3 pcs. notarized Special Order Application Forms
 - ii. Form IX
 - iii. Transcript of Records
 - iv. Original Form 137 or original / c.t.c. of TOR(s) from previous HEI/s
 - v. Evaluation sheet (for transferees)
 - vi. Photocopy of CHED-stamped / CHED-noted curriculum covering the graduate
 - vii. Required summary of Related Learning Experience (RLE) / Clinical Practicum (CP) attended

- viii. Photocopy of the thesis study approval sheet
 - ix. Original PSA-issued Marriage Contract, if applicable
 - x. Original PSA-issued CLB
3. INITIAL / FIRST – UNDERGRADUATE TEACHER EDUCATION
- i. 3 pcs. notarized Special Order Application Forms
 - ii. Form IX
 - iii. Transcript of Records
 - iv. Original Form 137 or original / c.t.c. of TOR/s from previous HEI/s
 - v. Evaluation sheet (for transferees)
 - vi. Photocopy of CHED-stamped / CHED-noted curriculum covering the graduate
 - vii. Notarized original certificate of completion for Field Study (FS) 1, FS 2 and teaching internship
 - viii. Photocopy of thesis approval sheet
 - ix. Original PSA-issued Marriage Contract, if applicable
 - x. Original PSA-issued CLB
4. INITIAL / FIRST – UNDERGRADUATE MARITIME EDUCATION PROGRAM
- i. 3 pcs. notarized Special Order Application Forms
 - ii. Form IX
 - iii. Transcript of Records
 - iv. Original Form 137 or original / c.t.c. of TOR/s from previous HEI/s
 - v. Evaluation sheet (for transferees)
 - vi. Photocopy of CHED-stamped / CHED-noted curriculum covering the graduate
 - vii. Photocopy of thesis approval sheet, if required in the curriculum
 - viii. Original PSA-issued Marriage Contract, if applicable
 - ix. Original PSA-issued CLB
- If 12 Months Onboard Training
- x. Accomplished Training Record Book (TRB)
 - xi. Enrollment list with TRB control number
 - xii. Notarized original Certificate of Sea Service signed by Master (CSS-Master) supported by the copy of the Seafarers Record Book (SRB)
 - xiii. Notarized original Certificate of Sea Service issued by Shipping/Manning Company (CSS-Shipping/Manning)
 - xiv. For international – oceangoing service On Board Training (OBT):
 - a. Notarized photocopy of the passport's data page
 - b. Notarized photocopy of passport pages with immigration stamp of departure and arrival
 - xv. For domestic – seagoing service OBT, at least one per month for a total of 12 months' duration of the following documents signed by the Master:
 - a. Certified True Copy of Master's Declaration of Safe Departure (MDSD) signed by the Philippine Coast Guard (PCG)
 - b. Crew List (IMO FAL Form No. 5) with ship's stamp and PCG clearance stamp with signature
 - xvi. Notarized original Certificate of Validation, Assessment and Approval (CVAA)
- If 36 Months Onboard Training
- xvii. Notarized original Certificate of Sea Service signed by Master (CSS-Master) supported by the copy of the Seafarers Record Book (SRB)
 - xviii. Notarized original Certificate of Sea Service issued by Shipping/Manning Company CSS-Shipping/Manning
 - xix. For international – oceangoing service On Board Training (OBT):
 - a. Notarized photocopy of the passport's data page
 - b. Notarized photocopy of passport pages with immigration stamp of departure and arrival
 - xx. For domestic – seagoing service OBT, at least one per month for a total of 36 months' duration of the following documents signed by the Master:

- a. Certified True Copy of Master's Declaration of Safe Departure (MDSD) signed by the Philippine Coast Guard (PCG)
 - b. Crew List [IMO FAL Form No. 5] with ship's stamp and PCG clearance stamp with signature
- xxi. Notarized original Certificate of Validation, Assessment and Approval (CVAA)
5. INITIAL / FIRST – GRADUATE PROGRAM (THESIS)
- i. 3 pcs. notarized Special Order Application Forms
 - ii. Form IX
 - iii. Transcript of Records
 - iv. Original or c.t.c. of TOR/s from previous HEI/s (graduate TOR, if a transferee)
 - v. Original or c.t.c. of TOR from previous HEI (undergraduate)
 - vi. Evaluation sheet, if a transferee
 - vii. Photocopy of CHED-stamped / CHED-noted curriculum covering the graduate
 - viii. Notarized original Certificate of Comprehensive Exam
 - ix. Notarized original Certificate of Similarity / Plagiarism Scanning
 - x. Proof of publication in a refereed journal ¹
 - xi. Original PSA-issued Marriage Contract, if applicable
 - xii. Original PSA-issued CLB
 - xiii. Hardbound copy of thesis alongside two (2) properly labeled CDs ²
6. INITIAL / FIRST – GRADUATE PROGRAM (NON-THESIS)
- i. 3 pcs. notarized Special Order Application Forms
 - ii. Form IX
 - iii. Transcript of Records
 - iv. Original or c.t.c. TOR/s from previous HEI/s (graduate TOR, if a transferee)
 - v. Original or c.t.c. TOR from previous HEI (undergraduate)
 - vi. Evaluation sheet, if a transferee
 - vii. Photocopy of CHED-stamped / CHED-noted curriculum covering the graduate
 - viii. Notarized original Certificate of Comprehensive Exam
 - ix. Notarized original Certificate of Oral Revalida ¹
 - x. Notarized original Capstone Project Approval Sheet ¹
 - xi. Proof of capstone project ¹
 - xii. Original PSA-issued Marriage Contract, if applicable
 - xiii. Original PSA-issued CLB
7. INITIAL / FIRST – MEDICINE
- i. 3 pcs. notarized Special Order Application Form
 - ii. Form IX
 - iii. Transcript of Records
 - iv. Original or c.t.c. TOR/s from previous HEI/s (medicine course TOR, if a transferee)
 - v. Original or c.t.c. TOR/s from previous HEI/s (undergraduate)
 - vi. Evaluation sheet, if a transferee
 - vii. Photocopy of CHED-stamped / noted curriculum covering the graduate
 - viii. Notarized original clerkship certificate/s
 - ix. Original PSA-issued Marriage Contract, if applicable
 - x. Original PSA-issued CLB
8. RESUBMISSION – UNDERGRADUATE AND GRADUATE PROGRAMS
- i. Justification letter, if applicable
 - ii. Photocopy of the deficiency letter from CHED
 - iii. Response letter from the HEI and supporting documents (if such is not included in the SO application required attachments) to address the deficiency

