



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER

NO. 18 ;

Series of 1996

SUBJECT : ANNUAL REGULAR COLLECTION OF BASIC HIGHER
EDUCATION DATA (BHED) FOR SCHOOL YEAR (SY)
1995-1996

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act 1994," and by virtue of Resolution No. 001, Series of 1995, of the Commission en banc, all concerned, i.e., Presidents and/or Heads of all Higher Education Institutions (HEIs) in the country, both public and private, including all CHED-supervised HEIs, and Regional Directors of Higher Education Regional Offices (HEROs) are hereby informed and/or directed and/or enjoined, thus:

1. The subject activity shall be undertaken by the Commission's Office of Policy, Planning, Research and Information (OPPRI).
2. The data-gathering forms to be used and distributed to all HEIs are the following, namely:
 - a. CHED Form 1 - Institutional Profile;
 - b. CHED Form 2 - Enrollment (First Term, SY 1995-1996); and
 - c. CHED Form 3 - Graduates (First and Second Terms, SY 1995-1996).

The specific instructions as to the accomplishment of these forms are printed at the backs thereof.

3. The aforementioned forms shall be sent by OPPRI to the HEROs which must in turn distribute the same to the HEIs found within their respective administrative jurisdictions not later than the third week of March 1996.
4. The HEIs must submit, in duplicate, the duly accomplished forms to the HEROs concerned on or before 15 April 1996.
5. The HEROs, through their Regional Planning Officers (RPOs)- designate, shall take charge of receiving and collecting these forms from the HEIs and forward the same to OPPRI not later than 03 May 1996.
6. OPPRI shall commence processing the submitted forms as soon as they are received from the HEROs.
7. Out of this data-gathering activity, the CHED National Statistical Bulletin will be released and accordingly distributed to all HEIs in August 1996.

8. Presidents/Heads of HEIs shall see to it that the data-gathering forms will be completely and accurately filled up and promptly and timely submitted in accordance with the schedule herein set forth.

9. The Regional Directors of the HEROs should implement rigid data control and verification procedures on the accomplished and/or submitted forms to ensure veracity and reliability of the data before submitting them to OPPRI.

SO ORDERED.

Pasig City, Philippines, March 8, 1996


ANGEL C. ALCALA
Chairman

Copy Furnished:
Presidents/Heads
of HEIs (including
CHED-supervised)
HERO Regional Directors