



**PARAMETER D.
NON-PRINT, DIGITAL AND
ELECTRONIC RESOURCES**


***Best
Practices***



Best Practices for Non-print, Digital, and Electronic Resources

1. Strategic Planning and Management

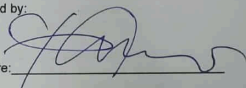
- The university ensures that **ICT resource management** align with the university's vision, mission and strategic goal.

 REPUBLIC OF THE PHILIPPINES
PARTIDO STATE UNIVERSITY
 CAMARINES SUR

Website: <https://www.parsu.edu.ph>

INFORMATION SYSTEMS STRATEGIC PLAN (ISSP)
 For the period 2027 to 2029

PARTIDO STATE UNIVERSITY
 Name of Department/Agency


Prepared by: _____
 Signature: 
 Name in Print: **ATTY. RONNEL R. ATOLE, Ph.D.**
 Position: Director, Information and Communication Technology Unit
 Tel. No.: 054-871-2090 loc. 1123 Fax No: N/A
 E-Mail Address: ronnel.atole@parsu.edu.ph

Scope


Department-Wide
 Department - Central Office/Head Office

Central Office only
 With Regional Offices/Field Offices
 With Bureaus

Agency-Wide

APPROVED BY: _____

ARNEL B. ZARCEDO, EDEL
 Name & Signature of Agency Head

Central Office only
 With Regional Offices/Field Offices

 REPUBLIC OF THE PHILIPPINES
PARTIDO STATE UNIVERSITY
 CAMARINES SUR

INFORMATION SYSTEMS STRATEGIC PLAN
2027-2029

PART I. ORGANIZATIONAL PROFILE

B. DEPARTMENT/AGENCY PROFILE

B.1. Name of Designated IS Planner : ATTY. RONNEL R. ATOLE, Ph.D.

- Plantilla Position : Professor VI / Designated ICT Unit Director
- Organizational Unit : INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT
- E-mail Address : ronnel.atole@parsu.edu.ph Contact number/s: 09399105243

Alternate IS Planner: LEO CONSTANTINE S. BELLO

- Plantilla Position: Information Technology Officer I
- Organizational Unit : INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIT
- E-mail Address : lbello@parsu.edu.ph Contact number/s: 09293011458

B.2 Annual ICT Budget

Year	Fund 101-General Fund		Fund 441-Income	
	MOOE	CO	MOOE	CO
2025	Php 10,718,000.00	Php 6,500,000.00	Php 1,010,800.00	Php -
2027	Php 71,720,436.00	Php 162,380,270.21	-	-
2028	Php 24,745,146.00	Php 6,747,528.00	-	-
2029	Php 25,274,562.00	Php 2,841,793.47	-	-

B.3 Organizational Structure

Number of Campuses : 7
 Total No. of Employees : **573** distributed as follows:

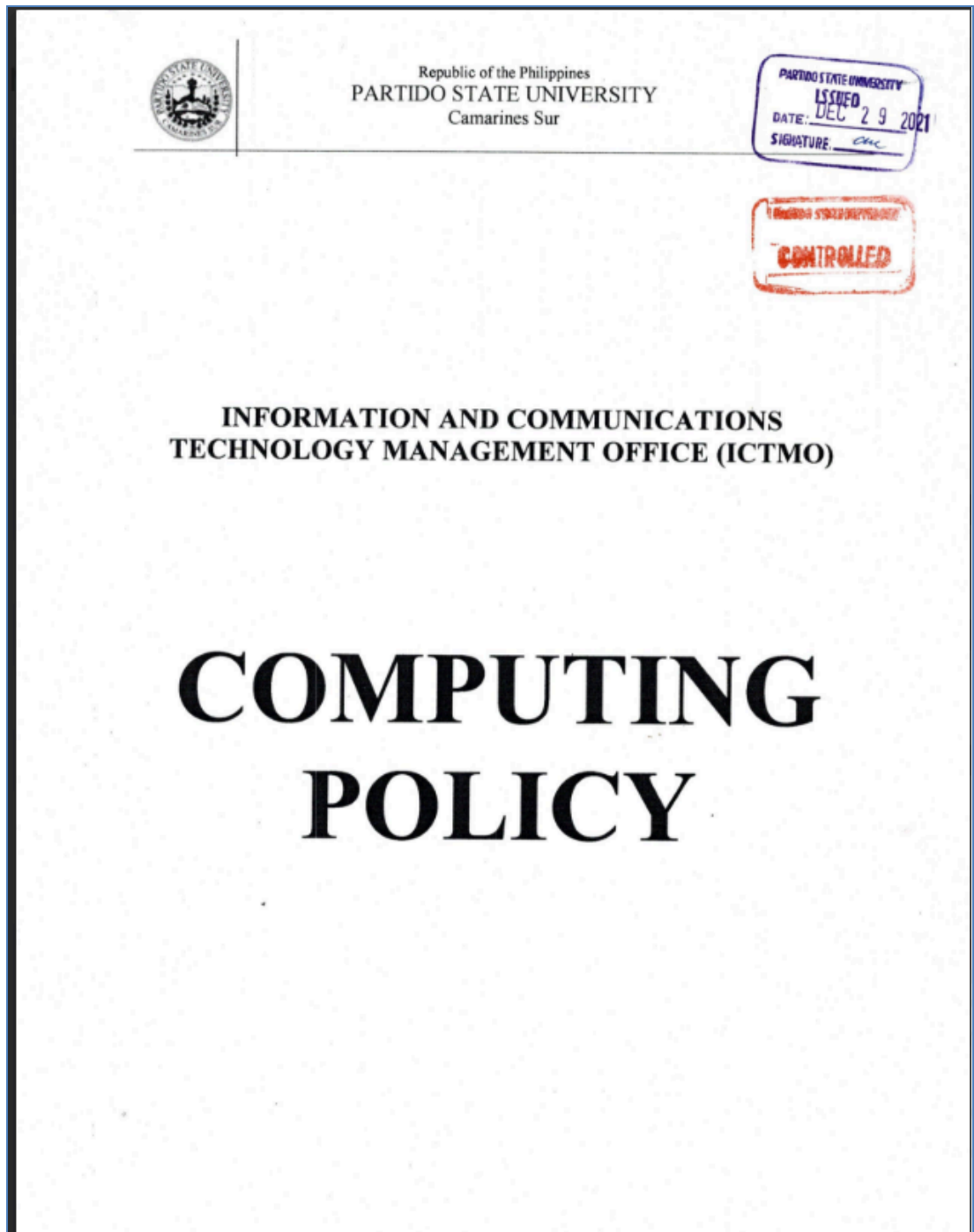
Type	Technical	Non-Technical	Total
Plantilla	408	12	420
Contract of Service	108	45	153
Total	516	57	573

- Technical – personnel assigned with tasks or assignments that utilize ICT resources
- Non-technical – personnel assigned with tasks or assignments that do not involve use of ICT resources

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- Established and implements policies for **data access controls, security, privacy, storage, quality standards, and utilization.**





- 3.3.3.3 PSU reserves the right to take necessary steps to contain security exposures to the University and or improper network traffic. PSU will take action to contain devices that exhibit the behaviors that are imposing an exceptional load on a campus service, exhibiting a pattern of network traffic that disrupts centrally provided services, exhibiting a pattern of malicious network traffic associated with scanning or attacking others, imposing an exceptional load on a campus service, and exhibiting behavior consistent with host compromise, and allow normal traffic and central services to resume.
- 3.3.3.4 PSU reserves the right to restrict certain types of traffic coming into and across the PSU network. PSU restricts traffic that is known to cause damage to the network or hosts on it. PSU also may control other types of traffic that consume too much network capacity, such as downloading or file-sharing traffic.
- 3.3.3.5 By connecting to the network, you acknowledge that a computer or device that exhibits any of the behaviors listed above is in violation of this policy and will be removed from the network until it meets compliancy standards.

