ACCOMPLISHMENT REPORT
For Year 2017 to 2022

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ACCOMPLISHMENT REPORT

For Year 2017 to 2022

Information Technology Development Center (ITDC)
Office of the Vice President for Development
University of the Philippines System
https://itdc.up.edu.ph/

upitdc

*Naglilingkod
sa Pamantasan
at sa Bayan*

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       <span class="glyphicon glyphicon-chevron-right" aria-hidden="true"></span>
       <span class="sr-only">Next</span>
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1 ABOUT THE CENTER

1.1 ABOUT ITDC

At its 1179th Meeting held on 26 February 2004, upon the recommendation of University of the Philippines (UP) President Francisco Nemenzo (1999-2005), the UP Board of Regents (BOR) approved the creation of the University of the Philippines Information Technology Training Center (UP ITTC) program under the Office of the Vice President for Development. On 22 July 2004, the BOR appointed Assistant Vice President for Development, Dr. Jaime D.L. Caro, as UP ITTC Director.

For the program's full-scale implementation, UP proposed a project for funding by the Japan International Cooperation Agency (JICA).This project was dubbed as the Japan-Philippines Technical Cooperation Project on Philippine IT Human Resources Development (ITHRD), which was approved by JICA. Its operation started on 20 July 2004, for a term of four years and which was extended by another year.

The UP ITTC was the first information technology (IT) training center in the country to be ISO 9001:2008 certified, and compliant with American Accreditation Standards (AMAD) and European Accreditation Standards (RVA) compliant.

By 2009—the end of the UP ITTC program—the University of the Philippines System (UPS) opted to continue the program as a self-sustaining unit with the mandate to expand the knowledge base of the Filipino information and communications technology (ICT) community.

As a leader in specialized IT training, software or applications development, and ICT consulting, the Center offers a wide array of services to meet specific business needs of its clients. The UP ITTC began to offer customized solutions for a diverse range of clientele from various industries—from business to government agencies, charitable institutions, and nongovernment organizations.

With the restructuring and expansion of the roles and functions of the Center, it was renamed as the University of the Philippines Information Technology Development Center (UP ITDC) in 2012 during the 1279th Meeting of the BOR held on 29 March 2012. It is now an office under the UP Office of the Vice President for Development (OVPD).

Currently, Paulo Noel G. Paje is the Director of the Center.

Very recently (2022), ITDC was reorganized and became the University of the Philippines Digital Innovation Center (DIC), approved during the 1371st Meeting of the Board of Regents held on June 9, 2022.
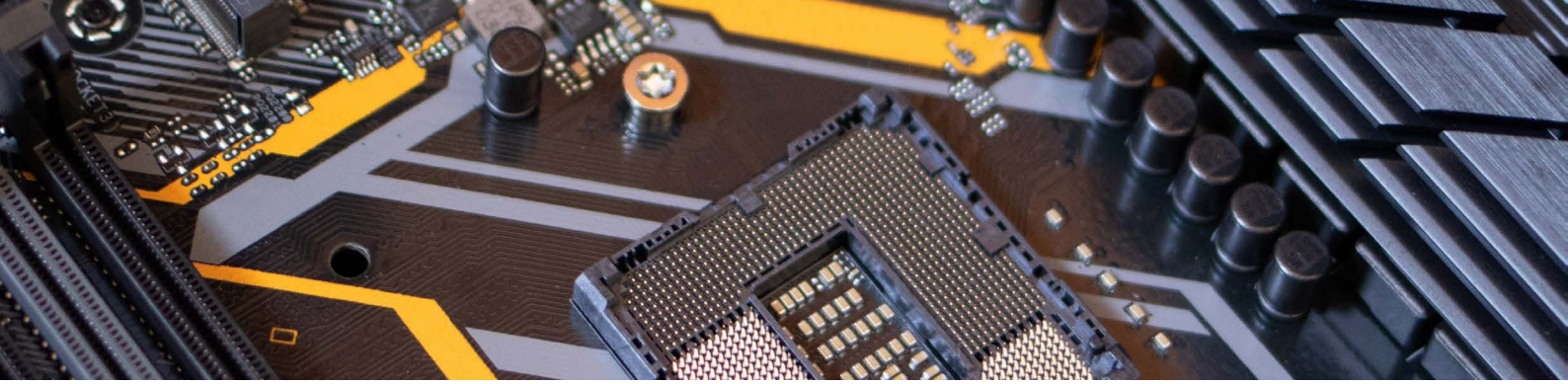
1.2 VISION / MISSION

ITDC follows the mandate of the University, which is UP as the leading public learning and research institution in employing innovative and sustainable development strategies towards achieving inclusive national growth and prosperity.

1.3 OUR MANDATE

- Formulate and endorse digital innovation plans and strategies that best respond to both technology and digital innovation requirements of the University.
- Recommend best practices in the operations and maintenance of various digital systems of the University.
- Implement technology and digital innovation programs and projects as approved by the UP Board of Regents and the UP System administration.
- Ensure the implementation of digital innovation policies in order to maintain the integrity, security, and efficiency of the technology systems of the University.
- Ensure that the technology systems of the University are harmonized, made interoperable, and fully integrated to effectively deliver digital services to all University stakeholders.
- Train and develop human resources capable of meeting technology and digital innovation requirements of the University.
- Conduct research and development (R&D) activities in various technology and innovation areas such as but not limited to the following:
  – Digital Security/Cybersecurity
  – Artificial Intelligence (AI)
  – Blockchain
  – Internet-of-Things (IoT)
  – Cyber Forensics
  – Big Data
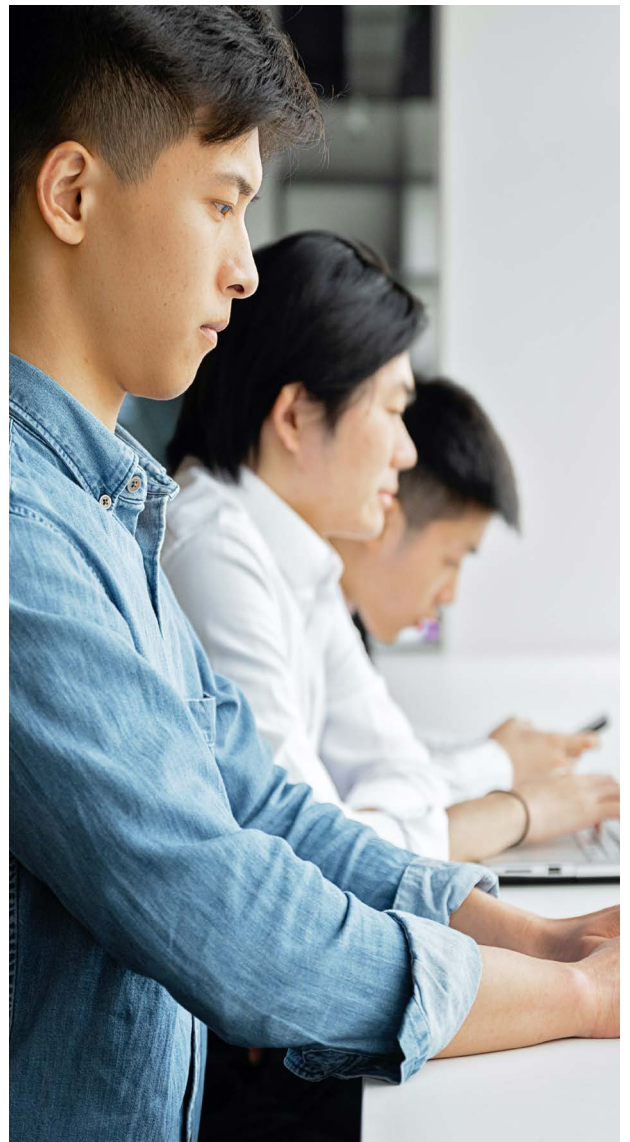
- Data Analytics
- Advanced Computing
- Privacy and Ethical Computing
- Provide extension services on technology and innovations to academe, private and public institutions.

Figure 1: Organizational Chart of ITDC
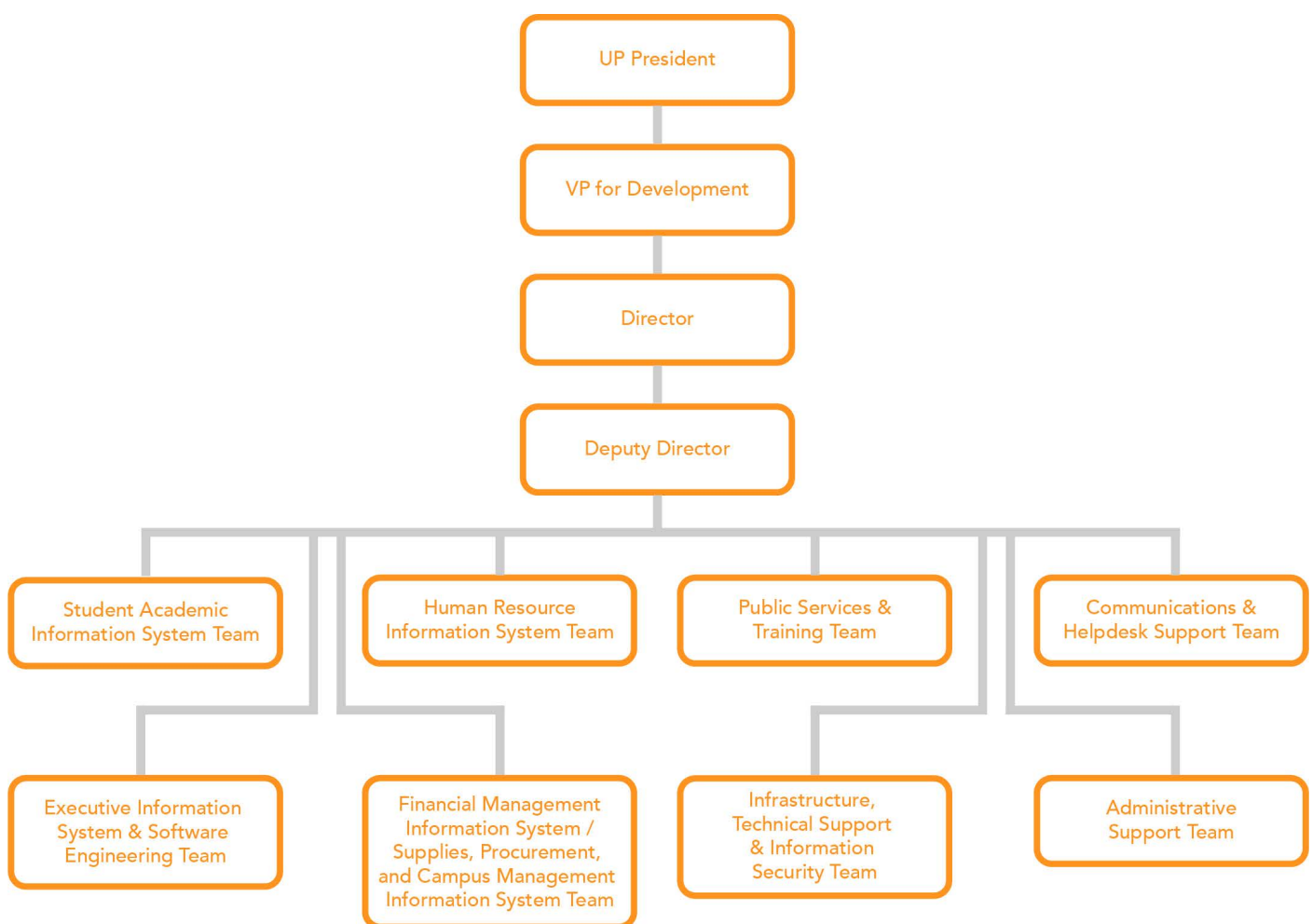
2 INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) PROJECTS AND INITIATIVES

For many years now, information technology (IT) has become an imperative to many, if not all, organizations and has revolutionized the processes in almost all facets of human endeavor- commerce, finance, transportation, allied health, medical sciences, engineering and in education. During this time of global health emergency, IT's role is even more important in the delivery of quality, fast and efficient services. ITDC continues to aid in supporting the academic and administrative processes and functions of the University.

2.1 STUDENT ACADEMIC INFORMATION SYSTEM (SAIS)

The Student Academic Information System (SAIS) provides the capability for processing, capturing, transmitting, retrieving, updating, and displaying student, faculty, and alumni information, as well as managing student-related data needs.

Currently, ITDC is continuously coordinating with the constituent universities (CUs) for the ongoing support of the system, as well as the implementation for the CUs that are still transitioning to SAIS, such as UP Visayas, UP Mindanao, which involves the technical aspects as well as the training.

For UP Visayas, training is ongoing. The SAIS Data Migration Plan has also already been approved by the UPV SAIS Team, and endorsed. In UP Mindanao, SAIS Implementation was already done for new students. Training was also initiat-

ed with the UP Mindanao SAIS Team. The data migration for the other data of UP Mindanao has also been initiated and is in the planning phase.

For UP Open University, the integration efforts are currently ongoing.

The ongoing developments for SAIS are as follows:
- TOR, which is ready for demonstration with the constituent universities. The issue in formatting regarding the NSTP Serial Number has also been resolved.
- Ongoing requirements gathering for CUs for the Non-Assessment Fees.
- Ongoing requirements gathering for CUs for Academic Advisement.

- The requirements documentation of the UP Manila School of Health Sciences (SHS) Student Financials configuration has been reviewed and accepted by the UPM SHS SAIS Team. Training and configuration are also ongoing with the UP Manila SAIS Team.
- Upgrade of SAIS to the latest version.
- UP Open University AIMS and SAIS integration.
- UP Visayas SAIS Implementation.
- UP Mindanao SAIS Implementation.
- Development of the digital signature in SAIS.
- Development of batch posting of Payment for UP Los Banos.
- Student financials configuration for the CHED Billing requirements for UP Manila SHS students.
- Development of the new process for Non-Assessment transactions and receipts/reports in SAIS.
- Full implementation of Academic Advisement module.
- Development of process in SAIS which automates the waiving of lab fees for paying students.

Several implementations have been accomplished for SAIS from 2017 to 2022, as follows:
- Completion of the SAIS UP Cebu Assessment Report.
- Cleansing of the student financial data and other related data of students from UP Baguio.
- Completion of the SAIS UP Los Banos Assessment Report.
- SAIS eOR reports for Free Tuition students, and for cashiers.
- Batch report for the True Copy of Grades (TCG) of the students.
- UP Cebu SAIS historical data migration.
- SAIS Class Roster report.
- Configuration and enabling of the Email Notification function in SAIS, allowing faculty and advisers to communicate with and notify their students
- SAIS Collections Report for UP Cebu.
- Development of reports/queries for Free Tuition students for UP Cebu.
- Configuration and enabling of SAIS Self-Service Online Advising for faculty and advisors.
- Development of the process for the new grading system in SAIS, in compliance with the OVPAA Memorandum No. 2021-61.
- Development of new forms for CHED Billing reports.
- SAIS Student Evaluation of Teaching (SET).
- Student Internet Details, which is a survey questionnaire for the students during the COVID-19 pandemic.
- PWD and First Generation, which is for data collection for UP System for the THE (TimesHigher Education) compliance. THE is requiring data on students if they are the first generation in their family to attend the University, and if they are a PWD. This information will be used to generate a report in SAIS.
- Single Sign On (SSO), which allows SAIS users to log in to the system using their UP Mail accounts.

