**LIST OF END USERS FOR UMIS-ICE MODULE**

Module In-Charge in Registrars:

**VIOLETA T. PICO –** (ACCESS CAMPUS)

**ROSALIE S. BARROQUILLO –** (ACCESS CAMPUS)

**MARIA DOLORES A. BRUNO –** (ACCESS CAMPUS)

**SHIELA G. TABEQUERO –** (ACCESS CAMPUS)

**EDEN B. DUCULAN -** (TACURONG CAMPUS)

**ROSALIE S. IBOT –** (ISULAN CAMPUS)

**JOVANI S. LINGCAY –** (ISULAN CAMPUS)

Module In-charge in Controller and Scheduler:

**KAREN JOY B. TALIDONG, PhD –** (ACCESS CAMPUS)

**CHERRYLOU B. MAGBANUA, PhD –** (ACCESS CAMPUS)

**MARYGRACE O. GALLEGO. EdD –** (ACCESS CAMPUS)

**CRISTELA MARIE M. PELARCO, RN, RM, MAN –** (ACCESS CAMPUS)

**IRIL I. PANES, RN, MAN, PhDNSci –** (ACCESS CAMPUS)

**MANDY A. DELFIN, RMT, MSMT–** (ACCESS CAMPUS)

**LODIFEL C. DEYPALAN, MAST –** (ACCESS CAMPUS)

**MARILOU U. PEREZ, MSCrim –** (ACCESS CAMPUS)

**MARLON D. BANGONON, MSCJ –** (ACCESS CAMPUS)

**POL IAN BOGADOR, CPA, MBA -** (TACURONG CAMPUS)

**RENATO B. DE LA CRUZ JR., MBA -** (TACURONG CAMPUS)

**SAMUEL MORS D. HILBERO, MS -** (TACURONG CAMPUS)

**CARILYN S. MARTIN, EnP, MS-** (TACURONG CAMPUS)

**R-NEL BELGIRA., MBA-** (TACURONG CAMPUS)

**DENMARK DIZO, MBA-** (TACURONG CAMPUS)

**JOEMARI A. PONO, MS-** (TACURONG CAMPUS)

**ALMIRA BONIEL, MAPS-** (TACURONG CAMPUS)

**MARY GRACE MAGLANTAY, MAT-** (TACURONG CAMPUS)

**ESNEHARA BAGUNDANG, MIT –** (ISULAN CAMPUS)

**IAN MARK ORCAJADA, MIT –** (ISULAN CAMPUS)

**ALEXIS D. APRESTO, MIT –** (ISULAN CAMPUS)

**JENA MAE M. FATAGANI –** (ISULAN CAMPUS)

**CHARLIE J. MAGHANOY –** (ISULAN CAMPUS)

**LENMARK T. CATAJAY –** (ISULAN CAMPUS)

**DENAFEL C. SARAÑA, CE –** (ISULAN CAMPUS)

Module In-Charge in Assessor:

**CATHERINE A. LEGASPI –** (ACCESS CAMPUS)

**CHARMIE L. LAGDAMEN, DBA -** (TACURONG CAMPUS)

**SANDRA ESPINOSA –** (ISULAN CAMPUS)

Module In-Charge in Collector:

**VIVIAN R. LANCETA –** (ACCESS CAMPUS)

**CHARMIE L. LAGDAMEN, DBA -** (TACURONG CAMPUS)

**SANDRA ESPINOSA –** (ISULAN CAMPUS)

Module In-Charge in Scholarship:

**HERNIE DIGDDIGAN –** (ACCESS CAMPUS)

**LAUREEN KAYE C. HUEVAS –** (TACURONG CAMPUS)

**SHEILU AMOR WAWA – (**ISULAN CAMPUS)

**Legend**

Already submitted the inventory scoring sheet list.