3.4 Use of e-Mail

- 3.4.1 All messages distributed via the University’s email system, even personal emails, are PSU’s property. You must have no expectation of privacy in anything that you create, store, send or receive on the University’s email system.
- 3.4.2 Your emails can be monitored without prior notification if the University deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the University reserves the right to take disciplinary action as stated in section 5 (Enforcement) of this manual.
- 3.4.3 Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:
 - 3.4.3.1. An email message may go to persons other than the intended recipient. If it contains confidential or commercially sensitive this could be damaging to the University’s name.
 - 3.4.3.2. Letters, files and other documents attached to emails may belong to others. By forwarding this information, without permission from the sender, to another recipient you may be liable for copyright infringement.
 - 3.4.3.3. Email is a fast form of communication. Often messages are written and sent simultaneously, without the opportunity to check for accuracy. If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and PSU can be held liable.
 - 3.4.3.4. Email messages can carry computer viruses. If you send an attachment that contains a virus, you and PSU can be held liable. By opening emails and attachments from an unknown sender you may introduce a virus into University’s computer operations generally.



- 3.4.4 PSU considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Users should take the same care in drafting an email as they would for any other communication.
- 3.4.4.1. The University's name is included in the heading carried with every message sent by any member of the University. Emails reflect on PSU's image and reputation. Therefore, email messages must be appropriate and professional.
 - 3.4.4.2. It is strictly forbidden to use the University's email system for anything other than legitimate business purposes. Therefore, the sending of personal emails, chain letters, junk mail, and jokes is prohibited. All messages distributed via the company's email system are PSU's property.
 - 3.4.4.3. Particular care should be taken when sending confidential or commercially sensitive information. If in doubt, please consult your Dean/Supervisor.
 - 3.4.4.4. The University's confidential messages should be distributed to personnel only. Forwarding to locations outside is prohibited.
 - 3.4.4.5. Great care must be taken when attaching documents or files to an email. Letters, files and other documents attached to emails may belong to others. By forwarding this information, without permission from the sender, to another recipient you may be liable for copyright infringement.
 - 3.4.4.6. If you receive any offensive, unpleasant, harassing or intimidating messages via email or intranet you are requested to inform your Dean/Supervisor or the MIS team. It is important that we trace such emails as quickly as possible.
- 3.4.5 PSU reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose.
- 3.4.6 Notwithstanding the company's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive prior approval from the Dean/Supervisor. However, the confidentiality of any message should not be assumed. Even when a message is erased it is still possible to retrieve and read that message.

3.5 Information Systems

3.5.1 Data Access Management

- 3.5.1.1 The ICTMO maintains and control Information Systems (IS) that supports the integral operation of the University, such as: Student Information and Accounting System (SIAS), Online Student Clearance System (OSCS), Online ParSU Employee Clearance System (OPECS), Accreditation Information Management System (AIMS), Partido State University



Registrars System (PARS), Moodle - the official Learning Management System of PSU and the University Website.

- 3.5.1.2 Users of these information systems should take necessary steps to prevent unauthorized access to and maintain security and confidentiality of the data.
- 3.5.1.3 Administrators of these information systems are committed to being inclusive and unrestrictive as possible without compromising the privacy, confidentiality and integrity of its information resources. Access to data will consequently be as broad as possible, consistent with the roles, responsibilities and privileges of every user.
- 3.5.1.4 The information systems administrators may grant, revoke, or change access authorization in accordance with the policies, and should be consulted where appropriate extent of access for supervisees is ambiguous.
- 3.5.1.5 All PSU faculty and personnel who are using these information systems were granted access level according to their role, responsibilities and privileges. Access to any other privileged folders, modules or functionalities of these facilities is strictly prohibited.

3.5.2 Access Privileges

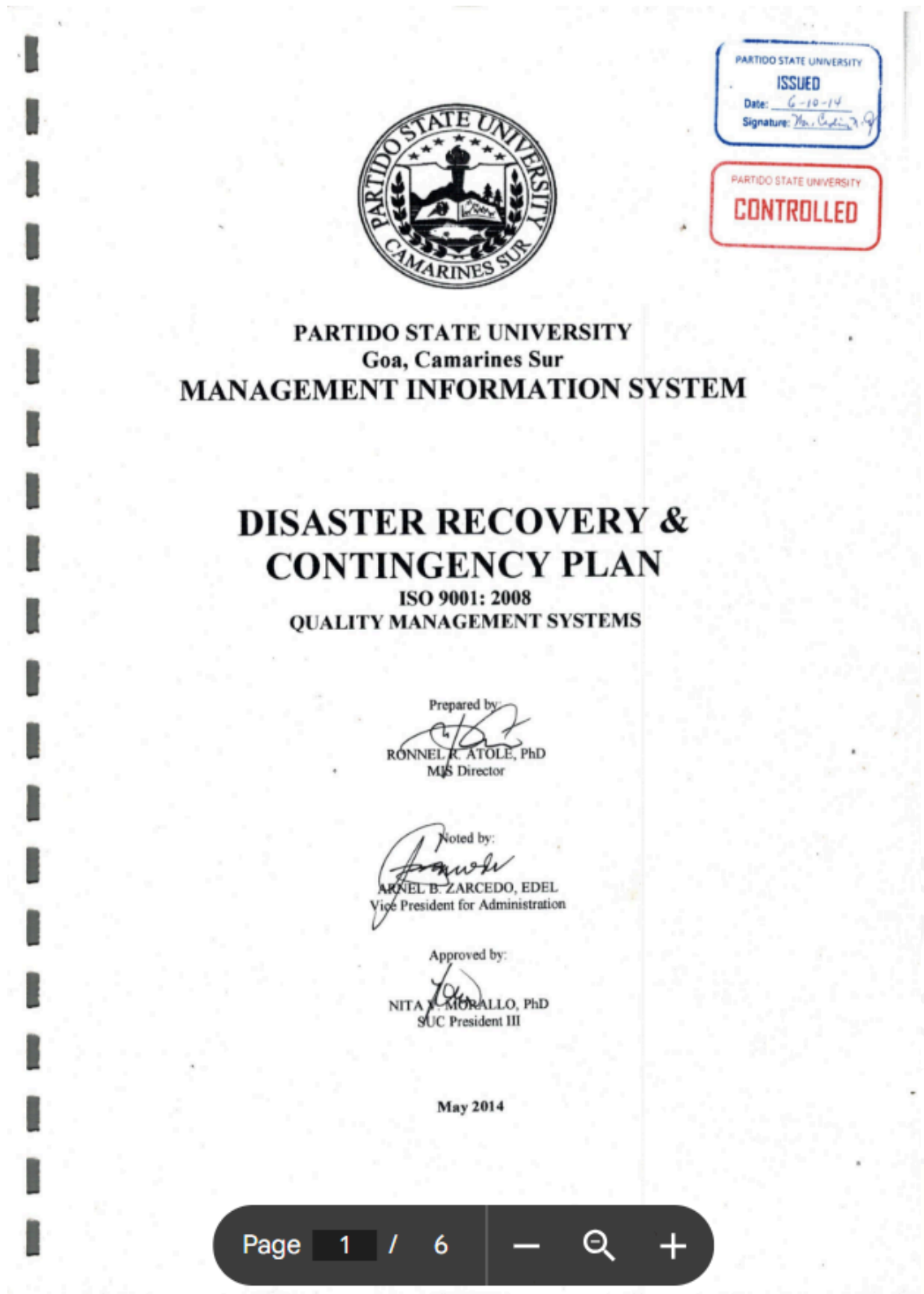
- 3.5.2.1 The roles of every user were defined to protect the integrity of the system and to ensure the correctness of all the information contained in every Information System maintained and controlled by ICTMO.
- 3.5.2.2 Student Information and Accounting System (SIAS)
 - 3.5.2.2.1 SIAS Administrator – has the full control and privileges of the system. They can make changes to the systems' content; add or delete users; and modify user access rights. They can do everything that all other users can.
 - 3.5.2.2.2 Information Manager – these users are responsible of ensuring a smooth operation and protection of the valuable data and information in terms of students' admission, enrollment, payment, scholarship enlistment, and setting-up of assessment fees. These users are the authorized personnel from the Registrar, Admission, Cashiering, OSAS and Accounting offices.
 - 3.5.2.2.3 Deans and Program Directors - they are responsible for setting-up the course curriculum and course schedule, and conduct an evaluation of students.
 - 3.5.2.2.4 Faculty – their roles is only limited to uploading and printing of students grade.
 - 3.5.2.2.5 Students – These users were given the privilege of enlisting their selves, viewing their class schedules, grades, and their statement of accounts.