¹ Upon effectivity of CMO 15 s.2019

² CMO 44 s.2007 as amended by CMO 33 s.2011

- iv. The three preceding requirements arranged from the earliest up to the recent or in the following manner: 1st Justification Letter – 1st Deficiency Letter – 1st Response Letter & Supporting Documents – 2nd JL – 2nd DL – 2nd RL & SD – etc. (if with several deficiency).
- v. All other documents arranged as prescribed in the applicable preceding sections

II

SPECIAL ORDER APPLICATION RULES AND OTHER ATTACHMENTS

1. NOTARIZED SPECIAL ORDER APPLICATION FORM

- i. At least one (1) of the application forms shall be printed in a colored laser-print quality free from smudges, stains and horizontal or vertical unprinted lines as a result of defective print cartridges and/or insufficient ink.
- ii. The complete graduation date must be indicated e.g., January 01, 2023
- iii. The date of notarization shall not be more than sixty (60) calendar days prior to initial / first submission. Moreover, the HEI must resubmit an SO application within thirty (30) calendar days from the release date of the last CHED deficiency indorsement. All resubmissions exceeding the thirty(30)-calendar-days-deadline shall be required to submit a new *Special Order Application Form* which is notarized not more than thirty (30) calendar days prior.
- iv. The *Special Order Application Form* is recommended to be printed using a 120GSM to 200GSM paper.
- v. The Regional Memorandum 58 s.2021, *Protocol on Communications from HEIs*, released last November 11, 2021 is adopted for the bases of the signatory of Special Order Application Forms.

2. FORM IX AND TRANSCRIPT OF RECORDS

- i. The TOR shall bear the remark, “for CHED SO application”.
- ii. The TOR may be printed in ordinary 70GSM bond paper.
- iii. The order of courses entered in the TOR must be similar to or consistent with the entries in the Form IX and in the Promotional Report / Form XIX.
- iv. The course codes must be similar across the TOR, Form IX, and the Promotional Report.
- v. Course titles must be reflected in their entirety.
- vi. Course titles must be free from misspelled words, must observe consistent use of letter case, font style and size, must observe appropriate grammatical number, conjunctions, among others, and must be consistent with those reflected in the CMO and/or in the approved curriculum.
- vii. For transferees, the courses taken from the previous HEI must be integrated in the TOR. Integrating by scanning and pasting the TOR from the previous HEI in the current TOR is prohibited.
- viii. For HEIs using the 1.00 – 5.00 grade point scale, the grades must reflect the tenth and hundredth place even if one or both is zero e.g., 1.00, 1.02, 1.50, 5.00.
- ix. NSTP entries must reflect the program component.
- x. NSTP serial number must be reflected after or below the course description of NSTP 2, e.g., NSTP (Civic Welfare Training Service) 2 SN: CWTS-10-000000-23.
- xi. For graduate students, the thesis title must be reflected at the end of TOR entries.

3. TOR/s FROM PREVIOUS HEI/s

- i. For transferees, the original or certified true copy (certified by the issuing HEI) of the TOR/s from previous HEI/s must be attached.
- ii. For undergraduate programs, the remarks section of the TOR from the previous HEI/s must indicate the HEI where the transfer of credentials is granted.
- iii. For graduate programs, the remarks section of the TOR from the previous HEI/s must indicate the following: a) the degree earned, date of graduation and Special Order number (as applicable), if from an undergraduate program or has a previously

earned graduate degree; b) the HEI where the transfer of credential is granted, if a graduate program transferee.

4. CHED-STAMPED / CHED-NOTED CURRICULUM

- i. The photocopy of the applicable curriculum (prospectus) bearing the CHED Regional Office X stamp shall be attached. In addition, HEIs may either attach a blank copy or the accomplished copy used to evaluate the specific student.
- ii. The photocopy must be clear and legible, and may be produced in back-to-back pages.
- iii. The transmittal letter of the approval of the curriculum may be excluded.

5. INTERNSHIP CERTIFICATE/S

- i. Only notarized original internship certificate/s shall be attached.
- ii. The certificates must reflect, as a minimum, the following details:
 - a. If applicable, (i) the branch name/unit of the Host Training Establishment (HTE), (ii) the department in an LGU, and (iii) the regional, provincial or city office of a national government agency;
 - b. The HTE's complete address, contact number and email address (or these details written at the back of the certificate by the HEI);
 - c. If the HTE is a micro or a small private business entity: (i) SEC registration number, (ii) DTI certificate / permit number, (iii) business certificate / permit number;
 - d. If the HTE is an NGO, the SEC registration number;
 - e. If the HTE is a private self-employed offering professional services, the (i) professional license number or roll number, (ii) DTI certificate / permit number and/or business certificate / permit number;
 - f. Name of student;
 - g. Inclusive dates of internship;
 - h. Number of hours rendered;
 - i. Date and place of issue;
 - j. If the provision from CMO 104 s. 2017, art. 7, sec. 16.3.2 is applied, an indication of the student's title or position in the organization and the hiring date, in lieu of inclusive dates and number of hours (date of issue must not be beyond fifteen (15) calendar days prior to the end of the semester when the internship is enrolled; and the
 - k. Original signature of a qualified signatory (or signatories, if applicable).
- iii. The signatory of the certificates (local internship) must be someone who holds any of the following ranks / positions:
 - a. For civilian government agencies and GOCCs: at least the (i) chief, (ii) department head, (iii) provincial or city director, (iv) MCP administrator, (v) school principal or head, (vi) clerk-of-court, (vii) provincial or city prosecutor, (viii) chief of staff of elected officials in the executive and legislative branches, (ix) officer in-charge (OIC) in the absence of an appointed official of the abovementioned ranks, (x) highest ranking official for agencies without any of the abovementioned positions;
 - b. For military and law enforcement agencies: at least the (i) chief-of-police, (ii) fire marshal, (iii) jail warden, (iv) commanding officer of an AFP unit, (v) officer in-charge in the absence of an appointed official of the abovementioned ranks, (vi) highest ranking official for agencies that does not have any of the abovementioned positions; and
 - c. For business establishments and non-governmental organizations: (i) human resources director or manager, (ii) department head / plant manager / branch head / manager, (iii) owner / proprietor.
- iv. All signature/s must be original. E-signatures / digital signatures will not be honored.
- v. Online delivery, in full or in part thereof, of internship certificates, including application of the provision from CMO 104 s.2017 art. 7, sec.16.3.2, is prohibited except for semesters that started during the period of COVID-19 pandemic (summer AY 2019-2020 / March 2020 to 2nd semester AY 2022-2023 / January 2023).
- vi. Issuance by the HEI of internship certificates, not covered by the exemption of the preceding provision, is prohibited.

