

Jose Rizal Memorial State University

The Premier University in Zamboanga del Norte

Main Campus, Dapitan City



JRMSU

**Core
Processes
Manual**

ISO 9001:2015
Quality Management System



JOSE RIZAL MEMORIAL STATE UNIVERSITY

Quality Management System

CORE PROCESSES MANUAL

ISO 9001:2015

**No part of this manual may be reproduced in any form
without the prior permission of the President.**

MANUAL CONTROL	
MANUAL NUMBER	
ISSUE STATUS	One
ISSUE DATE	February 23, 2018
AUTHORIZED BY	President
CONTROLLED COPY	

Prepared by :


RIZZA B. BAGALANON, Ed. D., FRIEdr
Quality Assurance Director

Approved by :


EDGAR S. BALBUENA, Ed. D., FfUP, HRFI
University President



MEMORANDUM ORDER

No.72, s. 2017

From : EDGAR S. BALBUENA, FfUP, DFRIM, DFRIPAR, DFRIEdr
University President

To : All Concerned

Date : November 4, 2017

Subject : IMPLEMENTATION OF THE NEW JRMSU QUALITY
MANAGEMENT SYSTEM

IMPLEMENTATION OF THE NEW JRMSU QUALITY MANAGEMENT SYSTEM

Driven with its advocacy for excellence and quality in education, the University shall take its boldest move as the institution submits itself for International Organization for Standardization (ISO) 9001:2015 Certification for its five (5) campuses of Jose Rizal Memorial State University System to take place on December 4-6, 2017 for its actual audit visit.

In connection to this, all are directed to implement and observe the new JRMSU Quality Management System which strictly outlines policies and procedures which expedite the conduct and processes of the University.

Furthermore, all are directed to coordinate with Dr. Rizza B. Bagalanon, Quality Assurance Director, JRMSU System, for further information and guidance on this matter.



EDGAR S. BALBUENA, Ed.D., FfUP, DFRIM, DFRIPAR, DFRIEdr,
University President



TABLE OF CONTENTS

	Page
COVER PAGE	1
MANUAL CONTROL	2
DISTRIBUTION CONTROL	7
RECORD OF CHANGES	9

PROCESS NO.	CORE PROCESSES	PAGE
A. Education Services		
CP-001	1. Admission and Enrollment for Freshmen and Transfer Students	42
CP-002	Admission and Enrollment for Resident and Continuing Students	45
CP-003	2. Curriculum Development, Enhancement and Revision Processes	48
CP-004	3. Delivery of Instruction, Performance Monitoring and Faculty Development Process	50
CP-005	4. Examination and Assessment Process	52
CP-006	5. Retention and Promotion Process	54
CP-007	6. Process in Determining and Recommending Candidates for Graduation	56
B. Research Services		
CP-008	1. Formulation of Research Agenda Process	58
CP-009	2. Research Proposal and Approval Process	60



CP-010	3. Post Delivery of Research Outputs for Oral Presentation and Publication Process	62
CP-011	Process in Writing Research Output for Threshold Publication	64
CP-012	4. Monitoring and Evaluation Process	66
C. Community Extension Services		
CP-013	1. Needs Assessment Process	68
CP-014	2. Process in Development of Community Extension Program	70
CP-015	3. Process in Evaluation of Extension Program	72
CP-016	4. Process in Implementation and Monitoring	73
D. Human Resource Management Office		
CP-017	1. Recruitment of Faculty	75
CP-018	2. Selection and Placement of Faculty	76
CP-019	3. Selection and Hiring of Job-Order, Casual and Contractual Employees	78
CP-020	4. Training and Development	80
CP-021	5. Faculty Performance Evaluation	82
CP-022	6. Non-Teaching Personnel Performance Education	84
CP-023	7. Records Management	86



E. Accounting and Cashier's Office		
CP-024	1. Collection Process	88
CP-025	2. Disbursements Process	90
CP-026	3. Liquidation of Cash Advances Process	92
CP-027	4. Records Management Process	94
F. Supply Office		
CP-028	1. Inventory Process	96
CP-029	2. Procurement Process	97
CP-030	3. Monitoring of Deliveries of Supplies Process	99
G. Physical Plant and Development Unit and General Services Unit		
CP-031	1. Inspection and Monitoring Process	100
CP-032	2. Process on the Implementation of Infrastructure Projects	101
CP-033	3. Effective Utilization of Laboratory Facilities and Equipment Process	103
CP-034	4. Waste Handling, Storage and Disposal Process	105
CP-035	5. Calibration of Laboratory Equipment/Instruments Process	107
H. Quality Assurance Center		
CP-036	1. Internal Quality Audit Process	109
CP-037	2. Management Review Process	111
CP-038	3. Process in Monitoring on the Compliance to Audit Findings and Customer Feedback	113



CP-039	4. Process Control of Processes	115
I. Student Affairs and Services Unit		
CP-040	1. Handling Students' Complaints and Other Grievances	117
CP-041	2. Registration of Student Organizations Including Renewal of University Recognition	119
CP-042	3. Conduct of Students' Academic and Non-Academic Related Activities	121



DISTRIBUTION CONTROL

The Quality Assurance Director (QAD) is responsible of the control of this manual.

The issue status of this manual is Issue 1. Its revision status is indicated at the bottom section of each page.

Numbered copies of this manual are issued to authorized persons indicated in the Distribution List.

DISTRIBUTION LIST

Copy Number	Holder's Title Position	Date Issued	Controlled/ Uncontrolled
Master	Quality Assurance Director	February 26, 2018	Controlled
2	University President	February 26, 2018	Controlled
3	Vice President for Academic Affairs	February 26, 2018	Controlled
4	Vice President for Research, Extension and Development	February 26, 2018	Controlled
5	Vice President for Administration	February 26, 2018	Controlled
6	Campus Administrator (Main Campus)	February 26, 2018	Controlled
7	Campus Administrator (Dipolog Campus)	February 26, 2018	Controlled
8	Campus Administrator (Katipunan Campus)	February 26, 2018	Controlled
9	Campus Administrator (Tampilisan Campus)	February 26, 2018	Controlled
10	Campus Administrator (Siocon Campus)	February 26, 2018	Controlled
11	University Board Secretary	February 26, 2018	Controlled
12	Financial Management Officer	February 26, 2018	Controlled
13	Chief Administrative Officer	February 26, 2018	Controlled
14	Human Resource Management Officer	February 26, 2018	Controlled



15	System Accountant	February 26, 2018	Controlled
16	System Budget Officer	February 26, 2018	Controlled
17	System Cashier	February 26, 2018	Controlled
18	Dean, Student Affairs and Services	February 26, 2018	Controlled
19	Dean, College of Engineering	February 26, 2018	Controlled
20	Dean, College of Nursing and Allied Health Science	February 26, 2018	Controlled
21	Dean, College of Arts and Sciences	February 26, 2018	Controlled
22	Dean, College of Education	February 26, 2018	Controlled
23	Dean, College of Business and Accountancy	February 26, 2018	Controlled
24	Dean, College of Maritime Education	February 26, 2018	Controlled
25	Dean, Graduate School	February 26, 2018	Controlled
26	Research Director	February 26, 2018	Controlled
27	Extension Director	February 26, 2018	Controlled
28	Guidance Office	February 26, 2018	Controlled
29	Supply Office	February 26, 2018	Controlled
30	Junior High School Principal	February 26, 2018	Controlled
31	Senior High School Principal	February 26, 2018	Controlled
32	Laboratory Coordinator	February 26, 2018	Controlled
33	Head Maintenance and Repair	February 26, 2018	Controlled
34	Head Physical and Development Unit	February 26, 2018	Controlled
35	Quality Assurance Coordinator (Dipolog Campus)	February 26, 2018	Controlled
36	Quality Assurance Coordinator (Katipunan Campus)	February 26, 2018	Controlled
37	Quality Assurance Coordinator (Tampilisan Campus)	February 26, 2018	Controlled
38	Quality Assurance Coordinator (Siocon Campus)	February 26, 2018	Controlled

[illegible]

Page 9 of 121



Philosophy

Jose Rizal Memorial State University adheres to the principle of dynamism and cultural diversity in building a just and humane society.

Vision

A dynamic and diverse internationally recognized University.

Mission

Jose Rizal Memorial State University pledges to deliver effective and efficient services along, research, instruction, production and extension.

It commits to provide advanced professional, technical and technopreneurial training with the aim of producing highly competent, innovative and self-renewed individuals.

Goals

Jose Rizal Memorial State University focuses on developing graduates who are exemplars of Rizal's ideals that can:

- E - xhibit relevant and responsive competencies across disciplines towards
- X - enial delivery of services and;
- C - ommunicate ideas proficiently in both written and spoken form;
- E - ngage in lifelong learning;
- L - ead effectively and efficiently amidst socio-cultural diversity;
- L - ive up the challenges of the global community;
- E - mbody professional, social and ethical responsibilities;
- N - uture a harmonious environment;
- C - onserve and promote Filipino cultural heritage; and
- E - valuate their contribution to the local and global communities.

Quality Policy Statement

Jose Rizal Memorial State University, a believer of holistic human development, excellence and quality service, provides quality training and development to students. It shall commit to provide adequate, suitable and relevant resources and services with continuing quality management system for clients and customers' satisfaction thru an



efficient and effective quality system which conforms with national and international statutory and regulatory requirements.

Quality Objectives

Jose Rizal Memorial State University aims to:

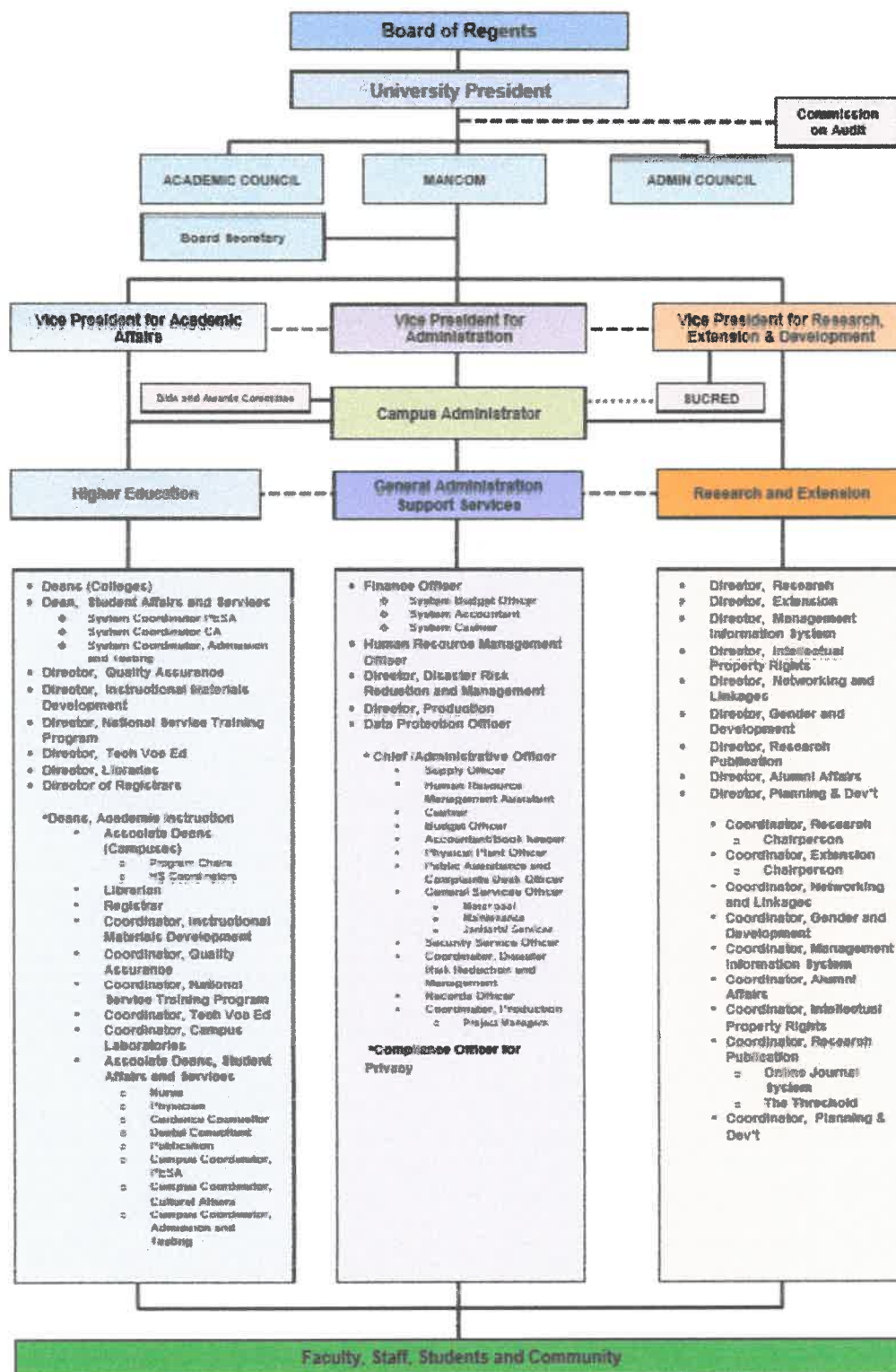
- a. ensure quality, effective and efficient delivery of product and service to stakeholders thru review of achievements and services to provide responsive intervention(s);
- b. improve and monitor process productivity to maximize use of resources;
- c. provide, maintain and properly manage facilities and equipment that complement with program needs;
- d. undertake appropriate and timely response to address customer concerns and suggestions thereby improving customer satisfaction;
- e. employ capable, competent and committed human resources within all levels of organization;
- f. guarantee that faculty and staff are skilled professionals;
- g. enforce systematic monitoring and evaluation of all programs and training provided to ensure quality products;
- h. direct an effective implementation of professional and technical training programs anchored on standards set by ISO, CHED, and TESDA;
- i. undertake research initiatives and research-based extension programs responsive to the government agenda; and,
- j. regularly review, improve and disseminate to the Quality Management System thru customer satisfaction feedback, internal audit results and improvement opportunities as well as corrective measures in order to sustain suitability, adequacy and effectiveness of the system.

Scope of the JRMSU Quality Management System (ISO 9001:2015)

“Design, Development and Delivery of Services in Education, Research and Community Extension including Administration and Management”



JRMSU ORGANIZATIONAL STRUCTURE





A. Organization Authority and Responsibility

The officers and personnel who have the responsibility and authority to manage, perform and verify work affecting the quality management system and research education in Jose Rizal Memorial State University shall be the following:

I. Board of Regents

1. The governance of the State University shall be vested upon the Board of Regents, as constituted by R.A. 8292. The administration of the same and the exercise of the general powers set forth in the Corporation Law are vested exclusively in the Board of Regents, and the President of the State University, insofar, as authorized by the Board.
2. The Board of Regents shall exercise policy making functions in accordance with the declared state policies on education and other pertinent provisions of Article XIV of Philippine New Constitution, as well as the policies, standards and thrust of the CHED under RA 7722 and RA 8292.
3. The Board of Regents shall have the following specific powers and duties in addition to its general powers (R.A. 8292).
 - a. to enact rules and regulations not contrary to law, as may be necessary to carry out the purposes and functions of the State University;
 - b. To receive and appropriate all sums as may be provided, for the support of the State University, in the manner it may determine, in its discretion to carry out the purposes and functions of the State University;
 - c. To receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the State University, subject to limitations, directions and instructions of donors, if any.
 - d. To fix the tuition fees and other necessary school charges, such as, but not limited to matriculation fees, graduation fees, and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors.
 - e. To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
 - f. To authorize the construction or repair of its buildings, machineries equipment and other facilities and the purchase and acquisition of



- real and personal properties including necessary supplies, materials and equipment.
- g. To appoint, upon the recommendation of the President of the State University, Vice Presidents, Deans, Directors, heads of departments, faculty members and other officials and employees;
 - h. To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
 - i. To approve the curricula, institutional programs, and rules of discipline drawn by the administrative and academic councils, as herein provided;
 - j. To set policies on admission and graduation of students;
 - k. To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the State University and to authorize the award of certificates of completion of non-degree and non-traditional courses;
 - l. To absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer there in needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution
 - m. To establish research and extension centers in the State University where such will promote the development of the latter;
 - n. To establish chairs in the State University and to provide fellowships for qualified faculty members and scholarships to deserving students;
 - o. To delegate any of its powers and duties provided for herein above to the President and/ or the other officials of the State University, as it may deem appropriate so as to expedite the administration of the affairs of the State University;



- p. To authorize external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- q. To collaborate with other governing boards of the state universities and colleges within the province or the region, under the supervision of the CHED, and in consultation with the Department of Budget and Management, the restructuring of said State University to become more efficient, relevant, productive, and competitive;
- r. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the State University, the proceeds from which to be used for the development and strengthening of the State University;
- s. To develop consortia and other forms of linkages with the local government units, institutions and agencies, both public and private, local or foreign, in furtherance of the purposes and objectives of the institution;
- t. To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/ specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- u. To set up the adoption of modern and innovative modes of transmitting knowledge, such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- v. To establish policy guidelines and procedures for participatory decision-making, and transparency within the institution;
- w. To privatize, where the most advantageous to the institution, management, and non academic services such as health, food, building, or grounds or property maintenance and similar such other activities; and
- x. To extend the term of the president of the State University beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the President of the State University.



II. Management Committee

1. The Management Committee shall have the following specific powers and duties in addition to its general powers (R.A. 8292).
 - a. To propose policies, rules and regulations on the mandated functions including General Administration Support Services not contrary to law, as may be necessary to carry out the purposes and functions of the State University;
 - b. To recommend to the Board of Regents the above mentioned proposals, through the Academic, Administrative, Research and Extension Advisory Council for approval after due consultations with the involved sectors;
 - c. To implement relevant laws, executive orders, presidential decrees, issuances from the regulatory and constitutional bodies and BOR resolutions;
 - d. To communicate to the organization the importance of meeting customer's satisfaction as well as compliance to the statutory and regulatory requirements;
 - e. To plan strategically considering the aim and future goals of the University;
 - f. To establish the quality policy and objectives to ensure that all members of the organization will contribute to the realization of the VGMO;
 - g. To monitor operational and relevant Internal Quality Audit (IQA) to ensure the fulfillment of the established policies and objectives;
 - h. To conduct functional and effective management reviews relative to the suitability, adequacy and effectiveness of the QMS;
 - i. To comply with the findings during the Internal and External Audits;
 - j. To continue to develop and improve the QMS to ensure its continuing suitability, adequacy, and effectiveness; and
 - k. To ensure the availability of necessary resources

III. Administrative Council

1. The Administrative Council shall have the following powers:



- a. To review and recommend to the Board of Regents policies governing the administration, management and development planning of the State University for appropriate action.

IV. Academic Council

1. The Academic Council shall have the following powers:
 - a. To review and recommend the curricular offerings, and rules of discipline of the University for appropriate action of the Board of Regents;
 - b. To set the requirements for admission and graduation of students in the University;
 - c. To endorse candidates for graduation to the BOR for conferment of degrees, titles and diploma;
 - d. To endorse to the BOR any disciplinary actions upon the recommendations of the Management Committee; and
 - e. To set schedule for curricular and other proposals for deliberation.

V. State University for Research, Extension and Development

1. The SUCRED shall have the following functions:
 - a. To review all proposals of RDE outputs;
 - b. To conduct in-house review;
 - c. To recommend outputs for approval.
 - d. To endorse all RDE outputs to the University higher officials.

VI. The President

1. The leadership in the University is vested in the President who shall be the Chief Executive Officer. He/she shall be appointed by the BOR for a term of four (4) years and subject for reappointment. (RA8292);
2. He/she shall be the ex-officio head of the University to include other campuses and external studies unit of the University;
3. He/ she shall have general supervision of all transactions, and operations of the University
4. He/she shall direct all officers and members of the teaching staff and employees of the University;
5. He/she shall carry out the general policies laid down by the BOR and shall have the power to act within the limits of the said general policies;



6. He/she shall have the power to determine and prepare the agenda of all the meetings of the BOR as endorsed by the Academic/Administrative Council provided however, that any member of the Board shall have the right to suggest any matter for inclusion in the agenda
7. He/she shall lead the commencement exercises and other public affairs of the University and confer degrees and honors and is granted by the BOR. All diplomas and certificates issued by the University shall be signed by the President and other authorities;
8. He/she shall be the official link of communication among the faculty, employees, and students of the University;
9. He/she shall appoint competent and qualified personnel to fill in all vacancies (By authority of the BOR) and to make necessary arrangements as needed;
10. He/she shall have the authority to transfer faculty members and employees from one department or campus of the University when the conditions so required;
11. He/she shall have full authority to all officers, faculty and employees of the University in the discharge of their respective duties at all times for the interest of public service. Further, recommends for termination from services of erring faculty and administrative support to the BOR;
12. He/she shall submit annual reports to the BOR and presents proposed annual budget of the University for approval;
13. He/she shall sign all contracts, deeds, and other instrumentalities necessary for the operations of the University as authorized by the BOR;
14. He/she shall have the general responsibility over the enforcement of discipline in the University in the attainment of excellence in the academic standing of all campuses;
15. He/she shall have the authority to modify or disapprove any action or resolution of any college, faculty or administrative section if in his/her judgement the interest of the University is at stake, and shall communicate in writing to the concerned body and thereafter informs the BOR for appropriate action;
16. He/she may invite resource persons, lecturers who have achieved distinctions in their field and authorizes to give honoraria subject to the accounting and auditing rules and procedures;



17. He/she shall have such other powers as provided in this Code or as may be authorized by the BOR, such other powers as usually pertaining to the office of the President of the University;
18. He/she shall designate a ranking officer as officer-in-charge of the Office of the president who shall carry out the management of the University in his/her absence;
19. He/She shall ensure that appropriate communication processes are established within the organization and that communication takes place regarding the effectiveness of the Quality Management System. He/She shall communicate to the offices the quality policy and objectives; customer and regulatory requirements; product and process specifications; verification and validation requirements; and instructions on how to implement and use of the QMS, customer satisfaction, and opportunities for improvement;
20. He/She shall be responsible through his/her Executive Secretary to ensure the effective implementation of the following Freedom of Information Standard Procedure:
 - b. Any person who requests access to information shall submit a written request to the Office of the University President. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested and the reason for, or purpose of, the request for information. Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations, or it is one of the exceptions;
 - c. The receiving officer shall provide reasonable assistance to enable the requesting party/ parties, particularly those with special needs, to comply with the request requirements;
 - d. The request shall be stamped by the receiving office, indicating the date and time of receipt, and the name, rank, title or position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party;
 - e. The accomplished FOI Form 1 shall be forwarded by the Receiving Officer to the University President for proper action/ approval. The latter shall in turn indorse the same using FOI Form 2 to the office concern for proper action. The requested information shall be forwarded by the concerned office to the Office of the University



President which in turn shall be forwarded to the releasing officer for release to the requesting party. The releasing officer shall see to it that before the document is received by the requesting party, the latter has paid the required fees, with the OR Number being indicated in FOI Form 1;

- f. The Office of the University President shall respond to a request fully compliant with the requirements as soon as possible but not exceeding fifteen (15) days from the receipt thereof. The response refers to the decision of the office to grant or deny access to the information requested;
- g. The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous events or other analogous cases. The Office shall notify the person making the request of such extension, setting forth the reasons for the extension. In no case shall the extension go beyond twenty (20) working days counted from the end of the original period, unless exceptional circumstances warrant a longer period;
- h. Once a decision is made to grant the request, the person making such request shall be notified of such decision and directed to pay the required fees pursuant to Sec. 5 hereof; and
- i. In case the request for information is denied, wholly or partially, the University President shall, as soon as practicable and within 15 working days from the receipt of the request, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground/s for denial and the circumstances on which the denial is based.

VII. The Vice President for Academic Affairs

- 1. The Vice President for Academic Affairs shall be appointed by the BOR upon the recommendation of the President of the University;
- 2. He/she shall be directly responsible to the President of the University for carrying out all the educational policies, programs, and projects
- 3. He/she shall be responsible for supervising the curricular development, instructional, and other educational activities of the University.
- 4. He/she shall preside at meetings of the Academic Council in the absence of the President of the University.



5. He/she shall act as chairperson of the committee on faculty performance evaluation/ recruitment and Selection Board for faculty hiring/committee on Instructional Materials Development and Grievance Committee in the case of faculty.
6. He/she shall be responsible for the general supervision of the Campus Administrators, Deans of the different colleges, Associate Deans and all directors under the academic affairs.

VIII. The Vice President for Administration and Finance

1. The Vice President for Administration and Finance shall be appointed by the BOR upon recommendation of the University President.
2. He/she shall be directly responsible to the President for the general administration support services of the University.
3. He/she shall preside meetings of the Administrative Council in the absence of the University President.
4. He/she shall be the chairperson of the Grievance, Decorum and Investigation Committee on any case filed against an employee/s.
5. He/she shall be directly responsible for the general supervision of the Campus Administrators and other Directors of the Administrative Office.
6. He/She shall be the Data Protection Officer with the following functions:
 - a. Monitor the University's Personal Data Processing activities in order to ensure compliance with applicable Personal Data privacy laws and regulations, including the conduct of periodic internal audits and review to ensure that all the University's data privacy policies are adequately implemented by its employees and authorized agents;
 - b. Act as a liaison between the University and the regulatory and accrediting bodies, and is in charge of the applicable registration, notification, and reportorial requirements mandated by the Data Privacy Act, as well any other applicable data privacy laws and regulations;
 - c. Develop, establish, and review policies and procedures for the exercise by Data Subjects of their rights under the Data Privacy Act and other applicable laws and regulations on Personal Data privacy;



- d. Act as the primary point of contact that Data Subject may coordinate and consult with for all concerns relating to their Personal Data;
- e. Formulate capacity building, orientation, and training programs for employees, agents or representatives of the University regarding Personal Data privacy and security policies; and
- f. Prepare and file the annual report of the summary of documented security incidents and Personal Data breaches, if any, as required under the Data Privacy Act, and of compliance with other requirements that may be provided in other issuances of the National Privacy Commission.

IX. The Vice President for Research, Extension and Development

1. The Vice President for Research, Extension, and Development shall be appointed by the BOR upon the recommendation of the University president
2. He/she shall be directly responsible to the President for providing inputs for the development and coordination of programs, systems and standards of the University.
3. He/she shall conduct system-wide RDE as inputs for development and implementation of programs.
4. He/she shall intensify the establishment of the RDE linkages and technologies in the local, national and international arena.
5. He/she shall be responsible for the collection, dissemination of information and determination of public needs as basis for the conduct of the University Extension activities.
6. He/she shall directly supervise the State University Council for Research and Development (SUCRED).
7. He/she shall have direct supervision and control over all the offices under the VPRED as provided in the organizational structure of the University.
8. He/she shall prepare and submit the annual report to the University President

X. Quality Assurance Director

1. The Quality Assurance Office shall be handled by a Director under the supervision of the Vice President of Academic Affairs/Campus



Administrators. It commits to support the University in the realization of its vision, mission, goals and objectives.

2. He/she shall be preferably a holder of a relevant Doctorate Degree or any Master's Degree.
3. He/she shall be responsible for initiating the submission of all programs for accreditation and certification by recognized accrediting/certifying bodies.
4. He/she shall monitor and evaluate efficacy of services extended to customers in the external campuses and recommend improvements whenever necessary.
5. He/she shall closely coordinate with coordinators in other campuses in the implementation of the QA related activities.
6. He/she shall carry a maximum of six (6) units teaching load. In the exigency of service, he/ she shall be given extra load of three (3) units without additional remuneration.
7. He/She shall support the university in achieving its goal of quality and excellence in instruction, research, extension and production.

XI. The Campus Administrator

1. The Campus Administrator shall be designated by the University President.
2. He/she shall be directly under the supervision of the Vice Presidents and responsible for carrying out the academic/administrative/research/extension/production policies, projects and programs in the campus. Further, recommends to the Vice Presidents any activities pertaining to the four-fold functions of the University
3. He/she shall preside meetings of the faculty and staff of the campus
4. He/she shall be a member of the recruitment, screening, hiring, and promotion of faculty and administrative staff of the University
5. He/she shall have general supervision of all employees in the campus
6. He/she shall establish harmonious relationship with the community and other partner agencies



XII. The Chief/Administrative Officer

1. He/she shall be appointed by the University President as authorized by the BOR.
2. He/she shall have the control over the following offices: Supply, Human Resource Management, Cashier, Budget, Accounting and Bookkeeping, General Services, Security Services, Records, and IGP and shall perform other functions that may be assigned by the higher authorities.
3. He/she is directly under the supervision of the Vice President for Administration and Finance/ Campus Administrator.
4. He/she shall assist the VP for Administration and Finance/ Campus Administrator in the formulation and implementation of administrative policies, rules and regulations of the University.
5. He/she shall recommend to the VP for Administration and Finance/Campus Administrator all programs, projects, and activities as attached to his/her office.

XIII. The Financial Management Officer

1. He/she shall be appointed by the University President as authorized by the BOR.
2. He/she is directly under the supervision of the Vice President for Administration and Finance/ Campus Administrator.
3. He/she shall manage financial utilization and operations of the University and perform other functions that may be assigned by the higher authorities of the University.

XIV. The Planning and Development Officer

1. The Office shall be headed by the Director designated by the University President. He/ She shall be at least a holder of an appropriate Master's Degree, preferably with a special training and/or working experience in planning and development and at least three (3) years of administrative experience. His/Her functions shall include the following:
 - a. Spearhead of planning activities with the different units and Departments of the University;



- b. Consolidate the plans of the Units and Departments for the overall development strategies of the University;
- c. Assess/evaluate specific accomplishments;
- d. Collect and consolidate documents for submission to CHED, DBM, NEDA, RDC and other agencies;
- e. Coordinate with the Director for Networking and International Linkages for active linkages with local and international agencies and stakeholders;
- f. Coordinate and support Quality Assurance and Enhancement Management System across the University;
- g. Supervise the offices and personnel in-charge of Data Bank Center, Programming, Monitoring & Evaluation and Physical Plant, Campus Beautification and Land Use.

XV. Deans

- 1. There shall be a Dean for each College to be designated by the University President duly recommended by the Campus Administrator
- 2. He/She shall be a holder of a relevant Doctorate Degree
- 3. He/She shall be responsible in implementing College policies, rules and regulations approved by the University President
- 4. He/She shall exercise educational leadership among the faculty of the college
- 5. He/She shall plan programs of curricular development
- 6. He/She shall institute program supervision for quality instruction
- 7. He/She shall supervise admission and evaluation of students in coordination with the registrar
- 8. He/She shall recommend faculty for promotion and professional development
- 9. He/She shall recommend to the University President demotion, transfer or removal of faculty in violation of the provision of this code
- 10. He/She shall evaluate the performance of the faculty of the college.



11. He/She shall recommend to the Academic Council lists of students for graduation
12. He/She shall prepare the PPMP and other programs and activities of the college
13. He/She shall submit reports to the Campus Administrator and other authorities
14. He/she shall carry a maximum of six (6) units teaching load
15. He/She shall perform other functions as may be designated by higher authorities

XVI. Associate Deans

1. There shall be an Associate Dean per College in all campuses who shall be designated by the University President duly recommended by the Campus Administrator
2. He/She shall be a holder of a relevant Doctorate Degree.
3. He/She shall assist the designated College Dean of the system.
4. He/She shall supervise and monitor faculty and students' performance in the classroom.
5. He/She shall conduct orientation to new faculty on the provisions of the University Code.
6. He/She shall prepare the PPMP and other programs and activities of the college.
7. He/she shall carry a maximum of twelve (12) units teaching load
8. He/She shall perform other functions as may be assigned by the Dean and other higher authorities

XVII. Program Chairperson

1. There shall be a Program Chairperson in every program who shall be designated by the Campus Administrator duly recommended by the Dean/Associate Dean.
2. He/She shall be preferably a Doctorate Degree and/or at least a Master's degree holder.
3. He/she shall hold office co-terminus with the Dean/Associate Dean.



4. He/She shall recommend programs and activities to the Associate Dean/Dean.
5. He/she shall assist the Associate Dean/Dean in carrying out the policies, programs and other mandates in the college.
6. He/she shall carry a maximum of fifteen (15) units teaching load.
7. He/she shall perform other functions as may be assigned by the higher authorities.

XVIII. Faculty

1. The faculty constitutes the following: full-fledged University Professors, Professors, Associate and Assistant Professors, Instructors, and Visiting Lecturers in the University.
2. He/She shall be preferably a Doctorate Degree and/or at least a Master's degree holder.
3. He/she shall carry a regular teaching load of 24 units per semester. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
4. He/she shall submit required reports such as grade sheets, syllabi, instructional materials, clearance, SALN, Individual Performance Evaluation and the like within the prescribed period as set by the University.
5. He/she shall perform the mandated functions according to their academic ranks.
6. He/she shall be evaluated and promoted according to the NBC 461 criteria
7. He/she shall uphold the integrity and observe professional ethical standards set forth by the University and the Civil Service Commission.
8. He/she shall perform other functions as may be assigned by the higher authorities.

XIX. Research Director

1. There shall be a Research Director to be designated by the University President duly recommended by the VPRED.
2. He/She shall be a holder of a Doctorate Degree in any field.



3. He/she shall assist the VPRED in carrying out the agenda, programs and other research undertakings of the University.
4. He/she shall ensure the development of productive researches in the University.
5. He/she shall be responsible for the publication of research outputs be it online, ISI, or in a refereed and accredited journals.
6. He/she shall carry a maximum of six (6) units teaching load. In the exigency of service, he/ she shall be given extra load of three (3) units without additional remuneration.
7. He/she shall perform other functions as may be assigned by the higher authorities.

XX. Research Coordinator

1. There shall be a Research Coordinator to be designated by the Campus Administrator.
2. He/she shall preferably be a holder of a Doctorate Degree or at least a Master's degree in any field.
3. He/She shall assist the Research Director in carrying out the agenda, programs and other research undertakings in the campus.
4. He/she shall carry a maximum of fifteen (15) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
5. He/she shall perform other functions as may be assigned by the higher authorities.

XXI. Research Chairperson

1. There shall be a Research Chairperson in each college to be designated by the Campus Administrator upon recommendation of the Associate Dean/Dean.
2. He/she shall preferably be a holder of a Doctorate Degree or at least a Master's degree in any field.
3. He/she shall assist the Research Coordinator in carrying out the agenda, programs and other research undertakings in the campus.



4. He/she shall carry a maximum of eighteen (18) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
5. He/she shall perform other functions as may be assigned by the higher authorities.

XXII. Extension Director

1. There shall be an Extension Director to be designated by the University President duly recommended by the VPRED
2. He/she shall preferably be a holder of a Doctorate Degree or at least a Master's degree in any field.
3. He/she shall assist the VPRED in carrying out the agenda, programs and other extension activities of the University.
4. He/she shall ensure the implementation of productive and responsive extension programs in the community.
5. He/she shall submit reports and other requirements regularly to the VPRED and other partner agencies/entities.
6. He/she shall carry a maximum of six (6) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
7. He/she shall perform other functions as may be assigned by the higher authorities.

XXIII. Extension Coordinator

1. There shall be an Extension Coordinator to be designated by the Campus Administrator.
2. He/she shall preferably be a holder of a Doctorate Degree or at least a Master's degree in any field.
3. He/she shall assist the Extension Director in carrying out the agenda, programs and other research undertakings in the campus.
4. He/she shall carry a maximum of fifteen (15) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
5. He/she shall perform other functions as may be assigned by the higher authorities.



XXIV. Extension Chairperson

1. There shall be an Extension Chairperson in each college to be designated by the Campus Administrator upon recommendation of the Associate Dean/Dean.
2. He/she shall preferably be a holder of a Doctorate Degree or at least a Master's degree in any field.
3. He/she shall assist the Extension Coordinator in carrying out the agenda, programs and other extension activities in the campus.
4. He/she shall carry a maximum of eighteen (18) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
5. He/she shall perform other functions as may be assigned by the higher authorities.

XXV. Production Director

1. There shall be a Production Director to be designated by the University President duly recommended by the VPA/Campus Administrator.
2. He/she shall preferably be a holder of a Doctorate Degree or at least a Master's degree in business, economics, agriculture and other allied fields.
3. He/she shall assist the VPA in carrying out the programs and other production activities in the University.
4. He/she shall be responsible in planning, implementing, monitoring coordinating, and evaluating all production processes in the University.
5. He/she shall submit reports and other requirements regularly to the VPA.
6. He/she shall carry a maximum of six (6) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
7. He/she shall perform other functions as may be assigned by the higher authorities.

XXVI. Production Coordinator

1. There shall be a Production Coordinator to be designated by the Campus Administrator.



2. He/she shall preferably be a holder of a Doctorate Degree or at least a Master's degree in business, economics, agriculture and other allied fields.
3. He/she shall assist the Production Director in the implementation the programs and other production activities.
4. He/she shall carry a maximum of fifteen (15) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
5. He/she shall submit reports and other requirements regularly to the production Director.
6. He/she shall perform other functions as may be assigned by the higher authorities.

XXVII. Project Manager

1. There shall be a Project Manager to be designated by the Campus Administrator duly recommended by the Production Coordinator.
2. He/she shall preferably be a holder of a Master's degree or at least a Bachelor's degree in business, economics, agriculture and other allied fields.
3. He/she shall assist the Production Coordinator in the implementation the programs and other production activities.
4. He/she shall carry a maximum of fifteen (15) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
5. He/she shall submit reports and other requirements regularly to the production Director/ Campus Administrator.
6. He/she shall perform other functions as may be assigned by the higher authorities.

XXVIII. Dean Student Affairs and Services

1. The Student Affairs and Services shall be handled by a Dean under the supervision of the Vice President of Academic Affairs/Campus Administrators. It commits to support the higher education related programs and activities in the University.



