



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

CHED MEMORANDUM ORDER

NO. 43 ;

Series of 1996

SUBJECT : ANNUAL REGULAR COLLECTION OF BASIC HIGHER EDUCATION DATA (BHED) FOR COLLEGIATE YEAR (CY) 1996-1997

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 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 [State Universities and Colleges (SUCs), Private HEIs (PHEIs) and CHED-supervised HEIs (CHEIs)], and Regional Directors of Higher Education Regional Offices (HEROs), are hereby directed and/or enjoined, thus:

1. The subject activity shall be undertaken by the Office of Policy, Planning, Research and Information (OPPRI), this Commission;
2. The data-gathering forms to be used and distributed to all HEIs are as follows, to wit:
 - a. CHED Form 1 - Institutional Profile;
 - b. CHED Form 2 - Curricular Program Profile
(First Semester, CY 1996-1997);
 - c. CHED Form 3 - Enrollment (First Semester, CY 1996-1997) and
Graduates (Summer 1996);
 - d. CHED Form 4.1 - Faculty Profile by Discipline and by Rank
(First Semester, CY 1996-1997);
 - e. CHED Form 4.2 - Faculty Profile by Discipline and by Level of
Education
(First Semester, CY 1996-1997);
 - f. CHED Form 4.3 - Faculty Profile by Level of Education and Rank
(First Semester, CY 1996-1997).

The specific instructions as to the accomplishment of these forms are printed at the backs thereof. Likewise, the data element description is hereto attached for your reference.

3. The cut-off date for the enrollment data shall be one (1) day after the first two (2) weeks of regular classes.

4. The aforementioned forms shall be sent by OPPRI to the HEROs which must in turn distribute the same to the HEIs located within their respective administrative jurisdictions not later than the third week of August 1996.

5. The HEIs must photocopy the duly accomplished forms in two (2) copies. One (1) copy for the HEIs' file while the second copy with the original copy must be submitted to the HEROs concerned on or before 15 September 1996.

6. The HEROs, through their Regional Planning Officers (RPOs)-designate, shall take care of receiving and collecting these forms from the HEIs and forward the original copy to the OPPRI not later than 15 October 1996.

7. The RPOs must check the submitted forms as to its accuracy and completeness and must maintain a list of the HEIs who have submitted and those that did not so that appropriate action can be taken for non-compliance.

8. For HEIs who may wish to use a diskette instead of the forms, they can copy the templates or files of the data gathering forms from the HEROs where the system has been installed.


9. OPPRI shall commence processing the submitted forms as soon as they are received from the HEROs.

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

11. 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, August 5, 1996


ANGEL C. ALCALA
Chairman

Copy Furnished:
Presidents/Heads
of HEIs (SUCs, PHEIs and CHEIs)
HERO Regional Directors

CHED Form 1
19 July 1996

INSTITUTIONAL PROFILE

| ELEMENT NAME | DATA |
|---|------|
| Institution Name | |
| Institutional Type (please use code) | |
| Institutional Address | |
| Postal or Zip Code of the Institution | |
| Institutional Telephone Number | |
| Institutional Head's Telephone Number | |
| Head's Fax Number | |
| Institutional Internet Address (e-mail) | |
| Year Established | |
| Current Legal Authority | |
| Year Current Legal Authority Granted | |
| Year of Conversion to College Status | |
| Year of Conversion to University Status | |
| Name of Institutional Head | |
| Head's Highest Educational Attainment (please use code) | |
| Title of Head of Institution (please use code) | |

NOTE: Please see instructions at the back.

Filled-out by: _____ Printed Name and Signature _____ Designation _____ Date _____

Certified Correct: _____ Printed Name and Signature _____ Designation _____ Date _____

PAGE 1

**GUIDELINES IN ACCOMPLISHING INSTITUTIONAL PROFILE
(CHED Form 1)**

1. CHED Form 1 shall be accomplished preferably in the Registrar's Office. Please print name and position of the person who fills out the form and the person who will certify correctness. Please sign over the printed names.
2. For the definition of the data elements, please refer to the attached Data Element Description.
3. Some of the requested information must be answered in Code, as in Institutional Type, Head's Highest Education Attainment and Title of Head of Institution. The appropriate codes for these elements can be found in the Data Element Description.

For other requested information, no codes are necessary. For instance, Year Established may be answered simply as "1985".

4. In filling out the form, PLEASE USE A TYPEWRITER WITH A GOOD RIBBON.

However, if you wish to input the form in the computer, you may copy the template of this form in your respective HEROs where it is installed. This form was created using MS Office-Excel. On the other hand, you may also create the template of this form, provided, that the format is followed and the information being requested are all captured. As much as possible, please use MS Office-Excel or Lotus spreadsheet.

5. If you wish to submit the duly accomplished forms in a diskette instead of the forms, please label the diskette with the name of your school, complete address and region. Likewise, please prepare a transmittal letter certifying the correctness of the data in the diskette to be signed by the school Registrar and the School Head.
7. Please photocopy or xerox the duly accomplished forms in two (2) copies. One (1) copy for your school file/copy while the second copy together with the original copy or the diskette must be submitted to the HEROs concerned on or before September 15, 1996.