- vii. For internship certificates issued by an HTE that is wholly or partly owned by the HEI, the total hours rendered or to be credited must not exceed half the total hours required in the curriculum.
- viii. Certificates must be stamped and signed in the back portion with an attestation by the dean and/or internship coordinator signifying that based on their personal knowledge an internship was undertaken or could be that the student is an employee of an establishment / organization. The stamp template shall be:

<p>ATTESTED TO HAVE COMPLIED WITH CMO 104 s.2017 (VIII)(20)</p>	
<p>_____ (Name) _____</p>	
<p>_____ (Position) _____</p>	
<p>_____ (Date) _____</p>	

- ix. Internship certificates, issued by the family-owned organization or signed by the direct supervisor or highest-ranking person related to the student within the 4th degree of consanguinity or affinity, will be invalidated.
- x. If the provision from CMO No. 40 s. 2008 art. XXIII sec. 110 is applied, the following must be attached in lieu of the internship certificate:
 - a. Photocopy of the Memorandum of Agreement, and
 - b. List of students currently undergoing internship alongside their start date in the HTE.
 The signatory shall conform to section II(5)(iii) of this Memorandum.
- xi. If the provision from CMO No. 40 s. 2008 art. XXIII sec. 110 is applied, but a deficiency is issued, and the SO application is resubmitted after the graduation date, the preceding provision shall not apply anymore and the rules for internship certificate shall supersede.

6. INTERNATIONAL INTERNSHIP

The following must be attached right after the internship certificate(s):

- i. Certified true copy of the authority of the HEI to implement the Student Internship Abroad Program (SIAP), and the
- ii. Photocopy of CHEDRO-received Annex C of CMO 10 s. 2023.

7. EXCESS LOAD

- i. If the provision from CMO 40 s.2008, art. XIX, sec. 92, as amended by CMO 104 s. 2017, sec. 12 is applied, the general education and PATHFIT courses must be scheduled outside the Monday to Friday 8:00AM to 5:00PM timeframe. The *Excess Load Schedule Form* must be accomplished and attached right after the internship certificate.
- ii. If two or more PATHFIT courses are taken, the letter of the student addressed to the VP Academic Affairs providing a compelling reason(s) for failing to take PATHFIT in the preceding semesters, duly approved and certified by the Registrar with a notation "graduating upon completion of load" must be attached. Evidences to support the reason shall also be attached. The Commission shall overturn the HEI's approval if the reason is based on mere wanting to graduate despite prior unexplained failing grades and/or underloaded semesters. The letter and evidences must be attached after the TOR.

8. APPROVAL SHEET

- i. For programs requiring a thesis, feasibility study, business plan implementation, and/or capstone, a photocopy of the approval sheet enclosed in the bound copy of the work must be attached. Simulated and fabricated copies will not be accepted.
- ii. The approval sheet must bear a stamp indicating that a hardbound copy is deposited and can be found in the library.

COPY IN THE LIBRARY PER
CMO 22 s.2021 (4)(b)(11)

(Name)

(Position)

(Date)

- iii. Submitted thesis and/or feasibility study approval sheets shall be validated / correlated during program monitoring visits in compliance with CMO no. 22 s.2021 sec. 4.b.11.

9. FOREIGN STUDENTS

For foreign students, the following must be attached in the last portion of the SO application:

- i. Photocopy of the Notice of Acceptance (NOA) for foreign students, and
- ii. Photocopy of the Certificate of Eligibility of Admission (CEA) for foreign students.

10. CERTIFICATE OF COMPREHENSIVE EXAM

- i. Notarized original Certificate of Comprehensive Exam must be attached bearing the rating and the date/s when the comprehensive exam was taken.
- ii. The signatories shall be the Dean of the Graduate School, the Registrar and the Vice President for Academic Affairs.
- iii. All signature/s must be original. E-signatures / digital signatures will not be honored.

11. CERTIFICATE OF SIMILARITY / PLAGIARISM SCANNING

- i. Notarized original Certificate of Similarity / Plagiarism Scanning must be attached bearing the date of plagiarism scanning, software used, percentage of similarity, HEI's acceptable percentage of similarity, name of proponent, and thesis title.
- ii. The signatories shall be:
 - a. the person who conducted the plagiarism scanning,
 - b. the Director of Research,
 - c. the Thesis Adviser,
 - d. the Dean of Graduate School, and
 - e. the Vice President for Academic Affairs.
- iii. All signature(s) must be original. E-signatures / digital signatures will not be honored.