**INVENTORY SUMMARY OF REGISTRAR MODULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNCTIONALITY** | **0** | **1** | **2** | **Remarks** |
| 1. Validation of subjects taken from other schools |  | 1 | 1 |  |
| 1. Overriding of subject prerequisites and maximum load units |  | 1 | 1 |  |
| 1. Creation of grade submission accounts |  | 2 |  |  |
| 1. ​Validation of printed copy of grade sheets |  | 2 |  |  |
| 1. ​Blocking of students with liabilities |  | 2 |  | Error in adding liability |
| 1. Manage and captures the data on student |  | 2 |  |  |
| 1. Gives privilege to the Campus Registrar during enrolment to offer the courses per program based on the curriculum in a semester |  | 1 | 1 |  |
| 1. Automatically evaluates the students upon entering of grades by the faculty | 1 | 1 |  |  |
| 1. Validate subjects taken from other schools |  | 1 | 1 |  |
| 1. Validate printed copy of grade sheets |  | 2 |  |  |
| 1. Gives privilege to the Campus Registrar to override subject prerequisites and maximum load units |  | 1 | 1 |  |
| 1. Creates grade submission Accounts |  | 2 |  |  |
| 1. Connects block students with liabilities |  |  | 2 | Error adding liability |
| 1. Releases students’ records |  | 1 | 1 | Need some modification/enhancement on transcript editor |
| 1. Rectifies/changes erroneously entered students’ grades |  | 2 |  |  |
| 1. Completion of INC remark of student grade |  | 2 |  |  |
| 1. Verifies if student is officially enrolled |  | 2 |  |  |
| 1. Processes registration requests | 1 | 1 |  | Not used |
| 1. Schedules of classes in COR |  | 1 | 1 | Some multimer scheduled class in COR cannot be viewed in full "putol” |
| 1. Calculates grade point averages, class rank, and prepare honor rolls |  |  | 2 | Must not include student with failed, DRP and INC/NG rating |
| 1. Gives privilege to the Campus Registrar to have the full control of data during enrolment process |  | 2 |  |  |
| **Generation of Reports:** | | | |  |
| * Certificate of Registration |  | 2 |  |  |
| * Certificate of Registration with Billing Statement |  | 2 |  |  |
| * Certification, Authentication and Verification (CAV) | 2 |  |  |  |
| * Certificate of Good Moral Character | 2 |  |  |  |
| * Certificate of Transfer Credential | 2 |  |  |  |
| * Biodata Form | 1 | 1 |  |  |
| * Grade Card |  | 2 |  |  |
| * Grade Submission Account |  | 2 |  |  |
| * Student Evaluation Sheet |  | 2 |  |  |
| * Examination Permit | 2 |  |  |  |
| * Transcript of Records |  |  | 2 | Need some modification/enhancement |
| * Enrollment Summary |  |  | 2 | Check the template @ ACCESS Reg Office |
| * Enrollment Statistics | 1 |  | 1 | Template |
| * Enrolment Profile including Dropouts | 2 |  |  |  |
| * UNIFAST Reports |  | 1 | 1 | Template Check |
| * HEMIS Reports | 1 | 1 |  |  |
| 1. View the following: |  |  |  |  |
| * List of Graduating Students |  |  | 2 | Even tagged as “Graduate” name still in the list |
| * List of Students Admitted |  | 2 |  |  |
| * List of Students Enrolled |  | 2 |  |  |
| * List of Students with no COR |  | 2 |  |  |
| * List of Student Scholars | 1 | 1 |  | For scholarship only |
| * List of Honor Students |  |  | 2 | Exclude students with INC, DRP, Failed |
| * List of Faculty with Incomplete Grade Submission | 1 | 1 |  |  |
| * List of Students based on their Curriculum Level Placement |  |  | 2 | Curriculum level placement is not based on student manual computation |
| * Residency status of students as well as those who are on leave of Absence | 1 | 1 |  |  |
| * Summary of failed, dropped, and incomplete grade per semester and per school year | 1 |  | 1 | List of student INC and students with subjects with all “DRP” ratings |
| * Plan of Course Work (PCW) | 1 | 1 |  |  |
| * List of Faculty who failed to submit the grade sheets per college and per program indicating the section and year level of students |  | 1 | 1 | Inconsistent year level |
| * Master List of admitted students per Program indicating School, Name Senior High School, Entrance Exam Rating, GPA and enrolled |  |  | 2 | List without name of school |
| * Evaluation Sheets |  | 2 |  |  |
| * List of students based on their curriculum level placement |  |  | 2 | No Logo / Seal |
| * Grade cards for graduate school reflecting all subject records of students including currently enrolled subject/s. | 1 | 1 |  |  |
| * Certificate of Registration (include Logo and Seal) |  |  | 2 | No logo/ Seal |
| * Enrollment Summary per program |  | 2 |  |  |
| * UNIFAST Reports |  | 1 | 1 | Check template |
| * Graduates Profile | 1 |  | 1 | List only not summarized |
| * HEMIS Report | 1 | 1 |  |  |
| 1. Certification of: |  |  |  |  |
| * Grades |  | 2 |  | Grade card |
| * Enrolled subjects/units |  | 2 |  | COR |
| * General weighted average |  | 2 |  |  |
| * Good moral character | 2 |  |  |  |
| * Transfer credentials | 2 |  |  |  |
| * Biodata Form | 1 |  |  |  |
| * Summary of failed, dropped, and incomplete grade per semester and per school year | 1 |  | 1 | INC and students with all “DRP” rating only |
| * Plan of Course Work (PCW) categorize subjects from Basic course, Major course, and cognate | 2 |  |  |  |
| * Certification, Authentication and Verification (CAV) | 2 |  |  |  |
| 1. Citizens Charter Forms: |  |  |  |  |
| * Adding and dropping | 2 |  |  |  |
| * Leave of Absence | 2 |  |  |  |
| * Shift Form | 2 |  |  |  |
| * Permit to cross enroll | 2 |  |  |  |
| * Request Form for Form 137 (automatically indicate the school last attended) | 2 |  |  |  |
| * Request slip for TOR | 2 |  |  |  |
| * Enrollment routing Slip | 2 |  |  |  |
| * ARTA Format for the Grade Sheet | 2 |  |  |  |
| * Rectification form | 2 |  |  |  |
| * Application for graduation | 2 |  |  |  |
| * Special Examination | 2 |  |  |  |
| * Clearance | 2 |  |  |  |
| * Completion Form | 2 |  |  |  |
| * Requested Subject | 2 |  |  |  |
| * Directory of Graduates | 2 |  |  |  |
| * Certificate of Good Moral Character | 2 |  |  |  |
| * Certificate of Transfer Credentials | 2 |  |  |  |
| * Transcript of Records | 2 |  |  |  |