3.5.2.3 Online Student Clearance System (OSCS) and Online ParSU Employee

Page 8 / 12 [Navigation icons: minus, search, plus]



- Established **Disaster Recovery and Contingency Plan** that outlines procedures for server recovery in the event of hardware failure, natural disaster or cyber incidents.





A Disaster Recovery Team will convene as soon as possible after a disaster has occurred to assess damages and make recommendations to the MIS Director. This team is composed of:

- | | |
|---|--------------------|
| 1. MIS Director | 4. Head Technician |
| 2. System Administrators of Information Systems | 5. Director of PPF |
| 3. LAN Administrator | |

The Disaster Recover Team makes damage assessments to the computer systems and capabilities, implements and coordinates recovery/backup actions, and makes recommendations to the Director of MIS.

The Director of MIS serves as the Chair of the Recovery Team. The MIS Director must approve all changes before they are forwarded to the Vice President for Administration, and to the President for final approval. This plan should be kept current and all of the personnel on the recovery team must be made aware of any changes.

4. Disaster Recovery and Contingency Procedures

A. General Guidelines

1. The basic requirements for the Disaster Recovery Plan are the following:
 - a. Disaster Recovery Team
 - b. Disaster Recovery Documentation
 - c. Backup Computer Facilities
2. In the event of a disaster or major failure, the Disaster Recovery Team convenes with as many team members as possible. All members of the team assess system and infrastructure damages and report to the Chair at the earliest opportunity.
3. Daily backups of the complete system and databases, critical to the restoration of service, are stored in backup hard drives localized among offices and in centralized backup location. This policy insures that the most current full system backup and the complete database backup are available for full recovery.
4. As much as possible and as long as the storage space of backup facilities allow, backup files are neither overwritten nor deleted. This is to ensure maximum data protection. However, at the least, data on the BARS (Biometric Attendance Recording System) should be retained for (five) years before it is permanently deleted. This is also true with network settings, configuration files, and SIAS executable. However, in the case of student records, it is our policy and practice not to delete any no matter how old, the principle being that these records such as student grades are personal properties of students-clients. The school is merely the safe keeper or trustee. Besides, many students return to take other programs and these data are still used when this happens.
5. In the case of fire or natural disaster it may become necessary to move the equipment and resources to a backup location or alternate site in order to keep the services of affected offices operational. These backup locations are found at the IIT building which can serve as interim place of operations for affected offices. There are also offline mirror copies of data, system settings, configuration files, and software.



2. Resource Allocation

- The university has allocated funds strategically for the use of digital and non-print learning resources, and other ICT related supports utilized by the academe and administration.

PARTIDO STATE UNIVERSITY
 Camarines Sur

OPERATING BUDGET
 FY 2025

LIBRARY SERVICES

Object of Expenditures	BUDGET Per CAA
Maintenance and Other Operating Expenses	
<i>Supplies and Materials</i>	
Office Supplies Expenses	60,000.00
Textbooks and Instructional Materials	1,000,000.00
Total Budget	1,060,000.00

Prepared by:

AMALIA D. OCAMPO

Supv. Admin Officer, Finance
 Acting Head, Budget Section

Reviewed by:

PERLITA D. MAÑAGO
 Chief Adm. Officer, Finance

Recommending Approval:

CHARLIE V. BALAGTAS
 VP for Admin and Finance

Approved by:

ARNEL B. ZARCEDO, EDEL
 SUC President III



PARTIDO STATE UNIVERSITY
 Goa, Camarines Sur

LL 10/2

CURRENT INCOME FUND 441
OPERATING BUDGET FOR 2024
UNIVERSITY LIBRARY

Maintenance and Other Operating Expenses

Office Supplies

Qualf Laminating Film A3 (250mic)	3,000.00
Qualf Laminating Film A4 (250mic)	3,000.00
Book Paper (Long)	1,485.00
Book Paper (short)	792.00
Ink (Black)	1,705.00
Ink (Magenta)	341.00
Ink (Cyan)	341.00
Ink (Yellow)	341.00

Subscription Expenses

Journals- Printed	150,000.00
E-journals	175,000.00
Newspapers	17,640.00
Remote Technical Service Support for Koha Library System	80,000.00

Furnitures and Fixtures

4 Seater Reading Table with Chairs	41,000.00
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Semi-Expendable Office Equipment

Laminating Machine	6,755.00
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Total Maint and Other Oper Exp

481,400.00

Capital Outlay

Other Machineries and Equipment

CCTV	60,000.00
------	-----------

Total Capital Outlay

60,000.00

Grand Total

541,400.00

Prepared by:

[Signature]
ANN CHARMAINE B. VISITACION, RL,MLS
 College Librarian III

Reviewed by:

ASTER B. MABANA
 Adm. Officer IV

Certified Correct:

AMALIA D. OCAMPO
 Administrative Officer V-Budget

PERLITA D. MAÑAGO
 Chief Adm. Officer-Finance

Recommending Approval:

CHARLIE V. BALAGTAS
 VP for Admin & Finance

Approved:

