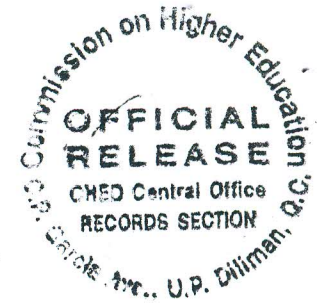


Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER (CMO)**  
**NO. 45 ;**  
**Series of 2016.**

**SUBJECT : ANNUAL HIGHER EDUCATION DATA/INFORMATION COLLECTION**

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### **RATIONALE**

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.

In the advent of the full implementation of the K to 12 basic education reform (R.A. 10533), the Commission will be collecting additional information relating to the transition period, covering the years 2016 through 2021, wherein higher education institutions (HEIs) are expected to have low number of enrollees brought by the additional years in secondary education. Recognizing the issues arising from the K to 12 implementation, the Commission is offering a development package in the form of the CHED K to 12 Transition Program. Aside from being a mitigating measure, the program is a timely intervention for the HEIs, allowing them to undertake significant reforms to upgrade personnel, institutional infrastructure, and capabilities so they can be better equipped and become more competitive regionally and internationally. Data will then be collected to monitor the effects of this transition period, the performance of HEIs amidst these effects, and the impact of the K to 12 Transition Program on higher education outcomes.

In addition, the Commission and **Institute of International Education (IIE)** agree to work together through **Project Atlas** to promote student mobility research and data exchange between the U.S. and Republic of the Philippines, and to share information and data on international student mobility. Thus, effective AY 2016-2017, the CHED through the Office of Planning, Research and Knowledge Management will also collect data/information on inbound and outbound students.

### **OBJECTIVES**

- 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.

## COVERAGE

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

The forms/templates described in this CMO shall be used annually for 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)).

## GENERAL GUIDELINES

- a. In the interest of efficiency and consistency, CHED, DBM, Professional Regulation Commission (PRC), National Economic and Development Authority (NEDA), Philippine Statistics 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 2016-17 and thereafter** while data on number of graduates shall cover **1st and 2nd semesters/terms of AY 2015-16 and Summer 2016 and thereafter**.
- d. All HEIs shall use the prescribed spreadsheet format as indicated in this CMO.
- e. All HEIs should use the **CHED Electronic Collection and Knowledge (CHECK) System** as the main channel in downloading and submitting the spreadsheet format.

## 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. Starting AY 2016-2017, **all HEIs (private, SUCs, LUCs, Special HEIs, other government schools)** shall fill-out in spreadsheet format the **Name of Inbound and Outbound Students** using the Student Mobility Data Form (*OPRKM-KMD-SMD Form A & B, Series of 2016*). HEIs can download the form from the CHED website at <http://www.ched.gov.ph>. The filled-out forms should be emailed directly to [kmdinfo@ched.gov.ph](mailto:kmdinfo@ched.gov.ph) on or before the 30<sup>th</sup> of September of every year.
- d. Starting 2016 until 2022, **all HEIs (private, SUCs, LUCs, Special HEIs, other government schools)** are required to fill out in spreadsheet format the K-12 Transition Reporting Form. HEIs may download said form, together with the instruction manual for the same, from the downloads section of the CHED K to 12 website at <https://chedk12.wordpress.com/>. The filled-out forms shall be emailed directly to [k12-mne@ched.gov.ph](mailto:k12-mne@ched.gov.ph) on or before the 30<sup>th</sup> of September of every year beginning September 2016. HEIs with additional queries in relation to this undertaking may direct said queries to the CHED K to 12 Transition Program Management Unit at the abovementioned email address.
- e. **All HEIs shall fill-out in spreadsheet format the List of Graduates by Institution, Program and Gender every year.** 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).
- f. **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.
- g. 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.

#### DEADLINE FOR SUBMISSION OF DATA

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

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



## 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.

## 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.

## SUSPENSION CLAUSE

Any provisions from previously issued CMOs related to higher education data collection that are inconsistent with this Order are hereby suspended.

## EFFECTIVITY

This CMO shall take effect immediately.

Quezon City, Philippines, August 10, 2016



**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

