

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released (or coverage)	frequency_of_update
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: - <b>public</b> : info can be disclosed for public consumption regardless of identity - <b>exception</b> : info is under the Exceptions List - <b>internal</b> : info only for agency consumption - <b>with fee</b> : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - <b>limited</b> : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
OFFICE OF THE PLACEMENT COORDINATOR	OFFICE OF THE PLACEMENT COORDINATOR	Graduates' Employment Directory	Employment data of WVSU alumni from Batch 2012 to present - data on their 1st and succeeding employment with the date or year they were employed, name and address of employer(s)/agency(ies), status of employment, their personal contact number(s), email address and FB account/name.	XLS	No		internal	Office of Student Affairs Job Placement Services	Placement Services and Respective Colleges in the Main Campus	2017-07-04	Daily
		Alumni Directory	Alumni's name, contact number(s), email address and FB account/name	XLS	No		internal / limited	University Registrar	Placement Services and Respective Colleges in the Main Campus	2016-06	Daily
COE	COLLEGE OF EDUCATION	Memorandum	Memorandum. College Faculty Meeting on January 25, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-01-20	
		Memorandum	Memorandum. OIC Dean on February 8-11, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-07	
		Memorandum	Memorandum: Composition of a Committee for the Selection of Outstanding Alumni Award	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-08	
		Memorandum	Memorandum: OIC Dean on February 15-17, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-15	
		Memorandum	Memorandum: OIC Dean on February 15-17, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-20	
		Memorandum	Memorandum: Gender and Development Seminar on February 24, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-02-20	
		Memorandum	Memorandum: Faculty Meeting on March 9, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-03-01	
		Memorandum	Memorandum: OIC Dean on March 14-15, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-03-13	
		Memorandum	Memorandum: OIC Dean on April 27-30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-04-25	
		Memorandum	Memorandum: OIC Dean on May 5, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-05-04	
		Memorandum	Memorandum: General Faculty Meeting on June 1, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-05-30	
		Memorandum	Memorandum: OIC Dean on June 5-6, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-06-02	
		Memorandum	Memorandum: 1st College Faculty Meeting for SY 2017-2018 on June 7, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-06-02	
		Memorandum	Memorandum: OIC Dean on June 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-06-29	
		Memorandum	Memorandum: Faculty Meeting on July 14, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-06	
		Memorandum	Memorandum: OIC Dean on July 21, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-20	
		Memorandum	Memorandum: Submission of Syllabi	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-24	
		Memorandum	Memorandum: OIC Dean on July 29, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-28	
		Memorandum	Memorandum: OIC Dean on July 25, 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-07-24	
		Memorandum	Memorandum: Submission of Second Semester Faculty Evaluation	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-02	
		Memorandum	Memorandum: COE Budget Meeting on August 4, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-02	
		Memorandum	Memorandum: OIC Dean on August 9, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-08	

		Memorandum	Memorandum: Submission of Budget Plans for 2018	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-10	
		Memorandum	Memorandum: Updating of COE Photo Gallery	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-22	
		Memorandum	Memorandum: OIC Dean on August 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-26	
		Memorandum	Memorandum: Accreditation Opening Program Attire	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-29	
		Memorandum	Memorandum: Clean-up Hours	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-08-29	
		Memorandum	Memorandum: OIC Dean on September 14, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-09-12	
		Memorandum	Memorandum: Faculty Meeting on September 22, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-09-20	
		Memorandum	Memorandum: OIC Dean on September 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-09-26	
		Memorandum	Memorandum: Faculty Evaluation and Observation of Classes	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-09-26	
		Memorandum	Memorandum: OIC Dean on October 9-12, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-10-07	
		Memorandum	Memorandum: OIC Dean on November 3, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-11-02	
		Memorandum	Memorandum: Faculty Meeting on November 6, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	2017-11-02	
		Memorandum	Memorandum: Admissions Committee Meeting on November 30, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	11/17/2017	
		Memorandum	Memorandum: OIC Dean on November 29, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	11/28/2017	
		Memorandum	Memorandum: Earthquake and Fire Orientation and Drill	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	11/29/2017	
		Memorandum	Memorandum: OIC Dean for December 5-7, 2017	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	12/4/2017	
		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: Evaluation of Documents for NBC 461 (7th cycle)	N/A	No	N/A	Exception	WVSU-COE	WVSU-COE	12/27/2017	
SUPPLY OFFICE	SUPPLY OFFICE	Reports of Waste Materials	The WMR shall be used by the Supply and/or Property Custodian to report all waste materials previously taken up in the books of accounts as assets or in his/her custody so that they may be properly disposed and derecognized from the books.	xlsx	No	NA	Internal	Supply Office	Supply Office	Upon the request of end -user	
		Pre-repair Inspection Report	Reports prepare for property/ies subject for repair.	docx	No	NA	Internal	Supply Office	Supply Office	Upon the request of end -user	
		Pull out Receipt of Property	Form used for pull-out of equipment in case of return for repair to Supplier.	xlsx	No	NA	Internal	Supply Office	Supply Office	Needs Arises	
		Memoranda	Memorandum from Admin Officer, President, etc thru the Recrds Office	docx, xlsx	yes	office respective email address	Exception	Various Offices	Supply Office		
		Deed of Donations	Donations of properties from other agencies	docx	No	NA	Internal	Various Office/Agency	Supply Office	Upon Receipt of Deed of Donations	
		Invoice Receipts of Properties/Transfer of Properties	This is a receipts of unserviceable properties and used by the university being transferred to requesting recipients of the government.	xlsx	No	NA	Internal	Supply Office	Supply Office	upon receipts of transfer	
		Property Return Slip	Slip that used in returning of equipment/properties for disposal or on stock.	xlsx	No	NA	Internal	Supply Office	Supply Office	upon returned of properties	
		Notice of Deliveries	This form used in notify the end-user of delivered supplies/goods/equipment/property.	xlsx	No	NA	Internal	Supply Office	Supply Office		
		Property Insurance	It refers to the insurance of buildings and other PPE of Php50,000.00 and above insured at the GSIS and renewable every year.	xlsx	No	NA	Internal	Supply Office	Supply Office	Date of renewal	

		Licenses of Transceiver (Handheld Radio)	It refers to the renewal of radio licenses at the National TeleCommunications every year before its expiry date not to interrupt 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 items 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	
		Inventory and Inspection Report of Unserviceable Properties (IIRUP)	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 receipt 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 Receipt 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	
<b>OFFICE OF STUDENT AFFAIRS</b>	<b>OSA</b>	Scholarship Forms	Private, Government and Institutional Scholarship Forms	PDF	YES	<a href="https://wvsu.edu.ph">https://wvsu.edu.ph</a>	public	Office of Student Affairs	Office of Student Affairs		
		Student Handbook	Policies and Guidelines	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Affairs		
		Student Assistant Forms	Data of Sheet of Student Assistantship	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Affairs		
		Student Organization Forms	Student Organization Policies and Guidelines	PDF	YES	<a href="https://wvsu.edu.ph">https://wvsu.edu.ph</a>	public	Office of Student Affairs	Office of Student Affairs		
		Permit B Forms	Permit to conduct non-academic activities	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Affairs		
		Waiver Forms	Parent Consent	hard copy	No	N/A	public	Office of Student Affairs	Office of Student Affairs		

CAS	COLLEGE OF ARTS AND SCIENCES	MEMO NO. 2017-17	MEMORANDUM: Request for CAS Faculty OBE Syllabus Format in COPC folders	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-12	
		MEMO NO. 2017-21	MEMORANDUM: Request for CAS Graduate School Faculty OBE Syllabus Format for subjects taught in Graduate School Programs	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-24	
		MEMO NO. 2017-28	MEMORANDUM: Request for CAS Faculty to update their individual boxes containing the following: Syllabus of subject taught, Acknowledgement receipts, Grade sheets, Result of class observation, Faculty evaluation results, TOS for ISO INTERNAL AUDIT	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-08	
		MEMO NO. 2017-31	MEMORANDUM: Request for Faculty for Teaching Effectiveness using the evaluation sheets for Qualitative Contribution (QCE)	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-25	
		MEMO NO. 2017-34	MEMORANDUM: CAS PTA-Fee-Back Payment Re: Request CAS PTA Fee is supposed to be given on the first semester of the academic year.	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-10-09	
		MEMO NO. 2017-39	MEMORANDUM: Status Update Re CAS Research Journal 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-01	
		MEMO NO. 2017-41	MEMORANDUM: Status Update Re CAS Tembuilding and Wellness Experience "Close Encounters: Some Truths are out There" in Damires Hills, Janiuary on Dec. 14-15, 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-07	
		MEMO NO. 2017-17	MEMORANDUM: Request for CAS Faculty OBE Syllabus Format in COPC folders	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-12	
		MEMO NO. 2017-21	MEMORANDUM: Request for CAS Graduate School Faculty OBE Syllabus Format for subjects taught in Graduate School Programs	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-07-24	
		MEMO NO. 2017-28	MEMORANDUM: Request for CAS Faculty to update their individual boxes containing the following: Syllabus of subject taught, Acknowledgement receipts, Grade sheets, Result of class observation, Faculty evaluation results, TOS for ISO INTERNAL AUDIT	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-08	
		MEMO NO. 2017-31	MEMORANDUM: Request for Faculty for Teaching Effectiveness using the evaluation sheets for Qualitative Contribution (QCE)	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-09-25	
		MEMO NO. 2017-34	MEMORANDUM: CAS PTA-Fee-Back Payment Re: Request CAS PTA Fee is supposed to be given on the first semester of the academic year.	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-10-09	
		MEMO NO. 2017-39	MEMORANDUM: Status Update Re CAS Research Journal 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-01	
		MEMO NO. 2017-41	MEMORANDUM: Status Update Re CAS Tembuilding and Wellness Experience "Close Encounters: Some Truths are out There" in Damires Hills, Janiuary on Dec. 14-15, 2017	N/A	no	N/A	EXCEPTION	CAS	Dean	2017-12-07	
PROCUREMENT	PROCUREMENT		Bidding Documents	Hard copy, DOC, PDF	Yes	<a href="http://www.philgeps.gov.ph/">www.philgeps.gov.ph/</a> <a href="http://wvsu.edu.ph">wvsu.edu.ph</a>	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	<a href="http://www.philgeps.gov.ph/">www.philgeps.gov.ph/</a> <a href="http://wvsu.edu.ph">wvsu.edu.ph</a>	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		
			Post Qualification Report	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Notice of Post -Qualification Result	Hard copy, DOC, PDF	No		Limited	Procurement Unit	BAC Secretariat	2017-2018		
			Notice of Award (NOA)	Hard copy, DOC, PDF	Yes	<a href="http://www.philgeps.gov.ph/">www.philgeps.gov.ph/</a> <a href="http://wvsu.edu.ph">wvsu.edu.ph</a>	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	<a href="http://www.philgeps.gov.ph/">www.philgeps.gov.ph/</a> <a href="http://wvsu.edu.ph">wvsu.edu.ph</a>	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	<a href="http://www.philgeps.gov.ph/">www.philgeps.gov.ph/</a> <a href="http://wvsu.edu.ph">wvsu.edu.ph</a>	Public	Procurement Unit	BAC Secretariat	2017-2018		
			Resolutions (original)	Bids and Awards Committee Resolution	Hard copy & DOC	No		Internal	Procurement Unit	BAC Secretariat	2017-2018	
			Philgeps Posting - Opportunity	Philgeps Posting -Opportunity (Bid Notice Abstract)	Hard copy	Yes	<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>	Public	Procurement Unit	BAC Secretariat	2017-2018	
			Philgeps Posting - Award	Philgeps Posting -Award (Award Notice Abstract)	Hard copy	Yes	<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>	Public	Procurement Unit	BAC Secretariat	2017-2018	
		Canvass of Prices	Canvass of Prices (Request for Quotation)	Hard copy, DOC, PDF	Yes more than 50	<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>	Public	Procurement Unit	Procurement Office Staff	2017-2018		
		Job Orders	Job Orders	Hard copy, DOC, PDF	Yes more than 50	<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>	Public	Procurement Unit	Procurement Office Staff	2017-2018		
		Purchase Orders	Purchase Orders	Hard copy, DOC, PDF	Yes more than 50	<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>	Public	Procurement Unit	Procurement Office Staff	2017-2018		
		Purchase Requests	Purchase Requests	Hard copy,PDF	No		Internal	Procurement Unit	Procurement Office Staff	2017-2018		
		Quality Manual &Quality Procedure	Quality Manual &Quality Procedure	Hard copy, DOC	No		Internal	Procurement Unit	Procurement Office Staff	2017-2018		
		Report of Disbursements (ROD)	Report of Disbursements (ROD) For Petty Cash Fund	Hard copy, DOC	No		Internal	Procurement Unit	Petty Cash Custodian	2017-2018		
		Logbooks	Logbooks-Registry Sheet	Hard copy, DOC	No		Internal	Procurement Unit	Procurement Office Staff	2017-2018		
		Travel Requests/Travel Orders	Travel Requests/Travel Orders	Hard copy, DOC	No		Internal	Procurement Unit	Procurement Office Staff	2017-2018		
		Procurement Monitoring Report (PMR)	Procurement Monitoring Report (PMR)	Hard copy, DOC, PDF	Yes	<a href="mailto:pmr@gppb.gov.ph/wvsu.edu.ph">pmr@gppb.gov.ph/wvsu.edu.ph</a>	Public	Procurement Unit	BAC Secretariat	2017-2018	Biannual	