ARNEL B. ZARCEDO, EDEL
 SUC President III

PARTIDO STATE UNIVERSITY
 BUDGET OFFICE FINANCE DIVISION
 RECEIVED: 7/19/24
 DATE: 7/19/24



PARTIDO STATE UNIVERSITY
 Goa, Camarines Sur

INTERNALLY GENERATED INCOME

OPERATING BUDGET FOR FIRST SEMESTER 2023-2024
UNIVERSITY LIBRARY

Maintenance and Other Operating Expenses

Subscription Expenses	
E-books	150,000.00
Office Equipment	
Document Scanner	16,192.10
Other MOOE	
Remote Technical Service Support for Koha Library System	80,000.00
Total Maint and Other Oper Exp	246,192.10
Capital Outlay	
Other Machinery and Equipment	
CCTV	55,000.00
Total Capital Outlay	55,000.00
Grand Total	301,192.10

Prepared by:


ANN CHARMAINE B. VISITACION, RL,MLS
 College Librarian III


ASTER B. MABANA
 Adm. Officer IV

Certified Correct:


AMALIA O. OCAMPO
 Administrative Officer V-Budget


PERLITA D. MAÑAGO
 Chief Adm. Officer-Finance

Recommending Approval:


ARNEL B. ZARCEDO, EDEL
 VP for Admin & Finance

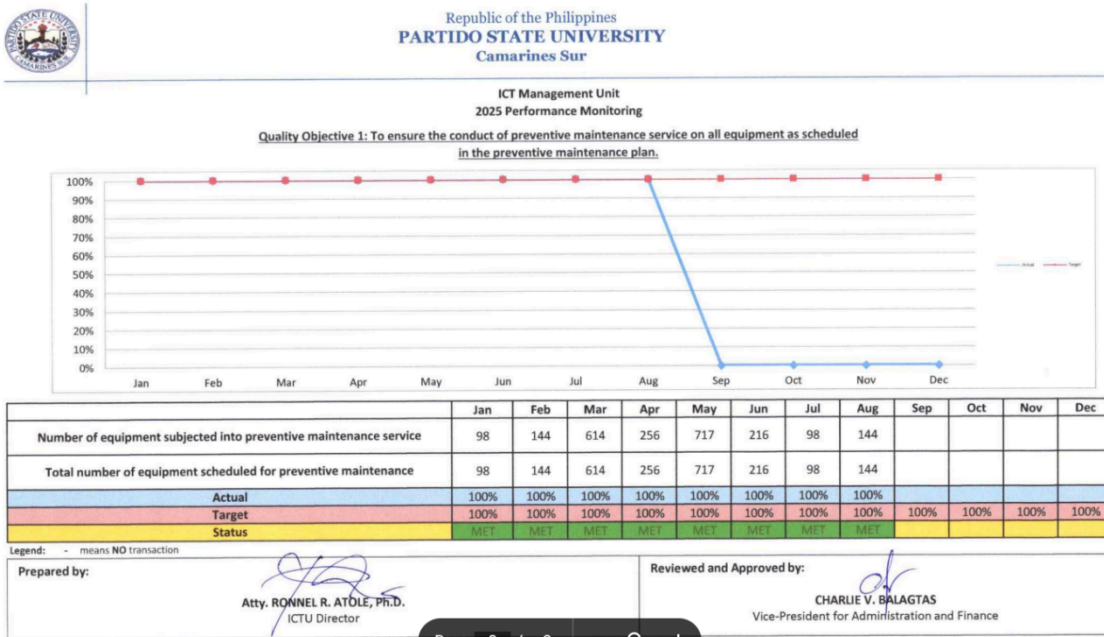
Approved:


RAUL S. BRADECINA, Ph.D.
 SUC President III



3. Infrastructure Management

- The university conducts regular **Preventive and Corrective maintenance** to learning infrastructures.



Performance Monitoring Graph of the conduct of Preventive Maintenance Activities, one of the Quality Objectives being monitored in the ICT Unit





PSU-F-MIS-01

PREVENTIVE MAINTENANCE PLAN
 Information and Communication Technology Unit (ICTU)
 Year - 2025

College/Office/Unit: COED Computer Lab

Equipment	Frequency	Date Schedule <small>Separate with a semicolon(;) if the date is more than one</small>
A. Desktop Computer		
GOA-COEDLAB-PC-001	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-002	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-003	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-003	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-005	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-006	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-007	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-008	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-009	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-010	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-011	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-012	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-013	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-014	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-015	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-016	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-017	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-018	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-019	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-020	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-021	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-022	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-023	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-024	SA	06/21/2023;12/20/2023
GOA-COEDLAB-PC-025	SA	06/21/2023;12/20/2023

Legend: W – Weekly M – Monthly SA – Semiannual A – Annually

Prepared by: *[Signature]* Reviewed by: *[Signature]* Approved by: *[Signature]*
JUAN ROEL D. FELICIDARIO JR. **ATTY. RONNEL R. ATOLE, Ph.D.** **ARNEL B. ZARCEDO, EDEL**
 Administrative Aide III ICTU Director SUC President III

Date: 01-29-25 Date: 01-20-25 Date: 01-21-25

Sample of Preventive Maintenance Plan of the ICT Unit



PREVENTIVE MAINTENANCE CHECKLIST – PERSONAL COMPUTERS
 Information and Communications Technology Management Office (ICTMO)

DEC -- 2024

Campus	PSU GOA	Period (Month & Year)	
Office/Unit	CBM Comp. Lab	Frequency (Tick check (/) on the required box below)	
		<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-annually <input type="checkbox"/> Annually	
User Name	N/A	Property No.	GOA-CBMLAB-PC-020
Designation	N/A	Acquisition Date	N/A
Type	<input checked="" type="checkbox"/> Desktop <input type="checkbox"/> Mobile	MAC Address	N/A
SPECIFICATIONS:			
Processor	Intel Pentium	Hard Disk	100
Memory	2gb	Operating Sys.	WIN 10

For the Status column, put a check (✓) if the checkpoint/activity performed is okay. (x) if not okay, or N/A if not applicable.

