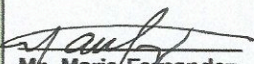


Policy No:	ADM-POL-ITC-0001
Policy Title:	Report Generation Policy
Implementation Procedure:	ADM-PROC-ITC-0001 Report Generation Procedure
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	
"Supersedes" Notification:	
Purpose of Policy:	This policy details the list of reports and personnel who are authorized to access the reports generated by the ITC.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The ITC generates the following reports                             <ul style="list-style-type: none"> <li>• Subject / Section Status-(This is also being generated by Registrar).</li> <li>• Class Lists-(This is also being generated by Accounts Receivable, Academics and Registrar)</li> <li>• Student Performance Report</li> <li>• Data Summary List</li> <li>• Official Grading Sheet</li> <li>• General Weighted Average</li> <li>• Grades to Parents</li> </ul> </li> <li>• Other customized reports that are needed by other departments</li> <li>• Only the ITC Director, ITC staff, Registrar and the Academic Heads have access to the listed reports except for the subject/section status and the class lists.</li> <li>• Other offices who need any of the mentioned reports should present an approved letter of permission from the Registrar and the Vice President for Academic Affairs.</li> <li>• All reports generated by a particular division that is needed by other departments should be approved by the concerned Vice President.</li> <li>• Only the ITC personnel are authorized to print copies of the said reports.</li> <li>• Unauthorized possession and use of any of the said reports are subject for sanction and violation, both for the students and employees.</li> </ul>
Applicability:	Students and employees
Policy Approval Authority:	ITC Director
Related Policies or References	
Definition:	
Approved by	 Mr. Mario Fernandez
Date of Approval	3/14/2012

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