		Agency Procurement Compliance and Performance Indicator (APCPI)	Agency Procurement Compliance and Performance Indicator (APCPI)	Hard copy, DOC, PDF	Yes	<a href="mailto:apcpi@gppb.gov.ph/wvsu.edu.ph">apcpi@gppb.gov.ph/wvsu.edu.ph</a>	Public	Procurement Unit	BAC Secretariat	2017-2018	Annually
		Annual Procurement Plan (APP)	Annual Procurement Plan (APP)	Hard copy, DOC, PDF	Yes	<a href="mailto:app@gppb.gov.ph/wvsu.edu.ph">app@gppb.gov.ph/wvsu.edu.ph</a>	Public	Procurement Unit	BAC Secretariat	2017-2018	Annually
<b>HRMO</b>	<b>HUMAN RESOURCE MANAGEMENT OFFICE</b>	Certifications	Employment Certificate, Certificate of Dependent, Individual Performance Commitment & Review	Standard	no	n/a	exception	Human Resource Management Office	Human Resource Management Office	as requested	as needed
		Service Records	Employment records of an employee with corresponding salary, salary increase, promotions.	Standard	no	n/a	exception	Human Resource Management Office	Human Resource Management Office	as requested	as needed
		Civil Service Form No. 48 (Daily Time Record)	A sheet for recording the time of arrival and departure of workers and for recording the amount of time spent on each job.	Standard	no	n/a	exception	Human Resource Management Office	Human Resource Management Office	as requested	as needed
		201 File	Documents include: Appointment, NOSA, Scholastic Records, NBI, Marriage Contract (if applicable), Oath of Office, Assumption of Duty, Eligibility.	Standard	no	n/a	exception	Human Resource Management Office	Human Resource Management Office	as requested	as needed
		Position Description Form (CSC Form 122-D)	Duties and functions of employees	Standard	no	n/a	limited	Human Resource Management Office	Human Resource Management Office	as requested	as needed
		Designation of employee	Document which provide additional positions aside from a regular assignment, duties and responsibilities of an employee.	Standard	no	n/a	internal	President's Office/Colleges	Human Resource Management Office	as requested	as needed
		Personal Data Sheet (CS Form 212)	Document that provides the personal and biological and logistical information, including contact and details such as residence, education, and social or community activities, etc.	Standard	no	n/a	limited	Human Resource Management Office / National Bureau of Investigation	Human Resource Management Office	as requested	as needed
		Scholarship Contracts	Written agreement which provides terms of reference on studies for academic degree of an employee	Standard	no	n/a	limited	Human Resource Management Office	Human Resource Management Office	as requested	as needed
		Medical/ Psychological Results	Documents which contain the assessment and analysis of mental and physical fitness of the employee to the job assigned	Standard	no	n/a	limited	University Testing Center	Human Resource Management Office	as requested	as needed
<b>REGISTRAR</b>	<b>REGISTRAR</b>	Transcript of Records	An official copy of student's academic records	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed
		Diploma	A document bearing record of graduation from a degree conferred by WVSU	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed
		Transfer Credential	A form issued to students who seek for transfer to other schools / university	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed

		Certifications	Admission; Grades and Credits; Course Description; Candidacy for Graduation; English as Medium of Instruction; Units Earned; General Weighted Average; Graduation; Completed Academic Requirements; Certification, Authentication, and Verification	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed
		Certificate of Enrolment	Reflects the subjects / schedules / fees for officially enrolled student	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed
		NSO Birth Certificate	A vital record that documents the birth of a child	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed
		Entrance Credentials	Requirements submitted by new student such as NSO Birth Certificate, Report Card, and Good Moral Character	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed
		Grade Sheets	A form submitted by the faculty at the end of the semester / term where the list of students and their corresponding Final Grades are reflected	Standard	No	N/A	Exception	West Visayas State University	Registrar	As Per Request	As Needed
ULAC	UNIVERSITY LEARNING ASSESSMENT CENTER	Travel/Transportation Requests	To conduct the Terminal & Intermediate Competencies Assessment	Standard	No	NA	internal	ULAC	ULAC	2/17-7/17	Annually in various sites
		Payroll for Proctors/Checkers	Payment for honoraria of checkers and proctors	Standard	No	NA	internal	ULAC	ULAC	5/17-6/17	Annually
		Reimbursement	Reimbursement of travel during the conduct of TCA/ICA	Standard	No	NA	internal	ULAC	ULAC	17-Mar	Annually
		TCA Report	Terminal Competencies Assessment Report in book form	Standard	No	NA	internal	ULAC	ULAC	4/17-6/17	Annually
ALUMNI	ALUMNI	Annual Reports	Annual Reports of Activities of the Federated Alumni Association Inc.	Standard(Hard Copy)	No		Public	Alumni Office	Alumni Office	2017-01-01	Annually
		BIR Returns	BIR Monthly tax and Quarterly Tax	Doc, Standard(Hard Copy)	No		Internal	BIR	Alumni Office	January to December 2017	Monthly/Quarterly
		Minutes of the Meeting	Minutes of the Quartely and Special Meeting of the Federated Alumni Association, Inc.	DOC, Standard(Hard Copy)	No		Limited	Alumni Office	Alumni Office	January to December 2017	Quarterly
		Attendance Sheet	Attendance during the meeting of the Board of Trustees	Standard(Hard Copy)	No		Limited	Alumni Office	Alumni Office	January to December 2017	Quarterly
		Alumni Association General Information Sheet	General Information for the Corporate	Standard(Hard Copy)	No		Internal	SEC	Alumni Office	2017-04-04	Annually
		Financial Statements	Financial Statement of the Federated Alumni Association, Inc. for FY 2017	Standard(Hard Copy)	No		Internal	Alumni Office	Alumni Office	2018-05-04	Annually
		SEC Registration	Securities and Exchange Commission Registration of the Federated Alumni Association, Inc.	Doc, Standard(Hard Copy)	No		Public	SEC	Alumni Office	2017-04-04	Annually
		BIR Registrations	Bir Registration and Annual Income Tax Return	Doc, Standard(Hard Copy)	No		Public	BIR	Alumni Office	2017-01-01	Annually

		Business Permit	Business Permit of the Federated Alumni Association, Inc.	Doc, Standard(Hard Copy)	No		Public	City Hall	Alumni Office	2017-05-31	Annually
		Inter Agency/Inter Office	Incoming/Outgoing Communications	Standard(Hard Copy)	No		Exception	Different Offices	Alumni Office	January to December 2017	Daily
		Guidelines for Campus Hero	Guidelines for Campus Hero awards	Standard(Hard Copy)	No		Public	Alumni Office	Alumni Office	January - April 2017	Annually
		Quality Manual and Quality Procedures	Standard Operations Instructions	Doc, Standard(Hard Copy)	No		Internal/Limited	Document Controller	Alumni Office	January to December 2017	Monthly
		Alumni Files/Data/Directory /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 office 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 Federated Alumni as approved by the BOR	Doc, Standard(Hard Copy)	No		Internal/Limited	BOR Secretary's Office	Alumni Office	January - December 2017	As needed
		Registration Forms (Accomplished)	Data of the Alumni who has 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 Homecoming Attendance	Attendance Sheet of the Alumni who has attended the homecoming	Standard(Hard Copy)	No		Public	Alumni Office	Alumni Office	January - December 2017	Annually
		Alumni Election Results	Results of the Elected Officers of the Federated Alumni Association, Inc.	Standard(Hard Copy)	No		Public/Internal	Alumni Office	Alumni Office	2017-01-01	Biannually
ULRC	UNIVERSITY LEARNING RESOURCE CENTER	Library and Audio Visual Guide	For student and faculty guide for the use of library and audio visual center, including policies, rules and regulations.	hard copy	no	none	internal	WVSU Library	Library Staff	2017-06-01	Yearly
		Library Manual	The manual serve as reference to all librarians and staff in the discharge of their duties and for the consistency in their decisions related to library concerns.	hard copy	no	none	internal	WVSU Library	Library Staff	2017-08-28	every 5 years
		Library Website	It consists of all information about the University Library.	Online	yes	wvsu.edu.ph/library	public	WVSU Library	MIS	2016-2017	monthly
UEDC	UNIVERSITY EXTENSION AND DEVELOPMENT CENTER	Pagpadangat vol. 1, issue 1	Semi-annual publication	PDF	yes	<a href="https://issuu.com/uedc/docs/pagpadangat_uedc_20vol1_issue1">https://issuu.com/uedc/docs/pagpadangat_uedc_20vol1_issue1</a>	Public	UEDC	Communications	2017-11-12	Semi-Annual
		UEDC Memo 17-005	Training on Disaster Preparedness	hard copy	no	n/a	Exception	UEDC	Admin	2017-04-17	n/a
		UEDC Memo 17-020	4th Quarter Extension Coordinators' Meeting and Orientation- Workshop on Document Processing for Extension Implementers	hard copy	no	n/a	Exception	UEDC	Admin	2017-11-08	n/a



		UEDC Memo 17-009	2017 2nd Quarter Accomplishment Report	hard copy	no	n/a	Exception	UEDC	Admin	2017-07-03	n/a
		UEDC Memo 17-011	Orientation Workshop on Extension Digital Reporting	hard copy	no	n/a	Exception	UEDC	Admin	2017-07-25	n/a
		UEDC Memo 17-016	Seminar Workshop on Photo Editing for IEC Development on September 28-29, 2017	hard copy	no	n/a	Exception	UEDC	Admin	2017-09-11	n/a
		UEDC Memo 17-006	2nd Quarter Extension Coordinator's Meeting	hard copy	no	n/a	Exception	UEDC	Admin	2017-04-26	n/a
		UEDC Memo 17-007	Request for Additional Documents for Institutional Accreditation Preparation/Presentation	hard copy	no	n/a	Exception	UEDC	Admin	2017-06-07	n/a
		UEDC Memo 17-010	20th Extension In-House Review	hard copy	no	n/a	Exception	UEDC	Admin	2017-07-06	n/a
		UEDC Memo 17-012	Participatory Planning for Extension Project: Highlighting Communication for Development	hard copy	no	n/a	Exception	UEDC	Admin	2017-08-30	n/a
		UEDC Memo 17-014	2017 National Agriculture, Fisheries, Forestry and Natural Resources (AFFNR) Extension Symposium	hard copy	no	n.a	Exception	UEDC	Admin	2017-09-07	n/a
		UEDC Memo 17-008	Submission of new Extension Program/Project Proposal	hard copy	no	n.a	Exception	UEDC	Admin	2017-06-15	n/a
		UEDC Memo 17-013	PASUC VI-EMC Training on IEC Materials Development and Presentation of Quality Powerpoint Presentations	hard copy	no	n.a	Exception	UEDC	Admin	2017-09-07	n/a
		UEDC Memo 17-019	PAEPI National Training on Capability Building for Extension Program Implementors and Professionals on Nov 16-17, 2017 at Bayview Hotel, Manila	hard copy	no	n.a	Exception	UEDC	Admin	2017-10-27	n/a
<b>GUIDANCE OFFICE</b>	<b>GUIDANCE OFFICE</b>	Individual Inventory	Individual Inventory Form contains sensitive personal information of students used as bases for counseling or intervention	Standard	No	N/A	exception	Guidance Office	Guidance Office		
		Referral/Appointment Form	The form contains client's data and brief description of concern. Used to make referral to or set appointment for counseling with the counselor	Standard	No	N/A	exception	Guidance Office	Guidance Office		
		Call Slip	Used to schedule counseling session with students	Standard	No	N/A	exception	Guidance Office	Guidance Office		
		Consultation Record	Record of clients who availed of the counseling service	Standard	No	N/A	exception	Guidance Office	Guidance Office		
		Guidance case Report	Contains client's data and signed client's informed consent	Standard	No	N/A	exception	Guidance Office	Guidance Office		
		Referral Form (External)	Used to refer client to an external expert for a more specialized care	Standard	No	N/A	exception	Guidance Office	Guidance Office		
		Guidance Program	Contains action plan of the office for the whole school year	Standard	No	N/A	public	Guidance Office	Guidance Office		
		Personal Data Sheet	Data of counselor and facilitators	Standard	No	N/A	exception	Guidance Office	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		
<b>IAS</b>	<b>INTERNAL AUDIT SERVICE</b>	Internal Audit Report	Report No. 2017-01: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-05-23	

