agency_abrv	agency name	title	description	file format	onlin_pu blication	location_or_url	disclosure	original data owner	data maintainer	date_released (or coverage)	frequency_of_ update
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML,TXT,PDF,DOC,S tandard (hard copy)etc.	Yes/No	Location of published information or URL for direct download	Wheteher 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 corressponding 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	The date when the information was initially released	Daily, Annually, Biannually, Quarterly, Monthly
OP	Office of the President	Special Order No. 1,s.2021	Designation of Personnel for PCAARRD funded project	hard copy	N/A		Exception	MinSCAT-OP	Records Office	January 4, 2021	as need arises
	Office of the President	Special Order No. 2,s.2021	Designation of personnel for implementation of development of health index and vulnerability system for region 4B (D-HIVE) 4B capital	hard copy	N/A		Exception	MinSCAT-OP	Records Office	January 4, 2021	as need arises
	Office of the President	Special Order No.2-A,s.2021	Amendment to Special Order No.1,s.2021 re: Designation of personnel for PCAARRD funded projects	hard copy	N/A		Exception	MinSCAT-OP	Records Office	January 28,2021	as need arises
	Office of the President	Special Order No.3,s.2021	Designation of Technical Team for the Implementation of Seaweeds project	hard copy	N/A		Exception	MinSCAT-OP	Records Office	May 31, 2021	as need arises
	Office of the President	Memorandum	Adoption of alternative work arrangement from March 25, 2021 to April 4, 2021 of MinSCAT Main Campus	hard copy	N/A		Limited	MinSCAT-OP	Records Office	March 24, 2021	as ammended
	Office of the President	Memorandum	Designation as OIC-Office of the College President	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 20, 2021	days
	Office of the President	Memorandum	Designation as OIC-Office of the College President	hard copy	N/A		Limited	MinSCAT-OP	Records Office	September 2, 2021	days
	Office of the President	Memorandum	Designation as OIC-Office of the College President	hard copy	N/A		Limited	MinSCAT-OP	Records Office	October 29, 2021	days
	Office of the President	Office Memorandum No.1,s. 2021 Office Memorandum No.2,s.	Observance/Conduct of virtual flag raising and lowering ceremonies effective January 11, 2021	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 4, 2021	as ammended
	Office of the President	2021	BOT Resolution Nos. 21-32,37,46-65,s. 2021	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	1st & 2nd Q
	Office of the President	Office Memorandum No.3,s.2021 Office Memorandum	BOT Resolution Nos. 21-32,34-36,39-41,43-44 & 65,s.2020	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	1st & 2nd Q
	Office of the President	No.4,s.2021	BOT Resolution Nos.21-33,37,42,45 & 65,s.2020	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	1st & 2nd Q
	Office of the President	Office Memorandum No.5,s.2021 Office Memorandum	BOT Resolution Nos. 21-32,37,42,47,49,53,54,57,59,- 62 & 65,s. 2020	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	1st & 2nd Q
	Office of the President	No.6,s.2021	BOT Resolution Nos.21-32,37,42,54,59,-62 & 65,s.2020	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	1st & 2nd Q
	Office of the President	Office Memorandum No.7,s.2021 Office Memorandum	BOT Resolution Nos.66,68,69 & 70,s.2020	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	Special meeting
	Office of the President	No.8,s.2021	BOT Resolution Nos.66,69 & 70,s.2020	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	Special meeting
	Office of the President	Office Memorandum No.9,s.2021 Office Memorandum	BOT Resolution Nos.66,67,69,70 & 71, s. 2020	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	Special meeting
	Office of the President	No.10,s.2021	BOT Resolution nos.66,68,69 &70,s.2020	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	Special meeting
	Office of the President	Office Memorandum No.11,s.2021 Office Memorandum	Bot Resolution nos.66,69 & 70,s.2020 Exempting indigent student's from paying certification	hard copy	N/A		Limited	MinSCAT-OP	Records Office	January 19, 2021	Special meeting
