



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

**CHED - MEMORANDUM ORDER**

No. 22

Series of 1998

**SUBJECT : CHED COMPUTERIZATION PROGRAM PROPOSAL FORM  
FOR THE 1997 SUCs COMPUTERIZATION PROGRAM**

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In accordance with the implementation of the 1997 SUCs Computerization Program and as mentioned in item number 6 of its Implementing Rules and Regulations, attached hereto is the CHED Computerization Program Proposal Form to be accomplished by the SUC President and submitted to this office.

Please address the accomplished form to : Dr. Charles C. Villanueva (Director IV, OPPRI), Chairman of the Technical Working Group (TWG), for technical evaluation.

**FOR YOUR COMPLIANCE.**

  
**ANGEL C. ALCALA**  
Chairman

Encl : As stated



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

**CHED COMPUTERIZATION PROGRAM  
PROPOSAL FORM**

This proposal form is patterned on the National Computer Center (NCC) Information System Plan (ISP) form to support the Computerization Program of the Commission on Higher Education (CHED). This should reflect the Institution's computerization plan as supported by the government funds, thus, synchronized direction of the different items in this form is expected.

One factor to be considered in approving the proposal is the complete implementation of the 1996 Computerization Program. Its MOOE component should be utilized accordingly or allocated properly. All accomplished forms should be submitted to the Commission for the evaluation of the Technical Working Group (TWG) for Technical Concerns.

**FILL-UP INSTRUCTIONS**

Type in the answers on the space or lines provided for each item except for the shaded portions which are intended for the evaluators. All pages should be accomplished except pages 8, 9, 10, and 11 which should be accomplish only by Institutions planning to develop their Institutional Management Information System (MIS) and Electronic Library System. Additional sheets may be used if needed.

**Page 5**

1. Check the identifier for the type of proposal form being submitted whether it is for initial evaluation or a revised/updated version.
2. Prepared by - type the complete name of the person responsible for the preparation of the proposal form with his signature including the date and his position.
3. Approved by - type the complete name of the SUC President supported by his signature and the date.
4. Institutional Profile
  - 4.1 Institutional Name - the complete name of the institution as registered at CHED's Information Unit
  - 4.2 Year Established - the 4-digit value of the year when the institution first accepted students for enrolment.
  - 4.3 Address - the complete address of the institution where it is located.
  - 4.4 Telephone number(s) - the complete telephone numbers of the institution including the area code
  - 4.5 Fax number(s) - the complete fax number(s) of the institution
  - 4.6 Total number of Faculty -
    - a) for IT programs - number of faculty members handling IT programs (BS Computer Science, BS Information Technology, BS Information Management)
    - b) for non-IT programs - number of faculty members handling programs not considered in 4.6.a

4.7 Total number of Staff -

- a) administrative - number of staff having administrative or executive positions
- b) rank and file - number of staff having non-administrative or executive positions

5. Course offering - total enrolment and graduates for the IT programs and Non-IT programs

**Page 6 - 1996 Computerization Program Assessment (for recipients only)**

6. Check if the institution is a defined Nodal Institution or a basic institution under the 1996 computerization program
7. Type the total amount of capital outlay allocated to the institution from the 1996 computerization program
8. Identify the number of workstations, servers, UPS, Hubs delivered to the institution as part of the 1996 Computerization Program
9. Type the total amount of MOOE allocated to the institution from the 1996 computerization program
10. List down the title of trainings or seminars attended by the faculty members and staff of the institutions including the number of participants and corresponding cost. The subtotal should tally with the allocated amount which is 60% of the total MOOE per SUC. The trainings and seminars should cover the IT literacy, enhancement and advancement.
11. List down the items procured and paid for under other expenses. This amount is intended for the hardware maintenance and site preparation and should tally with 40% of the total MOOE.
12. Write '+' or '-' at the right side column. The '+' sign indicates that the amount is already utilized while the '-' indicates that the amount is still un-used or still available.
13. Write the subtotals for the CO and MOOE respectively and the grand total for MOOE on the space provided.

**Page 7. Objectives and Strategic Concerns for IT use**

14. The Objectives - clear identification of the institutions' goals in implementing the proposed computerization program. The defined objectives should be supporting the objectives of the computerization programs as defined in the GAA as well as the CHED Pole-Vaulting Strategies for IT (see attachment).

**Computerization Program Objectives as defined in the GAA**

1996 GAA - To support the computerization program of both private and state universities and colleges, including computer training for teachers.

1997 GAA - To support the computerization program of both private and state universities and colleges, including computer training of teachers taking into

consideration future networking among schools, access to the Internet and capability for electronic instruction.

15. Strategic Concerns for IT use - identifies the terms on how the institution intends to apply IT and indicates the priority areas of consideration where high impact could be attained.

