COLLEGE OF ARTS AND SCIENCES
Visca, Baybay City, Leyte, PHILIPPINES
Phone: +053 565 0600 (1099)
Email: mtploreto@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

INTERNAL DOCUMENT MASTERLIST

OFFICE OF THE VICE-PRESIDENT FOR RESEARCH, EXTENSION, AND INNOVATION (OVPREI)

#	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-REI-05	AVAILING OF RESEARCH, EXTENSION, AND INNOVATION SERVICES	00	November 29, 2021						
	2	PM-REI-04	MONITORING AND EVALUATION OF RESEARCH, EXTENSION, AND INNOVATION (OVPREI)	00		01	August 09, 2021	01	August 09, 2021		
	3	PM-REI-03	APPLICATION FOR PUBLICATION INCENTIVE/AWARD	00	November 29, 2021						

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.

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V2 10-29-2021

No. CAS-IDM-01

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Version No	Implementation Date
4	PM-REI-02	APPLICATION FOR INTELLECTUAL PROPERTY PROTECTION	00	November 29, 2021
5	PM-REI-01	REVIEW/ENDORSEMENT AND/OR APPROVAL OF RESEARCH,EXTENSION, AND INNOVATION PROPOSAL	00	November 29, 2021

OFFICE OF THE DIRECTOR FOR QUALITY ASSURANCE

#	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	February 08, 2022							
2	GL-QAC-11	ASSIGNED COPYHOLDER NUMBER	00	February 08, 2022							
3	GL-QAC-10	CASCADING AND DISTRIBUTION OF DOCUMENTED INFORMATION	00	February 08, 2022							

No	Code	Title	Rev	Date	Rev	Date	Rev	Date	Rev	Date
4	GL-QAC-09	ASSIGNMENT OF DOCUMENT REFERENCE CODE	00	February 08, 2022						
5	GL-QAC-08	CONDUCT OF REMOTE INTERNAL QUALITY AUDIT	00	September 15, 2021						
6	GL-QAC-07	HANDLING INTERESTED PARTIES' FEEDBACK	00		01	August 17, 2021	01	August 17, 2021		
7	GL-QAC-06	STANDARD FORMAT FOR VSU INTERNAL DOCUMENTS	00		01	September 10, 2021	01	September 10, 2021		
8	GL-QAC-04	RECORDS RETENTION AND DISPOSITION SCHEDULE	00	July 16, 2019						
9	GL-QAC-02	DOCUMENT APPROVAL MATRIX	00		01		02	July 23, 2020		
10	PM-QAC-13	DOCUMENT REVIEW	00		01		02	June 18, 2021		
11	PM-QAC-10	CORRECTIVE ACTIONS	00		01	January 29, 2021				
12	PM-QAC-09	INTERNAL QUALITY AUDIT	00		02		03	December 28, 2020	04	August 25, 2021
13	PM-QAC-08	CONTROL OF RECORDS	00		01	December 08, 2020				

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#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
14		PM-QAC-07	EXTERNAL DOCUMENT CONTROL	00		01		02	December 28, 2020
15		PM-QAC-06	INTERNAL DOCUMENTED INFORMATION	00		01		02	December 28, 2020
16		PM-QAC-04	MANAGEMENT REVIEW	00		01		02	December 28, 2020
17		PM-QAC-02	HANDLING INTERESTED PARTIES' FEEDBACK	00	July 16, 2019	01		02	August 17, 2021

OFFICE OF THE DIRECTOR FOR HUMAN RESOURCES MANAGEMENT (ODHRM)

#	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-HRM-01	RECRUITMENT, SELECTION AND PLACEMENT FOR FACULTY MEMBERS	00	November 12, 2021						
2		PM-HRM-02	RECRUITMENT, SELECTION AND PLACEMENT FOR ADMINISTRATIVE STAFF	00	November 12, 2021						

3	PM-HRM-03	APPROVAL OF FACULTY DEVELOPMENT PLAN	00	November 12, 2021							
4	PM-HRM-04	SENDING FACULTY MEMBER TO PURSUE GRADUATE/ADVANCED STUDIES UNDER SCHOLARSHIP/FELLOWSHIP GRANT	00	November 12, 2021							
5	PM-HRM-05	SENDING A FACULTY MEMBER TO TRAININGS/WORKSHOPS/SEMINARS/CONVENTIONS/FORA/CONFERENCES	00	November 12, 2021							
6	PM-HRM-06	APPROVAL OF SABBATICAL LEAVE OF FACULTY MEMBER	00	November 12, 2021							
7	PM-HRM-07	CONDUCT OF IN-HOUSE TRAINING	00	November 12, 2021							
8	PM-HRM-08	APPROVAL OF LEARNING AND DEVELOPMENT (L&D) OF ADMINISTRATIVE STAFF	00	November 12, 2021							

