20 March 2024

Memorandum OVPAA No. 2024-45

For: Vice Chancellors for Academic Affairs
              Associate Dean for Academic Affairs, UP Tacloban College

From: Leo DP Cubillan
              Vice President for Academic Affairs

Subject: Shift from SAIS and considering alternatives

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In line with our digital transformation (Dx) objectives, we would like to inform you of the administration's plan to transition away from the Student Academic Information Systems (SAIS), a legacy system[i] that has been in use for about 12 years in the University.

As we gradually shift to a more modern alternative system, may we request the following initial activities:

1. CUs using SAIS should initiate planning and dialogue with major stakeholders in preparation for possible transition to a modern replacement system as soon as feasible.
2. CUs maintaining legacy student information systems apart from SAIS should revisit their system development roadmaps. Evaluate the underlying technologies used, particularly regarding risks related to obsolescence, information security, and overall compatibility with UP System information flow.
3. CUs running legacy systems with severely limited capacity for further development and sustainment are encouraged to consider migration to a community-supported alternative systems that allow interoperability, pooled development efforts, shared best practices, potentially significant cost optimization, and can align with the University's digital transformation vision.

Further to this, may we request you to email us the name and contact information of your CU focal person thru (dxstaff@up.edu.ph) and the Dx Team will coordinate with them regarding your CU's migration plans and timelines.

Change management and collaboration between development teams are key during the transition. Together, let us continue improving our academic information systems for better efficiency and service quality.

Thank you.

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[i] A legacy system is an outdated computing software and/or hardware that is still in use.