



ASEAN
PHILIPPINES 2026
HIGHER EDUCATION SECTOR

Registration System

USER MANUAL

Version 1
JANUARY 29, 2026



USER MANUAL



<https://asean.chedro12.com/>



ASEAN Philippines 2026 Registration System

ASEAN Philippines 2026 Registration System

REGISTRATION

Users will be provided with their own passkey to log in to the ASEAN PHILIPPINES 2026 HIGHER EDUCATION SECTOR portal.

Click the Country dropdown menu. Select your country from the list.

The image shows a 'Participant Registration' form. Key fields highlighted with red boxes and arrows are: 'Country' (dropdown menu), 'Registrant Type' (dropdown menu), and 'Select events to join' (dropdown menu). A large bracket on the right side groups these three fields under the heading 'SELECT COUNTRY'. A bracket at the bottom left groups the 'Registrant Type' and 'Select events to join' fields under the heading 'SELECT EVENT'. A bracket at the bottom right groups the 'Registrant Type' and 'Select events to join' fields under the heading 'SELECT REGISTRANT TYPE'.

Participant Registration

Country
Select country...

Name
Full name

Email address
email@example.com

Contact number
e.g. 09123456789

Registrant Type
Select registrant type...

Select events to join
Select events to join...

Password
Confirm password

CONTACT INFORMATION SHARING
To promote networking between institutions with common interests, I give my consent to CHED to share my full name, designation, institution, and email address to other attendees of the event.
 I consent.

PHOTO AND VIDEO CONSENT
I hereby grant permission to the conference organizers to photograph and record me during the event. I understand that these images and recordings may be used for social media, event documentation, promotional materials for future events, and other purposes deemed appropriate by the organizers.
 I consent.

Please tick both required consent boxes to continue.

Register

SELECT COUNTRY

SELECT EVENT

SELECT REGISTRANT TYPE

Enter your full name as it appears on your official ID, a valid email for communications and verification, and your contact number.

Click the Registrant Type dropdown menu and select the appropriate category."

Click the Select Events to Join dropdown menu and choose one or more events you wish to participate in.

REGISTRATION

Check the boxes to provide consent for sharing your contact information and for the use of photos and videos.

Participant Registration

Country
Select country...

Name
Full name:

Email address
email@example.com

Contact number
e.g. 09123456789

Registrant Type
Select registrant type...

Select events to join
Select events to join...

Password
Password

Confirm password
Confirm password

CONTACT INFORMATION SHARING
To promote networking between institutions with common interests, I give my consent to CHED to share my full name, designation, institution, and email address to other attendees of the event.
 I consent.

PHOTO AND VIDEOS CONSENT
I hereby grant permission to the conference organizers to photograph and record me during the event. I understand that these images and recordings may be used for social media, event documentation, promotional materials for future events, and other purposes deemed appropriate by the organizers.
 I consent.

Please tick both required consent boxes to continue.

Register

AGREE TO
CONSENT
FORM



ASEAN Philippines 2026 Registration System

ASEAN Philippines 2026 Registration System



LOGIN

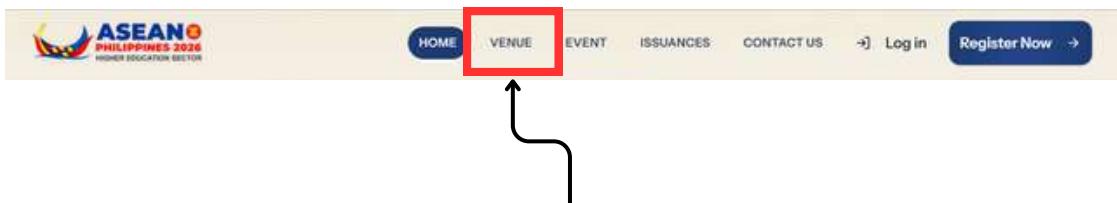
- After registration, enter your registered email and passkey to access your account.

The screenshot shows a user login interface. At the top right are two small logos: "ASEAN PHILIPPINES" and "ASEAN PHILIPPINES 2026". Below them is the text "USER LOGIN" and a placeholder "Enter your email and password to continue:". There are two input fields: "Email address" containing "email@example.com" and "Password" with a visible password. A red rectangular box highlights the "Email address" and "Password" fields. At the bottom is a blue "Log in" button with a white arrow icon. Below the button is the text "Don't have an account? [Sign up](#)".

ASEAN PHILIPPINES
ASEAN PHILIPPINES 2026
USER LOGIN
Enter your email and password to continue:
Email address
email@example.com
Password
Password
→ Log in
Don't have an account? [Sign up](#)

NAVIGATE TO LANDING PAGE

1. THE NAVIGATION MENU PROVIDES QUICK ACCESS TO THE PORTAL'S CORE FEATURES:



CLICK THIS TAB FOR ESSENTIAL LOGISTICS, INCLUDING VENUE MAPS AND GUIDES FOR ACCOMMODATION AND TRANSPORT. YOU'LL ALSO FIND KEY ACCESSIBILITY DETAILS TO ENSURE ALL ATTENDEES CAN NAVIGATE THE HOST CITIES AND VENUES WITH EASE.

