<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ADM-POL-ITC-0001</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Report Generation Policy</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y.2010-2011</td>
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<tr>
<td>Effectivity:</td>
<td>S.Y. 2010-2001 to present</td>
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<td>Page Number:</td>
<td>One (1)</td>
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<td>Office of Origin:</td>
<td>(Policy Expert)</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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**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:**
- The ITC generates the following reports
  - Subject / Section Status (This is also being generated by Registrar).
  - Class Lists (This is also being generated by Accounts Receivable, Academics and Registrar)
  - Student Performance Report
  - Data Summary List
  - Official Grading Sheet
  - General Weighted Average
  - Grades to Parents
- Other customized reports that are needed by other departments
- 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.
- 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.
- All reports generated by a particular division that is needed by other departments should be approved by the concerned Vice President.
- Only the ITC personnel are authorized to print copies of the said reports.
- Unauthorized possession and use of any of the said reports are subject for sanction and violation, both for the students and employees.

**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