

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released (or coverage)	frequency_of_update	
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: - public : info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly	
OFFICE OF THE PLACEMENT COORDINATOR	OFFICE OF THE PLACEMENT COORDINATOR	Graduates' Employment Directory	Employment data of WVSU alumni from Batch 2012 to present - data on their 1st and succeeding employment with the date or year they were employed, name and address of employer(s)agency(ies), status of employment, their personal contact number(s), email address and FB account/name.	XLS	No		internal	Office of Student Affairs Job Placement Services	Placement Services and Respective Colleges in the Main Campus	2017-07-04	Daily	
		Alumni Directory	Alumni's name, contact number(s), email address and FB account/name	XLS	No		internal / limited	University Registrar	Placement Services and Respective Colleges in the Main Campus	2016-06	Daily	
COE	COLLEGE OF EDUCATION	Memorandum	Memorandum. College Faculty Meeting on January 25, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-01-20		
		Memorandum	Memorandum. OIC Dean on February 8-11, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-07		
		Memorandum	Memorandum: Composition of a Committee for the Selection of Outstanding Alumni Award	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-08		
		Memorandum	Memorandum: OIC Dean on February 15-17, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-15		
		Memorandum	Memorandum: OIC Dean on February 15-17, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-20		
		Memorandum	Memorandum: Gender and Development Seminar on February 24, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-20		
		Memorandum	Memorandum: Faculty Meeting on March 9, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-03-01		

		Memorandum	Memorandum: OIC Dean on March 14-15, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-03-13		
		Memorandum	Memorandum: OIC Dean on April 27-30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-04-25		
		Memorandum	Memorandum: OIC Dean on May 5, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-05-04		
		Memorandum	Memorandum: General Faculty Meeting on June 1, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-05-30		
		Memorandum	Memorandum: OIC Dean on June 5-6, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-06-02		
		Memorandum	Memorandum: 1st College Faculty Meeting for SY 2017-2018 on June 7, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-06-02		
		Memorandum	Memorandum: OIC Dean on June 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-06-29		
		Memorandum	Memorandum: Faculty Meeting on July 14, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-06		
		Memorandum	Memorandum: OIC Dean on July 21, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-20		
		Memorandum	Memorandum: Submission of Syllabi	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-24		
		Memorandum	Memorandum: OIC Dean on July 29, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-28		
		Memorandum	Memorandum: OIC Dean on July 25, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-24		
		Memorandum	Memorandum: Submission of Second Semester Faculty Evaluation	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-02		
		Memorandum	Memorandum: COE Budget Meeting on August 4, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-02		
		Memorandum	Memorandum: OIC Dean on August 9, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-08		

		Memorandum								2017-08-10		
			Memorandum: Submission of Budget Plans for 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-08-22		
			Memorandum: Updating of COE Photo Gallery	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-08-26		
			Memorandum: OIC Dean on August 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-08-29		
			Memorandum: Accreditation Opening Program Attire	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-08-29		
			Memorandum: Clean-up Hours	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-09-12		
			Memorandum: OIC Dean on September 14, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-09-20		
			Memorandum: Faculty Meeting on September 22, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-09-26		
			Memorandum: OIC Dean on September 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-09-26		
			Memorandum: Faculty Evaluation and Observation of Classes	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-10-07		
			Memorandum: OIC Dean on October 9-12, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-11-02		
			Memorandum: OIC Dean on November 3, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								2017-11-02		
			Memorandum: Faculty Meeting on November 6, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								11/17/2017		
			Memorandum: Admissions Committee Meeting on November 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								11/28/2017		
			Memorandum: OIC Dean on November 29, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								11/29/2017		
			Memorandum: Earthquake and Fire Orientation and Drill	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
		Memorandum								12/4/2017		
			Memorandum: OIC Dean for December 5-7, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			

		Memorandum	Memorandum: OIC Dean for December 11, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	12/9/2017		
		Memorandum	Memorandum: IPCR and OPCR for 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	12/27/2017		
		Memorandum	Memorandum: Evaluation of Documents for NBC 461 (7th cycle)	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	12/27/2017		
SUPPLY OFFICE	SUPPLY OFFICE	Reports of Waste Materials	The WMR shall be used by the Supply and/or Property Custodian to report all waste materials previously taken up in the books of accounts as assets or in his/her custody so that they may be properly disposed and derecognized from the books.	xlsx	No	NA	Internal	Supply Office	Supply Office	Upon the request of end - user		
		Pre-repair Inspection Report	Reports prepare for property/ies subject for repair.	docx	No	NA	Internal	Supply Office	Supply Office	Upon the request of end - user		
		Pull out Receipt of Property	Form used for pull-out of equipment in case of return for repair to Supplier.	xlsx	No	NA	Internal	Supply Office	Supply Office	Needs Arises		
		Memoranda	Memorandum from Admin Officer, President, etc thru the Recrds Office	docx, xlsx	yes	office respective email address	Exception	Various Offices	Supply Office			
		Deed of Donations	Donations of properties from other agencies	docx	No	NA	Internal	Various Office/Agency	Supply Office	Upon Receipt of Deed of Donations		
		Invoice Receipts of Properties/Transfer of Properties	This is a receipts of unserviceable properties and used by the university being transferred to requesting recipients of the government.	xlsx	No	NA	Internal	Supply Office	Supply Office	upon receipts of transfer		
		Property Return Slip	Slip that used in returning of equipment/properties for disposal or on stock.	xlsx	No	NA	Internal	Supply Office	Supply Office	upon returned of properties		
		Notice of Deliveries	This form used in notify the end-user of delivered supplies/goods/equipment/property.	xlsx	No	NA	Internal	Supply Office	Supply Office			
		Property Insurance	It refers to the insurance of buildings and other PPE of Php50,000.00 and above insured at the GSIS and renewable every year.	xlsx	No	NA	Internal	Supply Office	Supply Office	Date of renewal		

OFFICE OF STUDENT AFFAIRS	OSA	Scholarship Forms	Private, Government and Institutional Scholarship Forms	PDF	YES	https://wvsu.edu.ph	public	Office of Student Affairs	Office of Student Affairs		
		Student Handbook	Policies and Guidelines	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Affairs		
		Student Assistant Forms	Data of Sheet of Student Assistantship	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Affairs		
		Student Organization Forms	Student Organization Policies and Guidelines	PDF	YES	https://wvsu.edu.ph	public	Office of Student Affairs	Office of Student Affairs		
		Permit B Forms	Permit to conduct non-academic activities	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Affairs		
		Waiver Forms	Parent Consent	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Affairs		
CAS	COLLEGE OF ARTS AND SCIENCES	MEMO NO. 2017-17	MEMORANDUM: Request for CAS Faculty OBE Syllabus Format in COPC folders	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-12	
		MEMO NO. 2017-21	MEMORANDUM: Request for CAS Graduate School Faculty OBE Syllabus Format for subjects taught in Graduate School Programs	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-24	
		MEMO NO. 2017-28	MEMORANDUM: Request for CAS Faculty to update their individual boxes containing the following: Syllabus of subject taught, Acknowledgement receipts, Grade sheets, Result of class observation, Faculty evaluation results, TOS for ISO INTERNAL AUDIT	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-08	
		MEMO NO. 2017-31	MEMORANDUM: Request for Faculty for Teaching Effectiveness using the evaluation sheets for Qualitative Contribution (QCE)	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-25	
		MEMO NO. 2017-34	MEMORANDUM: CAS PTA-Fee-Back Payment Re: Request CAS PTA Fee is supposed to be given on the first semester of the academic year.	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-10-09	
		MEMO NO. 2017-39	MEMORANDUM: Status Update Re CAS Research Journal 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-01	
		MEMO NO. 2017-41	MEMORANDUM: Status Update Re CAS Tembuilding and Wellness Experience "Close Encounters: Some Truths are out There" in Damires Hills, Janiuay on Dec. 14-15, 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-07	
		MEMO NO. 2017-17	MEMORANDUM: Request for CAS Faculty OBE Syllabus Format in COPC folders	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-12	
		MEMO NO. 2017-21	MEMORANDUM: Request for CAS Graduate School Faculty OBE Syllabus Format for subjects taught in Graduate School Programs	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-24	

		MEMO NO. 2017-28	MEMORANDUM: Request for CAS Faculty to update their individual boxes containing the following: Syllabus of subject taught, Acknowledgement receipts, Grade sheets, Result of class observation, Faculty evaluation results, TOS for ISO INTERNAL AUDIT	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-08		
		MEMO NO. 2017-31	MEMORANDUM: Request for Faculty for Teaching Effectiveness using the evaluation sheets for Qualitative Contribution (QCE)	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-25		
		MEMO NO. 2017-34	MEMORANDUM: CAS PTA-Fee-Back Payment Re: Request CAS PTA Fee is supposed to be given on the first semester of the academic year.	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-10-09		
		MEMO NO. 2017-39	MEMORANDUM: Status Update Re CAS Research Journal 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-01		
		MEMO NO. 2017-41	MEMORANDUM: Status Update Re CAS Tembuilding and Wellness Experience "Close Encounters: Some Truths are out There" in Damires Hills, Janiuary on Dec. 14-15, 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-07		
PROCUREMENT	PROCUREMENT	Invitation to Bid (IB)/ Projects	Bidding Documents	Hard copy, DOC, PDF	Yes	www.philgeps.gov.ph/ wvsu.edu.ph	With fee	Procurement Unit	BAC Secretariat	2017-2018		
			Notice of BAC Meeting	Hard copy, DOC, PDF	No		Internal	Procurement Unit	BAC Secretariat	2017-2018		
			Minutes of BAC Meeting	Hard copy, DOC, PDF	No		With Fee	Procurement Unit	BAC Secretariat	2017-2018		
			Invitation to Bid	Hard copy, DOC, PDF	Yes	www.philgeps.gov.ph/ wvsu.edu.ph	Public	Procurement Unit	BAC Secretariat	2017-2018		
			Letters to Observers	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Checklist of Eligibility	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Abstract of Bids (as read and as calculated)	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Letter for bidders (additional documents)	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		

			Post Qualification Report	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Notice of Post -Qualification Result	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Notice of Award (NOA)	Hard copy, DOC, PDF	Yes	www.philgeps.gov.ph/ wvsu.edu.ph	Public	Procurement Unit	BAC Secretariat	2017-2018		
			Performance Bond	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Contract Agreement	Hard copy, DOC, PDF	Yes	www.philgeps.gov.ph/ wvsu.edu.ph	Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Obligation Request	Hard copy, DOC, PDF	Yes		Internal	Procurement Unit	BAC Secretariat	2017-2018		
			Notice to Proceed	Hard copy, DOC, PDF	Yes	www.philgeps.gov.ph/ wvsu.edu.ph	Public	Procurement Unit	BAC Secretariat	2017-2018		
		Resolutions (original)	Bids and Awards Committee Resolution	Hard copy & DOC	No		Internal	Procurement Unit	BAC Secretariat	2017-2018		
		Philgeps Posting - Opportunity	Philgeps Posting -Opportunity (Bid Notice Abstract)	Hard copy	Yes	www.philgeps.gov.ph/	Public	Procurement Unit	BAC Secretariat	2017-2018		
		Philgeps Posting - Award	Philgeps Posting -Award (Award Notice Abstract)	Hard copy	Yes	www.philgeps.gov.ph/	Public	Procurement Unit	BAC Secretariat	2017-2018		
		Canvass of Prices	Canvass of Prices (Request for Quotation)	Hard copy, DOC, PDF	Yes more than 50	www.philgeps.gov.ph/	Public	Procurement Unit	Procurement Office Staff	2017-2018		
		Job Orders	Job Orders	Hard copy, DOC, PDF	Yes more than 50	www.philgeps.gov.ph/	Public	Procurement Unit	Procurement Office Staff	2017-2018		
		Purchase Orders	Purchase Orders	Hard copy, DOC, PDF	Yes more than 50	www.philgeps.gov.ph/	Public	Procurement Unit	Procurement Office Staff	2017-2018		

		Purchase Requests	Purchase Requests	Hard copy,PDF	No		Internal	Procurement Unit	Procurement Office Staff	2017-2018		
		Quality Manual &Quality Procedure	Quality Manual &Quality Procedure	Hard copy, DOC	No		Internal	Procurement Unit	Procurement Office Staff	2017-2018		
		Report of Disbursements (ROD)	Report of Disbursements (ROD) For Petty Cash Fund	Hard copy, DOC	No		Internal	Procurement Unit	Petty Cash Custodian	2017-2018		
		Logbooks	Logbooks-Registry Sheet	Hard copy, DOC	No		Internal	Procurement Unit	Procurement Office Staff	2017-2018		
		Travel Requests/Travel Orders	Travel Requests/Travel Orders	Hard copy, DOC	No		Internal	Procurement Unit	Procurement Office Staff	2017-2018		
		Procurement Monitoring Report (PMR)	Procurement Monitoring Report (PMR)	Hard copy, DOC, PDF	Yes	pmr@gppb.gov.ph/wvsu.edu.ph	Public	Procurement Unit	BAC Secretariat	2017-2018	Biannual	
		Agency Procurement Compliance and Performance Indicator (APCPI)	Agency Procurement Compliance and Performance Indicator (APCPI)	Hard copy, DOC, PDF	Yes	apcpi@gppb.gov.ph/wvsu.edu.ph	Public	Procurement Unit	BAC Secretariat	2017-2018	Annually	
		Annual Procurement Plan (APP)	Annual Procurement Plan (APP)	Hard copy, DOC, PDF	Yes	app@gppb.gov.ph/wvsu.edu.ph	Public	Procurement Unit	BAC Secretariat	2017-2018	Annually	
HRMO	HUMAN RESOURCE MANAGEMENT OFFICE	Certifications	Employment Certificate,Certificate of Dependent, Individual Performance Commitment & Review	Standard	no	n/a	exception	Human Resource Management Office	Human Resource Management Office	as requested	as needed	
		Service Records	Employment records of an employee with corresponding salary, salary increase, promotions.	Standard	no	n/a	exception	Human Resource Management Office	Human Resource Management Office	as requested	as needed	
		Civil Service Form No. 48 (Daily Time Record)	A sheet for recording the time of arrival and departure of workers and for recording the amount of time spent on each job.	Standard	no	n/a	exception	Human Resource Management Office	Human Resource Management Office	as requested	as needed	
		201 File	Documents include: Appointment, NOSA, Scholastic Recors, NBI, Marriage Contract (if applicable), Oath of Office, Assumption of Duty, Eligibility.	Standard	no	n/a	exception	Human Resource Management Office	Human Resource Management Office	as requested	as needed	