ASEAN Philippines 2026 Registration System



ASEAN Philippines 2026 Registration System

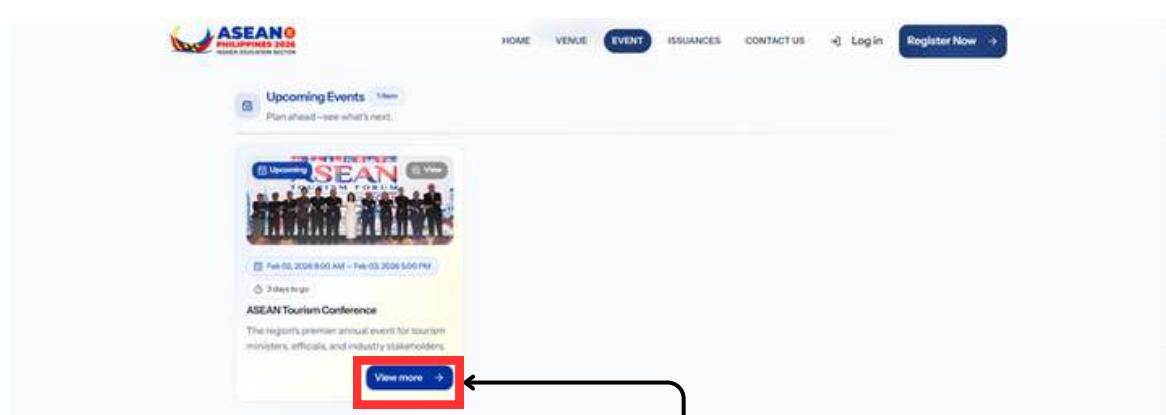
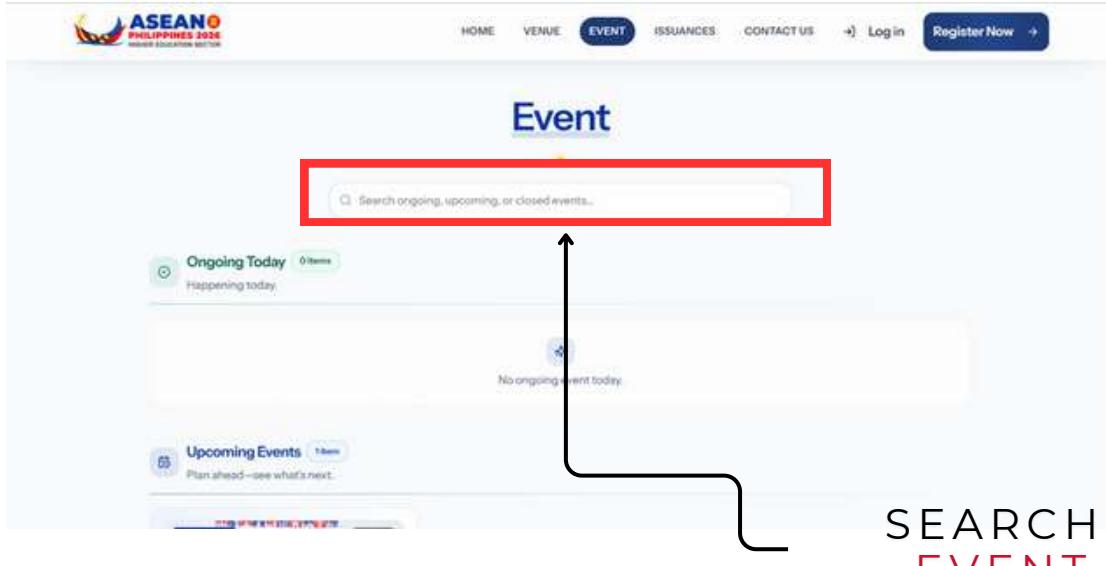


NAVIGATE TO LANDING PAGE

1. THE NAVIGATION MENU PROVIDES QUICK ACCESS TO THE PORTAL'S CORE FEATURES:



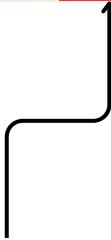
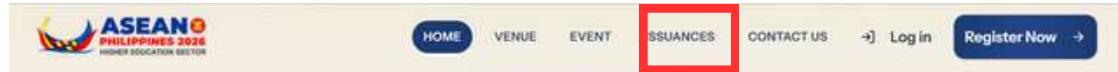
SELECT THE VENUE TAB FROM THE MENU TO VIEW THE EVENT STATUS AND DETAILS.



