



INTERNAL DOCUMENT MASTERLIST
(as of July 2022)

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	7-16-2019						
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

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	QM-VSU-00	Forepart	00	07/16/19	01	1/05/21				
1	QM-VSU-02	Organizational Structure	00	07/16/19	01	12/04/20				
1	QM-VSU-03	Business Process Map	00	07/16/19	01	12/16/19	02	12/04/20		
1	QM-VSU-04	Context of the Organization	00	07/16/19	01	01/05/21				
1	QM-VSU-05	Leadership	00	07/16/19	01	01/05/21	02	12/21/21		
1	QM-VSU-06	Planning	00	07/16/19	01					
1	QM-VSU-07	Support	00	07/16/19	01	01/05/21	02	3/1/22		
1	QM-VSU-08	Operation	00	07/16/19	01	01/05/21	02	3/1/22		
1	QM-VSU-09	Performance Evaluation	00	07/16/19	01	01/05/21	02	3/1/22		
1	QM-VSU-10	Improvement	00	07/16/19	01	01/05/21				

Vision:
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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				
1	GL-VPR-02	Monitoring of the Office Performance Commitment Review (OPCR)	00	10/02/20								

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-06	Internal Documented Information	00	07/16/19	01	07/29/20	02	12/28/20	02	12-28-2020
1	PM-QAC-07	External Document Control	00	07/16/19	01	11/08/19	02	12/28/20		
1	PM-QAC-08	Control of Records	00	07/16/19	01	12/28/2020				
1	PM-QAC-13	Document Review	00	06/10/20	01	12/28/20	02	06/18/21		
1	PM-QAC-14	Execution of Document using an Electronic Signature	00	09/14/20						
1	GL-QAC-02	Document Approval Matrix	00	07/16/19	01	06/08/20	02	07/23/20	03	08/20/21
1	GL-QAC-04	Records Retention and Disposition Schedule	00	07/16/19						
1	GL-QAC-05	Assignment of Control Number	00	05/03/21						

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			Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
1	GL-QAC-06	Standard Format for VSU Internal Documents	00	06/08/20	01	09/10/21				
1	GL-QAC-09	Assignment of Document Reference Code	00	02-08-2022						
1	GL-QAC-10	Cascading and Distribution of Documented Information	00	02-8-2022						
1	GL-QAC-11	Assigned Copyholder Number	00	02-8-2022						
1	GL-QAC-12	Preparation of Procedure Manuals, Guidelines, and Work Instructions	00	02-8-2022						

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HUMAN RESOURCE MANAGEMENT

OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT

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
2	PM-HRM-01	Recruitment, Selection and Placement for Faculty Members	01	06/21/21	01	11/12/21 discontinued	00	11/12/21		
2	PM-HRM-05	Sending a Faculty Member to Trainings/ Workshops/ Seminars/ Conventions/ Fora/ Conferences	01	09/13/21	01	11/12/21 discontinued	01	11/12/21		
2	PM-HRM-06	Approval for Sabbatical Leave of Faculty Members	01	09/13/21	01	11/12/21 discontinued	01	9-13-2021		
	PM-HRM-09	Performance Management of Faculty and Staff	01	9/30/2021	01	11/12/21 discontinued	01	9-30-2021		

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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				

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				

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
2	PM-PPO-01	Preventive Maintenance	00	02/28/2022						
2	PM-PPO-03	Request to Use University Utilities and Equipment	00	2/28/2022						
2	GL-PPO-01	Repair and Maintenance of Buildings, Facilities and Equipment	00	2/28/2022						
2	GL-PPO-02	University Drivers and Operators	00	07/16/19						
2	GL-PPO-03	Request to use university equipment and utilities	00	2/28/2022						

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LIBRARY SERVICES

OFFICE OF THE CHIEF LIBRARIAN

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-LIB-01	Library Collection Development	00	07/16/19	01	09/14/2020	01	9-14-2020		

RESEARCH, EXTENSION AND INNOVATION

OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND INNOVATION

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
2	PM-REI-01	Review, Endorsement, and/or Approval of Research Development and Extension Proposal	01	09/30/21	01	11/29/21 discontinued	00	11/29/21		
2	PM-REI-03	Application for Publication Incentive/Awards	01	08/06/21	01	11/29/21 discontinued	00	11/29/21		
2	PM-REI -05	Availing of Research, Extension and Innovation Service	01	08/09/21	01	11/29/21 discontinued	00	11/29/21		

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
2	PM-VPA-05	Offering of Unscheduled Subject	01	10/19/20	01	11/05/21 discontinued	01	11/05/21		

CURRICULAR PROGRAM ADMINISTRATION & MGT

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
2	PM-VPA-03	Preparation of Individual Faculty Workload (IFW)	02	10/19/20	02	11-5-21 discontinued	00	11/05/21		
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		
2	PM-VPA-06	Changing Degree Program or Major Field	02	10/19/20	02	11/05/21 discontinued	00	11/05/21		
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
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	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
	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				

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1	GL-IMD-01	Preparation and Evaluation of Instructional Materials during Covid1919 Pandemic Crisis	00	7/15/20	01	11/19/21				
1	GL-IMD-02	Preparation of Virtual Classroom (VC)	00	11/23/20	01	11/19/21				

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
2	PM-ODI-01	Request for Change of Grade	01	09/30/20	01	11-5-21 discontinued	00	11/05/21		

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
2	PM-VPA-01	Preparation of New Curriculum of Undergraduate Programs	02	11/23/20	02	11-5-21 discontinued	00	11-5-21		
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		
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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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
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

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
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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