



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

**CHED MEMORANDUM ORDER**

No. 40,

Series of 2008

Subject : **MANUAL OF REGULATIONS FOR PRIVATE HIGHER  
EDUCATION OF 2008**

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1. Pursuant to the pertinent provisions of the 1987 Constitution, Act No. 2706 as amended by Act No. 3075, Commonwealth Act No. 180, Batas Pambansa Bilang 232, Republic Act No. 7722 and other applicable legislations and by virtue of the 318<sup>th</sup> Commission *en banc* Resolution No. 398 - 2008 dated 28 July 2008, the Commission hereby adopts and promulgates this Manual of Regulations for Private Higher Education of 2008 for information, guidance and compliance of all concerned.
2. The Manual shall apply to all private higher education institutions operating under authority of the Commission.
3. It shall be the responsibility of all school officials of private higher education institutions to implement the provisions of this Manual.
4. The CHED Regional Offices shall monitor and ensure the effective implementation of this Manual.
5. This Manual of Regulations for Private Higher Education of 2008 shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general circulation.

Pasig City, Philippines, 31, July 2008

For the Commission:

  
**ROMULO L. NERI**  
Acting Chairman

**Section 34. *Qualifications and Functions of the Registrar.*** The registrar shall hold a bachelor's degree and have at least three (3) years of training or experience in the servicing and maintenance of student academic records and related school work.

The Registrar shall be responsible for the school records of students, and shall perform the functions and responsibilities that the institution may expressly and legitimately require. Unless otherwise indicated by the school, the Registrar shall be the institution's principal liaison with the Commission.

Every private higher education institution shall preserve and maintain the integrity and confidentiality of its student records. The Registrar shall issue student records in accordance with law and this Manual.

**Article VIII  
INTERNAL ORGANIZATION:  
ACADEMIC AND NON-ACADEMIC PERSONNEL**

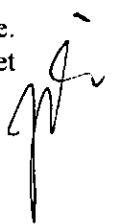
**Section 35. *Minimum Faculty Qualifications.*** The minimum qualifications of a faculty in a higher education institution shall be as follows:

1) ***For undergraduate programs:***

- a) Holder of a master's degree, to teach mainly in his major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission.
- b) For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.
- c) For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music.

2) ***For graduate programs:***

- a) For the master's program: There shall be at least one (1) full-time faculty who holds a doctoral degree, and at least three (3) full-time faculty who are master's degree holders in the discipline.
- b) For professional master's program: A holder of at least a professional master's degree. Faculty complement required in specific fields shall be defined in the policies and standards set by the Commission specific to the field.
- c) For the doctoral program: There shall be at least three (3) full-time faculty members who are doctoral degree holders, and who have published research works in refereed journal(s) in the discipline.
- d) For professional doctoral program: A holder of a professional doctoral degree. Faculty complement required shall be defined in the policies and standards set by the Commission specific to the field.



**Section 36. *Full-time and Part-time Faculty.*** As a general rule, all private higher education institutions shall employ full-time faculty or academic personnel consistent with the levels of instruction.

A full-time faculty or academic personnel is one who meets all the following requirements:

- 1) Who possesses at least the minimum academic qualifications prescribed under this Manual for all academic personnel;
- 2) Who is paid monthly or hourly, based on the regular teaching loads as provided for in the policies, rules and standards of the Commission and the institution;
- 3) Who devotes not less than eight (8) hours of work a day to the school;
- 4) Who have no other remunerative occupation elsewhere requiring regular hours of work, except when permitted by the higher education institution; and
- 5) Who is not teaching full-time in any other higher education institution.

All faculty or academic personnel who do not meet the foregoing qualifications are considered part-time.

Except when permitted by the higher education institution, all faculty or academic personnel who are at the same time holding positions in the government, whether appointive or elective, shall also be considered part-time.

**Section 37. *Full-time Faculty Complement.*** In every higher education institution, at least fifty percent (50%) of the courses in the Liberal Arts and Education courses of study shall be taught by full-time academic personnel. This requirement, although desirable, does not apply for the professional courses of study requiring licensure examination or where full-time expertise is not available.


**Section 38. *Faculty Classification and Ranking.*** Academic teaching positions shall be classified in accordance with academic qualifications, training and scholarship preferably into Professor, Associate Professor, Assistant Professor, and Instructor, without prejudice to a more simplified or expanded system of faculty ranking, at the option of the institution.

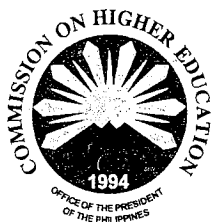
An academic teaching personnel, who does not fall under any of the classes or ranks indicated in the preceding paragraph shall be classified preferably as professorial lecturer, guest lecturer, or any other similar academic designation on the basis of his qualifications.

**Section 39. *The Other Institution Officials, Academic Support and Non-Academic Personnel.*** The officers, including academic personnel, who are occupying supervisory positions involved in the implementation of the policies of the institution, are classified as other institution officials.

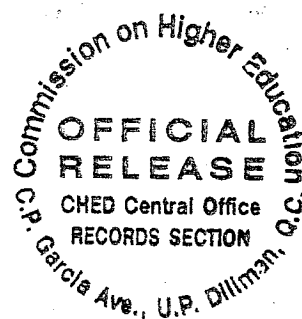
Those who perform certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance councilors, researchers, and others performing similar functions including institution officials responsible for academic matters and affairs shall be considered academic support personnel.

