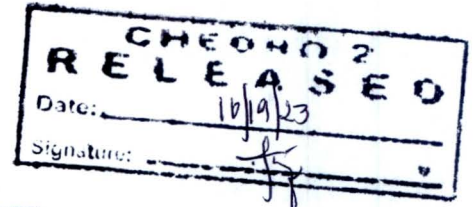




COMMISSION ON HIGHER EDUCATION  
**REGIONAL OFFICE II**



REGIONAL MEMORANDUM  
NO. 324, S. 2023

TO : ALL PRESIDENTS/HEADS AND REGISTRARS OF PRIVATE  
HIGHER EDUCATION INSTITUTIONS IN REGION 02

SUBJECT : SUBMISSION OF ENROLMENT REPORTS IN EXCEL FORMAT  
AND PDF FILE WITH SIGNATURE

DATE : October 18, 2023

X-----X

As contained in Regional Memorandum No. 217, S. 2023 (copy is herein attached), the Commission on Higher Education Regional Office 02 hereby reiterates the submission of Enrolment Reports in Excel Format and PDF File with signature and saved in Compact Disc (CD), and no longer require to submit the hard copy of the report, effective First Semester, School Year 2023-2024.

For information and compliance.

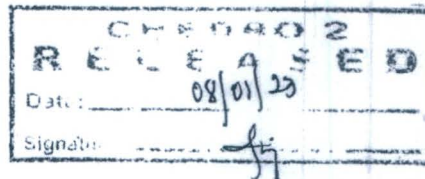
Digitally signed by Atty.  
Marco Cicero F. Domingo  
Date: 2023.10.19 14:53:20  
+08'00'

**ATTY. MARCO CICERO F. DOMINGO**  
**OIC - Director IV**

/ccc



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



REGIONAL MEMORANDUM  
NO. 217 S. 2023

TO : ALL PRESIDENTS/HEADS AND REGISTRARS OF PRIVATE  
HIGHER EDUCATION INSTITUTIONS IN REGION 02

SUBJECT : REITERATION ON THE SUBMISSION OF ENROLMENT REPORTS

DATE : August 01, 2023

X-----X

As contained in Regional Memorandum No. 041, S. 2020, the Commission on Higher Education Regional Office 02 hereby reiterates the Schedule of Submission of Enrolment Reports. In accordance with the provisions of Section 86 of the Manual of Regulations for Private Higher Education of 2008 (MORPHE), all Higher Education Institutions are required to submit their Enrolment Reports two (2) weeks after the start of each semester/term.

All Higher Education Institutions are likewise advised to submit their Enrolment Reports in both Excel format and PDF File with Signature and saved in Compact Disc (CD) and are no longer required to submit the hard copy of the report effective First Semester, School Year 2023-2024.

For compliance.

  
ATTY. MARCO CICERO F. DOMINGO  
OIC - Director IV

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