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JOSE RIZAL MEMORIAL STATE UNIVERSITY

The Premier University in Zamboanga del Norte

Dapitan City, Zamboanga del Norte, Philippines

Quality Management System QUALITY PROCEDURES MANUAL ISO 9001:2008



JOSE RIZAL MEMORIAL STATE UNIVERSITY

Quality Management System

QUALITY PROCEDURES MANUAL

ISO 9001:2008

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DISTRIBUTION CONTROL

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21	Head, HRM Office	October 28, 2015	Controlled
22	Director, Instructional Material Development	October 28, 2015	Controlled



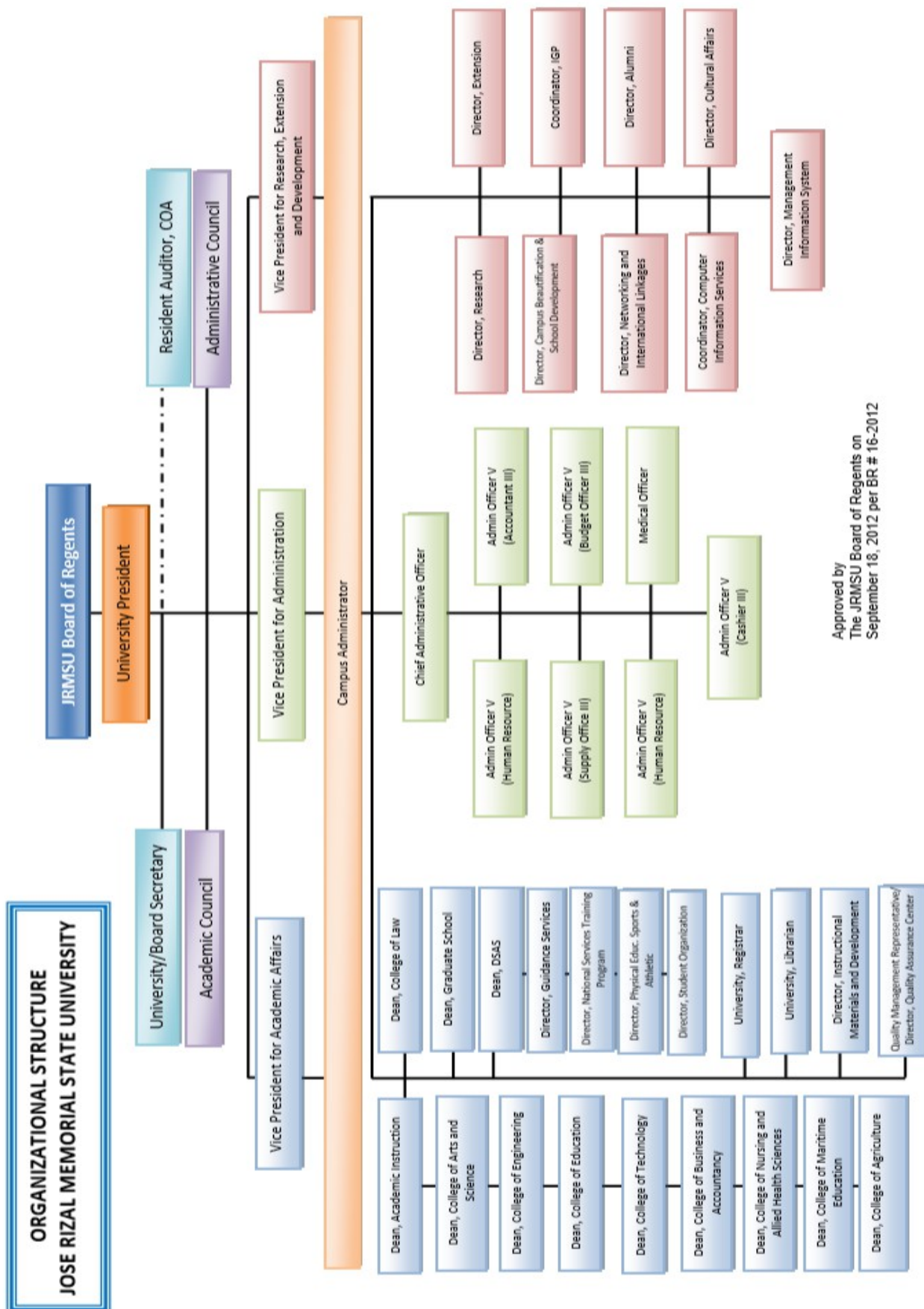
RECORD OF CHANGES

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ORGANIZATIONAL STRUCTURE

The officers with the authority and responsibility in implementing the Quality Management System are the important links in the chain of management whose positions/ relationships are indicated in the following organizational chart and defined in their job descriptions.



Approved by
The JRMSU Board of Regents on
September 18, 2012 per BR # 16-2012



A. Organization Authority and Responsibility

Main Departments

I. Office of the President

The Office of the President shall be responsible for the overall management of the Quality System, and the implementation of the quality policy of the University.

II. Office of the Vice President for Academic Affairs (VPAA)

The Office of the VPAA shall be responsible for education, and the implementation of educational policies, and procedures pertinent to quality, in accordance with the requirements of the regulating bodies.

III. Office of the Vice President for Administration and Finance

The Office of the VPAF shall be responsible for providing administrative support to ensure that quality plans and programs are effectively implemented.

IV. Office of the Vice President for Research, Extension, and Development (VPRED)

The Office of the VPRED shall be responsible in promoting better use of evidence in education and training decision-making and policy development. It should advocate the importance of education and training researches for students and faculty development and shall develop effective linkages with other institutions involved in research.

V. Office of the Campus Administrator (Chancellor)

The office of the campus administrator shall be responsible for carrying out the educational academic/administrative/ research and extension policies, programs and projects in the campus.

VI. Office of the Quality Management Representative (QMR)

The office of the Quality Management Representative shall be responsible in the implementation and monitoring of the Quality Management System.



B. Officers and Personnel

The officers and personnel, who have the responsibility, and authority to manage, perform and verify work affecting the quality of education shall be the following:

I. The President

1. Implements the quality policy of the State University;
2. Provides necessary resources required by the Quality System;
3. Conducts and presides management review and University actions there from; and,
4. Approves QMS documents, and all revisions thereof.

II. The Vice Presidents

1. Act as the Chief Executive Officer in the absence of the President;
2. Take charge of the financial operations, academic and research functions;
3. Conduct regular consultation with Campus Administrators to ensure the effective and efficient management and delivery of the Academic Programs, Physical Services, Financial Resources and Research Functions in every campus;
4. Recommend appointment/ hiring of qualified persons, terminate from service any employee subject to personnel policies/ labor code;
5. Submit annual accomplishment reports and recommendations for budget requirements to the President;
6. Formulate and recommend long term financial policies and plans in consultation with the President;
7. Exercise control and supervision over financial transactions covering capital investment and financing decisions with long term implications or the over-all risk, profitability and growth of the company; and,
8. Identify sources of short terms and long term funds.



III. Campus Administrator

1. Carries out educational academic/administrative/research and extension policies, programs and projects in the campus; and,
2. Leads and supervises academic/administrative/research and extension policies, programs and projects in the campus.

IV. The Quality Management Representative (QMR)

- 1) Documents, establishes, updates, monitors and evaluates the Quality Management System as well as report the status of the same to the University President;
- 2) Institutes document and data control;
- 3) Ensures orientation awareness of student concerns and needs together with new/updated statutory and regulatory requirements;
- 4) Participates in the recruitment of new staff members and after recruitment, trains the new staff concerning the organization's policies, equipment and procedures to meet the needs of their customers and stakeholders;
- 5) Acts as a liaison between the staff and the top management; and,
- 6) Directs the lead and internal auditors to plan, arrange and undertake internal audits within the organizations.

V. Chief Administrative Officer

1. Supervises and monitors the financial and administrative operations of the University;
2. Monitors the implementation of maintenance programs; and,
3. Reviews and finalizes policy recommendations in general services administration;

VI. Lead Auditor

- 1) Plans, arranges and leads the internal auditors in undertaking internal audits within the organizations;



- 2) Ensures that the audit exercise happens in line with the requirements of the ISO, CHED and TESDA, etc. that relate to management review and internal audits; and,
- 3) Conducts regular internal audits and carries out this exercise on a schedule.

VII. Members of Internal Quality Audit Team

- 1.) Prepare internal quality audit plan and schedule, and disseminate the same;
- 2.) Conduct audits on areas in which they are not directly involved operations-wise; and,
- 3.) Coordinate with the Quality Management Representative and Lead Auditor in the implementation of the internal quality audit program.

VIII. Dean, Student Affairs and Services

1. Plans and supervises the educative aspects of the student life in the University;
2. Regulates the activities to protect and preserve academic excellence;
3. Participates in policy making activities that affect the students;
4. Takes charge of student attendance during flag ceremony and Freshmen Orientation Program;
5. Supervises student publication, and helps promote close relations between the faculty, staff, and students;
6. Submits an annual report to the Vice President for Academic Affairs and other reports as may be required;
7. Chairs the Board of Discipline; and,
8. Supervises implementation of programs of different offices affecting student development .

IX. Board of Discipline

1. Plans, implements, monitors and evaluates the Discipline Program among the students as well as faculty and staff/personnel; and,
2. Acts as Safety and Security Program In-charge.



X. Research Director

1. Conducts training on research methodologies and other concerns and on skills related to research;
2. Comes up with socially and academically relevant research outputs which will serve as baseline data in developing programs and projects that will benefit the University;
3. Develops project proposals and supervises the implementation of the same when funded by institutions either based in the country or abroad;
4. Provides technical assistance to the faculty, staff and students who may undertake independent researches; and,
5. Provides the school with an arm with which it can link up with academic and non-academic institutions of network engaged in research and/or development programs.

XI. Extension Director

1. Manage the operation of the Extension Program of the University in coordination with the respective colleges and campuses; and,
2. Works with Coordinators of the Colleges in the conduct of Extension activities of the University.

XII. Income Generating Project Director

1. Initiates and runs income generating projects of the university; and,
2. Coordinates with coordinators of the College/Campuses in the conduct of income generating activities in the university.

XIII. Instructional Materials Development Director

1. Facilitates and supervises the development of instructional materials to be used by the faculty in the University;
2. Organizes workshops for the development of instructional materials; and,
3. Work with the coordinators of the colleges/campuses in the development of instructional materials.

XIV. Intellectual Property Rights Director



1. Promotes the use of patent information as a tool for technology development.

XV. Linkages and Networking Director

1. Facilitates the establishment of academic linkages and networking with local and international universities along with the none academic institutions to further instruction, research, extension and other academic functions; and,
2. Monitors and evaluates current linkages of the University, updates the University with on-going linkage negotiations, creates and recommends guidelines in making linkages, and venue for discussion of internationalization of the University.

XVI. Alumni Affairs Director

1. Initiates and provides linkages between the University and the Alumni Association; and,
2. Support programs and activities of the Alumni Association.

XVII. Management Information System Director

1. Manages the University's Information Technology activities; and,
2. Analyses technology and industry trends to determine organizational objectives and develops strategic plans to meet goals.

XVIII. Director of Linkages and Networking

1. Facilitates the establishment of academic linkages and networking with local and international universities along with the non-academic institutions to further instruction, research, extension and other academic function; and,
2. Monitors and evaluates current linkages of the University, updates the University with on-going linkage negotiations, Creates and recommends guidelines in making linkages, and venue for discussion of internationalization of the University.

XIX. Human Resource Management Officer



1. Implements the Quality Management System policies and procedures on Personnel/ Recruitment, Selection and Hiring;
2. Coordinates with the Vice Presidents, Deans and Department Heads for manning needs, personnel training and development, and personnel performance evaluation;
3. Implements proper disciplinary actions in coordination with the Deans of the College;
4. Prepares and submits semestral accomplishment report which includes updated personnel profile, budget needs, problems encountered and actions to be taken; and,
5. Recommends program for recognition of personnel accomplishments and contribution to organizational development.

XX. Budget Officer

1. Prepares Special Budget for the Campus;
2. Approves appropriation of Purchase Request per approved Special Budget by the BOR/per released SARO form the DBM;
3. Prepares Obligation Slip and certifies to the availability of allotment;
4. Records allotment received from the DBM and allotment from the School Fees and Other Miscellaneous Fees prepared through a Special Budget which is duly approved by the BOR. Separate registries shall be maintained for the four allotment classes by Program/Project/Activity (P/P/A), to wit:
 - b. Registry of Allotments and Obligations – Capital Outlay (RAOCO)
 - c. Registry of Allotments and Obligations – Maintenance and Other Operating Expenses (RAOMO)
 - d. Registry of Allotments and Obligations –Personal Service (RAOPS)
 - e. Registry of Allotments and Obligations – Financial Expenses (RAOFE)
5. Performs other related services.

XXI. Cashier



1. Accepts payments of students' accounts;
2. Prepares checks for payments to various suppliers, employees and agencies;
3. Deposits daily collections of the office to the bank;
4. Supervises the staff in the cashier's office;
5. Prepares monthly reports of checks and cash disbursements; and,
6. Issues examination permits to students.

XXII. Accounting Head

1. Manages the operations of the Accounting Office and supervises/monitors staff;
2. Prepares trial balance and monthly financial statements;
3. Prepares monthly bank reconciliation statements;
4. Checks and certifies check vouchers;
5. Checks and certifies monthly payroll of faculty and staff;
6. Checks and certifies liquidation of cash advances; and,
7. Checks and certifies all reportorial requirements with government agencies.

XXIII. University Registrar

1. Examines credentials for purpose of registration and to enforce entry requirements;
2. Responsible for the safekeeping of student permanent records;
3. Reviews matters regarding disposition of Dean on students' overload, cross registration, admission of student/s from foreign schools, if any, and/or transfer of student after enrolment;
4. Maintains liaison with CHED and TESDA;
5. Evaluates student records and recommends for graduation, and,
6. Ensures confidentiality of records and files.

XXIV. Guidance Counselor



1. Prepares the Guidance Program of the University;
2. Prepares and administers the budget and expense program of the Guidance Office;
3. Manages the operation of the Guidance Office;
4. Implements all areas of services of the Guidance Office; and,
5. Identifies problem areas, conduct consultation with parents, monitor progress of students and conduct home visitation

XXV. School Nurse

1. Assists in the performance of the medico-dental examination;
2. Administers first aid treatment to all students, faculty and staff;
3. Makes referrals to Physician or Dentist;
4. Informs parents, guardians and teachers for any illnesses or accidents incurred by the students while in school;
5. Prepares requisitions of medicines, supplies and others needed by the Clinic to be noted by the Physician;
6. Takes charge in keeping the individual medical and dental records of the students, faculty and staff;
7. Carries out medical evaluation to the community through daily contact with them;
8. Conducts physical examinations for students of the college at the start of every semester or summer;
9. Implements discipline policies; and,
10. Coordinates with all other departments regarding the medical assistance program of the University.

XXVI. Supply Officer

1. Develops policies and procedures and forms on supply and property management;
2. Renders consultative services to personnel and coordinates with the supervisor in the implementation of supply and procurement laws and regulations;



3. Supervises staff work in the conduct of regular inventories of supplies and equipment;
4. Formulates and develops criteria to ensure proper and appropriate storage of supplies and equipment;
5. Reviews of specification of items for purchase and supporting documents for payments of purchases;
6. Prepares abstract of canvass;
7. Expedites purchase action/delivers and issues purchase order;
8. Maintains records and files of procurement activities; and,
9. Performs other related work as may be prescribed by the Vice President for Administration and Finance.

XXVII. Bids and Awards Committee

1. Advertise and/or post the invitation to bid/request for expression of interest;
2. Conduct pre-procurement and pre-bid conferences;
3. Determine the eligibility of prospective bidders;
4. Receive bids;
5. Conduct the evaluation of bids;
6. Undertake post-qualification proceedings;
7. Resolve motions for reconsideration;
8. Recommend award of contract to the Head of Procuring Entity or his duly authorized representative;
9. Recommend the imposition of sanctions in accordance with Rule XXIII of RA 9184;
10. Recommend to the Head of Procuring Entity the use of Alternative Methods of procurement as provided in Rule XVI of RA 9184; and,
11. Create a Technical Working Group(TWG) from a pool of technical, financial, and/or legal experts.



XXVIII. Chief Librarian

1. Ensures compliance to ISO 9001:2008, CHED and TESDA and other government regulating agencies requirements in the procurement of educational materials relevant to the college's course program offerings;
2. Establishes, controls, and monitors library system to classify catalog of books acquired, as well as prepare clippings with abstracts every month;
3. Establishes implements and monitors the Development Programs per Collection Development Policy;
4. Prepares proposal/s for the improvements or expansion of the Library; and,
5. Submits accomplishment reports at the end of the term.

XXIX. Dean of the College

1. Exercises leadership in instruction, develops innovative instructional ideas and facilitates a broad range of curriculum development;
2. Assists in the hiring of faculty and helps coordinate the evaluation of faculty and instructional programs;
3. Promotes the implementation of the effective use of technology in the classroom as well as the development and implementation of professional development activities to encourage its implementation;
4. Assumes the primary responsibilities for orientation and training of temporary faculty on site;
5. Assists in the creation and interpretation of college reports for effective decision making;
6. Provides leadership in the college academic programs to find innovative ways to meet the educational and learning needs of students;
7. Represents the college with community group as appropriate;
8. Ensures that the plans, programs and activities of the college under him are in accordance with the QMS policy and Procedures Manual and the strategic plan considering the standards of ISO 9001:2008, CHED, and TESDA;



9. Sits as a member of the committee on hiring and selection of faculty and non-teaching staff;
10. Monitors, supervises, and appraises the performance of the department heads under his control;
11. Conducts regular meetings with the Department Heads under his span of control;
12. Collects, analyzes and summarizes the reports submitted to him by the Department Heads under his control; and,
13. Submits regular semestral accomplishment report to the President and Vice President

XXX. Assistant Dean

1. Assists the College Dean in the implementation of the educational plans and programs of the College in accordance with the established Quality Management System in line with CHED/TESDA requirement.

