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

AGENCY NAME: (variable) University of the Philippines Diliman (variable)
Respondent (IS Planner/CIO/MIS Head)[1]: (variable) Dr. Manuel C. Ramos, Jr. (variable)
Position/Désignation: (variable) Director (variable)
Division/Section/Unit: (variable) University Computer Center (variable)
Telephone/Fax Number: (variable) 8981-8500 local 2050 (variable)
Respondent's Email Address: (variable) computer.center@upd.edu.ph (variable)

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							
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							
Small Scanner (ex. flatbed scanner)							
Smart Card Reader							
Wide-format Scanner							
External Hard Drive							
Generator Set							
Others, please specify (continue on a separate sheet if necessary)							

---

[1]In case all three positions are occupied by different persons, then the IS Planner should have priority in answering this survey.
[2]Count only the mobile phones owned or leased by your agency.

1.2 Number of Computing Devices and Peripherals by Usage

TYPES	Operations			General Administration and Support Services Support to Operations[3]	Projects *(Not-agency funded)*
	Employees	Training	Frontline Services[4]		
Servers					
Desktop PC					
Laptop / Notebook / Netbook PC					
Multi-function printer (print, copy, etc.)					
Printer only					

1.3 Number of Servers by Capacity and by Location

TOTAL CAPACITY OF HDD	LOCATION	
	IN-HOUSE	CO-LOCATED
Above 4 TB		
2 TB to 4 TB		
Below 2 TB		

2 SOFTWARE, APPLICATION SYSTEMS, INFORMATION SYSTEMS AND DATABASES

2.1 Operating Systems

2.1.1 OS for Stand-alone PCs (desktops and laptops)

OPERATING SYSTEM	Lifetime Licence?[5]	If not, write below the year of expiration
Older than Windows XP	☐	
Windows XP	☒	
Windows Vista	☒	
Windows 7	☒	
Windows 8 and up	☒	
Linux	☒	
Mac OS	☒	
Max OS X	☒	
Others, please specify (continue on a separate sheet if necessary)		

---

[3]Those used in planning, coordination, internal training, monitoring and evaluation

[4]Those used by external clients

[5]Mark if yes. Examples are OEM license (software is already installed in the hardware) and Enterprise (Perpetual) license, which does not require renewal and is for life long. (source: http://www.manageengine.com/products/service-desk/help/adminguide/configurations/software/software-license-type.html)

2.1.2 OS for Workstations (desktops and laptops)

OPERATING SYSTEM	Lifetime Licence?	If not, write below the year of expiration
Older than Windows XP	☐	
Windows XP	☒	
Windows Vista	☒	
Windows 7	☒	
Windows 8 and up	☒	
Solaris	☒	
Linux	☒	
Mac OS	☒	
Others, please specify (continue on a separate sheet if necessary)		

2.1.3 OS for Servers

OPERATING SYSTEM	Lifetime Licence?	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	☒	
Others, please specify (continue on a separate sheet if necessary)		

2.2 Office Automation Office

SOFTWARE / APPLICATION PACKAGE	Lifetime Licence?	If not, write below the year of expiration
Older than MS Office 2003	☐	
MS Office 2003	☒	
MS Office XP	☒	
MS Office 2007	☒	
MS Office 2010	☒	
MS Visio	☒	
MS Project	☒	
Open Project	☒	
Open Office	☒	
Libre Office	☒	
Others, please specify (continue on a separate sheet if necessary)		

2.3 Operational Oversight[6] / Administrative Systems (please refer to the examples[7] 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)
(please continue on a separate sheet if necessary)					

---

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

[7]Payroll 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

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

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

[10]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.

2.4 Operational[11] Strategic Information Systems (please refer to the examples[12] below.)

NAME OF SYSTEM (Please list down the name/s of your administrative system/s)	Own Intellectual Property, Y or N?[13]	DEVELOPMENT PLATFORM (ex. LAMP, .NET, Java)	WORKING ENVIRONMENT[14] (Use codes below)	MAINTENANCE COST	USE[15] (Pls. write codes only; refer below)
(please continue on a separate sheet if necessary)					

2.5 Databases (please include only existing databases)

NAME OF DATABASE	Own Intellectual Property, Y or N?	BRIEF DESCRIPTION AND KEY FIELDS[16]	DATABASE MANAGEMENT SOFTWARE[17] USED	MAINTENANCE COST	USE (Pls. write codes only; refer below)
CRS					
iLib					
DormApp					
(please continue on a separate sheet if necessary)					

---

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

[12]eCensus, 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

[13]Write 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 Oparticipation; **14** – Citizen Registry; **15** – Others, please specify.

[16]Briefly describe the purpose or importance of the database.

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

3 NETWORK