#### **Page 8. Description of the Critical Information System (For Institutional MIS and Electronic Library only)**

16. Information System - identify the list of information systems to be created which are critical to the operations of the institutions  
17. Description - brief identification of the information system to be created  
18. Status - as defined in the footnote

#### **Page 9. Impact of the Information Systems**

19. Information System - same as number 16  
20. Impact of the System - as defined in the footnote

#### **Page 10. Information System Linkages**

21. Information System/ System Owner - same as number 16 including the responsible office for the utilization of the system (e.g. personnel system - HRD, payroll system - accounting, enrolment system - registrar, etc.)  
22. Organizational Linkages - defines the other offices which shall be using the system (e.g. for enrolment system - other colleges, personnel system - accounting)  
23. Functional usage - defines how the users shall be using the system (e.g. update/create record in the file, process data, etc.)

#### **Page 11. Development Strategy**

24. Development Strategy - as defined in the footnote

#### **Page 12 - Computing Scheme**

25. Check the computing scheme present in the existing set-up or to be proposed.  
26. The different computing Scheme

- **Interactive computer conferencing** describes an activity where users dialogue with others in real time, speaking through their keyboards and hearing through the screen. Depending on the actual software used, it is possible to link groups of users enabling groups of participants from widely dispersed geographical locations to be brought together. This technique enables conferences to be conducted using low

bandwidth communications services. In addition, it minimizes transmission costs where commercial packet switched networks are being used.

- **Multimedia System** - The terms hypermedia, interactive multimedia and digital video interactive learning are some of the terminologies frequently used for multimedia. This refers to the integration of two or more communication media controlled by a computer that allows the learner to explore infinite possibilities of branching and going through lessons. Elements are stored and processed digitally for greater flexibility of interaction between the learner and the medium.
- **Electronic Library** - a term applied for the electronic processing applications in the library operations. This also applies to the distribution of information through electronic media such as CD-ROMs or Internet applications for research.
- **Computerized Management Information System (MIS) or Database Management** - a computer based system of processing and organizing information so as to provide different levels of management within an organization with accurate and timely information needed for supervising activities, tracking progress, making decisions and isolating and solving problems.
- **Local Area Network** - a group of computers and other devices dispersed over a relatively limited area and connected by a communications link that enables any device to interact and share resources with any other on the network.
- **Wide Area Network** - a communication network that connects geographically separated areas such as remote campuses.
- **Internet connectivity** - connectivity to the world wide web (WWW) which allows the user to connect to any network around the world and be able to access information regardless of location.
- **Intranet** - an organizational network utilizing Internet facilities but limiting the access only to the members of the organization

#### **Page 13 - Hardware**

27. Hardware Platform - for each existing and proposed hardware platform indicate the number or size required.

#### **Page 14. Software**

28. Software Classification - for each existing and proposed software packages indicate the name/brand

#### **Page 15. Training needs**

29. IT Course Classification- for each classification, identify the corresponding training needs of the faculty, students and staff including a brief description of each.

#### **Page 16. Summary Financial Requirement**

30. Financial requirement - identify all the financial requirements needed for the implementation of the proposed computerization program as synchronized in all items defined in the previous pages,

# 1997 CHED COMPUTERIZATION PROGRAM PROPOSAL FORM

\_\_\_ Initial \_\_\_ Revision /Updates

**Received at CHED**

by \_\_\_\_\_  
Date \_\_\_\_\_

**Received by TWG**

by \_\_\_\_\_  
Date \_\_\_\_\_

Date Evaluated : \_\_\_\_\_  
 Approved  
 Disapproved  
 for revision

Evaluator : \_\_\_\_\_  
 Date Released  
 at TWG : \_\_\_\_\_

Prepared by : \_\_\_\_\_  
 (Printed Name/Signature/Date)

\_\_\_\_\_ Position

Approved by : \_\_\_\_\_  
 (Printed Name/Signature/Date)  
 President

## A. Institutional Profile

Institution Name		
Year Established		
Address		
Telephone Number(s)		
Fax Number(s)		
e-mail address		
Total number of Faculty	a) for IT programs	
	b) for non IT programs	
Total number of Staff	a) administrative	
	b) rank and file	
Total number of IT literate Staff	a) administrative	
	b) faculty members	
	c) rank and file	

Course Offering	Total Enrolment	Total Graduate
1. IT programs		
1.1 BS Computer Science		
1.2 BS Info. Tech.		
1.3 BS Info. Management		
2. Non-IT Programs		
<b>GRAND TOTAL</b>		