THANK YOU FOR YOUR CONTINUED SUPPORT AND COOPERATION.

**GUIDELINES IN ACCOMPLISHING CURRICULAR PROGRAM PROFILE
(CHED Form 2)**

1. CHED Form 2 shall be accomplished preferably in the Registrar's Office. Please print name and position of the person who fills out the form and the person who will certify correctness. Please sign over the printed names.
2. For the definition of the data elements, please refer to the attached Data Element Description.
3. Some of the requested information must be answered in Code, as in Program Status, Program Authority to Offer, Program Accreditation Status and Normal Length of Program. The appropriate codes for these elements can be found in the Data Element Description.

For other requested information, no codes are necessary. For instance, Year in which Authority was Granted may be answered simply as "1985".

4. In filling out the form, PLEASE USE A TYPEWRITER WITH A GOOD RIBBON.

However, if you wish to input the form in the computer, you may copy the template of this form in your respective HEROs where it is installed. This form was created using MS Office-Excel. On the other hand, you may also create the template of this form, provided, that the format is followed and the information being requested are all captured. As much as possible, please use MS Office-Excel or Lotus spreadsheet.

5. If you wish to submit the duly accomplished forms in a diskette instead of the forms, please label the diskette with the name of your school, complete address and region. Likewise, please prepare a transmittal letter certifying the correctness of the data in the diskette to be signed by the school Registrar and the School Head.
7. Please photocopy or xerox the duly accomplished forms in two (2) copies. One (1) copy for your school file/copy while the second copy together with the original copy or the diskette must be submitted to the HEROs concerned on or before September 15, 1996.

THANK YOU FOR YOUR CONTINUED SUPPORT AND COOPERATION.

**GUIDELINES IN ACCOMPLISHING ENROLLMENT (1st Sem, SY 1996-1997)
and GRADUATES (Summer 1996)
(CHED Form 3)**

1. CHED Form 3 shall be accomplished preferably in the Registrar's Office. Please print name and designation of the person who fills out the form and the person who will certify correctness. Please sign over the printed names.
2. For the definition of the data elements, please refer to the attached Data Element Description.
3. Some of the requested information must be answered in Code, as in Program Level and Year Level Standing within a Program. The appropriate codes for these elements can be found in the Data Element Description. In the case of enrollment and graduates, actual head count should be posted, no codes are necessary.

The Full Time Equivalence (FTE) is for SUCs and CHED-supervised HEIs only. Please refer to the attached Data Element Description on how to compute FTE.

4. In most cases, one program (e.g. MBA, Ph.D. Education, etc.) will require only one row of the form. However, for the baccalaureate programs, there is a need to separate enrollment by Year level standing within a program (1st year, 2nd year, etc.). Thus, baccalaureate program will use up four (4) or more rows. Note that the "Elementary School" and "High School" will require only one row each. Likewise, the 1996 Summer Graduates require only one row, it must be posted in the same row with the last year level standing of the program name.

Please post also the total enrollment for the Elementary and High school.

Please use additional pages if necessary.

5. In filling out the form, PLEASE USE A TYPEWRITER WITH A GOOD RIBBON.

However, if you wish to input the form in the computer, you may copy the template of this form in your respective HEROs where it is installed. This form was created using MS Office-Excel. On the other hand, you may also create the template of this form, provided, that the format is followed and the information being requested are all captured. As much as possible, please use MS Office-Excel or Lotus spreadsheet.

6. If you wish to submit the duly accomplished forms in a diskette instead of the forms, please label the diskette with the name of your school, complete address and region. Likewise, please prepare a transmittal letter certifying the correctness of the data in the diskette to be signed by the school Registrar and the School Head.
7. Please photocopy or xerox the duly accomplished forms in two (2) copies. One (1) copy for your school file/copy while the second copy together with the original copy or the diskette must be submitted to the HEROs concerned on or before September 15, 1996.

THANK YOU FOR YOUR CONTINUED SUPPORT AND COOPERATION.

**GUIDELINES IN ACCOMPLISHING FACULTY PROFILE by DISCIPLINE
and by RANK (1st Sem, SY 1996-1997)
(CHED Form 4.1)**

1. CHED Form 4.1 shall be accomplished preferably in the Personnel and/or Administrative Office. Please print name and designation of the person who fills out the form and the person who will certify correctness. Please sign over the printed names.
2. For the definition of the data elements, please refer to the attached Data Element Description.
3. The requested information must be answered with numerical value -- as in "Number of Full Time Instructor in the Engineering discipline". There is no code needed to supply numerical values such as headcounts.
4. In filling out the form, PLEASE USE A TYPEWRITER WITH A GOOD RIBBON.

However, if you wish to input the form in the computer, you may copy the template of this form in your respective HEROs where it is installed. This form was created using MS Office-Excel. On the other hand, you may also create the template of this form, provided, that the format is followed and the information being requested are all captured. As much as possible, please use MS Office-Excel or Lotus spreadsheet.