VIEW
MORE EVENT
DETAILS

NAVIGATE TO LANDING PAGE

1. THE NAVIGATION MENU PROVIDES QUICK ACCESS TO THE PORTAL'S CORE FEATURES:



CLICK THE ISSUANCES TAB IN THE TOP NAVIGATION BAR TO VIEW OFFICIAL ANNOUNCEMENTS AND DOCUMENTS RELATED TO THE EVENT. THIS SECTION PROVIDES A SEARCHABLE LIST OF ISSUANCES, ALLOWING PARTICIPANTS TO EASILY FIND RELEVANT UPDATES AND INFORMATION.



ASEAN Philippines 2026 Registration System

ASEAN Philippines 2026 Registration System



NAVIGATE TO LANDING PAGE

1. THE NAVIGATION MENU PROVIDES QUICK ACCESS TO THE PORTAL'S CORE FEATURES:

A screenshot of the website's top navigation bar. It includes links for "HOME", "VENUE", "EVENT", "ISSUANCES", "CONTACT US" (which is highlighted with a red box), "Log in", and "Register Now".

CLICK THE CONTACT US TAB IN THE TOP NAVIGATION BAR TO VIEW THE OFFICIAL CONTACT INFORMATION FOR THE ASEAN PHILIPPINES 2026 HIGHER EDUCATION SECTOR. THIS SECTION DISPLAYS THE OFFICE IMAGE, EMAIL ADDRESS, PHONE NUMBER, AND OFFICE LOCATION TO HELP PARTICIPANTS EASILY REACH THE ORGANIZING COMMITTEE FOR INQUIRIES AND ASSISTANCE.

A screenshot of the "Contact Us" page. The top navigation bar is identical to the one above. The main heading is "Contact Us" with a sub-instruction "For inquiries and assistance regarding the ASEAN PH 2026 Participant Registration." Below this is a large image of the CHED Central Office building. At the bottom, there are three contact boxes: "Email" (info@ched.gov.ph), "Phone" ((02) 8441-1260), and "Office" (Higher Education Development Center Building, C.P. Garcia Ave, Diliman, Quezon City, Philippines).

