**MANAGEMENT INFORMATION SYSTEM**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OFFICE** | **DATA** **OWNER/CUSTODIAN** | **FREQUENCY OFDATA UPDATE** | **Template Title** | **PURPOSE****(Reports Generated)** | **REMARKS** |
|   |   |   |   |  |   |
| **Office of the President** |
| Planning Office |  |  |  |  |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Board Secretary Office |  |  |  |  |   |
|  |  |  |  |
|  |  |  |  |
| Management Information System Office |  |  |  |  |   |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Engineering Office |  |  |  |  |   |
| Legal Office |  |  |  |  |   |
| Quality Assurance Office |  |  |  |  |   |
|  |  |  |  |  |  |
| Gender and Development Office |  |  |  |  |   |
|  |  |  |  |
|  |  |  |  |
| Land Holdings Office |  |  |  |  |   |
| Event Management Office |  |  |  |  |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Document Control Custodian |  |  |  |  |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|   |   |   |   |  |   |
| **VP for Administration & Finance Office** |
|  |  |  |  |  |  |
| Accounting Office |   |   |   |  |   |
| Budget Office |  |  |  |  |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Cashier's Office |  |  |  |  |   |
| Bids & Awards Office |  |  |  |  |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
| Human Resources Office |  |  |  |  |   |
|  |  |  |  |  |
|  |  |  |  |  |
| Supply Office |  |  |  |  |   |
|  |  |  |  |  |
|  |  |  |  |  |
| Records & Archives Office |  |  |  |  |   |
| General Services Office |  |  |  |  |   |
|   |   |   |   |  |   |
| **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 |  |  |  |  |   |
|   |   |   |   |  |   |
| **VP for Resource Generation & Linkages** |
| Production & EntrepreneurialAffairs Office |  |  |  |  |   |
| Linkages Office |  |  |  |  |   |
|  |  |  |  |
|  |
|  |  |  |  |  |  |
| **VP for Research & Dev't & Extension Office** |
| Research Development Office |   |   |  |  |   |
|  |  |  |  |  |
|  |  |  |  |  |
| Extension Office |  |  |  |  |   |
|   |   |   |   |  |   |