



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

RELEASED
DEC 22 2023
CHEDRO III

CHEDRO III MEMORANDUM

No. 237, s. 2023

TO : ALL PRESIDENTS / HEADS OF PUBLIC AND PRIVATE
HIGHER EDUCATION INSTITUTIONS

SUBJECT : SUBMISSION OF DIGITAL / ELECTRONIC COPIES OF
RELEVANT DOCUMENTS FOR THE PHILIPPINE
QUALIFICATION REGISTER (PhQuaR)

DATE : 19 DECEMBER 2023

Pursuant to Republic Act No. 10968, otherwise known as the "Philippine Qualifications Framework (PQF) Act", and Executive Order No. 02, 23 July 2016 entitled "Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor", The Office of Planning, Research and Knowledge Management (OPRKM) conducted harmonization activities with all the CHED Regional Offices (CHEDROs) in order to: (1) reconcile the Higher Education Institution's (HEIs) databases of OPRKM with the CHEDROs to have an accurate and complete data and information to stakeholders most especially the policy makers, (2) maintain and update database qualification which include HEIs that ceased their operation and programs that were phase-out and (3) establish the Philippine Qualifications Register (PhQuaR).

As part of the harmonization activities, electronic copies of relevant documents of HEIs are needed to complete the PhQuaR, e.g. Permits and Recognition issued by the Department of Education for old programs, Government Recognition, Certificate of Program Compliance and other issuances from CHED, Certificate of SEC Registration issued by the Securities and Exchange Commission, Board Resolutions on the offering of new programs for State Universities and Colleges, City Ordinances for the Local Colleges and Universities and other pertinent documents related to the program offerings of each higher education institution.

In view hereof, all private and public HEIs in Central Luzon are requested to provide and upload electronic copies of documents that can be used as references for the PhQuaR **on or before January 10, 2023**, guided by the following reminders:

1. All HEIs must upload documents in their respective folders through this link <https://bit.ly/480MVgL>.
2. All documents must be in .pdf format.
3. The following are the documents to be uploaded (if applicable).
 - a. Government Authority / Higher Education Recognition / Government Permit / Government Recognition
 - b. Certificate of Program Compliance
 - c. Certificate of Authority
 - d. Certificate of SEC Registration
 - e. Board Resolution on the operation of tertiary programs
 - f. Certificate of Institutional Recognition
 - g. Certificate of Accreditation per program
 - h. Other relevant documents on the operation of the school and offering of tertiary programs



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4. Each type of document should be scanned individually in separate files.
5. Filename of documents must be in this format: **Name of HEI_Document Type** e.g. CHED_CMO32s2023 or CHED_GR001s2023_BSPT.

Should there be any queries/clarifications, the concerned staff may directly coordinate with the MIS Unit at telephone number (045) 402-6659 or email at chedro3@ched.gov.ph.

Your utmost cooperation is requested.

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