12. REFEREED JOURNAL PUBLICATION ¹

The following shall be attached as proof of publication in a refereed journal:

- i. Photocopy of the journal cover
- ii. Photocopy of the title page
- iii. Photocopy of the copyright page
- iv. Photocopy of the table of contents
- v. Photocopy of the published article

13. CERTIFICATE OF ORAL REVALIDA ¹

- i. Notarized original Certificate of Oral Revalida must be attached bearing the date/s when the revalida was conducted.
- ii. The signatories shall be:
 - a. at least two (2) faculty members of the graduate school present, and the
 - b. Dean of the Graduate School.
- iii. All signature(s) must be original. E-signatures / digital signatures will not be honored.

14. CAPSTONE PROJECT (GRADUATE) ¹

- i. Notarized original Capstone Project Approval Sheet bearing the description and other pertinent information.
- ii. The signatories shall be:
 - a. the instructor / adviser,

- b. the panel members,
 - c. the Dean of Graduate School, and the
 - d. the Vice President for Academic Affairs.
- iii. The proof and/or documentation of capstone project.

15. JUSTIFICATION LETTERS AND DEFICIENCY RESPONSE LETTERS

- i. For initial / first submission, a notarized justification letter must be attached if the SO application is submitted beyond the second last-day-of-the-month after the graduation month (the counting shall begin on the 1st day of the succeeding month of the graduation month) e.g.,

Month of Graduation	Deadline
May	July 31
June	August 31
July	September 30
December	February 28/29
January	April 30

- ii. For resubmissions, a notarized justification letter must be attached if the SO application is resubmitted beyond thirty (30) calendar days from the date of the last CHED deficiency indorsement.
- iii. The justification letter must have the statement that reads as “*the student/s were informed of the date when this application was initially submitted / resubmitted to the Commission, including the cause/s and nature of the delayed submission attributed to the student and/or the HEI*”.
- iv. For the signatory of the justification letters and deficiency response letters of HEIs, the provision from the Regional Memorandum 58 s.2021, *Protocol on Communications from HEIs*, released last November 11, 2021 shall be referred to as quoted in the following lines:

Thus, the Commission on Higher Education Regional Office 10 (CHEDRO 10) hereby informs all Presidents of both Public and Private Higher Education Institutions in the Region that as a matter of protocol, from henceforth all institutional communications relative to Operations, Records, Administrative and Technical concerns forwarded to this Office for action / consideration should bear the original signature of the HEI President or his/her authorized official [emphasis added]

- v. As cited in the memorandum, the “authorized official” can be any of the following:
 - a. Designated officer-in-charge / acting president
 - b. Vice President for Academic Affairs
 - c. Vice President for Administration / Finance

16. MARRIAGE CERTIFICATE (MC) AND CERTIFICATE OF LIVE BIRTH (CLB)

- i. Only the original PSA-issued marriage certificate and certificate of live birth shall be primarily attached.
- ii. In cases where the PSA-issued MC and CLB is not legible, the HEI may *moto proprio* attach the original local registrar’s copy.

17. CROSS ENROLLMENT

For students with cross-enrolled courses, the following must be attached right after the Transcript of Records:

- i. Original Certificate of Registration / Assessment of the accepting HEI
- ii. Letter of the president explaining the reason of the cross-enrollment and the selection of the accepting HEI
- iii. Original grade card or certification from accepting HEI

18. CHANGES AND CORRECTION OF RECORDS AND OTHER EXEMPTIONS

- i. Request for changes and corrections of records and other exemptions must not be submitted alongside / concurrent with SO applications; thus, such request must be processed and an approval must be secured prior to submitting the SO application.

- ii. The photocopy of the letter approving the requested change or exemption must be attached before the document where the modification is applicable. Thus, the letter approving correction of name or grades in Form XIX must be attached before the Form IX; and the letter for internship deployment in the HEI must be attached before the internship certificate, etc.

III

UNDERGRADUATE CURRICULUM PROPOSALS AND REVISIONS

1. ATTACHMENTS

The following must be attached when submitting undergraduate curriculum proposals and curriculum revisions, and arranged in the order prescribed herein:

- i. Transmittal letter
- ii. 2 copies of program prospectus, and the photocopy of the previous curriculum (prospectus) the proposal intends to supersede
- iii. Summary of Courses
- iv. Summary of Changes, if applicable
- v. Syllabi & Learning Plan ³
- vi. Curriculum Map
- vii. System of Program Assessment and Evaluation ³
- viii. Measurement System for the Level of Attainment of Each Indicator ³
- ix. System of Program Continuous Quality Improvement (CQI) ³
- x. Guidelines on Research / Thesis / Feasibility Study / Business Plan Implementation / Capstone Course Requirements and Procedures
- xi. Guidelines on Internship ⁴
- xii. List of Books
- xiii. List of Laboratory Facilities and Equipment
- xiv. Personnel Matrix

2. PROSPECTUS

When submitting an undergraduate program curriculum (prospectus), the following must be observed as minimum requirements:

- i. The prospectus shall have the following components:
 - a. Shall not exceed two (2) pages in a legal-size paper for 4-year or less programs
 - b. School header
 - c. Name of program indicated
 - d. Program CMO number indicated
 - e. Effective school year indicated
- ii. The order of courses based on classification must be consistent across all semesters, e.g.:
 - Professional Core and Electives
 - Professional (Institutional) Associated or in Support of the Profession / Program (e.g., math, science, accounting)
 - General Education
 - Institutional (personal enhancements, values, religion)
 - PATHFIT
 - NSTP
 - Bridging
- iii. For courses without a pre-requisite, the pre-requisite column must be left blank, rather than placing the word “none”.
- iv. For programs where credit units and contact hours differ, and if applicable, a column for “contact hours” may be added after the column for “laboratory units”.
- v. If present, bridging courses must be enclosed in box brackets, and a remark must be placed at the end of the semester explaining who should take the bridging courses.

