



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

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AUDIT PLAN

Audit No.: 05	Type of Audit: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> 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 (MTP Loreto), 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 A. Villocino (AAVillocino), Bayron S. Barredo (BSBarredo), Michelle A. Borleo (MABorleo), Nancy V. Dumaguining (NVDumaguining), Vicente A. Gilos (VAGilos), Charis B. Limbo (CBLimbo), Ma. Roberta S. Mirafior (MRSMirafior), Shalom Grace C. Sugano (SGCSugano), Ma. Louella Tambis (MLTambis), Gideon Niel Tan (GNTan), Mariane U. dela Pena (MBUbay), Elvira E. Ongy (EEOngy)		
Observers: Nancy D. Abunda (NDAbunda) , Phloem D. Galupo (PDGalupo), Joel Rey U. Acob (JRUAcob), John Allan A. Gules (JAAGules), Geraldine T. Baro (GTBaro), Raymund M. Igcasama (RMlgcasama), Chona A. Brit (CABrit), Sheila Marie C. Lemos (SMCLemos), 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

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SCHEDULE					
DATE	TIME	AUDIT AREA/ ACTIVITY	ISO CLAUSES / PROCEDURES	AUDITEE	AUDITOR
Sep-13, 2023	1:30-2:00	Opening Meeting		Top Management, Auditee, Internal 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/ OVPA 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,	Department Head & dDRC	CLRivera

			<p>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</p>		
Sep-13, 2023	2:00-5:00 PM	3. Department of Meteorology (DMet)	<p>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</p> <p>OVPA Quality Procedures and Guidelines</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs</p>	Department Head & dDRC	<p>Auditor: MEMUmpad</p> <p>Observer: RMlgcasama</p>

		<p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW)</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes</p> <p>PM-VPA-05 Offering of Unscheduled Subjects</p> <p>PM-VPA-06 Changing Degree Program or Major Field</p> <p>PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHed RQAT</p> <p>PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p>		
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			<p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p> <p>PM-PPO-01 Procedure on Preventive Maintenance</p> <p>PM-PPO-02 Procedure on Corrective Maintenance</p> <p>PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments</p>		
Sep-13, 2023 (day 2)	2-5:00 PM	4. Department of Biotechnology (Biotech)	<p>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/</p> <p>OVPA Quality Procedures and Guidelines:</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs,</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs,</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW),</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes,</p> <p>PM-VPA-05 Offering of Unscheduled Subjects,</p> <p>PM-VPA-06 Changing Degree Program or Major Field,</p>	Department Head and dDRC	BSBarredo

			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, PM-VPA-02 Revision, Review and Approval of		RBArmecin

		<p>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</p>	
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Sep-13, 2023	2:00-5:00 PM	6. College of Engineering and Technology (CET)	<p>Class Observation by Supervisor</p> <p>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/</p> <p>OVPA Quality Procedures and Guidelines:</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs,</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs,</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW),</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes,</p> <p>PM-VPA-05 Offering of Unscheduled Subjects,</p> <p>PM-VPA-06 Changing Degree Program or Major Field,</p> <p>PM-VPA-07 Application, Preparation and On-site Evaluation of a Degree Program by CHed RQAT,</p> <p>PM-VPA-08 Preparation, Review, and Approval of Undergraduate Student Research Proposal and Manuscript,</p> <p>IMD Procedures and Guidelines:</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials,</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's);</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS,</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE,</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials ,</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC),</p> <p>ODI Procedures and Guidelines,</p>	RCGuinocor
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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), 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/ OVPA 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	Dean, Heads, and dDRC	SBLina

			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		
End of day 1					
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/ OVPA 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: EEOngy Observer CMDesades

