



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III



CHEDRO-III MEMORANDUM

No. 218, series of 2024



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

Subject : **UPDATING OF INSTITUTIONAL PROFILE**

Date : **10 OCTOBER 2024**

In accordance with Republic Act No. 7722 otherwise known as the "Higher Education Act of 1994" and CMO No. 45 s. 2016 entitled "Annual Higher Education Data/Information Collection", 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.

Relative to this, **all higher education institutions** are requested to submit their Annual Higher Education Data/Information for **Academic Year 2024-2025 on or before November 15, 2024**, guided by the following reminders:

1. For AY 2024-2025 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)	https://bit.ly/SUC_DataCollectionFormsAY20_21
Private HEIs, Local Universities and Colleges (LUCs), and Other Government Schools (OGS)	https://bit.ly/Private_LUCs_OGS_DataCollectionFormsAY20_21

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 for **Academic Year 2024-2025** using Annex A; and

5. HEI may send the accomplished forms in pdf format and excel format to chedro3mis@ched.gov.ph.

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

For the HEIs' compliance.

DR. LORA L. YUSI
Director IV