					online_pub	i				date_released (or		
agency_abbrv	agency_name	title	description	file_format	cation	location_or_url	disclosure	original_data_owner	data_maintainer	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 origninally 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							2017-01-20		
				N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
										2017-02-07		
		Memorandum	Memorandum. OIC Dean on February 8-11, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
			Memorandum: Composition of a Committee for the Selection of Outstanding Alumni Award							2017-02-08		
		Memorandum		N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
			Memorandum: OIC Dean on February 15-17, 2017							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		N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
			Memorandum: Gender and Development Seminar on February 24, 2017							2017-02-20		
		Memorandum		N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			
			Memorandum: Faculty Meeting on March 9, 2017							2017-03-01		
		Memorandum		N/A	No	N/A	Exception	WVSU-COE	WVSU-COE			

1		Memorandum: OIC Dean on March 14-15, 2017						1	2017-03-13	1
		INTERIORATION III. OTO Deatt off Ivial Cit 14-13, 2017							2017-03-13	
	Memorandum		N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
	Wellioraliaalii	Memorandum: OIC Dean on April 27-30, 2017	14/74	110	,//	Елесрион	WV30 COL	W 700 00E	2017-04-25	
	Memorandum		N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
		Memorandum: OIC Dean on May 5, 2017							2017-05-04	
			11/4	N-	N/A	Formation	MARKET COE	WAYCH COF		
	Memorandum	Memorandum: General Faculty Meeting on June 1,	N/A	No	IN/A	Exception	WVSU-COE	WVSU-COE	2017-05-30	
		2017								
	Memorandum		N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
		Memorandum: OIC Dean on June 5-6, 2017	•			·			2017-06-02	
	Memorandum		N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	20.7.2.00	
	Memorandum	Memorandum: 1st College Faculty Meeting for SY 2017-2018 on June 7, 2018							2017-06-02	
		2010 2010 011 04110 11, 2010								
			N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
	Memorandum	Memorandum: OIC Dean on June 30, 2017	IN/A	INU	IV/A	ехсерион	WV3U-CUE	WV30-COE	2017-06-29	
	Wembrandan									
			N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
	Memorandum	Memorandum: Faculty Meeting on July 14, 2017	,						2017-07-06	
			N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
	Memorandum								2017-07-20	
		Memorandum: OIC Dean on July 21, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
	Memorandum								2017-07-24	
					N1/A			140/01/005		
+	N.A. a.	Memorandum: Submission of Syllabi	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-28	
	Memorandum								2017-07-20	
		Memorandum: OIC Dean on July 29, 2018	N/A	No	N/A	Evention	WVSU-COE	WVSU-COE		
	Memorandum	premorandum. Oic Dean on July 29, 2010	N/A	NO	11/7	Exception	WVSU-CUE	WWWSU-COE	2017-07-24	
	Memorandum									
		Memorandum: OIC Dean on July 25, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
	Memorandum		//-	1.0	,				2017-08-02	
		Memorandum: Submission of Second Semester Faculty Evaluation								
		, Draudion	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
	Memorandum								2017-08-02	
		Memorandum: COE Budget Meeting on August 4, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
	Memorandum								2017-08-08	
		Memorandum: OIC Dean on August 9, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		

Managandun		1		1			Ī	2017-08-10	
Memorandum								2017-00-10	
	Memorandum: Submission of Budget Plans for 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
Memorandum		,,,,		,	Exception			2017-08-22	
	Memorandum: Updating of COE Photo Gallery	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
Memorandum								2017-08-26	
	M 1 016 D 4 120 2017			N/A			140/01/ 005		
Memorandum	Memorandum: OIC Dean on August 30, 2017	N/A	No	IN/A	Exception	WVSU-COE	WVSU-COE	2017-08-29	
Wellioraliaalii									
	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	2047.00.42	
Memorandum								2017-09-12	
	Memorandum: OIC Dean on September 14, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
Memorandum	Memorandam. Ore Bean on September 11, 2017	N/A	140	14/71	Exception	WWSO-COL	WV00 OOL	2017-09-20	
	Memorandum: Faculty Meeting on September 22,								
	2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
Memorandum								2017-09-26	
				N1/A			140/01/ 005		
Memorandum	Memorandum: OIC Dean on September 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-09-26	
Wemorandani	Manager days Franks Franksking and Observation of								
	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	2047.44.00	
Memorandum								2017-11-02	
	Memorandum: OIC Dean on November 3, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
Memorandum	Memorandum. Old Dean off November 3, 2017	N/A	INO	IV/A	Exception	WV30-COL	WV30-COL	2017-11-02	
	Memorandum: Faculty Meeting on November 6, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE		
Memorandum	Memorandum: Admissions Committee	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	11/17/2017	
	Meeting on November 30, 2017								
Memorandum	Memorandum: OIC Dean on November 29,	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	11/28/2017	
	2017			1,7	=			==, ==, ===	
		ļ	NI-	1.					
Memorandum	Memorandum: Earthquake and Fire	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	11/29/2017	
	Orientation and Drill								
Memorandum	Memorandum: OIC Dean for December 5-7,	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	12/4/2017	
	2017								

		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. IPCK and OPCK for 2017	IN/A		N/A	Exception	WVSU-COE	WV30-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	doex	No	NA	Internal	Various Office/Agency	Supply Office	Upon Reciept of Deed of Donations	
		Invoice Receipts of Properties/Transfer of Properties	This is a recipts 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 reciepts 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	

Licenses of Transreciver (Handheld Radio)	It refers to the renewal of radio licenses at the National TeleCommunications every year before its expiry date not to interrup the frequencies.	Standard	No	NA	public	Supply Office	Supply Office	Date of renewal	
Monthly Report of Supplies and Materials Issued (MRSMI)	This form prepared by the Supply and/or Property Division/Unit to report/summarize all issues of inventories (by stock number) during the day.	xlsx	No	NA	Internal	Supply Office	Supply Office	Every 15 days after the end of the month	
Requisition and Issue Slip (RIS)	The RIS shall be used by the Requisitioning Division/Office to request supplies/goods/equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the tems requested.	xlsx	No	NA	Internal	Supply Office	Supply Office	Upon Issuance of various goods	
Property Acknowledgement Receipt (PAR)	The PAR shall be used in the Supply and/or Property Division/Unit to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be renewed every three years or every time there is a change in custodianship/user of the property.	xlsx	No	NA	Internal	Supply Office	Supply Office	Upon Issuance of Property/ies	
Inventory Custodian Slip (ICS)	The ICS is a form used by the Supply and/or Property Custodian to issue tangible items amounting to less than P15,000 to end-user to establish accountability over them.	xlsx	No	NA	Internal	Supply Office	Supply Office	Upon Issuance of various goods	
Report of Unserviceable	The IIRUP is a report prepared by the Supply and/or Property Unit as basis to record dropping from the books the unserviceable properties carried in the PPE accounts.	xlsx	No	NA	Internal	Supply Office	Supply Office	once every Semester	
Report on the Physical Count of Property, Plant and Equipment (PPE)	The RPCPPE is a form used to report on the physical count of PPE by type such as land, land improvements, infrastructure, building, and other structures, machinery and equipment, transportation equipment, furniture, fixtures and books, etc. which are owned by the agency.	xlsx	No	NA	Internal	Supply Office	Supply Office	Submitted to COA not later than January 31 of each year.	
Inspection and Acceptance Report (IAR)	The IAR is a report submitted by the Inspection Officer/Committee and the Supply and/or Property Custodian on the inspection and acceptance, respectively, of the purchased supplies/goods/equipment/property.	xlsx	No	NA	Internal	Supply Office	Supply Office	Submitted to COA within 24 hours upon reciept of delivery	
Request for Inspection	This form is used to notify the Inspection Committee for inspection of deliveries of various goods and equipment.	xlsx	No	NA	Internal	Supply Office	Supply Office	Upon Reciept of Deliveries within 24 hours	
Property Card	The PC shall maintained in the supply and/or Property Division/Unit for each class of PPE. The Supply and/or Property Custodian shall record promptly the acquisition (based issue/transfer/disposal and the description/information about the asset. It shall maintained by fund cluster.	xlsx	No	NA	Internal	Supply Office	Supply Office	Upon acceptance as indicated in the IAR	
Supplies Ledger Card	The SLC is a form used in the Accounting Division/Unit for each type of supplies to record all receipts and issues made.	Standard	No	NA	Internal	Supply Office	Supply Office	Upon acceptance as indicated in the IAR	

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OFFICE OF STUDENT	Γ OSA	Private, Government and Institutional Scholarship								
AFFAIRS		Forms								
					https://wvsu.edu.					
	Scholarship Forms		PDF	YES	ph	public	Office of Student Affairs	Office of Student Af	fairs	
	Senioral 51119 1 011115			120		paone	omice of students mails	onice or stadent / ii	14113	_
	Student Handbook	Policies and Guidelines	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Af	fairs	
		Data of Sheet of Student Assistantship								
	Student Assistant									
			hand as a	No	N/A	مالطييم	Office of Student Affairs	Office of Children Af	faine	
	Forms	Student Organization Policies and Guidelines	hard copy	No	IN/A	public	Office of Student Affairs	Office of Student Af	Idirs	
		Student Organization Policies and Guidelines								
	Student Organization				https://wvsu.edu.					
	Forms		PDF	YES	<u>ph</u>	public	Office of Student Affairs	Office of Student Af	fairs	1
		Permit to conduct non-academic activities				·				
	Permit B Forms		hard copy	No	N/A	public	Office of Student Affairs	Office of Student Af	fairs	1
		Parent Consent			<u> </u>	process				
	Waiver Forms		hard copy	No	N/A	public	Office of Student Affairs	Office of Student Af	faire	
	vvalvei i offilis		пага сору	NU	11/7	μαυπο	Office of Student Andlis	omice of Student Al	iuii 3	
										J
]	1
CAS	COLLEGE OF ARTS									
	AND SCIENCES									
	THE SCIENCES	MEMORANDUM: Request for CAS Faculty OBE Syllabus								
	MEMO NO. 2017-17	Format in COPC folders	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-12	
			,							
		MEMORANDUM: Request for CAS Graduate School								
		Faculty OBE Syllabus Format for subjects taught in			N1 / A					
	MEMO NO. 2017-21	Graduate School Programs	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-24	
		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,								
	MEMO NO 2017-28	TOS for ISO INTERNAL AUDIT	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-08	
	1112110 110. 2017-20		14/1	110	.,,,,	LACEI HON	0.0	Douit	20 00 00	-
		MEMORANDUM: Request for Faculty for Teaching Effectiveness using the evaluation sheets for								
1	MATERIA O NIO 2047 24	Qualitative Contribution (QCE)	NI/A		N/A	EVCENTION	CAS	Deser	2017-09-25	1
—	MEMO NO. 2017-31		N/A	no	IV/M	EXCEPTION	CAS	Dean	2017-09-25	-
		MEMORANDUM: CAS PTA-Fee-Back Payment Re:					1		1	
		Request CAS PTA Fee is supposed to be given on								
	MEMO NO. 2017-34	the first semester of the academic year.	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-10-09	
]	1
		MEMORANDUM: Status Update Re CAS Research			N/-				l l	1
	MEMO NO. 2017-39	Journal 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-01	
1		MEMORANDUM: Status United Bridge]	1
		MEMORANDUM: Status Update Re CAS								J
1		Tembuilding and Wellness Experience "Close Encounters: Some Truths are out There" in]	1
ĺ	MEMO NO 2017 41	Damires Hills, Janiuay on Dec. 14-15, 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-07	
1	IVIEIVIO INO. 2017-41	Daning Januay on Dec. 14-10, 2017	IN/A	110	11/7	LACLYTION	CAS	Dean	2011-12-01	\dashv
1		MEMORANDUM Parameter 0.00 5 11 0.00 5 0 11]	1
ĺ	MEMO NO 2017 17	MEMORANDUM: Request for CAS Faculty OBE Syllabus Format in COPC folders	N/A		N/A	EXCEPTION	CAS	Door	2017-07-12	1
-	WIEIVIO NO. 2017-17	1 omac iii oor o roluera	IN/A	no	IV/M	EXCEPTION	CAS	Dean	2011-01-12	
		MEMORANDUM: Request for CAS Graduate School					1		1	I
		Faculty OBE Syllabus Format for subjects taught in								
	MEMO NO. 2017-21	Graduate School Programs	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-24	

