



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



**CHED MEMORANDUM ORDER (CMO)**

NO. 14 ;

Series of 2014.

**SUBJECT : AY 2014/15 HIGHER EDUCATION DATA/INFORMATION COLLECTION**

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**1.0 BACKGROUND**

The Commission on Higher Education (CHED) is mandated to collect, collate, store and disseminate data and information needed by the public and stakeholders to make informed choices and decisions. The Commission also needs higher education data/information as bases for formulating policies on instruction, research and extension as well as for monitoring the higher education sector's progress relative to the *CHED Strategic Plan: 2011-2016* and *Philippine Development Plan: 2011-2016*.

**2.0 PURPOSES**

- a. To update the higher education management information system (HEMIS) for institutional, regional and national decision-making, planning and monitoring;
- b. To collect up-to-date and complete data from the State Universities and Colleges (SUCs) for the Normative Funding (NF) application;
- c. For public and private HEIs with no computer-based systems, to provide an electronic spreadsheet-based HEMIS for HEI administrators and other concerned officials and staff as a tool for managing their academic programs; and
- d. To publish at the CHED website, market data/information for students and parents to guide them in making informed choices and decisions pertaining to higher education.

**3.0 COVERAGE**

This CMO covers all public and private higher education institutions in the country.

The forms/templates described in this CMO shall be used for AY 2014/15 data collection. Any revision of forms to accommodate new data needs shall be duly disseminated to the HEIs through the CHED regional offices and CHED website ([www.ched.gov.ph](http://www.ched.gov.ph)).

**4.0 GENERAL GUIDELINES**

- a. In the interest of efficiency and consistency, CHED, DBM, Professional Regulation Commission (PRC), National Economic and Development Authority (NEDA), Philippine Statistical Authority and other agencies will cooperate and share databases among themselves so that no HEI has to submit the same set of data to all these agencies.
- b. Under a policy of reciprocity, all HEIs that submit data to CHED are entitled to receive consolidated and analyzed data. The data are available in electronic format for free, such as, but not limited to; 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 (AACCUP), and Higher Education Statistical Bulletin.

- c. Data to be collected on enrollment and faculty shall cover **1st semester/trimester of AY 2014/15 and thereafter**; while data on number of graduates shall cover **1st and 2nd semesters/terms of AY 2013/14 and Summer 2014 and thereafter**.
- d. All HEIs shall use the prescribed spreadsheet format as indicated in this CMO.
- e. Starting this academic year, all HEIs should use the **CHED Electronic Collection and Knowledge (CHECK) System** as the main channel in downloading and submitting the spreadsheet format.

## 5.0 PROCEDURAL GUIDELINES

- a. **All private, local universities/colleges (LUCs) and other public HEIs (except SUCs)** shall fill-out/update the following templates in spreadsheet format:
  1. Institutional Profile (CHED Form A1)
  2. Curricular Program Profile (CHED E-Form B/C)
    - N.B.** The enrolment and graduates data should be supported with the corresponding list of enrollees/graduates by program. This list should tally with the number of enrollees/graduates reported in CHED E-Form B/C.
  3. Faculty in Higher Education Programs (CHED Form E5)
- b. **All State Universities/Colleges (SUCs), main and satellite campuses** shall fill-out/update the following Normative Funding templates:
  1. Institutional Profile (Forms A1 and A2)
  2. Profile of each Curricular Program in an SUC Campus (Form B)
    - First semester enrollment
    - No. of Graduates
    - N.B.** The enrolment and graduates data should be supported with the corresponding list of enrollees/graduates by program. This list should tally with the number of enrollees/graduates reported in Form B.
  3. SUCs Faculty (Form E1 Elementary/Secondary/Tech-Voc levels)
  4. Profile of each Tertiary Faculty in an SUC Campus (Form E-2)
    - N.B.** Please use strictly the codes for Highest Degree Attained by the Faculty Member (HIGHESTDEG1) specified in the instructions for Forms E1 & E2. These codes are also listed in the Revised CHED Data Element Manual.
  5. Allotments, Expenditures and Income (Forms G-H)
  6. Research (Tables B1-B5); and Extension Form (Table C)
- c. **All HEIs (private, SUCs, LUCs, Special HEIs, other government schools)** shall fill-out in spreadsheet format the List of Graduates by Institution, Program, Gender for AY 2014/15. The list will be appended to the database of the CHED-PRC 2-way link as basis for accepting applicants for licensure examination being administered by PRC. Thereafter, the HEI should submit electronic copy of the said list after every semester/term to CHED Regional Offices (CHEDROs) for validation and submission to Knowledge Management Division – Office of Planning, Research and Knowledge Management (KMD-OPRKM).



- d. **All HEIs should submit online the spreadsheet format through the CHECK System to ensure that the data are verified and validated at the institutional level.**
- e. CHEDROs will check and validate the data entries in the spreadsheet format submitted by HEIs. **In the process of validating the data, the CHEDRO should check if all the programs of the HEI are listed in the Positive List prior to online approval and forwarding the same to the CHED Central Office through the CHECK System.** CHEDROs shall be responsible to monitor and follow-up the submission of data from their respective HEIs and prepare regional databases and statistical bulletins.

#### **6.0 DEADLINE FOR SUBMISSION OF DATA**

**The deadline for the CHECK System online submission of data to CHEDROs is September 30th of every year. Data from CHEDROs should be forwarded online to CHED Central Office by October 31st of every year.**

Data submitted by SUCs after October 31st will no longer be considered in the NF application on said SUCs budget for 2016, while data submitted late by other HEIs may not be considered in the awarding of CHED's incentive programs/projects.

#### **7.0 RESPONSIBILITY OF THE HEAD OF HEIs/CHEDROs**

The HEI President/Head should see to it that his/her institution submits data on time and certify to the completeness and the correctness of the data submitted. All data submitted by the HEIs to CHED may be subjected to further verification by CHED and/or DBM in the case of SUCs.

HEIs that do not submit data to CHED shall be excluded from the list of "Recognized Higher Education Institutions" posted at the CHED website. Likewise, their researchers will not be given access to pertinent higher education data until said HEIs submit complete data to CHED based on the prescribed data collection forms hereto indicated.

Presidents/Heads, Registrars, Human Resource Officers, Planning Officers, and MIS/IT staff of all HEIs, CHEDRO Directors and CHEDRO-HEMIS staff are hereby urged to give wholehearted cooperation.



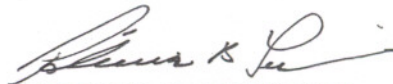
**8.0 CONFIDENTIALITY OF DATA SUBMITTED BY HIGHER EDUCATION INSTITUTIONS TO CHED**

The data and information provided by a higher education institution to CHED shall be considered confidential in nature and such data or information may not be divulged to any person except upon the consent of the concerned HEI in writing or upon proper process by a duly authorized body or agency, acting in the performance of its duties.

**9.0 EFFECTIVITY**

This CMO shall take effect immediately.

Quezon City, Philippines, April 25, 2014



**PATRICIA B. LICUANAN**  
Chairperson

Copy Furnished:

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

