

ANNEX A-5: EXISTING INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) INFRASTRUCTURE INVENTORY

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Objectives:

- To identify the hardware, software, network and other ICT resources being used to manage information by National Government Agencies (NGAs), Government-owned and Controlled Corporations (GOCCs), State Colleges and Universities (SUCs), and Constitutional and Financial Autonomous Group (CFAG);
- To update existing benchmark and standards; and
- To provide inputs to the MITHI Steering Committee in determining the ICT budget requirements of the agency.

1 HARDWARE / OTHER ICT EQUIPMENT

Fill-out Instruction:

- Please count all existing computing devices and peripherals owned or leased by your office that are functioning including those acquired through projects. In case of multi-year contract for leased units, then just write the number of units under the appropriate year when the leased units were acquired. Do not include in succeeding years unless another batch was leased. **Reference year is last year.** Kindly replace "last year" and preceding years by the actual year number. For example, if last year is 2013, then write 2013 under the 1st column. For last 2 years, write 2012 and for last 3 years, write 2011.

1.1 Number of Computing Devices and Peripherals by Type and by Year Acquired

TYPES	TOTAL NUMBER OF FUNCTIONING UNITS BY YEAR ACQUIRED						
	<Last Year>		<Last 2 Years>		<Last 3 Years>		More than 3 years
	Owned	Leased	Owned	Leased	Owned	Leased	
Mainframe	2	3	3	5	5	6	7
Servers							
Desktop PC							
Laptop / Notebook / Netbook PC							
Mobile Phone ² (incl. smart phones)							
Tablet PC							
Multi-function printer (print, copy, etc.)							
Printer only							
Digital Camera (Include DSLR, if any)							
Wide-format Printer or Plotter	3	99999	1	1	1	1	1
Small Scanner (ex. flatbed scanner)							
Smart Card Reader							
Wide-format Scanner							
External Hard Drive							
Generator Set	1						
asdfsdf	7						

¹In case all three positions are occupied by different persons, then the IS Planner should have priority in answering this survey.

²Count only the mobile phones owned or leased by your agency.

2.1.2 OS for Workstations (desktops and laptops)

OPERATING SYSTEM	Lifetime License?	If not, write below the year of expiration
Older than Windows XP		
Windows XP		
Windows Vista		
Windows 7		
Windows 8 and up		
Solaris	<input checked="" type="checkbox"/>	
Linux		
Mac OS		

2.1.3 OS for Servers

OPERATING SYSTEM	Lifetime License?	If not, write below the year of expiration
Windows NT		
Windows 2000		
Windows Server 2003		
Windows Server 2008		
Windows Server 2012		
Solaris		
OpenSolaris		
OS/2		
Linux		
Mac OS X Server		
Test OS	<input checked="" type="checkbox"/>	

2.2 Office Automation Software

SOFTWARE / APPLICATION PACKAGE	Lifetime License?	If not, write below the year of expiration
Older than MS Office 2003	<input checked="" type="checkbox"/>	
MS Office 2003		
MS Office XP	<input type="checkbox"/>	2017
MS Office 2007		
MS Office 2010		
MS Visio	<input type="checkbox"/>	0000
MS Project		
Open Project	<input type="checkbox"/>	2013
Open Office	<input checked="" type="checkbox"/>	

2.3 Operational Oversight⁶ / Administrative Systems (please refer to the examples⁷ below.)

⁶Include only those currently being used by your office or agency.

⁷Payroll System, 201 File Information and Promotion System, Vehicle Monitoring System, Document Tracking System, Attendance and Leave Monitoring System, Financial Management Information System, Inventory System, Records Management System

⁸Write Y for Yes if your agency has intellectual property right to the system. Write N for No.

⁹WORKING ENVIRONMENT: **S** - Stand alone; **C** - Client-Server; **W** - Web-based

¹⁰USE: **1** - Public Financial Management; **2** - Citizen Frontline Services; **3** - Ease of Doing Business; **4** - Higher Education; **5** - Basic Education; **6** - Health; **7** - Justice, Peace and Order; **8** - Energy; **9** - Land and Other Geospatial Information; **10** - Disaster

NAME OF SYSTEM (Please list down the name/s of your administrative system/s)	Own Intellectual Property, Y or N? ⁸	DEVELOPMENT PLATFORM (ex. LAMP, .NET, Java)	WORKING ENVIRONMENT ⁹ (Use codes below)	MAINTENANCE COST	USE ¹⁰ (Pls. write codes only; refer below)	Others (Please specify if USE code is 15)
dfafsdaf	N	dfasfasd	C	3.00	15	test
test	N	test	S	1600.00	13	
test2	N	yeetus	C	1300.00	13	
test3	Y	yeet	S	1300.00	15	test
test4	N	dawfda	C	12.00	15	test5