2. He/she shall be preferably a holder of a relevant Doctorate Degree or any Master's Degree.
3. He/she shall have direct supervision of the following offices: Physical Education Sports and Athletics, Cultural Affairs, and Admission and Testing.
4. He/she shall be responsible for the formulation and review of policies directly related to students.
5. He/she shall oversee and coordinate the operation of all units in the University which concerns the students' welfare.
6. He/she shall carry a maximum of six (6) units teaching load. In the exigency of service, he/ she shall be given extra load of three (3) units without additional remuneration.
7. He/she shall submit reports and other requirements regularly to the VPAA/Campus Administrator.
8. He/she shall perform other functions as may be designated by higher authorities.

XXIX. The Secretary of the University

1. The secretary of the University shall be appointed by the President and shall have the following functions:
 - a. Provides secretarial services to the University President;
 - b. Takes charge of the records and communications in the University; and
 - c. Transmits all outgoing communications to the concerned offices, agencies, organizations, and the like.

XXX. Instructional Materials Development Director

1. The Instructional Materials Development Office shall be handled by a Director under the supervision of the Vice President of Academic Affairs/Campus Administrators. It commits to lead in the conceptualization, production and development of instructional materials to support higher education activities.
2. He/she shall be preferably a holder of a relevant Doctorate Degree or any Master's Degree.



3. He/she shall be responsible for initiating the production of instructional materials to address the needs in instruction in the University.
4. He/she shall monitor and evaluate efficacy and quality of the instructional materials produced in the University.
5. He/she shall closely coordinate with coordinators in other campuses for the implementation of the IMD related activities.
6. He/she shall carry a maximum of twelve (12) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
7. He/she shall submit outputs and other requirements regularly to the VPAA/Campus Administrator.
8. He/she shall perform other functions as may be designated by higher authorities.

XXXI. National Service Training Program (NSTP) Director

1. The NSTP unit shall be handled by a Director under the supervision of the Vice President of Academic Affairs/Campus Administrators. It aimed at enhancing civic consciousness and defense preparedness of the students by developing the ethics of service and patriotism.
2. He/she shall be preferably a holder of a relevant Doctorate Degree or any Master's Degree.
3. He/she shall be responsible to oversee the three (3) program components such as Reserve Officer Training Corps (ROTC), Civic Welfare Training Services (CWTS), and Literacy Training Service (LTS).
4. He/she shall plan and implement the program, trainings and other related activities as stipulated in the NSTP law.

XXXII. Technical-Vocational Education Director

1. The Technical-Vocational Education unit shall be handled by a Director under the supervision of the Vice President of Academic Affairs/Campus Administrators. It aimed at facilitating technical-vocational trainings and assessment activities in the University.



2. He/she shall be preferably a holder of a relevant Doctorate Degree or any Master's Degree with National Certification (NC 2 and up), Assessor in any skill and passed the Trainer's Methodology course.
3. He/she shall be responsible in planning, facilitating trainings and assessments relative to tech-voc education.
4. He/she shall closely coordinate with the Dean, coordinators in other campuses and other partner agencies/industries for placement of graduates.
5. He/she shall monitor the conduct of trainings and assessment in the University.
6. He/she shall carry a maximum of fifteen (15) units teaching load. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
7. He/she shall consolidate and submit reports and other requirements regularly to the VPAA/ Campus Administrator.
8. He/she shall perform other functions as may be designated by higher authorities.

XXXIII. Registrar

1. There shall be a Director among the Registrars in the University designated by the President under the supervision of the Vice President of Academic Affairs/Campus Administrators. He/she shall take charge in records of students in the University.
2. He/she shall be preferably a holder of a relevant Doctorate Degree or any Master's Degree.
3. He/she shall enforce academic regulations relative to admission, registration, retention, promotion, evaluation, and graduation of students.
4. He/she shall closely coordinate with the registrars in other campuses for timely submission of required reports.
5. He/she shall be responsible for the consolidation and submission of reports and other documents as required by the Higher Education Management Information System (HEMIS) and other agencies.



6. He/she shall perform other functions as may be designated by higher authorities.

XXXIV. Director of Libraries

1. There shall be a Director of Libraries to be designated by the President under the supervision of the Vice President of Academic Affairs/Campus Administrators. He/she shall take charge in all library holdings and resources records in the University.
2. He/she shall be preferably a holder of a relevant Doctorate Degree or a Master's Degree in Library Science.
3. He/she shall enforce rules and regulations relative to the management of the library.
4. He/she shall establish linkages among international and national libraries for sharing and exchange of resources.
5. He/she shall closely coordinate with the librarians in other campuses for modernization of campus libraries in compliance with international standards and accreditation requirements.
6. He/she shall perform other functions as may be designated by higher authorities.

XXXV. Physical Plant Director

1. The Physical Plant Office shall be handled by a Director under the supervision of the Vice President for Administration and Finance/Campus Administrator. It commits to facilitate the development of infrastructure projects in the University.
2. He/she shall be a Licensed Civil Engineer and at least a Master's Degree holder.
3. He/she shall be responsible in all physical plant improvements, maintenance and repair of infrastructure projects in the University.
4. He/she shall exercise direct supervision and monitor implementation of all infrastructure projects and conduct of periodic inspection of sites and building structures.
5. He/she shall submit required reports on time.



6. He/she shall carry a maximum of twelve (12) teaching loads. In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
7. He/she shall perform other functions as may be designated by higher authorities of the University.

XXXVI. Human Resource and Management Officer

1. The Human Resource Management Unit shall be handled by a Human Resource Management Officer under the supervision of the Vice President for Administration and Finance/Campus Administrator.
2. He/she shall coordinate and supervise overall aspects of personnel activities.
3. He/she shall implement laws, rules and regulations, policies to prevailing problems pertinent to personnel action.
4. He/she shall direct and/or participate in the review of action on personnel matters for conformance to legal requirements and policies of the University.
5. He/she shall prepare publication of vacancy.
6. He/she shall update personnel profile.
7. He/she shall facilitate the ranking of employees for promotion, change of status, etc.
8. He/she shall review Personnel Services Itemization and Plantilla of Personnel (PSIPOP).
9. He/she shall consolidate and submit reports pertaining to human resource as required by CHED, DBM, PASUC and other agencies.
10. He/she shall coordinate with the Human Resource Management Officer/Assistant of other campuses pertaining to human resource reports required by CHED, PASUC, DBM, and other partner agencies.
11. He/She shall coordinate with the Deans/Associate Deans/Heads of offices in the conduct of needs analysis of faculty and staff and in the preparation of the faculty and staff development program.
12. He/she shall perform other related work as may be assigned by higher authorities.



XXXVII. Data Protection Officer

1. The Data Protection Office shall be directly headed by the Vice President for Administration and Finance
2. He/she shall monitor the University's Personal Data Processing activities in order to ensure compliance with applicable Personal Data privacy laws and regulations, including the conduct of periodic internal audits and review to ensure that all the University's data privacy policies are adequately implemented by its employees and authorized agents.
3. He/she shall act as liaison between the University and the regulatory and accrediting bodies, and incharge of the applicable registration, notification, and reportorial requirements mandated by the Data Privacy Act, as well any other applicable data privacy laws and regulations.
4. He/she shall develop, establish and review policies and procedures for the exercise by Data Subjects of their rights under the Data Privacy Act and other applicable laws and regulations on Personal Data privacy.
5. He/she shall initiate capacity building, orientation, and training programs for employees, agents or representatives of the University regarding Personal Data privacy and security policies.
6. He/she shall prepare and file annual report of the summary of documented security incidents and Personal Data breaches, if any, as required under the Data Privacy Act, and of compliance with other requirements that may be provided in other issuances of the National Privacy Commission.

XXXVIII. Disaster Risk Reduction and Management Director

1. The Disaster Risk Reduction and Management Office shall be handled by a Director directly under the office of the Vice President for Administration and Finance/Campus Administrator.
2. He/she shall be at least a Master Degree Holder and have undergone disaster-related trainings.
3. He/she shall identify and manage the hazards and risks that may occur in the University;



4. He/she shall communicate about those hazards and risk, their nature, effects, early warning signs and countermeasures to the Top Level Management and stakeholder;
5. He/she shall promote and raise public awareness of and compliance with policies and directives issued by the Vice President for Administration relative to disaster risk management;
6. He/she shall establish linkage and network with the local government units for disaster risk reduction and emergency response purposes;
7. He/she shall integrate risk reduction activities into the University's development plans, programs and budgets;
8. He/she shall carry a maximum of six (6) teaching loads (In case the designee is a faculty). In the exigency of service, he/she shall be given extra load of three (3) units without additional remuneration.
9. He/she shall perform other functions as may be designated by higher authorities.

XXXIX. Management Information System Director

1. The Management Information Office shall be headed by the Director.
2. The Director shall plan and implement variety of systems to optimize the output of the University such as analysis system, modelling system, query system and decision support system.
3. The Director shall cooperate in planning, managing, controlling and facilitating the operation of information services through efficient and effective systems for smooth flow of University processes.
4. The Director shall provide useful information/data analysis that can be used in the planning and decision making of the University Management Committee.
5. The Director shall plan and implement cyber security measures to ensure the protection of crucial information for both offline and online services.

XL. Intellectual Property Rights Director

1. The Intellectual Property Rights Office shall be headed by the Director.



2. The Director shall monitor and advise on the application of intellectual property policy; and, advise and educate the campus community regarding relevant intellectual property and technology transfer issues, including developing and interpreting policy. (Refer to VPRED Organizational Structure)

XLI. Networking and International Linkages Director

1. The Networking and International Linkages Office shall be headed by the Director.
2. The Director shall facilitate partnerships and collaborations with government agencies, educational institutions, private organizations, non-government organizations and other national and international sectors or organizations in accordance with the philosophy, vision, mission and goals of the University and national agenda.
3. The Director shall plan and monitor the implementation of various networking and linkages activities for the realization of the University's mandated functions.

XLII. Gender and Development (GAD)

1. The University shall have a GAD Focal Point System (GFPS) composed of the executive committee headed by the VPRED, Vice Presidents, Campus Administrators, Financial Management Officer. The technical working group headed by the University Focal Person and Campus Focal Persons and the secretariat comprise as members.
2. The GFPS shall perform the required tasks as stipulated in the Magna Carta of Women and in the Philippine Commission on Women(PCW) issuances, such that these tasks and functions shall form part of their regular key result areas and shall be given due consideration in the performance evaluation.
3. The GFPS leads in the gender mainstreaming as strategy to promote women's human rights and eliminate gender discrimination in the policies, programs, processes, and procedures in the University.

Each of the above office heads and/or personnel has the necessary resources, procedures and methods needed for smooth functioning of these. Each office in the University is headed by a senior, skilled person who reports to the Vice Presidents or President of the University. The offices have separate work places and are equipped with the required manpower, material and other



resources for smooth functioning. The heads of these offices are responsible for conducting the activities of these in accordance with the quality policy and quality systems of the University and have their procedures separately laid out in their respective procedure manuals. They also aim at customer satisfaction and continuous improvement of their processes and procedures.

The operation and effective implementation of the Quality Management System is the responsibility of the Quality Assurance Director with the President's commitment for its development and continual improvement. Audits, customer feedbacks and the Quality Management System are reviewed to determine further opportunities for continual improvement. The processes needed for the Quality Management System referred to include processes for management activities, provision of resources, product realization and measurement.

The officers with the authority and responsibility in implementing the quality system are the important links in the chain of management. The QMS is managed by various authorities and governance sector which will integrate and implement quality policies in all chains to achieve quality objectives.

The **Quality Assurance Director (QAD)** shall carry out supervisory responsibilities, management liaison, and audit overseer to achieve quality objectives. He/she shall direct the Lead Auditor in audit planning, audit schedule, managing an audit program, drafting audit reports, drafting non-conformity reports, drafting audit working documents, documentation review, on-site audit, non-conformity follow-up actions, and leading a team of auditors. The Lead Auditor, together with the members of the **Internal Quality Audit Team (IQAT)** shall be responsible in the implementation of the internal quality audit program.

The left side of the page features two large, overlapping geometric shapes. The top shape is yellow and the bottom shape is blue. Both shapes are oriented with their pointed ends towards the right, creating a large, abstract arrow-like form. The shapes are positioned on the left side of the page, with the yellow shape above the blue one.

CORE PROCESSES



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-001

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Eva T. Morante
EVA T. MORANTE
Registrar III

Noted by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed. D.
Vice President for Academic Affairs

Reviewed by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Registrar's Office and Academic Affairs

PROCESS TITLE : ADMISSION AND ENROLLMENT FOR FRESHMEN AND TRANSFER STUDENTS

1. PURPOSE:

This process describes the necessary basic steps in the admission and enrollment of freshmen and transfer student.

2. SCOPE:

This process is used to provide guidelines to incoming first year students and transferees.

3. REFERENCES:

- 3.1 Record of Grade of Students
- 3.2 Basic Requirements for Admission
- 3.3 Medical Examination Results
- 3.4 Trial Forms
- 3.5 Class Schedule
- 3.6 Assessment Form
- 3.7 Identification Form
- 3.8 Identification Card
- 3.9 Student Handbook

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Registrar
- 4.2 Accountable: Vice President for Academic Affairs and Campus Administrator
- 4.3 Consulted: Deans and Program Head
- 4.4 Informed: Students, Faculty and Staff

5. INSTRUCTION:

A. UNDERGRADUATE DEGREE

- 5.1 STUDENT – Fills out Guidance Form



5.2 GUIDANCE OFFICE PERSONNEL

- b. Administer College Admission Test
- c. Issues Enrollment Flowchart

5.3 STUDENT – Submits admission requirements to the registrar

5.4 REGISTRAR

- a. Receives admission requirements
- b. Directs students to proceed to the College Clinic for Medical Examination before proceeding to the respective Department for the preferred degree or certificate to enroll.

5.5 COLLEGE CLINIC PERSONNEL

- a. Provide Medical Examination Form to be filled-up by the students
- b. Conducts Medical Examination

5.6 STUDENT – Proceeds to the College preferred and submits copy of the admission requirements to the Program Chair/Dean

5.7 PROGRAM CHAIR/DEAN

- a. Receives copy of the admission requirements
- b. Interviews student for qualification based on minimum requirements set by the department (grade, medical examination result depending on the admitting Department)

5.8 STUDENT

- a. Fills-up the personal information in the Assessment Form
- b. Fills-up the Trial Form based on class schedules posted
- c. Presents completed Trial Form to the Program Head for verification

5.9 PROGRAM CHAIR

- a. Verifies Trial Form
- b. Assesses fees and charges
- c. Recommends the student to proceed to the Dean for approval

5.10 DEAN

- a. Approves enrollment to the College
- b. Advises the student to proceed to the Cashier for payment

5.11 CASHIER

- a. Collects and records payment of student in the ledger/bluebook
- b. Advises student to proceed to the EDP in-charge

5.12 EDP IN-CHARGE

- a. Enlists the class schedule of student based on the Trial Form
- b. Prints the Registration Form and requires the student to sign the pledge
- c. Assigns/Issues ID number to the new student stamps the Registration Form "Enrolled"
- d. Directs the student to proceed to the DSAS



5.13 DEAN, STUDENT AFFAIRS AND SERVICES

- a. Processes and issues ID Card of new student/transferee
- b. Issues Student Handbook
- c. Receives payment for insurance fee of the new student

B. GRADUATE STUDIES

1. GRADUATE SCHOOL COORDINATOR

- a. Receives the photocopy of the admission requirements
- b. Interviews new students/transferee for qualification based on minimum requirements set by the department (grades, medical examination result depending on the admitting Department)
- c. Issues Trial Form and Assessment Form for student to fill-up
- d. Verifies Trial Form
- e. Assesses fees and charges of the new student/transferee
- f. Recommends new student/transferee to proceed to the Dean for approval of enrollment

2. DEAN

- a. Approves enrollment to the College
- b. Advises student to proceed to the Cashier for payment



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-002

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

EVA T. MORANTE
Registrar III

Noted by:

AIDA O. LANIOSO, Ed.D.
Vice President for Academic Affairs

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FUP, HRFI
University President

UNIT : Academic Affairs Unit and Registrar Office

PROCESS TITLE : ADMISSION AND ENROLLMENT FOR RESIDENT AND CONTINUING STUDENTS

1. PURPOSE:

This process describes the necessary basic steps in enrolling resident and continuing students in the university.

2. SCOPE:

This process is used to provide guidelines to resident and continuing students of the University on the process for enrollment.

3. REFERENCES:

- 3.1 Record of Grade of Students
- 3.2 Trial Form
- 3.3 Class Schedule
- 3.4 Assessment of Fees and Charges Form
- 3.5 Registration Form
- 3.6 Identification Card
- 3.7 Clearance Slip

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Registrar
- 4.2 Accountable: Vice President for Academic Affairs and Campus Administrator
- 4.3 Consulted: Deans, Program Head and Students
- 4.4 Informed: Parents, Students, Faculty and Staff

5. INSTRUCTION:

A. UNDERGRADUATE DEGREE

- 5.1 GUIDANCE OFFICE PERSONNEL – Requires the students to update the profile



5.2 REGISTRAR

- a. Evaluates grades of student (Returnee and graduating student only).
- b. Advises student to proceed to the College Clinic for Medical Examination.

5.3 COLLEGE CLINIC

- a. Provides Medical Examination form to be filled-up by the student.
- b. Conducts Medical Examination to the student (Extent of the required examination varies depending on the requirement of the enrolling department i.e CME and CNAHS).

5.4 PROGRAM CHAIR

- a. Receives the photocopy of the evaluated grades from the Registrar for returnee and graduating student only.
- b. Evaluate the grades of non-graduating students
- c. Issues Trial Form and Assessment Form for student to fill-up

5.5 CONTINUING RESIDENT STUDENT

- a. Fills-up the Trial Form based on class schedules posted.
- b. Fills-up the personal information in the Assessment Form.
- c. Presents completed Trial Form to the Program Head for verification.

5.6 PROGRAM CHAIR

- a. Verifies Trial Form.
- b. Assesses fees and charges of the student.
- c. Recommends student to proceed to the Dean for approval of enrollment.

5.7 DEAN

- a. Approves enrolment to the College
- b. Advises student to proceed to the Cashier for payment

5.8 CASHIER

- a. Collects payment of students.
- b. Records payment of student in the ledger/bluebook.
- c. Advises student to proceed to the EDP In-charge.

5.9 EDP IN-CHARGE

- a. Receives and checks Clearance Slip, Trial Form and Official Receipt of student.
- b. Enlists the class schedule of student based on the Trial Form.
- c. Prints the Registration Form of the student.

5.10 STUDENT

- a. Reviews the completeness of the printed Registration Form.
- b. Signs the Pledge in the Registration Form.

5.11 EDP IN-CHARGE

- a. Stamps the Registration Form "enrolled".
- b. Issues the student copy of the Registration Form to the student.
- c. Advises student to proceed to the DSAS.

5.12 DEAN OF THE STUDENT AFFAIRS

- a. Validates ID Card of Student.
- b. Receives payment for insurance of student



B. GRADUATE STUDIES

3. GRADUATE SCHOOL COORDINATOR

- g. Receives the photocopy of the evaluated grades from the Registrar for returnee and graduating student only
- h. Evaluates the grades of non-graduating students
- i. Issues Trial Form and Assessment Form for student to fill-up
- j. Verifies Trial Form
- k. Assesses fees and charges of the student
- l. Recommends student to proceed to the Den for approval of enrollment

4. DEAN

- c. Approves enrollment to the College
- d. Advises student to proceed to the Cashier for payment



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-003

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed. D.
Vice President for Academic Affairs

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

Reviewed by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

UNIT : Academic Affairs Unit

PROCESS TITLE : CURRICULUM DEVELOPMENT, ENHANCEMENT AND REVISION PROCESSES

1. PURPOSE:

This process describes the necessary steps in developing, enhancing and revising curriculum in conformity with standards of regulating body responsive to the demands of time.

2. SCOPE:

This process is used to guide the academic unit in developing, enhancing and revising curriculum to form and content prescribed by the regulating bodies.

3. REFERENCES:

- 3.1 CMOS, PSGs, IRR
- 3.2 Memorandum Order
- 3.3 Letter of Invitation
- 3.4 Enhanced/Revised Curriculum
- 3.5 Endorsement through Academic Council Resolution

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Vice President for Academic Affairs
- 4.2 Accountable: University President
- 4.3 Consulted: Deans, Program Heads, Faculty, Students, Stakeholder and Campus Administrator
- 4.4 Informed: Students and Program Heads

5. INSTRUCTION:

5.1 PROGRAM CHAIR

- a. Identifies the need to enhance or revise the curriculum
- b. Discusses the importance of the changes within the department
- c. Recommends enhancement or revision to the Dean



5.2 DEAN

- a. Plans a Program of Activities for curriculum development/enhancement/revision to the VPAA
- b. Requests curriculum enhancement/revision to the VPAA

5.3 VICE PRESIDENT FOR ACADEMIC AFFAIRS

- a. Issues memorandum to convene the Curriculum Development Committee
- b. Invite stakeholders.

5.4 DEAN – Invites stakeholders, industry partners and other experts in the field.

5.5 CURRICULUM DEVELOPMENT COMMITTEE

- a. Enhances/Revises curriculum
- b. Submits enhanced/revised curriculum to the VPAA

5.6 VICE PRESIDENT FOR ACADEMIC AFFAIRS – Forwards the enhanced/revised curriculum to the Management Committee for review

5.7 MANAGEMENT COMMITTEE

- a. Reviews the enhanced/revised curriculum
- b. Recommends the enhanced/revised curriculum to the Academic Council for endorsement to the Board of Regents through the concerned Dean.

5.8 ACADEMIC COUNCIL – Endorses enhanced/revised curriculum to the Board of Regents for approval

5.9 BOARD OF REGENTS – Approves / Disapproves the curriculum

5.10 BOARD OF REGENTS SECRETARY – Disseminates the approved/disapproved curriculum



<p>Standard Documented Protocol</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p>Republic of the Philippines JOSE RIZAL MEMORIAL STATE UNIVERSITY <i>The Premier University in Zamboanga del Norte</i> Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines</p>	Process No: CP-004		
	Date Filed:	Date Reviewed:	Date Effective:
	February 19, 2018	February 20-22, 2018	February 23, 2018
	<p>Purpose/Reason: To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University</p>		
<p>Prepared by: AIDA O. LANIOSO, Ed. D. Vice President for Academic Affairs</p>		<p>Approved by: EDGAR S. BALBUENA, Ed.D., FFUP, HRFI University President</p>	
<p>Reviewed by: RIZZA B. BAGALANON, Ed.D. Quality Assurance Director</p>			
UNIT : Academic Affairs Unit			
PROCESS TITLE : DELIVERY OF INSTRUCTION, PERFORMANCE MONITORING AND FACULTY DEVELOPMENT PROCESS			
<p>1. PURPOSE: This process describes the process in the delivery of instruction, performance monitoring and faculty development to ensure the quality service provided to students.</p> <p>2. SCOPE: This application is used to provide with the method in delivering of quality instruction as well as monitoring.</p> <p>3. REFERENCES: 3.1 Teacher's Program 3.2 Syllabus 3.3 Assessment Tools 3.4 Report's 3.5 Supervisory Form 3.6 Recommendation Letter 3.7 Endorsement Letter 3.8 Training Plan </p> <p>4. RESPONSIBILITY MAP: 4.1 Responsible: Deans and Program Head 4.2 Accountable: Campus Administrator 4.3 Consulted: Vice President for Academic Affairs and Faculty 4.4 Informed: Faculty </p> <p>5. INSTRUCTION: 5.1 REGISTRAR – Furnishes Dean with a copy of the program load </p>			



5.2 DEAN

- a. Distributes Teacher's Program to the instructor
- b. Orients instructor in the implementation and provides support and assistance in the acquisition of facilities and equipment needed by instructor

5.3 INSTRUCTOR

- a. Prepare syllabus based on Program Load
- b. Delivers the lesson based on the syllabus
- c. Conducts assessment and evaluate students' performance both in theory and practice
- d. Submits required reports to the Dean at the end of the semester or when needed

5.4 DEAN

- a. Monitors and evaluates instructor's performance in the class periodically
- b. Conducts post conference with instructors after the evaluation

5.5 CAMPUS ADMINISTRATOR – Coordinates with HR for training

5.6 HRMO – Prepares training plan/faculty development plan

5.7 CAMPUS ADMINISTRATOR – Endorses approval of the training plan to the VPAA

5.8 VPAA – Recommends approval to the President

5.9 PRESIDENT – Approves the training plan



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-005

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed. D.
Vice President for Academic Affairs

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FUP, HRFI
University President

Reviewed by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

UNIT : Academic Affairs Unit

PROCESS TITLE : EXAMINATION AND ASSESSMENT PROCESS

1. PURPOSE:

The following process describes the activities in conducting examination and assessment.

2. SCOPE:

The process is used to provide the steps in the conduct of written examination and other assessments.

3. REFERENCES:

- 3.1 Test Papers
- 3.2 Assessment Tools
- 3.3 Table of Specification (TOS)
- 3.4 School Calendar
- 3.5 Grade Sheets

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Deans and Program Heads
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Vice President for Academic Affairs, Deans, Heads of Offices and Faculty
- 4.4 Informed: Faculty

5. INSTRUCTION:

5.1 FACULTY

- a. Prepares TOS as basis for examination
- b. Prepares examination instruments based on the approved TOS
- c. Submits copy of the examination to the Committee on Examination and Assessment/Dean



5.2 COMMITTEE ON EXAMINATION AND ASSESSMENT/DEAN

- a. Reviews the examination instrument and assessment instrument.
- b. Returns the examination instrument to instructor concerned.

5.3 FACULTY

- a. Conducts examination as scheduled.
- b. Informs student on the result of the examination.
- c. Submits grade to the Dean.

5.4 DEAN

- a. Checks and reviews the Grade Sheets
- b. Signs the Grading Sheet.
Submits grades to the Registrar.



<p>Standard Documented Protocol</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p>Republic of the Philippines JOSE RIZAL MEMORIAL STATE UNIVERSITY <i>The Premier University in Zamboanga del Norte</i> Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines</p>	Process No: CP-006		
	Date Filed:	Date Reviewed:	Date Effective:
	February 19, 2018	February 20-22, 2018	February 23, 2018
	<p>Purpose/Reason: To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University</p>		
<p>Prepared by: AIDA O. LANIOSO, Ed. D. Vice President for Academic Affairs</p>		<p>Approved by: EDGAR S. BALBUENA, Ed.D., FUP, HRFI University President</p>	
<p>Reviewed by: RIZZA B. BAGALANON, Ed.D. Quality Assurance Director</p>			
UNIT : Academic Affairs Unit			
PROCESS TITLE : RETENTION AND PROMOTION PROCESS			
<p>1. PURPOSE: The following process describes the steps for student's retention and promotion within the program.</p> <p>2. SCOPE: The process is used to provide the steps for student's retention and promotion within the program.</p> <p>3. REFERENCES:</p> <ul style="list-style-type: none"> 3.1 Test Papers 3.2 Assessment Tools 3.3 Table of Specification (TOS) 3.4 School Calendar 3.5 Grade Sheets <p>4. RESPONSIBILITY MAP:</p> <ul style="list-style-type: none"> 4.1 Responsible: Faculty 4.2 Accountable: Deans of the Colleges and Faculty 4.3 Consulted: Faculty 4.4 Informed: Students <p>5. INSTRUCTION:</p> <p>5.1 PROGRAM CHAIR</p> <ul style="list-style-type: none"> a. Evaluates academic performance of students b. Calls attention of concerned students with deficiencies c. Sends request to the Dean for deliberation 			



5.2 DEAN

- a. Calls for deliberation among the instructors and Program Chair
- b. Informs concerned student/s as per result of the deliberation to shift to other program or not

5.3 STUDENT

- a. Takes appropriate action with guidance of the Dean



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-007

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed. D.
Vice President for Academic Affairs

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

Reviewed by:

Rizza B. Bacalanon
RIZZA B. BACALANON, Ed.D.
Quality Assurance Director

UNIT : Academic Affairs Unit

PROCESS TITLE : PROCESS IN DETERMINING AND RECOMMENDING CANDIDATES FOR GRADUATION

1. PURPOSE:

The following process describes the steps in determining and recommending candidates for graduation.

2. SCOPE:

The process is used to provide guideline for determining and recommending candidates for graduation.

3. REFERENCES:

- 3.1 List of Candidates for Graduation
- 3.2 Minutes – Management Committee
- 3.3 Final List of Candidates for Graduation
- 3.4 Grade Sheets
- 3.5 Evaluation Sheets

4. RESPONSIBILITY MAP:

- 4.1 Responsible: College Deans
- 4.2 Accountable: Vice President for Academic Affairs and Campus Administrator
- 4.3 Consulted: Program Head and Faculty
- 4.4 Informed: Faculty

5. INSTRUCTION:

C. UNDERGRADUATE DEGREE

5.1 REGISTRAR

- a. Evaluates students' grade and other requirement for graduation
- b. Forwards list of candidates for graduation including those with deficiencies to the Program Chair concerned.



5.2 PROGRAM CHAIR – Calls student/s with deficiencies and gives time/period to comply

5.3 STUDENT/S – Complies with the needed requirements and submits them to the registrar

5.4 REGISTRAR

- a. Finalizes the list of candidates for graduation
- b. Submits the list to the college Dean to be presented to the Campus Administrator for presentation in the Management Committee

5.5 CAMPUS ADMINISTRATOR – Presents candidates for graduation to the Management Committee for endorsement to the Academic Council

5.6 MANAGEMENT COMMITTEE – Endorses the Candidates for Graduation through the concerned Deans during the Academic Council

5.7 DEAN – Certifies and presents the list of graduating students to the Academic Council through the Campus Administrator

5.8 CAMPUS ADMINISTRATOR – Presents the list to the Academic Council for endorsement to the Board of Regents

5.9 ACADEMIC COUNCIL – Endorses the list of graduating students to the Board of Regents for approval

5.10 BOARD OF REGENTS – Approves the List of Candidates for Graduation

D. GRADUATE STUDIES

1. DEAN/ GRADUATE SCHOOL COORDINATOR

- a. Receives the photocopy of the admission requirements.
- b. Interviews new student/transferee for qualification based on minimum requirements set by the department (grades, medical examination result depending on the admitting Department).
- c. Issues Trial Form and assessment form for student to fill-up.

2. GRADUATE SCHOOL COORDINATOR

- a. Verifies Trial Form.
- b. Assesses fees and charges of the new student/transferee.
- c. Recommends new student/transferee to proceed to the Dean for approval of enrollment.

3. DEAN

- a. Approves enrollment to the Graduate School.
- b. Advises new student/transferee to proceed to the Cashier for payment.



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-008

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

MA. RIO A. MAGUIT, PhD
Research Director

Noted by:

EVELYN R. CAMPISENO, FFUP, Ed. D.
VP for Research, Extension and Development

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Research Office

PROCESS TITLE : FORMULATION OF RESEARCH AGENDA PROCESS

1. PURPOSE:

The following process describes the steps involved in the formulation of the Research Agenda.

2. SCOPE:

The process is used to serve as basis for monitoring and future revision of the Research Agenda.

3. REFERENCES:

- 3.1 Memorandum Order
- 3.2 Minutes of the Meeting and Attendance Sheets
- 3.3 Research Agenda
- 3.4 Draft Research

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Director for Research
- 4.2 Accountable: Vice President for Research, Extension and Development
- 4.3 Consulted: Top Management, VPRED and Research Consultant
- 4.4 Informed: SUCRED, Research Coordinators and Researchers

5. INSTRUCTION:

- 5.1 SUCRED CHAIRPERSON – Calls for a meeting to formulate the research agenda
- 5.2 SUCRED - Formulates the research agenda
- 5.3 UNIVERSITY RESEARCH CONSULTANT – Critiques the formulated research agenda



5.4 VICE PRESIDENT FOR RESEARCH, EXTENSION AND DEVELOPMENT – Submits the research agenda to the University President for endorsement to the Academic Council and Board of Regents

5.5 UNIVERSITY PRESIDENT – Endorses to the Board of Regents for Approval

5.6 BOARD OF REGENTS – Approves the research agenda



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-009

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

MA. RIO A. MAGUIT
MA. RIO A. MAGUIT, PhD
Research Director

Noted by:

EVELYN R. CAMPISENO
EVELYN R. CAMPISENO, FFUP, Ed. D.
VP for Research, Extension and Development

Reviewed by:

RIZZA B. BAGALANON
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA
EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Research Office

PROCESS TITLE : RESEARCH PROPOSAL AND APPROVAL PROCESS

1. PURPOSE:

The process describes the steps involved in the approval of the research proposal and approval.

2. SCOPE:

The process is used to show the steps in the approval of a research proposal as basis for budgetary allocation.

3. REFERENCES:

- 3.1 5 Year Development Plan
- 3.2 Research Proposal
- 3.3 Evaluation Results of the Research Proposal
- 3.4 Recommendations for revision of the Research Proposal

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Director for Research
- 4.2 Accountable: Vice President for Research, Extension and Development
- 4.3 Consulted: Top Management, VPRED and Research Consultant
- 4.4 Informed: SUCRED, Research Coordinators and Researchers

5. INSTRUCTION:

5.1 VPRED OFFICE - Calls for research proposal every 1st month of the semester and summer to comply with the requirements of one (1) research per college per semester; and faculty with ranks of Associate Professors and Professors.

5.2 RESEARCHER

- a. Prepares a research proposal



- b. Presents the proposal to the Local SUCRED
- c. Integrates comments and suggestions and re-submit the proposal to the Local SUCRED

5.3 LOCAL SUCRED

- a. Reviews the research proposal
- b. Returns to the researcher for revision
- c. Forwards the revised proposal to the research center

5.4 RESEARCH CENTER BY DISCIPLINE

- a. Evaluates the research proposal according to specialization
- b. Indorses to the SUCRED if found in order/or return to the researcher for revision

5.5 SUCRED

- a. Reviews the research proposals according to the suggestions of the internal experts in the research center
- b. Makes a recommendation to the University President for approval

5.6 UNIVERSITY PRESIDENT - Reviews the proposal and make the final decision for research grant/funding

5.7 RESEARCHER

- a. If action is favorable, immediately proceeds to the implementation of the research based in the terms and conditions stipulated in the proposal.
- b. Upon termination, submits the final paper to the research center for peer refereeing.

5.8 VPRED OFFICE - Submits to the Registrar the names of faculty who engage in research and makes it part of their regular load



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Grading Adaza St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-010

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

MA. RIO A. NAGUIT, PhD
Research Director

Noted by:

EVELYN R. CAMPISEÑO, FFUP, Ed. D.
VP for Research, Extension and Development

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Research Office

PROCESS TITLE : POST DELIVERY OF RESEARCH OUTPUTS FOR ORAL PRESENTATION AND PUBLICATION PROCESS

1. PURPOSE:

The process describes the steps for the post delivery of the research undertaking of the University.

2. SCOPE:

The process is used to provide method for the post deliver of the research undertaking of the university.

3. REFERENCES:

- 3.1 Communication File
- 3.2 Matrix of Papers for Presentation
- 3.3 Schedule for Oral Presentation
- 3.4 Corrective Measures
- 3.5 Approved papers for Presentation

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Director for Research
- 4.2 Accountable: Vice President for Research, Extension and Development
- 4.3 Consulted: Top Management, VPRED and Research Consultant
- 4.4 Informed: SUCRED, Research Coordinators and Researchers

5. INSTRUCTION:

- 5.1 **SUCRED/ VPRED OFFICE/ UNIVERSITY RESEARCH OFFICE** – Announces the SUCRED in-house review and call for papers for presentation
- 5.2 **UNIVERSITY RESEARCH OFFICE** – Receives papers and forwards to experts for review



5.3 REVIEWER – Reviews manuscript and return to the University Research Office

5.4 UNIVERSITY RESEARCH OFFICE

- d. Lists accepted papers on a matrix for presentation
- e. Returns rejected papers to the authors

5.5 RESEARCHER

- a. Presents paper orally before panel of experts
- b. Applies corrective action, revises manuscript
- c. Submit revised paper and packages into terminal report for approval
- d. Applies for release of project team honoraria
- e. Applies for abstract submission to national and local for a through the University Research Office

5.6 UNIVERSITY RESEARCH OFFICE

- a. Evaluates manuscript and return to researcher for corrective measures
- b. Forwards revised manuscript to VPRED Office

5.7 VPRED OFFICE

- a. Evaluates the Accomplishment Report or Manuscript
- b. Recommends terminal report for acceptance and approval to the University President

5.8 UNIVERSITY PRESIDENT

- a. Approves or Disapproves the release of honoraria
- b. Approves or Disapproves paper for presentation

5.9 FACULTY – Request for abstract submission for oral presentation to National and International for a from University Research Director

5.10 UNIVERSITY RESEARCH DIRECTOR – Reviews manuscript s and forward to the VPRED

5.11 VPRED – approves the manuscript, abstract for submission

5.12 FACULTY

- a. submits abstract to the conference organizer
- b. Review acceptance and request for travel grant through the Office of Research Director

5.13 UNIVERSITY RESEARCH DIRECTOR – forward request to the VPRED

5.14 VPRED - Recommends manuscript for poster / oral presentation and publication to the University President

5.15 FACULTY

- a. Presents Poster/Paper
- b. Submit manuscript for publication to national and international pre-reviewed journal

5.16 UNIVERSITY PRESIDENT – Approves / Disapproves manuscript for national and international fora



<p style="text-align: center; font-size: 1.2em;">Standard Documented Protocol</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> </div> <p style="text-align: center; margin-top: 20px;"> Republic of the Philippines JOSE RIZAL MEMORIAL STATE UNIVERSITY <i>The Premier University in Zamboanga del Norte</i> Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines </p>	Process No: CP-011		
	Date Filed: February 19, 2018	Date Reviewed: February 20-22, 2018	Date Effective: February 23, 2018
	Purpose/Reason: To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University		
	Prepared by: MA. RIO A. NAGUIT, PhD <i>Research Director</i>	Noted by: EVELYN R. CAMPISEÑO, FUP, Ed. D. <i>VP for Research, Extension and Development</i>	
Reviewed by: RIZZA B. BAGALANON, Ed.D. <i>Quality Assurance Director</i>		Approved by: EDGAR S. BALBUENA, Ed.D., FUP, HRFI <i>University President</i>	

UNIT : Research Office

PROCESS TITLE : PROCESS IN WRITING RESEARCH OUTPUT FOR THRESHOLD PUBLICATION

- 1. PURPOSE:**
The following process describes the writing of a journal type article for publication.
- 2. SCOPE:**
The process is used to provide format of writing of research outputs into publishable one.
- 3. REFERENCES:**
 - 3.1 Research and Extension Manual
 - 3.2 Research Manuscript
 - 3.3 Polished Research Paper
 - 3.4 Authors Guide of the THRESHOLD different scientific Journals
 - 3.5 THRESHOLD
- 4. RESPONSIBILITY MAP:**
 - 4.1 Responsible: Director for Research
 - 4.2 Accountable: Vice President for Research, Extension and Development
 - 4.3 Consulted: Top Management, VPRED and Research Consultant
 - 4.4 Informed: SUCRED, Research Coordinators and Researchers
- 5. INSTRUCTION**
 - 5.1 SUCRED, VPRED OFFICE, OFFICE OF THE UNIVERSITY RESEARCH DIRECTOR** - Provide format of scientific journal type article.
 - 5.2 RESEARCHER**
 - a. Writes research output into journal type article following the format required by the Journal where the paper will be submitted



b. Submits manuscript to the THRESHOLD and other journals.