		Internal Audit Report	Report No. 2017-02: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-06-13	
		Internal Audit Report	Report No. 2017-03: Management Audit on the Collection and Remittance of Library Fines	Hard Copy	No	N/A	Limited	IAS	IAS	2017-10-25	
		Internal Audit Report	Report No. 2017-04: Audit on the Internal Control System of the Supply Office	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-27	
		Internal Audit Report	Report No. 2017-05: Spot Audit/Physical Count on Inventory of Property, Plant and Equipment	Hard Copy	No	N/A	Limited	IAS	IAS	2018-11-27	
		Internal Audit Report	Report No. 01-2018: Audit on the Income and Collections	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-26	
		Internal Audit Report	Report No. 02-2018: Audit on the Petty Cash Replenishment	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-26	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-05-11	
		Evaluation & Follow Up Report	1st Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-06-09	
		Evaluation & Follow Up Report	2nd Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-07-27	
		Evaluation & Follow Up Report	3rd Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2017-10-11	
		Evaluation & Follow Up Report	4th Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2018-01-30	
		Evaluation & Follow Up Report	5th Follow-up: Management Audit of the University Dormitory	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-14	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-06-01	
		Evaluation & Follow Up Report	1st Follow-up: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-06-30	
		Evaluation & Follow Up Report	2nd Follow-up: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-08-22	
		Evaluation & Follow Up Report	3rd Follow-up: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2017-12-22	
		Evaluation & Follow Up Report	4th Follow-up: Management Audit on the University Publishing House and Bookstore	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-13	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Library Collections (ULRC)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-09-20	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Library Collections (COM)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-09-28	
		Evaluation & Follow Up Report	1st Follow-up: Audit on Library Collections (ULRC)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-10	
		Evaluation & Follow Up Report	1st Follow-up: Audit on Library Collections (COM)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-10	
		Evaluation & Follow Up Report	2nd Follow-up: Audit on Library Collections (ULRC)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-01-31	

		Evaluation & Follow Up Report	2nd Follow-up: Audit on Library Collections (COM)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-28	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on the Internal Control System of the Supply Office	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-23	
		Evaluation & Follow Up Report	1st Follow-up: Audit on the Internal Control System of the Supply Office	Hard Copy	No	N/A	Limited	IAS	IAS	2017-12-22	
		Evaluation & Follow Up Report	2nd Follow-up: Audit on the Internal Control System of the Supply Office	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-28	
		Evaluation & Follow Up Report	Audit of Collections	Hard Copy	No	N/A	Limited	IAS	IAS	2017-08-24	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Inventory of Property, Plant and Equipment (PPE)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-11-23	
		Evaluation & Follow Up Report	1st Follow-up: Audit on Inventory of Property, Plant and Equipment (PPE)	Hard Copy	No	N/A	Limited	IAS	IAS	2017-12-22	
		Evaluation & Follow Up Report	2nd Follow-up: Audit on Inventory of Property, Plant and Equipment (PPE)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-29	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit of Income and Collections (UTC)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-03-15	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit of Income and Collections (CSL)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-04-25	
		Evaluation & Follow Up Report	1st Follow-up: Audit of Income and Collections (UTC)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-09-13	
		Evaluation & Follow Up Report	1st Follow-up: Audit of Income and Collections (CSL)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-09-18	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Petty Cash Replenishment (GSO)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-04-26	
		Management Response to Audit Findings & Recommendations	Management Response to Audit Findings & Recommendations: Audit on Petty Cash Replenishment (Admin)	Hard Copy	No	N/A	Limited	IAS	IAS	2018-06-11	
		Records Management	Records Storage Risk Assessment: Records Office	Hard Copy	No	N/A	Limited	IAS	IAS	2018-07-20	
		Audit Plan	2017 Audit Plan per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2017	
		Audit Checklist	2017 Audit Checklist per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2017	
		Internal Quality Audit Report	2017 Internal Quality Audit Report per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2017	
		Corrective Preventive Action Request	2017 Corrective/Preventive Action Request	Hard Copy	No	N/A	Limited	IAS	IAS	2017	
		Corrective Preventive Action Request	2017 Registry of Corrective Preventive Action Request	Hard Copy	No	N/A	Limited	IAS	IAS	2017	
		Audit Plan	2018 Audit Plan per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2018	

		Audit Checklist	2018 Audit Checklist per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2018	
		Internal Quality Audit Report	2018 Internal Quality Audit Report per Unit	Hard Copy	No	N/A	Limited	IAS	IAS	2018	
		Summary of Audit Report	2018 Summary of Audit Report	Hard Copy	No	N/A	Limited	IAS	IAS	2018	
		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/Request	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 Request	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 Accountability Appropriations	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 and Disbursements	Consolidated 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
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
		Schedule of various review for the year	Used for information dissemination to agencies and Other HEI's	Hard and Soft copy	No	N/A	Public	University Review Center	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 Center	University Review Center		Annually/As the need arises
ACCOUNTING OFFICE	ACCOUNTING OFFICE	Audited Financial Statements	COA Audit Report	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY
		Audited Financial Statements	Audited Consolidated Pre-Closing Trial Balance	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY
		Audited Financial Statements	Audited Consolidated Post-Closing Trial Balance	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY
		Audited Financial Statements	Audited Consolidated Statement of Financial Performance	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY
		Audited Financial Statements	Audited Consolidated Statement of Financial Position	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY
		Audited Financial Statements	Audited Consolidated Statement of Cash Flows	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY
		Audited Financial Statements	Audited Consolidated Statement of Changes in Assets/Equity	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY
		Audited Financial Statements	Audited Consolidated Notes to Financial Statements	Standard	No	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-06-20	ANNUALY
		Annual Financial Reports	Consolidated Pre-Closing Trial Balance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY
		Annual Financial Reports	Consolidated Post-Closing Trial Balance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY
		Annual Financial Reports	Consolidated Statement of Financial Performance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY
		Annual Financial Reports	Consolidated Statement of Financial Position	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY
		Annual Financial Reports	Consolidated Statement of Cash Flows	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY
		Annual Financial Reports	Consolidated Statement of Changes in Assets/Equity	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY
		Annual Financial Reports	Consolidated Notes to Financial Statements	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-14	ANNUALY
		Financial Accountability Reports (FAR)	FAR 3 (Ageing of Due and Demandable Obligations)	HTML, Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-16	ANNUALY
		Annual Financial Reports	Annual IGP Reports	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-16	ANNUALY

		Annual Financial Reports	Agency Action Plan and Status of Implementation of COA Audit Recommendations	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING		ANNUALLY
		Quarterly Financial Reports	Pre-Closing Trial Balance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY
		Quarterly Financial Reports	Statement of Financial Performance	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY
		Quarterly Financial Reports	Statement of Financial Position	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY
		Quarterly Financial Reports	Statement of Changes in Assets/Equity	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY
		Quarterly Financial Reports	Statement of Cash Flows	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY
		Quarterly Financial Reports	Report on Cash Advances	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY
		Financial Accountability Reports (FAR)	FAR 5 (Quarterly Report of Revenue and Other Receipts)	HTML, Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-04-15, 2017-07-15, 2017-10-15	QUARTERLY
		Quarterly Financial Reports	Quarterly Status of Funds Received for Special Purposes and for Implementation of Projects Recorded as Trust Liabilities	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-01-20, 2017-04-20, 2017-07-20, 2017-10-20	QUARTERLY
		Quarterly Financial Reports	Quarterly IGP Reports	Standard	No	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-01-20 2017-04-20 2017-07-20 2017-10-20	QUARTERLY
		Quarterly Financial Reports	Report on Salaries and Allowances	Standard	No	N/A	EXCEPTION			2017-04-10, 2017-07-10, 2017-10-10	QUARTERLY
		Financial Accountability Reports (FAR)	FAR 4 (Monthly Report of Disbursements)	XLS	Yes	N/A	LIMITED	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-10, 2017-03-10, 2017-04-10, 2017-05-10, 2017-06-10, 2017-07-10, 2017-07-10	MONTHLY
		Monthly Financial Reports	Pre-Closing Trial Balance	XLS	NO	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-10	MONTHLY
		Monthly Financial Reports	Monthly Liquidation Reports for Special Projects	XLS	NO	N/A	EXCEPTION	WEST VISAYAS STATE UNIVERSITY	ACCOUNTING	2017-02-10	MONTHLY

		Schedule of Fees	Schedule of Fees							2012-06-01	SEMESTRAL	
				HTML	YES	wvsu.edu.ph	PUBLIC		WEST VISAYAS STATE UNIVER	ACCOUNTING		
		List of Due and Demandable Obligations-Advice to Debit Accounts	List of Due and Demandable Obligations-Advice to Debit Accounts (LDDAP-ADA) Issued	HTML	YES	wvsu.edu.ph	PUBLIC		WEST VISAYAS STATE UNIVER	ACCOUNTING	2014-05-12	DAILY
		Student Records of Assessment and Payment	Student Records of Assessment and Payment	HTML	No	wvsu.edu.ph	LIMITED		WEST VISAYAS STATE UNIVER	ACCOUNTING	2009-06-01	SEMESTRAL
IQA	INSTRUCTION AND QUALITY ASSURANCE	Memorandum	Submission of Alternative Learning Assessment in Lieu of the Midterm Exams	standard	No	n/a	Exception		WVSU	DIQA	Jan. 3, 2017	semestral
		Memorandum	Faculty and Proctor Midterm Exam Schedule	standard	No	n/a	Exception		WVSU	DIQA	Jan. 11, 2017	semestral
		Memorandum	2017 Annual Audit Schedule and Details	standard	No	n/a	Exception		WVSU	DIQA	Jan. 23, 2017	annually
		Memorandum	Submission of Proposal for new/Revitalized/Revision of Curricular Programs and /or acadmic polucies and guidelines for review	standard	No	n/a	Exception		WVSU	DIQA	Jan. 25, 2017	semestral
		Memorandum	Subject Offering by Class Section	standard	No	n/a	Exception		WVSU	DIQA	Jan. 31, 2017	semestral
		Memorandum	Faculty Loading by Department	standard	No	n/a	Exception		WVSU	DIQA	Feb. 6, 2017	semestral
		Memorandum	University Calendar for SY 2017-2018	standard	No	n/a	Exception		WVSU	DIQA	Feb. 6, 2018	annually
		Memorandum	Undergraduate Course Offerings By Section and Subject Offerings by Department/Division for Summer 2017	standard	No	n/a	Exception		WVSU	DIQA	Feb. 6, 2018	semestral

		Memorandum	University Curriculum Review	standard	No	n/a	Exception	WVSU	DIQA	Feb. 6, 2017	semestral
		Memorandum	Schedule of Final Exams, 2nd Sem., AY 2016-2017	standard	No	n/a	Exception	WVSU	DIQA	Feb.27,2017	semestral
		Memorandum	On line Faculty Evaluation of Faculty (Pilot Implementation)	standard	No	n/a	Exception	WVSU	DIQA	Mar. 3, 2017	semestral
		Memorandum	Revised Policy for Graduate School	standard	No	n/a	Exception	WVSU	DIQA	Mar. 3, 2017	semestral
		Memorandum	Faculty and Proctor Final Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Mar. 14, 2017	semestral
		Memorandum	Undergraduate Course Offerings By Section and Subject Offerings by Department/Division for 1st Semester, AY 2017-2018	standard	No	n/a	Exception	WVSU	DIQA	Mar. 22, 2017	semestral
		Memorandum	Certificates of Recognition in Relation toto 2016 Accreditation and SY 2016-2017 ISO Certification	standard	No	n/a	Exception	WVSU	DIQA	Mar. 27, 2017	annually
		Memorandum	CHED Faculty Training for the Teaching of the New General Education (GE) Core Courses	standard	No	n/a	Exception	WVSU	DIQA	April 6, 20187	as requested
		Memorandum	Consultation Workshop with Senator Bam Aquino	standard	No	n/a	Exception	WVSU	DIQA	Apr. 27, 2017	
		Memorandum	Faculty Loading Workshop	standard	No	n/a	Exception	WVSU	DIQA	May 2, 2017	semestral
		Memorandum	Graduate School Subject Offerings	standard	No	n/a	Exception	WVSU	DIQA	May 8, 2017	semestral
		Memorandum	List of Educational Field Trips, OJT, and other related academic tours	standard	No	n/a	Exception	WVSU	DIQA	May 9, 2017	annually



