



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

CHED MEMORANDUM ORDER (CMO)

NO. 09 ;

Series of 2005.

SUBJECT : REVISED CHED DATA ELEMENT MANUAL (RCDEM), UNIFIED DATA GATHERING FORMS (UDGF) FOR AY 2005-2006 HIGHER EDUCATION DATA/INFORMATION COLLECTION

1.0 BACKGROUND

The CHED is mandated to continuously supply the general public and the stakeholders of higher education their data and information requirements and provide the data needed for monitoring the milestones and targets of the Higher Education Development Project 2004-2009 and the Medium Term Philippine Development Plan for Higher Education (MTPDPHE) 2005-2010.

Normative Funding, as mandated in DBM-CHED Joint Circular No. 2, s. 2004 (August 3, 2004) requires complete, accurate and detailed data from the State Universities and Colleges (SUCs).

In a series of workshops conducted by CHED in 2004, CHED consulted with representatives of the SUCs and MIS-Technical Working Group on the need for precise data and data element definition. As a result of these consultations, the Revised CHED Data Element Manual (RCDEM) and Unified Data Gathering Forms (UDGF) were adopted for both public and private higher education institutions (HEIs).

2.0 PURPOSES

- To build up and update the regional and national higher education databases for institutional and system-wide decision-making, planning and monitoring;
- To collect up-to-date and complete SUCs data for use in the continued implementation of Normative Funding and correct the apparent gaps and/or errors in the current CHED and DBM database on the SUCs;
- To assist HEI administrators (e.g. President, Vice-Presidents) in the management of their academic programs; and
- For public and private HEIs still with no computer-based Higher Education MIS (HEMIS), to provide an electronic spreadsheet-based HEMIS.

3.0 COVERAGE

This CMO covers all higher education institutions:

- SUCs and each of their geographic campuses;
- Private higher education institutions (PHEIs);
- Local universities and colleges (LUCs); and
- Other types of HEIs:
 - o Special HEI (SHEI) such as Development Academy of the Philippines, Philippine Military Academy, Philippine Public Safety College;
 - o CHED Supervised Institution (CSI)- Canuto M.S. Enerio College of Arts and Trades; and
 - o Other Government School (OGS) such as Fortunato F. Hallii National Agricultural School, Lapak Agricultural College) offering higher education programs.

The acronym HEI refers to any of the aforementioned types of higher education institutions.

GENERAL GUIDELINES

- In the interest of efficiency and consistency, CHED, DBM, PRC, NEDA, NSCB and other agencies will cooperate so that no HEI has to submit the same piece of data to all these agencies. These agencies will share databases among themselves;
- Under a policy of reciprocity, all HEIs which submit data to CHED are entitled to receive collated and analyzed data in electronic form from CHED. For instance, the following data are available in electronic form for free from CHED: PRC passing rates, FAAP and AACCCUP accredited programs, Higher Education Statistical Bulletin, historical GAA (PS, MOOE,CO) appropriations for SUCS, SUC income as reported in the BESF, DBM GMIS Plantilla for each SUC;
- The GAA will continue to reflect "one-line budgeting" for the SUCs and the SUCs will continue to enjoy fiscal autonomy. However, CHED and DBM need to monitor how much of SUC expenditures from the GAA and SUC income may be attributed to the 3 higher education functions -- TEACHING, RESEARCH and EXTENSION including PRODUCTION services -- and how much is being spent in each geographic campus.
- For data on enrolment and no. of graduates, each HEI should report details per curricular program. For details, see instructions for Form B;
- In addition, for the data on enrolment and no. of graduates, summaries will be provided for each major discipline [see attached list of 21 major disciplines as prescribed by the National Statistics Coordination Board (NSCB)] and for each geographic site of HEI;
- For data on the faculty, each HEI will report faculty names, rank, headcounts, no. of graduate degree holders and no. in pursuit of higher degrees based on a uniform classification of the faculty. For instance, the faculty paid from plantilla items will be counted separately from the faculty paid from SUC income. The full-time or half-time faculty will be counted separately from the lecturers. For details, see instructions for Form E-1 and Form E-2; and
- For more precise measurement of instruction, the teaching loads in each HEI geographic site will be measured in 3 ways: hours per week, units or teaching credits, and student-contact hours. Furthermore, lecture classes and laboratory classes will be counted separately.

The updated UDFG forms with their instructions and RCDEM may be downloaded from the CHED website: <http://www.ched.gov.ph>.

4.0 PROCEDURAL GUIDELINES

- Each HEI will update HEInfoSys (MS Access or spreadsheet template), fill up Forms E1 and E2 (instead of E5) and Form B;
- If a HEI has computerized Student Registration System or Enrollment System and Personnel Information System, the Registrar may request the head of the Management Information System or IT group to extract the data required for Forms B, E1, E2 and HEInfoSys and save as Comma Separated Values (CSV) or spreadsheet format;
- Each satellite campus of a SUC will fill up Forms B, E1 and E2 and submit these to the main campus. The main campus will then collate the data from the main campus and the satellite;
- The CD/diskette(s) to be submitted to CHEDROs must be labeled with HEI's Institutional Code, Institution Name/Region and Academic Year.