			<p>PM-VPA-06 Changing Degree Program or Major Field</p> <p>PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHed RQAT</p> <p>PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p>		
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			<p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p>		
Sep-14, 2023	9-12 noon	9. University Registrar (UR)	<p>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</p> <p>PM-REG-01 Admission and Enrollment of Undergraduate Students</p> <p>PM-REG-02 Filing of Leave of Absence</p> <p>PM-REG-03 Submission and Posting of Grades</p> <p>PM-REG-04 Application and Approval of Candidates for Graduation</p> <p>PM-REG-05 Authentication of Student Records/ Document</p> <p>PM-REG-06 Issuance of Transfer Credential</p> <p>PM-REG-07 Adding, Changing, and Removal of Subjects</p> <p>PM-REG-08 Updating and Validation of Student of Student's Personal Information</p> <p>PM-REG-09 Dissolving Classes, Splitting of Classes, and Section Transfer</p> <p>PM-REG-10 Overloading of units</p> <p>PM-REG-11 Application for Withdrawal for Withdrawal of Enrollment</p> <p>PM-REG-12 Online enrolment of</p>	University Registrar & dDRC	<p>Auditor: LOMoreno</p> <p>Observer: JLCagande</p>

			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 Take over missed classes,		SBLina

			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 Services Office (QMO)	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 VSU Quality Manual	QMO , dDRC	Auditor: MTP Loreto Observer: JAAGulles

			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		
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 OVPA Quality Procedures and Guidelines PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs	Department Head & dDRC	Auditor: SGSugano

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

		<p>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</p>		
Sep-14, 2023	1-4 pm	17. Department of Business and Management (DBM)	<p>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/ OVPA Quality Procedures and</p>	EGLoreto Observer : JRUAcob

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

			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-PP0-01 Preventive Maintenance PM-PP0-02 Corrective Maintenance PM-PP0-04 Maintenance and Calibration of Laboratory Instrument and Equipment GL-PP0-01 Preventive Maintenance GL-PP0-04 Maintenance and Calibration of Equipment and Laboratory Instrument	Unit Head & dDRC	Auditor: MCMagdadar, 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/ OVPA 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		VGilos

			<p>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</p>		
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,	College Dean & dDRC	Auditor: MRSMirafior

			<p>9.3, 10.1, 10.3</p> <p>OVPA Quality Procedures and Guidelines</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW)</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes</p> <p>PM-VPA-05 Offering of Unscheduled Subjects</p> <p>PM-VPA-06 Changing Degree Program or Major Field</p> <p>PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHed RQAT</p> <p>PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p>		
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			<p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p>	
End of Day 2				
Sep-15, 2023 (day 3)	9-12 noon	22. Department of Development Communication (DDC)	<p>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/</p> <p>OVPA Quality Procedures and Guidelines:</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs,</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs,</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW),</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes,</p> <p>PM-VPA-05 Offering of</p>	AAVillocino

			<p>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</p>	
Sep-15, 2023	9-12 Noon	23. College of Education (CoEd)	<p>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/ OVPA Quality Procedures and Guidelines: PM-VPA-01 Preparation of New Curriculum of</p>	AMPomida

		<p>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</p>	
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			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 (DAEEEx)	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/ OVPA 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	MBurlas

			(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/ OVPA 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	MTPLoreto

			<p>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</p>	
Sep-15, 2023	9-12 noon	26. Department of Biological Sciences (DBS)	<p>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/</p> <p>OVPA Quality Procedures and Guidelines:</p> <p>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,</p>	RBArmecin

			<p>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:</p> <p>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</p>		
Sep-15, 2023	9-12 Noon	27. Career and Job Placement Services	<p>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</p> <p>ODS Procedures</p>	Unit Head and dDRC	Auditor: VGilos
Sep-15, 2023	9-12 Noon	28. Department of Animal Science (DAS)	<p>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/</p> <p>OVPA Quality Procedures and Guidelines:</p>	Office Head and dDRC	PPOrano

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

			<p>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</p>		
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, 10.1, 10.2,10.3/ OVPA Quality Procedures and Guidelines:	Department Head and dDRC	MABorleo

			<p>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</p>	
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			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 PM-HRM-08 Approval of L&D of Administrative Staff	HRD Director & dDRC	Auditor: NVDumaguig