	Office of the President	No.12,s.2021	fees	hard copy	N/A		Limited	MinSCAT-OP	Records Office	February 1, 2021	During pandemic only
	Office of the President	Office memorandum No.13,s.2021	Attendance of concerned BTVTED faculty to the Trainer's Methodology at TESDA at simeon suan Vocational and Technical College (SSVTC) on March, 2021	hard copy	N/A		Limited	MinSCAT-OP	Records Office	Febrayry 10, 2021	
	e noo or the Freditiont		Attendance to the program at the minSCAT-Main	oop,							t
	Office of the President	Office Memorandum No.14,s.2021	campus with the ched Chairperson Dr. J. Prospero E. De Vera III & other CHED Officials	hard copy	N/A		Limited	MinSCAT-OP	Records Office	March 9, 2021	day
		Office Memorandum No. 15,s.	Revised Internal guidelines for adoption of alternative work arrangements (AWA) and support mechanisms for its Workers during the period of state of national								
	Office of the President	2021	emergency due to COVID-19 pandemic	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 8, 2021	upon revised
	Office of the President	Office Memorandum no.16,s.2021 Office Memorandum	Faculty involvement to Research and Extension Activities	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 19, 2021	
	Office of the President	No.16,s.2021 Office Memorandum	Faculty involvement to research and extension activities	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 19, 2021	<u> </u>
	Office of the President	No.17,s.2021	Adoption of WFH arrangement for two (2)days (April 22 &23, 2021), MinSU Main Campus Alternative Work Arrangement of Faculty and staff of	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 21, 2021	
	Office of the President	Office Memorandum No.18,s.2021	MinSU Main Campus effective 27 April 2021 until 05 May 2021	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 26, 2021	
	enter of the Freshderit		Revised Internal guidelines for adoption of alternative work arrangements (AWA) and support mechanisms for its Workers during the period of state of national	нын өөру	- 475			THE SOUL OF		, p.ii 20, 2021	
	Office of the President	Office Memorandum 19,s.2021	emergency due to COVID-19 pandemic	hard copy	N/A		Limited	MinSCAT-OP	Records Office	May 5, 2021	<u> </u>

	Office of the University	Office Memorandum No.1,s.	Use of temporary letterhead in documents and							
UP	President	2021	correspondences	hard copy	N/A	Limited	MinSU-UP	Records Office	June 17, 2021	
	Office of the University	Office Memorandum	Philippine flag flown at a half -mast as a sign of mourning for the death of the former president Benigno							
	President	No.2,s.2021	C. Aquino III	hard copy	NA	Limited	MinSU-UP	Records Office	June 24, 2021	
	Office of the University President	Office Memorandum No.3,s.2021	Approved/confirmed BOR Resolutions	hard copy	N/A	Limited	MinSU-UP	Records Office	"july 26, 2021	
	Office of the University President	Office Memorandum No.4,s.2021								
	Office of the University	Office Memorandum	Board Resolutions	hard copy	N/A	Limited	MinSU-UP	Records Office	September 24, 2021	
	President	No.5,s.2021	Board Resolutions	hard copy	N/A	Limited	MinSU-UP	Records Office	September 24, 2021	
	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	September 27, 2021	
	Office of the University	Office Memorandum	Delegation of approving and signing official trip tickets and travel orders issued at MinSU Main Campus in							
	President	No.8,s.2021	behalf of the University President	hard copy	N/A	Limited	MinSU-UP	Records Office	September 28, 2021	
			Revised Internal guidelines for adoption of alternative							
	Office of the University	Office Memorandum No.	work arrangements (AWA) and support mechanisms for its Workers during the period of state of national							
	President	9,s.2021	emergency due to COVID-19 pandemic	hard copy	N/A	Limited	MinSU-UP	Records Office	October 1, 2021	
	Office of the University	Office Memorandum	Wearing of prescribed uniform/appropriate attire of officials, faculty and employees in the three (3)							