- CHED Billing Report Optimization.
- Student Self-Service eOR generation. The eOR is the electronic receipt and can also serve as the Form 5.
- Email notifications.
- Canvas integration, which was initiated by UP Manila and supported and assisted by ITDC SAIS Team.
- SAIS and iAADS+ integration, which is currently for signoff with the OVPAA.

Table 1 shows the utilization of SAIS in CUs where it is already implemented.

Table 1: SAIS Utilization in UP Constituent Universities

LEGEND:
- ✓ BELOW 30% UTILIZATION
- ✓ 71% - 100% UTILIZATION
- ✓ BELOW 30% - 70% UTILIZATION

MODULES	UP MANILA	UP BAGUIO	UP CEBU	UP LOS BANOS
SELF-SERVICE	✓	✓	✓	✓
CAMPUS COMMUNITY	✓	✓	✓	✓
STUDENT ADMISSIONS	✓	✓	✓	✓
RECORDS & ENROLLMENT	✓	✓	✓	✓
CURRICULUM MANAGEMENT	✓	✓	✓	✓
STUDENT FINANCIALS	✓	✓	✓	✓
ACADEMIC ADVISEMENT	✓	✓	✓	✓
STRUCTURE SET-UP	✓	✓	✓	✓
REPORTING TOOLS	✓	✓	✓	✓
SECURITY	✓	✓	✓	✓

Note: CUs other than those listed above are using their own legacy systems.

Interoperability is an ongoing effort of CUs in order to seamlessly share data and information across and within the University.

SAIS Available Features/Functions

1. Student Self-Service

This module is used by students for them to update personal information directly online.

This module covers:
- Enrollment
- Viewing academic records
- Viewing financial accounts details
- Planning for subsequent semesters
- Verifying if they meet graduation requirements
- Managing their alumni contributors

2. Faculty Self-Service

This module is used by faculty for them to update personal information directly online.

This module includes:
- Viewing class schedules

- Viewing class rosters
- Submitting and approving grades
- Class attendance
- Communicating with students under their classes using email notification
- Gradebook (Test, Quiz, Essay, Reading, and Homework)

3. Advisor Self-Service

This module is used by advisers for them to update personal information directly online.

This module covers:
- Advisee roster (List of advisees)
- Checking of advisee academic progress
- Administrative enrollment (for changing or correcting of enlistment subjects)
- Communicating with advisees using email notification

4. Campus Community

This module is used for creating the records for individuals

and organizations that comprise the University's community.

This module includes:
- Personal Information Management, which covers:
- Biographical Information
- Health Data
- Managing Personal Identification Data
- Participation Data (an individual's athletic participation, extracurricular activities, honors and awards, licenses, certificates, and memberships)
- Organization Data Management, which covers:
- Organization's location
- Departments
- Contacts data
- Managing Service Indicators, which covers:
- Positive or negative indicators for an individual's record to identify services that are available for or should be denied from that individual
- Tagging of holds and student eligibilities
- Tagging of students as advised and eligible to enroll

5. Student Admission

This module is used for administering the unit's or institution's admission processes. Students can apply and submit requirements using the Self-Service function of the module.

This module includes:
- Application evaluations
- External test score loading
- Recruitment category assignment
- Application loading from test score data
- Administrative admission

6. Records and Enrollment

This module is used for entering, tracking, and processing all of the academic information.

This module includes:
- Administrative enrollment
- Mass/Batch enrollment
- Student grading
- Student data tracking
- Enrollment verifications
- Graduate processing

7. Curriculum Management

This module can be used for the following processes:
- Creating new courses/subjects
- Managing classes and class sections (view, create, update, and delete)
- Defining class permissions
- Faculty/Instructor workload (Viewing instructor schedules and assigned classes)
- Viewing class facility usage
- Viewing class rosters
- Managing grade rosters

8. Reporting Tools

This module is used for creating and generating all types of reports as long as the data is in the system.

This module covers:
- Grade Roster and Class Roster
- Forms used during enrollment (Form 5, Form 5A, TCG)
- CHED billing
- Enrollment statistics
- Cashier and accounting reports

9. Student Financials

This module is used for managing receivables, billing, collections, and cashiering. It can be used for the following processes:
- Calculating and managing student fees and tuition
- Establishing payment plans
- Refunding tuition and fees
- Performing cashiering
- Processing collections

10. Academic Advisement

This module is used for tracking students' degree progress. It includes:
- Automated Advising
- Creating what-if scenarios for a student to see what courses they might need to complete a particular major

2.2 FINANCIAL MANAGEMENT INFORMATION SYSTEM (FMIS) & SUPPLIES, PROCUREMENT & CAMPUS MANAGEMENT INFORMATION SYSTEM SPCMIS

The Financial Management Information System (FMIS) consolidates financial information created and used by the accounting, budget, and cash offices across UP. It facilitates processes and functions such as data entry, generation of financial reports, and analysis. The Supplies, Procurement, and Campus Management Information System (SPCMIS) facilitates the University's processes on the procurement of goods and services, equipment, and infrastructure projects.

Ongoing developments for FMIS and SPCMIS are as follows:
- UIS enhancements such as FYI Notification for AP invoice Approvals, decision window for approval actions, online (web-based) validation of AP invoices, and personalization of Payable Invoices and RFQs in selected responsibilities.
- Full implementation of FMIS in UP Visayas.
- Full implementation of FMIS and SPCMIS in UP Manila.
- Approvals for EBS Mobile App.
- Assistance to CUs for the generation of financial statements and reports from the General Ledger Module.
- Implementation of SPCMIS PR processing in UIS for PGH.
- Implementation of Assets Module in UP Open University, UP Los Banos, & UP Manila.
- Implementation of Inventory Module in UP Los Banos and UP Manila.
- Implementation of AR Module in UP Manila.

- Development of template for Separate Remittance Advices.
- Updating of Requisitions and Purchase Order Processes and Approval Workflows to include BAC Secretariat.

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- Full implementation of FMIS in UP Visayas.
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- Assistance to CUs for the generation of financial statements and reports from the General Ledger Module.
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- Implementation of Assets Module in UP Open University, UP Los Banos, & UP Manila.
- Implementation of Inventory Module in UP Los Banos and UP Manila.
- Implementation of AR Module in UP Manila.
- Development of template for Separate Remittance Advices.
- Updating of Requisitions and Purchase Order Processes and Approval Workflows to include BAC Secretariat.

Several implementations have been accomplished for FMIS and SPCMIS from 2017 to 2022, as follows:

- Single Sign On (SSO), which allows FMIS and SPCMIS users to log in to UIS using their UP Mail accounts.
- Onsite support for UPLB Cash Office on Payment Processing in UIS.
- Implementation of SPCMIS PR Processing in UIS for UP Los Banos.
- Complete processing of DVs in UIS by UP Los Banos.
- Implementation of Multi-Currency Function in FMIS and SPCMIS.
- Continuation of the system demo for the Application to Adopt a Computerized Accounting System submitted to BIR.

- Roll-out of FMIS Receivables Module in UP College of Law.
- Generation of LBP Bank Document and Bank File from UIS.
- JAVA Web Start Implementation for UIS.
- Refresher Training on AP and GL for UP Visayas.
- Refresher Training for UP Baguio Accounting Staff on the General Ledger module.
- Refresher training for UP Baguio SPMO, Accounting, and Budget Staff on the AP, iProc, PUR, and INV modules.
- Refresher training for UP Staff on the AP, iExpense, AR, CM, Assets, iProc, PUR, and INV modules.
- AR Billing Roll-Out for UPSA.
- Development of the UP Research Information Module.
- Completed Planning Session with process owners for Phase 1 and Phase 2 SPCMIS Roll-out for UPSA.
- Completed Business Requirements Gathering for UP Manila alerts for Procurement Activities.
- Completed User Acceptance Testing (UAT) for the implementation of Inventory Module in UPLB (UIS).
- Orientation for implementation of SPCMIS PR processing in UIS for PGH.

Tables 2, 3, 4, and 5 show the implementation status of the FMIS and SPCMIS across the constituent universities.

Table 2: FMIS Implementation of Modules/Functions Status

LEGEND: ✓ OPERATIONAL   ✓ LIVE   ✓ CONFIGURATION STAGE

MODULES/FUNCTIONS	UPS	UPD	UPM	PGH	UPOU	UPB	UPC	UPMIN	UPLB	UPV	UPVTC
PAYABLES											
DV APPROVAL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DV PAYMENT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CHECK PREPARATION	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
RDA PREPARATION	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ER PROCESSING	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
RECEIVABLES											
FMIS BILLING	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
RECEIPTS/COLLECTION	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
RECEIPT DISTRIBUTION & REMITTANCE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
GENERAL LEDGER											
BUDGET ENTRY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BUDGET OBLIGATION	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BUDGET MONITORING	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MANUAL JEV	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FIXED ASSETS											
FA RECOGNITION (AP)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
REPORTS											
REPORTS GENERATION	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

All modules of the FMIS are currently operational and can already be used by all CUs.

Table 3: FMIS Utilization of Modules/Functions

LEGEND: 🔵 BELOW 30% UTILIZATION   🟠 30-70% UTILIZATION   🟢 71-100% UTILIZATION   ⚫ READY FOR USE

MODULES/FUNCTIONS	UPS	UPD	UPM	PGH	UPOU	UPB	UPC	UPMIN	UPLB	UPV	UPVTC
PAYABLES											
DV APPROVAL	🟢	🟠	🟢	🔵	🟢	🟢	🟢	🟢	🟢	🟢	🟢
DV PAYMENT	🟢	🟠	🟢	🟠	🔵	🟢	🟢	🔵	🟢	🔵	🟢
CHECK PREPARATION	🟢	⚫	🟢	🟠	🟠	🟢	🟢	🔵	🟢	🟢	🟢
RDA PREPARATION	🟢	⚫	🟢	⚫	🟢	🟢	🟢	🟠	🟢	🟠	🟠
ER PROCESSING	🟢	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟢	🔵	🟢
RECEIVABLES											
FMIS BILLING	🟢	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠
RECEIPTS/COLLECTION	🟢	🟠	🟠	🟠	🟢	🟢	🟠	🟠	🟢	🟠	🟢
RECEIPT DISTRIBUTION & REMITTANCE	🔵	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟢	🟠	🟠
GENERAL LEDGER											
BUDGET ENTRY	🟠	🟠	🔵	🟠	🔵	🟠	🟠	🔵	🟢	🔵	🟠
BUDGET OBLIGATION	🟢	🟠	🟢	🟠	🔵	🟢	🟢	🟢	🟢	🟢	🟢
BUDGET MONITORING	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠
MANUAL JEV	🟠	🟠	🔵	🔵	🟠	🟠	🟠	🟢	🟢	🟢	🟠
FIXED ASSETS											
FA RECOGNITION (AP)	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠
REPORTS											
REPORTS GENERATION	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵

Table 4: SPCMIS Implementation of Modules/Function

LEGEND: ✅ OPERATIONAL 🟠 LIVE 🔵 CONFIGURATION STAGE

MODULES/FUNCTIONS	UPS	UPD	UPM	PGH	UPOU	UPB	UPC	UPMIN	UPLB	UPV	UPVTC
REQUISITIONS											
PPMP PROCESSING	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
PR PROCESSING	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
ITEM MGMT	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
PURCHASING											
SUPPLIER MGMT	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
QUOTATIONS	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
PO PROCESSING	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
INVENTORY											
RIS PROCESSING	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
INVENTORY MGMT	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
FIXED ASSETS											
FIXED ASSETS MGMT	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅
REPORTS											
REPORTS GENERATION	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅	✅

All modules of the SPCMIS are currently operational and can already be used by all CUs.

Table 5: SPCMIS Utilization of Modules/Functions

LEGEND: 🔵 BELOW 30% UTILIZATION | 🟠 30-70% UTILIZATION | 🟢 71-100% UTILIZATION | ⚫ READY FOR USE

MODULES/FUNCTIONS	UPS	UPD	UPM	PGH	UPOU	UPB	UPC	UPMIN	UPLB	UPV	UPVTC
REQUISITIONS											
PPMP PROCESSING	🔵	🟢	🟠	🔵	🟢	🟢	🟢	🟢	🟢	🟠	🔵
PR PROCESSING	🟢	🟢	🟠	🔵	🟢	🟢	🟠	🟢	🟢	🟢	🔵
ITEM MGMT	🟢	🔵	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
PURCHASING											
SUPPLIER MGMT	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
QUOTATIONS	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵
PO PROCESSING	🔵	🔵	🔵	⚫	🔵	🟠	🔵	🔵	🟠	🔵	⚫
INVENTORY											
RIS PROCESSING	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	⚫	⚫
INVENTORY MGMT	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵	🔵
FIXED ASSETS											
FIXED ASSETS MGMT	⚫	🔵	⚫	⚫	⚫	⚫	⚫	⚫	⚫	⚫	⚫
REPORTS											
REPORTS GENERATION	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠

FMIS Available Features/Functions

1. Accounts Payables (AP)

This module is for the processing of disbursement vouchers, cash advances and payments. Accounting entries from this module will be transferred or posted to the GL module through the Create Accounting process.

2. iExpense

This is a sub-module of the AP module where liquidations and petty cash replenishments are processed.

3. Accounts Receivables (AR)

This module handles billing, generation of billing statements, collections and receipts generation.
This module also includes:

FMIS Available Features/Functions

1. Accounts Payables (AP)
This module is for the processing of disbursement vouchers, cash advances and payments. Accounting entries from this module will be transferred or posted to the GL module through the Create Accounting process.

2. iExpense
This is a sub-module of the AP module where liquidations and petty cash replenishments are processed.

3. Accounts Receivables (AR)
This module handles billing, generation of billing statements, collections and receipts generation.

This module also includes:
- Customer records management;
- Recording and tracking of remittances; and
- The transfer of accounting entries to the GL module.

4. Cash Management (CM)
This module is for managing banks, bank branches, bank accounts, and payment documents to be used in the AP and/or AR modules. It allows for the recording and reconciliation of bank statements.

5. Assets
This module is for recording and managing fixed assets (PPE) as well as semi-expendable property (ICS).

This module covers:
- Recognition of assets from the AP module or from direct entry;
- Depreciation run;
- Reclassification of assets;
- Retirement of assets; and
- The transfer of accounting entries to the GL module.