		Memorandum	Workshop on Updating and uniformity of the OBE'dized Syllabus for Major Subjects in the Third Year	standard	No	n/a	Exception	WVSU	DIQA	May 26, 2017	as needed
		Memorandum	Accreditation of Full Professors	standard	No	n/a	Exception	WVSU	DIQA	Jun. 22, 2017	as requested
		Memorandum	List of Curricular prorams with CMO's	standard	No	n/a	Exception	WVSU	DIQA	Jun. 30, 2017	semestral
		Memorandum	Submission of CHED E-O	standard	No	n/a	Exception	WVSU	DIQA	Jul. 3, 2017	semestral
		Memorandum	Faculty and Proctor Midterm Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Aug. 1, 2017	semestral
		Memorandum	Subject offerings by section and departmnet/division for 2nd sem. And faculty loading workshop	standard	No	n/a	Exception	WVSU	DIQA	Sept. 28, 2017	semestral
		Memorandum	Faculty and Proctor Final Exam Schedule	standard	No	n/a	Exception	WVSU	DIQA	Oct. 3, 2017	semestral
		Memorandum	Final list of NBC 461, (7th Cycle) Committee Members	standard	No	n/a	Exception	WVSU	DIQA	Oct. 11, 2017	
		Memorandum	Policy on Instructional Materials (IM) Evaluation	standard	No	n/a	Exception	WVSU	DIQA	Nov. 2017	
		Memorandum	Schedule of NBC 461, Cycle 7A Orientation	standard	No	n/a	Exception	WVSU	DIQA	Nov. 28, 2017	
		Memorandum	Alternative Learning Assessment in Lieu of the Midterm Exams	standard	No	n/a	Exception	WVSU	DIQA	Dec. 13, 2017	semestral
		ISO	Quality Manual (ISO 9001:2018) Revision 1	standard	No	n/a	Internal	WVSU	DIQA	Sept. 2017	

		ISO	ISO 9001:2008 - AJA 2nd Surveillance Audit Itinerary,	standard	No	n/a	Internal	WVSU	DIQA	Oct. 2017	
		ISO	ISO 9001:2008 - AJA 2nd Surveillance Audit Report,	standard	No	n/a	Internal	WVSU	DIQA	Nov. 2017	
		AACUP Accreditation	WVSU 2017 Accreditation Schedule	standard	No	n/a	Internal	WVSU	DIQA	Jan. 4, 2017	annually
		AACUP Accreditation	AACUP Board Action on Program Accreditation:	standard	No	n/a	Internal	WVSU	DIQA		
		AACUP Accreditation	Master in Communications	standard	No	n/a	Internal	WVSU	DIQA	Jan. 12, 2017	
		AACUP Accreditation	Master of Arts in Nursing	standard	No	n/a	Internal	WVSU	DIQA	Jan. 12, 2017	
		AACUP Accreditation	Master of Science in Forestry/ Ph.D. Agriculture	standard	No	n/a	Internal	WVSU	DIQA	Jan. 19, 2017	
		AACUP Accreditation	Master in Agriculture/ BS Agriculture/ BS Forestry	standard	No	n/a	Internal	WVSU	DIQA	Dec. 8, 2017	
		AACUP Accreditation	BS Applied Mathematics/MA English and Literature/MA Mathematics/MA Social Science/Ph.D. Social Science	standard	No	n/a	Internal	WVSU	DIQA	Dec. 7, 2017	
		AACUP Accreditation	MAED Physics/Ph.D. Science Education majors in Biology & Mathematics	standard	No	n/a	Internal	WVSU	DIQA	Dec. 7, 2017	
		AACUP Accreditation	Bachelor in Music Education/Master in Physical Education	standard	No	n/a	Internal	WVSU	DIQA	Dec. 8, 2017	
		AACUP Accreditation	Bachelor of Elem. Education/Bachelor of Secondary Education/BS Information Technology/BS Industrial Technology/BS Entrepreneurship (Calinog Campus)	standard	No	n/a	Internal	WVSU	DIQA	Dec. 7, 2017	

VPAA	VICE PRESIDENT FOR ACADEMIC AFFAIRS	Letters to inter-agencies, January-December 2017	Communications issued by the VPAA to agencies/individuals on various concerns	DOC	No	NA	Exception	WVSU	VPAA	2017-01-03 to 2017-12-29	Daily
		Memoranda, January to December 2017	Memoranda issued by VPAA to units/colleges/external campuses on various concerns	Standard	No	NA	Exception	WVSU	VPAA	2017-01-06 to 2017-12-21	Daily
VPRET	VICE PRESIDENT FOR RESEARCH, EXTENSION AND TRAINING	Memorandum	MEMORANDUM: Guidelines for the University Week Exhibits 2017 on January 25-28, 2017 at IICT Bldg.	hard copy	No	N/A	exception	VPRET	VPRET	2017-02-16	Annually
		Memorandum	MEMORANDUM: Meeting on Proposed WVSU Tuklas-Lunas Center (DOST-PCHRD) on February 10, 2017 at Research & Extension Bldg.	hard copy	No	N/A	exception	DOST-PCHRD	VPRET	2017-02-17	-
		Memorandum	MEMORANDUM: Meeting and designate a representative of the members of the Humanities, Social & Behavioral Sciences Research Ethic Review Committee (HSBS-RERC) on February 24, 2017 at Research & Extension Bldg.	hard copy	No	N/A	exception	VPRET	VPRET	2017-02-14	-
		Memorandum	MEMORANDUM: Request for a listing of Titles of Student theses for possible sources of Intellectual Property (IP) in the University.	hard copy	No	N/A	exception	VPRET	VPRET	2017-03-06	Annually
		Memorandum	MEMORANDUM: Training on the Implementation of Research Ethics Across Disciplines on April 23-26, 2017 at Davao City.	hard copy	No	N/A	exception	VPRET	VPRET	2017-04-04	-
		Memorandum	MEMORANDUM: Meeting of University Committee on Decorum and Investigation (CODI) on April 17, 2017 at Research & Extension Bldg.	hard copy	No	N/A	limited	VPRET	VPRET	2017-04-11	-
		Memorandum	MEMORANDUM: Meeting of Green Technology Business Incubation (GTBI) Operations on May 26, 2017 at VPRET Office.	hard copy	No	N/A	exception	VPRET	VPRET	2017-05-23	Annually

		Memorandum	MEMORANDUM: Science, Technology, Research, and Innovation for Development (STRIDE) & Intellectual Property Office of the Philippines (IPOPIL) Synergy Conference 2017 on September 19-21, 2017 at Manila Hotel.	hard copy	No	N/A	exception	STRIDE & IPOPIL	VPRET	2017-06-23	Annually
		Memorandum	MEMORANDUM: Training-Workshop on Basic Research Ethics Review and Ethics Committee Operational Procedures on August 16-17, 2017 at Ephrathah Farms and Resort, Brgy. Sariri, Badiangan, Iloilo	hard copy	No	N/A	exception	VPRET	VPRET	2017-07-20	Annually
		Memorandum	MEMORANDUM: Participation to the 2017 Regional Invention Contest and Exhibit (RICE) on August 29-31, 2018 at SM City Iloilo.	hard copy	No	N/A	exception	DOST RO VI	VPRET	2017-07-21	-
		Memorandum	MEMORANDUM: University Research & Extension Council Meeting on August 29, 2017 at Research & Extension Bldg.	hard copy	No	N/A	exception	VPRET	VPRET	2017-08-23	Annually
		Memorandum	MEMORANDUM: Meeting on Social Science (Behavioral Science) Ethics Review Committee on November 10, 2017 at VPAA Conference room.	hard copy	No	N/A	exception	VPRET	VPRET	2017-12-03	Quarterly
		Memorandum	Designation as OIC VPRET	hard copy	No	N/A	exception	VPRET	VPRET	2017-12-19	Monthly
		Endorsement	Request of Dr. Joel T. De Castro to hire an Office Staff to man the Green Technology Business Incubation (GTBI) Office.	hard copy	No	N/A	exception	GTBI	VPRET	2017-01-17	-
		Request for the issuance of designation	Designation of Dr. Aretha Ann Liwag as Project Leader to the Budyworks Telehealth Project West Visayas State University (WVSU).	hard copy	No	N/A	exception	VPRET	VPRET	2017-02-13	-
		Request for the issuance of designation	Designation of Dr. Diosdado V. Amargo as Coordinator to the Humanities and Social Sciences, Behavioral Sciences, and Basic Sciences Research Ethics Review Committees of WVSU.	hard copy	No	N/A	exception	VPRET	VPRET	2017-03-03	-
		Endorsement	Request of Dr. Fred P. Guillergan, Acting Chair, Unified Biomedical Research Ethics Review Committee (UBRERC), to include Dr. Lucille Detoyato, an expert in Orthopedics, in the roster of Independent Consultants of the Committee.	hard copy	No	N/A	exception	UBRERC	VPRET	2017-03-24	-

		Endorsement	Request of Dr. Fred P. Guillergan, Acting Chair, Unified Biomedical Research Ethics Review Committee (UBRERC), to include Dr. Helmar Soldevilla, an expert in rheumatologist, in the roster of Independent Consultants of the Committee.	hard copy	No	N/A	exception	UBRERC	VPRET	2017-03-27	-
		Endorsement	Request of Dr. Fred P. Guillergan, Acting Chair, Unified Biomedical Research Ethics Review Committee (UBRERC), to include Dr. Aretha Ann Liwag, in the roster of Independent Consultants of the Committee.	hard copy	No	N/A	exception	UBRERC	VPRET	2017-05-12	-
		Endorsement	Request of Dr. Jodelito F. Villaruz, Dean, College of Medicine re: grant-agreement between the University of Duesto, Bilbao, Spain and West Visayas State University under the Erasmus + CBHE Tuning Asia - Southeast (TA-SE) project, with the recommendation that our University Legal Counsel review the contents of its agreement.	hard copy	No	N/A	exception	University of Duesto, Bilbao,	VPRET	2017-05-22	-
		Endorsement	Request of Dr. Stephen G. Sabinay, Faculty, College of Arts and Sciences/Project Leader, "Establishment of WVSU Biotech Research and Learning Center, recommending approval for his 6-units deloading starting this semester until the completion of the project.	hard copy	No	N/A	exception	College of Arts and Sciences	VPRET	2017-06-14	-
		Endorsement	Request Dr. Fred P. Guillergan, Acting Chair, Unified Biomedical Research Ethics Review Committee (UBRERC), to include Dr. Leah M. Agreda, in the roster of Independent Consultants of the Committee.	hard copy	No	N/A	exception	UBRERC	VPRET	2017-06-20	-
		Endorsement	Request of Dr. Jodelito F. Villaruz, Dean, College of Medicine re: conduct of a survey to selected University stakeholders which forms part of consultation process from among all participating universities in the Southeast Asia in order to enhance mutual understanding of educational programs in the region.	hard copy	No	N/A	exception	College of Medicine	VPRET	2017-06-23	-

		Endorsement	Proposals for inclusion in the ADCO meeting and for endorsement to the Board of Regents re: New Research Programs and Projects; Proposed Revision of Monetary Incentives for Publication; WVSU Outstanding Researchers Award; Honoraria for Research Leaders; Rates of Research Professional Services and Increases in Incentives; Policies and Guidelines of the College of Arts and Sciences Research Journal; 2018 New Extension Programs and Projects and Proposed Increase of Honoraria of Resource Persons and Extension Program/Project Evaluators.	hard copy	No	N/A	exception	URDC, UEDC, CAS	VPRET	2017-08-23	-
		Request for the issuance of designation	Designation of the members as Chairs and Committee Members for different panels of the Social Science Research Ethics Review Committee of the University and Dr. Fred P. Guillergan as the Over-all-Committee Coordinator.	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 August 16-17, 2018 at Ephrathah Farms and Resort, Brgy. Sariri, Badiangan, Iloilo covers the 2-day activity.	hard copy	No	N/A	exception	VPRET	VPRET	2017-09-26	-
		Endorsement	Request of Dr. Greta G. Gabinete, Director, URDC, re: Endorsement of Research Proposals for CY 2018 Implementation for ADCO deliberation and approval.	hard copy	No	N/A	exception	URDC	VPRET	2017-12-06	Annually
		Endorsement	Communication of Dr. Aretha G. Liwag, Project Leader, RxBox 1000, re: draft of the Memorandum of Agreement of the project "Roll-out of 1,000 RxBox Telehealth Device in Selected Rural Health Centers in the Philippines with the recommendation that our University Legal Counsel review the contents of this agreement.	hard copy	No	N/A	exception	VPRET	VPRET	2017-12-06	-
		Accomplishment Reports	Research and Extension Development Programs and Projects, Seminars/Trainings/Meetings Attended, Linkages.	hard copy	No	N/A	internal	VPRET, URDC, UEDC	VPRET	2018-01-03	Monthly