	President	No.10,s.2021	campuses for AY 2021-2022	hard copy	N/A	Limited	MinSU-UP	Records Office	October 8, 2021	
	Office of the College		Designation as researcher/project cooperator of the MinSCAT Philrice National cooperative testing-multi							
OP	President	Office Order No.1,s.2021	location adaption trial (NCT-MAT) on Rice	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 4, 2021	Upon revocation
	Office of the College President	Office Order No.2,s.2021	Designation as In-Charge of the MinSCAT water refilling station, swine and poultry projects	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 4, 2021	Upon revocation
	Office of the College President	Office Order No.3, s.2021	Designation as In-Charge of the MinSCAT nursery and organic fertilizer production projects	hard conv	N/A	Limited	MinSCAT-OP	Records Office	January 4, 2024	Upon reveastion
	Office of the College	Office Order No.3, S.2021	Designation as in-charge of the MinSCAT coconut and	hard copy	N/A	Limited	MINSCAT-OP	Records Office	January 4, 2021	Upon revocation
	President Office of the College	Office Order No.4,s.2021	banana plantation projects Designation as in-charge of the MinSCAT vegetable	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 4, 2021	Upon revocation
	President	Office Order No.5,s.2021	project	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 12, 2021	Upon revocation
	Office of the College President	Office Order No.6,s.2021	Designation as in-charge of the MinSCAT large animal projects	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 12, 2021	Upon revocation
	Office of the College									
	President Office of the College	Office Order No.7,s.2021	Designation as in-charge of the MinSCAT rice project	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 12, 2021	Upon revovation
	President	Office Order No.8,s.2021	Designation as college veterinarian Addendum to Memorandum Order No.2018-113 dated	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 12, 2021	Upon revocation
			September 27,2018 re: relief and designation as acting							
	Office of the College President	Office Order No.9,s.2021	secretary to the academic and administrative councils of the college.	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 12, 2021	Upon revocation
	Office of the College		-							
	President Office of the College	Office Order No.10,s.2021	Designation as PC BSEd-MBC	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 20, 2021	Upon revocation
	President	Office Order No.11,s.2021	Designation as PC-BA in English Language-MMC	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 20, 2021	Upon revocation
	Office of the College		Creation of the Evaluation committee for the selection							
	President Office of the College	Office Order No.12,s.2021	of the CED's of the 3 campuses of MinSCAT Designation of personnel to varoius key positions of the	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 26, 2021	Upon revocation
	President	Office Order No.13,s.2021	college	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 29, 2021	Upon revocation
	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	February 1, 2021	Upon revocation
	Office of the College President	o//: 0 1 11 15 0001	Relief and designation as Chairperson of the HRMPSB of the MinSCAT				Nr. 0017.00	D 1.0%	E	
	Office of the College	Office Order No.15,s.2021			N/A	Limited	MinSCAT-OP	Records Office	February 1, 2021	Upon revocation
	President Office of the College	Office Order No.17,s.2021	Designation as PC-BSCE Relief and designation as FIC head and R&D	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 3, 2021	Upon revocation
	President	Office Order No.18,s.2021	personnel	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 3, 2021	Upon revocation
	Office of the College President	Office Order No.19,s.2021	Designation as the MinSCAT GAD focal person	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 5, 2021	Upon revocation
	Office of the College		Designation of personnel to various key positions of the							