³ Refer to CHED Handbook on Typology, Outcomes-Based Education, and Institutional Sustainability Assessment

⁴ Refer to CMO 104 s.2017

- vi. NSTP course title must indicate the appropriate program component to be undertaken by the students enrolled in the program:

NSTP (Civic Welfare Training Service) 1
NSTP (Military Science) 1
NSTP (Literacy Training Service) 1

- vii. Professional electives may be entered in their respective semesters, or an "Elect. #" indicator may be entered alongside the equivalent credit units to denote a slot for an elective provided that a list of electives is provided in the last portion of the prospectus.
- viii. Internship must indicate the total hours to be rendered. If prescribed in the program's CMO and if internship is to be done in several fields / areas / offices, the number of hours to be rendered must be summarized.
- ix. Internship pre-requisite, as a minimum, must read "passed all professional courses" in compliance to CMO 104 s.2017, art.VI, sec.12 unless otherwise a different arrangement is indicated in the program's CMO.
- x. Signature/s of the proponent / dean (optional) and the approving authority (at least the VP for Academic Affairs) must be reflected in the last portion.

3. COURSE CODES AND COURSE TITLES

- i. HEIs are encouraged to harmonize and simplify their course codes across all of their offered programs, thus, shunning instances where an HEI offers courses that bears two different course codes, or a single course code with two different titles, e.g.: *Strategic Management* coded as "StratMgt" in the Accountancy program, coded "StratMan 1" in the Hospitality Management program, and coded "CBMEC 1" in the Business Administration program; "GE Elect 1" titled *Popular Culture* in the Criminal Justice program, but titled as *Environmental Science* in the Teacher Education program.
- ii. The practice of using course terms like "Professional Elective #", "Elective #" and others as a generic course code and as course title must be discontinued.
- iii. Programs with a foreign language course may use the generic "FL #" course code in the prospectus but the language-specific course code and course title must be used when offering the course and when reflected in the TOR and FORM IX e.g., Mandarin 1, Arabic 1, Spanish 1 etc.

4. SUMMARY OF COURSES

The *Summary of Courses*, depending on the respective programs' CMO, shall be attached using the following sample format:

COURSES	TOTAL REQUIRED	TOTAL INCLUDED
Bridging		
Professional Core		
Professional Elective		
CBMEC		
General Education		
PATHFIT		
NSTP		
Practicum 1 (units & hours)		
Practicum 2 (units & hours)		

5. SUMMARY OF CHANGES

- i. If the undergraduate curriculum revision necessitates minor correction/s, only the attachments indicated in section III, no.1, i-v of this memorandum shall be complied with. Minor corrections shall be limited to the following circumstances:
- Correction of a typographical error, presentation and typography that will have no consequential difference towards its implementation;
 - Swapping of two or more existing courses listed in different semesters; and
 - Addition of a new course when mandated by a new order of the Commission.
- ii. The summary of changes shall follow the following format:

LOCATION	CURRENT	CORRECTED
Header	XXX College	XXX College
2 nd Year 2 nd Semester & 3 rd Year 1 st Semester	GE 3 is offered 2 nd Year 2 nd Semester & GE 4 is offered 3 rd Year 1 st Semester	Swapped – GE 4 is offered 2 nd Year 2 nd Semester & GE 3 is offered 3 rd Year 1 st Semester
4 th Year 1 st Semester	None	GE 6 – Peace Education is added

6. SYLLABI AND LEARNING PLAN

The *Syllabus and Learning Plan* must observe the following as minimum requirements:

- i. The *Syllabus and Learning Plan* shall have the following components:
 - a. Course code
 - b. Course title
 - c. Course description
 - d. References
 - e. Grading system / components
 - f. Revision number and date
 - g. Approval system
 - h. Page number
 - i. Footer indicating the course description
- ii. The columns indicated in Annex 6 of the *Handbook of Typology, OBE and ISA* shall be followed. However, columns may be added to address the specific needs of each HEI. The “Repeat Header Row” feature of MS Word must be observed.
- iii. The timeframe must follow the “one week, one row or two rows” format, inclusive of term examinations. Lumping of weeks is prohibited.
- iv. The resources must be specific (e.g., 50ml beaker and glass stirrer per student) rather than generic (e.g., glassware).
- v. The syllabus and learning plan to be attached must cover all professional core and elective courses, general education courses, bridging courses (if applicable), PATHFIT courses, and NSTP courses.

IV

MISCELLANEOUS PROVISIONS

1. For SO applications, double binder clips must be used, the size depending on the thickness of the submitted application and its attachments. Whenever a double binder clip proves insufficient, other means may be utilized e.g., satin ribbon and yarn.
2. SO applications may be enclosed in long white folders but shall not use fasteners.
3. SO applications, once submitted and returned due to a deficiency, must strictly adhere to section I(8) of this Memorandum. Making a resubmission which appear like an initial or first submission by not attaching the deficiency letter and by excluding the reference documents previously submitted is strictly prohibited.
4. Curriculum proposals and curriculum revisions must submit the attachments in the manner prescribed herein:

Hardcopy and in Google Drive link (in PDF and organized in folders)

- Transmittal letter
- 2 copies of program prospectus
- Previous copy of the prospectus the proposal intends to supersede
- Summary of Courses
- Summary of Changes, if applicable

Google Drive link (in PDF and organized in folders)

- Syllabi & Learning Plan
- Curriculum Plan
- System of Program Assessment and Evaluation
- Measurement System for the Level of Attainment of Each Indicator
- System of Program Continuous Quality Improvement (CQI)
- Guidelines on Research / Thesis / Feasibility Study / Business Plan Implementation / Capstone Course Requirements and Procedures
- Guidelines on Internship

- List of Books
- List of Laboratory Facilities and Equipment
- Personnel Matrix

5. The Office reserves the right to ask for additional documents whenever new requirements are set by competent authorities, and should it find the attached documents not legible, insufficient and/or dubious.

