K to12 TRANSITION PROGRAM
REPORTING TEMPLATE 2016

INSTRUCTION MANUAL

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ABBREVIATIONS

ABM	Accountancy, Business and Management
AWOL	Absence Without Leave
CHECKS	CHED Electronic Collection and Knowledge System
CHED	Commission on Higher Education
HEI	Higher Education Institution
HUMSS	Humanities and Social Sciences
PMU	K to 12 Transition Program Management Unit
SHS	Senior High School
UII	Unique Institutional Identifier

INTRODUCTION

The five-year period between 2016 and 2021, often referred to as the K to 12 transition, presents significant challenges to the higher education sector. On the other hand, it is also a once-in-a-generation window of opportunity for the reform of country's entire education landscape.

This reform aims to achieve two chief outcomes: first, improving the qualifications of higher education personnel; and second, updating and re-aligning instruction, research and extension towards the achievement of quality and enhancement of relevance to local, national, and regional development in a globalized context. While these interventions are long overdue, the feasibility of pursuing them during the K to 12 transition would put the Philippines in a much better position to catch up with members of the ASEAN Economic Community that have single-mindedly pursued education reforms in the last few decades (e.g. Singapore, Malaysia, Thailand and Indonesia).

The Commission has thus established the K to 12 Transition Program, which provides assistance to higher education institutions during the transition period through grants, scholarships, and other forms of capacity-building assistance. This program allows us to envision a higher education sector able to compete with our ASEAN neighbors, and where 48 percent of faculty hold master's degrees, 20 percent have doctorates, and hundreds of degree programs all over the country that meet international standards.

The K-12 Transition Program Management Unit (PMU) is the primary unit in the Commission in charge of managing and promoting the Transition Program. To help ensure the effectiveness of and responsiveness of the program to the needs of the higher education sector, PMU established a monitoring and evaluation system. Part of the requirements of said monitoring and evaluation system is the periodic, timely and up-to-date information on higher education institutions and its personnel. Such information will also be used to track the performance of the higher education sector over the course of the transition period, with the objective of studying the impact of the reforms currently being undertaken. Furthermore, it is envisioned that such information will be used in order to cut the data requirements for the higher education institutions in availing the grants and scholarships under the Transition Program.

This survey is consistent with CHED Data Element Manual (2005), and thus aligned and complementary to the data requirements being collected by the CHED Higher Education Management Information System through its CHECKS system.

The following are units of observations in this survey:
- Higher education institutions (HEIs)
- Personnel

For statistical purposes (but without any legal implications), each campus of an HEI may be considered as a separate "institution". The separate counting of enrollment, programs, faculty and expenditures by geographic site is not intended to endow any legal personality or status on said sites or campuses. The aggregations and disaggregations of data are purely for statistical purposes and have no legal implications whatsoever.

Thus, each campus (whether main or satellite) are expected to respond to this survey separately.

PART 1	**HEI INFORMATION**
	This refers to the sheet "**HEI info**" of the excel file. **INSTRUCTIONS:** Provide answers in **Column D only**. Some cells provide drop-down choices, as indicated or flagged in the variable name or question.

A1	**Name of HEI**

Input full name of the HEI. The name must be consistent with the listing provided in the sheet "HEI list" contained in the same workbook. In case the HEI list itself incorrectly spells out the HEI name, input the wrongly spelled name on cell E5, put an asterisk on cell E6, and write the correct spelling on cell E7.

A2	**Campus**

Input the official campus name of the HEI.

A3	**Campus type (choose one)**

Click on the choices indicated, that is whether the HEI is:
1. Main campus
2. Satellite campus

A4	**Institution type, by horizontal classification (choose one)**

Click on the choices indicated, that is whether the HEI is recognized as:
1. Professional Institution
2. College
3. University

The following are the definitions[1]:

Professional Institutions contribute to nation-building by providing educational experiences to develop technical knowledge and skills at the graduate and undergraduate levels, which lead to professional practice (e.g., Engineering, Medicine, Law, IT, Management, Teacher Education, Maritime Education). Professional Institutions develop adults who will have the technical and practical know-how to staff the various professional sectors that are required to sustain the economic and social development of the country and the rest of the world, as well as to contribute to innovation in their respective areas.

Colleges contribute to nation-building by providing educational experiences to develop adults who have the thinking, problem solving, decision-making, communication, technical, and social skills to participate in various types of employment, development activities and public discourses, particularly in response to the needs of the communities they serve.

