



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE XI

REGIONAL MEMORANDUM

No. 30, S. 2022

For : **PRESIDENTS/HEADS OF PRIVATE HIGHER EDUCATION INSTITUTIONS (PHEIs) AND LOCAL UNIVERSITIES AND COLLEGES (LUCs)**

Attention : **HEI REGISTRARS / RECORDS OFFICERS**

Subject : **ENHANCED GUIDELINES ON THE APPLICATION, PROCESSING, AND ISSUANCE OF SPECIAL ORDER (S. O.)**

Date : **September 26, 2022**

In line with this Office' thrusts on **digitization and automation of services**, and to ensure continuity of frontline services during disruptions as stipulated in the **CHED RO XI Business Continuity Plan**, this Office hereby releases the **Enhanced Guidelines on the Application, Processing, and Issuance of Special Order** effective First Semester, SY 2022-2023.

These enhanced guidelines were presented, discussed and consulted with the **HEI Registrars and Records Officers** during the **Regional Conference of Registrars** last September 15, 2022 at Agro-Industrial Foundation College of the Philippines, Davao City.

Hereunder are the said enhanced guidelines:

No.	Particular Area	Guidelines
1	Effectivity of Implementation	1. All S.O applications for graduates of First Semester, SY 2022-2023 2. All S.O. applications for graduates in the previous years with no application yet will follow these enhanced guidelines.
2	SO Transmittal Letter	Address to: MARICAR R. CASQUEJO, PhD, CESO III Director IV CHED Regional Office XI Loyola St., Bo. Obrero, Davao City
3	Prescribed Paper Size	1. Use A4 sized bond paper only. 2. At least substance 20.

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University of Southeastern Philippines Compound, Loyola St., Bo. Obrero, Davao City

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No.	Particular Area	Guidelines
4	Printer	1. Use colored printer with high quality. 2. Type of printing - high quality.
5	Registrar's Account	1. Accounts shall be registered online by the HEI Registrar for approval by system administrator. 2. To ensure security and non-access of unauthorized personnel, login credentials of resigned Registrars shall be deactivated. 3. HEIs must notify CHED RO XI once they have their new full-time qualified Registrar.
6	Online Uploading and S.O. Form Printing	1. Proceed to ro11.ched.gov.ph and navigate to online services (SO Application); 2. Login to the SO Portal using the Registrar's credential (accounts used in EL and PR); 3. Upload (or encode manually) the list of graduates to be applied for S.O using the prescribed template and attach the link of the Form IX / Grades for each graduate; 4. Print in 3 copies NOTE: Please submit the printed copies together with the complete attachments, within 5 working days.
7	Setting up the Institution's Letterhead	1. Login to the SO Portal using the Registrar's credential (accounts used in EL and PR). 2. Navigate to settings. 3. Upload the image file of the HEI letterhead (e.g., .png, .jpg, among others) with the dimensions of: height - 150 px and width - 1030 px . The system will not accept other sizes than this one. 4. Save settings. *Note: If you intend to change your letterhead, repeat steps 1 to 4.
8	Name of the Graduate	1. The name of the graduate should be based on the PSA-authenticated Live Birth Certificate. 2. In cases of change of name, there must be annotation by PSA as basis or reference. No annotation, no change of name.
9	S.O. Signatories	1. It shall be signed by a full-time qualified Registrar. 2. However, in extreme cases when the Registrar is on official leave of absence or on official travel, the Officer-in-Charge, Office of the Registrar, may sign the application in the hereunder format:

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No.	Particular Area	Guidelines
		<p><i>Full Name:</i> <i>Position:</i> <i>Officer-in-Charge</i> <i>Office of the Registrar</i></p> <p>Note: To ensure security and authorize access to the system, personnel who are not performing in capacity as Registrar of the HEI shall be deactivated / restricted access to the system.</p>
10	Submission of Supporting Documents / Attachments to SO Application	<p>1. Notarized Certified Masterlist of Graduates Applied for SO is system generated. It is printed per program with a maximum of 20 graduates per page.</p> <p>2. Form IX (Summary of Courses and Grades), integrating therein grades of the student from previous program/school, if applicable.</p> <p>3. Form 137 - (not necessary); this is part of admission requirements of the school.</p> <p>4. Accomplished Evaluation Sheet</p> <p>5. CHED Approved Curriculum</p> <p>For Program Specific:</p> <p>6. Summary of Related Learning Experiences (RLE) / Cases Attended (for Nursing/Midwifery Programs only)</p> <p>7. Certificate of Completion (for programs with On-the-Job-Training (OJT)) with specified number of OJT hours completed and description of work;</p> <p>8. Training Record Book / On-Board Training (OBT) Certificate (for Maritime Programs only)</p> <p>For Graduate Program:</p> <p>9. Certificate of Comprehensive Exam Passed (Master's and Doctorate programs);</p> <p>10. Certificate of Oral Revalida Taken (Non-Thesis or Capstone Project)</p> <p>11. Digitized Copy of Thesis/Dissertation (for Graduate and Post-Graduate Programs)</p> <p>Others</p> <p>12. For Transferee students only, Original Copy of Transcript of Records - this is part of the admission requirements</p>

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No.	Particular Area	Guidelines
		<p>13. Original Certificate of Live Birth issued by PSA - (not necessary) this is part of the admission requirements unless with correction;</p> <p>8. Marriage Contract, if married (PSA Original copy)- if with correction in the name/change status within the duration of the program;</p> <p>9. For Foreign Students only, Notice of Acceptance / Admission (NOA) and Certificate of Eligibility of Admission (CEA)</p>
11	On attached Notarized Certified Masterlist of Graduates Applied for SO	<p>Signatories for Notarized List of Graduates:</p> <ol style="list-style-type: none"> 1. Registrar; 2. Program Head; 3. President/Head of the Institution.
12	Accuracy of S.O. Applications	<ol style="list-style-type: none"> 1. Ensure no duplication of applications. 2. Ensure correct names of graduates. This Office is not accountable for inconsistent data. Accurate names should be the responsibility of the institution. 3. In cases of inconsistencies, S.O. shall be returned.
13	Processing Time	20 workings days for complete documentary requirements
14	Dates Used	<ol style="list-style-type: none"> 1. Date Received and Date of Release are system-generated. 2. Date Received is upon submission of complete requirements and upon payment of document stamp. 3. Date of Release is the issuance date of SO. 4. Date of graduation should coincide with the approved school calendar.
15	Deadline of application	<ol style="list-style-type: none"> 1. Application for S.O. must be within a maximum of one (1) year after graduation. 2. Late application will only be considered on a case-to-case basis. 3. All graduates must be applied for S.O. within the year.
16	No. of graduate per certificate	1 graduate per SO certificate
17	Application Fee	P30.00 for documentary stamp tax shall be paid to CHED RO XI by the graduate taken from their graduation fee and a corresponding Official Receipt shall be issued to the student and payment shall be

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No.	Particular Area	Guidelines
		annotated in the issued Special Order. This is in lieu of affixing a documentary stamp in the Special Order.
18	S.O. Releasing and Safekeeping	1. All approved S.O application will be returned to the HEI for safekeeping. 2. The HEI will keep the hard copies; CHED RO XI will keep the digitized copies. 3. HEIs will be regularly monitored on the safekeeping and proper storage of SO hard copies, records of which must coincide with the CHED RO XI database.
19	SO Verification	1. QR Code is embedded when printing the S.O. Form for security and verification purposes. 2. There are three (3) possible results when scanning the QR Code, namely, (a) SO on process, (b) Records verified (graduate's name, program, year graduated and school graduated will be displayed), and (c) Records not found.
20	Routing Slip/Evaluation Sheet	It should be placed on top among the requirements to be submitted per graduate.

The document can also be accessed online through this link: bit.ly/Enhanced-Special-Order.

Thank you in anticipation for your usual support and cooperation.


MARICAR R. CASQUEJO, PhD, CESO III
Director IV



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