

AGENCY INFORMATION INVENTORY

Agency Abbrev	Agency Name	Title	Description	File Format	Online Publication	Location of URL	Disclosure	Original Data Owner	Data Maintainer	Date Released or Coverage	Frequency of Update
DBM	Department of Budget & Management	BFARs online through the URS			N/A	BPSU Website		BPSU	OPD/Budget		quarterly
AO25	AO25 Secretariat (Development Academy of the Philippines)	Performance Based Bonus FY 2016	Compliance to the Guidelines on the Grant of PBB under Executive Order no. 80 s. 2012 Executive Order No. 201 s. 206	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-02-17	
CHED	Commission on Higher Education	Performance Based Bonus FY 2016	Compliance to the Guidelines on the Grant of PBB under Executive Order no. 80 s. 2012 Executive Order No. 201 s. 206	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-02-17	
	Senate Committee on Finance	Online Submission of Budget Proposal FY 2018-2020	Pertinent data in preparation for budget hearings and deliberations	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-05-18	
AO25	AO25 Secretariat (Development Academy of the Philippines)	Performance Based Bonus FY 2016 Justification	Compliance to the Guidelines on the Grant of PBB under Executive Order no. 80 s. 2012 Executive Order No. 201 s. 206	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-06-05	
CHED	Commission on Higher Education	Normative Financing Report 2016		standard (soft copy)	N/A	N/A		BPSU	MIS	2017-10-29	
	Senate Committee on Finance	FY 2019 Budget Folio	Pertinent data in preparation for budget hearings and deliberations	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-07-26	
	House Committee on Appropriations	FY 2019 Budget Folio	Pertinent data in preparation for budget hearings and deliberations	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-07-26	
	House Committee on Appropriations	FY 2018 Budget Folio	Pertinent data in preparation for budget hearings and deliberations	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-08-29	
	Senate Committee on Finance	FY 2018 Budget Folio	Pertinent data in preparation for budget hearings and deliberations	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-08-29	

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PASUC	Philippine Association of State Colleges and Universities	Requirements for the Senate Budget Hearing (as Regional Chair)	Pertinent data in preparation for budget hearings and deliberations	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2017-09-18	
AO25	AO25 Secretariat (Development Academy of the Philippines)	Performance Based Bonus FY 2017	Compliance to the Guidelines on the Grant of PBB under Executive Order no. 80 s. 2012 Executive Order No. 201 s. 206	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2018-04-24	
DBM	Department of Budget & Management	Performance Based Bonus FY 2017	Compliance to the Guidelines on the Grant of PBB under Executive Order no. 80 s. 2012 Executive Order No. 201 s. 206	standard (hard copy)	N/A	N/A		BPSU	OPD	2018-04-23	
CHED	Commission on Higher Education	Performance Based Bonus FY 2017	Compliance to the Guidelines on the Grant of PBB under Executive Order no. 80 s. 2012 Executive Order No. 201 s. 206	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2018-04-24	
PRMSU	President Ramon Magsaysay State University	BPSU Data for Senate to Regional Chair	Pertinent data in preparation for budget hearings and deliberations	word	N/A	N/A		BPSU	OPD	2018-08-10	
CHED	Commission on Higher Education	FY 2019 Proposed Budget submitted to DBM & CO 2017, 2018, 2019	Pertinent data in preparation for budget hearings and deliberations	standard (hard copy)	N/A	N/A		BPSU	OPD	2018-08-17	
PASUC	Philippine Association of State Colleges and Universities	Additional Data on SUCs Comprehensive Land Use Plan	Pertinent data in preparation for budget hearings and deliberations	pdf, word	N/A	N/A		BPSU	OPD	2018-09-06	
PASUC	Philippine Association of State Colleges and Universities	Data for Senate Budget Hearing	Pertinent data in preparation for budget hearings and deliberations	pdf, word	N/A	N/A		BPSU	OPD	2018-09-14	
	Senate Committee on Finance	FY 2019 Proposed Budget (Senate Budget Briefing)	Pertinent data in preparation for budget hearings and deliberations	standard (hard copy, soft copy)	N/A	N/A		BPSU	OPD	2018-09-17	
BPSU	Bataan Peninsula State University	Board Advisory	Board Advisory	Doc/ Hard copy	No		Exception	Office of the University Secretary	University and Board Secretary	Disposed after 2 years from the date of the record	