**INVENTORY SUMMARY OF CONTROLLER MODULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNCTIONALITY** | **0** | **1** | **2** | **Remarks** |
| 1. Controlling and Adjustment of Subjects |  | 9 |  |  |
| 1. Generation of Subject Load/Certificate of Enrollment |  | 9 |  |  |
| 1. Manage Faculty Workload that are visible to all colleges in the campus |  | 6 | 3 |  |
| 1. Manages student’s load by displaying in a currents semester all courses offered and other data needed based on the program and its curriculum to be enrolled. |  | 9 |  |  |
| 1. Provides feature that has an option to enroll all courses offered in one click for regular student and select only some of the courses for irregular student | 1 | 8 |  |  |
| 1. Provides a feature that manages the pre-requisites and composite subjects | 5 | 4 |  |  |
| 1. Provides feature that gives privilege to the immediate college dean to add load of his faculty of jurisdiction from other colleges. | 4 | 5 |  |  |
| 1. Provides a dashboard for the Program Chairman to view the evaluation of grades of students as well its curriculum level and course/s that are not yet enrolled prior to his next year level | 3 | 6 |  |  |
| 1. Link to the Employee Data to capture the personal information and education as well as designation to capture the designation and equivalent workload displacement. | 6 | 1 | 2 | Not used |
| 1. Restricts other colleges to edit the loads of faculty and students | 4 | 5 |  |  |
| 1. Caters cross enrolled with the approval from the other colleges |  | 8 | 1 | They can cross enroll even without the approval of other colleges |
| 1. Can edit format of report such as workload | 3 | 6 |  | Not used because they follow ARTA forms |
| 13. Generate the following reports: | | | | |
| **Faculty Teaching Load** | | | | |
| * Faculty Teaching Summary |  | 6 | 3 | They could not fully be utilized because of TEAM teaching approach for College of Nursing |
| * Subject Offering |  | 9 |  |  |
| * List of Advisee | 4 | 5 |  |  |
| * Class List |  | **9** |  |  |
| * Course Master list | 4 | 5 |  |  |
| * Student Evaluation Sheet | 3 | 6 |  |  |
| **Handle the following system parameters:** | | | | |
| * + - 1. School Directory | 2 | 6 |  |  |
| * + - 1. Faculty members | 2 | 6 |  |  |
| * + - 1. Subjects |  | 6 |  |  |
| * + - 1. Subject Prerequisites and Composites |  | 9 |  |  |
| * + - 1. Classroom |  | 9 |  |  |
| * + - 1. Class Section and Schedule Template. | 1 | 8 |  | The end user is not sure about the existence of functions |
| 1. Define course prospectus and course master list |  | 9 |  |  |
| 1. Manage course offerings, reservations, class scheduling, and faculty teaching load | 1 | 8 |  |  |
| 1. Detects the conflicts of faculty teaching load across various colleges. |  | 7 | 2 | -Can’t detect load of faculty in Lutayan Campus  -It detects the conflict in room but in teacher |
| 1. Monitor classroom utilization. |  | 8 | 2 |  |
| 1. Forecast subjectt demand | 6 | 3 |  |  |
| **Generate the following reports** | | | | |
| 1. Faculty Teaching Load |  | 6 | 3 |  |
| 2. Faculty Teaching Summary |  | 6 | 3 |  |
| 3. Subject Offerings |  | 9 |  |  |
| 4. List of Adviser | 4 | 5 |  |  |
| 5. Class List |  | 9 |  |  |
| 6. Course Master list | 1 | 9 |  |  |
| 1. Student Evaluation Sheet | 3 | 6 |  |  |

