

**MEMORANDUM CIRCULAR NO. 25**  
Series of 2025

TO: **All Offices/Units and Interested Parties**

RE: **Procedure Manuals, Guidelines, Forms and Templates for Implementation**

FROM:   
**PROSE IVY G. YEPES, EdD**  
University President

DATE: **January 20, 2025**

This is to inform all concerned of the following Procedure Manuals, Guidelines, Forms and Templates that were duly approved for implementation by the University Management Review Committee during the Special Management Review held on 20 January 2025, to wit;

**Office of the Vice President for Planning and Development**

No.	Document Reference Code	Version Number	Implementation Date	Document Title	Remarks
1.	PM-VPR-01	05	01/23/2025	Institutional Planning	Revised Procedure Manual
2.	FM-VPR-14	00	01/23/2025	SOAR Matrix	New Form
3.	FM-QAC-03	03	01/23/2025	Risk and Opportunities Assessment Matrix (ROAM)	Revised Form
4.	FM-VPR-04	06	01/23/2025	Work and Financial Plan	Revised Form
5.	FM-VPR-05	03	01/20/2025	SWOT Matrix	Discontinued Form
6.	FM-VPR-08	02	01/20/2025	Objectives, Target, and Programs (OTP)	Discontinued Form

**Instructional Materials Development**

No.	Document Reference Code	Version Number	Implementation Date	Document Title	Remarks
7.	PM-IMD-03	04	01/23/2025	Preparation of Outcomes-Based Education (OBE) Course Syllabus and Table of Specifications (TOS)	Revised Procedure Manual

8.	FM-IMD-05	03	01/23/2025	Evaluation of Outcomes-Based Education (OBE) Course Syllabus	Revised Form
9.	TP-IMD-08	04	01/23/2025	Outcomes-Based (OBE) Course Syllabus	Revised Template
10.	TP-IMD-09	04	01/23/2025	Table of Specifications	Revised Template

#### Documents and Records Control

No.	Document Reference Code	Version Number	Implementation Date	Document Title	Remarks
11.	PM-QAC-07	04	01/23/2025	External Document Control	Revised Procedure Manual
12.	FM-QAC-13	05	01/23/2025	External Document Masterlist	Revised Form
13.	GL-QAC-06	04	01/23/2025	Standard Format of VSU Internal Documented Information	Revised Guideline
14.	GL-QAC-02	07	01/23/2025	Document Approval Matrix	Revised Guideline
15.	GL-QAC-12	04	01/23/2025	Preparation of Procedure Manuals, Guidelines, and Work Instructions	Revised Guideline

#### OP Forms

No.	Document Reference Code	Version Number	Implementation Date	Document Title	Remarks
16.	FM-OOP-01	06	01/23/2025	Memorandum	Revised Form
17.	FM-OOP-02	06	01/23/2025	Memorandum Circular	Revised Form
18.	FM-OOP-03	06	01/23/2025	Administrative Order	Revised Form
19.	FM-OOP-04	06	01/23/2025	Special Order	Revised Form
20.	FM-OOP-05	06	01/23/2025	Communication	Revised Form
21.	FM-OOP-06	06	01/23/2025	Certification	Revised Form
22.	FM-OOP-07	05	01/23/2025	Authority to Travel	Revised Form

#### VSU Forms

No.	Document Reference Code	Version Number	Implementation Date	Document Title	Remarks
23.	FM-VSU-01	04	01/23/2025	Memorandum	Revised Form
24.	FM-VSU-02	04	01/23/2025	Memorandum Circular	Revised Form
25.	FM-VSU-03	04	01/23/2025	Communication	Revised Form
26.	FM-VSU-04	04	01/23/2025	Certification	Revised Form
27.	FM-VSU-05	06	01/23/2025	Notice of Meeting	Revised Form
28.	FM-VSU-06	05	01/23/2025	Referendum	Revised Form

29.	FM-VSU-07	07	01/23/2025	Attendance Sheet	Revised Form
30.	FM-VSU-08	07	01/23/2025	Minutes of Meeting (abridged)	Revised Form
31.	FM-VSU-09	05	01/23/2025	Minutes of Meeting	Revised Form
32.	FM-VSU-10	03	01/23/2025	Excerpt from the Approved Minutes	Revised Form
33.	FM-VSU-11	03	01/23/2025	Borrow and Return Form	Revised Form
34.	FM-VSU-12	06	01/23/2025	Justification	Revised Form
35.	FM-VSU-13	06	01/23/2025	Accomplishment Report	Revised Form
36.	FM-VSU-14	04	01/23/2025	Activity Report	Revised Form
37.	FM-VSU-15	03	01/23/2025	Feedback from Employers of VSU Graduates	Revised Form
38.	FM-VSU-16	02	01/23/2025	Generic Letterhead (for committees, students, student org., etc.)	Revised Form

#### University Registrar

No.	Document Reference Code	Version Number	Implementation Date	Document Title	Remarks
39.	PM-OUR-01	00	01/23/2025	Online Document Request	New Procedure Manual

#### Plant Disease Diagnostic Laboratory

No.	Document Reference Code	Version Number	Implementation Date	Document Title	Remarks
40.	PM-PDD-01	00	01/23/2025	Procedure for Specimen Submission and Diagnostic Report	New Procedure Manual
41.	FM-PDD-01	00	01/23/2025	Service Request Form	New Form
42.	FM-PDD-02	00	01/23/2025	Specimen Submission Form	New Form
43.	FM-PDD-03	00	01/23/2025	Diagnostic Report Form	New Form

For your information and usual support.