



Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
 Cotabato City



Office of the Minister

MEMORANDUM ORDER  
 No. 0780  
 Series of 2025

Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher & Technical Education  
 OFFICE OF THE MINISTER  
**RELEASED**  
 By: HAJNIR K. SEDIK  
 Date: NOV 07 2025 10:40  
 Time: 10:40  
 Ctrl. No.: 205-11-070

TO : ALL PRESIDENTS/ ADMINISTRATORS/ HEADS  
 Private Higher Education Institutions (PHEIs)  
 Ministry-Supervised Higher Education Institutions (MSHEIs)

ATTENTION : **MARJUNI M. MADDI**  
 Director General for Higher Education

**NORFAISAL K. BULEG**  
 Statistician I & Head, HEMIS/DMS

FROM :   
**MOHAGHER M. TOBAL**  
 Minister



SUBJECT : **HIGHER EDUCATION MANAGEMENT INFORMATION SYSTEM (HEMIS)  
 POLICY AND GUIDELINES**

DATE : November 5, 2025

Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher & Technical Education  
 INFORMATION AND COMMUNICATIONS DIVISION  
**RELEASED**  
 By: halon  
 Date: NOV 07 2025  
 Time: 10:45 AM  
 Ctrl. No.: 205-11-070

1. In view the Ministry of Basic, Higher and Technical Education's (MBHTE) commitment to improve and strengthen data governance in education in the Bangsamoro Autonomous Region, and in consonance with the data sharing policies of the national government, all institutions of higher learning in the region, to include Private Higher Education Institutions (PHEIs) and Ministry-Supervised Higher Education Institutions (MSHEIs) are hereby advised to **comply with the MBHTE Policy and Guidelines on Higher Education Management Information System (HEMIS).**
2. Said document is attached for your reference and basis.
3. For information dissemination and strict compliance.



Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
 RECORDS SECTION  
**RELEASED**  
 By: Alvin  
 Date: 11-07-2025  
 Time: 4:15  
 CTRL No.:





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**Higher Education Management Information System (HEMIS)**  
**Policy and Guidelines**

**I. RATIONALE**

The Ministry of Basic, Higher and Technical Education (MBHTE) – Office of the Directorate General for Higher Education (DGHE) recognizes the need for an efficient, transparent, and data-driven information system to support policy formulation, planning, monitoring, and evaluation of higher education programs.

To strengthen data governance and ensure reliable information flow between Higher Education Institutions (HEIs) and the Main Office, the DGHE adopts this Higher Education Management Information System (HEMIS) Policy and Guidelines as the official framework for data collection, management, and reporting.

**II. PURPOSE**

This policy provides a comprehensive guide on the development, implementation, and management of HEMIS across the Main Office and all recognized HEIs under its supervision. It aims to:

- a. standardize Higher Education data management and reporting processes;
- b. promote evidence-based decision-making and institutional performance monitoring;
- c. ensure data privacy, integrity, and security; and
- d. foster accountability and transparency in the management of higher education data.

**III. SCOPE AND COVERAGE**

This policy applies to:

- a. All HEIs within the BARMM jurisdiction;
- b. The MBHTE Main Office, including all relevant Provincial Offices, Divisions, Sections, and Units under the DGHE; and
- c. All authorized users, administrators, and coordinators utilizing HEMIS.

**IV. DEFINITION OF TERMS**

- **HEMIS** – The official system used for collecting, processing, storing, and analyzing Higher Education data.
- **HEI User** – A designated personnel in the HEI responsible for data encoding, updating, and initial validation.
- **Regional User** – MBHTE-DGHE personnel who validate, consolidate, and generate reports from HEMIS.
- **System Administrator** – Data Management Section is responsible for managing system access, maintenance, and security.
- **Data Coordinator/Manager** – A focal person designated at the institutional or regional level to oversee data accuracy and compliance.



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- **End-User** – Authorized individual accessing the HEMIS platform according to assigned permissions.

**V. POLICY STATEMENTS**

Key policies include:

**A. Data Collection and Submission**

1. HEIs shall submit complete and accurate data within prescribed timelines.
2. Data categories include enrollment, graduates, board passers, faculty, buildings, programs, promotion list, and other essential documents requested and required by the Main Office.

**B. Data Validation and Quality Assurance**

1. HEIs must validate data internally before submission.
2. The Main Office conducts technical and policy validation.

**C. Data Access and Security**

1. Role-based access control managed by DMS Unit.
2. Compliance with the Data Privacy Act of 2012 (RA 10173).

**D. Data Utilization and Reporting**

1. HEMIS as the official source of institutional and regional reports.
2. The Main Office generates analytics for planning and monitoring.

**E. System Maintenance and Support**

1. The MBHTE-DGHE, through the DMS, ensures database backups, updates, and upgrades.

**F. Capacity Building**

1. Conduct training and refresher courses for all users.

**G. Confidentiality and Ethical Use**

1. Data used for official purposes only.
2. Unauthorized access or misuse is subject to sanctions.

**VI. ROLES AND RESPONSIBILITIES**

- **Main Office** – Oversee implementation, validate HEI data, provide reports, and capacity-building.
- **HEIs** – Designate coordinators, ensure data accuracy, and maintain confidentiality.
- **System Administrators** – Manage user accounts, perform backups, and ensure security.
- **End-Users** – Accurately input and review data; maintain credential confidentiality.



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VII. IMPLEMENTATION GUIDELINES

A. System Rollout Phases:

1. Orientation and account setup.
2. Pilot data entry and validation.
3. User Access deployment and regular monitoring.

B. Data Submission Timeline:

1. **Enrolment Report and other required reports** (Trimester and Regular Semester) - Encoding will be in the 2<sup>nd</sup> Week of October of the Academic Year;
2. **Promotion List** (Trimester and Regular Semester) - Encoding will be in the months of September, January, and April of the Academic Year;
3. **Graduates Report** (Trimester and Regular Semester) - Encoding will be in the month of April of the Academic Year;

C. Monitoring and Evaluation:

1. Quarterly monitoring by the Main Office.
2. Annual system performance review by the Technical Working Group of the DGHE Main Office.

D. Sanctions:

1. Non-compliance results in a formal notice, no processing of the Special Order, and suspension of any permit's renewal.

VIII. DATA GOVERNANCE STRUCTURE

- **Main Office** - HEMIS Governing Committee: policy oversight.
- **Sector** – ODG and Data Management System Team: validation and compliance.
- **HEI Level** – Institutional Coordinator: data entry and submission.

IX. REFERENCES

- Republic Act No. 7722 – Higher Education Act of 1994
- Republic Act No. 10173 – Data Privacy Act of 2012
- MBHTE–BARMM ICT Policy Framework
- CHED Memorandum Orders and Guidelines

X. EFFECTIVITY

This HEMIS Policy and Guidelines shall take effect immediately upon approval and issuance. All prior policies inconsistent herewith are repealed or modified accordingly.