5.3 THRESHOLD MANAGING EDITOR – Receives manuscript and send for double-blind peer reviewers

5.4 REVIEWER

- a. Evaluates and review the manuscript
- b. Send back manuscript to Managing Editor with recommendation as rejected or accepted

5.5 EDITOR-IN-CHIEF, ASSOCIATE EDITORS, EDITORIAL BOARD – Summarizes the reviews of each paper and determines whether it is accepted or rejected.

5.6 PLAGIARISM CHAIRMAN – Runs each manuscript to plagiarism test

5.7 ENGLISH EDITOR – Checks the grammar and overall English construction of the manuscript

5.8 LAY-OUT ARTIST

- a. Lays out the first draft of the THRESHOLD Journal
- b. Prints a galley proof for final editing
- c. Sends manuscript to printing press



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-012

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

MA. RIO A. NAGUIT
MA. RIO A. NAGUIT, PhD
Research Director

Noted by:

EVELYN R. CAMRISO
EVELYN R. CAMRISO, FFUP, Ed. D.
VP for Research, Extension and Development

Reviewed by:

RIZZA B. BAGALANON
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA
EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Research Office

PROCESS TITLE : MONITORING AND EVALUATION PROCESS

1. PURPOSE:

The process describes the necessary steps and actions on the evaluation of research programs and projects.

2. SCOPE:

The process is used to provide:

- Requirements of research programs and projects monitoring evaluation
- Method of evaluating research programs and projects
- Method of measuring results versus requirements

3. REFERENCES:

- Research Evaluation Guidelines
- Compilation of progress and terminal reports
- Endorsement of the VPRED
- Approval of the University President

4. RESPONSIBILITY MAP:

- Responsible: Director for Research
- Accountable: Vice President for Research, Extension and Development
- Consulted: Top Management, VPRED and Research Consultant
- Informed: SUCRED, Research Coordinators and Researchers

5. INSTRUCTION:

5.1 SUCRED/VPRED OFFICE/UNIVERSITY RESEARCH DIRECTOR

- Establish evaluation standards, guidelines and criteria
- Require project leader to submit quarterly progress reports and terminal reports for



completed research projects.

- c. Schedule in-house reviews to orally present completed research

5.2 OFFICE OF THE UNIVERSITY/RESEARCH DIRECTOR

- a. Receives and evaluates accomplishments based on progress reports.
- b. Gives comments and recommendations to researcher
- c. Submit report to VPRED
- d. Compiles progress and terminal reports for record purposes

5.3 RESEARCHER – Critiques the formulated research agenda

- a. Applies corrective action
- b. Complies the requirements asked
- c. Submit terminal report to the office of the university research director
- d. Presents results during in-house reviews.

5.4 VICE PRESIDENT FOR RESEARCH, EXTENSION AND DEVELOPMENT – Recommends project outputs and evaluation result to the University President for acceptance.

5.5 UNIVERSITY PRESIDENT – Approves/disapproves project output and evaluation results



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-013

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

BOBIE C. FLORES
Extension Director

Noted by:

EVELYN R. CAMPISEÑO, FFUP, Ed. D.
VP for Research, Extension and Development

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Extension Office

PROCESS TITLE : NEEDS ASSESSMENT PROCESS

1. PURPOSE:

The following process is used to assess the needs of the community to be served.

2. SCOPE:

The process is used to provide method of assessing the needs of the community as basis for the extension programs and services.

3. REFERENCES:

- 3.1 Communication for the presentation in SUCRED
- 3.2 Needs Assessment
- 3.3 Request letter from the barangay
- 3.4 Approved Extension Proposal

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Director for Extension
- 4.2 Accountable: Vice President for Research, Extension and Development
- 4.3 Consulted: Top Management and VPRED
- 4.4 Informed: Extension Coordinators and Extensionist

5. INSTRUCTION

5.1 VPRED/EXTENSION DIRECTOR – Calls for extension proposal every 1st month of the semester and summer

5.2 EXTENSION DIRECTOR/COORDINATOR/CHAIRPERSON STUDENTS –

- a. Conduct needs assessment survey in the target barangay



- b. Coordination with the official of the target barangay
- c. Receives request letter from the barangay

5.3 EXTENSION COORDINATOR/CHAIRPERSON

- a. Consolidate the results from the filled up needs assessment form
- b. Letter approving/rejecting the request from the barangay
- c. Prepares and extension proposal



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-014

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

BOBMIT C. FLORES
Extension Director

Noted by:

EVELYN R. CAMPISENO, FFUP, Ed. D.
VP for Research, Extension and Development

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Extension Office

PROCESS TITLE : PROCESS IN DEVELOPMENT OF COMMUNITY EXTENSION PROGRAM

1. PURPOSE:

The following process is used in allocating budget.

2. SCOPE:

The process is used to provide method of preparing and extension proposal.

3. REFERENCES:

- 3.1 Extension Proposal
- 3.2 Minutes of the Presentation
- 3.3 Request Letter from the Barangay
- 3.4 Approved Extension Proposal

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Director for Extension
- 4.2 Accountable: Vice President for Research, Extension and Development
- 4.3 Consulted: Top Management and VPRED
- 4.4 Informed: Extension Coordinators and Extensionist

5. INSTRUCTION

5.1 PROGRAM HEAD/COLLEGE EXTENSION COORDINATOR/CHAIRPERSON

- a. Prepares an extension proposal
- b. Submits an extension proposal to the extension office following the extension proposal format

5.2 VPRED/EXTENSION DIRECTOR

- a. Reviews the extension proposal
- b. Returns the extension proposal to the extension coordinators for revision



5.3 PROGRAM HEAD/COLLEGE EXTENSION COORDINATORS

- a. Integrates comments and suggestions
- b. Re-submits the proposal to the extension office

5.4 EXTENSION DIRECTOR – Forwards the revised extension proposal to the SUCRED for presentation

5.5 SUCRED

- a. Reviews the extension proposal
- b. Makes a recommendation to the University President for Approval

5.6 UNIVERSITY PRESIDENT – Reviews the extension proposal and makes the final decision for extension grant/funding



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-015

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

BOB MIL C. FLORES
Extension Director

Noted by:

EVELYN R. CAMPISEÑO, FfUP, Ed. D.
VP for Research, Extension and Development

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Extension Office

PROCESS TITLE : PROCESS IN EVALUATION OF EXTENSION PROGRAM

1. PURPOSE:

The following process of evaluation is conducted during and after the implementation of the extension program to gather information of projects inputs and impacts complimentary to the activities necessary to the achievement of the objective of the project.

2. SCOPE:

The process is used to provide:

- It will improve extension performance and increase efficiency
- Design and implement programs/projects that will bring significant change to the marginalized community

3. REFERENCE:

- 3.1 Tabulated/Consolidated Monitoring Results

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Director for Extension
- 4.2 Accountable: Vice President for Research, Extension and Development
- 4.3 Consulted: Top Management and VPRED
- 4.4 Informed: Extension Coordinators and Extensionist

5. INSTRUCTION

5.1 VPRED/COLLEGE EXTENSION COORDINATORS/CHAIRPERSON/FACULTY EXTENSIONIST

- Calls for a meeting; all extension coordinator and chairperson bringing with them the tabulated/Consolidated monitoring results
- Evaluates the tabulated/consolidated monitoring results from the evaluation form
- Prepares plan based on the tabulated results
- Design Activities and implement programs suited to the tabulated results



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-016

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

BOBMIL C. FLORES
Extension Director

Noted by:

EVELYN R. CAMPISEÑO, FFUP, Ed. D.
VP for Research, Extension and Development

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Extension Office

PROCESS TITLE : PROCESS IN IMPLEMENTATION AND MONITORING

1. PURPOSE:

The following process describes the training process for the Extension Unit.

2. SCOPE:

The process is used to provide method of training process for the Extension Unit.

3. REFERENCES:

- 3.1 Memorandum of Agreement
- 3.2 Travel Order
- 3.3 Certificate of Appearance
- 3.4 Attendance Sheet with caption and pictures

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Director for Extension
- 4.2 Accountable: Vice President for Research, Extension and Development
- 4.3 Consulted: Top Management and VPRED
- 4.4 Informed: Extension Coordinators and Extensionist

5. INSTRUCTION

5.1 VPRED/EXTENSION DIRECTOR/COORDINATOR FACULTY/EXTENSIONIST

- a. Launches the program
- b. Signs the Memorandum of Agreement
- c. Implements the program following the matrix of activities



5.2 BENEFICIARIES

- a. Attends every session
- b. Participate in extension activities
- c. Acquires additional skills and knowledge
- d. Fills out the evaluation form to rate the given program

5.3 VPRED/EXTENSION DIRECTOR/COORDINATOR FACULTY/EXTENSIONIST -
Culminates the extension program/project

5.4 COLLEGE EXTENSION COORDINATORS/CHAIRPERSON/FACULTY EXTENSIONIST

- a. Conducts Monitoring after the conduct of each extension program
- b. Consolidates/Tabulates the results from the Monitoring form as basis for evaluation
- c. Submits consolidated results to the extension coordinator for program evaluation



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: **CP-017**

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

[Signature]
ENGR. SUZETTE M. HOYOHOY
HRMO III

Noted by:

[Signature]
AIDA O. LANIOSO, Ed.D.
Vice President for Academic Affairs

Reviewed by:

[Signature]
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

[Signature]
EDGAR S. BALBUENA, Ed.D., FUP, HRFI
University President

UNIT : Human Resource Management Office

PROCESS TITLE : RECRUITMENT OF FACULTY

1. PURPOSE:

This process describes the necessary steps and actions in personnel recruitment, of JRMSU teaching personnel.

2. SCOPE:

This process is used to provide:

- Identification of basic requirements/qualifications in the recruitment of instructors,

3. REFERENCES:

- Recruitment, Selection and Placement Form
- Employment Requirements Based on Checklist

4. RESPONSIBILITY MAP:

- Responsible: HRMO
- Accountable: Campus Administrator
- Consulted: Top Management, VP for Academic Affairs and Campus Administrator
- Informed: All Faculty and College Deans

5. INSTRUCTION:

- APPLICANT** - Submits application letter to the Campus Administrator.
- CAMPUS ADMINISTRATOR** - Forwards application letter to the HRMO for filing reference.
- HRMO** - Files the application letter for reference.



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-018

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. SUZETTE M. HOYOHOY
HRMO III

Noted by:

AIDA O. LANIOSO, Ed.D.
Vice President for Academic Affairs

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Human Resource Management Office

PROCESS TITLE : SELECTION AND PLACEMENT OF FACULTY

1. PURPOSE:

This process describes the necessary steps and selection and hiring of JRMSU teaching personnel.

2. SCOPE:

This process is used to provide:

- Identification of basic requirements/qualifications in the selection and placement of faculty

3. REFERENCES:

- 3.1 University Administrative Manual Chapter 3
- 3.2 JRMSU Code Title 3 Chapter 1
- 3.3 JRMSU-VPAA 005
- 3.4 JRMSU-OUP-001
- 3.5 ISO-JRMSU-HRMO-029; ISO-JRMSU-HRMO-001; ISO-JRMSU-HRMO-030
- 3.6 HRMO-015A; HRMO-022; HRMO-023

4. RESPONSIBILITY MAP:

- 4.1 Responsible: HRMO
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Top Management, VP for Academic Affairs and Campus Administrator
- 4.4 Informed: All Faculty and College Deans

5. INSTRUCTION:

5.1 PROGRAM CHAIRPERSON /DEAN - Submits request for qualified Faculty to the College



Dean or Campus Administrator in coordination with the Registrar.

- 5.2 COLLEGE DEAN** – Validates the request and endorses request to the Campus Administrator
- 5.3 CAMPUS ADMINISTRATOR** - Validates the request and endorses request to the Vice President for Academic Affairs
- 5.4 VPAA** - Validates the request of the Campus Administrator and endorses request to the Campus Administrator to the President.
- 5.5 OFFICE OF THE PRESIDENT**
 - a. Orders Campus Administrator to furnish information from HR as to availability of applicants and corresponding item to be filled for the position.
 - b. Orders Campus Administrator to schedule for demo and interview (Per Campus).
 - c. Orders VPAA to schedule for final demo and interview (Main Campus)
- 5.6 CAMPUS ADMINISTRATOR**
 - a. Orders HR to provide documents for demo and interview. (Per Campus) and for Final Demo and Interview at the Main Campus.
 - b. Conducts local demo and interview.
- 5.7 VPAA**
 - a. Schedules final demo and interview
 - b. Convenes the Selection Board for the screening of applicants
- 5.8 FACULTY SELECTION BOARD**
 - a. Rates the demonstration teaching of the applicant
 - b. Interviews applicants
 - c. Submits summary of results to the Office of the President
- 5.9 PRESIDENT**
 - a. Conducts final interview and selects the most qualified applicants
 - b. Issues office order to the selected applicants.
- 5.10 HRMO** – Informs the selected applicants to submit necessary documents.
- 5.11 APPLICANT** – submits requirements to HR
- 5.12 HRMO**
 - a. Review submitted documents
 - b. Prepares documents for appointment
 - c. Forwards the set of documents to the Office of the Presidents
- 5.13 PRESIDENT** – signs appointment
- 5.14 HRMO**
 - a. Submits the appointments and other pertinent documents to the Civil Service Commission not later than 30 days
 - b. Schedule orientation of the newly hired faculty.



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-019

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. SUZETTE M. HOYOHOY
HRMO III

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Human Resource Management Office

PROCESS TITLE : SELECTION AND HIRING OF JOB-ORDER, CASUAL AND CONTRACTUAL EMPLOYEES

1. PURPOSE:

This process describes the necessary steps and actions in selection and hiring of Job Order, Casual and Contractual Employees.

2. SCOPE:

This process is used to provide:

- Identification of basic requirements/qualifications in the selection and promotion of Administrative and Support Staff
- Proper evaluation of the newly-hired Administrative and Support Staff

3. REFERENCES:

- 3.1 Recruitment, Selection and Placement Form
- 3.2 Employment Requirements Based on Checklist
- 3.3 Job Order, Plantilla of Casual Appointment

4. RESPONSIBILITY MAP:

- 4.1 Responsible: HRMO
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Top Management, VP for Administration and Campus Administration
- 4.4 Informed: All Office Personnel and Heads of Administrative Offices

5. INSTRUCTION:

- 5.1 **OFFICE HEAD/ CAMPUS ADMINISTRATOR** – Submits request for additional staff to the University President
- 5.2 **OFFICE OF THE PRESIDENT** – If the request is to hire professional services, endorses



- request to the Board of Regents for approval.
- 5.3 BOR – Approve/Disapproves request to hire professional services**
 - 5.4 APPLICANT - Submits application letter to the University President/Campus Administrator**
 - 5.5 PRESIDENT – Approves the request for hiring of the additional staff**
 - 5.6 HRMO – Provides the newly-hired employees the requirements for Job Order/Casual Appointment/Contracts**
 - 5.7 NEWLY-HIRED EMPLOYEE – Submits requirements**
 - 5.8 HRMO – Prepares Job Order/Plantilla of Casual Appointment/Contract**
 - 5.9 PRESIDENT/CAMPUS ADMINISTRATOR – Signs Job Order/Plantilla of Casual Appointment/Contract**
 - 5.10 HRMO – Orients newly hired employee/s.**



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-020

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. SUZETTE M. KOYOHAY
HRMO III

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Human Resource Management Office

PROCESS TITLE : TRAINING AND DEVELOPMENT

1. PURPOSE:

The following process describes the steps in attending trainings/seminars.

2. SCOPE:

This process is used to provide guidelines in attending trainings/seminars for faculty and staff.

3. REFERENCES:

- 3.1 Memorandum Order
- 3.2 Letter Request
- 3.3 Invitation
- 3.4 Memo/Endorsement from concern authority
- 3.5 Itinerary of Travel
- 3.6 Travel Order

4. RESPONSIBILITY MAP:

- 4.1 Responsible: HRMO
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Deans of the College and Heads of Offices
- 4.4 Informed: All Employees

5. INSTRUCTION:

5.1 FACULTY/STAFF - Requests in writing attendance to trainings/seminars to be endorsed by the Dean/Head of Office

5.2 DEAN/HEAD OF OFFICE - Recommends attendance to training/seminar of concerned faculty/staff to the Campus Administrator for approval



5.3 UNIVERSITY PRESIDENT/ CAMPUS ADMINISTRATOR – Approves/Disapproves requests and issues travel order

5.4 FACULTY/STAFF

- a. Prepares travel itinerary
- b. Submits itinerary to Accounting Office for verification and budgeting.

5.5 ACCOUNTING PERSONNEL – Process travel itinerary and allocates funds

5.6 CASHIER – Issues check

5.7 FACULTY/STAFF

- a. Attends training/seminar
- b. Liquidates travel expenses within a month upon arrival.
- c. Conduct re-echo(if needed) and submits required reports



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadagnada St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-021

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. SUZETTE M. HOYOHOY
HRMO III

Noted by:

AIDA O. LANIOSO, Ed.D.
Vice President for Academic Affairs

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Human Resource Management Office

PROCESS TITLE : FACULTY PERFORMANCE EVALUATION

1. PURPOSE:

This process describes the necessary steps and actions in evaluating the performance of the faculty.

2. SCOPE:

This process is used to provide:

- Identification of performance standards
- Method of verifying performance versus standards
- Method of identifying areas for improvement

3. REFERENCES:

- Performance Appraisal System for Instructions and Performance
- Performance Evaluation Form for Instructors Classroom Performance for Dean's use
- Individual Performance Commitment and Review Form (refer to VPAA)
- NBC 461 Form
- ISO-JRMSU-HRMO-011B

4. RESPONSIBILITY MAP:

- Responsible: HRMO
- Accountable: Campus Administrator
- Consulted: Top Management, VP for Academic Affairs and Campus Administrator
- Informed: All Faculty and College Deans

5. INSTRUCTION:

5.1 DEAN/ASSOCIATE DEAN/PROGRAM CHAIRPERSON

- Conducts classroom performance evaluation and supervision one (1) month after start of classes



- b. Records observations
- c. Collates record and prepares report (supervisory level)

5.2 FACULTY/PEER EVALUATOR

- a. Fills in peer evaluation instrument or form
- b. Submits evaluation to respective dean/program heads

5.3 DEAN OF SAS WITH STUDENTS EVALUATION TEAM

- a. Instructs Evaluation Team to administer evaluation
- b. Conducts evaluation of faculty once in a semester
- c. Administer student evaluation of faculty as follows
 - c.1 at least thirty (30) respondents for each faculty
 - c.2 at least three (3) subject taught
 - c.3 if teaching in less than three (3) subjects or three (3) sections, shall be evaluated in all
- d. Summarizes student evaluation
- e. Submits student evaluation to HRMO

5.4 HRMO

- a. Analyzes evaluation and initiates recommendation for development or reworking
- b. Prepares training needs and periodic training program
- c. Forwards evaluation to the dean

5.5 DEAN

- a. Evaluates result of evaluation
- b. Submits result to VPAA

5.6 CAMPUS ADMINISTRATOR – Takes necessary actions



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadagnada St., Sta. Cruz, Dapitan City, Philippines

Process No: **CP-022**

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. SUZETTE M. HOYOHOY
HRMO III

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FRUP, HRFI
University President

UNIT : Human Resource Office

PROCESS TITLE : NON-TEACHING PERSONNEL PERFORMANCE EDUCATION

1. PURPOSE:

This process describes the necessary steps and actions in non-teaching personnel performance evaluation.

2. SCOPE:

This process is used to provide:

- Heads of Units with tools to objectively assess their subordinates' performance;
- Deans /Heads of Units with data in determining training/upgrading needs of employees;
- HRM Officer with data in determining employees for promotion, transfer, etc.

3. REFERENCES:

- HRMO-009A (OPCR)
- HRMO-009B (IPCR)

4. RESPONSIBILITY MAP:

- Responsible: HRMO
- Accountable: Campus Administrator
- Consulted: Top Management, VP for Administration and Campus Administrator
- Informed: Non-Teaching Personnel

5. INSTRUCTION:

A. PERFORMANCE PLANNING AND COMMITMENT

1. OFFICE HEAD

- Meets with their subordinates and agree on the outputs that should be accomplished based on the goals/objectives of the organization
- Determines success indicators which shall serve as bases in the office and



individual employee's preparation of their performance contract and rating form.
1.3 Prepares Office Performance Commitment and Review (OPCR) and submits the same to Campus Administrator for review and approval.

2. INDIVIDUAL EMPLOYEE – Prepares performance contract and rating form and submits to Head of Units/Sections for review and approval.

3. OFFICE HEAD

- a. Approves Individual Performance Commitment and Review (IPCR)
- b. Submits IPCR and OPCR to Campus Administrator for approval.

4. CAMPUS ADMINISTRATOR

- a. Review and approves the IPCR and OPCR
- b. Submits IPCR and OPCR to Performance Management Team (PMT)

B. PERFORMANCE REVIEW AND EVALUATION

1. OFFICE HEAD

- a. Assesses individual employee performance based on the commitments made at the beginning of the rating period.
- b. Discusses employee's assessment with the concerned rate
- c. Submits individual employee's performance commitment and review form to the Campus Administrator

2. CAMPUS ADMINISTRATOR – Review approves performance commitment and review form

3. OFFICE HEAD

- a. Notifies the employee concerned of his/her final performance assessment
- b. Submits Summary List of Individual Ratings with the attached IPCRs to the HRM Office/Personnel Office within the prescribed period.

4. HRMO – Files the IPCR



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-023

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. SUZETTE M. HOYOHOY
HRMO III

Noted by:

BEYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Human Resource Management Office

PROCESS TITLE : RECORDS MANAGEMENT

1. PURPOSE:

This process is used to describe the process involved in the safekeeping and maintenance of records of all employees of the University.

2. SCOPE:

This process is used for proper recording, classification, filing/storage of documents/communication.

3. REFERENCES:

3.1 Quality Records Control Matrix/ Index of Files

4. RESPONSIBILITY MAP:

- 4.1 Responsible: HRMO
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Top Management, VP for Administration and Campus Administrator
- 4.4 Informed: All Heads of Office

5. INSTRUCTION:

5.1 OFFICE HEAD

- a. Initiates the proper classification and labeling of records.
- b. Initiates the preparation of the Index of File in coordination with all faculty/ personnel.
- c. Approves new record and subsequent ways of collection, collation, identification etc.

5.2 OFFICE SECRETARY

- a. Records chronologically the document/s in the appropriate logbook.
- b. Determines the classification of the document/s.



- c. Files the document in the appropriate file folder.
- d. Prepares the Index of File/Document Control Matrix
- e. Gathers and labels all the records within the department.
- f. Ensures filing of record according to the Index of Files/ Quality Records Matrix.

5.3 OFFICE HEAD

- a. Verifies and approves record collection, collation, identification, access, location and storage, maintenance, disposition and retention processes as determined.
- b. Furnishes the Quality Assurance Director/Coordinator with a copy of the Index/Document Control Matrix
Disposes obsolete files through archiving, shredding and recycling. (Sensitive documents should be shredded.)



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-024

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

None Luna C. Romano
NONELUNA C. ROMANO
Designated Cashier

Noted by:

Reynaldo M. Venezuela
REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

Rizza B. Baganon
RIZZA B. BAGANON, Ed.D.
Quality Assurance Director

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Cashier's Office

PROCESS TITLE : COLLECTION

1. PURPOSE:

This process is used to provide guidelines for collection.

2. SCOPE:

This is used by the Cashier's Office in receiving payment, recording and preparing report.

3. REFERENCES:

- 3.1 Official Receipts
- 3.2 OR Cash Book Record
- 3.3 Students' Passbook
- 3.4 Daily Report of Collection
- 3.5 Deposit Slip

4. RESPONSIBILITY MAP:

- 4.1 Responsible: University Cashier
- 4.2 Accountable: Financial Management Officer
- 4.3 Consulted: Top Management and Campus Administrator
- 4.4 Informed: Cashier's Office Personnel

5. INSTRUCTION:

5.1 COLLECTING OFFICER

- b. Receives payments from students, faculty and other clientele.
- c. Issues Official Receipt to the paying clientele.
- d. In case of students' payment, record the payment received to the students' passbook.
- e. Conducts cash count.
- f. Records the collections in the Cashbook Record.



5.2 CASHIER

- a. Conducts cash count.
- b. Deposits collections to the depository bank.
- c. Prepares the daily Collection Report.
- d. Forwards the Report of Collection to the Accounting office and Commission on Audit.



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadagnada St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-025

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

EDER E. CAYONGCONG
Accountant III

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Accounting Office

PROCESS TITLE : DISBURSEMENT PROCESS

1. PURPOSE:

This process describes the steps and actions required for disbursements .

2. SCOPE :

This process provides methods of disbursements.

3. REFERENCES:

- 3.1 JRMSU-ACC-001
- 3.2 Logbook
- 3.3 Disbursement Voucher

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Accounting Office Head
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Top Management and Financial Management Officer
- 4.4 Informed: Accounting and Cashier's Office Personnel

5. INSTRUCTION:

5.1 HEAD OF ACCOUNTING UNIT

- b. Receives documents from the supply office or any concerned offices. Checks completeness of supporting documents (SDs) based on the checklist
 - a.1 If incomplete, returns to the party concerned for compliance
 - b.1 If complete, stamps "Received" and indicates date of receipt
- c. Prepares the Disbursement Voucher (DV) in four copies in accordance with the instructions on the preparation of the DV to initiate the payment of claims.
- d. Initials in Box B of DV and forwards Copies 1-4 of DV and SDs, to the Head of Accounting Division/Unit/Authorized Officer for review.



5.2 ACCOUNTING STAFF/CLERK

- a. Reviews DV and SDs and Signs Box B of DV.
- b. Forwards the documents to the accounting staff/clerk.

5.3 STAFF OF HEAD OF AGENCY OR AUTHORIZED REPRESENTATIVE - Records in the logbook the release of copies 1-4 of DV and SDs to the Head of Agency or Authorized Representative for approval of the DV.

5.4 HEAD OF AGENCY OR AUTHORIZED REPRESENTATIVE - Receives Copies 1-4 of DV, SDs and Copies 2-3 of ORS and records in the logbook the date of receipt. Forwards the set of documents to the Approving Officer for review and approval.

5.5 STAFF OF HEAD OF AGENCY OR AUTHORIZED REPRESENTATIVE

- a. Reviews DV and signs in Box C "Approved for Payment" portion. Forwards Copies 1-4 of DV, Copies 2-3 of the ORS and SDs.
- b. Forwards the documents to the Receiving/Releasing Staff.

5.6 ACCOUNTING STAFF/CLERK - Records in logbook the approved DV and all SDs and forwards the documents to the Accounting Office

5.7 CASHIER - Receives Copies 1-4 of DV, SDs and Copies 2-3 of ORS and records in the logbook the date of receipt.

- a. Records in logbook the approved DV and all SDs and forwards the documents to the Cash/Treasury Unit.



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-026

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

EDER E. CAYONGCONG
Accountant III

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FUP, HRFI
University President

UNIT : Accounting Office

PROCESS TITLE : LIQUIDATION OF CASH ADVANCES PROCESS

1. PURPOSE:

This process describes the steps and action required for Liquidation of Cash advances for travel.

2. SCOPE:

This process is used for Liquidation of Cash advances for travel.

3. REFERENCE:

3.1 JRMSU-ACC-006

4. RESPONSIBILITY MAP:

4.1 Responsible: Accountant

4.2 Accountable: Campus Administrator

4.3 Consulted: Top Management and Campus Administrator

4.4 Informed: Accounting and Cashier's Office Personnel

5. INSTRUCTION:

5.1 VARIOUS UNITS OFFICERS/ EMPLOYEES CONCERNED - Upon return to the official station, prepares the LR in two copies and signs in Box A or "Certification" portion. Attaches appropriate SDs such as IT, CTC, Certificate of Appearance, Travel Report, Plane/Boat Ticket, and RER.

5.2 SUPERVISOR OF OFFICIAL/ EMPLOYEE CONCERNED - Signs in Box B "Certified: Purpose of travel/cash advance duly accomplished" portion of the LR.

5.3 OFFICIAL / EMPLOYEE CONCERNED - Submits Copies 1-2 of the LR, SDs to Accounting



Division/Unit for processing and certification of Box C "Certified: SDs complete and proper" and recording of the actual travelling expenses.

5.4 ACCOUNTING DIVISION/UNIT RELEASING/RECEIVING CLERK - Checks completeness of SDs. If complete, acknowledges receipt of the LR, returns Copy 2 to the claimant and records the same in the logbook. Otherwise, returns the documents to the claimant for appropriate action.

5.5 CHIEF ACCOUNTANT/ HEAD OF ACCOUNTING DIVISION/UNIT - Verifies completeness and propriety of the SDs. If complete and proper, signs in Box C, "Certified: SDs complete and proper" portion of the LR. Otherwise, prepares letter informing the claimant of the deficiencies.



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadagnada St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-027

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

EDER E. CAYONGCONG
Accountant III

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Accounting and Cashiers Office

PROCESS TITLE : RECORDS MANAGEMENT PROCESS

1. PURPOSE:

This process is used to describe the process involved in the safekeeping and maintenance of records in the accounting and cashier's office.

2. SCOPE:

This process is used for proper recording, classification, filing/storage of documents/communication.

3. REFERENCE:

3.1 Quality Records Control Matrix/ Index of Files

4. RESPONSIBILITY MAP:

- 4.1 Responsible: University Cashier and Accountant
- 4.2 Accountable: Financial Management Officer
- 4.3 Consulted: Employee
- 4.4 Informed: Person Involved

5. INSTRUCTION:

5.1 OFFICE HEAD

- a. Initiates the proper classification and labeling of records.
- b. Initiates the preparation of the Index of File in coordination with all faculty/ personnel.
- c. Approves new record and subsequent ways of collection, collation, identification etc.

5.2 OFFICE SECRETARY

- a. Records chronologically the document/s in the appropriate logbook.



- b. Determines the classification of the document/s.
- c. Files the document in the appropriate file folder.
- d. Prepares the Index of File/Document Control Matrix
- e. Gathers and labels all the records within the department.
- f. Ensures filing of record according to the Index of Files/ Quality Records Matrix.

5.3 OFFICE HEAD

- a. Verifies and approves record collection, collation, identification, access, location and storage, maintenance, disposition and retention processes as determined.
 - b. Furnishes the Quality Assurance Director/Coordinator with a copy of the Index/Document Control Matrix
- 3.3 Disposes obsolete files through archiving, shredding and recycling. (Sensitive documents should be shredded.)



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-028

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

IVAN H. ADRIAS
Supply Officer III

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Supply Office

PROCESS TITLE : INVENTORY PROCESS

1. PURPOSE:

This process describes the necessary steps and actions in processing in the inventory of serviceable and unserviceable supplies and equipment.

2. SCOPE:

This process is used to provide:

- Method of inventory of serviceable and unserviceable equipment
- Method of identifying the value of the equipment

3. REFERENCE:

- COA Rules and Regulations

4. RESPONSIBILITY MAP:

- Responsible: Supply Officer
- Accountable: Campus Administrator
- Consulted: Chief Administrative Officer and Campus Administrator
- Informed: All Faculty and Staff

5. INSTRUCTION:

5.1 SUPPLY OFFICER

- Conducts physical inventory of equipment
- Identifies the serviceable and unserviceable equipment

5.2 DISPOSAL COMMITTEE – Implements the proper disposition of unserviceable equipment in accordance with COA rules and regulations



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-029

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

IVAN H. ADRIAS
Supply Officer III

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Supply Office

PROCESS TITLE : PROCUREMENT PROCESS

1. PURPOSE:

This process describes the necessary steps and actions in purchasing.

2. SCOPE:

This process is used to provide:

- Identification of purchasing requirements,
- Method of making purchases, and
- Method measuring actual results with standards

3. REFERENCES:

- 3.1 JRMSU-SO-001
- 3.2 Logbook
- 3.3 File Copy of RIS/ RSM/ ARE

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Supply Officer
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Chief Administrative Officer and Campus Administrator
- 4.4 Informed: All Faculty and Staff

5. INSTRUCTION:

5.1 END USER – Initiates request

5.2 SUPPLY OFFICE

- Receives and verifies request
- Prepares purchase request in coordination with the end user.
- Forwards PR to authorized signatories for approval.



- d. Forwards approved PR to BAC office

5.3 BAC – Processes the PR until the determination of the winning bidder

5.4 SUPPLY OFFICE

- a. Receives the set of documents from the BAC office and prepare Purchase Order
- b. Forwards PO to the Budget Office for obligation

5.5 BUDGET OFFICE

- a. Prepares obligation slip/budget utilization request
- b. Forwards approved obligation slip/budget utilization request

5.6 ACCOUNTING OFFICE

- a. Checks and approves PO as to the availability of funds
- b. Returns the purchase order to the Supply Office

5.7 SUPPLY OFFICE

- a. Seeks the approval of the PO by the HOPE
- b. Serves approved PO to the winning bidder
- c. Furnishes the Auditor the conformed PO by the winning bidder within 5 days
- d. Receives delivered items by the winning bidder
- e. Informs the inspecting committee of the delivered items
- f. Prepares inspection and acceptance report

5.8 INSPECTION COMMITTEE – Inspect the delivered item accordingly and signs the inspection and acceptance report.

5.9 SUPPLY OFFICER

- a. Signs the inspection and acceptance report
- b. Records delivered items to the Property and Stock Card
 - b.1 Prepares the RIS/RSMIR/ARE for the items to be distributed to the end user
- c. Submits all the procurement documents to Accounting office for payment

5.10 ACCOUNTING OFFICER

- a. Scrutinizes the completeness of the documents submitted for payment
- b. Prepares disbursement voucher with control number
- c. Forwards approved disbursement voucher to the cashier for payment

5.11 CASHIER

- a. Prepares checks LDDAP/ADA/ACIC for payment
- b. Release checks to different payee
 - b.1 Submit to the accredited bank LDDAP/ADA/ACIC



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-030

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Ivan H. Adrias
IVAN H. ADRIAS
Supply Officer III

Noted by:

Reynaldo M. Venezuela
REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FUP, HRFI
University President

UNIT : Supply Office

PROCESS TITLE : MONITORING OF DELIVERIES OF SUPPLIES PROCESS

1. PURPOSE:

This procedure describes the necessary steps on monitoring of deliveries of supplies & equipment.

2. SCOPE:

This procedure is used to provide method on monitoring of deliveries of supplies & equipment.

3. REFERENCES:

3.1 Purchase Order

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Supply Officer
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Chief Administrative Officer and Campus Administrator
- 4.4 Informed: All Faculty and Staff

5. INSTRUCTION:

5.1 SUPPLY OFFICER

- a. Records all the incoming documents from the Budget Office.
- b. Turn over the documents to the Supply Office Clerk.

5.2 SUPPLY OFFICE CLERK

- a. Monitors the delivery schedule of each transaction.
- b. Informs the Supply Officer on the status of the transaction.

5.3 SUPPLY OFFICER

- a. Communicates to the winning supplier 15 days before due date.
- b. Failure to deliver on due date, another communication will be served stipulating the penalty per RA 9184.



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-031

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. MICHAEL REY ELWIN S. BUREROS
General Services Officer

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BACALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : General Service Office

PROCESS TITLE : INSPECTION AND MONITORING PROCESS

1. PURPOSE:

This process describes the necessary steps on inspection and monitoring of facilities.

2. SCOPE:

This process is used to provide method on inspection and monitoring of the university facilities.

3. REFERENCE:

- 3.1 Inventory Report
- 3.2 Preventive Maintenance Plan

4. RESPONSIBILITY MAP:

- 4.1 Responsible: General Services Officer
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Chief Administrative Officer and Campus Administrator
- 4.4 Informed: All Heads of Office

5. INSTRUCTION:

5.1 GENERAL SERVICES OFFICE – Issues Memorandum to Heads of Section-GSO

5.2 HEADS OF UNIT SECTION

- a. Conducts inspection and monitoring
- b. Submits report to GSO

5.3 GENERAL SERVICES OFFICE

- a. Inspects and monitors the compliance of the plan
- b. Issues "punchlist" to the user and selected technical member
- c. Certifies complies of the plan



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-032

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. JOSE ARVIN A. POLIGRATES
PPD Director

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BASALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Physical Plant Division

PROCESS TITLE : PROCESS ON THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS

1. PURPOSE:

This process describes the flow of outsourced and created plans to be used in the implementation of infrastructure projects.

