



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

CHED MEMORANDUM ORDER (CMO)

NO. 10 ;
Series of 2003.

SUBJECT : HIGHER EDUCATION DATA/INFORMATION COLLECTION FOR
AY 2003-2004

The Higher Education Statistical Bulletins containing regional and national data on enrolment, graduates, faculty, scholars, higher education status indicators, and distribution of higher education institutions (HEIs) in the Philippines with their program offerings and performance in the licensure examination can be viewed or downloaded from the CHED web site: <http://www.ched.gov.ph>. Requests for higher education data can also be e-mailed to: oppri-mis@ched.gov.ph.

This year's data collection will enable us to continue building up and updating the higher education databases for system-wide and institutional decision-making, planning and monitoring.

The CHED Forms listed below are the same forms that were used in AY 2002-2003. Each HEI is, therefore, assumed to have a copy for updating. These forms are also available at the CHED web site and CHEDROs. All HEIs (including SUCs campuses and Autonomous/Deregulated private HEIs) must submit the accomplished forms to the CHED Regional Offices (CHEDROs) on or before August 30, 2003. The CHED Forms are as follows:

- Institutional Profile (CHED e-Form A), 1st semester/trimester, AY 2003-2004
- Curricular Program Profile and Enrolment, 1st semester/trimester, AY 2003-2004 and Graduates for AY 2002-2003. These data shall comprise one comprehensive form (CHED e-Form B/C 2003). The cut-off date for the enrollment data is one month after the start of the regular classes
- Indicators Survey (CHED e-Form F 2003), 1st semester/trimester, AY 2003-2004
- No. of Faculty by Discipline, Major and Educational Credential (CHED e-Form E7), 1st semester/trimester AY 2003-2004
- Information and Communications Technology Survey (CHED ICT Form No. 1), 1st semester/trimester AY 2003-2004

NOTA BENE:

1. In 2002, the CHEDROs and HEIs were 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. New HEIs may download from the CHED web site electronic files of said forms or may copy from their respective CHEDROs.
2. 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.

3. 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 HEI's INSTCOD, Institution Name, Academic Year and Region. **Example:** 13001, Adamson University (NCR), AY 2003-2004.

4. Starting this academic year, the CHEDROs shall produce their regional statistical bulletins. OPPRI shall provide the database and table templates for uniformity of data access and presentation across regions.

5. The CHEDRO-MIS staff must verify the diskettes submitted by HEIs to ensure complete and accurate data. The contents of the verified diskettes must be copied corresponding to each HEI's folder onto the CHEDROs hard disk(s).

6. A checklist of HEIs to monitor the submission of CHED Forms must also be maintained by the CHEDRO-MIS Staff.

7. The CHEDROs shall submit the consolidated regional database stored in diskettes/CDs or e-mail the same to **OPPRI-MISD on or before the 30th of November** for consolidation into national database and production of national statistical bulletin.

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

Pasig City, Philippines, 16 y 14, 2003



ESTER ALBANO-GARCIA
Chairperson y 94

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