



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

**CHED MEMORANDUM ORDER (CMO)**

NO. 25;  
Series of 2007.

SUBJECT : AY 2007-2008 HIGHER EDUCATION DATA/INFORMATION  
COLLECTION

**1.0 BACKGROUND**

The Commission on Higher Education (CHED) is mandated to collect and collate data and information needed by the public and stakeholders to make informed choices and decisions. The Commission also needs higher education data to implement Normative Financing (NF) as mandated in Department of Budget and Management (DBM)-CHED Joint Circular No. 2, s. 2004 and to monitor the progress of implementation of the Medium-Term Philippine Development Plan (MTPDP): 2004-2010, Medium-Term Development Plan for Higher Education (MTDPHE): 2005-2010 and the Higher Education Development Project: 2004-2009.

Through CHED Memorandum Order No. 9, series of 2005 the Commission introduced and adopted the Revised CHED Data Element Manual (RCDEM) and Unified Data Gathering Forms (UDGF) composed of Higher Education Information System (HEInfoSys) and Normative Financing Forms for data collection from both public and private higher education institutions (HEIs).

**2.0 PURPOSES**

- To develop 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 State Universities and Colleges (SUCs) data for use in the implementation of Normative Financing and address the gaps and/or errors in the current CHED and DBM databases on the SUCs;
- To assist HEI administrators (e.g. Presidents, 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 public and private higher education institutions in the country.

**GENERAL GUIDELINES**

- In the interest of efficiency and consistency, CHED, DBM, Professional Regulation Commission (PRC), National Economic Development Authority (NEDA), National Statistical Coordination Board (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 for free in electronic form from CHED: PRC passing rates, programs

accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) and Accrediting Agencies of Chartered Colleges and Universities in the Philippines (AACCU), Higher Education Statistical Bulletin, General Appropriations Act (Personal Services, Maintenance and other Operating Expenses, Capital Outlay) appropriations for SUCs, SUC income as reported in the Budget of Expenditures and Sources of Financing (BESF), DBM-Government MIS 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 enrollment and number 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 number of graduates, summaries will be provided for each major discipline (see attached list of 21 major disciplines) and for each geographic site of HEI;
- For data on the faculty, each HEI will report faculty names, rank, headcounts, number of graduate degree holders and number of faculty pursuing higher degrees based on a uniform classification of the faculty. For instance, the faculty paid from plantilla allocations 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, Form E-2 and Form E5 in the case of HEIs other than SUCs; 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 UDJF 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/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/E5 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 2006-2007.
- 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](mailto: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, 2007 and from CHEDRO to CHED Central Office, October 31, 2007.

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

## 6.0 RESPONSIBILITY OF THE HEADS 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, 17 April 2007.



**CARLITO S. PUNO, DPA**  
Chairman

Copy Furnished:

Presidents/Heads of all Higher Education Institutions (HEIs)

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