*Note:* ***9 program chairs*** *participated to the inventory checklist in UMIS ICE-controller module.*

**INVENTORY SUMMARY OF PROGRAM CHAIRPERSON MODULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNCTIONALITY** | **0** | **1** | **2** | **Remarks** |
| 1. Faculty Teaching Load (with inclusion of Laboratory High School Workload in the ACCESS Campus) | 3 | 3 | 1 | Room and Schedule do not match on subjects with multiple sched |
| 1. ​Consolidated Faculty Workload per College and per Program that includes designation and workload displacement equivalent in ARTA Format | 4 | 3 |  |  |
| 1. ​Individual Faculty Workload (ARTA Format) including the designations and its workload displacement equivalent | 3 | 4 |  |  |
| Class list selection: | | | |  |
| * Per class |  | 7 |  |  |
| * Per course | 1 | 6 |  |  |
| * Per faculty |  | 7 |  |  |
| * Per program | 1 | 6 |  |  |
| 1. List of Students Program, Year and Section | 3 | 6 | 2 | Year level do not match to computation /placement in the handbook |
| 1. Campus wide list of Faculty who have workload per course category, course code and course description (General Education/Mandated/Professional Education) | 3 | 7 |  |  |
| 1. List of subjects offered per program |  | 7 |  |  |
| 1. Available classroom for utilization |  | 7 |  |  |
| 1. List of rooms, laboratory, gymnasium, and other buildings as well as their carrying capacity |  | 7 |  |  |
| 1. Class program | 4 | 3 |  |  |
| 1. Curriculum per program with corresponding course parameters on lecture, laboratory, RLE\_SLE Equivalent Units, Faculty Load, Contact Hours, Class Size Requirements & etc. (Refer to Data Model on Curriculum) | 3 | 3 | 2 | Computation of faculty load for subjects with laboratory do no match |

*Note:* ***7 program chairs*** *participated to the inventory checklist in UMIS ICE-program chairperson module.*

