6/16/2005 10:30 PM

**Instructions for FORM A**

**CAPSULE PROFILE OF THE SUC**

**AND ITS CAMPUSES**

**INTRODUCTION:**

**This short form is designed to provide a capsule profile of the SUC and its campuses. This table should be filled by the staff at the Main Campus of the SUC, e.g. the Office of the President or the Office of the Vice-President for Administration.**

**FORM A-2**

**This form tabulates some basic information (e.g. location, geographic area, name of highest official, etc.) about each campus of the SUC.**

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| **COLUMN LABEL** | **INSTRUCTIONS/ COMMENTS** |
| **A1** | SEQUENCE NUMBER OF EACH CAMPUS.  The main campus is counted as Campus No. 1. The first satellite or regional campus is counted as No. 2, etc. |
| **A2** | NAME OF SUC CAMPUS |
| **A3** | Whether the SUC specified in **A2** is MAIN or SATELLITE |
| **A4** | **5-digit INSTITUTIONAL CODE TO BE ASSIGNED BY CHED MIS**    The main campus and each of the satellite campuses will have its own 5-digit code but these codes can be linked so that a computer program can put together the data for the SUC as a whole.  REMARKS:  **As of June 2005, there were only 111 state universities and colleges but these SUCs have a total of about 389 campuses (counting all main campuses and all satellite campuses)!** The 5-digit code will be able to distinguish among the 111 SUCs and also among the 389 campuses or geographic site. |
| **A5** | **REGIONAL LOCATION OF THE CAMPUS**  To facilitate computer sorting, use Arabic numbers – not Roman numbers. Thus, Bicol Region should be entered as 5, not “V”. |
| **A6** | MUNICIPALITY AND PROVINCE/CITY.  Examples: ***Malolos, Bulacan*** or ***Munoz City, Nueva Ecija***. |
| **A7** | YEAR OF FIRST OPERATION AS A SUC (OR AS PART OF A SUC).  The year when the institution became part of a state university or college.  Use YYYY format. |
| **A8** | LAND AREA IN HECTARES (As of July 1 2004).  Total land area which is titled to the SUC in the particular campus. This will provide an idea of the geographic size of the campus. Round off to one decimal place of a hectare. |
| **A9** | DISTANCE FROM THE MAIN CAMPUS.  How far is the satellite campus from the main campus? This will provide an idea of how far the satellite campus is. Round off to the nearest kilometer. |
| **A10** | IS THIS CAMPUS AN AUTONOMOUS CAMPUS OF THE SUC?  Most campuses are not autonomous from the SUC main campus:  1= CAMPUS IS AUTONOMOUS FROM THE SUC MAIN CAMPUS  2= CAMPUS IS NOT AUTONOMOUS FROM MAIN CAMPUS  3= NO INFORMATION ON THE MATTER.  4= NOT APPLICABLE |
| **A11** | **POSITION TITLE OF THE HIGHEST SUC OFFICIAL IN THE CAMPUS.**  If it is the main campus, the highest official is the PRESIDENT.  If it is a satellite campus, what is the title of the highest SUC official in the campus? *Examples: CHANCELLOR, DEAN, DIRECTOR, etc.*  There may or may not be a plantilla position but this is the title of the highest SUC official in that campus. |
| **A12** | FULL NAME OF HIGHEST SUC OFFICIAL IN THE CAMPUS  Last name, First name, Middle initial. |
| **A13** | FORMER NAME OF THE CAMPUS ( IF ANY).  The campus could have been a state college absorbed by a state university. The campus could have been a tech / voc school absorbed by a state college or state university. The campus could have been a new creation of the SUC itself. |
| **A14** | LATITUDE COORDINATES OF THE CENTER OF THE CAMPUS in DEGREE DECIMAL (99.99999).  For the geographic information system (GIS):  Example: 16.72527 |
| **A15** | LONGITUDE COORDINATES OF THE CENTER OF THE CAMPUS in DEGREE DECIMAL (999.99999).  For the geographic information system (GIS):  Example: 120.39340 |

FURTHER REMARKS:

**Please see Tables C-0, C-1, C-2, C-3, C-4, C-5, C-6 for more details about each campus.**