

Agency Information Inventory Template

Agency_Abrv	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	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: <ul style="list-style-type: none"> - 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 the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
PSHS-WVC	Philippine Science High School- Western Visayas Campus	Transparency Seal	AGENCY'S MANDATE, VISION, MISSION & LIST OF OFFICIALS	CSV, PDF	Yes	http://wvc.pshs.edu.ph/transparency-seal/about-us/mission-vision	public	PSHS-WVC	PSHS-WVC - Information System Analyst	June-July 2018	Annually
PSHS-WVC	Philippine Science High School- Western Visayas Campus	Student Recognition/Participation on different Competitions	List of Competitions Participated by Students and Recognition Received	Standard (Hard copy)	No	N/A	Internal	PSHS-WVC	Information Officer/OCD Secretary/CID	January 2020	Quarterly