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

CHED MEMORANDUM ORDER (CMO)
NO. 15 ;
Series of 2013.

SUBJECT : **AY 2013/14 HIGHER EDUCATION DATA/INFORMATION COLLECTION**

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 still with no computer-based system, to provide an electronic spreadsheet-based HEMIS for HEI administrators and other concerned officials and staff, 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.

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 2013/14 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).

4.0 GENERAL GUIDELINES

  a. In the interest of efficiency and consistency, CHED, DBM, Professional Regulation Commission (PRC), National Economic and Development Authority (NEDA), National Statistical Coordination Board (NSCB) 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 2013/14 and thereafter**; while data on number of graduates shall cover **1st and 2nd semesters/terms of AY 2012/13 and Summer 2013 and thereafter**.

  d. All HEIs shall use the prescribed spreadsheet format as indicated in this CMO.

e. A parallel testing of the web-based **CHED Electronic Collection and Knowledge System (CHECKS) and MS Excel Based data collection** will be undertaken for this year. An orientation on the mechanism for this activity will be conducted by CHEDROs.

The data collection forms with accompanying instructions can be downloaded from the CHED website link : http://www.ched.gov.ph/chedwww/index.php/eng/Information/AY-2012-13-Higher-Education-Data-Information-Collection

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)
   3. Faculty in Higher Education Programs (CHED Form E.5)

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 CHED shall average the three academic years enrollment and graduates for the NFF application.
   3. SUCs Faculty (Form E-1 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, Sex for AY 2013/14. 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 Information and Publication Division of OPPRI.

d. The CD-ROM 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 2013/14.

e. Data in electronic form stored in CD-ROM or electronic mail attachment should be submitted to CHEDRO with cover letter signed by the head of HEI. The CHEDROs should copy the individual HEIs data onto their hard drive and validate the HEIs data. **In the process of validating the data, the CHEDRO should check if all the programs of the HEI are listed in the Positive List** before transmitting the same to the CHED Central Office. CHEDROs shall monitor and follow-up the submission of data from their respective HEIs and prepare regional databases and statistical bulletins based on the aforementioned data collection forms.

f. The HEIs may also submit the accomplished forms via email to their respective CHEDROs, copy

furnished the **OPPRI-IPD email address: misd@ched.gov.ph**. However, the HEIs must send the original cover letter to their respective CHEDROs.

6.0 DEADLINE FOR SUBMISSION OF DATA

The deadline for submission of data to CHEDROs is September 30 of every year. Data from CHEDROs should reach CHED Central Office by October 31 of every year.

Data submitted by SUCs after October 31 will no longer be considered in the NF application on said SUCs budget for 2015, 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.
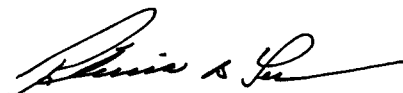
8.0 CONFIDENTIALITY OF DATA SUBMITTED BY HIGHER EDUCATION INSTITUTIONS TO CHED

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, <u>May 28, 2013</u>

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