			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,								
		MEMO NO. 2017-28	TOS for ISO INTERNAL AUDIT	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-08	
			MEMORANDUM: Request for Faculty for Teaching Effectiveness using the evaluation sheets for								
		MEMO NO. 2017-31	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	
	ı	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	
PROCUREMENT	PROCUREMENT		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	
		Invitation to Bid (IB)/ Projects	Letter for bidders (additional documents)	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018	

		Hard copy, DOC,			Limited	Procurement Unit	BAC Secretariat	2017-2018	
	Post Qualification Report	PDF	No						
		Hard copy, DOC,			Limited	Procurement Unit	BAC Secretariat	2017-2018	
	Notice of Post -Qualification Result	PDF	No						
	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 Post Opportunity	ng - Philgeps Posting -Opportunity (Bid Notice Abstract)	Hard copy	Yes	www.philgeps.		Procurement Unit	BAC Secretariat	2017-2018	
Philgeps Post Award	ng - Philgeps Posting -Award (Award Notice Abstract)	Hard copy	Yes	www.philgeps.	Public	Procurement Unit	BAC Secretariat	2017-2018	
Canvass of Pr	ices Canvass of Prices (Request for Quotation)	Hard copy, DOC, PDF	Yes more	www.philgeps. gov.ph	Public	Procurement Unit	Procurement Office Staff	2017-2018	
Job Orders	Job Orders	Hard copy, DOC, PDF	than 50 Yes more	www.philgeps. gov.ph	Public	Procurement Unit	Procurement Office Staff	2017-2018	
Purchase Ord	ers Purchase Orders	Hard copy, DOC, PDF	than 50 Yes more	www.philgeps.	Public	Procurement Unit	Procurement Office Staff	2017-2018	

Purchase Requests Purchase Requests No Internal	Of	rocurement Office Staff	2017-2018	l l	
Quality Manual &Quality Procedure Quality Procedure No Internal Procure Proc		nnce Stan		l	
Quality Manual &Quality Procedure Quality Procedure Quality P	uramant Unit			1	
Quality Manual &Quality Procedure Quality Procedure Hard copy, DOC Procur	uromont Unit			ļ	
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No Internal				ļ	
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Hard copy, DOC Procur	urement Unit Pe	etty Cash	2017-2018		
Report of Disbursements (ROD) For Petty Cash	Cu	Custodian		ļ	
Dispursements				ļ	
(ROD) I direction No Internal				ļ	
	urement Unit Pr	rocurement	2017-2018	+	
I land copy, Boc		Office Staff	2017-2010	ļ	
Logbooks Logbooks-Registry Sheet	Oi	mee stan		ļ	
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No Internal			 		.
Hard copy, DOC Procur			2017-2018	'	1
Travel Travel Requests/Travel Orders	Of	Office Staff			1
Requests/Travel Travel orders				'	1
Orders No Internal				'	1
Hard copy, DOC, pmr@gppb.go Procur	urement Unit BA	AC Secretariat	2017-2018	Biannual	
Procurement PDF V.ph/wvsu.edu.				'	1
Monitoring Report Procurement Monitoring Report (PMR) <u>ph</u>				'	1
(PMR) Yes Public				'	1
	urement Unit BA	AC Secretariat	2017-2018	Annually	1
Progression to the state of the	urement ont	ac secielalial	2017-2010	Aillually	1
Compliance and Agency Procurement Compliance Agency Procurement Compliance				ļ	
Performance Performance Indicator (APCP1)				ļ	
Indicator (APCPI) Yes Public					
	urement Unit BA	AC Secretariat	2017-2018	Annually	
Plan (APP) Apply (APP) PDF V.ph/wvsu.edu.				ļ	
Annual Procurement Plan (APP)				ļ	
Yes Public				ļ	
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HRMO HUMAN					1
RESOURCE Employment Certificate, Certificate of Dependent,	Human Resource F	Human Resource		1	1
MANAGEMENT Certifications Individual Peformance Commitment & Review Standard no nya exception M		Nanagement Office		as needed	1
OFFICE OFFICE				'	1
			 	 	
				'	1
I Service Records I Standard I no I n/a I evcention		Human Resource	as requested	as needed	
corresponding salary, salary increase, promotions.	Management Office Management Office	Nanagement Office	as requested	as needed	1
				'	1
Civil Service Form No. A sheet for recording the time of arrival and	Human Resource F	Human Resource		1	
48 (Daily Time departure of workers and for recording the amount Standard no n/a exception		Nanagement Office	as requested	as needed	1
Record) of time spent on each job.				'	1
			+	+	-
Documents include: Appointment, NOSA, Scholastic				'	1
		Human Resource	as requested	as needed	1
I 201 File I Recors NBI Marriage Contract (if applicable) I Standard I no I n/a I exception		Nanagement Office	el "Tarana		ĺ
I 201 File I Recors NBI Marriage Contract (if applicable) I Standard I no I n/a I exception	Management Office Management	ianagement office		1	

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	Position Description Form (CSC Form 122- D)		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 I 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 agrrement 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

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	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 Travel/ LEARNING Transportation ASSESSMENT Requests CENTER	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 Associatio General Informatic Sheet		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 Asociation, 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 Library and Audio CENTER 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
		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							2017-08-28	
	Library Manual	concerns.	hard copy	no	none	internal	WVSU Library	Library Staff	2016-2017	
	Library Website	It consists of all informaton about the University Library.	Online	yes	wvsu.edu.ph/li brary	public	WVSU Library	MIS		monthly
UEDC	UNIVERSITY Pagpadangat vol. 1, issue 1 DEVELOPMENT CENTER	Semi-annual publication	PDF	yes	https://issuu.c om/uedc/docs /pagpadangat uedc 20vol1	Public	UEDC	Communications	2017-11-12	Semi-Annual
		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

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	UEDC Memo 17-00	77 Request for Additional Documents for	hard copy	no	n/a	Exception	UEDC	Admin	2017-06-07	n/a	
		Institutional Accreditation Preparation/									
		Presentation									
	UEDC Memo 17-03	0 20th Extension In-House Review	hard copy	no	n/a	Exception	UEDC	Admin	2017-07-06	n/a	
			. ,			·					
	UEDC M 47 06	Destinate Planete Confidencia Pariat	hand on a		n/a	F	UEDC	Admin	2017-08-30	. /-	
	UEDC Memo 17-0.	Participatory Planning for Extension Project:	hard copy	no	n/a	Exception	OEDC	Admin	2017-08-30	n/a	
		Highlighting Communication for Development									
						Exception	UEDC		2017-09-07		
		2017 National Agriculture, Fisheries,									
	UEDC Memo 17-										
	014	Extension Symposium	hard copy	no	n.a			Admin		n/a	
				1	1	Exception	UEDC		2017-06-15	, =	
						Exception	OLDC		2017 00 13		
1	UEDO M 47	Cubacianian of new Entennion December /	1								1
1		Submission of new Extension Program/	1					A stantin		,	1
	008	Project Proposal	hard copy	no	n.a			Admin		n/a	
1			1			Exception	UEDC		2017-09-07		1
		PASUC VI-EMC Training on IEC Materials									
1	UEDC Memo 17-	Development and Presentation of Quality	1								1
1	013	Powerpoint Presentations	hard copy	no	n.a			Admin		n/a	1
		PAEPI National Training on Capability	1			Exception	UEDC		2017-10-27		
		Building for Extension Program	1								1
	UEDC Memo 17-										
	019	17, 2017 at Bayview Hotel, Manila			n.a			Admin		- /-	
	019	17, 2017 at Bayview Hotel, Marilla	hard copy	no	II.a			Aumin		n/a	
			1								1
			<u> </u>					<u> </u>			
GUIDANCE OFFICE	GUIDANCE										
	OFFICE	Individual Inventory Company to the constitution									
		Individual Inventory Form contains sensitive personal information of students used as bases for									
	Individual Inventor		Standard	No	N/A	exception	Guidance Office	Guidance Office			
	iliulviduai ilivelitoi	y sourcoming of intervention	Januaru	INU	11/7	елсерион	Guidance Office	Guidance Office			+ -
1			1								1
1		The form contains client's data and brief description									1
1		nt of concern. Used to make referral to or set	1								1
	Form	appointment for counseling with the counselor	Standard	No	N/A	exception	Guidance Office	Guidance Office			
1			1								1
1			1								1
1	Call Slip	Used to schedule counseling session with students	Standard	No	N/A	exception	Guidance Office	Guidance Office			1
		J		1	<u> </u>						1
			1								1
		Record of clients who availed of the counseling	1								
	Consultation Recor	d service	Standard	No	N/A	exception	Guidance Office	Guidance Office			
1			1								1
		Contains client's data and signed client's informed									
	Guidance case Repo		Standard	No	N/A	exception	Guidance Office	Guidance Office			
1										L L	

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	Referral Form (External)	Used to refer client to an external expert for a more specialized care	Standard	No	N/A	oventian	Guidance Office	Guidance Office			
-	(External)	specialized care	Standard	NO	IN/A	exception	Guidance Office	Guidance Office			
		Contains action plan of the office for the whole school year	Standard	No	N/A	public	Guidance Office	Guidance Office			
						P. C.					
	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										
		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	2ndFollow-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 o 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	t 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	t 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	t 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	

