

PHILIPPINE PUBLIC SAFETY COLLEGE
ANNEX B - AGENCY INFORMATION INVENTORY

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
Agency abbreviation	Name of agency (spelled out)	Title of the information (record/document)	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.	Posted in the website (Yes/No)	Location of published information or URL for direct download	Whether the information is either of the following: - public : info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns/create the information	Unit responsible in storing the information (can be the same as the Data Owner)	The date when the information was initially released (YYYY-MM-DD) or year only	Daily, Annually, Biannually, Quarterly, Monthly (optional)
PPSC	Philippine Public Safety College	PPSC Service Charter	Enumerates the courses offered by the PPSC with entry requirement and to which Constitutive Units and Regional Training Centers available. Other offices rendering services which includes the procedures on how to obtain a particular service; the person/s responsible for each step; the maximum time to conclude the process; the document/s to be presented by the customer, if necessary; and the procedures in filing complaints.	CSV, PDF	Yes	http://ppsc.gov.ph/mediafiles/transprncy/PPSC_CHARACTER.pdf	public	PPSC	PPSC - Personnel and Records Section, Admin Division		as the need arises
PPSC	Philippine Public Safety College	PPSC Operations Manual	A book that contains general information, organizational structure, operational policies and procedures of the PPSC		No	n/a	public	PPSC	PPSC - Public Affairs Office	2015	currently being edited
PPSC	Philippine Public Safety College	News Letter / Journal	Official Publication issued showing best practices and accomplishments for public information aligned to PPSC mandate	PDF	Yes	http://ppsc.gov.ph/2015-03-27-04-27-33/2015-03-27-06-06-28	public	PPSC HO and CUs	PPSC - Public Affairs Office	Before the 1st week of the 2nd month of the succeeding quarter	Quarterly
PPSC	Philippine Public Safety College	Division Performance and Commitment Review	A report pertaining to the quality objectives and accomplishments of a division in the PPSC	MS WORD	No	n/a	internal	Divisions of PPSC HO, CUs and RTCs	PPSC - Planning and Research Division	2021	Bi-annually
PPSC	Philippine Public Safety College	Physical Report of Operations	A report submitted to DBM containing physical report of operation	MS WORD	Yes	http://ppsc.gov.ph/transparency	public	PPSC	PPSC - Planning and Research Division	2021	Quarterly
PPSC	Philippine Public Safety College	Master Education and Training Program (METP)	Document containing the education and training program to be conducted by the PPSC for a given year	XLS	No	n/a	internal	PPSC	PPSC - Planning and Research Division	2022 - for signature of the President	Annually
PPSC	Philippine Public Safety College	Office Performance and Commitment Review	A report pertaining to the quality objectives of the PPSC	XLS	No	n/a	internal	PPSC	PPSC - Planning and Research Division	2021	Bi-annually
PPSC	Philippine Public Safety College	Annual Report	A report containing the annual accomplishment of the PPSC	WORD	Yes	http://ppsc.gov.ph/transparency	public	PPSC	PPSC - Planning and Research Division	2021	Semi-Annually
PPSC	Philippine Public Safety College	Budget and Financial Accountability Reports (BFAR)	Quarterly reports required for submission to the Department of Budget and Management (DBM) and the Commission on Audit (COA) for FAR No. 1 and FAR No. 1-A	XLS, PDF	Yes	http://urs.dbm.gov.ph	public	PPSC	PPSC-Financial Management Division	Within thirty (30) days after the end of each Quarter	Quarterly