			PM-HRM-09 Performance Management		
			PM-HRM-10 Rewards and Recognition		
End of Day 3					
Sep-18, 2023 (day 4)	9-12 noon	35. College of Arts and Sciences (CAS)	<p>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</p> <p>OVPA Quality Procedures and Guidelines</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW)</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes</p> <p>PM-VPA-05 Offering of Unscheduled Subjects</p> <p>PM-VPA-06 Changing Degree Program or Major Field</p> <p>PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHed RQAT</p> <p>PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p>	College Dean & dDRC	Auditor: MEMUmpad

			<p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p>		
Sep-18,2023 (day 4)	9-12 Noon	36. Department of Plant Breeding & Genetics (DPBG)	<p>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/</p> <p>OVPA Quality Procedures and Guidelines:</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs,</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs,</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW),</p>	Department Head & dDRC	Auditor: CLRivera

			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	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	Chief of USHER & dDRC	Auditor: RBArmecin

		& Rescue (USHER)	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		Observer: JAAGulles
Sep-18,2023	9-12 Noon	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 OVPA 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: AAVillocino Observer: PSCaintic

			<p>Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p> <p>PM-PP0-01 Procedure on Preventive Maintenance</p>		
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			PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
Sept 18, 2023	12:00-1:00	Lunch Break			
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 OVPAQ 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

			<p>PM-VPA-06 Changing Degree Program or Major Field</p> <p>PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHed RQAT</p> <p>PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p>		
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			PM-ODI-08 Class Observation by Supervisor		
Sep-18,2023	1-4 PM	42. College of Forestry and Environmental Science (CFES)	<p>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/</p> <p>OVPAA Quality Procedures and Guidelines</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW)</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes</p> <p>PM-VPA-05 Offering of Unscheduled Subjects</p> <p>PM-VPA-06 Changing Degree Program or Major Field</p> <p>PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHED RQAT</p> <p>PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p>	College Dean & dDRC	<p>Auditor: GNDTan</p> <p>Observer: JEPadilla</p>

			<p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p>		
Sep-18,2023	1-4 PM	43. College of Agriculture and Food Science (CAFS)	<p>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</p> <p>OVPA Quality Procedures and Guidelines</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs</p>	College Dean & dDRC	Auditor: MABorleo

			<p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW)</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes</p> <p>PM-VPA-05 Offering of Unscheduled Subjects</p> <p>PM-VPA-06 Changing Degree Program or Major Field</p> <p>PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHed RQAT</p> <p>PM-VPA-08 Preparation, Review and Approval of Undergraduate Student Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p>		
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			<p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p>		
Sep-18,2023	1-4 PM	44. Department of Soil Science (DSS)	<p>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</p> <p>OVPA Quality Procedures and Guidelines</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW)</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes</p> <p>PM-VPA-05 Offering of Unscheduled Subjects</p> <p>PM-VPA-06 Changing Degree Program or Major Field</p> <p>PM-VPA-07 Application, Preparation and On site Evaluation of a Degree Program by CHed RQAT</p> <p>PM-VPA-08 Preparation, Review and Approval of</p>	Department Head & dDRC	<p>Auditor: MGBurlas</p> <p>Observer : SBMiñoza</p>

			<p>Undergraduate Student Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p> <p>PM-PP0-01 Procedure on Preventive Maintenance</p>		
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			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	MRS Miraflor

			<p>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</p>		
Sep-18,2023	1-4 PM	47. Institute of Tropical Ecology & Environmental Management (ITEEM)	<p>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</p> <p>OVPAQ Quality Procedures and Guidelines</p> <p>PM-VPA-01 Preparation of New Curriculum of Undergraduate Programs</p> <p>PM-VPA-02 Revision, Review and Approval of Existing Curricular Programs</p> <p>PM-VPA-03 Preparation of Individual Faculty Workload(IFW)</p> <p>PM-VPA-04 Assignment of Substitute Teacher to Take over missed classes</p> <p>PM-VPA-05 Offering of Unscheduled Subjects</p>	Head of Institute & dDRC	<p>Auditor: SOVillagonzalo</p> <p>Observer : PSCaintic</p>