V

SCOPE, EFFECTIVITY AND REPEALING CLAUSE

1. State Universities and Colleges are enjoined to observe relevant sections in this Memorandum to improve internal quality assurance mechanisms, and to facilitate easier transition of students transferring to an HEI requiring a Special Order for its graduates.
2. Autonomous and Deregulated PHEIs, and Accredited Programs of LUCs and PHEIs, while not required to secure a Special Order for their graduates, are mandated to adhere to this memorandum for an easier transition should the privilege expires, not renewed or revoked.
3. For Special Order application initial submissions, this Regional Memorandum Order shall take effect on March 1, 2024, notwithstanding the students' admission year. However, attachments emanating from CMO 15 s.2019 shall not be required for graduate students admitted on or before 1st semester AY 2023-2024. All Special Order application resubmissions from issued deficiencies prior to the effectivity of this Memorandum will not be covered by the new provisions.
4. For undergraduate curriculum proposal and curriculum revisions, this Regional Memorandum Order shall take effect immediately upon release of this Memorandum.
5. If any part or provision of this Memorandum is declared invalid, unconstitutional or superseded, it shall apply only to that affected part or provision. The remainder shall be valid and effective.
6. All previously issued Regional Memorandum Orders or part thereof which are inconsistent with the provisions in this Regional Memorandum Order shall be deemed modified or repealed.

For strict compliance. Thank you.

Very truly yours,



FREDDIE T. BERNAL, Ph.D., CESO III
Director IV



FTB/mbf/dgdp

**ANNEX A
SAMPLE CERTIFICATE OF COMPREHENSIVE EXAM**

**HIGHER EDUCATION INSTITUTION
Address**

Examinee :

Program :

Major / Specialization :

Date/s of Examination/s :

AREAS / COURSES	RATING
OVERALL RATING	

[signature above name]
Dean, Graduate School

[signature above name]
Registrar

[signature above name]
Vice President, Academic Affairs

ANNEX B
SAMPLE CERTIFICATE OF SIMILARITY / PLAGIARISM SCANNING

HIGHER EDUCATION INSTITUTION
Address

This is to certify that the thesis detailed below has been evaluated for similarity / plagiarism. The result shows that the content's similarity is below the set permissible limit. The details are as follows:

Researcher :
Program :
Major / Specialization :
Thesis Title :
Adviser :

Software Used :
Acceptable Max Limit :
Similarity Percentage :
Date of Scanning :

Given this ___ day of _____, 2024 at _____, Philippines.

[signature above name]
Scanning In-charge / Clerk

[signature above name]
Adviser

[signature above name]
Director, Research

[signature above name]
Dean, Graduate School

[signature above name]
Vice President, Academic Affairs

ANNEX C
SAMPLE CERTIFICATE OF ORAL REVALIDA

HIGHER EDUCATION INSTITUTION
Address

This is to certify that an oral revalida was conducted and was passed by the student. The details are as follows:

Student :
Program :
Major / Specialization :
Date :
Time :
Venue :

[signature above name]
Faculty Member / Panel Member

[signature above name]
Faculty Member / Panel Member

[signature above name]
Dean, Graduate School

**ANNEX D
SAMPLE CAPSTONE PROJECT APPROVAL SHEET**

**HIGHER EDUCATION INSTITUTION
Address**

This capstone project entitled "XXX", prepared and submitted by XXX in partial fulfillment of the requirement for the degree XXX, has been examined, and is recommended for acceptance and approval.

Capstone Project Description:

[signature above name]
Instructor / Adviser

APPROVED by the capstone project committee on oral examination with a grade of _____.

[signature above name]
Panel Member

[signature above name]
Panel Member

ACCEPTED and approved in partial fulfillment of the requirements for the degree XXX.

[signature above name]
Dean, Graduate School

Date of presentation:

ANNEX E
SAMPLE LIST OF STUDENTS CURRENTLY UNDERGOING INTERNSHIP

Date

The Regional Director
COMMISSION ON HIGHER EDUCATION
Hayes Street, Brgy. 40
Cagayan de Oro City

Dear Sir,

This is to certify that the following students are currently undergoing internship in this company for a total of XXX hours:

NO.	NAME	START DATE
1		
2		
3		

Thank you.

Sincerely,

[signature above name]

Position

**ANNEX F
SAMPLE EXCESS LOAD SCHEDULE FORM**

**HIGHER EDUCATION INSTITUTION
Address**

Note: Per CMO 40 s. 2008, art. XIX, sec. 92, as amended by CMO 30 s.2009 and CMO 104 s.2017, students requesting for excess load can only be permitted when they are:

1. Graduating at the end of the current semester;
2. Enrolled in internship / practicum with no more than six (6) units of GE / PATHFIT / Institutional (personal enhancements, values, religion) course; and
3. Affiliated with an HTE which is reasonably accessible to the HEI.

Student :
 Program :
 Major / Specialization :
 Academic Year :
 Semester :
 HTE :
 HTE Address :

	COURSE 1	COURSE 2	COURSE 3
Course Code			
Units			
Day			
Time			
Instructor			
Instructor's Signature			

We hereby certify that the above details are true and correct.

[signature above name]
Registrar

[signature above name]
Practicum In-Charge / Coordinator

[signature above name]
Dean

[signature above name]
Vice President, Academic Affairs

ANNEX G
SAMPLE CURRICULUM (PROSPECTUS) TEMPLATE

HIGHER EDUCATION INSTITUTION
Address

Bachelor of Science in _____
CMO No. XX s.20XX
Effective A.Y. 202X – 202Y

FIRST YEAR – FIRST SEMESTER						
Grade	Course Code	Course Description	Units			Pre-Req
			Lec	Lab	Total	
	Prof 1		3		3	
	Prof 2		3		3	
	GE 1		3		3	
	GE 2		3		3	
	Inst 1		3		3	
	PATHFIT 1		2		2	
	NSTP 1	NSTP (Civic Welfare Training Service) 1	3		3	
	[Brig 1]		[3]		[3]	
TOTAL UNITS			20 [23]		20 [23]	

[] to be taken only by Non-STEM track graduates.

FIRST YEAR – SECOND SEMESTER						
Grade	Course Code	Course Description	Units			Pre-Req
			Lec	Lab	Total	
	Prof 3		3		3	
	Prof 4		3		3	
	GE 3		3		3	
	GE 4		3		3	
	Inst 2		3		3	
	PATHFIT 2		2		2	
	NSTP 2	NSTP (Civic Welfare Training Service) 2	3		3	NSTP 1
	[Brig 2]		[3]		[3]	
TOTAL UNITS			20 [23]		20 [23]	

[] to be taken only by Non-STEM track graduates.

