



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

RELEASED

DEC 15 2023

CHEDRO III

**CHEDRO-III MEMORANDUM**

No. 232, series of 2023

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

Subject : **SUBMISSION OF HIGHER EDUCATION DATA AND QUICK SURVEY ON ENROLLMENT, GRADUATES AND HEI PERSONNEL FOR ACADEMIC YEAR 2023-2024**

Date : **December 14, 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 the 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 required to submit their Annual Higher Education Data/Information for **Academic Year (AY) 2023-2024 on or before Tuesday, January 9, 2024** guided by the following reminders:

1. For AY 2023-2024 data collection, HEIs must submit their higher education data 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 through the following links:

HEI Type	Link to forms
State Universities and Colleges (Main and Satellite Campuses)	<a href="https://bit.ly/SUC_DataCollectionFormsAY20_21">https://bit.ly/SUC_DataCollectionFormsAY20_21</a>
Private HEIs, Local Universities and Colleges (LUCs), and Other Government Schools (OGS)	<a href="https://bit.ly/Private_LUCs_OGS_DataCollectionFormsAY20_21">https://bit.ly/Private_LUCs_OGS_DataCollectionFormsAY20_21</a>

3. The HEIs are **not allowed to edit or modify** the CHECK Forms (e.g. adding extra rows, rearranging sheets, etc.);



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4. HEI shall also submit a letter signed by the President/Head certifying the completeness and correctness of the submitted data using Annex A; and
5. HEI may send the accomplished forms in pdf format and excel format to [chedro3mis@ched.gov.ph](mailto:chedro3mis@ched.gov.ph).

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](mailto:chedro3mis@ched.gov.ph)

For everyone's strict compliance.

**MS. LORA L. YUSI**  
Officer-in-Charge  
Office of the Director IV