XXXI. Department Head

1. Coordinates with and assists the College in the implementation, review and improvement of the course;
2. Participates in the planning, implementation, monitoring and evaluation of the programs; and,
3. Prepares requirements and documentation for CHED and other agencies.

XXXII. Training Coordinator

1. Takes charge of the training program in compliance to CHED/TESDA requirements;
2. Conducts orientation on training;
3. Facilitates students' training;
4. Monitors performance of students on training; and,
5. Submits report to the Program Head.

XXXIII. Assessor

1. Monitors and evaluates course/program implementation to ensure that the criteria, standards, and requirements of regulating bodies, as well as predefined outcomes are met;
2. Prepares and reviews assessment and training; and,



3. Conducts the assessment of knowledge, understanding, and competence of students.

XXXIV. Faculty Member

1. Prepares instructional tools and be responsible for delivering quality learning inputs based on the standards and requirements of ISO, TESDA and CHED;
2. Assesses and evaluates performance of students; and,
3. Participates in research, extension and development programs as well as in co-curricular and extra-curricular activities.

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 Management Representative 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 Management Representative (QMR)** 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 **Committee on Instructional Materials Development (CIMD)** shall focus on the design and development of sound instructional materials. The philosophy of the course is to bring the same rigor to development of instructional approaches employed. They shall apply the well-tested evaluation and review instruments to maintain high standards of pedagogy, content, presentation, and creativity. Materials developed by instructors from a combination of lectures, discussions, readings, writing, presentations, and peer evaluation. The IMD shall stress skills and competencies for articulating learning objectives, defining content, developing teaching strategies, and evaluating student learning.

The Committee shall comprise of an expert in the content area, a pedagogy expert, an assessor, a faculty member who teaches in the course for which the materials are intended, IMD Director and statistician. The CIMD shall:

1. formulate and apply well-tested evaluation and review instruments to assure quality instructional materials,
2. review, evaluate, design and develop sound instructional materials , such as books, modules, video tapes, slides, and programmed texts and recommend utilization and acquisition of materials that meet CHED academic standards;
3. confer with members of curriculum and syllabi to obtain knowledge of content areas, and to relate curriculum materials to ISO, CHED and TESDA, etc. requirements individual student and industry needs;
4. organize and implement use of new instructional systems and advise staff members in techniques and methods of developing and evaluating specialized materials and instructional units; and,
5. conduct skills and competencies capability building activities for staff in developing and using materials and equipment.

The **Committee on Examination and Assessment (CEA)** shall determine the results and academic progress of students and makes recommendations for feedback and intervention strategies in dealing with passers, failures and retakes. They shall make the final decisions on promotion and retention of students. Decisions made shall be based on actual performance during examination and assessment. The members shall ensure the development of a just and equitable examination and assessment system.

The CEA shall be composed of the dean of the college, an expert in the content area, an assessor, examinations officer, a faculty member who teaches



in the course for which the materials are intended, and statistician. The CEA shall:

1. develop evaluation, testing and assessment scheme including appeals / re-sits that includes criteria for passing and failure to ensure quality, just and equitable examination and assessment system;
2. review and validate examination and assessment and assure CHED requirement compliance;
3. determine the results and academic progress of students and make recommendations for feedback and intervention strategies in dealing with passers, failures and retakes; and,
4. make final decisions on the promotion and retention of students, decisions made on bases of actual performance during examination and practical assessment.

The **Committee on Admission, Retention and Selection (CARS)** shall enhance and maximize student services involving recruitment, retention, and success of students. The focus areas include but are not limited to recruitment, enrollment assessment, advising and placement, tracking, intervention, curricular issues, registration, and mentoring. The Committee will maintain regular and frequent communication with the VPAA and the QMR such means as meetings, presentations, workshops, and minutes.

Membership of the Committee includes the Dean of Student Affairs and Services, Guidance Counselor, University Registrar, the College Dean, faculty from each department duly selected by the VPAA, and a student representative. Ad hoc members of the Committee are appointed to represent selected duty. The CARS members shall:

1. develop and design quality programs and procedures to enhance and maximize student services involving admission, retention, and success;
2. formulate quality procedures on recruitment, enrollment assessment, medical fitness, advising and placement, tracking, counseling, intervention, curricular issues, registration, and mentoring of students ;
3. formulate quality mechanism to encourage and assist students to take/retake PRC examination;
4. maintain statistical data/record on enrolment, graduates and PRC examination ; and,



5. maintain regular and frequent communication with the VPAA such means as meetings, presentations, workshops, and minutes.

The **Committee on Curriculum and Syllabi Design, Review and Development and Update** shall conduct monitoring of the curriculum and the syllabi at least once in a year and review every five years. The aim of the review and revision is continuing improvement of the Programs. It shall consider the needs of industry, current trends and practices, effect of promulgation and implementation of new laws locally and internationally. Any review and revision must be properly presented for evaluation and approval. The members of this Committee shall:

1. develop quality mechanism on curriculum design and development following a pre-design plan through steps, like planning place, preparation, operating phase, result phase, review, verification, validation and monitoring;
2. ensure that contents of the curriculum are in accordance with the corresponding CHED academic standards for the program being evaluated; and,
3. conduct periodic review and updating of the curriculum taking into consideration amendments to rules and regulations both national and international (ISO and CHED), student feedbacks and industry needs.

This Committee shall be composed of the VPAA, University Registrar, Dean of the College, an expert in the content area, a faculty member who teaches in the course, students, alumni and industry representatives.

The **Committee on Customer Satisfaction Survey (CCSS)** shall be responsible in conducting surveys on customer satisfaction in the University. The members of the Committee shall:

1. develop survey questionnaire that will measure the efficiency and effectiveness of the services delivered in the University;
2. gathers and tabulate data, analyze and interpret and come up with findings, conclusions and recommendations; and
3. present survey results to the Management Committee for proper action through the Quality Management Representative.

The CCSS shall be composed of the Vice President for Academic Affairs, the University Research Director, a statistician, Deans, Heads of Offices and Research Coordinators.



PROCEDURE 001

PROCEDURE FOR ORGANIZATIONAL STRUCTURING

PURPOSE

The following procedure describes the structuring of the organization.

APPLICATIONS

The procedure is used to show the process in coming up with the structure.

ASSOCIATED MATERIALS

1.) DBM Circular

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 UNIVERSITY PRESIDENT	1.1 Communicates and invites DBM for the structuring of the organization	JRMSU – OUP – 004
2 HRM	2.1 Schedules a conduct of an orientation of the organizational structuring of the University with DBM	
3 UNIVERSITY PRESIDENT	3.1 Calls for an organizational meeting 3.2 Presents the structure of the organization in accordance with the DBM Circular 3.3 Identifies the mandated positions in the structure and other units with their functions 3.4 Presents the structure to the Administrative and Academic Councils	JRMSU – OUP – 001 University Administrative Manual
4 ADMINISTRATIVE / ACADEMIC COUNCIL	4.1 Deliberates the structure, the positions and other units and functions 4.2 Endorses the organizational structure to the Governing Board	
5 GOVERNING BOARD	5.1 Approves the organizational structure	



PROCEDURE 002

PROCEDURE IN DEFINING QUALITY POLICY AND OBJECTIVES THEIR RELEVANCE TO THE INSTITUTION

PURPOSE

The following procedure describes the formulation of the quality objectives of the institution and identifies responsible persons who formulated the quality objectives.

APPLICATIONS

The procedure is used to show the relevance of the defined quality objectives to the institution's vision, mission and goals.

ASSOCIATED MATERIALS

1.) Course / Curriculum

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 VPRED	1.1 Calls for an institutional planning.	JRMSU-VPRED 003
2 KEY OFFICIALS	2.1 Review institution's vision, mission and goals.	
3 PARTICIPANTS	3.1 Formulate and approve quality policy and objectives of the institution.	
4 PRESIDENT	4.1 Disseminates quality policy and objectives of the institution. 4.2 Appoints Quality Management Representative. 4.3 Directs QMR to prepare the QMS Policy and Procedures Manual of the institution. 4.4 Sends QMR to training.	JRMSU – OUP – 001
5 QMR	5.1 Attends ISO 9001:9008 trainings 5.2 Calls series of meetings and consultations with JRMSU key officials and stakeholders to draft, review and finalize the QMS Policy and Procedures Manual 5.3 Submits the manual to the Management Committee for approval. 5.4 Seeks the signature of the President 5.5 Orients all concerned officials, student leaders and stakeholders of the content of the policy and procedures manual 5.6 Controls distribution of copies of the manual.	JRMSU-QMR 002
6 COLLEGE DEAN/OFFICE HEADS	6.1 Orients instructors, staff and students/office personnel of the content of the QMS Manual	
7 STUDENTS FACULTY/ STAFF	7.1 Abides to the policy and procedures in the manual	



PROCEDURE 003

PROCEDURE ON DOCUMENT AND FORM PREPARATION, REVIEW AND ISSUANCE

PURPOSE

The procedure describes the processes involved in the document and form preparation, review, approval and distribution up to re-issuance.

APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline in the preparation of document up to its finalization and issuance.
- 2.) Provide a means to standardize all internal documents utilized in the Quality Management System.

ASSOCIATED MATERIALS

- 1.) Minutes of the Meeting
- 2.) Revision Sheet
- 3.) Document Control Log
- 4.) Distribution Sheet

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 DOCUMENT CONTROL OFFICER	1.1 Assigns control no. of each office as directed by the QMR	
2 COLLEGE DEAN/OFFICE HEAD	2.1 Prepares a draft and initiates review process, submits the same to the QMR together with written request.	
3 MANAGEMENT COMMITTEE	3.1 Reviews and discusses draft of changes/revisions or document as spearheaded by the QMR.	
4 UNIVERSITY PRESIDENT	4.1 Approves the document and determines its effectivity date for implementation.	JRMSU – OUP – 001
5 DOCUMENT CONTROL OFFICER	5.1 Prepares a Distribution Sheet to whom the document will be given. 5.2 Seeks approval of the QMR 5.3 Distributes/issues documents	



PROCEDURE 004

PROCEDURE ON EXTERNAL DOCUMENT CONTROL

PURPOSE

The procedure describes the processes involved in controlling external documents such as CHED Memorandum and Guidelines, Civil Service Circulars.

APPLICATIONS

- 1.) Provide a guideline in receiving, distributing and recording external documents received.

ASSOCIATED MATERIALS

- 1.) Incoming Communication Logbook
- 2.) Distribution Sheet
- 3.) CHED Files

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 SECRETARY OF THE PRESIDENT	1.1 Receives and records document in the Incoming Communication Logbook. 1.2 Prepares Distribution Sheet of received document and forwards the same to the President for comments and further instructions.	
2 UNIVERSITY PRESIDENT	2.1 Reads received document and indicates heads/personnel to be furnished.	
3 SECRETARY OF THE PRESIDENT	3.1 Facilitates distribution of documents and requires personnel concerned to acknowledge turned-over document. 3.2 Files document/s.	
4 COLLEGE /OFFICE SECRETARY	4.1 Acknowledges and records received document in the Incoming Communication Logbook of the College/Office 4.2 Forwards document to the concerned official/personnel 4.3 Files and maintains document.	
5 COLLEGE DEAN/OFFICE HEAD	5.1 Reviews received document. 5.2 Verifies appropriate filing of documents.	



PROCEDURE 005

PROCEDURE ON RECORDS CONTROL

PURPOSE

The procedure describes the process involved in the safekeeping and maintenance of records in all departments of the University.

APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline in preparing master list of records in the respective departments.
- 2.) Provide a means to standardize record matrix in all the departments of the College.

ASSOCIATED MATERIALS:

- 1.) Quality Records Control Matrix

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 COLLEGE DEAN/OFFICE HEAD	1.1 Initiates the preparation of the Quality Records Matrix in coordination with all faculty/ personnel. 1.2 Approves new record and subsequent ways of collection, collation, identification etc.	
2 SECRETARY OF THE DEAN/OFFICE	2.1 Gathers and labels all the records within the department. 2.2 Prepares / updates the Quality Records Control Matrix. 2.3 Determines the record collection, collation, identification, access, location and storage, maintenance, disposition and retention processes 2.4 Ensures filing of record according to the Quality Records Matrix.	Quality Records Control Matrix
4 COLLEGE DEAN/OFFICE HEAD	4.1 Verifies and approves record collection, collation, identification, access, location and storage, maintenance, disposition and retention processes as determined. 4.2 Furnishes the QMR with a copy of the Quality Records Matrix 4.3 Disposes obsolete files through archiving, shredding and recycling. (Sensitive documents should be shredded.)	



PROCEDURE 006

PROCEDURE ON STUDENTS RECORD FILING

PURPOSE

This procedure describes the necessary steps and actions in filing the records of students for the College as well as releasing of records.

APPLICATIONS

This procedure is used to:

- 1.) Provide a means of control in filing student and trainee records
- 2.) Establish the security of student and trainee records.

ASSOCIATED MATERIALS

- 1.) Registrar's Manual

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 CLERK (Registrar's Office)	1.1 Gathers student/trainee credentials/records. 1.2 Prepares checklist of credentials/records. 1.3 Labels envelope/folder with student/trainee name. 1.4 Prepares list of lacking credential/s for submission.	JRMSU Code Title Ten Chapter 1, Article 5 JRMSU-REG-085
2 REGISTRAR	2.1 Verifies and approves the listing and posting of student names with lacking credentials in the bulletin board for submission. (Does not release certificate of trainee with incomplete credentials.)	
3 CLERK (Registrar's Office)	3.1 Requires student to complete clearance slip prior to releasing the requested credentials/records. 3.2 In cases wherein the student/trainee cannot personally claim his/her records, a written authorization is required from the representative.	JRMSU-REG-011 JRMSU-REG-016
4 CLERK (Registrar's Office)	4.1 Conducts periodic inventory of records. 4.2 Prepares and submits inventory report to the Registrar.	JRMSU-REG-079
5 REGISTRAR	5.1 Verifies inventory report of Clerk. 5.2 Undertakes appropriate action in case of loss or tear of any record.	



PROCEDURE 007

PROCEDURE ON INTERNAL COMMUNICATION

PURPOSE

The procedure describes the internal communication process within the organization from the President, Vice-President, Directors, Deans and Heads of Offices to the administrative personnel and teaching staff.

APPLICATIONS

This procedure is used to ensure an effective implementation and continuous improvement of the Quality Management System of the training center through awareness and debriefing in the form of memoranda and meetings.

ASSOCIATED MATERIALS

- 1.) Incoming/Outgoing Memoranda
- 2.) Memo Distribution Record
- 3.) Attendance Sheet/Minutes of the Meeting

A. MEMORANDUM CIRCULATION

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 PRESIDENT/VICE PRESIDENT/QMR / DIRECTORS/ COLLEGE DEAN /OFFICE HEAD	1.1 The initiating officer prepares memorandum for the information and awareness of all concerned. (All memoranda not initiated by the President must be verified and signed by the President prior to dissemination except those within the college only.)	JRMSU – OUP – 001 JRMSU-VPAA/ JRMSU-QMR 002 JRMSU-VPRED 003
2 SECRETARY OF THE COLLEGE	2.1 Ensures that all addressees are given copies as supported by the Memo Distribution Record. (Those unsigned must be indicated with an official reason for the absence of the signature otherwise follow-up must be made to ensure complete signatories.)	Memo Distribution Record
3 PRESIDENT/VICE-PRESIDENT/QMR/ COLLEGE DEAN	3.1 Ensures that copies of the memoranda are kept accordingly.	



B. MEETING

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 PRESIDENT/VICE PRESIDENT/QMR /COLLEGE DEAN/OFFICE HEAD	1.1 Determines/identifies agenda for discussion in the meeting and prepares memorandum for the information of all concerned on the scheduled meeting.	JRMSU – OUP – 001 JRMSU-VPAA/ JRMSU-QMR 002 JRMSU-VPRED 003
2 SECRETARY OF THE COLLEGE/OFFICE	2.1 Ensures that all addressees are given copies of the memorandum as supported by the Memo Distribution Record. (Those unsigned must be indicated with an official reason for the absence of the signature otherwise follow-up must be made to ensure complete signatories.)	Memo Distribution Record
3 PRESIDENT/VICE-PRESIDENT/QMR/DIRECTOR/COLLEGE DEAN/OFFICE HEAD	3.1 Ensures that copies of memorandum are maintained accordingly in the Incoming/Outgoing Memorandum record for reference.	
4 ATTENDEES	4.1 Sign in the Attendance Sheet	
5 SECRETARY OF THE COLLEGE/OFFICE	5.1 Records minutes of the meeting.	
6 PRESIDENT/VICE PRESIDENT/ QMR/ COLLEGE DEAN	6.1 Reviews and verifies minutes of the meeting.	
7 SECRETARY OF THE COLLEGE	7.1 Files minutes of the meeting.	
8 PRESIDENT/VICE PRESIDENT/QMR / COLLEGE DEAN	8.1 Prepares memorandum for the implementation of whatever have been discussed and agreed in the meeting.	JRMSU – OUP – 001



PROCEDURE 008

PROCEDURE ON HIRING OF FACULTY

A. PERSONNEL RECRUITMENT, SELECTION AND HIRING

PURPOSE

This procedure describes the necessary steps and actions in personnel recruitment, selection and hiring of JRMSU teaching personnel.

APPLICATIONS

This procedure is used to provide:

- 1.) Identification of basic requirements/qualifications in the recruitment, selection and hiring of teachers,
- 2.) Orientation of the newly-hired teacher

ASSOCIATED MATERIALS

- 1.) Recruitment, Selection and Placement Form
- 2.) Employment Requirements Based on Checklist
- 3.) Appointment and Teachers Contract

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 PROGRAM HEAD	1.1 Submits request for qualified Faculty to the College Dean.	University Administrative Manual Chapter 3
2 COLLEGE DEAN	2.1 Endorses request for faculty to VPAA.	JRMSU Code Title 3 Chapter 1
3 VPAA	3.1 Submits to the office of the president request for faculty.	JRMSU-VPAA 005
4 OFFICE OF THE PRESIDENT	4.1 Orders and sends out ad/information of availability of position.	JRMSU-OUP-001
5 VP FOR ADMINISTRATION	5.1 Posts available position	JRMSU-VPA 003
6 HRMO	6.1 Receives applications of qualified applicants.	ISO-JRMSU-HRMO-026
7 COLLEGE DEAN	7.1 Evaluates/validates credentials.	
8 APPLICANTS	8.1 Undergoes classroom teaching demonstration (faculty) skills test (staff).	ISO-JRMSU-HRMO-029
9 VPAA, VPA, VPRED, CAMPUS ADMINISTRATOR, DEAN OF THE COLLEGE	9.1 Rates the demonstration teaching of the applicant after the demonstration teaching	ISO-JRMSU-HRMO-001
	9.2 Interviews applicants	ISO-JRMSU-HRMO-029
	9.3 Endorses qualified applicants to the Office of the President.	