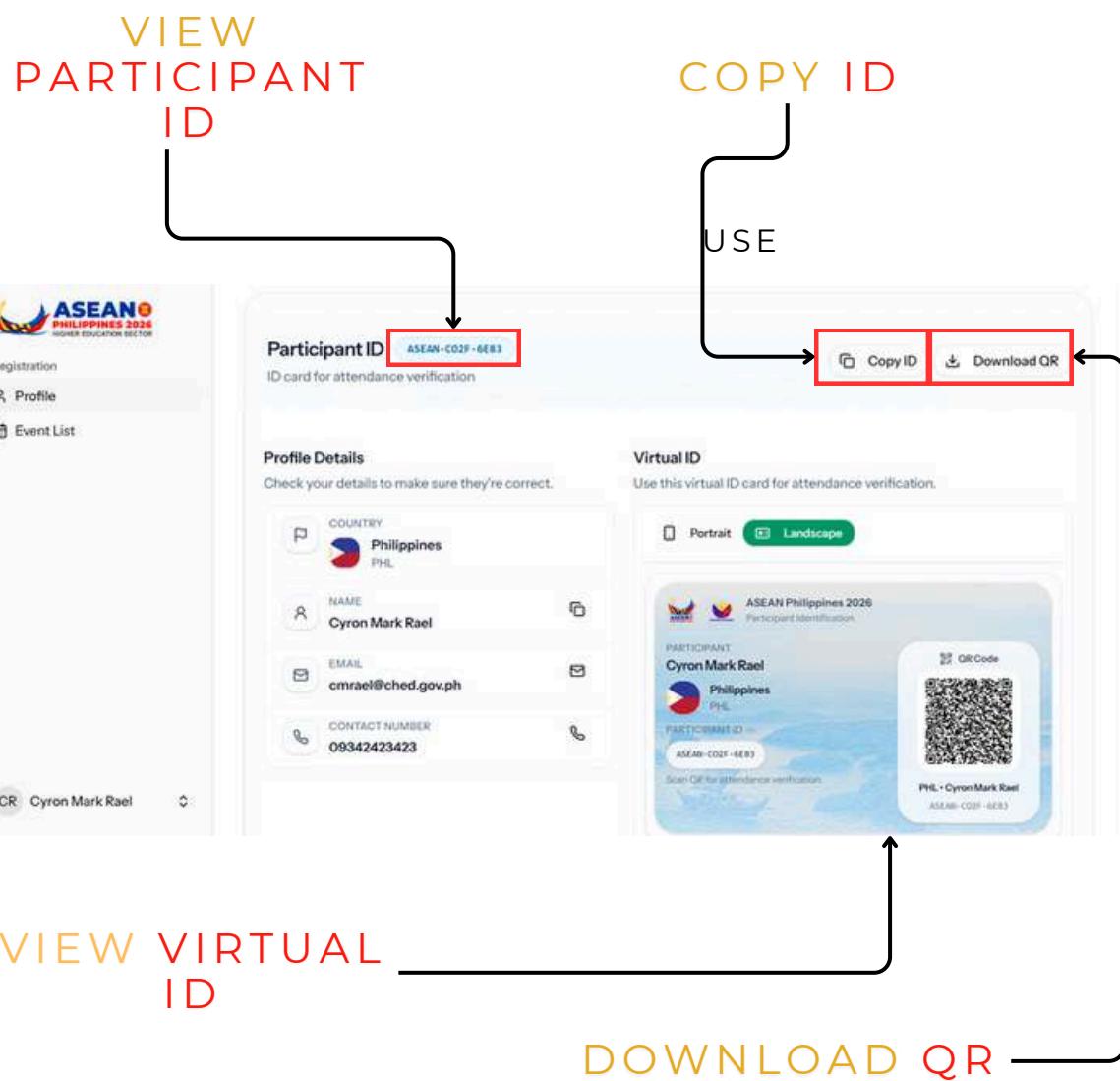
NAVIGATE TO USER PAGE



1. VIEW PROFILE PAGE:

A screenshot of the ASEAN Philippines 2026 Registration System. On the left, there's a sidebar with links for "Registration", "Profile" (which is highlighted with a red box), and "Event List". The main content area shows a "Participant ID" section with the text "ASEAN-C02F-6E83" and the subtext "ID card for attendance verification". There are "Copy ID" and "Download QR" buttons. At the bottom, there's a "Profile Details" section with fields for Country (Philippines), Name (Cyron Mark Rael), Email (cmrael@ched.gov.ph), and Contact Number (09342423423). A "Virtual ID" section is also visible.

2. NAVIGATE PROFILE PAGE:



ASEAN Philippines 2026 Registration System

ASEAN Philippines 2026 Registration System



NAVIGATE TO EVENT LIST

1. JOINING THE EVENTS SELECTED

The screenshot shows the event list interface. On the left, there's a sidebar with "Registration", "Profile", and "Event List" options. The "Event List" option is highlighted with a red box. The main area has a breadcrumb "Dashboard > Event List". A section titled "Select events to join" with the sub-instruction "Join ongoing or upcoming events. Closed events are read-only." Below this are tabs for "Ongoing" (1), "Upcoming" (1), "Closed" (2), "Attended" (0), and "Missed" (1). A search bar "Search events..." is also present. A callout arrow points from the text "CLICK THE ONGOING OR UPCOMING TABS TO VIEW THE EVENTS YOU ARE ELIGIBLE TO JOIN.." to the "Upcoming" tab.

CLICK THE ONGOING OR UPCOMING TABS TO VIEW THE EVENTS YOU ARE ELIGIBLE TO JOIN..

The screenshot shows the event list interface again, but this time the "Upcoming" tab is selected, highlighted with a red box. An event card for the "ASEAN Tourism Conference" is displayed, showing details like "UPCOMING", "Feb 02, 2026 8:00 AM - Feb 03, 2026 5:00 PM", "NuStar Convention Center - NuStar Convention Center (Cebu)", and "The region's premier annual event for tourism ministers, officials, and industry stakeholders.". There are "View program" and "Join" buttons. The "Join" button is highlighted with a red box and has an arrow pointing to it from the text below. A callout arrow points from the text "CLICK JOIN TO JOIN THE PROGRAM CONFERENCE." to the "Join" button.

CLICK JOIN TO JOIN THE PROGRAM CONFERENCE.

