CHED MEMORANDUM ORDER (CMO)
NO. 36 ;
Series of 2007.

SUBJECT : **PILOT TESTING OF THE ELECTRONIC VERIFICATION, CERTIFICATION SYSTEM/SPECIAL ORDER APPLICATION AND ISSUANCE SYSTEM (EVCS/SOAIS) BY SELECTED HIGHER EDUCATION INSTITUTIONS (HEIs)**

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The Commission on Higher Education (CHED) has outsourced the development of EVCS/SOAIS, an integrated system for fast electronic verification of student records, application and issuance of Special Orders (SO) for the graduates and generation of Certification/Authentication/Verification (CAV) certificates of units earned/degree for the graduates/undergraduates of private HEIs. With this system, the time for the application and issuance of SO and CAV will be greatly reduced to minutes.

The EVCS/SOAIS is a web-based system designed and developed using Free, Open Source Software (FOSS). The modules included are: a) application and issuance of SO to the graduates of private HEIs; b) data entry, maintenance and viewing of institutional records such as programs, courses/subjects, students; c) generation and issuance of CAV; d) Department of Foreign Affairs module for authentication of issued CAV; and e) report generation.

Prior to the deployment of EVCS/SOAIS to HEIs in the second semester of AY 2007-2008, this system shall be pilot tested to elicit comments on the modules listed in items **a** and **b** above through the following HEIs selected by the CHED regional offices:

Region I – Colegio de Dagupan, Divine Word College of Laoag, Don Mariano Marcos Memorial State University-MLUC, and Lorma Colleges
Region II – STI College-Tuguegarao
Region III – College for Research and Technology of Cabanatuan, DATA College
Region IVA – Colegio de San Juan de Letran, Lyceum Institute of Technology, Lyceum of Batangas, Manuel S. Enverga University Foundation-Lucena City
Region IVB – Divine Word College of Calapan, Divine Word College of San Jose, Holy Trinity College
Region VI – Carlos A. Hilado Memorial State College, Central Philippine University, University of Iloilo
Region X – AMA Cagayan de Oro City, Asian College of Science and Technology
Region XI – Brokenshire College, Holy Cross of Davao College, John Paul II College, University of the Immaculate Conception
Region XII – Notre Dame of Dadiangas University, Notre Dame of Marbel University, Notre Dame of Midsayap College and Notre Dame of Kidapawan College
NCR – Adamson University and STI College-Makati
Caraga – ACLC College of Butuan City, Father Saturnino Urios University, STI-Surigao City, St. Paul University Surigao

Role of CHED

1. Provide access to the pilot testers by registering their static public IP onto the CHED server and EVCS/SOAIS User's Manual for reference.
2. Conduct training for the registrar and technical staff on EVCS/SOAIS.
3. Monitor the pilot testing and prepare consolidated report.
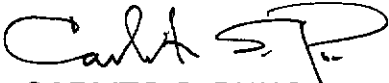4. Inform the pilot testers on the outcome of the pilot testing.

Role of the Pilot HEIs

1. Provide static public IP address to CHED to access EVCS/SOAIS.
2. Evaluate EVCS/SOAIS and provide comments/suggestions under the following areas using the attached format:

   2.1 Functionality
   2.2 User friendliness
   2.3 Access & Security

3. Email the electronic copy of the accomplished evaluation report to the concerned CHED regional office on or before June 30, 2007 cc: **cvcalimlim@ched.gov.ph**

The pilot testing shall be conducted on June 20 - 30, 2007.

This CMO shall take effect immediately.

Pasig City, Philippines, ___June 21, 2007___ .

CARLITO S. PUNO, DPA
Chairman

cc:
      Presidents/Heads of the concerned HEIs
      Attention: REGISTRARS, MIS/IT Officers
      CHED Regional Directors/CHEDRO MIS Staff

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Instructions for the evaluators (registrars and technical staff):

1. Please obtain your USERNAME and temporary PASSWORD from the designated LAN administrator of your respective CHED regional office.
2. You are invited to read and follow the instructions written in the EVCS/SOAIS User's Manual.
3. As you walkthrough the individual modules of EVCS/SOAIS, kindly mark with "X" your answer for each evaluation item and provide comments/suggestions/reasons opposite your answer, if any.
4. Thank you for participating in this endeavor. Please email the accomplished EVCS/SOAIS Evaluation Report to your respective CHED regional office cc: cvcalimlim@ched.gov.ph

EVCS/SOAIS EVALUATION REPORT

Name of HEI:_____

Address: _____

Name of the Registrar:_____

Name of Technical Staff: _____

Email address: _____

Evaluation Item	Comment/Suggestions/Reason *Please detail your comments in this column*
1. Functionality	
1.1 Program Entry	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
1.2 Course Entry	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
1.3 Opening of Program for Enrollment	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
1.4 Student Profile Entry	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
1.5 Course Credit Entry	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
1.6 Student Enrollment Entry	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s). /	
1.7 Terminal Report Entry	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason	

Evaluation Item	Comment/Suggestions/Reason *Please detail your comments in this column*
why and provide alternative(s).	
1.8 Special Order Entry	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
1.9 Overall evaluation of the Functionality	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
2.User Friendliness	
2.1 Flexibility	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
2.2 Ease of Use	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
2.3 Overall evaluation of User Friendliness	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
3. Access and Security	
3.1 User privileges	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
3.2 Processing Time	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
3.3 Overall evaluation of Access & Security	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	
4. Overall evaluation of EVCS/SOAIS	
_____ Acceptable	
_____ Acceptable with comments	
_____ Not acceptable. Please state the reason why and provide alternative(s).	