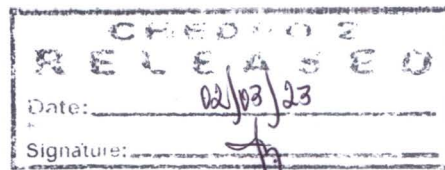




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM
No. 021, Series of 2023

FOR : ALL PRESIDENTS/ OFFICERS-IN-CHARGE/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS IN REGION 02

SUBJECT : ONLINE SURVEY PHILIPPINE HEIs 2022 ASEAN CELEBRATION ACTIVITIES

DATE : February 2, 2023

Attached is a copy of the memorandum issued by **DR. J. PROSPERO E. DE VERA III**, Chairperson, Commission on Higher Education and the International Affairs Service (IAS) is hereby requesting the Philippine Higher Education Institutions to fill out the "Online Survey Philippine HEIs' 2022 ASEAN Celebration Activities".

The questionnaire seeks to gather basic information on your major ASEAN-related initiatives last year, as well as the number of beneficiaries and number of partnerships formed from these efforts. The latter part of the survey aims to expand our database on Philippine HEIs offering ASEAN Studies or any similar program/course as of AY 2022-2023.

You may access the survey through the link <https://bit.ly/PHEIsASEANCelebrationActivities2022>. Please note that information collected through this survey may be cited in the Commission's ASEAN-related reports and/or the IAS Microsite.

Further concerns may be routed through ias@ched.gov.ph.

ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

FOR THE OIC DIRECTOR IV:

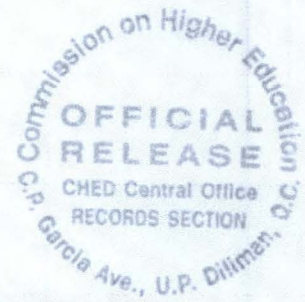

RUTH T. LASAM
Chief Administrative Officer

Encl. as stated

:JPC222023#20343 E-RDO



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



Ref. No.: IASCTS23-O-66

MEMORANDUM FROM THE OFFICE OF THE CHAIRMAN

TO : PRESIDENTS/CHANCELLORS/HEADS OF ALL HIGHER
EDUCATION INSTITUTIONS

SUBJECT : REQUEST FOR REPORTS ON ASEAN-RELATED
PROGRAMS/ACTIVITIES/PROJECTS HELD IN CELEBRATION OF
ASEAN'S 55TH FOUNDING ANNIVERSARY IN 2022

DATE : 05 January 2023



Pursuant to Proclamation No. 282 dated 31 July 2018 (amending Proclamation No. 1008 dated 21 May 2018), August is declared as "ASEAN Month" in honor of the regional bloc's founding on 08 August 1967. Last year, Cambodia chaired ASEAN with the theme "ASEAN A.C.T.: Addressing Challenges Together", which underscored the significance of ASEAN's spirit of "togetherness" as one community in addressing opportunities and challenges especially as pandemic restrictions begin easing off.

To assist the Commission in taking stock of the sector's efforts to commemorate ASEAN's 55th Founding Anniversary in 2022, the International Affairs Service (IAS) **hereby requests Philippine higher education institutions (HEIs) to fill out the "Online Survey on Philippine Higher Education Institutions' 2022 ASEAN Celebration Activities."** The questionnaire seeks to gather basic information on your major ASEAN-related initiatives last year, as well as the number of beneficiaries and number of partnerships formed from these efforts. The latter part of the survey aims to expand our database on Philippine HEIs offering ASEAN Studies or any similar program/course as of AY 2022-2023.

You may access the survey through <https://bit.ly/PHEIsASEANCelebrationActivities2022>. The form will close on 27 January 2023 to allow the International Affairs Service to consolidate all the responses and formulate the necessary reports. Please note that information collected through the survey may be cited in the Commission's ASEAN-related reports and/or the IAS Microsite.

Should you have inquiries or concerns, you may contact IAS through ias@ched.gov.ph.

Dissemination of this memorandum is desired.

J. PROSPERO E. DE VERA III, DPA
Chairman

Should you have inquiries or concerns, you may contact IAS through ias@ched.gov.ph.

