



INTERNAL DOCUMENT MASTERLIST

Plan

Clause 4. CONTEXT OF THE ORGANIZATION

INTERNAL AND EXTERNAL ISSUES

OFFICE OF THE HEAD FOR PLANNING

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-QAC-03	Risk Assessment	00	07/16/19						
	2	PM-VPR-02	Risk Assessment	01	10/02/20	02	12/14/21 discontinued	00	12/14/21		
	1	GL-QAC-01	Risk Assessment	00	07/15/2020						
	2	GL-VPR-01	Risk Assessment	01	10/02/2020	02	09/17/21	03	12-01-2021		

CLAUSE 5. LEADERSHIP

LEADERSHIP AND QUALITY POLICY

#	Transiti on No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementa tion Date	Version No	Implementati on Date	Versio n No	Implement ation Date	Versio n No	Implemen tation Date	Versi on No	Implem entation Date
	1	QM-VSU-00	Forepart	00	07/16/19	01	1/05/21						
	2												
	1	QM-VSU-01	Introduction	00	07/16/19	01	1/05/21						
	2												
	1	QM-VSU-02	Organizational Structure	00	07/16/19	01	12/04/20						
	2												
	1	QM-VSU-03	Business Process Map	00	07/16/19	01	12/16/19	02	12/04/20				
	2												
	1	QM-VSU-04	Context of the Organization	00	07/16/19	01	01/05/21						
	2												
	1	QM-VSU-05	Leadership	00	07/16/19	01	01/05/21	02	12/21/21				
	2												

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	QM-VSU-06	Planning	00	07/16/19	01	01/05/21						
	2												
	1	QM-VSU-07	Support	00	07/16/19	01	01/05/21	02	3/1/22				
	2												
	1	QM-VSU-08	Operation	00	07/16/19	01	01/05/21	02	3/1/22				
	2												
	1	QM-VSU-09	Performance Evaluation	00	07/16/19	01	01/05/21	02	3/1/22				
	2												
	1	QM-VSU-10	Improvement	00	07/16/19	01	01/05/21						
	2												

Vision:
Mission:

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CLAUSE 6. PLANNING

INSTITUTIONAL PLANNING

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-VPR-01	Institutional Planning	00	07/16/19	01	11/19/19	02	10/02/20				
	2												
	1	PM-QAC-01	Objective, Target and Program Setting	00	07/16/19	01	11/20/19						
	2	PM-VPR-03	Objective, Target and Program Setting	02	10/02/20	02	12/14/21 discontinued	00	12/14/21				

DO

CLAUSE 7. SUPPORT

Document and Records Control

Office of the Director for Quality Assurance/ University Document and Records Controller

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-QAC-07	External Document Control	00	07/16/19	01	11/08/19	02	12/28/20		
	2										
	1	PM-QAC-08	Control of Records	00	07/16/19	01	12/28/2020				
	2										
	1	PM-QAC-13	Document Review	00	06/10/20	01	12/28/20	02	06/18/21		
	2										
	1	PM-QAC-14	Execution of Document using an Electronic Signature	00	09/14/20						

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	GL-QAC-04	Records Retention and Disposition Schedule	00	07/16/19						
	2										
	1	GL-QAC-06	Standard Format for VSU Internal Documents	00	06/08/20	01	09/10/21				
	2										
	1	GL-QAC-09	Assignment of Document Reference Code	00	02-08-2022						
	2										
	1	GL-QAC-10	Cascading and Distribution of Documented Information	00	02-8-2022						
	2										
	1	GL-QAC-11	Assigned Copyholder Number	00	02-8-2022						
	2										

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#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	GL-QAC-12	Preparation of Procedure Manuals, Guidelines, and Work Instructions	00	02-8-2022						
	2										

INFORMATION MANAGEMENT SYSTEM

Office of the University Integrated Information Center

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	GL-INF-01	Formatting of VSU Letterhead and Forms	00	04/24/20	01	06/08/20				
	2										

VSU Web Team

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	GL-WEB-01	Use of Quality Management System Portal	00	01/15/21	01	09/14/21				
	2										