2. SCOPE:

This process is used to provide methods in the implementation of infrastructure projects.

3. REFERENCE:

- 3.1 Record Book
- 3.2 JRMSU-SO-001
- 3.3 Minutes of Meeting

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Physical Plant Director
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Chief Administrative Officer and Campus Administrator
- 4.4 Informed: All Heads of Offices

5. INSTRUCTION:

5.1 PPD OFFICER

- a. Outsourced Plans
 - a.1 Examines the documents
 - a.2 Conducts meeting with technical person involved
 - a.3 Monitor on the progress on preparation of plans
- b. Created Plans
 - b.1 Conducts meeting with technical persons involved



- b.2 Monitors on the progress on preparation of plans
- c. Seeks permits for compliance to government requirements
- d. Approves for implementation
- e. Prepares documents for PR preparation

5.2 SUPPLY OFFICE STAFF

- a. Seeks approval for all signatories in PR preparation
- b. Forwards the documents to the BAC for procurement

5.3 BIDS AND AWARDS

- a. Prepares documents for procurements
- b. Conducts procurement processes
- c. Awards the project

5.4 PPD OFFICER

- a. Implements the newly awarded projects
- b. Recommends inspectorate team to:
 - b.1 Monitor progress of work for partial billing
 - b.2 Inspect and evaluate quality of work
- c. Prepares "punchlist" for correction and acceptance of the project
- d. Recommends for acceptance
- e. Prepares documents for the completion and acceptance of the project
- f. Keeps all documents for record keeping purposes



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-033

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. NORMA I. CABORNAY
Laboratory Coordinator

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Laboratory

PROCESS TITLE : EFFECTIVE UTILIZATION OF LABORATORY FACILITIES AND EQUIPMENT PROCESS

1. PURPOSE:

This process provides guidelines in the management and utilization of laboratory facilities and equipment in order to maintain a high level of laboratory performance.

2. SCOPE:

This process is used as guidelines in the management and utilization of laboratory equipment and facilities.

3. REFERENCE:

3.1 Laboratory Manual

4. RESPONSIBILITY MAP:

4.1 Responsible: Laboratory Coordinator

4.2 Accountable: Campus Administrator

4.3 Consulted: Chief Administrative Officer, Campus Administrator and Faculty

4.4 Informed: All Laboratory Users

5. INSTRUCTION:

5.1 LABORATORY IN-CHARGE

a. Creates logs and form to establish records

b. Checks and conducts preventive maintenance services of facilities and equipment

5.2 FACULTY

a. Develops written procedures for all activities in the laboratory with the appropriate laboratory instrument/equipment and materials needed.

b. Discusses laboratory safety and preventive measures prior to any specific activity



which includes: general guidelines, proper clothing, safety responses and precautions in case of injuries and accidents

- c. Demonstrates to the students proper handling of the equipment
- d. Emphasizes correct procedure in working with the equipment
- e. Observes and monitors student while performing or working with the equipment.

5.3 STUDENT

- a. Follow rules and policies in the laboratory
- b. Executes procedures properly
- c. Observe care and safety in working with the equipment
- d. Familiarize with the do's and don'ts in the laboratory
- e. Keep away from touching equipment unless instructed to
- f. Gets acquainted with the locations and operating procedures for safety like first aid kit, eyewash stations, shower, fire extinguisher
- g. Inform instructor immediately in case of emergency.
- h. Be aware of sample records like charts, logs checklist, graphs



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadagnaza St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-034

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. NORMA I. CABORNAY
Laboratory Coordinator

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Laboratory

PROCESS TITLE : WASTE HANDLING, STORAGE AND DISPOSAL PROCESS

1. PURPOSE:

This process will serve as guide in the implementation of an institutionalized waste management program of the university.

2. SCOPE:

This process is applicable to all the steps and process involved in Handling, Storage and Disposal of any type of waste generated and collected from all areas of the university. Waste could be classified as general (which includes biodegradable, non biodegradable, recyclable) and Hazardous. Every person is responsible to properly dispose waste resulted from any activity in accordance with the guidelines mandated by local and international regulating agencies.

3. REFERENCES:

- 3.1 MSDS/OSHA/DENR/EPA Manual
- 3.2 Waste Generation/Collection and disposal logsheet
- 3.3 Logbook

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Laboratory Coordinator
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Chief Administrative Officer, Campus Administrator and Head General Services Unit
- 4.4 Informed: All Faculty and Staff



5. INSTRUCTION:

A. GENERAL TYPE OF WASTE

1. WASTE GENERATOR

- a. Segregate waste according to classification
- b. For general type of waste, dispose to designated bin

B. HAZARDOUS WASTE

1. WASTE GENERATOR

- a. For hazardous waste, consult MSDS for its mode of disposal. Labeling, Quantifying and Recording must be observed
- b. In case of unknown classification, contact the laboratory coordinator for guidance on hazardous waste disposal

2. LABORATORY COORDINATOR – Inspect/verify the particular waste and give recommendation as per standard regulations

3. WASTE GENERATOR

- a. Properly dispose hazardous waste per regulatory guidelines
- b. Record details in respective waste disposal logbook



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-035

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

ENGR. NORMA I. CABORNAY
Laboratory Coordinator

Noted by:

REYNALDO M. VENEZUELA, DPA
Vice President for Administration

Reviewed by:

RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

EDGAR S. BALBUENA, Ed.D., FRUP, HRFI
University President

UNIT : Laboratory

PROCESS TITLE : CALIBRATION OF LABORATORY EQUIPMENT/INSTRUMENTS PROCESS

1. PURPOSE:

This process addresses the identification of equipment considered to be controlled Measurement and Test Equipment (M&TE), and the requirements related to control and calibration of such equipment. M&TE is calibrated to ensure the accuracy and precision of data recorded and the decisions made based on that data. M&TE is controlled to maintain its suitability for use and its current calibration status.

2. SCOPE:

This process is applied to Measurement & Testing Equipment control and calibration. Measurement & Testing Equipment needs to be calibrated only to the extent and intervals necessary to adequately perform the measurement and testing involved. This ensures that emphasis is placed on equipment that has the greatest effect on personnel, safety and health, environment, data quality, cost, performance and schedule.

3. REFERENCES:

- 3.1 Laboratory Calibration Plan
- 3.2 Internal/External Calibration Logsheet
- 3.3 Laboratory PPMP
- 3.4 Purchase Requisition
- 3.5 Calibration Certificate

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Laboratory Coordinator
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Chief Administrative Officer and Campus Administrator
- 4.4 Informed: All Faculty and Staff



5. INSTRUCTION:

5.1 COLLEGE LABORATORY IN-CHARGE

- a. Prepares a yearly calibration plan
- b. Conducts internal calibration as applicable and identifies instruments/ equipment that need calibration
- c. Include budget for calibration in the PPMP
- d. Submit PPMP to Laboratory Coordinator

5.2 LABORATORY COORDINATOR

- a. Consolidates PPMPs submitted by college laboratory in-charge
- b. Submits the consolidated PPMP to the budget officer for approval of budget allocation
- c. Request for the processing of the approved PR

5.3 BAC – Source out accredited calibration agency for particular equipment with the assistance of laboratory coordinator

5.4 LABORATORY COORDINATOR/IN-CHARGE

- a. Follow-up and monitor the conduct of calibration of measurement and testing of equipment process of all college laboratories
- b. Receives certificate of calibration from the accredited calibrator



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe Adaza St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-036

Date Filed:

March 19, 2018

Date Reviewed:

March 19, 2018

Date Effective:

March 21, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Noted by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed. D.
Vice President for Academic Affairs

Approved by:

Daylinda Luz R. Laput
DAYLINDA LUZ R. LAPUT, PhD.
University President

UNIT : Quality Assurance Center

PROCESS TITLE : INTERNAL QUALITY AUDIT PROCESS

1. PURPOSE:

The process is used to determine whether the Quality Management System is maintained and implemented as planned.

2. SCOPE:

This process is used to provide a method of measuring results versus requirements. The Internal Quality Audit is held once in a semester and when the need arises.

3. REFERENCES:

- 3.1 JRMSU Code
- 3.2 ISO 9001:2015 Standard
- 3.3 Audit Plan
- 3.4 Audit Checklist
- 3.5 Memo Circulars of Regulatory Bodies

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Quality Assurance Director, QA Coordinator and Lead Auditor
- 4.2 Accountable: Vice President for Academic Affairs
- 4.3 Consulted: Top Management, Middle Managers, Internal Auditors and QA Coordinators
- 4.4 Informed: All Faculty, Staff and Students

5. INSTRUCTION:

5.1 QA DIRECTOR/COORDINATOR

- a. Communicates with Lead Internal Auditor to conduct internal audit.
- b. Prepares Audit Schedule.



- 5.2 LEAD INTERNAL AUDITOR** - Convene with members of the Internal Quality Audit Team for audit planning and assignment of internal auditors.
- 5.3 INTERNAL AUDITORS** - Prepare the checklist by procedure and submit to the Lead Auditor for approval.
- 5.4 LEAD INTERNAL AUDITOR**
 - a. Checks/Approves the checklist submitted by the internal auditors.
 - b. Conducts opening meeting and presents the audit plan to the Key Officials.
- 5.5 INTERNAL AUDITOR**
 - a. Executes the audit according to audit checklist and plan, and identifies non-conformities; and records observations.
 - b. Submits non-conformance report to the Lead Internal Auditor.
 - c. Presents the audit summary, observation and non-conformances during the internal auditors' meeting.
 - d. In case of non – conformance fills out the Non-Conformance Report after presentation of non-conformance during the internal auditors' meeting.
- 5.6 LEAD INTERNAL AUDITOR**
 - a. Calls for internal auditors' meeting.
 - b. Facilitates the presentation of audit summary by the internal auditors.
 - c. Discusses the issuance of NCR.
 - d. Submits audit reports to the QA Director/ Coordinator.
 - e. Call for closing meeting with the Key Officials.
 - f. Explain the findings and time frame to close out any NCR.
- 5.7 INTERNAL AUDITOR**
 - a. Monitors, conducts follow-up and verifies the implementation of NCR.
 - b. Closes NCR if the action taken is satisfactory or issues another NCR if non-satisfactory.



<p style="text-align: center;">Standard Documented Protocol</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p style="text-align: center;"> Republic of the Philippines JOSE RIZAL MEMORIAL STATE UNIVERSITY <i>The Premier University in Zamboanga del Norte</i> Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines </p>	Process No: CP-037		
	Date Filed: <div style="text-align: center;">March 19, 2018</div>	Date Reviewed: <div style="text-align: center;">March 19, 2018</div>	Date Effective: <div style="text-align: center;">March 21, 2018</div>
	Purpose/Reason: To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University		
	Prepared by: <div style="text-align: center;"> RIZZA B. BAGALANON, Ed.D. Quality Assurance Director </div>	Noted by: <div style="text-align: center;"> AIDA O. LANIOSO, Ed. D. Vice President for Academic Affairs </div>	
Approved by: <div style="text-align: center;"> DAYLINDA LUZ R. LAPUT, PhD. University President </div>			

UNIT : Quality Assurance Center

PROCESS TITLE : MANAGEMENT REVIEW PROCESS

1. **PURPOSE:**
 This process describes the necessary steps, actions and frequency in conducting management review meetings.
2. **SCOPE:**
 This process is used to provide a method of identifying management review issues and verifying results versus requirement. The Management Review Meeting is regularly held once in a semester and when the need arises.
3. **REFERENCES:**
 - 3.1 Audit Report
 - 3.2 Customer Satisfaction Survey Result
 - 3.3 ISO 9001:2015 Standard
4. **RESPONSIBILITY MAP:**
 - 4.1 Responsible: Quality Assurance Director/Coordinator
 - 4.2 Accountable: Vice President for Academic Affairs/Campus Administrator
 - 4.3 Consulted: Management Review Committee
 - 4.4 Informed: QA Coordinators and Internal Auditors
5. **INSTRUCTION:**
 - 5.1 **QUALITY ASSURANCE DIRECTOR/ COORDINATOR**
 - a. Prepares summary report of results of Internal Audit, Customer Feedbacks and other Issues and Concerns related to the Quality Management System.
 - b. Requests the University President/Campus Administrator for a schedule of management review meeting.



5.2 UNIVERSITY PRESIDENT/CAMPUS ADMINISTRATOR - Directs Management Committee to convene to deliberate and review the report vis-a-vis the QMS

5.3 MANAGEMENT COMMITTEE – Deliberates the following:

- a. The Status of Actions from Previous Management Reviews
- b. Changes in External and Internal Issues that are Relevant to the Quality
- c. Information on the Performance and Effectiveness of the Quality Management System including trends in:
 - c.1 Customer Satisfaction and Feedback from Relevant Interested Parties
 - c.2 The Extent to which Quality Objectives have been met
 - c.3 Process Performance and Conformity of Products and Services
 - c.4 Nonconformities and Corrective Actions
 - c.5 Monitoring and Measurement results
 - c.6 Audit Results;
 - c.7 Performance of External Providers
- d. The Adequacy of Resources
- e. The Effectiveness of Actions taken to Address Risks and Opportunities
- f. Opportunities for Improvements

5.4 SECRETARY - Prepares report or minutes of the meeting and other management review outputs.

5.5 UNIVERSITY PRESIDENT/CAMPUS ADMINISTRATOR

- a. Approves the Management Review Report and changes to the Quality Policies and Processes
- b. Communicates results of Management Review to concerned individuals

5.6 SECRETARY

- a. Ensures that all concerned are given copy of the minutes of meeting
- b. Files minutes

5.7 UNIVERSITY PRESIDENT / VICE PRESIDENTS / CAMPUS ADMINISTRATOR / QA DIRECTOR / COORDINATOR/ HEAD OF OFFICE

- a. Monitor the actions taken in the management review and take necessary actions.
- b. Review action plan and conduct re-planning



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-038

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Noted by:

Aida O. Larioso
AIDA O. LARIOSO, Ed. D.
Vice President for Academic Affairs

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Quality Assurance Center

PROCESS TITLE : PROCESS IN MONITORING ON THE COMPLIANCE TO AUDIT FINDINGS AND COSTUMER FEEDBACK

1. PURPOSE:

This process is used whether the findings during the external audits are addressed and complied.

2. SCOPE:

This process is used to provide method of meeting recommendations and requirements.

3. REFERENCES:

- 3.1 ISO 9001:2015 Standard
- 3.2 Management Review Report
- 3.3 Customer Satisfaction Results

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Quality Assurance Director
- 4.2 Accountable: Vice President for Academic Affairs
- 4.3 Consulted: Top Management and Heads of Offices
- 4.4 Informed: Heads of Offices and Internal Auditors

5. INSTRUCTION:

- 5.1 **CAMPUS ADMINISTRATOR** – Convene the key official and concerned personnel and discusses audit results and customer feedbacks
- 5.2 **HEAD OF OFFICE AND PERSONNEL CONCERNED**
 - a. Design an action plan to comply/address the audit findings and customer feedbacks
 - b. Submits the action plan to the Campus Administrator and QA Director/Coordinator
 - c. comply the actions as planned



5.3 QA DIRECTOR/COORDINATOR

- a. Monitors the compliance of the action plan
- b. Directs the conduct of internal audit

5.4 INTERNAL AUDITORS – Conduct the audit and submit report to the Lead Auditor

5.5 LEAD AUDITOR – Reviews and consolidates report submitted by Internal Auditors and submits audit report to the QA Coordinator

5.6 QA COORDINATOR – Submits compliance report to the QA Director and Campus Administrator

5.7 QUALITY ASSURANCE DIRECTOR – Presents the report to the President/Management Committee and necessary actions



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-039

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Noted by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed.D.
Vice President for Academic Affairs

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
University President

UNIT : Quality Assurance Center

PROCESS TITLE : PROCESS CONTROL OF PROCESSES

1. PURPOSE:

The process describes the processes involved in the development and revision of processes.

2. SCOPE:

This process is used to provide:

- Provide a guideline in the preparation of new and updating of processes up to its finalization and issuance.
- Provide a means to standardize all internal documents utilized in the Quality Management System.

3. REFERENCES:

- 3.1 Distribution Sheet
- 3.2 JRMSU-QAO-001
- 3.3 Minutes of the review
- 3.4 Document Control Log

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Quality Assurance Director
- 4.2 Accountable: Vice President for Academic Affairs
- 4.3 Consulted: Top Management, Campus Administrator, Heads of Offices and QA Coordinator
- 4.4 Informed: All Faculty and Staff

5. INSTRUCTION:

- 5.1 **OFFICE HEAD** - Informs the QA Coordinator on the need to develop/review/revise the processes



- 5.2 QA COORDINATOR** - Sends request to the QA Director for the process review
- 5.3 QA DIRECTOR** - Convene the Process Review Committee.
- 5.4 PROCESS REVIEW COMMITTEE** - Discuss, review and evaluate the processes and recommends for the approval of the reviewed processes
- 5.5 UNIVERSITY PRESIDENT** Approves the process/es.
- 5.6 QA DIRECTOR**
 - a. Assigns control number to the process and provides copy of the process to the concerned offices.
 - b. Retrieves copy of the old process and stamps it as "obsolete"
- 5.7 PROCESS OWNER** - Implements the new/revised process



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-040

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Jay D. Telen
JAY D. TELEN, PhD
Dean, Student Affairs & Services

Noted by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed. D.
Vice President for Academic Affairs

Reviewed by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FfUP, HRFI
University President

UNIT : Student Affairs and Services Unit

PROCESS TITLE : HANDLING STUDENTS' COMPLAINTS AND OTHER GRIEVANCES

1. PURPOSE:

The process describes the steps and actions required for handling student's complaints and students being complained of.

2. SCOPE:

This process is used for handling complaints of students against other student/s, complaints of faculty member and administrative officials and staff against student/s violate to the existing policies, rules and regulations of the University that require disciplinary action.

3. REFERENCES:

- 3.1 University Code
- 3.2 Student Handbook
- 3.3 JRMSU-DSAS-011-A; JRMSU-DSAS-011-B; JRMSU-DSAS-011-C

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Dean of Student Affairs and Services
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Federation of Supreme Student Government, Dean of Student Affairs and Services, Management Committee and Academic Council
- 4.4 Informed: Students, Faculty Members, Administrative Official and Staff

5. INSTRUCTION:

- 5.1 Reports orally the incident to the Dean of Student Affairs and Services (DSAS)
- 5.2 Fill out the Incident Report/Complaint Form (DSAS-011-A) which the complainant shall state his/her full name, course and year level, address, contact number, school identification number and the chronological narration of the incident which would likewise



- reveal the identity of the person being complained of.
- 5.3** File the complaint before the Board of Discipline through the DSAS
 - 5.4** Conduct a preliminary hearing by probing questions to the complainant and the witness he/she may produce.
 - 5.5** Upon probable cause, the Board of Discipline shall use summon to the respondents, and upon receipt of the summon, the respondent/s shall
 - 5.6** Respond answer the complaint within three (3) days in writing either denying or conforming to the allegations
 - 5.7** Call upon both parties for a conference for simplification of issues, possibility of obtaining stipulations or admission of facts and the possibility of amicable settlement in cases that can be settled
 - 5.8** Convene the Board of Discipline to conduct the formal investigation
 - 5.9** Render judgment three (3) days after trial and on the basis of the provisions of the law and the evidences presented
 - 5.10** In case of adverse decision of the Board of Discipline for major offenses, file an appeal to the University President within three (3) days after the promulgation of judgment by disciplining body.



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
 Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

Process No: CP-041

Date Filed:

February 19, 2018

Date Reviewed:

February 20-22, 2018

Date Effective:

February 23, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Jay D. Telen
JAY D. TELEN, PhD
 Dean, Student Affairs & Services

Noted by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed. D.
 Vice President for Academic Affairs

Reviewed by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
 Quality Assurance Director

Approved by:

Edgar S. Balbuena
EDGAR S. BALBUENA, Ed.D., FFUP, HRFI
 University President

UNIT : Student Affairs and Services Unit

PROCESS TITLE : REGISTRATION OF STUDENT ORGANIZATIONS INCLUDING RENEWAL OF UNIVERSITY RECOGNITION

1. PURPOSE:

The process unfolds the steps and documentary requirements for registration of student organizations and renewal of University recognition.

2. SCOPE:

The process is used for granting recognition of the existence of academic and non-academic student organizations in the University.

3. REFERENCES:

- 3.1 University Code
- 3.2 Student Handbook
- 3.3 JRMSU-DSAS-006

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Dean of Student Affairs and Services
- 4.2 Accountable: Campus Administrator
- 4.3 Consulted: Federation of Supreme Student Government, Dean of Student Affairs and Services, Management Committee and Academic Council
- 4.4 Informed: Students, Faculty Advisers, Administrative Official and Staff

5. INSTRUCTION:

- 5.1 Secure the Student Organization Registration Form and comply the requirements as indicated in JRMSU-DSAS-006
 - a. Objectives for the creation of the organization
 - b. List of officers, adviser and members (indicate the full name, course, year level, sex, age, complete permanent address, name of parent/guardian with contact number in



- case of emergency, and the student's member contact member)
- c. Constitution and By-laws
 - d. Plans/Program/Project for the SY 20__-20__
 - e. Accomplishment Report for SY 20__-20__
 - f. Duly signed and sworn Affidavit of Commitment Form of President and Adviser (JRMSU-DSAS-007)
 - g. Letter of Commitment to have beautification projects in the campus
 - h. Two (2) pieces rubber/plastic trash bins (with organization logo)
 - i. Letter of commitment to attend all meeting called by the Dean of Student Affairs and Services
 - j. Annual Action Plan upon registration and during renewal
- 5.2** Upon compliance of all documentary requirements, the University, through the Office of the Dean of Student Affairs and Services, shall issue a Certificate of Recognition duly signed by campus authorities which details the date of validity (recognition and expiry dates)
- 5.3** The student organizations desiring to renew their registration and recognition in the University shall re-submit the documents stipulated above
- 5.4** They must submit Accomplishment Report of the activities conducted as declared in the Annual Action Plan
- a. Two (2) community services rendered in a year with proper documentation
 - b. Three (3) service activities to the University in a year with proper documentation
 - c. One (1) leadership training/capability-building activity and the like in a year to boost the morale and integrity of the organization
 - d. Other activities deemed necessary.
- 5.5** The student organization as a whole shall not have been subjected to disciplinary action in the University. In case this provision is not fulfilled, the organization shall be under suspension for one (1) academic year upon commission of the offense. Renewal of recognition shall be granted upon termination of the suspension provided that other requirements have been met and complied



<p>Standard Documented Protocol</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p>Republic of the Philippines JOSE RIZAL MEMORIAL STATE UNIVERSITY <i>The Premier University in Zamboanga del Norte</i> Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines</p>	<p>Process No: CP-042</p>		
	<p>Date Filed:</p> <p style="text-align: center;">February 19, 2018</p>	<p>Date Reviewed:</p> <p style="text-align: center;">February 20-22, 2018</p>	<p>Date Effective:</p> <p style="text-align: center;">February 23, 2018</p>
	<p>Purpose/Reason: To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University</p>		
	<p>Prepared by:</p> <p style="text-align: center;"><i>[Signature]</i> JAY D. TELEN, PhD Dean, Student Affairs & Services</p>	<p>Noted by:</p> <p style="text-align: center;"><i>[Signature]</i> AIDA O. LANIOSO, Ed. D. Vice President for Academic Affairs</p>	
<p>Reviewed by:</p> <p style="text-align: center;"><i>[Signature]</i> RIZZA B. BAGALANON, Ed.D. Quality Assurance Director</p>	<p>Approved by:</p> <p style="text-align: center;"><i>[Signature]</i> EDGAR S. BALBUENA, Ed.D., FFUP, HRFI University President</p>		
<p>UNIT : Student Affairs and Services Unit</p>			
<p>PROCESS TITLE : CONDUCT OF STUDENTS' ACADEMIC AND NON-ACADEMIC RELATED ACTIVITIES</p>			
<p>1. PURPOSE: The process outlines the steps and documentary requirements in the conduct of students academic and non-academic related activities.</p> <p>2. SCOPE: The process is used for approving the proposal to conduct academic and non-academic related activities of the students except education tours and field trips.</p> <p>3. REFERENCES: 3.1 University Code 3.2 Student Handbook 3.3 JRMSU-DSAS-008</p> <p>4. RESPONSIBILITY MAP: 4.1 Responsible: Dean of Student Affairs and Services 4.2 Accountable: Campus Administrator 4.3 Consulted: Federation of Supreme Student Government, Dean of Student Affairs and Services, Management Committee and Academic Council 4.4 Informed: Students, Faculty Members, Administrative Official and Staff</p> <p>5. INSTRUCTION: 5.1 Comply and submit the documentary requirements as indicated in the checklist 5.2 Secure and accomplish the Activity Permit Form from the Dean of Student Affairs and Services for non-academic related activities and from the Dean of Academic Instruction/Dean of the College for Academic-related activities 5.3 Submit the following after the activity a. Liquidation Report of the Expenses Incurred b. Assessment Report of the Activity Conducted using DSAS-009 Form c. List of actual participants</p>			



Standard Documented Protocol



Republic of the Philippines
JOSE RIZAL MEMORIAL STATE UNIVERSITY
The Premier University in Zamboanga del Norte
Gov. Guadagnaza St., Sta. Cruz, Dapitan City, Philippines

Process No:CP-043

Date Filed:

March 19, 2018

Date Reviewed:

March 19, 2018

Date Effective:

March 20, 2018

Purpose/Reason:

To control documented core-processes needed for implementation of the Quality Management System of Jose Rizal Memorial State University

Prepared by:

Rizza B. Bagalanon
RIZZA B. BAGALANON, Ed.D.
Quality Assurance Director

Noted by:

Aida O. Lanioso
AIDA O. LANIOSO, Ed. D.
Vice President for Academic Affairs

Approved by:

Daylinda Luz R. Laput
DAYLINDA LUZ R. LAPUT, PhD.
University President

UNIT : Quality Assurance Center

PROCESS TITLE : CONTROL OF NON-CONFORMING PROCESSES, SERVICES OR PRODUCTS

1. PURPOSE:

This process is established to ensure that non-conformities are identified and controlled to prevent recurrence.

2. SCOPE:

This process applies at any process, services or product, which are identified as Non-conforming, within the scope of the Quality Management System of Jose Rizal Memorial State University.

3. REFERENCES:

- 3.1 Corrective Action Request Form
- 3.2 Internal Audit Checklist
- 3.3 Internal Audit Report
- 3.4 Internal Quality Audit
- 3.5 Handling of Non-Conformance and Corrective Action Procedure

4. RESPONSIBILITY MAP:

- 4.1 Responsible: Quality Assurance Director/Coordinator and Internal Auditors
- 4.2 Accountable: University President, Vice President for Administration, Vice President for Academic Affairs, Vice President for Research, Extension and Development and Campus Administrator
- 4.3 Consulted: Management Committee, Heads of Offices and External Providers
- 4.4 Informed: All Faculty, Staff, Students and Stakeholders

5. INSTRUCTION:

- 5.1 Processes, services or products within the University that are considered to be non conforming may be identified in any of the following ways:



- a. **Incoming Product from Suppliers:** Product received from suppliers which are found to be nonconforming are identified, reported and returned to the supplier. Recurring problems with discrepant materials from a vendor should be reported to the Purchasing Section of the Supply Office.
- b. **Service Provided by External Sources:** If a service provided from an external source does not comply with requirements of the purchase order and/or contract, then Corrective Action Request Form is completed and submitted.
- c. **Processes within the University Producing Negative Results:** Any process in the system which does not produce an acceptable result may be reported by any employee through initiation of the Corrective Action Request Form.
- d. **Internal Quality Audits:** During the process of conducting Internal Quality Audits, processes may be identified as being nonconforming. These are documented on the Internal Audit Checklist, Internal Audit Report Form, and a Corrective Action Request Form.
- e. **External Audit:** Any nonconformances noted during external audits are corrected through the Corrective Action Request Process.

5.2 Once identified, prior to, after delivery or use has started, the nonconformance shall be addressed and Jose Rizal Memorial State University shall:

- a. Take appropriate action to eliminate the nonconformity;
- b. Authorize its use, release, or acceptance (with proper authority); and/or
- c. Take action to preclude its original intended use or application.

The left side of the page features two large, overlapping geometric shapes. The top shape is yellow and the bottom shape is blue. Both shapes have a jagged, sawtooth-like edge on their right side, pointing towards the center of the page. The yellow shape is positioned above the blue shape, and they both extend from the left edge of the page towards the center.

DOCUMENT CONTROL MATRIX



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

DOCUMENT CONTROL MATRIX

DESCRIPTION	IDENTIFICATION NUMBER
1. OFFICE OF THE UNIVERSITY PRESIDENT	
• MEMORANDUM ORDER	JRMSU-OUP-001
• TRAVEL ORDER	JRMSU-OUP-002
• OFFICE ORDER	JRMSU-OUP-003
• OUTGOING	JRMSU-OUP-004
• INCOMING	JRMSU-OUP-005
• JRMSU MAIN	JRMSU-OUP-006
• JRMSU MAIN CAMPUS	JRMSU-OUP-006-A
• JRMSU DIPOLOG CAMPUS	JRMSU-OUP-006-B
• JRMSU KATIPUNAN CAMPUS	JRMSU-OUP-006-C
• JRMSU TAMPILISAN CAMPUS	JRMSU-OUP-006-D
• JRMSU SIOCON CAMPUS	JRMSU-OUP-006-E
• JRMSU SIBUCO EXTERNAL STUDIES UNIT	JRMSU-OUP-006-F
• JRMSU AACUP	JRMSU-OUP-006-G
• ATENEO DE ZAMBOANGA UNIVERSITY	JRMSU-OUP-006-H
• ACER	JRMSU-OUP-006-I
• ALINET	JRMSU-OUP-006-J
• AFP	JRMSU-OUP-006-K
• ASSOCIATION OF SAFETY PRACTITIONERS OF THE PHILIPPINES, INC	JRMSU-OUP-006-L
• ADVANCED IN INNOVATIVE MINDS FOR EXCELLENCE, INC.	JRMSU-OUP-006-M
• AUAP –ASSOCIATION OF UNIVERSITIES OF ASIA AND THE PACIFIC	JRMSU-OUP-006-N
• APSOM	JRMSU-OUP-006-O
• AIMCOOP	JRMSU-OUP-006-P
• AJERO-CHAN LAW OFFICE	JRMSU-OUP-006-Q
• ASIAN INTELLECT	JRMSU-OUP-006-P
• ARC ZONE	JRMSU-OUP-006-Q
• BENCHMARKING FOR PERFORMANCE EXCELLENCE IN THE PUBLIC SECTOR	JRMSU-OUP-006-R
• BUREAU OF INTERNAL REVENUE	JRMSU-OUP-006-S
• BUREAU OF FISHERIES AND AQUATIC RESOURCES	JRMSU-OUP-006-T
• BASILAN STATE COLLEGE	JRMSU-OUP-006-U
• BOARD OF ACCOUNTANCY	JRMSU-OUP-006-V
• ASSOCIATION OF GOVERNMENT OF INTERNAL AUDITORS	JRMSU-OUP-006-W
• BU GRADUATE SCHOOL	JRMSU-OUP-006-X
• CAGAYAN STATE UNIVERSITY	JRMSU-OUP-006-Y
• COTABATO FOUNDATION COLLEGE OF SCIENCE & TECHNOLOGY	JRMSU-OUP-006-Z
• CREZEL CONSTRUCTION & CONCRETE PRODUCTS	JRMSU-OUP-006-AA



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • CITY MAYOR'S OFFICE • CENTRAL MINDANAO STATE UNIVERSITY • COUNCIL OF DEANS • CITY TOURISM OFFICE • COMMISSION OF FILIPINOS OVERSEAS • CAMARINES STATE UNIVERSITIES • COMMISSION ON AUDIT • CIVIL SERVICE COMMISSION • CENTER FOR PROFESSOR ADVANCEMENT OF EDUCATORS • DAKAK • DAIRY CONFEDERATION OF THE PHILIPPINES • DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY • DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT • DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT • DEVELOPMENT ACADEMY OF THE PHILIPPINES • DENR • DOH • DOST • DEPARTMENT OF EDUCATION • DA • DTI • DOLE • DAPITAN CITY FIRE STATION • DR. SALOMON MOLINA COLLEGE • EASTERN SAMAR STATE UNIVERSITY • ELECTRONIC FINANCIALS USER CIRCLE, INC. • ENACTUS • EDIBON • FIMFS • EMCOR • GSIS • FAX • GEODATA • FOUNDATION FOR ECONOMIC FREEDOM • GLOBAL TRADE MANAGEMENT CONSULTANCY SERVICES • GOOGLE DEVELOPER GROUP –ZAMBOANGA • GRADUATE SCHOOL • GLOBE • GOVERNMENT QUALITY MANAGEMENT COMMITTEE • HIGHER EDUCATION SUMMIT ON ACADEMIC INDUSTRY • HUMIL INTERNATIONAL CORPORATION • HOUSE REPRESENTATIVE 	<ul style="list-style-type: none"> JRMSU-OUP-006-BB JRMSU-OUP-006-CC JRMSU-OUP-006-DD JRMSU-OUP-006-EE JRMSU-OUP-006-FF JRMSU-OUP-006-GG JRMSU-OUP-006-HH JRMSU-OUP-006-II JRMSU-OUP-006-JJ JRMSU-OUP-006-KK JRMSU-OUP-006-LL JRMSU-OUP-006-MM JRMSU-OUP-006-NN JRMSU-OUP-006-OO JRMSU-OUP-006-PP JRMSU-OUP-006-QQ JRMSU-OUP-006-RR JRMSU-OUP-006-SS JRMSU-OUP-006-TT JRMSU-OUP-006-UU JRMSU-OUP-006-VV JRMSU-OUP-006-WW JRMSU-OUP-006-XX JRMSU-OUP-006-YY JRMSU-OUP-006-ZZ JRMSU-OUP-006-AAA JRMSU-OUP-006-BBB JRMSU-OUP-006-CCC JRMSU-OUP-006-DDD JRMSU-OUP-006-EEE JRMSU-OUP-006-FFF JRMSU-OUP-006-GGG JRMSU-OUP-006-HHH JRMSU-OUP-006-III JRMSU-OUP-006-JJJ JRMSU-OUP-006-KKK JRMSU-OUP-006-LLL JRMSU-OUP-006-MMM JRMSU-OUP-006-NNN JRMSU-OUP-006-OOO JRMSU-OUP-006-PPP JRMSU-OUP-006-QQQ
---	---



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- INCUVENTURE
- INTERNATIONAL ASSOCIATION OF UNIVERSITY
- ICS DEVELOPMENT AND TRAINING
- IAMURE MULTIDISCIPLINARY RESEARCH
- IAU –HIGHER EDUCATION INITIATIVES
- INTERNATIONAL ASSOCIATION SCHOLARLY PUBLISHER EDITOR AND REVIEWERS, INC.
- IBM –SPSS TRAINING FOR RESEARCHERS INFORMATION AND TECHNOLOGY
- INTER-AGENCY TASK FORCE ON THE MONETIZATION OF NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEM
- IMANDAL OPTICAL CLINIC
- JCAV –JPLCV CENTER FOR ACADEMIC VALUES
- JW, ORG. WORLDS MOST TRANSLATED WEBSITE
- KOMISYON NG KARAPATNG PANTAO NG PILIPINAS
- KNIGHTS OF RIZAL
- KAGAWARAN NG EDUKASYON
- KOMISYON SA WIKANG FILIPINO
- LELGAL SERVICES SECTOR (OFFICE OF THE GENERAL COUNSEL)
- METROBANK
- MUNICIPALITY OF OF KATIPUNAN
- MSU –IIT
- MINDANAO UNIVERSITY OF SCIENCE & TECHNOLOGY
- MARYKAY SKIN CARE & COSMETICS. INC.
- MARINA
- MINDANAO DEVELOPMENT AUTHORITY (MinDa)/ AMO –WM
- MINDANAO DEVELOPMENT AUTHORITY
- MASTS
- MinDA
- NATIONAL ACADEMY OF SCIENCE & TECHNOLOGY
- NEDA
- NGCP
- OFFICE OF THE PRESIDENT OF THE PHILIPPINES MALACAÑANG
- OFFICE OF THE OMBUDSMAN
- OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
- ORDER OF KNIGHTS OF RIZAL
- OJT COURSE OUTLINE
- OFFICE MEMO
- PRESIDENT’S REPORT (JRMSU)
- PACUIT
- PRESIDENTIAL COMMISSION ON GOOD GOVERNANCE
- PSUCCESS

JRMSU-OUP-006-RRR
 JRMSU-OUP-006-SSS
 JRMSU-OUP-006-TTT
 JRMSU-OUP-006-UUU
 JRMSU-OUP-006-VVV
 JRMSU-OUP-006-WWW

 JRMSU-OUP-006-XXX

 JRMSU-OUP-006-YYY

 JRMSU-OUP-006-ZZZ
 JRMSU-OUP-006-AAAA
 JRMSU-OUP-006-BBBB
 JRMSU-OUP-006-CCCC
 JRMSU-OUP-006-DDDD
 JRMSU-OUP-006-EEEE
 JRMSU-OUP-006-FFFF
 JRMSU-OUP-006-GGGG
 JRMSU-OUP-006-HHHH
 JRMSU-OUP-006-IIII
 JRMSU-OUP-006-JJJJ
 JRMSU-OUP-006-KKKK
 JRMSU-OUP-006-LLLL
 JRMSU-OUP-006-MMM
 JRMSU-OUP-006-NNNN
 JRMSU-OUP-006-OOOO
 JRMSU-OUP-006-PPPP
 JRMSU-OUP-006-QQQQ
 JRMSU-OUP-006-RRRR
 JRMSU-OUP-006-SSSS
 JRMSU-OUP-006-TTTT
 JRMSU-OUP-006-UUUU
 JRMSU-OUP-006-VVVV
 JRMSU-OUP-006-WWWW
 JRMSU-OUP-006-XXXX
 JRMSU-OUP-006-YYYY
 JRMSU-OUP-006-ZZZZ
 JRMSU-OUP-006-AAAAA
 JRMSU-OUP-006-BBBBBB
 JRMSU-OUP-006-CCCCC
 JRMSU-OUP-006-DDDDD