6. General Ledger
This module is available for the management of journals, budget allocations and obligations, and financial reporting.

This module covers:
- Budget entry;
- Budget earmarking and obligation;
- Budget monitoring;
- Manual journal entries (via Journals or Journal Wizard); and
- Posting of journal entries from other SPCMIS and FMIS modules.

7. Supplier Management

This facility handles supplier records that are used by the SPC-MIS and FMIS modules.

SPCMIS Available Features/Functions

1. iProcurement

This is a web-based shopping system that allows employees to create, manage, and track their own requests.

This module covers the processing of the following transactions:

• Project Procurement Management Plan (PPMP);

• Supplemental Project Procurement (SPPMP); and

• Purchase Request (PR)

In this module, the following tasks are also covered:

• End users will be able to track the status of their transactions; and

• The approvers will be able to generate summary reports and the Annual Procurement Plan from approved PPMPs and/or SPPMPs.

2. Purchasing

This is the application for buyers that streamlines purchase order processing.

This module covers the following:

• Creation of Request for Quotation / Invitation to Bid;

• Entry of Quotations / Bids;

• Approval of Quotations / Bids;

• Generation of the Abstract of Quotations / Abstract of Bids;

• Processing of the Agency Purchase Request;

• Processing of the Purchase Order (PO);

• Closing of approved PRs and POs;

• Assignment of buyers;

• Monitoring and management of PPMP, PR and PO transactions through the Buyer Work Center;

• Generation of summary reports; and

• The transfer of accounting entries to the GL module.

3. Inventory Management

This module is used in materials tracking. It is a facility to store and transact items.

This module includes:

• Recording of receiving and inspection of items;

• Management of supplies inventory;

• Processing of Requisition and Issuance Slip (RIS);

• Management of iProcurement Stores (Item Management); and

• The transfer of accounting entries to the GL module through the Cost Management SLA responsibility.

2.3 UNIVERSITY INFORMATION SYSTEM (UIS): HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

The Human Resource Information System manages the data and processes related to human resources such as management of files, attendance, benefits, leave credits, and evaluation records, computation of compensation, and performance monitoring. It facilitates the management, maintenance, tracking, and monitoring of all employee data.

In 2021, the Research Information Module (RIM) was developed and rolled out for all CUs. The RIM is a software module capable of monitoring the various research projects of the University and will cover both the technical and financial information of said projects. It was developed within the university information system (UIS), integrated with both FMIS and HRIS.

Other ongoing developments for HRIS are as follows:

- Implementation of Payroll Module in UP Open University and in UP Baguio.
- Configuration of the Personal Data Sheet (PDS), which is used for organizing important information that potential employers could be interested in.
- Configuration on External Training, which is the list of trainings attended by an employee that he/she can manage via UIS.
- Configuration on Leave Management Fast Formula for Vacation and Sick Leave, which is to be accumulated every 1st day of the month.
- Configuration on Entitlement Balance, which would not allow a leave duration greater than the entitlement balance.
- Configuration on Rejected Leave.
- Running of PTO Carry Over, for the functionality to accumulate Sick Leave and Vacation Leave Balances every year.
- Configuration of Leave Extension.

Several implementations have been accomplished for HRIS from 2017 to 2022, as follows:

- Completion of the updated Personal Services Itemization and Plantilla of Personnel (PSIPOP).
- Completion of Authority to Hire for ICS/JO.
- Completion of Submission of Statement of Assets, Liabilities and Net Worth (SALN).
- Rollout of Public Service Module (Institutional and Individual).
- Rollout of Payroll for UP Manila (Regular and ICS/JO Employees).
- Configuration of Common Leaves (Vacation Leave, Sick Leave, Leave Without Pay, Sick Leave Without Pay, CNA Sickness Leave, Special Privilege Leave).
- Completion of Sick Leave and Vacation Leave functionality for UP Manila regular employees.
- Uploading of Tardiness/Undertime data for UP Manila regular employees.
- Modifications on Leave Application Forms.
- Modifications on the Certificate of Assumption of Duty, which is a document issued by the Head of Office/Department/Unit certifying the date when the appointee has assumed the duties and responsibilities of a position.
- Development of Masterlist Report for UP Manila College of Medicine, which is a summary report that indicates the personal information and legislative information.

- Completion of the reports per CU for IPCR, which is a summary report that will show the names of employees who submitted the IPCR through UIS.
- Modifications on UP HR KSS 33-A Report, which is an Appointment Letter based on CSC forms.
- Development of Rejected Reports for Public Service, which is a summary report that shows the list of employees who have rejected transactions in the Public Service Module.
- Development of UP Monthly Leave Summary Report.
- Development of Terminal Leave Report, which is a report on the money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date or voluntary separation.
- Development of Monthly Subsistence Allowance Report which is a report for the allowance for meal or sustenance for an official or employee who, by the nature of his duties and responsibilities, has to make his services available in his place of work even during mealtimes.
- Rollout of the Research Information Module (RIM) for all CUs.
- Single Sign On (SSO), which allows HRIS users to log in to UIS using their UP Mail accounts.

Tables 6, 7, 8, and 9 show the current implementation and utilization of the HRIS modules.

Table 6: HRIS Implementation of Modules/Functions

LEGEND: ✓ OPERATIONAL ✓ LIVE ✓ CONFIGURATION STAGE ✕ NOT STARTED ＊ REGULAR / ICS STAFF ＊ ICS STAFF

MODULES/FUNCTIONS	UPS	UPD	UPLB	UPM	UPV	UPOU	UPMIN	UPB	UPC	PGH
HUMAN RESOURCES (Maintain Personnel & SAGA/Scholar Records)	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE
SELF SERVICE (Submit/Approve Transactions)	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE
LEAVE MANAGEMENT (Leave Management & Application-SL & VL)	NOT STARTED	NOT STARTED	NOT STARTED	LIVE	NOT STARTED	NOT STARTED	NOT STARTED	NOT STARTED	NOT STARTED	CONFIG STAGE
TIME & LABOR (Submit & Generate DTR)	NOT STARTED	NOT STARTED	NOT STARTED	CONFIG STAGE	NOT STARTED	NOT STARTED	NOT STARTED	NOT STARTED	NOT STARTED	NOT STARTED
PAYROLL (Regular, ICS & Scholar & SAGA)	LIVE ＊ICS	OPERATIONAL ＊ICS	OPERATIONAL ＊ICS	LIVE ＊REG/ICS	OPERATIONAL ＊ICS	CONFIG STAGE ＊ICS	OPERATIONAL ＊ICS	OPERATIONAL ＊ICS	OPERATIONAL ＊ICS	OPERATIONAL ＊ICS
PERFORMANCE MANAGEMENT (SPMS Target Setting & Appraisal)	LIVE	LIVE	LIVE	LIVE	OPERATIONAL	LIVE	LIVE	LIVE	LIVE	LIVE
HRIS REPORTS	LIVE	OPERATIONAL	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE
UP RESEARCH INFORMATION MODULE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE	LIVE

The configuration of the Leave Management module for UP Manila and PGH is currently ongoing.

Table 7: HRIS Implementation of Modules/Functions (Self-Service)

LEGEND: ✅ OPERATIONAL ✅ LIVE ✅ CONFIGURATION STAGE ❌ NOT STARTED

MODULES/FUNCTIONS	UPS	UPD	UPLB	UPM	UPV	UPOU	UPMIN	UPB	UPC	PGH
UPDATING OF PERSONAL INFORMATION	Live	Live	Live	Live	Live	Live	Live	Live	Live	Live
PUBLICATION, RESEARCH, CREATIVE WORK & OTHER SCHOLARLY WORK	Live	Operational	Operational	Operational	Operational	Operational	Live	Operational	Live	Operational
HR FEEDBACK	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational
REQUEST FOR CERTIFICATE & SERVICE RECORD	Operational	Operational	Operational	Live	Operational	Operational	Operational	Operational	Operational	Operational
LIMITED PRACTICE OF PROFESSION	Live	Live	Live	Live	Live	Live	Live	Live	Live	Live
LOCAL TRAVEL	Live	Live	Live	Live	Live	Live	Live	Live	Live	Live
INTERNATIONAL TRAVEL	Live	Live	Live	Live	Live	Live	Live	Live	Live	Live
CERTIFICATE OF SERVICE	Live	Live	Live	Live	Live	Live	Live	Live	Live	Live
PERSONAL DATA SHEET	Configuration	Configuration	Configuration	Configuration	Configuration	Configuration	Configuration	Configuration	Configuration	Configuration
SALN	Live	Live	Live	Live	Live	Live	Live	Live	Live	Live
AUTHORITY TO FILL	Live	Live	Live	Live	Live	Live	Live	Live	Live	Live
AUTHORITY TO HIRE	Live	Live	Live	Live	Live	Live	Live	Live	Live	Live
INDIVIDUAL PUBLIC SERVICE	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational
INSTITUIONAL PUBLIC SERVICE	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational	Operational

The Personal Data Sheet is currently undergoing configuration to meet the CU's requirements.

Table 8: HRIS Utilization of Modules/Functions

LEGEND: ✔ (orange) BELOW 30% UTILIZATION · ✔ (blue) 30%-70% UTILIZATION · ✔ (green) 71-100% UTILIZATION · ✖ NOT IMPLEMENTED · ✱ (yellow) REGULAR / ICS STAFF · ✱ (red) ICS STAFF

MODULES/FUNCTIONS	UPS	UPD	UPLB	UPM	UPV	UPOU	UPMIN	UPB	UPC	PGH
HUMAN RESOURCES (Maintain Personnel & SAGA/Scholar Records)	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green
SELF SERVICE (Submit Transactions Online)	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green
LEAVE MANAGEMENT (Leave Management & Application-SL & VL)	✖	✖	✖	✔ green	✖	✖	✖	✖	✖	✖
PAYROLL (Regular, ICS & Scholar & SAGA)	✔ green ✱(red)	✖	✖	✔ green ✱(yellow)	✖	✖	✖	✖	✖	✖
PERFORMANCE MANAGEMENT (SPMS Target Setting & Appraisal)	✔ green	✔ orange	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green	✔ green
HRIS REPORTS	✔ orange	✔ orange	✔ orange	✔ orange	✔ orange	✔ green	✔ orange	✔ orange	✔ orange	✔ orange
UP RESEARCH INFORMATION MODULE	✔ orange	✔ orange	✔ orange	✔ orange	✔ orange	✔ orange	✔ orange	✔ orange	✔ orange	✔ orange

Table 9: HRIS Utilization of Modules/Functions (Self-Service)

LEGEND:
- 🟠 BELOW 30% UTLIZATION
- 🔵 30%-70% UTILIZATION
- 🟢 71-100% UTILIZATION
- ⚫ NOT IMPLEMENTED

MODULES/FUNCTIONS	UPS	UPD	UPLB	UPM	UPV	UPOU	UPMIN	UPB	UPC	PGH
UPDATING OF PERSONAL INFORMATION	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
PUBLICATION, RESEARCH, CREATIVE WORK & OTHER SCHOLARLY WORK	🟠	🟠	🟠	🟢	🟢	🟠	🟠	🟠	🟠	🟠
HR FEEDBACK	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠
REQUEST FOR CERTIFICATE & SERVICE RECORD	🟠	🟠	🟠	🟢	🟠	🟠	🟠	🟠	🟠	🟠
LIMITED PRACTICE OF PROFESSION	🟠	🔵	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
LOCAL TRAVEL	🟠	🟠	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
INTERNATIONAL TRAVEL	🟠	🟠	🟠	🟢	🟠	🟠	🟠	🟠	🟠	🟠
CERTIFICATE OF SERVICE	🟠	🟠	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
PERSONAL DATA SHEET	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠	🟠
SALN	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
AUTHORITY TO FILL	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
AUTHORITY TO HIRE	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
INDIVIDUAL PUBLIC SERVICE	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢
INSTITUIONAL PUBLIC SERVICE	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢	🟢

HRIS Available Features/Functions

1. Human Resource

A tool both for HRDOs across UP CUs and employees, this module aims to promote operational efficiency in managing and processing day-to-day HR-related transactions.

Using HRIS, UP employees may:

- Access and update employee information (e.g. basic employee information, dependents and beneficiaries' details, leave credits) at their convenience (e.g. on their own devices, at any time)

HRIS Available Features/Functions

1. Human Resource

A tool both for HRDOs across UP CUs and employees, this module aims to promote operational efficiency in managing and processing day-to-day HR-related transactions.

Using HRIS, UP employees may:

- Access and update employee information (e.g. basic employee information, dependents and beneficiaries' details,leave credits) at their convenience (e.g. on their own devices, at any time)
- Request employment documents from HRDO minus the queuing
- Accomplish forms and submit professional records (e.g. SALN, publication, research, and creative and scholarly workrecords) at their convenience

HRDOs in all CUs are also set to benefit from HRIS, as they may now:

- Generate real-time reports
- Improve decision-making capability with HR-related information easily accessible and stored in a single platform

2. Payroll

The Payroll module covers the following:

- Processing of Payroll for Regular Staff
- Processing of Payroll for ICS/JO/COS Staff
- Creation and uploading of Element Entries
- Creation of Assignment Set or Payroll Group
- Creating of batch elements
- Uploading of regular days, allowances, deductions, loans etc.
- Generation of Payroll Run
- Generation of General Payroll
- Payroll Reports
- Processing and viewing of Payslip

3. Self-Service

In this module, end-users are able to submit transactions online, attach supporting documents, and monitor the approval requests.

This covers the sub-modules under Self-Service.

- Updating of Personal Information
- Publication, Research, Creative Work & Other Scholarly Work
- Limited Practice of Profession
- Local Travel
- International Travel
- Certificate of Service
- Authority to Fill
- Authority to Hire
- Individual Public Service
- Institutional Public Service
- Personal Data Sheet

4. UP Research Information Module

The UP Research Information Module (UP RIM) is designed for the recording and maintenance of information related to research projects of various academic and research units of the University of the Philippines (UP). This is a response to the need of UP to monitor the status of all of its research projects, which are funded externally or by UP.

5. The Strategic Performance Management System

The Strategic Performance Management System (SPMS) is the performance evaluation and appraisal system that the Civil Service Commission (CSC) currently implements.

This module covers the following:

- Individual Performance Commitment and Review (IPCR)
- Appraisee
- Appraiser (Main)
- Cascade
- Performance Management Plan (PMP)
- Performance Management Team (PMT)
- Scorecard
- Target (or Objective)
- Transfer of Scorecards

2.4 OTHER INFORMATION SYSTEMS AND SOFTWARE APPS

As part of its mandate, ITDC also develops other information systems that are needed by the University's users. These information systems/online portals are regularly scanned for system vulnerabilities. Several information systems have been developed, deployed, and utilized from 2017 to 2022.