		Position Description Form (CSC Form 122-D)	Duties and functions of employees	Standard	no	n/a	limited	Human Resource Management Office	Human Resource Management Office	as requested	as needed	
		Designation of employee	Document which provide additional positions aside from a regular assignment, duties and responsibilities of an employee.	Standard	no	n/a	internal	President's Office/Colleges	Human Resource Management Office	as requested	as needed	
		Personal Data Sheet (CS Form 212)	Document that provides the personal and biological and logistical information, including contact and details such as residence, education, and social or community activities, etc.	Standard	no	n/a	limited	Human Resource Management Office / National Bureau of Investigation	Human Resource Management Office	as requested	as needed	
		Scholarship Contracts	Written agreement which provides terms of reference on studies for academic degree of an employee	Standard	no	n/a	limited	Human Resource Management Office	Human Resource Management Office	as requested	as needed	
		Medical/ Psychological Results	Documents which contain the assessment and analysis of mental and physical fitness of the employee to the job assigned	Standard	no	n/a	limited	University Testing Center	Human Resource Management Office	as requested	as needed	
REGISTRAR	REGISTRAR	Transcript of Records	An official copy of student's academic records	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed	
		Diploma	A document bearing record of graduation from a degree conferred by WVSU	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed	
		Transfer Credential	A form issued to students who seek for transfer to other schools / university	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed	
		Certifications	Admission; Grades and Credits; Course Description; Candidacy for Graduation; English as Medium of Instruction; Units Earned; General Weighted Average; Graduation; Completed Academic Requirements; Certification, Authentication, and Verification	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed	
		Certificate of Enrolment	Reflects the subjects / schedules / fees for officially enrolled student	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed	
		NSO Birth Certificate	A vital record that documents the birth of a child	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed	

		Entrance Credentials	Requirements submitted by new student such as NSO Birth Certificate, Report Card, and Good Moral Character	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed	
		Grade Sheets	A form submitted by the faculty at the end of the semester / term where the list of students and their corresponding Final Grades are reflected	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed	
ULAC	UNIVERSITY LEARNING ASSESSMENT CENTER	Travel/Transportation Requests	To conduct the Terminal & Intermediate Competencies Assessment	Standard	No	NA	internal	ULAC	ULAC	2/17-7/17	Annually in various sites	
		Payroll for Proctors/Checkers	Payment for honoraria of checkers and proctors	Standard	No	NA	internal	ULAC	ULAC	5/17-6/17	Annually	
		Reimbursement	Reimbursement of travel during the conduct of TCA/ICA	Standard	No	NA	internal	ULAC	ULAC	17-Mar	Annually	
		TCA Report	Terminal Competencies Assessment Report in book form	Standard	No	NA	internal	ULAC	ULAC	4/17-6/17	Annually	
ALUMNI	ALUMNI	Annual Reports	Annual Reports of Activities of the Federated Alumni Association Inc.	Standard(Hard Copy)	No			Public	Alumni Office	Alumni Office	2017-01-01	Annually
		BIR Returns	BIR Monthly tax and Quarterly Tax	Doc, Standard(Hard Copy)	No			Internal	BIR	Alumni Office	January to December 2017	Monthly/Quarterly
		Minutes of the Meeting	Minutes of the Quartely and Special Meeting of the Federated Alumni Association, Inc.	DOC, Standard(Hard Copy)	No			Limited	Alumni Office	Alumni Office	January to December 2017	Quarterly
		Attendance Sheet	Attendance during the meeting of the Board of Trustees	Standard(Hard Copy)	No			Limited	Alumni Office	Alumni Office	January to December 2017	Quarterly
		Alumni Association General Information Sheet	General Information for the Corporate	Standard(Hard Copy)	No			Internal	SEC	Alumni Office	2017-04-04	Annually

		Financial Statements	Financial Statement of the Federated Alumni Association, Inc. for FY 2017	Standard(Hard Copy)	No		Internal	Alumni Office	Alumni Office	2018-05-04	Annually	
		SEC Registration	Securities and Exchange Commission Registration of the Federated Alumni Association, Inc.	Doc, Standard(Hard Copy)	No		Public	SEC	Alumni Office	2017-04-04	Annually	
		BIR Registrations	Bir Registration and Annual Income Tax Return	Doc, Standard(Hard Copy)	No		Public	BIR	Alumni Office	2017-01-01	Annually	
		Business Permit	Business Permit of the Federated Alumni Association, Inc.	Doc, Standard(Hard Copy)	No		Public	City Hall	Alumni Office	2017-05-31	Annually	
		Inter Agency/Inter Office	Incoming/Outgoing Communications	Standard(Hard Copy)	No		Exception	Different Offices	Alumni Office	January to December 2017	Daily	
		Guidelines for Campus Hero	Guidelines for Campus Hero awards	Standard(Hard Copy)	No		Public	Alumni Office	Alumni Office	January - April 2017	Annually	
		Quality Manual and Quality Procedures	Standard Operations Instructions	Doc, Standard(Hard Copy)	No		Internal/Limited	Document Controller	Alumni Office	January to December 2017	Monthly	
		Alumni Files/Data/Director y/Records	Personal Data Sheet of the Alumni	Standard(Hard Copy)	No		Public	Alumni Office	Alumni Office	January to December 2017	Daily	
		Memoranda (Routine and Non Routine)	Memoranda coming from the officee of the President and other offices	Standard(Hard Copy)	No		Internal	Records Office/other Offices	Alumni Office	January to December 2017	Daily	
		BOR Resolutions	Resolutions of the Federted Alumni as approved by the BOR	Doc, Standard(Hard Copy)	No		Internal/Limited	BOR Secretary's Office	Alumni Office	January - December 2017	As needed	
		Regitration Forms (Accomplished)	Data of the Alumni wo ha attended the Alumni Homecoming	Standard(Hard Copy)	No		Internal	Alumni Office	Alumni Office	2017-01-01	Annually	
		Alumni Board of Trustees	Alumni Board of Trustees Folders during the Quarterly Meeting	Standard(Hard Copy)	No		Internal/Limited	Alumni Office	Alumni Office	January - December 2017	Quarterly	
		Alumni Hoemecoming Attendance	Attendance Sheet of the Alumni who has attended the homecoming	Standard(Hard Copy)	No		Public	Alumni Office	Alumni Office	January - December 2017	Annually	

		Alumni Election Results	Results of the Elected Officers of the Federated Alumni Association, Inc.	Standard(Hard Copy)	No		Public/Internal	Alumni Office	Alumni Office	2017-01-01	Biannually	
ULRC	UNIVERSITY LEARNING RESOURCE CENTER	Library and Audio Visual Guide	For student and faculty guide for the use of library and audio visual center, including policies, rules and regulations.	hard copy	no	none	internal	WVSU Library	Library Staff	2017-06-01	Yearly	
		Library Manual	The manual serve as reference to all librarians and staff in the discharge of their duties and for the consistency in their decisions related to library concerns.	hard copy	no	none	internal	WVSU Library	Library Staff	2017-08-28	every 5 years	
		Library Website	It consists of all informaton about the University Library.	Online	yes	wvsu.edu.ph/library	public	WVSU Library	MIS	2016-2017	monthly	
UEDC	UNIVERSITY EXTENSION AND DEVELOPMENT CENTER	Pagpadangat vol. 1, issue 1	Semi-annual publication	PDF	yes	https://issuu.com/uedc/docs/pagpadangat_uedc_20vol1	Public	UEDC	Communications	2017-11-12	Semi-Annual	
		UEDC Memo 17-005	Training on Disaster Preparedness	hard copy	no	n/a	Exception	UEDC	Admin	2017-04-17	n/a	
		UEDC Memo 17-020	4th Quarter Extension Coordinators' Meeting and Orientation- Workshop on Document Processing for Extension Implementers	hard copy	no	n/a	Exception	UEDC	Admin	2017-11-08	n/a	
		UEDC Memo 17-009	2017 2nd Quarter Accomplishment Report	hard copy	no	n/a	Exception	UEDC	Admin	2017-07-03	n/a	
		UEDC Memo 17-011	Orientation Workshop on Extension Digital Reporting	hard copy	no	n/a	Exception	UEDC	Admin	2017-07-25	n/a	
		UEDC Memo 17-016	Seminar Workshop on Photo Editing for IEC Development on September 28-29, 2017	hard copy	no	n/a	Exception	UEDC	Admin	2017-09-11	n/a	
		UEDC Memo 17-006	2nd Quarter Extension Coordinator's Meeting	hard copy	no	n/a	Exception	UEDC	Admin	2017-04-26	n/a	

		UEDC Memo 17-007	Request for Additional Documents for Institutional Accreditation Preparation/ Presentation	hard copy	no	n/a	Exception	UEDC	Admin	2017-06-07	n/a	
		UEDC Memo 17-010	20th Extension In-House Review	hard copy	no	n/a	Exception	UEDC	Admin	2017-07-06	n/a	
		UEDC Memo 17-012	Participatory Planning for Extension Project: Highlighting Communication for Development	hard copy	no	n/a	Exception	UEDC	Admin	2017-08-30	n/a	
		UEDC Memo 17-014	2017 National Agriculture, Fisheries, Forestry and Natural Resources (AFFNR) Extension Symposium	hard copy	no	n.a	Exception	UEDC	Admin	2017-09-07	n/a	
		UEDC Memo 17-008	Submission of new Extension Program/ Project Proposal	hard copy	no	n.a	Exception	UEDC	Admin	2017-06-15	n/a	
		UEDC Memo 17-013	PASUC VI-EMC Training on IEC Materials Development and Presentation of Quality Powerpoint Presentations	hard copy	no	n.a	Exception	UEDC	Admin	2017-09-07	n/a	
		UEDC Memo 17-019	PAEPI National Training on Capability Building for Extension Program Implementors and Professionals on Nov 16-17, 2017 at Bayview Hotel, Manila	hard copy	no	n.a	Exception	UEDC	Admin	2017-10-27	n/a	
GUIDANCE OFFICE	GUIDANCE OFFICE	Individual Inventory	Individual Inventory Form contains sensitive personal information of students used as bases for counseling or intervention	Standard	No	N/A	exception	Guidance Office	Guidance Office			
		Referral/Appointment Form	The form contains client's data and brief description of concern. Used to make referral to or set appointment for counseling with the counselor	Standard	No	N/A	exception	Guidance Office	Guidance Office			
		Call Slip	Used to schedule counseling session with students	Standard	No	N/A	exception	Guidance Office	Guidance Office			
		Consultation Record	Record of clients who availed of the counseling service	Standard	No	N/A	exception	Guidance Office	Guidance Office			
		Guidance case Report	Contains client's data and signed client's informed consent	Standard	No	N/A	exception	Guidance Office	Guidance Office			

		Referral Form (External)	Used to refer client to an external expert for a more specialized care	Standard	No	N/A	exception	Guidance Office	Guidance Office			
		Guidance Program	Contains action plan of the office for the whole school year	Standard	No	N/A	public	Guidance Office	Guidance Office			
		Personal Data Sheet	Data of counselor and facilitators	Standard	No	N/A	exception	Guidance Office				
		Referral Form (Internal)	Used to refer client to an office or personnel within the campus	Standard	No	N/A	exception	Guidance Office	Guidance Office			
IAS	INTERNAL AUDIT SERVICE	Internal Audit Report	Report No. 2017-01: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-05-23		
		Internal Audit Report	Report No. 2017-02: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-06-13		
		Internal Audit Report	Report No. 2017-03: Management Audit on the Collection and Remittance of Library Fines	Hard Copy	No	N/A	Limited	IAS	IAS	2017-10-25		
		Internal Audit Report	Report No. 2017-04: Audit on the Internal Control System of the Supply Office	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-27		
		Internal Audit Report	Report No. 2017-05: Spot Audit/Physical Count on Inventory of Property, Plant and Equipment	Hard Copy	No	N/A	Limited	IAS	IAS	2018-11-27		
		Internal Audit Report	Report No. 01-2018: Audit on the Income and Collections	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-26		
		Internal Audit Report	Report No. 02-2018: Audit on the Petty Cash Replenishment	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-26		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-05-11		

		Evaluation & Follow Up Report	1st Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-06-09		
		Evaluation & Follow Up Report	2nd Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-07-27		
		Evaluation & Follow Up Report	3rd Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-10-11		
		Evaluation & Follow Up Report	4th Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2018-01-30		
		Evaluation & Follow Up Report	5th Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-14		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-06-01		
		Evaluation & Follow Up Report	1st Follow-up: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-06-30		
		Evaluation & Follow Up Report	2nd Follow-up: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-08-22		
		Evaluation & Follow Up Report	3rd Follow-up: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-12-22		
		Evaluation & Follow Up Report	4th Follow-up: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-13		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Library Collections (ULRC)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-09-20		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Library Collections (COM)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-09-28		
		Evaluation & Follow Up Report	1st Follow-up: Audit on Library Collections (ULRC)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-10		