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- PASUC
- PLDT
- PHILIPPINE NORMAL UNIVERSITY
- PAGBA
- PHILIPPINE RED CROSS
- PHILIPPINE RUBBER RESEARCH INSTITUTE
- PHILIPPINE ASSOCIATION OF GOVERNMENT ELECTRONICS ENGINEERS (PAGE, INC.)
- PHILIPPINE MILITARY ACADEMY PHIL –HECS
- PHILIPPINE PEDAGOGICAL INSTITUTE
- PAG-IBIG
- PHILIPPINE ADVENT COLLEGE
- PHILIPPINE ASSOCIATION OF INSTITUTIONS FOR RESEARCH
- PCAARD –DOST
- PATHESCU
- PETRON
- PHILCARE
- PHILIPPINE YOUTH VOTE PHILIPPINE
- PHILIPPINES @ UNITED TOWERS.COM
- PO PURCHASE ORDER FORM
- POSTBANK
- PROVINCIAL GOVERNORS OFFICE
- PHILIPPINE EDUCATIONAL MEASUREMENT AND EVALUATION ASSOCIATION, INC.
- PITAHC
- QUILL SOLUTIONS
- RG CAGMAY REVIEW CENTER
- REDLIFE MANUFACTURING
- RUSSIA –ASEAN
- REQUEST LETTER
- RECEIPT
- ROYAL INSTITUTION
- RMNVS
- REGIONAL GENDER AND DEVELOPMENT COMMITTEE
- REGIONAL DEVELOPMENT COUNCIL

JRMSU-OUP-006-EEEE
JRMSU-OUP-006-FFFF
JRMSU-OUP-006-GGGGG
JRMSU-OUP-006-HHHHH
JRMSU-OUP-006-IIIII
JRMSU-OUP-006-JJJJJ
JRMSU-OUP-006-KKKKK

JRMSU-OUP-006-LLLLL
JRMSU-OUP-006-MMMMM
JRMSU-OUP-006-NNNNN
JRMSU-OUP-006-OOOOO
JRMSU-OUP-006-PPPPP
JRMSU-OUP-006-QQQQQ
JRMSU-OUP-006-RRRRR
JRMSU-OUP-006-SSSSS
JRMSU-OUP-006-TTTTT
JRMSU-OUP-006-UUUUU
JRMSU-OUP-006-VVVVV
JRMSU-OUP-006-WWWWW
JRMSU-OUP-006-XXXXX
JRMSU-OUP-006-YYYYY
JRMSU-OUP-006-ZZZZZ

JRMSU-OUP-006-AAAAA
JRMSU-OUP-006-BBBBB
JRMSU-OUP-006-CCCCC
JRMSU-OUP-006-DDDDD
JRMSU-OUP-006-EEEEE
JRMSU-OUP-006-FFFFF
JRMSU-OUP-006-GGGGG
JRMSU-OUP-006-HHHHH
JRMSU-OUP-006-IIIII
JRMSU-OUP-006-JJJJJ
JRMSU-OUP-006-KKKKK

2. OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

- Action Plan
- Memorandum Order/s
- Minutes of Meeting/s
- Incoming Communication Logbook
- Incoming Communication – Internal
- Incoming Communication – Office of the President

JRMSU-VPAA 001
JRMSU-VPAA 002
JRMSU-VPAA 003
JRMSU-VPAA 004
JRMSU-VPAA 004A
JRMSU-VPAA 004A-1



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. GuadingAdaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Incoming Communication – HRMO • Incoming Communication – Quality Assurance Office • Incoming Communication – Registrar’s Office • Incoming Communication – IMD Office • Incoming Communication – DSAS • Incoming Communication – Campus Administrator • Incoming Communication – External • Incoming Communication – External (CHED) • Incoming Communication – External (AACUP) • Incoming Communication – External (ISO) • Incoming Communication – External (PASUC) • Incoming Communication – External (TESDA) • Incoming Communication – External (MARINA) • Incoming Communication – External (PRC) • Incoming Communication – External (CSC) • Incoming Communication – External (DepEd) • Incoming Communication – External (DBM) • Outgoing Communication Logbook • Outgoing Communication – Internal • Outgoing Communication – Internal (BOR) • Outgoing Communication – External • Outgoing Communication – External (CHED) • Minutes – Management Review/MANCOM • Meritorious Awards • Faculty Scholars • Audit Matters/Recommendations • Audit Matters/Recommendations – AACUP • Audit Matters/Recommendations – ISO • Faculty Evaluation Report • Faculty Evaluation Report (Part-timers) • Faculty Evaluation Report (Change of Status) • Faculty Evaluation Report (Students’ Comments) • Curriculum Review Instrument • Faculty Development Program/Plan • Travel Orders • Visitor’s Logbook • Academic Awards • Grievance Committee Notice • Complaints • CMOs • Academic Report/Accomplishment Report • Curriculum Development/Revision • Instructional Materials Development 	<ul style="list-style-type: none"> JRMSU-VPAA 004A-2 JRMSU-VPAA 004A-3 JRMSU-VPAA 004A-4 JRMSU-VPAA 004A-5 JRMSU-VPAA 004A-6 JRMSU-VPAA 004A-7 JRMSU-VPAA 004B JRMSU-VPAA 004B-1 JRMSU-VPAA 004B-2 JRMSU-VPAA 004B-3 JRMSU-VPAA 004B-4 JRMSU-VPAA 004B-5 JRMSU-VPAA 004B-6 JRMSU-VPAA 004B-7 JRMSU-VPAA 004B-8 JRMSU-VPAA 004B-9 JRMSU-VPAA 004B-10 JRMSU-VPAA 005 JRMSU-VPAA 005A JRMSU-VPAA 005A-1 JRMSU-VPAA 005B JRMSU-VPAA 005B-1 JRMSU-VPAA 006 JRMSU-VPAA 007 JRMSU-VPAA 008 JRMSU-VPAA 009 JRMSU-VPAA 009A JRMSU-VPAA 009B JRMSU-VPAA 010 JRMSU-VPAA 010A JRMSU-VPAA 010B JRMSU-VPAA 010C JRMSU-VPAA 011 JRMSU-VPAA 012 JRMSU-VPAA 013 JRMSU-VPAA 014 JRMSU-VPAA 015 JRMSU-VPAA 016 JRMSU-VPAA 017 JRMSU-VPAA 018 JRMSU-VPAA 019 JRMSU-VPAA 020 JRMSU-VPAA 021
---	---



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

• Designations	JRMSU-VPAA 022
• Forms	JRMSU-VPAA 023
• Notice of Failure Form	JRMSU-VPAA 023A
• Teachers' Program	JRMSU-VPAA 024
• Syllabi	JRMSU-VPAA 025
• Memorandum of Agreement (MOA)	JRMSU-VPAA 026
• Development Plan – Academic Instruction	JRMSU-VPAA 027
• Monitoring and Evaluation Report	JRMSU-VPAA 028
• IPCR/OPCR	JRMSU-VPAA 029
• Faculty Profile	JRMSU-VPAA 030
• Show-Cause Order (Maritime Education)	JRMSU-VPAA 031
• Item Analysis Sample	JRMSU-VPAA 032
• Program Monitoring and Evaluation	JRMSU-VPAA 033
• SUC PBB Documents	JRMSU-VPAA 034
• GAD Related Rules and Issuances	JRMSU-VPAA 035
• Sample or Suggested Syllabi for the New Education (GEC) Core Courses	JRMSU-VPAA 036
• Prospectus	JRMSU-VPAA 037
• Prospectus – Graduate School	JRMSU-VPAA 037A
• Administrative Disciplinary Rules on Sexual Harassment Cases	JRMSU-VPAA 038
• Room Utilization	JRMSU-VPAA 039
• PRC Results	JRMSU-VPAA 040
• VPAA Approved Requests	JRMSU-VPAA 041
• Consolidated Scholarship Report	JRMSU-VPAA 042
• Application for CHED Modified 2nd Generation GE Faculty Training	JRMSU-VPAA 043
• Guidelines for Free Tuition Fee	JRMSU-VPAA 044
• Schedule of Fees	JRMSU-VPAA 045
• Shipboard Training	JRMSU-VPAA 046
• PBB Documents	JRMSU-VPAA 047
• Certificate of Program Compliance	JRMSU-VPAA 048
• Board Resolutions	JRMSU-VPAA 049
• Proposed Budget	JRMSU-VPAA 050
• COD/COE Guidelines	JRMSU-VPAA 051
• Academic Council Members	JRMSU-VPAA 052
• Customer Satisfaction Survey	JRMSU-VPAA 053
• K-12 Documents	JRMSU-VPAA 054
• VPAA RATA	JRMSU-VPAA 055
• VPAA PPMP	JRMSU-VPAA 056
• Graduate School Documents	JRMSU-VPAA 057
• VPAA Profile	JRMSU-VPAA 058
• VPAA Miscellaneous Personal Files	JRMSU-VPAA 059



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

3. OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

- Action Plan
- Memorandum Order
- Incoming Memo Order
- Outgoing Memo Order
- Outgoing Communication
- Minutes of the Meeting
- Meeting Log
- Incoming Communication Logbook
- Internal Communication Log
- External Communication Log
- Administrative Report
- Projects-Infrastructure
- Minutes of ManCom Reports

JRMSU-VPA 001
 JRMSU-VPA 002
 JRMSU-VPA 002-A
 JRMSU-VPA 002-B
 JRMSU-VPA 003
 JRMSU-VPA 004
 JRMSU-VPA 005
 JRMSU-VPA 006
 JRMSU-VPA 006-A
 JRMSU-VPA 006-B
 JRMSU-VPA 007
 JRMSU-VPA 008
 JRMSU-VPA 009

4. OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION AND DEVELOPMENT

- Action Plan
- Development Plan
- Memorandum Order
- Minutes of the Meeting/ In-House Review
- Meeting Log
- Outgoing Communication
- Incoming Communication Log
- Research and Extension Manual
- Research Terminal Report
- Extension Terminal Report
- Annual Report
- Research Proposal
- Extension Proposal
- Research Journal
- Extension Journal
- Research Proposal Evaluation Sheet
- Extension Proposal Evaluation Sheet
- Research Presentation Criteria
- Project Selection Criteria
- Compilation of VPRED Procedures

JRMSU – VPRED 001
 JRMSU – VPRED 002
 JRMSU – VPRED 003
 JRMSU – VPRED 004
 JRMSU – VPRED 005
 JRMSU – VPRED 006
 JRMSU – VPRED 007
 JRMSU – VPRED 008
 JRMSU – VPRED 009A
 JRMSU – VPRED 009B
 JRMSU – VPRED 010
 JRMSU – VPRED 011A
 JRMSU – VPRED 011B
 JRMSU – VPRED 012A
 JRMSU – VPRED 012B
 JRMSU – VPRED 013A
 JRMSU – VPRED 013B
 JRMSU – VPRED 014
 JRMSU – VPRED 015
 JRMSU – VPRED 016

5. OFFICE OF THE CAMPUS ADMINISTRATOR

- Memorandum Order
- Action Plan
- Minutes of the Meeting
- Incoming Communication Logbook

JRMSU-CAD-001
 JRMSU-CAD-002
 JRMSU-CAD-003
 JRMSU-CAD-004A



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- Outgoing Communication Logbook
- Outgoing Communication
- Activity Permit Form
- Monitoring Slip Form
- Meritorious Award Nomination Form
- Faculty Scholarship Application Form
- Audit Schedule
- Accreditation Schedule
- Results of the Evaluation
- Curriculum Review Instrument
- Faculty Development Program-Plan
- Administrative Development Program-Plan
- Attendance Log
- Grievance Committee Notice
- Committee on Decorum Notice
- Complaint Logbook
- Academic and Administrative Report
- Travel Order
- Designations

JRMSU-CAD-004B
 JRMSU-CAD-005
 JRMSU-CAD-006
 JRMSU-CAD-007
 JRMSU-CAD-008
 JRMSU-CAD-009
 JRMSU-CAD-010
 JRMSU-CAD-011
 JRMSU-CAD-012
 JRMSU-CAD-013
 JRMSU-CAD-014
 JRMSU-CAD-015
 JRMSU-CAD-016
 JRMSU-CAD-017
 JRMSU-CAD-018
 JRMSU-CAD-019
 JRMSU-CAD-020
 JRMSU-CAD-021
 JRMSU-CAD-022

6. OFFICE OF THE QUALITY ASSURANCE DIRECTOR

A. General

- QAD Profile
- QAC Organizational Structure
- QAC Staff Profile
- Quality Assurance Manual
- Action Plan and Project Procurement Management Plan
- JRMSU (Main) Key Officials Directory
- JRMSU (Systemwide) Key Officials Directory
- JRMSU Internal Quality Assurance Team
- Office Memorandum Order
- Office Memorandum Order Logbook
- Incoming Communication Logbook
 - ❖ AACCUP
 - ❖ ISO
 - ❖ CHED
 - ❖ General
- Incoming Communication
 - ❖ AACCUP
 - ❖ ISO
 - ❖ CHED
 - ❖ General
- Outgoing Communication Logbook
- Outgoing Communication

JRMSU-QA -001-A
 JRMSU-QA -001-B
 JRMSU-QA -001-C
 JRMSU-QA-001-D
 JRMSU-QA-001-E
 JRMSU-QA-001-F
 JRMSU-QA-001-G
 JRMSU-QA-001-H
 JRMSU-QA-002
 JRMSU-QA-002 A
 JRMSU-QA-003
 JRMSU-QA-003-A
 JRMSU-QA-003-B
 JRMSU-QA-003-C
 JRMSU-QA-003-D
 JRMSU-QA-004
 JRMSU-QA-004-A
 JRMSU-QA-004-B
 JRMSU-QA-004-C
 JRMSU-QA-004-D
 JRMSU-QA-005
 JRMSU-QA-006



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- QAC Initiated Activities Logbook
- Accomplishment Reports of Quality Assurance Activities and Initiatives
- Programs/Invitations/Pictures
- Minutes of Meetings
- Attendance Sheets
- Registration Form
- Food Service Schedule
- Food Control
- QAC Visitor's Logbook
- QAC Borrower's Logbook
- Request Form A
- Request Form B
- Receipt Form A
- Receipt Form B
- Notepad A
- Notepad B
- QA Job Order
- Purchase Requests
- QAC Customer Satisfaction Survey Questionnaire
- QAC Customer Satisfaction Survey Results
- QAC Accomplishment Report

JRMSU-QA-007
 JRMSU-QA-007-A

 JRMSU-QA-008
 JRMSU-QA-009
 JRMSU-QA-010
 JRMSU-QA-010-A
 JRMSU-QA-010-B
 JRMSU-QA-010-C
 JRMSU-QA-011
 JRMSU-QA-012
 JRMSU-QA-013-A
 JRMSU-QA-013-B
 JRMSU-QA-013-C
 JRMSU-QA-013-D
 JRMSU-QA-013-E
 JRMSU-QA-013-F
 JRMSU-QA-013-G
 JRMSU-QA-014
 JRMSU-QA-015
 JRMSU-QA-016
 JRMSU-QA-017

B. ISO Documents

- Audit Team Members' Profile
- Quality Management System Manual
- Quality Management System Procedures Manual
- Quality Management System Requirements
- Key Officials Directory
- Document Control Matrix
- JRMSU Customer Satisfaction Survey Results
- Audit Checklist
- List of JRMSU QMS Procedures
- List of Procedures for Internal Audit
- Internal Audit Report
- Minutes of Management Review
- External Audit Report
- Corrective/Preventive Action Status Logbook
- Back-up Data – External Drive Logbook
- Document Control Logbook
- Non-Conformance Report
- Non-Conformance Report Logbook
- Non-Conformance Report Action Plan

JRMSU-QA-018
 JRMSU-QA-019
 JRMSU-QA-019 A
 JRMSU-QA-020
 JRMSU-QA-021
 JRMSU-QA-022
 JRMSU-QA-023
 JRMSU-QA-024
 JRMSU-QA-024-A
 JRMSU-QA-024-B
 JRMSU-QA-025
 JRMSU-QA-026
 JRMSU-QA-027
 JRMSU-QA-027-A
 JRMSU-QA-027-B
 JRMSU-QA-027-C
 JRMSU-QA-027-D
 JRMSU-QA-027-E
 JRMSU-QA-027-E-1



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guanding Adaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none">• Opportunities for Improvement Report• Opportunities for Improvement Report Logbook• Opportunities for Improvement Report Action Plan• ISO Certificates of Registration	JRMSU-QA-027-F JRMSU-QA-027-G JRMSU-QA-027-G-1 JRMSU-QA-028
C. CHED Quality Assurance Documents <ul style="list-style-type: none">• CMO 46-Policy Standards to Enhance Quality Assurance• Handbook on Typology Outcomes-Based Education and ISA• Handbook on the Implementation of K-12 Curriculum• CMOs for Programs Offering• CMOs for Center of Excellence/Development• Certificates of Program Compliance• CHED-RQAT Monitoring and Evaluation Results• CHED-MARINA Evaluation Results• Monitoring and Evaluation Instruments	JRMSU-QA-029 JRMSU-QA-030 JRMSU-QA-031 JRMSU-QA-032 JRMSU-QA-033 JRMSU-QA-034 JRMSU-QA-035 JRMSU-QA-036 JRMSU-QA-037
D. AACCUP Accreditation Documents <ul style="list-style-type: none">• Accreditation Guidelines and Procedures• AACCUP Accreditation Survey Instruments• Checklist of Things to Prepare for AACCUP Accreditation• Checklist of Supporting Documents for OBE Instrument• List of Accredited Programs• Certificates of Accreditation and Recognition• Accreditation Results-Findings and Recommendations• Accreditor's Profile Form• Accreditors' Directory Form• Accreditors' Hotel Room Assignment Form• Accreditors' Information Form• JRMSU Local Accreditation Task Force Form• Accreditation Checklist• Accreditor's Checklist• QA Director's Checklist	JRMSU-QA-038 JRMSU-QA-039 JRMSU-QA-040 JRMSU-QA-041 JRMSU-QA-042 JRMSU-QA-043 JRMSU-QA-044 JRMSU-QA-045-A JRMSU-QA-045-B JRMSU-QA-045-C JRMSU-QA-045-D JRMSU-QA-046 JRMSU-QA-047 JRMSU-QA-047-A JRMSU-QA-047-B
E. JRMSU Manuals/ Documents <ul style="list-style-type: none">• JRMSU Code• JRMSU Administrative Manual• JRMSU Faculty Manual• JRMSU Student Handbook• JRMSU Five Year Development Plan• JRMSU Annual Report	JRMSU-QA-048 JRMSU-QA-049 JRMSU-QA-050 JRMSU-QA-051 JRMSU-QA-052 JRMSU-QA-053



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadagnaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

7. OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

- Outgoing Office Memorandum
- Maintenance Schedule
- Monitoring Schedule
- Corrective Maintenance Logbook
- Fuel Consumption Report
- Cleaning Checklist

JRSMU-CAO-001
JRSMU-CAO-002
JRSMU-CAO-003
JRSMU-CAO-004
JRSMU-CAO-005
JRSMU-CAO-006

8. OFFICE OF THE BOARD SECRETARY

- Board Resolutions
- Minutes of Meeting
- Referendum Resolutions
- Matrix of Board Resolutions
- Republic Act No. 9852
- Republic Act No. 8193
- Republic Act. No. 8292
- CHED Memo Order No. 03, Series of 2001
- Liquidation Report
- Notice of Meeting
- Attendance Sheet
- Appointment
- Oath of Office
- Rotation Scheme
- BOR Directory
- BOR TIN
- Incoming Communication - CHED
- Incoming Communication - BOR
- Incoming Communication - Internal (JRMSU)
- Incoming Communication - External
- Travel Orders
- Memo Orders
- Outgoing Communication - BOR
- Outgoing Communication
- Certifications
- Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307)
- Appointment – University President
- Annual Procurement Plan (APP)
- Project Procurement Management Plan (PPMP)
- Office Performance Commitment and Review (OPCR)
- Individual Performance Commitment and Review (IPCR)
- OSG Deputation: Legal Retainer
- COA Concurrence: Legal Retainer

JRMSU-OBS-001
JRMSU-OBS-002
JRMSU-OBS-003
JRMSU-OBS-004
JRMSU-OBS-005
JRMSU-OBS-006
JRMSU-OBS-007
JRMSU-OBS-008
JRMSU-OBS-009
JRMSU-OBS-010
JRMSU-OBS-011
JRMSU-OBS-012
JRMSU-OBS-013
JRMSU-OBS-014
JRMSU-OBS-015
JRMSU-OBS-016
JRMSU-OBS-017
JRMSU-OBS-018
JRMSU-OBS-019
JRMSU-OBS-020
JRMSU-OBS-021
JRMSU-OBS-022
JRMSU-OBS-023
JRMSU-OBS-024
JRMSU-OBS-025
JRMSU-OBS-026

JRMSU-OBS-027
JRMSU-OBS-028
JRMSU-OBS-029
JRMSU-OBS-030
JRMSU-OBS-031
JRMSU-OBS-032
JRMSU-OBS-033



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. GuadingAdaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Acknowledgment Receipt for Equipment (ARE) • Finance Committee • Search for Presidency • Search for Private Sector Representatives • BOR Resolution Request Form • Logbook of Incoming Communication • Logbook of Outgoing Communication/Documents • Logbook of Outgoing Calls (Long Distance) • Copylandia • Agenda Folders 	<p>JRMSU-OBS-034</p> <p>JRMSU-OBS-035</p> <p>JRMSU-OBS-036</p> <p>JRMSU-OBS-037</p> <p>JRMSU-OBS-038</p> <p>JRMSU-OBS-039</p> <p>JRMSU-OBS-040</p> <p>JRMSU-OBS-041</p> <p>JRMSU-OBS-042</p> <p>JRMSU-OBS-043</p>
<p>9. OFFICE OF THE DEAN OF THE COLLEGE OF MARITIME EDUCATION</p> <ul style="list-style-type: none"> • Office Memorandum • Curriculum • Assessment Matrix • IG • Performance Assessment (PASS) • Maintenance Checklist • Maintenance Forms • Outgoing Communication • Syllabus • Course Specifications • CME Development Plan • Faculty Development Plan • Meeting Log/Attendance Sheet • Supervisory Program of the Dean • Minutes of the Meeting • CME Faculty Profile • CME Annual Report • Purchase Request • Logbook for Approved PR • Orientation Log (Student) • Orientation Log (Faculty) • Peer Evaluation Form • Logbook for Outgoing Request (Purchase Request) • Logbook for Incoming Documents/Communication/Memorandum • Logbook for Outgoing Documents/Communication/Memorandum • Logbook for Supplies and Materials • Logbook for Equipments • Logbook for Examination Re-sit Application • Post Conference Result 	<p>JRMSU CME Dean 001</p> <p>JRMSU CME Dean 002</p> <p>JRMSU CME Dean 003</p> <p>JRMSU CME Dean 004</p> <p>JRMSU CME Dean 005</p> <p>JRMSU CME Dean 007A</p> <p>JRMSU CME Dean 007B</p> <p>JRMSU CME Dean 008</p> <p>JRMSU CME Dean 009</p> <p>JRMSU CME Dean 010</p> <p>JRMSU CME Dean 011</p> <p>JRMSU CME Dean 012</p> <p>JRMSU CME Dean 013</p> <p>JRMSU CME Dean 014</p> <p>JRMSU CME Dean 018</p> <p>JRMSU CME Dean 019</p> <p>JRMSU CME Dean 020</p> <p>JRMSU CME Dean 021A</p> <p>JRMSU CME Dean 021B</p> <p>JRMSU CME Dean 022A</p> <p>JRMSU CME Dean 022B</p> <p>JRMSU CME Dean 023</p> <p>JRMSU CME Dean 024</p> <p>JRMSU CME Dean 025</p> <p>JRMSU CME Dean 026</p> <p>JRMSU CME Dean 027</p> <p>JRMSU CME Dean 028</p> <p>JRMSU CME Dean 029</p> <p>JRMSU CME Dean 030</p>



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- Supervisory Evaluation on Instructor's Performance
- Classroom Observation
- Practical & Laboratory Exercises Observation
- Quality of Instruction (Evaluation Summary Page)
- Spreadsheet of Ratings of Instructors
- Supervisory Instrument for Quality of Instruction
- Test questionnaire
- Table of Specifications
- Simulator Activity Permit
- Instructor Attendance Monitoring
- Service Delivery Feedback

JRMSU CME 006
 JRMSU CME 015
 JRMSU CME 016
 JRMSU CME 016-B
 JRMSU CME 016-C
 JRMSU CME 017-A
 JRMSU CME 054A
 JRMSU CME 054
 JRMSU CME Dean 031
 JRMSU CME Dean 032
 JRMSU CME Dean 033

10. OFFICE OF THE OJT COORDINATOR COLLEGE OF MARITIME EDUCATION

- Certificate of Orientation
- Attendance of Participants – Orientation on
- Student's Personal Data
- Apprenticeship Registration – BSMT
- Apprenticeship Registration – BSMarE
- Apprenticeship Enrollment Form
- Apprenticeship Enrollment Flowchart
- List of Students Issued with TRB
- Embarkation Requirements
- Embarkation Checklist
- Task Summary Checklist Onboard TRB – Engine
- Task Summary Checklist Onboard TRB – Deck
- Onboard Performance Evaluation Deck & Engine
- Initial Cadet Feedback on Shipboard Training
- Cadet Students for Shipboard Training with TRB – Deck
- Cadet Students for Shipboard Training with TRB – Engine
- Endorsement Letter
- General Rubric for Evaluating Performance Level of Maritime Students
- Disembarkation Checklist
- Evaluation of BSMT ISF TRB
- Evaluation of BSMarE ISF TRB
- Certificate of Validation, Assessment and Approval
- Assessment Application
- Notice of Admission for Assessment (Student)
- Consolidated Result of Assessment
- Official Report of Ratings
- Official List of Board Passers – OIC-NW
- Official List of Board Passers – OIC-EW

JRMSU CME STO-001
 JRMSU CME STO-001A
 JRMSU CME STO-002
 JRMSU CME STO-003A
 JRMSU CME STO-003B
 JRMSU CME STO-004
 JRMSU CME STO-005
 JRMSU CME STO-006
 JRMSU CME STO-007
 JRMSU CME STO-008
 JRMSU CME STO-009A
 JRMSU CME STO-009B
 JRMSU CME STO-009C
 JRMSU CME STO-010
 JRMSU CME STO-011A
 JRMSU CME STO-011B
 JRMSU CME STO-012
 JRMSU CME STO-013

 JRMSU CME STO-014
 JRMSU CME STO-015A
 JRMSU CME STO-015B
 JRMSU CME STO-016
 JRMSU CME STO-017
 JRMSU CME STO-018
 JRMSU CME STO-019
 JRMSU CME STO-020
 JRMSU CME STO-021A
 JRMSU CME STO-021B



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Letter to Captain/Chief Engineer • Onboard Performance Evaluation of Basic Seaman • Letter to Shipping Companies/Manning Agencies • Student Feedback – Simulator Phase Assessment • List of Sea Trip Participants • Orientation Attendance of Sea Trip Participants • List of Released Basic Training Certificates • List of Deck Watchkeeping Certificates • List of Engine Watchkeeping Certificates • List of Released COPs • Written Assessment for BSMT • Written Assessment for BSMarE • Practical – Oral Interview Checklist – BSMT • Practical – Oral Interview Checklist – BSMarE • Practical Assessment – Rating Sheet • Interview Rating Sheet • Certificate of Participation • Activity Sheet – BSMT • Activity Sheet – BSMarE • Monitoring for BSMT/BSMarE Cadets • Actual Onboard Monitoring of Cadets 	JRMSU CME STO-022 JRMSU CME STO-023 JRMSU CME STO-024 JRMSU CME STO-025 JRMSU CME STO-026 JRMSU CME STO-026A JRMSU CME STO-026B JRMSU CME STO-026C JRMSU CME STO-026D JRMSU CME STO-026E JRMSU CME STO-027A JRMSU CME STO-027B JRMSU CME STO-028 JRMSU CME STO-029 JRMSU CME STO-030 JRMSU CME STO-031 JRMSU CME STO-032 JRMSU CME STO-033A JRMSU CME STO-033B JRMSU CME STO-034 JRMSU CME STO-035
11. INSTRUCTIONAL MATERIALS DEVELOPMENT CHAIRPERSON COLLEGE OF MARITIME EDUCATION <ul style="list-style-type: none"> • Curriculum • IG • Syllabus • Course Specifications 	IMD CH CME 002 IMD CH CME 004 IMD CH CME 009 IMD CH CME 010
12. OFFICE OF THE OJT COORDINATOR COLLEGE OF MARITIME EDUCATION <ul style="list-style-type: none"> • Orientation Log (student) 	JRMSU CME STO 022A
13. ASSESSOR COLLEGE OF MARITIME EDUCATION <ul style="list-style-type: none"> • Assessment Matrix • Performance Assessment (PASS) • Practical & Laboratory Exercises Observation • Test questionnaire • Table of Specifications 	ASSR CME 003 ASSR CME 005 ASSR CME 016 ASSR CME 054A ASSR CME 054
14. BSMT PROGRAM HEAD <ul style="list-style-type: none"> • Maintenance Checklist • Maintenance Forms • Equipment Inventory 	PH BSMT CME 007A PH BSMT CME 007B PH BSMT CME 028A



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

15. BSMarE PROGRAM HEAD <ul style="list-style-type: none"> • Maintenance Checklist • Maintenance Forms • Equipment Inventory 	PH BSME CME 007A1 PH BSME CME 007B1 PH BSME CME 028B
16. RESEARCH CHAIRPERSON COLLEGE OF MARITIME EDUCATION <ul style="list-style-type: none"> • Research Proposal • Terminated Research • Progress Report 	RES CME 001 RES CME 002 RES CME 003
17. OFFICE OF THE DEAN OF THE COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES <ul style="list-style-type: none"> • Office Memorandum • Curriculum • Instructional Materials • Outgoing Communication <ul style="list-style-type: none"> ❖ Internal Communication <ul style="list-style-type: none"> ○ President ○ Vice President for Academic Affairs ○ Vice President for Research, Extension & Dev't ○ Vice President for Administrative Officer ○ Chief Administrative Officer ○ Dean of the Student Affairs ○ Library ○ Quality Assurance ○ Department Heads ○ Faculty ○ HRMO ○ Colleges/Departments ○ Students ○ IMD Guidance ○ Guidance ❖ External Communication <ul style="list-style-type: none"> ○ Affiliating Hospitals ○ Agencies ○ CHED • Logbook for Outgoing Communication <ul style="list-style-type: none"> ○ Internal Communication ○ External Communication • Incoming Communication <ul style="list-style-type: none"> ❖ Internal Communication <ul style="list-style-type: none"> ○ President ○ Vice President for Academic Affairs ○ Vice President for Research, Extension & Dev't ○ Vice President for Administrative Officer 	JRMSU CNAHS DEAN 001 JRMSU CNAHS DEAN 002 JRMSU CNAHS DEAN 003 JRMSU CNAHS DEAN 004 JRMSU CNAHS DEAN 004 A JRMSU CNAHS DEAN 004 A 01 JRMSU CNAHS DEAN 004 A 02 JRMSU CNAHS DEAN 004 A 03 JRMSU CNAHS DEAN 004 A 04 JRMSU CNAHS DEAN 004 A 05 JRMSU CNAHS DEAN 004 A 06 JRMSU CNAHS DEAN 004 A 07 JRMSU CNAHS DEAN 004 A 08 JRMSU CNAHS DEAN 004 A 09 JRMSU CNAHS DEAN 004 A 10 JRMSU CNAHS DEAN 004 A 11 JRMSU CNAHS DEAN 004 A 12 JRMSU CNAHS DEAN 004 A 13 JRMSU CNAHS DEAN 004 A 14 JRMSU CNAHS DEAN 004 A 15 JRMSU CNAHS DEAN 004 B JRMSU CNAHS DEAN 004 B 01 JRMSU CNAHS DEAN 004 B 02 JRMSU CNAHS DEAN 004 B 03 JRMSU CNAHS DEAN 005 JRMSU CNAHS DEAN 005 A JRMSU CNAHS DEAN 005 B JRMSU CNAHS DEAN 006 JRMSU CNAHS DEAN 006 A JRMSU CNAHS DEAN 006 A 01 JRMSU CNAHS DEAN 006 A 02 JRMSU CNAHS DEAN 006 A 03 JRMSU CNAHS DEAN 006 A 04



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> ○ Chief Administrative Officer ○ Dean of the Student Affairs ○ Library ○ Quality Assurance ○ Department Heads ○ Faculty ○ HRMO ○ Colleges/Department ○ Students ○ IMD Guidance ○ Guidance ❖ External Communication <ul style="list-style-type: none"> ○ Affiliating Hospitals ○ Agencies ○ CHED ● Logbook for Incoming <ul style="list-style-type: none"> ○ Documents/Communication/Memorandum ○ Internal Communication ○ External Communication ● Syllabus with Course Description & Specification <ul style="list-style-type: none"> ○ BSN ○ Midwifery ○ AMDNA ● Faculty Development Plan ● Notice of Meetings with Attendance ● Logbook Minutes of Meetings ● Supervisory Program of the Dean ● Faculty Profile ● Annual Accomplishment Report ● Purchase Request ● Logbook of Approved PR ● Orientation Log (Student) ● Orientation Log (Faculty) ● Logbook for Supplies and Materials ● Logbook for Laboratory Equipments ● Logbook for Special Examination ● Supervisory Evaluation on Instructor's Performance ● Academic Performance <ul style="list-style-type: none"> ○ Absence Slip ○ Grade Sheets ○ Daily Faculty Monitoring ○ Deliberation Form ○ Recommendation for Board Exam ○ Request for Special Exam 	JRMSU CNAHS DEAN 006 A 05 JRMSU CNAHS DEAN 006 A 06 JRMSU CNAHS DEAN 006 A 07 JRMSU CNAHS DEAN 006 A 08 JRMSU CNAHS DEAN 006 A 09 JRMSU CNAHS DEAN 006 A 10 JRMSU CNAHS DEAN 006 A 11 JRMSU CNAHS DEAN 006 A 12 JRMSU CNAHS DEAN 006 A 13 JRMSU CNAHS DEAN 006 A 14 JRMSU CNAHS DEAN 006 A 15 JRMSU CNAHS DEAN 006 B JRMSU CNAHS DEAN 006 B 01 JRMSU CNAHS DEAN 006 B 02 JRMSU CNAHS DEAN 006 B 03 JRMSU CNAHS DEAN 007 JRMSU CNAHS DEAN 007 A JRMSU CNAHS DEAN 007 B JRMSU CNAHS DEAN 008 JRMSU CNAHS DEAN 008 A JRMSU CNAHS DEAN 008 B JRMSU CNAHS DEAN 008 C JRMSU CNAHS DEAN 009 JRMSU CNAHS DEAN 010 JRMSU CNAHS DEAN 0011 JRMSU CNAHS DEAN 012 JRMSU CNAHS DEAN 013 JRMSU CNAHS DEAN 014 JRMSU CNAHS DEAN 015 JRMSU CNAHS DEAN 016 JRMSU CNAHS DEAN 017 JRMSU CNAHS DEAN 018 JRMSU CNAHS DEAN 019 JRMSU CNAHS DEAN 020 JRMSU CNAHS DEAN 021 JRMSU CNAHS DEAN 022 JRMSU CNAHS DEAN 023 JRMSU CNAHS DEAN 023 A JRMSU CNAHS DEAN 023 B JRMSU CNAHS DEAN 023 C JRMSU CNAHS DEAN 023 D JRMSU CNAHS DEAN 023 E JRMSU CNAHS DEAN 023 F
--	---