- **Document Routing System (DRS)** Operational since 2017, this is an online service that can be used by UP faculty and staff to transmit and track documents across the UP System. It tracks documents by setting a tracking number for each document, and by creating a document trail which starts from the originating office followed by the offices which it has been passed to. It was formerly called the Document Tracking System (DTS), and it was enhanced into the DRS in 2021. For the routing function, the Recipient Office and email notification features were added. Other enhancements were also made such as increased capacity for the size of file attachments, acceptance of compressed (ZIP) files as attachments, and turning On or Off the email notifications for incoming documents. DRS URL: https://drs.up.edu.ph

- **Document Routing System (DRS) Tracer** Launched in 2021, this is an online service that can be used by any UP Mail account user in tracking documents transmitted across the UP System using the DRS. DRS Tracer URL: https://drstracer.up.edu.ph

- **Student Learning Assistance System (SLAS) Online** Operational since 2020, this is an online portal for facilitating the submission of applications of UP students for financial and learning assistance programs. SLAS Online URL: https://slasonline.up.edu.ph

- **UP College Admissions Online Application (Forms 1 and 2B)** Launched in 2021, this is an online portal for facilitating the online submission of UPCA Forms 1 (Personal Data Sheet) and 2B (Secondary School Record) for the college applications of high school students who are applying for UP freshman admissions. UP College Admissions Online Application (Forms 1 and 2B) URL (Accessible only on specific dates): https://upadmissionsonline.up.edu.ph

- **UP College Application Form 2A (Form 2A)** Launched in 2020, this is an online portal for facilitating the online submission of UPCA Form 2A (High School Profile) of high schools with students applying for UP freshman admissions. UP College Application Form 2A URL (Accessible only on specific dates): https://upcollegeapplicationform2a.up.edu.ph

- **UPCA Application Status** Launched in 2019, this is an online portal for viewing the college application results of UPCA applicants. UPCA Application Status URL (Accessible only on specific dates): https://upcaresults.up.edu.ph

- **UPCA Acceptance Confirmation** Launched in 2019, this is an online portal for confirmation of admission offers given to the UPCA qualifiers. UPCA Acceptance Confirmation URL (Accessible only on specific dates): https://upcaconfirmation.up.edu.ph

- **Internal Academic Assessment and Development System (iAADS)** This is an online portal for facilitating the internal academic self-assessment of the core academic functions of UP degree-granting units. iAADS URL: https://iaads.up.edu.ph

- **Academic Data Collection Portal (ADCP)** Operational since 2017, this is an online portal for facilitating the submission of applications of faculty members for One UP Professorial Chair Awards and Faculty Grant Awards (One UP PC & FG Awards). ADCP URL: https://adcp.up.edu.ph

- **Faculty Regent Electronic Voting System (FREVS)**
  This is an electronic platform for facilitating the online voting of faculty members qualified to participate in the Faculty Regent selection process.   FREVS URL (Accessible only on specific dates): https://frevs.up.edu.ph

- **Staff Regent Electronic Voting System (SREVS)**
  Launched in 2021, this is an electronic platform for facilitating the online voting of REPS and administrative staff qualified to participate in the Staff Regent selection process. SREVS URL (Accessible only on specific dates): https://srevs.up.edu.ph

- **Give to UP**
  Operational since 2017, his is the online donation portal of UP for receiving pledges and donations for different campaigns of the University.   Give to UP URL: https://giveto.up.edu.ph

- **UP Press Online Store**
  Launched in 2017, this is an online store for books sold by the UP Press that allows customers to browse and order their books online. UP Press Online Store URL: https://press.up.edu.ph/store

- **Alumni Email Registration (AER) Form**
  Launched in 2021, this is an online platform for facilitating the submission and processing of requests of UP alumni for alumni email accounts. AER URL: https://alum.up.edu.ph/database

- **Alumni Profile Updating (APU)** System
  Launched in 2021, this is an online platform for updating the profile of alumni in the alumni database, using the UP alumni email accounts.
  APU URL: https://apu.up.edu.ph

- **Alumni Dashboard (AD)**
  Launched in 2021, this is an online portal for the UP System Office of Alumni Relations (OAR) that provides the capability to upload alumni data and perform both basic and advanced search for alumni records. This is also accessible to the Constituent Universities' Office of the University Registrar (OURs) and their respective OARs. CU OURs can search and upload lists of graduates every semester, while CU OARs can search and update alumni records. AD URL: https://ad.up.edu.ph

- **Kaagapay Online Donation Form**
  Operational since 2020, the Kaagapay online donation form is an online service available in the Give to UP Portal for receiving pledges and donations for the Kaagapay Program campaign of the University. Kaagapay Online Donation Form URL: https://kaagapay.up.edu.ph

- **IPA Application Portal**
  Currently being developed, the IPA Application Portal is an online platform for managing the application process of the International Publication Award (IPA) and enabling the collection of research-related information and archiving of electronic copies of the creative and research outputs of UP's faculty and researchers.

- **DiWA Portals**
  Currently being developed, DiWA consists of online portals developed for facilitating the submission of preferred degree programs and appeals of eligible UPCA applicants and processing the DPWAS, waitlisted, and appeals for the degree programs with available slots of the CUs. DiWA Portal URL (Accessible only on specific dates): https://diwa.up.edu.ph | DiWA Dashboard (Accessible only on specific dates): https://diwadashboard.up.edu.ph

Alumni Email Registration
OFFICE OF ALUMNI RELATIONS

Alumni Registration

Register now to get your very own **@alum.up.edu.ph** email account.

We'll verify your information and you'll hear from us when your account is ready. The information you submit will also be used to **update your records with the UP System Office of Alumni Relations.**

The UP Alumni Email (name@alum.up.edu.ph) is a service created **only for bonafide UP Alumni**, as verified by the UP Office of Alumni Relations (OAR). It may not be issued to anyone other than the alumnus/alumna requesting the service. Only one email account per alumnus/alumna is allowed. The OAR will request periodic status updates from UP Alumni in order to confirm their continued relationship with the University.

REMINDERS

1. Register using a **valid email address** where we can send your confirmation link. Disable any service that might block messages from reaching your inbox.
2. Enter your **correct full name** to avoid any problems in processing your registration. Your name, degree, and other information will be used to verify your records.
3. Take a look at your **junk/spam folders** to make sure the confirmation link didn't end up there.

WARNING: The giving of false information on this form or in support of this application can lead to the suspension and deactivation of your account without prior notice.

ABOUT YOURSELF

First Name *

GIVE to UP
UNIVERSITY OF THE PHILIPPINES

To select the campaign that you want to donate to, click the dropdown menu below and select your preferred available campaign.

Select campaign to support ⌄

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UP System
Office of Alumni Relations ⬀

Mission: The UP System-Office of Alumni Relations (UPS-OAR) serves as an active link between UP alumni and the rest of the academic community in order to encourage the maximum participation, involvement, support and commitment of these individuals to the goals and mission of the University of the Philippines (UP).

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UNIVERSITY OF THE PHILIPPINES

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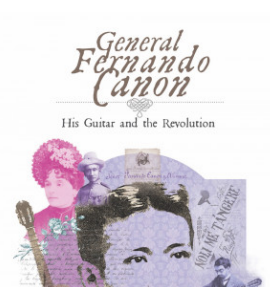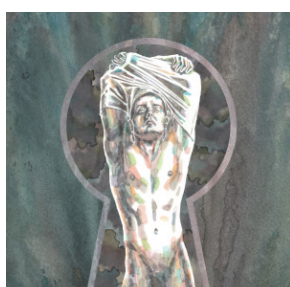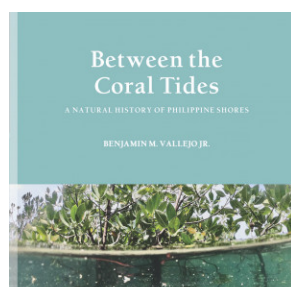
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OFFICE OF THE VICE PRESIDENT FOR PUBLIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES

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There are several campaigns you can support when you give to UP. Your gift may be forwarded to the university's General Donation Fund, or to any of the campaigns listed below.

Kaibigan ng Pahinungód

Help Filipino learners by

GIVE

For general inquiries about donating to the University of the Philippines, please contact the **Padayon Public Service Office** through the following channels:

Mobile: 0945 235 5197
Email: giveto@up.edu.ph | padayon@up.edu.ph
Facebook: fb.com/UPPublicService

PRIVACY NOTICE

Log Out

Alumni Profile Updating System

UNIVERSITY OF THE PHILIPPINES

Profile

ABOUT YOURSELF

First Name *

Middle Name

Last Name *

Suffix

GIVE to UP
UNIVERSITY OF THE PHILIPPINES

To select the campaign that you want to donate to, click the dropdown menu below and select your preferred available campaign.

Select campaign to support ⌄

Donate

UP System
Office of Alumni Relations 🗗

Mission: The UP System–Office of Alumni

ITDC also manages a number of websites of UP System. From 2017 to 2021, ITDC also developed websites based on the requests and requirements of UP offices/units, as well as continued to maintain and update existing websites. These sites are also regularly scanned for system vulnerabilities.

- **ITDC Website** (redesigned), launched in 2017. ITDC Website: https://itdc.up.edu.ph/

- **Public Service Website** for the Padayon Public Service Office, launched in 2017. Public Service Website: https://publicservice.up.edu.ph/

- **UP Alumni Website** for the UPS Office of Alumni Relations, launched in 2017. In 2021 it was enhanced to add links to the AER and APU, as well as create new pages for the Alumni Online Services and the 2021 Carillon Magazine with Augmented Reality (AR). UP Alumni Website: https://alum.up.edu.ph/

- **UP System Website** (redesigned) for the Media and Public Relations Office, first launched in 2018. It was enhanced and migrated to a new server, and re-launched in 2021. UP System Website: https://up.edu.ph/

- **Philippine Genome Center Website**, launched in 2018. Philippine Genome Center Website: https://pgc.up.edu.ph/

- **UP Privacy Policies Website**, launched in 2018. UP Privacy Policies Website: https://privacy.up.edu.ph/

- **UP CIFAL Philippines Website** (redesigned), launched in 2019. UP CIFAL Philippines Website: https://cifal.up.edu.ph/

- **UP Manila TTBDO Website**, launched in 2020. UP Manila TTBDO Website: https://ttbdo.upm.edu.ph/

- **UP SikLAB (Saliksik Lab) Website** is the site for the Skills in Technical and Advanced Research Training (START) Center under the USAID STRIDE program. It was launched in 2021. UP SikLAB Website: https://siklab.up.edu.ph/

- **International Conference on Human Mobility and Climate Action Website** for an international conference of UP CIFAL, launched in 2021. International Conference on Human Mobility and Climate Action Website: https://humanmobilityandclimateaction.up.edu.ph/

- **Genomics x Bionformatics Conference Website** for a conference of PGC, launched in 2021. Genomics x Bioinformatics Conference Website: https://pgc-gxb-con-2021.up.edu.ph/

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UP Baguio's Indigenous Cultures Program

UP Baguio's Program for Indigenous Cultures (PIC) is a significant avenue for research and activities that promote indigenous cultural vibrance and awareness.

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UGNAYAN NG PAHINUNGOD
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s IWD 2024 with Girls Got Goals

of the Philippines – Centre International de ders (UP-CIFAL) Philippines is proud to announce the "Girls Got Goals: Celebrating the Filipina in SDGs," in men's Day. This campaign aims to highlight and pino women who are actively engaged in attainment of the 2030 Agenda for Sustainable paign is in support of the commitment to the ions Sustainable Development...

UP, DMW Forge Partne
Governance

December 20, 2023

19 December 2023—In a landn
governance and safeguarding t
Philippines (UP), through the U
Workers (DMW) have signed
collaborative efforts. The signin
the Board of Regents Room in C
dedicated to the well-being and
between UP-CIFAL Philippines, t

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Genomics for a better Philippines

The Philippine Genome Center is a genomics-focused multidisciplinary research unit that offers a full range of DNA sequencing services from single gene sequencing to high-throughput sequencing and a suite of Bioinformatics services from scripting to full project workflows.

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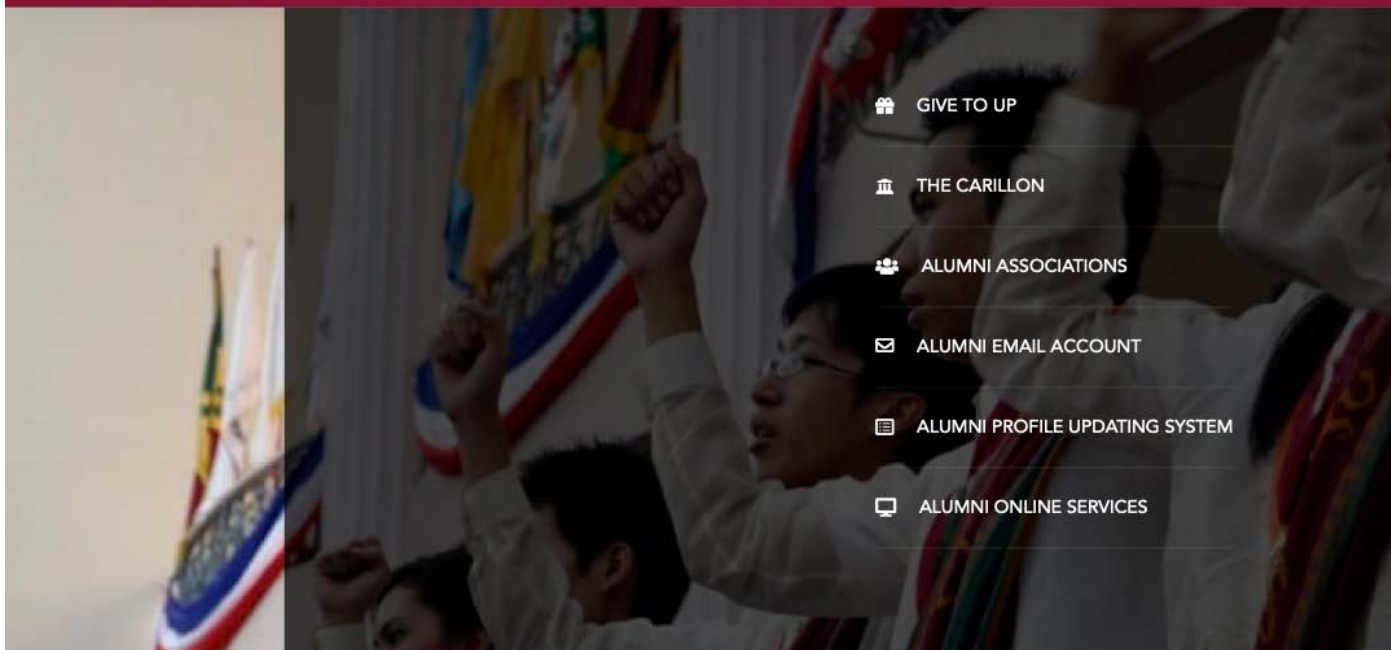
UP SikLab (**Saliksik Lab**) is a professional development center for Filipino researchers and faculty members. Our courses are designed to help increase the quality and quantity of research output.