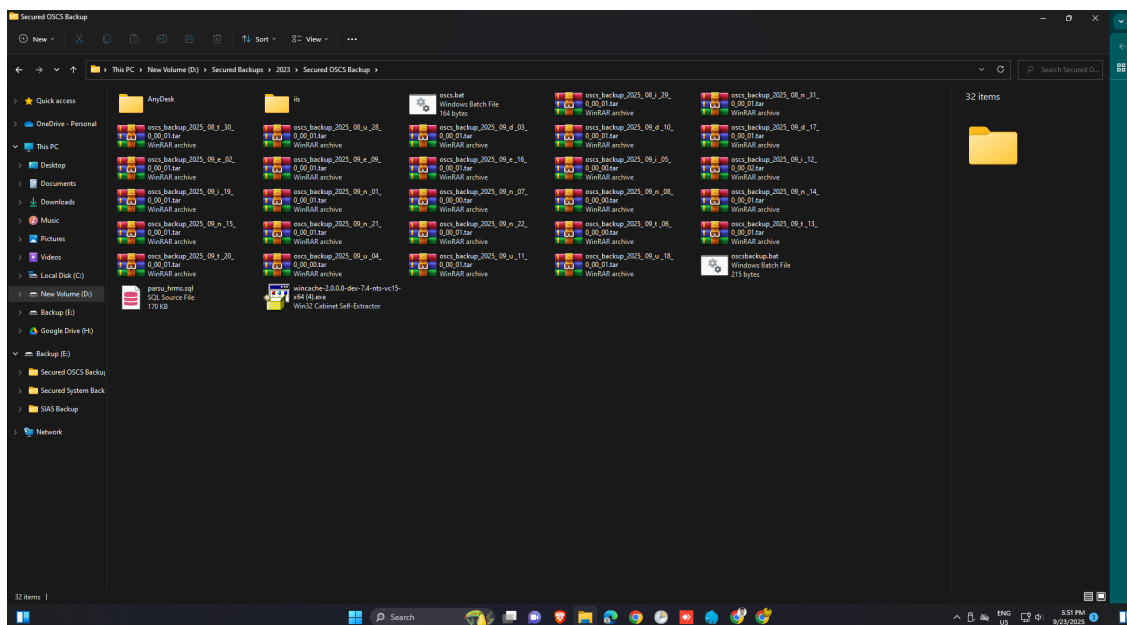
Checkpoints / Activities	Status	Remarks
1. Check power and data cord	✓	
2. Clean and test processor	✓	
3. Clean and test memory module	✓	
4. Check power supply module	✓	
5. Clean and test keyboard, mouse and other peripherals	✓	
6. Check cmos battery	✓	
7. Check light indicators	✓	
8. Check network connectivity/sharing	✓	
9. Check operating system and its updates	✓	
10. Check anti-virus software and its definition	✓	
11. Check application software	✓	
12. Check internet connectivity	✓	
13. Check and test monitor display	✓	
14. Check browser history and cache	✓	
15. Perform Disk Cleanup, defrag and chkdsk	✓	
16. Delete temporary files	✓	
17. Check presence of prohibited contents (e.g games, pornographic materials, etc.)	✓	
18. Check if user observes regular password update	✓	
19. Check if user observes data privacy and protection	✓	
20. Check if backup of important files are updated	✓	

Conducted by: JUAN ROEL D. FELICIANO, JP Date: DEC 18 2024
 Verified by: _____ Date: DEC 18 2024

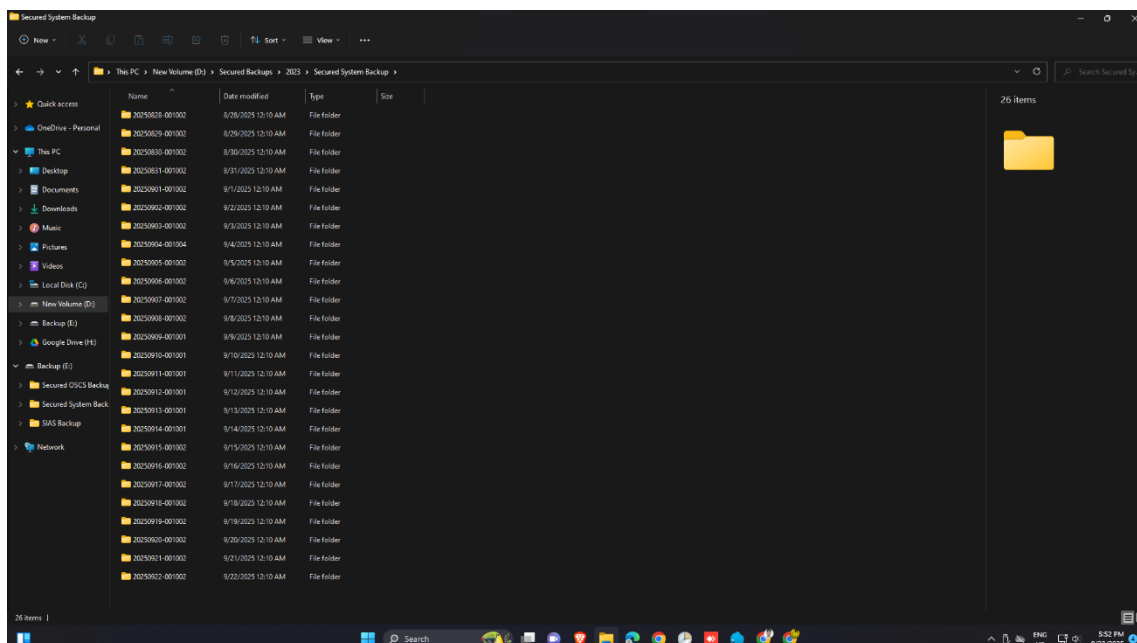
Recommendations / Actions				
Date	Corrective Action	Person Assigned	Target Date	Status
	N/A			
Performed/Checked by: <u>N/A</u>		Date: <u>N/A</u>		
Acknowledged by: _____		Date: _____		

Sample Preventive Maintenance Checklist accomplished by the ICT Staff conducting the activity.

- The ICT unit implements **automated daily backups** to critical server data. The unit also ensured that backups include system configurations, application data and databases and store them in secure off-site locations.



Sample drive content containing database and file backups of mission critical Information Systems

