



January 6, 2023

**PAMELA P. ORAÑO**

University Document and Records Controller  
Office of the Director for Quality Assurance  
Visayas State University,  
Baybay City, Leyte

Dear Ms. Oraño,

The Department of Pure and Applied Chemistry office has old version and obsolete procedure manuals which are as follows:

**Procedure Manual on ODIs**

PM-ODI-01	Request for Change of Grade
PM-ODI-02	Evaluation of Teaching Performance by the Students
PM-ODI-03	Annual Monitoring of employability and Placement of graduates
PM-ODI-04	Request for Utilization of Facilities ( Rooms, Conference rooms)
PM-ODI-05	Request for Utilization of Laboratory Facilities and Equipment
PM-ODI-06	Conduct of Online Teaching Performance Evaluation by Students( TPES)

**Procedure Manual on VPAs**

PM-VPA-01	Preparation of New Curriculum of Undergraduate Programs
PM-VPA-02	Revision, Review and Approval of Existing Curricular Program
PM-VPA-03	Individual Faculty Workload
PM-VPA-04	Assignment of Substitute of Teacher to Take over / Missed Classes
PM-VPA-07	Procedure in the Application, Preparation and On- site Evaluation of a Degree Program by the CHED Regional Quality Assurance Team
PM-VPA-08	Preparation, Revision, Review and Approval of Undergraduate Student Research Proposal and Manuscript





### Procedure Manual on GSDs

PM-GSD-01	Preventive Maintenance
PM-GSD-02	Corrective Maintenance
PM-GSD-03	Request to Use University Utilities and Equipment
PM-GSD-04	Maintenance and Calibration of Equipment and Laboratory Instruments

### Procedure Manual on IMDs

PM-IMD-02	Review, Approval of Instructional materials
PM-IMD-04	Preparation, Evaluation and Monitoring of the VSU E- Learning Environment (VSUEE)
PM-IMD-05	Preparation, Evaluation and Monitoring of Google Classroom (GC)

### Procedure Manual on QACs

PM-QAC-04	Management Review
PM-QAC-06	Internal Documented Information
PM-QAC-07	External Document Control
PM-QAC-08	Control of Records
PM-QAC-09	Internal Quality Audit
PM-QAC-13	Document Review

### Procedure Manual on REGs

PM-REG-03	Submission and Posting of Grades
PM-REG-07	Adding, changing, and Removal of Subjects
PM-REG-09	Dissolving, Splitting Classes and Section Transfer
PM-REG-10	Overloading of Units
PM-REG-03	Application of Withdrawal of Enrollment(First Year Student upon Start of Classes Only)

### Guideline (GLs)

GL-INF-01	Formatting of VSU Letterhead and Forms
GL-VPR-01	Guideline Risk Assessment
GL-VPR-02	Guideline OPCR
GL-IMD-01	GUIDELINE Preparation, Evaluation and Reproduction of Instructional materials during the COVID 19 Pandemic crisis
GL-QAC-02	GUIDELINE Document Approval Matrix
GL-QAC-06	Standard format for VSU Internal Documents





PM-RDEs	
GL-RDE-01	Guideline Review/endorsement/ Approval of Research/ Dev't Ext'n Proposal
GL-RDE-02	Guideline Granting the Publication Incentive Award
PM-RDE-01	Review, Endorsement &/or Approval of RDE Proposal
PM-RDE-02	Application for Intellectual Property Protection
PM-RDE-03	Application for Publication Incentive Award
PM-RDE-04	Monitoring and Evaluation of RDE Projects
PM-RDE-05	Availing the Training Service of the Office of VPRE
PM-RDE-06	Communication Material Production
PM-RDE-07	Establishing, Strengthening and Sustaining Linkages
PM-RDE-08	Availing Consultancy Services

In this connection, may I request for copies of the new or updated version of Procedure Manuals (PMs) and Guidelines (GLs) and other related manuals for ISO.

Hoping for your prompt action on my request.

Very truly yours,

**ELIZABETH S. QUEVEDO**  
Head, DoPAC