2.6 ICT TECHNICAL SUPPORT

The ICT Technical Support of ITDC performs tasks related to assisting the users and offices under UP System. They provide IT/technical support to users via online helpdesk ticketing system or via phone call, manage the system/database administration of the UP System's online services and other information systems, and handle the provision of accounts to UP users (e.g. UP Mail, Microsoft 365, Zoom, Qualtrics, Adobe, SPSS, ArcGIS Online).

Moreover, they manage the infrastructure, network, and hardware being used by the UP System. They deploy, monitor, and maintain security of information systems and infrastructures. They also assist in the review of technical specifications of ICT equipment, devices, and accessories. Part of their responsibilities is to also implement and maintain the network and data security infrastructure of the University (firewall, end-point security solutions, etc.). They provide crucial online and on-site technical support to offices and units under the UP System including the Office of the President (OP) and the Executive House (EH). They also coordinate with CU IT offices/centers in the implementation of ICT policies relevant to network and other ICT hardware systems.

ITDC provides ICT technical support to the offices of the UP System, namely:

- Office of the President
- Office of the Vice President for Academic Affairs
- Office of the Vice President for Planning and Finance
- Office of the Vice President for Administration
- Office of the Vice President for Development
- Office of the Vice President for Public Affairs
- Office of the Vice President for Legal Affairs
- Office of the Secretary of the University
- Executive House
- Ugnayan ng Pahinungod Office
- Center for Integrative and Development Studies
- Center for Women and Gender Studies
- Philippine Genome Center
- Padayon Public Service Office
- UP Resilience Institute
- TVUP
- UP CIFAL Philippines
- Office of Admissions
- UP Press
- System Budget Office
- System Cash Office
- System Supply and Management Office
- System Accounting Office
- System Procurement Office
- Office of Student Development Services
- Office of International Linkages
- System Human Resource Development Office
- Technology Transfer and Business Development Office
- Media and Public Relations Office
- Office of Alumni Relations
- UP Bonifacio Global City Campus

The diagram below (Figure 2) shows the network infrastructure of the UP System offices that is being maintained by ITDC. Moreover, ITDC is also promoting the implementation of and compliance with the University Information Systems (UIS) Interoperability Framework as shown below (Figure 3)

Figure 2: UP System Network Diagram
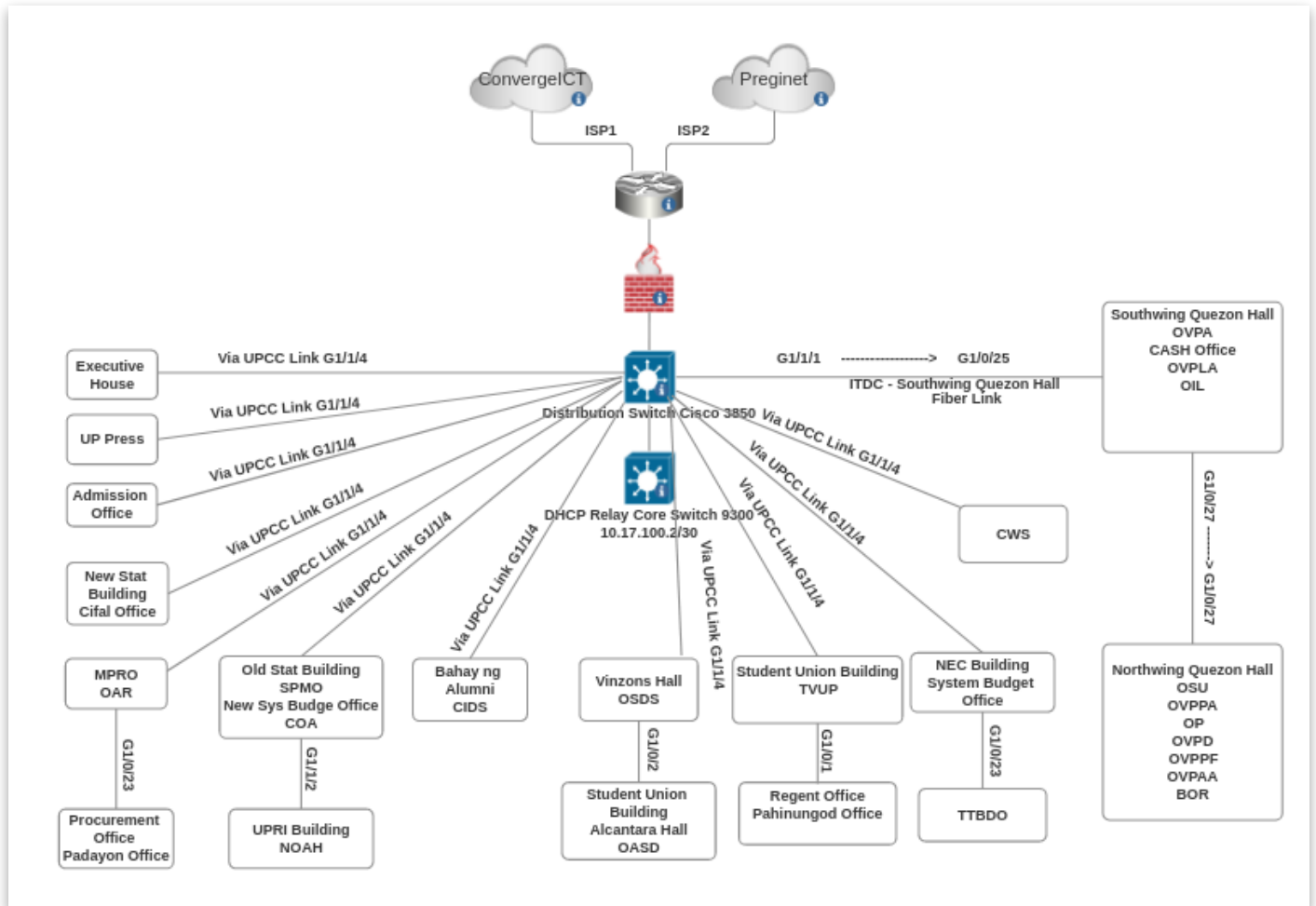
Figure 3: Information Systems Interoperability Framework
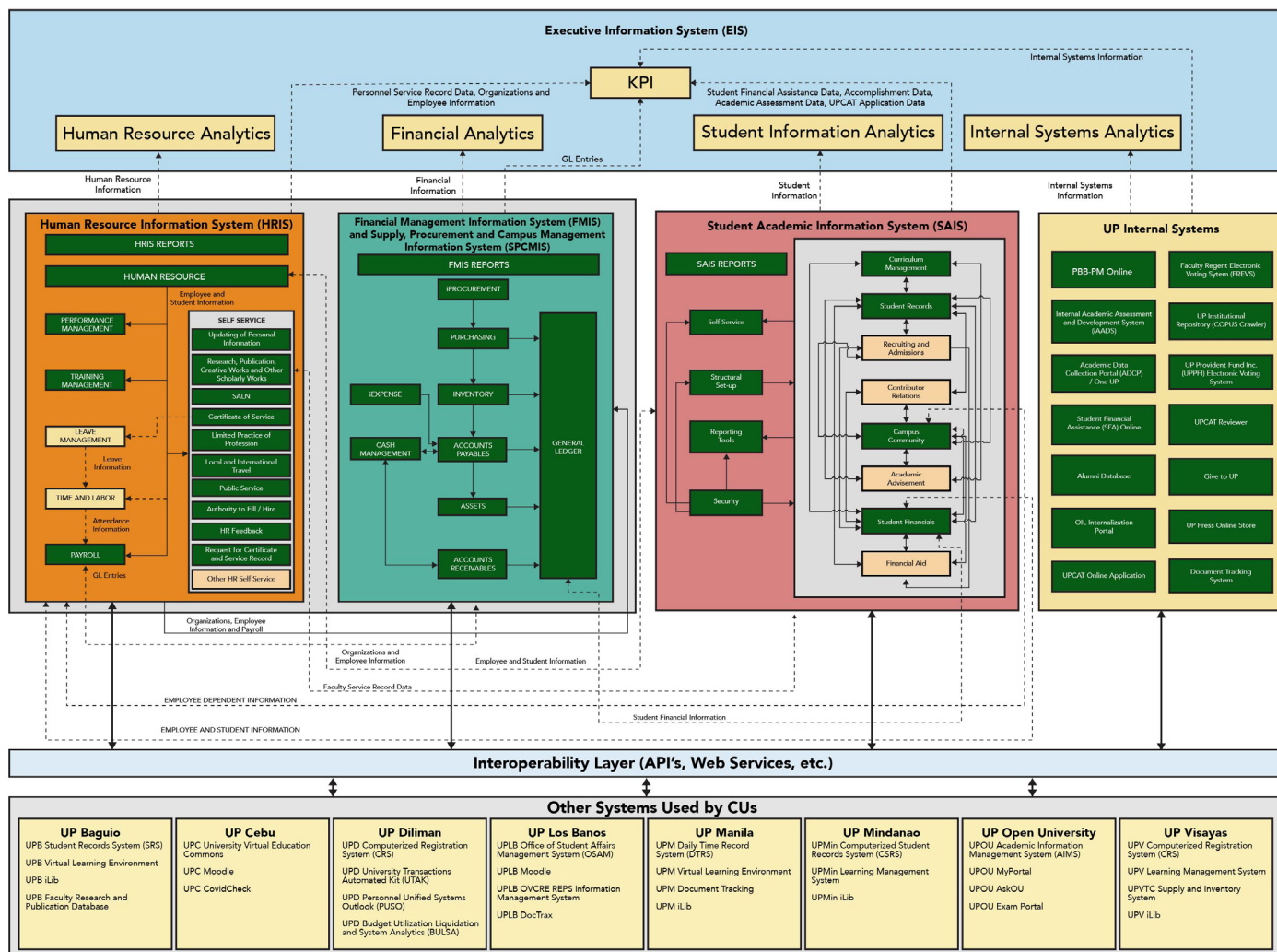
U.P. University Information Systems (UIS) Integration Diagram

UP MAIL

ITDC manages the official email service of the University, the UP Mail. UP Mail accounts are provided to active students and employees to ensure that UP users have access to the University's official communication platform. Table 10 shows the current number of UP Mail accounts created as of December 2022.

Table 10: UP Mail Accounts Created

CONSTITUENT UNIVERSITIES	EMPLOYEE ACCOUNTS	STUDENT ACCOUNTS	TOTAL
UP BAGUIO	412	3,345	3,757
UP CEBU	350	3,162	3,512
UP DILIMAN	4,239	34,014	38,253
UP LOS BANOS	4,540	16,248	20,788
UP MANILA	1,759	11,725	13,484
UP MINDANAO	418	1,577	1,995
UP OPEN UNIVERSITIES	275	6,103	6,378
UP VISAYAS	1,259	6,591	7,850
UP PGH	1,110	N/A	1,110
UPV STUDENTS	307	N/A	307
TOTAL	**14,669**	**82,765**	**97,434**

ZOOM

ITDC also manages the University's access to Zoom video communications, which was acquired in 2020 at the onset of the COVID-19 pandemic to facilitate the continued academic and administrative operations of UP. The Zoom access is linked to the UP Mail accounts. As of December 2022, ITDC has issued a total of **56,422** licensed Zoom accounts to UP users.

OFFICE 365

The online tool Office 365, which was first rolled out to the users in 2017, is also made available to currently enrolled students and employees. Table 11 shows the number of users who currently have accounts.

Table 11: Office 365 Accounts

OFFICE 365 ACCOUNTS	
CONSTITUENT UNIVERSITY	**NO. OF USERS**
UP BAGUIO	741
UP CEBU	506
UP DILIMAN	5,696
UP LOS BANOS	3,282
UP MANILA	1,514
UP MINDANAO	500
UP OPEN UNIVERSITY	1,716
UP PGH	170
UP SYSTEM	74
UP VISAYAS	1,585
TOTAL	**15,784**

SOFTWARE LICENSES

In 2021, the University, through the Office of the Vice President of Academic Affairs, acquired licenses of various software for the use of UP faculty, students, and staff. ITDC assisted in the coordination for the deployment of said software to the Constituent Universities, and the CUs manage the licenses for their users.

SLIDO

Slido is an online platform for Q&A and polling that can be used for remote meetings, classes, webinars, and other online activities. Slido access is also linked to the users' UP Mail accounts. It is available only for currently active faculty of UP. As of December 2022, ITDC maintains a total number of 4,505 Slido licenses.

SPSS

The Statistical Package for Social Science (SPSS) is a software used for complex data analysis, which assists researchers in analyzing and presenting their data. The University has distributed 675 licenses to users as of December 2022.

ARCGIS ONLINE

ArcGIS is a software used to manage and extract answers from imagery and remotely sensed data. It includes imagery tools and workflows for visualization and analysis, and access to the world's largest imagery collection. ArcGIS is available to UP students, faculty, and staff. There are 3,088 users of the software in the University as of December 2022. There is no limit to the number of users for ArcGIS, and the University can utilize it as long as it has its pool of remaining credits in the software.

QUALTRICS

Qualtrics is an online survey tool with built-in dynamic reporting tools. This is available to UP students, faculty, and staff. Currently there are 3,598 users in UP. There is also no limit to the number of users for this tool.

ADOBE

The University also acquired licenses for Adobe tools and software. The Adobe Acrobat Pro is a collaborative PDF tool, while the Adobe Creative Cloud is a set of applications and services that gives users access to software for graphic design, photo editing, and other related tasks. These are currently available to selected faculty and staff only. Table 12 shows the current number of Acrobat Pro and Creative Cloud users across the Constituent Universities as of December 2022.

Table 12: Adobe Acrobat and Creative Cloud Users

CONSTITUENT UNIVERSITY	ADOBE ACROBAT PRO	ADOBE CREATIVE CLOUD
UP BAGUIO	27	50
UP CEBU	63	37
UP DILIMAN	188	352
UP LOS BANOS	186	170
UP MANILA	17	61
UP MINDANAO	53	45
UP OPEN UNIVERSITY	20	42
UP VISAYAS	123	80
UP SYTEM	67	55
TOTAL	**744**	**892**

ADOBE SIGN
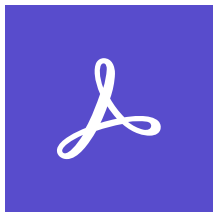
Adobe Sign is a cloud-based e-signature platform that allows users to digitally sign and send documents to other users of the platform. The University's current licenses have a total maximum limit of up to 5,000 transactions. Currently, Adobe Sign access is provided to UP Officials.