Universities contribute to nation-building by providing highly specialized educational experiences to train experts in the various technical and disciplinal areas and by emphasizing the development of new knowledge and skills through research and development. The focus on developing new knowledge is emphasized from the basic postsecondary (i.e., baccalaureate) academic programs through the doctoral programs; thus, a research orientation is emphasized in the Bachelor, Master's and doctoral degree programs. Universities contribute to nation building by producing experts, knowledge, and technological innovations that can be resources for long-term development processes in a globalized context.

Also refer to the Handbook on Typology, Outcomes-Based Education, and Institutional Sustainability Assessment (CHED 2014) for a more detailed description of the classification.

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[1] CMO No. 46, series 2012, Policy-Standard to Enhance Quality Assurance (QA) in Philippine Higher through an Outcomes-Based and Typology-Based QA, Section 23, p. 7.

A5	**Type of HEI based on funding (choose one)**

Click on the choices, indicating funding source of the institution:
1. State HEI
2. Local HEI
3. Private Sectarian
4. Private Non-Sectarian
5. Non-Profit

A6	**City/Municipality**

Input the city or municipality where the HEI is situated.

A7	**Province**

Input the province where the HEI is situated.

A8	**Region**

Click on the choices indicating which region the HEI is situated.

A9	**Unique Institutional ID (UII) code**

This is the alpha-numeric code provided by CHED as the unique identifier of the HEI. The code will automatically appear if HEI name is consistent with the HEI list sheet. If no code appears, it means there is inconsistency in terms of spelling or capitalization. It is important to also check the sheet "HEI list" to check for consistency. See **A1** above for instructions in case the issue arises from wrongly spelled HEI name in the "HEI list".

A10	**Year established**

Input the year the HEI was officially established and recognized by CHED as a higher education institution.

A11	**Number of terms in a given Academic Year**

Input the number of terms per academic year. This includes the summer term, if any.

A12	**Indicate the month when the FIRST (1st) term of the academic year starts.**

Choose the appropriate month from the drop-down menu.

A13	**Indicate the month when the FIRST (1st) term of the academic year ends.**

Choose the appropriate month from the drop-down menu.

A14	**Indicate the month when the SECOND (2nd) term of the academic year starts.**

Choose the appropriate month from the drop-down menu.

A15	**Indicate the month when the SECOND (2nd) term of the academic year ends.**

Choose the appropriate month from the drop-down menu.

A16	**Indicate the month when the THIRD (3rd) term of the academic year starts.**

Choose the appropriate month from the drop-down menu. For those that only have two terms in a given academic year, choose NA.

A17	**Indicate the month when the THIRD (3ʳᵈ) term of the academic year ends.**
	Choose the appropriate month from the drop-down menu. For those that only have two terms in a given academic year, choose NA.

A18	**Indicate the month when the FOURTH (4ᵗʰ) term of the academic year starts.**
	Choose the appropriate month from the drop-down menu. For those that only have three terms in a given academic year, choose NA.

A19	**Indicate the month when the FOURTH (4ᵗʰ) term of the academic year ends.**
	Choose the appropriate month from the drop-down menu. For those that only have three terms in a given academic year, choose NA.

A20	**Do you belong to a higher education system?**
	If the HEI is part of a system of HEIs, choose yes. If not, choose no.

A21	**If yes, what type of higher education system?**
	If the HEI is part of a system of HEIs, choose which type from the drop-down menu.

A22	**Is HEI with laboratory or demonstration school?**
	A laboratory or demonstration school is a school operated by a college or university and used especially for student teaching and the demonstration of classroom practices[2].

A23	**Is HEI offering Senior High School?**
	Choose YES or NO from the drop-down menu.

A24	**If HEI is offering ACADEMIC Track, is Accountancy, Business and Management (ABM) Strand part of it?**
	Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23** and/or **A24**.

A25	**If HEI is offering ACADEMIC Track, is Humanities and Social Sciences (HUMSS) Strand part of it?**
	Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23** and/or **A24**.

A26	**If HEI is offering ACADEMIC Track, is Science, Technology, Engineering and Mathematics (STEM) Strand part of it?**
	Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23** and/or **A24**.

A27	**If HEI is offering ACADEMIC Track, General Academic Strand part of it?**
	Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23** and/or **A24**.

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[2] Merriam Webster definition.