	Summary of Audit Observations	2018 Summary of Audit Observations	Hard Copy	No	N/A	Limited	IAS	IAS	2018		
	Summary of Audit Observations	2018 Corrective Preventive Action Request	Hard Copy	No	N/A	Limited	IAS	IAS	2018		
	Non Conformity Monitoring Form	2018 Non Conformity Monitoring Form	Hard Copy	No	N/A	Limited	IAS	IAS	2018		
BUDGET OFFICE	BUDGET OFFICE Obligation Slips/Reque	Certifies allotment available and obligated	Hard Copy	No	N/A	Limited	Budget Office	Budget Analyst	2017-12-29	Daily	
	Budget Plans	A document containing overview of budget at WVSU	Hard Copy	No	N/A	Limited	Budget Office	Budget Analyst	2017-09-15	Annually	
	Special Budget Reques	s A document requesting authority to use collection	Hard Copy	No	N/A	Limited	Budget Office	Budget Analyst	2017-10-10	Quarterly	
	Policy Guidelines and Procedures in the Preparation of Budget Proposals	Prescribe guidelines and procedures in the preparation of budget proposal	Hard Copy	No	N/A	Limited	Budget Office	Budget Officer	2017-07-24	Annually	
	Budget Proposals	A document containing projects, programs and activities of the University	Hard Copy	No	N/A	Limited	Budget Office	Budget Officer	2017-08-03	Annually	
	Financial Accountabilit	Reports on Appropriations, Allotments, Obligations, Disbursements, Current and Continuing Appropriations	N/A	YES	urs.dbm.gov.ph	Limited	Budget Office	Budget Officer	2018-02-05	Quarterly	
	Program of Receipts a	rConsolidated budgets of various departments	Hard Copy	No	N/A	Limited	Budget Office	Budget Officer	2017-12-21	Annually	
	Sub-Allotment Advice	Allotment authorized for the functions/projects/purposes specified	Hard Copy	No	N/A	Limited	Budget Office	Budget Officer	2018-01-09	As needed	
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CASH OFFICE CASH OFFICE	ACIC	Contains list of check issued & cancelled	Hard Copy	No	N/A	limited	Cashier's Office	Noemi D. Secondes	2017-12-28	As needed	
	LDDAP-ADA	Accountable Form containing details of List of Due and Demandable Accounts Payable-Advice to Debit Accounts specified in the form.	Hard Copy	No	N/A	limited	Cashier's Office	Jocelyn G. Zapanta	2017-12-27	Daily	
	OFFICIAL RECEIPTS	Accountable Form issued to Payor containing details of Nature of Collection and Amount paid.	Hard Copy	No	N/A	limited	Cashier's Office	Shennie A. Atesora/ Maria Regina P. Gabiota	2017-12-29	Daily	
	DEPOSIT SLIP	Contains details of Cash Deposit breakdown to be deposited to Authorized Government Bank.	Hard Copy	No	N/A	limited	Cashier's Office	Shennie A. Atesora/ Maria Regina P. Gabiota	2018-01-02	Daily	
	ROCD	Contains Summary of Collections & Deposits (Name of payee, O.R #., Income Acct., Amount paid for the month).	Hard Copy	No	N/A	limited	Cashier's Office	Shennie A. Atesora/ Maria Regina P. Gabiota	2018-01-05	Weekly/ Monthly	
	RCI	Contains Summary of Check Issued & cancelled for the month containing details of .	Hard Copy	No	N/A	limited	Cashier's Office	Josefina P. Pechon/ Noemi D. Secondes	2018-01-05	Weekly/ Monthly	
	CRR	Cash Receipt Record -Report Containing Summary of Collections and Deposits	Hard Copy	No	N/A	limited	Cashier's Office	Jocelyn G. Zapanta	2017-12-29	Daily	
	CKADADREC	Summary of Checks/ADA issued for all funds (Fund-101/Fund 164/Fund 184/URGP/Himamaylan/ WESVARRDEC/ACCSCI/PROJ.RISE)	Hard Copy	No	N/A	limited	Cashier's Office	Jocelyn G. Zapanta	2017-12-28	Daily	
REVIEW CENTER REVIEW CENTER	Registration Form for various review program conducted	Individual personal information of reviewees used as bases for identification and monitoring of attendance.	Hard copy	No	N/A	Public	University Review Center	University Review Center		Daily/As the need arises	
		Used for information dessimenation to agencies and Other HEI's	Hard and Soft copy	No	N/A	Public	University Review Cente	University Review Center		Annually	
	Result for LET and NLE Top Notchers	Used for research studies.	Hard and Soft copy	No	N/A	Public	University Review Cente	University Review Center		Annually/As the need arises	

ACCOUNTING	ACCOUNTING	Audited Financial		Standard	No	N/A	LIMITED	WEST VISAYAS STATE	ACCOUNTING	2017-06-20	ANNUALY	
OFFICE	OFFICE	Statements						UNIVERSITY				
			COA Audit Report Audited Consolidated Pre-Closing Trial Balance	c	No					2017-06-20		
		Audited Financial Statements	Addited Consolidated Pre-Closing That Balance	Standard	INO	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY	
		Statements						UNIVERSITY				
		Audited Financial		Standard	No	N/A	LIMITED	WEST VISAYAS STATE	ACCOUNTING	2017-06-20	ANNUALY	
		Statements						UNIVERSITY				
		Audited Financial	Audited Consolidated Post-Closing Trial Balance Audited Consolidated Statement of Financial	Standard	No	N/A	LIMITED	WEST VISAYAS STATE	ACCOUNTING	2017-06-20	ANNUALY	
		Statements	Performance	Standard	110	N/A	LIMITED	UNIVERSITY	ACCOUNTING	2017 00 20	ANNOALI	
		ota tements						0.1112.15.11				
		Audited Financial	Audited Consolidated Statement of Financial Position	Standard	No	N/A	LIMITED	WEST VISAYAS STATE	ACCOUNTING	2017-06-20	ANNUALY	
		Statements	F OSIGOT					UNIVERSITY				
		Audited Financial	Audited Consolidated Statement of Cash Flows	Standard	No	N/A	LIMITED	WEST VISAYAS STATE	ACCOUNTING	2017-06-20	ANNUALY	
		Statements		Staridard		1,77		UNIVERSITY	Account		7.11107.21	
		Audited Financial	Audited Consolidated Statement of Changes in Assets/Equity	Standard	No	N/A	LIMITED	WEST VISAYAS STATE	ACCOUNTING	2017-06-20	ANNUALY	
		Statements	7.000.0 244.1)					UNIVERSITY				
		Audited Financial	Audited Consolidated Notes to Financial Statements	Standard	No	N/A	LIMITED	WEST VISAYAS STATE	ACCOUNTING	2017-06-20	ANNUALY	
		Statements						UNIVERSITY				
			Canadidated Dra Clasina Trial Dalance							2017-02-14		
			Consolidated Pre-Closing Trial Balance			N/A				2017-02-14		
		Annual Financial						WEST VISAYAS STATE				
		Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		ANNUALY	
						N/A				2017-02-14		
		Annual Financial						WEST VISAYAS STATE				
		Reports	Consolidated Post-Closing Trial Balance Consolidated Statement of Financial Performance	Standard	No	N/A	EXCEPTION	UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY	
			Solution of the mandar tenormande			IN/A				2017 02-14		
		Annual Financial						WEST VISAYAS STATE				
		Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		ANNUALY	
			Consolidated Statement of Financial Position			N/A				2017-02-14		
		Annual Financial		S				WEST VISAYAS STATE	A CCC UNITING		*******	
	+	Reports	Consolidated Statement of Cash Flows	Standard	No	N/A	EXCEPTION	UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY	
			3. 333			IN/A				1		
		Annual Financial						WEST VISAYAS STATE				
		Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		ANNUALY	

	Consolidated Statement of Changes in			N/A				2017-02-14		—
	Assets/Equity			IN/A				2017 02 14		
						WEST VISAYAS STATE				
Annual Financial		c			EVOCESTION.		A CCCL INITING			
Reports	Consolidated Notes to Financial Statements	Standard	No	21/2	EXCEPTION	UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY	
	Consolidated Notes to Financial Statements			N/A				2017-02-14		
Annual Financial						WEST VISAYAS STATE				
Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		ANNUALY	
	FAR 3 (Ageing of Due and Demandable Obligations)			N/A				2017-02-16		
Financial	Obligations)									
Accountability						WEST VISAYAS STATE				
Reports (FAR)		HTML, Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		ANNUALY	
	Annual IGP Reports			N/A				2017-02-16		
Annual Financial						WEST VISAYAS STATE				
Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		ANNUALY	
21.5	Agency Action Plan and Status of Implementation of			N/A			1			
	COA Audit Recommendations			' '			1			
Annual Financial						WEST VISAYAS STATE	1			
Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		ANNUALY	
Reports	Pre-Closing Trial Balance	Staridard	140	N/A	EXCELLION	ONIVERSITI	Accounting	2017-04-10, 2017-	ANNOALI	
	- 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.			13/7				07-10, 2017-10-10		
						WEST VISAYAS STATE				
Quarterly Financial		c			EVOCESTION.		A CCCL INITING		OLIA RTERIA	
Reports	Statement of Financial Performance	Standard	No	2.72	EXCEPTION	UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-	QUARTERLY	
	Statement of Financial Performance			N/A				10, 2017-10-10		
								10, 2011 10 10		
Quarterly Financial						WEST VISAYAS STATE				
Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		QUARTERLY	
	Statement of Financial Position			N/A				2017-04-10, 2017-07	-	
								10, 2017-10-10		
Quarterly Financial						WEST VISAYAS STATE				
Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		QUARTERLY	
	Statement of Changes in Assets/Equity			N/A				2017-04-10, 2017-		
								07-10, 2017-10-		
Quarterly Financial						WEST VISAYAS STATE		10		
Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		QUARTERLY	
	Statement of Cash Flows		1	N/A			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	2017-04-10, 2017-	-4-	
				,				07-10, 2017-10-10		
Quarterly Financial						WEST VISAYAS STATE				
Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		QUARTERLY	
neports	Report on Cash Advances	Januaru	INU	N/A	EXCEPTION	ONIVERSITI	ACCOUNTING	2017-04-10,	QUANTENET	
				IN/A			1	2017-07-10,		
<u> </u>						NAME OF A VICANIA C CTATE		2017-10-10		
Quarterly Financial					EVOEDTION:	WEST VISAYAS STATE	A CCCL INITIA: C		CHARTERIN	
Reports	FAR 5 (Quarterly Report of Revenue and Other	Standard	No	N1/2	EXCEPTION	UNIVERSITY	ACCOUNTING	2017-04-15,	QUARTERLY	
	Receipts)			N/A				2017-04-15,		
Financial							1	2017-07-15,		
Accountability						WEST VISAYAS STATE	1			
Reports (FAR)		HTML, Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		QUARTERLY	
	Quarterly Status of Funds Received for Special			N/A			1	2017-01-20, 2017-04	-	
	Purposes and for Implementation of Projects Recorded as Trust Liabilities							20, 2017-07-20, 2017-10-20		
Quarterly Financial	INCOMED AS TRUST LIABILITIES					WEST VISAYAS STATE		2017-10-20		
Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		QUARTERLY	

