



March 13, 2023

MEMORANDUM CIRCULAR NO. 5
Series of 2023

**T O: ALL CENTER/INSTITUTE/COLLEGE/DEPARTMENT/OFFICE/UNIT HEADS
AND COMPONENT COLLEGES.**

R E: SUBMISSION OF ICT RESOURCE REQUIREMENTS FOR YR: 2024-2026

The University is in the process of formulating its Information System Strategic Plan (ISSP) for the year 2024-2026. The ISSP will pave the way for the digitalization of the University's services, processes, governance, and administration. This will be our guide in the implementation of future projects of the University with ICT components. All ICT resource requirements of the University for funding should be in the ISSP.

In this regard, I would request all offices of the university including component colleges to submit your ICT resource requirements for Year 2024-2026 to Ms. Frances Ann Arbiol-Santos on or before April 5, 2023.

Attached is a sample template of the ICT resource requirement.

For information and guidance. Thank you.

DANIEL LESLIE S. TAN

Vice President for Administration and Finance



ICT Resource Requirements

Description	Qty.			
	2024	2025	2026	Total
Sample				
Hardware:				
Desktop computer	10	10	5	25
Laptop	5	10	5	20
Printer	5	5	5	15
Network switch	2	0	1	3
Software:				
ArcGIS	3	0	1	4
Turnitin Subscription	600	700	800	2,100
Microsoft Office	300	300	300	900
Windows Operating System	300	300	300	900
Information System:				
OPCR/IPCR Management System	√	√	0	1
RDEMIS	√	√	0	1
Coconut Information System	0	√	√	1

Prepared by:

Head/Director/Dean

Recommending Approval:

Vice President

Approved:

President