



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)

NO. 07 ;
Series of 1999.

SUBJECT : CALENDAR OF DATA GATHERING ACTIVITIES OF
THE COMMISSION ON HIGHER EDUCATION
(CHED)

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In view of the need to have an updated and timely data on higher education which shall serve as bases for sound decision making, policy formulation and planning by the higher education stakeholders, the schedule of data gathering activities as specified hereunder should be observed. The data gathering activities shall be undertaken annually by the Office of Policy, Planning, Research and Information (OPPRI). Presidents and/or Heads of all Higher Education Institutions (HEIs) in the country and Directors of the CHED Regional Offices, are hereby informed of the following:

1. The calendar of data gathering activities shall be as follows:

1.1 Higher Education Institutions (HEIs)

Date of Submission to CHEDRO	Data to be submitted to CHEDRO
May 15 th of the current year	Information Technology (IT) Infrastructure Survey (one-page form)
June 30 th of the current year	Quick Count on Enrolment, Graduates and Faculty (one-page form)
August 31 st of the current year	Basic Higher Education Data (stored in diskette)

The HEIs should submit the **quick count data directly to OPPRI on or before June 30th** at fax nos.: (02)636-1694, (02)637-3570 or (02)633-1981 or e-mail at ched@mnl.sequel.net The CHEDROs should also be furnished with another copy of the quick count data.

In addition, the HEIs should submit the magnetic files of the Basic Higher Education Data stored in a diskette and the IT Survey (one-page form) on or before the dates stipulated above to their respective CHEDROs (**Attention: Regional Planning Officer-Designate**)

1.2 CHED Regional Offices (CHEDROs)

Date of Submission to OPPRI	Data to be submitted to OPPRI
January 31 st of the current year	Updated List of HEIs (stored in diskette(s))
May 31 st of the current year	IT Infrastructure Survey by HEI (one-page form per HEI)
September 30 th of the current year	Basic Higher Education Data by HEI (stored in diskette, per HEI)

The CHEDROs should forward the magnetic files stored in diskettes/form on or before the dates stipulated above to:

Office of Policy, Planning, Research and Information (OPPRI)
5th Floor, Development Academy of the Philippines Building
San Miguel Avenue, Ortigas Center, Pasig City
Attention: Information and Publication Division

- All the data requested, except graduates data, should reflect the first semester/trimester of the current academic year (AY) while graduates data should cover the preceding academic year.
- The CHEDROs, through their Regional Planning Officers (RPOs)-designate, shall receive and collect the forms and diskettes from the HEIs and shall check the submitted forms and diskettes as to its accuracy and completeness. The RPOs should maintain a list of HEIs that have not submitted for monitoring and follow-up purposes.
- Presidents/Heads of HEIs and the Registrars concerned shall see to it that the data gathering forms together with the diskette be completely and accurately accomplished and promptly submitted in accordance with the schedules herein set forth.
- The CHEDRO Directors shall implement rigid data verification on the accomplished and/or submitted forms to ensure veracity and reliability of data before submitting to OPPRI.

Pasig City, Philippines, ~~March~~ 01, 1999


ANGEL C. ALCALA
Chairman

Copy Furnished: Presidents/Heads of all Higher Education Institutions (HEIs)
Attention: HEIs Registrars
CHEDRO Directors