



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

12 December 1997

CHED MEMO ORDER (CMO)

No. 55

Series of 1997

**To : Heads of CHED Supervised Institutions
CHED HERO Directors**

**SUBJECT : FIRST NATIONAL DEVELOPMENTAL SEMINAR-
WORKSHOP FOR HEADS AND FINANCE OFFICERS
OF CHED SUPERVISED INSTITUTIONS**

X-----X


In accordance with the pertinent provisions of RA 7722 and by virtue of Res. No. 001, series of 1995 of the Commission en banc, a developmental seminar workshop for heads and finance officers of CHED-Supervised institutions on January 8-9, 1998 at Harbor View Hotel, Cebu City.

This undertaking aims to facilitate the preparation and submission on time of accurate and up to date financial, monitoring and statistical reports to the CHED Central Office; to discuss with the participants the proposed policies and guidelines in the operation of the CHED Supervised institutions; and to elicit suggestions and recommendations on how to accelerate the development of the CHED supervised institutions consistent with the vision and goals of the Commission. The participants are requested to bring the following documents during the workshop:

1. Enrollment Profile by Program Offerings (CY 1994-1997)
2. Faculty Profile
3. Student Profile (Socio Economic Status)
4. Inventory of Assets (Real Property, School Infrastructure)
5. Statement of Income Derived from IGP (Income Generating Projects)
6. Job Placements of Graduates (1995-1997)
7. Socio-Economic and Demographic Profile of the Location Area of the Institution
8. Status of Student Services
9. Development Plan

Each CHED Supervised Institution shall be authorized to send two (2) participants (Head and Finance Officers/Bookkeeper); concerned officials and staff of the CHED central and regional offices. A registration fee of P2,500.00 will be charged each participant from the CHED-Supervised institutions to defray expenses for board and lodging and other miscellaneous expenses. The travel and other incidental expenses of the participants shall be charged against local funds. Expenses for rent of venue, meals and snacks during the workshop shall be charged against CHED Central Office funds subject to the usual accounting and auditing procedures.

Attached is the tentative program for reference.


ANGEL C. ALCALA
Chairman 