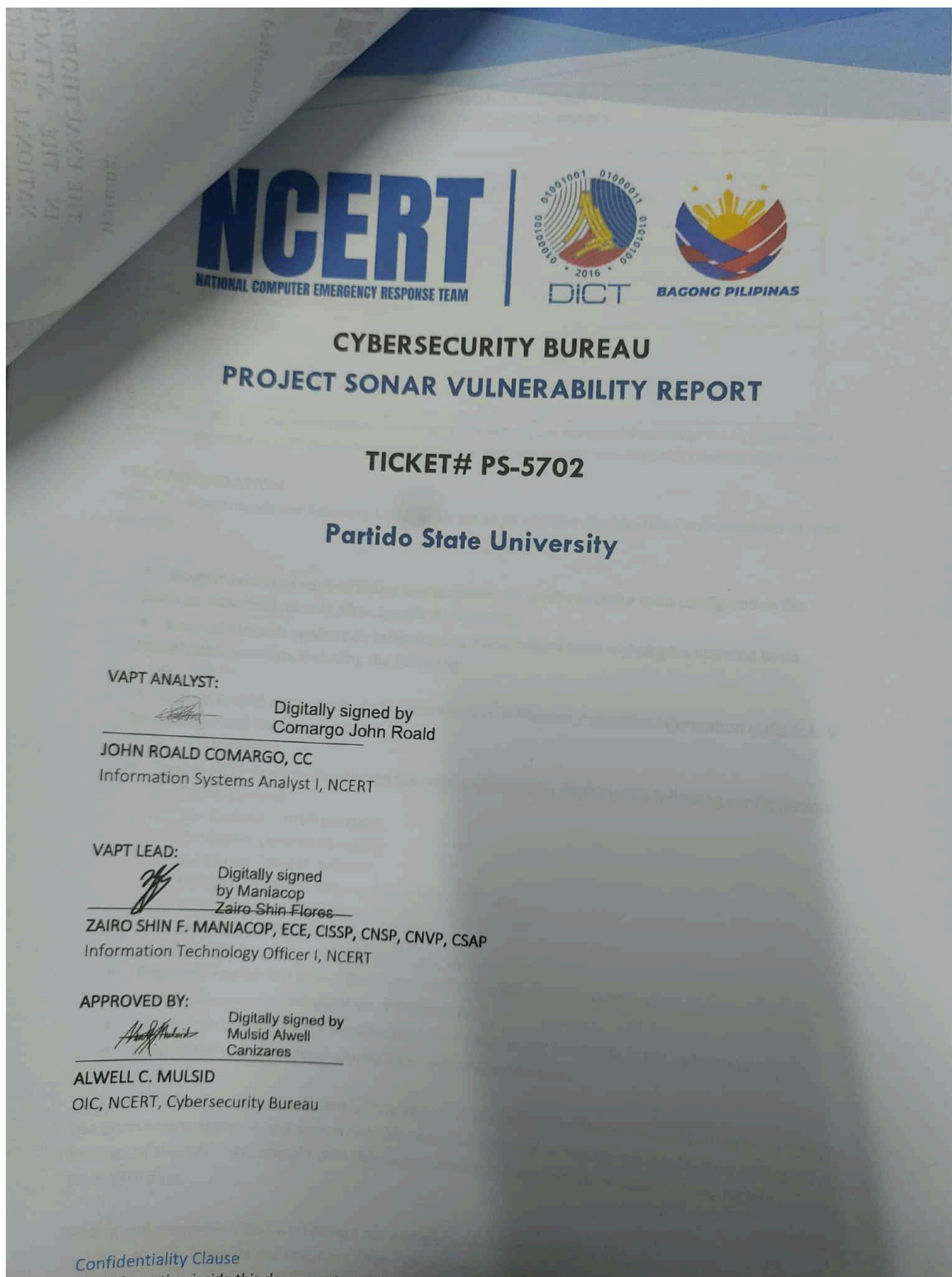


Drive containing daily automated backup files



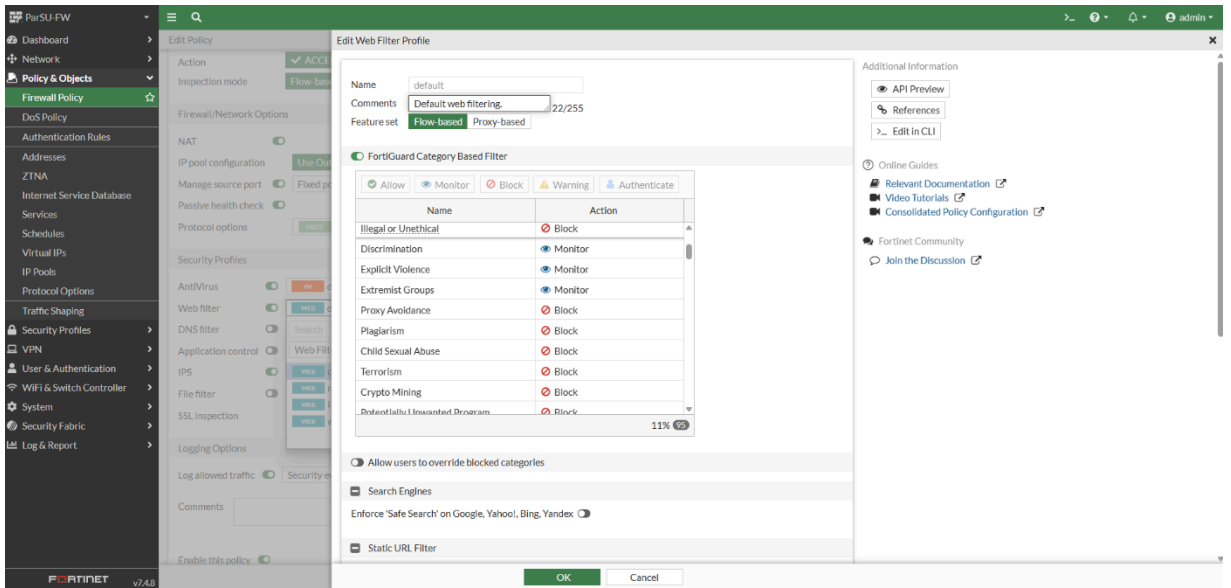
4. Security and Compliance

- The university uses proactive management to **identify vulnerabilities and ensure that security patches** are being applied promptly, minimizing the risk of data breaches and attacks.



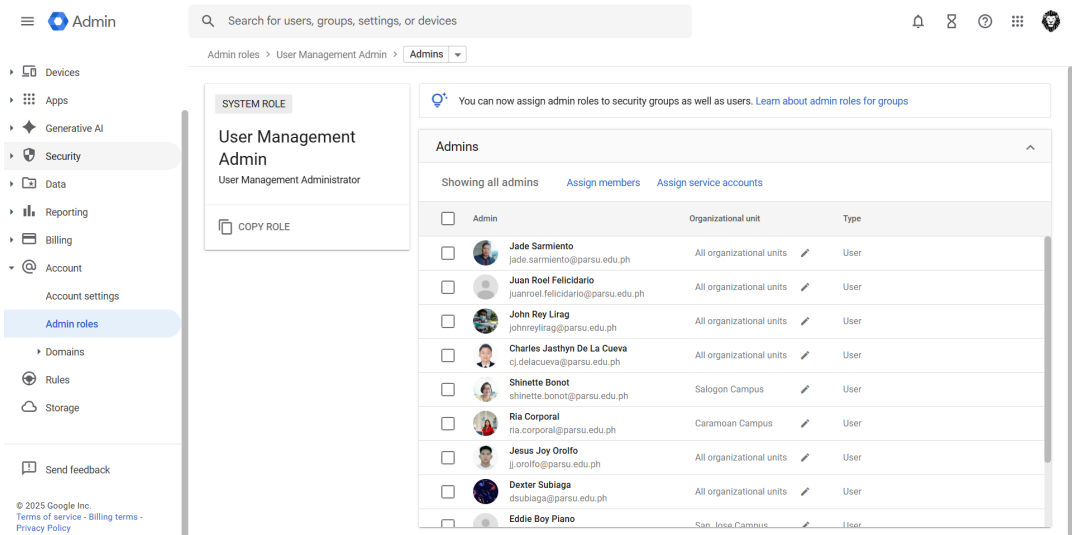
Vulnerability Assessment done by the DICT

- **Firewalls** were configured to restrict unauthorized access and implement security protocols.



Firewall configuration

- The ICT unit enforces **strict user access policies**, granting permission based on roles and responsibilities. Regularly reviewing user accounts and removing access for inactive users.



