31 August 2023

MEMORANDUM CIRCULAR NO. 130
Series of 2023

T   O: **All Faculty and Staff (Main Campus)**

R   E: **Opening Meeting 5th Internal Quality Audit**

In relation to the month-long activity of the **5th Internal Quality Audit** on **September 13, 2023 to October 27, 2023**, all Vice Presidents, Deans, Directors and Department/Unit/Office Heads are directed to attend the **Face-to-Face Opening Meeting** on **September 13, 2023** at exactly **1:30 in the afternoon** at the **RDE Hall**. All Faculty and Staff are likewise enjoined to attend the opening meeting.

Also, please find the attached Audit Plan for your reference.

Thank you for always supporting the continual improvement of our Quality Management System.

EDGARDO E. TULIN
President

OFFICE OF THE PRESIDENT
2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000

QS STARS RATING SYSTEM

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FM-OOP-02
V4 05-09-2023
No. 23-130

QUALITY ASSURANCE CENTER

AUDIT PLAN

Audit No.:	05	Type of Audit:	X	Regular		Special	Page 1 of 89

Name of Organization: Visayas State University, Baybay

Address: Visca, Baybay City, Leyte 6521 Philippines

Audit Scope: **Whole Quality Management System**

Audit Objectives:

To assess the organization's conformance to the requirements of ISO 9001:2015 Standard;
To assess the effectiveness of the implementation of a planned management system; and
To identify areas for improvement.

Audit Criteria: **Quality Management Manual, Quality Procedures and Guidelines, ISO 9001:2015 Standard**

Audit Method/s:	**On-site Audit**

Audit Team:

Lead Auditor: **Pamela P. Orano (PPOrano)**

Team Members: **Louella C. Ampac (LCAmpac), Rommel B. Armecin (RBArmecin), Milagros C. Bales (MCBales), Marlon G. Burlas (MGBurlas), Rysan C. Guinocor (RCGuinocor), Suzette B. Lina (SBLina), Epifania G. Loreto (EGLoreto), Manolo B. Loreto (MBLoreto), Jr., Ma. Theresa P. Loreto (MTPLoreto), Medardo C. Magdadaro, Jr. (MCMagdadaro), Luz O. Moreno (LOMoreno), Dennis P. Peque (DPPeque), Argina M. Pomida (AMPomida), Ma. Elsa M. Umpad (MEMUmpad), Sean O. Villagonzalo (SOVillagonzalo), Aleli O. Villocino (AOVillocino), Bayron S. Barredo (BSBarredo), Michelle A. Borleo (MABorleo), Nancy V. Dumaguing (NVDumaguing), Vicente A. Gilos (VAGilos), Charis B. Limbo (CBLimbo), Ma. Roberta S. Miraflor (MRSMiraflor), Shalom Grace C. Sugano (SGCSugano), Ma. Louella Tambis (MLTambis), Gideon Niel Tan (GNTan), Mariane U. dela Pena (MBUbay),**

Observers:

Nancy D. Abunda (NDAbunda) , Phloem D. Galupo (PDGalupo), Joel Rey U. Acob (JRUAcob), John Allan A. Gulles (JAAGulles), Geraldine T. Baro (GTBaro), Raymund M. Igcasama (RMIgcasama), Chona A. Brit (CABrit), Shiela Marie C. Lemos (SMLemos), Jeffrey Lloyd L. Cagande (JLLCagande), John Philip Lou M. Lumain (JPLMLumain), Pauline S. Caintic (PSCaintic), Susana B. Miñoza (SBMiñoza), Eldon P. De Padua (EPdePadua), Joseph E. Padilla (JEPadilla), Jude B. Rola (JBRola), Christy M. Desades (CMDesades)

INTERNAL QUALITY AUDIT OFFICE
Visayas State University, PQWW+GJF, Baybay City, Leyte
Email: iqa@vsu.edu.ph
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Phone: +63 53 565; Local 1076

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FM-QAC-19
V02 07-11-2023
No.plan 2023-01

SCHEDULE					
DATE	**TIME**	**AUDIT AREA/ ACTIVITY**	**ISO CLAUSES / PROCEDURES**	**AUDITEE**	**AUDITOR**
Opening Meeting	**1:30-2:00**				Top Mgt, Auditee, Intenal Quality Auditor, dDRCs
Sep-13, 2023	2:00-5:00 PM	1. Top Mgt - Business Planning - Strategic Directions Special Focus: - Management Review - Changes in the QMS - Quality Policy - Quality Objectives - Interested Parties and their requirements - Resources - Applicable Regulatory and Statutory Requirements - Customer Satisfaction; Feedback and Complaints Handling	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3, PM-QAC-03 Risk Assessment from PM-VPR-02, GL-QAC-01 Risk Assessment Guideline from GL-VPR-01, PM-VPR-03 Objectives, Targets, Program Setting from PM-QAC-01, PM-QAC-04 Management Review, PM-VPR-01 Institutional Planning, PM-QAC-02 Handling Interested Parties Feedback, PM-QAC-05 Control of Nonconforming Parts/Services, PM-QAC-10 Corrective Actions	University President, 5 VPs & respective dDRCs	Auditors: LOMoreno PPOrano Observer: JJLCagande
Sep-13, 2023	2:00-5:00 PM	2. Department of Civil Engineering (DCE)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field,	Department Head & dDRC	CLRivera

Date	Time	Department	Clauses / Procedures	Auditee	Audit Team
			PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials, GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-13, 2023	2:00-5:00 PM	3. Department of Meteorology (DMet)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs	Department Head & dDRC	Auditor: **MEMUmpad** Observer: RMIgcasama

					PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs		
					PM-VPA-03 Preparation of Individual Faculty Workload(IFW)		
					PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes		
					PM-VPA-05 Offering of Unscheduled Subjects		
					PM-VPA-06 Changing Degree Program or Major Field		
					PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		
					PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
					IMD Procedures and Guidelines		
					PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
					PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
					PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
					GL-IMD-01 Preparation and Evaluation of Instructional Materials		
					GL-IMD-02 Preparation of Virtual Classroom (VC)		

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			ODI Procedures and Guidelines PM-ODI-01 Request for Change of Grade PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES) M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
Sep-13, 2023 (day 2)	2-5:00 PM	4. Department of Biotechnology (Biotech)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing	Department Head and dDRC	BSBarredo

			Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-13, 2023	2:00-5:00 PM	5. Department of Mechanical Engineering (DME)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs,		RBArmecin

				PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by		

				Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-13, 2023	2:00-5:00 PM	6. College of Engineering and Technology (CET)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and		RCGuinocor

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			Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-13, 2023	2:00-5:00	7. College of Veterinary Medicine (CVM)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and	Dean, Heads, and dDRC	SBLina

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			Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
<mark>End of day 1</mark>					
Sep-14, 2023	9-12 Noon	8. Department of Arts, Language and Literature (DALL)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3,7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes	Department Head & dDRC	Auditor: EEOngy Observer CMDesades

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				PM-VPA-05 Offering of Unscheduled Subjects		
				PM-VPA-06 Changing Degree Program or Major Field		
				PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
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				PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
				PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
				GL-IMD-01 Preparation and Evaluation of Instructional Materials		
				GL-IMD-02 Preparation of Virtual Classroom (VC)		
				ODI Procedures and Guidelines		
				PM-ODI-01 Request for Change of Grade		
				PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
				PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		

			M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor		
Sep-14, 2023	9-12 noon	9. University Registrar (UR)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3 PM-REG-01 Admission and Enrollment of Undergraduate Students PM-REG-02 Filing of Leave of Absence PM-REG-03 Submission and Posting of Grades PM-REG-04 Application and Approval of Candidates for Graduation PM-REG-05 Authentication of Student Records/ Document PM-REG-06 Issuance of Transfer Credential PM-REG-07 Adding, Changing, and Removal of Subjects PM-REG-08 Updating and Validation of Student of Student's Personal Information PM-REG-09 Dissolving Classes, Splitting of Classes, and Section Transfer PM-REG-10 Overloading of units PM-REG-11 Application for Withdrawal for Withdrawal of Enrollment	University Registrar & dDRC	Auditor: LOMoreno Observer: JLCagande

			PM-REG-12 Online enrolment of Undergraduate Students in the New Normal		
			GL-REG-01 Guideline to Ensure the Confidentiality of Records		
			GL-REG-02 Guideline for Production of Transcript of Records		
			GL-REG-03 Guideline for Crediting and Validating of Subjects taken in Another Institution		
			GL-REG-04 Guideline on Online Enrollment		
			GL-REG-05 Guideline on Evaluating the Academic Status of the Students		
Sep-14, 2023	9-12 Noon	10. Risk and Opportunities Office (Risk Manager)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 10.2, 10.3 PM-QAC-03 Risk Assessment from PM-VPR-02 GL-QAC-01 Risk Assessment Guideline from GL-VPR-01 PM-VPR-03 Objectives, Targets, Program Setting from PM-QAC-01	Risk Manager & dDRC	Auditor: MCBales Observer JBRola
Sep-14, 2023	9-12 Noon	11. Vice President for Academic Affairs (OVPAA)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to		SBLina

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			Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
September 14, 2023	12:00-1:00	Lunch Break			
Sep-14, 2023	1:00-4:00 PM	12.Quality Management	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 9.1, 9.3, 10.1, 10.2,10.3	QMO , dDRC	Auditor: MTPLoreto

			Services Office (QMO)	VSU Quality Manual PM-QAC-02 Handling of IP Feedback PM-QAC-03 Risk Assessment from PM-VPR-02 PM-QAC-04 Management Review PM-QAC-05 Control of Nonconforming Parts/Services PM-QAC-10 Corrective Action		Observer: **JAAGulles**
Sep-14, 2023	1:00-4:00 PM	13. Graduate School (GS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ PM-OGS-02 Change of Admission Status from Probationary to Regular PM-OGS-03 Approval of Graduate Special Problem/Thesis/Dissertation Outline PM-OGS-04 Approval of Graduate Special Problem Thesis Dissertation Manuscript PM-OGS-05 Preparation of New Curriculum of Graduate Programs PM-OGS-06 Online Admission and Enrolment of Graduate Student	Dean of OGS & dDRC	Auditor: BSBarredo Observer: **JEPadilla**
Sep-14, 2023	1-4 PM	14. Department of Horticulture (DOH)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs	Department Head & dDRC	Auditor: SGSugano

				PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs		
				PM-VPA-03 Preparation of Individual Faculty Workload(IFW)		
				PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes		
				PM-VPA-05 Offering of Unscheduled Subjects		
				PM-VPA-06 Changing Degree Program or Major Field		
				PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		
				PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
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				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
				GL-IMD-01 Preparation and Evaluation of Instructional Materials		
				GL-IMD-02 Preparation of Virtual Classroom (VC) **ODI Procedures and Guidelines**		

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			PM-ODI-01 Request for Change of Grade PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES) M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
Sep-14, 2023	1-4 PM	15. Internal Quality Audit (IQA)	4.1, 4.2, 5.3, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 10.1, 10.2, 10.3 PM-QAC-09 Procedure on Internal Quality Audit	IQA Lead Auditor	Auditor: MBLoreto, Jr
Sep-14, 2023	1-4 pm	16. Department of Agricultural and Biosystems Engineering (DABE)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment		DPeque

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			of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials, GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-14, 2023	1-4 pm	17. Department of Business and Management (DBM)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality		EGLoreto Observer : JRUAcob

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.

| | | | | Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of | | |

				Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-14, 2023	1-4 PM		18. Department of Computer Science & Technology (DCST)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation		GNTan

			and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-14, 2023	1-4 pm	19. Power Plant and Electrical Services Unit (PPESU)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-PPO-01 Preventive Maintenance PM-PPO-02 Corrective Maintenance PM-PPO-04 Maintenance and Calibration of Laboratory Instrument and Equipment GL-PPO-01 Preventive Maintenance GL-PPO-04 Maintenance and Calibration of Equipment and Laboratory Instrument	Unit Head & dDRC	Auditor: MCMagdadaro, Jr. Observer: EPdePadua
Sep-14, 2023	1-4 pm	20. Department of Tourism & Hospitality Management (DTHM)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs,		VGilos

				PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		

Sep-14, 2023	1-4 pm	21. College of Management and Economics (CME)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.3	College Dean & dDRC	Auditor: MRSMiraflor
			OVPAA Quality Procedures and Guidelines		
			PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs		
			PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs		
			PM-VPA-03 Preparation of Individual Faculty Workload(IFW)		
			PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes		
			PM-VPA-05 Offering of Unscheduled Subjects		
			PM-VPA-06 Changing Degree Program or Major Field		
			PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		
			PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
			IMD Procedures and Guidelines		
			PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials		
			PM-IMD-02 Review and Approval of Instructional Materials (IM's)		

			PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
			PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
			GL-IMD-01 Preparation and Evaluation of Instructional Materials		
			GL-IMD-02 Preparation of Virtual Classroom (VC)		
			ODI Procedures and Guidelines		
			PM-ODI-01 Request for Change of Grade		
			PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
			PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
			M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		
			PM-ODI-08 Class Observation by Supervisor		
<mark>End of Day 2</mark>					
Sep-15, 2023 (day 3)	9-12 noon	22. Department of Development Communication (DDC)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment		AAVillocino

			of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-15, 2023	9-12 Noon	23. College of Education (CoEd)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality		AMPomida

				Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of		

				Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-15, 2023	9-12 noon		24. Department of Agricultural Education and Extension (DAEEx)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation		MBurlas

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			and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-15, 2023	9-12 Noon	25. Department of Teacher Education (DTE)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and		MTPLoreto

			Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-15, 2023	9-12 noon	26. Department of Biological Sciences (DBS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of		RBArmecin

			Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-15, 2023	9-12 Noon	27. Career and Job Placement Services	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 9.1, 10.2, 10.3 ODS Procedures	Unit Head and dDRC	Auditor: VGilos
Sep-15, 2023	9-12 Noon	28. Department of Animal Science (DAS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3,	Office Head and dDRC	PPOrano

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				10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and		

			Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
September 15, 2023	12:00 -1:00 noon	Lunch Break			
Sep-15, 2023	1-4 PM	29. Student Internship and Volunteer Programs Office	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 9.1, 10.2, 10.3	Head of Office & dDRC	Auditor: RCGuinocor
Sep-15, 2023	1-4 PM	30. Distance Education Programs Office (DEPO)	4.1, 4.2, 5.3, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 10.1, 10.2, 10.3 PM-OGS-02 Change of Admission Status from Probationary to Regular PM-OGS-03 Approval of Graduate Special Problem/Thesis/Dissertation Outline PM-OGS-04 Approval of Graduate Special Problem Thesis Dissertation Manuscript PM-OGS-05 Preparation of New Curriculum of Graduate Programs PM-OGS-06 Online Admission and Enrolment of Graduate Student	Dean of Open University & dDRC	Auditor: BSBarredo
Sep-15, 2023	1-4 PM	31. Department of Pest Mgt (DPM)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty	Department Head & dDRC	Auditor: CLRivera

| | | | | Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor | | |
| Sep-15, 2023 | 1-4 PM | 32. Department of Agronomy (DA) | 4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, | Department Head and dDRC | MABorleo |

				10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and		

				Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-15, 2023	1-4 PM	33. Customer Feedback Office (CFO)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3 7.5, 9.1, 10.2, 10.3 PM-QAC-02 Procedure on Handling Interested Parties Feedback PM-QAC-10 Procedure on Corrective Actions PM-QAC-05 Procedure on Control of Nonconforming Parts/Services	Customer Feedback Officer, QMR, & Assistant QMR	Auditor: MCBales Observer: **JRUAcob**
Sep-15, 2023	1-4 pm	34. Human Resource Management Office (HRMO)	4.1, 4.2, 5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.1, 10.3 PM-HRM-01 Recruitment, Selection and Placement for Faculty Members PM-HRM-02 Recruitment, Selection and Placement for Administrative Staff PM-HRM-03 Approval of Faculty Development Plan PM-HRM-04 Sending Faculty Member to Pursue Graduate/ Advanced Studies under Scholarship/ Fellowship Grant PM-HRM-05 Sending a Faculty Member to Trainings/ Workshops/ Seminars/ Conventions/ Fora/ Conferences PM-HRM-06 Approval for Sabbatical Leave of Faculty Members PM-HRM-07 Conduct of In-House training	HRD Director & dDRC	Auditor: NVDumaguing

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			PM-HRM-08 Approval of L&D of Administrative Staff		
			PM-HRM-09 Performance Management		
			PM-HRM-10 Rewards and Recognition		
Sep-18, 2023 (day 4)	9-12 noon	35. College of Arts and Sciences (CAS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3	College Dean & dDRC	Auditor: MEMUmpad
			OVPAA Quality Procedures and Guidelines		
			PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs		
			PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs		
			PM-VPA-03 Preparation of Individual Faculty Workload(IFW)		
			PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes		
			PM-VPA-05 Offering of Unscheduled Subjects		
			PM-VPA-06 Changing Degree Program or Major Field		
			PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		
			PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
			IMD Procedures and Guidelines		

			PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
			PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
			PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
			GL-IMD-01 Preparation and Evaluation of Instructional Materials		
			GL-IMD-02 Preparation of Virtual Classroom (VC)		
			ODI Procedures and Guidelines		
			PM-ODI-01 Request for Change of Grade		
			PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
			PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
			M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor		
Sep-18,2023 (day 4)	9-12 Noon	36. Department of Plant Breeding & Genetics (DPBG)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular	Department Head & dDRC	Auditor: CLRivera

| | | | | | Programs,
PM-VPA-03 Preparation of Individual Faculty Workload(IFW),
PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes,
PM-VPA-05 Offering of Unscheduled Subjects,
PM-VPA-06 Changing Degree Program or Major Field,
PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT,
PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript,
IMD Procedures and Guidelines:
PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials,
PM-IMD-02 Review and Approval of Instructional Materials (IM's);
PM-IMD-03 Preparation of OBE Course Syllabus and TOS,
PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE,
GL-IMD-01 Preparation and Evaluation of Instructional Materials,
GL-IMD-02 Preparation of Virtual Classroom (VC),
ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade,
PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates,
PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES),
PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor | | |

Sep-18,2023	9-12 Noon	37. University Services for Health, Emergency & Rescue (USHER)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-UHS-01 Conduct of Entrance and Annual Medical Examination PM-PPO-01 Preventive Maintenance PM-PPO-02 Corrective Maintenance PM-PPO-04 Maintenance and Calibration of Laboratory Instrument and Equipment GL-PPO-01 Preventive Maintenance	Chief of USHER & dDRC	Auditor: RBArmecin Observer: JAAGulles
Sep-18,2023	9-12PM	38. Department of Pure and Applied Chemistry (DOPAC)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3,7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects PM-VPA-06 Changing Degree Program or Major Field PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT	Department Head & dDRC	Auditor: AAVillocino Observer: PSCaintic

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.

					PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
					IMD Procedures and Guidelines		
					PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
					PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
					PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
					GL-IMD-01 Preparation and Evaluation of Instructional Materials		
					GL-IMD-02 Preparation of Virtual Classroom (VC)		
					ODI Procedures and Guidelines		
					PM-ODI-01 Request for Change of Grade		
					PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
					PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
					M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		
					PM-ODI-08 Class Observation by Supervisor		
					PM-PPO-01 Procedure on Preventive Maintenance		

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			PM-PPO-02 Procedure on Corrective Maintenance		
			PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
<mark>Sept 18, 2023</mark>	<mark>12:00-1:00</mark>	<mark>Lunch Break</mark>			
Sep-18,2023	1-4 PM	39.Student Development Services Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.7, 9.1, 10.2, 10.3	Office Head & dDRC	Auditor: SGSugano
Sep-18,2023	1-4 PM	40. University Document and Records Controller Office (UDRC)	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 10.3 PM-QAC-06 Internal Documented Information PM-QAC-07 External Document Control PM-QAC-08 Control of Records	Document and Records Controller	Auditor: EEOngy
Sep-18,2023	1-4 PM	41. Department of Forest Science (DFS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects	Department Head & dDRC	Auditor: EGLoreto Observer: **PDGAlupo**

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				PM-VPA-06 Changing Degree Program or Major Field		
				PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		
				PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
				IMD Procedures and Guidelines		
				PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials		
				PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
				PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
				GL-IMD-01 Preparation and Evaluation of Instructional Materials		
				GL-IMD-02 Preparation of Virtual Classroom (VC)		
				ODI Procedures and Guidelines		
				PM-ODI-01 Request for Change of Grade		
				PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
				PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
				M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		

			PM-ODI-08 Class Observation by Supervisor		
Sep-18,2023	1-4 PM	42. College of Forestry and Environmental Science (CFES)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3,7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects PM-VPA-06 Changing Degree Program or Major Field PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHED RQAT PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript **IMD Procedures and Guidelines** PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)	College Dean & dDRC	Auditor: GNDTan Observer: **JEPadilla**

			PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
			PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
			GL-IMD-01 Preparation and Evaluation of Instructional Materials		
			GL-IMD-02 Preparation of Virtual Classroom (VC)		
			ODI Procedures and Guidelines		
			PM-ODI-01 Request for Change of Grade		
			PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
			PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
			M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		
			PM-ODI-08 Class Observation by Supervisor		
Sep-18,2023	1-4 PM	43. College of Agriculture and Food Science (CAFS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3,7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3	College Dean & dDRC	Auditor: MABorleo
			OVPAA Quality Procedures and Guidelines		
			PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs		
			PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs		

				PM-VPA-03 Preparation of Individual Faculty Workload(IFW)		
				PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes		
				PM-VPA-05 Offering of Unscheduled Subjects		
				PM-VPA-06 Changing Degree Program or Major Field		
				PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		
				PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
				IMD Procedures and Guidelines		
				PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials		
				PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
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				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE GL-IMD-01 Preparation and Evaluation of Instructional Materials		
				GL-IMD-02 Preparation of Virtual Classroom (VC)		
				ODI Procedures and Guidelines		
				PM-ODI-01 Request for Change of Grade		

			PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES) M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor		

Sep-18,2023	1-4 PM	44. Department of Soil Science (DSS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3,7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3
			
			OVPAA Quality Procedures and Guidelines
			
			PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs
			
			PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs
			
			PM-VPA-03 Preparation of Individual Faculty Workload(IFW)
			
			PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes
			
			PM-VPA-05 Offering of Unscheduled Subjects
			
			PM-VPA-06 Changing Degree Program or Major Field
			
			PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT
			
			PM-VPA-08 Preparation, Review and Approval of
				Department Head & dDRC	Auditor:
					  MGBurlas
					
					Observer :
					
					  SBMiñoza

					Undergraduate Student Research Proposal and Manuscript		
					IMD Procedures and Guidelines		
					PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials		
					PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
					PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
					PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
					GL-IMD-01 Preparation and Evaluation of Instructional Materials		
					GL-IMD-02 Preparation of Virtual Classroom (VC)		
					ODI Procedures and Guidelines		
					PM-ODI-01 Request for Change of Grade		
					PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
					PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
					M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		
					PM-ODI-08 Class Observation by Supervisor		
					PM-PPO-01 Procedure on Preventive Maintenance		

			PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
Sep-18,2023	1-4 pm	45. Building and Housing Maintenance Unit (BHMU)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-PPO-01 Preventive Maintenance PM-PPO-02 Corrective Maintenance GL-PPO-01 Preventive Maintenance	Unit Head & dDRC	Auditor: MCMagdadaro, Jr. Observer: NDAbunda
Sep-18,2023	1-4 PM	46. Department of Physics (DPhys)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional	Unit Head & dDRC	MRSMiraflor

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			Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
Sep-18,2023	1-4 PM	47. Institute of Tropical Ecology & Environmental Management (ITEEM)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects	Head of Institute & dDRC	Auditor: SOVillagonzalo Observer : PSCaintic

				PM-VPA-06 Changing Degree Program or Major Field		
				PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		
				PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
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				PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
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				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
				GL-IMD-01 Preparation and Evaluation of Instructional Materials		
				GL-IMD-02 Preparation of Virtual Classroom (VC)		
				ODI Procedures and Guidelines		
				PM-ODI-01 Request for Change of Grade		
				PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
				PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
				M-ODI-07 Faculty Performance Monitoring		

			and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor		
Sep-18,2023	1-4 pm	48. Department of Geodetic Engineering (DGE)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects PM-VPA-06 Changing Degree Program or Major Field PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript **IMD Procedures and Guidelines** PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials	Department Head & dDRC	Auditor: VGilos

			PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
			PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
			PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
			GL-IMD-01 Preparation and Evaluation of Instructional Materials		
			GL-IMD-02 Preparation of Virtual Classroom (VC) **ODI Procedures and Guidelines**		
			PM-ODI-01 Request for Change of Grade		
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			M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor		
			PM-PPO-01 Procedure on Preventive Maintenance		
			PM-PPO-02 Procedure on Corrective Maintenance		
			PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
September 18, 2023	End of day 4				
Sep-19, 2023 (day 5)	9-12 Noon	49. University Review Services (URS)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	Unit Head & dDRC	Auditor: MBurlas