A28	**If HEI is offering ACADEMIC Track, Pre-Baccalaureate Maritime part of it?**
	Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23**and/or **A24**.
A29	**If HEI is offering SHS, is the TECHNICAL-VOCATIONAL-LIVELIHOOD Track part of the offering?**
	Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23**.
A30	**If HEI is offering SHS, is the SPORTS Track part of the offering?**
	Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23**.
A31	**If HEI is offering SHS, is the ARTS and DESIGN Track part of the offering?**
	Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23**.

| **B1** | **What is the average seating capacity of an instructional room in the HEI?** |

Instructional rooms are rooms used by teachers for their instructional activities with their students. Choose the range that best captures the average seating capacity in the HEI.

| **B2** | **Number of usable instructional rooms** |

Choose YES or NO from the drop-down menu if HEI offers Senior High School. Choose NA if the HEI answered NO in **A23**.

| **B3** | **Number of non-usable instructional rooms** |

The opposite of usable, these rooms lack any of the basic facilities, such as space that can house students and their instructor, working lights and proper ventilation, chairs and tables/desks, and a blackboard/whiteboard. Provide an answer in numerical form.

| **B4** | **Is there a usable library?** |

Usable is defined as having the very basic facilities apart from learning resources such as books, journals, and other media. These facilities include working lights and proper ventilation, chairs and tables/desks, and an office for the library managers. Furthermore, the library should be open for the use of students, teachers, and other researchers every school day at the very least. Choose YES if these conditions were met. Choose NO if there is a library but one or more condition is not met. However, if there is no library, choose NO.

| **B5** | **How many computer laboratories are usable?** |

Usable is defined as having the very basic facilities apart from computers. These facilities include working lights and proper ventilation, chairs and tables/desks, and an office dedicated for the managers of said laboratory. Furthermore, the computer laboratory should be regularly open for use, meaning open at least every school day. Choose YES if these conditions were met. Choose NO if there is a computer laboratory but one or more condition is not met. However, if there is no computer laboratory, choose NO.

| **B6** | **Total number of computers available for students** |

The total number corresponds to all computers (desktop or laptop) provided by the HEI that are available for the use of students, whether in the computer laboratories, or in the library. Provide a numerical answer. These computers should be working and are easily accessible.

| **B7** | **Total number of computers available for personnel** |

The total number corresponds to all computers (desktop or laptop) provided by the HEI that are used by the personnel. This should not cover computers used by students or the public, but rather specifically provided by the HEI for the use of its teaching and non-teaching personnel for their work.

| **B8** | **Is there internet connectivity?** |

Choose YES if the HEI has internet connection. If none, proceed to question **B10**.

| **B9** | **If yes, how fast is the internet speed (megabytes per second)?** |

If the answer to **B8** is YES, indicate speed of internet in megabytes per second. Provide only the number, no need to indicate the unit.

B10	**Total number of science laboratories**

To determine the full capacity of the HEI to handle physical or natural science lab classes. Science laboratories are labs for Physics, Chemistry, and Biology. Do not include computer labs or labs for Engineering.

B11	**Total number of engineering laboratories**

To determine the full capacity of the HEI to handle engineering lab classes. Do not include computer labs or labs for Physics, Chemistry, and Biology.

B12	**Does the HEI have paid data or journal subscription?**

Paid data or journal subscriptions means payment of HEI (whether with support or in partnership with other institutions) for access to data portals or journals, serials, and other publications. Choose YES if HEI subscribes to any one of these. Choose NO if none, and move to question **C1**.

B13	**Indicate which digital library/platform.**

If answered YES in **B12**, indicate the platforms/subscriptions. Type and separate with comma if more than one.

C1   **Number of total teaching staff in Academic Year 2015-2016**

This is the headcount of faculty members in all colleges. Provide numerical answer. Nobody should be counted in more than one college. The list of teaching personnel in the sheet "faculty information" should be consistent with this count. A faculty member teaching at both the basic and collegiate level should be listed at the basic level if more than half of his/her teaching hours are at the basic level.

Do not count those on leave without pay but include those on leave with pay. Exclude those on AWOL. Among the part-time faculty, include only the part-time faculty with current teaching loads. An emeritus professor has an appointment for life but if he is not teaching or researching, do not include in the count.

C2   **Number of teaching staff with graduate degrees in Academic Year 2015-2016**

This is the headcount of faculty members with graduate degrees. Provide numerical answer. Those that have not formally graduated from their graduate studies are not counted.

Do not count those on leave without pay but include those on leave with pay. Exclude those on AWOL. Among the part-time faculty, include only the part-time faculty with current teaching loads. An emeritus professor has an appointment for life but if he is not teaching or researching, do not include in the count.

C3   **Number of total teaching personnel in Academic Year 2016-2017 (to-date)**

This is the headcount of faculty members in all colleges. Provide numerical answer. Nobody should be counted in more than one college. The list of teaching personnel in the sheet "faculty information" should be consistent with this count. A faculty member teaching at both the basic and collegiate level should be listed at the basic level if more than half of his/her teaching hours are at the basic level.

