



COMMISSION ON HIGHER EDUCATION

## REGIONAL OFFICE I

July 7, 2022

### CHED REGIONAL MEMORANDUM ORDER

No. 17, s. 2022


### **DIGITIZATION OF RECORDS AND INFORMATION MANAGEMENT**

**FOR : PRESIDENTS / HEADS**

Private Higher Education Institutions (PHEIs), and Local Universities and Colleges (LUCs)  
Region 1

**ATTENTION: REGISTRARS**

1. Cognizant with the provisions of RA 11032 otherwise known as "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services", the Digitization of Records and Information Management shall be implemented.
2. The objectives of the said digitization are:
  - a. Proper control of records management, from creation through active use, to storage and disposal;
  - b. Eliminate spaces taken up by physical on-site papers;
  - c. Facilitate the processing/verification of Special Order (SO) for graduation and Certification, Authentication and Verification (CAV) of student records; and,
  - d. Harmonize the submission of other records/documents of Higher Education Institutions (HEIs).
3. Part of the digitization effort, this office, is the submission of **Enrollment List (EL)** and **Promotional Report (Form XIX)** in digital copies effective **First Semester/Trimester, SY 2022-2023**
4. The submission of **digitized/softcopy** of EL and Form XIX is 45 days after the enrollment period, and 45 days after the end of every semester/trimester, respectively, as provided in Section 86 of the Manual of Regulations for Private Higher Education (MORPHE), s. 2008.
5. Templates for the said reports are attached to this memorandum, for reference/guidance and information.
6. Further, a **Report on Completion of Incomplete Grades** for every semester/trimester is also requested to serve as basis for verification of those who have incurred incomplete grades.
7. Wide dissemination of this memorandum is desired.

  
**DANILO B. BOSE, PhD**  
OIC-Director IV

*Encl: as stated*

01/03/AD01/AD13/AD19