	President Office of the College	Office Order no.21,s.2021	college Designation as Coordinator,CAS of MinSCAT-Main	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 17, 2021	Upon revocation
	President	Office Order No.22, s.2021	Campus	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 17, 2021	Upon revocation
	Office of the College President	Office Order No.23, s.2021	Designation as PC-MBA	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 24, 2021	Upon revocation
	Office of the College President	Office Order No.24,s.2021	Designation as Head-Maintenance Unit of the GASD	hard copy	N/A	Limited	,MinSCAT-OP	Records Office	February 24, 2021	Upon revocation
	Office of the College		Ť							
	President Office of the College	Office Order No.25, s.2021	Designation as Coordinator for Women GAD-MMC Designation as Monitoring In-Charge in PME Unit of the	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 24, 2021	Upon revocation
	President	Office Order No.26,s.2021	MinSCAT-BC	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 254, 2021	Upon revocation
	Office of the College President	Office Order no.27,s.2021	Designation of PC in the 3 campuses	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 26, 2021	Upon revocation
	Office of the College President		Designation as head-electrical services unit of the GSSD		N/A	Limited	MinSCAT-OP	Records Office		
	Office of the College	Office Order No.28,s.2021		hard copy	IN/A	Linikeu		Records Unice	March1, 2021	Upon revocation
	President Office of the College	Office Order No.29,s.2021	Designation as head-Health services unit of the GASD	hard copy	N/A	Limited	MinSCAT-OP	Records Office	March 1, 2021	Upon revocation
	President	Office Order No.30, s.2021	Designation as Coordinator, CAS -MCC	hard copy	N/A	Limited	MinSCAT-OP	Records Office	March 9, 2021	Upon revocation
	Office of the College President	Office Order No.31,s.2021	Designation as PC BTVTED	hard copy	N/A	Limited	MinSCAT-OP	Records Office	March 10, 2021	Upon revocation
		Onice Older No.31,8.2021		пага сору	13/73	Linito		Necolus Onice	INCOLOT 10, 2021	

	Office of the College		Authority to sign on certification of Erasures on								
	President	Office Order No.32,s.2021	appointment forms	hard copy	N/A		Limited				Upon revocation
	Office of the College President	Office Order No.33,s.2021	Designation of academic deans/institute heads of the different various colleges/institute of MInSCAT	hard copy	N/A		Limited	MinSCAT-OP	Records Office	March 12, 2021	Upon revocation
	Office of the College President	Office Order No.34,s.2021	Designation as associate program chairperson of the bachelor of science in environmental science (BSES)	hard copy	N/A		Limited	MinSCAT-OP	Records Office	March 15, 2021	Upon revocation
	Office of the College President	Office Order No. 35,s.2021	Composition of a committee on logo making and coffee table book writing on becoming the MinSU	hard copy	N/A		Limited	MinSCAT-OP	Records Office	March 18, 2021	Upon revocation
	Office of the College President	Office Order No.36,s. 2021	Designation as member of GAD TWG secretariat of the MinSCAT-CCC	hard copy	N/A		Limited	MinSCAT-OP	Records Office	March 18, 2021	Upon revocation
	Office of the College President	Office Order No.38,s.2021	Designation as coordinator for PME unit of MinSCAT- CCC	hard copy	N/A		Limited	MinSCAT-OP	Records Office	March 19, 2021	Upon revocation
	Office of the College President	Office Order No.40,s.2021	Designation as associate program chairperson for BSIT of MinSCAT-MMC	hard copy	N/A		Limited	MinSCAT-OP	Records Office	March 19, 2021	Upon revocation
	Office of the College President	Office Order No.41,s.2021	Designation as Head-Security services unit of the GASD-MCC	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 5, 2021	Upon revocation
	Office of the College President	Office Order No.43,s.2021	Relief of designation as acting registrar II of MinSCAT	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 5, 2021	Upon revocation
	Office of the College President	Office order No.44,s.2021	Designation as PC for BSA-major in crop science	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 12, 2021	Upon revocation