Do not count those on leave without pay but include those on leave with pay. Exclude those on AWOL. Among the part-time faculty, include only the part-time faculty with current teaching loads. An emeritus professor has an appointment for life but if he is not teaching or researching, do not include in the count. *Include those that are not teaching but benefitting from the K to 12 Transition Program*.

C4   **Number of teaching personnel with graduate degrees in Academic Year 2016-2017 (to-date)**

This is the headcount of faculty members with graduate degrees. Provide numerical answer. Those that have not formally graduated from their graduate studies are not counted.

Do not count those on leave without pay but include those on leave with pay. Exclude those on AWOL. Among the part-time faculty, include only the part-time faculty with current teaching loads. An emeritus professor has an appointment for life but if he is not teaching or researching, do not include in the count. *Include those that are not teaching but benefitting from the K to 12 Transition Program*.

C5   **Number of total non-teaching personnel in Academic Year 2015-2016**

This is the headcount of non-teaching members in all colleges and offices. Provide numerical answer. Nobody should be counted in more than one college/office. The headcount excludes a part-time non-teaching personnel, e.g. professionals such as lawyers, doctors, accountants, etc. who are "on call" or appear seasonally.

C6   **Number of non-teaching personnel with graduate degrees in Academic Year 2015-2016**

This is the headcount of non-teaching members in all colleges and offices with graduate degrees. Provide numerical answer. Those that have not formally graduated from their graduate studies are not counted.

C7 | **Number of total non-teaching personnel in Academic Year 2016-2017**

This is the headcount of non-teaching members in all colleges and offices. Provide numerical answer. Nobody should be counted in more than one college/office. The headcount excludes part-time non-teaching personnel, e.g. professionals such as lawyers, doctors, accountants, etc. who are "on call" or appear seasonally. The headcount should match the total in the sheet "non-teaching personnel information". *Include those that are not physically serving in the HEI but benefitting from the K to 12 Transition Program as they are still affiliated with the HEI.*

C8 | **Number of non-teaching personnel with graduate degrees in Academic Year 2016-2017**

This is the headcount of non-teaching members in all colleges and offices with graduate degrees. Provide numerical answer. Those that have not formally graduated from their graduate studies are not counted. *Include those that are not physically serving in the HEI but benefitting from the K to 12 Transition Program as they are still affiliated with the HEI.*

C9 | **Total number of personnel engaged in research and development (as of date)**

This is the total number of faculty and non-teaching personnel that are directly involved in research and development. Provide a numerical answer.

C10 | **How many researchers are female (as of date)?**

Out of the total headcount of faculty and non-teaching personnel that are directly involved in research and development, indicate the number of females. *Include those that are not physically serving in the HEI but benefitting from the K to 12 Transition Program as they are still affiliated with the HEI.*

C11 | **How many researchers are male (as of date)?**

Out of the total headcount of faculty and non-teaching personnel that are directly involved in research and development, indicate the number of males. *Include those that are not physically serving in the HEI but benefitting from the K to 12 Transition Program as they are still affiliated with the HEI.*

C12 | **How many researchers have a graduate degree (as of date)?**

Out of the total headcount of faculty and non-teaching personnel that are directly involved in research and development, indicate the number of researchers that have graduate degrees. *Include those that are not physically serving in the HEI but benefitting from the K to 12 Transition Program as they are still affiliated with the HEI.*

C13 | **Total number of personnel with professional qualifications as of date (such as medical, engineers, architects, accountants, etc.)**

This is the total number of faculty and non-teaching personnel that have professional licenses or qualifications that are serving in the HEI. Provide a numerical answer. The headcount excludes part-time non-teaching personnel, i.e., professionals that are "on call" or appear seasonally and are on a consultant basis. *Include those that are not physically serving in the HEI but benefitting from the K to 12 Transition Program as they are still affiliated with the HEI.*

D1	**Is HEI autonomous?**
	This is the vertical classification "autonomous by evaluation", bestowed upon by CHED upon evaluation. Choose YES if classified as autonomous. Choose NO, if not.

D2	**Is HEI deregulated?**
	This is the vertical classification "deregulated by evaluation", bestowed upon by CHED upon evaluation. Choose YES if classified as deregulated. Choose NO, if not.

D3	**Total number of Centers of Excellence**
	How many centers of excellence are there in the college or institution, as determined by CHED? It is to be noted that this designation applies to specific colleges, departments or institutes in an HEI. The award of "center of excellence" does not single out a specific program within the college or HEI. It goes to all the programs administered by a college, department or institute.

