

agency_abrv	agency_name	title	description	file_format	onlin_publication	location_or_url	disclosure	original_data_owner	data_maintainer
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML,TXT,PDF,DOC,Standard (hard copy)etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following - public :info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/polices/business model. - limited : info, upon verification of the requesting party's identity can only be disclosed to specific person/s and/ or entity/ies.	Agency or office who originally owns the information	Unit responsible for the information
OP	Office of the University President	Special Order No. 3,s.2022	Designation to be the Responsible Officer in the facilitation of the licenses and permits of dangerous drugs	hard copy	N/A		Exception	MinSU-OP	Records Office
	Office of the University President	Special Order No. 2,s.2022	Designation of personnel for the Operation of MIMAROPA Food Innovation Center	hard copy	N/A		Exception	MinSU-OP	Records Office
	Office of the University President	Special Order No.3-A,s.2022	Designation as Project support staff in the conduct of native pig day	hard copy	N/A		Exception	MinSU-OP	Records Office
	Office of the University President	Special Order No.4,s.2022	Designation as Representative of the University for Oriental Mindoro Marine protected Area (OMMPA) and Fisheries Law Enforcement Network (FLEN)	hard copy	N/A		Exception	MinSU-OP	Records Office
	Office of the University President	Special Order No.5,s.2022	Designation as Resource persons in the Conduct of the MinSU Center for Environmental Studies (MCES) Activities	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Notice to Explain	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
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	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Memorandum	Designation as OIC-Office of the University President	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.20,s.2022	Board Resolutions for Implementation	hard copy	N/A		Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum 19,s.2022	Board Resolutions for Implementation	hard copy	N/A		Limited	MinSU-OP	Records Office
UP	Office of the University President	Office Memorandum No.18,s.2022	Board Resolutions for Implementation	hard copy	N/A		Limited	MinSU-UP	Records Office
	Office of the University President	Office Memorandum No.17,s.2022	Guidance on tasks presented by commissioner Marita r. canapi during the 2nd Quarter meeting of the MinSU BOR	hard copy	NA		Limited	MinSU-UP	Records Office

	Office of the University President	Office Memorandum No.16.s.2022	Implementation of limited face to Face Cklasses and Other Instructional Oactivities in the Three Campuses	hard copy	N/A	Limited	MinSU-UP	Records Office
	Office of the University President	Office Memorandum No.15.s.2022	Participations in the Women,Gender and Development (WGAD) Team Building Activities and 122nd Philippine Civil Service Anniversary Celebration on September 27-28, 2022	hard copy	N/A	Limited	MinSU-UP	Records Office
	Office of the University President	Office Memorandum	Mode of Reporting to Work for Unvaccinated Personnel of the University	hard copy	N/A	Limited	MinSU-UP	Records Office
	Office of the University President	Office Memorandum No.6, s.2021	Early dismissal from work in connection with the 29th national family week celebration	hard copy	N/A	Limited	MinSU-UP	Records Office
	Office of the University President	Office Memorandum No.8.s.2021	Delegation of approving and signing official trip tickets and travel orders issued at MinSU Main Campus in behalf of the University President	hard copy	N/A	Limited	MinSU-UP	Records Office
	Office of the University President	Office Memorandum No. 14.s.2022	Attendance to the 2nd University Commencement Exercises to be held on 05 August 2022 at Balai Mindoro	hard copy	N/A	Limited	MinSU-UP	Records Office
	Office of the University President	Office Memorandum No.13.s.2022	Conduct of physical Count of PPE,Recognition of PPE Items Found at Station and Disposition for Non-Existing/Missing PPE Items,for the One-time Cleansing of PPE Account Balances of Government Agencies	hard copy	N/A	Limited	MinSU-UP	Records Office
OP	Office of the University President	Office Memorandum No.9.s.2022	Board Resolutions for Implementation	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.10.s.2022	Board Resolutions for Implementation	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.11.s.2022	Board Resolutions for Implementation	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.8.s.2022	Work arrangement Under Level 1 alert Level Sysytem for Covig -19 Response	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.7.s.2022	Celebration of the First University Anniversary of the MinSU	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.6.s.2022	Board Resolutions for Implementation	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.5.s.2022	Board Resolutions for Implementation	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.4.s.2022	Online Orientation on Internationalization and Times Higher Education Impact Ranking	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.3.s.2022	Academic Health break from January 19-25, 2022	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.2.s.2022	Addendum to MinSU Office Memorandum No.1.s.2022	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Memorandum No.1.s.2022	Updated Internal Guidelines for Adoption of Alternative Work Arrangements (AWA) and Support Mechanisms Due to Covid-19 Pandemic	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the College President	Office Order No.12.s.2021	Creation of the Evaluation committee for the selection of the CED's of the 3 campuses of MinSCAT	hard copy	N/A	Limited	MinSCAT-OP	Records Office
	Office of the College President	Office Order No.13.s.2021	Designation of personnel to various key positions of the college	hard copy	N/A	Limited	MinSCAT-OP	Records Office
	Office of the College President	Office Order No. 14.s.2021	Designation of personnel as coordinators of various key positions of the college	hard copy	N/A	Limited	MinSCAT-OP	Records Office
	Office of the University President	Office Order No.83.s.2022	Creation of the MinSU Committee on Anti-Red Tape	hard copy	N/A	Limited	MinSU OP	Records Office
	Office of the University President	Office Order No.82.s.2022	Designation as University Student Government Adviser	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.81.s.2022	designation as Member of Unified BAC Secretariat	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.80.s.2022	Designation as Data Protection Officer	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.79.s.2022	Designation as OI C- Director for MIS	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.78.s.2022	Designation as Coordinator for flexible Learning of MinSU MCC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.77.s.2022	Designated faculty-Advisers of accredited students organizations and Coordinators/In-Charge of the different student services under the SAS for AY 2022-2023	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.75.s.2022	Designation as Safety Seal Officer of the University	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.66, s.2022	Re-organization of the University CMC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.76.s.2022	Designation of University Vice Presidents on Hold Over Capacity	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order no.75.s.2022	Designation as PC of BTLED Program of MCC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.74.s.2022	Designation as GAD TWG Secretariat of MMC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.73.s.2022	Composition of the Technical and Finance Committee of the University Cafeteria	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.72.s.2022	Re-Designation as Training Director of Agriculture's Continuing CPD P)rogram	hard copy	N/A	Limited	MinSU-OP	Records Office