		Evaluation & Follow Up Report	1st Follow-up: Audit on Library Collections (COM)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-10		
		Evaluation & Follow Up Report	2nd Follow-up: Audit on Library Collections (ULRC)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-01-31		
		Evaluation & Follow Up Report	2nd Follow-up: Audit on Library Collections (COM)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-28		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on the Internal Control System of the Supply Office	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-23		
		Evaluation & Follow Up Report	1st Follow-up: Audit on the Internal Control System of the Supply Office	Hard Copy	No	N/A	Limited	IAS	IAS	2017-12-22		
		Evaluation & Follow Up Report	2nd Follow-up: Audit on the Internal Control System of the Supply Office	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-28		
		Evaluation & Follow Up Report	Audit of Collections	Hard Copy	No	N/A	Limited	IAS	IAS	2017-08-24		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Inventory of Property, Plant and Equipment (PPE)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-23		
		Evaluation & Follow Up Report	1st Follow-up: Audit on Inventory of Property, Plant and Equipment (PPE)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-12-22		
		Evaluation & Follow Up Report	2nd Follow-up: Audit on Inventory of Property, Plant and Equipment (PPE)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-29		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit of Income and Collections (UTC)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-03-15		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit of Income and Collections (CSL)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-04-25		
		Evaluation & Follow Up Report	1st Follow-up: Audit of Income and Collections (UTC)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-09-13		

		Evaluation & Follow Up Report	1st Follow-up: Audit of Income and Collections (CSL)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-09-18		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Petty Cash Replenishment (GSO)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-04-26		
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Petty Cash Replenishment (Admin)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-11		
		Records Management	Records Storage Risk Assessment: Records Office	Hard Copy	No	N/A	Limited	IAS	IAS	2018-07-20		
		Audit Plan	2017 Audit Plan per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2017		
		Audit Checklist	2017 Audit Checklist per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2017		
		Internal Quality Audit Report	2017 Internal Quality Audit Report per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2017		
		Corrective Preventive Action Request	2017 Corrective/Preventive Action Request	Hard Copy	No	N/A	Limited	IAS	IAS	2017		
		Corrective Preventive Action Request	2017 Registry of Corrective Preventive Action Request	Hard Copy	No	N/A	Limited	IAS	IAS	2017		
		Audit Plan	2018 Audit Plan per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2018		
		Audit Checklist	2018 Audit Checklist per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2018		
		Internal Quality Audit Report	2018 Internal Quality Audit Report per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2018		
		Summary of Audit Report	2018 Summary of Audit Report	Hard Copy	No	N/A	Limited	IAS	IAS	2018		

ACCOUNTING OFFICE	ACCOUNTING OFFICE	Audited Financial Statements	COA Audit Report	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Audited Financial Statements	Audited Consolidated Pre-Closing Trial Balance	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Audited Financial Statements	Audited Consolidated Post-Closing Trial Balance	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Audited Financial Statements	Audited Consolidated Statement of Financial Performance	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Audited Financial Statements	Audited Consolidated Statement of Financial Position	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Audited Financial Statements	Audited Consolidated Statement of Cash Flows	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Audited Financial Statements	Audited Consolidated Statement of Changes in Assets/Equity	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Audited Financial Statements	Audited Consolidated Notes to Financial Statements	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Annual Financial Reports	Consolidated Pre-Closing Trial Balance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY	
		Annual Financial Reports	Consolidated Post-Closing Trial Balance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY	
		Annual Financial Reports	Consolidated Statement of Financial Performance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY	
		Annual Financial Reports	Consolidated Statement of Financial Position	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY	
		Annual Financial Reports	Consolidated Statement of Cash Flows	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY	

		Annual Financial Reports	Consolidated Statement of Changes in Assets/Equity	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALLY	
		Annual Financial Reports	Consolidated Notes to Financial Statements	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALLY	
		Financial Accountability Reports (FAR)	FAR 3 (Ageing of Due and Demandable Obligations)	HTML, Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-16	ANNUALLY	
		Annual Financial Reports	Annual IGP Reports	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-16	ANNUALLY	
		Annual Financial Reports	Agency Action Plan and Status of Implementation of COA Audit Recommendations	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING		ANNUALLY	
		Quarterly Financial Reports	Pre-Closing Trial Balance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY	
		Quarterly Financial Reports	Statement of Financial Performance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY	
		Quarterly Financial Reports	Statement of Financial Position	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY	
		Quarterly Financial Reports	Statement of Changes in Assets/Equity	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY	
		Quarterly Financial Reports	Statement of Cash Flows	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY	
		Quarterly Financial Reports	Report on Cash Advances	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY	
		Financial Accountability Reports (FAR)	FAR 5 (Quarterly Report of Revenue and Other Receipts)	HTML, Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-15, 2017-07-15, 2017-10-15	QUARTERLY	
		Quarterly Financial Reports	Quarterly Status of Funds Received for Special Purposes and for Implementation of Projects Recorded as Trust Liabilities	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-01-20, 2017-04-20, 2017-07-20, 2017-10-20	QUARTERLY	

		Quarterly Financial Reports	Quarterly IGP Reports	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-01-20, 2017-04-20, 2017-07-20, 2017-10-20	QUARTERLY	
		Quarterly Financial Reports	Report on Salaries and Allowances	Standard	No	N/A	EXCEPTION			2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY	
		Financial Accountability Reports (FAR)	FAR 4 (Monthly Report of Disbursements)	XLS	Yes	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-10, 2017-03-10, 2017-04-10, 2017-05-10, 2017-06-10, 2017-07-10, 2017-08-10	MONTHLY	
		Monthly Financial Reports	Pre-Closing Trial Balance	XLS	NO	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-10	MONTHLY	
		Monthly Financial Reports	Monthly Liquidation Reports for Special Projects	XLS	NO	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-10	MONTHLY	
		Schedule of Fees	Schedule of Fees	HTML	YES	wvsu.edu.ph	PUBLIC	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2012-06-01	SEMESTRAL	
		List of Due and Demandable Obligations-Advice to Debit Accounts	List of Due and Demandable Obligations-Advice to Debit Accounts (LDDAP-ADA) Issued	HTML	YES	wvsu.edu.ph	PUBLIC	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2014-05-12	DAILY	
		Student Records of Assessment and Payment	Student Records of Assessment and Payment	HTML	No	wvsu.edu.ph	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2009-06-01	SEMESTRAL	
IQA	INSTRUCTION AND QUALITY ASSURANCE	Memorandum	Submission of Alternative Learning Assessment in Lieu of the Midterm Exams	standard	No	n/a	Exception	WVSU	DIQA	Jan. 3, 2017	semestral	
		Memorandum	Faculty and Proctor Midterm Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Jan. 11, 2017	semestral	
		Memorandum	2017 Annual Audit Schedule and Details	standard	No	n/a	Exception	WVSU	DIQA	Jan. 23, 2017	annually	
		Memorandum	Submission of Proposal for new/Revitalized/Revision of Curricular Programs and /or academic policies and guidelines for review	standard	No	n/a	Exception	WVSU	DIQA	Jan. 25, 2017	semestral	

		Memorandum	Subject Offering by Class Section	standard	No	n/a	Exception	WVSU	DIQA	Jan. 31, 2017	semestral	
		Memorandum	Faculty Loading by Department	standard	No	n/a	Exception	WVSU	DIQA	Feb. 6, 2017	semestral	
		Memorandum	University Calendar for SY 2017-2018	standard	No	n/a	Exception	WVSU	DIQA	Feb. 6, 2018	annually	
		Memorandum	Undergraduate Course Offerings By Section and Subject Offerings by Department/Division for Summer 2017	standard	No	n/a	Exception	WVSU	DIQA	Feb. 6, 2018	semestral	
		Memorandum	University Curriculum Review	standard	No	n/a	Exception	WVSU	DIQA	Feb. 6, 2017	semestral	
		Memorandum	Schedule of Final Exams, 2nd Sem., AY 2016-2017	standard	No	n/a	Exception	WVSU	DIQA	Feb.27,2017	semestral	
		Memorandum	On line Faculty Evaluation of Faculty (Pilot Implementation)	standard	No	n/a	Exception	WVSU	DIQA	Mar. 3, 2017	semestral	
		Memorandum	Revised Policy for Graduate School	standard	No	n/a	Exception	WVSU	DIQA	Mar. 3, 2017	semestral	
		Memorandum	Faculty and Proctor Final Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Mar. 14, 2017	semestral	
		Memorandum	Undergraduate Course Offerings By Section and Subject Offerings by Department/Division for 1st Semester, AY 2017-2018	standard	No	n/a	Exception	WVSU	DIQA	Mar. 22, 2017	semestral	
		Memorandum	Certificates of Recognition in Relation toto 2016 Accreditation and SY 2016-2017 ISO Certification	standard	No	n/a	Exception	WVSU	DIQA	Mar. 27, 2017	annually	
		Memorandum	CHED Faculty Training for the Teaching of the New General Education (GE) Core Courses	standard	No	n/a	Exception	WVSU	DIQA	April 6, 20187	as requested	
		Memorandum	Consultation Workshop with Senator Bam Aquino	standard	No	n/a	Exception	WVSU	DIQA	Apr. 27, 2017		

		Memorandum	Faculty Loading Workshop	standard	No	n/a	Exception	WVSU	DIQA	May 2, 2017	semestral	
		Memorandum	Graduate School Subject Offerings	standard	No	n/a	Exception	WVSU	DIQA	May 8, 2017	semestral	
		Memorandum	List of Educational Field Trips, OJT, and other related academic tours	standard	No	n/a	Exception	WVSU	DIQA	May 9, 2017	annually	
		Memorandum	Workshop on Updating and uniformity of the OBE'dized Syllabus for Major Subjects in the Third Year	standard	No	n/a	Exception	WVSU	DIQA	May 26, 2017	as needed	
		Memorandum	Accreditation of Full Professors	standard	No	n/a	Exception	WVSU	DIQA	Jun. 22, 2017	as requested	
		Memorandum	List of Curricular programs with CMO's	standard	No	n/a	Exception	WVSU	DIQA	Jun. 30, 2017	semestral	
		Memorandum	Submission of CHED E-O	standard	No	n/a	Exception	WVSU	DIQA	Jul. 3, 2017	semestral	
		Memorandum	Faculty and Proctor Midterm Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Aug. 1, 2017	semestral	
		Memorandum	Subject offerings by section and department/division for 2nd sem. And faculty loading workshop	standard	No	n/a	Exception	WVSU	DIQA	Sept. 28, 2017	semestral	
		Memorandum	Faculty and Proctor Final Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Oct. 3, 2017	semestral	
		Memorandum	Final list of NBC 461, (7th Cycle) Committee Members	standard	No	n/a	Exception	WVSU	DIQA	Oct. 11, 2017		
		Memorandum	Policy on Instructional Materials (IM) Evaluation	standard	No	n/a	Exception	WVSU	DIQA	Nov. 2017		
		Memorandum	Schedule of NBC 461, Cycle 7A Orientation	standard	No	n/a	Exception	WVSU	DIQA	Nov. 28, 2017		

		Memorandum	Alternative Learning Assessment in Lieu of the Midterm Exams	standard	No	n/a	Exception	WVSU	DIQA	Dec. 13, 2017	semestral	
		ISO	Quality Manual (ISO 9001:2018) Revision 1	standard	No	n/a	Internal	WVSU	DIQA	Sept. 2017		
		ISO	ISO 9001:2008 - AJA 2nd Surveillance Audit Itinerary,	standard	No	n/a	Internal	WVSU	DIQA	Oct. 2017		
		ISO	ISO 9001:2008 - AJA 2nd Surveillance Audit Report, WVSU 2017 Accreditation Schedule	standard	No	n/a	Internal	WVSU	DIQA	Nov. 2017		
		AACUP Accreditation	WVSU 2017 Accreditation Schedule	standard	No	n/a	Internal	WVSU	DIQA	Jan. 4, 2017	annually	
		AACUP Accreditation	AACUP Board Action on Program Accreditation: Master in Communications	standard	No	n/a	Internal	WVSU	DIQA	Jan. 12, 2017		
		AACUP Accreditation	Master of Arts in Nursing	standard	No	n/a	Internal	WVSU	DIQA	Jan. 12, 2017		
		AACUP Accreditation	Master of Science in Forestry/ Ph.D. Agriculture	standard	No	n/a	Internal	WVSU	DIQA	Jan. 19, 2017		
		AACUP Accreditation	Master in Agriculture/ BS Agriculture/ BS Forestry	standard	No	n/a	Internal	WVSU	DIQA	Dec. 8, 2017		
		AACUP Accreditation	BS Applied Mathematics/MA English and Literature/MA Mathematics/MA Social Science/Ph.D. Social Science	standard	No	n/a	Internal	WVSU	DIQA	Dec. 7, 2017		
		AACUP Accreditation	MAED Physics/Ph.D. Science Education majors in Biology & Mathematics	standard	No	n/a	Internal	WVSU	DIQA	Dec. 7, 2017		
		AACUP Accreditation	Bachelor in Music Education/Master in Physical Education	standard	No	n/a	Internal	WVSU	DIQA	Dec. 8, 2017		

