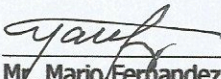


Procedure No:	ADM-PROC-ITC-0001
Procedure Title:	Report Generation Procedure
Related Policy:	ADM-POL-ITC-0001 Report Generation Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Information Technology Center
"Supersedes" Notification:	
Procedure Description:	This details the process in the generation and distribution of reports.
Areas of Responsibility:	Information Technology Center
Procedure Details:	<p>Step 1. The authorized ITC personnel generate the following reports as soon as the procedures involved in preparing these reports are done.</p> <p>Academics</p> <ul style="list-style-type: none"> • Subject / Section Status • Class Lists • Student Performance Report • Data Summary List • Official Grading Sheet • General Weighted Average • Grades to Parents • Other Customized Reports <p>Comptroller</p> <ul style="list-style-type: none"> • Customized Reports <p>Step 2. The ITC distributes the copies of the academic-related reports to the Registrar and the Heads of the Academic Departments which include the Principal, Deans, and Vice President for Academic Affairs.</p>
Procedure Approval Authority:	ITC Director
References:	
Definition:	
Help Page:	Information Technology Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Mr. Mario Fernandez
Date of Approval:	3/14/2012

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