**INVENTORY SUMMARY OF SCHEDULER MODULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNCTIONALITY** | **0** | **1** | **2** | **Remarks** |
| 1. Class Program Preparation | 1 | 8 | 1 |  |
| 1. Faculty Workload Preparation | 2 | 8 |  | This function is in the controller not in scheduler |
| 1. Assignment of rooms | 1 | 8 |  |
| 1. Enroll​ ​subjects​ ​in​ ​the​ ​prescribed​ ​curriculum | 1 | 9 |  | On some cases, subjects do not appear |
| 1. Conflict​ ​class​ ​schedules​ ​are​ ​detected​ ​and​ ​avoided |  | 10 |  |  |
| 1. Clone​ ​student​ ​class​ ​schedule | 2 | 8 |  |  |
| 1. Update​ ​student's​ ​adviser​ ​and​ ​program​ ​of​ ​study | 3 | 7 |  |  |
| 1. Generate Preliminary Registration Form | 1 | 9 |  |  |
| 1. Preliminary Registration Form | 1 | 9 |  |  |
| 1. Display​ ​comprehensive​ ​student​ ​information |  | 10 |  |  |
| 1. Automatically display in a current semester per program all courses offered, and other data needed for the faculty and student loading | 3 | 7 |  |  |
| 1. Captures data on building inventory and manages classroom utilization and schedule of classes. | 4 | 6 |  |  |
| 1. Generate Preliminary Registration Form | 1 | 9 |  |  |
| 1. Link this function to Program Management and Curriculum Management. It will automatically display in a current semester per program all courses offered, and other data needed for the faculty and student loading | 5 | 5 |  |  |
| 1. Captures data on building inventory and manages classroom utilization and schedule of classes. | 5 | 5 |  |  |

*Note:* ***10 program chairs*** *participated to the inventory checklist in UMIS ICE-scheduler module.*

**INVENTORY SUMMARY OF ASSESSOR MODULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNCTIONALITY** | **0** | **1** | **2** | **Remarks** |
| * + - 1. Manages and captures the data on schedule of fees per program |  | **1** |  |  |
| * + - 1. Classifies types of billing if subsidized or non-subsidized |  | **1** |  |  |
| * + - 1. Automatically links the data on program and curriculum specifically the total number of units for the assessment of tuition fee, RLE\_SLE total equivalent course unit for the assessment of RLE\_SLE fee, total number of courses for the assessment of test booklet fee. |  | **1** |  |  |
| * + - 1. Automatically links the data on scholarship to determine students who are scholars |  |  | **2** |  |
| * + - 1. Define​ ​tuition​ ​and​ ​miscellaneous​ ​fees,​ ​billing​ ​profiles,​ ​and​ ​scholarship​ ​billing |  |  | 2 |  |
| * + - 1. Assess​ ​and​ ​monitors​ ​student​ ​fees |  | 1 |  |  |
| * + - 1. ​Generate​ ​billable​ ​and​ ​collectible​ ​accounts​ ​and​ ​summary​ ​of​ ​fees |  | 1 |  |  |
| * + - 1. Managing of Back Accounts |  | 1 |  |  |
| * + - 1. Calculation of Collection per Account |  | 1 |  |  |
| * + - 1. Automatic addition of miscellaneous fees in the billing statement of enrolled students |  | 1 |  | If auto assess |
| * + - 1. Restricts others end users to modify the data on schedule of fees expect for Campus Assessor | 1 |  |  | Not used |
| **Block​ ​students​ ​with​ ​liabilities** | | | |  |
| * Setting of Accounts Scheme | 1 |  |  | Not used |
| * Computation/Adjustment/Posting of Student Bill | 1 |  |  |
| * Preparation of Statement of Accounts | 1 |  |  |
| * Managing of Back Accounts | 1 |  |  |
| * Calculation of Collections per Account | 1 |  |  |
| **Generation of finance related reports** | | | |  |
| * Statement of Billing | 1 |  |  |  |
| * Statement of Payment | 1 |  |  |  |
| * Collectible Accounts |  | 1 |  |  |

*Note:* ***1 assessors end-user*** *participated to the inventory checklist in UMIS ICE-assessor module.*