		AACUP Accreditation	Bachelor of Elem. Education/Bachelor of Secondary Education/BS Information Technology/BS Industrial Technology/BS Entrepreneurship (Calinog Campus)	standard	No	n/a	Internal	WVSU	DIQA	Dec. 7, 2017		
VPAA	VICE PRESIDENT FOR ACADEMIC AFFAIRS	Letters to inter-agencies, January-December 2017	Communications issued by the VPAA to agencies/individuals on various concerns	DOC	No	NA	Exception	WVSU	VPAA	2017-01-03 to 2017-12-29	Daily	
		Memoranda, January to December 2017	Memoranda issued by VPAA to units/colleges/external campuses on various concerns	Standard	No	NA	Exception	WVSU	VPAA	2017-01-06 to 2017-12-21	Daily	
VPRET	VICE PRESIDENT FOR RESEARCH, EXTENSION AND TRAINING	Memorandum	MEMORANDUM: Guidelines for the University Week Exhibits 2017 on January 25-28, 2017 at IICT Bldg.	hard copy	No	N/A	exception	VPRET	VPRET	2017-02-16	Annually	
		Memorandum	MEMORANDUM: Meeting on Proposed WVSU Tuklas-Lunas Center (DOST-PCHRD) on February 10, 2017 at Research & Extension Bldg.	hard copy	No	N/A	exception	DOST-PCHRD	VPRET	2017-02-17	-	
		Memorandum	MEMORANDUM: Meeting and designate a representative of the members of the Humanities, Social & Behavioral Sciences Research Ethic Review Committee (HSBS-)	hard copy	No	N/A	exception	VPRET	VPRET	2017-02-14	-	
		Memorandum	MEMORANDUM: Request for a listing of Titles of Student theses for possible sources of Intellectual Property (IP) in the University.	hard copy	No	N/A	exception	VPRET	VPRET	2017-03-06	Annually	
		Memorandum	MEMORANDUM: Training on the Implementation of Research Ethics Across Disciplines on April 23-26, 2017 at Davao City.	hard copy	No	N/A	exception	VPRET	VPRET	2017-04-04	-	
		Memorandum	MEMORANDUM: Meeting of University Committee on Decorum and Investigation (CODI) on April 17, 2017 at Research & Extension Bldg.	hard copy	No	N/A	limited	VPRET	VPRET	2017-04-11	-	
		Memorandum	MEMORANDUM: Meeting of Green Technology Business Incubation (GTBI) Operations on May 26, 2017 at VPRET Office	hard copy	No	N/A	exception	VPRET	VPRET	2017-05-23	Annually	
		Memorandum	MEMORANDUM: Science, Technology, Research, and Innovation for Development (STRIDE) & Intellectual Property Office of the Philippines (IPOP/PHIL) Synergy	hard copy	No	N/A	exception	STRIDE & IOPHIL	VPRET	2017-06-23	Annually	

		Memorandum	MEMORANDUM: Training-Workshop on Basic Research Ethics Review and Ethics Committee Operational Procedures on August 16-17, 2017 at Ebrathab Farms and	hard copy	No	N/A	exception	VPRET	VPRET	2017-07-20	Annually	
		Memorandum	MEMORANDUM: Participation to the 2017 Regional Invention Contest and Exhibit (RICE) on August 29-31, 2018 at SM City Iloilo	hard copy	No	N/A	exception	DOST RO VI	VPRET	2017-07-21	-	
		Memorandum	MEMORANDUM: University Research & Extension Council Meeting on August 29, 2017 at Research & Extension Bldg.	hard copy	No	N/A	exception	VPRET	VPRET	2017-08-23	Annually	
		Memorandum	MEMORANDUM: Meeting on Social Science (Behavioral Science) Ethics Review Committee on November 10, 2017 at VPAA Conference room	hard copy	No	N/A	exception	VPRET	VPRET	2017-12-03	Quarterly	
		Memorandum	Designation as OIC VPRET	hard copy	No	N/A	exception	VPRET	VPRET	2017-12-19	Monthly	
		Endorsement	Request of Dr. Joel T. De Castro to hire an Office Staff to man the Green Technology Business Incubation (GTBI) Office.	hard copy	No	N/A	exception	GTBI	VPRET	2017-01-17	-	
		Request for the issuance of designation	Designation of Dr. Aretha Ann Liwag as Project Leader to the Budyworks Telehealth Project West Visayas State University (WVSIU)	hard copy	No	N/A	exception	VPRET	VPRET	2017-02-13	-	
		Request for the issuance of designation	Designation of Dr. Diosdado V. Amargo as Coordinator to the Humanities and Social Sciences, Behavioral Sciences, and Basic Sciences Research Ethics Review	hard copy	No	N/A	exception	VPRET	VPRET	2017-03-03	-	
		Endorsement	Request of Dr. Fred P. Guillergan, Acting Chair, Unified Biomedical Research Ethics Review Committee (UBRERC), to include Dr. Lucille Detovato, an expert in Orthopedics	hard copy	No	N/A	exception	UBRERC	VPRET	2017-03-24	-	
		Endorsement	Request of Dr. Fred P. Guillergan, Acting Chair, Unified Biomedical Research Ethics Review Committee (UBRERC), to include Dr. Helmar Soldevilla, an expert in	hard copy	No	N/A	exception	UBRERC	VPRET	2017-03-27	-	
		Endorsement	Request of Dr. Fred P. Guillergan, Acting Chair, Unified Biomedical Research Ethics Review Committee (UBRERC), to include Dr. Aretha Ann Liwag, in the roster of	hard copy	No	N/A	exception	UBRERC	VPRET	2017-05-12	-	
		Endorsement	Request of Dr. Josecito F. Villaruz, Dean, College of Medicine re: grant-agreement between the University of Duesto, Bilbao, Spain and West Visayas State University	hard copy	No	N/A	exception	University of Duesto, Bilbao,	VPRET	2017-05-22	-	
		Endorsement	Request of Dr. Stephen G. Sabinay, Faculty, College of Arts and Sciences/Project Leader, "Establishment of WVSU Biotech Research and Learning Center, recommending	hard copy	No	N/A	exception	College of Arts and Sciences	VPRET	2017-06-14	-	

COP	COLLEGE OF PESCAR	Logbook	Faculty Attendance Logbook	DOC	no	n/a	internal	COP	COP clerk		
		Syllabus	course guide	DOC	no	n/a	internal	COP	College secretary		
		CHED- EO	Faculty Individual workload and Report	DOC	no	n/a	internal	ched	COP clerk		
		Prospectus/ degree program	Course flow of the various program	PDF	no	n/a	internal	COP	College secretary		
		CHED memo	CMO	PDF	Yes	https://ched.gov.ph	public	ched	College secretary		
		Student Clearance	Masters/ Undergraduate	DOC	no	n/a	internal	COP	COP clerk		
		University Quality Manual	Quality Procedure and Standards of the University for ISO 2018	DOC	no	n/a	internal	COP	College secretary		
		University Memo	Memorandum pertaining to University Activities	PDF	no	email	exception	university	COP clerk		
		COP Memo	Memorandum pertaining to College Activities	DOC	no	n/a	exception	COP	COP clerk		
		Permits to use Facilities	Agreement pertaining on the use of the COP Gym	PDF	no	n/a	internal	COP	COP clerk		
VPAF	VICE PRESIDENT FOR ADMINISTRATION AND FINANCE	Letters to inter-agencies, January-December 2017	Communications issued by the VPAF to agencies/individuals on various concerns	DOC	No	NA	Exception	WVSU	VPAF	2017-01-03 to 2017-12-29	Daily
		Memoranda, January to December 2017	Memoranda issued by VPAF to units/colleges/external campuses on various concerns	Standard	No	NA	Exception	WVSU	VPAF	2017-01-06 to 2017-12-21	Daily

CICT	COLLEGE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY	CICT Prospectus	CICT Prospectus include the prospectus for the different program offerings of CICT such as BSIT,BSIS,BSCS,BLIS, BS EMC and MIT programs.	Doc, Standard	No	N/A	Internal	WVSU	CICT		Annually	
		Course Syllabus	Course Syllabus for the courses of the CICT offered programs.	Doc, Standard	No	N/A	Internal	WVSU	CICT		Annually	
		Memoranda January to Dec 2017	Memoranda issued by CICT to Units/Colleges	Doc, Standard	No	N/A	Exceptions	WVSU	CICT	January to Decmeber 2017	Daily	
BOR	Board of Regents	ADCO,ACAD and Board Resolution	a document identifying roles of corporate officers along with board meeting decisions and results	Hard copy	No		Internal	Office of the Board Secretary	Office of the Board Secretary		Quarterly	
		BOR Referendum with attachments	a general vote by the BOR members on a particular proposal that has been referred to them for a direct decision	Hard copy	No		Internal	Office of the Board Secretary	Office of the Board Secretary		Daily/Quarterly	
		ADCO,ACAD,and BOR Minutes	the instant written record of a meeting or hearing	Hard copy	No		Exception	Office of the Board Secretary	Office of the Board Secretary		Quarterly	
COC	COLLEGE OF COMMUNICATION	CMO's	CHED Memorandum Order of the programs of the College	hard copy	yes	https://ched.gov.ph/wp-content/uploads/2017/10/C	public	CHED	COC	8/1/2017	per CHED's update	
		Alternative Learning Assessment	Request for Alternative Learning Assessment	hard copy	no	N/A	public	COC	COC	1/9/2017	Bi-annually	
		Make-up Classes	Request for Make-up Class	hard copy	no	N/A	public	COC	COC	6/20/2017	Monthly	

		Syllabus	Course Syllabi for COC subjects	hard copy	no	N/A	public	COC	COC	6/2/2017	Bi-annually	
		Faculty CHED-EO	Faculty CHED-EO of COC Faculty	hard copy	yes	http://mis.wvsu.edu.ph/ched-eo/	internal	COC	DIQA	7/7/2017	Bi-annually	
		Grade Sheets	Grade sheets of COC faculty	hard copy	yes	http://iuis.wvsu.edu.ph/aims/faculty	exception	COC	Registrar	2017-10-25	Bi-annually	
		Linkages with MOA	Memorandum of Agreements with linkages of COC	hard copy	no	N/A	public	COC	COC	2017-04-20	Daily	
		Travel Orders	Request for travel of COC faculty	hard copy	no	N/A	public	COC	COC	2017-01-05	Daily	
CON	COLLEGE OF NURSING	Memoranda	Memoranda issued by the Dean to Faculty	Standard	No		Exception	WVSU	CON	2017 January 04 to 2018 September 18	Monthly	
		Contract of Affiliation	Contract of Affiliation to Affiliated Hospitals	Standard	No		internal	WVSU	CON		Biannually	
		CHED-EO	Faculty Workload	Standard	No		internal	WVSU	CON			
		RLE Record	Related Learning Experience Record	Standard	No		internal	WVSU	CON		Annually	
UBRERC	UNIVERSITY BIO RESEARCH ETHICS AND REVIEW COMMITTEE	Approval Letter	Approval of researches reviewed by the ethics committee	hard copy	No	N/A	Limited	UBRERC	UBRERC			
		Notification Letter	Notification of the desicion for revision or disapproval of researches reviewed by the ethics committee	hard copy	No	N/A	Limited	UBRERC	UBRERC			

		Annual Report	Data on the researches reviewed by the committee, composition of the committee and the problems/issues encountered during the committee's operations	hard copy	No	N/A	Limited	UBRERC	UBRERC, VPRET, PHREB		Annually	
RECORDS	RECORDS	Memoranda	1) Documenting policies/functions/programs of the agency 2) Reflecting routinary information or instruction	PDF	Yes		Exception	University Officials	Records Office			
		Special Order	Designations of employees	PDF	Yes		Exception	University Officials	Records Office			
		Manual	Records Management Manual	Doc	No		Internal	Records Office	Records Office			
		Presidential Decree 2019	Converting the West Visayas State College in Iloilo City into a University to be known as the West Visayas State University and integrating the Iloilo National College of Agriculture in the	Doc	No		Public	NAP	Records Office			
		Republic Act 4189	An act converting the present Iloilo Normal School into the West Visayas State College	Doc	No		Public	NAP	Records Office			
		Republic Act 6596	An act amending certain sections of Republic Act numbered forty-one hundred eighty nine converting the Iloilo Normal School to West Visayas State College.	Doc	No		Public	NAP	Records Office			
CILPI	CENTER FOR INTERNATIONAL LINKAGES AND PUBLIC INFORMATION	COFFEE TABLE BOOK	COMPILATION OF RECORD HISTORY OF WWSU, SYMBOLIC FIGURES AND ACADEMICS AWARDEES OF ALUMNAs AND OTHER COLLEGES IN THE UNIVERSITY.	BOOK	NO	N/A	PUBLIC	CILPI	CILPI	2009/00/00	N/A	
		IPCR/OPCR	AN INDIVIDUAL PERFORMANCE REVIEW OF ACCOMPLISHED DUTIES FOR JOB ORDER STAFFS	DOC	YES	https://mail.google.com/mail/u/1/?search=ipcr/FMfcqyxvBXphFqXWtPlxNTRqQshMPVKr	EXCEPTION	HRMO	HRMO	JULY 1 TO DECEMBER 31, 2018	Semestral Jan to Jun, July to Dec	
		REGISTRY SHEETS/ LOGBOOK	INCOMING AND OUTGOING COMMUNICATIONS COMMUNICATION FROM DIFFERENT OFFICES	HARDCOPY	NO	N/A	EXCEPTION	N/A	CILPI	2018-04-11	WHEN NECESSARY	