Date	Time	Unit/Office	Clauses/Procedures	Auditee	Audit Team
			PM-URS-01 Registration in Offered Review Classes for Licensure Examinations		
Sep-19, 2023	9-12 noon	50. Planning Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.7, 9.1, 10.2, 10.3 PM-VPR-01 Procedure on Institutional Planning PM-VPR-02 Risk Assessment Procedure GL-VPR-01 Risk Assessment Guideline PM-VPR-03 Objectives, Targets, Program Setting	Planning Officer, Director (IPDMMO) & dDRC	Auditor: MCBales Observer: **JAAGulles**
Sep-19, 2023	9-12 noon	51. Procurement Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.4, 10.3 PM-SUP-01 Procurement through Alternative Method PM-SUP-02 Procurement through Competitive Bidding PM-SUP-04 Evaluation of Supplier's Performance PM-SUP-05 Procurement Planning	Unit Head & dDRC	Auditor: MTPLoreto Observer: **CMDesades**
Sep-19, 2023	9-12 Noon	52. Student Scholarship, Grants and awards office	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 9.1, 10.2, 10.3 ODS Procedure	Unit Head &dDRC	Auditor: SGSugano
Sep-19, 2023	9-12 Noon	53. Vice President for Research, Extension and Innovation (OVPREI)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.3 OVPREI Quality Procedures and Guidelines	VP for Research, Extension & Innovation & dDRC	Auditor: BSBarredo
Sep-19, 2023	9-12 Noon	54. Institute of Strategic Research and Development Studies (ISRDS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3	Head of Institute & dDRC	Auditor: CLRivera

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				OVPAA Quality Procedures and Guidelines		
				PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs		
				PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs		
				PM-VPA-03 Preparation of Individual Faculty Workload(IFW)		
				PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes		
				PM-VPA-05 Offering of Unscheduled Subjects		
				PM-VPA-06 Changing Degree Program or Major Field		
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				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		

			GL-IMD-01 Preparation and Evaluation of Instructional Materials		
			GL-IMD-02 Preparation of Virtual Classroom (VC)		
			ODI Procedures and Guidelines		
			PM-ODI-01 Request for Change of Grade		
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			PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
			M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor		
Sep-19, 2023	9-12 Noon	55. Information and Communication Technology Management Center (ICTMC)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-UCC-01 Use of Intranet Protocol	Unit Head & dDRC	Auditor: GNDTan Observer : EPdePadua
Sep-19, 2023	1-4 PM	56. International Affairs Office (IAO)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-IAO-01 Admission of International Students and Student Visa or Special Study Permit Application	Unit Head & dDRC	LOMoreno Observer : EPdePadua
Sep-19, 2023	1-4 pm	57. Gender Resource Center (GRC)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-GAD-01 GAD Planning, Budgeting and Execution	Unit Head & dDRC	MLCTambis
Sep-19, 2023	1-4 pm	58. Research Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3 OVPREI Quality Procedures and Guidelines	Director for Research & dDRC	SBLina

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Sep-19, 2023	1-4pm	59. Physical Plant Office (PPO)	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3 PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments	Director for Physical Plant & dDRC	EUmpad
Sep-19, 2023	1-4pm	60. Printing Press	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 **IMD Procedures and Guidelines** PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's) PM-IMD-03 Preparation of OBE Course Syllabus and TOS PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE GL-IMD-01 Preparation and Evaluation of Instructional Materials GL-IMD-02 Preparation of Virtual Classroom (VC)	Unit Head & dDRC	Auditor: MUdelaPena
Sep-19, 2023	1-4pm	61. Payroll and Leave Benefits Office (PLBO)	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3 HRM Procedures, Guidelines & Forms	Unit Head & dDRC	Auditor: NVDumaguing Observer: SMCLemos
Sep-19, 2023	1-4 pm	62. NSTP Office	5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3	Unit Head & dDRC	Auditor: PPOrano
Sep-19, 2023	1-4 PM	63. Eastern Visayas Center for Health Biotech	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3	Director	Auditor: DPeque

September 19, 2023	End of day 5				
Sep-20 (day 6)		Report Preparation and Submission			
Sep-21 (day 7)		Report Preparation and Submission			
Sep-22 (day 8)		Report Preparation and Submission			
Sep-25, 2023 (day 9)	9-12 Noon	64. RDE Network Secretariat Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3 OVPREI Quality Procedures and Guidelines	RDE Network Secretariat & dDRC	Auditor: DPeque
Sep-25, 2023	9-12 noon	65. Department of Statistics (DStat)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects PM-VPA-06 Changing Degree Program or Major Field PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript	Department Head & dDRC	Auditor: EGLoreto Observer RMIgcasama

			IMD Procedures and Guidelines		
			PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials		
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			M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		
			PM-ODI-08 Class Observation by Supervisor		
Sep-25, 2023	9-12 Noon	66. Institute of Human Kinetics (IHK)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines**	Head of Institute & dDRC	Auditor: MABorleo

				PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs		
				PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs		
				PM-VPA-03 Preparation of Individual Faculty Workload(IFW)		
				PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes		
				PM-VPA-05 Offering of Unscheduled Subjects		
				PM-VPA-06 Changing Degree Program or Major Field		
				PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		
				PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
				IMD Procedures and Guidelines		
				PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials		
				PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
				PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
				GL-IMD-01 Preparation and Evaluation of Instructional Materials		

			GL-IMD-02 Preparation of Virtual Classroom (VC) **ODI Procedures and Guidelines** PM-ODI-01 Request for Change of Grade PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES) M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments PM-IHK-01		
Sep-25, 2023	9-12 Noon	67. Vice President for Student Affairs and Services (OVPSAS)	5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 ODS Procedure Manual PM-VPS-01	VP for Student Affairs and Services & dDRC	Auditor: MCBales Observer: JRola
Sep-25, 2023	9-12 Noon	68. Plant Disease Diagnostic Laboratory (PDDL)	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 10.3 PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments	Unit Head & dDRC	Auditor: MCMagdadaro Jr. Observer: JRola

			GL-PPO-01 Preventive Maintenance GL-PPO-04 Maintenance and Calibration of Equipment and Laboratory Instrument		
Sep-25, 2023	9-12 Noon	69. Department of Economics (DoE)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects PM-VPA-06 Changing Degree Program or Major Field PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript **IMD Procedures and Guidelines** PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials	Department Head & dDRC	Auditor: SOVillagonzalo Observer: CABrit