5. If you wish to submit the duly accomplished forms in a diskette instead of the forms, please label the diskette with the name of your school, complete address and region. Likewise, please prepare a transmittal letter certifying the correctness of the data in the diskette to be signed by the school Registrar and the School Head.
6. Please photocopy or xerox the duly accomplished forms in two (2) copies. One (1) copy for your school file/copy while the second copy together with the original copy or the diskette must be submitted to the HEROs concerned on or before September 15, 1996.

THANK YOU FOR YOUR CONTINUED SUPPORT AND COOPERATION.

CHED Form 4.2

19 July 1996

FACULTY PROFILE by DISCIPLINE and by LEVEL of EDUCATION

First Semester, SY 1996-1997

Institution Name: _____

| DISCIPLINE | LEVEL OF EDUCATION | | | | | | | | Level not Known |
|--|-----------------------|---------------------------|---|----------------------------|---------------------------|-----------------|-----------------|--|-----------------|
| | Vocational/ Technical | Pre-Baccalaureate Diploma | Baccalaureate Degree (including DVM, DDM, DOpt) | Post-Baccalaureate Diploma | Doctor of Medicine or LLB | Master's Degree | Doctoral Degree | | |
| Description | Code | | | | | | | | |
| General | 00 | | | | | | | | |
| Education and Teacher Training | 14 | | | | | | | | |
| Fine and Applied Arts | 18 | | | | | | | | |
| Humanities | 22 | | | | | | | | |
| Religion and Theology | 26 | | | | | | | | |
| Social and Behavioral Science | 30 | | | | | | | | |
| Business Administration and Related | 34 | | | | | | | | |
| Law and Jurisprudence | 38 | | | | | | | | |
| Natural Science | 42 | | | | | | | | |
| Mathematics and Computer Science | 46 | | | | | | | | |
| Medicine and Allied | 50 | | | | | | | | |
| Trade, Craft, Vocational and Industrial | 52 | | | | | | | | |
| Engineering | 54 | | | | | | | | |
| Architectural and Town Planning | 58 | | | | | | | | |
| Agriculture, Fisheries, Forestry and Vet Med | 62 | | | | | | | | |
| Home Economics | 66 | | | | | | | | |
| Mass Communication and Documentation | 84 | | | | | | | | |
| Other Disciplines | 89 | | | | | | | | |

NOTE: Please see instructions at the back.

Filled-out by: _____ Printed Name and Signature _____ Designation _____ Date _____

Certified Correct: _____ Printed Name and Signature _____ Designation _____ Date _____

**GUIDELINES IN ACCOMPLISHING FACULTY PROFILE by DISCIPLINE
and by LEVEL of EDUCATION (1st Sem, SY 1996-1997)
(CHED Form 4.2)**

1. CHED Form 4.2 shall be accomplished preferably in the Personnel and/or Administrative Office. Please print name and designation of the person who fills out the form and the person who will certify correctness. Please sign over the printed names.
2. For the definition of the data elements, please refer to the attached Data Element Description.
3. The requested information must be answered with numerical value -- as in "Number of Faculty with Master's degree in the Natural Science discipline". There is no code needed to supply numerical values such as headcounts.
4. In filling out the form, PLEASE USE A TYPEWRITER WITH A GOOD RIBBON.

However, if you wish to input the form in the computer, you may copy the template of this form in your respective HEROs where it is installed. This form was created using MS Office-Excel. On the other hand, you may also create the template of this form, provided, that the format is followed and the information being requested are all captured. As much as possible, please use MS Office-Excel or Lotus spreadsheet.

5. If you wish to submit the duly accomplished forms in a diskette instead of the forms, please label the diskette with the name of your school, complete address and region. Likewise, please prepare a transmittal letter certifying the correctness of the data in the diskette to be signed by the school Registrar and the School Head.
6. Please photocopy or xerox the duly accomplished forms in two (2) copies. One (1) copy for your school file/copy while the second copy together with the original copy or the diskette must be submitted to the HEROs concerned on or before September 15, 1996.

THANK YOU FOR YOUR CONTINUED SUPPORT AND COOPERATION.

CHED Form 4.3

19 July 1996

FACULTY PROFILE by LEVEL OF EDUCATION

and by RANK

First Semester, SY 1996-1997

Institution Name: _____

| LEVEL OF EDUCATION | RANK | | | | |
|---|------------------------|------------|---------------------|---------------------|--------------------------|
| | Below Instructor Level | Instructor | Assistant Professor | Associate Professor | Full Professor or Higher |
| Vocational/Technical | | | | | |
| Pre-Baccalaureate Diploma | | | | | |
| Baccalaureate Degree including (DVM,DDM,DOpt) | | | | | |
| Post-Baccalaureate Diploma | | | | | |
| Doctor of Medicine or LLB | | | | | |
| Master's Degree | | | | | |
| Doctoral Degree | | | | | |

NOTE: Please see instructions at the back.