Ī					1			1		
		Quarterly IGP Reports			N/A				2017-01-20 2017-04- 20 2017-07-20	
									2017-07-20	
	Quarterly Financial						WEST VISAYAS STATE		2017-10-20	
	Reports		Standard	No		EXCEPTION	UNIVERSITY	ACCOUNTING		QUARTERLY
	·	Report on Salaries and Allowances			N/A				2017-04-10, 2017-07-10,	
					'				2017-10-10	
	Quarterly Financial									
	Reports		Standard	No		EXCEPTION				QUARTERLY
	Reports	FAR 4 (Monthly Report of Disbursements)	Stariuaru	INU	N/A	LACLFIION			2017-02-10, 2017-03-	QUARTERET
		Tract (monany respect of Biobarcontone)			N/A				10, 2017-04-10,	
	Financial								2017-05-10, 2017-05-	
	Accountability						WEST VISAYAS STATE		10, 2017-06-10,	_
	Reports (FAR)		XLS	Yes		LIMITED	UNIVERSITY	ACCOUNTING	2017-07-10, 2017-08-	MONTHLY
	Monthly Financial	Pre-Closing Trial Balance			N/A				2017-02-10	
	Reports									
							WEST VISAYAS STATE			
			XLS	NO		EXCEPTION	UNIVERSITY	ACCOUNTING		MONTHLY
	Monthly Financial	Monthly Liquidation Reports for Special Projects			N/A				2017-02-10	
	Reports				'					
							WEST VISAYAS STATE			
			XLS	NO		EXCEPTION		ACCOUNTING		MONTHLY
	Schedule of Fees	Schedule of Fees	VF3	INO	+	EACLI HOIN	OMIVERSITI	ACCOUNTING	2012-06-01	SEMESTRAL
	Scriedule of Fees	Scriedule of Fees							2012 00 01	SEIVIESTRAL
			HTML	YES	wvsu.edu.ph	PUBLIC	WEST VISAYAS STATE UNIVER	ACCOUNTING		
	List of Due and	List of Due and Demandable Obligations-							2014-05-12	DAILY
	Demandable	Advice to Debit Accounts (LDDAP-ADA) Issued								
	Obligations-Advice									
	to Debit Accounts		HTML	YES	wvsu.edu.ph	PUBLIC	WEST VISAYAS STATE UNIVER	ACCOUNTING		
	Student Records of	Student Records of Assessment and Payment							2009-06-01	SEMESTRAL
	Assessment and									
	Payment									
	rayment		HTML	N -	wvsu.edu.ph	LIMITED	WEST VISAYAS STATE UNIVER	ACCOUNTING		
			HIML	No	wvsu.euu.pii	LIMITED	WEST VISAYAS STATE UNIVER	ACCOUNTING		
IQA	INSTRUCTION	Submission of Alternative Learning Assessment in Lieu of							Jan. 3, 2017	
	AND QUALITY	the Midterm Exams								
	ASSURANCE									
	Memorandum		standard	No	n/a	Exception	WVSU	DIQA		semestral
		Faculty and Proctor Midterm Exam Schedule			<u> </u>				Jan. 11, 2017	
									·	
	Memorandum		ctordord	N. a	n/a	Franctica	WVSU	DIQA		semestral
	iviemorandum	2017 Appual Audit Schodulo and Dataila	standard	No	II/a	Exception	W V S U	DIQA		semestrai
		2017 Annual Audit Schedule and Details								
1										
	Memorandum		standard	No	n/a	Exception	WVSU	DIQA	Jan. 23, 2017	annually
		Submission of Proposal for new/Revistalized/Rivision of							Jan. 25, 2017	
		Curricular Programs and /or acadmic polucies and								
1		guidelines for review								
	Memorandum		standard	No	n/a	Exception	wvsu	DIQA		semestral
	ivieniorandum	L	stallual u	NU	11/4	Liception	VV V 3 U	שועה		Jennesu al

 				1					
	Subject Offering by Class Section								
Memorandum		standard	No	n/a	Exception	WVSU	DIQA	Jan. 31, 2017	semestral
	Faculty Loading by Department							Feb. 6, 2017	
Memorandum		standard	No	n/a	Exception	WVSU	DIQA		semestral
			1.0	,				Feb. 6, 2018	annually
									,
Memorandum	Halicanstee Calandar for CV 2017 2010	at a sed a sed	N.	n/a	Franklin	NA (CL)	DIQA		
Memorandum	University Calendar for SY 2017-2018	standard	No	11/a	Exception	WVSU	DIQA	Feb. 6, 2018	
								1 eb. 0, 2016	
	Undergraduate Course Offerings By Section and Subject								
Memorandum	Offerings by Department/Division for Summer 2017	standard	No	n/a	Exception	WVSU	DIQA		semestral
								Feb. 6, 2017	
							1		
Memorandum	University Curriculum Review	standard	No	n/a	Exception	WVSU	DIQA		semestral
	,							Feb.27,2017	
	S	aka a da ad	N-	2/2	Franklin	NA (CL)	DIOA		
Memorandum	Schedule of Final Exams, 2nd Sem., AY 2016-2017	standard	No	n/a	Exception	WVSU	DIQA	Mar. 3, 2017	semestral
								War. 3, 2017	
	On line Faculty Evaluation of Faculty (Pilot								
Memorandum	Implementation)	standard	No	n/a	Exception	WVSU	DIQA		semestral
								Mar. 3, 2017	
Memorandum	Revised Policy for Graduate School	standard	No	n/a	Exception	WVSU	DIQA		semestral
Welliorandulli	Faculty and Proctor Final Exam Schedule	Stallualu	INO	11/4	Exception	W V 30	DIQA	Mar. 14, 2017	Semestral
	racarty and rioccorrinal Exam schedule							Wat. 14, 2017	
Memorandum		standard	No	n/a	Exception	WVSU	DIQA	14 00 5515	semestral
							1	Mar. 22, 2017	
	Undergraduate Course Offerings By Section and Subject						1		
	Offerings by Department/Division for 1st Semester, AY								
Memorandum	2017-2018	standard	No	n/a	Exception	WVSU	DIQA		semestral
					·			Mar. 27, 2017	annually
							1		'
	Contificator of Decognition in Deletion to the 2016						1		
Memorandum	Certificates of Recognition in Relation toto 2016 Accreditation and SY 2016-2017 ISO Certification	standard	No	n/a	Exception	WVSU	DIQA		
Wemorandum	Accidentation and 31 2010-2017 130 Certification	Stanuaru	INU	11/4	Lxception	VV V 3 U	DIQA	April 6, 20187	as requested
								, pin 0, 20101	as requested
	CHED Faculty Training for the Teaching of the New						1		
Memorandum	General Education (GE) Core Courses	standard	No	n/a	Exception	WVSU	DIQA		
								Apr. 27, 2017	
							1		
Memorandum	Consultation Workshop with Senator Bam Aquino	standard	No	n/a	Exception	WVSU	DIQA		
 cora./ddill	TELESCOPE TO THE SERVICE DELITINGUITO	5.00		.,,-	Exception		2.4.		L L

		Faculty Loading Waylehan		1				1	May 2, 2047		
		Faculty Loading Workshop							May 2, 2017		
					2/2			DIOA			
	Memorandum	Graduate School Subject Offerings	standard	No	n/a	Exception	WVSU	DIQA	May 8, 2017	semestral	
		Graduate Scribbi Subject Offerings							Iviay 6, 2017		
					n/2			DIOA			
	Memorandum	List of Educational Field Trips, OJT, and other	standard	No	n/a	Exception	WVSU	DIQA	May 9, 2017	semestral	
		related academic tours							Iviay 9, 2017	annually	
	Memorandum		standard	Na	n/a	Firesation	MAN (CLI	DIQA			
	Memorandum	Workshop on Updating and uniformity of the	standard	No	11/a	Exception	WVSU	DIQA	May 26, 2017	as needed	
		OBEdized Syllabus for Major Subjects in the Third							Way 20, 2017	as needed	
		Year									
			aka sada sad	N -	n/2	Formation	M0.(C) I	DIQA			
	Memorandum	Accreditation of Full Professors	standard	No	n/a	Exception	WVSU	DIQA	Jun. 22, 2017	as requested	
		/ toologitation of Full Floressors							Juli. 22, 2017	as requested	
	Memorandum		standard	N.a	n/a	Eventin	WVSU	DIQA			
	Memorandum	List of Curricular prorams with CMO's	Standard	No	11/a	Exception	WVSU	DIQA	Jun. 30, 2017		
		List of Gamodial profamo with Give 5							0411. 00, 2017		
	Mamarandum		standard	No	n/a	Exception	WVSU	DIQA		semestral	
	Memorandum		Standard	INO	11/a	Exception	W V 3 U	DIQA		Semestral	
	Memorandum	Submission of CHED E-O	standard	No	n/a	Exception	WVSU	DIQA	Jul. 3, 2017	semestral	
	Wellioralidum	Submission of Cheb e-O	Standard	INU	11/4	Ελτεριίοπ	W V 30	DIQA	Jul. 3, 2017	Semestral	
	Memorandum	Feculty and Proctor Midterm Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Aug. 1, 2017	semestral	
	Wemorandani	recurty and resector inflaterin Exam seriedate	Standard	INO	, a	Ελεεμιση	WVSO	DIQA	Sept. 28, 2017	Scincstrai	
									3 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		
		Cubinet officials by seeking and decreases at this initial for									
	Memorandum	Subject offerings by section and departmnet/division for 2nd sem. And faculty loading workshop	standard	No	n/a	Exception	WVSU	DIQA		semestral	
	Welliotalidall	The recently recently workshop	Standard	110	, a	Елеерион	***30	DIGA		Semestra	
									1		
	Memorandum	Faculty and Proctor Final Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Oct. 3, 2017	semestral	
		,			,-			2.00.			
									1		
	Memorandum	Final list of NBC 461, (7th Cycle) Committee Members	standard	No	n/a	Exception	WVSU	DIQA	Oct. 11, 2017		
					, -						
									1		
	Memorandum	Policy on Instructional Materials (IM) Evaluation	standard	No	n/a	Exception	WVSU	DIQA	Nov. 2017		
						- Pr					
									1		
	Memorandum	Schedule of NBC 461, Cycle 7A Orientation	standard	No	n/a	Exception	WVSU	DIQA	Nov. 28, 2017		
L L					• • • • • • • • • • • • • • • • • • • •		•				

 			1			1		1		1
	Alternative Learning Assessment in Lieu of the Midterm									
	Exams									
Memorandum		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								Nov. 2017		
				/			DIO 4			
	ISO 9001:2008 - AJA 2nd Surveillance Audit Report,	standard	No	n/a	Internal	WVSU	DIQA	lon 4 2047		
AACCUP	WVSU 2017 Accreditation Schedule						1	Jan. 4, 2017	annually	
Accreditation							1			
							1			
		standard	No	n/a	Internal	WVSU	DIQA			
AACCUP				-						
Accreditation							1			
Accieditation							1			
			1	m /-		,,	B10.4			
	AACCUP Board Action on Program Accreditation:	standard	No	n/a	Internal	WVSU	DIQA	1 10 0017		-
AACCUP	Master in Communications						1	Jan. 12, 2017		
Accreditation							1			
		standard	No	n/a	Internal	WVSU	DIQA			
AACCUP								Jan. 12, 2017		
Accreditation								·		
Accieditation										
	Mantagat Aga in N			m /-			F			
	Master of Arts in Nursing	standard	No	n/a	Internal	WVSU	DIQA	1 10 0017		1
AACCUP								Jan. 19, 2017		
Accreditation							1			
	Master of Science in Forestry/ Ph.D.									
	Agriculture	standard	No	n/a	Internal	WVSU	DIQA			
AACCUP	Master in Agriculture/ BS Agriculture/							Dec. 8, 2017		
Accreditation	BS Forestry						1			
Accieditation										
							F			
		standard	No	n/a	Internal	WVSU	DIQA	D 7 0047		-
AACCUP								Dec. 7, 2017		
Accreditation	BS Applied Mathematics/MA English and									
	Literature/MA Mathematics/MA Social Science/Ph.D.									
	Social Science	standard	No	n/a	Internal	WVSU	DIQA			
AACCUP			1	, -				Dec. 7, 2017		
Accreditation							1			
Accreditation							1			
	MAED Physics/Ph.D. Science Education majors in			,						
	Biology & Mathematics	standard	No	n/a	Internal	WVSU	DIQA			
AACCUP								Dec. 8, 2017		
Accreditation							1			
	Bachelor in Music Education/Master in Physical									
	Education Education/Master in Physical	standard	No	n/a	Internal	WVSU	DIQA			
	Duucauon	stanudiu	INU	11/4	Internal	VV V 3 U	אטוע			<u> </u>