			PM-IMD-02 Review and Approval of Instructional Materials (IM's) PM-IMD-03 Preparation of OBE Course Syllabus and TOS PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE GL-IMD-01 Preparation and Evaluation of Instructional Materials GL-IMD-02 Preparation of Virtual Classroom (VC) **ODI Procedures and Guidelines** PM-ODI-01 Request for Change of Grade PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES) PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor		
Sep-25, 2023 (day 9)	9-12 Noon	70. National Abaca Research Center (NARC)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3 OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: VAGilos Observer: JPLMLumain
<mark>September 25, 2023</mark>	<mark>Lunch Break</mark>				
Sep-25 ,2023	1-4 pm	71. Accounting Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 9.1, 10.2, 10.3 PM-ACT-01 Preparation of Financial Reports	Unit Head & dDRC	Auditor: MLCTambis Observer: SMCLemos

			PM-ACT-02 Preparation and Processing of Remittance		
			PM-ACT-03 Processing of Payrolls/ Vouchers		
			PM-ACT-04 Students' Account Services		
Sep-25, 2023	1-4 Noon	72. Innovation Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3 OVPREI Quality Procedures and Guidelines	Director for Innovation	Auditor: MUdelaPena
Sep-25, 2023	1-4 pm	73. Department of Philosophy and Social Science (DPSS)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3,7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects PM-VPA-06 Changing Degree Program or Major Field PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT PM-VPA-08 Preparation, Review and Approval of Undergraduate Student	Department Head & dDRC	Auditor: EEOngy Observer: MDAbunda

			Research Proposal and Manuscript		
			IMD Procedures and Guidelines		
			PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials		
			PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
			PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
			PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
			GL-IMD-01 Preparation and Evaluation of Instructional Materials		
			GL-IMD-02 Preparation of Virtual Classroom (VC)		
			ODI Procedures and Guidelines		
			PM-ODI-01 Request for Change of Grade		
			PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
			PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
			M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		
			PM-ODI-08 Class Observation by Supervisor		
Sep-25, 2023	1-4 pm	74. Motor Pool Services Unit (MPSU)	4.1, 4.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 9.1, 10.3	Unit Head & dDRC	Auditor: MEMUmpad Observer: CABrit

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			PM-PPO-01 Preventive Maintenance		
			PM-PPO-02 Corrective Maintenance		
			PM-PPO-03 Request to use University Equipment		
			PM-PPO-04 Maintenance and Calibration of Laboratory Instrument and Equipment		
			GL-PPO-01 Preventive Maintenance GL-PPO-02 University Drivers and Operators		
			GL-PPO-03 Request to use University Equipment		
Sep-25, 2023	1-4 PM	75. Instructional Materials Development Office (IMDO)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects PM-VPA-06 Changing Degree Program or Major Field PM-VPA-07 Application, Preparation and On site	Head of OIMD & dDRC	Auditor: LOMoreno Observer : JLLCagande

				Evaluation of a Degree Program by CHEd RQAT		
				PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
				IMD Procedures and Guidelines		
				PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
				PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
				GL-IMD-01 Preparation and Evaluation of Instructional Materials		
				GL-IMD-02 Preparation of Virtual Classroom (VC)		
				ODI Procedures and Guidelines		
				PM-ODI-01 Request for Change of Grade		
				PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
				PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
				M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		
				PM-ODI-08 Class Observation by Supervisor		

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           and innovative technologies for sustainable communities and environment.

Sep-25, 2023	1-4 PM	76.Regional Climate Change Research and Development Center (RCCRDC)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3 OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: MGBurlas Observer: SMinoza
Sep-25, 2023	1-4 pm	77.Finance Management Office (FMO)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.2, 10.3 PM-ACT-01 Preparation of Financial Reports PM-ACT-02 Preparation and Processing of Remittance PM-ACT-03 Processing of Payrolls/ Vouchers PM-ACT-04 Students' Accounts Services PM-BUD-01 Budget Execution PM-BUD-02 Budget Preparation GL-BUD-01 Budget and Financial Accountability Reports PM-CSH-01 Collection of University Income PM-CSH-02 Disbursement of University Fund PM-CSH-03 Student Account Services PM-ODF-01 Program of Receipts and Expenditures	Finance Director & dDRC	Auditor: MRSMiraflor
Sep-25, 2023	1-4 pm	78.Recruitment, Selection, Placement and Personnel Records Office (RSPPRO)	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3 PM-HRM-01 Recruitment, Selection and Placement for Faculty Members PM-HRM-02 Recruitment, Selection and Placement for Administrative Staff	Unit Head & dDRC	Auditor: NVDumaguing Observer: JEPadilla
Sep-25, 2023	1-4 PM	79. Internal Audit Service Office (IASO)	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	Unit Head & dDRC	Auditor: RCGuinocor
Sep-25, 2023	1-4 pm	80. Legal Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	Chief Legal Officer & dDRC	Auditor: SBLina

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			PM-LEG-01 Review of MOA/Contracts		
Sep-25, 2023	1-4 PM	81. University Disaster Risk Reduction and Management, Safety and Security Office (UDRRMSSO)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-SEC-01 Incident Reporting PM-SEC-02 Issuance of Gatepass	Unit Head & dDRC	Auditor: SGSugano
Sep-26,2023 (day 10)	9-12 noon	82. Continuing Professional Development Office (CPDO)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	Unit Head & dDRC	Auditor: AAVillocino
Sep-26,2023	9-12 noon	83.Grounds and Landscape Maintenance Unit (GLMU)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PPO Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: AMPomida
Sep-26,2023	9-12 Noon	84. General Services Office (GSO)	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	Unit Head & dDRC	Auditor: MEMUmpad
Sep-26,2023	9-12 Noon	85. Admissions Office	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.5, 8.7, 9.1, 10.3 PM-OHA-01 Online Admission of Undergraduate Students in the New Normal GL-OHA-01 Online Admission of Undergraduate Students in the New Normal	Head of Admission & dDRC	Auditor: LOMoreno Observer: PSCaintic
Sep-26,2023	9-12 Noon	86. Ecological Farm Resources and Management Institute (Eco-FARMI)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.3 OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: MGBurlas Observer: NDAbunda
Sep-26,2023	9-12 Noon	87. Instruction and Evaluation Office (IEO)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **ODI Procedures and Guidelines** PM-ODI-01 Request for Change of Grade PM-ODI-03 Annual Monitoring of	Director for Instruction and Evaluation & dDRC	Auditor: MTPLoreto Observer: JEPadilla