PPSC	Philippine Public Safety College	Aging of Due and Demandable Obligations (ADDO) - FAR No. 3	A report showing the balances of due and demandable Accounts Payable of the agency based on its number of days	XLS, PDF	Yes	http://urs.dbm.gov.ph	public	PPSC	PPSC-Financial Management Division	On or before 30th day following the end of the year	Annually
PPSC	Philippine Public Safety College	Statement of Allotment, Obligations and Balances	A report submitted to DBM pertaining to the Statement of Allotment, Obligation and Balances of the Agency	XLS	No	n/a	public	PPSC	PPSC-Budget Section, Financial Management Division		Monthly
PPSC	Philippine Public Safety College	Financial Report of Operation	A report showing the current financial status of the PPSC	XLS	Yes	http://ppsc.gov.ph/transparency	public	PPSC	PPSC-Budget Section, Financial Management Division	10th day after the end of each quarter	Quarterly
PPSC	Philippine Public Safety College	Annual Financial Reports	A report submitted to COA-Head Office (website) showing the result of financial transactions of PPSC for the year.	XLS	Yes	http://gas.coa.gov.ph/AFRSv2/user/index.php	public		PPSC-Accounting Section, Financial Management Division		Annually
PPSC	Philippine Public Safety College	Quarterly Financial Reports	A report submitted to COA - PPSC showing the result of financial transactions of PPSC for the quarter	XLS	No		public	PPSC	PPSC-Accounting Section, Financial Management Division		Quarterly
PPSC	Philippine Public Safety College	Publication of Vacant Position	An advisory pertaining to all available positions, which are authorized to be filled, for a period which includes the position title, plantilla item number, Salary Grade, Monthly Salary, Qualification Standards, Competency and place of Assignment	CSV, PDF	Yes	http://ppsc.gov.ph/2015-03-27-04-27-33/2015-03-27-06-06-04	public	PPSC	PPSC - Personnel and Records Section, Admin Division	October 22, 2019	Bi-annually
PPSC	Philippine Public Safety College	Issuance of Appointments	A document that contains the newly hired and promoted personnel.	CSV, PDF	Yes	http://ppsc.gov.ph/2015-03-27-04-27-33/2015-09-22-05-44-27	public	PPSC	PPSC - Personnel and Records Section, Admin Division	January 2020	
PPSC	Philippine Public Safety College	Appointment Transmittal and Action Form (ATAF)	A report submitted to CSC FO-DILG for the filled-up positions containing Appointment, Oath of Office, PDF, PDS, Certificate of Assumption to Duty and Certificate of Eligibility of Appointed/Promoted/Re-Employed personnel	XLS	No	n/a	limited	PPSC	PPSC - Personnel and Records Section, Admin Division	January 2020	Monthly
PPSC	Philippine Public Safety College	Report on Separation	A report submitted to CSCFO-DILG containing the name of personnel whose separated to PPSC due to retirement/resignation/transfer	XLS	No	n/a	internal	PPSC	PPSC - Personnel and Records Section, Admin Division	March 2020	Quarterly
PPSC	Philippine Public Safety College	Report on Accession	A report submitted to CSCFO-DILG containing the name of newly appointed/promoted/re-employed personnel	XLS	No	n/a	internal	PPSC	PPSC - Personnel and Records Section, Admin Division	March 2020	Quarterly
PPSC	Philippine Public Safety College	Roster of Personnel	Report depicting current number of personnel/staff with their respective designations.	WORD	No	n/a	internal	Constitutive Units and Regional Training Centers	PPSC - Personnel and Records Section, Admin Division		Monthly
PPSC	Philippine Public Safety College	Annual Procurement Plan	Report of Goods, Services and Infrastructure Projects for Procurement	XLS/PDF	Yes	http://ppsc.gov.ph/transparency	public	PPSC	PPSC - Bids and Awards Committee/General Services Section		Annually
PPSC	Philippine Public Safety College	Public Bidding	Procurement of supplies and materials not available at PS-DMB	DOC/PDF	Yes	http://ppsc.gov.ph/2015-03-27-04-27-33/2015-03-27-06-05-20	public	PPSC	PPSC - Bids and Awards Committee/Supply Section/General Services Section		Quarterly
PPSC	Philippine Public Safety College	Commonly Used Supply and Equipment (CSE)	Procurement of commonly used supply and equipment available at PS-DBM.	PDF	No	n/a	internal	PPSC	PPSC - Supply Section, Admin Division		Annually
PPSC	Philippine Public Safety College	Report on the Physical Count of Property Plant and Equipment (RPCPPE)	Annual conduct of Physical Count of PPE	XLS	No	n/a	internal	PPSC	PPSC - Supply Section, Admin Division		Annually
PPSC	Philippine Public Safety College	Report on the Physical Count of Inventory (RCPI)	Semi-Annual conduct of Physical Count of inventory.	XLS	No	n/a	internal	PPSC	PPSC - Supply Section, Admin Division		Semi-Annually