	Office of the University President	Office Order No.71.s.2022	Re-Designation as Training Director of Teacher's Education Continuing CPD P)rogram	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.70.s.2022	Designation as Acting Accountant III of the University	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.69.s.2022	Designation as Coordinator for Culture and Arts of MinSU Main Campus	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.68.s.2022	Designation as Authorized Signatories to Certificates of Compensation Payment/Tax withheld of the University Personnel	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No. 67.s.2022	Designation as program Chair of the BES of MBC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.66.s. 2022	Designation as Executive assistant of the Office of the University President	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.66.s. 2022	Designation as Coordinator of the MIS of MCC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.65.s.2022	Designation as Research and Development In-Charge of Data Science	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.64.s.2022	Designation as Research and Development In-Charge for Communication and Publication	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.63.s.2022	Designation as Coordinator for DRRM of MBC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office order No.62.s.2022	Designation as In-Charge for Evaluation	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order NO.61.S.2022	Designation as Coordinator for Planning, Monitoring and Evaluation Unit of the MinSU Bongabong Campus	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.59.s.2022	Designation as In-Charge for Evaluation	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.58.s.2021	Designation as In-Charge for Planning	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.57.s.2022	Re-organization of the university CMC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.56.s.2022	Designation as acting cashier I of MinSCAT-MBC	hard copy	N/A	Limited	MinSCAT-OP	Records Office
	Office of the University President	Office Order No.55.s.2022	Re-organization of the TWG of MinSU LUDIP	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.54.s.2022	Designation as Director for Flexible Learning	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.53.s.2022	Designation as Dean of GS	hard copy	N/A	Limited	MinSU-OP	Records Office
UP	Office of the University President	Office Order No.52.s.2021	Designation as CED of MBC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.51.s.2022	Designation as CED of MCC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.48.s.2022	Designation as PC of BSIT of MMC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.47.s.2022	Designation as PC of BS Environmental Science of MMC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.46. s.2022	Composition of Local Evaluation and Review Committee for the Evaluation of faculty using DBM NBC No.461 Common Criteria for evaluation of CCE and Qualitative Contribution Evaluation (QCE)	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.45.s.2022	Designation as coordinator for flexible Learning of MinSU MCC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.44.s.2022	Designation as OIC- Director for Flexible Learning	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.43.s.2022	Designation as OIC-Dean of GS	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.42.s.2022	designation as the University Admission Officer	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.41.s.2022	Designation as coordinator for Sports,Culture and Arts of MMC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.40.s.2022	Reconstitution of MinSU RMC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.39.s.2022	Designation as Coordinator for DRRM of MCC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.38.s.2022	Reorganization of the Composition of the University Inventory Committee	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.37.s.2022	Designation as Coordinator of KTT of MCC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.36.s.2022	Reorganization of the Inspection Committee for the Infrastructure Projects of MinSU	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No. 35.s.2022	Designation as Members of Unified BAC of MinSU	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University President	Office Order No.34.s.2022	Reorganization of the University CMC	hard copy	N/A	Limited	MinSU-OP	Records Office
	Office of the University president	Office Order No.33.s.2022	Designation as Coordinator fro WGAD of MMC	hard copy	N/A	Limited	MinSU OP	Records Office
	Office of the University President	Office Order No.32.s.2022	Reassignment Order from AGS to MIS of the University	hard copy	N/A	Limited	MinSU OP	Records Office
	Office of the University President	Office Order No.31.s.2022	Designation as Pre Service Teachers Supervisors for AY 2021-2022 of TVTE	hard copy	N/A	Limited	MinSU UP	Records Office

	Office of the University President	Office Order No.29.s.2022	Designation of Personnel to key Positions in the University Quality Assurance Office	hard copy	N/A	No	Limited	OP	Records Office
	Office of the University President	Office Order No.27.s.2022	Designation of personnel to various key positions	Hard copy	N/A	No	Limited	OP	Records Office
	Office of the University President	Office Order No.27.s.2022	Designation of the University Academic Deans and Institute Heads	hard copy	N/A	No	Limited	OP	Records Office
	Office of the University President	Office Order No.25.s.2022	Designation as OIC-Office of the Accountant III	hard copy	N/A	No	Limited	OP	OP/RO
	Office of the University President	Office Order No.23.s.2022	Composition of the ADHOC Institutional Evaluation Committee and Secretariat for the evaluation of Faculty Cycle 8 Implementation using NBC No.461	hard copy	N/A	No	Limited	OP	OP/RO
	Office of the University President	Office Order No.21.s.2022	Designation as Coordinator of Laboratory High School of MinSU Main Campus	hard copy	N/A	No	Limited	OP	OP/RO
	Office of the University President	Office Order No.20.s.2022	Designation as PC of the BSE of MMC	hard copy	N/A	No	Limited	OP	OP/RO
	Office of the University President	Office Order No.16.s.2022	Designation as Canteen Manager of MBC	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.15.s.2022	Designation as University Registrar	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.14.s.2022	Designation as University Librarian	hard copy	N/A		Limited	OP	OP/RO
	Office of the University President	Office Order No.13.s.2022	Designation as Coordinator for the Management Information System of MBC	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.12.s.2022	Designation as PC for BSIT in MCC	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.11.s.2022	Designation as PC for Bachelor of Arts in English of MMC	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.8.s.2022	Composition of the ADHOC Committee to recommend the prescribed uniform effective AY 2022-2023 and every AY thereafter of the MinSU Officials, faculty and Staff	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.7.s.2022	Designation as MinSU VMC Annex In-Charge	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.6.s.2022	Designation as PC for bachelor of Arts English of MinSU MCC	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.5.s.2022	Designation as Coordinator for student Internship Program of the University	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.4.s.2022	Designation as Deputy Director for Sports Development, Culture and Arts of the University	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.3.s.2022	Designation as OIC-Director for Production and Business Operations	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.2.s.2022	Designation as OIC-Director for NSTP	hard copy	N/A		Limited	OP	RO
	Office of the University President	Office Order No.1.s.2022	Designation as OIC-Director for DRRM	hard copy	N/A		Limited	OP	RO
	Office of the University President	Advisory No.1.s.2022	Preparation of documents for NBC 461 8th cycle evaluation cut-off date from July 1, 2016 to June 30, 2019	hard copy	N/A		Public	OP	RO
	Office of the University President	Advisory No.2.s.2022	Class suspension due to tropical storm Paeng	hard copy	N/A		Public	OP	RO
VPAA	Office of the Vice President for Academic Affairs	Memorandum Order No.1.s.2022	Designation as the OIC to the Office of VPAA	hard copy	N/A		Public	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.2.s.2022	Attendance to learning Management system virtual training	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.3.s.2022	Attendance to the Inter- Campus Meet	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.4.s.2022	Designation as BSIT RDC of MMC	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.6.s.2022	Designation as the OIC to the Office of VPAA	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.5.s.2022	Guidelines for Student Internship Program	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.7.s.2022	Securing National Certificate	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.9.s.2022	Designation as the OIC to the Office of the VPAA	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.11.s.2022	New Instrument for 8th cycle NBC 461	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.10.s.2022	Preparation of documents for NBC 461	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.12.s.2022	QCE for NBC 461 8th Cycle	hard copy	N/A		Limited	VPAA	VPAA