10 PRESIDENT	10.1 Conducts final interview and selects the most qualified applicants.	
11 APPLICANT	11.1 Submits requirements based on checklists	ISO-JRMSU-HRMO-030
12 PRESIDENT	12.1 Signs appointment/contract.	HRMO-015A HRMO-022 HRMO-023

B. ORIENTATION OF NEWLY-HIRED FACULTY PURPOSE

This procedure describes the necessary steps and actions in the placement/orientation of newly-hired faculty.

APPLICATIONS

This procedure is used to provide employees with:

- 1.) Awareness of the College and Training Center's quality policies, standards and procedures.
- 2.) Specific duties and responsibilities assigned to them

ASSOCIATED MATERIALS

- 1.) Job Description
- 2.) Administrative/Faculty Manual
- 3.) Familiarization Checklist

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 HRMO	1.1 Orients newly hired employee on the following: <ul style="list-style-type: none"> ❖ JRMSU Philosophy ❖ JRMSU Vision-Mission-Goal ❖ Organizational Structure ❖ Working Terms and Conditions ❖ Duties and Responsibilities 1.2 Turns-over newly hired employee to the College Dean 1.3 Furnishes the faculty with a copy of the University Code	JRMSU Code HRMO-033 HRMO-034
2 COLLEGE DEAN	2.1 Orients newly hired employee with: <ul style="list-style-type: none"> ❖ Work area/conditions ❖ Office procedures ❖ Specific tasks and functions ❖ JRMSU Policy and Procedures Manual 2.2 Introduces newly hired employee to different offices of JRMSU.	Faculty Manual
3 NEWLY	3.1 Gets his load	JRMSU-REG-O35



HIRED

PROCEDURE 009

PROCEDURE ON FACULTY PERFORMANCE EVALUATION

PURPOSE

This procedure describes the necessary steps and actions in evaluating the performance of the teachers.

APPLICATIONS

This procedure is used to provide:

- 1.) Identification of performance standards.
- 2.) Method of verifying performance versus standards.
- 3.) Method of identifying areas for improvement.

ASSOCIATED MATERIALS

- 1.) Performance Appraisal System for Instructions and Performance
- 2.) Performance Evaluation Form for Instructors Classroom Performance for Dean's use

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 DEAN/ PROGRAM HEAD	1.1 Conducts classroom performance evaluation and supervision one (1) month after start of classes 1.2 Records observations 1.3 Collates record and prepares report (supervisory level)	
2 FACULTY/PEER EVALUATOR	2.1 Fills in peer evaluation instrument or form 2.2 Submits evaluation to respective deans/program heads	NBC 461 Form
3 DEAN OF SAS WITH STUDENTS EVALUATION TEAM	3.1 Conducts evaluation of faculty once in a semester 3.2 Instructs Evaluation Team to administer evaluation 3.3 Administers student evaluation of faculty as follows: a.) at least thirty (30) respondents for each faculty b.) at least three (3) subjects taught c.) If teaching in less than three (3) subjects or three (3) sections, shall be evaluated in all	ISO-JRMSU-HRMO-011B ISO-HRMO-011B



4 HRMO	4.1 Collates results, summarizes and	
	4.2 prepares report	
	4.3 Forwards report to the Dean	
5 STATISTICIAN	5.1 Gathers all evaluation and prepares summary of evaluations made	
	5.2 Analyzes evaluations and initiates recommendation for development or reworking	
	5.3 Prepares training needs and periodic training program for submission to the HRM officer	
	5.4 Forwards evaluation to the dean	
6 DEAN	6.1 Evaluates result of evaluation	
	6.2 Forwards to VPAA	
7 VPAA	7.1 Takes necessary actions	



PROCEDURE 010

PROCEDURE ON SELECTION AND PROMOTION OF ADMINISTRATIVE AND SUPPORT STAFF

PURPOSE

This procedure describes the necessary steps and actions in selection and promotion of Administrative and Support Staff JRMSU.

APPLICATIONS

This procedure is used to provide:

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

ASSOCIATED MATERIALS

- 1.) Recruitment, Selection and Placement Form
- 2.) Employment Requirements Based on Checklist
- 3.) Appointment

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 HRMO	1.1 Submits list of vacant positions to the University President	
2 PRESIDENT	2.1 Orders HRMO to publish vacant positions	
3 HRMO	3.1 Publishes and posts vacant positions	HRMO-030
4 APPLICANT	4.1 Submits application letters to the University President	
5 PRESIDENT	5.1 Forwards application letters to the HRMO for preliminary evaluation of documents	
6 HRMO	6.1 Conducts preliminary evaluation of the qualifications of all candidates 6.2 Requests the chairman of the PSB for ranking of qualified applicants	
7 PSB CHAIRMAN	7.1 Sends letter to the PSB Members for ranking	
8 PSB	8.1 Conducts ranking 8.2 Interviews applicants 8.3 Endorses qualified applicants to	HRMO-09



	8.4 the Office of the President	
9 PRESIDENT	9.1. Conducts final interview and selects the most qualified applicants 9.2. Issues Office Order for the newly-hired/promoted employee	
10 NEWLY HIRED /PROMOTED EMPLOYEE	10.1 Submits requirements for appointments based on the checklist	
11 HRMO	11.1 Reviews requirements and prepares appointment for the approval of the University President	HRMO 015A
12 PRESIDENT	12.1 Signs appointment	



PROCEDURE 011

PROCEDURE ON SELECTION AND HIRING OF JOB ORDER, CASUAL AND CONTRACTUAL EMPLOYEES

PURPOSE

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

APPLICATIONS

This procedure is used to provide:

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

ASSOCIATED MATERIALS

- 1.) Recruitment, Selection and Placement Form
- 2.) Employment Requirements Based on Checklist
- 3.) Job Order, Plantilla of Casual Appointment

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 OFFICE HEAD	1.1. Submits request for additional staff to the University President.	
2 OFFICE OF THE PRESIDENT	2.1 If the request is to hire professional services, endorses request to Board of Regents for approval.	
3 BOR	3.1. Approves/Disapproves request to hire professional services	
4 APPLICANT	4.1 Submits application letters to the University President	
5 PRESIDENT	5.1 Conducts final interview and select the most qualified applicants 5.2 Issues Office Order for the newly-hired employee	
6 HRMO	6.1 Provides the newly-hired employees the requirements for Job Order/Casual Appointment / Contracts	
7 NEWLY- HIRED EMPLOYEE	7.1. Submits requirements based on checklist	
8 HRMO	8.1 Prepares Job Order/Plantilla of Casual Appointment/Contract	JRMSU-HRMO -023 HRMO – 022 HRMO-022A
9 PRESIDENT	9.1 Signs Job Order/Plantilla of Casual Appointment/Contract	



PROCEDURE 012

PROCEDURE ON NON-TEACHING PERSONNEL EVALUATION

PURPOSE

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

APPLICATIONS

This procedure is used to provide:

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

ASSOCIATED MATERIALS

- 1.) Individual Performance Commitment and Review (IPCR)
- 2.) Office Performance Commitment and Review (OPCR)
- 3.) Strategic Performance Management System Implementing Guidelines

PROCEDURE		
DOER	ACTIVITY	REFERENCES
A. Performance Planning and Commitment		
1 OFFICE HEAD	1.1 Meets with their subordinates and agree on the outputs that should be accomplished based on the goals/objectives of the organization 1.2. 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.	HRMO-009A (OPCR)



2 INDIVIDUAL EMPLOYEE	2.1. Prepares performance contract and rating form and submits to Heads of Units/Sections for review and approval.	HRMO-009B (IPCR)
3 OFFICE HEAD	3.1. Approves Individual Performance Commitment and Review (IPCR) 3.2. Submits IPCR and OPCR to Campus Administrator for approval	HRMO-009A (OPCR) HRMO-009B (IPCR)
4 CAMPUS ADMINISTRATOR (IN CASE OF MAIN CAMPUS, VP FOR ADMINISTRATION)	4.1. Reviews and approves the IPCR and OPCR 4.2. Submits IPCR and OPCR to Performance Management Team (PMT)	HRMO-009A (OPCR) HRMO-009B (IPCR)
B. Performance Review and Evaluation		
1 OFFICE HEAD	1.1 Assesses individual employee performance based on the commitments made at the beginning of the rating period. 1.2 Discusses employee's assessment with the concerned ratee 1.3 Submits individual employee's performance commitment and review form to the Campus Administrator	HRMO-009A (OPCR) HRMO-009B (IPCR)
2 CAMPUS ADMINISTRATOR	2.1 Reviews and approves performance commitment and review form	HRMO-009A (OPCR) HRMO-009B (IPCR)
3 OFFICE HEAD	3.1 Notifies the employee concerned of his/her final performance assessment 3.2 Submits Summary List of Individual Ratings with the attached IPCRs submits to the HRM Office/Personnel Office within the prescribed period.	HRMO-009A (OPCR) HRMO-009B (IPCR)
4 HRMO	4.1 Files the IPCR	HRMO-009B (IPCR)



PROCEDURE 013

PROCEDURE TO COMPUTE THE NEW SALARY RATE OF STAFF

PURPOSE

This procedure describes the necessary steps and actions for computation of the new salary rate of staff.

APPLICATIONS

This procedure is used to provide:

- 1.) Basis for computation of new salary rate of Staff

ASSOCIATED MATERIALS

- 1.) Staff Roster
- 2.) Wage and Position Classification

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 HRM OFFICER	1.1 Gets the complete list of all staff and their respective present salary rate/month. 1.2 Refers to the latest DBM guidelines on the implementation of the new salary rate.	
2 VICE PRESIDENT FOR ADMINISTRATION	2.1 Reviews and recommends for approval the new computed salary rate of staff. 2.2 Submits to the President for approval and implementation.	
3 PRESIDENT	3.1 Approves for implementation.	



PROCEDURE 014

PROCEDURE ON RESEARCH PROPOSAL GRANT APPLICATION

PURPOSE:

The following procedure describes the steps in the preparation for a program.

APPLICATION:

This procedure is used to provide method to research proposal.

ASSOCIATED MATERIALS:

1. Research Proposal

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 VPRED	1.1 Calls for research proposal every 1 st month of the semester and summer to comply with the requirements of one (1) research per college per semester; and for faculty with ranks of Associate Professors & Professors.	JRMSU Code Title 2 Article 1.2 JRMSU-VPRED 003
2 RESEARCHER	2.1 Prepares a research proposal. 2.2 Presents the proposal to the local SUCRED 2.3 Integrates comments and suggestions and re-submits to the local SUCRED.	JRMSU-VPRED 010A
3 LOCAL SUCRED	3.1 Reviews the research proposal. 3.2 Returns to the researcher for revision. 3.3 Forwards the revised proposal to the research center.	
4 RESEARCH CENTER BY DISCIPLINE	4.1 Evaluates the research proposal according to specialization. 4.2 Endorses to the SUCRED if found in order/or return to the researcher for revision.	
5 SUCRED	5.1 Reviews the research proposal according to the suggestions of the internal experts in the research center. 5.2 Makes a recommendation to the University President for approval.	
6 PRESIDENT	6.1 Reviews the proposal and make the final decision for research grant/funding.	JRMSU-OUP-001
7 RESEARCHER	7.1 If action is favorable, the researcher immediately proceeds to the implementation of the research program based on the terms and conditions stipulated in the proposal 7.2 Upon termination, submits the final paper to the research center for peer refereeing.	JRMSU-VPRED 013



8 VPRED	8.1 Submits to the Registrar the names of faculty who engage in research and make it apart of their regular load.	JRMSU-VPRED 006
	8.2 Monitors and evaluates conducted researches.	
	8.3 Conducts In-House-Review	JRMSU-VPRED 004
	8.4 Publishes refereed researches in the JRMSU official researcher journal, "The Threshold".	JRMSU-VPRED 011A
	8.5 Finds avenue for national and international presentation and refereed journal publication.	
	8.6 Provides benefits and awards to deserving researcher as provided in the BOR approved research manual.	



PROCEDURE 15

PROCEDURE ON EXTENSION PROPOSAL GRANT APPLICATION

PURPOSE:

The following procedure describes the steps on the preparation for an extension program.

APPLICATION:

This procedure is used to provide method for the approval of an extension program.

ASSOCIATED MATERIALS

1. Extension Proposal

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 VPRED	1.1 Calls for extension proposal every 1 st month of the semester and summer to comply with the requirements of one(1) extension program/project per college per semester; and others as requested by GOs & NGOs	JRMSU Code Title 2 Article 1.2 JRMSU-VPRED 003
2 EXTENSION COORDINATOR/ FACULTY EXTENSIONIST	2.1 Prepares an extension proposal 2.2 Presents the proposal to the Local SUCRED 2.3 Integrates comments and suggestions and re-submit to Local SUCRED	JRMSU-VPRED 010B
3 LOCAL SUCRED	3.1 Reviews the extension proposal 3.2 Returns to the extension Coordinator / Faculty extensionist for revision 3.3 Forwards the revised proposal to the SUCRED	
4 SUCRED	4.1 Reviews the extension proposals according to the suggestions of the local SUCRED 4.2 Makes a recommendation for the University President for approval	
5 PRESIDENT	5.1 Reviews the proposal and make the final decision for extension grant/funding	JRMSU-OUP-001
6 EXTENSION DIRECTOR / COORDINATOR AND FACULTY EXTENSIONIST	6.1 If action is favorable, the proponent immediately proceeds to the implementation of the extension program based on the terms and conditions stipulated in the proposal 6.2 Upon completion of the program the coordinator submits the termination report to the Extension Director/Office of the VPRED for satellite campuses. 6.3. Monitors and evaluates extension programs conducted	JRMSU-VPRED 007B JRMSU-VPRED-011B



	6.4 Publishes extension journal per semester	
7 VPRED OFFICE / CAMPUS ADMINISTRATOR	<p>7.1 Submits to the Registrar the names of faculty who engage in extension and make it apart of their regular load.</p> <p>7.2 Finds avenues for collaboration/partnership and linkages</p> <p>7.3 Helps implement programs of government on poverty reduction and welfare of communities</p> <p>7.4 Makes sure that requests for extension services be complied immediately</p> <p>7.5 Evaluates extension programs through terminal reports</p> <p>7.6 Provides benefits to deserving extension workers as provided in the BOR approved extension manual.</p>	



PROCEDURE 016

PROCEDURE IN PREPARING SCHEDULE OF CLASSES AND TEACHERS' PROGRAM

PURPOSE

This procedure describes the necessary steps in preparing schedule of classes and Teachers' Program during the opening of classes.

APPLICATIONS

This procedure provides:

- 1.) actions to be taken in preparing the class schedule and Teachers' Program.

ASSOCIATED MATERIALS

- 1.) Enrollment data of the previous semester
- 2.) List of Instructors / Professors
- 3.) List of Room Assignments
- 4.) Teachers' Program
- 5.) Class Program

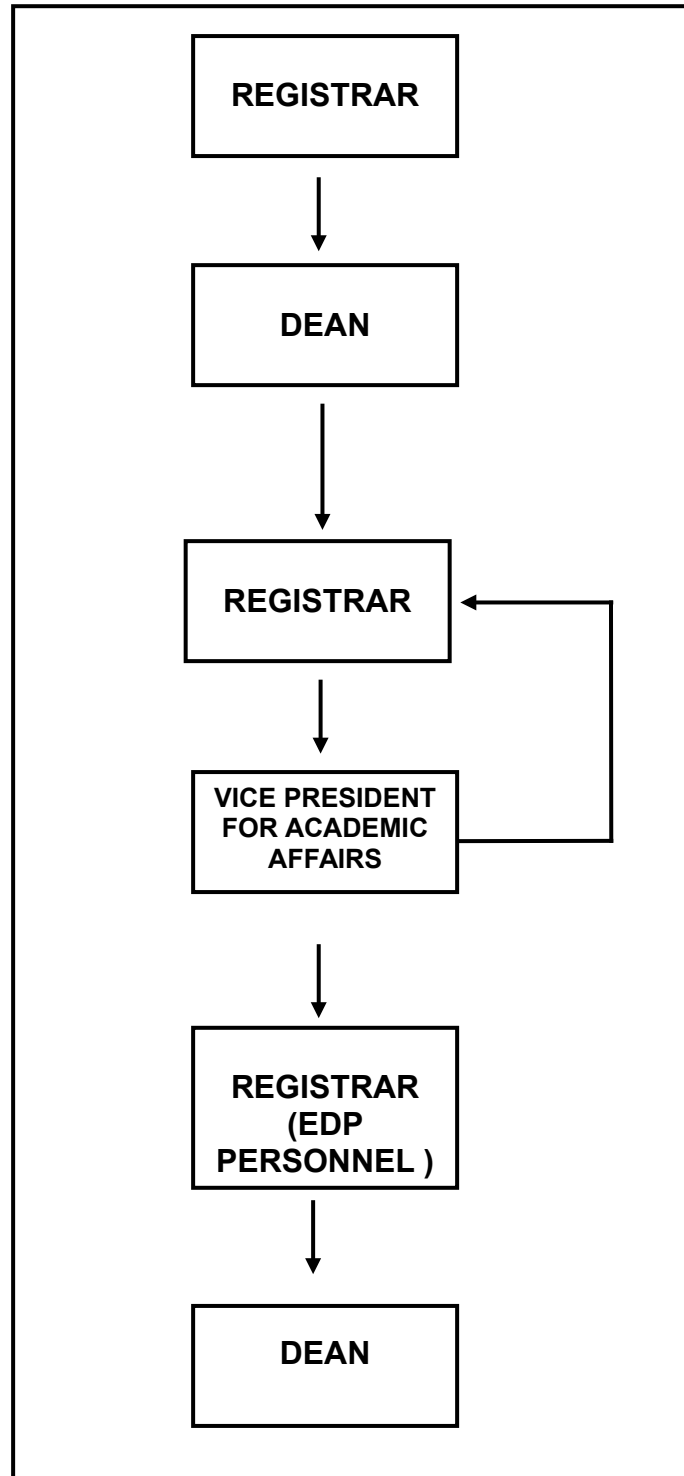
PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 REGISTRAR	1.1 Forecasts enrolment based on previous data. 1.2 Assigns number of sections by 45 students per class for every year in every program. 1.3 Prepares curricular offerings and submits to the dean.	JRMSU-REG-065 Faculty Manual
2 DEAN	2.1 Assigns instructors / professors to handle major courses and submits the same to the Registrar.	
3 REGISTRAR	3.1 Coordinates with the Dean of the College of Arts and Sciences for the plotting of General Education courses. 3.2 Plots room assignments for classes. 3.3 Submits complete schedule of classes	JRMSU-REG-035 JRMSU-REG-080
4 VICE PRESIDENT FOR ACADEMIC AFFAIRS	4.1 Reviews and approves schedule of classes.	



