



VISAYAS
STATE UNIVERSITY


OFFICE OF THE
PRESIDENT



MEMORANDUM CIRCULAR NO. 194
Series of 2025

TO: All Concerned Process Owners, dDRCs and AdDRCs

RE: List of Revised, Discontinued, and Newly Registered Procedure Manuals, Guidelines, and Forms as of June 20, 2025

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

DATE: July 11, 2025

Please be informed of the list of updated, newly registered, and/or discontinued Procedure Manuals, Guidelines, and Forms as of June 2025. These documents have been thoroughly reviewed and prepared by the respective process owners to ensure compliance with the highest standards and to address the operational needs of the university.

Uncontrolled copies of these new and revised documents are accessible via the QMS Google Drive at the following link:
(<https://drive.google.com/drive/folders/1zBillPwibOxBVsxphc3GRHiL6bzgFa2a>).

For your information and guidance.

cc: QA

OFFICE OF THE PRESIDENT

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FM-OOP-02
V06 01-23-2025
No. 25-194

Revised Procedure Manual, Guideline and Forms under the Janitorial and Messengerial Services (JMS)

1. [PM-JMS-01](#) Request for Utility/Messenger V00 06-20-2025
2. [GL-JMS-01](#) Request for Utility/Messenger V00 06-20-2025
3. [FM-JMS-01](#) Utility Request Form V00 06-20-2025
4. [FM-JMS-02](#) Messengerial Services Request Form V00 06-20-2025

Revised Procedure Manual and Form under the Security and Safety Services Office (SSSO)

5. [PM-SEC-02](#) Issuance of VSU Gate Pass Sticker V02 06-20-2025
6. [FM-SEC-01](#) Agreement of Owning VSU Gate Pass Sticker V03 06-20-2025

Revised Procedure Manuals and New Form under the Records Management and Archives (RMA)

7. [PM-REC-01](#) Disposition of Records v03 06-20-2025
8. [PM-REC-04](#) Request of Information/Records V03 06-20-2025
9. [FM-REC-04](#) Transmittal and Receipt of Valueless Records v00 06-20-2025

Revised Procedure Manuals and Guideline under the Office of the President (OP)

10. [PM-OOP-01](#) Issuance of Directives, Communications and Certificates V01 06-20-2025
11. [PM-OOP-02](#) Incoming and Outgoing Documents v01 06-20-2025
12. [GL-OOP-01](#) Issuance of Appointments v01 06-20-2025

Revised Form under the Legal Affairs and Services (LAS)

13. [FM-LEG-03](#) Contract v02 06-20-2025

Revised Forms under the Office of the Vice President for Administration and Finance (OVPAF)

14. [FM-OAF-01](#) Request to Render Overtime Form V04 06-20-2025
15. [FM-OAF-02](#) Request to Render Service V01 06-20-2025

Revised Procedure Manuals, Guidelines and Forms under the General Services Office (GenSO)

16. [PM-GSO-01](#) Preventive Maintenance V00 06-20-2025
17. [PM-GSO-02](#) Corrective Maintenance V00 06-20-2025
18. [PM-GSO-03](#) Request to Use University Utilities, Services and Equipment V00 06-20-2025
19. [PM-GSO-04](#) Maintenance and Calibration of Laboratory Equipment and Instruments V00 06-20-2025
20. [GL-GSO-01](#) Repair and Maintenance of Buildings, Facilities, and Equipment V00 06-20-2025
21. [GL-GSO-02](#) University Drivers and Operators V00 06-20-2025
22. [GL-GSO-03](#) Request to Use University Equipment and Utilities V00 06-20-2025
23. [GL-GSO-04](#) Maintenance and Calibration of Laboratory Equipment and Instruments V00 06-20-2025