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

			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: MTP Loreto 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

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

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: SMC Lemos
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 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	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 OVPA Quality Procedures and Guidelines	Head of Institute & dDRC	Auditor: MABorleo

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

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

			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 OVPA 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

			<p>Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials</p> <p>PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p>		
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	<p>Auditor: MEMUmpad</p> <p>Observer: CABrit</p>

			PM-PP0-01 Preventive Maintenance PM-PP0-02 Corrective Maintenance PM-PP0-03 Request to use University Equipment PM-PP0-04 Maintenance and Calibration of Laboratory Instrument and Equipment GL-PP0-01 Preventive Maintenance GL-PP0-02 University Drivers and Operators GL-PP0-03 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 OVPA 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

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

			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-25, 2023 (day 9)	End of day 9				
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: MTP Loreto 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

		& 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: MRS Miraflor
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 Habitat Restoration	Auditor: EEOny Observer : PDGalupo

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: MTP Loreto Observer: SMC Lemos
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 PM-HRM-08 Approval of L&D of Administrative Staff	Unit Head & dDRC	Auditor: NVDumaguing Observer: CABrit

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/ OVPA 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	College Dean & dDRC	Auditor: EGLoreto Observer: CMDesades

			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-27, 2023	End of day 11				
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	Chief Librarian & dDRC	Auditor: PPOrano

			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		
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
September 28, 2023	12:00-1:00	LUNCH BREAK			
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. Renewable 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 OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: LCAmpac

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 OVPA 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		RBArmecin

			<p>Research Proposal and Manuscript</p> <p>IMD Procedures and Guidelines</p> <p>PM-IMD-01 Preparation, Evaluation, and Reproduction of Instructional Materials PM-IMD-02 Review and Approval of Instructional Materials (IM's)</p> <p>PM-IMD-03 Preparation of OBE Course Syllabus and TOS</p> <p>PM-IMD-04 Preparation, Evaluation, and Monitoring of VSUEE</p> <p>GL-IMD-01 Preparation and Evaluation of Instructional Materials</p> <p>GL-IMD-02 Preparation of Virtual Classroom (VC)</p> <p>ODI Procedures and Guidelines</p> <p>PM-ODI-01 Request for Change of Grade</p> <p>PM-ODI-03 Annual Monitoring of Employability and Placement of Graduates</p> <p>PM-ODI-06 Conduct of Online Teaching Performance Evaluation by Students (TPES)</p> <p>M-ODI-07 Faculty Performance Monitoring and Mentoring by Supervisor</p> <p>PM-ODI-08 Class Observation by Supervisor</p> <p>PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance</p>	
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			PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments		
Sep-28, 2023	End of Day 12				
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
September 29, 2023 (day 13) Sep-29, 2023	12:00-1:00	LUNCH BREAK			
	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 Observer: GTBaro
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 PM-PPO-02 Procedure on Corrective Maintenance	Lab Head & dDRC	Auditor: MCMagdadaro, Jr. Observer PSCaintic

Sep-29,2023	1-4 PM	12. Department of Mathematics (DMath)	PM-PPO-04 Procedure on Calibration Equipment and Laboratory Instruments 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	Department Head & dDRC	DPeque
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			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					

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: <ul style="list-style-type: none"> VSU Ikot vehicle will be used to transport the Internal Quality Auditors during the on-site visit of the 5th Internal Quality Audit. 			

<p>Prepared by:</p> <div style="text-align: center;">  PAMELA P. ORANO IQA Lead Auditor </div> <p>Date: September 01, 2023</p>	<p>Reviewed and Approved by:</p> <div style="text-align: center;">  EDGARDO E. TULIN University President </div> <p>Date: September 01, 2023</p>
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