



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE DIRECTOR FOR
QUALITY ASSURANCE**
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7534; Local 1076
Email: qac@vsu.edu.ph
Website: www.vsu.edu.ph

INTERNAL DOCUMENT MASTERLIST

Department of Pure and Applied Chemistry

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date			
				Version No	Implementation Date	Version No	Implementation Date
		PM-VPS-01	Implementation of Undergraduate Student Internship program (Local)	02	12/28/20		
		PM-HRM-01	Recruitment, Selection and Placement for Faculty Members	01	06/21/21		
		PM-LIB-01	Library Collection Development	00	07/16/19		
		PM-UHS-01	Conduct of Entrance and Annual Medical Examination	00	07/16/19		
		PM-HRD-10	Grant of Rewards and Recognition	01	10/28/19		
		PM-VPR-01	Institutional Planning	02	10/02/20		
		PM-VPR-02	Risk Assessment	01	10/02/20		

PM-VPR-03	Objectives, Target & Program Setting	01	10/02/20				
PM-ODI-01	Request for Change of Grade	01	09/30/20				
PM-ODI-02	Evaluation of Teaching Performance by the Students	02	09/30/20				
PM-ODI-03	Annual Monitoring of employability and Placement of graduates	01	09/30/20				
PM-ODI-04	Request for Utilization of Facilities (Rooms, Conference rooms)	01	11/23/20				
PM-ODI-05	Request for Utilization of Laboratory Facilities and Equipment	02	11/23/20				
PM-ODI-06	Conduct of Online Teaching Performance Evaluation by Students(TPES)						
PM-IMD-01	Preparation, Evaluation and Reproduction of Instructional materials during the COVID 19 Pandemic crisis	00	07/15/20				
PM-IMD-02	Review, Approval of Instructional materials	01	11/28/20				
PM-IMD-03	Preparation of outcomes- Based Syllabus(OBE) and Table of Specifications (TOS)	02	10/02/20				
PM-IMD-04	Preparation, Evaluation and Monitoring of the VSU	00	11/23/20				

		E- Learning Environment (VSUEE)							
	PM-IMD-05	Preparation, Evaluation and Monitoring of Google Classroom (GC)	00	11/23/20					
	PM-VPA-01	Preparation of New Curriculum of Undergraduate Programs	02	11/23/20					
	PM-VPA-02	Revision, Review and Approval of Existing Curricular Programs	02	11/23/20					
	PM-VPA-03	Individual Faculty Workload							
	PM-VPA-04	Assignment of Substitute of Teacher to Take over / Missed Classes	02	10/19/20					
	PM-VPA-05	Offering Unscheduled Subjects	01	10/31/21					
	PM-VPA-06	Changing Degree Program and Major Field	01	10/31/21					
	PM-VPA-07	Procedure in the Application, Preparation and On-site Evaluation of a Degree Program by the CHED Regional Quality Assurance Team	02	12/14/20					
	PM-VPA-08	Preparation, Revision, Review and Approval of Undergraduate Student Research	03	12/14/20					

[illegible]

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment

GL-RDE-01	Guideline Review/endorsement/ Approval of Research/ Dev't Ext'n Proposal	00	07/16/19						
GL-RDE-02	Guideline Granting the Publication Incentive Award	00	07/16/19						
GL-GSD-01	Guideline Preventive Maintenance	00	07/16/19						
GL-GSD-02	Guideline Corrective Maintenance	00	07/16/19						
GL-GSD-03	Guideline Request to Use University Utilities and Equipment	00	07/16/19						
GL-GSD-04	Guideline Maintenance and Calibration of Equipment and Laboratory Instruments	00	07/16/19						
PM-REG-03	Submission and Posting of Grades	00	07/16/19						
PM-REG-07	Adding, changing, and Removal of Subjects	00	07/16/19						
PM-REG-09	Dissolving, Splitting Classes and Section Transfer	00	07/16/19						
PM-REG-10	Overloading of Units	00	07/16/19						
PM-REG-03	Application of Withdrawal of Enrollment(First Year Student upon Start of Classes Only)	00	07/16/19						
PM-QAC-04	Management Review	02	12/28/20						

	PM-QAC-06	Internal Documented Information	02	12/28/20				
	PM-QAC-07	External Document Control	02	12/28/20				
	PM-QAC-08	Control of Records	01	12/28/20				
	PM-QAC-09	Internal Quality Audit	03	12/28/20				
	PM-QAC-13	Document Review	01	12/28/20				
	GL-INF-01	Formatting of VSU Letterhead and Forms	01	06/08/20				
	GL-VPR-01	Guideline Risk Assessment	01	10/02/20				
	GL-VPR-02	Guideline OPCR	00	10/02/20				
	GL-IMD-01	GUIDELINE Preparation, Evaluation and Reproduction of Instructional materials during the COVID 19 Pandemic crisis	00	07/15/20				
	GL-IMD-02	Preparation of Virtual Classroom (VC)	02	07/23/20				
	GL-QAC-02	GUIDELINE Document Approval Matrix	00	06/08/22				
	GL-QAC-06	Standard format for VSU Internal Documents						
	QM-VSU-00	Forepart	01	1/05/21				
	QM-VSU-01	Introduction	01	1/05/21				
	QM-VSU-02	Organizational Structure	01	12/04/20				

	QM-VSU-03	Business Process Map	02	12/04/20			
	QM-VSU-04	Context of the Organization	01	01/05/21			
	QM-VSU-05	Leadership	01	01/05/21			
	QM-VSU-06	Planning	01	01/05/21			
	QM-VSU-07	Support	01	01/05/21			
	QM-VSU-08	Operation	01	01/05/21			
	QM-VSU-09	Performance Evaluation	01	01/05/21			
	QM-VSU-10	Continual Improvement	01	01/05/21			

Prepared/Submitted by:

THELMA P. APAS

Deputy Document and Records Controller

Date: _____

Reviewed by:

RODERICK UNAJO

College dPRC

Date: 11/21/22

Noted by:

ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 11/21/2022

Received and Reviewed by:

PAMELA P. ORAÑO

University Document and Records Controller

Date: _____