



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

CHED MEMORANDUM ORDER (CMO)

NO. 21

Series of 2002.

SUBJECT : HIGHER EDUCATION DATA/INFORMATION COLLECTION FOR
AY 2002-2003

The Higher Education Statistical Bulletin containing regional and national data on enrolment, graduates, faculty, performance in the licensure examination, among others, is saved in the diskette with the new CHED e-Forms for 2002-2003. The Bulletin is the output of the Intensive Data Collection Project covering AYs 1998-1999 to 2000-2001. By 3rd week of November, you will be able to download the 2001-2002 Bulletin from the CHED website: <http://www.ched.gov.ph>. You can also send e-mail requests for higher education data at: oppri-mis@easycall.com.ph.

This year's data/information collection will enable us to build up and update the higher education databases for system-wide and institutional decision-making and planning.

The following revised CHED Forms shall be accomplished by all HEIs (including SUCs campuses and Autonomous/Deregulated private HEIs) and stored in diskette for **submission to the CHED Regional Offices (CHEDROs) on or before October 15, 2002:**

- Institutional Profile (CHED e-Form A), 1st semester/trimester, AY 2002-2003
- Curricular Program Profile and Enrolment, 1st semester/trimester, AY 2002-2003 and Graduates for AY 2001-2002. These data shall comprise one comprehensive form (CHED e-Form B/C 2002). The cut-off date for the enrollment data is one month after the start of the regular classes
- Indicators Survey (CHED e-Form F 2002), 1st semester/ trimester, AY 2002-2003
- No. of Faculty by Discipline, Major and Educational Credential (CHED e-Form E7), 1st semester/trimester AY 2002-2003
- Information and Communications Technology Survey (CHED ICT Form No. 1), 1st semester/trimester AY 2002-2003

The previous AY CHED Forms B and C.6 (Program Profile and Enrolment and Graduates) were combined into one form to minimize encoding at HEIs and for efficient consolidation by the CHEDROs.

The data items in the Indicators Survey will be used to determine the following:

- participation rate (no. of higher education students in the schooling age population of 16-21);
- transition rate (no. of high school graduates who entered higher education);
- institutional linkages; and
- estimated per student cost for planning and development.

NOTA BENE:

1. The CHEDROs and HEIs are provided with the electronic files (e-files) in diskette of the CHED e-Forms including instructions on how to fill out the forms and the data definitions.

- The HEIs should use the specified CHED format in accomplishing the aforementioned 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. In this way, the consolidation of said forms will be easier.
- The file naming convention for CHED Forms should include Unique Institutional Identifier (INSTCOD) and Form ID, namely:

CHED Forms:	Sample Filename:
CHED e-Forms A, B/C & E7	13001ABCE7.xls
CHED e-Form F	13001F.xls
CHED ICT Form No. 1	13001ICT.xls

In like manner, the diskette must be labeled with your INSTCOD, Institution Name, Academic Year and Region. **Example:** 13001, Adamson University (NCR), AY 2002-2003.

- The CHEDRO staff in charge of data processing (CHEDRO-MIS staff) who were trained in data consolidation on May 27-June 7, 2002 at PUP-Manila should ensure that the contents of the diskettes submitted by HEIs are complete and accurate.
- The CHEDRO-MIS staff or designated LAN Administrator must create a folder for individual HEI using the INSTCOD as the name of the folder onto the CHEDROs hard disk. The contents of the verified diskettes must be copied corresponding to each HEI's folder.
- A checklist of HEIs to monitor the submission of CHED Forms should also be maintained by the CHEDRO-MIS Staff.
- The issuance of Institutional Code (INSTCOD) for new HEIs is delegated to CHEDROs. The last record of INSTCOD will be faxed to CHEDROs. This shall serve as take-off ID for new HEIs. The OPPRI-MISD should always be informed by the CHEDROs re new/closed/merged HEIs.
- The CHEDROs should submit the e-files of consolidated regional database stored in diskettes/CDs and the individual diskettes of HEIs or, e-mail the same to OPPRI-MISD on or before the 30th of November for consolidation into national database.

Presidents and/or Heads, Registrars, Human Resource Officers, Planning Officers, and MIS/IT staff of all HEIs including SUCs campuses Chancellors/heads, CHEDRO Directors and CHEDRO-MIS staff are hereby urged to give wholehearted cooperation.

Pasig City, Philippines, September 20, 2002


ESTER ALBANO-GARCIA
 Chairperson

Copy Furnished:

Presidents/Heads of all
 Higher Education Institutions (HEIs), **Attention: REGISTRARS, HR Officers, MIS/IT
 Officer**
 CHED Regional Directors