**MANAGEMENT INFORMATION SYSTEM**

**DATA COLLECTION CHECKLIST (Templates/Forms)**

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| **OFFICE** | **DATA**  **OWNER/ CUSTODIAN** | **FREQUENCY OF DATA UPDATE** | **Template Title** | **PURPOSE**  **(Reports Generated)** | **REMARKS** |
|  |  |  |  |  |  |
| **Office of the President** | | | | | |
| Planning Office |  |  |  |  |  |
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| Board Secretary Office |  |  |  |  |  |
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| Management Information  System Office |  |  |  |  |  |
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|  |  |  |  |  |
| Engineering Office |  |  |  |  |  |
| Legal Office |  |  |  |  |  |
| Quality Assurance Office |  |  |  |  |  |
|  |  |  |  |  |  |
| Gender and Development Office |  |  |  |  |  |
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|  |  |  |  |
| Land Holdings Office |  |  |  |  |  |
| Event Management Office |  |  |  |  |  |
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| Document Control Custodian |  |  |  |  |  |
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| **VP for Administration & Finance Office** | | | | | |
|  |  |  |  |  |  |
| Accounting Office |  |  |  |  |  |
| Budget Office |  |  |  |  |  |
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| Cashier's Office |  |  |  |  |  |
| Bids & Awards Office |  |  |  |  |  |
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|  |  |  |  |  |  |
| Human Resources Office |  |  |  |  |  |
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| Supply Office |  |  |  |  |  |
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| Records & Archives Office |  |  |  |  |  |
| General Services Office |  |  |  |  |  |
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| **VP for Academic Affairs Office** | | | | | |
| VPAA Office |  |  |  |  |  |
|  |  |  |  |
| Student Services & Dev't Office |  |  |  |  |  |
| *Alumni Relations &  Job Placement Unit* |  |  |  |  |  |
| *Scholarships & Grants Unit* |  |  |  |  |  |
| *Guidance Unit* |  |  |  |  |  |
| *Student Organizations Unit* |  |  |  |  |  |
| *On-the-Job Training Students* |  |  |  |  |  |
| *Student Publication Unit* |  |  |  |  |  |
| NSTP & ROTC |  |  |  |  |  |
| Socio-Cultural Affairs Office |  |  |  |  |  |
| Sports & Athletics Office |  |  |  |  |  |
| Admission Office |  |  |  |  |  |
| Library |  |  |  |  |  |
| Medical & Dental Office |  |  |  |  |  |
| Executive Dean Office |  |  |  |  |  |
| Graduate School Dean Office |  |  |  |  |  |
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| **VP for Resource Generation & Linkages** | | | | | |
| Production & Entrepreneurial Affairs Office |  |  |  |  |  |
| Linkages Office |  |  |  |  |  |
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| **VP for Research & Dev't & Extension Office** | | | | | |
| Research Development Office |  |  |  |  |  |
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| Extension Office |  |  |  |  |  |
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