D4	**Total number of Centers of Development**
	How many Centers of Development are there in the college or institution, as determined by CHED? It is to be noted that this designation applies to specific colleges, departments or institutes in an HEI. The award of "center of development" does not single out a specific program within the college or HEI. It goes to all the programs administered by a college, department or institute.

D5 **TO** **D24**	**Number of programs being offered, per classification (1997 PSCEd). Put the answer on the box corresponding to the program**
	These are the programs classified according to the Philippine Standard Classification of Education (PSCEd). Please indicate the number (in numerical form) of programs being offered in the HEI.

D25 **TO** **D44**	**Total number of accredited programs, by program. Put the answer on the box corresponding to the program.**
	These are the programs classified according to the Philippine Standard Classification of Education (PSCEd). Please indicate the number (in numerical form) of programs being offered in the HEI.

D45	**Total number of programs requiring professional licensure or board examination**
	Provide the total number of programs that require examinations for licensure

D46	**Is there institutional certification?**
	This is answerable by yes/no – click on the appropriate choice. If answer is NO, proceed to item **D48**.

D47	**If yes, what is/are the certification/s?**
	This follows question in item **D46**, if the answer is YES. Enumerate all certifications (e.g., ISO, etc) received by the HEI. Separate by a semicolon "**;**" if more than one.

D48	**How many research facilities are operating in the HEI?**
	These are research institutions funded and housed by the HEI. Research institutions, think-tanks and other research groups that are not affiliated with the HEI but just housed in the HEI should not be counted.

D49	**Total expenditure on Research and Development in Financial Year 2015 (Php)**
	Indicate the HEI's total spending related to research and development covered by FY 2015. The answer should be in numerical form. The unit is in Philippine Peso.

D50	**Expenditure in R&D as % of total expenditures in Financial Year 2015**
	Compute for the share of research and development expenditure in total expenditure of the HEI in FY 2015. The answer should be in numerical form. The unit is in percentage (%).

D51	**Planned expenditure on Research and Development in Financial Year 2016 (Php)**
	Indicate the HEI's budget on research and development for FY 2016. The answer should be in numerical form. The unit is in Philippine Peso.

D52	**Total planned expenditure in Financial Year 2016 (Php)**
	Indicate the HEI's total budget for FY 2016. The answer should be in numerical form. The unit is in Philippine Peso.

D53 TO **D57**	**Outputs resulting from R&D in FY 2015, by type of project.**
	Put an "**X**" on the corresponding type of project that the HEI has engaged in FY 2015.

D58	**Total number of community/extension projects in FY 2015**
	Provide the total number of projects relating to community or extension work in FY 2015, regardless of scale. The answer should be in numerical form.

D59	**Total number of patents granted (national and international) in FY 2015**
	Provide the total number of patents obtained by the HEI, including those individually obtained by its personnel in FY 2015. The answer should be in numerical form.

D60	**Total number of patents pending (national and international) in FY 2015**
	Provide the total number of application for patents by the HEI, including those individually applied by its personnel in FY 2015. The answer should be in numerical form.

D61	**Total number of Intellectual Property Rights other than patents/copyrights (including original writings) in FY 2015**
	Provide the total number of outputs subject to intellectual property rights other than patents/copyright, including those individually obtained by its personnel in FY 2015. The answer should be in numerical form.

D62	**Total number of awards conferred by international bodies (cumulative to calendar year 2015)**
	Provide the total number of awards given by international bodies since the HEI's inception up to the calendar year 2015. The answer should be in numerical form.

D63	**Total number of awards conferred by national bodies (cumulative to calendar year 2015)**
	Provide the total number of awards given by national/local bodies since the HEI's inception up to the calendar year 2015. The answer should be in numerical form.

D64	**Number of local partnerships and linkages formalized through LOIs/MOUs/LOAs, etc (cumulative to calendar year 2015)**

Provide the total number of partnerships and linkages with local institutions or groups that have been formalized through formal agreements since the HEI's inception up to the calendar year 2015. The answer should be in numerical form.

D65	**Number of HEIs with international partnerships and linkages formalized through LOIs/MOUs/LOAs, etc (cumulative to calendar year 2015)**

Provide the total number of partnerships and linkages with international institutions or groups that have been formalized through formal agreements since the HEI's inception up to the calendar year 2015. The answer should be in numerical form.

D66	**Is there an office dedicated to coordinating and managing extension/community work?**

The office should have the sole function of managing the extension/community work of the HEI, and coordinating with various units and offices outside or inside the campus for the implementation thereof. Choose the appropriate answer.