SECOND YEAR – FIRST SEMESTER						
Grade	Course Code	Course Description	Units			Pre-Req
			Lec	Lab	Total	
TOTAL UNITS						

SECOND YEAR – SECOND SEMESTER						
Grade	Course Code	Course Description	Units			Pre-Req
			Lec	Lab	Total	
TOTAL UNITS						

THIRD YEAR – FIRST SEMESTER						
Grade	Course Code	Course Description	Units			Pre-Req
			Lec	Lab	Total	
TOTAL UNITS						

THIRD YEAR – SECOND SEMESTER						
Grade	Course Code	Course Description	Units			Pre-Req
			Lec	Lab	Total	
TOTAL UNITS						

FOURTH YEAR – FIRST SEMESTER						
Grade	Course Code	Course Description	Units			Pre-Req
			Lec	Lab	Total	
	Elect 1		3		3	
	Elect 2		1	3	4	
		-or-				
	Bio 75	Evolutionary Biology	3		3	
	Bio 76	Ichthyology	1	3	4	
TOTAL UNITS			4	3	7	

FOURTH YEAR – SECOND SEMESTER						
Grade	Course Code	Course Description	Units			Pre-Req
			Lec	Lab	Total	
	XX 99	Internship (600 hours)		6	6	Passed all professional courses.
		-or-				
	XX 99	Field 1 (300 hours) Field 2 (300 hours)		6	6	
TOTAL UNITS				6	6	

List of Electives:

Course Code	Course Description	Units			Pre-Req
		Lec	Lab	Total	
Bio 75	Evolutionary Biology	3		3	
Bio 76	Ichthyology	1	3	4	
Bio 77	Dendrology	3		3	
Bio 78	Invertebrate Zoology	2	2	4	

Prepared by:

[sgd]
NAME
Position

Approved / Noted:

[sgd]
NAME
VP, Academic Affairs or President

ANNEX H
SAMPLE COURSE CODE SIMPLIFICATION TABLE

PROGRAM	SUGGESTED COURSE CODE	COURSE CLASSIFICATION
General Education	GE	General education, general education electives, gender and society, peace education, Rizal, Filipino
Business Administration / Office Administration	Bus. Mgt	CBMEC, business core, non-ABM bridging
	Bus. Law	Obligations and contracts, taxation
	FM / HRM / MM	Courses appearing only OR fundamentally associated with financial management / human resources management / marketing management whether core, elective, internship.
	OA	Courses appearing only in office administration whether core or elective
Accountancy / Mgt Accounting / IA / AIS	Bus. Mgt	CBMEC, Non-ABM Bridging
	Bus. Law	Obligations and contracts, taxation
	AE	All courses shared by accountancy, management accounting, internal auditing and accounting information systems whether core or elective.
	Acct / Acgt	While the AE series may be continued, HEIs may use Acct/Acgt, MgtAcct, or IA, respectively, for accountancy-, management accounting-, internal auditing-specific courses whether core or elective.
	MgtAcct	
	IA	If an HEI offers BSIT program, courses primarily offered in BSIT may be utilized. Otherwise, the AIS series may be used.
AIS		
Entrepreneurship	Bus. Mgt	CBMEC, Non-ABM bridging
	Entrep	Entrepreneurship core and electives
	HTM / HM / TM / Agri / FT / etc.	If an HEI offers a program where the specialized track is to be taken (e.g., hospitality management, tourism management, agriculture, food technology, etc.), the course code of the program shall be adopted. Otherwise, the Entrep series may be continued.
Hospitality & Tourism	Bus. Mgt	CBMEC, Non-ABM Bridging
	HTM	All courses shared or specific to either HM and TM whether core or elective.
Psychology	Psych	AB / BS Psychology basic, required and electives
	Bio / Chem / Physics	Natural Science electives for BS Psychology
Elementary Education / Secondary Education	Educ	Foundation Theories / Concepts, Pedagogical Content Knowledge, Research, Internship
	FS	Field Study
	ELT	English language teaching major and elective courses
	Eng	English major and elective courses
	Lang / Lit	Language & linguistic, and literature courses
	FLT	Filipino language teaching major and elective courses
	Fil	Filipino major and elective courses
	Math	Mathematics major and elective courses
	Bio / Chem / Physics	Natural science major and elective courses
	Econ / Hist / Pol Sci / Socio / Geog / Anthro / PolSci	Social studies major and elective courses
	Val Ed	Values education major and elective courses
	MAPEH	M.A.P.E.H. major and elective courses
Engineering	ES	Basic engineering courses and common to all or most engineering fields.
	Math	Mathematics courses
	Chem / Physics	Natural science courses
	CE	Courses appearing only OR fundamentally associated with civil engineering whether basic, professional – common, professional-specialized, internship
	ME / EE / ECE	Courses appearing only OR fundamentally associated with mechanical / electrical / electronic engineering whether basic, professional, internship

**ANNEX I
SAMPLE EVALUATION SHEET**

**HIGHER EDUCATION INSTITUTION
Address**

Student :
Program :
Major / Specialization :

CURRICULUM			CREDITED COURSES			
COURSE CODE	COURSE TITLE	UNITS	HEI TAKEN	COURSE CODE & TITLE	UNITS	GRADE
1 st Year – 1 st Semester						
GE 1	Purposive Communication	3				
BIO 1	Introduction to Biology	3	ABC University	Sci 1: Concepts of Biology	3	1.50
PATHFIT 1	Wellness and Fitness	2	XXX College	PATHFIT 1: Wellness and Fitness	2	1.75
NSTP 1	NSTP (CWTS) 1	3				
1 st Year – 2 nd Semester						
GE 2	Rizal	3	ABC University	Rizal: Life and Works of Rizal	3	2.00
BIO 2	Molecular Biology	4	ABC University	Sci 6: Cell Biology	4	2.00
PATHFIT 2	Fitness Training	2				
NSTP 2	NSTP (CWTS) 2	3				
2 nd Year – 1 st Semester						
2 nd Year – 2 nd Semester						
3 rd Year – 1 st Semester						
3 rd Year – 2 nd Semester						
4 th Year – 1 st Semester						
4 th Year – 2 nd Semester						