	Office of the Vice President for Academic Affairs	Memorandum Order No.13.s.2022	Start of vacation of faculty members,assignment and accomplishment report of faculty members under COS	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.14.s.2022	Deadline for submission of the Requirements of graduating students AY 2021-2022	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.15.s.2022	To attend/participate in the awarding of Meritorious Award,Investiture/Hooding ceremony of the Graduating Class 2022	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.16.s.2022	Designation as the OIC to the Office of the VPAA	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.21.s.2022	Start of Report of faculty members	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.22.s.2022	Submission of Grading Sheet	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.23.s.2022	attendance to meeting with the President on Friday October 7, 2022	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.24.s.2022	Attendance to Alay Linis	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.25.s.2022	Virtual/Online orientation on the guidelines for face to face classes	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.26.s.2022	Special Examination for Student Athlete for the forthcoming STRASUC Sports Competition	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.26.s.2022	Inventory of Faculty Needs per College/Institute	hard copy	N/A		Limited	VPAA	VPAA
	Office of the Vice President for Academic Affairs	Memorandum Order No.28.s.2022	Renewal of COS Faculty	hard copy	N/A		Limited	VPAA	VPAA
CAAF	Office of the Dean,College of Agriculture and Allied Fields	Memorandum Order No.CAAF 002.s.2021	Designation as OIC-Dean of CAAF	hard copy	N/A		Limited	CAAF	CAAF
CCS	Office of the Dean,College of Computer Studies	Memorandum Order No.CCS001, Series 2022	Work Assignment during Academic Health Break	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer Studies	Memorandum Order No.CCS002, Series 2022	Submission of required documents and reports for the first semester 2021-2022	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer Studies	Memorandum Order No.CCS003, Series 2021	Non-Compliance to submit the required reports as stated	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer Studies	Memorandum Order No.CCS004 Series 2022	CCS Academic Related Concerns	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computr Studies	Memorandum Order No.CCS005 Series 2022	Submission of reqired midterm documents and reports for the second semester 2021-2022	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computr Studies	Memorandum Order No.CCS007 Series 2022	Non-Compliance to submit the required reports as stated	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computr Studies	Memorandum Order No.CCS008 Series 2022	Submission of required documents and reports for the second semester 2021-2022	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer studies	Memorandum Order No.CCS006 Series 2022	Non-Compliance to submit the required reports as stated	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer studies	Memorandum Order No.CCS009 Series 2022	CCS Capstone/Design project panel of examiners duties and responsibilities	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer studies	Memorandum Order No.CCS0010 Series 2022	OJT Technical report panel of Examiners duties and responsibilities	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer studies	Memorandum Order No.CCS0013 Series 2022	Submision of Research, Development and Extension proposals and completed papers	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer studies	Memorandum Order No.CCS0012 Series 2022	Submission of required midterm ducuments and required reports for the first semester 2022-2023	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer studies	Memorandum Order No.CCS0011 Series 2022	1st Term AY 2022-2023 CCS Academic Related concerns	hard copy	N/A		Limited	CCS	CCS
CCS	Office of the Dean,College of Computer studies	Memorandum Order No.CCS0015 Series 2022	Attendance to PSITE MIMAROPA Chapter Webinar	hard copy	N/A		Limited	CCS	CCS

CCS	Office of the Dean, College of Computer studies	Memorandum Order No.CCS0014 Series 2022	Designation as the OIC to the Office Dean of CCS	hard copy	N/A		Limited	CCS	CCS
DOF	Director of Finance	Letter Request	Requiring the Accounting staff to render extra hour/overtime including saturday and Sunday to provide all the needed data and financial reports that will be presented during the FY 2023 First Quarter Finance committee meeting	hard copy	sent via email to other 2 campuses		Limited	DOF	DOF
DOF	Director of Finance	Letter Request	Implementation of One-Fund-One -Management Concept Requesting the accountants of 2 campuses to start reporting in the main campus on August 1, 2020	hard copy	sent via email to other 2 campuses		Limited	DOF	DOF
GS	Graduate Studies	Schedule and List of Panelist	Request for approval of the schedule and list of panelist for thesis and fdisertation proposal defense	hard copy	via google meet		Public	GS	GS
GS	Graduate Studies	Online proposal and final thesis defense	Request to conduct online proposal and final thesis defense	hard copy	via zoom		Public	GS	GS
MinSU	Records Office	Systems and Processes	Manuals of Operation	hard copy /PDF/standard	No		Internal	RO	RO
			Records Management Operations Manual					RO	RO
RO			Faculty Manual					Academic/Records office	Academic
			Student Handbook					SAS/Records office	SAS
			Student handbook (Graduate studies)					GS/Records Office	GS
			Guidance Manual					Guidance Office/Records office	Guidance Office
			Library Manual					Library /Records office	Library
			Laboratory Manual					Laboratory/Records Office	Laboratory
			Research Manual					Research/Records office	Research
			Extension and Public Information Manual					Extension/records office	Extension
			Administrative Manual					Administration/Records office	Administration
			Career Systems					Records Office	Records Office
			1. Merit selection Plan for teaching personnel						
			2. Merit Selection Plan for non-teaching personnel						
			3. PRAISE						
			4. Grievance Machinery						
			5. MinSCAT Administrative Disciplinary Rules on Sexual Harassment						
			6.FSDP						
			Strategic Performance Management System (SPMS)						
			Citizen Charter					Records Office/HRMO/CAO	Records office/HRMO/CAO
			Freedom of Information Manual (FOI)					Records Office/CAO	Records Office/CAO
			Income Generation Manual					Records Office/DPBO	Records Office/DPBO
RO	Records Office	List of CHED Memorandum Orders (CMO) for MinSCAT Program Offerings							
		CMO No.51.s.2017	Policoies and standards for the Bachelor of Arts in Political Science (BA PoS) Program	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.24.s.2017	Policoies and standards for the Bachelor of Arts in English Language/bachelor of Arts in English Language Studies	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.34.s.2017	Policies and standards for undergraduate programs in Psychology	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.35.s.2005	Minimum Policies and standards for Bachelor of science in Environmental science (BSES)	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.74.s.2017	Policies, Standards and guidelines for Bachelor of Elementary Education (BEEd)	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.75.s.2017	Policies, standards and guidelines for Bachelor of secondary education (BSEd)	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.79.s.2017	Policies,standards and guidelines for the Bachelor of Technical-Vocational teacher Education (BTVTEd)	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.14.s.2008	Policies and standards for bachelor of science in Agriculture (BSA) Program	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.9.s.2006	Policies and standards for bachelor of science in Agroforestry (BSAF)	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.5.s.2018	Policies,standards and guidelines for the bachelor of science in criminology program	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No. 87.s.2017	Policies, standards and guidelines for the bachelor of science in computer engineering effective 2018-2019	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office

		CMO No. 25.s.2015	Revised Policies, standards and guidelines for Bachelor of science in computer science, Bachelor of science in information systems and bachelor of science in information technology programs	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.18.s.2017	Revised Policies, standards and guidelines for Bachelor of science in entrepreneurship	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.62.s.2017	PSG for BS Hospitality MGMT & BS Tourism MGMT	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.94.s.2017	Policies, standards and guidelines for the bachelor of science in agricultural and biosystems engineering program effective academic year 2018-2019	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No.43.s.2006	Policies and standards for bachelor of science in fisheries	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO NO.53.s.2007	Policies and standards for graduate programs in education for teachers and other education professionals	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		CMO No. 9.s. 2003	Addendum to CMO No.36.s.1998 entitled policies and standards on graduate education	PDF/hard copy	Yes	https://ched.gov.ph/?s=	Public	IATF	Records Office
		PRC Certification	Performance of Mindoro State College of Agriculture and Technology (List of examinees with corresponding grades/ratings per subject in the professional licensure exams,certifications of Institutional performance with the National passing Percentage)	hard copy	No	N/A	Public/With Fee	PRC-Manila	Records Officer
RO	Records Office	IATF Resolution No.89.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution no.90.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of December 14, 2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.88.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.87.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Tresolution No.85.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.84.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of November 19, 2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.83.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.82s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.81.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.80.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of October 22, 2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of October 15, 2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.79.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office