5 REGISTRAR (EDP PERSONNEL)	5.1 Inputs approved schedule of classes to the Electronic Data Processing (EDP) section. 5.2 Collates files of faculty teaching load for signature and conformity. 5.3 Furnishes copy to the Dean, HRMO, VPAA and other authorities	JRMSU-REG-044
6. DEAN	6.1 Posts approved schedule of classes in bulletin boards. 6.2 Distributes Teachers' Program to the Instructors / professors.	



FLOWCHART IN PREPARING SCHEDULE OF CLASSES AND TEACHERS' PROGRAM





PROCEDURE 017

PROCEDURE ON CURRICULUM DEVELOPMENT AND ENHANCEMENT

PURPOSE

This procedure describes the necessary steps in preparing the updated curriculum to ensure that it is in conformance with the standards of regulating bodies.

APPLICATIONS

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

ASSOCIATED MATERIALS

- 1.) CMOs
- 2.) Curriculum for implementation
- 3.) PSGs of the regulating bodies
- 4.) Implementing Rules and Regulations (IRR) and others

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 DEAN	1.1 Plans a program for curriculum development / enhancement.	
2 PROGRAM HEAD	2.1 Identifies the need to enhance the curriculum. 2.2 Discusses the importance of the changes within the department. 2.3 Recommends enhancement to the Dean.	
3 DEAN	3.1 Submits recommendation for enhancement or development to the VPAA.	
4 VPAA	4.1 Invites stakeholders and industry partners 4.2 Convenes the curriculum development committee.	
5 CURRICULUM DEVELOPMENT COMMITTEE	5.1 Develops/revises or enhances curriculum 5.2 Endorses the proposed/enhanced curriculum to the Dean.	



6 VPAA	6.1 Reviews the proposed/enhanced curriculum 6.2 Forwards the proposed/enhanced curriculum to Dean for presentation.	
7 DEAN	7.1 Presents the proposed/enhanced curriculum to the academic council for approval.	
8 ACADEMIC COUNCIL	8.1 Recommends for approval or disapproval of the presented proposed/enhanced curriculum.	
9 BOR	9.1 Approves / Disapproves the curriculum	RA 9852 Sect. 5
10 BOR SECRETARY	10.1 Disseminates the approved/disapproved	



PROCEDURE 018

PROCEDURE ON SYLLABI REVISION

PURPOSE

The procedure describes the process involved in revising the syllabi.

APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline in the revision of syllabi preparation up to its finalization and re-issuance.

ASSOCIATED MATERIALS

- 1.) CMOs
- 2.) Curriculum for implementation
- 3.) PSGs of the regulating bodies
- 4.) Implementing Rules and Regulations (IRR) and others
- 5.) Old Syllabi

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 VPAA	1.1 Determines the need to revise the syllabi 1.2 Issues memo to the Dean for the revision of syllabi	University Faculty Manual
2 DEAN	2.1 Issues memo to the faculty for the revision of syllabi	
3 PROPONENT	3.1 Revises the syllabi 3.2 Submit syllabi to the program head for critiquing	
4 PROGRAM HEAD	4.1 Critics the syllabi. 4.2 Returns to proponent if there are corrections/recommendations 4.3 Requests a meeting from the Dean with the Local IMD Committee for critiquing	
5 DEAN	5.1 Convenes the Local IMD Committee 5.2 Facilitates the revision 5.3 Presents the revised syllabi to the University IMD Director	



6 UNIVERSITY IMD DIRECTOR	6.1 Evaluates/Reviews/Edits submitted syllabi 6.2 Returns to proponent if there are corrections/recommendations 6.3 Requests the University IMD Committee for final critiquing/evaluation of the syllabi	JRMSU-IMD-002
7 UNIVERSITY IMD COMMITTEE CHAIR/VPAA	7.1 Convenes the University IMD Committee to evaluate/review and critic the revised syllabi 7.2 Approves the syllabi and issues memo to the DEAN, program head and faculty for the utilization of the approved syllabi. 7.3 Provides copies to the University IMD Director and Deans of the concerned colleges	
8 DEAN	8.1 Distributes copies to the program head and concerned faculty	



PROCEDURE 019

PROCEDURE ON THE PREPARATION AND DEVELOPMENT OF INSTRUCTIONAL MATERIALS

PURPOSE

The procedure describes the process involved in the preparation of Instructional Materials and its subsequent review, approval and distribution in the College

APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline in Instructional Materials preparation up to its finalization and issuance.
- 2.) Provide a means to standardize all Instructional Materials.

ASSOCIATED MATERIALS

1.) IMD Preparation Rules and Guidelines
- 2.) Approved syllabus
- 3.) Existing IMs
- 4.) References

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 VPAA	1.1 Determines the needs to develop IMS 1.2 Issues memo to the Deans for the development of IMs	
2 DEAN	2.1 Issues memo to faculty for the development of IMS	
3 PROPONENT	3.1 Designs and develops IMs 3.2 Submits to the Program Head the manuscript for critiquing	University Faculty Manual Chapter 10
4 PROGRAM HEAD	4.1 Critics the IMS 4.2 Returns to proponent if there are corrections/recommendations 4.3 Seeks approval from the Dean for a review and evaluation with the College IMD Committee	



5 DEAN	5.1 Convenes the Local IMD Committee 5.2 Facilitates the review, critiquing and evaluation of IMs 5.3 Recommends the IMs to the University IMD Director	JRMSU Code Chap. 2, Art. 8
6 UNIVERSITY IMD DIRECTOR	6.1 Evaluates/Reviews/Edits submitted IMs 6.2 Returns to proponent if there are corrections/ recommendations 6.3 Request the University IMD Committee to critic/review/ evaluate the IMs	Faculty Manual Article VII
7 UNIVERSITY IMD COMMITTEE CHAIR/VPAA	7.1 Convenes the Committee and spearheads in the review/ critiquing/evaluating of the IM as per schedule (once a semester) 7.2 Recommends presentation of IMs to SUCRED	
8 PROPONENT	8.0 Presents the IMs to the SUCRED panel for further critiquing and evaluation	
9 SUCRED PANEL	9.1 Reviews, critiques and evaluates IMs 9.2 Endorses the IMs for approval to the University President	
10 UNIVERSITY PRESIDENT	10.0 Approves/Disapproves the IMs	



PROCEDURE 020

PROCEDURE ON REVIEW AND VALIDATION OF INSTRUCTIONAL MATERIALS

PURPOSE:

The following procedure describes the steps on the review and validation of instructional materials.

APPLICATION:

This procedure is used to provide method for the review and validation of instructional materials.

ASSOCIATED MATERIALS

- 1.) IMD Preparation Rules and Guidelines
- 2.) Approved syllabus
- 3.) Existing IMs
- 4.) Survey Questionnaire on IMS Validation
- 5.) Summary of Rating on IMS Validation
- 6.) References

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 COLLEGE IMD COMMITTEE	1.1 Conducts IMs validation 1.2 Reviews results of IMs validation 1.3 Fills out the Summary of Rating 1.4 Signs the Summary of Rating for having been validated 1.5 Recommends results to University IMD Committee	Evaluation Form
2 UNIVERSITY IMD COMMITTEE	2.1 Reviews result of IMs validation 2.2 Recommends the IMs for SUCRED presentation	
3 PROPONENT	3.0 Presents IMs to the SUCRED panel	



PROCEDURE 021

PROCEDURE ON INSTRUCTIONAL MATERIALS REVISION

PURPOSE

The procedure describes the process involved in revising the IMs.

APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline in the revision of IMs preparation up to its finalization and re-issuance.

ASSOCIATED MATERIALS

- 1.) IMD Preparation Rules and Guidelines
- 2.) Approved syllabus
- 3.) Existing IMs
- 4.) References

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 PROPONENT/ AUTHOR	1.1 Determines the need to revise the IMs 1.2 Presents the importance on the revision to the program head	University Faculty Manual
2 PROGRAM HEAD	2.0 Requests a meeting from the Dean with the Local IMD Committee for the enhancement of the IMs	
3 DEAN	3.1 Convenes the Local IMD Committee 3.2 Discusses the importance of the revision 3.3 Facilitates the revision 3.4 Presents the revised IMs to the University IMD Director	
4 UNIVERSITY IMD DIRECTOR	4.0 Requests the VPAA to convene the University IMD Committee to review, critique and evaluate the revised IMs	
5 VPAA	5.1 Convenes the University IMD Committee 5.2 Spearheads the review, critiquing and evaluation of IMs 5.3 Recommends the enhanced IMs to the University President for approval	
6 PRESIDENT	6.0 Approves/disapproves the enhanced IMs	



PROCEDURE 022

PROCEDURE ON ADMISSION AND ENROLLMENT OF FRESHMEN AND TRANSFER STUDENTS

PURPOSE

This procedure describes the basic steps in the admission and enrollment of freshmen and transfer students.

APPLICATIONS

This procedure is used to provide:

- 1.) Requirements for the admitting students and transferees; and
- 2.) Process for the enrollment.

ASSOCIATED MATERIALS

- 1.) Basic Requirements for Admission
- 2.) Medical Examination Results
- 3.) Trial Form
- 4.) Class Schedule
- 5.) Assessment Form
- 6.) Identification Number
- 7.) Registration Form
- 8.) Identification Card
- 9.) Student Handbook

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 NEW STUDENT/ TRANSFEE	1.1 Submits the following basic requirements to the Registrar for admission: <ul style="list-style-type: none">- Photocopy of Birth Certificate NSO- Certificate of Good Moral Character signed by the Principal/Registrar or duly authorized representative from the school last attended- 2x2 ID Picture- Brown Envelope- Folder- Original High School Report Card or Form 138 (New Freshman Only)- Certificate of Transfer Credentials from the School Last attended (Transferee Only)- Informative Copy of Transcript of Records (Transferee Only)	JRMSU Code Article 2 Student Handbook 2012 Edition Article 9
2 REGISTRAR	2.1 Receives the basic requirements submitted by new student/transferee 2.2 Directs student to proceed to the College Clinic for the medical examination before proceeding to the respective Department for	JRMSU Code Article 4 Sect 106 b to c



	2.3 the preferred degree or certificate to enroll	
3 COLLEGE CLINIC	3.1 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)	
4 PROGRAM HEAD/COLLEGE DEAN	4.1 Interview new student/transferee for qualification based on minimum requirements set by the department (grades, medical examination result depending on the admitting Department) 4.2 Receives the photocopy of the same basic requirements submitted to the Registrar 4.3 Issues Trial Form and assessment form for student to fill-up	
5 NEW STUDENT/ TRANSFEE	5.1 Fills-up the trial form based on class schedules posted 5.2 Fills-up the personal information in the assessment form 5.3 Signs the Pledge as requirement for admission 5.4 Presents completed trial form to the Program Head for verification	5.3 JRMSU Code Article 7 Sect 271 to 272
6 PROGRAM HEAD	6.1 Verifies trial form 6.2 Assesses fees and charges of the new student/transferee 6.3 Recommends new student/transferee to proceed to the Dean for approval of enrollment	
7 DEAN	7.1 Approves enrollment to the College 7.2 Advises new student/transferee to proceed to the Cashier for payment	7.1 JRMSU Code Article 7 Sect
8 CASHIER	8.1 Collects payment of new student/transferee 8.2 Advises student to proceed to the EDP In-charge	JRMSU-DSAS-002 JRMSU-DSAS-003
9 EDP IN-CHARGE (OFFICE OF THE REGISTRAR)	9.1 Enlists the class schedule of student based on the trial form 9.2 Prints the registration form of the student 9.3 Issues ID number of new student/transferee 9.4 Stamps the registration form "Enrolled" 9.5 Advises student to proceed to the Guidance Office	9.4 JRMSU Code Article 7 Sect 275
10 GUIDANCE COUNSELLOR	10.1 Provides personal data form to the new student/transferee for filling-up 10.2 Advises student to proceed to the Office of the Student Affairs and Services	
11 DEAN OF THE STUDENT AFFAIRS	11.1 Processes ID Card of new student/transferee 11.2 Issues Student Hand book 11.3 Receives payment for insurance fee of new student/transferee	



PROCEDURE 023

PROCEDURE ON ENROLLMENT OF CONTINUING, RESIDENT AND STUDENTS SHIFTING WITHIN THE UNIVERSITY

PURPOSE

This procedure describes the basic steps in enrolling students who are continuing, resident and students shifting within the university.

APPLICATIONS

This procedure is used to provide:

- 1.) Requirements for the enrolling students who are continuing, resident and students shifting within the university; and
- 2.) Process for the enrollment.

ASSOCIATED MATERIALS

- 1.) Record of Grade of Students
- 2.) Shifting Form
- 3.) Trial Form
- 4.) Class Schedule
- 5.) Assessment of Fees and Charges Form
- 6.) Registration Form
- 7.) Identification Card

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 REGISTRAR	1.1 Evaluates grades of student (Returnee, shiftee and graduating student Only) 1.2 Advises student to proceed to the respective Department for the degree or certificate to enroll.	JRMSU Code Article 3 to 6
2 COLLEGE CLINIC	2.1 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)	JRMSU Code Article 2 Sect 386
3 PROGRAM HEAD	3.1 Receives the photocopy of the evaluated grades from the Registrar for returnee, shiftee and graduating student Only 3.2 Evaluates the grades of old students 3.3 Issues Trial Form and assessment form for student to fill-up	



4 CONTINUING/ RESIDENT STUDENT/ SHIFTING STUDENT	4.1 Fills-up the trial form based on class schedules posted 4.2 Fills-up the personal information in the assessment form 4.3 Presents completed trial form to the Program Head for verification	
5 PROGRAM HEAD	5.1 Verifies trial form 5.2 Assesses fees and charges of the student 5.3 Recommends new student/transferee to proceed to the Dean for approval of enrollment	
6 DEAN	6.1 Approves enrollment to the College 6.2 Advises student to proceed to the Cashier for payment	
7 CASHIER	7.1 Collects payment of new student 7.2 Advises student to proceed to the EDP In- charge	
8 EDP IN-CHARGE (OFFICE OF THE REGISTRAR)	8.1 Enlists the class schedule of student based on the trial form 8.2 Prints the registration form of the student 8.3 Stamps the registration form enrolled 8.4 Advises student to proceed to DSAS	
9 DEAN OF THE STUDENT AFFAIRS	9.1 Validates ID Card of Student 9.2 Receives payment for insurance of student	





PROCEDURE 024

PROCEDURE ON THE DELIVERY OF INSTRUCTION AND MONITORING

PURPOSE

This procedure provides guidelines in the delivery of program of instruction and monitoring and ensuring quality products

APPLICATIONS

This application is used to provide with the method in delivering of quality instruction as well as monitoring.

ASSOCIATED MATERIALS

- 1.) Load of instructor
- 2.) Syllabus

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 DEAN	1.1 Coordinates with the registrar for subject loading of instructor	
2 REGISTRAR	2.1 Prepares program load of instructor 2.2 Furnishes instructor and Dean with a copy of program load	JRMSU-REG-035
3 INSTRUCTOR	3.1 Adopts syllabus and IM based on the program curriculum if needed. 3.2 Designs instructional materials and prepares facilities needed	
4 CSDDC,IMD	4.1 Review and validate syllabus, and instructional materials to be used	
5 DEAN	5.1 Approves syllabus and IM. 5.2 Orients instructor in the implementation and provides support and assistance in the acquisition of facilities and equipment needed by instructor.	JRMSU-Dean 022
6 INSTRUCTOR	6.1 Checks attendance 6.2 Delivers the lesson based on the syllabus 6.3 Motivates and arouses interest of students and provides conducive, safe and secure classroom environment 6.4 Emphasizes the objective of the course 6.5 Utilizes varied and research based instructions, updated methods	



7	7.1 , principles and techniques in teaching 7.2 Encourages participation through interactive approaches such as soliciting viewpoints 7.3 Uses appropriate facility, equipment and technology to ensure effective delivery	
8 STUDENTS	8.1 Participate and engage actively in classroom activities 8.2 Execute practical and theoretical activities 8.3 Follow directions and instructions of teacher 8.4 Apply knowledge learned in situation	
9 INSTRUCTORS	9.1 Summarize the topic after it has been concluded 9.2 Evaluate students' knowledge, understanding and competency 9.3 Prepare and benchmark instruments for student evaluation 9.4 Conduct examination 9.5 Give assignment to enhance retention and additional knowledge on the topic	Procedure 022
10 DEAN	10.1 Communicates schedules of classroom supervisory visit to the VPAA. 10.2 Prepares instruments for the supervisory visit 10.3 Observes classroom teaching and records observation 10.4 Conducts monitoring and evaluation of instructors classroom instruction at least thrice per semester 10.5 Summarizes and analyzes the result of evaluation and initiates recommendation 10.6 Conducts post conference with instructors after the evaluation 10.7 Cites conformances and non-conformances 10.8 Offers corrective actions 10.9 Prepares training needs and submits to VPRED	JRMSU-017-A
11 VPRED	11.1 Coordinates with HR for training	
12 PRESIDENT	12.1 Approves the training plan	



PROCEDURE 025

PROCEDURE ON EXAMINATION AND ASSESSMENT OF STUDENTS

PURPOSE

The following procedures describe the activities in conducting examination and assessment.

