



14 June 2019

**MEMORANDUM CIRCULAR NO. 63**  
Series of 2019

**T O: All concerned VPs, Deans, Department/Unit Heads, and Center/Institute Directors**

**R E: Revisions of the ISO Quality Procedures/Preparation of Lacking ISO Quality Procedures**

Based on the one-on-one discussion among different units with the AGF consultants, during the Roll-out Orientation last April 11-12, 2019, there are procedures that need revisions and or has to be prepared. Concerned units are hereby directed to make the necessary revisions of the procedures or prepare the lacking procedures as indicated in the attached list per advise of AGF as shown in the remarks. We are providing you the final format to follow (attached). Please include also the necessary forms that are being used in the procedures so that we can appropriately assign numbers. All the procedures or guidelines should be submitted to QAC in MS Word format while the forms can be in MS word or Excel format. For convenience of submission, you can send your outputs thru IP or email to qac@vsu.edu.ph.

In addition, please include in your submission the risk assessment you have already prepared based on your OPCR by department/unit as part of the important documents in ISO. You can ask the electronic forms of these documents at QAC. Since we are targeting July 15, 2019 as the ISO implementation, it is requested that you submit these documents on or before June 24, 2019 to give us enough time to finalize and package them for approval by the top management.

Thank you for your usual support and cooperation.

  
**EDGARDO E. TULIN**  
President



# **QUALITY PROCEDURE**

## **Procedure for the Conduct of AACUP Accreditation**



**Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte**

**Document Reference No. PM-XXX(X)-XXX.XX**

**Revision No. 00**

**Date: June 30, 2019**

*Note: Just replace the portions with red font with your inputs*



### Approval

The signatures below certify that this quality procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Milagros C. Bales		Director	
Reviewed by	Beatriz S. Belonias		VP-OVPI	
Approved by	Edgardo E. Tulin		President	

### Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
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### Proprietary Information

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

Uncontrolled Copy      Controlled Copy      x      Date \_\_\_\_\_



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Procedure for the Conduct of AAACCUP Accreditation

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1. Title of the Quality Procedure

Procedures Manual for the Conduct of AAACCUP Accreditation

2. Introduction and Purpose

To establish clear guidelines in the conduct of AACCUP Accreditation.

2.1 References

- 2.1.1 AACCUP Manual on Accreditation
- 2.1.2 Institutional Portfolio on Quality Assurance of the Visayas State University

2.2 Terms and Definitions

	Term	Definition
2.2.1	Accreditation	
2.2.2		

3. Application and Scope

This procedure manual covers the activities before, during, and after the accreditation visit.

4. Requirements/Responsibilities

- 4.1 University President
  - 4.1.1 Exercises overall supervision of all AACCUP accreditation activities of the University.
  - 4.1.2 Signs all communications pertinent to all transactions dealing with accreditation by the AACCUP to be sent to AACCUP Office in Manila.
  - 4.1.3 Provides necessary support in terms of needed resources for the conduct of the AACCUP accreditation activities.
- 4.2 Vice-President (VP) for Instruction
  - 4.2.1 In the absence of the President, oversees the planning, supervision, implementation and monitoring of all the AACCUP-related activities of the University.
- 4.3 QAC Director
  - 4.3.1 Spearheads in the planning, implementation and monitoring of the AACCUP accreditation activities of the university.
  - 4.3.2 Supervises the preparation of all the QA documents by the committees/task forces.



4.3.3 Coordinates closely with the University President and Vice-President for Instruction in terms of the resources and other requirements for the various QA activities.

4.4 QAC Assistant Director

4.4.1 Assists the QAC Director in the planning, organizing, and coordinating the conduct of AACUP accreditation activities.

4.4.2 Assists the QAC Director in the monitoring of the different units or offices concerned with AACUP accreditation, seeing to it that needed documents are in compliance with the requirements of AACUP and are submitted on time.

4.4.3 Provides regular updates or reports to QAC Director and to appropriate offices on status of AACUP accreditation.

## 5. Procedures

5.1 The accreditation process.....

5.2 Application.....

5.3

5.x The QAC Director shall schedule a meeting with the University President, VP for Instruction, concerned Department Head, College Dean, and Assigned Committees/Area In-charge of the program subjected for accreditation to discuss the result of the actual survey, address the concerns that may arise, and set future plans for re-accreditation.