		IATF Resolution No.9.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		IATF Resolution No147,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		IATF Resolution No 146B,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		IATF Resolution No146A,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		IATF Resolution No146,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records office	Records office
		IATF Resolution No144,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		IATF Resolution No144 A,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		IATF Resolution No144 B,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		IATF Resolution No144 C,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		IATF Resolution No144 D,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office
		PGOM-Memorandum No.4,s.2021	Alternative Work arrangements	Image	Yes	facebook.com/bonzdolor	Public	Provincial information Office	Records Office
UP	University President	Press release	MBC Campus placed under lockdown by Mayor Elgin Malaluan per Executive Order no.12,s.2021	Image	Yes	mnsctmainop@gmail.com	Public	Office of the University President	Records Office
		Guidelines on the implementation of alert level system for COVID 19 response in pilot areas	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.143,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.143 A,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.142,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.141,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.141A,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.141B,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		IATF Resolution No.140,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office
		Memorandum Circular No.15,s.2021	Adoption of the revised 2021 Panunumpa ng Lingkod Bayan	hard copy/PDF	Yes	www.csc.gov.ph	Public	CSC	Records Office
		Memorandum Circular No.10,s.2020	Revised Interim guidelines for alternative work arrangements and support mechanisms for workers in the Government during the period of State of National Emergency due to COVID 19 pandemic	hard copy/PDF	Yes	www.csc.gov.ph	Public	CSC	Records Office
		Proclamation No.1243	Declaring Monday, 15 November 2021, a special (non-working) day in the province of Oriental Mindoro	hard copy/PDF	Yes	op-proper.gov.ph	Public	Malacañan Records	Records Office
		Memorandum Circular No.80	Kainang pamilya mahalaga day	hard copy/PDF	Yes	op-proper.gov.ph	Public	Malacañan Records	Records Office
		Memorandum from the Executive Secretary	Additional Measures to address the rising cases of COVID 19 in the country	hard copy/PDF	Yes	op-proper.gov.ph	Public	Malacañan Records	Records Office
		Proclamation No.1142	Declaring Thursday,13 May 2021, regular holiday throughout the country in observance of Eid'l Fitr	hard copy/PDF	Yes	op-proper.gov.ph	Public	Malacañan Records	Records Office
		Advisory	Mandatory wearing of face shields in enclosed public places	hard copy	Yes	facebook.com/bonzdolor	Public	Provincial Government of Oriental Mindoro	Records Office

		Municipal Ordinance No.03-2020	A ordinance institutionalizing the compulsory use of facemasks, cloth masks in the Municipality of Victoria, Oriental Mindoro during the implementation of General Community Quarantine in the province of Oriental Mindoro unless further extended, modified or withdrawn and imposing penalties thereof	hard copy	Yes	No	Public	Municipal Government of Victoria	Records Office
		Proposals	A document proposing a project, generally in the sciences or academia and generally constitutes a request for sponsorship	hard copy	No	N/A	Exception	Department/Units	Records office
		Fidelity bond	is an insurance of bondable public officer under the fidelity fund to assure faithfully perform all the duties imposed by law upon him	hard copy	No	N/A	With fee	Department of Finance-Bureau of the Treasury	Records Office
		Permits	Occupancy, Fire safety certificate, electrical, inspection, completion and certificate of completion of various buildings	hard copy	No	N/A	With fee	LGU Concerned/Bureau of Fire Protection	Records Officer
		201 files (In-active)	Files of retired/resigned/separated/transferred employees	hard copy	No	N/A	Limited	Records Office	Records Officer
		Outside communications	Letter /corresponce/memorandum addressed to the University President or institution (MinSU) containing inquiries or for compliance of requested data or informations.	hard copy	No	N/A	Public	Concerned agencies	Office of the University President/Records Officer
		Accomplishment reports	A document containing partial or completed work/assignment of concerned officials and employees	hard copy	No	N/A	Limited	Concerned officials or employees	Records Officer
		RA No. 506	An act to establish a national Agricultural School in the province of Mindoro	PDF/hard copy	Yes	https://the.corpusjuris.com/legislative/republic-acts/ra-no-506.php	Public	Congress of the Philippines	Records officer
		Proclamation no.260,s.1951	Reserving for Agricultural school site purposes to be known as the Mindoro Agricultural School certain parcels of the public domain situated in the Municipality of Naujan, province of Mindoro oriental, island of Mindoro	PDF/hard copy	Yes	https://www.officialgazette.gov.ph	Public	Malacañan Records	Records Officer
		RA No.3758	An act to open a Collegiate department in the Mindoro national Agricultural school and to authorize the appropriation of the sum of two hundred thousand pesos for its operation and maintenance	PDF/hard copy	Yes	https://the.corpusjuris.com/legislative/republic-acts/ra-no-3758.php	Public	Congress of the Philippines	Records Officer
		Proclamation No.686,s.1970	Excluding from the operation of the proclamation no.260 dated June 22, 1951, which established the Mindoro Agricultural School reservation situated in the Municipality of Victoria, province of oriental Mindoro, island of Mindoro, a certain portion of the land embraced therein and reserving the same for horticultural research center site purposes of the Bureau of Plant industry	PDF/hard copy	Yes	https://www.officialgazette.gov.ph	Public	Malacañan Records	Records Officer
		Proclamation No.1831,s.1979	Excluding from the operation of proclamation no.260 dated June 22, 1951 which established the Mindoro Agricultural School site reservation situated in the Municipality of Naujan, Province of Oriental Mindoro, island of Mindoro, certain portion of the Land embraced therein and declaring the same open to disposition under the provisions of the Public Land Act	PDF/hard copy	Yes	https://officialgazette.gov.ph	Public	Malacañan Records	Records Officer
		RA No.8007	An act converting the Mindoro College of Agriculture and Technology into a State College, providing a charter for this purpose, expanding its curricular offerings, redirecting its objectives, and appropriating funds thereof	PDF/hard copy	Yes	https://the.corpusjuris.com/legislative/republic-acts/ra-no.8007.php	Public	Congress of the Philippines	Records Officer
		RA No.11006	An act amending RA No.10596 entitled: "An act converting the Mindoro State College of Agriculture and Technology in the Municipality of Victoria, Province of Oriental Mindoro into a State University to be known as the Mindoro State University (MinSU) and appropriating funds therefor"	PDF/hard copy	Yes		Public	Malacañan Records	Records Officer
		RA No. 10596	An act converting the Mindoro state College of Agriculture and Technology in the Municipality of Victoria, province of Oriental Mindoro into a State university to be known as the Mindoro State University (MinSU) and appropriating funds thereof	hard copy	Yes		Public	Malacañan Records	Records officer
		Certifications	In order to comply with RA No. 10596 as amended by RA No.11006, and based on the observations and favorable recommendation by the CHED Composite Team the Commission en banc hereby confirms by virtue of Resolution No. 110-2021 the compliance with the CHED requirements for University status by MinSCAT	hard copy	Yes		Public	CHED	Records Officer
		Compliance Report for the conversion of MinSCAT to MinSU .Section 26 of Republic Act # 10596	A documents used during the CHED Remote validation visit on December 7, 2020	hard copy	No	N/A	Public	Academic & RDE Offices	Records Officer