			Employability and Placement of Graduates PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES) M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor PM-ODI-08 Class Observation by Supervisor		
Sep-26,2023	9-12 noon	88. BOR & University Secretary	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-OUS-01 Request and Release of Documents from the Office of the Board Secretary	BOR & University Secretary & dDRC	Auditor: MUdelaPena
Sep-26,2023	9-12 Noon	89. Philippine Rootcrops Research & Training Center (PhilRootcrops)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.3 OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: RCGuinocor Observer: SBMinoza
Sep-26,2023	9-12 Noon	90. Central Analytical Service Laboratory (CASL)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1,10.2, 10.3 PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments GL-PPO-01 Preventive Maintenance GL-PPO-04 Maintenance and Calibration of Equipment and Laboratory Instrument	Lab Head & dDRC	Auditor: MCMagdadaro, Jr. Observer: JRUAcob
Sep-26, 2023	LUNCH Break				
Sep-26,2023	1:00-4:00	91. Planning & Infra Project Devt.	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5,	Director of Office & dDRC	Auditor MLCTambis

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Date	Time	Unit/Office	Clauses/Procedures	Auditee	Auditor/Observer
		& Monitoring Office/IPDMMO	8.1, 8.2, 8.3, 8.4, 8.5, 8.7, 9.1, 10.2, 10.3		
Sep-26,2023	1-4 pm	92. Quality Assurance Center (QAC)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 PM-QAC-11 Request and Return of Documents	Center Director & dDRC	Auditor: MRSMiraflor
Sep-26,2023	1-4 pm	93. Budget Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 9.1, 10.2, 10.3 PM-BUD-01 Budget Execution PM-BUD-02 Budget Preparation GL-BUD-01 Budget and Financial Accountability Reports	Unit Head & dDRC	Auditor: VGilos
Sep-26,2023	1-4 pm	94.Instrumentation and Laboratory Equipment Unit (ILEU)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.3 PM-PPO-01 Preventive Maintenance PM-PPO-02 Corrective Maintenance PM-PPO-04 Maintenance and Calibration of Laboratory Instrument and Equipment GL-PPO-01 Preventive Maintenance GL-PPO-04 Maintenance and Calibration of Equipment and laboratory Instrument	Unit Head & dDRC	Auditor: LOMoreno Observer: JLLCagande
Sep-26, 2023	End of day 10				
Sep-27, 2023 (day 11)	9-12 noon	95. Culture and the Arts Center (CAC)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-CAC-01 Execution of Programs of the Culture and Arts Center	Unit Head & dDRC	Auditor: CLRivera
Sep-27, 2023	9-12 noon	96. Zonal Center for Biodiversity Conservation and Habitat Restoration	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3	Director, Zonal Center for Biodiversity Conservation and	Auditor: EEOngy Observer : PDGalupo

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				Habitat Restoration	
Sep-27, 2023	9-12 Noon	97. Coconut Research Center-Visayas (NCRC-V)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.3 OVREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: SBLina
Sep-27, 2023	9-12 noon	98. Resource Generation and Auxiliary Services/ Income Generating Projects (RGAS/IGP)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-IGP-01 Awarding of Stall/Space for Rent of VSU Facilities	Director for Resource Generation and Auxiliary Services & dDRC	Auditor: MGBurlas
Sep-27, 2023	9-12 noon	99. Administrative Services Office (ASO)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3	Director for Administrative Services & dDRC	Auditor: MTPLoreto Observer: SMCLemos
Sep-27, 2023	9-12 noon	100. Center for Continuing Education (CCE)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	Director of the Center for Continuing Education & dDRC	Auditor: PPOrano
Sep-27, 2023 (day 11)	LUNCH BREAK				
Sep-27, 2023	1-4 pm	101. Cash Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 9.1, 10.2, 10.3 PM-CSH-01 Collection of University Income PM-CSH-02 Disbursement of University Fund PM-CSH-03 Student Account Services	Cashier & dDRC	Auditor: MABorleo
Sep-27, 2023	1-4 pm	102. Learning, Development and Human Resource Accreditation Office (LDHRAO)	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3 PM-HRM-04 Sending Faculty Member to Pursue Graduate/ Advanced Studies under Scholarship/ Fellowship Grant PM-HRM-07 Learning and Development for In-house Training	Unit Head & dDRC	Auditor: NVDumaguing Observer: CABrit

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			PM-HRM-08 Approval of L&D of Administrative Staff		
Sep-27, 2023	1-4 pm	103. Student Welfare Services Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 9.1, 10.2, 10.3 ODS Procedures	Head of Office	Auditor RCGuinocor
Sep-27, 2023	1-4 PM	104. Extension Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3 OVPREI Quality Procedures and Guidelines	Director for Extension & dDRC	Auditor: BSBarredo
Sep-27, 2023	1-4 PM	105. Intellectual Property Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1,10.2, 10.3 OVPREI Quality Procedures and Guidelines	Head of Office	Auditor: EEOngy Observer: GTBaro
Sep-27, 2023	1:00-4:00 PM	106. College of Nursing (CoN)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree	College Dean & dDRC	Auditor: EGLoreto Observer: CMDesades

			Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
<mark>Sep-27, 2023</mark>	<mark>End of day 11</mark>				
Sep-28, 2023 (Day 12)	9-12 noon	107. Annals of Tropical Research (ATR)	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 9.1, 10.2, 10.3	Editor-in-Chief & dDRC	Auditor: DPeque
Sep-28, 2023	9-12 Noon	108. Data Management and Information Services Office	4.1, 4.2, 5.3 ,6.1, 6.2, 7.2, 7.3, 7.5, 8.3, 10.3	Head of Office	Auditor MRSMiraflor
Sep-28, 2023	9-12 noon	109.Grants Development Office (GDO)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	Unit Head & dDRC	Auditor: MUdelaPena