ADMIN	ADMINISTRATIVE OFFICE	Statement of Assets, Liabilities and Networth (SALN)	To enjoin all public officers and employees to declare and submit an annual true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives in the government service	hard copy/PDF	No	N/A	Exception	Administrative Office	CAO		
		WVSU Citizen's Charter	A Citizen's Charter is an official document, a service standard, or a pledge, that communicates information on the services provided by the government agency to the public. It is also for the compliance of Anti-Red Tape Act of 2007 (ARTA)	hard copy	Yes	<a href="http://www.wvsu.edu.ph">www.wvsu.edu.ph</a>	public	Administrative Office	HRMO		
		Transparency Seal	The West Visayas State University maintains transparency and accountability in this website. WVSU (and its external campuses and allied sciences) complies with Sec. 91 (Transparency Seal) of the Republic Act 10633 (General Provisions Act of 2014).		Yes	<a href="http://www.wvsu.edu.ph">www.wvsu.edu.ph</a>	public				
COP	COLLEGE OF PESCAR	Logbook	Faculty Attendance Logbook	DOC	no	n/a	internal	COP	COP clerk		
		Syllabus	course guide	DOC	no	n/a	internal	COP	College secretary		
		CHED- EO	Faculty Individual workload and Report	DOC	no	n/a	internal	ched	COP clerk		
		Prospectus/ degree program	Course flow of the various program	PDF	no	n/a	internal	COP	College secretary		
		CHED memo	CMO	PDF	Yes	<a href="https://ched.gov.ph">https://ched.gov.ph</a>	public	ched	College secretary		
		Student Clearance	Masters/ Undergraduate	DOC	no	n/a	internal	COP	COP clerk		
		University Quality Manual	Quality Procedure and Standards of the University for ISO 2018	DOC	no	n/a	internal	COP	College secretary		
		University Memo	Memorandum pertaining to University Activities	PDF	no	email	exception	university	COP clerk		
		COP Memo	Memorandum pertaining to College Activities	DOC	no	n/a	exception	COP	COP clerk		
		Permits to use Facilities	Agreement pertaining on the use of the COP Gym	PDF	no	n/a	internal	COP	COP clerk		
VPAF	VICE PRESIDENT FOR ADMINISTRATION AND FINANCE	Letters to inter-agencies, January-December 2017	Communications issued by the VPAF to agencies/individuals on various concerns	DOC	No	NA	Exception	WVSU	VPAF	2017-01-03 to 2017-12-29	Daily
		Memoranda, January to December 2017	Memoranda issued by VPAF to units/colleges/external campuses on various concerns	Standard	No	NA	Exception	WVSU	VPAF	2017-01-06 to 2017-12-21	Daily
CICT	COLLEGE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY	CICT Prospectus	CICT Prospectus include the prospectus for the different program offerings of CICT such a BSIT,BSIS,BSCS,BLIS, BS EMC and MIT programs.	Doc, Standard	No	N/A	Internal	WVSU	CICT		Annually
		Course Syllabus	Course Syllabus for the courses of the CICT offered programs.	Doc, Standard	No	N/A	Internal	WVSU	CICT		Annually
		Memoranda January to Dec 2017	Memoranda issued by CICT to Units/Colleges	Doc, Standard	No	N/A	Exceptions	WVSU	CICT	January to Decmeber 2017	Daily

BOR	Board of Regents	ADCO,ACAD and Board Resolution	a document identifying roles of corporate officers along with board meeting decisions and results	Hard copy	No		Internal	Office of the Board Secretary	Office of the Board Secretary		Quarterly
		BOR Referendum with attachments	a general vote by the BOR members on a particular proposal that has been referred to them for a direct decision	Hard copy	No		Internal	Office of the Board Secretary	Office of the Board Secretary		Daily/Quarterly
		ADCO,ACAD,and BOR Minutes	the instant written record of a meeting or hearing	Hard copy	No		Exception	Office of the Board Secretary	Office of the Board Secretary		Quarterly
COC	COLLEGE OF COMMUNICATION	CMO's	CHED Memorandum Order of the programs of the College	hard copy	yes	<a href="https://ched.gov.ph/wp-content/uploads/2017/10/CMO-37-s-2017.pdf">https://ched.gov.ph/wp-content/uploads/2017/10/CMO-37-s-2017.pdf</a> , <a href="https://ched.gov.ph/wp-content/uploads/2017/10/CMO-41-s-2017.pdf">https://ched.gov.ph/wp-content/uploads/2017/10/CMO-41-s-2017.pdf</a> , <a href="https://ched.gov.ph/wp-content/uploads/2017/10/CMO-36-s-2017.pdf">https://ched.gov.ph/wp-content/uploads/2017/10/CMO-36-s-2017.pdf</a>	public	CHED	COC	8/1/2017	per CHED's update
		Alternative Learning Assessment	Request for Alternative Learning Assessment	hard copy	no	N/A	public	COC	COC	1/9/2017	Bi-annually
		Make-up Classes	Request for Make-up Class	hard copy	no	N/A	public	COC	COC	6/20/2017	Monthly
		Syllabus	Course Syllabi for COC subjects	hard copy	no	N/A	public	COC	COC	6/2/2017	Bi-annually
		Faculty CHED-EO	Faculty CHED-EO of COC Faculty	hard copy	yes	<a href="http://mis.wvsu.edu.ph/ched-eo/">http://mis.wvsu.edu.ph/ched-eo/</a>	internal	COC	DIQA	7/7/2017	Bi-annually
		Grade Sheets	Grade sheets of COC faculty	hard copy	yes	<a href="http://iuis.wvsu.edu.ph/aims/faculty">http://iuis.wvsu.edu.ph/aims/faculty</a>	exception	COC	Registrar	2017-10-25	Bi-annually
		Linkages with MOA	Memorandum of Agreements with linkages of COC	hard copy	no	N/A	public	COC	COC	2017-04-20	Daily
		Travel Orders	Request for travel of COC faculty	hard copy	no	N/A	public	COC	COC	2017-01-05	Daily
CON	COLLEGE OF NURSING	Memoranda	Memoranda issued by the Dean to Faculty	Standard	No		Exception	WVSU	CON	2017 January 04 to 2018 September 18	Monthly
		Contract of Affiliation	Contract of Affiliation to Affiliated Hospitals	Standard	No		internal	WVSU	CON		Biannually
		CHED-EO	Faculty Workload	Standard	No		internal	WVSU	CON		
		RLE Record	Related Learning Experience Record	Standard	No		internal	WVSU	CON		Annually



UBRERC	UNIVERSITY BIO RESEARCH ETHICS AND REVIEW COMMITTEE	Approval Letter	Approval of researches reviewed by the ethics committee	hard copy	No	N/A	Limited	UBRERC	UBRERC		
		Notification Letter	Notification of the decision for revision or disapproval of researches reviewed by the ethics committee	hard copy	No	N/A	Limited	UBRERC	UBRERC		
		Annual Report	Data on the researches reviewed by the committee, composition of the committee and the problems/issues encountered during the committee's operations	hard copy	No	N/A	Limited	UBRERC	UBRERC, VPRET, PHREB		Annually
RECORDS	RECORDS	Memoranda	1) Documenting policies/functions/programs of the agency 2) Reflecting routine 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 Municipality of Lambunao, Province of Iloilo into the University and for other purpose.	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 ALUMNAS AND OTHER COLLEGES IN THE UNIVERSITY.	BOOK	NO	N/A	PUBLIC	CILPI	CILPI	2009/00/00	N/A
		IPCR/OPCR	AN INDIVIDUAL PERFORMANCE REVIEW OF ACCOMPLISHED DUTIES FOR JOB ORDER STAFFS	DOC	YES	<a href="https://mail.google.com/mail/u/1/#search/ipcr/FMfcqxvxBXphFqxWjPlxNTRgQsHMPVKr">https://mail.google.com/mail/u/1/#search/ipcr/FMfcqxvxBXphFqxWjPlxNTRgQsHMPVKr</a>	EXCEPTION	HRMO	HRMO	JULY 1 TO DECEMBER 31, 2018	Semestral Jan to Jun, July to Dec
		REGISTRY SHEETS/ LOGBOOK	INCOMING AND OUTGOING COMMUNICATIONS COMMUNICATION FROM DIFFERENT OFFICES	HARDCOPY	NO	N/A	EXCEPTION	N/A	CILPI	2018-04-11	WHEN NECESSARY
		PROJECT PROPOSALS	PROPOSED PROJECTS OF CILPI FOR THE CONDUCT OF THEIR FUNCTIONS	HARDCOPY	NO	N/A	INTERNAL	CILPI	CILPI	N/A	N/A
		PUBLIC INFORMATION MATERIALS	DATA GATHERED DURING UNIVERSITY EVENTS.	HARDCOPY	NO	N/A	PUBLIC	CILPI	CILPI	N/A	MONTHLY

		REQUEST LETTERS	REQUEST FORMS OF COPY OF PUBLICATION AND SERVICES	DOC	NO	N/A	PUBLIC	CILPI	CILPI	2018-04-11	WHEN NECESSARY
		POLICIES AND GUIDELINES	POLICIES AND GUIDELINES OF THE CILPI OFFICE	HARDCOPY	NO	N/A	PUBLIC	CILPI	CILPI	2014-03-13	N/A
		LINKAGES	AGREEMENTS BETWEEN OTHER FOREIGN SCHOOLS AND WVSU	HARDCOPY	NO	N/A	INTERNAL	CILPI	CILPI	N/A	N/A
		OPERATIONS MANUAL	MANDATE AND FUNCTIONS OF THE CILPI OFFICE	ANY	YES	N/A	PUBLIC	BOR	BOR	0/0/2014	N/A
		FOREIGN STUDENTS PROFILE	PROFILE OF FOREIGN STUDENTS WHO ENROLLED AT WVSU	HARDCOPY	NO	N/A	EXCEPTION	BUREAU OF IMMIGRATION	CILPI	2015-12-09	N/A
		ACCOMPLISHED REQUEST FOR PUBLICATION/ SERVICE	ACCOMPLISHMENT OF PUBLICATION AND SERVICE THAT WERE REQUESTED BY ALL UNITS	HARDCOPY	NO	N/A	PUBLIC	CILPI	CILPI	2018-04-11	N/A
POTOTAN CAMPUS	POTOTAN CAMPUS	WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	<a href="http://www.wvsu.edu.ph">www.wvsu.edu.ph</a>	Public/exception/internal/with fee/limited	WVSU-PC	Campus Administrator	2017/2018	Annually
		Memo No. 01 s. 2017	Memo regarding the Committee to Review and Consolidate the OPCR, DPCR, and IPCR of the Performance Management Team	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually
		Memo No. 02 s. 2017	List of Coaches and Events for the University Week 2017, Lit-Mus Contacts	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually
		Memo No. 04 s. 2017	Work Assignment of Mr. Patrick John T. Pacardo. He was advised to report to the Registrar's Office and to submit list of collections and expenses as CLAC Manager and clearance of property and financial accountabilities	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 05 s. 2017	Addendum to the List of Coaches and Events for the University Week 2017, Lit-Mus Contests	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 09 s. 2017	Working Committees for the 2017 PFA Family Day and General Assembly	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually
		Memo No. 10 s. 2017	Designation of Mr. John Adam T. Pagurayan as Processing Officer of the Assessment Center	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 11 s. 2017	Working Committee, Closing Activities A.Y. 2016-2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually
		Memo No. 12 s. 2017	Updated Designations of Personnel in the Assessment Center	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 14 s. 2017	TV/Video Documentary Shooting for Pototan Campus on Thursday, March 02, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 19 s. 2017	General Assembly Meeting regarding the protocol to be observed during the Recognition Program and Commencement Exercises	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		<b>title</b>	<b>description</b>	<b>file_format</b>	<b>online_publication</b>	<b>location_or_url</b>	<b>disclosure</b>	<b>original_data_owner</b>	<b>data_maintainer</b>	<b>date_released (or coverage)</b>	<b>frequency_of_updates</b>
		WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	<a href="http://www.wvsu.edu.ph">www.wvsu.edu.ph</a>	Public/exception/internal/with fee/limited	WVSU-PC	Campus Administrator	2017/2018	Annually

