**Procedure No:** ADM-PROC-ITC-0002
**Procedure Title:** Report Requisition Procedure
**Related Policy:** ADM-POL-ITC-0001 Report Generation Policy
**Date of Issuance:** S.Y. 2009-2010
**Effectivity:** S.Y. 2009-2010 to present
**Page Number:** One (1)
**Office of Origin:** Information Technology Center

**Procedure Description:**
This details the process in the issuance of academic related reports to non-academic heads and departments.

**Areas of Responsibility:**
Information Technology Center

**Procedure Details:**
- **Step 1.** Directors and non-academic departments who need any of the ITC generated report should seek a written permission from the Registrar and the Vice President for Academic Affairs.
- **Step 2.** The requisitioner presents the approved letter from the Registrar and the Vice President for Academic Affairs.
- **Step 3.** The ITC Director verifies the letter of approval and instructs the ITC personnel to release the requested data.
- **Step 4.** The requisitioner is informed of the number of days needed to generate the request, especially in the cases of custom made reports.
- **Step 5.** The report is released to the requisitioner.

**Procedure Approval Authority:** ITC Director

**References:**

**Definition:**

**Help Page:** Information Technology Center

**Prepared by:** Planning, Funding and Development Office

**Approved by:**

**Date of Approval:** 3/04/2012