d) In all cases, if the Petitioner/applicant is found to be qualified for
the issuance of permit, it shall be required to pay an evaluation
fee of PHP 100,000.00 to cover all the expenses for evaluation.

8.2 SPECIFIC APPLICATION PROCEDURES

A. FORM OF APPLICATION

1. Form of Application. The Application for Permit shall be in the form of a
Petition and shall contain a caption setting forth the name of the Commission
on Higher Education, the name of the Petitioner school/entity and the
description of the petition.

2. Number of copies of petition. – Every petition or other pleadings, motions or
other papers required by these rules to be filed before the Commission shall
be made in seven (7) legible copies.

3. Mode of Filing. – The filing of the application shall be coursed to the
concerned Regional Office of the CHED either by personal delivery or by
registered mail. If the filing is made by personal delivery, the receiving clerk
shall promptly and legibly stamp on the face of the first page of the application
the exact date and time it was received and filed and thereafter affix his initials.

If the filing is by registered mail, the date of mailing stamped by the post office
of origin, shall be considered as the date of filing. The envelope or a portion
thereof showing the date of mailing and registry stamp containing the
application, motion and other papers shall be attached thereto. The date of
actual receipt shall also be legibly stamped or indicated on the first page of the
pleading.

When a petition does not have the complete annexes or the required number
of copies the same shall not be received and shall be deemed not a valid
application. The petitioner shall be required to complete the annexes or file the
necessary number of copies of the petition before the application is docketed
for further action.

4. Other Modes of Filing. – Application/petitions; motions and other papers sent
by ordinary mail, by private-messengerial services, or by any mode other than
personal delivery or registered mail, shall be deemed filed only on the date
and time they are actually received. The date and time of actual receipt shall
be stamped and signed by the receiving clerk.