## 6. Forms and Records

6.1 MOA between VSU and AACUP (for Preliminary survey visit only)

6.2 Master Survey Instrument

6.3 Self-survey Report

6.4 Program Performance Profile (PPPs)

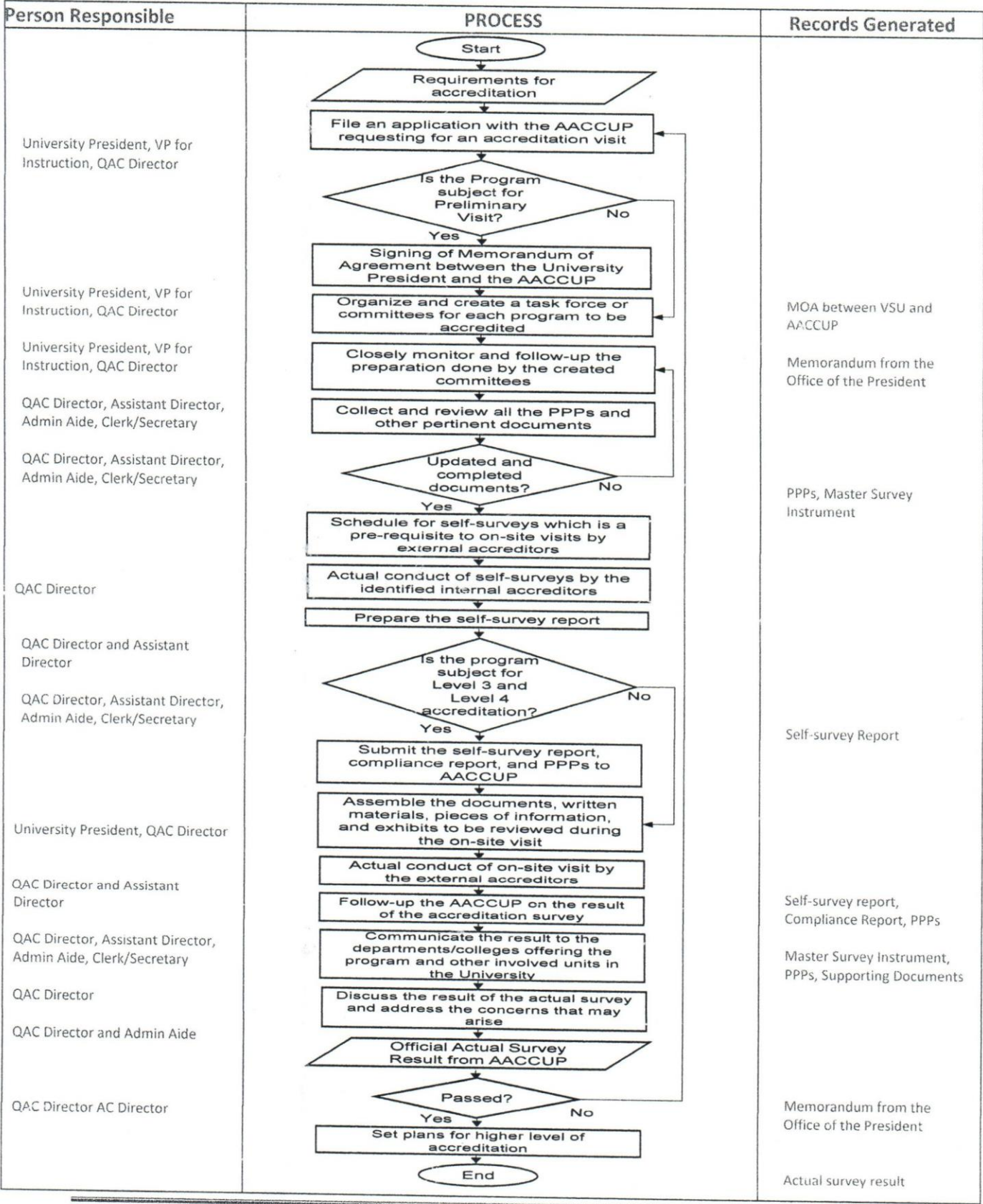
6.5. Compliance Report

6.6. Supporting Documents

6.7. Official Actual Survey Result from the AACUP



7. Process Map





# **GUIDELINE**

## **Document Approval Matrix**



**Quality Assurance Center**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

**Document Reference No. GL-XXX(X)-XXX.XX**  
**Revision No. 00**  
**Date: June 30, 2019**

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## 1. Title of the Guideline

### Document Approval Matrix

## 2. Objective

This document defines the system for identification of authorized personnel who will prepare, conduct review and approve the new documents and document revision.

## 3. Guidelines

DOCUMENT	PREPARED BY	REVIEWER	APPROVED BY
QMS Manual	Quality Assurance Director	President	BOR
QMS Procedure (Research & Extn)	Unit/Center Head	QAD / OVPRE	President
QMS Procedure (Admin)	Unit Head	QAD / OVPAF	President
QMS Procedure (Planning)	<u>Unit Head</u>	QAD / OVPRGEA	President
QMS Procedure (OVPI)	Dept Head	Dean/QAD/OVPI	President
Internal and External Documents / References	Document Controller	Department Head	President
QMS Forms	Process Owner	Department Head	President

In the absence of the original reviewing body, Quality Assurance Director and President is herein designated and allowed to review and approve the new and revised document.



Office of Vice President For Administration and Finance

Office	Unit	Document Title	Type	REMARKS	
	Supply & Procurement/ Management Office	Procurement thru Shopping and Small Value Procurement	PM	drafted	Was not able to meet the process owner during the visit. We still have to review the documents. Kindly send email it to us.
		Procurement of Goods and Services Thru Competitive Bidding	PM	drafted	
	Property Management Office	Property Custodian	PM	Drafted	
	Health Services Office				Was not able to meet the process owner during the visit. We still have to review the documents. Kindly send email it to us.
	Security Office	Incident Reporting	PM	Drafted	Was not able to meet the process owner during the visit. We still have to review the documents. Kindly send email it to us.
		Issuance of Gatepass Sticker	PM	Drafted	
	Personnel Records and Performance Evaluation Office	Recruitment, Selection and Promotion (Faculty)	PM	drafted	Was not able to meet the process owner during the visit. We still have to review the documents. Kindly send email it to us.
Director for Administration & Human Resource Devt	Records Office	Disposition of Records	PM	drafted	There is a need to revise based on the comments during the one on one session kindly email the documents once drafted.
		Request of Records	PM	to be drafted	
	Training & Development Office	Mailing/ Messengerial	GL	to be drafted	Was not able to meet the process owner during the visit. We still have to review the documents. Kindly send email it to us.