		Liquidation Reports/Wages/payrols/Triplicate copies of accountable forms No. 51		hard copy	No	N/A	Limited	Accounting Office	Records Officer
		Policy Insurance		hard copy	No	N/A	Limited	Finance Unit/Accounting	Records Officer
		Leave Cards	Compulsary motor vehicle/ building fire liability insurance	HARD COPY	No	N/A	With fee	GSIS	Records Officer
		Plans/Maps/POW	An employee annual leave record sheet is a professional document which is used for preparing record of leave period taken by an employee	hard copy	No	N/A	Limited	HRMO	Records Officer
		Accreditation documents	A document for Infrastructure project/development of the institution	hard copy	No	N/A	Exception	Auxiliary Unit	Records Officer
		MinSU Land ownership (3 Campuses)	A documents containing various compliance reports as required by the AACCU	hard copy	No	N/A	Exception	IQA Unit	Records Officer
		NBC Documents	MinSU Land profile/briefer/reservations/legal cases/decisions/disputes/Titles/ Tax declarations/proclamations /other related documents	hard copy	No	N/A	Exception	Records Office	Records Officer
		MOA/Contract/Agreements/MOU/ other legal documents entered into by the institution	A documents containing specific factors and guidelines for determining points in educational qualifications, experience and professional growth, professional development achievement and honors	hard copy	No	N/A	Public	Academic Unit	Records Officer
		References	A written document describing a cooperative relationship between 2 parties wishing to work together on a project or to meet agreed-upon objective.A legal document describes the terms and details of the partnership agreement.	hard copy	No	N/A	Public	Various units	Records Officer
		ACBS Project	Thesis, Journals, Competency based curriculum, program performance profile, brochures, books, other related documents	hard copy	No	N/A	Public	Agencies /Individuals	Records Officer
		Gallery of key officials of the College	Joint Project of MinSCAT and LGU -Victoria	hard copy	No	N/A	Limited	MinSCAT & LGU -Victoria	Records Officer
		Scholarship recipient/alumni & students Directory	Portrait/Representation of a person who served the College	Photograph	No	N/A	Public	Records Office	Records Officer
		Specimen Signature	Include name of graduates or students or grantees/address/year/course/title of scholarship	hard copy	No	N/A	Exception	Registrar	Records Officer
		External issuances		hard copy	No	N/A	Limited	MinSU-UP	Records Officer
		Sec. 3 of RA No. 11396	Proclamation, Memorandum Circular, Advisory, Batas Pambansa, Ordinances	PDF	Yes	www.officialgazette.gov.ph	Public	NGA's	Records Officer
		Compliance with CSC-CHED - IATF Circulars	Documents on Land Use Development and Infrastructure Plan (LUDIP) of MinSU	Hard copy	No	N/A	Exception	various agencies	Records Officer/DPBO
		Sangguniang bayan /sangguniang panlalawigan resolution endorsing /recommending the establishment of satellite campus and or conduct of extension classes in LGU							
		ACIC	Documents on Alternative Work arrangement schedule	hard copy	No	N/A	Public	MinSU	Records Officer
		ACIC	Establishment of satellite campuses and or conduct of extension classes	hard copy	No	N/A	Public	MinSU	Records Officer
Director for Finance/Cashier Office	Director for Finance/Cashier Office	LDDAP-ADA	Contains list of check issued & cancelled	hard copy	No	N/A	Limited	Director for Finance/Cashier Office	Director for Finance/Cashier Office
		Official Receipts	Accountable Form containing details of list of due and demandable accounts-payable-advice to debit accounts specified in the form	hard copy	No	N/A	Limited	Director for Finance/Cashier Office	Director for Finance/Cashier Office
		Deposit slips	Accountable form issued to payor containing details of nature of collection and amount paid	hard copy	No	N/A	Limited	Director for Finance/Cashier Office	Senior Bookkeeper
		ROCD	Contains details of cash deposit breakdown to be deposited to authorized depository bank	hard copy	No	N/A	Limited	Director for Finance/Cashier Office	Senior Bookkeeper
		RCI	Contains summary of collections & deposits (Nature of payee, O.R.#, Income Acct., amount paid for the month)	hard copy	No	N/A	Limited	Director for Finance/Cashier Office	Senior Bookkeeper
		CRR	Contains summary of check issued & cancelled for the month containing details of.	hard copy	No	N/A	Limited	Director for Finance/Cashier Office	Director for Finance/Cashier Office
		CKADADREC	Cash Receipt record -Report containing summary of collection and deposits	hard copy	No	N/A	Limited	Director for Finance/Cashier Office	Senior Bookkeeper
		Obligation request/Slips	summary of checks/ADA issued for all funds	hard copy	No	N/A	Limited	Director for Finance/Cashier Office	Director for Finance/Cashier Office
Budget Office	Budget Office	Budget Plans	Certifies allotment available and obligated	hard copy	No	N/A	Limited	Budget Office	Budget officer
		Special Budget Request	A document containing overview of budget at MinSU	hard copy	No	N/A	Limited	Budget Office	Budget Officer
		Budget call (CMO No 20.s.2011	a document requesting authority to use collection	hard copy	No	N/A	Limited	Budget Office	Budget officer
		Budget proposals	Prescribed guidelines and procedures on budget proposal	hard copy/PDF	Yes	https://ched.gov.ph/?s=	Public	CHED	Budget Officer
		Financial accountability	A document containing projects, programs and activities of the University	hard copy	No	N/A	Limited	Budget Officer	Budget officer

		Program of receipts and expenditures	Reports on appropriations, allotments, obligations, disbursements,current and continuing appropriations	Hard copy	No	N/A	Limited	Budget officer	Budget Officer
		Notice of cash allotment	Consolidated budgets of various departments	Hard copy	No	N/A	Limited	Budget Officer	Budget officer
		Audited Financial Statements	Allotment authorized for the functions/ projects/purposes specified	Hard copy	No	N/A	Limited	DBM	Budget officer
Accounting Office	Accounting Office		COA Audit Report	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office
			Audited consolidated pre/post closing trial balance	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office
			Audited consolidated statement of financial performance	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office
			Audited consolidated statement of cash flows	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office
			Aidited consolidated statement of changes in assets/equity	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office
			Audited consolidated notes to financial statements	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office
			Consolidated pre/post-closing trial balance	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office
			FAR 3 (ageing of due and demandable obligations	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office
			Agency action plan and status of implementation of COA Audit Recommendations	hard copy	No	N/A	Limited	Accounting Office	Accounting office
			Report of cash advances	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office
			FAR 5 (Quarterly report of revenue and other receipts	PDF	No	N/A	Limited	Accounting Office	Accounting office
			Quarterly status of funds received for special purposes and for implementation of projects recorded as trsut liabilities	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office
			Quarterly IGP Reports	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office
			Report on salaries and allowances	Hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office
			FAR 4 (Monthly report of disbursements)	XLS	No	N/A	Limited	Accounting Office	Accounting office
			Monthly liquidation report for special project	XLS	No	N/A	Limited	Accounting Office	Accounting office
			Schedule of fees	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office
			List of due and demandable obligations-advise to debit accounts issued	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office
HRMO	Human Resource Management Office	Certifications	Employment certificate,certificate of dependent, IPCR	hard copy	No	N/A	Exception	HRMO	Human Resource Management Officer
		Service Records	Employment records of an employee with corresponding salary,salary increase,promotions	hard copy	No	N/A	Exception	HRMO	Human Resource Management Officer
		Daily Time Record (DTR)	a sheet for recording the time of arrival and departure of employees and for recording the amount of time spent on each job	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer
		201 File	Documents include: appointment, NOSA, Scholastic records, NBI,Marriage contract 9if applicable) oath of office,assumption of duty,eligibility	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer
		Position Description Form (PDF)	Duties and functions of employee	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer
		Personal Data Sheet (PDS)	Documents that provides the personal and biological and logistical information,including contact and details such as residence,education and social,community activities,etc.	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer
		Designation of employee	Document which provide additional positions aside from a regular assingment,duties and responsibilities of an employee	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer
		Contracts	Written agreement which provides terms of reference on employment,scholarship studies of an employee	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer
		Medical/Psychological results	Document which contain the assessment and analysis of mental and physical fitness of an employee to the job assigned	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer
		CSC Reports	Accession and separation,CODI, DIBAR, Inventory of Government Human resource, Dat on HRM Offices, ASEC, VAWC referral system, Monthly Inventory of Cases, Report on JO and COS	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer
VPAF	Vice President for Administration and Finance	Letter to Directors for Admin Service and Finance	Advising them to evaluate the possibility of granting 20% premium of the COS and JO Salaries as stipulated in Section 11.5 of COA-DBM Joint Circular No.2, series 2020	hard copy	No	N/A	Limited	VPAF	Records Officer
	Vice President for Administration and Finance	Letter to VPAA	Respectfully requesting for n administrative council meeting primarily for the approval/endorsement of the CNA for FY 2022	hard copy	No	N/A	Limited	VPAF	Records Officer
	Vice President for Administration and Finance	Letter to Directors under the office of the VPAF	Requesting to facilitate the accomplishment of the forms provided by the Senate Legislative Budget research and Monitoring Office	hard copy	No	N/A	Limited	VPAF	RO
	Vice President for Administration and Finance	Letter to Directors under the office of the VPAF	Respectfully follow-up the budget proposal of respective Department on priority PPAs and MOOE	hard copy	No	N/A	Limited	VPAF	RO