			1					_		D 7 0047		
		AACCUP								Dec. 7, 2017		
	Ac	ccreditation	Bachelor of Elem. Education/Bachelor of Secondary									
			Education/BS Information Technology/BS Inductrial			,						
			Technology/BS Entrepreneurship (Calinog Campus)	standard	No	n/a	Internal	WVSU	DIQA			
	1 1 0 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5							1101011	1/2.4	2047 04 00 4 0047 40	D !!	
VPAA		rs to inter-	Communications issued by the VPAA to	DOC	No	NA	Exception	WVSU	VPAA	2017-01-03 to 2017-12-	Daily	
		cies, January-	agencies/individuals on various concerns							29		
	AFFAIRS Decei	mber 2017										
	Mam	ioranda,	Mamaranda issued by VDAA to	Standard	No	NA	Freentian	WVSU	VPAA	2017-01-06 to 2017-12-	Daily	
		•	Memoranda issued by VPAA to	Stanuaru	NO	INA	Exception	WVSU	VPAA	2017-01-06 to 2017-12-	Dally	
		ary to	units/colleges/external campuses on various							21		
	Decei	mber 2017	concerns									
									+	+		
1									1			
									1			
VPRET	VICE PRESIDENT Mem	norandum							+			
VIIIEI	FOR RESEARCH,	iorandum	MEMORANDUM: Guidelines for the									
	EXTENSION AND		University Week Exhibits 2017 on January									
	TRAINING		25-28, 2017 at IICT Bldg.	hard copy	No	N/A	exception	VPRET	VPRET	2017-02-16	Annually	
		norandum	MEMORANDUM: Meeting on Proposed	nara copy		,	слосрион	711121			,	
	l liviciii	iorandam	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		
	Mem	norandum	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		
	Mem	norandum	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	
	Mem	norandum	MEMORANDUM: Training on the									
			Implementation of Research Ethics Across						1			
			Disciplines on April 23-26, 2017 at Davao								_	
			City.	hard copy	No	N/A	exception	VPRET	VPRET	2017-04-04		
	Mem	norandum	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		
	Mem	norandum	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	
	Mem	norandum	MEMORANDUM: Science, Technology,									
			Research, and Innovation for Devlopment									
			(STRIDE) & Intellectual Property Office of									
			the Philippines (IPOPHII) Synergy	hard copy	No	N/A	exception	STRIDE & IPOPHIL	VPRET	2017-06-23	Annually	

T 184	AASMODANDUM TUTTUM MALLEY					I	1		
Memorandum	MEMORANDUM: Training-Workshop on								
	Basic Research Ethics Review and Ethics								
	Committee Operational Procedures on	hard conv	No	N/A	avcention	VPRET	VPRET	2017-07-20	Annually
NA	August 16-17, 2017 at Enhrathah Farms and	hard copy	INO	IN/A	exception	VPREI	VPREI	2017-07-20	Aillidally
Memorandum	MEMORANDUM: Participation to the 2017								
	Regional Invention Contest and Exhibit								_
	(RICE) on August 29-31,2018 at SM City	hard copy	No	N/A	exception	DOST RO VI	VPRET	2017-07-21	
Memorandum	MEMORANDUM: University Research &	пага сору	110	,	скоерион	2031 NO VI	VIIILI	2017 07 21	
Wemorandam	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	,			2 2200				•
l memoranaa	(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								
	_						1		
		hard copy	No	N/A	exception	VPRET	VPRET	2017-12-19	Monthly
Endorsement	December 1991 To 1991 To 1991								
	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	Designation of Dr. Aretha Ann Liwag as								
issuance of	Project Leader to the Budyworks Telehealth								_
designation	Project West Visayas State University							2017 20 10	
	(WVSU) Designation of Dr. Diosdado V. Amargo as	hard copy	No	N/A	exception	VPRET	VPRET	2017-02-13	
Request for the	Coordinator to the Humanities and Social								
issuance of	Sciences, Behavioral Sciences, and Basic								_
designation	Sciences Research Ethics Review	hard conv	No	N/A	exception	VPRET	VPRET	2017-03-03	
Fr. damanus aut	+	hard copy	INO	IN/A	exception	VPREI	VPREI	2017-03-03	
Endorsement	Request of Dr. Fred P. Guillergan, Acting								
	Chair, Unified Biomedical Research Ethics								_
	Review Committee (UBRERC), to include Dr.	hard copy	No	N/A	exception	UBRERC	VPRET	2017-03-24	
Endorsement	Request of Dr. Fred P. Guillergan, Acting	сору		,	checken	SENERO		2027 00 24	
Lituoisement	Chair, Unified Biomedical Research Ethics						1		
	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						1		
	Review Committee (UBRERC), to include Dr.						1		-
	Request of Dr. Joselito F. Villaruz, Dean,	hard copy	No	N/A	exception	UBRERC	VPRET	2017-05-12	
Endorsement	1 -								
	College of Medicine re: grant-agreement								_
	between the University of Duesto, Bilbao,					University of Duesto,	1		-
	Spain and West Visayas State University	hard copy	No	N/A	exception	Bilbao,	VPRET	2017-05-22	
Endorsement	Request of Dr. Stephen G. Sabinay, Faculty,								
	College of Arts and Sciences/Project Leader,					0.11	1		_
	"Establishment of WVSU Biotech Research					College of Arts and		2017 20 11	
	and Learning Center, recommending	hard copy	No	N/A	exception	Sciences	VPRET	2017-06-14	

							T	1	1		ı
	Endorsement	Request Dr. Fred P. Guillergan, Acting Chair,									
		Unified Biomedical Research Ethics Review								_	
		Committee (UBRERC), to include Dr. Leah	hard copy	No	N/A	exception	UBRERC	VPRET	2017-06-20		
 		M. Agreda, in the roster of Independent Request of Dr. Joseilto F. Villaruz, Dean,	паги сору	INO	N/A	ехсериоп	UDNENC	VPREI	2017-00-20		
	Endorsement	College of Medicine re: conduct of a survey									
		to selected University stakeholders which								_	
		forms part of consultation process from	hard copy	No	N/A	exception	College of Medicine	VPRET	2017-06-23		
	Endorsement	Proposals for inclusion in the ADCO			,						
	Lindorsement	meeting and for endorsement to the Board									
		of Regents re: New Research Programs and								-	
		Projects; Proposed Revision of Monetary	hard copy	No	N/A	exception	URDC,UEDC,CAS	VPRET	2017-08-23		
	Request for the	Designation of the members of as Chairs									
	issuance of	and Committee Members for different									
	designation	panels of the Social Science Research Ethics								_	
		Review Committee of the University and Dr.	hard copy	No	N/A	exception	VPRET	VPRET	2017-08-14		
	Certification	Attendance Sheet prepared in the conduct									
		of the Training-Workshop on Basic								_	
		Research Ethics Review and Ethics									
		Committee Operational Procedures on Request of Dr. Greta G. Gabinete, Director,	hard copy	No	N/A	exception	VPRET	VPRET	2017-09-26		
	Endorsement	URDC, re: Endorsement of Research									
		Proposals for CY 2018 Implementation for									
		ADCO deliberation and approval.	hand same	No	N/A	oveentien	LIDDC	VDDET	2017-12-06	Annually	
	Fardanas and	Communication of Dr. Aretna G. Liwag,	hard copy	No	IN/A	exception	URDC	VPRET	2017-12-00	Ailitually	
	Endorsement	Project Leader, RxBox 1000, re: draft of the									
		Memorandum of Agreement of the project								_	
		"Roll-out of 1,000 RxBox Telehealth Device	hard copy	No	N/A	exception	VPRET	VPRET	2017-12-06		
+	Accomplishment	Research and Extension Development	пага сору	110	,/.	слерион	VIIILI	VIIILI	2017 12 00		
	Reports	Programs and Projects,									
	пероп	Seminars/Trainings/Meetings Attended,									
		Linkages	hard copy	No	N/A	internal	VPRET, URDC, UEDC	VPRET	2018-01-03	Monthly	
		THINGE Y.									
ADMIN ADMINISTRATIVE	Statement of Assets,	declare and submit an annual true, detailed and									
OFFICE	Liabilities and	sworn statement of their assets, liabilities and net	hard copy/PDF	No	N/A	Exception	Administrative Office	CAO			
	Networth (SALN)	worth, including disclosure of business interests and financial connections, and to declare to the best of	пага соруут Бт	140	N/A	Exception	Administrative office	OAO			
		their league and their relatives in the government									
		A Citizen's Charter is an official document, a service standard, or a pledge, that communicates									
	WVSU Citizen's	information on the services provided by the	hard copy	Yes	www.wvsu.edu.p	public	Administrative Office	HRMO			
	Charter	government agency to the public. It is also for the			<u>h</u>	·					
		compliance of Anti-Red Tape Act of 2007 (ARTA) transparency and accountability in this website.									
		WVSU (and its external campuses and allied									
	Transparency Seal	sciences) complies with Sec. 91 (Transparency		Yes	www.wvsu.edu.p	public					
		Seal) of the Republic Act 10633 (General Provisions Act of 2014).									
		INCLUI 2014).									
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	PESCAR	Faculty Attandance Laghants									
		Faculty Attendance Logbook									
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	Logbook		DOC	110	11/4	internal	601	GOT CICTA			
		course guide									
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	Syllabus		DOC	no	n/a	internal	СОР	College secreatary	v		
	5,				,				<u></u>		
		Faculty Individual workload and Report									
	CHED- EO		DOC	no	n/a	internal	ched	COP clerk			
		Course flow of the various program									
	Prospectus/ degree				, ,						
	program		PDF	no	n/a	internal	COP	College secreatary	,		
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	CHED memo		PDF	Yes	<u>ph</u>	public	ched	College secreatary	'		
		Masters/ Undergraduate									
		Masters/ Orldergraduate									
	Student Clearance		DOC	no	n/a	internal	СОР	COP clerk			
	Student clearance		DOC	110	11/4	internal	601	COT CICTA	+		
		Quality Procedure and Standards of the University									
	University Quality	for ISO 2018									
	Manual		DOC	no	n/a	internal	СОР	College secreatary	,		
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		Memorandum pertaining to University Activities									
	University Memo		PDF	no	email	exception	university	COP clerk			
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		Memorandum pertaining to College Activities									
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	COP Memo		DOC	no	n/a	exception	COP	COP clerk			
		Agreement pertaining on the use of the COP Gym									
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	Permits to use				/-			gap 1 1			1
	Facilities		PDF	no	n/a	internal	COP	COP clerk			ļ
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VD 4 5	VICE PRECIPENT	Construction of the NOAE:	200	NI.		EV.	140/611	VDAE	2047 04 02 1 2047 12	D - 'I	+
VPAF		Communications issued by the VPAF to	DOC	No	NA	Exception	WVSU	VPAF	2017-01-03 to 2017-12-	Daily	
	FOR agencies, January-	agencies/individuals on various concerns							29		
	ADMINISTRATION December 2017										
	AND FINANCE				1						
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-		Advanced by Albanda A	Či s sala sal	N	———	E	NA (CL)	\/DA.F	2047.04.06 2047.42	D - 'I	
		Memoranda issued by VPAF to	Standard	No	NA	Exception	WVSU	VPAF	2017-01-06 to 2017-12-	Daily	
	January to	units/colleges/external campuses on various			1				21		
	December 2017	concerns			1						
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0.07	2011505.05		CICT Prospectus include the prospectus for the								+
CICT	COLLEGE OF		different program offerings of CICT such a								
	INFORMATION		different program offerings of CICT such a BSIT,BSIS,BSCS,BLIS, BS EMC and MIT programs.								
	AND										
	COMMUNICATIO										
	NS TECHNOLOGY					81/4					
		CICT Prospectus		Doc, Standard	No	N/A	Internal	WVSU	CICT		Annually
			Course Syllabus for the courses of the CICT								
		Course Syllabus	offered programs.	Doc, Standard	No	N/A	Internal	WVSU	CICT		Annually
	N	Memoranda January								January to Decmeber 2017	
		to Dec 2017	Memoranda issued by CICT to Units/Colleges	Doc, Standard	No	N/A	Exceptions	WVSU	CICT	2017	Daily
BOR	Board of Regents A	DCO,ACAD and	a document identifying roles of corporate	Hard copy	No		Internal	Office of the Board	Office of the		Quarterly
			officers along with board meeting decisions					Secretary	Board Secretary		
			and results					,	1		
	B	OR Referendum	a general vote by the BOR members on a	Hard copy	No		Internal	Office of the Board	Office of the		Daily/Quarterly
		ith attachments	particular proposal that has been referred to	',				Secretary	Board Secretary		" '
			them for a direct decision					,	,		
	Δ	DCO,ACAD,and	the instant written record of a meeting or	Hard copy	No		Exception	Office of the Board	Office of the		Quarterly
		OR Minutes	hearing	пага сору			Exception	Secretary	Board Secretary		Quarterly
		OK Williates	incumg					Secretary	board Sceretary		
50.5	COLLEGE OF	N 401-	CUED Managed at Oak and Cultural	le e e de e e e	VOC	hara III		CUED	505	0/4/2047	CUEDI
COC		MO's	CHED Memorandum Order of the programs of	hard copy	yes	https://ched.g	public	CHED	coc	8/1/2017	per CHED's update
	COMMUNICATIO		the College			ov.ph/wp-			1		
	N					content/uploa					
						ds/2017/10/C				1	
		Iternative	Request for Alternative Learning Assessment	hard copy	no	N/A	public	coc	coc	1/9/2017	Bi-annually
	Le	earning									
	A	ssessment									
					<u> </u>						
	N	1ake-up Classes	Request for Make-up Class	hard copy	no	N/A	public	сос	COC	6/20/2017	Monthly
			<u> </u>								