Corporate Account User Groups (User Management Administrator)



Files Transactions Reports Tools Help Logout Welcome! Administrator SIAS Online 3.6.7.26 (sias_goa)

Users > User Access Levels

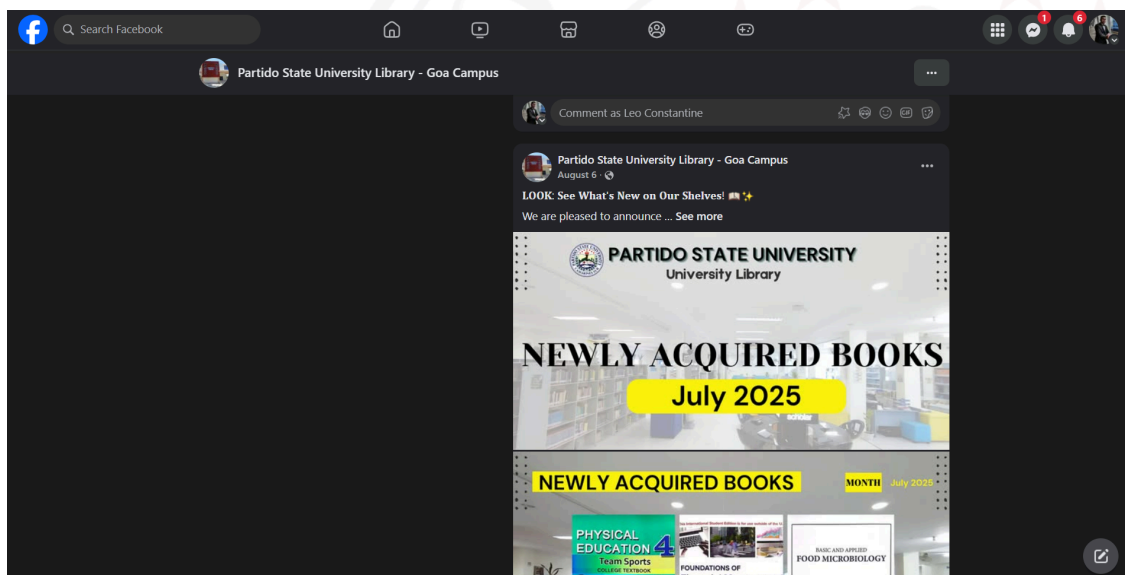
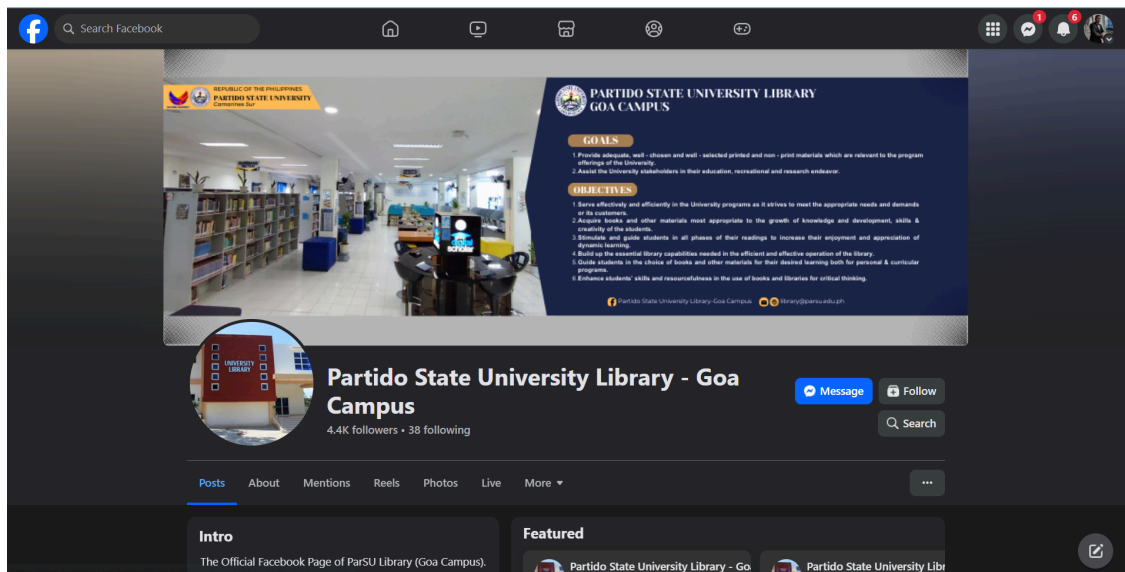
ID	Code	Name	Menu Access	Privileges
5	ACCT	ACCOUNTING	F+A,FA*,RR+UE,R+SR,RS+STAMG,T...	AEDL
6	ASSESS-SUP	ASSESS-SUP		
11	ASSESS	ASSESSMENT		
2	CASHIER	CASHIER	F+AP,FA+CSFADUNP,T+ADY,TA+PARS...	AEDL
18	DEAN	DEAN		
3	ENCODER	ENCODER		
10	GUEST	GUEST		
19	GAP	Guidance, Admission and...	F+GOP,FG+C,FO+NC,T+VMG,TV+SPA...	AEDL
12	INST	INST	T+,R+,O+PO	AEDGK
21	IAU	Internal Audit Unit	F+*,*,RRA*,RRY*,RR*,RRG*,RA+...	
15	OSAS	OSAS	F+GA,FG+,FA+,T+VMPERAD,TV+,T...	AED
17	PD	PROGRAM DIRECTOR	F+PO,FO+IRMPQTE,T+VGMSAFE,TV...	AEDQF
8	REGISTRAR	REGISTRAR	F+OGA,R+RS,T+GVMSPERAD,TG+,...	EADGOLFQHM
4	REGSTAFF	REGSTAFF	R+RS,F+GOAP,FG+,FO+,FA+S,TV+S...	AEDOLQFM
14	STUDENT	STUDENT	T+,R+	AED
1	SUPERUSER	SUPERUSER		
9	TECHSUP	TECHSUP	F+GOAPULI,T+MTSPEGDAVRY,R+RS...	AEDZXOPGTRNBCLMFI...
7	TREASURER	TREASURER		

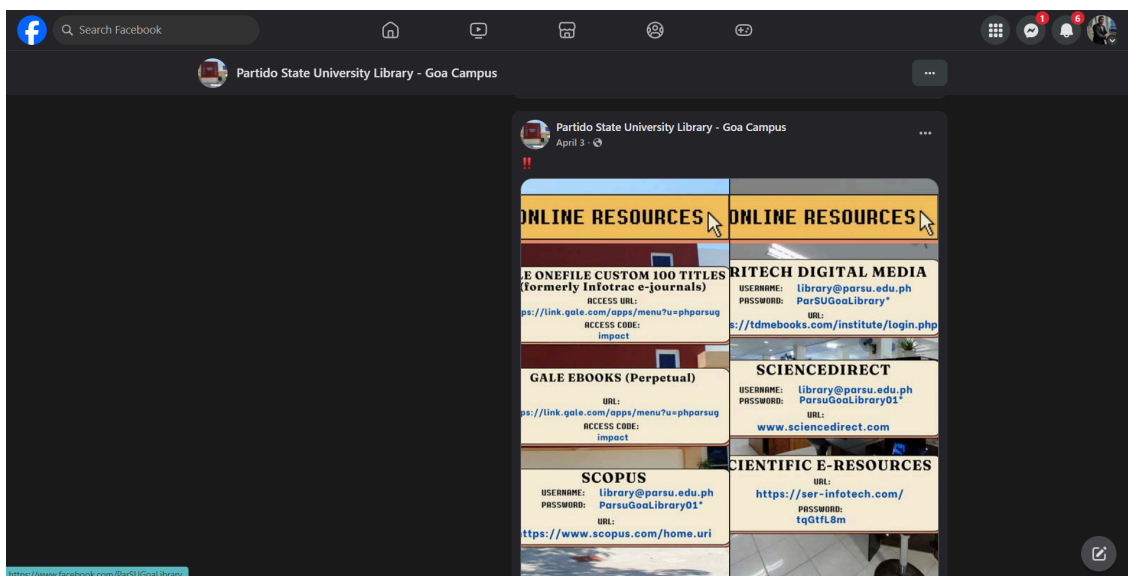
Add Edit Delete Save Cancel

Screenshot showing account user privileges and permissions implemented in SIAS

5. Non print resource management

- The university made efforts in promoting and exposing students to **videos, e-books, online scientific articles, and other non-print media** to assist them in building essential skills.