Filled-out by: _____ Printed Name and Signature _____ Designation _____ Date _____

Certified Correct: _____ Printed Name and Signature _____ Designation _____ Date _____

**GUIDELINES IN ACCOMPLISHING FACULTY PROFILE by LEVEL
of EDUCATION and by RANK (1st Sem, SY 1996-1997)
(CHED Form 4.3)**

1. CHED Form 4.3 shall be accomplished preferably in the Personnel and/or Administrative Office. Please print name and designation of the person who fills out the form and the person who will certify correctness. Please sign over the printed names.
2. For the definition of the data elements, please refer to the attached Data Element Description.
3. The requested information must be answered with numerical value -- as in "Number of Instructor with Baccalaureate degree". There is no code needed to supply numerical values such as headcounts.
4. In filling out the form, PLEASE USE A TYPEWRITER WITH A GOOD RIBBON.

However, if you wish to input the form in the computer, you may copy the template of this form in your respective HEROs where it is installed. This form was created using MS Office-Excel. On the other hand, you may also create the template of this form, provided, that the format is followed and the information being requested are all captured. As much as possible, please use MS Office-Excel or Lotus spreadsheet.

5. If you wish to submit the duly accomplished forms in a diskette instead of the forms, please label the diskette with the name of your school, complete address and region. Likewise, please prepare a transmittal letter certifying the correctness of the data in the diskette to be signed by the school Registrar and the School Head.
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THANK YOU FOR YOUR CONTINUED SUPPORT AND COOPERATION.

DATA ELEMENT DESCRIPTION

INSTITUTIONAL PROFILE

INTRODUCTION TO INSTITUTIONAL PROFILE ELEMENTS

DATA REFERENCE POINTS:

There are two reference points for the data being gathered, institutions and satellite campuses. The elements in this section describe each Higher Education Institution as a legal entity or as a satellite campus.

COMMON DEFINITIONS; INCLUSIONS AND EXCLUSIONS:

(A) An Institution. In this MIS, an HEI is a legal entity which offers at least one program leading to a higher education credential. All the elements listed in this section are to be used for institutions.

(B) A Satellite campus. A satellite campus is part of institution; it is in a different location from the main campus, and has its own administration. Some elements are used to describe the satellite campuses of institutions in addition to the institution itself.

MAJOR USES:

This information has four primary uses:

- (1) data for the Directory of Higher Education Institutions in the Philippines
- (2) basis for communications between HEIs, between CHED and the HEIs and the HEIs and other branches of government, NGOs, etc.
- (3) basis for establishing legal authority to operate
- (4) statistical analyses of kinds of institutions.

The information in these elements will also be linked to the elements in the other sections of this manual pertaining to programs and students, etc.

ELEMENT NAME Institution name or Satellite Campus Name
DESCRIPTION The name of the institution as set out in instrument establishing it as a legal entity with the authority to offer higher education programs. This should be the full, unabbreviated name as it appears in the instrument.

ELEMENT NAME Institutional Type (INSTTYP)
DESCRIPTION All HEIs are classified according to whether they are universities or colleges as officially recognized by CHED. They are also classified by whether they are privately owned, chartered by the national government (Batas Pambansa, Republic Act, Presidential Decree) or established by an enactment of the local government. In the case of the private universities and colleges, it also indicates whether they are stock, non-stock or foundations.

CODING

| | |
|----|--|
| 01 | Chartered State University |
| 02 | Chartered State College |
| 03 | Non-chartered State College (CHED-supervised) |
| 04 | Private Sectarian Stock University |
| 05 | Private Sectarian Stock College |
| 06 | Private Non-Sectarian Stock University |
| 07 | Private Non-Sectarian Stock College |
| 08 | Private Sectarian Non-Stock University |
| 09 | Private Sectarian Non-Stock College |
| 10 | Private Non-Sectarian Non-Stock University |
| 11 | Private Non-Sectarian Non-stock College |
| 12 | Private Sectarian Foundation University |
| 13 | Private Non-Sectarian Foundation University |
| 14 | Private Sectarian Foundation College |
| 15 | Private Non-Sectarian Foundation College |
| 16 | University incorporated by Local Government (Community University) |
| 17 | College incorporated by Local Government (Community College) |
| 18 | Satellite Campus |

ELEMENT NAME Institutional address
DESCRIPTION The official, legal address of the institution (or SUC satellite campus) for mailing purposes. It is a text record with the full address and the postal code.

ELEMENT NAME Postal or Zip Code of the Institution or Satellite Campus
DESCRIPTION The national code used for postal sorting

ELEMENT NAME Institutional Telephone
DESCRIPTION This number is the one which the institution (satellite campus) uses for public access i.e., the full PLDT telephone number including area code which institutions wish the public to use in contacting the institution.

ELEMENT NAME Institutional Head's Telephone Number
DESCRIPTION This number is for use in contacting the Head of the institution. It is not necessarily the number used for the public. It is normally the Head's Office.

ELEMENT NAME Head's Fax Number
DESCRIPTION Every institution should list the fax machine to which official notices should be sent including the area code. In a computer-record environment, this is a simple 10-character field starting with the area code and the fax number.

ELEMENT NAME Institutional internet address (e-mail)
DESCRIPTION This is the institution's (or satellite campus') full internet address (known also as electronic mail address) given to the public for official communications with the Head and Senior Officials.

ELEMENT NAME Year established
DESCRIPTION This is the year in which the institution first enrolled students as an educational institution.