	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.wvs	internal	сос	DIQA	7/7/2017	Bi-annually	
					u.edu.ph/chedeo/						
	Grade Sheets								2017-10-25	Bi-annually	
		a 1 1 2 2000 1			http://iuis.wvsu. edu.ph/aims/fac						
	Linkages with MOA	Grade sheets of COC faculty	hard copy	yes	ulty	exception	COC	Registrar	2017-04-20	Daily	
										,	
		Memorandum of Agreements with linkages of COC	hard copy	no	N/A	public	coc	coc			
	Travel Orders	Request for travel of COC faculty	hard copy	no	N/A	public	COC	coc	2017-01-05	Daily	
ON		Memoranda issued by the Dean to Faculty	Standard	No		Exception	WVSU	CON	2017 January 04 to	Monthly	
	NURSING								2018 September 18		
	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	
BRERC	UNIVERSITY BIO RESEARCH ETHICS AND REVIEW COMMITTEE	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 dispproval 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	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 WVSU, SYMBOLIC FIGURES AND ACADEMICS AWARDEES OF ALUIMNAS AND OTHER COLLEGES IN THE UNIVERSITY.	воок	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.goog le.com/mail/u/1/ #search/ipcr/FMf cgxvxBXphFgx WtPlxNTRgQsH MPVKr	EXCEPTION	HRMO	HRMO	JULY 1 TO DEC EMBER 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	

	Т	PRPOSED PROJECTS OF CILPI FOR THE	I							F	, , , , , , , , , , , , , , , , , , ,
	PROJECT PROPOSALS	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	
	ACCOMPLISED 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.	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	Work Assignment or Mr. Patrick John 1. 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	Addendum to the List of Coaches and Events for th University Week 2017, Lit-Mus Contests	e MS	no		Exception	WVSU-PC	Campus Administrator	2017		
Memo No. 09	2017 Working Committees for the 2017 PFA Family Day and General Assembly	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
Memo No. 10	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	Working Committee, Closing Activities A.Y. 2016- 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually	
Memo No. 12	2017 Updated Designations of Personnel in the Assessment Center	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
Memo No. 14	2017 TV/Video Documentary Shooting for Pototan Campus on Thursday, March 02, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017		
Memo No. 19	General Assembly Meeting regarding the protoco 2017 to be observed during the Recognition Program an Commencement Exercises		no		Exception	WVSU-PC	Campus Administrator	2017		
title	description	file_format	online_pub lication	location_or_url	disclosure	original_data_owner	data_maintainer	ata_released (or coverag	frequency_of_up date	
WVSU F	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	Designation of Dr. Lina P. Grabato as OIC ,Office of the Dean of Instruction effective March 21, 2017	F MS	no		Exception	WVSU-PC	Campus Administrator	2017		
Memo No. 22	Designation of Dr. Rowena P. Pendon as OIC, Offic 2017 of the Director, School of Education effective Marc 21, 2017		no		Exception	WVSU-PC	Campus Administrator	2017		
Memo No. 23	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_pub lication	location_or_url	disclosure	original_data_owner	data_maintainer	ata_released (or coverag	frequency_of_up date	
WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	www.wvsu.edu.	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_pub lication	location_or_url	disclosure	original_data_owner	data_maintainer	ata_released (or coverag	frequency_of_up date	
WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	www.wvsu.edu.	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_pub lication	location_or_url	disclosure	original_data_owner	data_maintainer	ata_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		

	Me	emo 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	editation 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			
			List and profile of accredited student organizations approved by the accreditation committtee 2017	Standard (hard copy)	No	Internal		Office of Student Affairs	2017-07-16	Bi-Annually	
			Budget Preparation Form for the construction of the Food Processing Center	DOC	No	Internal	WVSU-CAF	Planning Development Office	2017-07-03	Annually	
	BP Fo Wing)	orm 202 (INAS Left E	Budget Preparation Form for the completion of INAS building left wing	DOC	No	Internal		Planning Development Office	2017-07-03	Annually	
	BP Fo Center		Budget Preparation Form for the construction of Student Center	DOC	No	Internal		Planning Development Office	2017-07-03	Annually	
	Check	k Issuances F	Report or summary list of check issued for FY 2017	Standard, XLS	No	Limited	WVSU-CAF	Finance Office	2017-02-01	Monthly	
	Classr	room Observation (Covers Second Semester SY 2016-2017	Standard (hard copy)	No	Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-02-14	Biannually	
	Colleg Activiti		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		CAF Research and Development Office	2017-01-09	Annually	
	C	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	
			List of researchers with research implemented or completed in the year 2017	Standard (hard copy)	No	Internal		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 Graduatesand 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/rumbling; 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 Qoutation	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	
МОА	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 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	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		

	N 4	Dantisia and a linear and						Clatter I		1
	Memorandu	Partisipasyon sa Linangan				_		Chief		
	m (CHEDRO	2017: Seminar-Worksyap sa	Standard	NO	NO	PUBLIC	CHEDRO VI	Education	2/20/2017	
	IV)	Pagtuturo ng Sikolohiyang						Program		
	Civil Service	117th Anniversary of the						Chairperso		
	Memorandu	Philippine Civil Service "Tugon	Standard	NO	NO	PUBLIC	CSC	n	4/11/2017	
	m	sa Hamon ng Pagbabago:						11		
	Conference	Eco Tourism Seminar	Standard	NO	NO	PUBLIC	DOT	President	5/5/2017	
	Gawad	Showcasing activities such as						Municipal		
		School Refurbishing, Feeding,	Standard	NO	NO	PUBLIC	LGU-Lambunao		5/17/2017	
	Kalinga	House Build Project, Tree						Mayor		
		119th Year of Philippine								
	Invitation	Independence Day with the	Standard	NO	NO	PUBLIC	LGU-Lambunao	Municipal	6/7/2017	
	(Cultural)	theme: "Kalayaan 2017:				. 5 = =.5		Mayor	3,1,2321	
		Joint Circular Rules and						CSC		
	Joint Circular	Regulations Governing	Standard	NO	NO	PUBLIC	CSC, COA, DBM	Chairperso	6/15/2017	
	Jointe Circular	Contract of Service and Job	Staridard	.,,	110	1 05210	C3C, CO/1, DB/11	n, COA	0, 13, 2017	
		Transforming the Government								
	ASEAN	Financial Sector in the Era of	Standard	NO	NO	PUBLIC	AGAP	National	7/18/2017	
	Seminar	ASEAN Interrogation	Staridard	110	NO	r oblic	AGAI	President	7/18/2017	
		To conduct seminar on 2017						Office of		
	Seminar	Education Summit: The Future	Standard	NO	NO	PUBLIC	CHEDRO VI	the	8/1/2017	
	Seminar		Stanuaru	NO	NO	PUBLIC	CHEDRO VI		8/1/2017	
		of Philippine Education 1st National Conference on						Regional		
	PASUC		Chandand	NO	NO	DUDUC	DACIJO	Dunnidont	0/2/2017	
	Advisory	Poverty and Sustainable	Standard	NO	NO	PUBLIC	PASUC	President	8/2/2017	
	,	Development (NCPSD 2017) Closure Order of the Higher						Office of		
	Notice to the	S	Chamaland	NO	NO	DUDUC	CHED		0/47/2047	
	Public	Education Programs of	Standard	NO	NO	PUBLIC	CHED	the	8/17/2017	
		Mandaue College in						Regional		
	Career	DepEd, CHED, TESDA and DTI							0 /0 / /00 / =	
	Advocacy	Career Advocacy	Standard	NO	NO	PUBLIC	CHEDRO VI	Director IV	8/31/2017	
	. ia rocacy	•						61 : (
		Participation in the 1st						Chief		
	International	International Conference in	Standard	NO	NO	PUBLIC	CHEDRO VI	Education	9/5/2017	
	Conference	Teacher Education (ICTE) with						program		
	CHEDRO VI	Information, Swindlers are						Manageme		
	Advisory	around victimizing colleges	Standard	NO	NO	PUBLIC	CHED	nt of CHED	9/8/2017	
	Auvisory	using the name of CHEDRO VI						Regional VI		

