



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

CHED MEMORANDUM ORDER (CMO)

NO. 37

Series of 1997

SUBJECT: ANNUAL REGULAR COLLECTION OF BASIC
HIGHER EDUCATION DATA (BHED) FOR
COLLEGIATE YEAR (CY) 1997-1998

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In accordance with the pertinent provisions of Republic Act 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 and Regional Directors of the Commission's Higher Education Regional Offices (HEROs), are hereby directed and/or enjoined, thus:

1. The subject activity is to 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 A - Institutional Profile;
- b. CHED Form B - Curricular Program Profile
(1st Semester/Term, CY 1997-1998);
- c. CHED Form C.1 - Enrolment
(1st Semester/Term CY 1997-1998);
- d. CHED Form C.2 - Graduates (CY 1996-1997)
(total of 1st and 2nd Semesters and Summer 1997
or total of 1st, 2nd and 3rd Trimesters as the case
may be);
- e. CHED Form E.1 - Faculty Profile by Rank and Amount of Teaching
Load (1st Semester/Term, CY 1997-1998);
- f. CHED Form E.2 - Faculty Profile by Academic Discipline and
Highest earned Educational Credential
(1st Semester/Term, CY 1997-1998);
- g. CHED Form E.3 - Faculty Profile by Academic Discipline, Primary
Teaching Discipline and Educational Level
of Teaching Load (1st Semester/Term,
CY 1997- 1998); and

h. CHED Form E-4 Faculty Profile by Academic Discipline and Teaching Status (Full-Time/Part-Time) (1st Semester/Term, CY 1997-1998).

The specific instructions as to the accomplishment of these forms are attached to this CMO including sample filled-out forms. The Data Element Manual No. 96-1 contains the data element definition. The files of the Data Element Manual No. 96-1 and Revised Discipline Codes (Appendix III) from our concerned Higher Education Regional Office (HERO) for reference. Appendix III in the bound copy of the Data Element Manual No. 96-1 has been superseded by the Revised Discipline Codes.

The Commission's HEROs are likewise to be provided with electronic copies of the forms and the Unique Institutional Identifier (INSTCOD-A02). If an HEI is not included in Appendix I of the Data Element Manual No. 96-1, it can obtain its INSTCOD from the HERO concerned. Forms' design applies a semicomputerized scheme. HEIs are advised to copy the files and use the templates for data entry. The concerned HEROs shall consolidate the data to form a regional database and in turn send the same to the Commission's Central Office for further consolidation to national database.

3. The cut-off date for the enrollment data is one (1) day after the first two (2) weeks of regular classes. On the other hand, the graduate data to be included are the total of 1st and 2nd semesters and Summer 1997 or 1st, 2nd and 3rd trimesters of CY 1996-1997 as the case may be.

4. The aforementioned forms and their electronic copies are to be sent by OPPRI to the HEROs concerned which in turn distribute the forms to the HEIs located within their respective administrative jurisdictions not later than the 2nd week of September 1997.

5. The HEIs must submit a printed copy together with the diskette that contains the data to the concerned HEROs. The names, positions, signatures and date of accomplishment of the persons who filled-out the forms and who certified the correctness of entries must be affixed on the printed copy for purposes of verification by the HEROs. The requested data are to be submitted to the respective HEROs concerned on or before 30 September 1997.

6. The HEROs, through their Regional Planning Officers (RPOs)-designate, are to take care of receiving and collecting their forms and diskettes from the HEIs and must check the submitted forms and diskettes as to their accuracy and completeness. The RPOs must maintain a list of the HEIs that have submitted and those that did not for monitoring and follow-up purposes.

7. The diskette(s) that contain the consolidated regional database are to be forwarded to the OPPRI-Information Unit on or before 30 October 1997.

8. The OPPRI-Information Unit are to commence processing the consolidated regional databases as soon as they are received.

9. Presidents/Heads of HEIs and the Registrars concerned must see to it that the data gathering forms together with the diskette be completely and accurately filled-out and promptly submitted in accordance with the schedule herein set forth.

10. The Regional Director of the Commission's HEROs are to implement rigid data control and verification procedures on the accomplished and/or submitted forms to ensure veracity and reliability of data before submitting them to OPPRI.

Pasig City, Philippines, September 10, 1997


ANGEL C. ALCALA
Chairman

Copy Furnished:
Presidents/Heads of all
Higher Education Institutions (HEIs)
HERO Regional Directors