		Memo No. 21 s. 2017	Designation of Dr. Lina P. Grabato as OIC ,Office of the Dean of Instruction effective March 21, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 22 s. 2017	Designation of Dr. Rowena P. Pendon as OIC, Office of the Director, School of Education effective March 21, 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 23 s. 2017	Schedule of Enrolment for Summer of On-the -Job Training (OJT) 2 <sup>nd</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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	
		<b>title</b>	<b>description</b>	<b>file_format</b>	<b>online_publication</b>	<b>location_or_url</b>	<b>disclosure</b>	<b>original_data_owner</b>	<b>data_maintainer</b>	<b>date_released (or coverage)</b>	<b>frequency_of_updates</b>
		WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	<a href="http://www.wvsu.edu.ph">www.wvsu.edu.ph</a>	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 <sup>nd</sup> Semester A.Y. 2017-2018	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		<b>title</b>	<b>description</b>	<b>file_format</b>	<b>online_publication</b>	<b>location_or_url</b>	<b>disclosure</b>	<b>original_data_owner</b>	<b>data_maintainer</b>	<b>date_released (or coverage)</b>	<b>frequency_of_updates</b>
		WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	<a href="http://www.wvsu.edu.ph">www.wvsu.edu.ph</a>	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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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	
		<b>title</b>	<b>description</b>	<b>file_format</b>	<b>online_publication</b>	<b>location_or_url</b>	<b>disclosure</b>	<b>original_data_owner</b>	<b>data_maintainer</b>	<b>date_released (or coverage)</b>	<b>frequency_of_updates</b>
		WVSU FOI	FOI directed to WVSU-PC	Excel (hard copy)	yes/no	<a href="http://www.wvsu.edu.ph">www.wvsu.edu.ph</a>	Public/exception/internal/with fee/limited	WVSU-PC	Campus Administrator	2017/2018	Annually
		Memo No. 113, s. 2017	Working Committees for 2017 IWAG Participation	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually
		Memo No. 114, s. 2017	ISO First Surveillance Audit	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 117, s. 2017	Search for Mr. & Ms. WVSU-PC 2017	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually
		Memo No. 120, s. 2017	Committees for the Participation to 2018 University Week Celebration	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually
		Memo No. 121, s. 2017	List of Coaches and Events for the University Week 2018, Lit-Mus Contests	MS	no		Exception	WVSU-PC	Campus Administrator	2017	Annually
		Memo No. 122, s. 2017	Delivery of Checks to Different Suppliers and Bidders (Mrs. Pharlene M. Dormido )	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
		Memo No. 123, s. 2017	Issuance and Signatories of the Different Checks (Mrs. Cherry A. Perez)	MS	no		Exception	WVSU-PC	Campus Administrator	2017	
<b>CAF</b>	<b>COLLEGE OF AGRICULTURE AND FORESTRY</b>	Accreditation Results	Documents pertaining to accreditation results Level IV Phase I (BSA, BSF and MAGr) 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Dean of Instruction		
		Accredited Student Organizations	List and profile of accredited student organizations approved by the accreditation committee 2017	Standard (hard copy)	No		Internal	WVSU-CAF	Office of Student Affairs	2017-07-16	Bi-Annually
		BP Form 202 (Food Processing Center)	Budget Preparation Form for the construction of the Food Processing Center	DOC	No		Internal	WVSU-CAF	Planning Development Office	2017-07-03	Annually
		BP Form 202 (INAS Left Wing)	Budget Preparation Form for the completion of INAS building left wing	DOC	No		Internal	WVSU-CAF	Planning Development Office	2017-07-03	Annually
		BP Form 202 (Student Center)	Budget Preparation Form for the construction of Student Center	DOC	No		Internal	WVSU-CAF	Planning Development Office	2017-07-03	Annually
		Check Issuances	Report or summary list of check issued for FY 2017	Standard, XLS	No		Limited	WVSU-CAF	Finance Office	2017-02-01	Monthly
		Classroom Observation	Covers Second Semester SY 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-02-14	Biannually
		College Calendar of Activities	Reflects the schedule of events/activities of the University and the College	Standard (hard copy)	No		Internal	WVSU-CAF	Office of the Dean of Instruction		Annually
		CAF On-going Researches	Researches still implemented within the period 2017	Standard (hard copy)	No		Internal	WVSU-CAF	CAF Research and Development Office	2017-01-09	Annually
		CAF Completed Researches	Researches completed in the year 2017	Standard (hard copy)	No		Internal	WVSU-CAF	CAF Research and Development Office	2017-02-28	Annually
		CAF - List of Researchers	List of researchers with research implemented or completed in the year 2017	Standard (hard copy)	No		Internal	WVSU-CAF	CAF Research and Development Office	2017-12-28	Annually
		CAF PRO 2017	College of Agriculture and Forestry Physical Report of Operations for 2017 (WVSU Major Final Outputs)	PDF	No		Internal	WVSU-CAF	Planning Development Office	2017-12-08	Annually

	CAF Roadmap	CAF Long Range Plan to realize the WVSU Institutional Strategic Development Plan 2016-2020	XLS	No		Internal	WVSU-CAF	Planning Development Office	2017-04-12	Every Five Years
	Collection and Deposits	Report of collections and deposits for FY 2017	Standard, XLS	No		Limited	WVSU-CAF	Finance Office	2017-01-15	Daily; Monthly
	Communications-Outgoing-Internal	Letter requests re: requesting MIS Office to conduct Technical Assessment; request for Police Marshall; request of university ambulance and assistance of Clinic Team during the College Foundation Day on October 7, 2017; newly hired forest protection officer.	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Campus Administrator	2017-02-24	
	Course Syllabi	Faculty course syllabi for BSA and BSF programs for the First Semester of SY 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-05-25	Biannually
	Credentials of 2017 Graduates	Transcript of Records; Certificate of Graduation, Diploma; Certificate of Honor Graduates and other school related records and documents of 2017 BSA and BSF Graduates	Standard (Hardcopy)	No		Exception	WVSU-CAF	Office of the Registrar	2017-04-25	Daily; Annually
	Curriculum	The academic content taught in BSF and BSA programs	Standard (hard copy)	No		Internal	WVSU-CAF	Office of the Dean of Instruction	2017-05-25	
	Daily Time Record 2017	Copies of Daily Time Record (DTR) of WVSU-CAF Employees for the year 2017	Standard (hard copy)	No		Internal	WVSU-CAF	Administrative Office	2017-12-31	Monthly
	Extension Beneficiaries - 2017	Number of extension beneficiaries (farmers, housewives and out of school youth) who availed extension trainings for the year 2017.	Standard (Hardcopy)	No		Internal	WVSU-CAF	CAF Extension Development Center	2017-03-11	Quarterly
	Extension Trainings Conducted -2017	Training on mushroom production; darag chicken production; agroforestry (grafting and budding)	Standard (Hardcopy)	No		Internal	WVSU-CAF	CAF Extension Development Center	2017-03-27	Quarterly
	Faculty Performance Rating	Faculty Individual Rating for Teaching Effectiveness Evaluation (2nd Sem 2016-2017, 1st Sem 2017-2018)	Standard (hard copy)	No		Internal	WVSU-CAF	Office of the Dean of Instruction	2017-05-26	
	Faculty CHED-EO	Faculty Personal Information including wokload for AY 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Office of the Dean of Instruction	2017-07-02	Every Semester
	Faculty Portfolio	Individual files of the faculty containing PDS, and other academic-related documents	Standard (hard copy)	No		Exception	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-01-31	Annually
	Faculty Schedule of Classes	Faculty details of class schedule for SY 2017-2018 and Second Sem 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Office of the Dean of Instruction	2017-05-25	Every Semester; Biannually
	Faculty Workload	Individual faculty workload for 1st Sem, SY 2016-2017	Standard (hard copy)	No		Internal	WVSU-CAF	Associate Deans (Forestry and Agriculture)	2017-06-01	Biannually
	Financial Reports	College of Agriculture and Forestry financial reports such as trial balance, journal entry voucher etc.	Standard, XLS	No		Limited	WVSU-CAF	Finance Office	2017-01-31	Monthly; Quarterly
	Guidance and Counseling Service 2017	List/records of students who avail guidance and counseling service for academic year 2017	Standard (hard copy)	No		Exception	WVSU-CAF	Guidance Office	2017-12-12	Monthly
	Incident Reports 2017	Incident Reports 2017 re: bumping of car; illegal staying; fighting/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



LAMBUNAO CAMPUS	LAMBUNAO CAMPUS	Citizen's Charter	Lists of services and streamlined operations of Medical-Dental Clinic to enhance public service.	DOC	No	N/A	Public	WVSU-LC MDC	Medical- Dental Clinic	1/2/2017	Annually
		Schedule of Activities (LGU)	14th Lambunao Binanog Festival	Standard	NO	NO	PUBLIC	LGU-Lambunao	Office of the Mayor	1/3/2017	
		Schedule of Activities (CHEDRO IV)	Schedule of Activities for the National Children's Month Celebration of Department of Social Welfare and Development (DSWD) Field Office VI	Standard	NO	NO	PUBLIC	CHEDRO VI	Chief Education Program Specialist- OIC	1/25/2017	
		Memorandu m (CHEDRO IV)	Partisipasyon sa Linangan 2017: Seminar-Worksyp sa Pagtuturo ng Sikolohiyang Pilipino na Inorganisa ng Pambansang Samahan sa Sikolohiyang Pilipino	Standard	NO	NO	PUBLIC	CHEDRO VI	Chief Education Program Specialist	2/20/2017	
		Civil Service Memorandu m	117th Anniversary of the Philippine Civil Service "Tugon sa Hamon ng Pagbabago: Malasakit ng Lingkod Bayani"	Standard	NO	NO	PUBLIC	CSC	Chairperso n	4/11/2017	
		Conference	Eco Tourism Seminar	Standard	NO	NO	PUBLIC	DOT	President	5/5/2017	
		Gawad Kalinga	Showcasing activities such as School Refurbishing, Feeding, House Build Project, Tree Planting and Mari-it Eco Park Tour	Standard	NO	NO	PUBLIC	LGU-Lambunao	Municipal Mayor	5/17/2017	



		Invitation (Cultural)	119th Year of Philippine Independence Day with the theme: "Kalayaan 2017: Pagbabagong Sama-samang Balikatin"	Standard	NO	NO	PUBLIC	LGU-Lambunao	Municipal Mayor	6/7/2017	
		Joint Circular	Joint Circular Rules and Regulations Governing Contract of Service and Job Order Workers in the Government	Standard	NO	NO	PUBLIC	CSC, COA, DBM	CSC Chairperson, COA Chairperson, DBM Secretary	6/15/2017	
		ASEAN Seminar	Transforming the Government Financial Sector in the Era of ASEAN Interrogation	Standard	NO	NO	PUBLIC	AGAP	National President	7/18/2017	
		Seminar	To conduct seminar on 2017 Education Summit: The Future of Philippine Education	Standard	NO	NO	PUBLIC	CHEDRO VI	Office of the Regional Director	8/1/2017	
		PASUC Advisory	1st National Conference on Poverty and Sustainable Development (NCPSD 2017)	Standard	NO	NO	PUBLIC	PASUC	President	8/2/2017	
		Notice to the Public	Closure Order of the Higher Education Programs of Mandaue College in accordance with section 8 paragraph ( c ) R.A. 7722	Standard	NO	NO	PUBLIC	CHED	Office of the Regional Director	8/17/2017	
		Career Advocacy	DepEd, CHED, TESDA and DTI Career Advocacy	Standard	NO	NO	PUBLIC	CHEDRO VI	Director IV	8/31/2017	

		International Conference	Participation in the 1st International Conference in Teacher Education (ICTE) with the theme: "Internationalization of Teacher Education: Outcomes, Delivery and Quality Assurance"	Standard	NO	NO	PUBLIC	CHEDRO VI	Chief Education program Specialist	9/5/2017	
		CHEDRO VI Advisory	Information, Swindlers are around victimizing colleges using the name of CHEDRO VI Regional Director and posing as Canadian donors of books and computers	Standard	NO	NO	PUBLIC	CHED	Management of CHED Regional VI	9/8/2017	
		Risk Management Conference	1st national Conference on Risk Management "Role of Risk Managers in Attaining a Resilient ASEAN Community"	Standard	NO	NO	PUBLIC	DRRM	Board of Directors	10/23/2017	
		Blood Donations	Ask assistance for Blood Donation Activity	Standard	NO	NO	PUBLIC	DRYLMH	Chief of Hospital	10/23/2017	
		DepEd Order	Guidelines on the Application for the Senior High School Voucher Program for School Year 2018-2019	Standard	NO	NO	PUBLIC	DepED	Secretary of Department of Education	12/1/2017	
		CMO Policies	CMO # 62 Series 2017-Policies, Standards and Guidelines for Bachelor of Science in Tourism Management (BSTM), and Bachelor in Hospitality Management (BSHM)	Standard	NO	N/A	Public	CHED	Chairperson	07/19/2017	As the need arises.