		PROJECT PROPOSALS	PROPOSED PROJECTS OF CILPI FOR THE CONDUCT OF THEIR FUNCTIONS	HARDCOPY	NO	N/A	INTERNAL	CILPI	CILPI	N/A	N/A	
		PUBLIC INFORMATION MATERIALS	DATA GATHERED DURING UNIVERSITY EVENTS.	HARDCOPY	NO	N/A	PUBLIC	CILPI	CILPI	N/A	MONTHLY	
		REQUEST LETTERS	REQUEST FORMS OF COPY OF PUBLICATION AND SERVICES	DOC	NO	N/A	PUBLIC	CILPI	CILPI	2018-04-11	WHEN NECESSARY	
		POLICIES AND GUIDELINES	POLICIES AND GUIDELINES OF THE CILPI OFFICE	HARDCOPY	NO	N/A	PUBLIC	CILPI	CILPI	2014-03-13	N/A	
		LINKAGES	AGREEMENTS BETWEEN OTHER FOREIGN SCHOOLS AND WVSU	HARDCOPY	NO	N/A	INTERNAL	CILPI	CILPI	N/A	N/A	
		OPERATIONS MANUAL	MANDATE AND FUNCTIONS OF THE CILPI OFFICE	ANY	YES	N/A	PUBLIC	BOR	BOR	0/0/2014	N/A	
		FOREIGN STUDENTS PROFILE	PROFILE OF FOREIGN STUDENTS WHO ENROLLED AT WVSU	HARDCOPY	NO	N/A	EXCEPTION	BUREAU OF IMMIGRATION	CILPI	2015-12-09	N/A	
		ACCOMPLISHED REQUEST FOR PUBLICATION/ SERVICE	ACCOMPLISHMENT OF PUBLICATION AND SERVICE THAT WERE REQUESTED BY ALL UNITS	HARDCOPY	NO	N/A	PUBLIC	CILPI	CILPI	2018-04-11	N/A	
POTOTAN CAMPUS	POTOTAN CAMPUS	WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	www.wvsu.edu.ph	Public/exception/internal/with fee/limited	WVSU-PC	Campus Administrator	2017/2018	Annually	
		Memo No. 01 s. 2017	Memo regarding the Committee to Review and Consolidate the OPCR, DPCR, and IPCR of the Performance Management Team	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 02 s. 2017	List of Coaches and Events for the University Week 2017, Lit-Mus Contacts	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	

		Memo No. 04 s. 2017	WORK Assignment of Mr. Patrick John T. Pacardo. He was advised to report to the Registrar's Office and to submit list of collections and expenses as CLAC Manager and clearance of property and financial accountabilities	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 05 s. 2017	Addendum to the List of Coaches and Events for the University Week 2017, Lit-Mus Contests	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 09 s. 2017	Working Committees for the 2017 PFA Family Day and General Assembly	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 10 s. 2017	Designation of Mr. John Adam T. Pagurayan as Processing Officer of the Assessment Center	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 11 s. 2017	Working Committee, Closing Activities A.Y. 2016-2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 12 s. 2017	Updated Designations of Personnel in the Assessment Center	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 14 s. 2017	TV/Video Documentary Shooting for Pototan Campus on Thursday, March 02, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 19 s. 2017	General Assembly Meeting regarding the protocol to be observed during the Recognition Program and Commencement Exercises	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	data_released (or coverage)	frequency_of_update	
		WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	www.wvsu.edu.ph	Public/exception/internal/with fee/limited	WVSU-PC	Campus Administrator	2017/2018	Annually	
		Memo No. 21 s. 2017	Designation of Dr. Lina P. Grabato as OIC, Office of the Dean of Instruction effective March 21, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 22 s. 2017	Designation of Dr. Rowena P. Pendon as OIC, Office of the Director, School of Education effective March 21, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 23 s. 2017	Schedule of Enrolment for Summer of On-the-Job Training (OJT) 2 nd Year Students	MS	no		Exception	WVSU-PC	Campus Administrator	2017		

		Memo No. 24 s. 2017	Revised Membership of Procurement Organization	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 26, s. 2017	Designation of Miss Nove D. Jalandoni as Senior High School Coordinator effective March 23, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 27, s. 2017	Designation of Mrs. Grace T. Sulleza as ESGP-PA Coordinator effective March 23, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 31, s. 2017	Designation as Head, Office of the Research, Extension, and Training effective April 10, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 33, s. 2017	Designation as Campus Quality Assurance Coordinator /Document Controller effective April 10, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 37, s. 2017	Working Committees for the Pototan Annual Fiesta 2017, 15 th Annual Recognition Program, May 6, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 39, s. 2017	Meeting regarding the Annual Town Fiesta Activities and Other Matters	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 46, s. 2017	Working Committees 11 th Summer Commencements Exercise A.Y. 2016-2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 71, s. 2017	Re- Designation as Head, Planning and Development Unit effective August 7, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 72, s. 2017	Re- Resignation as Physical Plant Supervisor effective August 7, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	data_released (or coverage)	frequency_of_up date	
		WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	www.wvsu.edu.ph	Public/exception/internal/with fee/limited	WVSU-PC	Campus Administrator	2017/2018	Annually	
		Memo No. 73, s. 2017	2017 Campus Hinampang		no		Exception	WVSU-PC	Campus Administrator	2017	Annually	

		Memo No. 74, s. 2017	Updated Composition of the Grievance Committee	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 75-A, s. 2017	Inclusion of AJA Clauses in the Audit Checklist (For Internal Auditors)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 76, s. 2017	2017 University Hinampang Working Committees	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 77, s. 2017	Coaches for 2017 University Hinampang	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 78, s. 2017	Addendum: 2017 University Hinampang Working Committees	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 78-A, s. 2017	Meeting on the Awareness of the Quality Management System and Monitoring	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 79, s. 2017	Listening Tour of Dr. Prospero De Vera	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 80, s. 2017	Visit of DepED Officials (for the SHS program, September 21, 2018)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 81, s. 2017	Meeting regarding ISO Survey Visit on November 28, 2017 Update on 2017 University Hinampang; RQAT and other Matters	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 82, s. 2017	Monitoring of DepEd Central Office on The Deliverables of the SHS Programs	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 82-A, s. 2017	Proposal on the Preparation to offer MA. Ed. major in English and Mathematics (Dr. Milagros P. Matillano)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 83, s. 2017	Meeting (of Health and Safety Committee; September 27, 2017)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 84, s. 2017	Meeting (of Committee Chairmen for the University Hinampang 2017)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		

		Memo No. 87, s. 2017	Administration of the National Achievement Test for Grade 11 Students	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 89-A, s. 2017	Designation of Engr. Josephine R. Lavilla as Schedule Coordinator effective 2 nd Semester A.Y. 2017-2018	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	data_released (or coverage)	frequency_of_up date	
		WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	www.wvsu.edu.ph	Public/exception/internal/with fee/limited	WVSU-PC	Campus Administrator	2017/2018	Annually	
		Memo No. 91, s. 2017	Composition of Research Advisers, English Critics and Jurors of the BS Info Tech and BSIS Third Year	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 92-A, s. 2017	Designation as Mrs. Analiza C. Rosales as Librarian Designate	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 97, s. 2017	ISO Awareness Meeting	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 101, s. 2017	ISO Visit of Auditors from the Main Campus (November 15, 2017)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 101-A, s. 2017	Update of Compliance on the Different Observations Made by AJA Registrars, Inc. During the Stage 2 Audit Visit	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 102, s. 2017	Meeting regarding the General Faculty and Staff Meeting and RIT before the start of the meeting	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 103, s. 2017	Vocation Promotion regarding the visit of the Daughters of Divine Zeal of the Heart of Jesus	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 105, s. 2017	Working Committees for the ISO Audit (November 28-29, 2018)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 106, s. 2017	Meeting (Urgent; of School Directors, Dean of Instruction, Planning and Development Officer, Physical Plant Supervisor and CSC Adviser- November 22, 2017)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		

		Memo No. 107, s. 2017	Designation of Prof. Ronelo B. Patosa as Pollution Control Officer effective 2 nd Semester A.Y. 2017-2018	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 108, s. 2017	Designation as Health, Safety, and Environment Officer of Prof. Herminio A. Paches effective 2 nd Semester A.Y. 2017-2018	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 109, s. 2017	Designation as Disaster Risk Reduction Officer of Prof. Edison C. Silvestre effective 2 nd Semester A.Y. 2017-2018	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 110, s. 2017	Designation of Prof. Eduard O. Pendilla and Miss Andrea Marie Cainday, as Members of the Safety/Security Plan FSC effective 2 nd Semester, A.Y. 2017-2018	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 112, s. 2017	ISO Itinerary	MS	no		Internal	WVSU-PC	Campus Administrator	2017		
		title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	data_released (or coverage)	frequency_of_up_date	
		WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	www.wvsu.edu.ph	Public/exception/internal/with fee/limited	WVSU-PC	Campus Administrator	2017/2018	Annually	
		Memo No. 113, s. 2017	Working Committees for 2017 IWAG Participation	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 114, s. 2017	ISO First Surveillance Audit	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
		Memo No. 117, s. 2017	Search for Mr. & Ms. WVSU-PC 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 120, s. 2017	Committees for the Participation to 2018 University Week Celebration	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 121, s. 2017	List of Coaches and Events for the University Week 2018, Lit-Mus Contests	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
		Memo No. 122, s. 2017	Delivery of Checks to Different Suppliers and Bidders (Mrs. Pharlene M. Dormido)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		

		Memo No. 123, s. 2017	Issuance and Signatories of the Different Checks (Mrs. Cherry A. Perez)	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
CAF	COLLEGE OF AGRICULTURE AND FORESTRY	Accreditation Results	Documents pertaining to accreditation results Level IV Phase I (BSA, BSF and MAGr) 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Dean of Instruction			
		Accredited Student Organizations	List and profile of accredited student organizations approved by the accreditation committee 2017	Standard (hard copy)	No		Internal	WVSU-CAF	Office of Student Affairs	2017-07-16		Bi-Annually
		BP Form 202 (Food Processing Center)	Budget Preparation Form for the construction of the Food Processing Center	DOC	No		Internal	WVSU-CAF	Planning Development Office	2017-07-03		Annually
		BP Form 202 (INAS Left Wing)	Budget Preparation Form for the completion of INAS building left wing	DOC	No		Internal	WVSU-CAF	Planning Development Office	2017-07-03		Annually
		BP Form 202 (Student Center)	Budget Preparation Form for the construction of Student Center	DOC	No		Internal	WVSU-CAF	Planning Development Office	2017-07-03		Annually
		Check Issuances	Report or summary list of check issued for FY 2017	Standard, XLS	No		Limited	WVSU-CAF	Finance Office	2017-02-01		Monthly
		Classroom Observation	Covers Second Semester SY 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-02-14		Biannually
		College Calendar of Activities	Reflects the schedule of events/activities of the University and the College	Standard (hard copy)	No		Internal	WVSU-CAF	Office of the Dean of Instruction			Annually
		CAF On-going Researches	Researches still implemented within the period 2017	Standard (hard copy)	No		Internal	WVSU-CAF	CAF Research and Development Office	2017-01-09		Annually
		CAF Completed Researches	Researches completed in the year 2017	Standard (hard copy)	No		Internal	WVSU-CAF	CAF Research and Development Office	2017-02-28		Annually
		CAF - List of Researchers	List of researchers with research implemented or completed in the year 2017	Standard (hard copy)	No		Internal	WVSU-CAF	CAF Research and Development Office	2017-12-28		Annually

		CAF PRO 2017	College of Agriculture and Forestry Physical Report of Operations for 2017 (WVSU Major Final Outputs)	PDF	No		Internal	WVSU-CAF	Planning Development Office	2017-12-08	Annually	
		CAF Roadmap	CAF Long Range Plan to realize the WVSU Institutional Strategic Development Plan 2016-2020	XLS	No		Internal	WVSU-CAF	Planning Development Office	2017-04-12	Every Five Years	
		Collection and Deposits	Report of collections and deposits for FY 2017	Standard, XLS	No		Limited	WVSU-CAF	Finance Office	2017-01-15	Daily, Monthly	
		Communications-Outgoing-Internal	Letter requests re: requesting MIS Office to conduct Technical Assessment; request for Police Marshall; request of university ambulance and assistance of Clinic Team during the College Foundation Day on October 7, 2017; newly hired forest protection officer.	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Campus Administrator	2017-02-24		
		Course Syllabi	Faculty course syllabi for BSA and BSF programs for the First Semester of SY 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-05-25	Biannually	
		Credentials of 2017 Graduates	Transcript of Records; Certificate of Graduation, Diploma; Certificate of Honor Graduates and other school related records and documents of 2017 BSA and BSF Graduates	Standard (Hardcopy)	No		Exception	WVSU-CAF	Office of the Registrar	2017-04-25	Daily, Annually	
		Curriculum	The academic content taught in BSF and BSA programs	Standard (hard copy)	No		Internal	WVSU-CAF	Office of the Dean of Instruction	2017-05-25		
		Daily Time Record 2017	Copies of Daily Time Record (DTR) of WVSU-CAF Employees for the year 2017	Standard (hard copy)	No		Internal	WVSU-CAF	Administrative Office	2017-12-31	Monthly	
		Extension Beneficiaries 2017	Number of extension beneficiaries (farmers, housewives and out of school youth) who availed extension trainings for the year 2017.	Standard (Hardcopy)	No		Internal	WVSU-CAF	CAF Extension Development Center	2017-03-11	Quarterly	
		Extension Trainings Conducted -2017	Training on mushroom production; darag chicken production; agroforestry (grafting and budding)	Standard (Hardcopy)	No		Internal	WVSU-CAF	CAF Extension Development Center	2017-03-27	Quarterly	
		Faculty Performance Rating	Faculty Individual Rating for Teaching Effectiveness Evaluation (2nd Sem 2016-2017, 1st Sem 2017-2018)	Standard (hard copy)	No		Internal	WVSU-CAF	Office of the Dean of Instruction	2017-05-26		
		Faculty CHED-EO	Faculty Personal Information including wokload for AY 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Dean of Instruction	2017-07-02	Every Semester	
		Faculty Portfolio	Individual files of the faculty containing PDS, and other academic-related documents	Standard (hard copy)	No		Exception	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-01-31	Annually	

