



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE XI
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REGIONAL MEMORANDUM

No. 003 s. 2021

FOR : **PRESIDENTS / HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION XI**

ATTENTION : **HEI REGISTRARS / RECORDS OFFICERS**

SUBJECT : **SUBMISSION OF ENROLLMENT LIST AND PROMOTIONAL REPORT TO THE CHED RO XI ONLINE PORTAL**

DATE : **March 03, 2021**

In line with Republic Act 11032 in promoting Ease of Doing Business which mandates to streamline the processes and expedite services to the public and in consideration of the current health crisis brought about by COVID-19 pandemic, effective **Second Semester of AY 2020-2021**, HEIs will no longer submit hard copy of **Enrollment List (EL)** and **Promotional Report (PR)**. HEIs in the Region are requested to submit EL and PR through the **CHED RO XI Online Portal** using the prescribed templates for the **Academic Year 2020-2021** on or before **March 15, 2021**.

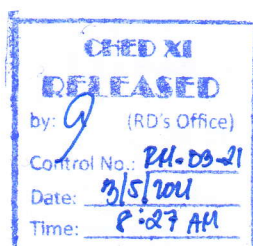
The **Regional Orientation** which discussed how to use the **Portal** was conducted last **February 26, 2021** via Zoom Video Conferencing Platform attended by Registrars, Records Officers and Scholarship Coordinators. The Login Credentials, as well as, the electronic copy of the User Manual, was already emailed to the HEI's official email addresses.

The purpose of this Portal is to automate the validation of the Scholarship-Grantees' data needed in the processing of claims, and to serve as electronic reference of Supervisors In-Charge when verifying Special Order (SO) applications.

Further, we are requesting for your kind assistance as we will be compiling five (5) years of EL and PR database. With this, the subsequent deadline for uploading EL and PR of the previous School Years will be as follows:

No.	School Year	Deadline
1	SY 2019-2020	March 30, 2021
2	SY 2018-2019	April 15, 2021
3	SY 2017-2018	April 30, 2021
4	SY 2016-2017	May 15, 2021
5	SY 2015-2016	May 30, 2021

Thank you in anticipation of your usual support and cooperation.



MARICAR R. CASQUEJO, Ph. D., CESO III
Director IV