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Version No	Implementation Date
9	PM-HRM-09	PERFORMANCE MANAGEMENT OF FACULTY AND STAFF	00	November 12, 2021
10	PM-HRM-10	GRANT OF REWARDS AND RECOGNITION	00	November 12, 2021

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	Version No	Implementation Date
1	GL-PPO-01	REPAIR AND MAINTENANCE OF BUILDINGS, FACILITIES, AND EQUIPMENT	00	February 28, 2022									
2	GL-PPO-02	UNIVERSITY DRIVERS AND OPERATORS	00	February 28, 2022									
3	GL-PPO-03	REQUEST TO USE UNIVERSITY EQUIPMENT AND UTILITIES	00	February 28, 2022									

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Version No	Implementation Date							
4	GL-PPO-04	MAINTENANCE AND CALIBRATION OF EQUIPMENT AND LABORATORY INSTRUMENTS	00	February 28, 2022								
5	PM-PPO-01	PREVENTIVE MAINTENANCE	00	February 28, 2022								
6	PM-PPO-02	CORRECTIVE MAINTENANCE	00	February 28, 2022								
7	PM-PPO-03	REQUEST TO USE UNIVERSITY UTILITIES, SERVICES, AND EQUIPMENT	00	February 28, 2022								
8	PM-PPO-04	MAINTENANCE AND CALIBRATION OF EQUIPMENT AND LABORATORY INSTRUMENTS	00	February 28, 2022								

OFFICE OF THE VICE-PRESIDENT FOR STUDENT AFFAIRS AND SERVICES (OVPSAS)

#	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	

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Version No	Implementation Date							
1		PM-VPS-01	IMPLEMENTATION OF UNDERGRADUATE STUDENT INTERNSHIP PROGRAM (LOCAL)	00	November 05, 2021							

OFFICE OF THE VICE-PRESIDENT FOR PLANNING, RESOURCES GENERATION AND AUXILIARY SERVICES (OVPPRGAS)

#	Tran sitio n No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Revision Level / Implementation Date									
				Version No	Implementat ion Date	Versio n No	Implementati on Date	Versio n No	Implementat ion Date	Ver sio n No	Implementat ion Date	Versi on No	Implement ation Date
1		GL-VPR-01	RISK ASSESSMENT	00		01	October 02, 2020	02		03	December 01, 2021		
2		GL-VPR-02	MONITORING THE OFFICE PERFORMANCE COMMITMENT REVIEW (OPCR)	00	October 02, 2020								

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
3		PM-VPR-01	INSTITUTIONAL PLANNING	00		01		02	October 02, 2020
4		PM-VPR-02	RISK ASSESSMENT	00	December 14, 2021				
5		PM-VPR-03	OBJECTIVE, TARGET, AND PROGRAM SETTING	00	December 14, 2021	01		02	

OFFICE OF THE UNIVERSITY DISASTER & RISK REDUCTION 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	Version No	Implementation Date
1		PM-SEC-02	ISSUANCE OF VSU GATE PASS STICKER	00		01	December 21, 2020						

UNIVERSITY HEALTH SERVICES

#	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-UHS-01	CONDUCT OF ENTRANCE AND ANNUAL MEDICAL EXAMINATION	00		01	August 07, 2019						
	2	GL-UHS-01	CONDUCT OF ENTRANCE AND ANNUAL MEDICAL EXAMINATION	00	July 16, 2019								

OFFICE OF THE UNIVERSITY REGISTRAR

#	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-01	ADMISSION AND ENROLLMENT OF UNDERGRADUATE STUDENTS	00	July 16, 2019								
	2	PM-REG-03	SUBMISSION AND POSTING OF GRADES	00	July 16, 2019								

3	PM-REG-04	APPLICATION AND APPROVAL OF CANDIDATES FOR GRADUATION	00	July 16, 2019						
4	PM-REG-07	ADDING, CHANGING, AND REMOVAL OF SUBJECTS	00	July 16, 2019						
5	PM-REG-09	DISSOLVING CLASSES, SPLITTING OF CLASSES, AND SECTION TRANSFER	00	July 16, 2019						
6	PM-REG-10	OVERLOADING OF UNITS	00	July 16, 2019						
7	PM-REG-11	APPLICATION FOR WITHDRAWAL OF ENROLLMENT (FIRST YEAR STUDENT UPON START OF CLASSES ONLY)	00	July 16, 2019						

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OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS (OVPAA)