2.4 Operational¹¹ Strategic Information Systems (please refer to the examples¹² below.)

NAME OF SYSTEM (Please list down the name/s of your administrative system/s)	Own Intellectual Property, Y or N? ⁸	DEVELOPMENT PLATFORM (ex. LAMP, .NET, Java)	WORKING ENVIRONMENT ⁹ (Use codes below)	MAINTENANCE COST	USE ¹⁰ (Pls. write codes only; refer below)	Others (Please specify if USE code is 15)
dfafdsaf	Y	dfafdsaf	C	6.00	3,4	
test	N	test2	S	0.00	3	
test2	N	test3	C	2.00	3,4	

2.5 Databases (please include only existing databases)

NAME OF DATABASE	Own Intellectual Property, Y or N? ⁸	BRIEF DESCRIPTION AND KEY FIELDS ¹⁶	DATABASE MANAGEMENT SOFTWARE ¹⁷ USED	MAINTENANCE COST	USE ¹⁰ (Pls. write codes only; refer below)	Others (Please specify if USE code is 15)
CRS						
iLib						
DormApp						
test2	N	dfdsaf	dfasfasd	21.00	2	
test3	N	daf	dfdafdaf	21.00	2,6,7	
test5	N	231321	321321	21.00	2,6	
test7	Y	ddasdas	dsadsada	5.00	3	

and Climate Change Management; **11** - Public Works and Transport; **12** - iGov and ICT Infrastructure; **13** - Transparency and Citizen's Participation; **14** - Citizen Registry; **15** - Others, please specify.

¹¹Include only those currently being used by your office or agency.

¹²eCensus, Electronic Filing and Payment System, eTIN, Government e-Procurement System, Automated Customs Operations System, Electronic Customs Clearance Facility, Licensure Examination & Registration Integrated System, Machine Readable Passports and Visas, Philippine Land Registration and Information System, Government Employees Management Information System, e-GSIS, eReal Property Tax System, Business Permit & License System, iRegister, Hospital Operations and Management Information System

¹³Write Y for Yes if your agency has intellectual property right to the database. Write N for No.

¹⁴**WORKING ENVIRONMENT:** **S** - Stand alone; **C** - Client-Server; **W** - Web-based

¹⁵**USE:** **1** - Public Financial Management; **2** - Citizen Frontline Services; **3** - Ease of Doing Business; **4** - Higher Education; **5** - Basic Education; **6** - Health; **7** - Justice, Peace and Order; **8** - Energy; **9** - Land and Other Geospatial Information; **10** - Disaster and Climate Change Management; **11** - Public Works and Transport; **12** - iGov and ICT Infrastructure; **13** - Transparency and Citizen's Participation; **14** - Citizen Registry; **15** - Others, please specify.

¹⁶Briefly describe the purpose or importance of the database.

¹⁷Examples of DBMS are MS Excel, MS Access, MS SQL Server, MySQL, IBM's DB2, Oracle SQL, Sybase SQL, Informix, FoxPro

3 NETWORK

- 3.1 Does your agency have a Local Area Network (LAN)? ☒ YES ☐ NO
- 3.2 Does your agency have an Intranet? ☐ YES ☒ NO
- 3.3 If yes, does your agency have a Virtual Private Network (VPN)? ☒ YES ☐ NO
- 3.4 Does your agency have a Wide Area Network (WAN)? ☒ YES ☐ NO
- 3.5 Does your agency have a Private Automatic Branch Exchange (PABX or PBX)? ☐ YES ☒ NO
- 3.6 If yes, what is the PBX set up? ☐ Private ☐ Hosted ☐ VoIP PBX or IP-PBX ☒ Hosted IP
- 3.7 Is your agency connected to the Internet? ☐ YES ☒ NO
- 3.9 Who is (are) your Internet Service Provider(s)? If more than one, please state who is the primary and who is the secondary provider? **Converge**
- 3.10 What is the combined internet bandwidth (voice and data)? **2.7 Gbps**
- 3.11 How many employees have access to the Internet in the office? **15**
- 3.12 How many employees have their own official e-mail address? **15**
- 3.13 Does your agency have a web site? ☒ YES ☐ NO
- 3.14 If YES, what is the URL of your agency's web site? **<http://ucc.upd.edu.ph>**