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> ○ Anecdotal/Incident Report ● Personal Interview Form ● Program of Expenditures ● PPMP ● Corrective Action Plan ● Logbook for Visitors ● Student Records by Program ● Board Exam Result ● Schedule of Classes ● CHED Monitoring ● Teachers Program ● Travel Order ● Official List of Students ● Board Resolution ● PRC Forms ● Monthly Accomplishment Report 	<p>JRMSU CNAHS DEAN 023 G</p> <p>JRMSU CNAHS DEAN 024</p> <p>JRMSU CNAHS DEAN 025</p> <p>JRMSU CNAHS DEAN 026</p> <p>JRMSU CNAHS DEAN 027</p> <p>JRMSU CNAHS DEAN 028</p> <p>JRMSU CNAHS DEAN 029</p> <p>JRMSU CNAHS DEAN 030</p> <p>JRMSU CNAHS DEAN 031</p> <p>JRMSU CNAHS DEAN 032</p> <p>JRMSU CNAHS DEAN 033</p> <p>JRMSU CNAHS DEAN 034</p> <p>JRMSU CNAHS DEAN 035</p> <p>JRMSU CNAHS DEAN 036</p> <p>JRMSU CNAHS DEAN 037</p> <p>JRMSU CNAHS DEAN 038</p>
<p>18. OFFICE OF THE RLE COORDINATOR COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES</p> <p>A AFFILIATION PROCEDURE</p> <ul style="list-style-type: none"> ● Designation of RLE Coordinator ● Designation as In-charge of Psychiatric Nursing Affiliation ● Board Resolution No. 15-2005 - BSN Course Offering ● Board Resolution No. 08-2006 – Approval of BSN Course Offering BY CHED ● Board Resolution No: Implementation of Course Offering ● Certificate of Recognition from CHED ● CHED MEMO No: 14 Standard Policies on BSN Program ● Clinical Facilities & Resources ● Approved Cross Regional Affiliation ● MOA – Zamboanga del Norte Medical Center (Base Hospital) ● MOA - Dr. Jose Rizal Memorial Hospital ● MOA - Vicente Sotto Memorial Medical Center ● MOA - City Health Office ● Letter of Intent to Renew Contract of Affiliation ● Contract of Affiliation – Zamboanga del Norte Medical Center ● Contract of Affiliation - Dr. Jose Rizal Memorial Hospital ● Contract of Affiliation – Vicente Sotto Memorial Medical Center ● Contract of Affiliation - City Health Office ● RLE Syllabus - Psychiatric Nursing ● Official List of Enrollees ● Report of Official Grades from Registrar or from Instructors ● Master Rotation Plans with Schedule of Hospital Duty 	<p>JRMSU CNAHS RLE – 001</p> <p>JRMSU CNAHS RLE - 002</p> <p>JRMSU CNAHS RLE - 003</p> <p>JRMSU CNAHS RLE - 004</p> <p>JRMSU CNAHS RLE - 005</p> <p>JRMSU CNAHS RLE - 006</p> <p>JRMSU CNAHS RLE - 007</p> <p>JRMSU CNAHS RLE - 008</p> <p>JRMSU CNAHS RLE - 009</p> <p>JRMSU CNAHS RLE - 010</p> <p>JRMSU CNAHS RLE - 011</p> <p>JRMSU CNAHS RLE - 012</p> <p>JRMSU CNAHS RLE - 013</p> <p>JRMSU CNAHS RLE - 014</p> <p>JRMSU CNAHS RLE - 015</p> <p>JRMSU CNAHS RLE - 016</p> <p>JRMSU CNAHS RLE - 017</p> <p>JRMSU CNAHS RLE - 018</p> <p>JRMSU CNAHS RLE - 019</p> <p>JRMSU CNAHS RLE - 020</p> <p>JRMSU CNAHS RLE - 021</p> <p>JRMSU CNAHS RLE - 022</p>



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Master Rotation Plans with Schedule of Community Health Nursing • Letter of Transmittal on Submission of Hospital & CHN Duty Schedules • Letter of Request for Payments of Affiliation Fees 	<p>JRMSU CNAHS RLE - 023</p> <p>JRMSU CNAHS RLE - 024</p> <p>JRMSU CNAHS RLE - 025</p>
<p>B. AFFILIATION REQUIREMENTS OF STUDENTS</p> <ul style="list-style-type: none"> • Official List of Enrollees from Registrar • Official Copies of Grades of Subjects with RLE • Cap and Badge Investiture: Confirmatory Ceremony on Readiness of the Students to Hospital/Community Exposure • Classroom Orientation on Hospital & CHN Requirements • Letter of Request for Hospital Orientation Schedule 	<p>JRMSU CNAHS RLE - 026</p> <p>JRMSU CNAHS RLE - 027</p> <p>JRMSU CNAHS RLE - 028</p> <p>JRMSU CNAHS RLE - 029</p> <p>JRMSU CNAHS RLE - 030</p>
<p>C. ASSESSMENT OF RLE PERFORMANCE</p> <ul style="list-style-type: none"> • BSN RLE Handbook • JRMSU Code <p>RLE Assessment Tools:</p> <ul style="list-style-type: none"> ❖ NCM 101 ❖ NCM 102 ❖ NCM 103 ❖ NCM 104 ❖ NCM 105 ❖ NCM 106 ❖ NCM 107 ❖ Intensive Practicum ❖ Summary of Performance Evaluation • Rubrics for Case Study/Case Report/Case Presentation • Attendance Logbooks • Periodic Distribution of Certificates of Awards 	<p>JRMSU CNAHS RLE - 031</p> <p>JRMSU CNAHS RLE - 032</p> <p>JRMSU CNAHS RLE - 033</p> <p>JRMSU CNAHS RLE - 034</p> <p>JRMSU CNAHS RLE - 035</p> <p>JRMSU CNAHS RLE - 036</p> <p>JRMSU CNAHS RLE - 037</p> <p>JRMSU CNAHS RLE - 038</p> <p>JRMSU CNAHS RLE - 039</p> <p>JRMSU CNAHS RLE - 040</p> <p>JRMSU CNAHS RLE - 041</p> <p>JRMSU CNAHS RLE - 042</p> <p>JRMSU CNAHS RLE - 043</p> <p>JRMSU CNAHS RLE - 044</p>
<p>D. COMPLETION OF PRC REQUIREMENTS (BSN IV only)</p> <ul style="list-style-type: none"> • PRC Forms: Handled Deliveries & Immediate Newborn Care • PRC Forms- Scrub & Circulating • Notarized Copies of Completed PRC Forms 	<p>JRMSU CNAHS RLE - 045</p> <p>JRMSU CNAHS RLE - 046</p> <p>JRMSU CNAHS RLE - 047</p>
<p>E. MANAGING RLE PROBLEMS</p> <ul style="list-style-type: none"> • Absence Slip Form • Medical Certificates • BSN RLE Rules & Policies • Anecdotal Report Form • Deliberation Form • Referral Form to the Guidance Counselor • Duty Extension 	<p>JRMSU CNAHS RLE - 048</p> <p>JRMSU CNAHS RLE - 049</p> <p>JRMSU CNAHS RLE - 050</p> <p>JRMSU CNAHS RLE - 051</p> <p>JRMSU CNAHS RLE - 052</p> <p>JRMSU CNAHS RLE - 053</p> <p>JRMSU CNAHS RLE - 054</p>
<p>F. CLINICAL GRADUATION</p> <ul style="list-style-type: none"> • Recommendation Letter for Clinical Graduation • Deliberation of Awardees • Clinical Graduation Certificates 	<p>JRMSU CNAHS RLE - 055</p> <p>JRMSU CNAHS RLE - 056</p> <p>JRMSU CNAHS RLE - 057</p>



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> Clinical Graduation Ceremony 	JRMSU CNAHS RLE - 058
19. OFFICE OF THE DEAN OF THE COLLEGE OF EDUCATION <ul style="list-style-type: none"> Memorandum Order Curriculum Supervisory Program of the Dean Supervisory Evaluation on Instructor's Performance Minutes of the Meeting Attendance Sheet Certification Outgoing Communication Logbook for Outgoing Communication Logbook for Incoming Communication Endorsement Letter MOCKLET Customers Feedback Sheet Logbook for Outgoing Communication CMO Incoming Communication Senior High School Documents Accomplishment Report Document Control Matrix 	JRMSU CED-001 JRMSU CED-002 JRMSU CED-003 JRMSU CED-004 JRMSU CED-005 JRMSU CED-006 JRMSU CED-007 JRMSU CED-008 JRMSU CED-009 JRMSU CED-010 JRMSU CED-011 JRMSU CED-012 JRMSU CED-013 JRMSU CED-014 JRMSU CED-015 JRMSU CED-016 JRMSU CED-017 JRMSU CED-018
20. COLLEGE OF EDUCATION INSTRUCTIONAL MATERIALS DEVELOPMENT <ul style="list-style-type: none"> Document Control Matrix Profile of the College IMD Chair Incoming Communication Office Memoranda Outgoing Communication Outgoing Documents Logbook Course Syllabi Acknowledgment Receipts Request Form Survey Questionnaires Results of Surveys Guidelines Evaluation Instruments/Forms Instructional Materials/Manuals Programme of IMD Activities Documentation of IMD Activities 	JRMSU CED-IMD-001 JRMSU CED-IMD-002 JRMSU CED-IMD-003 JRMSU CED-IMD-004 JRMSU CED-IMD-005 JRMSU CED-IMD-006 JRMSU CED-IMD-007 JRMSU CED-IMD-008 JRMSU CED-IMD-009 JRMSU CED-IMD-010 JRMSU CED-IMD-011 JRMSU CED-IMD-012 JRMSU CED-IMD-013 JRMSU CED-IMD-014 JRMSU CED-IMD-015 JRMSU CED-IMD-016
21. OFFICE OF THE PRACTICE TEACHING COORDINATOR COLLEGE OF EDUCATION <ul style="list-style-type: none"> Curriculum Vitae Parent/ Guardian's Waiver and Consent 	JRMSU CED PTC-001 JRMSU CED PTC-002



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none">• Liability Waiver• List of the Students• Endorsement Letter• Student Teacher's Performance Evaluation• Orientation Program• Endorsement Letter• Outgoing Communication• Incoming Communication• Logbook for Outgoing Communication• Logbook for Incoming Communication• Monitoring Schedules• Program of Expenditures for Practice Teaching	JRMSU CED PTC-003 JRMSU CED PTC-004 JRMSU CED PTC-005 JRMSU CED PTC-006 JRMSU CED PTC-007 JRMSU CED PTC-008 JRMSU CED PTC-009 JRMSU CED PTC-010 JRMSU CED PTC-011 JRMSU CED PTC-012 JRMSU CED PTC-013 JRMSU CED PTC-014
22. OFFICE OF THE CED BEED-PROGRAM <ul style="list-style-type: none">• Curriculum Vitae• Parent/Guardian's Waiver• Liability Waiver• List of the Students• Endorsement letter• Student Teacher's Performance Evaluation• Orientation Program• Endorsement letter• Outgoing Communication• Incoming Communication• Logbook for Outgoing Communication• Logbook for Incoming Communication• Monitoring Schedules• Schedules for Pre-Deployment Demonstration Teaching• Results of the Pre-Deployment Demonstration• Results of the Special Demonstration Teaching• Results of the Final Demonstration Teaching• Document Control Matrix	JRMSU CED-BEED-001 JRMSU CED-BEED-002 JRMSU CED-BEED-003 JRMSU CED-BEED-004 JRMSU CED-BEED-005 JRMSU CED-BEED-006 JRMSU CED-BEED-007 JRMSU CED-BEED-008 JRMSU CED-BEED-009 JRMSU CED-BEED-010 JRMSU CED-BEED-011 JRMSU CED-BEED-012 JRMSU CED-BEED-013 JRMSU CED-BEED-014 JRMSU CED-BEED-015 JRMSU CED-BEED-016 JRMSU CED-BEED-017 JRMSU CED-BEED-018
23. OFFICE OF THE CED BSED-PROGRAM <ul style="list-style-type: none">• Curriculum Vitae• Parent/Guardian's Waiver• Liability Waiver• List of the Students• Endorsement letter• Student Teacher's Performance Evaluation• Orientation Program• Endorsement letter• Outgoing Communication	JRMSU CED-BSED-001 JRMSU CED-BSED-002 JRMSU CED-BSED-003 JRMSU CED-BSED-004 JRMSU CED-BSED-005 JRMSU CED-BSED-006 JRMSU CED-BSED-007 JRMSU CED-BSED-008 JRMSU CED-BSED-009



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Incoming Communication • Logbook for Outgoing Communication • Logbook for Incoming Communication • Monitoring Schedules • Schedules for Pre-Deployment Demonstration Teaching • Results of the Pre-Deployment Demonstration • Results of the Special Demonstration Teaching • Results of the Final Demonstration Teaching • Document Control Matrix 	<p>JRMSU CED-BSED-010</p> <p>JRMSU CED-BSED-011</p> <p>JRMSU CED-BSED-012</p> <p>JRMSU CED-BSED-013</p> <p>JRMSU CED-BSED-014</p> <p>JRMSU CED-BSED-015</p> <p>JRMSU CED-BSED-016</p> <p>JRMSU CED-BSED-017</p> <p>JRMSU CED-BSED-018</p>
<p>24. OFFICE OF THE DEAN OF THE COLLEGE OF ARTS AND SCIENCES</p> <ul style="list-style-type: none"> • CAS OFFICE MEMORANDUM • OFFICE MEMORANDUM • CHED MEMORANDUM • TRAVEL ORDER • INCOMING COMMUNICATION • OUTGOING COMMUNICATION • DESIGNATION & EMPLOYMENT STATUS FOR PART TIME INSTRUCTORS • MEMORANDUM OF INTENT AND UNDERSTANDING • SCHOOL CALENDAR • FACULTY DEVELOPMENT PROGRAM • ACCREDITATION DOCUMENTS • INDORSEMENT • MINUTES AND RESOLUTION OF JOINT ACADEMIS & ADMINISTRATIVE COUNCILS MEETING • SAMPLE CLASS RECORDS • RESOLUTION FOR UNDERGRADUATE RESEARCH POLICIES • CAS MASTERLIST OF STUDENTS • CLASS SCHEDULE • COPC – AB MASS COMM, AB POL. SCIENCE, AB ENGLISH CHED PROCESSING EVALUATION REPORT 2015 • ACTION PLAN • MINUTES OF CAS MEETINGS • COMMUNICATIONS FOR CAS MEETINGS • CURRICULUM • PASUC ADVISORY • R.A. 9854 CONVERSION OF JRMSC TO JRMSU • INDIVIDUAL SCORECARD • LIQUIDATION REPORT • FILE COPY OF STUDENT'S PROMISSORY NOTE • FILE COPY OF STUDENT'S SHIFTING FORMS • DEAN'S CERTIFICATE OF APPEARANCE • TENTATIVE LIST OF GRADUATING CAS STUDENTS 	<p>JRMSU CAS 001</p> <p>JRMSU CAS 002</p> <p>JRMSU CAS 003</p> <p>JRMSU CAS 004</p> <p>JRMSU CAS 005</p> <p>JRMSU CAS 006</p> <p>JRMSU CAS 007</p> <p>JRMSU CAS 008</p> <p>JRMSU CAS 009</p> <p>JRMSU CAS 010</p> <p>JRMSU CAS 011</p> <p>JRMSU CAS 012</p> <p>JRMSU CAS 013</p> <p>JRMSU CAS 014</p> <p>JRMSU CAS 015</p> <p>JRMSU CAS 016</p> <p>JRMSU CAS 017</p> <p>JRMSU CAS 018</p> <p>JRMSU CAS 019</p> <p>JRMSU CAS 020</p> <p>JRMSU CAS 021</p> <p>JRMSU CAS 022</p> <p>JRMSU CAS 023</p> <p>JRMSU CAS 024</p> <p>JRMSU CAS 025</p> <p>JRMSU CAS 026</p> <p>JRMSU CAS 027</p> <p>JRMSU CAS 028</p> <p>JRMSU CAS 029</p> <p>JRMSU CAS 030</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • GUIDANCE ACTIVITIES FOR CAS STUDENTS • DOCUMENTS OF CURRICULUM ENHANCEMENT FOR AB MASS COMM • CERTIFICATION • CAS SG RESOLUTION • ATTENDANCE • TEACHER'S PROGRAM 1ST SEMESTER 2016-2017 • TEACHER'S PROGRAM 2ND SEMESTER 2016-2017 • TOS • IPCR 2015 • SUPERVISORY EVALUATION SHEET • STUDENT'S EVALUATION SHEET • WEIGHT ALLOCATION EVALUATION • INDIVIDUAL PERFORMANCE OF FACULTY MEMBERS • FACULTY PROFILE • SUPERVISORY EVALUATION ON INSTRUCTOR'S PERFORMANCE (Blank Sheet) • CHED INFORMATION TECHNOLOGY EDUCATION MONITORING INSTRUMENT • PASIP SY 2015-2016 (STUDENT'S COMMENTS) • CUSTOMER SATISFACTION SURVEY QUESTIONNAIRE • OPCR (BLANK SHEET) • IPCR 2015 • IPCR 2016 • PASIP 2014 • PPMP COMMUNICATIONS OF PURCHASE REQUEST • APPROVED PURCHASE REQUEST FORM • DEAN'S FILE • MONITORING & EVALUATION OF BS CRIMINOLOGY • NBC 461 FILES • SYLLABUS • ACCOMPLISHMENT REPORT • PRELIMINARY SURVEY VISIT RESULTS FOR AB POLITICAL SCIENCE • QUALITY POLICY MANUAL • QUALITY PROCEDURES MANUAL 	<p>JRMSU CAS 031</p> <p>JRMSU CAS 032</p> <p>JRMSU CAS 033</p> <p>JRMSU CAS 034</p> <p>JRMSU CAS 035</p> <p>JRMSU CAS 036</p> <p>JRMSU CAS 037</p> <p>JRMSU CAS 038</p> <p>JRMSU CAS 039</p> <p>JRMSU CAS 040</p> <p>JRMSU CAS 041</p> <p>JRMSU CAS 042</p> <p>JRMSU CAS 043</p> <p>JRMSU CAS 044</p> <p>JRMSU CAS 045</p> <p>JRMSU CAS 046</p> <p>JRMSU CAS 047</p> <p>JRMSU CAS 048</p> <p>JRMSU CAS 049</p> <p>JRMSU CAS 050</p> <p>JRMSU CAS 051</p> <p>JRMSU CAS 052</p> <p>JRMSU CAS 053</p> <p>JRMSU CAS 054</p> <p>JRMSU CAS 055</p> <p>JRMSU CAS 056</p> <p>JRMSU CAS 057</p> <p>JRMSU CAS 058</p> <p>JRMSU CAS 059</p> <p>JRMSU CAS 060</p> <p>JRMSU CAS 061</p> <p>JRMSU CAS 062</p>
<p>25. OFFICE OF THE PROGRAM CHAIR OF THE BS INFORMATION SYSTEMS</p> <p>PROGRAM CHAIRPERSON, COLLEGE OF ARTS AND SCIENCES</p> <ul style="list-style-type: none"> • Office Memorandum • Outgoing Communication (External) • Outgoing Communication (Internal) • Logbook of Outgoing Communication • Incoming Communication (Internal) 	<p>JRMSU CAS BSIS-001</p> <p>JRMSU CAS BSIS-002</p> <p>JRMSU CAS BSIS-003</p> <p>JRMSU CAS BSIS-004</p> <p>JRMSU CAS BSIS-005</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guanding Adaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- Incoming Communication (External)
- Logbook of Incoming Communication
- Meeting Log/ Attendance Sheet
- Minutes of Meeting
- Strategic Plan
- Action Plan
- CHED Policies, Standard and Guidelines
- Curriculum
- Syllabus
- Faculty Development Plan
- Annual Report
- Orientation Log (Student)
- Logbook of Outgoing Communication
- Instrument for Evaluation
- BSIS Student's Masterlist
- Enrollment Files
- Consultation Logbook
- Faculty Profile
- Grade Sheets
- Teacher's Program
- Resolutions
- Designations
- OJT
- Activities Terminal Report
- Faculty Evaluation
- Accreditation, CHED Monitoring and COD/COE Instruments
- Accreditation, CHED Monitoring and COD/COE Recommendations
- Accreditation, COPC and COD/COE Certificates
- Manuals
- Local and National Plans

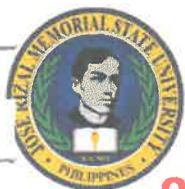
JRMSU CAS BSIS-006
JRMSU CAS BSIS-007
JRMSU CAS BSIS-008
JRMSU CAS BSIS-009
JRMSU CAS BSIS-010
JRMSU CAS BSIS-011
JRMSU CAS BSIS-012
JRMSU CAS BSIS-013
JRMSU CAS BSIS-014
JRMSU CAS BSIS-015
JRMSU CAS BSIS-016
JRMSU CAS BSIS-017
JRMSU CAS BSIS-018
JRMSU CAS BSIS-019
JRMSU CAS BSIS-020
JRMSU CAS BSIS-021
JRMSU CAS BSIS-022
JRMSU CAS BSIS-023
JRMSU CAS BSIS-024
JRMSU CAS BSIS-025
JRMSU CAS BSIS-026
JRMSU CAS BSIS-027
JRMSU CAS BSIS-028
JRMSU CAS BSIS-029
JRMSU CAS BSIS-030
JRMSU CAS BSIS-031
JRMSU CAS BSIS-032

JRMSU CAS BSIS-033
JRMSU CAS BSIS-034
JRMSU CAS BSIS-035

26. OFFICE OF THE OJT COORDINATOR COLLEGE OF ARTS AND SCIENCES

- Certificate of Orientation
- Student's Personal Data
- OJT Registration
- OJT Enrollment Form
- OJT Enrollment Flowchart
- List of Trainees
- OJT Requirements
- Task Summary Checklist of Trainees
- Performance Evaluation of Trainees
- Feedback on OJT

JRMSU CAS OJT COOR-001
JRMSU CAS OJT COOR-002
JRMSU CAS OJT COOR-003
JRMSU CAS OJT COOR-004
JRMSU CAS OJT COOR-005
JRMSU CAS OJT COOR-006
JRMSU CAS OJT COOR-007
JRMSU CAS OJT COOR-008
JRMSU CAS OJT COOR-009
JRMSU CAS OJT COOR-010



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Endorsement Letter • General Rubric for Evaluation • Official Report of Ratings • Letter to the Chief of Office/Industry • Logbook for Incoming Request • Outgoing Communication 	JRMSU CAS OJT COOR-011 JRMSU CAS OJT COOR-012 JRMSU CAS OJT COOR-013 JRMSU CAS OJT COOR-014 JRMSU CAS OJT COOR-015 JRMSU CAS OJT COOR-016
<p>27. OFFICE OF THE NATURAL SCIENCE LABORATORY IN-CHARGE</p> <ul style="list-style-type: none"> • Calibration Certificate • Consolidated Laboratory PPMP • GSO Request Forms • Internal/External Calibration Log Sheet • Inventory of Laboratory Facility • Laboratory Borrowers' Slip • Laboratory In-charge Meeting Records • Laboratory Project Procurement Management • MSDS/OSHA/EPA/DENR/DAO Manuals • Purchase Request Forms • Waste Collection and Disposal Logsheets • Laboratory Safety Management Manual • Laboratory Waste Management Manual • Laboratory Calibration Plan • Laboratory Preventive/Corrective/Predictive Maintenance Plan • Equipment Maintenance and Repair Logsheets 	JRMSU-NS LAB-001 JRMSU-NS LAB-002 JRMSU-NS LAB-003 JRMSU-NS LAB-004 JRMSU-NS LAB-005 JRMSU-NS LAB-006 JRMSU-NS LAB-007 JRMSU-NS LAB-008 JRMSU-NS LAB-009 JRMSU-NS LAB-0010 JRMSU-NS LAB-0011 JRMSU-NS LAB-0012 JRMSU-NS LAB-0013 JRMSU-NS LAB-0014 JRMSU-NS LAB-0015 JRMSU-NS LAB-0016
<p>28. OFFICE OF THE DEAN OF THE COLLEGE OF ENGINEERING</p> <ul style="list-style-type: none"> • Annual Report • Application for Graduation • Board Exam Results by Program • CHED Memorandum Order • CHED Monitoring • Correction Action Plan • Curriculum • Examination with TOS by Program • Faculty Profile • Faculty Attendance during School Activities • Faculty Development Plan • Faculty Performance Evaluation • Grades Sheets • Instructional Materials • Log Book for Equipment • Log Book for Visitors 	JRMSU COE 001 JRMSU COE 002 JRMSU COE 003 JRMSU COE 004 JRMSU COE 005 JRMSU COE 006 JRMSU COE 007 JRMSU COE 008 JRMSU COE 009 JRMSU COE 010 JRMSU COE 011 JRMSU COE 012 JRMSU COE 013 JRMSU COE 014 JRMSU COE 015 JRMSU COE 016



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- Minutes & Notice of Meetings
- Office Memorandum
- OJT Endorsement Letter
- OJT Grades
- OJT List of Trainers
- OJT MOA
- OJT Narrative Report
- OJT Orientation of Trainers
- OJT Performance Evaluation
- OJT Personal Data
- Outgoing Communication
- PASIP
- PPMP
- Program Prospectus
- Program Syllabus
- Purchase Request
- Schedule of Classes
- Students Activities
- Students Official List
- Student Resolution
- Supervisory Program of the Dean
- Teaching Loads
- Travel Order

JRMSU COE 017
 JRMSU COE 018
 JRMSU COE 019
 JRMSU COE 020
 JRMSU COE 021
 JRMSU COE 022
 JRMSU COE 023
 JRMSU COE 024
 JRMSU COE 025
 JRMSU COE 026
 JRMSU COE 027
 JRMSU COE 028
 JRMSU COE 029
 JRMSU COE 030
 JRMSU COE 031
 JRMSU COE 032
 JRMSU COE 033
 JRMSU COE 034
 JRMSU COE 035
 JRMSU COE 036
 JRMSU COE 037
 JRMSU COE 038
 JRMSU COE 039

29. OFFICE OF THE DEAN OF THE COLLEGE OF BUSINESS AND ACCOUNTACY

- Office Memorandum
- Curriculum
- Performance Assessment Matrix
- Instructiona Materials
- PASIP
- Syllabus
- Incoming Communication
- Outgoing Communciation
- Faculty Development Plan
- Meeting log/Attendance Sheet
- Supervisory Program of the Dean
- Minutes of Meeting
- Faculty Profile
- Annual Report
- Purchase Request
- Peer Evaluation Form
- Logbook for Incoming Documents/Communications

JRMSU CBA DEAN 001
 JRMSU CBA DEAN 002
 JRMSU CBA DEAN 003
 JRMSU CBA DEAN 004
 JRMSU CBA DEAN 005
 JRMSU CBA DEAN 006
 JRMSU CBA DEAN 007
 JRMSU CBA DEAN 008
 JRMSU CBA DEAN 009
 JRMSU CBA DEAN 010
 JRMSU CBA DEAN 011
 JRMSU CBA DEAN 012
 JRMSU CBA DEAN 013
 JRMSU CBA DEAN 014
 JRMSU CBA DEAN 015
 JRMSU CBA DEAN 016
 JRMSU CBA DEAN 017



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadagnada St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Logbook for Outgoing Documents/Communications • Logbook for Supplies and Materials • Classroom Observation • Logbook for INC Grades • Student's Request Letter • Program of Activities • Shifting Forms • Extension Program • Research Activities • Grading Sheets • List of Students • Teacher's Program • Satisfaction Survey Results • Visitor's Logbook 	<p>JRMSU CBA DEAN 018</p> <p>JRMSU CBA DEAN 019</p> <p>JRMSU CBA DEAN 020</p> <p>JRMSU CBA DEAN 021</p> <p>JRMSU CBA DEAN 022</p> <p>JRMSU CBA DEAN 023</p> <p>JRMSU CBA DEAN 024</p> <p>JRMSU CBA DEAN 025</p> <p>JRMSU CBA DEAN 026</p> <p>JRMSU CBA DEAN 027</p> <p>JRMSU CBA DEAN 028</p> <p>JRMSU CBA DEAN 029</p> <p>JRMSU CBA DEAN 030</p> <p>JRMSU CBA DEAN 031</p>
<p>30. OFFICE OF THE PROGRAM CHAIR OF THE BS ACCOUNTANCY</p> <p>PROGRAM CHAIRPERSON, COLLEGE OF BUSINESS AND ACCOUNTANCY</p> <ul style="list-style-type: none"> • Office memorandum • Outgoing Communication (External) • Outgoing Communication (Internal) • Logbook of Outgoing Communication • Incoming Communication (Internal) • Incoming Communication (External) • Logbook of Incoming Communication • Meeting Log/Attendance Sheet • Minutes of Meeting • Strategic Plan • Action Plan • CHED Policies, Standard and Guidelines • Curriculum • Syllabus • Faculty Development Plan • Annual Report • Orientation Log (Student) • Logbook of Outgoing Communication • Instrument for Evaluation • BSBA-FM Student's masterlist • Enrollment Files • Consultation Logbook • Faculty Profile • Grade Sheets • Teacher's Program • Resolutions • Designations 	<p>JRMSU CBA BSA-001</p> <p>JRMSU CBA BSA-002</p> <p>JRMSU CBA BSA-003</p> <p>JRMSU CBA BSA-004</p> <p>JRMSU CBA BSA-005</p> <p>JRMSU CBA BSA-006</p> <p>JRMSU CBA BSA-007</p> <p>JRMSU CBA BSA-008</p> <p>JRMSU CBA BSA-009</p> <p>JRMSU CBA BSA-010</p> <p>JRMSU CBA BSA-011</p> <p>JRMSU CBA BSA-012</p> <p>JRMSU CBA BSA-013</p> <p>JRMSU CBA BSA-014</p> <p>JRMSU CBA BSA-015</p> <p>JRMSU CBA BSA-016</p> <p>JRMSU CBA BSA-017</p> <p>JRMSU CBA BSA-018</p> <p>JRMSU CBA BSA-019</p> <p>JRMSU CBA BSA-020</p> <p>JRMSU CBA BSA-021</p> <p>JRMSU CBA BSA-022</p> <p>JRMSU CBA BSA-023</p> <p>JRMSU CBA BSA-024</p> <p>JRMSU CBA BSA-025</p> <p>JRMSU CBA BSA-026</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadagnada St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • OJT • Activities Terminal Report • Faculty Evaluation • Accreditation, CHED Monitoring and COD/COE Instruments • Accreditation, CHED Monitoring and COD/COE Recommendations • Accreditation, COPC and COD/COE Certificates • Manuals • Local and National Plans 	<p>JRMSU CBA BSA-027</p> <p>JRMSU CBA BSA-028</p> <p>JRMSU CBA BSA-029</p> <p>JRMSU CBA BSA-030</p> <p>JRMSU CBA BSA-031</p> <p>JRMSU CBA BSA-032</p> <p>JRMSU CBA BSA-033</p> <p>JRMSU CBA BSA-034</p>
<p>31. OFFICE OF THE PROGRAM CHAIR OF THE BS ACCOUNTING TECHNOLOGY PROGRAM CHAIRPERSON, COLLEGE OF BUSINESS AND ACCOUNTANCY</p> <ul style="list-style-type: none"> • Office memorandum • Outgoing Communication (External) • Outgoing Communication (Internal) • Logbook of Outgoing Communication • Incoming Communication (Internal) • Incoming Communication (External) • Logbook of Incoming Communication • Meeting Log/Attendance Sheet • Minutes of Meeting • Strategic Plan • Action Plan • CHED Policies, Standard and Guidelines • Curriculum • Syllabus • Faculty Development Plan • Annual Report • Orientation Log (Student) • Logbook of Outgoing Communication • Instrument for Evaluation • BSBA-FM Student's masterlist • Enrollment Files • Consultation Logbook • Faculty Profile • Grade Sheets • Teacher's Program • Resolutions • Designations • OJT • Activities Terminal Report • Faculty Evaluation • Accreditation, CHED Monitoring and COD/COE Instruments • Accreditation, CHED Monitoring and COD/COE Recommendations 	<p>JRMSU CBA BSAT-001</p> <p>JRMSU CBA BSAT-002</p> <p>JRMSU CBA BSAT-003</p> <p>JRMSU CBA BSAT-004</p> <p>JRMSU CBA BSAT-005</p> <p>JRMSU CBA BSAT-006</p> <p>JRMSU CBA BSAT-007</p> <p>JRMSU CBA BSAT-008</p> <p>JRMSU CBA BSAT-009</p> <p>JRMSU CBA BSAT-010</p> <p>JRMSU CBA BSAT-011</p> <p>JRMSU CBA BSAT-012</p> <p>JRMSU CBA BSAT-013</p> <p>JRMSU CBA BSAT-014</p> <p>JRMSU CBA BSAT-015</p> <p>JRMSU CBA BSAT-016</p> <p>JRMSU CBA BSAT-017</p> <p>JRMSU CBA BSAT-018</p> <p>JRMSU CBA BSAT-019</p> <p>JRMSU CBA BSAT-020</p> <p>JRMSU CBA BSAT-021</p> <p>JRMSU CBA BSAT-022</p> <p>JRMSU CBA BSAT-023</p> <p>JRMSU CBA BSAT-024</p> <p>JRMSU CBA BSAT-025</p> <p>JRMSU CBA BSAT-026</p> <p>JRMSU CBA BSAT-027</p> <p>JRMSU CBA BSAT-028</p> <p>JRMSU CBA BSAT-029</p> <p>JRMSU CBA BSAT-030</p> <p>JRMSU CBA BSAT-031</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Accreditation, COPC and COD/COE Certificates • Manuals • Local and National Plans 	<p>JRMSU CBA BSAT-032</p> <p>JRMSU CBA BSAT-033</p> <p>JRMSU CBA BSAT-034</p>
<p>32. OFFICE OF THE PROGRAM CHAIR OF THE BSBA-FINANCIAL MANAGEMENT PROGRAM CHAIRPERSON, COLLEGE OF BUSINESS AND ACCOUNTANCY</p> <ul style="list-style-type: none"> • Office memorandum • Outgoing Communication (External) • Outgoing Communication (Internal) • Logbook of Outgoing Communication • Incoming Communication (Internal) • Incoming Communication (External) • Logbook of Incoming Communication • Meeting Log/Attendance Sheet • Minutes of Meeting • Strategic Plan • Action Plan • CHED Policies, Standard and Guidelines • Curriculum • Syllabus • Faculty Development Plan • Annual Report • Orientation Log (Student) • Logbook of Outgoing Communication • Instrument for Evaluation • BSBA-FM Student's masterlist • Enrollment Files • Consultation Logbook • Faculty Profile • Grade Sheets • Teacher's Program • Resolutions • Designations • OJT • Activities Terminal Report • Faculty Evaluation • Accreditation, CHED Monitoring and COD/COE Instruments • Accreditation, CHED Monitoring and COD/COE Recommendations • Accreditation, COPC and COD/COE Certificates • Manuals • Local and National Plans 	<p>JRMSU CBA BSBAFM-001</p> <p>JRMSU CBA BSBAFM-002</p> <p>JRMSU CBA BSBAFM-003</p> <p>JRMSU CBA BSBAFM-004</p> <p>JRMSU CBA BSBAFM-005</p> <p>JRMSU CBA BSBAFM-006</p> <p>JRMSU CBA BSBAFM-007</p> <p>JRMSU CBA BSBAFM-008</p> <p>JRMSU CBA BSBAFM-009</p> <p>JRMSU CBA BSBAFM-010</p> <p>JRMSU CBA BSBAFM-011</p> <p>JRMSU CBA BSBAFM-012</p> <p>JRMSU CBA BSBAFM-013</p> <p>JRMSU CBA BSBAFM-014</p> <p>JRMSU CBA BSBAFM-015</p> <p>JRMSU CBA BSBAFM-016</p> <p>JRMSU CBA BSBAFM-017</p> <p>JRMSU CBA BSBAFM-018</p> <p>JRMSU CBA BSBAFM-019</p> <p>JRMSU CBA BSBAFM-020</p> <p>JRMSU CBA BSBAFM-021</p> <p>JRMSU CBA BSBAFM-022</p> <p>JRMSU CBA BSBAFM-023</p> <p>JRMSU CBA BSBAFM-024</p> <p>JRMSU CBA BSBAFM-025</p> <p>JRMSU CBA BSBAFM-026</p> <p>JRMSU CBA BSBAFM-027</p> <p>JRMSU CBA BSBAFM-028</p> <p>JRMSU CBA BSBAFM-029</p> <p>JRMSU CBA BSBAFM-030</p> <p>JRMSU CBA BSBAFM-031</p> <p>JRMSU CBA BSBAFM-032</p> <p>JRMSU CBA BSBAFM-033</p> <p>JRMSU CBA BSBAFM-034</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadanga St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

33. OFFICE OF THE PROGRAM CHAIR OF THE BSBA-MARKETING

**MANAGEMENT PROGRAM CHAIRPERSON, COLLEGE OF BUSINESS
AND ACCOUNTANCY**

- Office memorandum
- Outgoing Communication (External)
- Outgoing Communication (Internal)
- Logbook of Outgoing Communication
- Incoming Communication (Internal)
- Incoming Communication (External)
- Logbook of Incoming Communication
- Meeting Log/Attendance Sheet
- Minutes of Meeting
- Strategic Plan
- Action Plan
- CHED Policies, Standard and Guidelines
- Curriculum
- Syllabus
- Faculty Development Plan
- Orientation Log (Student)
- Logbook of Outgoing Communication
- Instrument for Evaluation
- BSBA-MM Student's masterlist
- Enrollment Files
- Consultation Logbook
- Faculty Profile
- Grade Sheets
- Teacher's Program
- Resolutions
- Designations
- OJT
- Activities Terminal Report
- Faculty Evaluation
- Accreditation, CHED Monitoring and COD/COE Instruments
- Accreditation, CHED Monitoring and COD/COE Recommendations
- Accreditation, COPC and COD/COE Certificates
- Manuals
- Local and National Plans

JRMSU CBA BSBA MM-001
JRMSU CBA BSBA MM-002
JRMSU CBA BSBA MM-003
JRMSU CBA BSBA MM-004
JRMSU CBA BSBA MM-005
JRMSU CBA BSBA MM-006
JRMSU CBA BSBA MM-007
JRMSU CBA BSBA MM-008
JRMSU CBA BSBA MM-009
JRMSU CBA BSBA MM-010
JRMSU CBA BSBA MM-011
JRMSU CBA BSBA MM-012
JRMSU CBA BSBA MM-013
JRMSU CBA BSBA MM-014
JRMSU CBA BSBA MM-015
JRMSU CBA BSBA MM-016
JRMSU CBA BSBA MM-017
JRMSU CBA BSBA MM-018
JRMSU CBA BSBA MM-019
JRMSU CBA BSBA MM-020
JRMSU CBA BSBA MM-021
JRMSU CBA BSBA MM-022
JRMSU CBA BSBA MM-023
JRMSU CBA BSBA MM-024
JRMSU CBA BSBA MM-025
JRMSU CBA BSBA MM-026
JRMSU CBA BSBA MM-027
JRMSU CBA BSBA MM-028
JRMSU CBA BSBA MM-029
JRMSU CBA BSBA MM-030
JRMSU CBA BSBA MM-031