The non-academic personnel of an institution shall comprise the rank-and-file employees of the institution engaged in the administrative functions and maintenance of the institution, but are not classified under the foregoing paragraphs.





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



**CHED MEMORANDUM ORDER**

No. 46  
Series of 2012

**SUBJECT: POLICY-STANDARD TO ENHANCE QUALITY ASSURANCE (QA)  
IN PHILIPPINE HIGHER EDUCATION THROUGH AN OUTCOMES-  
BASED AND TYPOLOGY-BASED QA**

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In accordance with pertinent provisions of the 1987 Philippine Constitution which assert that the state “shall protect and promote the right of all citizens to quality education at all levels...” (Article XIV Section 1); “establish, maintain, and support a complete, adequate, and integrated system of education relevant to the needs of the people and society” (Article XIV Section 2); and “exercise reasonable supervision and regulation of all educational institutions” while recognizing the complementary roles of private and public institutions (Article XIV Section 4)—provisions that are reiterated in Batas Pambansa Blg. 232 and Republic Act 7722 otherwise known as the Higher Education Act of 1994 which state that “the State shall protect, foster and promote the right of all citizens to affordable quality education at all levels” (Section 2); “its coverage shall be both public and private institutions of higher education as well as degree granting programs in all post-secondary education institutions, public and private” (Section 3); and that the Commission “shall set minimum standards for programs and institutions of higher learning” (Section 8d);

In furtherance of the ongoing paradigm shift to learning competency based standards in Philippine higher education that underlies the provisions of CHED Memorandum Order Number 2 Series of 2011;

Pursuant to the Commission en Banc Resolution No. 508-2012 dated 26 November 2012 approving this CMO and its appended Implementation Guidelines as substantially revised in response to the criticisms articulated by stakeholders in five rounds of zonal consultations and public hearings held within the period from 19 January 2011 to 15 October 2012;

This policy-standard, which applies to private and public Higher Education Institutions (HEIs) in the country, is issued to enhance the quality assurance system of Philippine higher education through learning competency based standards and an outcomes-based system of quality assurance that is differentiated by type of HEI.

Appended to this CMO are the revised guidelines for its implementation.

**ARTICLE I.  
RATIONALE FOR ENHANCING QA**

**Section 1.** Philippine higher education is mandated to contribute to building a quality nation capable of transcending the social, political, economic, cultural and ethical issues that constrain the country’s human development, productivity and global competitiveness.

TABLE 1. MINIMUM REQUIREMENTS FOR DIFFERENT HORIZONTAL TYPES

|            | Professional Institution   | College   | University   |
|------------|--|---|--|
| Enrollment | At least 70% of the enrollment (graduate and undergraduate levels) is in degree programs in the various professional areas   |   | There are graduate students who are being trained for professional practice and/or discovery of new knowledge.   |
| Programs   | At least 60% of the academic degree program offerings are in the various professional areas  | At least 70% of undergraduate programs have a well-defined core curriculum that has a holistic approach in developing thinking, problem solving, decision-making, communication, technical, and social skills   | There are at least 20 active academic degree programs, at least six of which is at the graduate level<br><br>There is at least one active doctoral program in <i>three</i> different fields (disciplines or branches of knowledge).  |
| Faculty    | There should be a core of permanent faculty members, with at least 50% of FT permanent faculty members having the relevant degrees, as well as professional licenses (for licensed programs) and/or professional experience in the subject areas they handle. All other faculty should have the relevant degrees, licenses (for licensed programs), and/or professional experience in the subject areas they handle. | There should be a core of permanent faculty members, with at least 50% of full time permanent faculty members having the relevant graduate degrees in the subjects they handle. All other faculty should have the relevant degrees, licenses (for licensed programs), and/or experience in the subject areas they handle. | All graduate programs and at least 50% of baccalaureate programs require the submission of a thesis/project.<br><br>There should be a core of permanent faculty members. All full-time permanent faculty members and researchers have, at least, relevant master's degrees. All faculty members teaching in the doctoral programs have doctoral degrees. All other faculty should have the relevant degrees, professional licenses (for licensed programs), and/or relevant experience in the subject areas they handle. |



|  | Professional Institution  | College  | University  |
|--|---|--|---|
| Faculty (cont'd)                       |   |  | <p>At least 30 full-time faculty members or 20% of all full-time faculty, whichever is higher, are actively involved in research.</p> <p>At least 5% of full-time faculty members engaged in research have patents, articles in refereed journals, or books published by reputable presses in the last ten years</p> <p>Annual research cost expenditure for the past five years is equivalent to at least PhP75,000 x the number of faculty members involved in research</p> |
| Learning resources; support structures | Learning resources and support structures are appropriate to the HEI's technical or professional programs   | Learning resources and support structures are appropriate for the HEIs' programs.                                    |   |
| Linkages; Extension                    | <p>There are sustained program linkages with relevant industries, professional groups and organizations that support the professional development programs.</p> <p>Outreach programs develop in students a service orientation in their professions</p> | <p>Outreach programs allow students to contextualize their knowledge within actual social and human experiences.</p> |   |

