



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XI
Loyola St., Obrero, Davao City



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MEMORANDUM FROM THE DIRECTOR

No. **095**, s. 2022

For : **The Presidents/ Heads
Selected Public and Private
Higher Education Institutions
in Region XI**

Attention: Foreign Students Focal Person and Registrar

Subject : **On-line Submission of CHEDRO XI Foreign Students Database**

Date : **July 6, 2022**

In accordance with the pertinent provisions of Republic Act No. 7722 otherwise known as the "Higher Education Act of 1994" and those selected Higher Education Institutions (HEIs) with enrolled Foreign Students are requested to submit Enrollment Report through on-line processes.

In this regard, HEIs are requested to follow the procedure for the online submission of report:

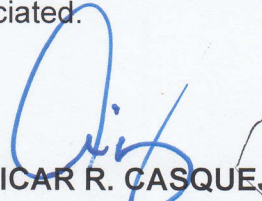
1. The HEI sends a letter to CHEDRO XI that it will submit promotional report of foreign students' enrollment. The letter includes the Official -e-mail address where this Office can send the link to access the templates and folders for the e-submission of the enrolled Foreign Students.
2. The link to access the <CHEDRO XI – Foreign Students Database with Status of FS> file will be shared by this Office to the HEIs through the said Official E-mail address as provided (please use g-mail add).
3. The Focal Person for Foreign Students and/ or Registrar of the respective HEI prepares the following documents which shall be uploaded in the e-folder to be provided by this Office:
 - a) Accomplished E-forms
 - b) E-copies of the evidence/s

The Supervisor in-charge shall closely coordinate with the respective Focal Person for Foreign Students and/ or Registrar of the HEI.

For any concern, Dr. Cesar A. Adegue IV, CESE, CHEDRO XI, ES In-Charge for Foreign Students, can be contacted through Mobile Phone No. 09420588429 or e-mail

address: cadegue@ched.gov.ph or direct to the on-line process in-charge, Engr. Maria Christina Condez, ES II at e-mail add: mcondez@ched.gov.ph.

Your usual cooperation is highly appreciated.



MARICAR R. CASQUEJO, PhD., CESO III
Director IV

Cc : Records
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by: 9	(RD's Office)
Control No.:	MD-95-22
Date:	7-8-2022
Time:	1:16 PM