JOIN
EVENT

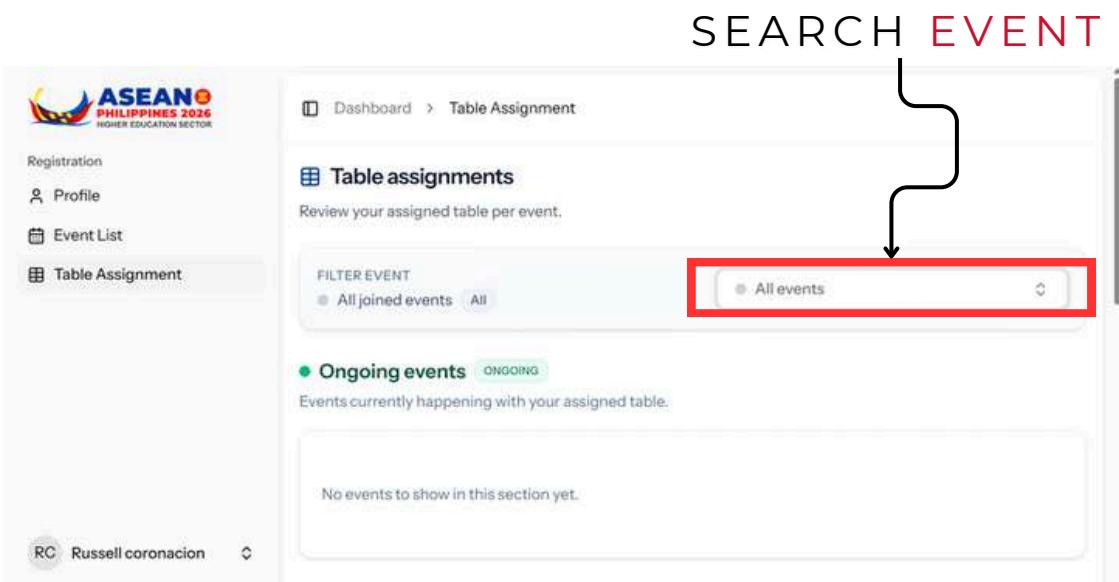
NAVIGATE TO TABLE ASSIGNMENT

1. CLICK ON THE TABLE ASSIGNMENT TO VIEW THE TABLE ASSIGNED FOR AN EVENT.

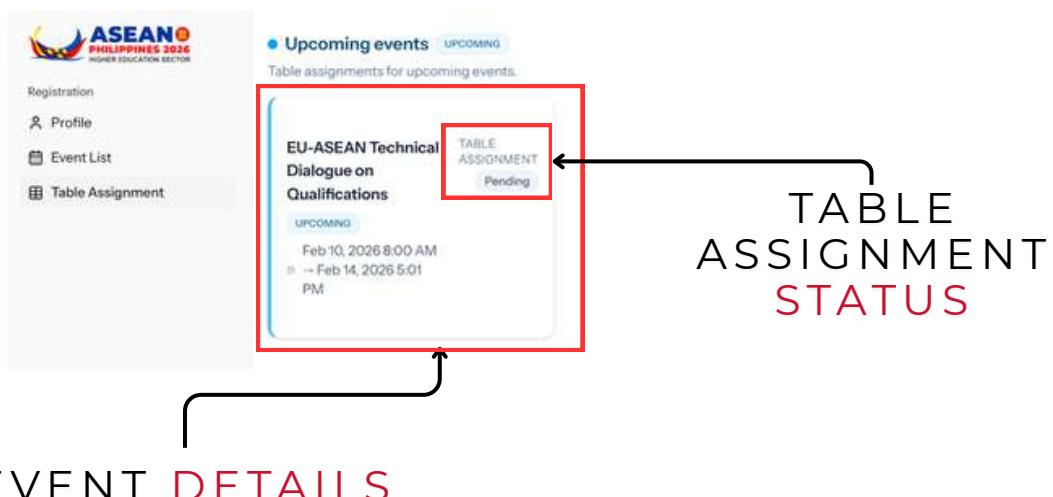


The screenshot shows the 'Table assignments' section of the system. On the left, there's a sidebar with links: Registration, Profile, Event List, and Table Assignment (which is highlighted with a red border). The main area shows a breadcrumb path: Dashboard > Table Assignment. Below it is a section titled 'Table assignments' with the sub-instruction 'Review your assigned table per event.' A 'FILTER EVENT' dropdown menu is present, with 'All joined events' and 'All' selected. To the right, there's a dropdown menu set to 'All events'.

CLICK THE ONGOING, UPCOMING, CLOSED, OR MISSED TABS TO VIEW EVENTS BY THEIR CURRENT STATUS.



This screenshot shows the 'Table assignments' page with a red box around the 'All events' dropdown in the 'FILTER EVENT' section. An arrow points from the text 'SEARCH EVENT' to this dropdown. The 'Ongoing events' tab is selected, indicated by a green dot and the word 'ONGOING'. Below it, a message says 'Events currently happening with your assigned table.' and 'No events to show in this section yet.'

