



6 July 2018

Memorandum No. 267  
Series 2018

To:	Dr. Dilberto O. Ferraren	VP, Planning, Resource Generation and External Affairs
	Dr. Remberto A. Patindol	VP, Administration and Finance
	Dr. Othello B. Capuno	VP, Research and Extension
	Dr. Beatriz S. Belonias	VP, Instruction
	Dr. Manuel S. Rona	Dean, VSU Alangalang
	Dr. Alberto L. Carillas	Dean, VSU Isabel
	Dr. Obdulia G. Camoying	Dean, VSU Tolosa
	Dr. Merlita D. Veloso	Dean, VSU Villaba

Subject: Updating and uploading VSU institution data for HEMIS 2018-19

The CHED Electronic Collection and Knowledge System (CHECKS) portal was opened in 18 June 2018. Considering the importance and effect of a well-prepared, updated and all encompassing report in relation to annual budget subsidy from the Government and our ranking as SUC, you are instructed to start updating the data on the Higher Education Management Information System (HEMIS) forms and submit/upload the accomplished forms as early as possible. The deadline for the online submission of data to CHED Regional Office (through CHECKS) is on **September 30, 2018**.

You must ensure that accurate data are provided within the timeline. Contact the OVPPRGEA for queries and clarifications regarding this matter.

For your guidance and compliance.

Very truly yours,

  
# EDGARDO E. TULIN  
President