ELEMENT NAME Current legal authority
DESCRIPTION This is the legal authority under which the institution is authorized to operate as an HEI e.g., Republic Act, Presidential Decree, Articles of Incorporation, local government Act, etc. It is a text file. It should name the instrument, e.g., Don Severino Agricultural College - R.A. No. 3917.

ELEMENT NAME Year Current Legal Authority Granted.
DESCRIPTION This is the year under which the legal authority as described in the current legal authority was granted.

ELEMENT NAME Year of Conversion to College Status
DESCRIPTION If an institution is currently a college and was once another kind of institution, the year shown should be the year it was authorized to become a college.

ELEMENT NAME Year of Conversion to University Status
DESCRIPTION This element represents the year that in which the institution was granted university status as set out in a national statute (SUC) or as defined in the 1992 Manual of Regulations for Private Schools (private institutions) assuming it was not previously a university. If it is not currently a university, the element does not apply.

ELEMENT NAME Name of Institutional Head
DESCRIPTION This is the title, name and degrees/designations of the executive head of the institution as it should appear in official publications, correspondence, etc. The information will appear in the Directory in this sequence.

ELEMENT NAME Highest educational attainment of the head of the institution (INSTQUA)
DESCRIPTION This element captures the highest earned educational credential of the executive head of the institution.

CODING 00 Pre-school
10 Elementary school
20 Secondary school
30 Vocational-technical
40 Pre-baccalaureate diploma, certificate or associate
50 Baccalaureate degree (including e.g. DVM, DDM, DOpt)
60 Post-baccalaureate certificate or diploma program
70 MD or LLB
80 Master's degree
90 Doctoral degree
99 Level not known

ELEMENT NAME Title of Head of Institution (INSTTIT)
DESCRIPTION This element captures in coded form the school head's title.
CODING 01 President
02 Rector
03 Principal
04 Chancellor
05 Director/Directress

| | |
|----|----------------------------------|
| 06 | Dean |
| 07 | Administrator |
| 08 | Vocational School Superintendent |
| 09 | Vocational School Administrator |
| 10 | Other |

CURRICULAR PROGRAM PROFILE

INTRODUCTION TO CURRICULAR PROGRAM ELEMENTS

BASIC POINT OF REFERENCE: (Thing being described): In this series of elements, the basic point of reference is a program of studies (sometimes referred to as a "curricular program", "course of studies" or "course") which leads to a specific academic credential. Each of the elements in this section provides information or descriptive material about each program.

A program is usually referred to by a name which consists of a credential or title (e.g. Bachelor of Arts or A.B., Certificate, Diploma, etc.) followed by a discipline or area of study. Examples: A.B. History, Certificate in Sports Coaching, Diploma in Music Education, Master of Management, etc.

Sometimes the credential printed in the official sheepskin document is a generic "Bachelor of Arts" but in the official transcript, it may be described or further specified as a Bachelor of Arts (History). For the purpose of the HEMIS, programs with different majors will be considered as different programs.

Although the HEIs offer hundreds of programs with different or similar sounding names, it is important that programs be classified into a manageable number of areas or fields, hereinafter called "disciplines". The discipline classification which CHED has adopted is based on the Philippine Standard Classification of Education Program Codes (PSCED) developed by the National Statistical Coordinating Board (NCSB).

COMMON DEFINITIONS; INCLUSIONS AND EXCLUSIONS: The HEMIS will gather information about every program at every level offered by a Higher Education Institution. Included are all the programs at all levels, pre-school, elementary, secondary, vocational/technical, baccalaureate, masters, doctoral, etc.

Excluded are offerings such as "introduction to the Internet", "a short course on investigative journalism", which are either of short duration (less than a semester) or are not offered on a regular basis. Also excluded are training programs such as "Increasing egg production by poultry", "entrepreneurship for small-scale industries", etc. Although a certificate of attendance may be awarded to trainees or participants, there is no degree or diploma awarded following formal evaluation.

MAJOR PURPOSES AND USES:

1. For publication of the Directory of Philippine Higher Education Institutions.
2. For ensuring compliance with legal requirements regarding authority to offer programs.
3. For preparing lists of programs which can be sorted in various ways, e.g. all programs in information technology, all master's level programs in education, all programs that prepare students to take a licensure or government board examination, all programs that have been accredited up to a certain level, etc.
4. For preparing statistics on major disciplinary groupings, e.g. the number of students in the "Natural Sciences", etc.

Items No. 3 and 4 above are important for policy formulation, monitoring and evaluation. For instance, national manpower planning is possible only if programs can be grouped together into a few disciplines or clusters.

ELEMENT NAME Program name (PROGNAM)
DESCRIPTION The name of the program as listed in the official catalog of the institution. The name usually consists of a degree or credential (e.g. B.S. or Certificate) and a discipline or field of study (e.g. Information Technology).

ELEMENT NAME Program level.
DESCRIPTION This element will indicate the program level expressed as a 2-digit numeric code.
CODING Two-digit numeric code as in Highest Educational Attainment of Institution Head (INSTQUA).