		Financial Assistance	Orientation of CHED Student Financial Assistance Program relative to the new Disbursement system of the Department of Budget and Management	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED/DBM	Chief Administrative Officer	1/ 24/2017	
		Permit	Letter request to seek availability of the WVSU-LC Firing Range to be used by the Lambunao PNP Personnel on January 21, 2017 from 8:00am to 5:00am	N/A	no	N/A	Limited	Lambunao Municipal Police Station	Officer-In-Charge, Chief of Police	1/13/2017	Quarterly
		Invitation	Invitation letter for interested applicants to come fro an interview from Monday to Saturday; 9:00am to 4:00pm at SM Supermarket, Mandurriao, Iloilo City	N/A	no	N/A	public	SM Supermarket	HRD Supervisor, SUPERVAL UE, INC.	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 Products	1/23/2017	Annually
		Launching of Project	Launching of projects under the Angat Buhay: Partnership Against Poverty	Standard	NO	NO	PUBLIC	LGU-Lambunao	Office of the Mayor	1/4/2017	

		Certification	Hon. FELIZARDO D. AMIGABLE JR., appointed as Sangguniang Bayan Member Effective June 13, 2017 vice the late SB Member Hon. Felizardo C. Amigable Sr., by Hon. Arthur D. Defensor, Sr. and hereby allowed to practice his profession as Lawyer as provided for, under Section 90. (Practice of Profession) of R.A. 7160	N/A	no	N/A	Limited	Municipality of Janiuay Office of the Sangguniang Bayan	Municipal Vice Mayor	10/2/2017	Annually
		CPD	Continuing Professional Development (CPD) Seminar on October 28-29, 2017 from 8:00am to 5:00pm at Iloilo Grand Hotel	N/A	no	N/A	Limited	I-CPD Continuing Professional Development Criminology Education	CPD Criminologists Organizer	10/3/2017	Annually
		Financial Assistance	Detailed List of Tuition Fee and Standard School Fees for School Year 2016 - 2017 and 2017 - 2018	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED	Chief Education Program Specialist Officer-In-Charge	10/3/2017	

		Youth Convention	Participation of 17th Young Economists' Convention to the school president	PDF	YES	<a href="https://businessmirror.com.ph/booming-constructing-attracts-business-to-locate-to-visayas-and-mindanao-area">https://businessmirror.com.ph/booming-constructing-attracts-business-to-locate-to-visayas-and-mindanao-area</a> <a href="http://dti.gov.ph/businesses/msmes/">http://dti.gov.ph/businesses/msmes/</a>	limited	Economics Organizations De La Salle University	Executive Vice President for Linkages	11/2/2017	
		BSE Standard and Guidelines	CMO # 75 Series 2017-Policies, Standards and Guidelines for Bachelor of Secondary Education	Standard	NO	N/A	Public	CHED	Chairperson	11/2/2017	As the need arises.
		CMO for BTVTEd	CMO # 79 Series 2017-Policies, Standards and Guideines for Bachelor of Technical-Vocational Techer Education (BTVTEd)	Standard	NO	N/A	Public	CHED	Chairperson	11/2/2017	As the need arises.
		Financial Assistance	Addendum to CMO No. 16, Series of 2013 " Guidelines for the Implementation of Student Agribusiness Enterprise Loan Fund (SALF)"	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED	Chairperson	11/22/2017	

		TOSIA	Nominations for the Search for the Outstanding Students of Iloilo Awards (TOSIA) 2018	PDF	Yes	<a href="http://www.jcirregatta.org">www.jcirregatta.org</a>	Public	JCI Regatta	JCI Regatta LO President / 2017 TOSIA Program Director	11/6/2017	
		CMO for Internship	CMO # 104 Series 2017- Revised Guidelines for Students Internship Program in the Phillippines (SIPP) for all Programs	Standard	NO	N/A	Public	CHED	Chairperson	12/28/2017	As the need arises.
		Academic Records	CMO # 105 Series 2017-Policy on the Admission of Senior High School Graduates to the Higher Education Intitutions Effective Academic Year 2018-2019	Standard	NO	N/A	Public	CHED	Chairperson	12/29/2017	As the need arises
		Invitation from other Universities	Invitation for Workshop Entitled "Effective documentation for Workshops and Meetings"	Standard	no	n/a	Limited	Central Philippines University	RCECC Director	2/13/2017	
		Invitation (Academic)	Training Workshop/seminar writeshop/forums	hard copy	No	N/A	public	Local/national/international linkages	Human Resource Managent Office	2/20/2017	N/A
		Call for Scholarships	Call for Aplications for scholarships abroad for faculty and staff during K to 12 transition	hard copy	No	N/A	public	Commission on Higher Education	Dean of Instruction, Dept. Chairs	2/27/2017	N/A

		Request for Endorsement of Activities/Events of Higher Education Institutions	Request for Endorsement of Activities/Events of Higher Education Institutions	hard copy	No	N/A	public	Commission on Higher Education	All Directors, Deans, Unit Heads	2/7/2017	N/A
		Reiteration of Directives regarding the Full Implementation of Anti-Corruption Measures in the CHED & All Higher Education Institutions	Reiteration of Directives regarding the Full Implementation of Anti-Corruption Measures in the CHED & All Higher Education Institutions	hard copy	No	N/A	public	Commission on Higher Education	All Directors, Deans, Unit Heads, Faculty & staff	2/8/2017	N/A
		Research Invitation	Invitation for Training Seminar, Entitled "Teaching Research for Senior High and College Students"	Standard	no	n/a	Public with Fees	University of the Philippines	Associate Dean, Research, Extension, and Publication	3/10/2017	
		PACSA Invitation	PACSA Visayas Mid-Year National Convention, Seminar-Workshop, and Training	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED/PACSA	PACSA National President	3/13/2017	

		Permit Use of AVR	Availability of the Audio Visual Room (AVR) as a venue of the Review Classes, DepEd, LGU, private events	N/A	no	N/A	public	Review Center, Dep Ed., LGU, Private managers	Proprietor/ Manager/Heads of Office	3/17/2017	Annually
		Joint Memorandum Circular No. 2017-1	Guidelines on the Grant of Free Tuition in State Universities and Colleges for Fiscal Year 2017	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED/DBM	Director IV	3/25/2017	
		ASEAN flag & anthem	Display and Regular Raising of the ASEAN Flag and Signing of the ASEAN Anthem	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED	Director IV	3/28/2017	
		Public Consultation	National Public Consultation on the Proposed Revision of CHED Memorandum Order No. 17, series of 2012 Entitled, Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED	Director IV	3/29/2017	
		Educational Assistance	Educational Assistance to dependents of affected overseas filipino workers (OFWs) in Saudi Arabia	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED	Chairperson	4/ 3/2017	
		Financial Assistance	Submission of Additional Documents for the release of 2nd Tranche "Yolanda" Financial Assistance	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED	Director IV	4/26/2017	
		Educational Assistance	Memorandum Educational Assistance to Dependents of Affected Overseas Filipino Workers (OFW) in Saudi Arabia	Standard	NO	NO	PUBLIC	CHED	Chairperson	4/3/2017	



		Academic Records	CMO # 10 Series 2017-Policy on Students affected by the Implementation of the K12 Program and the New General Education Curriculum	Standard	NO	N/A	Public	CHED	Chairperson	4/7/2017	As the need arises.
		ESGP-PA Memorandum	Enhance Implementation Guidelines for the ESGP-PA	PDF	Yes	<a href="http://www.wvsu.edu.ph">www.wvsu.edu.ph</a>	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, 2017 at the Lambunao Plaza	N/A	no	N/A	public	Municipality of Lambunao	Office of the Mayor	5/19/2017	Annually
		Publication	Hiring over 1,000 travel Associates	hard copy	No	N/A	public	WNS	Office of the Guidance Counselor	5/22/2017	N/A
		Orientation	Tulong - Dunong Orientation for Academic Year 2017 - 2018	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED	Director IV	5/25/2017	
		Financial Assistance	CAMELEON ASSOCIATION	PDF	Yes	<a href="http://www.cameleon-association.org">www.cameleon-association.org</a>	internal	CAMELEON	Community Development Worker	5/29/2017	
		DAP	Invitation to DAP's Public Course on Basic Policy Process	Standard	no	n/a	Public with Fees	Development Academic of the Philippines	Policy Researcher Office	5/7/2017	
		Request for Good Moral Character	Certificate of Good Moral Character of PNP Applicant to be used for Complete Background Investigation	N/A	no	N/A	Exception	Tapaz Police Station	Police Senior Inspector/Acting Chief of Police	6/11/2017	Quarterly

		PNRC Invitation	Blood Letting invitation of the Philippine National Red Cross Iloilo Chapter and Municipal Disaster Risk Reduction and Management Council	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 Education VI Regional Teachers' Congress	Dean of Instruction, Concerned Teachers	6/28/2017	N/A
		International Celebration invitation	119th year Phil. Independence w/ the theme "Kalayaan 2017"	hard copy	No	N/A	public	Municipality of Lambunao	All faculty & staff	6/7/2017	N/A
		Invitation	CHED RO 6 Memorandum No. 161 s. 2017 for Presidents, Head and Administrators of Public and Private Higher Education Institutions (HEIS) in Participation in the 7th Annual Hospitality & Tourism National Convention	Standard	no	n/a	Internal	CHED	Director IV	7/24/2017	
		TWG Meeting	Technical Working Group (TWG) Meeting of Jalaur River System Quality Management Area (JRS WQMA)	N/A	no	N/A	public	Department of Environment and Natural Resources Environmental Management Bureau	Regional Director	7/24/2017	Annually

		CMO for Off-Campus Activities	CMO # 63 Series of 2017-Policies and Guideline on Local Off-Campus Activities	Standard	NO	N/A	Public	CHED	Chairperson	7/25/2017	As the need arises.
		Hospitality Tourism Seminars	Seminar Entitled: "Youth: Agents of Change, Traversing ASEAN through Tourism and Hospitality Industry"	Standard	no	n/a	Public	JBLFMU	Administrator	7/26/2017	
		Blood Letting Announcements	Blood Letting Activity on July 7, 2017 with the Philippine National Red Cross with the Theme "Dugo mo Kabuhi ko".	N/A	no	N/A	public	Dr. Ricardo Y. Ladrado Memorial Hospital	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 Development: Pathways for a sustain future"	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 Borres Youth Leadership Institute, Inc.	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	CHED	Director IV	7/5/2017	
		Environment Summit	Participation in the 3rd Youth Environment summit organized by the Alliance for green Philippines, inc	PDF	Yes	<a href="mailto:greenphilippines.info@gmail.com">greenphilippines.info@gmail.com</a>	public	Alliance for Green Philippines	President	8/11/2017	
		Career Guidance	Invitation to talk about the university's Senior High Sch. Offerings	hard copy	No	N/A	public	Calinog National Comp. High Sch.	Office of the Guidance Counselor	8/16/2017	N/A

		Research Forum Invitation	Local/national/international conference	N/A	no	N/A	public	Local/National/International/Academic Heads	Chancellor, UPOU NCODEL Secretariat	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 Resources Through a Sustainable Industry-Academe Linkages in the Visayas Region"	Standard	no	n/a	Public	PCCI Regional Caravan Secretariat	OIC-Marketing	8/28/2017	
		Request for Good Moral Character	Certificate of Good Moral Character of PNP Applicant to be used for Complete Background Investigation	N/A	no	N/A	Limited	Tapaz Police Station	Police Inspector/Officer-In-Charge	8/29/2017	Quarterly
		Public Notice Communication	Seminar and Job Search 2017; "Exploring Possibilities, Rediscovering Your Career Passion"	Standard	no	n/a	Public	JBLFMU	COB	8/31/2017	
		Academic Assistance notice	Information about PNTC and Study Now, Pay later Program	Standard	no	n/a	Public	Phil-Nippon Technical College, Inc.	President	8/4/2017	
		Distance Learning Invitation	Invitation for 5th national Conference in Open and Distance eLearning 2017 Philippines Education in the Age of Openness.	Standard	no	n/a	Public	NCODEL Secretariat	Councillor, UP	8/6/2017	

		YMCA Congress	42nd YMCA National Congress of College Students and 22nd YMCA National Campus Club Advisers Seminar Workshop	PDF	Yes	<a href="http://www.ched.gov.ph">www.ched.gov.ph</a>	Public	YMCA National Congress of College Students	Chairperson	9/17/2017	
		Communication	Higher Education Management Information System	Standard	no	n/a	Internal	CHED	HEMIS Technical Staff	9/20/2017	
		Career Placement	UPV Career Placement Program will be holding a one-day hiring event for the position of Flight Attendants	Standard	no	n/a	Public	CHED	Director	9/7/2017	
CSL	CENTRAL SCIENCE LABORATORY	Inventory	Inventory of Equipment Section	Hard Copy	No	N/A	Internal	Central Science Laboratory	Supply Office	6/7/2017	
UPDO	UNIVERSITY PLANNING AND DEVELOPMENT OFFICE	WVSU SPMS Guidelines	Guidelines on the implementation of the University Strategic Performance Monitoring System (SPMS) tailored after that of the Civil Service Commission (CSC) in line with the national directive to establish a unified and integrated RBPMS across all departments and agencies incorporating a common set performance scorecard, and creating an accurate, accessible, and up-to-date government-wide, sectoral, and organizational performance information system, which shall be used as basis for determining entitlement to performance-based allowances, incentives, or compensation of government personnel (Administrative Order (AO) No. 25 (s. 2011))	PDF	No	NA	Limited	University Planning & Development Office (UPDO)	UPDO	2016	NA
		Quarterly Physical Report of Operations/Physical Plan (BAR No. 1) as of Dec. 31, 2017	Breakdown of the WVSU Percentage of Physical Targets and Physical Accomplishments according to its Major Final Outputs, Q1-Q4 of FY 2017	PDF	Yes	<a href="http://bit.ly/2R1vHsi">http://bit.ly/2R1vHsi</a>	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 Performance-Based Bonus (PBB) for FY 2017	PDF	Yes	<a href="http://bit.ly/2QVYxKJ">http://bit.ly/2QVYxKJ</a>	Public	University Planning & Development Office (UPDO)	UPDO	2017	NA