APPLICATIONS

The procedure is used to provide the steps in the conduct of written examination and other assessments (refer to University Code, Chapter 4, Page 54 - 57)

ASSOCIATED MATERIALS

- 1.) Written examination and assessment instruments

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 INSTRUCTOR	1.1 Checks attendance 1.2 Conducts instruction and schedules written examination 1.3 Determines the number of items for the examination 1.4 Ensures that the test items are congruent with the course objectives. 1.5 Prepares the TOS and determines the percentage items per cognitive level. 1.6 Classifies items level of difficulty 60% easy 30% moderately difficult, 10% difficult, covering TLA with ILO. 1.7 Constructs the test instrument. 1.8 Prepares performance checklist 1.9 Ensures the activity is congruent with the objectives 1.10 Sets the criteria to be assessed: adeptness, mastery, and time 1.11 Submits written and assessment instrument for evaluation	
2 COMMITTEE ON EXAMINATION AND ASSESSMENT	2.1 Checks the examination instrument and assessment instrument 2.2 Makes correction if there is any	



3 INSTRUCTOR	<p>3.1 Makes Deficiency Report, if student/s failed to the written examination.</p> <p>3.2 Submits to the Dean the attendance sheet, result of Written Examination and Deficiency Report.</p> <p>3.3 Ensures that only student/s who passed the Written Examination (80% passing grade) can undergo practical assessment.</p>	<p>JRMSU Code Title 8, Chap. 4 p.55</p> <p>JRMSU-ASS 004</p>
4 DEAN	<p>4.1 Checks and reviews Deficiency Report against Attendance, Result of Examination and Record of Assessment.</p> <p>4.2 Directs failing students to undergo review and provide instructional materials.</p> <p>4.3 Advises student who fails for the third time to re-enroll the subject.</p> <p>4.4 Submits grades to the Registrar</p>	



PROCEDURE 026

PROCEDURE ON CONTROL OF ASSESSMENT DEVICES

PURPOSE

This procedure describes the steps and actions necessary in controlling assessment and testing devices to gauge students' performance.

APPLICATIONS

This procedure is used to:

- 1.) Identify assessment standard for the construction/preparation of assessment devices,
- 2.) Provide a method of controlling the preparation of assessment devices, and
- 3.) Provide a method of measuring results versus requirements.

ASSOCIATED MATERIALS

Assessment/Test Records

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 ASSESSOR	1.1 Disseminates assessment standards based on the existing CHED Memorandum and Rules implemented.	
	1.2 Defines assessment objectives based on standards.	
	1.3 Determines percentage of items per cognitive levels to be assessed.	
	1.4 Constructs assessment devices or test and submits for review.	JRMSU- ASS 001
	1.5 Reviews assessment or testing materials.	JRMSU-ASS 002
	1.6 Makes corrections/revisions as required.	



PROCEDURE 027

PROCEDURE ON PRACTICAL EXERCISES AND SCENARIOS

PURPOSE

This procedure describes important points to be observed in conducting practical exercises and scenarios

APPLICATIONS

This procedure is used to guide in conducting practical exercises and scenarios.

ASSOCIATED MATERIALS

- 1.) Instructor's Guide
- 2.) Laboratory Manual

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 INSTRUCTOR	1.1 Checks the attendance 1.2 Prepares classroom and facilities and devices for practical exercises 1.3 Orients laboratory policy 1.4 Delivers instructions on the practical aspect of the course 1.5 Applies demonstration teaching with training equipment and devices per instructor guide step by step 1.6 Gives emphasis on safety measures and cleanliness	Laboratory Manual
2 STUDENT	2.1 Asks questions on aspects not fully grasped 2.2 Returns demonstration individually or by group as appropriate to the scenario presented 2.3 Utilizes devices / facilities needed	
3 INSTRUCTOR	3.1 Observes return demonstration performed individually or by group 3.2 Assists students demonstration 3.3 Conducts assessment on the practical aspect 3.4 Computes result of performance and convert to grade 3.5 Informs student of rating obtained	
4 ASSESSOR	4.1 Collects assessment report 4.2 Administers assessment 4.3 Submits assessment to Instructor concerned	JRMSU -ASS 003
5 DEAN	5.1 Endorses grading sheets to the registrar	



6 REGISTRAR

6.1 Files grading sheets

JRMSU-REG-009

PROCEDURE 028

PROCEDURE ON EFFECTIVE UTILIZATION OF LABORATORY EQUIPMENT

PURPOSE

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

APPLICATIONS

The procedure is used to guide in the management and utilization of laboratory equipment

ASSOCIATED MATERIALS

1.) Laboratory Rules, Policies and Procedures

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 LABORATORY IN-CHARGE	1.1 Creates logs and forms to establish records 1.2 Checks and conducts routine cleaning adjustment or replacement of instrument	
2 INSTRUCTOR	2.1 Develops written procedures for all activities in the laboratory with the appropriate laboratory instrument and equipment and materials needed 2.2 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 2.3 Demonstrates to the students proper handling of the equipment 2.4 Emphasizes correct procedure in working with the equipment 2.5 Observes and checks student while performing or working with the equipment	Laboratory Manual
3 STUDENTS	3.1 Follows rules and policies in the laboratory 3.2 Sticks procedure strictly 3.3 Exercises care and safety in working with the equipment 3.4 Familiarizes with the do's and don'ts in the laboratory 3.5 Keeps away from touching equipment unless instructed to 3.6 Knows the locations and operating procedures safety equipment like first aid kit, eyewash stations, shower, fire extinguisher 3.7 Informs instructor immediately in case there are troubleshoots on the equipment 3.8 Are aware of sample records like charts, logs	



	checklist, graphs	
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PROCEDURE 029

PROCEDURE ON INSPECTION AND TESTING OF EQUIPMENT

PURPOSE

This procedure describes the necessary steps and actions for inspection and testing of equipment used for education and training.

APPLICATIONS:

This procedure is used to provide:

- 1.) Identification of inspection steps
- 2.) Method of requirements for an equipment
- 3.) Method to measure performance versus requirements

ASSOCIATED MATERIALS

- 1.) Inspection Report

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 INSPECTION OFFICER	1.1 Determines/establishes equipment inspection requirement: a.) Check operating manual. b.) Consult technical expert. 1.2 Compares equipment to requirements and generate inspection report. 1.3 Determines if equipment is in operating condition per requirement.	JRMSU-SO-006
2 SUPPLY OFFICER	2.1 Accepts equipment, supplies and materials.	JRMSU-SO-006



PROCEDURE 030

PROCEDURE ON NON-APPEARANCE OF STUDENTS DURING CLASS, WRITTEN EXAMINATION AND PRACTICAL EXERCISES

PURPOSE

This procedure describes the necessary steps and actions on how to deal with students who failed to attend class, take the written examination and practical exercises.

APPLICATIONS

This procedure is used to provide:

- 1.) Guidelines for the Faculty and Staff, if student/s failed to attend classes, written examination and practical exercises
- 2.) Discipline to student/s that opt to attend only when they wanted to.

ASSOCIATED MATERIALS

- 1.) Attendance Sheet
- 2.) Deficiency Report
- 3.) Completion Report
- 4.) Written Examination

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 INSTRUCTOR / PROFESSOR	1.1 Instructs student/s to sign in the Attendance Sheet and mark the space provided if trainee/s is/are absent. 1.2 Informs student/s that those who failed to attend the first day of class must notify the Dean for disposition. 1.3 Submits deficiency report to the Dean.	JRMSU- ASS 004
2 DEAN	2.1 Reviews and checks report against attendance sheet. 2.2 Verifies and signs report.	
3 STUDENT	3.1 Attends class and/or written examination and/or practical exercise on the next schedule of training. It should be on the same training day the deficiency was incurred.	
4 INSTRUCTOR/ PROFESSOR	4.1 Submits to the Dean: a.) If student/s is absent and no examination and/or practical exercise has been carried out: Attendance Sheet only. b.) If student/s missed to take the written examination: Attendance Sheet, Written Examination.	
5 DEAN	5.1 Reviews and checks reports made by instructor/faculty against the deficiency report. 5.2 Verifies compliance of student/s against deficiency report.	



PROCEDURE 031

PROCEDURE IN DEALING WITH ABSENTEEISM

PURPOSE

This procedure describes the steps in dealing with absenteeism.

APPLICATIONS

This method applies to Instructors, Deans, Program Head, Guidance Counselor and students who are noted with absenteeism.

ASSOCIATED MATERIALS

- 1.) Class Record of Instructors
- 2.) Investigation Result
- 3.) Admission Slip

PROCEDURE		
DOER	ACTIVITIES	REFERENCE
1 INSTRUCTOR	1.1 Regularly checks the attendance of students before each class 1.2 Reminds the students on the policies related to absence 1.3 Consolidates the attendance record to determine absentee students 1.4 Informs Program Heads/Dean on the status of absentee students	
2 DEAN/PROGRAM HEAD	2.1 Conducts initial investigation/ interview with absentee students 2.2 Refers the case to the Guidance Office	
3 GUIDANCE COUNSELOR	3.1 Conducts counseling session with the absentee student(s) 3.2 Gives admission slip to students	
4 STUDENT	4.1 Presents admission slip to instructor 4.2 Returns back to classes	



PROCEDURE 032

PROCEDURE IN DEALING WITH DEFICIENCIES

PURPOSE:

The following procedure describes the steps on the preparation in dealing with deficiencies.

APPLICATION:

This procedure is used to provide method in dealing with failures.

ASSOCIATED MATERIALS

- 1.) Test papers
- 2.) Re-assessment form

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 INSTRUCTOR	1.1 Submits list of students with failing grades each term (prelim, midterm) to the Program Head	
2 PROGRAM HEAD	2.1 Reviews the reports provided 2.2 Sets dialogue with the instructor concerned 2.3 Proposes appropriate intervention based on the results	
3 INSTRUCTOR	3.1 Informs the student the result of assessment	
4 STUDENTS (FAILURES & RETAKERS)	4.1 Appeal through writing for a re - sit / reexamination / reassessment and submit to the Program Head	
5 PROGRAM HEAD	5.1 Receives and validates requests and submits to the Dean for approval	
6 DEAN	6.1 Approves the request	
7 PROGRAM HEAD	7.1 Upon approval of the Dean, informs the student of the schedule of the re-sit	
8 STUDENT	8.1 Retakers take the exam	
(Repeat step 1 - 8)		
9 DEAN	9.1 Advises student who failed three (3) times to re - enroll the subject	



PROCEDURE 033

PROCEDURE FOR PERIODIC EXAMINATION AND RETENTION

PURPOSE:

The following procedure describes the steps for periodic examination and retention.

APPLICATION:

This procedure is used to provide:

- 1.) Identification of the mechanics of examination and retention
- 2.) A method of measuring results against standards

ASSOCIATED MATERIALS

- 1.) Test papers
- 2.) Grades of students
- 3.) School Calendar

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 REGISTRAR	1.1 Makes schedule of examination for three major examinations (prelim, midterm, final) 1.2 Provides copy of schedule to the Dean 1.3 Posts copies of schedule of examination to bulletin boards in every Colleges	JRMSU-REG-055
2 DEAN	2.1 Informs instructor of the schedule 2.2 Reminds of the requirements for examination	
3 INSTRUCTOR	3.1 Administers the examination 3.2 Checks the test examination and informs students of the result 3.3 Releases the result to students 3.4 In case of failure, advises student to take a removal examination 3.5 For failure in the removal examination, gives student special project 3.6 Gives at least 80% or 2.5 grade to pass major subject 3.7 Submits grading sheet to the Dean	
4 DEAN/ PROGRAM CHAIR	4.1 Verifies the result 4.2 When an error is committed, advises instructor to make corrections 4.3 Approves the result	
5 STUDENT	5.1 Reenrolls the major subject if grade is below 80% or 2.5 5.2 Takes assessment test for the next level	



PROCEDURE 034

PROCEDURE IN DEALING WITH FAILURES AND RETAKERS

PURPOSE

This procedure describes the procedures in dealing with failures and retakers

APPLICATIONS

This procedure is used to provide a guidelines in dealing with failures and retakers.

ASSOCIATED MATERIALS

- 1.) Grade Sheet/Class Record
- 2.) Request for Removal

PROCEDURE		
DOER	ACTIVITY	REFERENCE
1 INSTRUCTOR	1.1 Informs the students on the status of his/her grades	
2 STUDENT	2.1 Requests the instructor for removal/re-exam	
3 INSTRUCTOR	3.1 If granted, the instructor schedules the removal/re-exam	
4 STUDENT	4.1 Takes the removal exam	
5 INSTRUCTOR	5.1 Checks and computes record examination results 5.2 Returns the test papers to the students 5.3 Re-computes and finalizes the grades 5.4 Advises the students who failed in the exam re-enroll the course 5.5 Submits grading sheets to the Dean and to the Registrar	
6 REGISTRAR/DEAN	6.1 Keeps the record of grades submitted to them	



PROCEDURE 035

PROCEDURE ON ORIENTATION OF TRAINEES

PURPOSE

This procedure describes the steps and actions required for orientation of trainees.

APPLICATIONS

This procedure is used to provide:

- 1.) A guideline for the trainees while they are under the jurisdiction of the Training Center.

ASSOCIATED MATERIALS

- 1.) Orientation Checklist

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 TRAINING COORDINATOR	1.1 Conducts orientation 1.2 Provides trainees with information regarding College Policies, Rules and Regulations and requirements for graduation. 1.3 Issues certification of the students' attendance in the orientation.	



PROCEDURE 036

PROCEDURE FOR THE SELECTION OF COMPANY/AGENCY FOR THE ON-THE-JOB TRAINING OF STUDENTS

PURPOSE

This procedure describes the steps and action required in identifying the Companies/Agencies for the On-the-Job Training of Students

APPLICATIONS

This Procedure is used to provide:

- 1.) Method of identifying Agencies and Companies for OJT of students
- 2.) Criteria for selection
- 3.) Linkages on different Agencies/Companies

ASSOCIATED MATERIALS

- 1.) List of Companies/Agencies
- 2.) Memorandum of Agreement
- 3.) Orientation Checklist

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 TRAINING COORDINATOR	1.1 Prepares the program of activities for the students 1.2 Prepares the list of agencies / companies 1.3 Verifies and ensures that the companies / agencies are operating well with the discipline of students and operating within the standards required for the training of students 1.4 Establishes linkage with company / agency 1.3 Sends communication to company/agency for the said purpose. 1.4 Presents communication to the Dean for approval	Memorandum of Agreement (MOA)
2 DEAN	2.1 Verifies communication 2.2 Endorses communication to the VPAA for approval	
3 VPAA	3.1 Approves/Disapproves communications	



PROCEDURE 037

PROCEDURE ON ON-THE-JOB TRAINING AND GRADUATION REQUIREMENTS OF STUDENTS

A. PROCEDURE ON SHIPBOARD TRAINING AND GRADUATION REQUIREMENTS OF BSMT AND BSMARE STUDENTS (COLLEGE OF MARITIME EDUCATION)

PURPOSE

This procedure provides information and necessary requirements for the On-the-Job Training and graduation requirements in the BSMT and BSMarE degrees.

APPLICATIONS

This procedure is used to provide;

- 1.) Guidelines to the trainees in the Shipboard Training Program and the requirements for graduation in the BSMT and BSMarE degrees.

ASSOCIATED MATERIALS

- 1.) Orientation Certificate
- 2.) Embarkation Order
- 3.) Enrolment Apprenticeship Form
- 4.) Enrolment Apprenticeship Flow Chart
- 5.) Training Record Book
- 6.) Assessment Result

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 STUDENT/ TRAINEE	1.1 Presents Certificate of Orientation to the STO. 1.2 Submits embarkation order or joining order of the Shipping Company.	JRMSU-STO-001
2 STO	2.1 Examines the embarkation, joining order of the student. 2.2 Issues student apprenticeship registration. 2.3 Issues apprenticeship enrolment form. 2.4 Issues apprenticeship enrolment flow chart. 2.5 Refers to procedure on Enrolment. 2.6 Issues Training Record Book. 2.7 Conducts briefing and proceeds to Procedure on Embarkation.	STO Manual JRMSU-STO-003A/003B JRMSU-STO-004 JRMSU-STO-005 STO Manual Chap. 1 STO Manual Chap. 2
3 STUDENT/ TRAINEE	3.1 Proceeds to Procedure on Embarkation.	STO Manual Chap. 2



4 STO	4.1 Coordinates and facilitates the embarkation of trainee. 4.2 Provides necessary assistance to the student trainee.	JRMSU-STO-007 JRMSU-STO-008
5 STUDENT TRAINEE	5.1 Disembarks from the ship after 12 months sea going service or 36 months sea going service and reports to STO upon completion of training. 5.2 Proceeds to Procedure on Disembarkation	STO Manual Chapter 3 JRMSU-STO-014
6 STO	6.1 Examines the documents to determine its genuineness and authenticity. 6.2 Proceeds to Procedure on Validation of TRB and 12 months sea going service	STO Manual Chapter 4 and 5 JRMSU-STO-015 JRMSU-STO-016
7 STUDENT	7.1 Accomplishes application for assessment.	JRMSU-STO-017
8 STO	8.1 Schedules for oral and written examination. 8.2 Instructs the applicant on the Procedure. 8.3 Proceeds to Procedure on Assessment. (refer to STO Manual Chapter 6)	JRMSU-STO-018
9 ASSESSOR	9.1 For the oral examination, the questions are read and the panel evaluates the answers of the student. 9.2 Receives from the student the request for assessment 9.3 Schedules the assessment to be conducted.	JRMSU-STO-017 JRMSU-STO-018
10 STUDENT/ TRAINEE	10.1 Performs the assessment oral/interview (with the panel composed of the Dean, STO and qualified faculty) written (with the proctor/examiner)	JRMSU-STO-019
11 ASSESSOR	11.1 Transmits the result of the assessment. (The oral examination is duly signed by the Panel.)	JRMSU-STO-019
12 STO	12.1 Consolidates the result signed by the assessor 50% oral; 50% written; records the result in the ROA 12.2 Notifies the student trainee on writing the result of the examination. 12.3 Submits list of trainees who successfully passed to the Dean.	JRMSU-STO-019 JRMSU-STO-021
13 DEAN	13.1 Conducts examination on submitted Training Record Book of students and recommends the student for graduation to the registrar.	
14 STO	14.1 Transmits the official grading sheet to the Office of the Registrar.	JRMSU-STO-020
15 REGISTRAR	15.1 Receives and check documents if official grading sheet are valid.	
16 DEAN	16.1 Certifies and recommends student as candidate for graduation to the academic council for confirmation of the Board of Regents (BOR).	