OBS	Office of the Board Secretary	Resolutions	Approved/confirmed/acted/noted/Council/ BOT/BOR Resolutions	hard coy/PDF	No	N/A	Exception	BS	Board Secretary/Records Officer
BAC	Bids and Awards Committee	Bidding Documents							
		Notice /Minutes of meeting		hard copy/PDF	Yes	www.philgeps.gov.ph	With Fee	BAC Office	BAC Secretariat
		Invitation to bid		hard copy/SMS	No	N/A	Internal	BAC Secretariat	BAC Secretariat
		Other Procurement documents		PDF	Yes	www.philgeps.gov.ph	With Fee	BAC Secretariat	BAC Secretariat
		Records of		hard copy	No	N/A	Limited	BAC Secretariat	BAC Secretariat
SO	Supply Office	Inventory of	Receipts,tools, issuance of supplies, inspection, fixed assets, materials, equipment, stocks, waste material	hard copy, XLS	No	N/A	Limited	Supply Office	Supply Officer
			Inventory Report of property, Plant and Equipment	hard copy/XLS	No	N/A	Exception	Supply Office	Supply Officer/Records Officer
		Reports of	Biological Assets	hard copy/XLS	No	N/A	Exception	Supply Office	Supply Officer/Records Officer
			Waste Material	hard/XLS	No	N/A	Exception	Supply Office	Supply Officer
			Property Transfer	hard copy/XLS	No	N/A	Exception	Supply Office	Supply Officer
		DBM Circular No.2016-09	Inventory and Inspection of Unserviceable Property	hard copy/XLS	No	N/A	Exception	Supply Officer	Supply Officer
DPME	Planning Monitoring and Evaluation Unit	Per Recommendation of the the Board of Trustees	Preparation of Budget Execution Documents (BED)	hard copy	No	N/A	Exception	DBM	DPME
		Memorandum Circular No. 2020-1-Grant of PBB 2020	Preparation and submission of Action Plan and Strategic Plan for Fy 2019-2022	hard copy	No	N/A	Exception	DPME	DPME
		Letter from PME	Preparation of PBB 2020 supporting documents by the Academic, RDE and Administration and Finance Units	hard copy	No	N/A	Exception	DPME	DPME
		Request for face to face meeting of PME	Request for signature of Revised Three Quarters Physical Plan of MinSU	hard copy	No	N/A	Exception	DPME	DPME
		President's Report	Finalization of five year development plan	hard copy	No	N/A	Exception	PME	DPME
		Transmittal Letter to CHED Regional Director	Annual accomplishment reports of the University	hard copy	No	N/A	Exception	PME	DPME
NSTP	National Service Training Program	Transmittal Letter to CHED Regional Director	List of NSTP/CWTS/LTS components from 2002-to 2021 of MinSU	hard copy	No	N/A	Exception	NSTP	Registrar
		Transcript of Record	List of Graduates of NSTP/CWTS/LTS for AY 2020-2021 with corresponding serial numbers	hard/soft copy	No	N/A	Exception	NSTP	Registrar
Registrar	Registrar	Diploma	An official copy of students academic records	XLS	No	N/A	Exception	Registrar	Registrar
		Transfer credential	A document bearing record of graduation from a degree conferred by MinSU	Hard copy	No	N/A	With fee	Registrar	Registrar
		Certifications	A form issued to students who are seeking for transfer	Hard copy	No	N/A	Limited	Registrar	Registrar
		certificate of enrollment	Admission;grades and credits;course description;candidate for graduation;others	hard copy	No	N/A	With fee	Registrar	Registrar
		Birth certificate	Reflects the subjects,schedules,fees for officially enrolled student	hard copy	No	N/A	With Fee	Registrar	Registrar
		Entrance credentials	A vital record that documents the birth of a child	hard copy	No	N/A	Limited	NSO	Registrar
		Grade sheets	Requirements submitted by new student such as birth certificate, Report card, and GMRC	hard copy	No	N/A	With Fee	Student	Registrar
		AACCUP Technical Review and Board Action	A form submitted by the faculty at the end of the semester, term where the list of students and their corresponding final grades are reflected.	XLS	No	N/A	Limited	Registrar	Registrar
IQA	Internal Quality Assurance	Advisory No.2021-10	Awards accreditation status/level to various degree programs	Hard copy	No	N/A	Exception	AACCUP	IQA/ RO
		Letter to AACCUP	Call for application for online accreditation survey visits for January-December , 2022	hard copy	No	N/A	Public	AACCUP	OP/RO
		Letter from AACCUP Executive Director	Accreditation of Various programs of MinSU for 2022	hard copy	No	N/A	Limited	IQA Unit	RO
University clinic			Request for authority to attend accreditation survey visit to SUCs	hard copy	No	N/A	Limited	IQA Unit	RO
	University Clinic	Medical records of teaching and non teaching personnel	Top 10 common ailments,communicable diseases	XLS	No	N/A	limited	College Clinic	College Clinic
		Medical records of teaching and non teaching personnel	Annual medical examination of all officials and employees		No	N/A	Exception	College clinic	College clinic
CED-MCC	Campus Executive Director MCC	Office Order No.1,s.2022	Designation as Liaison Officer	hard copy	No	N/A	Limited	Campus Executive Director-MCC	Campus Executive Director-MCC
CAS	College of Arts and Sciences	Meorandum Order No.1 s. 2022	Assigning of Instructor for BSES III Wildlife Biology Subject	hard copy	No	N/A	Limited	CAS	CAS
DRRM	Director for Risk Reduction and Management	CMC Memo 002,s.2022	Ocular Inspection of classrooms, offices and other facilities	hard copy	No	N/A	Limited	DRRM	DRRM
			Notice of meeting, re;opening of Limited face to face classes	hard copy	No	N/A	Limited	DRRM	DRRM
		Budget Proposal	DILG On-Site Inspection for safety Seal Certification	hard copy	No	N/A	Public	DRRM	DRRM