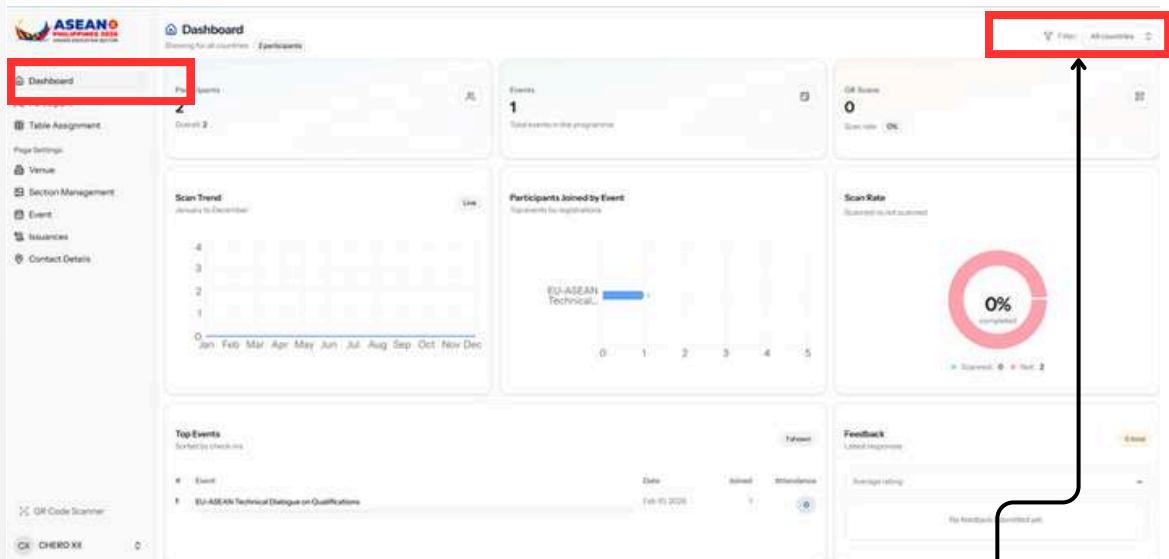


This screenshot shows the 'Upcoming events' section. A red box highlights a specific event: 'EU-ASEAN Technical Dialogue on Qualifications'. To the right of the event title, another red box highlights the 'TABLE ASSIGNMENT' status, which is 'Pending'. An arrow points from the text 'TABLE ASSIGNMENT STATUS' to this status indicator. Another arrow points from the text 'EVENT DETAILS' to the event listing.