	1st national Conference on Risk	6	NO	NO	DUDU.	22214	Board of	10/00/0017	
Managemen t Conference	Management "Role of Risk Managers in Attaining a	Standard	NO	NO	PUBLIC	DRRM	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 CMO # 62 Series 2017-Policies,	Standard	NO	NO	PUBLIC	DepED	Secretary of Departmen	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	Chairperso n	07/19/2017	As the need arises.
Financial Assistance	Orientation of CHED Student Financial Assistance Program relative to the new	PDF	Yes	www.che d.gov.ph	Public	CHED/DBM	Chief Administrat ive 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	Municipal Police	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		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	
	Bayan Member Effective June	N/A	no	N/A	Limited	the Sangguniang	Vice Mayor	10/2/2017	Annually
CPD	Continuing Professional Development (CPD) Seminar on October 28-29, 2017 from	N/A	no	N/A	Limited		Criminologi sts	10/3/2017	Annually
Financial Assistance	Detailed List of Tuition Fee and Standard School Fees for School Year 2016 - 2017 and	PDF	Yes	www.che d.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://b usinessmi rror.com.	limited	Economics Organizations De La Salle	Executive Vice President	11/2/2017	

BSE Standard	CMO # 75 Series 2017-Policies,						Chairperso		As the need
and	Standards and Guidelines for	Standard	NO	N/A	Public	CHED	chairperso	11/2/2017	
Guidelines	Bachelor of Secondary						rı		arises.
CMO for	CMO # 79 Series 2017-Policies,						Chairperso		As the need
BTVTEd	Standards and Guideines for	Standard	NO	N/A	Public	CHED	n	11/2/2017	arises.
BIVILU	Bachelor of Technical-						11		arises.
Financial	Addendum to CMO No. 16,			www.che			Chairperso		
Assistance	Series of 2013 " Guidelines for	PDF	Yes	d.gov.ph	Public	CHED	n	11/22/2017	
Assistance	the Implementation of Student								
	Nominations for the Search for			www.jcir			JCI Regatta		
TOSIA	the Outstanding Students of	PDF	Yes	egatta.or	Public	JCI Regatta	LO	11/6/2017	
	Iloilo Awards (TOSIA) 2018			g			President /		
CMO for	CMO # 104 Series 2017-						Chairperso		As the need
Internship	Revised Guidelines for Students	Standard	NO	N/A	Public	CHED	n	12/28/2017	arises.
meensmp	Internship Program in the								u11363.
Academic	CMO # 105 Series 2017-Policy			,		_	Chairperso		As the need
Records	on the Admission of Senior	Standard	NO	N/A	Public	CHED	n	12/29/2017	arises
	High School Graduates to the					6 1 1			411363
Invitation	Invitation for Workshop			,		Central	RCECC		
from other	Entitled "Effective	Standard	no	n/a	Limited	Philippines	Director	2/13/2017	
Universities	documentation for Workshops					University			
Invitation	Training Workshop/seminar			21.72		Local/national/in		2/22/2247	
(Academic)	writeshop/forums	hard copy	No	N/A	public			2/20/2017	N/A
	Call for Aplications for			1		linkages	Managent Dean of		
I Call for	'			21/2	1.6	Commission on		2/27/2047	21./2
Scholarships	scholarships abroad for faculty	hard copy	No	N/A	public	Higher Education	Instruction,	2/2//201/	N/A
l ' '	and staff during K to 12 Request for Endorsement of						Dept. All		
I '	•	band same	NI-	NI/A	mustis	Commission on		2/7/2017	NI/A
Endorsemen	Activities/Eventsof Higher	hard copy	No	N/A	public	Higher Education	Directors,D	2///201/	N/A
t of Reiteration	Reiteration of Directives					•	eans,Unit All		
		hard same	Nia	NI/A	public	Commission on		2/9/2017	NI/A
	regarding the Full	hard copy	No	N/A	public	Higher Education	Directors,D	2/8/201/	N/A
regarding	Implementation of Anti- Invitation for Training Seminar,					_	eans,Unit Associate		
Research	Entitled "Teaching Research for	Ctandard		2/2	Public with Fees	University of the		3/10/2017	
Invitation	_	Standard	no	n/a	Public with rees	Philippines	Dean,	3/10/2017	
	Senior High and College PACSA Visayas Mid-Year						Research, PACSA		
PACSA	·	PDF	Yes	www.che	Public	CHED/PACSA	National	3/13/2017	
Invitation	·	FUF	165	d.gov.ph	Public	CHED/PACSA		3/13/201/	
	Workshop, and Training						President]	

I Permit lise	Availability of the Audio Visual Room (AVR) as a venue of the Review Classes, DepEd, LGU,	N/A	no	N/A	public	Dep Ed., LGU,	Proprietor/ Manager/H eads of		Annually
Joint Memorandu m Circular	Guidelines on the Grant of Free Tuition in State Universities and Colleges for Fiscal Year	PDF	Yes	www.che d.gov.ph	Public	CHED/DBM	Director IV	3/25/2017	
ASEAN flag & anthem	the ASEAN Flag and Signing of the ASEAN Anthem	PDF	Yes	www.che d.gov.ph	Public	CHED	Director IV	3/28/2017	
Public	National Public Consultation on	PDF	Yes	www.che d.gov.ph	Public	CHED	Director IV	3/29/2017	
Educational Assistance	Educational Assistance to dependents of affected overseas filipino workers	PDF	Yes	www.che d.gov.ph	Public	CHED	Chairperso n	4/ 3/2017	
Financial Assistance	Submission of Additional Documents for the release of 2nd Tranche "Yolanda"	PDF	Yes	www.che d.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	Chairperso n	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	Chairperso n	4/7/2017	As the need arises.
ESGP-PA Memorandu m	Enhance Implementation Guidelines for the ESGP-PA	PDF	Yes	www.wvs u.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	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.che d.gov.ph	Public	CHED	Director IV	5/25/2017	
Financial Assistance	CAMELEON ASSOCIATION	PDF	Yes	www.cam eleon- associatio	internal	CAMELEON	Community Developme nt Worker		

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 nvitation	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	Chairperso n	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	Administrat or	7/26/2017		
Blood Letting Announceme nts	National Red Cross with the	N/A	no	N/A	public	Dr. Ricardo Y. Ladrido 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.che d.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	greenphili ppines.inf o@gmail.	public	Alliance for Green Philippines	President	8/11/2017		

	Career	Invitation to talk about the university's Senior High Sch. Offerings	hard copy	No	N/A	public	Calinog National	Office of the Guidance	8/16/2017	N/A	
	Research Forum Invitation	Local/national/international conference	N/A	no	N/A	public	Local/National/I nternational/Aca demic Heads	Chancellor,	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		
	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 Communicati on	Seminar and Job Search 2017;	Standard	no	n/a	Public	JBLFMU	СОВ	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	Councellor, UP	8/6/2017		
	νΜCΔ	42nd YMCA National Congress of College Students and 22nd YMCA National Campus Club	PDF	Yes	www.che d.gov.ph	Public	YMCA National Congress of College Students	Chairperso n	9/17/2017		
	Communicati on	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 Inventory	Inventory of Equipment Section	Hard Copy	No	N/A	Internal	Central Science	Supply Office	6/7/2017		
CJE	LABORATORY	inventory or equipment section	паги сору		IV/A	micina	Laboratory	Барріу Опісе	0,7/2017		

00	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/2R1 vHsi	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/2Q VYxKJ	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/2N GM1AX	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 accompishments, budget allocation and utilization, and other information	PDF	No	NA	Public	University Planning & Development Office (UPDO)	UPDO	2018	NA	
PO	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/Secti onIV/Report%20 on%20Govt%20 PPA%20(%E2%	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)		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)	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)	Upon implementation	n/a
GSO	GENERAL Electric Bill SERVICES OFFICE 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
		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		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
		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

		I	1		1			Monogomont	T		
	Preventive	This contains schedule of preventive maintenance	hardcopy					Management Information	2017-01-17	Annually	
	Maintenance Plan	of all ICT equipments within WVSU-Janiuay Campus						Sytem			
		Campus		NO	N/A	public	WVSU	Officer/PDO			
		Quarterly accomplishment report on research		NO	IN/A	public	WVSU	Officer/PDO	2017-03-17		
	Research Quarterly	activities of WVSU-Janiuay Campus							2017-03-17	Quarterly	
	Accomplishment	activities of www.o-Janiuay Campus									
	Report		N/A	NO	N/A	public	WVSU	RET Head			
	Extension Quarterly	Quarterly accomplishment report on Extension							2017-03-17	Quarterly	
	Accomplishment	Activities and trainings conducted of WVSU-Janiuay									
	Report	Campus	N/A	NO	N/A	public	wvsu	RET Head			
	Annual Report 2017	The summary of all campus accomplishments:	N/A	NO	N/A	Public	PDO	Office of the	2017-12-29	Annually	
	/ initial Report 2017	The summary of all campas accomplishments.	14/74	110	1,7,7	Tublic	150	Campus	2017 12 23	, unidenty	
		Instruction Division (Faculty, Students, Campus						Administrator/			
								Planning and			
	Strategic quality	It covers the activities of the campus like ISO							2017-06-01	Every 4 years	
	Assurance	certification, AACCUP Accreditation and Certificate								, ,	
	Development Plan	Of Program Compliance by the CHED									
	Development Plan		1.		l.,,,			L	_		
			N/A	NO	N/A	public	WVSU-JC QA Coordinator	QA Coordinator,			
	Pre-Employment	Description, Rationale, Objectives, and Activities of the	Hard Copy	NO	N/A	Public	WVSU	Guidance	2017-05-01	Every Year	
	Orientation Program	Pre-Employment Activities for Graduating College						Coordinator/Guidano			
		students						e Counselors			
	De-Briefing Program	Description, Rationale, Objectives and Activities of the De	Hard Cons	NO	N/A	Public	WVSU	Guidance	2017-05-01	Every Year	
	De-Brieffing Program	Briefing Endeavor for Students who Recently finished	- паги сору	NO	IN/A	Public	WVSO	Coordinator/Guidano		Every rear	
		their On-The-Job Trainings						e Counselors	*		
		their on-me-dob framings						e Couriseiors			
	a: a	D D			21/2	0.12	La retu	0.11	2047.00.04		
	Diversity Program	Description, Rationale, Objectives, and Activities of	Hard Copy	NO	N/A	Public	WVSU	Guidance	2017-09-01	Every Year	
		Embracing, Recognizing and Dealing with Special Student						Coordinator/Guidano			
		Populations in the Campus						e Counselors			
	Memorandum of								2017-06-17		
	Agreement for the	This document contains the agreement between									
	Deployment of	WVSU and the Department of Education - Division of									
	· · ·	Iloilo for the deployment of student teachers and field									
	Student Teachers	study students	hard copy	NO	N/A	public	WVSU	School Director, S			
	SOTE Faculty Profile								2017-03-17	Annually	
	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	30		
	WVSU-CAT Form								2017-03-17	Annually	
		WVSU-College Admission Test form used if the								,,	
		student intend to take the entrance examination.	Standard	No	N/A	public	wvsu	Registrar			
	WVSU-CAT Permit			+	,	F0			2017-03-17	Annually	-
	WW V3U-CAT PETMIT	WVU-College Admission Test Permit issued to student							2017 00-17	Ailliually	
		after filing the WVSU-CAT to be presented at the time									
		of the exam.	Standard	No	N/A	public	WVSU	Registrar			
	Strategic Plan								2017-03-17	every 3-5 years	
		A gauge to achieve the goals and objectives of the		l	NI/A			Di-t		, , , , , , , , , , , , , , , , , , , ,	
		office within five years.	standard	No	N/A	public	WVSU	Registrar	2017.00.17		
	Permit Recognition							Dean of	2017-03-17		
	for Curricular	List of Curricular Program Offering of WVSU-JC		l	N1/A			Instruction/Regist	ur		
	Offerings	indicating the permit number and its approval.	standard	No	N/A	public	WVSU	ar/Directors/CA	0047.00 :-		
1	Admission &								2017-03-17	every 2-3 years	
	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			
		Ç F. F. F		1	- I '	I F F F F F F F F F F F F F F F F F F F		- 3	2017-06-30	annualy	
								L.	1	aimaary	
	Citizen's Charter	CSC requirements to determine the duration of each	standard	No	N/A	public	WVSU	Registrar			
	List of Enrolment	T C 1							2017-08-01	annualy	
		List of students who are officially enrolled in a	Charada ad		NI/A	and the	W0/C11	Dogiotror			
		semester	Standard	No	N/A	public	WVSU	Registrar	_1		

