



Republic of the Philippines
OFFICE OF THE PRESIDENT

COMMISSION ON HIGHER EDUCATION

MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

No. _____ series of 2023

TO : **DR. CHERRIE MELANIE ANCHETA-DIEGO**
DIRECTOR IV, OFFICE OF PROGRAM STANDARDS AND
DEVELOPMENT

**THE CHED REGIONAL DIRECTORS AND OFFICERS-IN-
CHARGE**
CHED REGIONAL OFFICES

SUBJECT : **ORIENTATION ON THE ACCOUNT CREATION AND
IMPLEMENTATION OF THE CHED AUTOMATED
PROGRAM
APPLICATION SYSTEM (CAPAS)**

Date : January 30, 2023

The CHED Regional Office IX will conduct an orientation on the accounts creation and implementation of the CHED Automated Program Application System (CAPAS) relative to the approved CHED En Banc resolution no. 567-2022. The orientation will cover the process of the accounts creation and maintenance and the full implementation of the system.

The online orientation is scheduled on 03 February 2023 from 1:00 P.M. to 5:00 P.M. via Zoom virtual platform hosted by CHED Regional Office IX. Participants from the Regional Offices, preferably the Chief Education Program Specialist, Supervising Education Program Specialist and the Education Supervisors are required to attend the orientation. Each Regional Office is required to provide the details for the accounts creation of the CHED Personnel prior to the activity through the link:

All CHED Regional Offices are requested to facilitate the accomplishment of the data by the HEIs.

For further inquiries, you may contact the CHED Regional Office IX through email at chedro9@ched.gov.ph copy furnished jlstateresa@ched.gov.ph or call us at (062) 9917649 and look for Ms. Raisa A. Madayag, Administrative Officer III.

For usual support and cooperation.

ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO
EXECUTIVE DIRECTOR IV