



DOCUMENT REQUISITION LOG

No. of Copies	Document Reference No.	Document Title	Version No.	Implementation Date	Purpose	Released by / Date
1	PM-QAC-04	Management Review	02	12/28/2020	Office File	
1	PM-QAC-05	Control of Nonconforming Parts/Services	01	12/28/2020	Office File	
1	PM-QAC-06	Internal Documented Information	03	02-08-22	Office File	
1	PM-QAC-11	Request and Return of Documents	01	12/28/2020	Office File	
1	PM-HRM-01	Recruitment, Selection and Placement for Faculty Members	00	11-12-21	Office File	
1	PM-HRM-02	Recruitment, Selection and Placement for Administrative Staff	00	11-12-21	Office File	
1	PM-HRM-03	Approval of Faculty Development Plan	00	11-12-21	Office File	
1	PM-HRM-04	Sending Faculty Member to Pursue Graduate/ Advanced Studies under Scholarship/ Fellowship Grant	00	11-12-21	Office File	
1	PM-HRM-05	Sending a Faculty Member to Trainings/ Workshops/ Seminars/ Conventions/ Fora/ Conferences	00	11-12-21	Office File	

1	PM-HRM-06	Approval for Sabbatical Leave of Faculty Members	00	11-12-21	Office File	
1	PM-HRM-07	Conduct of In-House training	00	11-12-21	Office File	
1	PM-HRM-08	Approval of L&D of Administrative Staff	00	11-12-21	Office File	
1	PM-HRM-09	Performance Management of Faculty and Staff	00	11-12-21	Office File	
1	PM-HRM-10	Grants of Rewards and Recognition	00	11-12-21	Office File	
1	PM-LIB-01	Library Collection Development	02	09/17/21	Office File	
1	PM-LIB-02	Technical Processing of Library Materials	02	09/17/21	Office File	
1	PM-LIB-10	Request for Book Binding	02	09/17/21	Office File	
1	PM-VPS-01	Implementation of Undergraduate Internship Program (Local)	00	11/05/21	Office File	
1	PM-REI-01	Review, Endorsement, and/or Approval of Research Development and Extension Proposal	00	11/29/21	Office File	
1	PM-REI-02	Application for Intellectual Property Protection	00	11/29/21	Office File	
1	PM-REI-03	Application for Publication Incentive/Awards	00	11/29/21	Office File	
1	PM-REI-04	Monitoring and Evaluation of Research, Extension Innovation Projects	00	11/29/21	Office File	
1	PM-REI-05	Availing of Research, Extension and Innovation Service	00	11/29/21	Office File	
1	GL-RDE-01	Review/Endorsement and/or Approval of Research/ Development/Extension Proposal	00	07/16/19	Office File	

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.

1	GL-RDE-02	Granting the Publication Incentive/Award	00	07/16/19	Office File	
1	PM-REG-01	Admission and Enrollment of Undergraduate Student	00	07/16/19	Office File	
1	PM-REG-02	Filing of Leave of Absence for Undergraduate Students	00	07/16/19	Office File	
1	PM-REG-05	Authentication of Student Records/Documents	00	07/16/19	Office File	
1	PM-REG-06	Issuance of Transfer Credential	00	07/16/19	Office File	
1	PM-REG-08	Updating and Validation of Student's Personal Information	01	11/20/19	Office File	
1	GL-REG-01	Ensuring Security and Confidentiality of Records	00	07/16/19	Office File	
1	GL-REG-03	Crediting and validating of Subjects taken in Another Institution	00	07/16/19	Office File	
1	GL-REG-04	Online enrollment	00	07/16/19	Office File	
1	GL-REG-05	Guideline on Evaluating the Academic Status of the Students	00	07/16/19	Office File	
1	PM-UHS-02	Conduct of Issuance of Medical Certificate to Students for OJT, Educational Tour or Trip, Seminar of Convention and to their Faculty Chaperone	00	06/14/21	Office File	
1	GL-VPR-02	Monitoring of the Office Performance Commitment Review (OPCR)	00	10/02/20	Office File	

Prepared by:

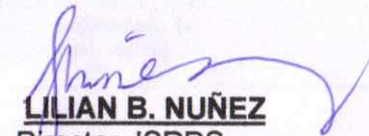


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Date: September 9, 2022

Noted by:



LILIAN B. NUÑEZ

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Date: September 9, 2022

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