[DBM NATIONAL BUDGET MEMORANDUM NO. 71, August 01, 1995]

ESTABLISHING A COMPUTERIZED DATABASE FOR SUCS

1.0
Purpose

This Memorandum is issued to inform all concerned of the setting up of a computerized database for state universities and colleges (SUCs) and to provide the general guidelines therefor.

2.0
Objective and Scope

The database is intended to expedite the evaluation of the annual, supplemental and special budgetary proposals of SUCs as recommended by CHED.

2.1 The design and content of the database will also consider the internal management information requirements of individual institutions.

2.2 The database will cover initially all SUC operations which are supported through the General Fund.

3.0
General Guidelines

3.1 DBM will design the database structure and data formats using the most common and available computer hardware and software.

3.2 DBM regional offices will distribute the data formats to all SUCs and train their staff, if necessary, in the basic computer program. Individual SUCs may also obtain data formats through PASUC and send staff for training at the TUP Training Center.

3.3 SUCs shall acquire and/or assign the needed equipment and staff to prepare and submit reports required in the prescribed medium and lay-out.

3.4 In general, data on enrolment and faculty assignments by subject will be submitted using the attached format within 30 days after the close of registration for each semestral and summer period, except for previous periods beginning with summer of 1994, which will be by September 1, 1995. All other data required may be submitted in the prescribed format within 30 days after year-end.

3.5 DBM will continuously consult CHED, PASUC, and other entities concerned in order to maintain and maximize the usefulness and relevance of the database.

4.0
DBM Actions