



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III



RELEASE
11 SEP 2024
CHEDRO III

CHEDRO-III MEMORANDUM

No. 190, series of 2024

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

Subject : **FOREIGN STUDENTS DATA FOR THE 1ST SEMESTER OF ACADEMIC YEAR (AY) 2024-2025**

Date : **09 September 2024**

Pursuant to Executive Order (EO) No. 285, s. 2000 and IACFS Joint Memorandum Order (JMO) No. 01, s. 2017, all higher education institutions (HEIs) in the region are advised to submit their foreign students data for the 1st Semester, Academic Year 2024-2025 using the prescribed template. The template may be accessed at: <https://bit.ly/3tG4Lmr>.

Kindly refer to the "Unedited Instructions" tab for the instructions on how to properly fill out the form. A signed cover letter (pdf file) by the University President or Head of Institution along with the accomplished template (excel file) shall be submitted to chedro3@ched.gov.ph, copy furnished mdavid@ched.gov.ph, **on or before September 25, 2024**. Please attach also in the submission a copy of the institution's Certificate of Accreditation to accept foreign students issued by the Bureau of Immigration.

The data and information provided by the HEI to CHED shall be considered confidential in nature and such data and information may not be divulged to any person unless authorized, as per Data Privacy Act of 2012.

It is also reminded that per Executive Order (EO) No. 285, s. 2000 and IACFS Joint Memorandum Order (JMO) No. 01, s. 2017, failure to comply with the above required reports may be a ground for cancellation of the authority to admit foreign students granted by the Bureau of Immigration (BI).

Should there be any queries/clarifications, the designated staff may directly coordinate with Ms. Maricris Z. David, Education Program Specialist II, at telephone number (045) 402-6659 or email at mdavid@ched.gov.ph.

For the HEIs' strict compliance.

DR. LORA L. YUSI
Director IV