



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**Memorandum No. 764**  
Series of 2024

**TO: All Concerned Focal Persons**

**RE: Dissemination of CHEDRO VIII Memorandum 160 s. 2024 re AY 2024-2025  
Higher Education Data/Information Collection and Compliance Thereof, and  
Designation of Focal Persons**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: September 4, 2024**

This Office received the herein attached Memorandum from CHED VIII Regional Director regarding AY 2024-2025 Higher Education Data/Information Collection. As such, the following concerned focal persons are requested to fill-out the needed survey and Normative Funding templates:

Templates	Focal Persons
1. Institutional Profile (Forms A1 and A2)	Planning Officers from all campuses
2. Profile of each Curricular Program in a SUC Campus (Form B) a. First Semester enrollment b. No. of Graduates N.B. The enrollment and graduates' data should be supported with the corresponding list of enrollees/graduates by program. This list should tally with the number of enrollees/graduates reported in form B.	Registrars from all campuses

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3. SUCs Faculty (Form E1 Elementary/Secondary/Tech Voc Levels	HRMOs and VPAA/Chancellors
4. Profile of each Tertiary faculty in an SUC Campus (Form E-2)  N.B. Please strictly use the codes for Highest Degree Attained by the faculty member (HIGHESTDEG1) specified in the instructions for Forms E1 and E2. These codes are also listed in the Revised CHED Data Element Manual.	HRMOs from all campuses
5. Allotments, Expenditures and Income (Forms G-H)	Budget Officers from all campuses
6. Research (Tables B1-B5)	Director for Research Director for Innocation
7. Extension Form (Table C)	Director for Extension
8. Forms PRC List of Graduates	Registrars from all campuses

In view of the foregoing, please be guided by the following reminders:

1. Refer to CMO No. 45, series of 2016 for the detailed data collection guidelines.
2. CHECKS Forms can be downloaded from the following links:

HEI Type	Link to forms
State Universities and Colleges (Main and Satellite Campuses)	<a href="https://tinyurl.com.SUCFormsAY2023-2024">https://tinyurl.com.SUCFormsAY2023-2024</a>

You may also access the CHECK Portal thru this link <https://tinyurl.com/R8CHECKSPortal>

3. You are requested not to edit or modify the above forms, if necessary (e.g. adding extra columns and/or rows, rearranging sheets, etc.).
4. You shall submit our submissions to CHED Regional Office VIII along with a letter from the President/Head certifying the completeness and correctness of the submitted data (Annex A).



5. You shall upload the Validated Forms to the CHECKS Portal or email to [chedro8@ched.gov.ph](mailto:chedro8@ched.gov.ph), copy-furnished [chedro8hemis@ched.gov.ph](mailto:chedro8hemis@ched.gov.ph) and [nldolor@ched.gov.ph](mailto:nldolor@ched.gov.ph), along with an endorsement letter signed by the Head (Annex B).

6. Please use the following conventions for the submission:

**Email Subject:** Institutional Code\_HEI\_ AY 2024-2025 Data  
e.g. 00008021\_VSU\_AY 2024-2025 Data

**Name of Excel Files:** Institutional Code\_Form Title\_Year  
e.g. 00008021\_VSU-e-Forms-A\_2024-2025

*\*Excel files should use .xlsx format*

**Name of Transmittal Document:**

Endorsement Letter - Institutional Code\_HEI\_AY 2024-2025 Data  
e.g. Endorsement Letter-0008021\_VSU\_AY 2024-2025 Data)

7. All HEI Presidents/ Head are requested to ensure prompt submission of certified, complete and correct higher education data of the institution. Data submitted by the HEIs to CHEDRO are subjected to further verification.

8. All HEI Staff involved in the submission of data (Registrars, Human Resource Officers, Planning Officers, and MIS/ IT Staff, etc.) are strongly encouraged to give a wholehearted cooperation in this annual data collection.

9. For purposes of this submission, the deadlines are as follows:

State Universities and Colleges (Main and Satellite Campuses)	Deadline for HEIs
Forms A	September 30, 2024
Forms B	
Form E1	
Form E2	
Forms GH	
Forms Research and Extension	
Forms PRC List of Graduates	

10. HEI shall check the submission status of their institutions by accessing this link <https://tinyurl.com/AY2023-2024SubmissionStatus>.

11. For inquiries and concerns, please contact Mr. Niel Lawrence C. Dolor, Ms. Norna T. Espocia and Ms. Loren Valenzona on the following contact details:

Landline number:	053-888-1343
Mobile number:	0927-334-1209 or 0949-622-5665
Email address:	<a href="mailto:chedro8hemis@ched.gov.ph">chedro8hemis@ched.gov.ph</a>

With this, all concerned focal persons are hereby directed to comply with such requirements and submit to **Mr. Norman Villas, Information Technology Officer I**, in the case of the Main Campus and to the **MIS Heads**, in the case of component campuses for submission to CHEDRO VIII on or before the said deadline. The MIS HEads of each campus is further directed to copy-furnish the ICTMC of their submission.

Moreover, Mr. Villas is further requested to provide this Office a checklist of the documents for submission as reflected in Annex A before submitting to CHED Regional Office.

Further, all concerned Vice Presidents are requested to closely monitor the compliance of the required data.

For your information and usual su.