PPSC	Philippine Public Safety College	Report on the Physical Count of Property Plant and Equipment (RPCPPE)	A report containing inventory of Facilities of every Constitutive Units	XLS	No	File folder	public	PPSC	PPSC - General Services Section, Admin Division		Annually or as the need arises
PPSC	Philippine Public Safety College	Contracts of Services	Document containing legally binding agreement between PPSC and the service provider	DOC	No	File folder	limited	PPSC	PPSC - General Services Section, Admin Division		as the need arises
PPSC	Philippine Public Safety College	Project Procurement Management Plan (PPMP)	A document containing necessary information on the entire procurement activities for infrastructure to be procured within the calendar year	XLS	No	File folder	public	PPSC	PPSC - General Services Section, Admin Division		Annually
PPSC	Philippine Public Safety College	Capital Outlay	A document containing billing statement, progress report of on-going construction of facilities, SWA accomplishment report and inspection report.	XLS	No	File folder	limited	PPSC	PPSC - General Services Section, Admin Division		as the need arises
PPSC	Philippine Public Safety College	Repair of Maintenance and Government Facilities (RMGF)	A document containing requests and evaluation report of every Constitutive Units.	DOC	No	File folder	public	PPSC	PPSC - General Services Section, Admin Division		Semi-Annually or as the need arises
PPSC	Philippine Public Safety College	Master Development Program	A planning document that provides conceptual layout for future growth and development of every Cus.	PDF	No	File folder	internal	PPSC	PPSC - General Services Section, Admin Division		as the need arises
PPSC	Philippine Public Safety College	Masterlist of Accredited Faculty Members	List of faculty members per Constitutive Units	XLS	No	n/a	limited	PPSC	PPSC - Faculty Development Division	1993	Annually
PPSC	Philippine Public Safety College	Directory of Active Faculty Member	Directory of active in-house and guest faculty members (uniformed and non-uniformed) per Constitutive Unit with faculty rank, specialization, subject/teaching assignments and other information.	XLS	No	n/a	limited	PPSC	PPSC - Faculty Development Division	2016	Annually
PPSC	Philippine Public Safety College	FDD Issuances	Compilation of PPSC/FDD issuances such as memos, circulars, etc.	doc	No	n/a	internal	PPSC	PPSC - Faculty Development Division	1993-present	Annually
PPSC	Philippine Public Safety College	Faculty Accreditation Orders	Series of orders issued to accredited faculty members	doc	No	n/a	internal	PPSC	PPSC - Faculty Development Division	1993-present	as the need arises
PPSC	Philippine Public Safety College	Program of Instructions (POIs)	Detailed line-up of subjects in all the mandatory career courses being conducted to all the uniformed personnel of the PNP, BJMP and BFP	doc	No	n/a	limited	PPSC	PPSC - Curriculum and Standards Development Division		(Bi-annually, if there are certain revisions made on POIs)
PPSC	Philippine Public Safety College	Curriculum	Detailed subjects/module contents of the baccalaureate and masteral degree programs being offered both for the uniformed personnel of the three (3) public safety bureaus and other civilian personnel of the DILG	doc	No	n/a	limited	PPSC	PPSC - Curriculum and Standards Development Division		(Bi-annually, if there are certain revisions made on POIs)
PPSC	Philippine Public Safety College	Academic Directives	General Course Description, Objectives, Qualification requirements and funding requirements of all the mandatory and career courses	doc	No	n/a	limited	PPSC	PPSC - Curriculum and Standards Development Division		(Bi-annually, if there are certain revisions made on POIs)
PPSC	Philippine Public Safety College	Standard Learning Packages (SLPs)	Detailed Lesson Plans with complete instructional materials of all the subjects under the POIs	doc/ppt	No	n/a	internal	PPSC	PPSC - Curriculum and Standards Development Division		(Bi-annually, if there are certain revisions made on POIs)
PPSC	Philippine Public Safety College	Manual on Research	A handbook that contains the standard procedures and guidance in setting up a quality research system	doc	No	n/a	public	PPSC	PPSC - Curriculum and Standards Development Division		as the need arises
PPSC	Philippine Public Safety College	Case-Based Scenarios Training Manual	A handbook that contains the standard formats and procedures in conducting case-based scenarios or practical applications during classroom instructions	doc	No	n/a	public	PPSC	PPSC - Curriculum and Standards Development Division		as the need arises

PPSC	Philippine Public Safety College	Declaration of Graduates	List of student-officer graduated.	doc	No	n/a	limited	PPSC	PPSC - Central Records Management Office	-	Vary to each end of courses
PPSC	Philippine Public Safety College	Final Order of Merit	Consolidated Academic & Non-Academic Grades of Students	doc	No	n/a	internal	Constitutive Units	PPSC - Central Records Management Office	-	Vary to each end of courses
PPSC	Philippine Public Safety College	Document Masterlist	List of records, forms and charts used.	doc	No	n/a	internal	PPSC	Document Controller - Curriculum and Standards Development Division	-	as the need arises
PPSC	Philippine Public Safety College	Faculty Evaluation	Ratings derived from the Client Satisfaction Feedback (CSF) filled-out by students	WORD	No	n/a	internal	Constitutive Units	Constitutive Units	-	Vary to each end of courses
PPSC	Philippine Public Safety College	Graded Examination Result	Consolidated grades of students after critic by respective Course Coordinators	WORD	No	n/a	internal	Constitutive Units	Constitutive Units	-	Vary to each end of courses
PPSC	Philippine Public Safety College	Compre Exam Result	Consolidated grades of students after their last examination before graduation	WORD	No	n/a	internal	Constitutive Units	Constitutive Units	-	Vary to each end of courses
PPSC	Philippine Public Safety College	Pre and Post Test	Evaluation o the effectiveness and efficiency of teaching performance of Guest & In-house Faculty Instructors	WORD	No	n/a	internal	Constitutive Units	Constitutive Units	-	Vary to each end of courses
PPSC	Philippine Public Safety College	Subject Proficiency	Consolidated weighted average of all the modules/subjects reflected in their POI	WORD	No	n/a	internal	Constitutive Units	Constitutive Units	-	Vary to each end of courses