

COMMISSION ON HIGHER EDUCATION  
**REGIONAL OFFICE XI**

**MEMORANDUM FROM THE REGIONAL DIRECTOR**

No. 139, S. 2022

For : **PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs)**

Attention : **HEI REGISTRARS / RECORDS OFFICERS**

Subject : **PARTICIPATION IN THE REMOTE ORIENTATION ON WEB-BASED SPECIAL ORDER (S. O.) APPLICATION SYSTEM AND DISCUSSION ON SO-RELATED ISSUES AND CONCERNS**

Date : **September 2, 2022**

In line with our objective to automate the frontline services specifically in the processing of Special Order (S. O.) applications, this Office is inviting all **HEI Registrars/Records Officers** to attend in the **Remote Orientation on the Web-Based Special Order Application System** on **September 9, 2022, 9:00AM**, via **Zoom Videoconferencing Platform** using the following credentials:

Meeting ID: **970 1455 7837**

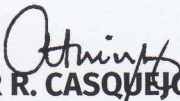
Passcode: **CHED-Onse**

Other topics to be discussed, with the undersigned, are the following:

1. Guidelines in the Processing of S. O. Application
2. Digitization of Special Order
3. Status per HEI on S. O. Encoding
4. S.O.-Related Issues and Concerns

For queries and concerns, your Focal Person may coordinate with Engr. Rodrigo S. Pangantihon, Jr., Education Supervisor II, at mobile number: 09334556611 or email address: rpangantihon@ched.gov.ph.

Thank you in anticipation of your usual support and cooperation.

  
**MARICAR R. CASQUEJO, PhD, CESO III**  
Director IV

Control Number: 2022- - - -

**University of Southeastern Philippines Compound, Loyola St., Bo. Obrero, Davao City**  
www.ro11.ched.gov.ph | chedro11@ched.gov.ph | (082) 295-3418