ELEMENT NAME Program Status
DESCRIPTION The status, in the form of a 1-digit numeric code.
CODING 1 Program currently offered and accepting students.
2 Program is being phased out but still has students.
3 Program has been discontinued and has no students.
4 Program has not been officially discontinued but has no students.
9 Not indicated or not known.

ELEMENT NAME Authority to offer program (PROGAUT).
DESCRIPTION For each of the programs reported under element PROGNAM, the institution should provide information on the authority under which the program is being offered. This element must be expressed in the form of a 1-digit numeric code.
CODING 1 Charter, Batas Pambansa, Republic Act, Presidential Decree (SUCs)
2 Original Government Permit issued by CHED (or DECS prior to 1995) to CHED-supervised, local government or private HEIs
3 Renewal of Government Permit issued by CHED (or DECS prior to 1995) (to CHED-supervised, local government or private HEIs
4 Government Recognition issued by CHED (or DECS prior to 1995) to CHED-supervised, local government or private HEIs
8 It is known that the program is being offered with no government authority or recognition.
9 Not known or not indicated.

ELEMENT NAME Year in which authority was granted
DESCRIPTION The year in YYYY format, when the authority identified in PROGAUT was granted. If authority was granted in schoolyear 1980-1981, then the element recorded is "1980".

ELEMENT NAME Program Accreditation Status (PROGACR)
DESCRIPTION This element, expressed as a 2-digit code, indicates the level of accreditation and the name of the accrediting agency. Only accreditation recognized by the Federation of Accrediting Agencies of the Philippines (FAAP) should be included.

CODING 11 Program granted Level 1 accreditation by ACSC-AA
12 Program granted Level 2 accreditation by ACSC-AA
13 Program granted Level 3 accreditation by ACSC-AA
21 Program granted Level 1 accreditation by PAASCU
22 Program granted Level 2 accreditation by PAASCU
23 Program granted Level 3 accreditation by PAASCU
31 Program granted Level 1 accreditation by PACU-COA
32 Program granted Level 2 accreditation by PACU-COA
33 Program granted Level 3 accreditation by PACU-COA
41 Program granted Level 1 accreditation by AACUP
42 Program granted Level 2 accreditation by AACUP
43 Program granted Level 3 accreditation by AACUP

- 80 It is known that in the current semester, the program has no accreditation by any FAAP agency.
- 99 Accreditation status or level is not indicated or not known.

If a program is known to be accredited by a FAAP agency but the level is not known, then code the program at the lowest level for that accrediting agency.

ELEMENT NAME Ending year of program accreditation
DESCRIPTION The last year in which the current FAAP accreditation is still valid. For instance, if the current accreditation is valid only until schoolyear 1997-1998 or anytime during that period, then the ending year of program accreditation is "1997".

ELEMENT NAME Normal length of program (PROGSEM)
DESCRIPTION The normal number of semesters (or equivalent number of semesters) to complete the program. Assume the student will pass all the subjects and will follow the standard curriculum as published in the official catalog.

In a ladderized program set, the number of semesters required to finish a program in a "middle rung" should include the number of semesters to complete the programs in the lower rung. For instance, consider a 3-rung ladder:

- Associate in Business Administration (1st 2 years).
- Certificate in Banking and Finance (3rd year)
- BS BA (Banking and Finance) (4 yrs)

For this example, the PROGSEM for the associate program or bottom rung is clearly 4 semesters or "04". A student with the associate degree needs only one more year to earn the pre-baccalaureate certificate or middle rung. Thus, the normal length for the certificate program should be 6 semesters or "06". In other words, include the 4 semesters needed to complete the certificate program which is a prerequisite. In this example, the PROGSEM for the BS degree or top rung is 8 semesters or "08".

CODING The element PROGSEM should be coded as follows:

- 01 One semester or equivalent.
- 02 Two semesters or 3 trimesters or 1 year.
- 03 Three semesters or equivalent.
- 04 Four semesters or 6 trimesters or 2 years.
- 05 Five semesters or equivalent
- 06 Six semesters or 9 trimesters or 3 years.
- 07 Seven semesters or equivalent.
- 08 Eight semesters or 12 trimesters or 4 years.
- 09 Nine semesters or equivalent.
- 10 Ten semesters or 15 trimesters or 5 years.
- 11 Eleven semesters or equivalent.
- 12 Twelve semesters or 18 trimesters or 6 years.
- 13 Thirteen semesters or equivalent.
- 14 Fourteen semesters or 21 trimesters or 7 years.
- 80 Fifteen or more semesters or equivalent.
- 90 Less than one semester or 17 weeks.
- 99 Not known or not indicated.

ELEMENT NAME Program length in credit units (PROGUNI)
DESCRIPTION The total number of units a student needs to complete the program. This total should include all the subjects and units which the institution counts toward graduation -- PE, Military Training, Religion, etc. If the institution includes the subject credit units in the total units as published in the school catalog, then those units should be included in PROGUNI.

In a ladderized program set, the number of units required to finish a program in a "middle rung" should include the number of units to complete the programs in the lower rung. For instance, consider a 3-rung ladder: Associate in Business Administration.

