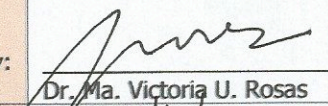


Procedure No:	ACA-PROC-REG-0005
Procedure Title:	Application for Government Permit on New Programs
Related Policy:	ADM-POL-REG-0004 Tuition Fee Increase Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Registrar
"Supersedes" Notification:	
Procedure Description:	This procedure details the application and documents required in the application of new programs.
Areas of Responsibility:	Office of the Registrar
Procedure Details:	<p>Step 1. The required documents for the application of the new programs are collected by the Liaison Officer in coordination with the academic departments. The documents required are as follows</p> <ol style="list-style-type: none"> 1.1 Letter of Application signed by the Rector and President 1.2 Government Permit Recognition Form 1.3 Feasibility Study of the Program <p>Step 2. The complete documents are submitted to the CHED.</p> <p>Step 3. The CHED reviews the application and informs the Colegio of the Regional Quality Assessment Team (RQAT) visit.</p> <p>Step 4. The QAT results are forwarded to the Colegio and the recommendations for the program are made.</p> <p>Step 5. The Colegio offers the program once the initial permit from CHED are released.</p>
Procedure Approval Authority:	Registrar
References:	Government Permit Recognition Form
Definition:	
Help Page:	Office of the Registrar
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Ma. Victoria U. Rosas
Date of Approval:	1/10/12

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