Dissemination of this memorandum is desired.



J. PROSPERO E. DE VERA III, DPA
Chairman



A. BRIEF GUIDELINES AND NOTES ON REPORTING

Guidelines for Output Production	Format	Requested File Names
Summary Matrix	Soft copy: Google Sheets / MS Excel file	CHEDRONCR_ASEAN 2022 Summary Matrix
Narrative Report	Soft copy: PDF Format Hardcopy: optional *include CHEDRO focal details *do not exceed three pages	CHEDROCaraga_ASEAN 2022 Narrative Report
Photos	Soft copy: jpg, png *maximum of five (5) photos	CHEDRO10_ASEAN 2022 Photos_Title
Videos	Soft copy: mp4 *use free music to avoid copyright infringement *put English subtitles if using native language or any dialect	CHEDRO7_ASEAN 2022 Videos_Title

IMPORTANT

In filling out your summary report matrix, please be guided by the pre-prepared categories (see Reference tab) to ensure uniformity in your entries. We prepared a sample summary (see Sample tab) for your guidance.

Once accomplished, upload your CHEDRO's filled out 2022 Summary Report Matrix in your CHEDRO's designated GDrive folder.

Upload all narrative reports, photos, videos, and other relevant materials to the GDrive folder linked above. Please use your CHED email when uploading and moving files.

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B. SUMMARY REPORT MATRIX

CHED REGIONAL OFFICE [NCR]

Overview of CHEDRO's Participation in the Annual ASEAN Celebration			
CHED's Annual ASEAN Celebration	Participation Status (Yes/No)	Amount Received from IAS	Total Amount Spent
2019			
2020			
2021			
2022			

Quick Total	
No. of Initiatives <i>Total inputs under Col. B</i>	
No. of Beneficiaries <i>Total inputs tagged as "attendees" and "participants"</i>	
No. of Outputs <i>Total inputs tagged as "outputs", "online promotional materials", and "physical materials"</i>	
No. of Partnerships Formed <i>Total inputs tagged as "partnerships formed"</i>	

Summary of CHEDRO's 2022 ASEAN Celebration Activities							
<i>Feel free to add/remove rows as necessary.</i>							
	Initiative	Objective Addressed	Initiative Category	Reporting Indicators	Reporting Indicator Category	Value	Budget Spent
1							
2							
3							
4							
5							

C. REPORTING REFERENCE

Objectives	Initiative Categories	Reporting Indicators for Events	Reporting Indicators for Competitions	Reporting Indicators for Publications	Reporting Indicators for Promotions and Publicity	Reporting Indicator Categories for Attendees, Participants, and Partnerships	Reporting Indicator Categories for Entries, Outputs, and Promotional/Publicity Materials
O1 Raise ASEAN awareness O2 Produce ASEAN-related materials and reports O3 Promote opportunities for ASEAN youth volunteers and exchange students O4 Institutionalize ASEAN themes in curriculum, programs, campus life, process and systems O5 Create and strengthen institutional cooperation mechanisms and partnerships O6 Promote IZN competitiveness through brand-building	<ul style="list-style-type: none"> • Event • Competition • Publication • Program/Project • Promotions and Publicity • Others 	<ul style="list-style-type: none"> • No. of attendees • No. of outputs generated • No. of partnerships formed 	<ul style="list-style-type: none"> • No. of participants • No. of entries received 	<ul style="list-style-type: none"> • No. of participants • No. of outputs generated 	<ul style="list-style-type: none"> • No. of online promotional materials released • No. of physical materials disseminated • No. of views/engagements/impressions 	<ul style="list-style-type: none"> • HEIs • Government Agencies • Industry Partners • Students • Officials, Faculty, and Staff • Researchers 	<ul style="list-style-type: none"> • Narrative Report • Photos • Video Recording • Research Paper • Article • Poster/Banner • Brochure • Others

