



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

**CHED MEMORANDUM ORDER (CMO)**

NO. 24;

Series of 2004.

SUBJECT : **FIVE YEAR DATA/INFORMATION COLLECTION ON RESEARCH FOR THE RESEARCH MANAGEMENT INFORMATION SYSTEM (RMIS) FROM AY 1999-2000 to 2003-2004**

The Research Division of the Office of Policy, Planning, Research and Information in coordination with the nine CHED-Zonal Research Centers (ZRCs) shall conduct a five-year data/information collection on higher education institutions (HEIs) research capability and outputs.

This year's data collection shall serve as baseline data to be used for research management, evaluation and capability building.

The following RMIS Survey Forms shall be accomplished by the Research Office/Unit and Library of all public and private HEIs with graduate programs:

1. Research Office/Unit:
  - a. HEIs Researchers (RMIS Form 1)
  - b. HEIs Research Units (RMIS Form 2).
  - c. Other Funding Agencies (RMIS Form 5)
2. Library
  - a. HEIs Institutional Research Activities whether externally or internally funded, except CHED funded research (RMIS Form 3)
  - b. HEIs Theses and Dissertations (RMIS Form 4)

The CHED-ZRCs and CHED-OPPRI-RD shall accomplish CHED Funded Research Form. (RMIS Form 6).

**The accomplished forms stored in diskettes/CD must be submitted to the nearest ZRC in your area on or before 30 October 2004.**

**NOTA BENE:**

1. The CHED-ZRCs are provided with RMIS electronic files in MS Access format stored in CD. The data definition is also included in the CD and the MS Word format of the form.
2. The HEIs are encouraged to use the MS Access format and submit the **.mdb** file for ease of consolidation by the ZRCs. However, if there is no MS Access in the HEI, MS Word may be used.
3. The CHED-ZRC staff who were trained in RMIS and Digital Content Management in PUP-Manila should ensure that the data submitted by the HEIs are complete and accurate.
4. A checklist of HEIs must be maintained by the CHED-ZRC staff to monitor the compliance or non-compliance to this CMO.

3. The CHED-ZRCs should submit the **.mdb** file of consolidated zonal database stored in diskettes/CD or the accomplished MS Word format to OPPRI-RD on or before 15<sup>th</sup> of December for consolidation into national database.

Presidents and/or heads of HEIs, research offices/units and library staff of all concerned HEIs are hereby urged to give their wholehearted cooperation.

Pasig City, Philippines, August 9, 2004.



**CARLITO S. PUNO**

Commissioner and

Officer-in-Charge

Office of the Chairman

Copy Furnished:

Presidents/Heads of all Higher Education Institutions (HEIs), Attention:  
Research and Library Office Heads

MIS0029-05

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| DEPUTY EXECUTIVE OFFICER      |
| RECEIVED BY: <i>Miguelino</i> |
| DATE/TIME: <i>7/30/04</i>     |
| RELEASED BY: _____            |

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