INFRA. DEV. & MAINTENANCE OF FACILITIES AND EQUIPMENT

OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-GSD-01	Preventive Maintenance	00	07/16/19	00	2/28/2022 discontinued				
	2	PM-PPO-01	Preventive Maintenance	00	02/28/2022						
	1	PM-PPO-02	Corrective Maintenance	00	2/28/2022						

#	Transiti on No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementatio n Date	Version No	Implementatio n Date	Versio n No	Implementatio n Date	Version No	Implementation Date
	1	PM-GSD-03	Request to Use University Utilities and Equipment	00	07/16/19	00	2/28/2022 discontinue d				
	2	PM-PPO-03	Request to Use University Utilities and Equipment	00	2/28/2022						
	1	PM-GSD-04	Maintenance and Calibration Equipment and Laboratory Instruments	00	07/16/19	00	2/28/2022 discontinue d				
	2	PM-PPO-04	Maintenance and Calibration Equipment and Laboratory Instruments	00	2/28/2022						

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#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	GL-GSD-01	Repair and Maintenance of Buildings, Facilities and Equipment	00	07/16/19	00	2/28/2022 discontinued				
	2	GL-PPO-01	Repair and Maintenance of Buildings, Facilities and Equipment	00	2/28/2022						
	1	GL-GSD-02	University Drivers and Operators	00	07/16/19	00	2/28/2022 discontinued				
	2	GL-PPO-02	University Drivers and Operators	00	2/28/2022						
	1	GL-GSD-03	Request to use university equipment and utilities	00	07/16/19	00	2/28/2022 discontinued				
	2	GL-PPO-03	Request to use university equipment and utilities	00	2/28/2022						
	1	GL-GSD-04	Maintenance and Calibration of Equipment and laboratory Instrument	00	07/16/19	00	2/28/2022 discontinued				
	2	GL-PPO-04	Maintenance and Calibration of Equipment and laboratory Instrument	00	2/28/2022						

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MEDICAL AND HEALTH SERVICES

OFFICE OF THE CHIEF OF UNIVERSITY HEALTH, EMERGENCY & RESCUE SERVICES (USHER)

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-UHS-01	Conduct of Entrance and Annual Medical Examination	00	07/16/19	01	08/07/19				
	2										
	1	GL-UHS-01	Conduct of Entrance and Annual Medical Examination	00	07/16/19						
	2										

RESEARCH, EXTENSION AND INNOVATION

OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION

#	Transitio n No.	DOCUMENT T REFEREN CE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version n No	Implement ation Date	Version No	Implementatio n Date	Versi on No	Implement ation Date	Versio n No	Implement ation Date	Versio n No	Impleme ntation Date
	1	GL-RDE-01	Review/Endor sement and/or Approval of Research/ Development/ Extension Proposal	00	07/16/19								
	1	GL-RDE-02	Granting the Publication Incentive/Awa rd	00	07/16/19								
	2												

Vision:
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OFFICES UNDER VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

Clause 8 Operation

Admission and Enrolment

OFFICE OF THE UNIVERSITY REGISTRAR

#	Transitio n No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version n No	Implement ation Date	Version No	Implementatio n Date	Versi on No	Implement ation Date	Versio n No	Implement ation Date	Versio n No	Impleme ntation Date
	1	PM-REG-07	Adding, Changing, and Removal of Subjects	00	07/16/19								
	2												
	1	PM-REG-09	Dissolving Classes, Splitting of Classes, and Section Transfer	00	07/16/19								
	2												

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#	Transitio n No.	DOCUMENT REFERENC E NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Versio n No	Implement ation Date	Versio n No	Implementati on Date	Versi on No	Implement ation Date	Versio n No	Implement ation Date	Versio n No	Impleme ntation Date
	1	PM-REG-10	Overloading of Units	00	07/16/19								
	2												
	1	PM-REG-11	Application For Withdrawal of Enrollment (First Year Student upon Start of Classes Only)	00	07/16/19								
	2												
	1	PM-REG-12	Online enrolment of Undergraduate Students in the New Normal	00	1/29/21								
	2												