		Faculty Schedule of Classes	Faculty details of class schedule for SY 2017-2018 and Second Sem 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Office of the Dean of Instruction	2017-05-25	Every Semester; Biannually	
		Faculty Workload	Individual faculty workload for 1st Sem, SY 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-06-01	Biannually	
		Financial Reports	College of Agriculture and Forestry financial reports such as trial balance, journal entry voucher etc.	Standard, XLS	No		Limited	WVSU-CAF	Finance Office	2017-01-31	Monthly; Quarterly	
		Guidance and Counseling Service 2017	List/records of students who avail guidance and counseling service for academic year 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Guidance Office	2017-12-12	Monthly	
		Incident Reports 2017	Incident Reports 2017 re: bumping of car; illegal staying; fighting/rumblng; harassment of person in authority and punching of door.	Standard (hard copy)	No		Internal	WVSU-CAF	Security Office	2017-03-27	Monthly	
		IPCR	Individual Performance Commitment Report of WVSU-CAF employees for 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Administrative Office	2017-07-01	Biannually	
		ISO Certification Findings	ISO 9001:2008 QMS Audit Report/Findings for WVSU-CAF audit dated February 20-21, 2017.	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Document Controller	2017-02-21	Annually	
		Invitation to Bid/ Invitation for Price Quotation	The Invitation to Bid provides information that enables potential bidders to decide whether to participate in the procurement at hand.	PDF	Yes	www.philgeps.gov.ph	Public	WVSU-CAF	Procurement Officer/BAC Secretariat	Since 2015	Every transaction	
		List of College Dormitories	Dormitories for WVSU-CAF students (male and Female) within the school campus as of 2017	Standard (hard copy)	No		Internal	WVSU-CAF	Office of Student Affairs	2017-06-20	Bi-Annually	
		List of Enrolment	List of students enrolled for 1st Sem and 2nd Sem of SY 2017-2018	Standard (Hardcopy)	No		Internal	WVSU-CAF	Office of the Registrar	2017-11-11	Every Semester	
		List of Graduates	List of BSA and BSF students who graduated on March 27, 2017	Standard (Hardcopy)	No		Internal	WVSU-CAF	Office of the Registrar	2017-03-27	Annual	
		List of Honor Graduates 2017	List of BSA and BSF graduates 2017 with honor/academic awards	Standard (Hardcopy)	No		Internal	WVSU-CAF	Office of the Registrar	2017-06-02	Annually	
		List of Medical-Dental Patients 2017	List of patients/clients who avail medica/dental services with corresponding complaints and medicine dispensed.	Standard (hard copy)	No		Exception	WVSU-CAF	Medical/ Dental	2017-03-01	Daily, Monthly	

		List of Practicum Students and Partner-Agencies	BSA and BSF 3rd Year practicum students, Summer 2017 and their agencies assignment	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-04-01	Annually	
		List of Scholars/ Grantees	BSA and BSF students who enjoy various scholarships/ included in the roster of scholars sponsored by different government and private agencies.	Standard (hard copy)	No		Internal	WVSU-CAF	Office of Student Affairs	2017-06-14	Bi-Annually	
		List of Scholarship Grants 2017	Government and private agencies sponsoring for qualified students	Standard (hard copy)	No		Internal	WVSU-CAF	Office of Student Affairs	2017-06-14	Bi-Annually	
		Lists of Student Assistants	Lists of students assistants working in different offices of the college for Academic Year 2017	Standard (hard copy)	No		Internal	WVSU-CAF	Office of Student Affairs	2017-07-20	Bi-Annually	
		List of Student Dormers	WVSU-CAF students staying in the college dormitories, First Semester 2017-2018 and Second Semester 2017-2018	Standard (hard copy)	No		Internal	WVSU-CAF	Office of Student Affairs	2017-06-20	Bi-Annually	
		Memoranda	2017 Memoranda issued by the Campus Administrator re: Regular Executive Meeting; Inspection Activity ; Top Management Meeting ; and WVSU-CAF Forthcoming Events / Activities.	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Campus Administrator	2017-01-04	Monthly	
		MOA	Memoranda of Agreement with partner agencies for Practicum Students	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-04-01	Annually	
		Minutes of Meeting	Local Academic Council 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Dean of Instruction	2017-03-13	Annually	
		Notice of Award	The Notice of Award (NOA) is the legal document issued to notify the recipient that an award has been made and that funds may be requested from the designated HHS payment system or office.	PDF	Yes	www.philgeps.gov.ph	Public	WVSU-CAF	Procurement Officer/BAC Secretariat	Since 2015	Every transaction	
		Notice to Proceed	A notification letter from the owner addressed to the contractor stating the date on which the contractor can begin project work. The NTP date marks the beginning of the performance time of the contract.	PDF	Yes	www.philgeps.gov.ph	Public	WVSU-CAF	Procurement Officer/BAC Secretariat	Since 2015	Every transaction	
		Payroll 2017	Salaries and wages of WVSU-CAF employees 2017	Standard, XLS	No		Exception	WVSU-CAF	Finance Office	2017-01-15	Daily; Monthly	
		Personal Data Sheet (PDS)	Copies of Personal Data Sheet of WVSU-CAF employees as of 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Administrative Office	2017-06-01	Annually	
		Records of Cases Involving Students	Cases of students who violate school rules and regulations	Standard (hard copy)	No		Exception	WVSU-CAF	Guidance Office	2017-07-12	Monthly	

		Result of Psychometric and Psychological Tests	Result of test given to entering students administered by the Guidance Counselor	Standard (hard copy)	No		Exception	WVSU-CAF	Guidance Office	2017-05-24	Annually	
		Schedule of Exams	Covers First Semester of SY 2017-2018 and Second Semester of SY 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans: Schedule Coordinator	2017-05-20	Biannually	
		Special Order	Special Order issued by the Campus Administrator on July 7, 2017 re: WVSU-CAF Representatives to Mari-it Agro-Ecotourism Board of Director.	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Campus Administrator	2017-01-07	Monthly	
		SALN	Statement of Assets and Liabilities (SALN) 2017 of WVSU-CAF employees	Standard (hard copy)	No		Exception	WVSU-CAF	Administrative Office	2017-05-01	Annually	
		Student Activities	Academic and non-academic student activities sponsored by sponsoring organization duly approved by the committee and campus administrator for 2017	Standard (hard copy)	No		Internal	WVSU-CAF	Office of Student Affairs	2017-07-06	Quarterly	
		Student Profile	List of all enrollees and family background for SY 2017-2018	Standard (hard copy)	No		Exception	WVSU-CAF	Guidance Office	2017-03-08	Annually	
		Thesis 2017	List of BSA and BSF theses 2017 donated in the library	Standard (hard copy)	No		Public	WVSU-CAF	CAF Library	2017-03-08	Annually	
		2017 List of Students with PE	Masterlist of freshmen with medical chart	Standard (hard copy)	No		Internal	WVSU-CAF	Medical/ Dental	2017-06-15	Annually	
		201 File	Copies of 201 Files of WVSU-CAF employees as of 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Administrative Office	2017-12-31	Annually	
LAMBUNAO CAMPUS	LAMBUNAO CAMPUS	Citizen's Charter	Lists of services and streamlined operations of Medical-Dental Clinic to	DOC	No	N/A	Public	WVSU-LC MDC	Medical-Dental Clinic	1/2/2017	Annually	
		Schedule of Activities (LGU)	14th Lambunao Binanog Festival	Standard	NO	NO	PUBLIC	LGU-Lambunao	Office of the Mayor	1/3/2017		
		Schedule of Activities (CHEDRO IV)	Schedule of Activities for the National Children's Month Celebration of Department of	Standard	NO	NO	PUBLIC	CHEDRO VI	Chief Education Program	1/25/2017		

		Memorandum (CHEDRO IV)	Partisipasyon sa Linangan 2017: Seminar-Worksyap sa Pagtuturo ng Sikolohiyang	Standard	NO	NO	PUBLIC	CHEDRO VI	Chief Education Program	2/20/2017		
		Civil Service Memorandum	117th Anniversary of the Philippine Civil Service "Tugon sa Hamon ng Pagbabago:	Standard	NO	NO	PUBLIC	CSC	Chairperson	4/11/2017		
		Conference	Eco Tourism Seminar	Standard	NO	NO	PUBLIC	DOT	President	5/5/2017		
		Gawad Kalinga	Showcasing activities such as School Refurbishing, Feeding, House Build Project, Tree	Standard	NO	NO	PUBLIC	LGU-Lambunao	Municipal Mayor	5/17/2017		
		Invitation (Cultural)	119th Year of Philippine Independence Day with the theme: "Kalayaan 2017:	Standard	NO	NO	PUBLIC	LGU-Lambunao	Municipal Mayor	6/7/2017		
		Joint Circular	Joint Circular Rules and Regulations Governing Contract of Service and Job	Standard	NO	NO	PUBLIC	CSC, COA, DBM	CSC Chairperson, COA	6/15/2017		
		ASEAN Seminar	Transforming the Government Financial Sector in the Era of ASEAN Interrogation	Standard	NO	NO	PUBLIC	AGAP	National President	7/18/2017		
		Seminar	To conduct seminar on 2017 Education Summit: The Future of Philippine Education	Standard	NO	NO	PUBLIC	CHEDRO VI	Office of the Regional	8/1/2017		
		PASUC Advisory	1st National Conference on Poverty and Sustainable Development (NCPSD 2017)	Standard	NO	NO	PUBLIC	PASUC	President	8/2/2017		
		Notice to the Public	Closure Order of the Higher Education Programs of Mandaue College in	Standard	NO	NO	PUBLIC	CHED	Office of the Regional	8/17/2017		
		Career Advocacy	DepEd, CHED, TESDA and DTI Career Advocacy	Standard	NO	NO	PUBLIC	CHEDRO VI	Director IV	8/31/2017		
		International Conference	Participation in the 1st International Conference in Teacher Education (ICTE) with	Standard	NO	NO	PUBLIC	CHEDRO VI	Chief Education program	9/5/2017		
		CHEDRO VI Advisory	Information, Swindlers are around victimizing colleges using the name of CHEDRO VI	Standard	NO	NO	PUBLIC	CHED	Management of CHED Regional VI	9/8/2017		

		Risk Management Conference	1st national Conference on Risk Management "Role of Risk Managers in Attaining a	Standard	NO	NO	PUBLIC	DRRM	Board of Directors	10/23/2017		
		Blood Donations	Ask assistance for Blood Donation Activity	Standard	NO	NO	PUBLIC	DRYLMH	Chief of Hospital	10/23/2017		
		DepEd Order	Guidelines on the Application for the Senior High School Voucher Program for School	Standard	NO	NO	PUBLIC	DepED	Secretary of Department	12/1/2017		
		CMO Policies	CMO # 62 Series 2017-Policies, Standards and Guidelines for Bachelor of Science in Tourism	Standard	NO	N/A	Public	CHED	Chairperson	07/19/2017	As the need arises.	
		Financial Assistance	Orientation of CHED Student Financial Assistance Program relative to the new	PDF	Yes	www.ched.gov.ph	Public	CHED/DBM	Chief Administrative Officer	1/ 24/2017		
		Permit	Letter request to seek availability of the WVSU-LC Firing Range to be used by the	N/A	no	N/A	Limited	Lambunao Municipal Police Station	Officer-In-Charge, Chief of	1/13/2017	Quarterly	
		Invitation	Invitation letter for interested applicants to come fro an interview from Monday to	N/A	no	N/A	public	SM Supermarket	HRD Supervisor, SUPERVAL	1/14/2017	Annually	
		Job Opening	Hiring for Marketing Managers and Marketing Representatives	N/A	no	N/A	public	JALCO Herbal Products	Owner, JALCO Herbal	1/23/2017	Annually	
		Launching of Project	Launching of projects under the Angat Buhay: Partnership Against Poverty	Standard	NO	NO	PUBLIC	LGU-Lambunao	Office of the Mayor	1/4/2017		
		Certification	Hon. FELIZARDO D. AMIGABLE JR., appointed as Sangguniang Bayan Member Effective June	N/A	no	N/A	Limited	Municipality of Janiuay Office of the Sangguniang	Municipal Vice Mayor	10/2/2017	Annually	
		CPD	Continuing Professional Development (CPD) Seminar on October 28-29, 2017 from	N/A	no	N/A	Limited	I-CPD Continuing Professional Development	CPD Criminologists	10/3/2017	Annually	
		Financial Assistance	Detailed List of Tuition Fee and Standard School Fees for School Year 2016 - 2017 and	PDF	Yes	www.ched.gov.ph	Public	CHED	Chief Education Program	10/3/2017		
		Youth Convention	Participation of 17th Young Economists' Convention to the school president	PDF	YES	https://businessmirror.com	limited	Economics Organizations De La Salle	Executive Vice President	11/2/2017		

		BSE Standard and Guidelines	CMO # 75 Series 2017-Policies, Standards and Guidelines for Bachelor of Secondary	Standard	NO	N/A	Public	CHED	Chairperson	11/2/2017	As the need arises.	
		CMO for BTVTEd	CMO # 79 Series 2017-Policies, Standards and Guideines for Bachelor of Technical-	Standard	NO	N/A	Public	CHED	Chairperson	11/2/2017	As the need arises.	
		Financial Assistance	Addendum to CMO No. 16, Series of 2013 " Guidelines for the Implementation of Student	PDF	Yes	www.ched.gov.ph	Public	CHED	Chairperson	11/22/2017		
		TOSIA	Nominations for the Search for the Outstanding Students of Iloilo Awards (TOSIA) 2018	PDF	Yes	www.jcirregatta.org	Public	JCI Regatta	JCI Regatta LO President /	11/6/2017		
		CMO for Internship	CMO # 104 Series 2017-Revised Guidelines for Students Internship Program in the	Standard	NO	N/A	Public	CHED	Chairperson	12/28/2017	As the need arises.	
		Academic Records	CMO # 105 Series 2017-Policy on the Admission of Senior High School Graduates to the	Standard	NO	N/A	Public	CHED	Chairperson	12/29/2017	As the need arises	
		Invitation from other Universities	Invitation for Workshop Entitled "Effective documentation for Workshops	Standard	no	n/a	Limited	Central Philippines University	RCECC Director	2/13/2017		
		Invitation (Academic)	Training Workshop/seminar writeshop/forums	hard copy	No	N/A	public	Local/national/international linkages	Human Resource Managent	2/20/2017	N/A	
		Call for Scholarships	Call for Aplications for scholarships abroad for faculty and staff during K to 12	hard copy	No	N/A	public	Commission on Higher Education	Dean of Instruction, Dept.	2/27/2017	N/A	
		Request for Endorsement of	Request for Endorsement of Activities/Eventsof Higher Education Institutions	hard copy	No	N/A	public	Commission on Higher Education	All Directors,D eans,Unit	2/7/2017	N/A	
		Reiteration of Directives regarding	Reiteration of Directives regarding the Full Implementation of Anti-	hard copy	No	N/A	public	Commission on Higher Education	All Directors,D eans,Unit	2/8/2017	N/A	
		Research Invitation	Invitation for Training Seminar, Entitled "Teaching Research for Senior High and College	Standard	no	n/a	Public with Fees	University of the Philippines	Associate Dean, Research,	3/10/2017		
		PACSA Invitation	PACSA Visayas Mid-Year National Convention, Seminar-Workshop, and Training	PDF	Yes	www.ched.gov.ph	Public	CHED/PACSA	PACSA National President	3/13/2017		

