## **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	Training Programs	List of yearly training programs of ITDI	Softcopy	ITDI Website	ununu itdi dost a	Public	ITDI	TSD	Yearly	Monthly /
	Technology			and		www.itdi.dost.g					Quarterly /
	Development			Hardcopy		ov.ph and TSD					Yearly
	Institute					File					
ITDI	Industrial		Summary of conducted activities, which may	Softcopy	None	TSD Files and	Limited	ITDI	TSD / PMISD	Monthly /	Monthly /
	Technology	Training	include client details and requested	and		PMISD				Quarterly /	Quarterly /
	Development		information/ technology; including action taken	Hardcopy		Accomplishment				Yearly	Yearly
.==.	Institute		by ITDI	0.6		Report File			TOD (OTD )	V 1	
ITDI	Industrial	ITDI Technical	List of available Technical Services provide by	Softcopy	ITDI Website	www.itdi.dost.g	Public	ITDI	TSD/STD/	Yearly	Monthly /
	Technology	Services	ITDI	and		ov.ph and TSD			NMD		Quarterly /
	Development			Hardcopy		File					Yearly
ITDI	Institute Industrial	Provided	List of technical services provided by ITDI	Softcopy	None	TSD, NMD, STD	Limited	ITDI	TSD/STD/	Monthly /	Monthly /
1101	Technology	Technical Services	List of technical services provided by 11 bi	and	None	and PMISD	Lilliteu	1101	NMD / PMISD	Quarterly /	Quarterly /
	Development	recillical services		Hardcopy					INIVID / I IVIIOD	Yearly	Yearly
	Institute			пагисору		Accomplishment Report File				loany	Teally
ITDI	Industrial	Technology	List ITDI technology adopters	Softcopy	None	TSD and PMISD	Limited	ITDI	TSD / PMISD	Monthly /	Monthly /
	Technology	Adopters	List II Di tosimology daspitolo	and	110110	Accomplishment	2		1057105	Quarterly /	Quarterly /
	Development	/ taopters		Hardcopy		Report File				Yearly	Yearly
	Institute			Пагасору		Report File				,	rearry
ITDI	Industrial	ITDI Clients	List of ITDI clients including walk-in and phone	Softcopy	None	TSD, NMD, STD	Limited	ITDI	TSD / STD /	Monthly /	Monthly /
	Technology		and email inquiry	and		and PMISD			NMD / PMISD	Quarterly /	Quarterly /
	Development			Hardcopy		Accomplishment				Yearly	Yearly
	Institute			.,		Report File					,
ITDI	Industrial	Budget	ITDI Financial Report like SAOB and financial	Softcopy	ITDI Website	www.itdi.dost.g	Public	ITDI	FAD	Monthly /	Monthly /
	Technology	Accountability	performance	and						Quarterly /	Quarterly /
	Development	Reports		Hardcopy		ov.ph and FAD				Yearly	Yearly
	Institute					File					
ITDI	Industrial	Budget Proposal	BP Forms A to 400-A	Softcopy	None	FAD File	Limited	ITDI	FAD	Yearly	Yearly
	Technology			and							
	Development			Hardcopy							
	Institute		ITDI Facility of the state of t	0.6		EAD E''			FAD		
ITDI	Industrial	Payroll	ITDI Employee's payroll both contractual and	Softcopy	None	FAD File	Exception	ITDI	FAD	Monthly	Monthly
	Technology		regular	and							
	Development			Hardcopy							
ITDI	Institute Industrial	Cancula Proposal	Project Proposal	Softcopy	None	Project Leader,	Exception	ITDI	Project Leader /	Monthly	Monthly /
1101	Technology	Capsule Froposal	Troject Proposal	and	None	PMISD and TRC	Lxception	1101	PMISD	Wioritrity	Quarterly /
	Development			Hardcopy		FINISD and TRC			I WIIOD		Yearly
	Institute			пагисору							Teally
ITDI	Industrial	Detailed Project	Detailed Project Proposal	Softcopy	None	Project Leader,	Exception	ITDI	Project Leader /	Monthly	Monthly /
	Technology	Proposal	.,	and		PMISD and TRC			PMISD	,	Quarterly /
	Development			Hardcopy							Yearly
	Institute			· · · · · · · · · · · · · · · · · · ·							,
ITDI	Industrial	Research	Research Agreement with customer	Hardcopy	None	Customer, TSD	Limited	ITDI	PMISD and TSD	Monthly	Monthly /
	Technology	Agreement				and PMISD					Quarterly /
	Development										Yearly
	Institute										,
ITDI	Industrial	Project Progress	Progress Report of Projects	Softcopy	None	Project Leader	Exception	ITDI		Monthly /	Monthly /
1	Technology	Report		and		and PMISD			PMISD	Quarterly /	Quarterly /
	Development			Hardcopy						Yearly	Yearly
	Institute			<u> </u>						ļ., .	ļ
ITDI	Industrial	Terminal Report	Project Terminal Report	Softcopy	None	Project Leader	Exception	ITDI	Project Leader /	Yearly	Yearly
	Technology			and		and PMISD			PMISD	1	
	Development			Hardcopy						1	
	Institute						l		<u> </u>	1	<u> </u>

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