

**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**

**CHED MEMORANDUM ORDER (CMO)**

No. 22

Series 2003

**SUBJECT : Revised Guidelines In Processing Request For  
Issuance of CHED Endorsement to Hold An Activity**

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994” and for the purpose of maintaining and protecting the integrity and reputation of the Commission on Higher Education (CHED), the following revised guidelines in processing request for issuance of CHED endorsement to hold an activity are hereby issued for the information and guidance of all concerned:

1. Issuance of CHED endorsement shall be limited only to educational activities of higher education institutions including programs and projects of other government agencies proven to be of national significance and interest.
2. Request for CHED endorsement of legitimate academic/professional/civic organizations shall be thoroughly reviewed/screened and on a case to case basis and at the discretion of the Chairperson may be endorsed, subject, however, to the following conditions:
  - 2.1. that the activities/topics to be discussed should be in consonance with the thrusts of the CHED and beneficial to the learning experiences of the students and members of the academe;
  - 2.2. that the speakers/resource persons are well-known personalities in the academic community with Impressive credentials in the field of tertiary education;
  - 2.3. that a reasonable registration fee preferably P 3,000.00 and below shall be charged per participant; and
  - 2.4. that participants from the state universities and colleges (SUCs) should have the prior approval of the President/Head of the concerned institution and that the expenses to be Incurred should be in accordance with the prescribed rate of the Department of Budget and Management as stipulated in National Budget Circular No. 486, dated March 26, 2003

3. Request for CHED endorsement involving fund raising, beauty contests, cultural presentations, charitable solicitation, sport events, sale of raffle tickets, product promotion, endorsement of books, and other similar activities which do not fall within the scope and responsibility of the Commission on Higher Education pursuant to Republic Act No. 7722 will not be endorsed.
4. A letter-request for CHED endorsement should be submitted at least one month before the culmination of the activity and should be properly documented to include the following attachments:
  - 4.1. Copy of the Registration Certificate from the Securities and Exchange Commission (SEC);
  - 4.2. List of speakers/resource persons together with their educational qualifications;
  - 4.3. Program of Activities;
  - 4.4. Syllabi of the topics to be discussed;
  - 4.5. Registration fee, venue and time duration of the proposed activity.

This Order cancels CHED Memorandum Order No. 03, s. 2000 and shall take effect immediately.

October 27, 2003, Pasig City, Philippines.

(SGD.) **ROLANDO RAMOS DIZON**  
Chairman