Certificate in Banking and Finance
BS BA (Banking and Finance)

For this example, suppose PROGUNI for the associate program, the bottom rung, is 80 units. Suppose further that a student with the associate degree needs 44 units to get the pre-baccalaureate certificate in the middle rung. Then PROGUNI for the certificate program should be 124 (= 80+44) units. This convention will apply in determining PROGUNI for the top rung of the ladder.

ELEMENT NAME Program total tuition and fees (PROGFEE)
DESCRIPTION The total tuition and miscellaneous fees to be paid by a student to the institution from the moment of initial enrollment until completion or graduation from the program. The total will be computed based on the rates prevailing in the current semester and on the assumption that the student will follow the curriculum strictly and pass all his subjects. The total is computed as if institutional rates will not change until the student finishes the program.

The amount should include all tuition/ matriculation fees and all other fees (whatever they are called) --- laboratory, registration, medical, library, cultural, athletic/sports, computer, graduation, diploma, etc. which a "regular student" must pay to the institution. If textbooks, workbooks, specimens, etc. have to be bought from the school itself, then these should be included. For the computation of this element, a "regular student" is meant a student who is not receiving any form of discount -- whether it be due to a scholarship, grant-in-aid, socialized tuition fee structure, privilege given to children of alumni or staff, dependents of war veterans or barangay officials, etc. Conversely, a "regular student" is one who is not charged an additional assessment such as those which may be imposed by the institution on non-citizens, late registrants, etc.

A "regular student" is one who does not live in a school dormitory or takes the school bus. Do not include charges for board or lodging or school buses even if the cafeterias, the dormitories and school buses are owned by the school because PROGFEE is meant to capture only the costs for being enrolled in the program. Do not include living expenses (e.g. meals, transportation, laundry, school supplies, entertainment, etc.).

Do not include fees which may be collected by the institution but which will not go to the institution itself: e.g. school bus fees, school uniforms and insurance premiums collected by the school in behalf of private persons, PTA fees, student organizations, donations to charitable institutions (such as the Community Chest), etc. "Deposits" which are returned to students should not be counted.

ELEMENT NAME Program total tuition/matriculation only (PROGTUI)
DESCRIPTION The total tuition or matriculation paid by a student to the institution from the moment of initial enrollment until completion or graduation from the program. The total will be computed based on the rates prevailing in the current semester and assuming the student will follow the curriculum strictly and that he will pass all his subjects. That is, the total should be computed as if institutional rates will not change until the student finishes the program.

This element PROGTUI is meant to capture tuition or matriculation only. Not to be confused with PROGFEE which is meant to capture everything. "Tuition" or "Matriculation" is whatever the HEI declares as such. Assume no discount and no surcharges.

ENROLLMENT AND GRADUATES

ELEMENT NAME: Gender of the student (STUDGEN)
DESCRIPTION: The HEIs should record the gender of all students whether full-time or part-time.
CODING: In a computer-record environment, this information should be coded for easy retrieval:

| | |
|---|----------------------------|
| 1 | Male |
| 2 | Female |
| 9 | Not indicated or not known |

ELEMENT NAME: Year level standing within a program (STUDYER)
DEFINITIONS: The "year level standing" of a student in his current program -- as in "first year standing", "second year standing", etc. To be determined based on the number of units passed by the student toward completion of his present curricular program. Not to be confused with the number of years student has been enrolled in the institution. A student may have been registered in the HEI for 3 years but for some reason or another (e.g. takes less than full load, failure in many subjects, change/ shift in curricular program, illness, etc), his actual "standing" might still be 2nd year only or even lower. For example, suppose the curriculum requires 44 units in the first year and 47 units in the second year. If a student has passed less than 44 units, his standing will be "first year" -- no matter how many semesters he has enrolled in the institution. If the student has passed more than 44 but less than 91=44+47 units, then STUDYER is "second year standing".

The element. STUDYER is relevant only for the pre-baccalaureate, baccalaureate and MD/LLB levels. STUDYER is not relevant for pre-elementary, elementary, secondary, and voc/tech. It is not relevant either for post-baccalaureate, master's and doctoral levels.

CODING One-digit numeric code.

| | |
|---|---|
| 1 | 1st year standing in levels 40,50 or70 |
| 2 | 2nd year standing in levels 40, 50 or 70 |
| 3 | 3rd year standing in levels 40, 50 or 70 |
| 4 | 4th year standing in levels 40, 50 or 70 |
| 5 | 5th year standing in levels 40, 50, or 70 |
| 6 | 6th year standing in levels 40, 50 or 70 |
| 7 | 7th year standing in levels 40, 50 or 70 |
| 8 | INSTQUA is 00, 10, 20, 30, 80,90, or 99 |
| 9 | Not known or not indicated. |

ELEMENT NAME Full-time/part-time (STUDFUL)
DESCRIPTION A student is classified as full-time in any term or semester if STUDUNI is equal to or greater than the full normal semestral load prescribed by the institution. A student is also considered full-time if he is enrolled in an Apprenticeship or On-the-Job Training subject which does not allow him to enroll in any other subject. All others are classified as part-time.