TRAININGS AND WEBINARS

At the onset of the COVID-19 pandemic in 2020, ITDC initiated webinars and provided online training sessions to the staff of the different CUs of UP, promoting productivity through the WFH (work-from-home) set-up. As of December 2022, ITDC has conducted around 150 webinars, with a total of around 150 training hours. Around a total of 25,000 attendees have participated in said webinars.

ITDC has hosted various webinar topics as follows:

UIS (FMIS & SPCMIS)

- FMIS Assets Module 1
- FMIS Assets Module 2
- FMIS Budget Management 1
- FMIS Budget Management 2
- FMIS Cash Advance Preparation and Closing Process
- FMIS Cash Advance Liquidation Process
- FMIS Closing of Books and Cash Management
- FMIS Disbursement Voucher Preparation
- FMIS Closing of Payables Period
- FMIS General Ledger Refresher
- FMIS Overview for UP Resilience
- FMIS Payables Refresher
- FMIS Processing of DV Payments
- FMIS Purchasing Module 1
- FMIS Purchasing Module 2
- FMIS Purchase Request Preparation
- FMIS Receivables Module 1
- FMIS Receivables Module 2
- SPCMIS Inventory Management and Processing of Disbursement Vouchers with SPCMIS Purchase Orders
- UIS Overview of FMIS and SPCMIS

UIS (HRIS)

- HRIS Creating of HRIS Records in the UIS
- HRIS Overview and UP Employee Self Service
- HRIS Overview for UP Resilience
- HRIS Submission and Approval for Certificate of Service
- HRIS Target Setting (IPCR) Employee and Supervisor through UIS
- HRIS Transactions Approval
- UIS: Overview for Administrators

SAIS

- SAIS Tech Tips and Troubleshooting Guide for Accessing
- SAIS Faculty Self-Service
- SAIS Overview
- SAIS Building/Creating of Reports

Teaching and Learning, and Working from Home

- Building your Office/Unit's Knowledge Base
- Communication Tips while Working from Home
- Exploring UP's Online Communication Channel
- Google Classroom
- Google Jamboard for Virtual Classrooms
- Google Suite for Education for Work Office Productivity and Collaboration Tools
- Introduction to List in Microsoft Teams
- Introduction to (Task) Planner in Microsoft Teams
- Introduction to (Task) Planner in Microsoft Teams for UP Offices
- Introduction to Power Apps in Microsoft Office 365
- Introduction to Workflows in Microsoft Office 365
- Keynote Tips and Tricks
- Learning with the Mac/iPad
- Microsoft Office 365 Office Productivity and Collaboration Tools
- Microsoft Teams for Office Communications and Collaboration
- Need-to-Know Gmail Lifehacks
- Office 365 Classroom
- Task Management in Microsoft Teams
- Tech Tips for Remote Learning
- Tech Tips on How to Build an Inclusive Online Learning Environment
- Tech Tips on using Social Media for your next Remote Classroom Activity
- Time-Saving iPad Tips for Teachers
- Transitioning to Google Drive

Other Information Systems/Apps

- Augmented Reality using Reality Composer
- How to Produce, Manage, and Handle a Virtual Conference using Zoom
- Introduction to Adobe CC Photoshop & Illustrator
- Introduction to Affinity Photo & Designer
- Introduction to Canvas for Teachers
- Introduction to UP Document Routing System (a Canvas Course)

Digital/Online Tips

- Basic Home Network Troubleshooting
- Basic Information Security
- Digital Citizenship
- Digital Detox: a Recommended Dietary Allowance and Cleansing for your Mental Health

- Digital Hygiene Tips to Start the New Year Fresh
- Digital Well-Being Tech Tips and Tools
- Getting to Know Your Mac
- How to Manage Your Digital Footprint
- Panel Discussion on "Preparing for your Digital Afterlife"
- Panel Discussion on "Digital Currency VS Privacy"
- Privacy and Digital Security Updates
- Privacy Tips and Awareness
- Private and Secure Communications Apps, Websites, and Practices
- Securing Your Home Wireless Network
- Tech Tips on Broadcasting for Your next Webinar
- Tech Tips While on Remote Work
- The Psychology of Passwords
- Tips on Video Conferencing

FREE WEBINARS FOR UP STAFF!

The Office of the Vice President for Development - Information Technology Development Center (OVPD-ITDC) offers a new batch of free webinars for UP staff.

TRAINING SESSION STARTS ON MARCH 7 (MONDAY).
Webinar Topics:
- How to Track and Monitor Productivity and Performance of Remote Work using Microsoft Teams
- Digital Hygiene and Personal Safety Tips
- Basic Information Security
  and more.

To register in any of the webinars, please go to:
https://itdc.up.edu.ph/services/staff-training
*Only those with UP Email accounts will be accepted.

FREE WEBINARS FOR UP STAFF!

The Office of the Vice President for Development - Information Technology Development Center (OVPD-ITDC) offers a new batch of free webinars for UP staff.

TRAINING SESSIONS START ON NOVEMBER 3 (THURSDAY).
Webinar Topics:
- What's new with Google Workspace for Education?
- Introduction to Slido for UP Faculty
- How to Avoid Getting Phished and Best Practices on Password Usage
- How to use Google Authenticator
  and more.

To register in any of the webinars, please go to:
https://itdc.up.edu.ph/services/staff-training
*Only those with UP Mail accounts will be accepted.

CANVAS LEARNING MANAGEMENT SYSTEM

During the time of the global COVID-19 pandemic, the need for access to remote learning has increased. In connection to the series of webinar training, ITDC also offered a number of courses via the Canvas Learning Management System to help UP users gain access to resources about the information systems available in the University, and other related topics.

The Canvas topics are as follows:

Introduction to Canvas for Teachers
This course will help introduce Canvas to UP Faculty as an alternative tool for their Learning Management System (LMS). Maneuvering through the challenges of online learning, this course presents Canvas as a facility for flexible modular learning. It is a platform, for example, for the delivery of UP's Coursepack program.

Information Technology (IT) Governance
This course covers the memorandums and other resources regarding the IT updates of the University.

Introduction to the Human Resources Information System
This course covers a brief introduction to UIS that includes HRIS modules, integration, and prerequisites to utilize each function. This also covers the approval actions and techniques to submit Self Service transactions (eg. Certificate of Service, Limited Practice of Profession, etc.).

Overview of the Financial Management Information System and Supplies, Procurement, and Campus Management Information System
This course will provide UP personnel with a better understanding of the different FMIS and SPCMIS modules, their integration points, functions and reportorial capabilities. The prerequisites for utilizing the modules will also be discussed. Communication channels available for end user support will also be provided.

Introduction to Financial Management Information System
This course is intended for UP administrative staff who are responsible for the preparation of disbursement vouchers and liquidation of cash advances within the unit that they serve. The prerequisites, types and processing of disbursement vouchers, and expense reports will be presented in this course, as well as the monitoring of the status of submitted transactions.

Introduction to Supplies, Procurement, and Campus Management Information System
This course is intended for UP administrative staff who are responsible for the preparation of Project Procurement Management Plans (PPMPs) and Purchase Requisitions (PRs) within their office. To be presented in this course are the prerequisites, types and processing of PPMPs and PRs, including the monitoring of the status of submitted transactions.

Introduction to the Student Academic Information System
This course is the prerequisite course for all Student Academic Information System classes/courses. In this course, participants learn central concepts of the SAIS applications. These concepts include practical skills such as navigation and personalization, conceptual background information, and features and functions of the system.

Document Routing System
This course teaches how to use the University-wide Document Routing System (DRS).

UP Employee Onboarding
This course teaches the necessary ICT tools and its ins-and-outs for a newly-hired employee of the University.

NETWORK AND INFRASTRUCTURE

From 2017 to the present, ITDC has also completed network and infrastructure initiatives for the UP System.

- Deployment of Radius Server to UP Los Banos with UP System Radius Server Peering in 2017.
- Deployment of EDUROAM SSID to all System Offices in 2017.
- Fiber optic installation to connect the UP Resilience Institute to the UPD University Computer Center in 2019.
- Fiber optic installation to connect the old UPD Statistics Building to the UPD University Computer Center in 2019.
- Installation of 174 network ports and network equipment for the structured cabling of the UP Resilience Institute in 2019.
- Installation of 159 network ports and network equipment for the structured cabling of the old UPD Statistics Building in 2019.
- Installation of 40 network ports and network equipment for the structured cabling of the Fonacier Hall in 2019.
- Fiber optic installation to connect the UP System Accounting Office to the Kalayaan Dorm in 2021.
- Repairs of the fiber optic network between the North and South Wing of the Quezon Hall in 2021.
- Provision of conference kits to all the CUs in 2021.
- Fiber optic installation from ITDC (Vidal Tan Hall) to the Executive House in 2022.
- Fiber optic installation from ITDC (Vidal Tan Hall) to the Quezon Hall in 2022.

More importantly, ITDC maintains the Internet connectivity of the UP System and CUs. Below is the table showing the bandwidths of the different CUs/campuses.
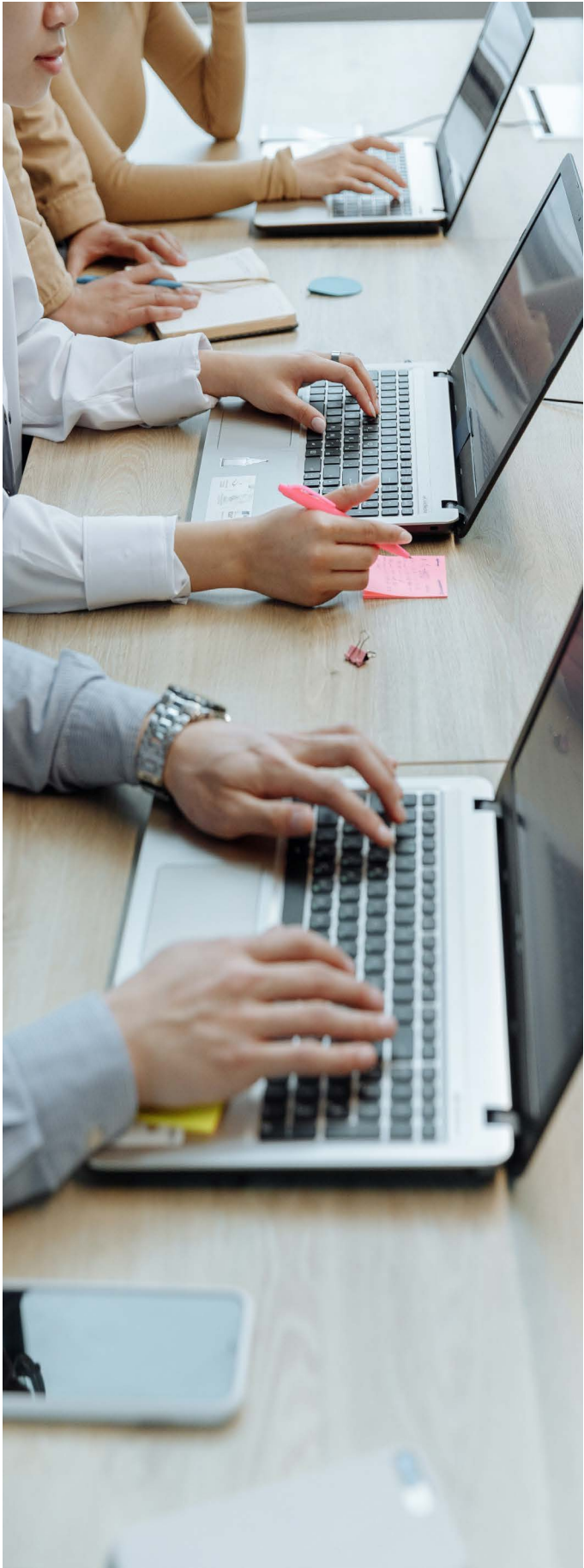
Table 13: Internet Bandwidth

CONSTITUENT UNIVERSITY	BANDWIDTH (MBPS) DISTRIBUTION FOR 2019
UP DILIMAN	2500
UP SYSTEM (ITDC)	240
UP MANILA	1200
UP OPEN UNIVERSITY (LOS BANOS)	120
UP OPEN UNIVERSITY (DILIMAN)	24
UP BAGUIO	360
UP VISAYAS - MIAGAO	360
UP VISAYAS - ILOILO	144
UP VISAYAS - TACLOBAN	168
UP MINDANAO	186
UP CEBU	240
UP CEBU SRP	60
UP SHS PALO, LEYTE	12
UP SHS KORONADAL	12
UP SHS BALER	2
UP PAMPANGA	225
UP BGC	90
TOTAL BANDWIDTH	**7,863**

As a backup Internet line, ITDC also maintains the Philippine Research, Education, and Government Information Network (PREGINET) connection of the CUs. Below is the table showing the PREGINET bandwidths of the different CUs.

Table 14: PREGINET Bandwidth

CONSTITUENT UNIVERSITY	LINE TERMINAL (LT) BANDWIDTH (MBPS)	COMMITTED INFORMATION RATE (CIR) BANDWIDTH (MBPS)
UP DILIMAN	310	310
UP MANILA	60	60
UP LOS BANOS	150	110
UP OPEN UNIVERSITY (DILIMAN)	20	15
UP BAGUIO	10	10
UP CEBU SRP	2	2
UP CEBU	25	25
UP VISAYAS - MIAGAO	50	50
UP VISAYAS - ILOILO	5	5
UP VISAYAS - TACLOBAN	5	5
UP MINDANAO	10	10
UP SHS KORONADAL	2	0
UP SHS BALER	2	0
UP SHS PALO, LEYTE	2	0
UP PAMPANGA	5	0
UP BGC	10	10

TECHNICAL SUPPORT

ITDC continued to provide technical assistance to UP users through the UP System IT Support. The ICT matters that ITDC handles are as follows:

• Technical support for UIS (FMIS, SPCMIS, HRIS), SAIS, and other information systems.
• Office 365 accounts
• Zoom accounts
• UP Mail accounts
• Zoom webinar license reservations for large webinar events.
• Technical assistance for webinar events held by UP System-based offices and units..
• General IT support and assistance.