Forms anchored to PM-GSO-01

24. [FM-GSO-01](#) Masterlist of Building and Facility V00 06-20-2025
25. [FM-GSO-02](#) Masterlist of Laboratory Instruments and Equipment V00 06-20-2025
26. [FM-GSO-03](#) Masterlist of Vehicle/Equipment V00 06-20-2025
27. [FM-GSO-04](#) Annual Maintenance Plan for Building and Facility V00 06-20-2025
28. [FM-GSO-06](#) Annual Maintenance Plan for Vehicle V00 06-20-2025
29. [FM-GSO-07](#) Inspection Checklist for Building and Facility V00 06-20-2025
30. [FM-GSO-08](#) Inspection Checklist for Vehicle V00 06-20-2025
31. [FM-GSO-16a](#) Vehicle Condition Report (for SUV) V00 06-20-2025
32. [FM-GSO-16b](#) Vehicle Condition Report (for Bus) V00 06-20-2025
33. [FM-GSO-16c](#) Vehicle Condition Report (for Pick-Up Vehicle) V00 06-20-2025
34. [FM-GSO-16d](#) Vehicle Condition Report (for Van) V00 06-20-2025
35. [FM-GSO-16e](#) Vehicle Condition Report (for Tractor) V00 06-20-2025
36. [FM-GSO-16f](#) Vehicle Condition Report (for Backhoe) V00 06-20-2025

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Mission: To produce graduates equipped with advance knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

37. [FM-GSO-16g](#) Vehicle Condition Report (for Loader) V00 06-20-2025
38. [FM-GSO-24](#) Masterlist for Transformer V00 06-20-2025
39. [FM-GSO-25](#) Masterlist for Generator Set V00 06-20-2025
40. [FM-GSO-26](#) Annual Maintenance Plan for Transformer V00 06-20-2025
41. [FM-GSO-27](#) Annual Preventive Maintenance Plan for Generator Set V00 06-20-2025
42. [FM-GSO-28a](#) Inspection Checklist for Distribution Transformers V00 06-20-2025
43. [FM-GSO-28b](#) Inspection Checklist for Electrical Distribution Lines V00 06-20-2025
44. [FM-GSO-29](#) Inspection Checklist for Generator V00 06-20-2025
45. **Forms anchored to PM-GSO-02**
46. [FM-GSO-09](#) Repair and Maintenance request V00 06-20-2025
47. [FM-GSO-23](#) Vehicle Maintenance Record V00 06-20-2025
48. **Forms anchored to PM-GSO-03**
49. [FM-GSO-14](#) Trip Ticket V00 06-20-2025
50. [FM-GSO-15](#) Physical Plant Service Request Form V00 06-20-2025
51. [FM-GSO-22](#) Certificate of Non-Availability of Vehicle and Equipment V00 06-20-2025
52. **Forms anchored to PM-GSO-04**
53. [FM-GSO-17](#) Equipment Maintenance Checklist V00 06-20-2025
54. [FM-GSO-17a](#) Daily Maintenance Report (Equipment) V00 06-20-2025
55. [FM-GSO-18](#) Annual Calibration Plan for Laboratory Instrument/Equipment V00 06-20-2025
56. [FM-GSO-19](#) Equipment Calibration Record V00 06-20-2025
57. [FM-GSO-20](#) Annual Maintenance Plan for Laboratory Instrument/Equipment V00 06-20-2025
58. [FM-GSO-21](#) Equipment Maintenance Record V00 06-20-2025
59. [FM-GSO-30](#) University-Wide Annual Calibration Monitoring V00 06-20-2025
60. [FM-GSO-31](#) University-Wide Annual Maintenance Monitoring V00 06-20-2025

Discontinued Forms under the under the General Services Office (GenSO) effective June 06, 2025

1. FM-PPO-05 Annual Maintenance Plan for Laboratory Instruments/Equipment V00 02-28-2022
2. FM-PPO-32 PPO Notation for Recommendation V00 01-20-2023

Discontinued Procedure Manuals, Guidelines and Forms under the University Registrar (UR) effective June 06, 2025

3. PM-REG-01 Admission and Enrolment of Undergraduate Student v00 07-16-2019
4. PM-REG-05 Authentication of Student Records/Documents v00 07-16-2019
5. PM-REG-06 Issuance of Transfer Credential (Honorable Dismissal) v00 07-16-2019
6. FM-REG-01 Registration Form V02 12-12-2023
7. FM-REG-02 Readmission V02 02-09-2023
8. FM-REG-18 Grade Sheet in Excel Form V01 06-30-2020
9. FM-REG-25 Request for Issuance Form V02 12-12-2023
10. FM-REG-23 Copy for School (certification, TOR) system generated V01 06-30-2020
11. FM-REG-28 Enrolment Checklist V01 06-30-2020
12. FM-REG-30 Final Grades V01 06-30-2020
13. FM-REG-31 Application for Withdrawal for New Freshmen V02 02-09-2023

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