Sep-28, 2023	9-12 Noon	110. University Learning Commons (Library)	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.5, 8.7, 9.1, 10.3 PM-LIB-01 Library Collection Development PM-LIB-02 Technical Processing of Library Materials PM-LIB-03 **Checking-Out and Checking-in of Books** PM-LIB-06 Receiving of Subscribed Materials (Serials) PM-LIB-07 Indexing Journal Articles PM-LIB-08 Receiving Publications (Gifts and Exchange) PM-LIB-09 Subscription Renewal (Serials) PM-LIB-10 Request for Book Binding	Chief Librarian & dDRC	Auditor: PPOrano
Sep-28, 2023	9-12 Noon	111. University Integrated Media Center/VSU Web Team	5.2, 5.3, 6.1, 6.2, 7.1, 7.4, 8.2, 9.1, 10.3 GL-INF-01 Formatting of VSU Letterhead and Forms	Unit Head & dDRC	Auditor: RCGuinocor
Sep-28, 2023	9-12 noon	112. Performance Management and Rewards & Recognitions (PMRRO)	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3 PM-HRD-09 Performance Management PM-HRD-10 Rewards and Recognition	Unit Head & dDRC	Auditor: NVDumaguing Observer: NDAbunda
<mark>September 28, 2023</mark>	<mark>12:00-1:00</mark>	<mark>LUNCH BREAK</mark>			
Sep-28, 2023	1-4 PM	113. Advanced Research and Innovation Center (ARIC)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3 OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: GNTan Observer: SBMinoza
Sep-28, 2023	1-4 PM	114. Renewal Energy Research Center (RERC)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.3	Center Director & dDRC	Auditor: LCAmpac

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			OVPREI Quality Procedures and Guidelines		
Sep-28, 2023	1-4 pm	115. Dean of Students Office (DSO)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 9.1, 10.2, 10.3 PM-REG-02 Filing of Leave of Absence ODS Procedures	Dean of Students & dDRC	Auditor: SGSugano
Sep-28, 2023	1-4 pm	116. Programs and Institutional Accreditation Office	4.1, 4.2, 5.3 ,6.1, 6.2, 7.2, 7.3, 7.5, 10.3 PM-QAC-12 Conduct of AACCUP Accreditation	QAC Director and dDRC	Auditor: MABorleo
Sep-28, 2023	1-4 PM	117. Department of Food Science and Technology (DFST)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3 **OVPAA Quality Procedures and Guidelines** PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs PM-VPA-03 Preparation of Individual Faculty Workload(IFW) PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes PM-VPA-05 Offering of Unscheduled Subjects PM-VPA-06 Changing Degree Program or Major Field PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHEd RQAT		RBArmecin

				PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript		
				IMD Procedures and Guidelines		
				PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)		
				PM-IMD-03 Preparation of OBE Course Syllabus and TOS		
				PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE		
				GL-IMD-01 Preparation and Evaluation of Instructional Materials		
				GL-IMD-02 Preparation of Virtual Classroom (VC)		
				ODI Procedures and Guidelines		
				PM-ODI-01 Request for Change of Grade		
				PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates		
				PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)		
				M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor		
				PM-ODI-08 Class Observation by Supervisor		
				PM-PPO-01 Procedure on Preventive Maintenance		

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			PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
Sep-29, 2023 (day 13)	9-12 noon	118. Supply & Property Office	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.7, 9.1, 10.3 PM-SUP-03 Property Custodianship	Unit Head & dDRC	Auditor: RBArmecin Observer: JPLMLumain
Sep-29, 2023	9-12 Noon	119. Institutional Student Programs and Services	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 9.1, 10.2, 10.3 ODS Procedure	Unit Head	Auditor: SGSugano
Sep-29, 2023	9-12 noon	120. Alumni and Community Relations Office (ACRO)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3 PM-ACR-01 Processing of Application of Alumni Membership and Issuance of Alumni ID	Unit Head & dDRC	Auditor: VGilos
Sep-29, 2023	9-12 noon	121. Records and Archives Office (RAO)	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 10.3 PM-REC-01 Procedure on Disposition of Records PM-REC-03 Control of Personnel Records PM-REC-04 Request for Information/ Record	Unit Head & dDRC	Auditor: PPOrano
(day 13)					
Sep-29, 2023	1-4 PM	122. Knowledge Products Commercialization Office	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3	Head of Office	Auditor: EEOngy
Sep-29, 2023	1-4 PM	123. Geographic Information System Laboratory (GISL)	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.3 PM-PPO-01 Procedure on Preventive Maintenance	Lab Head & dDRC	Auditor: MCMagdadaro, Jr. Observer PSCaintic

			PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
Sep-29,2023	1-4 PM	12. Department of Mathematics (DMath)	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 9.3, 10.1, 10.2,10.3/ OVPAA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs, PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs, PM-VPA-03 Preparation of Individual Faculty Workload(IFW), PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes, PM-VPA-05 Offering of Unscheduled Subjects, PM-VPA-06 Changing Degree Program or Major Field, PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHEd RQAT, PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript, IMD Procedures and Guidelines: PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials, PM-IMD-02 Review and Approval of Instructional Materials (IM's); PM-IMD-03 Preparation of OBE Course Syllabus and TOS, PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE, GL-IMD-01 Preparation	Department Head & dDRC	DPeque

			and Evaluation of Instructional Materials , GL-IMD-02 Preparation of Virtual Classroom (VC), ODI Procedures and Guidelines, PM-ODI-01 Request for Change of Grade, PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates, PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES), PM-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor, PM-ODI-08 Class Observation by Supervisor		
September 29, 2023	END of Day 13				
October 2, 2023 (day 14)	Report Preparation and Submission				
October 3, 2023 (day 15)	Report Preparation and Submission				
October 4, 2023 (day 16)	Collating Reports				
October 5, 2023 (day 17)					
October 6, 2023 (day 18)					
October 9, 2023 (day 19)					
October 10, 2023 (day 20)					
October 11, 2023 (day 21)					
October 12, 2023 (day 22)					
October 13, 2023 (day 23)					
October 16, 2023					
October 17, 2023					
October 18, 2023					
October 19, 2023					
October 20, 2023					

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October 23, 2023	9:00-12:00	INTERNAL QUALITY AUDITOR'S MEETING	
October 27, 2023	9:00-12:00	Closing Meeting*	Top Management Team, Auditees, dDRCs, Audit Team

Note:

- VSU Ikot vehicle will be used to transport the Internal Quality Auditors during the on-site visit of the 5th Internal Quality Audit.

Prepared by:	Reviewed and Approved by:
PAMELA P.ORANO IQA Lead Auditor	**EDGARDO E. TULIN** University President 8/31/23
Date: August 30, 2023	Date:

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