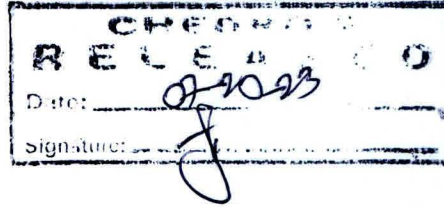




COMMISSION ON HIGHER EDUCATION

## REGIONAL OFFICE II

REGIONAL MEMORANDUM  
No. 198, series of 2023



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

**SUBJECT :** PARTICIPATION IN THE CONSULTATIVE MEETING ON THE SUSTAINED UTILIZATION OF THE SPECIAL ORDER APPLICATION AND MONITORING SYSTEM (SOAMS)

**DATE :** JULY 18, 2023


CHED Regional Office 2 enjoins the participation of concerned College/University Registrars to the activity entitled **Enhancing Efficiency: Consultation on the Sustained Utilization of the Special Order Application and Monitoring System for Registrar's Offices of Private Higher Education Institutions** with the theme *Improving User Experience and System Effectiveness for Private Higher Education Institutions*, scheduled on **Thursday, 03 August 2023, 1:00PM to 4:00PM** at the CHEDRO2 Auditorium.

The primary objectives of the activity are to:

1. consult with PHEI Registrars regarding their experiences, challenges, comments, questions, or suggestions related to the continued use of the SOAMS.
2. identify and address any issues or problems encountered during the system's use and provide necessary guidance and support for their resolution.
3. gather feedback on the system's functionality, usability, and effectiveness in streamlining the SO application process.
4. discuss best practices, tips, and compliance measures for maximizing the benefits of the system.
5. strengthen the collaboration and communication channels between CHED Region 2 and HEIs to address ongoing system-related concerns and provide continuous support.

Participants are requested to register for the activity at [bit.ly/ched2soams](https://bit.ly/ched2soams) not later than **11:00AM on Tuesday, 01 August 2023**. For inquiries, you may contact Ms. Charmae Brutas through mobile number 0917 118 6381 or email at [cbrutas@ched.gov.ph](mailto:cbrutas@ched.gov.ph).

For your guidance and compliance.

  
Digitally signed by Atty.  
Marco Cicero F. Domingo  
Date: 2023.07.20 08:26:28  
**ATTY. MARCO CICERO F. DOMINGO**  
OIC-Director IV

Give us feedback: [bit.ly/CHEDRO2CSM](https://bit.ly/CHEDRO2CSM)

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