The UP community can request for technical support and assistance via the ticketing system at https://ictsupport.up.edu.ph/

The directory of CU IT Offices where the UP community can find help can be found here: https://itdc.up.edu.ph/contact-us#-cu-it-support

2.7 ICT PLANNING WORKSHOP 2021

Last May 2021, ITDC held the ICT Planning Workshop, which was attended by the respective IT Heads/Directors of each constituent university. During the workshop, the University's ICT goals, current initiatives, and issues were tackled. The **Information Systems Strategic Plan (ISSP)** was also discussed and endorsed. The updated ISSP was submitted to the DICT in September 2021.
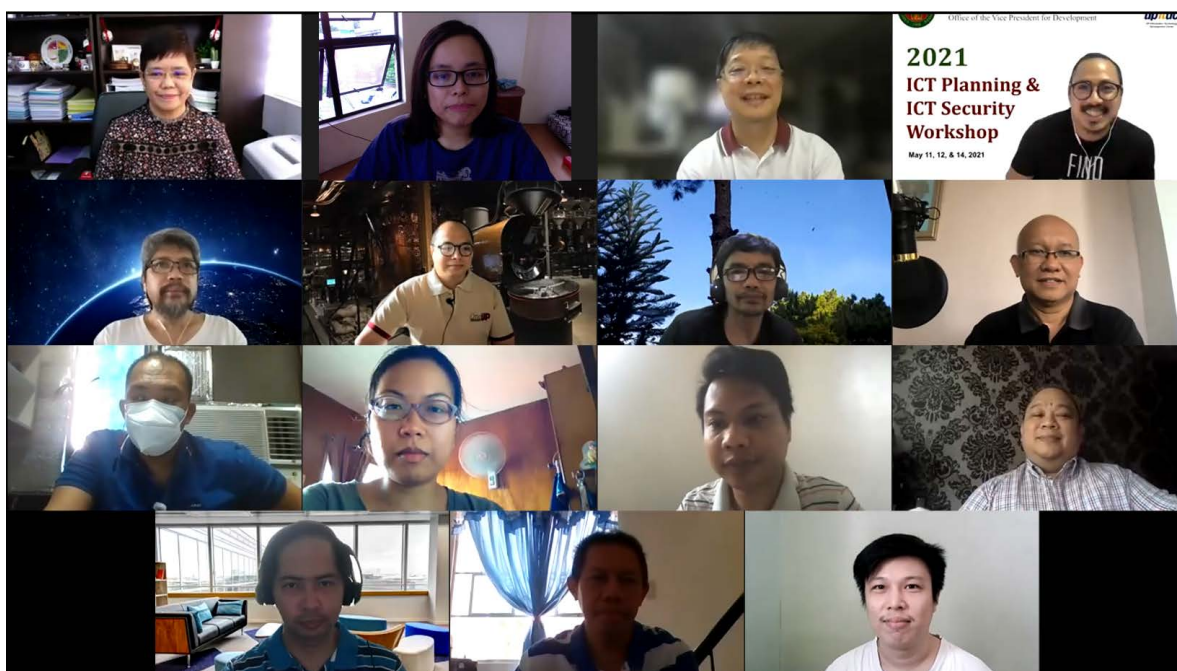
UP SYSTEM ICT COMMITTEE

By Administrative Order No. PDLC 21-37 dated July 12, 2021, the UP System Information and Communications Technology (ICT) Committee was constituted with the mandate of ensuring that the University's network, infrastructure, information systems, and other ICT services are efficiently delivered to its stakeholders, i.e. officials, students, faculty, and research and administrative staff. The members of the Committee are the respective Directors/Heads of each CU's IT Office/Unit.

The Committee has conducted meetings every month to discuss the progress of the ICT initiatives of the UP System and the CUs. The main items for discussions and outputs of the Committee are as follows:

- Information system initiatives of UP System and CUs.
- Internet connectivity concerns.
- UP Mail account creation for students and employees.
- UP Mail accounts organization and cleanup of each CU for their respective students and employees.
- Zoom accounts, and software licenses deployed to UP users.
- CU IT Organization Proposal.

As of Dec 2022, the members of the committee are:
- Dir. Paulo Noel G. Paje, ITDC
- Prof. Rommel P. Feria, ITDC

- Prof. Joel M. Addawe, UP Baguio
- Mr. Jonathan Victolero, UP Cebu
- Dr. Manuel C. Ramos Jr., UP Diliman
- Prof. Danilo J. Mercado, UP Los Banos
- Prof. Geoffrey Solano, UP Manila
- Dr. Armacheska R. Mesa-Satina, UP Mindanao
- Prof. Reinald Adrian D. Pugoy, UP Open University
- Prof. Rhea Subong-Espina, UP Visayas
- Mr. Arnel P. Distor, PGH

The secretariat are:
- Ms. Sarah Cortejos, ITDC
- Mr. Lance Abellon, ITDC

2.8 ISO 9001:2015 ACCREDITATION

Previously, ITDC was granted its ISO 9001:2008 (Quality Management Systems) certification after going through the ISO accreditation process. OVPD-ITDC is currently strengthening the quality of its services as it responds to the growing requirements of its University stakeholders. Each office or unit under OVPD is part of this initiative to observe the quality management standards which are recognized globally, and affirm its ability to provide quality services that meet its stakeholders' requirements and expectations.

The objectives of this project are to observe and comply with the requirements of ISO 9001, which is the international standard for Quality Management System (QMS); and to demonstrate the ability to provide organizational products and services that meet customer/stakeholder expectations and meet regulatory requirements.

Each unit or office under the OVPD has a Technical Working Group (TWG) tasked with overseeing the procedure manuals for their respective unit's processes.

As of December 2022, all the necessary preparations are ongoing for the audit that OVPD will undergo. Said ISO audits are expected to be carried out in the first quarter of 2023. OVPD's quality policy states that:

"The OVPD believes that the University of the Philippines System, its constituent universities (CUs), and the general public, as clients, expect excellent service.
As such, the OVPD aims to deliver excellent and quality services related to planning, design, development and imple-

mentation of projects. The Office likewise commits to meeting client requirements including statutory, regulatory, and International Standard (ISO) compliance. Furthermore, the OVPD also dedicates itself to the continuous development of its systems and processes to ensure efficiency, effectiveness and compliance."

Undoubtedly, ITDC is fully committed to delivering its services with efficiency, effectiveness, and compliance.

2.9 NEW IT ORGANIZATION OF UP SYSTEM & CUs IN RESPONSE TO THE NEW LEARNING ENVIRONMENT

ITDC helmed the proposal for an IT organization for UP (UP System and CUs) in response to the new learning environment. It was presented to the UP officials. It was then eventually approved during the 1371st meeting of the Board of Regents (BOR) held on June 09, 2022.

To support the University in its education, research and extension mandates, the IT organization in the UP System and Constituent Universities (CUs) requires adequate and appropriate knowledge and skill-sets capable of addressing the IT needs of the University, more importantly the IT requirements of students, faculty members, research and administrative staff. Accordingly, the respective information technology (IT) Office/Unit of each of the CU plays a crucial role in the facilitation and delivery of IT services needed by University stakeholders especially during this time of global pandemic where students and faculty members are engaged in intensive online and distance learning while many of the administrative and research staff are on work-from-home (WFH) arrangements.

The IT Office/Unit in the CU handles and manages online services such as the University's official email system (UP Mail), video conferencing and webinars, and the various information systems (IS) being maintained all throughout the different campuses. The IT Offices also provide the many aspects of network, hardware, and technical support for the University's users. The need for these services have increased during the rise of COVID-19.

With all the services managed by the CU IT Offices, it is unfortunate that said offices did not have sufficient IT manpower adequate enough to respond to all the IT needs of the University users and stakeholders. The volume of IT requests also increased during the time of global pandemic and attending to these IT requests became a tedious challenge for the IT Offices that lack IT personnel.

In response to this need, this proposal intended to present the existing gaps in the IT organization not only in the UP System but more importantly, in the Constituent Universities. By understanding these gaps, the rationalization and standardization of the IT organization in the University was proposed and in the long-term, addressed the shortage of IT personnel crucial to the maintenance of a robust, reliable, secure and efficient IT infrastructure and systems. This proposal aimed to strengthen the IT structure at the UP System level and CUs ensuring that the UP IT organization is fully responsive to the current and future IT needs of the University and all of its stakeholders. More importantly, this organization is ready to meet the challenges of the new normal where a new learning environment becomes an imperative.

The new UP IT Organization is the Digital Innovation Center (DIC), constituted by the existing Information Technology Development Center (ITDC) and the IT offices/units of each of the CUs. The DIC has three (3) standardized IT organizational structures for the CUs, based on the number of end-users who rely on the IT services provided by the CU IT Office/Unit. An organizational structure for UP System (ITDC) was also put in place. IT plantilla requirements were implemented, with the respective funding requirements based on the current approved Certificate of Service (CoS) and the DBM rates.

Figure 4: New UP IT Organization: Digital Innovation Center of UP System and CUs
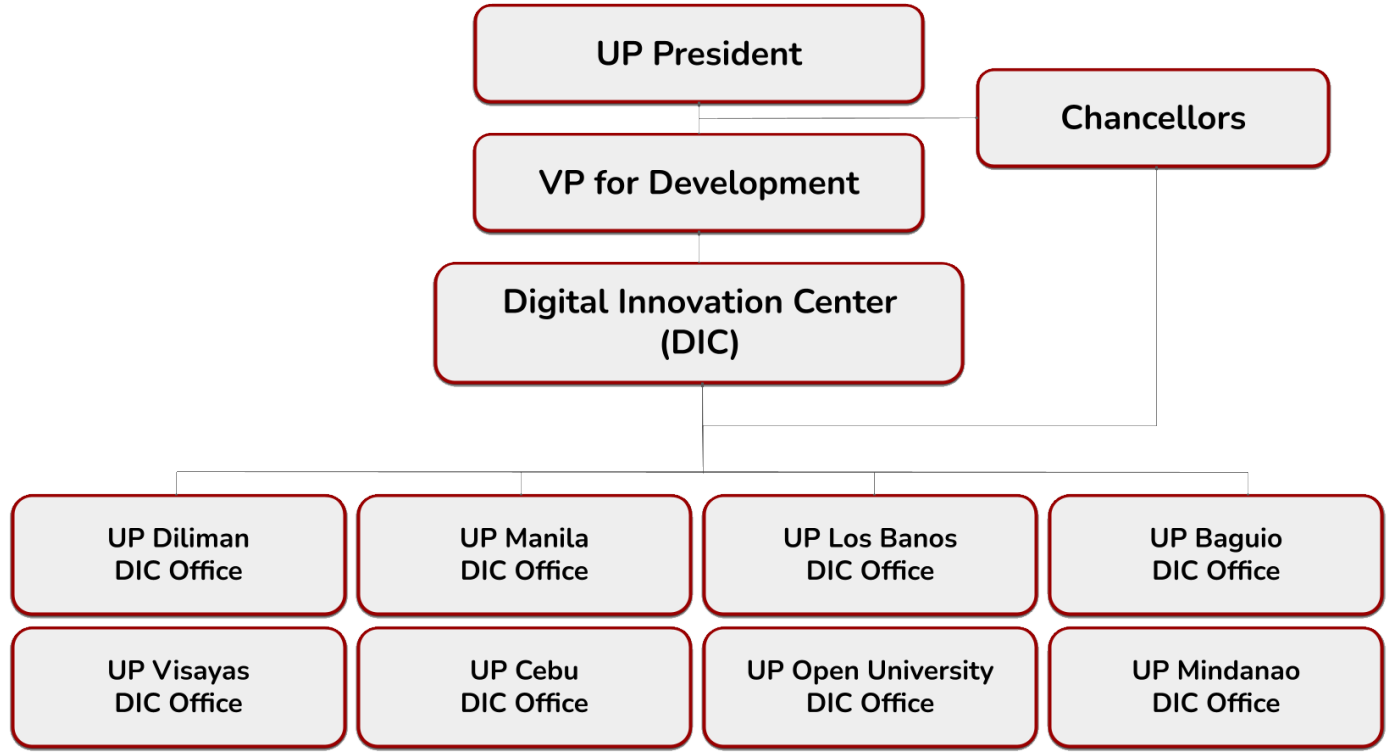
Figure 5: UP System DIC Organizational Chart
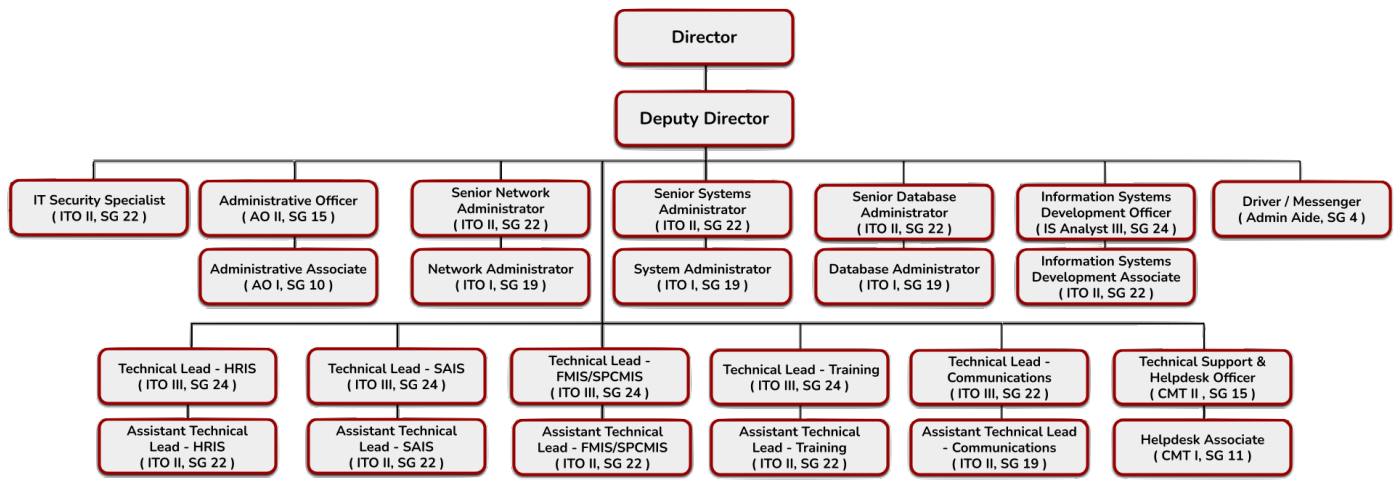
Figure 6: DIC Organizational Chart for UP Diliman, UP Manila, and UP Los Banos

Director
(Additional Assignment)

Technical Support &
Helpdesk Officer
(CMT II , SG 15)

Senior Systems
Administrator
(ITO II, SG 22)

System Administrator
(ITO I, SG 19)

Information Systems
Development Officer
(IS Analyst III, SG 19)

Helpdesk Associate
(CMT I, SG 11)

Administrative Officer
(AO II, SG 15)

Senior Network Administrator
(ITO II, SG 22)

Senior Database
Administrator
(ITO II, SG 22)

IT Security Specialist
(ITO II, SG 22)

Administrative Associate
(AO I, SG 10)

Network Administrator
(ITO I, SG 19)

Database Administrator
(ITO I, SG 19)

Figure 7: DIC Organizational Chart for UP Baguio, UP Cebu,
UP Visayas, UP Open University, and UP Mindanao

Director
(Additional Assignment)

Technical Support & Helpdesk
Officer
(CMT II , SG 15)

Senior Systems Administrator
(ITO II, SG 22)

Information Systems
Development Officer
(IS Analyst III, SG 19)