B. PROCEDURE ON THE ON-THE JOB TRAINING AND GRADUATION REQUIREMENTS FOR BS IN CRIMINOLOGY, BS-COMPUTER SCIENCE AND BS-COMPUTER SYSTEMS STUDENTS (COLLEGE OF ARTS AND SCIENCES)

PURPOSE

This procedure describes the procedures for the OJT and graduation requirements of Criminology and Information Technology students.

APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline for the OJT and graduation requirements of students

ASSOCIATED MATERIALS

- 1.) Recommendation Letter
- 2.) Parents' Consent and Waiver
- 3.) Liability Waiver
- 4.) Endorsement Letter
- 5.) Application Letter
- 6.) Resume/Curriculum Vitae
- 7.) Student Permanent Records
- 8.) List of IT Offices/Firms/Companies
- 9.) Narrative Report
- 10.) Students' Clearance

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 STUDENT/ TRAINEE	1.1 Submits application letter and resume with 2x2 colored pictures, and complete grades to the Training Coordinator	
2 TRAINING COORDINATOR	2.1 Prepares recommendation letter to the office/firm/ company 2.2 Endorses officially enrolled students and their respective documents to the managers or personnel-in-charge of the office/firm/ company. Documents include Parents' Consent and Waiver, Recommendation Letter, Resume of Students, Liability Waiver 2.3 Endorses documents to the College Dean	



3 COLLEGE DEAN	3.1 Forwards lists of students to VPAA to undergo On-The-Job Training / Practicum 3.2 Submits approved request to VPAA of students' payment for training/practicum	
4 VPAA	4.1 Retains and safe keeps the OJT documents for future reference	
5 STUDENTS/ TRAINEES	5.1 Undergo training 5.2 Complies requirements set by the College and the office/firm/companies	
6 OJT COORDINATOR	6.1 Submit to the Dean the list of trainees who successfully passed the training 6.2 Transmits the official grading sheet to the Registrar's Office	
7 REGISTRAR	7.1 Recieves and checks documents if official grading sheet are valid	
8 DEAN	8.1 Certifies and recommends student as candidate for graduation to the Academic Council for confirmation to the Board of Regents	

C. PROCEDURE ON PRACTICE TEACHING AND GRADUATION REQUIREMENTS FOR TEACHER EDUCATION STUDENTS

PURPOSE

This procedure describes the procedures for Practice Teaching and graduation requirements of all Teacher Education Students in the College of Education.

APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline for Practice Teaching and Graduation of teacher education students

ASSOCIATED MATERIALS

- 1.) Recommendation Letter
- 2.) Parents' Consent and Waiver
- 3.) Liability Waiver
- 4.) Endorsement Letter
- 5.) Resume / Curriculum Vitae
- 6.) Portfolio



PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 REGISTRAR/ COLLEGE DEAN	1.1 Evaluates grades of students	
2 COLLEGE DEAN	2.1 Confirms eligibility for Practice Teaching	
3 PROGRAM HEAD	3.1 Orients students for Practice Teaching the duties, responsibilities and documentary requirements	
4 COLLEGE DEAN	4.1 Sends a communication letter requesting for deployment of student teachers. 4.2 Endorses List of officially enrolled students to the DepEd Student Teaching coordinator for plotting.	
5 DepED STUDENT TEACHING COORDINATOR	5.1 Replies the request letter sent by the Dean together with the specified number of student teachers per school identified by program. 5.2 Orients student teachers on the nature of the pre-service training.	
6 STUDENT TEACHER	6.1 Secures documents for submission to the Dean (e.g. Parents' Waiver, Liability Waiver and Curriculum Vitae) 6.2 Submits three (3) copies of Curriculum vitae with 2x2 colored pictures, Liability Waiver and Parents' Consent to the Dean	
7 COLLEGE DEAN	7.1 Submits necessary documents to the DepEd personnel-in-charge of the Schools Division of Dapitan City. Documents include Liability waiver, parents' consent, school recommendation, resume of students and official list per school assignment. 7.2 Prepares recommendation letter to the recommended DepEd schools. 7.3 Sends the recommendation letter to the recommended schools together with the approved communication from the SDS. 7.4 Provides a copy of the communication from the SDS to the program coordinator. 7.5 Sends a letter request for orientation of student teachers.	
8 PROGRAM COORDINATOR	8.1 Forwards lists of students to VPAA to undergo Practice Teaching 8.2 Submits approved request to VPAA to withdraw students' payment for practice teaching. 8.3 Accompanies and formally endorses student teachers to their respective school assignments.	
9 VPAA	9.1 Approves the list of student teachers to undergo practice teaching 9.2 Endorses request to the Accounting Office for release of funds.	



10 ACCOUNTING OFFICE	10.1 Examines/verifies request. 10.2 Makes vouchers for release of funds.	
11 CASHIER	11.1 Releases practice teaching funds	
12 STUDENT TEACHER	12.1 Undergoes practice teaching.	
13 DEAN, PROGRAM HEAD, PRACTICE TEACHING COORDINATOR	13.1 Makes constant follow-up, supervision and evaluation of student teachers' performance	
14 STUDENT TEACHER	14.1 Complies requirements set by the College and the Cooperating Schools 14.2 Upon completion of the required number of hours for Practice Teaching, submits the following: a. narrative report of experience b. time card/daily time record, and c. evaluation sheet duly signed by the supervisor, certificate of completion d. portfolio	
15 PRACTICE TEACHING COORDINATOR	15.1 Submit to the Dean the list of trainees who successfully passed the training 15.2 Transmits the official grading sheet to the Registrar's Office	
16 REGISTRAR	14.1 Receives and checks documents if official grading sheet are valid	
17 DEAN	14.1 Certifies and recommends student as candidate for graduation to the Academic Council for confirmation to the Board of Regents	

D. PROCEDURE FOR THE ON-THE-JOB TRAINING AND GRADUATION REQUIREMENTS OF BSA, BSAT, BSBA, BSHRM, BSEM AND BST STUDENTS (COLLEGE OF BUSINESS AND ACCOUNTANCY)

PURPOSE

This procedure describes the OJT and graduation requirements of all BSA, BSAT, BSBA, BSHRM, BSEM and BST students.



APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline for the OJT and graduation requirements of students in the College of Business and Accountancy

ASSOCIATED MATERIALS

- 1.) Recommendation Letter
- 2.) Student Permanent Records
- 3.) List of Companies/Agencies/Establishments operating within the scope of business education and training

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 REGISTRAR/ COLLEGE DEAN/ PROGRAM HEAD	1.1 Evaluates grades of students	
2 COLLEGE DEAN	2.1 Confirms eligibility for On-the-Job-Training	
3 OJT COORDINATOR	3.1 Orients students on On-the-Job-Training to include the duties, responsibilities, documentary requirements	
4 STUDENT/ TRAINEE	4.1 Secures documents for submission to the Dean(e.g. Parents' Waiver, Medical Certificate, Pregnancy Test for female) 4.2 Chooses the establishment/hospitality industries/bank to apply for On the-Job-Training 4.3 Writes application letter 4.4 Secures recommendation from the Office of the Dean and the Department Chairman 4.5 Submits application and recommendation to the establishment	
5 OJT COORDINATOR	5.1 Comes up with a Memorandum of Agreement between the establishment and the College/University 5.2 After accomplishing the Memorandum of Agreement, submits it to a Notary Public 5.3 Submits the MOA to the Dean	
6 DEAN	6.1 Signs the MOA 6.2 Forwards Lists of Students to Undergo Training to the VPAA	
7 VPAA	7.1 Approves the List of Students for On-the-	



	Job-Training	
8 STUDENT	8.1 Undergoes On the-Job-Training 8.2 Complies requirements set by the Department and the establishments 8.3 Upon completion of the required number of hours for On the-Job-Training, submits the following: a. narrative report of experience b. time card/daily time record, and c. evaluation sheet duly signed by the supervisor, certificate of completion	
9 OJT COORDINATOR	9.1 Submits to the Dean the list of trainees who successfully passed the training 9.2 Transmits the official grading sheet to the Registrar's Office	
10 REGISTRAR	10.1 Receives and checks documents if official grading sheet are valid	
11 DEAN	11.1 Certifies and recommends student as candidate for graduation to the Academic Council for confirmation to the Board of Regents	

E. PROCEDURE FOR THE ON-THE-JOB TRAINING AND GRADUATION REQUIREMENTS FOR NURSING STUDENTS (COLLEGE OF NURSING AND ALLIED HEALTH AND SCIENCES)

PURPOSE

This procedure describes the Related Learning Experience of all Nursing students as well as their graduation requirements

APPLICATIONS

- 1.) Provide a guideline for the Related Learning Experience and graduation requirements of Nursing students

ASSOCIATED MATERIALS

- 1.) Recommendation Letter
- 2.) Student Permanent Records
- 3.) List of Affiliating Hospitals/Agencies, Training Centers and other Clinical Facilities and Resources.



PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 STUDENT/ TRAINEE	1.1 Enrolls in the program including RLE	
2 COLLEGE DEAN	2.1 Thoroughly evaluates the subjects enrolled with the corresponding grade required. 2.2 Initiates traditional cap, and badge investiture to make them understand fully the role of a health care provider. 2.3 Orients on RLE rules and polices	
3 OJT COORDINATOR	3.1 Prepares a letter of intent to the training center / affiliating hospital and checks validity of the contract. 3.2 Accompanies students in the hospital and other affiliating agencies during orientation. 3.3 Prepares the master rotation plan and submits the documents in the agency concern for filing. 3.4 Makes constant follow-up, supervision, evaluation of instructors and student activities. 3.5 Strictly imposes RLE policies	
4 STUDENT/ TRAINEE	4.1 Reports on duty and follows the rules and regulations as stipulated in the RLE policy manual.	
5 COLLEGE DEAN	5.1 Works hand in hand with the OJT coordinator. 5.2 Formally endorses students 5.3 Closely supervises Clinical Instructors and students. 5.4 Follows up payments (RLE fees)	
6 VPAA	6.1 Endorses request to Accounting Office for release of RLE funds.	
7 ACCOUNTING OFFICE	7.1 Examines / verifies request. 7.2 Makes vouchers for release of RLE funds.	



8 CASHIER	8.1 Releases training / practicum funds.	
9 OJT COORDINATOR	9.1 Submit to the Dean the list of trainees who successfully passed the training 9.2 Transmits the official grading sheet to the Registrar's Office	
10 REGISTRAR	10.1 Receives and checks documents if official grading sheet are valid	
11 DEAN	11.1 Certified and recommends student as candidate for graduation to the Academic Council for confirmation to the Board of Regents	

F. PROCEDURE FOR THE ON-THE-JOB TRAINING AND GRADUATION REQUIREMENTS FOR ENGINEERING STUDENTS (COLLEGE OF ENGINEERING)

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 OJT COORDINATOR	1.1 Links with establishments/firms/agencies who are willing to accept OJTs 1.2 Discusses initial arrangement with the agencies 1.3 Submits list of identified agencies/firms to the dean	
2 COLLEGE DEAN/ PROGRAM HEAD	2.1 Drafts a MOA 2.2 Provides a copy to the firm/agency for study and review 2.3 Finalizes the MOA 2.4 Secures the signature of the Head of the Agency and the University President and have the MOA be notarized.	
3 OJT STUDENTS	3.1 Submits all required documents for OJT to the program head	
4 PROGRAM HEAD	4.1 Evaluates the documents and ensures the readiness of the students for OJT 4.2 Finalizes the list of OJT students with approval of the dean and submits to the OJT coordinator/director of linkages	
5 COLLEGE OJT COORDINATOR /	5.1 Conducts orientation on the policies / rules to be observed by OJT students in	



DIRECTOR FOR LINKAGES	their assigned agencies/ firms. 5.2 Endorses / turnovers the OJT students to the industry / firm.	
6 PROPRIETOR OF THE AGENCY/FIRM	6.1 Accepts and orients OJT students	
7 OJT STUDENTS	7.1 Performs the assigned function/tasks	
8 OJT COORDINATOR	8.1 Monitor regularly the student trainees 8.2 After the internship, fetches the trainees and gets the evaluation sheet from the management of the firm 8.3 Consolidates the results of the evaluation and submits it to the program head/ dean	
9 OJT STUDENTS	9.1 Submits narrative report to the dean	
10 OJT COORDINATOR	10.1 Submit to the Dean the list of trainees who successfully passed the training 10.2 Transmits the official grading sheet to the Registrar's Office	
11 REGISTRAR	11.1 Receives and checks documents if official grading sheet are valid	
12 DEAN	12.1 Certified and recommends student as candidate for graduation to the Academic Council for confirmation to the Board of Regents	



PROCEDURE 038

PROCEDURE IN ACCEPTING TRANSFER GRADUATE STUDENTS TO TAKE COMPREHENSIVE EXAMINATION

PURPOSE

The following procedure describes the steps in accepting transfer graduate students to take comprehensive examinations.

APPLICATIONS

This procedure is used to provide method in transfer graduate students who shall take comprehensive examination.

ASSOCIATED MATERIALS

- 1.) Transcript of Records
- 2.) JRMSU Graduate School Prospectus
- 3.) Residency Requirements

PROCEDURE		
DOER	ACTIVITY	REFERENCE
1 TRANSFER STUDENT	1.1 Submits Original TOR for validation of subjects to the Registrar.	
2 REGISTRAR	2.1 Validates records if academic requirements are met or not 2.2 If met, student transferees are to enroll 9 units for residency in the graduate school	
3 DEAN	3.1 Allows transfer students to take the comprehensive exam if residency requirements are met. 3.2 For those who have taken a comprehensive exam from previous institution, transfer students are required to submit comprehensive exam results to the dean for evaluation and validation (Failed subjects and subjects not covered by the comprehensive exam from previous institution but required by Graduate School shall be taken by the student)	



PROCEDURE 039

PROCEDURE ON THE ADMINISTRATION OF THE COMPREHENSIVE EXAMINATION TO STUDENTS IN THE GRADUATE SCHOOL

PURPOSE

This procedure describes the steps in administering comprehensive examination to students in the Graduate School.

APPLICATIONS

This procedure is used in administering comprehensive examination to Graduate School Students .

ASSOCIATED MATERIALS

- 1.) Graduate School Clearance
- 2.) Application for Comprehensive Examination
- 3.) Evaluation of Grades

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 STUDENT	1.1 Submits the following requirements to the Graduate School Coordinator namely: a) Graduate school clearance b) Application for comprehensive exam c) Photocopy of the TOR or Certification of subjects taken by semester duly signed by the Registrar d) Evaluation of subjects verified by the Registrar e) Long sized brown envelope and folder	
2 GRADUATE SCHOOL COORDINATOR	2.1 Determines all required documents are submitted 2.2 Informs the Dean of the Graduate School that all requirements for comprehensive exam are complied.	
3 DEAN	3.1 Schedules the date of the comprehensive exam 3.2 Ensures the coverage of the comprehensive exam shall include research, statistics, foundation course major subjects (1 set of exam; cognates (1 set of exam)	



4 GRADUATE SCHOOL COORDINATOR	4.1 Collects corresponding exam 4.2 Administers the comprehensive exam	
5 GRADUATE SCHOOL FACULTY	5.1 Checks the examination paper and submits results to the Dean	
6 DEAN	6.1 Determines those who failed or passed the exam; failed students shall be allowed to do a retake exam of the failed subject 6.2 Posts the result of the comprehensive exam	



PROCEDURE 040

PROCEDURE ON THESIS/DISSERTATION

A. THESIS/DISSERTATION AGENDUM

PURPOSE

The following procedure describes the steps in thesis/dissertation agendum for students in the Graduate School.

APPLICATIONS

This is used to provide methods for Thesis/Dissertation Agendum.

ASSOCIATED MATERIALS

- 1.) Thesis/Dissertation Titles with Concept Paper
- 2.) Full Blown Research Proposal

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 GRADUATE SCHOOL COORDINATOR	1.1 Makes a schedule for the title defense	GS Manual
2 GRADUATE STUDENT	2.1 Submits concept papers of the 3 research proposals 1 week before the schedule	
3 DEAN	3.1 Convenes the members of the Committee/Panel of Evaluators w/ the following composition to unit; Chairman – University President CO-Chair – VPAA Members – VPRED 2 Faculty Experts Statisticians	
4 GRADUATE STUDENT	4.1 Presents proposed title to the Panel Members	
5 PANEL MEMBERS	5.1 Scrutinizes/Evaluates proposed titles – <ul style="list-style-type: none">• Makes recommendations to improve the title• Approves a title for the research• Recommends prospective adviser who is an expert in the field	



6 PANEL SECRETARY	6.1 Records all suggestions and recommendation of the panel	
7 GRADUATE STUDENTS	7.1 Submits a copy of the minutes to the Graduate Students and Dean – <ul style="list-style-type: none"> • Incorporates all suggestions of the panel members • Submits full blown research proposal for colloquium defense (Chapters 1-3) 	
8 DEAN	8.1 Convenes the Panel Members	
9 GRADUATE STUDENTS	9.1 Presents proposal (chapters 1-3) to the panel during colloquium defense as scheduled by the graduate school	
10 PANEL SECRETARY	10.1 Takes down the minutes and furnish copy to the student	
11 GRADUATE STUDENT	11.1 Incorporates all the suggestion of the panel members.	

B. PROCEDURE ON THESIS/DISSERTATION WRITING

PURPOSE

The following procedure describes the steps in thesis/dissertation writing in the Graduate School.