JRMSU CBA BSBA MM-032
JRMSU CBA BSBA MM-033
JRMSU CBA BSBA MM-034

34. OFFICE OF THE PROGRAM CHAIR OF THE BS ENTREPRENEURIAL

**MANAGEMENT PROGRAM CHAIRPERSON, COLLEGE OF BUSINESS
AND ACCOUNTANCY**

- Office memorandum
- Outgoing Communication (External)
- Outgoing Communication (Internal)

JRMSU CBA BSBA EM-001
JRMSU CBA BSBA EM-002
JRMSU CBA BSBA EM-003



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- Logbook of Outgoing Communication
- Incoming Communication (Internal)
- Incoming Communication (External)
- Logbook of Incoming Communication
- Meeting Log/Attendance Sheet
- Minutes of Meeting
- Strategic Plan
- Action Plan
- CHED Policies, Standard and Guidelines
- Curriculum
- Syllabus
- Faculty Development Plan
- Annual Report
- Orientation Log (Student)
- Logbook of Outgoing Communication
- Instrument for Evaluation
- BSBA-FM Student's masterlist
- Enrollment Files
- Consultation Logbook
- Faculty Profile
- Grade Sheets
- Teacher's Program
- Resolutions
- Designations
- OJT
- Activities Terminal Report
- Faculty Evaluation
- Accreditation, CHED Monitoring and COD/COE Instruments
- Accreditation, CHED Monitoring and COD/COE Recommendations
- Accreditation, COPC and COD/COE Certificates
- Manuals
- Local and National Plans

JRMSU CBA BSBA EM -004
 JRMSU CBA BSBA EM -005
 JRMSU CBA BSBA EM -006
 JRMSU CBA BSBA EM -007
 JRMSU CBA BSBA EM -008
 JRMSU CBA BSBA EM -009
 JRMSU CBA BSBA EM -010
 JRMSU CBA BSBA EM -011
 JRMSU CBA BSBA EM -012
 JRMSU CBA BSBA EM -013
 JRMSU CBA BSBA EM -014
 JRMSU CBA BSBA EM -015

 JRMSU CBA BSBA EM -016
 JRMSU CBA BSBA EM -017
 JRMSU CBA BSBA EM -018
 JRMSU CBA BSBA EM -019
 JRMSU CBA BSBA EM -020
 JRMSU CBA BSBA EM -021
 JRMSU CBA BSBA EM -022
 JRMSU CBA BSBA EM -023
 JRMSU CBA BSBA EM -024
 JRMSU CBA BSBA EM -025
 JRMSU CBA BSBA EM -026
 JRMSU CBA BSBA EM -027
 JRMSU CBA BSBA EM -028
 JRMSU CBA BSBA EM -029
 JRMSU CBA BSBA EM -030
 JRMSU CBA BSBA EM -031

 JRMSU CBA BSBA EM -032
 JRMSU CBA BSBA EM -033
 JRMSU CBA BSBA EM -034

35. OFFICE OF THE PROGRAM CHAIR OF THE BS HOTEL AND RESTAURANT MANAGEMENT PROGRAM, COLLEGE OF BUSINESS AND ACCOUNTANCY

- Office Memorandum
- Outgoing Communication (External)
- Outgoing Communication (Internal)
- Logbook of Outgoing Communication
- Incoming Communication (Internal)
- Incoming Communication (External)
- Logbook of Incoming Communication
- Meeting Log/ Attendance Sheet

JRMSU CBA HRM – 001
 JRMSU CBA HRM – 002
 JRMSU CBA HRM – 003
 JRMSU CBA HRM – 004
 JRMSU CBA HRM – 005
 JRMSU CBA HRM – 006
 JRMSU CBA HRM – 007
 JRMSU CBA HRM – 008



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Minutes of Meeting • CHED Policies, Standard and Guidelines • Curriculum • Syllabus • Faculty Development Plan • Orientation Log (Students) • Instrument for Evaluation • BSHRM Student's Master list • Enrollment Files • Consultation Logbook • Faculty Profile • Grade Sheets • Teacher's Program • Resolution • Designations • OJT • Activities Terminal Report • Faculty Evaluation • Accreditation, CHED Monitoring and COD/COE Instrument • Accreditation, CHED Monitoring and COD/COE Recommendation • Accreditation, COPC and COD/COE Certificates • Manuals 	<p>JRMSU CBA HRM – 009</p> <p>JRMSU CBA HRM – 010</p> <p>JRMSU CBA HRM – 011</p> <p>JRMSU CBA HRM – 012</p> <p>JRMSU CBA HRM – 013</p> <p>JRMSU CBA HRM – 014</p> <p>JRMSU CBA HRM – 015</p> <p>JRMSU CBA HRM – 016</p> <p>JRMSU CBA HRM – 017</p> <p>JRMSU CBA HRM – 018</p> <p>JRMSU CBA HRM – 019</p> <p>JRMSU CBA HRM – 020</p> <p>JRMSU CBA HRM – 021</p> <p>JRMSU CBA HRM – 022</p> <p>JRMSU CBA HRM – 023</p> <p>JRMSU CBA HRM – 024</p> <p>JRMSU CBA HRM – 025</p> <p>JRMSU CBA HRM – 026</p> <p>JRMSU CBA HRM – 027</p> <p>JRMSU CBA HRM – 028</p> <p>JRMSU CBA HRM – 029</p> <p>JRMSU CBA HRM – 030</p>
<p>36. OFFICE OF THE PROGRAM CHAIR OF THE BS TOURISM MANAGEMENT, COLLEGE OF BUSINESS AND ACCOUNTANCY</p> <ul style="list-style-type: none"> • Office memorandum • Outgoing Communication (External) • Outgoing Communication (Internal) • Logbook of Outgoing Communication • Incoming Communication (Internal) • Incoming Communication (External) • Logbook of Incoming Communication • Meeting Log/Attendance Sheet • Minutes of Meeting • CHED Policies, Standard and Guidelines • Curriculum • Syllabus • Faculty Development Plan • Orientation Log (Student) • Logbook of Outgoing Communication • Instrument for Evaluation • BSTM Student's masterlist • Enrollment Files 	<p>JRMSU CBA BSTM-001</p> <p>JRMSU CBA BSTM-002</p> <p>JRMSU CBA BSTM-003</p> <p>JRMSU CBA BSTM-004</p> <p>JRMSU CBA BSTM-005</p> <p>JRMSU CBA BSTM-006</p> <p>JRMSU CBA BSTM-007</p> <p>JRMSU CBA BSTM-008</p> <p>JRMSU CBA BSTM-009</p> <p>JRMSU CBA BSTM-010</p> <p>JRMSU CBA BSTM-011</p> <p>JRMSU CBA BSTM-012</p> <p>JRMSU CBA BSTM-013</p> <p>JRMSU CBA BSTM-014</p> <p>JRMSU CBA BSTM-015</p> <p>JRMSU CBA BSTM-016</p> <p>JRMSU CBA BSTM-017</p> <p>JRMSU CBA BSTM-018</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guanding Adaza St., Sta. Cruz, Dapitan City, Philippines



Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

OFFICE OF THE QUALITY ASSURANCE DIRECTOR

<ul style="list-style-type: none">• Consultation Logbook• Faculty Profile• Grade Sheets• Teacher's Program• Resolutions• Designations• OJT• Activities Terminal Report• Faculty Evaluation• Accreditation, CHED Monitoring and COD/COE Instruments• Accreditation, CHED Monitoring and COD/COE Recommendations• Accreditation, COPC and COD/COE Certificates• Manuals• Local and National Plans	JRMSU CBA BSTM-019 JRMSU CBA BSTM-020 JRMSU CBA BSTM-021 JRMSU CBA BSTM-022 JRMSU CBA BSTM-023 JRMSU CBA BSTM-024 JRMSU CBA BSTM-025 JRMSU CBA BSTM-026 JRMSU CBA BSTM-027 JRMSU CBA BSTM-028 JRMSU CBA BSTM-029 JRMSU CBA BSTM-030 JRMSU CBA BSTM-031 JRMSU CBA BSTM-032
37. OFFICE OF THE COLLEGE OF BUSINESS AND ACCOUNTANCY RESEARCH COORDINATOR <ul style="list-style-type: none">• JRMSU Research Agenda• CBA Research Agenda• JRMSU Midterm Development Plan• Research and Extension Manual• CBA Research Organizational Structure• Institutional Format for Proposal Writing• Project Monitoring and Evaluation Form• External Outgoing Communications• Internal Outgoing Communications• External Incoming Communications• Internal Incoming Communications• SUCRED Call for Proposals• Copies of Proposals, Completed Researches by Faculty• CBA Research Reports• Invitations• Institutionally Funded Projects• Externally Funded Projects• Contracts of Research Assistants• Certificates• Customer Satisfaction Survey Questionnaire• Customer Satisfaction Survey Results	JRMSU- CBA-RES-001 JRMSU- CBA-RES-002 JRMSU- CBA-RES-003 JRMSU- CBA-RES-004 JRMSU- CBA-RES-005 JRMSU- CBA-RES-006 JRMSU- CBA-RES-007 JRMSU- CBA-RES-008 JRMSU- CBA-RES-009 JRMSU- CBA-RES-010 JRMSU- CBA-RES-011 JRMSU- CBA-RES-012 JRMSU- CBA-RES-013 JRMSU- CBA-RES-014 JRMSU- CBA-RES-015 JRMSU- CBA-RES-016 JRMSU- CBA-RES-017 JRMSU- CBA-RES-018 JRMSU- CBA-RES-019 JRMSU- CBA-RES-020 JRMSU- CBA-RES-020
38. OFFICE OF THE OJT COORDINATOR COLLEGE OF BUSINESS AND ACCOUNTANCY <ul style="list-style-type: none">• Designation of Program Head• Student's Personal Data	JRMSU CBA-OJTC-001 JRMSU CBA-OJTC-002



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- OJT Program of Activities
- OJT Enrollment Form
- OJT Enrollment Flowchart
- List of Trainees
- OJT Requirements
- Checklist of Trainees
- Performance Evaluation
- Narrative Report (Feedback on OJT)
- Endorsement Letter
- OJT Manual
- Certificate of Validation and Approval
- Confirm of Students Eligibility for OJT
- Official Report of Ratings
- Official List of Passers
- Recommendation Letter (Letter to Industry Manager)
- Logbook for incoming Request
- List of Reputable Agencies
- List of Graduating Students
- Orientation Attendance of Participation

JRMSU CBA-OJTC-003
 JRMSU CBA-OJTC-004
 JRMSU CBA-OJTC-005
 JRMSU CBA-OJTC-006
 JRMSU CBA-OJTC-007
 JRMSU CBA-OJTC-008
 JRMSU CBA-OJTC-009
 JRMSU CBA-OJTC-010
 JRMSU CBA-OJTC-011
 JRMSU CBA-OJTC-012
 JRMSU CBA-OJTC-013
 JRMSU CBA-OJTC-014
 JRMSU CBA-OJTC-015
 JRMSU CBA-OJTC-016
 JRMSU CBA-OJTC-017
 JRMSU CBA-OJTC-018
 JRMSU CBA-OJTC-019
 JRMSU CBA-OJTC-020
 JRMSU CBA-OJTC-021

39. OFFICE OF THE DEAN OF THE GRADUATE SCHOOL

- Outgoing Communication
- Incoming Communication/Documents Logbook
- Office Memorandum
- Entrance Examination Form
- Student Profile
- Graduate School Prospectus
- Syllabus
- Graduate School Schedule of Classes
- Graduate School Teaching Load
- Graduate School Students Directory
- Certification Letter
- Endorsement Letter
- Comprehensive Examination Application Form
- Comprehensive Examination Result Form
- Comprehensive Examination
- Schedule of Defense
- Oral Defense Rating Sheet
- Defense Minutes
- Graduate School Faculty Profile
- Supervisory Program of the Dean
- Supervisory Evaluation on Professor's Performance
- Classroom Observation Form

JRMSU GS Dean 001
 JRMSU GS Dean 002
 JRMSU GS Dean 003
 JRMSU GS Dean 004
 JRMSU GS Dean 005
 JRMSU GS Dean 006
 JRMSU GS Dean 007
 JRMSU GS Dean 008
 JRMSU GS Dean 009
 JRMSU GS Dean 010
 JRMSU GS Dean 011
 JRMSU GS Dean 012
 JRMSU GS Dean 013
 JRMSU GS Dean 014
 JRMSU GS Dean 015
 JRMSU GS Dean 016
 JRMSU GS Dean 017
 JRMSU GS Dean 018
 JRMSU GS Dean 019
 JRMSU GS Dean 020
 JRMSU GS Dean 021
 JRMSU GS Dean 022



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> Graduate School Clearance Schedule of Fees for Thesis and Dissertation Attendance Sheet Faculty Attendance Logbook 	JRMSU GS Dean 023 JRMSU GS Dean 024 JRMSU GS Dean 025 JRMSU GS Dean 026
40. OFFICE OF THE DEAN OF STUDENT AFFAIRS AND SERVICES <ul style="list-style-type: none"> Student Profile Student Identification Card Application Student Personal Accident Insurance Student Admission Slip Student Assistant's Application Form Student Assistant's Performance Rating Student Assistant's Accomplishment Form Student Organization Registration Affidavit of Commitment Campus/Community Activity Permit Form Campus/Community Evaluation Sheet Parent's Waiver and Consent Form Aggrieved Party Complaint Form Board of Discipline Notice Form Board Discipline-Student Sanction Form Affidavit of Loss Form Institutional Scholar's Application Form Working Student's Application Form Scholar's Profile Form Referral Form 	JRMSU-DSAS-001 JRMSU-DSAS-002 JRMSU-DSAS-003 JRMSU-DSAS-004 JRMSU-DSAS-005-A JRMSU-DSAS-005-B JRMSU-DSAS-005-C JRMSU-DSAS-006 JRMSU-DSAS-007 JRMSU-DSAS-008 JRMSU-DSAS-009 JRMSU-DSAS-010 JRMSU-DSAS-011-A JRMSU-DSAS-011-B JRMSU-DSAS-011-C JRMSU-DSAS-012 JRMSU-DSAS-013 JRMSU-DSAS-014 JRMSU-DSAS-015 JRMSU-DSAS-016
41. OFFICE OF THE SYSTEM BUDGET OFFICER <ul style="list-style-type: none"> Budget Call Operating Budget Budget Circulars Board Resolutions SAROs BED Forms Budget Quarterly Reports BAR 1 FAR 1-5 URS Generated Quarterly Reports Agency Performance Report Annual Accomplishments Report Annual Audit Report Office Memorandum/Orders Outgoing Communications 	JRMSU-SBO-001 JRMSU-SBO-002 JRMSU-SBO-003 JRMSU-SBO-004 JRMSU-SBO-005 JRMSU-SBO-007 JRMSU-SBO-008 JRMSU-SBO-008-A JRMSU-SBO-008-B JRMSU-SBO-009 JRMSU-SBO-010 JRMSU-SBO-011 JRMSU-SBO-012 JRMSU-SBO-013 JRMSU-SBO-014



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> Incoming Communications 	JRMSU-SBO-015
42. CASHIER'S OFFICE <ul style="list-style-type: none"> Certification Daily Collection Report (Trust Fund) Daily Collection Report (Development Fund) Daily Collection Report (IGP Fund) Daily Collection Report (PASUC) Daily Collection Report (Research Fund) Daily Collection Report (Treasury Fund) Daily Collection Report (SAFE Fund) Daily Collection Report (Senior High) Pay slips Student's Ledger Outgoing Communications Report of Disbursement thru Checks and LDDAP (General Fund) Report of Disbursement thru Checks and ADA (Trust Fund) Report of Check Issued (Development Fund) Report of Check Issued (IGP Fund) Report of Check Issued (PASUC) Report of Check Issued (Research Fund) Report of Check Issued (Special MDS) Report of Check Issued (SAFE Fund) Report ADA and Check Disbursement Record (Trust Fund) Report of Cash Disbursement (General Fund) Report of Cash Disbursement (Trust Fund) Report of Cash Disbursement (Development Fund) Report of Cash Disbursement (IGP Fund) Report of Cash Disbursement (Research Fund) Cash Receipt Record (Trust Fund) Cash Receipt Record (Development Fund) Cash Receipt Record (IGP) Cash Receipt Record (PASUC) Cash Receipt Record (Research Fund) Cash Receipt Record (Treasury) Cash Receipt Record (SAFE Fund) Cash Receipt Record (Senior High Fund) Deposit Slips Record (Trust Fund) Deposit Slips Record (Development Fund) Deposit Slips Record (IGP) Deposit Slips Record (PASUC) Deposit Slips Record (Research Fund) 	JRMSU-CA-001 JRMSU-CA-002 JRMSU-CA-002-A JRMSU-CA-002-B JRMSU-CA-002-C JRMSU-CA-002-D JRMSU-CA-002-E JRMSU-CA-002-F JRMSU-CA-002-G JRMSU-CA-003 JRMSU-CA-004 JRMSU-CA-005 JRMSU-CA-006 JRMSU-CA-006-A JRMSU-CA-006-B JRMSU-CA-006-C JRMSU-CA-006-D JRMSU-CA-006-E JRMSU-CA-006-F JRMSU-CA-006-G JRMSU-CA-006-H JRMSU-CA-007 JRMSU-CA-007-A JRMSU-CA-007-B JRMSU-CA-007-C JRMSU-CA-007-D JRMSU-CA-008 JRMSU-CA-008-A JRMSU-CA-008-B JRMSU-CA-008-C JRMSU-CA-008-D JRMSU-CA-008-E JRMSU-CA-008-F JRMSU-CA-008-G JRMSU-CA-009 JRMSU-CA-009-A JRMSU-CA-009-B JRMSU-CA-009-C JRMSU-CA-009-D



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guanding Adaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Deposit Slips Record (Treasury) • Deposit Slips Record (SAFE Fund) • Deposit Slips Record (Senior High Fund) 	JRMSU-CA-009-E JRMSU-CA-009-F JRMSU-CA-009-G
43. ACCOUNTING OFFICE <ul style="list-style-type: none"> • Disbursement Voucher • Journal Entry Voucher • Remittance List • Payroll Form • Itinerary of Travel Form • Liquidation Report Form • Certificate of Travel Completed Form 	JRMSU-ACC-001 JRMSU-ACC-002 JRMSU-ACC-003 JRMSU-ACC-004 JRMSU-ACC-005 JRMSU-ACC-006 JRMSU-ACC-007
44. BUDGET OFFICE <ul style="list-style-type: none"> • Operating Budget • Budget Circular • Board Resolutions • GENERAL FUND • General Appropriation Act • Notice of Cash Allocation • Special Allotment Release Order • Registry of Allotment, Obligation & Disbursement (GF) • Personal Services • Maintenance & Other Operating Expenses • Capital Outlay • Scholarship Continuing • Registry of Allotment, Obligation & Disbursement (TF) • Maintenance & Other Operating Expenses • Capital Outlay • Semi-Expendable • Budget Reports • FAR 1-5 • PPMP 	JRSMU-BO-0001 JRSMU-BO-0002 JRSMU-BO-0003 JRSMU-BO-0004 JRSMU-BO-0004-A JRSMU-BO-0004-B JRSMU-BO-0004-C JRSMU-BO-0005 JRSMU-BO-0005-A JRSMU-BO-0005-B JRSMU-BO-0005-C JRSMU-BO-0005-D JRSMU-BO-0006 JRSMU-BO-0006-A JRSMU-BO-0006-B JRSMU-BO-0006-C JRSMU-BO-0007 JRSMU-BO-0007-A JRSMU-BO-0008
45. CLINIC <ul style="list-style-type: none"> • Health Examination Form • Dental Health Examination • Ishihara's Test for Color Vision • Daily Treatment Record (Medical) • Daily Treatment Record (Dental) • Medical Certificate • Referral Form • Health Program Evaluation 	JRMSU-CLI-001 JRMSU-CLI-002 JRMSU-CLI-003 JRMSU-CLI-004-A JRMSU-CLI-004-B JRMSU-CLI-005 JRMSU-CLI-006 JRMSU-CLI-007



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

- Budget Request/P.O. of Medicines (Medical)
- Budget Request/P.O. of Medicines (Dental)
- Consumption Report (Medical)
- Consumption Report (Dental)
- Monthly Report (Medical)
- Monthly Report (Dental)
- OPD Form
- Athletes Waiver Form
- Customer Satisfaction Survey (Medical)
- Customer Satisfaction Survey (Dental)
- Contract of Services
- Accomplishment Report (Medical)
- Accomplishment Report (Dental)

JRMSU-CLI-008-A
JRMSU-CLI-008-B
JRMSU-CLI-009-A
JRMSU-CLI-009-B
JRMSU-CLI-010-A
JRMSU-CLI-010-B
JRMSU-CLI-011
JRMSU-CLI-012
JRMSU-CLI-013-A
JRMSU-CLI-013-B
JRMSU-CLI-014
JRMSU-CLI-015-A
JRMSU-CLI-015-B

46. OFFICE OF THE REGISTRAR

- Enrollment Form
- Trial Form
- Application for Adding of Subjects
- Application for Changing of Time/Instructor
- Application for Withdrawal/Dropping of Subjects
- Student's Permanent Record (Form IX-College)
- Secondary Student's Permanent Record (Form-137)
- Class Record
- Official Report of Ratings
- Certificate of NG (No Grade) Completion
- College Student Clearance Slip
- Graduate School Clearance Slip
- Faculty Clearance Slip
- Application for Graduation
- Application Form For Graduation Honors
- Clearance of Graduating Student on Subjects Taken
- Prospectus/Checklist/Evaluation Sheet (CME)
- Prospectus/Checklist/Evaluation Sheet (CNAHS)
- Prospectus/Checklist/Evaluation Sheet (CED)
- Prospectus/Checklist/Evaluation Sheet (CIT)
- Prospectus/Checklist/Evaluation Sheet (CAS)
- Prospectus/Checklist/Evaluation Sheet (ENG'G)
- Prospectus/Checklist/Evaluation Sheet (CBA)
- Prospectus/Checklist/Evaluation Sheet (COLLEGE OF LAW)
- Prospectus/Checklist/Evaluation Sheet (GRADUATE SCHOOL)
- Master List (CME)
- Master List (CNAHS)
- Master List (CED)

JRMSU-REG-001
JRMSU-REG-002
JRMSU-REG-003
JRMSU-REG-004
JRMSU-REG-005
JRMSU-REG-006
JRMSU-REG-007
JRMSU-REG-008
JRMSU-REG-009
JRMSU-REG-010
JRMSU-REG-011
JRMSU-REG-012
JRMSU-REG-013
JRMSU-REG-014
JRMSU-REG-015
JRMSU-REG-016
JRMSU-REG-017
JRMSU-REG-018
JRMSU-REG-019
JRMSU-REG-020
JRMSU-REG-021
JRMSU-REG-022
JRMSU-REG-023
JRMSU-REG-024
JRMSU-REG-025
JRMSU-REG-026
JRMSU-REG-027
JRMSU-REG-028



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

• Master List (CIT)	JRMSU-REG-029
• Master List (CAS)	JRMSU-REG-030
• Master List (ENG'G)	JRMSU-REG-031
• Master List (CBA)	JRMSU-REG-032
• Master List (COLLEGE OF LAW)	JRMSU-REG-033
• Master List (GRADUATE SCHOOL)	JRMSU-REG-034
• Teacher's Program (CME)	JRMSU-REG-035
• Teacher's Program (CNAHS)	JRMSU-REG-036
• Teacher's Program (CED)	JRMSU-REG-037
• Teacher's Program (CIT)	JRMSU-REG-038
• Teacher's Program (CAS)	JRMSU-REG-039
• Teacher's Program (ENG'G)	JRMSU-REG-040
• Teacher's Program (CBA)	JRMSU-REG-041
• Teacher's Program (COLLEGE OF LAW)	JRMSU-REG-042
• Teacher's Program (GRADUATE SCHOOL)	JRMSU-REG-043
• Curricular Offerings (CME)	JRMSU-REG-044
• Curricular Offerings (CNAHS)	JRMSU-REG-045
• Curricular Offerings (CED)	JRMSU-REG-046
• Curricular Offerings (CIT)	JRMSU-REG-047
• Curricular Offerings (CAS)	JRMSU-REG-048
• Curricular Offerings (ENG'G)	JRMSU-REG-049
• Curricular Offerings (CBA)	JRMSU-REG-050
• Curricular Offerings (COLLEGE OF LAW)	JRMSU-REG-051
• Curricular Offerings (GRADUATE SCHOOL)	JRMSU-REG-052
• Request for Transfer Credentials	JRMSU-REG-053
• Request Form	JRMSU-REG-054
• School Calendar	JRMSU-REG-055
• Logbook for Incoming Request (TOR, CERT, F-137)	JRMSU-REG-056
• Logbook for Incoming Documents/Memorandum	JRMSU-REG-057
• Logbook for Outgoing Documents	JRMSU-REG-058
• Logbook for Outgoing Requests for TOR and F-137	JRMSU-REG-059
• Logbook for Outgoing Communications/Memorandum	JRMSU-REG-060
• Logbook (Board Exams)	JRMSU-REG-061
• Logbook for Supplies and Materials	JRMSU-REG-062
• Logbook for Equipments	JRMSU-REG-063
• Logbook for the Report of Ratings	JRMSU-REG-064
• Enrollment Data	JRMSU-REG-065
• Graduates Data	JRMSU-REG-066
• Certificate of Transfer Credential	JRMSU-REG-067
• Official Transcript of Records	JRMSU-REG-068
• Flow Chart	JRMSU-REG-069
• Certification of Graduation	JRMSU-REG-070
• Certification of Enrollment	JRMSU-REG-071



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

• Certification of Good Conduct	JRMSU-REG-072
• Certification of Grades	JRMSU-REG-073
• Permit to Cross Enroll	JRMSU-REG-074
• Logbook for Documents with Authorization (Diploma/Certificate of Transfers/Transcript/Certification)	JRMSU-REG-075
• Notice for Deficiency	JRMSU-REG-076
• Diploma	JRMSU-REG-077
• Certificate of Completion	JRMSU-REG-078
• Inventory Report	JRMSU-REG-079
• Room Utilization	JRMSU-REG-080
• Related Learning Experience	JRMSU-REG-081
• Report Card (Form-138-A)	JRMSU-REG-082
• Enrollment Form (High School)	JRMSU-REG-083
• Certification Authentication and Verification (CAV)	JRMSU-REG-084
• Admission Requirements	JRMSU-REG-085
• List of Graduates	JRMSU-REG-086
• Examination Permit for Jeep Courses	JRMSU-REG-087
• Survey Questionnaire for the Office of the Registrar	JRMSU-REG-088
•	JRMSU-REG-089
•	JRMSU-REG-090
• Transfer Credits/Equivalence/Substitute Subjects	JRMSU-REG-091
• Request For Correction Of Name/Date Of Birth(To Conform With NSO BC)	JRMSU-REG-092
• Advisement Form	JRMSU-REG-093
• Student's Admission Requirements	JRMSU-REG-094
• Overload of Faculty	JRMSU-REG-095
• OPCR/IPCR	JRMSU-REG-096
• ITR	JRMSU-REG-097
• Certificate of Indigency	JRMSU-REG-098
• F-137-S	JRMSU-REG-099
• Incoming CHED Communications	JRMSU-REG-100
• Outgoing Communication	JRMSU-REG-101
• Minutes of Meeting	JRMSU-REG-102
• HEMIS Reports	JRMSU-REG-103
• Checks Reports	JRMSU-REG-104
• NSTP Reports	JRMSU-REG-105
• LSIR Files	JRMSU-REG-106
• Office Monthly Accomplishment Report	JRMSU-REG-107
• Registrar's Office Manual of Operations	JRMSU-REG-108
• Tentative List of Candidates for Graduation/Discrepancies	JRMSU-REG-109
• PRC/MARINA Licensure and BAR Performance	JRMSU-REG-110
• Billing Details for Free Tuition(System)	JRMSU-REG-111
• Commencement Program	JRMSU-REG-112



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Feedbacks • Academic Verifications • Shifting Form • Registrar's Record Book of Outgoing Documents • TOR/Diploma/Certification/Authentication/HD Logbook 	<p>JRMSU-REG-113</p> <p>JRMSU-REG-114</p> <p>JRMSU-REG-115</p> <p>JRMSU-REG-116</p> <p>JRMSU-REG-117</p>
<p>47. ASSESSOR'S OFFICE</p> <ul style="list-style-type: none"> • Record of Assessment • Feedback Instrument on Service Delivery • Course Evaluation Instrument • Feedback Instrument on Course Evaluation • Analysis Data Distribution Table • Examination Re-sit Application Form • Laboratory Re-sit Application Form • Assessment of Examination 	<p>JRMSU CME ASS 003</p> <p>JRMSU CME ASS 005</p> <p>JRMSU CME ASS 006</p> <p>JRMSU CME ASS 008</p> <p>JRMSU CME ASS 010</p> <p>JRMSU CME ASS 0190A</p> <p>JRMSU CME ASS 0190B</p> <p>JRMSU CME ASS 024</p>
<p>48. INTERNAL AUDITOR</p> <ul style="list-style-type: none"> • Office Memorandum • Internal Quality Checklist • In Coming Communication • In Coming Communication Logbook • Outgoing Communication • Outgoing Communication Logbook • Audit Plan • Minutes of Meeting • Attendance Sheet • Non-Conformance Report • Opportunities for Improvement Report • Internal Audit Report • External Audit Result 	<p>INTERNAL AUDITOR 001</p> <p>INTERNAL AUDITOR 002</p> <p>INTERNAL AUDITOR 003</p> <p>INTERNAL AUDITOR 004</p> <p>INTERNAL AUDITOR 005</p> <p>INTERNAL AUDITOR 006</p> <p>INTERNAL AUDITOR 007</p> <p>INTERNAL AUDITOR 008</p> <p>INTERNAL AUDITOR 009</p> <p>INTERNAL AUDITOR 010</p> <p>INTERNAL AUDITOR 011</p> <p>INTERNAL AUDITOR 012</p> <p>INTERNAL AUDITOR 013</p>
<p>49. OFFICE OF THE LIBRARIAN</p> <ul style="list-style-type: none"> • ATTENDANCE FORM <ul style="list-style-type: none"> ❖ OJT Attendance Form ❖ Student Assistant Attendance Form ❖ Flag Raising/Retreat • BORROWER'S FORM <ul style="list-style-type: none"> ❖ Library Borrower's Card ❖ Book Card ❖ Library Notice Form ❖ Student's Information Form ❖ Student Overnight Book Loans Form ❖ Faculty Book Loans Form ❖ Library Fines Form 	<p>JRMSU-LIBMAIN-001</p> <p>JRMSU-LIBMAIN-002</p> <p>JRMSU-LIBMAIN-003</p> <p>JRMSU-LIBMAIN-0028</p> <p>JRMSU-LIBMAIN-004</p> <p>JRMSU-LIBMAIN-005</p> <p>JRMSU-LIBMAIN-006</p> <p>JRMSU-LIBMAIN-007</p> <p>JRMSU-LIBMAIN-008</p> <p>JRMSU-LIBMAIN-009</p>



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • COMMUNICATIONS <ul style="list-style-type: none"> ❖ Incoming Documents ❖ Outgoing Documents • TECHNICAL DOCUMENTS <ul style="list-style-type: none"> ❖ Book Requisition Form ❖ Accession Record Book • STATISTICAL RECORDS OF USERS FORMS <ul style="list-style-type: none"> ❖ Statistical Record of Library Users (Main Library) ❖ Statistical Record of Library Users (e-Library) ❖ Statistical Records of Library Users (Maritime Library) ❖ Statistical Record of Library Users (Faculty) ❖ Statistical Record of Library Users (Visitors) ❖ Statistical Records of Library Users Beyond Office Hours • CERTIFICATION FORMS <ul style="list-style-type: none"> ❖ Certificate of Acceptance Form ❖ Certificate of Appearance Form • USER EVALUATION FORM <ul style="list-style-type: none"> ❖ Library Orientation Evaluation Form ❖ Client Rater Form –ID Activation ❖ Client Rater Form –e-Lib Account ❖ Client Rater Form – Signing of Clearance ❖ Client Rater Form –Borrowing and Returning of Books ❖ Suggestion/Recommendations Form 	<p>JRMSU-LIBMAIN-010 JRMSU-LIBMAIN-011</p> <p>JRMSU-LIBMAIN-012 JRMSU-LIBMAIN-013</p> <p>JRMSU-LIBMAIN-014 JRMSU-LIBMAIN-015 JRMSU-LIBMAIN-016 JRMSU-LIBMAIN-017 JRMSU-LIBMAIN-018 JRMSU-LIBMAIN-019</p> <p>JRMSU-LIBMAIN-020 JRMSU-LIBMAIN-021</p> <p>JRMSU-LIBMAIN-022 JRMSU-LIBMAIN-023 JRMSU-LIBMAIN-024 JRMSU-LIBMAIN-025 JRMSU-LIBMAIN-026 JRMSU-LIBMAIN-027</p>
<p>50. GUIDANCE OFFICE</p> <ul style="list-style-type: none"> • GUIDANCE MANUAL <ul style="list-style-type: none"> ❖ PROFILE GUIDANCE PERSONNEL • GUIDANCE PROGRAM • CHED MEMORANDUM • ETHICAL STANDARD OF THE GUIDANCE COUNSELOR • GUIDANCE SERVICES <ul style="list-style-type: none"> ❖ COUNSELING SERVICE <ul style="list-style-type: none"> ○ ACADEMIC PLACEMENT ○ VOCATION AND CAREER COUNSELING ○ INFORMATION/ORIENTATION SERVICE ❖ APPRAISAL SERVICE <ul style="list-style-type: none"> ○ INDIVIDUAL INVENTORY SERVICE ○ TESTING MATERIALS ○ TEST RESULTS ❖ FOLLOW – UP SERVICE <ul style="list-style-type: none"> ○ UPDATED STUDENT PROFILE ○ ALUMNI DIRECTORY ❖ REFERRAL SERVICE • ANNUAL REPORT <ul style="list-style-type: none"> ❖ MONTHLY REPORT 	<p>JRMSU – GC 001 JRMSU – GC 001.1 JRMSU – GC 002 JRMSU – GC 003 JRMSU – GC 004 JRMSU – GC 005 JRMSU – GC 005.1 JRMSU – GC 005.1.A JRMSU – GC 005.2.B JRMSU – GC 005.1.B JRMSU – GC 005.2 JRMSU – GC 005.2.A JRMSU – GC 005.2.B JRMSU – GC 005.2.C JRMSU – GC 005.3 JRMSU – GC 005.3.A JRMSU – GC 005.3.B JRMSU – GC 005.4 JRMSU – GC 006 JRMSU – GC 006.1</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. GuadingAdaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • GUIDANCE OFFICE COMMUNICATION <ul style="list-style-type: none"> ❖ ARTA ❖ ENDORSEMENT LETTER ❖ LETTER RECEIVED External/Internal ❖ LETTER REQUEST/ INFORM ❖ INVITATION LETTERS ❖ ANNUAL BUDGET ❖ PPMP ❖ PURCHASED ORDERS ❖ RECEIVED ORDERS ❖ LOGBOOK • QUALITY RECORD MATRIX • GUIDANCE FORMS <ul style="list-style-type: none"> ❖ ACADEMIC PROBATION CONTRACT ❖ ADMISSION SLIP ❖ ANECDOTAL RECORD FORMS ❖ CALL SLIP FORMS ❖ EXCUSE SLIP FORMS ❖ GUIDANCE SUMMARY FORM ❖ INDIVIDUAL INTERVIEW FORM ❖ INDIVIDUAL SUMMARY CASE REPORT ❖ LETTER TO PARENT/S ❖ LETTER TO TEACHER ❖ PROBLEM MANAGEMENT APPROACH ❖ PROMISSORY NOTE ❖ REFERRAL FORM A ❖ REFERRAL FORM B ❖ REFERRAL FORM C ❖ REQUEST FORM A ❖ REQUEST FORM B ❖ SHIFTING FORM ❖ STUDENT INFORMATION QUESTIONNAIRE ❖ STUDENT'S NEED SURVEY ❖ STUDENT PERSONAL DATA FORM ❖ SUMMARY CASE STUDY REPORT ❖ ON – THE – JOB TRAINING / FIELD STUDY ❖ OJT-COLLEGE OF ARTS AND SCIENCES ❖ OJT-COLLEGE OF BUSINESS AND ACCOUNTANCY ❖ OJT-COLLEGE OF EDUCATION ❖ OJT-COLLEGE OF ENGINEERING ❖ OJT-COLLEGE OF MARITIME EDUCATION ❖ OJT-COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES • SECONDARY <ul style="list-style-type: none"> ❖ MASTER LIST JUNIOR HIGH SCHOOL <ul style="list-style-type: none"> ○ STUDENT PERSONAL DATA FORM 	<p>JRMSU – GC 007</p> <p>JRMSU – GC 007.1</p> <p>JRMSU – GC 007.2</p> <p>JRMSU – GC 007.3</p> <p>JRMSU – GC 007.3.1</p> <p>JRMSU – GC 007.4</p> <p>JRMSU – GC 007.5</p> <p>JRMSU – GC 007.6</p> <p>JRMSU – GC 007.6.1</p> <p>JRMSU – GC 007.6.2</p> <p>JRMSU – GC 007.6.3</p> <p>JRMSU – GC 008</p> <p>JRMSU – GC 009</p> <p>JRMSU – GC 009.1</p> <p>JRMSU – GC 009.2</p> <p>JRMSU – GC 009.3</p> <p>JRMSU – GC 009.4</p> <p>JRMSU – GC 009.5</p> <p>JRMSU – GC 009.6</p> <p>JRMSU – GC 009.7</p> <p>JRMSU – GC 009.8</p> <p>JRMSU – GC 009.9</p> <p>JRMSU – GC 009.10</p> <p>JRMSU – GC 009.11</p> <p>JRMSU – GC 009.12</p> <p>JRMSU – GC 009.13</p> <p>JRMSU – GC 009.14</p> <p>JRMSU – GC 009.15</p> <p>JRMSU – GC 009.16</p> <p>JRMSU – GC 009.16.1</p> <p>JRMSU – GC 009.17</p> <p>JRMSU – GC 009.18</p> <p>JRMSU – GC 009.19</p> <p>JRMSU – GC 009.20.A</p> <p>JRMSU – GC 009.21</p> <p>JRMSU – GC 009.22</p> <p>JRMSU – GC 009.23</p> <p>JRMSU – GC 009.24</p> <p>JRMSU – GC 009.25</p> <p>JRMSU – GC 009.26</p> <p>JRMSU – GC 009.27</p> <p>JRMSU – GC 009.28</p> <p>JRMSU – GC 010</p> <p>JRMSU – GC 010.1</p> <p>JRMSU – GC 010.1.1</p>
--	---