**INVENTORY SUMMARY OF COLLECTOR MODULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNCTIONALITY** | **0** | **1** | **2** | **Remarks** |
| * + - 1. Handle​ ​collections​ ​of​ ​enrollment​ ​fees |  | 1 |  |  |
| * + - 1. Process​ ​exam​ ​permits | 1 |  |  |  |
| * + - 1. Generate​ ​collection​ ​reports​ ​and​ ​receipts​ ​of​ ​payment |  | 1 |  |  |
| * + - 1. Recording of Payments |  | 1 |  |  |
| * + - 1. Issuance of Official Receipt |  | 1 |  |  |
| * + - 1. Ledger Preparation | 1 |  |  |  |
| * + - 1. Automatically posts payment for assessed fee to student ledger | 1 |  |  |  |
| * + - 1. Automatically posts collected fees to subsidiary accounts | 1 |  |  |  |
| * + - 1. Automatic segregation of funds for deposits | 1 |  |  |  |
| * + - 1. Entry of deposits to bank accounts with respect to fund segregation | 1 |  |  |  |
| * + - 1. Automatic Printing of Clearance of students who have paid their accounts during examination period | 1 |  |  |  |
| **Generation of Regular Report of Collection (Monthly, Daily)** | | | |  |
| * Official Receipt |  | 1 |  |  |
| * Cash Book | 1 |  |  |  |
| * Collection Report - Detail |  | 1 |  |  |
| * Collection Report - Summary |  | 1 |  |  |
| * Collection Report - Account |  | 1 |  |  |
| * Receipt Date and Number |  | 1 |  |  |
| * Cash Receipt Records | 1 |  |  |  |
| * + - 1. Payment details by Fun/student/client |  | 1 |  |  |
| * + - 1. Payment details by range of Official Receipts |  | 1 |  |  |
| * + - 1. Payment details by Account/Item (Monthly/Semester) |  | 1 |  |  |
| * + - 1. Collection details (by Fund) |  | 1 |  |  |
| * + - 1. Collection by Fee |  | 1 |  |  |
| * + - 1. Summary of Collection (by Fund) Daily/monthly |  | 1 |  |  |
| * + - 1. Reports of Collections Per Program per Tuition and all Fees as specified under Miscellaneous |  | 1 |  |  |
| * + - 1. Cash Receipts Record (by Fund) | 1 |  |  |  |
| * + - 1. Summary of Reports of Collections and Deposit (by Fund) | 1 |  |  |  |

*Note:* ***1 collector end-user*** *participated to the inventory checklist in UMIS ICE-assessor module.*

**INVENTORY SUMMARY OF GRADER MODULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNCTIONALITY** | **0** | **1** | **2** | **Remarks** |
| Restricts to enter black space as a remark or grade |  |  | **1** | Can left student grade blank |
| Indicates prescribed year to comply the incomplete grade as basis for automatic computation of failing grade | **0** |  |  |  |
| ​**Used​ ​by​ ​faculty​ ​members​ ​in​ ​submitting​ ​grades** | | | |  |
| 1. Recording of Grades |  | 1 |  |  |
| 1. Evaluation of Grades |  | 1 |  |  |
| 1. Crediting of Courses | 0 |  |  |  |
| 1. Generation of Reports | 0 |  |  | No specify forms |
| 1. Inquiry of Grades |  | 1 |  |  |
| 1. Request and Issuance of TOR and other pertinent docs | 0 |  |  | Faculty do not issue TOR |
| 1. Grade Sheet |  | 1 | 1 | No ARTA form |
| 1. Completion Form | 0 |  |  |  |

**Suggestion for Enhancements:**

Achieve INC students every semester.

**INVENTORY SUMMARY OF SCHOLARSHIP MODULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNCTIONALITY** | **0** | **1** | **2** | **Remarks** |
| Scholarship Billing Statement per Student (CHED) |  | 1 |  |  |
| ​Scholarship Billing Statement per Student (UNIFAST) | 1 |  |  | Not used c/o registrar office end users |
| ​List of scholars and amount received per scholarship type per semester |  | 1 |  |  |
| Scholarship profile per campus per semester |  | 1 |  |  |
| List of Enrolled |  | 1 |  |  |
| List of Scholars with Payment per semester |  |  | 2 | If tagged |
| List of Scholars with Refund per semester |  |  | 2 |
| List of Graduated Scholars per school year program |  | 1 |  |  |
| List of Scholars with corresponding number of enrolled units |  | 1 |  |  |

*Note:* ***1 scholarship end-user*** *participated to the inventory checklist in UMIS ICE-assessor module.*

**Prepared by:**

**Kristine Mae H. Ampas**