



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**

Regional Office III  
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**RELEASED**  
MAR 07 2022  
CHEDRO III

**CHEDRO-III MEMORANDUM**  
No. **024**, s. 2022

To : **PRESIDENTS/HEADS OF PRIVATE AND PUBLIC HIGHER EDUCATION INSTITUTIONS IN CENTRAL LUZON REGION**

Subject : **SUBMISSION OF ENROLLMENT LISTS AND LISTS OF GRADUATES**  
*(For HEIs with Autonomous/Deregulated Status & Accredited Programs)*

Date : **22 FEBRUARY 2022**

In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", this Office hereby reminds all concerned higher education institutions on the schedule of submission of Enrollment Lists (EL) and List of Graduates (LOG) [for HEIs with Autonomous / Deregulated Status & Accredited Programs].

1. EL must be submitted **forty-five (45) days** after the opening of semestral / trimestral classes based on the submitted School Calendar. It should indicate the names of students arranged in **ALPHABETICAL ORDER regardless of year level, course, major and section** and the Summary of Enrollment and other specific details must be strictly followed, otherwise any application for Special Order issuance/s will be held in abeyance pending the submission of the required EL in its specified format (copy attached).
2. EL shall be submitted both in soft and hard copies. It is likewise requested that soft copies of EL for the past three (3) academic years from AY 2018-2019; 2019-2020; and 2020-2021 be submitted as part of the gradual digitization of this office as required for all government agencies. Soft copies may be sent through email at [ro3records@ched.gov.ph](mailto:ro3records@ched.gov.ph).
3. LOG must be submitted after every graduation term (1<sup>st</sup> term, 2<sup>nd</sup> term, Summer term) regardless of the actual date of the commencement exercises occurred and LOG format provided by this Office must be strictly followed.

It is advised that before the submission of EL and LOG to this Office, the institution shall be extra careful in the preparation, otherwise, request for inclusion of students in the EL & LOG will no longer be considered.

For information and strict compliance.

Wide and immediate dissemination of this memorandum is desired.

  
**DR. LEONIDA B. SIGUA-CALAGUI, LLB, CESO III**  
Director IV