E1	**Total enrollment in Academic Year 2015-2016**
TO **E5**	Provide a numerical answer on the total enrollment in AY 2015-2016. E1 is for the total (all terms) and **E2** to **E5** provide for the disaggregated data by term.

E6	**Total number of foreign students in AY 2015-2016**
	Provide a numerical answer on the total number of students, whose nationalities are not Filipino, and are enrolled in the HEI in the Academic Year 2015-2016.

E7	**Number of female foreign students in AY 2015-2016**
	Provide a numerical answer on the total number of female students, whose nationalities are not Filipino, and are enrolled in the HEI in the Academic Year 2015-2016.

E8	**Number of male foreign students in AY 2015-2016**
	Provide a numerical answer on the total number of male students, whose nationalities are not Filipino, and are enrolled in the HEI in the Academic Year 2015-2016.

E9	**Total enrollment this Academic Year 2016-2017**
	Provide a numerical answer on the total enrollment in AY 2016-2017. E9 is for the total (all terms) and **E10** to **E13** provide for the disaggregated data by term.

E14	**Total number of foreign students in AY 2016-2017 (as of date)**
	Provide a numerical answer on the total number of students, whose nationalities are not Filipino, and are enrolled in the HEI in the Academic Year 2016-2017, as of current term.

E15	**Number of female foreign students in AY 2016-2017 (as of date)**
	Provide a numerical answer on the total number of female students, whose nationalities are not Filipino, and are enrolled in the HEI in the Academic Year 2016-2017, as of current term.

E16	**Number of male foreign students in AY 2016-2017 (as of date)**
	Provide a numerical answer on the total number of male students, whose nationalities are not Filipino, and are enrolled in the HEI in the Academic Year 2016-2017, as of current term.

E17	**Other learning programs and support for access.**
TO **E21**	These are programs implemented by HEIs to support accessibility of students. Put an X on the corresponding box where applicable.

E22	**How much was the average tuition cost per unit in AY 2015-2016?**
	The average tuition cost per unit is the mean cost per unit of all programs in the HEI during AY 2015-2016. The answer should be in numerical form, and unit is Philippine peso.

E23	**What was the lowest tuition cost per unit in AY 2015-2016?**
	This is the lowest tuition cost per unit in the HEI during AY 2015-2016. The answer should be in numerical form, and unit is Philippine peso.

E24 | **What was the highest tuition cost per unit in AY 2015-2016?**

This is the highest tuition cost per unit in the HEI during AY 2015-2016. The answer should be in numerical form, and unit is Philippine peso.

E25 | **How much was the average tuition cost per unit in AY 2016-2017?**

The average tuition cost per unit is the mean cost per unit of all programs in the HEI during AY 2016-2017. The answer should be in numerical form, and unit is Philippine peso.

E26 | **What was the lowest tuition cost per unit in AY 2016-2017?**

This is the lowest tuition cost per unit in the HEI during AY 2016-2017. The answer should be in numerical form, and unit is Philippine peso.

E27 | **What was the highest tuition cost per unit in AY 2016-2017?**

This is the highest tuition cost per unit in the HEI during AY 2016-2017. The answer should be in numerical form, and unit is Philippine peso.

F1	**Prior to the year 2016, is the HEI beneficiary of any grant support from CHED? If no, proceed to question F4.**
	Before the K to 12 Transition Program, CHED has offered grant support for HEIs. Choose YES if the HEI has availed this support, and NO if otherwise.

F2	**If YES, what was the support? (Choose one)**
	If the answer to item **F1** is yes, click on the support that the HEI availed.

F3	**Indicate Fiscal Year when grant was received**
	Provide the year when the support was availed. The answer must be in a 4-digit numerical format (e.g., 2010, 2011, etc)

F4	**Prior to the year 2016, is the HEI a recognized delivering HEI in CHED's Faculty Development Program? If no, proceed to question F6.**
	Before the K-12 Transition Program, there was already a Faculty Development Program by CHED, and HEIs can be recognized as delivering higher education institutions (DHEIs). Is your HEI a recognized DHEI?

F5	**If YES, indicate AY of commencement (e.g., AY 2014-2015). Proceed to question F7 after.**
	If the answer to item **F4** is YES, indicate the academic year when the HEI was a DHEI. Then proceed to item F7. If the answer to item **F4** is NO, skip this number and proceed to **F6**.

F6	**If NO, what was the reason why HEI did not offer programs as a DHEI?**
	If the HEI is not a DHEI, what was the reason why the HEI did not offer programs as a DHEI?

