



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

CHED MEMORANDUM ORDER (CMO)

NO. 25;

Series of 2004.

SUBJECT : **HIGHER EDUCATION DATA/INFORMATION COLLECTION FOR
ACADEMIC YEAR 2004-2005**

The data provided by higher education institutions (HEIs) enable CHED to continuously supply the general public and the stakeholders of higher education their information requirements. This year's data collection will continue to build up and update the higher education databases for system-wide and institutional decision-making, planning and monitoring.

The Higher Education Statistical Bulletins containing regional and national data on enrolment, graduates, faculty, scholars, higher education indicators, and distribution of HEIs in the Philippines 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: opprimis@ched.gov.ph.

The following CHED Forms shall be used for data collection:

- Institutional Profile (CHED e-Form A), 1st semester/trimester, AY 2004-2005
- Curricular Program Profile and Enrolment, 1st semester/trimester, AY 2004-2005 and Graduates for AY 2003-2004 (total of 1st sem 2003 + 2nd sem 2004 + Summer 2004 graduates) (CHED e-Form B/C) . *The cut-off date for counting enrollment data is one month after the start of the regular classes)*
- Faculty Form (CHED Form E5), Major and Educational Credential (CHED e-Form E7), 1st semester/trimester AY 2004-2005

The above forms are bundled in the Higher Education Information System (HEInfoSys) application software developed using MS Access. The 2003-2004 data on programs and 2001-2002 data on faculty are included in the system to minimize encoding. The HEInfoSys may be copied from CHEDROs nearest your site.

NOTA BENE:

- 1.The HEIs without MS Access software may use the Excel format of the CHED Forms in data encoding.
- 2.If an HEI has computerized Student Registration System or Enrollment System, the Registrar may request the head of the Management Information System or IT group to extract the following information and save as Comma Separated Values (CSV):
 - 2.1Enrollment by program & major, year level and gender
 - 2.2Graduates by program & major and gender
 - 2.3List of faculty by parttime/fulltime, gender, educational credential earned, professional licensure earned, status of employment, teaching load, department, primary teaching discipline, salary code.
- 3.The file naming convention for CHED Forms should include Unique Institutional Identifier (INSTCOD) and Form ID; namely:

3.1 For HEInfoSys user, the filename format is:

HINSTCOD.mdb;example: **H13001.mdb**

3.2 For Excel format user, the filename is as follows:

CHED Forms:	Sample Filename:
CHED e-Forms A, B/C	13001ABC.xls
CHED e-Form E5	13001E5.xls

3.3 For the HEIs with computerized Enrollment/Student system:

CHED Forms:	Sample Filename:
CHED e-Forms A, B/C	13001ABC.csv
CHED e-Form E5	13001E5.csv

4.The diskette(s)/CD to be submitted to CHEDROs must be labeled with HEI's INSTCOD, Institution Name, Academic Year and Region. **Example:**

13001
Adamson University (NCR)
AY 2004-2005.

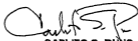
5.The HEIs may also submit the accomplished forms via email to their respective CHEDROs listed below, cc CHED MIS: **opprimis@ched.gov.ph**. However, the HEIs should send cover letter duly signed by the HEI's president/school head to the CHEDROs attesting to the correctness of the data submitted to CHED.

REGION	EMAIL	REGION	EMAIL
I	chedro01@ched.gov.ph	IX	chedro09@ched.gov.ph
II	chedro02@ched.gov.ph	X	chedro10@ched.gov.ph
III	chedro03@ched.gov.ph	XI	chedro11@ched.gov.ph
IVA	chedro04a@ched.gov.ph	XII	chedro12@ched.gov.ph
IVB	chedro04b@ched.gov.ph	NCR	chedncr@ched.gov.ph
V	chedro05@ched.gov.ph	CAR	chedcar@ched.gov.ph
VI	chedro06@ched.gov.ph	ARMM	chedarmm@ched.gov.ph
VII	chedro07@ched.gov.ph	CARAGA	chedcaraga@ched.gov.ph
VIII	chedro08@ched.gov.ph		

The HEIs should submit to the CHEDROs **on or before the 4th of October 2004** the accomplished CHED Forms in electronic format using the aforementioned file naming conventions for consolidation into regional database and production of regional higher education 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, August 9, 2004.


CARLITO S. PUNO
Commissioner
Officer In-Charge
Office of the Chairman

Copy Furnished:

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

RECEIVED BY:	<i>Boyd</i>
DATE/TIME:	8/10/04
RELEASED BY:	
TIME:	

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