APPLICATIONS

This procedure is used to provide method for the conduct of thesis/dissertation writing in the Graduate School.

ASSOCIATED MATERIALS

- 1.) Full Blown Research
- 2.) Schedule of Defense

PROCEDURE		
DOER	ACTIVITY	REFERENCE
1 GRADUATE SCHOOL COORDINATOR	1.1 Makes a schedule for the presentation of the full-blown research for Pre-Oral Defense	GS Manual
2 GRADUATE	2.1 Submits a full-blown research	



STUDENT	(chapters 1-5) for the Pre-Oral Defense	
3 DEAN	3.1 Convenes the members of the Panel of Evaluators, to unit; Chairman – University President CO-Chair – VPAA Members – VPRED 2 Faculty Experts Statisticians	
4 GRADUATE STUDENT	4.1 Presents the full-blown research to the Panel Members 4.2 Incorporates all the suggestions of the panel during the Pre-Oral Defense	
5 GRADUATE SCHOOL COORDINATOR	5.1 Makes a schedule for the presentation of the revised full-blown research for Final Oral Defense	
6 GRADUATE STUDENT	6.1 Submits the revised full-blown research for Final-Oral Defense.	
7 DEAN	7.1 Convenes the panel members	
8 GRADUATE STUDENTS	8.1 Presents the full-blown research for Final-Oral Defense	
9 PANEL MEMBERS	9.1 Scrutinizes/Evaluates the paper 9.2 If panel members are not satisfied with the paper, recommends application for re-defense	
10 PANEL SECRETARY	10.1 Records all suggestions and recommendations	
11 GRADUATE STUDENT	11.1 Incorporates all the suggestion of the panel members. 11.2 Submits the revised paper for final review	
12 DEAN	12.1 Convenes the panel members	
13 PANEL MEMBERS	13.1 Recommends final printing of research paper	
14 GRADUATE STUDENT	14.1 Submits hardbound and soft copy of the research paper	



PROCEDURE 041

PROCEDURE ON THE REQUIREMENTS FOR THE CANDIDATE OF GRADUATION IN THE GRADUATE SCHOOL

PURPOSE

This following procedure describes the requirements for the candidate of graduation in the Graduate School.

APPLICATIONS

This procedure applies to all candidates of graduation in the Graduate School.

ASSOCIATED MATERIALS

- 1.) Comprehensive Exam Results
- 2.) Graduate School Clearance
- 3.) Accomplished Graduation Application Form

PROCEDURE		
DOER	ACTIVITY	REFERENCE
1 STUDENT CANDIDATE	1.1 Complies all the academic requirements of the GS Program 1.2 Passes the Comprehensive Examination 1.3 Passes the Final Oral Defense 1.4 Submits hardbound copies of thesis or dissertation to the GS Coordinator 1.5 Accomplishes application for graduation. 1.6 Pays/settles all financial obligations at the Cashier's Office and Graduate School 1.7 Submits clearance required by the GS and the Registrar	GS Manual
2 GS DEAN / GS COORDINATOR	2.1 Ensures all requirements are met by the candidate	
3 REGISTRAR / GS DEAN	3.1 Certifies eligibility for graduation	



PROCEDURE 042

PROCEDURE IN CONDUCTING ACADEMIC TRAININGS

PURPOSE:

The following procedure describes the steps in conducting academic trainings

APPLICATION:

This procedure is used to provide method for the conduct of academic trainings for faculty.

ASSOCIATED MATERIALS

- 1.) Memorandum Order
- 2.) Training Plan

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 INSTRUCTOR/ DEAN	1.1 Requests to attend in service training	
2 VPAA	2.1 Recommends request	JRMSU-VPAA-005
3 PRESIDENT	3.1 Approves request and issueses travel order	JRMSU-OUP-002
4 INSTRUCTOR	4.1 Prepares travel itinerary 4.2 Submits itinerary to Accounting Office for verification and budgeting	JRMSU-ACC-005
5 ACCOUNTING OFFICE	5.1 Process budgeting and allocate funds	
6 CASHIER	6.1 Issues check	



PROCEDURE 043

PROCEDURE ON EVALUATION OF ACADEMIC PROGRAMS

PURPOSE

This procedure describes the necessary steps and actions in the evaluation of academic programs.

APPLICATIONS

This procedure is used to provide:

- 1.) Identification of requirements of academic programs
- 2.) Method of evaluating programs, and
- 3.) Method of measuring results versus requirements

ASSOCIATED MATERIALS

- 1.) Evaluation of Programs

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 VPAA	1.1 Establishes evaluation standards. 1.2 Schedules meeting with committee at the end of the school year between June - July.	JRMSU-VPAA 002
2 COMMITTEE	2.1 Discusses and reviews programs implemented during the preceding school year	
3 VPAA	3.1 Reviews and approves summary report with recommendation for implementation.	JRMSU-VPAA 005
4 PRESIDENT	4.1 Approves/disapproves recommendations.	



PROCEDURE 044

PROCEDURE ON SCHOOL PROGRAM / ACTIVITY

PURPOSE

The following procedure describes the activities and responsibilities of Deans/Program/Department Heads in initiating a school program/activity.

APPLICATIONS

This procedure is used to:

- 1.) Ensure that output meets the identified goals and objectives.
- 2.) Identify progress or improvement noted after a school program/activity has been conducted.

ASSOCIATED MATERIALS

- 1.) Letter Request
- 2.) Budget
- 3.) Evaluation Results of the Program
- 4.) Summary of Program
- 5.) Program Output Evaluation Result
- 6.) Departmental Action Plans

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 PROGRAM HEAD	1.1 Writes letter request to the President identifying the program/activity and determining the material and budgetary requirements of the program, if any. 1.2 Courses request to the VPAA if the activity/program requires budgetary allocation.	
2 VPAA	2.1 Reviews and verifies the program/activity requirements. 2.2 Forwards request to accounting head for budget allocation.	JRMSU-VPAA 005
3 ACCOUNTING HEAD	3.1 Provides/allocates financial resources basing on the budget proposal.	
4 PRESIDENT	4.1 Approves purchase request.	
5 SUPPLY OFFICER	5.1 Makes available the support equipment requested by concerned Deans/Program Heads/Department Head; 5.2 Coordinates with the concerned, as the need arises.	JRMSU-SO-002 JRMSU-SO-004 JRMSU-SO-005 JRMSU-SO-009 JRMSU-SO-0003
6 DEAN/PROGRAM HEAD	6.1 Submits evaluation report together with a summary of activities undertaken one week after the program.	



PROCEDURE 045

PROCEDURE ON ACQUISITION OF LIBRARY MATERIALS

PURPOSE

This procedure describes the flow of the acquisition of library materials based on the standard operating procedure of the Government Procurement Reform Act 9184.

APPLICATION

This procedure is used to:

- 1.) List of Library Materials
- 2.) Purchase Order

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 LIBRARIAN	1.1 Selects library materials for acquisition 1.2 Forwards to Bids and Awards Committee for purchase	
2 BAC	2.1 Follows procedure in Government Procurement Act	RA 9184
3 SUPPLY OFFICE	a. Prepares and serves purchase order to winning supplier b. Follows-up delivery of supplies and materials	
4 INSPECTOR	4.1 Inspects the materials in conformity to specification	
5 LIBRARIAN	5.1 Receives materials and signs Acknowledgement Receipts	



PROCEDURE 046

PROCEDURE ON THE PREPARATION OF PROGRAM OF WORKS

PURPOSE:

The following procedure describes the steps on the preparation of program of works to avoid overlapping.

APPLICATION:

This procedure is used to provide method on the preparation of program of works for restoration and construction of buildings and/or offices

ASSOCIATED MATERIALS

1. Approved requests from the end - user
2. PPMP
3. APP

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 END USER	1.1 Requests in writing of the desired program of works to be done. 1.2 Endorses to the chief admin officer for scheduling	
2 CAO	2.1 Forwards the request to the Draftsman or to the Engineer for the desired date to be finished	
3 DRAFTSMAN ENGINEER /	3.1 Presents the output to the CAO for records purposes.	
4 CAO	4.1 CAO staff seeks approval for all signatories 4.2 Forwards the program of works to the BAC for PR preparation and copy furnished to the end user and to the Head of the Maintenance Division.	
5 END USER	5.1 Ensures the compliance of the accomplishment of the proposed project	



PROCEDURE 047

PROCEDURE ON MAINTENANCE AND REPAIR

PURPOSE:

The following procedure describes the steps on maintenance of facilities, laboratory equipment and materials.

APPLICATION:

This procedure is used to provide method on maintenance of facilities, laboratory equipment and materials.

ASSOCIATED MATERIALS

1. Logbook
2. Supplies and materials

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 LABORATORY IN-CHARGE / EQUIPMENT IN-CHARGE	1.1 Supervises the conduct of the Daily/Weekly/Monthly laboratory preventive schedule on equipment/facilities to check the operational condition of the equipment 1.2 Prepares report 1.3 Submits report to the Dean / Head of Office	
2 COLLEGE DEAN	2.1 Verifies report 2.2 Endorses report to the Chief Administrative Officer	
3 CAO	3.1 Requests repair/purchase of parts as need arises 3.2 Forwards request to the BAC for PR preparation.	



PROCEDURE 048

PROCEDURE ON CONDEMNING OF OBSOLETE AND/ OR NON-OPERATIONAL EQUIPMENT/FACILITIES

PURPOSE

This procedure describes the necessary steps and actions condemning of obsolete and/or non-operational equipment/facilities.

APPLICATIONS

This procedure is used to provide:

- 1.) Proper disposal of obsolete and/or non-operational equipment/facilities.

ASSOCIATED MATERIALS

- 1.) Inventory and Inspection Report of Unserviceable Property (Corrective Action Request)
- 2.) Recommendation Letter addressed to the President
- 3.) Waste Material Report

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 EQUIPMENT OR FACILITY IN-CHARGE	1.1 The accountable officer turns over the equipment or facility to the Property Custodian after the unserviceable property is determined	
2 HEAD OF OFFICE	2.1 Submits to the Disposal Committee the Inventory and Inspection Report of Unserviceable Property accompanied by list of missing spare parts, stencil and engine for motor vehicles and current photographs in two positions (Waste Material Report expendable materials, supplies, and consumables including spare parts, empty containers and remnants from destroyed or fixed assets.)	
3 DISPOSAL COMMITTEE	3.1 Implements the proper disposition of returned facility and equipment in accordance with COA and accounting guidelines in disposal.	





PROCEDURE 049

PROCEDURE ON PROCUREMENT

PURPOSE

This procedure describes the steps and actions in purchasing.

APPLICATIONS

This procedure is used to provide:

- 1.) Identification of purchasing requirements,
- 2.) Method of making purchases, and
- 3.) Method measuring actual results with standards

ASSOCIATED MATERIALS

- 1.) Annual Procurement Plan
- 2.) Purchase Request

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 END USER	1.1 Initiates request.	
2 BAC SECRETARIAT	1.1 Receives and verifies request 1.2 Prepares purchase request 2.3 Sends back P.R. to requesting party if there are corrections. 2.4 If there is/are no corrections, forwards to the Accounting Office for certification of availability of funds and secure approval from the president. 2.5 Establishes best terms and conditions.	JRMSU-SO-001
3 CANVASSING PERSONNEL	3.1 Receives Quotation form and conducts canvassing of at least 3 approved suppliers.	
4 BIDS AND AWARDS COMMITTEE (BAC)	4.1 Posts in PhilGEPS the supplies to be purchased. 4.2 Opens bids of suppliers. 4.3 Determines the lowest bidder. 4.4 Makes an abstract of quotations of purchase materials/goods. 4.5 Recommends as to the lowest bidder of the purchase materials/goods. 4.6 Forwards abstract of quotations to the Supply Officer for approval and for PO issuance	JRMSU-BAC-009 JRMSU-BAC-023 JRMSU-BAC-021
5 SUPPLY OFFICER	5.1 Receives bidding documents and other pertinent information in the P.R. 5.2 Routes Purchase Order for signature and	JRMSU-SO-005



	approval 5.3 If Purchase Order is disapproved, requesting party is informed. 5.4 Forwards the pertinent documents to budget officer for ALOBS	
6 BUDGET OFFICE	6.1 Prepares obligation request and status. 6.2 Returns the documents to the supply office	ISO-JRMSU-ADM-B-002
7 SUPPLY OFFICER	7.1 Checks the documents issued from the budget officer	
8 ACCOUNTING OFFICER	8.1 Signs approved purchase order	
9 SUPPLY OFFICER	9.1 Retrieves Purchase Order for signature and approval by the president 9.2 Serves Purchase Order to selected approved suppliers 9.3 Transmits PR and PO to COA	

DISTRIBUTION OF COPIES

I. MATERIALS REQUISITION AND ABSTRACT OF QUOTATION (MRAQ)

- 1st Copy - Purchasing Personnel Control File (attached to Purchase Order)
- 2nd Copy - Canvassing Personnel File
- 3rd Copy - Budget Officer Control File
- 4th Copy - Requisitioning Department/Office Control File
- 5th Copy - Property Custodian File

II. PURCHASE ORDER (PO)

- 1st Copy - Selected Approved Supplier
- 2nd Copy - Property Office (receiving control copy)
- 3rd Copy - Accounting (payment control copy)
- 4th Copy - Purchasing Personnel Control File (with attached P.R.)



PROCEDURE 050

PROCEDURE ON ASSESSMENT OF SUPPLIERS

PURPOSE:

This procedure describes the steps and actions for assessing suppliers' service capability.

APPLICATIONS:

This procedure is used to provide:

- 1.) Identification of requirements for suppliers,
- 2.) Identification of suppliers for the type of service required, and
- 3.) Method to measure results versus requirements.

ASSOCIATED MATERIAL:

- 1.) Approved Suppliers List

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 SUPPLY OFFICER	1.1 Determines supplier's classification based on requirements. 1.2 Requires supplier to submit credentials/information relevant to products and services offered. 1.3 Receives documents from supplier and review. 1.4 Verifies and assess supplier's qualifications and capability. Endorses for approval.	
2 BIDS AND AWARDS COMMITTEE (BAC)	2.1 Reviews and approves/disapproves supplier assessment. 2.2 Adds qualified supplier to list.	JRMSU-BAC-004 JRMSU-BAC-005A JRMSU-BAC-005B



PROCEDURE 051

PROCEDURE ON DELIVERY AND VERIFICATION OF GOODS

PURPOSE

This procedure describes the steps and actions in processing purchases and receipt of products/materials from suppliers.

APPLICATIONS

This procedure is used to provide:

- 1.) A method of accomplishing complete delivery of goods.
- 2.) A method of receiving purchased materials, and
- 3.) Method for measuring actual performance versus requirements.

ASSOCIATED MATERIALS

- 1.) Materials Requisition and Abstract of Quotation Form (MRAQ)
- 2.) Purchase Order Form (PO)

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 SUPPLY OFFICER	1.1 Facilitates the delivery of goods.	JRMSU-SO-005
2 INSPECTION OFFICER	A. RECEIVING AND VERIFICATION 2.1 Receives products and compare versus PO. 2.2 Checks if the following are indicated in the PO: a.) quantity b.) product requirements such as type/kind, model, grade and other requirements stated in the PO. 2.3 Returns or replaces non-conforming product. 2.4 Accomplishes Acceptance Report, signs, and indicates date on PO inspected.	JRMSU-SO-006



PROCEDURE 052

PROCEDURE ON THE CONDUCT OF CUSTOMER SATISFACTION SURVEY

PURPOSE

This procedure describes the process of the conducting customer satisfaction surveys and the responsibilities of the personnel involved within the University.

APPLICATION

This procedure applies to the assessment of customers' satisfaction on the services by the academic and administrative offices in the University.

ASSOCIATED MATERIALS

1. Survey questionnaire

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 COMMITTEE ON CUSTOMER SATISFACTION SURVEY	1.1 Prepares the standard questionnaire 1.2 Distributes the questionnaire to different offices	
2 COLLEGE DEANS, OFFICE HEADS, DIRECTORS	2.1 Solicit the permission and cooperation of the clients 2.2 Ask the clients to fill up the questionnaire	
3 CLIENT	3.1 Accomplishes/fills up the survey questionnaire 3.2 Returns the questionnaire to the concerned office.	
4 COLLEGE DEAN/HEADS OF OFFICE/DIRECTOR	4.1 Submits accomplished questionnaires to the committee	
5 COMMITTEE ON CUSTOMER SATISFACTION SURVEY	5.1 Encodes and analyzes data 5.2 Interprets results 5.3 Submits results to the QMR	
6 QMR	6.1 Furnishes copy of the results to the Deans, Office Heads, Directors 6.2 Presents the results to the Management Review Committee.	
7 MANAGEMENT REVIEW COMMITTEE	7.1 Discusses the results of the survey and comes up with appropriate	



	action.	
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PROCEDURE 053

PROCEDURE ON HANDLING OF STUDENT FEEDBACKS/COMPLAINTS

PURPOSE:

This procedure describes the necessary steps and actions in the management of appropriate students' feedbacks or complaints.

APPLICATIONS:

This procedure is used as a means to further improve the College's services by:

- 1.) Determining new requirements or concern/s of the students.
- 2.) Identifying areas for improvement particularly on instructors' qualifications and skills as well as facilities and equipment.

ASSOCIATED MATERIALS:

- 1.) Student Manual
- 2.) Records of Complaints/Suggestions
- 3.) Memorandum

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 DEAN OF STUDENT AFFAIRS AND SERVICES	1.1 Receives documents complaints/ suggestions from the student/s. 1.2 Evaluates and initiates actions/ solutions within 3 working days. 1.3 Calls concerned personnel for a dialogue. 1.4 Makes possible amicable settlements on issues and conflicts. 1.5 Convenes the Board of Discipline if issues and conflicts are not settled amicably.	JRMSU-DSAS-011-A JRMSU-DSAS-011-B
2 BOARD OF DISCIPLINE	II.1 Evaluates complaint and initiates actions/ solutions within 3 working days. II.2 Reviews case and hands down decision within 5 working days. II.3 Implements/executes decision. II.4 Forwards decision to the President.	JRMSU-DSAS-012
3 PRESIDENT	3.1 Reviews case and hand down final decision.	
4 DEAN, STUDENT SERVICES	4.1 Implements/executes final decision.	JRMSU-DSAS-012



PROCEDURE 054

PROCEDURE ON THE MONITORING AND REVIEW OF DEVELOPMENT PLAN

PURPOSE:

The following procedure describes the steps for review and monitoring of development plan.