	Office of the College President	Office Order NO.45,S.2021	Relief and designation as head, BAC secretariat of the MinSCAT	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 12, 2021	Upon revocation
	Office of the College President	office order No.46,s.2021	Composition of a committee to work on the MinSU Hymn	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 15, 2021	Upon reevocation
	Office of the College President	Office Order No.47,s.2021	Designation as Monitoring in-charge of PME unit of the MMC	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 20, 2021	Upon revocation
	Office of the College President	Office Order No.48,s.2021	Designation as Canteen and store Manager of MinSCAT Main Campus	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 20, 2021	Upon revocation
	Office of the College President	Office Order No.49,s.2021	Designation as acting cashier I of MinSCAT-MBC	hard copy	N/A		Limited	MinSCAT-OP	Records Office	May 4, 2021	Upon revocation
	Office of the College President	Office Order No.52,s.2021	Designation as in-charge for evaluation	hard copy	N/A		Limited	MinSCAT-OP	Records Office	May 6, 2021	Upon revocation
	Office of the College President	Office Order No.54,s.2021	Designation as OIC-office of the Accountant III	hard copy	N/A		Limited	MinSCAT-OP	Records Office	May 31, 2021	Upon revocation
	Office of the College President		Designation as Coordinators for knowledge and technology transfer		N/A		Limited	MinSCAT-OP			
	Office of the University President	Office Order No.55,s.2021	Designation of personnel to various key positions of the University	hard copy					Records Office	June 1, 2021	Upon revocation
UP	Office of the University	Office Order No.1,s.2021		hard copy	N/A		Limited	MinSU-UP	Records Office	June 17, 2021	Upon revocation
	President Office of the University	Office Order No.2,s.2021	Designation as acting board secretary V	hard copy	N/A		Limited	MinSU-UP	Records Office	June 30, 2021	Upon revocation
	President Office of the University	Office Order No.3,s.2021	Designation as Music Director	hard copy	N/A		Limited	MinSU-UP	Records Office	June 30, 2021	Upon revocation
	President Office of the University	Office Order No.4,s.2021	Designation as Assistant Music Director	hard copy	N/A		Limited	MinSU-UP	Records Office	June 30, 2021	Upon revocation
	President Office of the University	Office Order No.5, s.2021	Designation as Music Coordinator Designation as Music	hard copy	N/A		Limited	MinSU-UP	Records Office	June 30, 2021	Upon revocation
	President Office of the University	Office Order No.6,s.2021	coordinator,Instrumentalist/Arranger	hard copy	N/A		Limited	MinSU-UP	Records Office	June 30, 2021	Upon revocation
	President Office of the University	Office Order No.7,s.2021	Composition of MinSU staff housing committee	hard copy	N/A		Limited	MinSU-UP	Records Office	August 1, 2021	Upon revocation
	President Office ofd the University	Office Order No.8,s.2021	Designation as PC-BSEd for MBC Designation of pewrsonnel to various key positions of	hard copy	N/A		Limited	MinSU-UP	Records Office	August 11, 2021	Upon revocation
	President Office of the University	Office Order No.9,s.2021	the University Designation as Coordinator for PME unit of the MinSU-	hard copy	N/A		Limited	MinSU-UP	Records Office	September 23, 2021	Upon revocation
	President Office of the University	Office Order No.10,s.2021	CCC Composition of the MinSU PMT for the SPMS for	hard copy	N/A		Limited	MinSU-UP	Records Office	October 6, 2021	Upon revocation
	President Office of the University	Office Order No.11,s.2021	faculty and non-teaching staff	hard copy	N/A		Limited	MinSU-UP	Records Office	October 7, 2021	Upon revocation
ļ	President Office of the University	Office Order No.12,s.2021	Designation as member, BAC Secretariat of the MinSU	hard copy	N/A		Limited	MinSU-UP	Records Office	October 15, 2021	Upon revocation
	Office of the University President Office of the University	Office Order No.13,s.2021	Designation as OIC-Office of the Accountant III	hard copy	N/A		Limited	MinSU-UP	Records Office	October 18, 2021	Upon revocation