CODING

| | |
|---|-----------|
| 1 | full-time |
| 2 | part-time |
| 9 | not known |

ELEMENT NAME Full-time Equivalent (STUDFTE)
DESCRIPTION Computation of Student Full-time Equivalence

For each HEI, let the numerator be the STUDUNI, defined as the total number of units the student is currently enrolled in. Let the denominator be some number HSTAND. This is a computed "institutional standard normal load" determined by each HEI for its own use. To obtain such a standard, the HEI could average the normal loads of all its curricular programs. For each program, the HEI would divide the element PROGUNI by the element PROGSEM. The resulting ratios would then be averaged for the entire institution. If the HEI has 20 programs, then 20 ratios would be averaged to come up with HSTAND. HSTAND should be computed to 2 decimal places. (See example below).

Then, for each student in the HEI (regardless of program):
$$NFTE = \frac{STUDUNI}{HSTAND}$$

From the point of view of an HEI, the computations are still simple. Each HEI would need only one denominator for all of its students. This method should be agreeable to the HEIs because each of them is allowed to use its own standard. (CHED needs only to make sure that the HEIs would be honest and compute the ratios $\frac{PROGUNI}{PROGSEM}$ divided by $\frac{STUDUNI}{HSTAND}$. An HEI should not pull HSTAND out of thin air!

In this method, $STUDFTE = \frac{STUDUNI}{HSTAND}$.

HOW TO COMPUTE "HSTAND"

The example below shows a hypothetical HEI with 10 programs in the "Undergraduate" level.

For each of the ten programs, $\frac{PROGUNI}{PROGSEM}$ is divided by $\frac{STUDUNI}{HSTAND}$ to determine the program normal load per semester. The straight average of the program NORMALs (18.70) is one way of defining HSTAND.

Unfortunately the straight average does not reflect the distribution of students in the several programs. It assumes that the enrolments are about the same in each program. To get a more precise determination of HSTAND it is necessary to weight the average by the number of students in each program. Since the undergraduate programs are predominantly characterized by full-time students, $\frac{STUDFUL}{STUDUNI}$ can be used as a weighting factor. This computation is done in column 6 which multiplies the number of full-time students by column 4. This column is summed (7604) and then divided by the total number of full-time students (410). The result of 18.55 is a good approximation of the value of HSTAND. It is this that is being set for use in the Philippines.

To compute $STUDFTE$ for a particular student, divide $STUDUNI$ by 18.55. Thus, if the student enrolled in 15 units, $STUDFTE = \frac{15}{18.55} = 0.81$. On the other hand, if the student is enrolled in 20 units, $STUDFTE = \frac{20}{18.55} = 1.08$. (Observe that computations are done to the second decimal place).

Since the same denominator applies for the entire HEI, the Registrar could simply add all the $STUDUNI$ for all "undergraduate" students and divide the grand total by 18.55. There will be a different denominator for "graduate" students.

Naturally, a different institution with a different set of programs is bound to have a different HSTAND.

| | PROGNAM | PROGUNI | PROGSEM | STUDFUL | | |
|--------|-------------------|---------|---------|--------------|-----|--------------|
| Column | 1 | 2 | 3 | (2 / 3) 4 | 5 | (4 x 5) 6 |
| 1 | ASSOCIATE | 72 | 4 | 18.00 | 40 | 720 |
| 2 | AB HISTORY | 140 | 8 | 17.50 | 35 | 613 |
| 3 | AB PSYCHOLOGY | 138 | 8 | 17.25 | 50 | 863 |
| 4 | AB HUMANITIES | 138 | 8 | 17.25 | 75 | 1294 |
| 5 | BS CHEM | 182 | 10 | 18.20 | 40 | 728 |
| 6 | BS MATH | 150 | 8 | 18.75 | 50 | 938 |
| 7 | BSE | 160 | 8 | 20.00 | 30 | 600 |
| 8 | LL B | 140 | 8 | 17.50 | 20 | 350 |
| 9 | DVM | 200 | 10 | 20.00 | 30 | 600 |
| 10 | MD | 180 | 8 | 22.50 | 40 | 900 |
| | TOTALS | | | 186.95 | 410 | 7604 |
| | AVERAGES (HSTAND) | | | 18.70 | | 18.55 |

FACULTY PROFILE

ELEMENT NAME Full-time/Part-time (EMPLFUL)
DESCRIPTION An employee (whose primary job is not teaching) is defined to be "fulltime" if the employee is paid by the HEI for at least 40 hours of work per week. A faculty member (i.e. an employee whose primary job in the HEI is teaching) is said to be "fulltime" if the average teaching load assigned to the faculty in the past 2 semesters is at least 15 units per semester. All others are classified "part-time". This classification is independent of whether the employee is classified permanent or temporary.

CODING 1 Full-time
2 Part-time
9 Not known

ELEMENT NAME Gender of employee
DESCRIPTION This element simply captures the gender of the staff member.

CODING 1 Female
2 Male
9 No record

ELEMENT NAME Faculty Rank
DESCRIPTION This element captures the academic rank of the faculty.

CODING 00 Employee is not a faculty member.
10 Below instructor level
20 Instructor
30 Assistant Professor
40 Associate Professor
50 Full Professor or higher
99 Not record/not known