**B. 1996 Computerization Program Assessment (for recipients only)**

\_\_\_ Nodal Institution      \_\_\_ Basic Institution

<b>Budget allocated for Capital Outlay (CO)</b>		<b>P</b>
1. Number of workstations		Status : ___ operational ___ w/ problem* *please discuss on a separate sheet
2. Number of server(s)		
3. Number of UPS		
4. Number of Hubs		

<b>Budget allocated for MOOE</b>			<b>P</b>	
<b>1. Title of Trainings/Seminars (60%)</b>	<b>Date</b>	<b>Number of Participants</b>	<b>Cost</b>	<b>+/-</b>
			P	
			P	
			P	
			P	
			P	
			P	
			P	
<b>SUB-TOTAL (TRAINING)</b>			<b>P</b>	

<b>2. Other Expenses (40%)</b>	<b>Date</b>	<b>Purpose</b>	<b>Cost</b>	
			P	
			P	
			P	
			P	
			P	
			P	
<b>SUB-TOTAL (OTHER EXPENSES)</b>			<b>P</b>	
<b>GRAND TOTAL (MOOE)</b>			<b>P</b>	

The subtotal and grandtotals should tally as assigned, place '+' or '-' at the right side column. The '+' means that the amount is already utilized while the '-' means still available.

**C. OBJECTIVES**

**D. STRATEGIC CONCERNS FOR IT USE**

*(If Strategic Concerns involves creation of Institutional Management Information System and/or electronic library sys. accomplish Item E, otherwise, proceed to item F)*



**E. MANAGEMENT INFORMATION SYSTEM/ELECTRONIC LIBRARY SYS.****E-1 Description of the Critical Information System**

<b>Information System</b>	<b>Description</b>	<b>Status</b>

*Status - operational, under development, for development, for enhancement*

**E. MANAGEMENT INFORMATION SYSTEM/ELECTRONIC LIBRARY SYS.****E-2 Impact of the Information Systems**

<b>Information System</b>	<b>Impact of the System</b>	<b>Accepted</b>
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*Impact of the system - on mission, service, as related to the 1996 computerization program, on the objective of the 1997 computerization program, cost reduction, others*

**E. MANAGEMENT INFORMATION SYSTEM/ELECTRONIC LIBRARY SYS.****E-3 Information System Linkages**

<b>Information Unit/ System Owner</b>	<b>Organizational Linkages</b>	<b>Functional Usage</b>	<b>Accepted</b>

**E. MANAGEMENT INFORMATION SYSTEM/ELECTRONIC LIBRARY SYS.****E-4 Development Strategy**

<b>Information System</b>	<b>Development Strategy</b>	<b>Accepted</b>

*Development Strategy - may be in-house, sub-contracted, or a combination of both*

## F. IT STRATEGY

### F.1 Computing Scheme

Scheme	Existing Set-up	Proposed	Accepted
Interactive comp. conferencing			
Multimedia Environment			
MIS/Electronic Library System			
Local Area Network			
Wide Area Network			
Internet			
Intranet			
Standalone			
Others			
-			
-			
-			

### F. 2 Hardware

Hardware Platform	Existing HW	Proposed HW	Accepted
<b>Mainframe</b>			
Number of CPU			
Number of Printers			
Number of Terminals			
Data Storage Size			
<b>Minicomputer</b>			
Number of CPU			
Number of Printers			
Number of Terminals			
Data Storage Size			
<b>Microcomputer (Standalone)</b>			
Number of CPU			
- xt			
- 286			
- 386			
- 486			
- 586			
- pentium of higher			
Number of Printers			
- laser printer			
- color laser printers			
- 132 columns			
- 80 columns			
- inkjet			
- others			



<b>F.3 Software</b>	State the number of licensed copies over the number of loaded workstations	State the number of licensed copies	
<b>Software Classification</b>	<b>Existing SW</b>	<b>Proposed SW</b>	<b>Accepted</b>
1. Operating System			
2. Development Tools			
3. Networking Software			
4. Software Packages <ul style="list-style-type: none"> <li>- word processing</li> <li>- spreadsheet</li> <li>- presentation</li> <li>- database manager</li> <li>- statistical packages</li> <li>- others (specify)</li> </ul>			
5. Special Solution SW <ul style="list-style-type: none"> <li>- GIS</li> <li>- Imaging</li> <li>- Other (specify)</li> </ul>			
6. Others (specify)			

**F-4 Training needs**

<b>IT Course Classification</b>	<b>Description</b>	<b>Accepted</b>
IT Management		
Systems Development		
Programming		
Database Management		
Data Communication		
Others (please specify)		





**EVALUATOR'S PAGE****I. ANALYSIS****II. RECOMMENDATIONS**

Evaluated by : \_\_\_\_\_ Noted by : \_\_\_\_\_  
(Name/Signature/Date) Chairman  
TWG - Technical Concerns Technical Working Group