Goals*	Corresponding Objectives	Indicators*	Means of Verification
G1 Promote and sustain ASEAN awareness	O1 Raise ASEAN awareness	Number of HEIs that spearheaded ASEAN/IZN activities; Number of beneficiaries served; Number of activities conducted	<ul style="list-style-type: none"> • Results of the Survey of PHEIs' ASEAN-related Activities in 2022; • Total of inputs tagged as "attendees" and "participants" under the Value column (Col. G) in the SRM; • Total of initiatives listed under the Initiative column (Col. B) in the SRM

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	O2 Produce ASEAN-related materials and reports	Number of ASEAN/IZN-related materials and reports produced	<ul style="list-style-type: none"> • Total of inputs tagged as "outputs", "online promotional materials", and "physical materials" under the Value column (Col. G) in the SRM
G2 Explore and contribute to activities that foster the ASEAN Spirit and Identity	O3 Promote opportunities for ASEAN youth volunteers and exchange students	Number of activities on ASEAN promotion targeting youth volunteers, exchange students and students of mobility programmes; Number of ASEAN studies degree programs/courses offered	<ul style="list-style-type: none"> • Total of initiatives listed under the Initiative column (Col. B) in the SRM aligned with O3; • Results of the Survey of PHEIs Offering ASEAN Studies in AY 2022/2023
G3 Provide opportunities to celebrate the ASEAN Community and strengthen community-building	O4 Institutionalize ASEAN themes in curriculum, programs, campus life, process and systems	Number of resulting initiatives to institutionalize ASEAN themes into curriculum, programs, campus life, processes and systems; Number of ASEAN studies degree programs/courses offered	<ul style="list-style-type: none"> • Total of initiatives listed under the Initiative column (Col. B) in the SRM aligned with O4; • Results of the Survey of PHEIs Offering ASEAN Studies in AY 2022/2023
G4 Contribute to at-home and cross-border internationalization initiatives by providing opportunities and platforms for partnership-building and collaborative projects	O5 Create and strengthen institutional cooperation mechanisms and partnerships	Number of resulting cooperation mechanisms and partnerships	<ul style="list-style-type: none"> • Total of initiatives listed under the Initiative column (Col. B) in the SRM aligned with O5; • Total of inputs tagged as "partnerships formed" under the Value column (Col. G) in the SRM
	O6 Promote IZN competitiveness through brand-building	Number of ASEAN/IZN-related materials and reports produced	<ul style="list-style-type: none"> • Total of inputs tagged as "outputs", "online promotional materials", and "physical materials" under the Value column (Col. G) in the SRM

* Based on the Concept Note for the 2022 ASEAN Celebration and IZN Scoping in the Regions released as an attachment to the Memorandum from the Office of the Deputy Executive Director dated 20 April 2022

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D. SAMPLE SUMMARY REPORT

	Initiative	Objective Addressed	Initiative Category	Reporting Indicators	Reporting Indicator Category	Value	Budget Spent
1	2022 ASEAN Celebration Opening Ceremony	O1 Raise ASEAN awareness	Event	No. of attendees	HEI	5	250,000.00
				No. of attendees	Students	1850	
				No. of attendees	Officials, Faculty, and Staff	420	
2	Poster-Making Competition	O1 Raise ASEAN awareness	Competition	No. of participants	HEI	5	30,000.00
				No. of participants	Students	25	
				Output	Others	3	
3	"The Life of An Exchange Student" Webinar	O3 Promote opportunities for ASEAN youth volunteers and exchange students	Event	No. of attendees	HEI	3	20,000.00
				No. of attendees	Students	50	
				No. of attendees	Officials, Faculty, and Staff	3	
				Output	Video Recording	1	
4	2022 ASEAN Celebration Report	O2 Produce ASEAN-related materials and reports	Publication	No. of participants	HEI	5	100,000.00
				No. of participants	Researchers	5	
				Output	Narrative Report	1	
				Output	Article	1	
				Output	Research Paper	1	
5	IAS Microsite Webhosting	O6 Promote IZN competitiveness through brand-building	Program/Project	Output	Others	1	500,000.00
6	ASEAN Higher Education Partnership Expo	O5 Create and strengthen institutional cooperation mechanisms and partnerships	Event	No. of attendees	Officials, Faculty, and Staff	100	500,000.00
				No. of partnerships formed	HEI	5	