	President	Office Order No.14,s.2021	Reorganization of the Curriculum Committee	hard copy	N/A		Limited	MinSU-UP	Records Office	October 19, 2021	Upon revocation
	Office of the University President	Office Order No.15,s.2021	Reorganization of the Instructional materials Evaluation Committee	hard copy	N/A		Limited	MinSU-UP	Records Office	October 19, 2021	Upon revocation
	Office of the University President		Designation as Official Representative to nfederation of Institutions for marine and Freshwater Sciences	hard conv	N/A		Limited	MinQUUD	Basarda Office	November 10, 0001	
	Office of the University President	Office Order No. 16,s.2021	Designation as Head, Institute of Agricultural and	hard copy	N/A		Limited	MinSU-UP	Records Office	November 10, 2021	Upon revocation
	Office of the University	Office Order No.17,s.2021	Biosystem Engineering Reorganization of the Composition of Unified Bids and	hard copy	N/A		Limited	MinSU-UP	Records Office	November 29, 2021	Uppon revocation
	president Office of the University	Office Order No.18,s.2021	Awards Committee of the MinSU Reorganization of the Composition of Unified Bids and	hard copy	N/A		Limited	MinSU UP	Records Office	December 20, 2021	Upon revocation
	President	Office Order No.19,s.2021	Awards Committee Secretariat of MInSU Reorganization of the Composition of the University	hard copy	N/A		Limited	MinSU UP	Records Office	December 20, 2021	Upon revocation
	Office of the University President	Office Order No.20,s.2021	Inspection Committee for Infrastructure Projects and delivery of Goods	hard copy	N/A		Limited	MinSU UP	Records Office	December 20, 2021	Upon revocation
	Office of the College	Memorandum order	Compliance to AOM No.17-003 dated February 28,								
	President Office of the College	No.23,s.2018 Memorandum Order	2018 Compliance to AOM No.17-005 dated February 28,	hard copy	N/A	No	Public	OP	Records Office	April, 2018	Per COA AOM
	President	No.22,s.2018	2018	Hard copy	N/A	No	Public	OP	Records Office	April , 2018	Per COA AOM

	Office of the College	Memorandum Order No.21,s.2018	Compliance to AOM No. 17-004 dated February 28, 2018						D 1 0//	4 1 0040	
	President	N0.21,S.2018	2018	hard copy	N/A	No	Public	OP	Records Office	April, 2018	Per COA AOM
	Office of the College	Memorandum Order	AOM issued by the COA on the results of the conduct of financial and compliance audit on the financial								
	President	No.007,s.2019	transactions and operations of MinSCAT for CY 2018	hard copy	N/A	No	Public	OP	OP/RO	April, 2018	Per COA AOM
			AOM issued by the COA on the results of conduct of								
	Office of the College	Memorandum order	value for money Audit on the evaluation of various								
	President Office of the College	No.006,s.2019 Letter to State Auditor III,re:	Academic performance of the MinSCAT for CY 2018	hard copy	N/A	No	Public	OP	OP/RO	April, 2018	Per COA AOM
	President	AOM No.2020-008 (18-19)	Management Comments/Actions	hard copy	N/A	No	Public	OP	OP/RO	October 16, 2020	Per COA AOM
	Office of the College	Letter address to Auditor of this College,re: AOM nO.Nos.2021-	Management comments relative to the Audit								
	President	001-010 (20)	Observation memoranda (AOM)	hard copy	N/A	No	Public	OP	OP/RO	April 7, 2021	Per COA AOM
	Office of the Vice President for Academic	Memorandum Order: VPAA001									
VPAA	Affairs	Series 2021	Requirements for Load Allowance of faculty	hard copy	N/A		Internal	VPAA	VPAA	January 6, 2021	
	Office of the Vice President for Academic	Memorandum Order: VPAA002	Submission of pertinent documents by faculty								
	Affairs	Series 2021	requesting exemption from physical reporting for work	hard copy	N/A		Limited	VPAA	VPAA	January 12, 2021	
	Office of the Vice President for Academic	Memorandum Order from									
	Affairs	VPAA003 Series 2021	Reminders for the online/virtual observation visit	hard copy	N/A		Limited	VPAA	VPAA	January 25, 2021	
	Office of the Vice President for Academic	Memorandum Order from	Faculty members under COS status on february 12								
	Affairs Office of the Vice	VPAA004Series 2021	and 25, 2021 Holidays	hard copy	N/A		Limited	VPAA	VPAA	February 9, 2021	