ASEAN Philippines 2026 Registration System

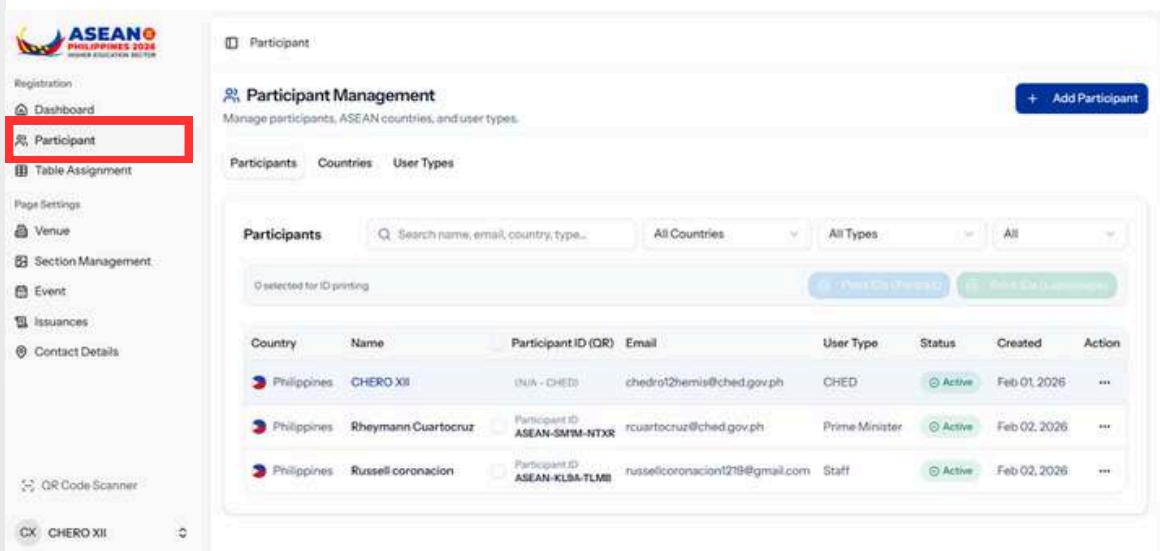
NAVIGATE TO ADMIN PAGES

1. VIEW DASHBOARD



FILTER BASED ON COUNTRY

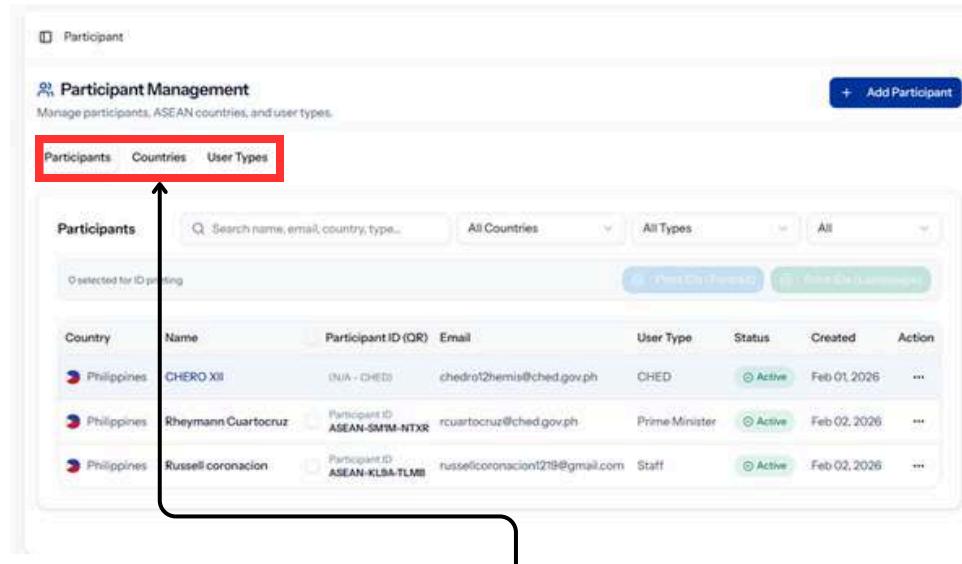
1. VIEW PARTICIPANTS MANAGEMENT PAGE



Country	Name	Participant ID (OR)	Email	User Type	Status	Created	Action
Philippines	CHERO XII	(NUA - CHED)	chedro12hemis@ched.gov.ph	CHED	Active	Feb 01, 2026	...
Philippines	Rheymann Cuartocruz	Participant ID ASEAN-SMIM-NTXR	rcuartocruz@ched.gov.ph	Prime Minister	Active	Feb 02, 2026	...
Philippines	Russell coronacion	Participant ID ASEAN-KLSA-TLMII	russellcoronacion121@gmail.com	Staff	Active	Feb 02, 2026	...

NAVIGATE TO ADMIN PAGES

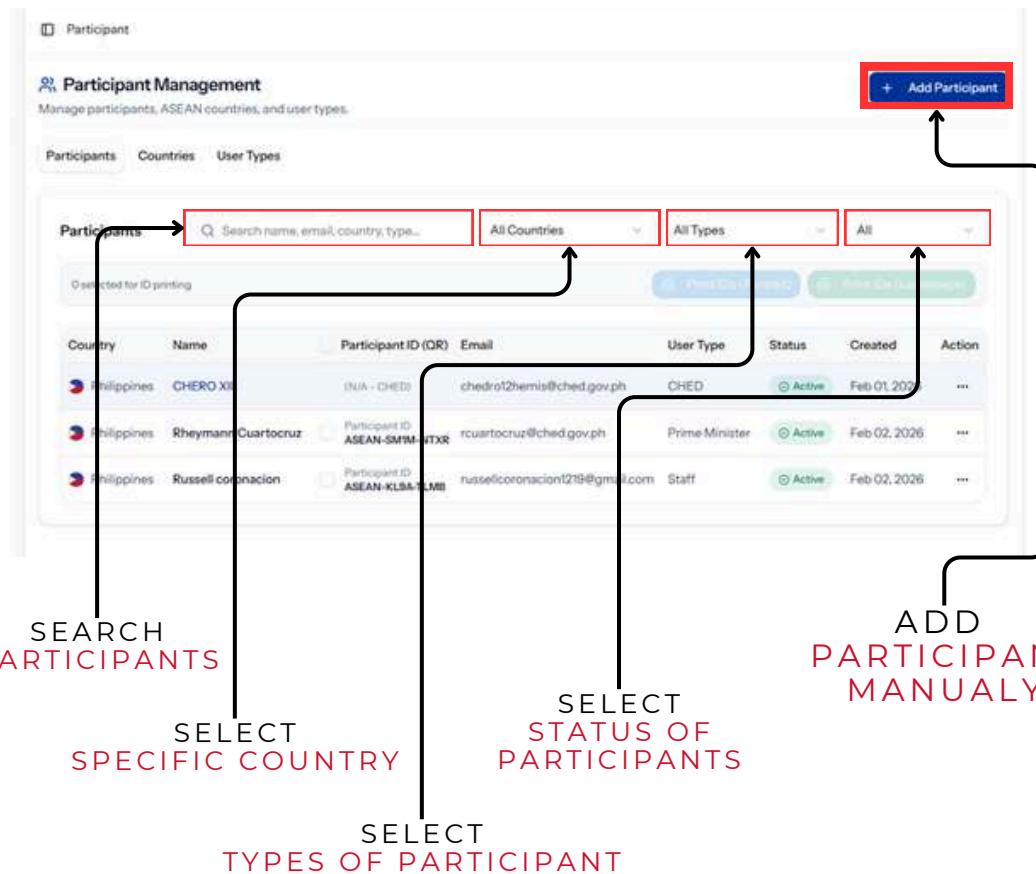
1. VIEW PARTICIPANTS MANAGEMENT PAGE



The screenshot shows the 'Participant Management' section. At the top, there are three tabs: 'Participants' (highlighted with a red box), 'Countries', and 'User Types'. Below the tabs is a search bar and filters for 'All Countries', 'All Types', and 'All'. The main area displays a table of participants with columns for Country, Name, Participant ID (QR), Email, User Type, Status, Created, and Action. Three entries are listed:

Country	Name	Participant ID (QR)	Email	User Type	Status	Created	Action
Philippines	CHERO XII	(INA - CHED)	chedro12hemis@ched.gov.ph	CHED	Active	Feb 01, 2026	...
Philippines	Rheymann Cuartocruz	Participant ID: ASEAN-SMM-NTXR	rcuartocruz@ched.gov.ph	Prime Minister	Active	Feb 02, 2026	...
Philippines	Russell coronacion	Participant ID: ASEAN-KLSA-TLMB	russelcoronacion1219@gmail.com	Staff	Active	Feb 02, 2026	...