F7	**Is the HEI or any of its faculty and staff a beneficiary of any of the grants provided under the K-12 Transition Program? If no, proceed to item F15.**
	Under the K-12 Transition Program, there are several grants that can be availed by the HEI's faculty and non-teaching personnel, as well as the HEI itself. Choose YES if any of these grants have been availed of by the HEI or any of its personnel, otherwise click NO and proceed to **F15**.

F8 **TO** **F14**	**If YES, provide an X on the corresponding box, where applicable.**
	If the HEI or any of its personnel benefitted from the K to 12 Transition Program, input "X" on the box corresponding to the grant availed.

F15	**If NO, what was the reason why HEI is not a beneficiary?**
	What was the primary reason why HEI or any of its personnel did not avail any of the grants under the Transition Program?

F16	**Does the HEI have any plans to avail any of the grants in the future?**
	Click YES if the HEI aims to avail any of the grants. If no, proceed to item **F25**.

F17	**If YES, indicate AY of application/nomination (e.g., AY 2017-2018)**
	If the answer to **F16** is yes, indicate the academic year where the HEI intends to avail any of the grant.

F18 TO **F24**	**If YES, provide an X on the corresponding box, where applicable.**
	If the answer to **F16** is yes, input "X" on the applicable grant which the HEI will avail in the future.
F25	**If NO, what is the reason for not planning on applying/nominating in the future?**
	If the answer to **F16** is NO, indicate the primary reason why the HEI is not availing any of the grants under the Transition Program.
F26	**Is the HEI availing other support programs from government other than CHED? If no, proceed to question F28.**
	Choose YES if the HEI is availing other support programs from other government agencies. If not, choose NO and proceed to **F28**.
F27	**If YES, indicate which agency/ies. (Separate with commas if more than one)**
	If the answer to **F26** is YES, enumerate the government agencies that are offering the support programs which the HEI is availing.
F28	**Is the HEI availing other support programs from non-government institutions (NGOs, multilateral institutions, private businesses, etc)?**
	Choose YES if the HEI is availing other support programs from non-government organizations, private businesses, or any other non-government entity. If not, choose NO.
F29	**If YES, indicate which institution/s. (Separate with commas if more than one)**
	If the answer to **F28** is YES, enumerate the institutions that are offering the support programs which the HEI is availing.

TEACHING PERSONNEL INFORMATION, AY 2016-2017

This refers to the sheet "**Faculty Information**" of the excel file.
INSTRUCTIONS: Fill this matrix with the roster of teaching personnel in the HEI. Each teaching personnel is given one row. Provide answers as indicated below.

REF	VARIABLE NAME	INSTRUCTION
Q1	**Teacher code**	Count of teachers. No need to change.
Q2	**Full Name, separate with commas (Last Name, First Name, Middle Initial)**	Full name of teacher. Order by last name, first name, then middle initial. Separate with commas.
Q3	**Sex (Female/Male)**	Click and choose the appropriate option.
Q4	**Age (years)**	Type in the age, number only.
Q5	**Level of education attainment (choose one)**	Click and choose the appropriate option.
Q6	**Program major (choose one)**	Click and choose the appropriate option.
Q7	**Teaching discipline (choose one)**	Click and choose the appropriate option.
Q8	**Indicate Department**	Type in the department.
Q9	**Indicate College/Office**	Type in the college.
Q10	**Is teacher teaching General Education? (Y/N)**	Choose YES if teacher is teaching a general education course.
Q11	**Primary subjects taught (Indicate specific subjects. Separate with comma if more than one)**	Type the subjects taught. Separate with commas if more than one.
Q12	**Actual teaching load this term (num of units)**	Type in the number of units.
Q13	**Is this load below the regular teaching load?**	The regular teaching load should be the prescribed load, given the teacher's employment status and tenure.
Q14	**Employment status (Part-time/Full-time)**	Click and choose the appropriate option.
Q15	**Tenure (Permanent/Non-permanent) If permanent, leave Q16 and Q17 blank then proceed to Q18)**	Click and choose the appropriate option. If teacher is permanent, leave **Q16** and **Q17** blank then proceed to **Q18**)
Q16	**If non-permanent, is staff on tenure track? If already permanent, leave blank.**	Choose YES if teacher will be made permanent. This will be answered only if the teacher is not permanent.

