

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



CHED MEMORANDUM ORDER (CMO)

NO. 20
Series of 2000.

SUBJECT : ANNUAL REGULAR COLLECTION OF BASIC HIGHER EDUCATION DATA (BHED) FOR ACADEMIC YEAR (AY) 2000-2001

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In view of the requirement for updated data for the AY 2000-2001 Higher Education Statistical Bulletin, all concerned Presidents and/or Heads of all Higher Education Institutions (HEIs), Regional Directors and Planning Officer Designates of CHED Regional Offices 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 coverage of data collection is AY 2000-2001. The CHED forms to be used are the same as specified in CMO No. 50, series of 1998 with the exception of faculty. Instead of CHED Forms E.1 to E.4 which pertain to faculty statistics, the list of faculty (CHED Form E.5) based on the data elements or items specified during the 1999 Regional HEMIS Seminar-Workshop will be collected. In addition, a list of faculty (CHED Form E.6) by subject(s) taught is requested for purposes of scholarship in areas where their teaching services are needed. The number of Graduates, on the other hand, covers AY 1999-2000. The forms to be accomplished are as follows:

- a. CHED Form A - Institutional Profile;
- b. CHED Form B - Curricular Program Profile
(1st Semester/Trimester, AY 2000-2001);
- c. CHED Form C.1 - Enrolment
(1st Semester/Trimester AY 2000-2001);
- d. CHED Form C.2 - Graduates (AY 1999-2000)
(total of 1st and 2nd Semesters and Summer 2000
or total of 1st, 2nd and 3rd Trimesters as the case
may be);
- e. CHED Form E.5 - List of Faculty as of 1st semester/trimester,
AY 2000-2001

3. The CHEDROs are provided with electronic files of the CHED Forms and the Unique Institutional Identifier (INSTCOD). The new HEIs may obtain the INSTCOD from their respective CHEDROs. The CHED Forms were created using MS Excel version 5.0. HEIs are advised to copy the electronic files from their respective CHEDROs and use the same for data entry.
4. The cut-off date for the enrollment data is one (1) month after the start of the regular classes. On the other hand, the number of graduates to be included are the aggregates of 1st and 2nd semesters and summer 2000 or 1st, 2nd and 3rd trimesters of AY 1999-2000 as the case may be.
5. This CMO and the aforementioned electronic files are to be sent by OPPRI to the CHEDROs concerned. The CHEDROs in turn distribute this CMO to the HEIs within their respective jurisdictions not later than the 4th week of July 2000.
6. The HEI must submit to its respective CHEDRO, electronic files of the accomplished CHED Forms stored in diskette(s) together with a transmittal letter duly signed and certified by the institutional head and registrar on or before 31 August 2000. The file naming convention for CHED Forms should include INSTCOD and Form ID, namely:

CHED Forms:

Example:

| | |
|--|-------------|
| CHED Form A (Institutional Profile) | 13001A.xls |
| CHED Form B (Curricular Program Profile) | 13001B.xls |
| CHED Form C.1 (Enrolment) | 13001C1.xls |
| CHED Form C.2 (Graduates) | 13001C2.xls |
| CHED Form E.5 (Faculty List) | 13001E5.xls |
| CHED Form E.6 (Faculty List) | 13001E6.xls |

In like manner, the diskette(s) must be labeled with Institutional Code (INSTCOD), Institutional Name (INSTNAM), Academic Year and Region.

Example: 13001
Adamson University (*you may abbreviate the name of your institution*)
AY 2000-2001
NCR

7. The CHEDROs, through the Planning Officers Designate (PODs), are to take care of receiving and collecting the diskettes and transmittal letters from the HEIs. The PODs, with the help of the CHEDRO 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 PODs should maintain a list of the HEIs that have submitted accomplished CHED Forms and those that did not for monitoring and follow-up purposes.

8. The concerned CHEDROs shall consolidate the HEIs data copied in the hard disk to create a regional database and in turn send the same to OPPRI for further consolidation to a 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 and Publication Division on or before 30 September 2000.
9. The OPPRI-Information Section is to commence processing the consolidated regional databases as soon as diskettes from CHEDROs are received.
10. Presidents/Heads of HEIs and the Registrars concerned must see to it that the entries in electronic files stored in diskettes are completely and correctly entered and promptly submitted in accordance with the schedule herein set.
11. The CHED Regional Directors are to implement rigid data control and verification procedures on submitted data to ensure their veracity and reliability before submitting to OPPRI.

Pasig City, Philippines, July 13, 2000.

for: [Signature]
ESTER ALBANO-GARCIA
Chairperson

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