



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

RELEASED
JUN 23 2023
CHEDRO III

CHEDRO-III MEMORANDUM

No. 096, series of 2023

For : **ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION III**

Subject : **REITERATION OF CHEDRO-III MEMORANDUM ORDER NO. 033, SERIES OF 2023, 'ANNUAL HIGHER EDUCATION DATA FOR AY 2022-2023'**

Date : **June 22, 2023**

This Office reiterates the call for submission of the Annual Higher Education Data for Academic Year 2022-2023, per CHEDRO-III Memorandum Order No. 033, series of 2023 released on March 17, 2023.

Relative to this, all public and private HEIs in Central Luzon are advised to **submit the required data on or before Tuesday, July 4, 2023** with the following reminders:

1. For AY 2022-2023 data collection, HEIs must submit their higher education data directly to the CHEDRO III using the existing forms in the CHED Electronic Collection and Knowledge System (CHECKS). However, **there is no need to access the CHECKS portal for this round of data collection;**
2. The CHECKS forms can be downloaded from the following links:

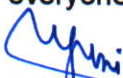
HEI Type	Link to Forms
State Universities and Colleges (Main and Satellite Campuses)	https://bit.ly/2Xv9n2v
Private HEIs, Local Universities and Colleges (LUCs), and Other Government Schools (OGS)	https://bit.ly/3zajYgd

3. The HEIs are **not allowed to edit or modify** the CHECKS forms (e.g., adding extra rows, re-arranging sheets, etc.);
4. The HEI shall also submit a **letter signed by the President/Head** certifying the completeness and correctness of the submitted data using Annex A-2022; and
5. The HEI may send the accomplished forms in **EXCEL and PDF formats** to chedro3mis@ched.gov.ph.

This Office extends appreciation to those HEIs who have already submitted their Annual Higher Education Data/Information.

Should there be any further queries, the concerned staff may directly coordinate with Dr. Maria Teresa S. Salta, Education Supervisor II at telephone number (045) 402-6659 or email at mtsalta@ched.gov.ph.

For everyone's strict compliance.


MS. LORA L. YUSI
OIC-Office of the Director IV
Chief Education Program Specialist

Annex A. Sample Template for Endorsement of HEI Head

<Date>

<Name of CHED Regional Office Director>

<Designation>

Commission on Higher Education

Dear Regional Director _____,

Greetings!

This is in reference to CMO No. 45, Series of 2016 entitled "Annual Higher Education Data/Information Collection".

We are pleased to submit the following documents:

State Universities and Colleges (SUCs)							
HEI Name	Form A	Form BC	Form E1	Form E2	Form GH	Form Research	List of Graduates
HEI A	✓	✓	✓	✓	✓	✓	✓

Private HEIs, Local Universities and Colleges (LUCs), and Other Government Schools (OGS)				
HEI Name	Form A	Form BC	Form E2	List of Graduates
HEI A	✓	✓	✓	✓

We are certifying the completeness and accuracy of this submitted information. For any questions, you may contact <Name of Contact Person> through <E-mail of Contact Person>.

Thank you very much.

Sincerely yours,

<Name and Signature of HEI Head>
<Designation>



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

RELEASED

MAR 16 2023

CHEDRO III

CHEDRO-III MEMORANDUM

No. 033, series of 2023

For : THE PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS IN CENTRAL LUZON

Subject : ANNUAL HIGHER EDUCATION DATA FOR AY 2022-2023

Date : MARCH 15, 2023

The Commission on Higher Education is mandated to collect, collate, store and disseminate data and information needed by the public and stakeholders to make informed choices and decisions. The data/information gathered will be used in formulating policies on instruction, research and extensions as well as monitoring of higher education sectors' progress, in reference to CMO No. 45, Series of 2016 entitled "Annual Higher Education Data/Information Collection"

In line with this, all public and private HEIs in Central Luzon are requested to submit their Annual Higher Education Data/Information for Academic Year (AY) 2022-2023 on or before **April 14, 2023** guided by the following reminders:

1. For AY 2022-2023 data collection, HEIs must submit their higher education data directly to their respective CHEDROs using the existing forms in the CHED Electronic Collection and Knowledge System (CHECKS). However, there is **no need to access the CHECKS portal for this round of data collection**;
2. The CHECKS Forms can be downloaded from the following links:

HEI Type	Link to forms
State Universities and Colleges (Main and Satellite Campuses)	https://bit.ly/2Xv9n2v
Private HEIs, Local Universities and Colleges (LUCs), and Other Government Schools (OGS)	https://bit.ly/3zajYgd

3. The HEIs are **not allowed to edit** or modify the CHECK Forms (e.g. adding extra rows, rearranging sheets, etc.);
4. HEI shall also submit a letter signed by the President/Head certifying the completeness and correctness of the submitted data using Annex A-2022; and
5. HEI may send the accomplished forms in pdf format and excel format to chedro3mis@ched.gov.ph.



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

This Office extends its appreciation to those HEIs which have already submitted their Annual Higher Education Data/Information.

Should there be further queries, the designated staff may directly coordinate with the MIS Unit at (045) 402-6659 or through e-mail addresses chedro3mis@ched.gov.ph


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