		Permit Use of AVR	Availability of the Audio Visual Room (AVR) as a venue of the Review Classes, DepEd, LGU, Guidelines on the Grant of Free Tuition in State Universities and Colleges for Fiscal Year	N/A	no	N/A	public	Review Center, Dep Ed., LGU, Private	Proprietor/ Manager/Heads of	3/17/2017	Annually	
		Joint Memorandum Circular	Display and Regular Raising of the ASEAN Flag and Signing of the ASEAN Anthem	PDF	Yes	www.ched.gov.ph	Public	CHED/DBM	Director IV	3/25/2017		
		ASEAN flag & anthem	National Public Consultation on the Proposed Revision of CHED Memorandum Order No. 17,	PDF	Yes	www.ched.gov.ph	Public	CHED	Director IV	3/28/2017		
		Public Consultation	Educational Assistance to dependents of affected overseas filipino workers	PDF	Yes	www.ched.gov.ph	Public	CHED	Chairperson	4/3/2017		
		Financial Assistance	Submission of Additional Documents for the release of 2nd Tranche "Yolanda"	PDF	Yes	www.ched.gov.ph	Public	CHED	Director IV	4/26/2017		
		Educational Assistance	Memorandum Educational Assistance to Dependents of Affected Overseas Filipino	Standard	NO	NO	PUBLIC	CHED	Chairperson	4/3/2017		
		Academic Records	CMO # 10 Series 2017-Policy on Students affected by the Implementation of the K12	Standard	NO	N/A	Public	CHED	Chairperson	4/7/2017	As the need arises.	
		ESGP-PA Memorandum	Enhance Implementation Guidelines for the ESGP-PA	PDF	Yes	www.wvsu.edu.ph	internal	WVSU-Main	Chief Finance Officer	5/18/2017		
		Gawad Kalinga Invitation	Schedule of Activities for Gawad Kalinga Bayanihan Challenge 2017 on June 1-3,	N/A	no	N/A	public	Municipality of Lambunao	Office of the Mayor	5/19/2017	Annually	
		Publication	Hiiring over 1,000 travel Associates	hard copy	No	N/A	public	WNS	Office of the Guidance	5/22/2017	N/A	
		Orientation	Tulong - Dunong Orientation for Academic Year 2017 - 2018	PDF	Yes	www.ched.gov.ph	Public	CHED	Director IV	5/25/2017		
		Financial Assistance	CAMELEON ASSOCIATION	PDF	Yes	www.cameleon-association.org	internal	CAMELEON	Community Development Worker	5/29/2017		

		DAP	Invitation to DAP's Public Course on Basic Policy Process	Standard	no	n/a	Public with Fees	Development Academic of the Philippines	Policy Researcher Office	5/7/2017		
		Request for Good Moral Character	Certificate of Good Moral Character of PNP Applicant to be used for Complete	N/A	no	N/A	Exception	Tapaz Police Station	Police Senior Inspector/A	6/11/2017	Quarterly	
		PNRC Invitation	Blood Letting invitation of the Philippine National Red Cross Iloilo Chapter and Municipal	N/A	no	N/A	public	Municipality of Lambunao	MDRRMO	6/20/2017	Quarterly	
		Teacher's Congress	Philippine Association for teachers Education VI Regional Teachers' Congress	hard copy	No	N/A	public	Philippine Association for teachers	Dean of Instruction, Concerned	6/28/2017	N/A	
		International Celebration Invitation	119th year Phil. Independence w/ the theme "Kalayaan 2017"	hard copy	No	N/A	public	Municipality of Lambunao	All faculty & staff	6/7/2017	N/A	
		Invitation	CHED RO 6 Memorandum No. 161 s. 2017 for Presidents, Head and Administrators of	Standard	no	n/a	Internal	CHED	Director IV	7/24/2017		
		TWG Meeting	Technical Working Group (TWG) Meeting of Jalaur River System Quality Management	N/A	no	N/A	public	Department of Environment and Natural	Regional Director	7/24/2017	Annually	
		CMO for Off-Campus Activities	CMO # 63 Series of 2017- Policies and Guideline on Local Off-Campus Activities	Standard	NO	N/A	Public	CHED	Chairperson	7/25/2017	As the need arises.	
		Hospitality Tourism Seminars	Seminar Entitled: "Youth: Agents of Change, Traversing ASEAN through Tourism and	Standard	no	n/a	Public	JBLFMU	Administrator	7/26/2017		
		Blood Letting Announcements	Blood Letting Activity on July 7, 2017 with the Philippine National Red Cross with the	N/A	no	N/A	public	Dr. Ricardo Y. Ladrado Memorial	Chief of Hospital I	7/3/2017	Annually	
		Tourism HR Congress	Invitation for the 4th Tourism Human Resource Congress with the theme of "Training and	Standard	no	n/a	Public with Fees	Tourism Industry Board Foundation, Inc.	Chairman	7/30/2017		
		Science Camp	Participation in the 2017 International Social Science Camp (ISSC) organized by the	PDF	Yes	www.ched.gov.ph	Public	CHED	Director IV	7/5/2017		
		Environment Summit	Participation in the 3rd Youth Environment summit organized by the Alliance for green	PDF	Yes	greenphilippines.info@gmail.com	public	Alliance for Green Philippines	President	8/11/2017		

		Career Guidance	Invitation to talk about the university's Senior High Sch. Offerings	hard copy	No	N/A	public	Calinog National Comp. High Sch.	Office of the Guidance Chancellor, UPOU NCODEL	8/16/2017	N/A	
		Research Forum Invitation	Local/national/international conference	N/A	no	N/A	public	Local/National/International/Academic Heads	UPOU NCODEL	8/17/2017	Annually	
		Guidelines	MICE and Tourism Convention Guidelines	Standard	no	n/a	Public	M.I.C.E. and Tourism Convention 2017	n/a	8/24/2017		
		Invitation	Regional Education Caravan with theme: "Developing Global Competitive Human	Standard	no	n/a	Public	PCCI Regional Caravan Secretariat	OIC-Marketing	8/28/2017		
		Request for Good Moral Character	Certificate of Good Moral Character of PNP Applicant to be used for Complete	N/A	no	N/A	Limited	Tapaz Police Station	Police Inspector/Officer-In-	8/29/2017	Quarterly	
		Public Notice Communication	Seminar and Job Search 2017; "Exploring Possibilities, Rediscovering Your Career	Standard	no	n/a	Public	JBLFMU	COB	8/31/2017		
		Academic Assistance notice	Information about PNTC and Study Now, Pay later Program	Standard	no	n/a	Public	Phil-Nippon Technical College, Inc.	President	8/4/2017		
		Distance Learning Invitation	Invitation for 5th national Conference in Open and Distance eLearning 2017	Standard	no	n/a	Public	NCODEL Secretariat	Councillor, UP	8/6/2017		
		YMCA Congress	42nd YMCA National Congress of College Students and 22nd YMCA National Campus Club	PDF	Yes	www.ched.gov.ph	Public	YMCA National Congress of College Students	Chairperson	9/17/2017		
		Communication	Higher Education Management Information System	Standard	no	n/a	Internal	CHED	HEMIS Technical Staff	9/20/2017		
		Career Placement	UPV Career Placement Program will be holding a one-day hiring event for the	Standard	no	n/a	Public	CHED	Director	9/7/2017		
CSL	CENTRAL SCIENCE LABORATORY	Inventory	Inventory of Equipment Section	Hard Copy	No	N/A	Internal	Central Science Laboratory	Supply Office	6/7/2017		

UPDO	UNIVERSITY PLANNING AND DEVELOPMENT OFFICE	WVSU SPMS Guidelines	Guidelines on the implementation of the University Strategic Performance Monitoring System (SPMS) tailored after that of the Civil Service Commission (CSC) in line with the	PDF	No	NA	Limited	University Planning & Development Office (UPDO)	UPDO	2016	NA	
		Quarterly Physical Report of Operations/Physical Plan (BAR No. 1) as of	Breakdown of the WVSU Percentage of Physical Targets and Physical Accomplishments according to its Major Final Outputs, Q1-Q4 of FY 2017	PDF	Yes	http://bit.ly/2R1vHsi	Public	University Planning & Development Office (UPDO)	UPDO	2018	NA	
		Guidelines for the Ranking of Delivery Units for the Grant of PBB 2017	Guidelines providing the system of identifying and determining the delivery units in the University which, if eligible shall be forced ranked for the purpose of the grant of	PDF	Yes	http://bit.ly/2QVYxKJ	Public	University Planning & Development Office (UPDO)	UPDO	2017	NA	
		Guidelines for the Ranking of Delivery Units for the Grant of PBB 2016	Guidelines providing the system of identifying and determining the delivery units in the University which, if eligible shall be forced ranked for the purpose of the grant of	PDF	Yes	http://bit.ly/2NGM1AX	Public	University Planning & Development Office (UPDO)	UPDO	2016	NA	
		Bureau Ranking 2013-2017 for PBB	Ranking of Delivery Units for the Grant of Performance-Based Bonus	PDF	No	NA	Limited	University Planning & Development Office (UPDO)	UPDO	2013-2017	Annually	
		Memos January - December 2017	Memoranda on various concerns	DOC/PDF	No	NA	Exception	University Planning & Development Office (UPDO)	UPDO	2017-01-11 to 2017-12-21	Daily	
		Letters to external bodies, January-December 2017	Communications drafted by UPDO Director to agencies/individuals on various concerns	DOC/PDF	No	NA	Limited	University Planning & Development Office (UPDO)	UPDO	2017-01-24 to 2017-11-09	Daily	
		Annual Report, FY 1998, 1999, 2002, 2004, 2005, 2007, 2008, 2009, 2011,	Publication of the University's accomplishments, budget allocation and utilization, and other information	PDF	No	NA	Public	University Planning & Development Office (UPDO)	UPDO	2018	NA	
CPPO	CAMPUS PHYSICAL PLANNING OFFICE	Quarterly Report on Government Projects/Programs/Activities	Status of all Infrastructure Projects for Capital Outlays GAA Fund 101 & Fund 164.	pdf	Yes	https://wvsu.edu.ph/files/pdf/Section%20IV/Report%20on%20Govt%20PPA%20(%E2%9C%9C)2017.pdf	Public	Campus Physical Planning Office (CPPO)	Campus Physical Planning Office (CPPO)	1st week of the next quarter	Quarterly	
		Blueprints/ Specifications of Project	Detailed Plans of Infrastructures	Doc/hard copy	No	n/a	Public	Campus Physical Planning Office (CPPO)	Campus Physical Planning Office (CPPO)	Upon completion of detailed eng'g plans and approval of documents.	n/a	
		Memoranda	Memos issued by the CPPO Head	pdf/hard copy	no		exception	Campus Physical Planning Office (CPPO)	Campus Physical Planning Office (CPPO)	Occasionally	Occasionally	

		On-going/ Completed Projects	Project implementation document	hard copy	no	n/a	limited	Campus Physical Planning Office (CPPO)	Campus Physical Planning Office (CPPO)	Upon implementation	n/a	
		Detailed engineering documents	Estimates of projects implemented by the office.	hard copy	no	n/a	limited	Campus Physical Planning Office (CPPO)	Campus Physical Planning Office (CPPO)	Upon implementation	n/a	
GSO	GENERAL SERVICES OFFICE	Electric Bill Distribution	The distribution of electricity Consumption of various Colleges/units/office	N/A	no	N/A	public	GSO	GSO	every 2nd week of the month	monthly	
		Water Bill Distribution	The distribution of water Consumption of various Colleges/units/office	N/A	no	N/A	public	GSO	GSO	every last week of the month	monthly	
		Summary of Fuel Consumption & Trip Ticket	The information about the liquidation and summary of fuel consumption of various WVSU vehicles.	N/A	no	N/A	public	GSO	GSO	upon replenishment of PCF	monthly	
		Preventive Maintenance Schedule	The schedule and list of building, vehicles and machineries needed for preventive maintenance	N/A	no	N/A	public	GSO	GSO	1/15/2018	Annually	
JANIUAY CAMPUS	JANIUAY CAMPUS		The Curriculum of the following degree programs: Bachelor of Secondary Education (English, Math, Social Studies) Bachelor of Elementary Education, Bachelor of Science in Industrial Technology, Bachelor of Science in Hospitality Management, Bachelor of Caregiving Management	N/A	NO	N/A	public	WVSU	Dean of Instruction / School Directors/ Registrar	2017-05-17	Every 2-4 years	
		Calendar of Activities SY 2017- 2018	This document contains the projected academic and non-academic programs and activities of the campus	N/A	NO	N/A	public	WVSU	Unit Heads	2017-06-17	Annually	
		Faculty Profile	This includes the tabular and graphical presentation of various data of the faculty member	N/A	NO	N/A	public	WVSU	Dean of Instruction/ HRMO	2017-03-17	Annually	
		Faculty Development Program	This contains plans, programs and activities designed for the continual development and improvement of the faculty members	N/A	NO	N/A	public	WVSU	Dean of Instruction	2017-03-17	Annually	