	President for Academic	Memorandum Order from	Request for additional faculty members second								
	Affairs	VPAA005 Series of 2021	semester 2020-2021	hard copy	N/A	ļ	Limited	VPAA	VPAA	March 4, 2021	4
	Office of the Vice President for Academic	Memorandum order from	Faculty reporting during semestral break and work								
	Affairs	VPAA006 Series of 2021	from home arrangement March 14-21, 2021	hard copy	N/A	ļ	Limited	VPAA	VPAA	March 8, 2021	┥────
	Office of the Vice President for Academic	Memorandum Order from									
	Affairs Office of the Vice	VPAA007 Series of 2021	Designation as the OIC- OVPAA	hard copy	N/A	ļ	Limited	VPAA	VPAA	March 25, 2021	┥────
	President for Academic	Memorandum Order from	Request for OTR, certificate of GMRC and other								
	Affairs Office of the Vice	VPAA008 Series of 2021	academic documents	hard copy	N/A		Limited	VPAA	VPAA	April 5, 2021	<u> </u>
	President for Academic	Memorandum Order from									
	Affairs Office of the Vice	VPAA009 Series of 2021	Extension of enrollment	hard copy	N/A		Limited	VPAA	VPAA	October 11, 2021	
	President for Academic	Memorandum Order from									
	Affairs Office of the Vice	VPAA010 Series 2021	Clearance-End of school Year 2020-2021	hard copy	N/A		Limited	VPAA	VPAA	October 26, 2021	────
	President for Academic	Office Memorandum Order									
	Affairs Office of the Vice	No.1,s. 2021	Designation as PC for BSIT of MinSU MC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	╉─────
	President for Academic										
	Affairs Office of the Vice	Office Memorandum no.2,s.2021	Designation as PC for BSIT of MinSU CC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	President for Academic										
	Affairs Office of the Vice	Office Memorandum no.3,s.2021	Designation as PC for BSIT MinSU BC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	┢────
	President for Academic	Office Memorandum									
	Affairs Office of the Vice	No.4,s.2021	Designation as PC for BSCE of MinSU BC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	4
	President for Academic	Office Memorandum									
	Affairs Office of the Vice	No.5,s.2021	Designation as BSIT Extension, KTTC-MinSU MC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	President for Academic Affairs	Office Memorandum No.6,s.2021		h			1 miles			Oracle and a cool	
 	Office of the Vice	110.0,3.2021	Designation as BSIT Extension, KTTC-MCC	hard copy	N/A	 	Limited	VPAA	VPAA	September 15, 2021	
	President for Academic Affairs	Office Memorandum No.7,s.2021		h			1 miles			Oracle and a cool	
	Office of the Vice	110.7,3.2021	Designation as BSIT Extension, KTTC-MBC	hard copy	N/A	 	Limited	VPAA	VPAA	September 15, 2021	+
	President for Academic Affairs	Office Memorandum No.8,s.2021	Designation on RECORE Extension VITTO MDO	hard conv	NI/A		Limited	1/044		Contembor 15, 0004	
	Office of the Vice		Designation as BSCpE Extension, KTTC-MBC	hard copy	N/A	 	Limited	VPAA	VPAA	September 15, 2021	+
	President for Academic Affairs	Office Memorandum No.9,s.2021	Designation as RSIT RDC of MMC	hard conv	N/A		Limited	VPAA	VPAA	Sontombor 15, 2021	
	Office of the Vice		Designation as BSIT RDC of MMC	hard copy	19/24		Limited	VF 704	VEAA	September 15, 2021	+
	President for Academic Affairs	Office Memorandum No.10,s.2021	Designation as BSIT RDC-MCC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice		Designation as Don RDC-MCC	пага сору	19/24			VF 704	VEAA	September 15, 2021	1
	President for Academic Affairs	Office Memorandum No.11,s.2021	Designation as BSIT RDC-MBC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice		Designation as DOLL KDC-MBC	пага сору	19/24			VF 704	VEAA	September 15, 2021	+
	President for Academic Affairs	Office Memorandum No.12,s.2021	Designation as the BSCpE RDC-MBC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice			пага сору	19/24	1		VF 704	VEAA	September 15, 2021	
	President for Academic Affairs	Office Memorandum No.13, s.2021	Designation AS the BSIT Instructional Material Coordinator-MMC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
<u> </u>	Office of the Vice			пага сору		1		VI 775	1.00	ooptember 13, 2021	1