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. GuadingAdaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> ○ ACTIVITY ❖ MASTER LIST SENIOR HIGH SCHOOL <ul style="list-style-type: none"> ○ STUDENT PERSONAL DATA FORM ○ ACTIVITY • MASTER LIST OF STUDENTS <ul style="list-style-type: none"> ❖ COLLEGE OF ARTS AND SCIENCES ❖ COLLEGE OF BUSINESS AND ACCOUNTANCY ❖ COLLEGE OF EDUCATION ❖ COLLEGE OF ENGINEERING ❖ COLLEGE OF MARITIME EDUCATION ❖ COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES ❖ STUDENT PROFILE • RECORDS OF SERVICES <ul style="list-style-type: none"> ❖ RECORDS OF ABSENCES ❖ RECORDS OF COUNSELING ❖ RECORDS OF SHIFTING STUDENTS ❖ RECORDS OF STUDENT ON PROBATION ❖ RECORD OF SERVICES GUIDANCE TEACHER FACILITATORS • GUIDANCE ACTIVITIES <ul style="list-style-type: none"> ❖ COLLEGE OF ARTS AND SCIENCES ❖ COLLEGE OF BUSINESS AND ACCOUNTANCY ❖ COLLEGE OF EDUCATION ❖ COLLEGE OF ENGINEERING ❖ COLLEGE OF MARITIME EDUCATION ❖ COLLEGE OF NURSING AND ALLIED HEALTH SCIENCES • OFFICE MEMORANDUM • STUDENT INDIVIDUAL FILE with DIRECTORY • ADMINISTRATIVE MANUAL • STUDENT HANDBOOK • QUALITY POLICY MANUAL • AUDIT REPORT • OLD RECORDS • SUPPLIES • STORAGE 	JRMSU – GC 010.1.2 JRMSU – GC 010.2 JRMSU – GC 010.2.1 JRMSU – GC 010.2.2 JRMSU – GC 011 JRMSU – GC 011.1 JRMSU – GC 011.2 JRMSU – GC 011.3 JRMSU – GC 011.4 JRMSU – GC 011.5 JRMSU – GC 011.6 JRMSU – GC 011.7 JRMSU – GC 012 JRMSU – GC 012.1 JRMSU – GC 012.2 JRMSU – GC 012.3 JRMSU – GC 012.4 JRMSU – GC 012.5 JRMSU – GC 013 JRMSU – GC 013.1 JRMSU – GC 013.2 JRMSU – GC 013.3 JRMSU – GC 013.4 JRMSU – GC 013.5 JRMSU – GC 013.6 JRMSU – GC 014 JRMSU – GC 015 JRMSU – GC 016 JRMSU – GC 016.1 JRMSU – GC 017 JRMSU – GC 018 JRMSU – GC 019 JRMSU – GC 020 JRMSU – GC 021
51. HUMAN RESOURCE MANAGEMENT OFFICE <ul style="list-style-type: none"> • Applicant's Evaluation Sheet • Application for Leave/Leave Form • Personal Data Sheet • Personnel Requisition (for new additional personnel) • Requirements for Appointment • Faculty Evaluation Form • Daily Time Record (DTR) • Individual Performance Commitment & Review (IPCR) 	ISO-JRMSU-HRMO-001 ISO-JRMSU-HRMO-007 ISO-JRMSU-HRMO-012 ISO-JRMSU-HRMO-028 ISO-JRMSU-HRMO-030 ISO-JRMSU-HRMO-032 ISO-HRMO-008 ISO-HRMO-009



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> Office Performance Commitment & Review (OPCR) Clearance Position Description Form Medical Certificate Contract of Services for Part Time Instructors Appointments Panunumpa sa Katungkulan Statement of Assets, Liabilities and Net worth Service Record Contract of Services Plantilla of Casual Appointment Notice of Step Increment Notice of Salary Adjustment Application Letter Log Orientation on the newly Hired Employee Instrument of Promoting Instructors from Temporary to Permanent 	ISO-HRMO-009-A ISO-HRMO-012 ISO-HRMO-013 ISO-HRMO-014 HRMO-0010 HRMO-015A HRMO-016 HRMO-018 HRMO-021 HRMO-022 HRMO-023 HRMO-024 HRMO-025 HRMO-026 HRMO-033 HRMO-035
52. SUPPLY OFFICE <ul style="list-style-type: none"> Purchase Request Form Call for Quotation Form Canvasser Signature Form Abstract of Bids Form Purchase Order Form Inspection and Acceptance Form Stock Card Acknowledgement Receipt Form Requisition and Issue Slip Form Certificate of Shopping Form Report of Supplies and Materials Issued Form Waste Material Report Form/Inventory & Inspection Reports of Unserviceable Property Pre-repair and Inspection Report Form Post-repair and Inspection Report Form Inventory Custodian Slip Form Equipment Ledger Card 	JRMSU-SO-0001 JRMSU-SO-0002 JRMSU-SO-0003 JRMSU-SO-0004 JRMSU-SO-0005 JRMSU-SO-0006 JRMSU-SO-0007 JRMSU-SO-0008 JRMSU-SO-0009 JRMSU-SO-0010 JRMSU-SO-0011 JRMSU-SO-0012 JRMSU-SO-0013 JRMSU-SO-0014 JRMSU-SO-0015 JRMSU-SO-0016
53. BIDS AND AWARDS COMMITTEE OFFICE <ul style="list-style-type: none"> Outgoing Communication Resolutions on Awarded Projects Resolutions on Mode of Procurement Checklist of Eligibility Requirements Registry of Eligible Suppliers 	JRMSU-BAC-001 JRMSU-BAC-002 JRMSU-BAC-003 JRMSU-BAC-004 JRMSU-BAC-005A



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Logbook for Registry of Eligible Suppliers • Minutes of Bid Opening • Meeting Log (Attendance) • Incoming Communication Logbook • Logbook for PHILGEPS posting • Logbook for Bid Opening • Checklist for bidder's Eligibility Requirements-Goods and Services • Checklist for Bidder's Eligibility Requirements-Infrastructure • Checklist for Bidder's Eligibility Requirements-Consulting • Bid Opening Notice • Project Procurement Management Plan (PPMP) • Annual Procurement Plan (APP) • Annual Procurement Plan (APP) for Common-used Supplies and Equipment • Registration Certification • Notice of Award • Notice to Proceed • Pre-Bid Conference Notice • Supplemental Bid Bulletin • Request for Quotation • Abstract of Quotations • Purchase Requisition 	<p>JRMSU-BAC-005B</p> <p>JRMSU-BAC-006</p> <p>JRMSU-BAC-007</p> <p>JRMSU-BAC-008</p> <p>JRMSU-BAC-009</p> <p>JRMSU-BAC-010</p> <p>JRMSU-BAC-011</p> <p>JRMSU-BAC-012</p> <p>JRMSU-BAC-013</p> <p>JRMSU-BAC-014</p> <p>JRMSU-BAC-015</p> <p>JRMSU-BAC-016</p> <p>JRMSU-BAC-017</p> <p>JRMSU-BAC-018</p> <p>JRMSU-BAC-019</p> <p>JRMSU-BAC-020</p> <p>JRMSU-BAC-021</p> <p>JRMSU-BAC-022</p> <p>JRMSU-BAC-023</p> <p>JRMSU-BAC-024</p> <p>JRMSU-BAC-025</p>
<p>54. OFFICE OF THE DIRECTOR OF INSTRUCTIONAL MATERIALS AND DEVELOPMENT</p> <ul style="list-style-type: none"> • ACKNOWLEDGEMENT RECEIPT ON COURSE SYLLABUS • ACKNOWLEDGEMENT RECEIPT ON IMS UTILIZATION • ACKNOWLEDGEMENT RECEIPT ON PROJECT/OUTPUT/REQUIREMENTS • ACKNOWLEDGEMENT RECEIPT ON TEST QUESTIONNAIRE • ACTION PLAN • ANNUAL/MONTHLY/ACCOMPLISHMENT REPORT • ATTENDANCE SHEET • CUSTOMERS SATISFACTION SURVEY QUESTIONNAIRE • DEPARTMENTAL EXAM • DIGITIZED INSTRUCTIONAL MATERIALS • DIRECTOR-FACULTY CONSULTATION RECORD • DIRECTOR - STUDENT CONSULTATION RECORD • EVALUATION FORM OF IMD'S ACTIVITIES • FINDINGS/RECOMMENDATIONS OF AACCUP • GUIDELINES/INSTRUMENT OF INSTRUCTIONAL MATERIALS • HANDBOOK 	<p>JRMSU-IMD.MAIN – 001</p> <p>JRMSU-IMD.MAIN – 002</p> <p>JRMSU-IMD.MAIN – 003</p> <p>JRMSU-IMD.MAIN– 004</p> <p>JRMSU-IMD.MAIN – 005</p> <p>JRMSU-IMD.MAIN – 006</p> <p>JRMSU-IMD.MAIN – 007</p> <p>JRMSU-IMD.MAIN – 008</p> <p>JRMSU-IMD.MAIN – 009</p> <p>JRMSU-IMD.MAIN – 010</p> <p>JRMSU-IMD.MAIN – 011- A</p> <p>JRMSU - IMD.MAIN - 011- B</p> <p>JRMSU-IMD.MAIN – 012</p> <p>JRMSU-IMD.MAIN – 013</p> <p>JRMSU-IMD.MAIN – 014</p> <p>JRMSU-IMD.MAIN – 015</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • IMD ACTIVITIES • IMs CERTIFICATION • INCOMING COMMUNICATION • INCOMING LOGBOOK • INDIGENIZED INSTRUCTIONAL MATERIALS • INSTRUMENT ON THE EVALUATION OF INSTRUCTIONAL MATERIALS • LOGBOOK OF RELEASED DOCUMENTS AS REQUESTED • MANUALS • MINUTES OF MEETINGS • MODULES • OFFICE MEMO • OUTGOING COMMUNICATION • OUTGOING LOGBOOK • PROCEDURES ON INSTRUCTIONAL MATERIALS REVISION • PROCEDURES ON REVIEW AND VALIDATION OF INSTRUCTIONAL MATERIALS • PROCEDURES ON SYLLABI REVISION • PROCEDURES ON THE PREPARATION AND DEVELOPMENT OF IMs • PROFILE OF THE CAMPUS IMD COMMITTEE • PROFILE OF JIMDEC COMMITTEE • PROFILE OF SYSTEMWIDE IMD COMMITTEE • PROGRAM OUTCOMES • PROJECT PROCUREMENT MANAGEMENT PLAN • REQUEST SLIP • RESULTS OF CUSTOMER'S SATISFACTION SURVEY QUESTIONNAIRE • RESULTS OF EVALUATION FORM OF IMD'S ACTIVITIES • RUBRICS • SUMMARY OF RATINGS ON THE EVALUATION OF IMs • SUMMARY OF RATINGS ON THE VALIDATION OF IMs • SUMMARY OF IMs UTILIZATION/DEVELOPMENT • SURVEY QUESTIONNAIRE ON IMs UTILIZATION/DEVELOPMENT • SURVEY QUESTIONNAIRE ON THE VALIDATION OF INSTRUMENT OF IMs • SYLLABI • TABLE OF SPECIFICATION • TEACHER'S GUIDE • TEST QUESTIONNAIRES • WORKBOOKS 	<p>JRMSU-IMD.MAIN – 016</p> <p>JRMSU-IMD.MAIN – 017</p> <p>JRMSU-IMD.MAIN – 018</p> <p>JRMSU-IMD.MAIN – 019</p> <p>JRMSU-IMD.MAIN – 020</p> <p>JRMSU-IMD.MAIN – 021</p> <p>JRMSU-IMD.MAIN – 022</p> <p>JRMSU-IMD.MAIN – 023</p> <p>JRMSU-IMD.MAIN – 024</p> <p>JRMSU-IMD.MAIN – 025</p> <p>JRMSU-IMD.MAIN – 026</p> <p>JRMSU-IMD.MAIN – 027</p> <p>JRMSU-IMD.MAIN – 028</p> <p>JRMSU-IMD.MAIN – 029</p> <p>JRMSU-IMD.MAIN – 030</p> <p>JRMSU-IMD.MAIN – 031</p> <p>JRMSU-IMD.MAIN – 032</p> <p>JRMSU-IMD.MAIN – 033</p> <p>JRMSU-IMD.MAIN – 034</p> <p>JRMSU-IMD.MAIN – 035</p> <p>JRMSU-IMD.MAIN – 036</p> <p>JRMSU-IMD.MAIN – 037</p> <p>JRMSU-IMD.MAIN – 038</p> <p>JRMSU-IMD.MAIN – 039</p> <p>JRMSU-IMD.MAIN – 040</p> <p>JRMSU-IMD.MAIN – 041</p> <p>JRMSU-IMD.MAIN – 042</p> <p>JRMSU-IMD.MAIN – 043</p> <p>JRMSU-IMD.MAIN – 044</p> <p>JRMSU-IMD.MAIN – 045</p> <p>JRMSU-IMD.MAIN – 046</p> <p>JRMSU-IMD.MAIN – 047</p> <p>JRMSU-IMD.MAIN – 048</p> <p>JRMSU-IMD.MAIN – 049</p> <p>JRMSU-IMD.MAIN – 050</p> <p>JRMSU-IMD.MAIN – 051</p>
<p>55. OFFICE OF THE RESEARCH DIRECTOR</p> <ul style="list-style-type: none"> • Action Plan 	<p>JRMSU-RES-001</p>



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

• Research Development Plan	JRMSU-RES-002
• JRMSU Midterm Development Plan	JRSMU-RES-003
• Memorandum Order	JRMSU-RES-004
• External Outgoing Communication	JRMSU-RES-005.A
• Internal Outgoing Communication	JRMSU-RES-005.B
• External Incoming Communication	JRMSU-RES-006.A
• Internal Incoming Communication	JRMSU-RES-006.B
• Management Procedure	JRMSU-RES-007
• Leadership Procedure	JRMSU-RES-008
• Procedure in the Formulation of Research and Extension Agenda	JRMSU-RES-009
• Planning Procedure	JRMSU-RES-010
• Procedure for Research Proposal	JRMSU-RES-011
• Training Procedure	JRMSU-RES-012
• Monitoring and Evaluation Procedure	JRMSU-RES-013
• Post Delivery Procedure	JRMSU-RES-014
• Procedure for Research Dissemination	JRMSU-RES-015
• Procedure in Writing a Publishable Paper	JRMSU-RES-016
• Procedure and Responsibilities of Host Campus in Externally Funded Research	JRMSU-RES-017
• Research Terminal Report	JRMSU-RES-018
• Annual Report	JRMSU-RES-019
• Research Journal	JRMSU-RES-020
• Research and Extension Manual	JRMSU-RES-021
• R & E Manual Minutes, Attendance, Board Resolution & etc.	JRMSU-RES-022
• Research Proposal Evaluation Sheet	JRMSU-RES-023
• Research presentation Criteria	JRMSU-RES-024
• Project Selection Criteria	JRMSU-RES-025
• SUCRED	JRMSU-RES-026
• Call for Papers	JRMSU-RES-026.A
• Attendance Minutes of Meeting/In-house Review	JRMSU-RES-026.B
• Research Proposals	JRMSU-RES-026.C
• Research Report (Completed/Published 2015-2017)	JRMSU-RES-026.D
• Completed Studies	JRMSU-RES-26.E
• Progress Report Format	JRMSU-RES-027
• Open Journal System 2017	JRMSU-RES-028
• JRMSU Faculty Manual	JRMSU-RES-029
• JRMSU Administrative Manual	JRMSU-RES-030
• Invitations	JRMSU-RES-031
• DACUM	JRMSU-RES-032
• DAR OE-NADA	JRMSU-RES-033
• DAR MOA	JRMSU-RES-033.A
• DAR MOA Old	JRMSU-RES-033.B



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> DAR MOA and Budget RFLP Externally Funded Projects Philippine Natioanla Aquasilviculture Program (PNAP) Mangrove Rehabilitation Aquasilviculture Community-Based Multi-Species Hatchery (CBMSH) Other PNAP Documents PCAARRD PCAARRD-DOST PCAARRD-DOST Receipts PCAARRD-DOST Communication PCAARRD-DOST Requests PCAARRD-DOST Annual Financial Report CHED-GIA Biodiversity Project Statement of Disbursements & Status of Fund Transfer for PNAP Institutional Researches HAB JRMSU HAB UPMSI Sardine Fishery Ban Impact Assessment Research Collaboration NACRE NRCP NFRDI SARDYN UKAW UKAW MOA Consortia/Organization/Linkages ZPHERA ZPHERA Organization ZPHERA Personal PAMS PAMB FIMFS WESMARRDEC IAMURE Sardine Zampen TWG Certificates Certificate of Appearance Request Letters Research Facilities and Equipments 	<ul style="list-style-type: none"> JRMSU-RES-033.C JRMSU-RES-034 JRMSU-RES-035 JRMSU-RES-035.A JRMSU-RES-035.B JRMSU-RES-035.C JRMSU-RES-035.D JRMSU-RES-035.E JRMSU-RES-036 JRMSU-RES-036.A JRMSU-RES-036.B JRMSU-RES-036.C JRMSU-RES-036.D JRMSU-RES-036.E JRMSU-RES-037 JRMSU-RES-038 JRMSU-RES-039 JRMSU-RES-040 JRMSU-RES-041 JRMSU-RES-042 JRMSU-RES-043 JRMSU-RES-044 JRMSU-RES-044.A JRMSU-RES-044.B JRMSU-RES-044.C JRMSU-RES-044.D JRMSU-RES-044.E JRMSU-RES-044.E.1 JRMSU-RES-045 JRMSU-RES-045.A JRMSU-RES-045.B JRMSU-RES-045.C JRMSU-RES-045.D JRMSU-RES-045.E JRMSU-RES-045.F JRMSU-RES-045.G JRMSU-RES-045.H JRMSU-RES-045.I JRMSU-RES-046 JRMSU-RES-047 JRMSU-RES-048 JRMSU-RES-049
--	--



Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

49 | Page



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082
INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> c. Needs assessment Form (blank) d. Needs assessment Form (with answers) • Memorandum of Agreement (MOA) <ul style="list-style-type: none"> a. CHED Road Map : Discipline b. Millennium Development Goal (MDG) Poverty Reduction : SAPAT Program c. Sustainable Development Goal (SDG) –UNDP: ProWater Program d. Gawad Kalinga: Barangay Walang Iwanan (BWI) Program e. DENR • Extension Services and Programs <ul style="list-style-type: none"> a. DOLE - Livelihood Program b. TESDA- Livelihood Program c. Gawad Kalinga – Barangay Walang Iwanan BWI d. Worldfish – SAPAT Program e. UNDP-DILG – Pro Water Program f. 3Y :One LocaliTY, One IndustrY, One Service QualiTY (NGAs Convergence Program) g. Disaster Preparedness, Prevention & Resiliency h. CHED Roadmap : Extension Program by Discipline i. DENR: Creek Management of Dapitan Bay j. FITS Center: E-Learning and Vermi Compost Production • Programs & Certificates <ul style="list-style-type: none"> a. Programs (launching and Culmination) b. Certificates of Appreciation & Recognition <ul style="list-style-type: none"> -participants -from the barangay - extensionist c. Certificates of Appearance • Request letter from the Barangay • SUCRED minutes • Beneficiary Demographic Profile • Extension Proposal 	<p>JRMSU EXTENSION 005</p> <p>JRMSU EXTENSION 006</p> <p>JRMSU EXTENSION 007</p> <p>JRMSU EXTENSION 008</p> <p>JRMSU EXTENSION 009</p> <p>JRMSU EXTENSION 010</p> <p>JRMSU EXTENSION 011</p>
---	--



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> a. Format b. Approved • Terminal Report <ul style="list-style-type: none"> a. Format b. Terminated Project Report • Consolidated M & E Results • Attendance • AACUP • Dapitan City Profile • Purchase Request • Trip Tickets 	<p>JRMSU EXTENSION 012</p> <p>JRMSU EXTENSION 013</p> <p>JRMSU EXTENSION 014</p> <p>JRMSU EXTENSION 015</p> <p>JRMSU EXTENSION 016</p> <p>JRMSU EXTENSION 017</p> <p>JRMSU EXTENSION 018</p>
<p>57. OFFICE OF THE INCOME GENERATING PROJECTS DIRECTOR</p> <ul style="list-style-type: none"> • Delivery Log Sheet • Client Reservation Form • Borrowers Slip and Acknowledgement Receipts for tools, Equipments and Supplies • Sales Log • Accounts Receivables Log • Statements of Accounts Form • Clients Ledger • Inventory Form • Income Statement Report • Balance Sheet Report • Operations Manual • Functional Operating Policies and Procedures • Project Proposals • Project Status/Monitoring Report • Project Information Sheet for On-Going Projects 	<p>JRMSU IGP 001</p> <p>JRMSU IGP 002</p> <p>JRMSU IGP 003</p> <p>JRMSU IGP 004</p> <p>JRMSU IGP 005</p> <p>JRMSU IGP 006</p> <p>JRMSU IGP 007</p> <p>JRMSU IGP 008</p> <p>JRMSU IGP 009</p> <p>JRMSU IGP 010</p> <p>JRMSU IGP 011</p> <p>JRMSU IGP 012</p> <p>JRMSU IGP 013</p> <p>JRMSU IGP 014</p> <p>JRMSU IGP 015</p>
<p>58. OFFICE OF THE DIRECTOR FOR NETWORKING AND INTERNATIONAL LINKAGES</p> <ul style="list-style-type: none"> • Outgoing Communication • Incoming Communication/Documents Logbook • Meeting Log • Office Memorandum • Endorsement Letter • Certification • Memorandum of Agreement/Letter of Intent • Action Plans • Terminal Report • Attendance Sheets 	<p>JRMSU NIL 001</p> <p>JRMSU NIL 002</p> <p>JRMSU NIL 003</p> <p>JRMSU NIL 004</p> <p>JRMSU NIL 005</p> <p>JRMSU NIL 006</p> <p>JRMSU NIL 007</p> <p>JRMSU NIL 008</p> <p>JRMSU NIL 009</p> <p>JRMSU NIL 010</p>



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

59. OFFICE OF THE TECHNICAL AND VOCATIONAL (TECHVOC) EDUCATION

- Office Memorandum
- Outgoing Communication (External)
- Outgoing Communication (Internal)
- Logbook of Outgoing Communication
- Incoming Communication (Internal)
- Incoming Communication (External)
- Logbook of Incoming Communication
- Meeting Log/ Attendance Sheet
- Minutes of Meeting
- Strategic Plan
- Action Plan
- Purchase Request
- Logbook of Approved PR
- TESDA Circular
- Training Regulation
- Competency-based Curriculum
- Trainer's Profile
- UTRPAS Registration
- Forms
- Logbook for Supplies and Materials/ Equipment
- Institutional Assessment
- Designations
- Inventory
- Enrollment Files
- Resolutions
- Training Calendar
- Memorandum of Agreement
- Affidavit of Disclosure
- Scholarship Grant
- MIS Report
- Billing
- Assessment Application
- Logbook of Assessment Application
- Competency-based Learning Material
- Provincial and National Plans

JRMSU TECHVOC-001
JRMSU TECHVOC-002
JRMSU TECHVOC-003
JRMSU TECHVOC-004
JRMSU TECHVOC-005
JRMSU TECHVOC-006
JRMSU TECHVOC-007
JRMSU TECHVOC-008
JRMSU TECHVOC-009
JRMSU TECHVOC-010
JRMSU TECHVOC-011
JRMSU TECHVOC-012
JRMSU TECHVOC-013
JRMSU TECHVOC-014
JRMSU TECHVOC-015
JRMSU TECHVOC-016
JRMSU TECHVOC-017
JRMSU TECHVOC-018
JRMSU TECHVOC-019
JRMSU TECHVOC-020
JRMSU TECHVOC-021
JRMSU TECHVOC-022
JRMSU TECHVOC-023
JRMSU TECHVOC-024
JRMSU TECHVOC-025
JRMSU TECHVOC-026
JRMSU TECHVOC-027
JRMSU TECHVOC-028
JRMSU TECHVOC-029
JRMSU TECHVOC-030
JRMSU TECHVOC-031
JRMSU TECHVOC-032
JRMSU TECHVOC-033
JRMSU TECHVOC-034
JRMSU TECHVOC-035

60. OFFICE OF THE MANAGEMENT INFORMATION SYSTEMS DIRECTOR

- OFFICE MEMORANDUM
- CURRICULUM
- INSTRUCTIONAL MATERIALS
- OC- UNIVERSITY PRESIDENT
- OC- VP ON ACADEMIC AFFAIRS

JRMSU MIS 001
JRMSU MIS 002
JRMSU MIS 003
JRMSU MIS 004 A01
JRMSU MIS 004 A02



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. GuadingAdaza St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

• OC- VP ON RESEARCH, EXTENSION & DEVELOPMENT	JRMSU MIS 004 A03
• OC- VP ON ADMINISTRATION & FINANCE	JRMSU MIS 004 A04
• OC- CHIEF ADMINISTRATION OFFICER	JRMSU MIS 004 A05
• OC- DEAN OF THE STUDENTS AFFAIRS	JRMSU MIS 004 A06
• OC- UNIVERSITY LIBRARY	JRMSU MIS 004 A07
• OC- QUALITY ASSURANCE	JRMSU MIS 004 A08
• OC- DEPARTMENT HEADS	JRMSU MIS 004 A09
• OC- FACULTY	JRMSU MIS 004 A10
• OC- HUMAN RESOURCE	JRMSU MIS 004 A11
• OC- COLLEGES / DEPARTMENTS	JRMSU MIS 004 A12
• OC- STUDENTS	JRMSU MIS 004 A13
• OC- GUIDANCE	JRMSU MIS 004 A14
• OC- LINKAGES	JRMSU MIS 004 B01
• OC- AGENCIES	JRMSU MIS 004 B02
• OC- CHED	JRMSU MIS 004 B03
• LOGBOOK OC- INTERNAL COMMUNICATIONS	JRMSU MIS 005 A
• LOGBOOK OC- EXTERNAL COMMUNICATIONS	JRMSU MIS 005 B
• IC- UNIVERSITY PRESIDENT	JRMSU MIS 006 A01
• IC- VP ON ACADEMIC AFFAIRS	JRMSU MIS 006 A02
• IC- VP ON RESEARCH, EXTENSION & DEV'T	JRMSU MIS 006 A03
• IC- VP ON ADMINISTRATION & FINANCE	JRMSU MIS 006 A04
• IC- CHIEF ADMINISTRATIVE OFFICER	JRMSU MIS 006 A05
• IC- DEAN OF THE STUDENTS AFFAIRS	JRMSU MIS 006 A06
• IC- UNIVERSITY LIBRARY	JRMSU MIS 006 A07
• IC- QUALITY ASSURANCE	JRMSU MIS 006 A08
• IC- DEPARTMENT HEADS	JRMSU MIS 006 A09
• IC- FACULTY	JRMSU MIS 006 A10
• IC- HUMAN RESOURCES	JRMSU MIS 006 A11
• IC- COLLEGES / DEPARTMENTS	JRMSU MIS 006 A12
• IC – STUDENTS	JRMSU MIS 006 A13
• IC – GUIDANCE	JRMSU MIS 006 A14
• IC- LINKAGES	JRMSU MIS 006 B01
• IC- AGENCIES	JRMSU MIS 006 B02
• IC- CHED	JRMSU MIS 006 B03
• LOGBOOK IC- INTERNAL COMMUNICATIONS	JRMSU MIS 007 A
• LOGBOOK IC- EXTERNAL COMMUNICATIONS	JRMSU MIS 007 B
• INVENTORY REPORT	JRMSU MIS 008
• REPAIR AND MAINTENANCE REPORT	JRMSU MIS 009
• NOTICE OF MEETINGS WITH ATTENDANCE	JRMSU MIS 010
• MINUTES OF MEETINGS	JRMSU MIS 011
• ANNUAL ACCOMPLISHMENT REPORT	JRMSU MIS 012
• PURCHASE REQUEST	JRMSU MIS 013
• LOGBOOK FOR APPROVED PR	JRMSU MIS 014



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • LOGBOOK FOR SUPPLIES AND MATERIALS • PROGRAM OF EXPENDITURES • PPMP • VISITORS LOGBOOK • CHED MONITORING • TRAVEL ORDER 	JRMSU MIS 015 JRMSU MIS 016 JRMSU MIS 017 JRMSU MIS 018 JRMSU MIS 019 JRMSU MIS 020
61. OFFICE OF THE DIRECTOR OF ALUMNI AFFAIRS <ul style="list-style-type: none"> • Alumni Visitor's Logbook • Alumni Registration Form <ul style="list-style-type: none"> ❖ Blank Form ❖ Filled Up Forms • Claim Form <ul style="list-style-type: none"> ❖ Filled Up Forms • Request Form • Acknowledgement Receipt • Alumni Constitution and By-Laws <ul style="list-style-type: none"> ❖ Main Campus ❖ Tampilisan Campus • Alumni Tracer and Profile <ul style="list-style-type: none"> ❖ CED ❖ CBA ❖ COE ❖ CNAHS ❖ CAS ❖ CME • List of Graduates <ul style="list-style-type: none"> ❖ Batch 2016 ❖ Batch 2015 ❖ Batch 2014 ❖ Other Years • School Communication <ul style="list-style-type: none"> ❖ Memorandum ❖ Travel Order ❖ Minutes ❖ Letters ❖ Resolution • Alumni Activities <ul style="list-style-type: none"> ❖ Elections ❖ Homecomings ❖ Batch Reunion ❖ Other Extension Activities • Alumni Communication 	JRMSU-Alumni 001 JRMSU-Alumni 002 JA 001.1 JA 001.2 JRMSU-Alumni 003 JA 003.1 JA 003.2 JRMSU-Alumni 004 JA 004.1 JA 004.2 JRMSU-Alumni 005 JA 005.1 JA 005.2 JRMSU-Alumni 006 JA 006.1 JA 006.2 JA 006.3 JA 006.4 JA 006.5 JA 006.6 JRMSU-Alumni 007 JA 007.1 JA 007.2 JA 007.3 JA 007.4 JRMSU-Alumni 008 JA 008.1 JA 008.2 JA 008.3 JA 008.4 JA 008.5 JRMSU-Alumni 009 JA 009.1 JA 009.2 JA 009.3 JA 009.4 JRMSU-Alumni 010



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> ❖ Linkages ❖ Letter of Request • Alumni Data Base <ul style="list-style-type: none"> ❖ CBA ❖ COE ❖ CME ❖ CAS ❖ CNHAS ❖ CED • Alumni IDs • Alumni Directors' Personal File 	JA 010.1 JA 010-.2 JRMSU-Alumni 011 JA 011.1 JA 011.2 JA 011.3 JA 011.4 JA 011.5 JA 011.6 JRMSU-Alumni 012 JRMSU-Alumni 013
62. OFFICE OF THE INTELLECTUAL PROPERTY DIRECTOR <ul style="list-style-type: none"> • ACTION PLAN • MEMORANDUM ORDER • MINUTES OF MEETING • INCOMING COMMUNICATION INTERNAL • INCOMING COMMUNICATION EXTERNAL • INCOMING COMMUNICATION LOGBOOK • OUTGOING COMMUNICATION INTERNAL • OUTGOING COMMUNICATION EXTERNAL • OUTGOING COMMUNICATION LOGBOOK • CERTIFICATION • ENDORSEMENT • MINUTES OF MEETINGS • VISITORS LOGBOOK • ACCOMPLISHMENT/TERMINAL REPORT • ASSIGNMENT AND WAIVER OF COPYRIGHT • FORMS 	JRMSU-IPO 001 JRMSU-IPO 002 JRMSU-IPO 003 JRMSU-IPO 004A JRMSU-IPO 004B JRMSU-IPO 004C JRMSU-IPO 005A JRMSU-IPO 005B JRMSU-IPO 005C RMSU-IPO 006 JRMSU-IPO 007 JRMSU-IPO 008 JRMSU-IPO 009 JRMSU-IPO 010 JRMSU-IPO 011 JRMSU-IPO 012
63. SENIOR HIGH SCHOOL DEPARTMENT <ul style="list-style-type: none"> • Memorandum Order • Curriculum • Supervisory Program Of The Principal • Supervisory Evaluation On Instructor's Performance • Minutes of The Meeting • Attendance Sheet • Certification • Outgoing Communication • Logbook for Outgoing Communication • Logbook for Incoming Communication • Endorsement Letter • Customers Feedback Sheet • Incoming Communication (DO,CMO, etc.) 	JRMSU SHS- 001 JRMSU SHS- 002 JRMSU SHS- 003 JRMSU SHS- 004 JRMSU SHS- 005 JRMSU SHS- 006 JRMSU SHS- 007 JRMSU SHS- 008 JRMSU SHS- 009 JRMSU SHS- 010 JRMSU SHS- 011 JRMSU SHS- 012 JRMSU SHS- 013



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadanga St., Sta. Cruz, Dapitan City, Philippines



OFFICE OF THE QUALITY ASSURANCE DIRECTOR

Registration No. 62Q17082

INSTITUTIONAL LEVEL

JRMSU-QA-022

<ul style="list-style-type: none"> • Senior High School Documents • Syllabus • Accomplishment Report • Document Control Matrix • Incoming Communication • Senior High School Department Schedule Of Classes • Forms 	<p>JRMSU SHS- 014</p> <p>JRMSU SHS- 015</p> <p>JRMSU SHS- 016</p> <p>JRMSU SHS- 017</p> <p>JRMSU SHS- 018</p> <p>JRMSU SHS- 019</p> <p>JRMSU SHS- 020</p>
<p>64. OFFICE OF THE GENDER AND DEVELOPMENT COORDINATOR</p> <ul style="list-style-type: none"> • GAD Memorandum/Advisory • Incoming Communication • Outgoing Communication • Travel Order/Trainings Attended • System GAD Plan and Budget • Main Campus GAD Plan and Budget • System GAD Accomplishment Report • Main Campus GAD Accomplishment Report • R.A. 9710 and its IRR • CMO 01, S. 2015 • System GFPS Profile • Main Campus GFPS Profile • Gender Mainstreaming Evaluation Framework (GMEF) • Harmonized Gender & Development Guidelines (HG DG) • GAD Activities (Attendance Sheets) • Gender Responsive Syllabi • Gender Responsive Marketing Materials • Gender Responsive Researches • Gender Responsive Extension Programs • Survey Questionnaires • GAD Project Procurement Management Plan (PPMP) • GAD Procurement Monitoring Documents • GAD Annual Procurement Plan (APP) • Purchase Requests • Disbursement Voucher • Enrolment Profile • NSTP Profile • Scholars' Profile • Student Organization Profile • JRMSU Board of Regents Profile • Faculty /GASS Profile • Faculty Association Officers Profile • Employees Club Officers Profile 	<p>JRMSU-GAD-001</p> <p>JRMSU-GAD-002</p> <p>JRMSU-GAD-003</p> <p>JRMSU-GAD-004</p> <p>JRMSU-GAD-005</p> <p>JRMSU-GAD-005-A</p> <p>JRMSU-GAD-006</p> <p>JRMSU-GAD-006-A</p> <p>JRMSU-GAD-007</p> <p>JRMSU-GAD-008</p> <p>JRMSU-GAD-009</p> <p>JRMSU-GAD-009-A</p> <p>JRMSU-GAD-010</p> <p>JRMSU-GAD-011</p> <p>JRMSU-GAD-012</p> <p>JRMSU-GAD-013</p> <p>JRMSU-GAD-014</p> <p>JRMSU-GAD-015</p> <p>JRMSU-GAD-016</p> <p>JRMSU-GAD-017</p> <p>JRMSU-GAD-018</p> <p>JRMSU-GAD-018-A</p> <p>JRMSU-GAD-019</p> <p>JRMSU-GAD-020</p> <p>JRMSU-GAD-020-A</p> <p>JRMSU-GAD-021</p> <p>JRMSU-GAD-021-A</p> <p>JRMSU-GAD-021-B</p> <p>JRMSU-GAD-021-C</p> <p>JRMSU-GAD-022</p> <p>JRMSU-GAD-023</p> <p>JRMSU-GAD-023-A</p> <p>JRMSU-GAD-023-B</p>



Republic of the Philippines

JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Gov. Guadalupe St., Sta. Cruz, Dapitan City, Philippines

OFFICE OF THE QUALITY ASSURANCE DIRECTOR



Registration No. 62Q17082

INSTITUTIONAL LEVEL



JRMSU-QA-022

Prepared by:


ROGER NOEL C. ROMANO

QAC Technical Support Staff

Verified by:


RIZZA B. BAGALANON Ed.D

Quality Assurance Director 2/23/18