		Safety Seal Certification checklist	compilation of documents	hard copy			Public	DRRM	Records
		Safety Seal	Certification	PDF	YES		Public	DRRM	DRRM
RDE	Research, Development and Extension office	Research Papers	Research and extension output qualified and accepted for oral research presentation in local, regional and international conferences	PDF, hard copy	YES	N/A	Public	RDE	RDE
		Registration type: Utility model 2/2017/001069; Registrant: MinSCAT; Title: Electronic Safety Helmet System; Issue date: February 26, 2021	Notice of Registration and issuance of Certificate for Utility Model	hard copy (mailed)			Public	RDE	RO
AGS	Auxiliary and General services	Schedule of duty of SGs	Guarding schedule from January-December, 2022	hard copy			Public	AGS	RO

date_released (or coverage)	frequency_of_update
The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
February 22, 2022	as need arises
April 29, 2022	as need arises
April 24, 2022	as need arises
June 24, 2022	as need arises
June 24, 2022	as need arises
January 6, 2022	days
February 18, 2022	days
March 7, 2022	days
March 29, 2022	as need arises
April 22, 2022	as need arises
May 2, 2022	as need arises
May 23, 2022	as need arises
June 15, 2022	as need arises
June 1, 2022	as need arises
June 21, 2022	as need arises
July 25, 2022	as need arises
August 2, 2022	as need arises
August 9, 2022	as need arises
September 13, 2022	as need arises
September 19, 2022	as need arises
September 29, 2022	as need arises
October 14, 2022	as need arises
October 28, 2022	as need arises
November 10, 2022	as need arises
November 14, 2022	as need arises
December 2, 2022	as need arises
November 22, 2022	
November 22, 2022	
November 22, 2022	
November 22, 2022	

September 12, 2022	Upon revocation
September 6, 2022	Upon revocation
September 2, 2022	Upon revocation
August 30, 2022	Upon revocation
August 30, 2022	Upon revocation
March 18, 2021	Upon revocation
August 30, 2022	Upon revocation
August 15, 2022	Upon revocation
August 15, 2022	Upon revocation
July 29, 2022	Upon revocation
July 25, 2022	Upon revocation
July 25, 2022	Upon revocation
July 25, 2022	Upon reevocation
July 25, 2022	Upon revocation
July 11, 2022	Upon revocation
July 11, 2022	Upon revocation
June 17, 2022	Upon revocation
June 17, 2022	Upon revocation
June 17, 2022	Upon revocation
June 17, 2022	Upon revocation
June 17, 2022	Upon revocation
June 15, 2022	Upon revocation
May 30, 2022	Upon revocation
May 30, 2022	Upon revocation
May 30, 2022	Upon revocation
August 1, 2021	Upon revocation
May 30, 2022	Upon revocation
May 30, 2022	Upon revocation
May 30, 2022	Upon revocation
May 30, 2022	Upon revocation
May 18, 2022	Upon revocation
April 29, 2022	Upon revocation
April 11, 2022	Upon revocation
April 13, 2022	Upon revocation
April 11, 2022	Upon revocation
April 8, 2022	Upon revocation
April 6, 2022	Upon revocation
March 23, 2022	Upon revocation
March 15, 2022	Upon revocation
March 15, 2022	Upon revocation

March 14, 2022	Upon revocation
March 12, 2022	Upon revocation
March 12, 2022	Upon revocation
March 11, 2022	Upon revocation
March 8, 2022	Upon revocation
March 7, 2022	Upon revocation
February 14, 2022	Upon revocation
January 31, 2022	Upon revocation
January 31, 2022	Upon revocation
January 31, 2022	Upon revocation
January 14, 2022	Upon revocation
January 11, 2022	Upon revocation
January 3, 2022	Upon revocation
January 3, 2022	Upon revocation
January 3, 2022	Upon revocation
January 3, 2022	upon revocation
January 3, 2022	upon revocation
January 3, 2022	upon revocation
January 3, 2022	upon revocation
January 3, 2022	upon revocation
January 3, 2022	upon revocation
January 3, 2022	upon revocation
January 25, 2022	
October 28, 2022	
January 28, 2022	days
February 2, 2022	days
March 1, 2022	days
March 8, 2022	days
April 7, 2022	days
March 11, 2022	
April 19, 2022	
May 4, 2022	
May 25, 2022	
May 16, 2022	
June 8, 2022	

July 4, 2022	
July 8, 2022	
July 28, 2022	
August 12, 2022	
September 7, 2022	
September 14, 2022	
October 5, 2022	
October 12, 2022	
October 19, 2022	
November 23, 2022	
November 29, 2022	
December 2, 2022	
July 2, 2021	
January 18, 2022	
January 31, 2022	
June 18, 2021	
April 4, 2022	days
April 12, 2022	
May 2, 2022	
June 2, 2022	
May 2, 2022	
June 2, 2022	
June 20, 2022	
October 26, 2022	
October 18, 2022	
October 4, 2022	
December 7, 2022	

December 6, 2022	
January 6, 2023	
July 27, 2020	
January-December, 2022	
2022	
	Per BOT Approval
November 11, 2022	Approved
April 27, 2016	revised 2016 edition
April 27, 2016	revised 2016 edition
April 27, 2016	revised 2016 edition
September 8, 2009	
April 27, 2016	revised 2016 edition
April 27, 2016	revised 2016 edition
November 11, 2022	revised 2022 edition
August 27, 2014	revised 2014 edition
September 8, 2009	
September 18, 2009	Per CSC Approval
	Per BOT Approval
	Per BOT Approval
	Per BOT Approval
	Per BOT Approval
	Per BOT Approval
	Per BOT Approval
June 17, 2009	Per CSC Approval
December 14, 2017	Per BOT Approval
June 8, 2007	Per BOT Approval
May 31, 2017	Per CHED updates
May 9, 2017	Per CHED Updates
May 11, 2017	per CHED Updates
October 6, 2005	Per CHED Updates
November 2, 2017	Per CHED Updates
November 2, 2017	Per CHED Updates
November 2, 2017	Per CHED Updates
April 14, 2008	Per CHED Updates
March 10, 2006	per CHED Updates
April 25, 2018	Per CHED updates
December 4, 2017	Per CHED updates

August 3, 2015	Per CHED updates
May 9, 2017	Per CHED updates
July 19, 2017	Per CHED updates
December 4, 2017	Per CHED updates
October 16, 2006	Per CHED updates
October 4, 2007	Per CHED updates
May 13, 2003	Per CHED updates
Various years	Per schedule of board/exams.
December 17, 2020	Per IATF Updates
December 22, 2020	Per IATF Updates
December 14, 2020	Per IATF Updates
December 14, 2020	Per IATF Updates
December 3, 2020	Per IATF Updates
November 26, 2020	Per IATF Updates
November 19, 2020	Per IATF Updates
November 19, 2020	Per IATF Updates
November 3, 2020	Per IATF Updates
October 26, 2020	Per IATF Updates
October 26, 2020	Per IATF Updates
October 22, 2020	Per IATF Updates
October 22, 2020	Per IATF Updates
October 15, 2020	Per IATF Updates
October 15, 2021	Per IATF Updates

