



Application for Special Order

ABOUT THE SERVICE

Students who have graduated with the title of Diploma in Midwifery and with the degree of Bachelor of Science in Midwifery are entitled to have the Special Order as a requirement that he/she graduated in the said course/courses.

Department / Office:		CITY COLLEGE OF NAGA		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Graduate in BS Midwifery & Diploma in Midwifery		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Notarized SO Application Form (by bulk or one (1) application per student) 		City College of Naga – CHEDRO V		
<ul style="list-style-type: none"> FORM 9 (Summary of courses and grades) 		City College of Naga		
<ul style="list-style-type: none"> CHED Approved Curriculum 		City College of Naga		
<ul style="list-style-type: none"> Government Recognition 		City College of Naga		
<ul style="list-style-type: none"> Enrollment List 		City College of Naga – Clinical Coordinator		
<ul style="list-style-type: none"> Duly Notarized Cases 		Institution where he/she previously enrolled		
<ul style="list-style-type: none"> Transcript of Record (for transferees) 		Institution where he/she graduated H/S, G-12 or ALS		
<ul style="list-style-type: none"> FORM 137 – Part of admission requirement 				
<ul style="list-style-type: none"> NSO Birth Certificate / Marriage Certificate 		Philippine Statistics Authority		
<ul style="list-style-type: none"> Evaluation Form-Grades 		City College of Naga		
<ul style="list-style-type: none"> Updated PRC License for BS in Midwifery 		PRC Professional Regulation Commission (PRC)		
<ul style="list-style-type: none"> Others 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply all the requirements and submit to the Registrar.	2. Check the completeness of the requirements.		2 days	HERNANE R. ERFE Registrar
	3. Submit the application to CHED for Special Order (S.O.).		Minimum 1 week	HERNANE R. ERFE Registrar
	4. Release of Special Order (S.O.).		Minimum 3 weeks	CHEDRO V
TOTAL		None	1 month and 2 days	

CITY COLLEGE OF NAGA

Diversion Road, Almeda Highway, Concepcion Grande, Naga City

For more information, please contact:

Hernane R. Erfe, Registrar

Cellphone No. 09178071240



Dr. Magno S. Conag Jr., LUC President
Email: ccn@naga.gov.ph