



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

CHED MEMORANDUM ORDER (CMO)

NO. 50 ;

Series of 1998.

SUBJECT : ANNUAL REGULAR COLLECTION OF BASIC
HIGHER EDUCATION DATA (BHED) FOR
ACADEMIC YEAR (AY) 1998-1999

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In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," all concerned, i.e. Presidents and/or Heads of all Higher Education Institutions (HEIs) 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 are the same as specified in CMO No. 37, series of 1997, however, data to be collected is for AY 1998-1999. Graduates data, on the other hand, covers AY 1997-1998. Unless otherwise revised, the forms to be accomplished are the following:
 - a. CHED Form A - Institutional Profile;
 - b. CHED Form B - Curricular Program Profile
(1st Semester/Trimester, AY 1998-1999);
 - c. CHED Form C.1 - Enrolment
(1st Semester/Trimester AY 1998-1999);
 - d. CHED Form C.2 - Graduates (AY 1997-1998)
(total of 1st and 2nd Semesters and Summer 1998
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/Trimester, AY 1998-1999);

- f. CHED Form E.2 - Faculty Profile by Academic Discipline and Highest earned Educational Credential (1st Semester/Trimester, AY 1998-1999);
- g. CHED Form E.3 - Faculty Profile by Academic Discipline, Primary Teaching Discipline and Educational Level of Teaching Load (1st Semester/Trimester, AY 1998- 1999); and
- h. CHED Form E.4- Faculty Profile by Academic Discipline and Teaching Status (Full-Time/Part-Time) (1st Semester/Trimester, AY 1998-1999).

3. The specific instructions on how to accomplish these forms are printed. The Data Element Manual No. 96-1 shall serve as reference for data element definition. The HEROs will be provided with the electronic copies of the Data Element Manual No. 96-1 and Revised Discipline Codes (CMO No. 29, series of 1998) for reference. Appendix III in the bound copy of the Data Element Manual No. 96-1 has been superseded by Revised Discipline Codes.

4. CHED Form B will be the basis for updating the 1997 Directory of Higher Education Institutions. The cut-off date of data inclusions in the proposed 1999 Directory is November 30, 1998. Failure to submit the accomplished CHED Form B on time could mean no additional programs or "courses" were open or close. Hence your curricular program offerings for AY 1997-1998 will be considered, that is if your institution has submitted one, otherwise only the name of your institution will appear in the proposed 1999 Directory.

5. The HEROs are likewise to be provided with electronic copies of the CHED forms and the Unique Institutional Identifier (INSTCOD-A02). The new HEIs may obtain the INSTCOD from the respective HERO. Forms' design applies a semicomputerized scheme. *HEIs are advised to copy the electronic files from the respective HEROs and use the templates for data entry.*

6. 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 1998 or 1st, 2nd and 3rd trimesters of AY 1997-1998 as the case may be.

7. This CMO and the aforementioned electronic copies are to be sent by OPPRI to the HEROs concerned. The HEROs in turn distribute this CMO to the HEIs located within their respective administrative jurisdictions not later than the 2nd week of October 1998.

8. The HEIs must submit to the respective HEROs, electronic copies of the accomplished forms stored in diskette(s) together with a transmittal letter *duly signed and certified by the institutional head and registrar on or before 30 November 1998*. The diskette(s) must be labeled with Institutional Name (INSTNAM) and Institutional Code (INSTCOD).

9. The HEROs, through the Regional Planning Officers (RPOs)-designate, are to take care of receiving and collecting the diskettes and transmittal letters from the HEIs. The RPOs, with the help of HERO computer operator must copy the electronic files from the diskettes to the hard disk and check the contents as to correctness and completeness of entries. The RPOs must maintain a list of the HEIs that have submitted and those that did not for monitoring and follow-up purposes.

10. The concerned HEROs shall consolidate the HEIs data copied in the hard disk to form a regional database and in turn send the same to OPPRI for further consolidation to national database. The diskettes that contain the consolidated regional database together with the diskettes and a photocopy of the transmittal letters submitted by the HEIs are to be forwarded to the OPPRI-Information Unit on or before ~~30 December~~ 1998.

11. The OPPRI-Information Unit is to commence processing the consolidated regional databases as soon as diskettes from HEROs are received.

12. Presidents/Heads of HEIs and the Registrars concerned must see to it that the data in electronic files stored in diskettes be completely and correctly entered and promptly submitted in accordance with the schedule herein set forth.

13. The Regional Director of the Commission's HEROs are to implement rigid data control and verification procedures on submitted data to ensure its veracity and reliability before submitting to OPPRI.

Pasig City, Philippines, September 14, 1998.


ANGEL C. ALCALA
Chairman

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