October 8, 2020	Per IATF Updates
October 8, 2020	Per IATF Updates
October 5, 2020	Per IATF Updates
October 2, 2020	Per IATF Updates
September 28, 2020	Per IATF Updates
September 28, 2020	Per IATF Updates
September 24, 2021	Per IATF Updates
September 22, 2020	Per IATF Updates
September 17, 2020	Per IATF Updates
September 15, 2020	Per IATF Updates
September 10, 2020	Per IATF Updates
September 7, 2020	Per IATF Updates
September 7, 2021	Per IATF Updates
September 3, 2020	Per IATF Updates
August 31, 2020	Per IATF Updates
August 27, 2020	Per IATF Updates
August 20, 2020	Per IATF Updates
August 17, 2020	Per IATF Updates
August 14, 2020	Per IATF Updates
August 12, 2020	Per IATF Updates
August 6, 2020	Per IATF Updates
July 30, 2020	Per IATF Updates
July 30, 2020	Per IATF Updates
July 28, 2020	Per IATF Updates
July 23, 2020	Per IATF Updates
July 21, 2020	Per IATF Updates
July 16, 2020	Per IATF Updates

July 14, 2020	Per IATF Updates
July 14, 2020	Per IATF Updates
July 11, 2020	Per IATF Updates
July 9, 2020	Per IATF Updates
July 6, 2020	Per IATF Updates
July 2, 2020	Per IATF Updates
July 2, 2020	Per IATF Updates
June 29, 2020	Per IATF Updates
June 29, 2020	Per IATF Updates
June 25, 2020	Per IATF Updates
June 25, 2021	Per IATF Updates
June 22, 2020	Per IATF Updates
June 19, 2020	Per IATF Updates
June 15, 2020	Per IATF Updates
June 15, 2020	Per IATF Updates
June 10, 2020	Per IATF Updates
June 8, 2020	Per IATF Updates
June 3, 2020	Per IATF Updates
June 1, 2020	Per IATF Updates
June 3, 2020	Per IATF Updates
May 29, 2020	Per IATF Updates
May 27, 2020	Per IATF Updates
May 22, 2020	Per IATF Updates
May 22, 2020	Per IATF Updates
May 22, 2020	Per IATF Updates

May 13, 2020	Per IATF Updates
	Per IATF Updates
May 11, 2020	Per IATF Updates
May 8, 2020	Per IATF Updates
May 6, 2020	Per IATF Updates
May 4, 2020	Per IATF Updates
May 1, 2020	Per IATF Updates
April 27, 2020	Per IATF Updates
April 23, 2020	Per IATF Updates
April 22, 2020	Per IATF Updates
April 20, 2020	Per IATF Updates
April 17, 2020	Per IATF Updates
April 15, 2020	Per IATF Updates
April 13, 2020	Per IATF Updates
April 8, 2020	Per IATF Updates
April 6, 2020	Per IATF Updates
April 6, 2020	Per IATF Updates
April 3, 2020	Per IATF Updates
April 1, 2020	Per IATF Updates
March 30, 2020	Per IATF Updates
March 30, 2020	Per IATF Updates
March 17, 2020	Per IATF Updates
March 13, 2020	Per IATF Updates
March 13, 2020	Per IATF Updates
March 13, 2020	Per IATF Updates
March 12, 2020	Per IATF Updates
March 9, 2020	Per IATF Updates

March 3, 2020	Per IATF Updates
November 4, 2021	Per IATF Updates
October 28, 2021	Per IATF Updates
October 28, 2021	Per IATF Updates
October 28, 2021	Per IATF Updates
October 14, 2021	Per IATF Updates
October 14, 2021	Per IATF Updates
POctober 14, 2021	Per IATF Updates
October 15, 2021	Per IATF Updates
October 18, 2021	Per IATF Updates
March 21, 2021	Per PGOM Updates
March 27, 2021	Per MinSCAT issuance
October 13, 2021	Per IATF Updates
October 13, 2021	Per IATF Updates
October 13, 2021	Per IATF Updates
October 7, 2021	Per IATF Updates
September 30, 2021	Per IATF Updates
september 30, 2021	Per IATF Updates
September 30, 2021	Per IATF Updates
September 23, 2021	Per IATF Updates
November 11, 2021	Per CSC Updates
May 7, 2020	Per CSC Updates
November 3, 2021	Per MRO Updates
September 25, 2020	Per MRO Updates
March 21, 2021	Per MRO Updates
May 10, 2021	Per MRO Updates
September 18, 2020	Per PGOM Updates

May 6, 2020	Per LGU Updates
Per project	As needed
After each expiration date	Annually
Per project	After each completion of project
Per employee	For reference purposes
as need arises	Daily
2015-2021	Monthly
June 13, 1950	Upon its approval
June 22, 1951	Upon its approval
June 22, 1963	Upon its approval
April 21, 1970	Upon its approval
April 21, 1970	Upon its approval
May 25, 1995	Upon its approval
March 27, 2018	Upon its approval
June 4, 2013	Upon its approval
16-Mar-21	Upon CHED confirmation by virtue of Resolution No. 110-2021
December 23, 2020	Per findings and recommendations of CHED-OIQAG

	Per project transaction
Various years	Transferred to R.O. for archiving purposes
Varoius years	Annual
entrance of an employee until present	Annually
Per project	As required
Various years	For refernce Purposes
From year of establishment (1951) until present	
2010-2016	Per Revised Guidelines
	Depending on the contracts
2001-2016	
Between 2008 to 2018	During year/s of designations
By Academic Year	Annually/Per Semester
As per Request	as needed
	by year
2020-2021	As per Timeline of activities
2020-2021	as per IATF guidelines
2015-2022	
2020-2022	Monthly
2020-2022	Monthly
2020-2022	Monthly
2020-2022	Monthly
2020-2022	Monthly
2020-2022	Monthly
2020-2022	Monthly
2020-2022	Monthly
2020-2022	Daily
2020-2022	Annually
2020-2022	As per request
2020-2022	Annually
2020-2022	Annually

2022	by quarter
2022	Per schedule of project
2022	Per schedule of project
2022	Per schedule of project
2022	Per Project
2022	Annually
2017-2020	Annually
2018	Annually
2021	as needed
2021	as needed
2021	Annually
October 29, 2020	as need arises
	as per Recommendation of BOT
December 1, 2020	
	On or before January 29, 2021
December 28, 2020	
2021	Quarterly
2021	Per Scheduled timeline
2020-2021	Annually
	as Per CHED Memorandum
2021	as Per CHED Memorandum
	as Per CHED Memorandum
2020-2021	as Needed
As per request	Per AY
As per request	As per request
As per request	As per request
As per request	as per requets
as per request	As needed
As per request	As needed
As per request	As needed
	Per expiration of accreditation
As per validity period	
September 10, 2021	
November 9, 2021	
Per scheduled accreditation survey visit	As per AACCCUP invitation
	Annual
2019	Annual
2022	Upon revocation
2022	for the semester
2022	day
August 24, 2022	day
October 14, 2022	as need arises

October 14, 2022	Annually
October 14, 2022	
2015-2022	as targeted annually
February 26, 2021	
2022	