5. Docket and Assignment of Number. - Upon the filing of the application or petition, the receiving clerk shall docket the same and assign to it a number. The numbering of the application/petition must be consecutive according to the date they are received.

B. CONTENTS OF APPLICATION/PETITION

1. Petition. - A qualified applicant pursuant to Rule VII, Section 7.2 above may file an application/petition for the grant of permit to operate a review center with the Commission through the concerned Regional Office and shall be referred to as "Applicant-Petitioner".

2. Contents of Petition. - The petition shall contain the or juridical personality of the HEI or PRC Recognized Professional organization, timeliness of the petition, a concise statement of its purposes or justifications in support of the application and with the corresponding supporting documents and evidences of compliance with the conditions and requirements set forth herein.

3. Filing of Petition. - The petition shall be filed with the concerned CHED Regional Office and addressed to the Chairman, Commission on Higher Education.

C. ACTION ON THE APPLICATION/PETITION

1. Conduct of Preliminary Conferences, Hearings and Ocular of Inspection

1.1 Upon due receipt of the Completed Petition/application, the CHED Regional Office shall within seven (7) days transmit copies of the same to the Office of the Chairman, CHED Central Office with all the supporting documents required appended thereto.

1.2 The Office in charge of review centers shall review the documents submitted and if complying as to form and substance, shall recommend to the Chairman the conduct of ocular inspection by the concerned Regional Office.

1.3 Upon receipt of the Order of the Chairman to conduct inspection/evaluation, the Regional Office shall conduct within thirty (30) days from receipt of such order, a Preliminary Conference and/or Hearing on the Petition including ocular inspection or cause to be inspected the premises of the review center to determine compliance with the requirements and conditions for the establishment and/or operation of the review center. The Regional ROAT and/or the necessary and qualified resource persons/consultants may be engaged for this purpose. An inspection fee shall be charged and collected by CHED in the amount of PHP 100,000.00 to cover the expenses of the inspecting team or assessor.