#	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-VPA-01	PREPARATION OF NEW CURRICULUM OF UNDERGRADUATE PROGRAMS	00	November 05, 2021						
2		PM-VPA-02	REVISION, REVIEW, AND APPROVAL OF EXISTING CURRICULAR PROGRAMS	00	November 05, 2021						
3		PM-VPA-03	PREPARATION OF INDIVIDUAL FACULTY WORKLOAD (IFW)	00	November 05, 2021						
4		PM-VPA-04	ASSIGNMENT OF SUBSTITUTE TEACHER TO TAKE OVER MISSED CLASSES	00	November 05, 2021						
5		PM-VPA-05	OFFERING OF UNSCHEDULED SUBJECTS	00	November 05, 2021						
6		PM-VPA-06	CHANGING DEGREE PROGRAM OR MAJOR FIELD	00	November 05, 2021						

#	Transition No.	DOCUMENT REFERENCE NO.	DOCUMENT TITLE	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date	Version No	Implementation Date
	7	PM-VPA-07	PROCEDURE IN THE APPLICATION, PREPARATION AND ON-SITE EVALUATION OF A DEGREE PROGRAM BY THE CHED REGIONAL QUALITY ASSURANCE TEAM	00	November 05, 2021						
	8	PM-VPA-08	PREPARATION, REVIEW, AND APPROVAL OF UNDERGRADUATE STUDENT RESEARCH PROPOSAL AND MANUSCRIPT	00	November 05, 2021	01	November 19, 2021				

OFFICE OF THE HEAD OF THE INSTRUCTIONAL MATERIALS DEVELOPMENT (OHIMD)

#	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-IMD-01	PREPARATION AND EVALUATION OF INSTRUCTIONAL MATERIALS DURING THE COVID-19 PANDEMIC CRISIS	00		01	November 19, 2021				

2	GL-IMD-02	PREPARATION OF VIRTUAL CLASSROOM (VC)	00		01	November 19, 2021			
3	PM-IMD-01	PREPARATION, EVALUATION AND REPRODUCTION OF INSTRUCTIONAL MATERIALS DURING THE COVID-19 PANDEMIC CRISIS	00		01	November 19, 2021			
4	PM-IMD-02	REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIALS (Ims)	00		01	November 19, 2021			
5	PM-IMD-03	PREPARATION OF OUTCOMES-BASED EDUCATION (OBE) COURSE SYLLABUS AND TABLE OF SPECIFICATIONS (TOS)	00		01	November 19, 2021			
6	PM-IMD-04	PREPARATION, EVALUATION, AND MONITORING OF THE VSU E-LEARNING ENVIRONMENT (VSUEE)	00		01	November 19, 2021			

OFFICE OF THE DIRECTOR OF INSTRUCTION AND EVALUATION (ODIE)

#	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-ODI-01	REQUEST FOR CHANGE OF GRADE	00	November 05, 2021						
	2	PM-ODI-03	ANNUAL MONITORING OF EMPLOYABILITY AND PLACEMENT OF GRADUATES	00		01	November 19, 2021				
	3	PM-ODI-04	REQUEST FOR UTILIZATION OF FACILITIES (ROOMS & CONFERENCE ROOMS)	00	November 05, 2021						
	4	PM-ODI-05	REQUEST FOR UTILIZATION OF LABORATORY FACILITIES AND EQUIPMENT	00	November 05, 2021						
	5	PM-ODI-06	CONDUCT OF ONLINE TEACHING PERFORMANCE EVALUATION BY STUDENTS (TPES)	00		01	November 19, 2021				

INFORMATION OFFICE

#	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 LETTERHEADS AND FORMS	00		01	June 08, 2020				

VISAYAS STATE UNIVERSITY

#	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	QUALITY MANAGEMENT SYSTEM ISO 9001:2015 (FOREPART)	00	July 16, 2019						
2		QM-VSU-05	QUALITY MANAGEMENT SYSTEM ISO 9001:2015 (LEADERSHIP)	00		01	January 05, 2021				
3		QM-VSU-07	QUALITY MANAGEMENT SYSTEM ISO 9001:2015 (SUPPORT)	00	July 16, 2019						

4	QM-VSU-08	QUALITY MANAGEMENT SYSTEM ISO 9001:2015 (OPERATION)	00	July 16, 2019							
5	QM-VSU-09	QUALITY MANAGEMENT SYSTEM ISO 9001:2015 (PERFORMANCE EVALUATION)	00	July 16, 2019							

Prepared by:

RODERICK M. UNAJAN
Core dDRC, CAS
Date: July 07, 2022

Noted by:

MA. THERESA P. LORETO
Dean, College of Arts & Sciences
Date: _____