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#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	GL-REG-06	Online enrolment of Undergraduate Students in the New Normal	00	01/29/21								
	2												

OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-VPI-12	Offering of Unscheduled Subject	00	07/16/19	01	11/05/21 discontinued						
	2	PM-VPA-05	Offering of Unscheduled Subject	01	10/19/20	01	11/05/21 discontinued	00	11/05/21				

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CURRICULAR PROGRAM ADMINISTRATION & MGT

#	Transitio n No.	DOCUMENT T REFEREN CE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version n No	Implement ation Date	Version No	Implementatio n Date	Versi on No	Implementa tion Date	Versi on No	Implementati on Date	Versi on No	Impleme ntation Date
	1	PM-VPI-03	Preparation of Individual Faculty Workload (IFW)	00	07/16/19	01	11/08/19						
	2	PM-VPA-03	Preparation of Individual Faculty Workload (IFW)	02	10/19/20	02	11-5-21 discontinued	00	11/05/21				
	1	PM-VPI-10	Assignment of Substitute Teacher to Take Over Missed Classes	00	07/16/19	01	11/08/19	01	11-5-21 discontinued				
	2	PM-VPA-04	Assignment of Substitute Teacher to Take Over Missed Classes	02	10/19/20	02	11-5-21 discontinued	00	11/5/21				

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No. IDM-2022-01

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-VPI-16	Changing Degree Program or Major Field	00	07/16/19	01	11/08/19	01	11/05/21 discontinued				
	2	PM-VPA-06	Changing Degree Program or Major Field	02	10/19/20	02	11/05/21 discontinued	00	11/05/21				
	1	PM-VPI-04	Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript	00	07/16/19	01	11/08/19	02	05/26/20	02	11/05/21 discontinued		
	2	PM-VPA-08	Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript	03	12/14/20	03	11/05/21 discontinued	00	11/05/21	01	11/19/21		

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Office of the Head of Instructional Materials and Development

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-IMD-01	Preparation, Evaluation and Reproduction of Instructional Materials during the COVID-19 Pandemic Crisis	00	07/15/20	01	11/19/21						
	2												
	1	PM-VPI-08	Review and Approval of Instructional Materials (IM's)	00	07/16/19	00	11/05/21 discontinued						
	2	PM-IMD-02	Review and Approval of Instructional Materials (IM's)	01	12/28/20	01	11/05/21 discontinued	00	11/05/21	01	11/19/21		

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				Version n No	Implement ation Date	Version No	Implementatio n Date	Versi on No	Implementa tion Date	Versi on No	Implement ation Date	Versi on No	Impleme ntation Date
	1	PM-VPI-09	Preparation of Course Syllabus and Table of Specifications (TOS)	00	07/16/19	01	11/04/19						
	2	PM-IMD-03	Preparation of OBE-Syllabus and Table of Specifications (TOS)	02	10/02/20	00	11/05/21 discontinued	00	11/05/21	01	11/19/21		
	1	PM-IMD-04	Preparation, Evaluation and Monitoring of the VSU E-Learning Environment (VSUEE)	00	11/23/20	01	11/19/21						
	2												

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#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	GL-IMD-01	Preparation and Evaluation of Instructional Materials during Covid1919 Pandemic Crisis	00	7/15/20	01	11/19/21						
	2												
	1	GL-IMD-02	Preparation of Virtual Classroom (VC)	00	11/23/20	01	11/19/21						

Vision:
Mission:

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OFFICE OF THE DIRECTOR FOR INSTRUCTIONAL MATERIALS AND DEVELOPMENT

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-VPI-02	Request for Change of Grade	00	07/16/19	00	11-5-21 discontinued						
	2	PM-ODI-01	Request for Change of Grade	01	09/30/20	01	11-5-21 discontinued	00	11/05/21				

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CURRICULAR PROGRAM DESIGN & REDESIGN

Office of the Vice President for Academic Affairs

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-VPI-01	Preparation of New Curriculum of Undergraduate Programs	00	07/16/19	01	11/08/19	01	11-05-21 Discontinued				
	2	PM-VPA-01	Preparation of New Curriculum of Undergraduate Programs	02	11/23/20	02	11-5-21 discontinued	00	11-5-21				