Example: 13001
Adamson University/NCR
AY 2005-2006.

- Data in electronic form stored in CD/diskettes should be submitted to CHED Regional Office (CHEDRO) with cover letter signed by the head of HEI. The CHEDROs should copy the individual HEIs data onto their hard drive before transmitting the same to the CHED Central Office;
- The HEIs may also submit the accomplished forms via email to their respective CHEDROs, cc CHED MIS: opprimis@ched.gov.ph. However, the HEIs must send the original cover letter to their respective CHEDROs cc the CHED MIS.

5.0 DEADLINE FOR SUBMISSION OF DATA

The deadline for submission of data to CHEDROs is September 30, 2005 and from CHEDRO to CHED Central Office, October 31, 2005.

SUCs reporting late or incomplete data will not be treated well under the objective guidelines or formulae used in Normative Funding, while other HEIs doing the same may not be considered in CHED's incentive programs/projects.

6.0 RESPONSIBILITY OF THE HEAD SUCs/PHEIs/LUCs /other types of HEIs/CHEDROs

Each HEI president/head will certify to the completeness and the correctness of the data submitted by the HEI. All data submitted by the HEIs to CHED may be subject to further verification by CHED and/or DBM in the case of SUCs.

Presidents/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.

7.0 EFFECTIVITY

This CMO shall take effect immediately.

Pasig City, Philippines, 11 April 2005.

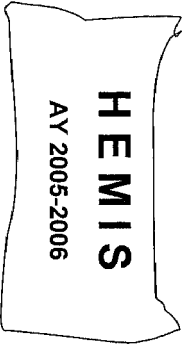


FR. ROLANDO V. DE LA ROSA, O.P.
Chairman

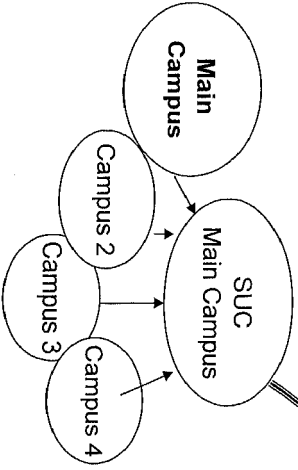
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Presidents/Heads of all Higher Education Institutions (HEIs)

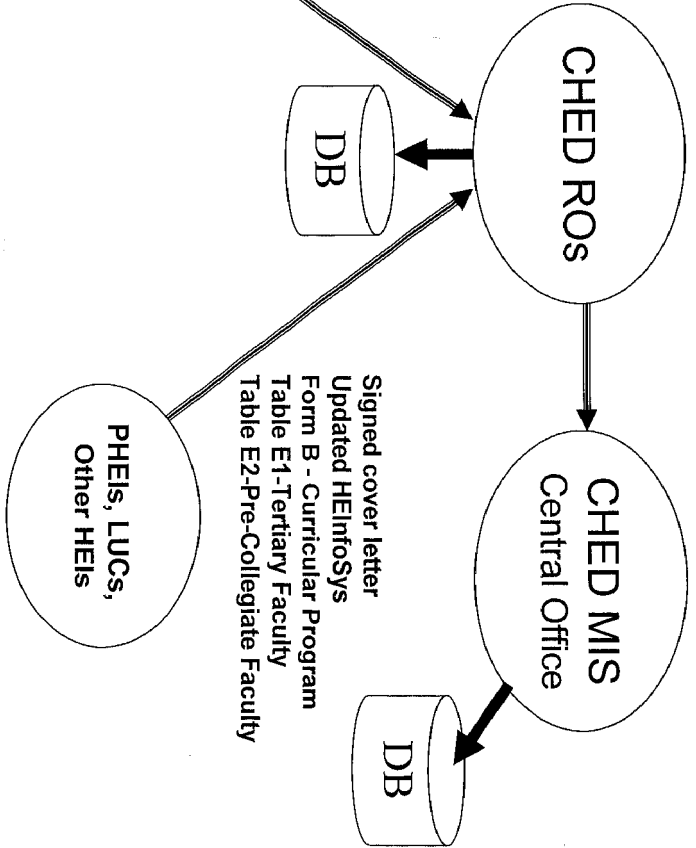
Attention: REGISTRARS, Human Resource Officers, MIS/IT Officers
CHED Regional Directors/CHEDRO MIS Staff



- Signed cover letter
- Form A-Institutional Profile
- Table C-Enrolmt by Campus
- Table D-Enrolmt by Discipline
- Form F- Staffing by campus
- Form B - Curricular Program
- Table E1-Tertiary Faculty
- Table E2-Pre-Collegiate Faculty



- Form B - Curricular Program
- Table E1-Tertiary Faculty
- Table E2-Pre-Collegiate Faculty



- Signed cover letter
- Updated HEInfoSys
- Form B - Curricular Program
- Table E1-Tertiary Faculty
- Table E2-Pre-Collegiate Faculty