



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

CHED MEMORANDUM ORDER (CMO)

NO. 28;
Series of 2001.

SUBJECT : HIGHER EDUCATION DATA/INFORMATION
COLLECTION FOR AY 2001-2002 FOR
BENCHMARKING PURPOSES

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This year's collection of Institutional Profile, Enrolment, Curricular Program and Faculty Profiles for the 1st semester/trimester of AY 2001-2002, and Graduates of AY 2000-2001 shall serve as benchmark data for monitoring and measuring the changes in higher education as set out in the targets of the Long Term Higher Education Development Plan 2001-2010 and the Medium Term Higher Education Development and Investment Plan 2001-2004. Hence, our aim is to have a 100 percent retrieval of complete and accurate data from higher education institutions (HEIs). The data shall be used as basis for planning, policy making, and formulation/implementation of programs for the clients of higher education in the country. These shall also be packaged and disseminated to guide students and parents in making program choices and decisions.

In the previous data collection activities, the national percentage of retrieval (No. of HEIs that submitted data over those provided with CHED Forms) in 1998, 1999 and 2000 was 65, 60 and 70 percent, respectively. With these retrievals, a true picture of the higher education sector cannot be established. Among the identified causes of the low and delayed submission of accomplished forms is the complexity of CHED Forms. Hence, the forms have been revised and simplified.

The definition of data items in the Data Element Manual 96-1 remains the same, except for new data items, which are defined in the revised CHED forms. The forms can be accomplished without referencing the Data Element Manual because the instructions and data definitions are included in the forms.

The following revised CHED Forms shall be accomplished and stored in diskette for submission to the CHED Regional Offices (CHEDROs) on or before September 15:

- Institutional Profile (CHED Form A revised June 2001), 1st semester/trimester, AY 2001-2002
- Curricular Program Profile (CHED Form B revised June 2001), 1st semester/trimester, AY 2001-2002
- Enrolment and Graduates Data (CHED Form C.6). **Enrolment data** covers 1st semester/trimester, AY 2001-2002 while **Graduates data** is the total of 1st and 2nd semesters of AY 2000-2001 and Summer 2001 or the sum of 1st, 2nd and 3rd trimesters of AY 2000-2001 as the case maybe.
- Faculty Profile (CHED Form E.5 revised June 2001) covers 1st semester/trimester, AY 2001-2002.

Nota Bene

- a) After this data collection period, CHED Forms B and E.5 will be collected once every two academic years. Thus, the next collection period for CHED Forms B and E.5 will be on the 1st semester, AY 2003-2004.
- b) The HEIs should use the specified CHED format in accomplishing the aforementioned CHED Forms by using MS Excel or if an HEI is using an application system other than MS Excel, the file should be saved as MS Excel.
- c) The CHEDROs are provided with the electronic files of the CHED Forms including instructions on how to fill out the forms and the data definitions. The HEIs may copy the electronic files from the CHEDROs.
- d) The cut-off date for the enrollment data is one month after the start of the regular classes.
- e) The file naming convention for CHED Forms should include Unique Institutional Identifier (INSTCOD) and Form ID, namely:

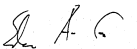
CHED Forms:	Sample Filename:
CHED Form A (Institutional Profile)	13001A.xls
CHED Form B (Curricular Program Profile)	13001B.xls
CHED Form C.6 (Enrolment & Graduates)	13001C6.xls
CHED Form E.5 (Faculty Profile)	13001E5.xls

In like manner, the diskette must be labeled with your INSTCOD, Institution Name, Academic Year and Region. **Example:** 13001, Adamson University (NCR), AY 2001-2002.

- f) The Planning Officer Designate (POD) of CHEDRO should maintain a checklist of HEIs to monitor the submission of CHED Forms. Incomplete or incorrect entries must be returned to concerned HEIs to rectify said entries.
- g) The HEIs diskettes together with the photocopies of their transmittal letters must be forwarded to the OPPRI-Management Information Systems Division on or before 30 September 2001.

Presidents and/or Heads, Registrars, Human Resource Officers and Planning Officers of all HEIs, Directors and PODs of CHEDROs are hereby urged to give wholehearted cooperation.

Pasig City, Philippines, August 13, 2001


ESTER ALBANO-GARCIA
Chairperson

Copy Furnished:

Presidents/Heads of all

Higher Education Institutions (HEIs), **Attention: REGISTRARS, HR Officers**

CHED Regional Directors