



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III



RELEASE
10 6 JAN 2025
CHEDRO III

CHEDRO-III MEMORANDUM

No. 01 s. 2025

For : ALL PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION III

Subject : REITERATION OF THE SUBMISSION OF LIST OF GRADUATES OF THE NATIONAL SERVICE TRAINING PROGRAM WITH SERIAL NUMBER FROM AY 2001-2002 TO AY 2023-2024

Date : January 6, 2025

Pursuant to pertinent provisions of Republic Act 7722, otherwise known as the "Higher Education Act of 1994", this Office reiterates the Memorandum from the Office of the Chairperson dated December 6, 2024, regarding the submission of list of graduates of the National Service Training Program (NSTP) with serial number from AY 2001-2002 to AY 2023-2024. The submitted data shall be used in the development of the National Service Reserve Corps Information Management System (NSRCIMS), which shall serve as a virtual platform for managing the said data.

Relative to this, all higher education institutions are advised to submit the aforementioned data using the prescribed template (excel format) through email at chedro3@ched.gov.ph (cc: fdeguzman@ched.gov.ph) on or before January 15, 2025. The template can be accessed and downloaded through the link – https://bit.ly/nstp_template.

Should there be questions/clarifications, the designated staff may coordinate directly with the OSDS – Local Student Affairs Division, through email at osds@ched.gov.ph or telephone number at (02) 8988-0001.

Wide dissemination of this Memorandum is desired.

DR. LORA L. YUSI
Director IV