Administrative Officer
(AO II, SG 15)

Senior Network Administrator
(ITO II, SG 22)

Senior Database Administrator
(ITO II, SG 22)

IT Security Specialist
(ITO II, SG 22)
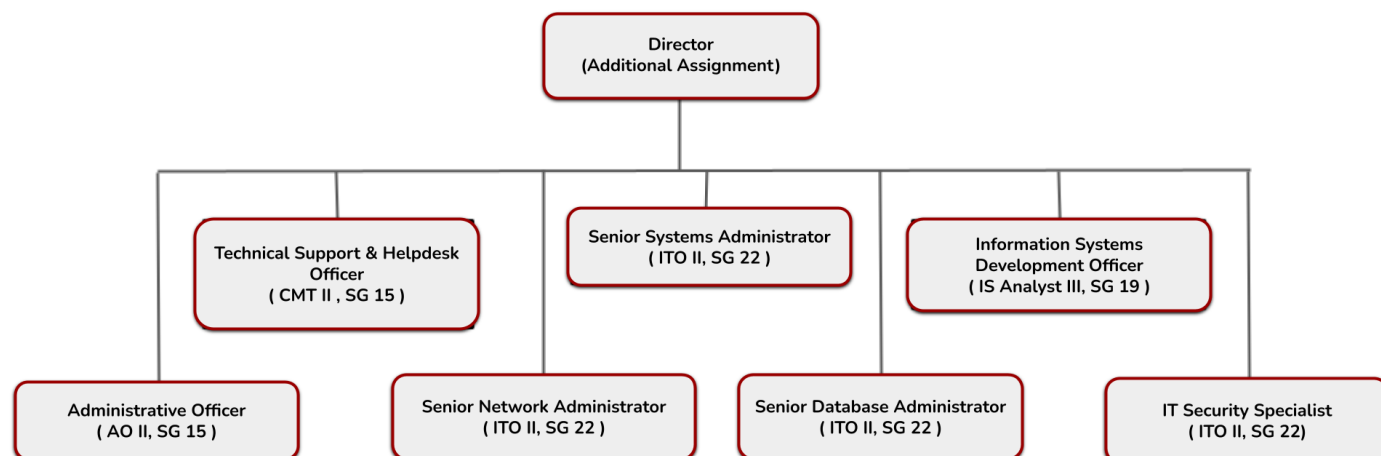
3 ITDC: AT THE FOREFRONT OF PUBLIC SERVICE IN THE FIELD OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

3.1 AGENCY-TO-AGENCY (A2A) PROJECTS

Since its establishment, ITDC has been at the forefront of delivering public services in the field of Information and Communications Technology (ICT). Mandated to be of service to the FIlipino people and to realize the public service mandate of the University, ITDC has actively implemented several key ICT projects for the academe, private and the public sectors. Listed below are the key ICT projects implemented by ITDC for various agencies and institutions:

DTI Online Price Monitoring System (Online PMS)

UP, through ITDC, has provided technical assistance to the Department of Trade and Industry (DTI) through the project titled "Design, Development, Testing of the DTI's Online Price Monitoring System (OPMS)". The OPMS is an online portal capable of collecting, processing, and storing real-time prices of basic necessities and prime commodities for the Department of Trade and Industry (DTI).

The DTI has been monitoring and providing the public with price information on basic necessities and prime commodities. With the increase in volume of data and the demand for faster and more efficient data collection methods, UP through ITDC provided the ICT services which culminated in the OPMS. The applications developed in this project provided DTI with a repository of data critical to the analysis of prices of basic commodities which will eventually be used to generate reports for price monitoring and for inputs as DTI formulates policy measures and interventions to address both the present and future requirements of DTI and in general, the Filipino consumers.

BOI Online Services System (BOSS) and Enhancement of the Investment Leads Monitoring System (ILMS)

The Board of Investments (BOI) and the ITDC have jointly embarked on a project that developed the online portals of the BOI. This project covered the design and development of the Board of Investments (BOI) Online Services System (BOSS) consisting of 3 major information systems, as follows:

1) Registration Information System;
2) Information System; and
3) Compliance Information System.

The BOSS aims to provide BOI the technical capability to handle the volume of transactions required to fulfill its mandate and deliver the services that the agency provides to its stakeholders and the public in general. Moreover, the agency also sought to enhance its Investment Leads Monitoring System (ILMS) and strengthen its capability to manage and process data and information crucial to boosting investment promotions for the country.

Commission on Higher Education (CHED) Legal Information System (CLIS)

To address the record-keeping and monitoring requirements of the Commission on Higher Education (CHED), it requested the technical assistance of ITDC for the design and development of CHED's Legal Information System or CLIS. This project covered the development of the online portal consisting of 3 major modules, as follows:

1) User Management;

2) Case Management; and

3) Archive Management.

The CHED needed the capability to manage and monitor cases specifically handled by its Legal and Legislative Service (LLS). With this, UP through ITDC provided its services with the development of the information system.

eLib, ILS, and CMS for the National Library of the Philippines

Funded by the National Library of the Philippines (NLP), ITDC assisted NLP in a project that created the enhanced software components of the following software systems:

1) Enhancement of the Philippine eLib Portal System, and;

2) Development of the Integrated Library System (ILS) and Content Management System (CMS);

In addition to the above-listed major components, ITDC delivered capacity building services to the NLP. It also assisted in the implementation and monitoring of the software components which required the participation of key stakeholders from NCR and from select institutions in the nearby regions.

This project was aimed to develop a standards-based Integrated Library System that can be deployed in any of the participating agencies (e.g. SUCs, PHEIs, school libraries, public libraries).

EMB-DENR Online Permitting and Monitoring System

The Environmental Management Bureau of the Department of Environment and Natural Resources (EMB-DENR) has commissioned the ITDC to design and develop its Online Permitting and Monitoring System (Online PMS). This project covers the design and development of the Online PMS which included the automation of major processes and transactions at the EMB particularly in the submission of requests and applications by their external stakeholders. These processes include, among others, the applications for permits.

The Phase 1 modules of the project consisted of the following: Certificate of Conformity (COC) Issuance, Environmental Laboratory Recognition Scheme, 3rd Party Stack Testing Firm Accreditation, Pre-Manufacturing and Pre-Importation Notification (PMPIN) and PCL Registration. These modules were designed and developed to respond to the functional requirements of the EMB Central Office, specifically those processes that handle permitting and monitoring transactions. Moreover, the Phase 2 of the project covered other permit processes that were downloaded to regional offices- operating in a decentralized environment. Reports and analytics were also developed as part of the Phase 2 project coverage.

This project aimed to provide the EMB-DENR the capability to further improve the delivery of their environmental services on the issuance of permits and compliance monitoring. ITDC and EMB successfully concluded this project with all the modules delivered and made operational.

ITDC BY THE NUMBERS

The ITDC provided its services for the years 2017 to 2022. The statistics of ITDC's accomplishments are shown below.

HELPDESK PERFORMANCE

The Helpdesk Team handles the general ICT Support for users of the University, including online accounts such as UP Mail and Zoom. Below are the statistics for the support they have provided to UP users.

IT SUPPORT TICKETS RECEIVED — **18,093**

IT SUPPORT TICKETS RESOLVED — **20,108**

MAIL ACCOUNTS MAINTAINED — **97,434**

ZOOM ACCOUNTS MAINTAINED — **56,422**

STORAGE SIZE MAINTAINED IN GIGABYTES (GOOGLE DRIVE) — **4,400,000**

SOFTWARE LICENSES MAINTAINED

16,691

OFFICE 365 ACCOUNTS MAINTAINED

15,784

SOFTWARE ENGINEERING PERFORMANCE

The Software Engineering Team handles the development and maintenance of several information systems, online services, platforms, and apps for the University. Below are the statistics for the development, deployment, and support of the information systems.

SOFTWARE APPS DEVELOPED & DEPLOYED

52

2017	2018	2019	2020	2021	2022
13	4	4	5	17	9

NO. OF USERS SUPPORTED

3,210,210

2017	2018	2019	2020	2021	2022
123,456	123,456	123,456	123,456	123,456	123,456

ITSG PERFORMANCE

ITDC also maintains the University's Internet connectivity. Below is the total bandwidth managed.

TOTAL INTERNET
BANDWIDTH MANAGED (Mbps)

2017	2018	2019	2020	2021	2022
7,850	7,863	7,863	7,797	8,001	5,877

SAIS PERFORMANCE

The SAIS Team handles the SAIS and its continued implementation. They also provide technical support for SAIS to its users. Below are the statistics of the records and support of SAIS.

NO. OF NEW ENROLLED
STUDENTS IN SAIS

2017	2018	2019	2020	2021	2022
3,889	6,113	3,451	3,851	3,570	3,639

NO. OF CONTINUING
STUDENTS IN SAIS

2017	2018	2019	2020	2021	2022
5,841	8,182	12,158	14,734	18,328	19,628

NO. OF GRADUATED/COMPLETED
THE PROGRAM IN SAIS

17,321

2017	2018	2019	2020	2021	2022
3,762	4,124	3,749	1,933	1,424	2,329

NO. OF COURSES
ENCODED IN SAIS

2,640

2017	2018	2019	2020	2021	2022
317	1,738	240	171	49	125

NO. OF
SAIS USERS

2017	2018	2019	2020	2021	2022
15,111	8,768	5,635	6,463	11,056	7,354

NO. OF ENROLLED STUDENTS
IN SAIS WITH DISABILITIES

1,017

2017	2018	2019	2020	2021	2022
66	117	153	182	214	285

NO. OF REQUEST COUNT
FOR BUKLOD API

9,342

2017	2018	2019	2020	2021	2022
0	0	0	0	0	9,342

NO. OF REQUEST COUNT
FOR IAADS+ API

3,859

2017	2018	2019	2020	2021	2022
0	0	0	0	1,336	2,523

NO. OF FACULTY EVALUATED
BY STUDENT FOR TEACHING

3,724

2017	2018	2019	2020	2021	2022
0	0	0	0	1,594	2,130

NO. OF CLASSES EVALUATED
BY STUDENTS FOR TEACHING

4,504

2017	2018	2019	2020	2021	2022
0	0	0	0	1,489	3,015

FMIS PERFORMANCE

The FMIS Team handles the FMIS and SPCMIS and their continued implementation. They also provide technical support for its users. Below are the numbers of the records and reports in the system.

NO. OF DISBURSEMENT VOUCHERS CREATED IN FMIS

776,397

2017	2018	2019	2020	2021	2022
138,403	133,610	147,038	95,206	108,278	153,862

NO. OF DISBURSEMENT VOUCHERS INITIATED IN FMIS

17,294

2017	2018	2019	2020	2021	2022
3	365	729	178	6,799	9,220

NO. OF DISBURSEMENT VOUCHERS APPROVED IN FMIS

607,503

2017	2018	2019	2020	2021	2022
111,454	108,863	116,970	76,338	87,284	106,594

NO. OF DISBURSEMENT VOUCHERS PAID IN FMIS

536,343

2017	2018	2019	2020	2021	2022
85,195	89,848	109,564	71,934	81,206	98,596

NO. OF EXPENSE REPORTS IN FMIS

14,199

2017	2018	2019	2020	2021	2022
3,270	3,345	3,499	1,096	777	2,212

NO. OF PROJECT PROCUREMENT MANAGEMENT PLANS CREATED IN SPCMIS

16,510

2017	2018	2019	2020	2021	2022
1,907	2,779	3,530	2,482	2,912	2,900

NO. OF PURCHASE REQUESTS CREATED IN SPCMIS

151,859

2017	2018	2019	2020	2021	2022
20,226	30,904	31,880	19,727	21,954	27,168

NO. OF PURCHASE ORDERS CREATED IN SPCMIS

59,339

2017	2018	2019	2020	2021	2022
6,942	11,648	13,111	7,995	9,281	10,362

NO. OF RECEIPTS CREATED IN FMIS

358,829

2017	2018	2019	2020	2021	2022
68,306	104,582	81,975	36,123	36,123	34,932

NO. OF BANK ACCOUNTS
CREATED IN FMIS

252

2017	2018	2019	2020	2021	2022
199	9	25	11	2	6

NO. OF OBLIGATIONS AND
BUDGET UTILIZATION ENTRIES
POSTED IN FMIS

478,505

2017	2018	2019	2020	2021	2022
91,900	85,682	99,519	61,725	66,011	73,668

NO. OF MANUAL JOURNAL
ENTRIES CREATED IN FMIS

4,769

2017	2018	2019	2020	2021	2022
2,102	1,780	486	220	122	59

HRIS PERFORMANCE

The HRIS Team manages the HRIS and its continued implementation. They also provide technical support to the users of HRIS. Below are the metrics pertaining to the records and reports in HRIS.

NO. OF EMPLOYEE RECORDS
MAINTAINED IN HRIS

24,506

Publication, Research, Creative
Work & Other Scholarly Work in HRIS

308

CERTIFICATE OF SERVICE IN HRIS 97,434

LIMITED PRACTICE OF PROFESSION IN HRIS 56,422

RECORDS OF LOCAL TRAVEL IN HRIS 32,022

RECORDS OF INTERNATIONAL TRAVEL IN HRIS 4,477

AUTHORITY TO FILL IN HRIS 3,284

AUTHORITY TO HIRE FOR HRIS 5,729

TRAINING

The Training Team handles coordination and training of the stakeholders for the available information systems and other online services managed by ITDC. Below are the numbers for the webinars and trainings that have been conducted.

NO. OF WEBINARS DELIVERED

128

2020	2021	2022
22	71	35

NO. OF WEBINAR PARTICIPANTS

25,617

2020	2021	2022
7,472	12,341	5,804

NO. OF WEBINAR TOPICS PREPARED

128

2020	2021	2022
22	71	35

NO. OF TRAINING/WEBINAR
CERTIFICATES ISSUED

25,617

2020	2021	2022
7,472	**12,341**	**5,804**

5 FEEDBACK FROM SUPPORTED USERS

Users to whom ITDC has provided support have shared their thoughts on the assistance offered to them.

Thank you for the very responsive and fast service, Helpdesk!

———

UP Diliman Staff, 28 Nov 2022

Thank you po for promptly assisting me despite my late emails. Your service is highly appreciated po.

———

UP Baguio Student, 27 Dec 2022

It was the quickest turnaround for any service that I have requested from a government agency in a long time.

———

UP Alumni, 29 Dec 2022

Thank you for the immediate and accurate response of ICT support team. Staff of ITDC are always reliable. Thank you very much po and stay safe.

———

UP Los Banos Office, 07 Dec 2022

Kudos to ITDC Support for the excellent service and the response to my help request!

———

PGH Employee, 17 Nov 2022

Thank you very much kay ITDC for always being quick to respond and address our concerns.

———

UP Manila Employee, 16 Nov 2022

UP ITDC ACCOMPLISHMENT REPORT 2017-2022

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