		Preventive Maintenance Plan	This contains schedule of preventive maintenance of all ICT equipments within WVSU-January Campus	hardcopy	NO	N/A	public	WVSU	Management Information System Officer/PDO	2017-01-17	Annually	
		Research Quarterly Accomplishment Report	Quarterly accomplishment report on research activities of WVSU-January Campus	N/A	NO	N/A	public	WVSU	RET Head	2017-03-17	Quarterly	
		Extension Quarterly Accomplishment Report	Quarterly accomplishment report on Extension Activities and trainings conducted of WVSU-January Campus	N/A	NO	N/A	public	WVSU	RET Head	2017-03-17	Quarterly	
		Annual Report 2017	The summary of all campus accomplishments:	N/A	NO	N/A	Public	PDO	Office of the Campus Administrator/ Planning and	2017-12-29	Annually	
			Instruction Division (Faculty, Students, Campus									
		Strategic quality Assurance Development Plan	It covers the activities of the campus like ISO certification, AACUP Accreditation and Certificate Of Program Compliance by the CHED	N/A	NO	N/A	public	WVSU-JC QA Coordinator	QA Coordinator, D	2017-06-01	Every 4 years	
		Pre-Employment Orientation Program	Description, Rationale, Objectives, and Activities of the Pre-Employment Activities for Graduating College students	Hard Copy	NO	N/A	Public	WVSU	Guidance Coordinator/Guidance Counselors	2017-05-01	Every Year	
		De-Briefing Program	Description, Rationale, Objectives and Activities of the De-Briefing Endeavor for Students who Recently finished their On-The-Job Trainings	Hard Copy	NO	N/A	Public	WVSU	Guidance Coordinator/Guidance Counselors	2017-05-01	Every Year	
		Diversity Program	Description, Rationale, Objectives, and Activities of Embracing, Recognizing and Dealing with Special Student Populations in the Campus	Hard Copy	NO	N/A	Public	WVSU	Guidance Coordinator/Guidance Counselors	2017-09-01	Every Year	
		Memorandum of Agreement for the Deployment of Student Teachers	This document contains the agreement between WVSU and the Department of Education - Division of Iloilo for the deployment of student teachers and field study students	hard copy	NO	N/A	public	WVSU	School Director, S	2017-06-17		
		SOTE Faculty Profile 2017	This includes the tabular and graphical presentation of various data of the faculty member of School of Teacher Education	hard copy	NO	N/A	public	WVSU	School Director, S	2017-03-17	Annually	
		WVSU-CAT Form	WVSU-College Admission Test form used if the student intend to take the entrance examination.	Standard	No	N/A	public	WVSU	Registrar	2017-03-17	Annually	
		WVSU-CAT Permit	WVU-College Admission Test Permit issued to student after filing the WVSU-CAT to be presented at the time of the exam.	Standard	No	N/A	public	WVSU	Registrar	2017-03-17	Annually	
		Strategic Plan	A gauge to achieve the goals and objectives of the office within five years.	standard	No	N/A	public	WVSU	Registrar	2017-03-17	every 3-5 years	
		Permit Recognition for Curricular Offerings	List of Curricular Program Offering of WVSU-JC indicating the permit number and its approval.	standard	No	N/A	public	WVSU	Dean of Instruction/Registrar/Directors/CA	2017-03-17		
		Admission & Retention Policies	Policy of the university for accepting the incoming freshmen students and guided by the standards for evaluating student for purpose of retention.	Standard	No	N/A	public	WVSU	Registrar	2017-03-17	every 2-3 years	
		Citizen's Charter	CSC requirements to determine the duration of each	standard	No	N/A	public	WVSU	Registrar	2017-06-30	annually	
		List of Enrolment	List of students who are officially enrolled in a semester	Standard	No	N/A	public	WVSU	Registrar	2017-08-01	annually	

		Application for graduation	Filed by graduating students as a requirement prior to graduation.	Standard	No	N/A	public	WVSU	Registrar/Director/Student	2017-08-01	annually	
		List of Qualified Applicants for Bachelor in Caregiving	This document includes names of capable entrants to Bachelor in Caregiving Management Course	N/A	NO	N/A	PUBLIC	WVSU	WVSU JC SCHOOL OF HEALTHCARE SERVICES	2017-06-01	Annually	
		Rotation Plan of Bachelor in Caregiving Management Related Learning Experience SY 2018-	This document includes areas of exposure, groupings, schedule, time, number of days per rotation, list of students, total number of hours exposed in the area and clinical instructor assigned.	N/A	NO	N/A	PUBLIC	WVSU	WVSU JC SCHOOL OF HEALTHCARE SERVICES	2017-06-01	Biannually	
		Accomplishment Report 2017	The monitoring and evaluation of request letters of the campus infrastructure and facilities.	N/A	NO	N/A	Public	WVSU	Physical Plant Office	2017-04-21	Quarterly	
		Invitation to Bid / Invitation for Price Quotation	The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand.	PDF	YES	www.philgeps.gov.ph	public	wvsu	Procurement Officer/BAC Secretariat	2017-01-21	Every transaction	
		Notice of Award	The Notice of Award (NoA) is the legal document issued to notify the recipient that an award has been made and that funds may be requested from the designated HHS payment system or office.	PDF	YES	www.philgeps.gov.ph	public	wvsu	Procurement Officer/BAC Secretariat		Every transaction	
		Notice to Proceed	A notification letter from the owner addressed to the contractor stating the date on which the contractor can begin project work. The NTP date marks the beginning of the performance time of the contract.	PDF	YES	www.philgeps.gov.ph	public	wvsu	Procurement Officer/BAC Secretariat	2017-01-23	Every transaction	
		Library Guide	This document includes Library Misson, Objectives, Library Privileges , Services and Rules and Regulations.	N/A	No	N/A	Public	wvsu	WVSU -JC Library	2017-07-23	Annually	
		Monthly Accomplishment	Daily Programs / Activity Conducted	N/A	No	WVSU - Janiuay Dental	Public	wvsu	OSA/ DENTAL UNIT	2017-09-04	Monthly	
		Annual Accomplishment Report	Consolidated Monthly Report of the Programs / Activity Conducted	N/A	No	WVSU-Janiuay	Public	wvsu	OSA/ DENTAL UNIT	2017-01-05	Annually	
		List of Alumni Officers	This contains the list of alumni officers for SY 2017-2019	N/A	NO	Alumni Office	Public	WVSU	Alumni Coordinator	2017-01-05	2 years	
		Visitors Log-book	This contains list of visitors entering the school campus	N/A	NO	Security Office	Public	WVSU	Security Officer	2017-01-05	Daily,	
		Notice of Vacant Postions	This contains notice of vacant positions at WVSU-Janiuay Campus	N/A	N/A	NO	Public	WVSU	Human Resource Management	2017-12-01	yearly	

		The Heights Publication (2017)	The Heights is the official publication of West Visayas State University - Janiuay Campus. The Campus may either release a magazine or tabloid. For the year 2017, a magazine with the theme centered on Violence Against Women and Children (VAW - C) was published.	Hard Copy	NO	N/A	public	WVSU	Publication advisers and staffers	2017-06-01	yearly	
COLLEGE OF MEDICINE	COLLEGE OF MEDICINE	Memorandum	MEMORANDUM. Committee on PAASCU Accreditation	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-02-14	Annually	
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Technical Committee Level I	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually	
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Technical Committee Level II & III	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually	
		Memorandum	MEMORANDUM. Designation as Block Chair for Level I	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually	
		Memorandum	MEMORANDUM. Designation as Block Chair for Level II	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually	
		Memorandum	MEMORANDUM. Designation as Block Chair for Level III	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually	
		Memorandum	MEMORANDUM. Designation as Year Level Advisers	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually	
		Memorandum	MEMORANDUM. Designation as Clinical Clerks Coordinator	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually	
		Memorandum	MEMORANDUM. Designation as Head and Members of Faculty Research Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-21	Annually	
		Memorandum	MEMORANDUM. Designation as Student Research Community/Clinical Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually	
		Memorandum	MEMORANDUM. Designation as Student Research Pharmacology Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually	
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Return Service Policy Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually	
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Mentoring Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-31	Annually	
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Scholarship Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-31	Annually	
		Memorandum	MEMORANDUM. Designation as Chairman, Co-Chair and Members of Medical Education Unit (MEU)	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-08-04	Annually	

		Memorandum	MEMORANDUM. Designation as Chairman and Members of Admission Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-28	Annually	
		Memorandum	MEMORANDUM. Designation as Extension Coordinator	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually	
		Memorandum	MEMORANDUM. Designation as Head, Office of Research	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually	
		Memorandum	MEMORANDUM. Designation as Head of Medical Education Unit	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually	
		Memorandum	MEMORANDUM. Designation as Head of Office of Student Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually	
		Memorandum	MEMORANDUM. Designation as Associate Dean for Academic Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually	
		Memorandum	MEMORANDUM. Designation as Associate Dean for Administrative Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually	
HOMETEL	HOMETEL	Petty Cash Replenishment Reports	Petty Cash Replenishment Reports 001-055: Reports of all expenses incurred by the Hometel/Cafeteri for the year 2017 that were submitted to the Accounting Office for reimbursement	XLS and Standard	No	N/A	Internal	H/C	H/C	2017-01-26	Weekly	
		Transfer of Funds Reports	Transfer of Funds Reports 1654-1876: Funds transfer requests issued by the Hometel/Cafeteria to internal units of the University for the availment of the Unit's lodging and/or catering services	XLS and Standard	No	N/A	Internal	H/C	H/C	2017-02-04	Weekly	
		Petty Cash Disbursement Record	Record book of all petty cash fund disbursed by the Hometel/Cafeteria Manager for the Year 2017	Standard	No	N/A	Internal	H/C	H/C	2017-01-07	Daily	
		Request for Transfer of Funds Form	A form issued by the Unit to request the approval of transfer of funds from various units of the University for the lodging and/or catering services such unit availed of	Standard	No	N/A	Internal	H/C	H/C	2017-01-07	N/A	
		Catering Job-Order Form	A form used by the Unit to record all catering services requested by external and internal customers	Standard	No	N/A	Public	H/C	H/C	2017-01-07	Daily	
		Guest Registration Form	A form used by the Units to record information of every guest availing the lodging services of the Univ. Hometel	Standard	No	N/A	Public	H/C	H/C	2017-01-07	Weekly	
URGP	UNIVERSITY RESOURCE GENERATION PROGRAM	URGP Manual of Operations	The manual contains the Mission, Vision, Scope of Service and function of URG in carrying out its operations.	Hard and soft copy	No	N/A	Public	University Resource Generation Program Office	University Resource Generation Program Office	November 2003	As the need arises	
		URGP Organizational Chart	Contains the hierarchy of URG organization	Hard and soft copy	No	N/A	Public	University Resource Generation Program Office	University Resource Generation Program Office		As the need arises	

		Petty Cash Replenishment Report	Contains the various records of Petty Cash Vouchers and supporting documents in the replenishment of Petty Cash Fund	Hard copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		As the need arises	
		URGP Gross Income, Net Profit Margin and Customer Satisfaction Rating Report	Used in the monitoring of the profitability and performance of all URGPs units	Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		Monthly/Annually	
		Cash Disbursements Record	Used in the recording cash disbursements out of Petty Cash Fund by the Special Disbursing Officer	Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		Daily/As the need arises	
		Standard Operating Instruction	Used as basis in the disbursement of Petty Cash Fund for Income Generating Units by the URGPs Director as Special Disbursing Officer	Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		As the need arises	
		URGP Manual of Operations	The manual contains the Mission, Vision, Scope of Service and function of URGPs in carrying out its operations.	Hard and soft copy	No	N/A	Public	University Resource Generation Program Office	University Resource Generation Program Office	November 2003	As the need arises	
		URGP Organizational Chart	Contains the hierarchy of URGPs organization	Hard and soft copy	No	N/A	Public	University Resource Generation Program Office	University Resource Generation Program Office		As the need arises	
		Petty Cash Replenishment Report	Contains the various records of Petty Cash Vouchers and supporting documents in the replenishment of Petty Cash Fund	Hard copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		As the need arises	
		URGP Gross Income, Net Profit Margin and Customer Satisfaction Rating Report	Used in the monitoring of the profitability and performance of all URGPs units	Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		Monthly/Annually	
		Cash Disbursements Record	Used in the recording cash disbursements out of Petty Cash Fund by the Special Disbursing Officer	Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		Daily/As the need arises	
		Standard Operating Instruction	Used as basis in the disbursement of Petty Cash Fund for Income Generating Units by the URGPs Director as Special Disbursing Officer	Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		As the need arises	
		URGP Manual of Operations	The manual contains the Mission, Vision, Scope of Service and function of URGPs in carrying out its operations.	Hard and soft copy	No	N/A	Public	University Resource Generation Program Office	University Resource Generation Program Office	November 2003	As the need arises	
		URGP Organizational Chart	Contains the hierarchy of URGPs organization	Hard and soft copy	No	N/A	Public	University Resource Generation Program Office	University Resource Generation Program Office		As the need arises	
		Petty Cash Replenishment Report	Contains the various records of Petty Cash Vouchers and supporting documents in the replenishment of Petty Cash Fund	Hard copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office		As the need arises	

