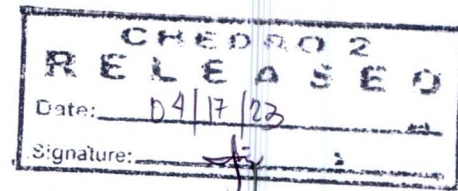




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

REGIONAL MEMORANDUM
No. 085, series of 2023



FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PRIVATE HIGHER EDUCATION INSTITUTIONS IN REGION 2 THAT ARE REQUIRED TO APPLY FOR THE ISSUANCE OF SPECIAL ORDERS (SOs) FOR THEIR GRADUATES

SUBJECT : UTILIZING THE CHEDRO2 SPECIAL ORDER APPLICATION AND MONITORING SYSTEM IN APPLYING FOR SOs

DATE : APRIL 17, 2023

We are pleased to announce that the CHEDRO2 Special Order Application and Monitoring System (SOAMS) is now fully operational and available for use. Thank you for your participation in the testing phase of the SOAMS. Your feedback and insights have been valuable in improving the system, and we appreciate your contribution in this process.

Therefore, **effective May 15, 2023**, we would like to request all Higher Education Institutions that are required to apply for SOs submit their applications through the new system.

The SOAMS is essential to modernizing CHEDRO2 processes and improving the experience for our clients. With the system, we will be able to offer a more efficient and streamlined process for obtaining SOs, while reducing the cost and time associated with processing applications.

To help with the transition, we have providing training to staff members who will be responsible for submitting applications for SOs. We are also available to answer any questions or concerns you may have during this time. The CHEDRO2 MIS Unit may be reached through email at **chedro2.mis@ched.gov.ph** or through Mr. Jared Golo at 0956 685 530, Ms. Charmae Brutas at 0917 118 6381, or Mr. Don de la Cruz at 0965 078 9019.

We appreciate your cooperation and support in this policy change.



ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

Give us feedback: bit.ly/CHEDRO2CSS

:drd/2023.0417a | RM 085 - Use of SOAMS