GSO	GENERAL SERVICES OFFICE	Electric Bill Distribution	The distribution of electricity Consumption of various Colleges/units/office	N/A	no	N/A	public	GSO	GSO	every 2nd week of the month	monthly
		Water Bill Distribution	The distribution of water Consumption of various Colleges/units/office	N/A	no	N/A	public	GSO	GSO	every last week of the month	monthly
		Summary of Fuel Consumption & Trip Ticket	The information about the liquidation and summary of fuel consumption of various WVSU vehicles.	N/A	no	N/A	public	GSO	GSO	upon replenishment of PCF	monthly
		Preventive Maintenance Schedule	The schedule and list of building, vehicles and machineries needed for preventive maintenance	N/A	no	N/A	public	GSO	GSO	1/15/2018	Annually
JANIUAY CAMPUS	JANIUAY CAMPUS	2017 Curricula	The Curriculum of the following degree programs: Bachelor of Secondary Education (English, Math, Social Studies) Bachelor of Elementary Education, Bachelor of Science in Industrial Technology, Bachelor of Science in Hospitality Management, Bachelor of Caregiving Management	N/A	NO	N/A	public	WVSU	Dean of Instruction / School Directors/ Registrar	2017-05-17	Every 2-4 years
		Calendar of Activities SY 2017-2018	This document contains the projected academic and non-academic programs and activities of the campus	N/A	NO	N/A	public	WVSU	Unit Heads	2017-06-17	Annually
		Faculty Profile	This includes the tabular and graphical presentation of various data of the faculty member	N/A	NO	N/A	public	WVSU	Dean of Instruction/ HRMO	2017-03-17	Annually
		Faculty Development Program	This contains plans, programs and activities designed for the continual development and improvement of the faculty members	N/A	NO	N/A	public	WVSU	Dean of Instruction	2017-03-17	Annually
		Preventive Maintenance Plan	This contains schedule of preventive maintenance of all ICT equipments within WVSU-Janiuay Campus	hardcopy	NO	N/A	public	WVSU	Management Information Sytem Officer/PDO	2017-01-17	Annually
		Research Quarterly Accomplishment Report	Quarterly accomplishment report on research activities of WVSU-Janiuay Campus	N/A	NO	N/A	public	WVSU	RET Head	2017-03-17	Quarterly
		Extension Quarterly Accomplishment Report	Quarterly accomplishment report on Extension Activities and trainings conducted of WVSU-Janiuay Campus	N/A	NO	N/A	public	WVSU	RET Head	2017-03-17	Quarterly
		Annual Report 2017	The summary of all campus accomplishments: Instruction Division (Faculty, Students, Campus Library,, Office of the Students Affairs),Research, Extension and training, Planning and Development Office, Administration ( Human Resource and Management Office, Campus Civil Security Unit, Finance Division), Resource Generation Unit, Special Units( Guidance Office, Alumni Affairs Office, Gender and Development Office)	N/A	NO	N/A	Public	PDO	Office of the Campus Administrator/ Planning and Development Office	2017-12-29	Annually

		Strategic quality Assurance Development Plan	It covers the activities of the campus like ISO certification, AACUP Accreditation and Certificate Of Program Compliance by the CHED	N/A	NO	N/A	public		WVSU-JC QA Coordinator	QA Coordinator, D	2017-06-01	Every 4 years
		Pre-Employment Orientation Program	Description, Rationale, Objectives, and Activities of the Pre-Employment Activities for Graduating College students	Hard Copy	NO	N/A	Public		WVSU	Guidance Coordinator/Guidance Counselors	2017-05-01	Every Year
		De-Briefing Program	Description, Rationale, Objectives and Activities of the De-Briefing Endeavor for Students who Recently finished	Hard Copy	NO	N/A	Public		WVSU	Guidance Coordinator/Guidance Counselors	2017-05-01	Every Year
		Diversity Program	Description, Rationale, Objectives, and Activities of Embracing, Recognizing and Dealing with Special Student Populations in the Campus	Hard Copy	NO	N/A	Public		WVSU	Guidance Coordinator/Guidance Counselors	2017-09-01	Every Year
		Memorandum of Agreement for the Deployment of Student Teachers and Field Study Students	This document contains the agreement between WVSU and the Department of Education - Division of Iloilo for the deployment of student teachers and field study students	hard copy	NO	N/A	public		WVSU	School Director, S	2017-06-17	
		SOTE Faculty Profile 2017	This includes the tabular and graphical presentation of various data of the faculty member of School of Teacher Education	hard copy	NO	N/A	public		WVSU	School Director, S	2017-03-17	Annually
		WVSU-CAT Form	WVSU-College Admission Test form used if the student intend to take the entrance examination.	Standard	No	N/A	public		WVSU	Registrar	2017-03-17	Annually
		WVSU-CAT Permit	WVU-College Admission Test Permit issued to student after filing the WVSU-CAT to be presented at the time of the exam.	Standard	No	N/A	public		WVSU	Registrar	2017-03-17	Annually
		Strategic Plan	A gauge to achieve the goals and objectives of the office within five years.	standard	No	N/A	public		WVSU	Registrar	2017-03-17	every 3-5 years
		Permit Recognition for Curricular Offerings	List of Curricular Program Offering of WVSU-JC indicating the permit number and its approval.	standard	No	N/A	public		WVSU	Dean of Instruction/Registrar/Directors/CA	2017-03-17	
		Admission & Retention Policies	Policy of the university for accepting the incoming freshmen students and guided by the standards for evaluating student for purpose of retention.	Standard	No	N/A	public		WVSU	Registrar	2017-03-17	every 2-3 years
		Citizen's Charter	CSC requirements to determine the duration of each	standard	No	N/A	public		WVSU	Registrar	2017-06-30	annually
		List of Enrolment	List of students who are officially enrolled in a semester	Standard	No	N/A	public		WVSU	Registrar	2017-08-01	annually
		Application for graduation	Filed by graduating students as a requirement prior to graduation.	Standard	No	N/A	public		WVSU	Registrar/Director/Student	2017-08-01	annually
		List of Qualified Applicants for Bachelor in Caregiving Management SY 2018-2019	This document includes names of capable entrants to Bachelor in Caregiving Management Course	N/A	NO	N/A	PUBLIC		WVSU	WVSU JC SCHOOL OF HEALTHCARE SERVICES	2017-06-01	Annually
		Rotation Plan of Bachelor in Caregiving Management Related Learning Experience SY 2018-2019	This document includes areas of exposure, groupings, schedule, time, number of days per rotation, list of students, total number of hours exposed in the area and clinical instructor assigned.	N/A	NO	N/A	PUBLIC		WVSU	WVSU JC SCHOOL OF HEALTHCARE SERVICES	2017-06-01	Biannually
		Accomplishment	The monitoring and evaluation of request	N/A	NO	N/A	Public		WVSU	Physical Plant	2017-04-21	Quarterly



		Report 2017	Letters of the campus infrastructure and								
		Invitation to Bid / Invitation for Price Quotation	The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand.	PDF	YES	www.philgeps.gov.ph	public	wvsu	Procurement Officer/BAC Secretariat	2017-01-21	Every transaction
		Notice of Award	The Notice of Award (NoA) is the legal document issued to notify the recipient that an award has been made and that funds may be requested from the designated HHS payment system or office.	PDF	YES	www.philgeps.gov.ph	public	wvsu	Procurement Officer/BAC Secretariat		Every transaction
		Notice to Proceed	A notification letter from the owner addressed to the contractor stating the date on which the contractor can begin project work. The NTP date marks the beginning of the performance time of the contract.	PDF	YES	www.philgeps.gov.ph	public	wvsu	Procurement Officer/BAC Secretariat	2017-01-23	Every transaction
		Library Guide	This document includes Library Misson, Objectives, Library Privileges , Services and Rules and Regulations.	N/A	No	N/A	Public	wvsu	WVSU -JC Library	2017-07-23	Annually
		Monthly Accomplishment Report	Daily Programs / Activity Conducted	N/A	No	WVSU - Janiuay Dental Unit	Public	wvsu	OSA/ DENTAL UNIT	2017-09-04	Monthly
		Annual Accomplishment Report	Consolidated Monthly Report of the Programs / Activity Conducted	N/A	No	WVSU-Janiuay	Public	wvsu	OSA/ DENTAL UNIT	2017-01-05	Annually
		List of Alumni Officers	This contains the list of alumni officers for SY 2017-2019	N/A	NO	Alumni Office	Public	WVSU	Alumni Coordinator	2017-01-05	2 years
		Visitors Log-book	This contains list of visitors entering the school campus	N/A	NO	Security Office	Public	WVSU	Security Officer	2017-01-05	Daily,
		Notice of Vacant Postions	This contains notice of vacant positions at WVSU-Janiuay Campus	N/A	N/A	NO	Public	WVSU	Human Resource Management Office	2017-12-01	yearly
		The Heights Publication (2017)	The Heights is the official publction of West Visayas State University - Janiuay Campius. The Campus may either release a magazine or tabloid. For the year 2017, a magazine with the theme centered on Violence Against Women and Children (VAW - C) was published.	Hard Copy	NO	N/A	public	WVSU	Publication advisers and staffers	2017-06-01	yearly
COLLEGE OF MEDICINE	COLLEGE OF MEDICINE	Memorandum	MEMORANDUM. Committee on PAASCU Accreditation	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-02-14	Annually
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Technical Committee Level I	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Technical Committee Level II & III	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually
		Memorandum	MEMORANDUM. Designation as Block Chair for Level I	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually
		Memorandum	MEMORANDUM. Designation as Block Chair for Level II	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually

		Memorandum	MEMORANDUM. Designation as Block Chair for Level III	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually
		Memorandum	MEMORANDUM. Designation as Year Level Advisers	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-17	Annually
		Memorandum	MEMORANDUM. Designation as Clinical Clerks Coordinator	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually
		Memorandum	MEMORANDUM. Designation as Head and Members of Faculty Research Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-21	Annually
		Memorandum	MEMORANDUM. Designation as Student Research Community/Clinical Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually
		Memorandum	MEMORANDUM. Designation as Student Research Pharmacology Training Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Return Service Policy Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-20	Annually
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Mentoring Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-31	Annually
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Scholarship Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-31	Annually
		Memorandum	MEMORANDUM. Designation as Chairman, Co-Chair and Members of Medical Education Unit (MEU)	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-08-04	Annually
		Memorandum	MEMORANDUM. Designation as Chairman and Members of Admission Committee	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-07-28	Annually
		Memorandum	MEMORANDUM. Designation as Extension Coordinator	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually
		Memorandum	MEMORANDUM. Designation as Head, Office of Research	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually
		Memorandum	MEMORANDUM. Designation as Head of Medical Education Unit	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually
		Memorandum	MEMORANDUM. Designation as Head of Office of Student Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually
		Memorandum	MEMORANDUM. Designation as Associate Dean for Academic Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually
		Memorandum	MEMORANDUM. Designation as Associate Dean for Administrative Affairs	N/A	No	N/A	exception	WVSU COM	Dean's Office	2017-06-23	Annually
HOMETEL	HOMETEL	Petty Cash Replenishment Reports	Petty Cash Replenishment Reports 001-055: Reports of all expenses incurred by the Hometel/Cafeteri for the year 2017 that were submitted to the Accounting Office for reimbursement	XLS and Standard	No	N/A	Internal	H/C	H/C	2017-01-26	Weekly
		Transfer of Funds Reports	Transfer of Funds Reports 1654-1876: Funds transfer requests issued by the Hometel/Cafeteria to internal units of the University for the availment of the Unit's lodging and/or catering services	XLS and Standard	No	N/A	Internal	H/C	H/C	2017-02-04	Weekly
		Petty Cash Disbursement Record	Record book of all petty cash fund disbursed by the Hometel/Cafeteria Manager for the Year 2017	Standard	No	N/A	Internal	H/C	H/C	2017-01-07	Daily

		Request for Transfer of Funds Form	A form issued by the Unit to request the approval of transfer of funds from various units of the University for the lodging and/or catering services such unit availed of	Standard	No	N/A	Internal	H/C	H/C	2017-01-07	N/A
		Catering Job-Order Form	A form used by the Unit to record all catering services requested by external and internal customers	Standard	No	N/A	Public	H/C	H/C	2017-01-07	Daily
		Guest Registration Form	A form used by the Units to record information of every guest availing the lodging services of the Univ. Hometel	Standard	No	N/A	Public	H/C	H/C	2017-01-07	Weekly
URGP	UNIVERSITY RESOURCE GENERATION PROGRAM	URGP Manual of Operations	The manual contains the Mission, Vision, Scope of Service and function of 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		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



































