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No. IDM-2022-01

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-VPI-13	Revision, Review and Approval of Existing Curricular Program	00	07/16/19	01	11/08/19	01	11-05-21 Discontinued		
	2	PM-VPA-02	Revision, Review and Approval of Existing Curricular Program	02	11/23/20	02	11-05-21 Discontinued	00	11-5-21		
	1	PM-VPI-15	Procedure in the Application, Preparation and On-site Evaluation of Degree Program by the CHED Regional Quality Assurance Team (RQAT)	00	07/16/19	01	11/08/19	01	11-05-21 Discontinued		
	2	PM-VPA-07	Procedure in the Application, Preparation and On-site Evaluation of Degree Program by the CHED Regional Quality Assurance Team (RQAT)	02	12/14/20	02	11/05/21 discontinued	00	11-05-21		

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No. IDM-2022-01

Office of the Director for Instruction and Evaluation

#	Transitio n No.	DOCUMENT T REFEREN CE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version n No	Implement ation Date	Version No	Implementatio n Date	Versi on No	Implement ation Date	Versio n No	Implement ation Date	Versio n No	Impleme ntation Date
	1	PM-ODI-06	Conduct of Online Teaching Performance Evaluation Evaluation by Students (TPES)	00	01/15/21	01	11/19/21						
	2												

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PERFORMANCE MONITORING, ANALYSIS, & EVALUATION

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-REG-03	Submission and Posting of Grades	00	07/16/19								
	2												
	1	PM-REG-04	Application and Approval of Candidates for Graduation	00	07/16/19								
	2												

Vision:
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Office of the Director for Instruction and Evaluation

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-VPI-14	Annual Monitoring of Employability and Placement of Graduates	00	07/16/19	01	11-05-21 Discontinued						
	2	PM-ODI-03	Annual Monitoring of Employability and Placement of Graduates	01	09/30/20	01	11/05/2021 discontinued	00	11/05/21	01	11/19/21		

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CLAUSE 9.

Customer Feedback

Office of the Director for Quality Assurance / Customer Feedback Officer

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-QAC-02	Handling Interested Parties Feedback	00	07/16/19	01	01/29/2021	02	08/17/21		
	2										
	1	GL-QAC-07	Handling Interested Parties Feedback	00	1/29/2021	01	08/17/2021				
	2										

INTERNAL AUDIT

Office of the Director for Quality Assurance/ Internal Quality Auditor

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-QAC-09	Internal Quality Audit	00	07/16/19	01	11/06/19	02	11-29-19	03	12-28-20
	2			04	08-25-21						
	1	GL-QAC-08	Conduct of Remote Internal Quality Audit	00	09/15/21						
	2										

CLAUSE 10

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-QAC-10	Corrective Actions	00	07/16/19	01	1/29/2021				
	2										

OFFICE OF THE DIRECTOR FOR INSTRUCTION AND EVALUATION

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date							
				Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	1	PM-VPI-06	Request for Utilization of Facilities (Rooms , Sports Facilities and Conference Rooms)	00	07/16/19	01	11/23/2020	01	11-05-21 Discontinued		
	2	PM-ODI-04	Request for Utilization of Facilities (Rooms , Sports Facilities and Conference Rooms)	01	11/23/2020	01	11-05-21 Discontinued	00	11/05/21		

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				Versi on No	Implementat ion Date	Versio n No	Implementati on Date	Versi on No	Implementat ion Date	Versi on No	Implementat ion Date	Version No	Implementat ion Date
	1	PM-VPI-07	Request for Utilization of Laboratory Facilities and Equipment	00	07/16/19	01	11/08/19	01	11-05-21 Disconti nued				
	2	PM-ODI-05	Request for Utilization of Laboratory Facilities and Equipment	02	11/23/20	02	11-5-21 discontin ued	00	11/5/21				

Prepared by:

RHEA ANGELIE M. FERNANDEZ

Alternate dDRC, ISRDS

07/20/2022

Noted by:

LILIAN B. NUÑEZ

Director, ISRDS

07/20/2022

Vision:

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