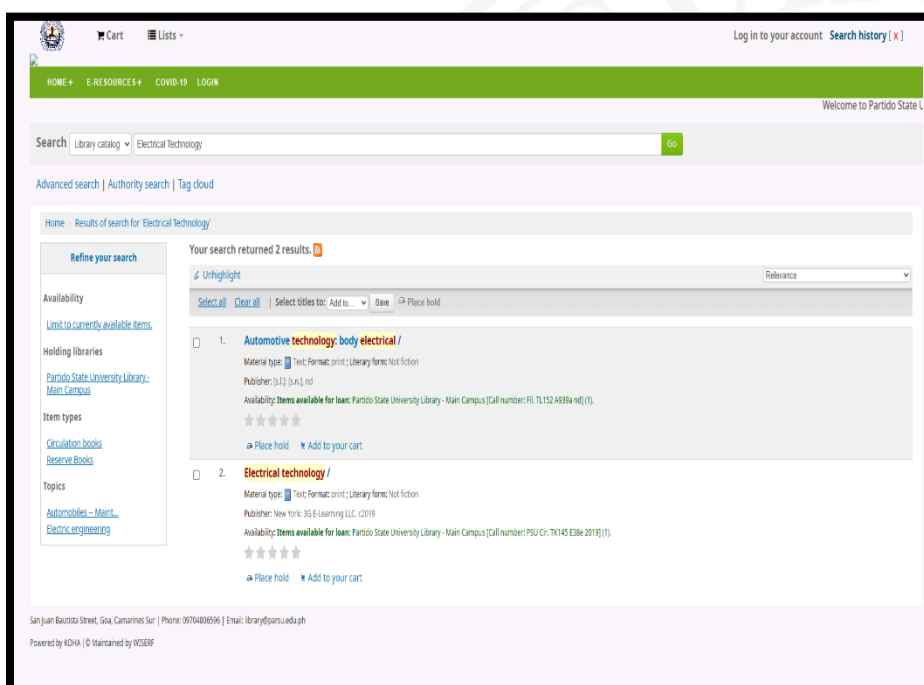
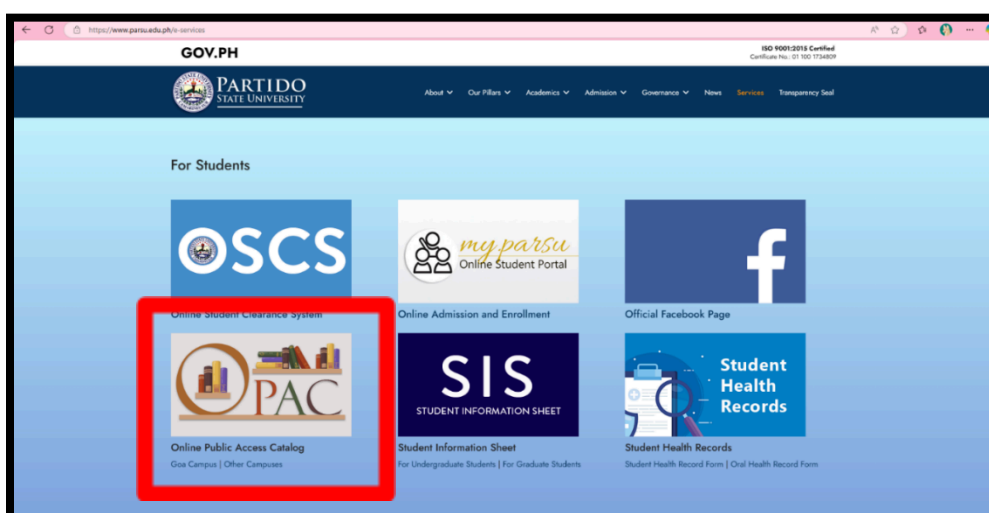




Facebook page of the University Library showing promotions of Learning Resources

6. Library and e-resources management

- The university has set up **digital libraries**, and provides access to **e-resources**.





- The university's library purchases and subscribes **e-resources** that are credible and well known in the scientific landscape.



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 3/14/24

PURCHASE REQUEST				
Department: <u>University Library</u>		PR No.: 24 03 19	Date: <u>14 MAR 2024</u>	
Qty	Unit	Item Description	Estimated Unit Cost	Estimated Cost
OFFICE SUPPLIES				
2	packs	QUAFF LAMINATING FILM A3 (250mic) • 125microns (100 films per pack) • Works with all leading laminators • High Quality materials • Excellent clarity and durability • Helps to seal and protect your document	1,500.00	3,000.00
2	packs	QUAFF LAMINATING FILM A4 (250mic) • 250microns (50 films per pack) • Works with all leading laminators • High Quality materials • Excellent clarity and durability • Helps to seal and protect your document	1,500.00	3,000.00
5	reams	Book paper, long sub 20	297.00	1,485.00
3	reams	Book paper, short sub 20	264.00	792.00
2	bottles	Ink, Epson 003, black	341.00	1,705.00
1	bottle	Ink, Epson 003, cyan	341.00	341.00
1	bottle	Ink, Epson 003, magenta	341.00	341.00
1	bottle	Ink, Epson 003, yellow	341.00	341.00
E-JOURNALS				
1	unit	Gale Onefile: Custom 100 e-journals (Infotrac Custom Journal) * Pick and choose 100 electronic journals from more than 20,000 periodicals * Multidisciplinary International Titles Features * Freedom to modified/change the 100 journal collection every 24 hours * Articles are downloadable in either HTML and/or PDF * Articles are downloadable in MP3 formats * Generate citation Formats: MLA, APA and Chicago * Articles can be translated in more than 12 languages * Reader-speaker tool that allows users to listen to articles * Generate Usage Statistics via institution admin account Users * Unlimited concurrent users at any given time Access * Access within the institutions IP Address Authenticated Range and Remote Access Security * 1 Year Licensed Subscription Gale OneFile: Custom 100 EJournals Requirement * No installation necessary - complete functionality with every internet browser (Internet Connection) Support	175,000.00	175,000.00
SUB- TOTAL				186,005.00

Fund:	Fund 441		
Requested by:	Recommended Approval:	Approved by:	
Signature	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Printed name:	ANN CHARMAINE B. VISITACION	CHARLIE V. BALAGTAS	ARNEL B. ZARCEDO, EDEL
Designation:	College Librarian/End-user	VP for Administration & Finance	SUC President III

INCLUDED IN THE APPROVED APP-CY 2024
 CERTIFIED: *[Signature]*
 Date: 14 MAR 2024

Page 1 of 3

Note:
 April 8 - for covers
 April 20 - for MSOL
 for covers
 for delivery
 for payment