Application for graduation	Filed by graduating students as a requirement prior to graduation.	Standard	No	N/A	public	WVSU	Registrar/Director 2017-08-01 /Student	annualy
List of Qualified Applicants for Bachelor in	This document includes names of capable entrants to Bachelor in Caregiving Management Course	N/A	NO	N/A	PUBLIC	WVSU	WVSU JC SCHOOL 2017-06-01 OF HEALTHCARE SERVICES	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 2017-06-01 OF HEALTHCARE SERVICES	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 2017-04-21 Office	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		wvsu	Procurement 2017-01-21 Officer/BAC Secretariat	Every transaction
	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 2017-01-23 Officer/BAC Secretariat	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 2017-09-04 UNIT	Monthly
	Consolidated Monthly Report of the Programs / Activity Conducted	N/A	No	WVSU-Janiuay	Public	wvsu	OSA/ DENTAL 2017-01-05 UNIT	Annually
List of Alumni Officers	This contains the list of alumni officers for SY 2017-2019	N/A	NO	Alumni Office	Public	WVSU	Alumni 2017-01-05 Coordinator	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 2017-12-01 Management	yearly

	The Heights	The Heights is the official publication of West	Hard Copy	NO	N/A	public	WVSU	Publication	2017-06-01	yearly	
	Publication (2017)	Visayas State University - Janiuay Campius. The	.,					advisers and			
		Campus may either release a magazine or						staffers			
		tabloid. For the year 2017, a magazine with the									
		theme centered on Violence Against Women									
		and Children (VAW - C) was published.									
COLLEGE OF	COLLEGE OF								2017-02-14		
MEDICINE	MEDICINE	MEMORANDUM. Committee on PAASCU									
	Memorandum	Accreditation	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
									2017-07-17		
		MEMORANDUM. Designation as Chairman and									
		Members of Technical Committee Level I									
	Memorandum		N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		MEMORANDUM. Designation as Chairman and							2017-07-17		
		Members of Technical Committee Level II & III									
	Memorandum		N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		MEMORANDUM. Designation as Block Chair for							2017-07-17		
	Memorandum	Level I	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		MEMORANDUM. Designation as Block Chair for							2017-07-17		
		Level II									
	Memorandum		N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually	
		MEMORANDUM. Designation as Block Chair for							2017-07-17		
	Memorandum	Level III	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
									2017-07-17		
	NA	MEMORANDUM. Designation as Year Level Advisers		NI-	N/A		140/CH COM	Dean's Office		Annually	
 	Memorandum	MEMORANDUM. Designation as Clinical Clerks	N/A	No	IN/A	exception	WVSU COM	Dean's Office	2017-07-20		
	Memorandum	Coordinator	N/A	No	N/A	exception	WVSU COM	Dean's Office	2011 01 20	Annually	
	Wembrandin	Coordinator	IN/A	INU	IN/A	ехсерион	WV30 COW	Dean's Office	2017-07-21		
		MEMORANDUM. Designation as Head and									
	Memorandum	Members of Faculty Research Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
	Wellioralidum			110	.,,	Скерион	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	2000011100	2017-07-20		
		MEMORANDUM. Designation as Student Research		1							
	Memorandum	Community/Clinical Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
						·			2017-07-20		
		MEMORANDUM. Designation as Student Research		1	NI/A		110 CO 1 C	December Off			
	Memorandum	Pharmacology Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually	
		MEMORANDUM. Designation as Chairman and		1					2017-07-20	1	
	Memorandum	Members of Return Service Policy Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		12.2.0., 22	-,	1	<u> </u>				2017-07-31		
		MEMORANDUM. Designation as Chairman and		1							
	Memorandum	Members of Mentoring Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		MEMORANDUM. Designation as Chairman and	-,	1	<u> </u>				2017-07-31		
	Memorandum	Members of Scholarship Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		MEMORANDUM. Designation as Chairman, Co-				·			2017-08-04		
		Chair and Members of Medical Education Unit									
	1	(MEU)	N/A	No	N/A		WVSU COM	Dean's Office		Annually	

		MEMORANDUM. Designation as Chairman and			I		1		2017-07-28		
	Memorandum	Members of Admission Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017 07 20	Annually	
	Wemorandani	Weinberg of Admission committee	14/74	110	,	скерион	WV50 COM	Dour o omoc	2017-06-23		
		MEMORANDUM. Designation as Extension									
	Memorandum	Coordinator	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
			,		,				2017-06-23		
	Name are a divine	MEMORANDUM. Designation as Head, Office	N1/A	N.a	N/A	aveaution.	WO'GH COM	Dean's Office		Annually	
	Memorandum	of Research	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23		
		MEMORANDUM. Designation as Head of			N1/A			D 1 0"	2017-00-23		
	Memorandum	Medical Education Unit	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually	
		MEMORANDUM. Designation as Head of Office							2017-00-23		
	Memorandum	of Student Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		MEMORANDUM. Designation as Associate	,		,				2017-06-23		
	Memorandum	Dean for Academic Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		Sear for readering runaing	14/71		,	слосравл	11130 00	200110011100	2017-06-23		
		MEMORANDUM. Designation as Associate									
	Memorandum	Dean for Administrative Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office		Annually	
		Petty Cash Replenishment Reports 001-055:									
	Petty Cash	Reports of all expenses incurred by the									
	Replenishment	Hometel/Cafeteri for the year 2017 that were	XLS and Standard	No	N/A	Internal	H/C	H/C	2017-01-26	Weekly	
	Reports	submitted to the Accounting Office for									
HOMETEL	HOMETEL	reimbursement									
	Township of Free de	Transfer of Funds Reports 1654-1876: Funds									
	Transfer of Funds	transfer requests issused by the Hometel/Cafeteria to internal units of the University for the availment of	XLS and Standard	No	N/A	Internal	H/C	H/C	2017-02-04	Weekly	
	Reports	the Unit's loding and/or catering services									
	Petty Cash	Record book of all petty cash fund disbursed by the	Standard	No	N/A	Internal	H/C	H/C	2017-01-07	Daily	
	Disbursement Record	Hometel/Cafeteria Manager for the Year 2017			,					,	
		A form issued by the Unit to request the approval of									
	Dogwood for Transfer	transfer of funds from various units of the University									
	Request for Transfer of Funds Form	for the lodging and/or catering services such unit	Standard	No	N/A	Internal	H/C	H/C	2017-01-07	N/A	
	Of Fullus Fortif	availed of									
		A forms used by the Unit to accord to act and			-						
	Catering Job-Order	A form used by the Unit to record all catering services requested by external and internal	Standard	No	N/A	Public	H/C	H/C	2017-01-07	Daily	
	Form	customers	Stanualu	INU	IN/A	rubiic	п/С	11/0	2017-01-07	Daily	
		A form used by the Units to record information of			1				1		
	Guest Registration	every guest availing the lodging services of the	Standard	No	N/A	Public	H/C	H/C	2017-01-07	Weekly	
	Form	Univ. Hometel	Stanuaru	140	IN/A	i ubiic	11/0	11/0	2017-01-07	vveekiy	
					-						
					1						
URGP	UNIVERSITY	The manual contains the Mission, Vision,			1		University Resource	University			
	RESOURCE URGP Manual of	Scope of Service and function of URGP in	Hard and soft copy	No	N/A	Public	Generation Program	Resource	November 2003	As the need arises	
	GENERATION Operations	carrying out its operations.		-	1		Office	Generation			
	PROGRAM				ļ			Program Office University			
	URGP	Contains the bissessites (UBCB)	Handon d. "		N//2	D. I.	University Resource	Resource		As the second	
	Organizational	Contains the hierarchy of URGP organization	Hard and soft copy	No	N/A	Public	Generation Program Office	Generation		As the need arises	
	Chart				l		Office	Program Office			

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 URGP 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 URGP 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 URGP 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 URGP 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 URGP 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 URGP Director as Special Disbursing Officer	Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office University		As the need arises
URGP Manual of Operations	The manual contains the Mission, Vision, Scope of Service and function of URGP in carrying out its operations.	Hard and soft copy	No	N/A	Public	University Resource Generation Program Office	Resource Generation Program Office University	November 2003	As the need arises
URGP Organizational Chart	Contains the hierarchy of URGP 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 Gr Income, Net Margin a Custom Satisfaction Repor	Profit d Used in the monitoring of the profitability and performance of all URGP units	Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office	Monthly/Annually	
Cash Disbursem 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 Op Instruction		Hard and Soft copy	No	N/A	Internal	University Resource Generation Program Office	University Resource Generation Program Office	As the need arises	
CFL CENTER FOR FOREIGN Registration for Stude		Hard copy	No	N/A	Public	Center for Foreign Languages	Center for Foreign Languages	Daily/As needed	
Registration for Transla		Hard copy	No	N/A	Internal	Center for Foreign Languages	Center for Foreign Languages	Daily/As needed	
Program Receipts Expenditu	number of students enrolled, actual lecture	Hard and Soft copy	No	N/A	Internal	Center for Foreign Languages	Center for Foreign Languages	Quarterly/As the need arises	
Report of In	Report of all the students enrolled on every courses opened and details of payments	Hard and Soft copy	No	N/A	Internal	Center for Foreign Languages	Center for Foreign Languages	Daily	