APPLICATION:

This procedure is used to provide method for review and monitoring of development plan.

ASSOCIATED MATERIALS

- 1.) Development Plan
- 2.) Monitoring Instrument

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 VPRED	1.1 Convenes key personnel in the meeting for the monitoring and review of the development plan 1.2 Issues memo for the conduct of the monitoring	
2 IMD	2.1 Formulates monitoring instrument implementation of the plan	
3 VPRED OFFICE	3.1 Conducts the monitoring	
4 STATISTICIAN	4.1 Analyzes the result of the monitoring instrument 4.2 Submits result to the Key Official/Dean concerned	
5 KEY OFFICIALS / DEAN	5.3 Apply/ies corrective action when plan is not achieved 5.4 Submit/s accomplishment report based on the plan	
6 VPRED	6.1 Evaluates the accomplishment report 6.2 Makes action and recommendation for improvement of the system 6.3 Presents the result of the monitoring to the management committee	
7 MANAGEMENT COMMITTEE	7.1 Reviews and evaluates the result. 7.2 Takes actions and recommendations for improvement of the system	



PROCEDURE 055

PROCEDURE ON TRACKING EMPLOYMENT OF GRADUATES

PURPOSE

The following procedure provides a system for obtaining information on the progression paths or employment of graduates, their relevance for the labor market, and thus generating necessary information for systematic improvement of study program, courses and/or support services.

APPLICATION

This procedure applies to activities that involve tracking of graduates. Tracking is defined as all systematic approaches that can be used to monitor progression paths of graduates and their transition into the labor market or another higher education program.

ASSOCIATED MATERIALS

1. Graduate Tracer Instrument

PROCEDURE		
DOER	ACTIVITY	REFERENCE
1 ALUMNI AFFAIRS OFFICE	During Pre-Graduation 1.1 Obtains information from the students prior to graduation. Information include primarily, but not limited to: name, course taken, place of residence, other demographic profile and at least three contact numbers (own, parent/guardian and sibling/closest relative)	Alumni Profile Form
	During Post-Graduation 1.2 Obtains needed information using the Graduate Tracer (GT) instrument in hard copy (<i>survey questionnaire</i>) and soft copy (<i>in website or e-mail</i>). Procedures 1.1 and 1.2 are conducted at least once a year.	Graduate Tracer Survey Questionnaire



2 STUDENT/ GRADUATES	2.1 Accomplishes the form in 1.1 and the GT instrument Graduates provide voluntary data concerning their experience after	
	finishing respective degrees/certificates by giving details about the circumstances of finding their current job and motivation in further qualification, their conscious career-building efforts and level of satisfaction while at the University, or assistance they need to acquire specific competences to be successful in the labor market.	
3 ALUMNI OFFICE	3.1 Establishes contact with the Graduate three years (3) after the date of graduation. Contact may be thru e-mail, telephone, mobile phone, envelope correspondence and/or using social networking sites <i>i.e. facebook</i> Possible intervention or assistance such as job recommendations (<i>if the graduate is unemployed</i>) and training suggestions may be undertaken. 3.2 Tabulates, analyzes and interprets results of the GT in 2.1 and submits it to the VPRED 3.3 Coordinates with the Public Employment Service Office (PESO) for job opportunities and/or vacancies	
4 VPRED	4.1 Utilizes findings of the GT to enhance the institutional capacity for providing high quality and relevant learning and training to a larger and diversified studentship, and to improve the understanding of the articulation between degrees and employability by making an action plan 4.2 Submits action plan to the President for approval	
5 PRESIDENT	5.1 Approves action plan to underpin relevant reforms	
6 VPRED	6.1 Implements action plan and subjects it	



	to monitoring and evaluation of at least once a year	
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PROCEDURE 056

PROCEDURE ON STATISTICAL TECHNIQUES

PURPOSE

This procedure describes the necessary steps and actions for documenting processes, procedures and requirements to determine performance in education and training, and provide documented material for management decision-making.

APPLICATIONS

This procedure is used to provide:

- 1.) Identification of activities to be performed,
- 2.) Identification of requirements for each activity, and
- 3.) A method for measuring results versus requirements

ASSOCIATED MATERIALS

- 1.) Statistical Analysis (Free Format) Report

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 STATISTICIAN	1.1 Identifies requirements. 1.2 Acquires applicable statistical data. 1.2.1 Examination and Assessment 1.2.2 Service Delivery - Rubrics 1.3 Gathers input data. 1.4 Verifies adequacy of data. Gathers additional data as required. 1.5 Analyzes data. 1.6 Prepares report and recommendation.	
2 COMMITTEE	2.1 Receives and evaluates data based on report and recommendation. 2.2 Takes corrective actions 2.3 Endorses to Dean	
3 DEAN	3.1 Submits to the VPAA	



4 VPAA

4.1 Approves / Disapproves

PROCEDURE 057

PROCEDURE ON INTERNAL QUALITY AUDIT

PURPOSE

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

APPLICATIONS

This procedure is used to provide a method of measuring results versus requirements

ASSOCIATED MATERIALS

- 1.) Audit Plan
- 2.) Audit Checklist
- 3.) Audit Report

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1. QMR	1.1 Communicates internal auditors to conduct internal audit	JRMSU-QAD/QMR -002
	1.2 Prepares Audit Schedule.	JRMSU-QAD/QMR -002
2. INTERNAL LEAD AUDITOR	2.1 Communicates and convenes members the schedule of internal audit.	Internal Auditor 001 Internal Auditor 011 Internal Auditor 016
	2.2 Defines audit criteria, scope, and method used.	
	2.3 Makes audit program and audit plan.	
	2.4 Assigns the internal auditor.	
	2.5 Conducts pre-audit meeting and presents internal auditors attended by concerned department heads and staff personnel.	
3. INTERNAL AUDITORS	3.1 Prepare the checklist by area and observe audit schedule	Internal Auditor 002 Internal Auditor 003
	3.2 Execute the audit according to plan and identify non-conformities and records observation	
	3.3 Fill in non-conformity reports and disseminate	
	3.4 In case of non – conformance schedule	



	re-visit 3.5 Present the audit summary, observation and non-conformances 3.6 Make concerned department sign non-conformity and observation reports 3.7 3.8 Monitor implementation of corrective action	Internal Auditor 004
4. PERSONNEL CONCERNED	4.1 Determines disposition, root cause 4.2 Analyzes and verifies corrective action	
5. INTERNAL AUDITOR	5.1 Conducts follow-up audit as previously scheduled in case where non-conformances are not still addressed at the original audit 5.2 Verifies implementation of corrective action 5.3 Closes non-conformity report 5.4 Prepares the final report 5.5 Submits report to the QMR	Internal Auditor 005 Internal Auditor 019



PROCEDURE 058

PROCEDURE ON HANDLING OF NON-CONFORMANCE AND CORRECTIVE ACTIONS

PURPOSE

The following has been established and implemented to:

- 1.) Identify and record non-conformities within the quality system.
- 2.) Determine and implement corrective actions.
- 3.) Conduct follow-up verification and determine the effectiveness of corrective actions.
- 4.) Ensure corrective actions are carried out otherwise observe establish policy on failure to implement said actions.

APPLICATION

All personnel in the organization are responsible for instituting, monitoring corrective actions.

ASSOCIATED MATERIALS

- 1.) Non-Conformity Report
- 2.) Corrective Action

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 INTERNAL AUDITOR	1.1 Identifies non-conformance and fill-up NCR/CPAR.	Internal Auditor 003
2 QMR	2.1 Logs NCR/CPAR in the Corrective Action Status Log and issues to personnel concerned.	
3 DEAN	3.1 Issues non-conformances	
4 PERSONNEL CONCERNED	4.1 Determines disposition, root cause analysis and verifies corrective action/s.	Internal Auditor 004
5 QMR	5.1 Reviews disposition, root cause analysis and verifies corrective action/s. 5.2 Monitors implementation of corrective action/s according to due date. 5.3 Conducts follow-up verification on the implemented corrective action/s whether effective or not.	Internal Auditor 005
6 PRESIDENT	6.1 Provides needed resources	
7 DEAN	7.1 Corrects non-conformances	
8 QMR	8.1 Updates Corrective Action Status Log, furnishes copy of NCR/CPAR to the University President.	



	8.2 Ensures that requirements are met 8.3 Revisits the processes where non-conformances where identified	
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NOTE:

The following policies will be implemented in accordance with handling the NCR/CPAR.

I. ON DELAY OF ANSWERING NCR/CPAR

a. In the event that any concerned personnel is unable to answer the issued NCR/CPAR on the due date, he/she will be:

1. FIRST OFFENSE - verbally reprimanded and reminded of his/her deficiency (to be in the NCR/CPAR)
2. SECOND OFFENSE - issued a warning memorandum
3. THIRD OFFENSE - as per recommendation by the QMR to the University President.
4. FOURTH OFFENSE- as per recommendation of the University President to the Board Of Trustees for disciplinary action.

Note: Any suspension (if any) shall be properly scheduled by the HRM Officer in close coordination with the concerned Office Head so as not to affect the operation/process of the organization.



PROCEDURE 059

PROCEDURE ON PREVENTIVE ACTIONS

PURPOSE

The procedure describes the process involved in initiating preventive measures to prevent the occurrence of non-conformity within the Quality Management System and student/trainee complaints.

APPLICATIONS

This procedure is used to:

- 1.) Provide a guideline for all Heads in establishing preventive actions in their respective areas of responsibility.
- 2.) Provide a means to prevent any non-conformity.

ASSOCIATED MATERIALS

- 1.) Minutes of the Management Review Meeting
- 2.) Memorandum

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 COLLEGE DEAN/ OFFICE HEADS	1.1 Evaluates departmental problems and assesses various processes. 1.2 Determines preventive measures to prevent non-conformity then forwards the same to the QMR.	
2 QMR	2.1 Enters details in the NCR/CPAR log. 2.2 Reviews preventive measures reported. 2.3 Furnishes the President a copy of the preventive measures.	
3 PRESIDENT	3.1 Discusses with the VPAA and the College Dean/Office Head concerned details of the preventive measures. 3.2 As necessary, calls on a meeting to discuss with all Department Heads and the QMR details of the preventive measure initiated. 3.3 Verifies, approves and determines effectivity date of the preventive action.	JRMSU-OUP-001
4 COLLEGE DEAN/ OFFICE	4.1 Implements preventive action. 4.2 After a reasonable span of time, submits	



HEADS	written report to the QMR and the President as to the effectiveness of the preventive actions implemented.	
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PROCEDURE 060

PROCEDURE ON MANAGEMENT REVIEW

PURPOSE

The procedure describes the necessary steps and actions in conducting management review

APPLICATION

The procedure is used to provide a method of identifying management review issues and verifying results versus requirement.

ASSOCIATED MATERIAL:

- 1.) Management Review Meeting Report
- 2.) Management Review Schedule and Agenda

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 INTERNAL AUDITOR	1.1 Submits report to QMR on results of audit conducted including non-conformances and corrective actions taken	Internal Auditor 020
2 QMR	2.1 Prepares summary report of results of audit, student feedback, non-conformances noted and corrective action and preventive action initiated and effectivity, actions items from previous management review and changes/ recommendations for improvement of system.	JRMSU-QAD/QMR 006
	2.2 Requests and sets management review meeting	JRMSU-QMR 002
3 PRESIDENT	3.1 Directs management committee to convene to deliberate and review the report vis-a-vis the QMS	JRMSU-OUP-001
4 MANAGEMENT COMMITTEE	4.1 Reviews and deliberates the report 4.2 Assesses areas for improvement 4.3 Makes in-depth analysis and interpretation of customer feedback 4.4 Looks into the processes and performance 4.5 Ensures non conformances are correct 4.6 Revisits previous management review and follows-up 4.7 Identifies changes that affect QMS 4.8 Comes-up with recommendations related to the improvement of QMS	



	4.9 Assigns responsibility to individuals to affect changes	
	4.10 Identify and provide resources needed	
5 SECRETARY	5.1 Prepares report or minutes of the meeting	JRMSU-OUP-004
6 PRESIDENT	6.1 Approves management review and changes to the quality policies and procedures for revisions and implement 6.2 Communicates result of management review to concerned individuals	JRMSU-OUP-004
7 SECRETARY	7.1 Ensures that all concerned are given copy 7.2 Files minutes	
8 PRESIDENT / VPAA / QMR / DEAN	8.1 Ensures that copies are kept accordingly.	



PROCEDURE 061

PROCEDURE ON CONTINUING DEVELOPMENT OF THE QUALITY MANAGEMENT SYSTEM

PURPOSE

This procedure describes the necessary steps and actions in improving continually the Quality Management System.

APPLICATIONS

This procedure is used to provide:

1. Appropriate actions to improve the effectiveness of the Quality of Management System
2. Method of improving system

ASSOCIATED MATERIALS

- 1.) Customer Feedback Questionnaire
- 2.) Results of Internal Audit
- 3.) Management Review

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 QMR	1.1 Evaluates information relating to customer satisfaction 1.2 Communicates to the key officials to convene	
2 KEY OFFICIALS	2.1 Analyzes and interprets data in the information provided. 2.2 Determines actions and recommendations. 2.3 Recommends areas for improvement.	
3 QMR	3.1 Directs Process Owner to make a draft for a revision of the procedure affected.	
4 PROCESS OWNER	4.1 Submits draft of revision on the affected area. 4.2 Accomplishes revision request form.	
5 QMR	5.1 Reviews draft of revision submitted by the Process Owner. 5.2 Makes necessary changes in the QMS. 5.3 Recommends for approval to the President.	
6 PRESIDENT	6.1 Approves the revision of the procedure. 6.2 Communicates the implementation of the revised QMS.	



PROCEDURE 062

PROCEDURE ON COMPLIANCE WITH THE FINDINGS OF EXTERNAL AUDIT

PURPOSE

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

APPLICATIONS

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

ASSOCIATED MATERIALS

- 1.) Audit Plan
- 2.) Audit Checklist

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1 QMR	1.1 Presents the external audit report to the President. 1.2 Conducts meeting with offices concerned. 1.3 Disseminates the results of the audit summary, observation and non-conformance.	
2 PERSONNEL CONCERNED	2.1 Analyzes, verifies and designs corrective action.	
3 QMR	3.1 Directs a conduct of internal audit. 3.2 Schedules meeting of the internal audit to the different offices concerned.	
4 INTERNAL AUDITORS	4.1 Prepare the Audit Plan containing the areas to be audited based on the previous audit. 4.2 Define audit criteria, scope and method used. 4.3 Prepare the checklist by area. 4.4 Execute the audit according to plan. 4.5 Conduct internal audit. 4.6 Prepare audit summary. 4.7 Schedule follow-up. 4.8 Submit report to the QMR.	
5 QMR	5.1 Submits compliance report to Management Committee.	



PROCEDURE 063

PROCEDURE ON RESIGNATION OF FACULTY AND STAFF

PURPOSE

This procedure describes the necessary steps and actions in resignation of faculty and staff.

APPLICATIONS

This procedure is used to provide:

- 1.) Identification of basic requirements of resignation of faculty and staff
- 2.) Fill up exit interview for faculty and staff leaving in the University

ASSOCIATED MATERIALS

- 1.) Exit Interview Form
- 2.) Resignation Requirements Based on Checklist

PROCEDURE		
DOER	ACTIVITY	REFERENCES
1. FACULTY/STAFF	1. Faculty / Staff shall submit resignation letter to the University President through the Head of Units/Deans at least sixty days before the proposed date of its effects.	
2. UNIVERSITY PRESIDENT	1. Approves resignation letter 2. Informs the concern to proceed to HRMO for requirements for resignation	
3. HRMO	1. Conducts exit interview 2. Gives faculty/staff the requirements for resignation. 3. Advises resigned faculty/staff to personally file claims at GSIS/Pag-ibig Funds if he/she wishes to. 4. Give requirements for terminal leave benefits claim if resigned faculty/staff wants to claim TLB. 5. Gives requirements for turn-over of 201 files if resigned faculty/staff wishes to claim his/her 201 file	HRMO-033 HRMO-034
4. RESIGNED FACULTY/STAFF	1. Fills-in exit interview form 2. Submits necessary requirements for resignation	HRMO-012 HRMO-018
5. HRMO	1. Reviews the completeness of requirements for resignation 2. Release certificate of employment 3. Reviews requirements for 201 files and releases 201 files if found complete	HRMO-033



PROCEDURE 064

PROCEDURE ON THE RELEASE OF ORIGINAL DIPLOMA INCLUDING SPECIAL REQUEST FOR SECOND COPY OF DIPLOMA

PURPOSE

This procedure describes the steps in requesting Original Diploma including request for second copy of Diploma.

APPLICATIONS

This procedure is used to provide:

ASSOCIATED MATERIALS

- 1.) Request Form(JRMSU REG 054)
- 2.) Affidavit of Loss (Second Copy of Diploma)

PROCEDURE		
DOER	ACTIVITY	REFERENCES
	A. Release of Original Diploma	
1. DIPLOMA HOLDER/ REPRESENTATIVE	1.1 Fills out a Request Form. 1.2 Submits it to Window 2 (Registrar's Office).	JRMSU REG 054
2. CLERK(WINDOW 2 INCHARGE)	2.1 Receives the Request and verifies Logbook for Outgoing Documents whether his/her Diploma was issued. 2.2 Releases ORIGINAL DIPLOMA. 2.3 Require the Diploma holder to Sign in the Logbook.	JRMSU REG 054 JRMSU REG 058
	B. Request for Second Copy of Diploma	
3. DIPLOMA HOLDER/ REPRESENTATIVE	3.1 Submits the following: a. notarized Affidavit of Loss b. Authorization Letter (in case the transacting party is not the owner) and c. 2 Valid ID's (one from Diploma Holder and the other from the Representative) 3.2 Pay the required fee.	