



Republic of the Philippines
LEGAL EDUCATION BOARD

Quezon City

Memorandum Circular No. 58, Series of 2020

SUBJECT: TEMPORARY APPLICATION PROCESS FOR GOVERNMENT AUTHORITY TO OPERATE THE LAW PROGRAM IN ACADEMIC YEAR 2020-2021

Section 1. **Temporary application process for government authority to operate the law program.** In light of the public health emergency, the following guidelines shall be implemented in the approval and issuance of government permits levels II and III and government recognition for Academic Year (AY) 2020-2021:

1. A rapid assessment system shall be adopted by the Legal Education Board (LEB) where the applicant school shall be required to submit an application form to be issued pursuant to this circular to show its minimum qualification to operate the level of the law program it is applying for, and supported by the following key documents:
 - a. Financial documents for the relevant year of operation, namely,
 - i. Latest complete institutional Financial Statement as submitted to the Securities and Exchange Commission, or the Bureau of Internal Revenue; and
 - ii. Separate pro-forma Financial Statement for the law school, including proposed Capital Expenditure for the year level applied for;
 - b. Dean and Faculty profile;
 - c. Faculty Evaluation for AY 2019-2020;
 - d. Curriculum to be used, and its adjusted academic policies considering the pandemic;
 - e. Proposed class schedules for the entire AY 2020-2021;
 - f. Enrollment per year level in AY 2019-2020, and estimated enrollment per year level for AY 2020-2021;
 - g. Evidence of facilities and library holdings; and
 - h. A follow up certificate and proof of compliance if minor deficiencies in the application are found in the course of the assessment.
2. Submissions shall be made, preferably online, not later than June 15, 2020. Upon receipt, the application will be assessed by the Executive Committee through the Regulatory Division, and submitted to the Board for its approval, for which a provisional authority shall thereafter be issued to the applicant school.
3. The Regulatory Division shall submit all assessments by June 15, 2020, and the Board shall decide by June 30, 2020.
4. The provisional authority shall allow the school to exercise all the rights and privileges pursuant to a full government permit or authority, and once ratified, the approval shall retroact to the issuance of the provisional authority.

Section 2. Delayed full application and validation review. When the public health situation improves and allows for it, the applicant school who has been granted the provisional authority pursuant to this circular shall be required to undergo a validation review before the end of AY 2020-2021. The purpose of the validation review is to ascertain the veracity of the evidence submitted by the applicant school regarding its fitness and qualification to operate the law program.

1. In the validation review, the school shall be required to submit other documentary requirements as the Board may require in accordance with the regular process of granting government permits and recognition. Unless prevented by public health advisories, a validation visit shall also be made by a rapid validation team.
2. Only after this full application process shall the Board decide if the provisional approval will be ratified or cancelled.
3. If a provisional authority is cancelled, the cancellation shall not prejudice the status of or any rights and privileges acquired by the students while the provisional authority was in effect. However, the school shall be required to re-apply for the government permit level or government recognition for which the provisional authority was granted. The re-application may be made concurrently with its new application for the next level of government authority for AY 2021-2022.

Issued under the seal of the Legal Education Board this 8th day of May 2020 in Quezon City.

For the Board:



ZENAIDA N. ELEPAÑO
OIC, Commissioner