

COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

April 24, 1995

CHED Order
No. 13, s. 1995

To: CHED Directors
Presidents, State Colleges and Universities
Heads, Private Schools, Colleges and Universities
Heads of Higher Education Institutions

**Annual Regular Collection of
Basic Higher Education Data**

1. The Office of Policy, Planning, Research and Information (OPPRI) of the Commission on Higher Education (CHED) shall collect basic higher education data from all higher education institutions (HEIs) nationwide for school year 1994-1995. Every school year thereafter, this activity shall be undertaken during the last week of April.

2. The data gathering forms were designed consistent with the CHED Unified Data Gathering System (UDGS) which will be installed both at the Central and Regional Offices of CHED and in all HEIs. The forms to be distributed to all HEIs are as follows:

CHED FORM 1 - Institutional Profile

CHED FORM 2A - Enrolment (1st Semester)

CHED FORM 2B - Enrolment (2nd Semester)

CHED FORM 3 - Graduates (1st Semester, 2nd Semester and Summer)

CHED FORM 4 - Faculty Profile

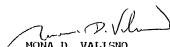
3. The forms shall be reproduced at the CHED Central Office and shall be distributed by the CHED Regional Offices to the HEIs in the first week of May 1995. The HEIs shall accomplish the forms and shall submit them to the CHED Regional Office in the 3rd week of May. The Regional Director through the Regional Planning Officer-Designate shall collect all the accomplished and verified forms from the HEIs and forward them to CHED Central Office in

the last week of May. The OPPRI shall process the forms and produce the data bulletins in the first week of July 1995.

4. Heads of government and private higher education institutions are held responsible for the prompt, complete and accurate filling up of the data gathering forms and the timely submission of the same.

5. The CHED Regional Directors shall implement rigid data control and verification procedures on the accomplished forms to ensure complete, accurate and reliable data.

6. Full attention and strict compliance with this Order is earnestly requested to all concerned to ensure the successful implementation of this initial data collection activity of CHED.



MONA D. VALISNO
Managing Commissioner