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BPSU	Bataan Peninsula State University	Correspondence	Routinary/ Non-Routinary Communication (Internal and External)	Hard copy	Yes		Exception	Office of the University Secretary	University and Board Secretary	Dispose after 2 years from the date of records, 2 years after	
BPSU	Bataan Peninsula State University	Issuances	House Bill, Senate Bill, CHED, CMO's, Court Order, Executive Order, DBM SARO, Advises, CSC Memorandum/ Order, etc.	Hard copy	No		Internal	Office of the University Secretary	University and Board Secretary	Permanent	
BPSU	Bataan Peninsula State University	Board Meeting/ Proceeding Files	Board Meetings Agenda Folder/kits or Reports Presented during Board Meeting (Regular/Special)	Doc/ pdf/ hard copy	No		Exception	Office of the University Secretary	University and Board Secretary	Permanent	
BPSU	Bataan Peninsula State University	Memorandum of Understanding/ Agreement	Memorandum of Understanding/ Agreement (Linkages, Training for the Students, Scholarship, Special Projects etc.)	Pdf/ hard copy	No		Limited	Office of the University Secretary	University and Board Secretary	Permanent	
BPSU	Bataan Peninsula State University	Board Minutes of the Meeting	Board Minutes of the Meeting	Doc/ Hard copy	No		Exception	Office of the University Secretary	University and Board Secretary	Permanent	
BPSU	Bataan Peninsula State University	Board Notice of Implementation	Board Approved Agenda for Implementation	Doc/ Hard copy	No		Internal	Office of the University Secretary	University and Board Secretary	Permanent	
BPSU	Bataan Peninsula State University	Board Notice of Meeting	Notice of Implementation	Doc/ Hard copy	No		Exception	Office of the University Secretary	University and Board Secretary	Dispose after 2 years from the date of record	
BPSU	Bataan Peninsula State University	Board Referendum	Board Approved Referendum	Doc/ pdf/ hard copy	No		Exception	Office of the University Secretary	University and Board Secretary	Permanent	
BPSU	Bataan Peninsula State University	Board Resolution	Board Approved Resolutions	Doc/ pdf/ hard copy	No		Exception	Office of the University Secretary	University and Board Secretary	Permanent	
BPSU-OUR	Bataan Peninsula State University	Enrollment Report (Student Accounting by Year Level and Sex)	Includes statistics of students enrolled in different program offering for a particular semester/term by year level and sex	Standard XLS	No	None	Public	OUR	OUR		Every semester or term or as the need arises

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		Reports on Graduates	Includes the number of graduates of different programs by sex	XLS	No	None	Public	OUR	OUR		Annually or as the need arises
		Report on Grades(Individual)	Includes the grades of students in their enrolled courses	Standard	Yes	http://reportgrades.bpsu.edu.ph/login-form.php	Limited	OUR	OUR		Every semester or term
		Worksheet on Consolidated Grades	Includes the number of all students in all their enrolled courses	Standard	No	None	Limited	OUR	OUR		Every semester or term
		Dropout Rate	Includes the number of students who officially dropped courses	Standard XLS	No	None	Public	OUR	OUR		Every semester or term or as the need arises
		Information of Students (Student's Directory)	Includes data on students such as but not limited to sex, address, contact number, email address, birthday	Standard SYSTEM-BASED	No	None	Limited	OUR	OUR		As the need arises
		List of Graduates	Includes the name and sex of the graduates	Standard XLS	No	None	Limited	OUR	OUR		Annually or as the need arises
		List of Enrollees	Includes the name and sex of the enrollees	Standard System-based	No	None	Limited	OUR	OUR		Every semester or term or as the need arises

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OVPA	BATAAN PENINSULA STATE UNIVERSITY – OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	Syllabi Preparation per Cluster	Syllabus is guide to a course and what will be expected of you in the course. Generally it will include course policies, rules and regulations, required texts, and a schedule of assignments. A syllabus can tell you nearly everything you need to know about how the course will run and what will be expected of you	DOC	NO	NONE	EXCEPTION	OVPA	OVPA		Whenever there is a change in curriculum
OVPA	BATAAN PENINSULA STATE UNIVERSITY – OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	Instructional Materials Preparation	Instructional materials are the tools used in educational lessons, which includes active learning and assessment. Basically, any resource a teacher uses to help him teach his students is an instructional material. There are many types of instructional materials, but let's look at some common ones.	DOC	NO	NONE	EXCEPTION	OVPA	OVPA		Whenever there is a change in curriculum
OVPA	BATAAN PENINSULA STATE UNIVERSITY – OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	Assigning/ Designating Cluster Heads/ SIP Coordinator	Recommended to the President academic policies pertaining to curricula, faculty appointments and assignments, and academic programs.	DOC	NO	NONE	EXCEPTION	OVPA	OVPA		Every Semester of New Academic Year
OVPA	BATAAN PENINSULA STATE UNIVERSITY – OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS	Budget Planning of Offices under Academic Affairs	Coordinate the Planning and preparation of the annual budget proposals of different Colleges and Institutes	DOC	NO	NONE	EXCEPTION	OVPA	OVPA		Yearly


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