REF	VARIABLE NAME	INSTRUCTION
Q17	**When will the staff be made permanent?**	Indicate year when the teacher will be made permanent. This will be answered only if the teacher is not permanent.
Q18	**Year started in HEI**	Indicate year when the teacher started teaching in the HEI.
Q19	**Performance Rating** **Rating Period: Jan-Jun '16**	Click and choose the appropriate option.
Q20	**Does the staff have a professional license? (Yes/No)**	Click and choose the appropriate option.
Q21	**How much was the average monthly salary (gross) in 2015?**	Click and choose the appropriate option.
Q22	**How much is the average monthly salary (gross) will she/he be getting this term?**	Click and choose the appropriate option.
Q23	**Was there a change in salary from 2015 to 2016?**	Click and choose the appropriate option. Choose YES if there was a decrease in salary.
Q24	**Did teaching staff avail any grant under the K-12 Transition Program** **(If NO, leave columns Q25-Q27 blank, then proceed to Q28)**	Click YES If the teacher has availed of any of the grants under the K-12 Transition Program. Otherwise, choose NO.
Q25	**If Yes, which grant (choose)**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q26	**Academic Year when grant was received**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q27	**Term when grant was received**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q28	**If not yet availing grant, is there a future plan of SHEI to nominate this staff?**	Answer only if the teacher has not received any grant under the K to 12 Transition Program.
Q29	**If Yes, which grant (choose)**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q30	**Academic Year that staff will be nominated**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q31	**Term when staff will be nominated**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.

PART 3

NON-TEACHING PERSONNEL INFORMATION, AY 2016-2017

This refers to the sheet "**Non-teaching personnel information**" of the excel file.
INSTRUCTIONS: Fill this matrix with the roster of non-teaching personnel in the HEI. Each personnel is given one row. Provide answers as indicated below.

REF	VARIABLE NAME	INSTRUCTION
Q1	**Staff code**	Count of non-teaching personnel. No need to change.
Q2	**Full Name, separate with commas (Last Name, First Name, Middle Initial)**	Full name of personnel. Order by last name, first name, then middle initial. Separate with commas.
Q3	**Sex (Female/Male)**	Click and choose the appropriate option.
Q4	**Age (number only)**	Type in the age, number only.
Q5	**Level of education attainment (choose one)**	Click and choose the appropriate option.
Q6	**Employment status (Part-time/Full-time)**	Click and choose the appropriate option.
Q7	**Tenure (Permanent/Non-permanent) If permanent, leave Q8 and Q9 blank then proceed to Q10)**	Click and choose the appropriate option. If teacher is permanent, leave **Q8** and **Q9** blank then proceed to **Q10**)
Q8	**If non-permanent, is staff on tenure track? If already permanent, leave blank.**	Choose YES if personnel will be made permanent. This will be answered only if the personnel is not permanent.
Q9	**When will the staff be made permanent?**	Indicate year when the personnel will be made permanent. This will be answered only if the personnel is not permanent.
Q10	**Year started in HEI**	Indicate year when the personnel started working in the HEI.
Q11	**Designation (choose one)**	Click and choose the appropriate option.
Q12	**Indicate Department**	Type in the department.
Q13	**Indicate College/Office**	Type in the college.
Q14	**Performance Rating Rating Period: Jan-Jun '16**	Click and choose the appropriate option.
Q15	**Is the staff in Research and Development? (Yes/No)**	Choose YES if the personnel is doing research work.
Q16	**Does the staff have a professional license? (Yes/No)**	Click and choose the appropriate option.

PART 3 NON-TEACHING PERSONNEL INFO

REF	VARIABLE NAME	INSTRUCTION
Q17	**Indicate profession (e.g., architect, engineer, medical doctor, nurse, etc)**	Type in the profession.
Q18	**How much was the average monthly salary (gross) in 2015?**	Click and choose the appropriate option.
Q19	**How much is the average monthly salary (gross) will she/he be getting this term?**	Click and choose the appropriate option.
Q20	**Was there a decrease in salary from 2015 to 2016?**	Click and choose the appropriate option. Choose YES if there was a decrease in salary.
Q21	**Did staff avail any grant under the K to 12 Transition Program (If NO, leave columns Q18-Q20 blank, proceed to Q21)**	Click YES If the teacher has availed of any of the grants under the K to 12 Transition Program. Otherwise, choose NO.
Q22	**If Yes, which grant (choose)**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q23	**Academic Year when grant was received**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q24	**Term when grant was received**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q25	**If not yet availing grant, is there a future plan of SHEI to nominate this staff?**	Answer only if the teacher has not received any grant under the K to 12 Transition Program.
Q26	**If Yes, which grant (choose)**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q27	**Academic Year that staff will be nominated**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.
Q28	**Term when staff will be nominated**	Click and choose the appropriate option if teacher has availed of any of the grants under the K to 12 Transition Program.