THIS TABS IS FOR EASY MANAGEMENT OF PARTICIPANTS, COUNTRY, AND USER TYPES .

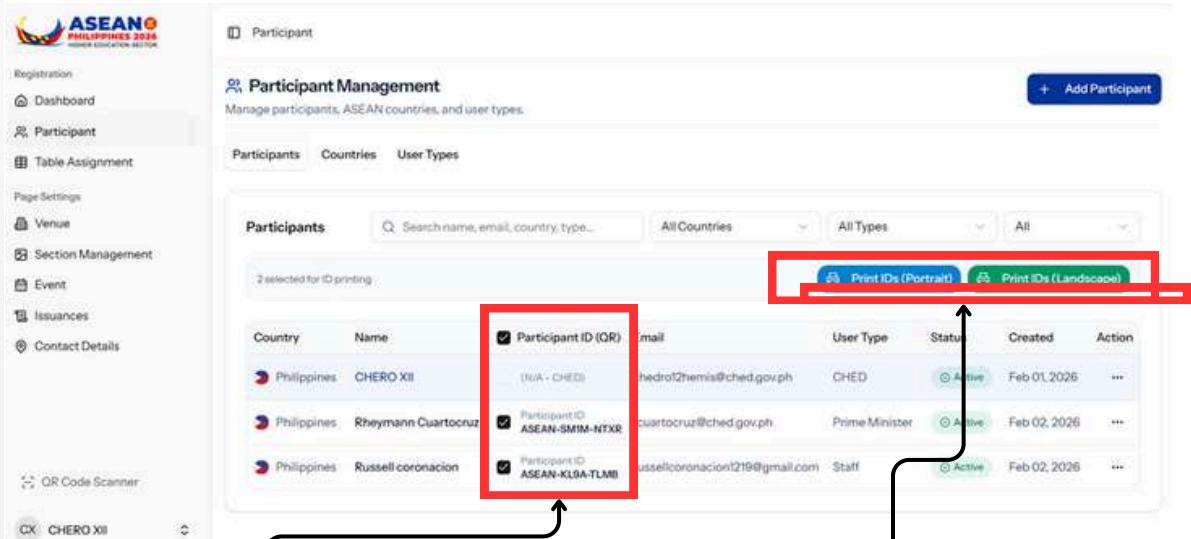


The screenshot shows the same 'Participant Management' section as above. Several UI elements are highlighted with red boxes and arrows pointing to descriptive labels:

- SEARCH PARTICIPANTS**: Points to the search bar labeled 'Search name, email, country, type...'.
- SELECT SPECIFIC COUNTRY**: Points to the 'All Countries' dropdown.
- SELECT TYPES OF PARTICIPANT**: Points to the 'All Types' dropdown.
- SELECT STATUS OF PARTICIPANTS**: Points to the 'All' dropdown.
- ADD PARTICIPANT MANUALLY**: Points to the '+ Add Participant' button.

NAVIGATE TO ADMIN PAGES

1. PRINT



The screenshot shows the 'Participant Management' section of the system. On the left, a sidebar lists various administrative tasks: Registration, Dashboard, Participant (which is selected), Table Assignment, Page Settings, Venue, Section Management, Event, Issuances, Contact Details, QR Code Scanner, and a dropdown for 'CHERO XII'. The main area is titled 'Participant Management' and includes tabs for Participants, Countries, and User Types. A search bar and filters for Country, Type, and Status are available. Below this, a table lists three participants from the Philippines. The first participant, 'CHERO XII', has a checkbox next to 'Participant ID (QR)' which is checked and highlighted with a red box. Two other checkboxes are also checked for this participant: 'Participant ID ASEAN-SMIM-NTXR' and 'Participant ID ASEAN-KL9A-TLMB'. At the top right of the table, there are two buttons: 'Print IDs (Portrait)' and 'Print IDs (Landscape)', both of which are highlighted with a red box.

SELECT THE PARITCIPANT THAT NEEDED TO PRINTED

CLICK THIS OPTION TO PRINT THE SELECTED IDS IN EITHER LANDSCAPE OR PORTRAIT FORMAT.



ASEAN
PHILIPPINES 2026
HIGHER EDUCATION SECTOR

Registration System

USER MANUAL

Version 1
JANUARY 29, 2026