Prepared by:

[sgd]
NAME
Registrar

Noted by:

[sgd]
NAME
Dean

Approved:

[sgd]
NAME
VP, Academic Affairs or President

**ANNEX J
SAMPLE LIST OF BOOKS FORM**

**HIGHER EDUCATION INSTITUTION
Address**

PROGRAM : CHEMISTRY

COURSE CODE : CHEM 1

COURSE TITLE : FUNDAMENTALS OF ORGANIC CHEMISTRY

NO.	TITLE	AUTHOR	PUBLISHER	YEAR PUBLISHED	DATE ACQUIRED	NUMBER OF COPIES	ACCESSION NUMBER
1	Fundamentals of Organic Chemistry 2 nd . ed.	Smith, James	Simon & Schuster	2022	January 1, 2023	4	301
							302
							303
					March 30, 2023		653
2	Fundamentals of Organic Chemistry	Paul, Rand	Pearson	2020	September 15, 2022	2	225
							226
3	Organic Chemistry: Fundamentals and Concepts	Diaz, Kristen	Cengage	2019	August 10, 2020	2	88
4							
5							

COURSE CODE : CHEM 2

COURSE TITLE : STOICHIOMETRY

NO.	TITLE	AUTHOR	PUBLISHER	YEAR PUBLISHED	DATE ACQUIRED	NUMBER OF COPIES	ACCESSION NUMBER
1	Introduction to Stoichiometry	Cantor, Eric	Cengage	2022	January 1, 2023	3	343
							344
							345
2	Stoichiometry	Hagan, Kelly	Pearson	2022	January 1, 2023	2	489
							490
3	Stoichiometry 5 th ed.	McCain, Robert	Cengage	2021	January 1, 2023	3	362
							363
					July 30, 2023		700
4							
5							

Prepared by:

[sgd]

NAME

Position

Approved / Noted:

[sgd]

NAME

VP, Academic Affairs or President

ANNEX K
SAMPLE LIST OF LABORATORY FACILITIES AND EQUIPMENT

HIGHER EDUCATION INSTITUTION
Address

PROGRAM : HOSPITALITY MANAGEMENT
YEAR : 2023

AREA : KITCHEN

NO.	QTY REQ. IN CMO	QTY IN INVENTORY	DESCRIPTION	SERIAL NUMBER	YEAR ACQUIRED	PURCHASE PRICE	BEGINNING INVENTORY	ENDING INVENTORY	STATUS
1	4	4	Pressure Cooker, Hanabishi, 8 qt. electric				2	2	
2			Pressure Cooker, Masflex, 8 qt. gas				2	2	
3	2	3	Refrigerator, Samsung, Reach-in, 40 cu ft	0001-21	2021		3	3	For repair
4				0058-22	2022				
5				0059-22	2022				

AREA : HOUSEKEEPING

NO.	QTY REQ. IN CMO	QTY IN INVENTORY	DESCRIPTION	SERIAL NUMBER	YEAR ACQUIRED	PURCHASE PRICE	BEGINNING INVENTORY	ENDING INVENTORY	STATUS
1	1	1	Ladder, 5-step	06899-18			1	1	
2	0	5	Luggage Rack, wooden	00033-20			2	5	
3				00034-21					
4				00035-23					
5				00036-23					
6				00037-23					
7	0	1	Luggage Rack, Ottoman type, blue	00038-23			0	1	

Prepared by:
[sgd]
NAME
Position

Approved / Noted:
[sgd]
NAME
VP, Academic Affairs or President

**ANNEX L
SAMPLE PERSONNEL MATRIX**

**HIGHER EDUCATION INSTITUTION
Address**

PROGRAM : HISTORY

NAME	DESIGNATION & STATUS	POST-GRADUATE	GRADUATE	UNDERGRADUATE	LICENSE	WORK EXPERIENCE	SEMINARS & TRAININGS
LAST NAME, First Name, Middle Name	Dean, Full-Time, Permanent	PhD Language, UP Diliman, 2010	MA English, AdMU, 2005	AB English, DLSU, 2002	LPT 0012345 Exp: 03-31-2025	Faculty Member, Current HEI, 2011-present Faculty Member, HEI 2, 2002-2010	
LAST NAME, First Name, Middle Name	Program Head Full-Time, Contractual		MA History, UP Diliman, 2019	AB History, DLSU, 2015		Faculty Member, Current HEI, 2017-present	History of Manila, National Museum, Sep. 20, 2022 WWII in PH, UP Diliman, June 1, 2018
LAST NAME, First Name, Middle Name	Faculty Member, Part-Time		MA History, UP Diliman, On-going	AB History, UP Diliman, 2014		Executive Director, Center for Asian Affairs, 2016-present	

Prepared by:

[sgd]
NAME
Position

Approved / Noted:

[sgd]
NAME
VP, Academic Affairs or President

**ANNEX M
MATRIX OF SPECIAL ORDER APPLICATION TIMEFRAME**

TIMEFRAME	ACTION	NOTARIZATION	JUSTIFICATION LETTER
Graduation Month	Initial SO Application Submission	Within 60 days prior to submission	No
Before 2 nd last day of the month after the graduation month (approximately, 60 to 91 days) ^a			
After 2 nd last day of the month after the graduation month			Yes
CHED Receiving Date			
CHED Release Date			
Within 30 days	If with deficiency, SO Application Resubmission	Same SO Application form in the initial submission	No
After 30 days		Within 30 days prior to submission	Yes
CHED Receiving Date			

a

Graduation Date	Calendar Days in Between	Initial Submission Deadline
June 1	91	August 31
June 30	62	August 31