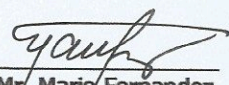


Procedure No:	ADM-PROC-ITC-0002
Procedure Title:	Report Requisition Procedure
Related Policy:	ADM-POL-ITC-0001 Report Generation Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Information Technology Center
"Supersedes" Notification:	
Procedure Description:	This details the process in the issuance of academic related reports to non-academic heads and departments.
Areas of Responsibility:	Information Technology Center
Procedure Details:	<p>Step 1. Directors and non-academic departments who need any of the ITC generated report should seek a written permission from the Registrar and the Vice President for Academic Affairs.</p> <p>Step 2. The requisitioner presents the approved letter from the Registrar and the Vice President for Academic Affairs.</p> <p>Step 3. The ITC Director verifies the letter of approval and instructs the ITC personnel to release the requested data.</p> <p>Step 4. The requisitioner is informed of the number of days needed to generate the request, especially in the cases of custom made reports.</p> <p>Step 5. The report is released to the requisitioner.</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:	3/24/2012

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