

ANNEX D - ITDI DOCUMENTS INVENTORY

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released (or coverage)	frequency_of_update
ITDI	Industrial Technology Development Institute	Training Programs	List of yearly training programs of ITDI	Softcopy and Hardcopy	ITDI Website	www.itdi.dost.gov.ph and TSD File	Public	ITDI	TSD	Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	List of Conducted Training	Summary of conducted activities, which may include client details and requested information/ technology; including action taken by ITDI	Softcopy and Hardcopy	None	TSD Files and PMISD Accomplishment Report File	Limited	ITDI	TSD / PMISD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	ITDI Technical Services	List of available Technical Services provide by ITDI	Softcopy and Hardcopy	ITDI Website	www.itdi.dost.gov.ph and TSD File	Public	ITDI	TSD / STD / NMD	Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Provided Technical Services	List of technical services provided by ITDI	Softcopy and Hardcopy	None	TSD, NMD, STD and PMISD Accomplishment Report File	Limited	ITDI	TSD / STD / NMD / PMISD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Technology Adopters	List ITDI technology adopters	Softcopy and Hardcopy	None	TSD and PMISD Accomplishment Report File	Limited	ITDI	TSD / PMISD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	ITDI Clients	List of ITDI clients including walk-in and phone and email inquiry	Softcopy and Hardcopy	None	TSD, NMD, STD and PMISD Accomplishment Report File	Limited	ITDI	TSD / STD / NMD / PMISD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Budget Accountability Reports	ITDI Financial Report like SAOB and financial performance	Softcopy and Hardcopy	ITDI Website	www.itdi.dost.gov.ph and FAD File	Public	ITDI	FAD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Budget Proposal	BP Forms A to 400-A	Softcopy and Hardcopy	None	FAD File	Limited	ITDI	FAD	Yearly	Yearly
ITDI	Industrial Technology Development Institute	Payroll	ITDI Employee's payroll both contractual and regular	Softcopy and Hardcopy	None	FAD File	Exception	ITDI	FAD	Monthly	Monthly
ITDI	Industrial Technology Development Institute	Capsule Proposal	Project Proposal	Softcopy and Hardcopy	None	Project Leader, PMISD and TRC	Exception	ITDI	Project Leader / PMISD	Monthly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Detailed Project Proposal	Detailed Project Proposal	Softcopy and Hardcopy	None	Project Leader, PMISD and TRC	Exception	ITDI	Project Leader / PMISD	Monthly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Research Agreement	Research Agreement with customer	Hardcopy	None	Customer, TSD and PMISD	Limited	ITDI	PMISD and TSD	Monthly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Project Progress Report	Progress Report of Projects	Softcopy and Hardcopy	None	Project Leader and PMISD	Exception	ITDI	Project Leader / PMISD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Terminal Report	Project Terminal Report	Softcopy and Hardcopy	None	Project Leader and PMISD	Exception	ITDI	Project Leader / PMISD	Yearly	Yearly

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ITDI	Industrial Technology Development Institute	Summary of Observation	Summary of Project Monitoring Report	Softcopy and Hardcopy	None	PMISD	Limited	ITDI	PMISD	Quarterly	Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Summary of Accomplishment	Summary of ITDI Accomplishments	Softcopy and Hardcopy	None	PMISD	Limited	ITDI	PMISD	Quarterly	Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Commercialized Technology	List of ITDI technology for commercialization	Softcopy and Hardcopy	ITDI Website	www.itdi.dost.gov.ph and TSD File	Public	ITDI	TSD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Training Record Master List	Training Schedule and Participants Profile	Softcopy and Hardcopy	None	TSD File	Limited	ITDI	TSD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Research Output	Patent, IP/IPR, Publication, Report, Maps, Design and Fabrication, Process, Tool Kit, Chemical Formulation, Software, Demonstration, Prototype	Softcopy and Hardcopy	None	Project Leader and TSD File	Exception	ITDI	Project Leader / TSD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	Research Data	Experiment Data Logbook	Softcopy and Hardcopy	None	Project Leader and Researcher	Exception	ITDI	Project Leader and Researcher	Based on Research Activity	Based on Research Activity
ITDI	Industrial Technology Development Institute	Scientific Papers	Scientific Papers	Softcopy and Hardcopy	None	Researcher	Limited	ITDI	Researcher / TSD	Based on Research Activity	Based on Research Activity
ITDI	Industrial Technology Development Institute	Techno Package	Material Balance, Return of Investment, Flow Chart	Softcopy and Hardcopy	None	TSD File	Limited	ITDI	TSD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	ITDI Kit	Brochure, flyers, annual Report, ITDI Primer, AVP, Press Release, Flash Report	Softcopy and Hardcopy	ITDI Website	www.itdi.dost.gov.ph and TSD File	Public	ITDI	TSD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	PDS	Employee's Personal Data Sheet	Hardcopy	None	HR - FAD	Limited	ITDI	HR	Yearly	Yearly
ITDI	Industrial Technology Development Institute	201 Files	Records of all ITDI Employees	Hardcopy	None	HR - FAD	Limited	ITDI	HR	Based on employee's update	Based on employee's update
ITDI	Industrial Technology Development Institute	Service Record	Employee's Service Records	Softcopy and Hardcopy	None	HR - FAD	Limited	ITDI	HR	Based on employee's update	Based on employee's update
ITDI	Industrial Technology Development Institute	Customer Profile	ITDI Customer Information	Softcopy and Hardcopy	None	NMD, TSD, STD	Exception	ITDI	NMD, TSD, STD	Monthly / Quarterly / Yearly	Monthly / Quarterly / Yearly
ITDI	Industrial Technology Development Institute	ITDI Inventory	List of ITDI asset including equipment, supplies and facilities	Softcopy and Hardcopy	None	FAD File	Limited	ITDI	FAD	Based on acquisition update	Based on acquisition update

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ITDI	Industrial Technology Development Institute	Raw Data	Any single and dependent component of information and unprocessed data that might lead to conclusive information such as audio and video recording, individual notes during the meeting, rating sheet, etc.	Softcopy and Hardcopy	None	Staff / divisional secretariat custody	Exception	ITDI	FAD	Meeting proper	Based on date of meeting
ITDI	Industrial Technology Development Institute	Committee Report	Sensitive committee Report that has legal and social governance such as Preliminary Investigation Report, complains, etc...	Softcopy and Hardcopy	None	Committee Document Custodian, FAD	Exception	ITDI	Committee Document Custodian, FAD	Committee meetings	Based on schedule and necessity of the meeting