



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



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**

No. 201, series of 2021

**TO :** PRESIDENTS AND HEADS OF HIGHER EDUCATION  
INSTITUTION IN THE NATIONAL CAPITAL REGION (NCR)

**THROUGH :** DR. VIRGINIA D. AKIATE, CESO III  
Director IV, CHED NCR

**SUBJECT :** REQUEST FOR RESPONSES ON THE SELF-ASSESSMENT TOOL  
ON THE READINESS AND WILLINGNESS OF HIGHER  
EDUCATION INSTITUTIONS (HEIs) IN THE NATIONAL CAPITAL  
REGION (NCR) TO RE-OPEN CAMPUSES FOR LIMITED  
FACE-TO-FACE CLASSES FOR ALL PROGRAMS

**DATE :** 3 NOVEMBER 2021

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In line with the CHED-DOH Joint Memorandum Circular (JMC) No. 2021-001 on the *Guidelines for the Gradual Reopening of Campuses of Higher Education Institutions for Limited Face-to-Face Classes During the COVID-19 Pandemic*, the Inter-agency Task Force for the Management of Emerging Infectious Diseases (IATF) Pilot Implementation of Alert Level System Community Quarantine, the safe re-opening of institutions, the availability of COVID-19 vaccines to the general population, the initiatives of CHED and DOH to fast-track the COVID-19 Vaccination of Teaching and Non-Teaching Personnel of HEIs, and tertiary education students, and the directives from the Commission En Banc (CEB) during the 3rd Quarter CY 2021 National Directorate and CEB Meeting held last 26 October 2021, CHED aims to conduct a pilot implementation of limited face-to-face classes for all programs in selected Higher Education Institutions (HEIs) in the National Capital Region (NCR).

To facilitate this, all HEIs in NCR are requested to answer the attached self-assessment tool. The tool may also be downloaded at <https://bit.ly/SelfAssessmentToolforHEIs>. The data gathered shall be used as baseline information to assess the readiness and willingness of HEIs to participate in the aforementioned pilot implementation. The scanned copy of the accomplished self-assessment tool must be submitted via email at [limitedfacetoface@ched.gov.ph](mailto:limitedfacetoface@ched.gov.ph), furnishing a copy to [chedncr@ched.gov.ph](mailto:chedncr@ched.gov.ph). The deadline for submission is **on/before 1:00 PM of 08 November 2021 (Monday)**.

Furthermore, a Town Hall Meeting will be scheduled on 11 November 2021 (Thursday) from 2:00 PM to 4:00 PM via Zoom. All presidents and heads, or their deputized representatives, of HEIs in NCR that are willing to participate in the pilot implementation of limited face-to-face classes will be invited to attend the online meeting. The Zoom Meeting credentials shall be sent to the email address indicated in the self-assessment tool on/before 09 November 2021 (Tuesday).

Thank you.

  
**ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**

Executive Director-IV

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Give us Feedback: <http://bit.ly/OEDCCSS>