	President for Academic Affairs	Office Memorandum No.14,s.2021	Designation as the BSIT Instructional material Coordinator-MCC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
L				пага сору	19/1	8	Linikou	11.775	11.00	ocpteniber 13, 2021	

Office of the Vice President for Academic Affairs	Office Memorandum No.15,s.2021	Designation as the BSIT Instructional Matrial Coordinator-MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic	Office Memorandum	Designation as the BSCpE Instructional Material	nard copy		Limited				
Affairs Office of the Vice	No.16,s.2021	coordinator-MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 President for Academic Affairs Office of the Vice	Office Memorandum No 17,s.2021	Designation as the BSIT alumni and and Job Placement coordinator-MMC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
President for Academic Affairs	Office Memorandum No.18,s.2021	Designation as BSIt Alumni and Job Placement Coordinator-MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.19,s.2021	Designationa as the BSIT alumni and job placement coordinator of MBC					1044	0	
Office of the Vice President for Academic	Office Memorandum No.	Designation as the BSCpE alumni and job placement	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 Affairs Office of the Vice	20,s.2021	Coordinator-MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 President for Academic Affairs	Office Memorandum No.21,s.2021	Designation as the BSIT on the job training coordinator- MMC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.22,s.2021	Designation as the BSIT on the job training coordinator MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.23,s.2021	Designation as the BSIT on the job training coordinator- MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.24,s.2021	Designation as the BSCpE on the job training coordinator -MBC							
Office of the Vice President for Academic	Office Memorandum	Designation as the BSIT Society adviser and student	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 Affairs Office of the Vice	No.25,s.2021	affairs services coordinator-MMC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 President for Academic Affairs	Office Memorandum No.26,s.2021	Designationas the BSIT Society adviser and student affairs services coordinator-MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.27,s.2021	Designation as the BSIT society adviser and student affairs services coordinator-MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.28,s.2021	Designation as the BSCpE society adviser and student affairs services coordinator-MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memomrandum No.29,s.2021	Designation as the BSIT capstone coordinator-MMC	hard conv	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic	Office Memorandum	Designation as the BSTT capstone coordinator-minic	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 Affairs Office of the Vice	No.30,s.2021	Designation as the capstone project coordinator-MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 President for Academic Affairs Office of the Vice	Office Memorandum No.31,s.2021	Designation as the BSIT Capstone project coordinator- MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
President for Academic Affairs	Office memorandum No.32,s.2021	Designation as the BSCpE project design coordinator- MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic	Office Memorandum No.33,s.2021	Designation as the Computer laboratory 1 in-charge- MMC					1044	0	
 Affairs Office of the Vice President for Academic	Office Memorandum	Designation as the Computer laboratory 2 in-charge-	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Affairs Office of the Vice	No.34,s.2021	MMČ	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 President for Academic Affairs	Office Memorandum No.35,s.2021	Designation as the Computer system servicing laboratory in-charge -MMC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.36,s.2021	Designation as the computer laboratory 1 -in-charge - MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.37,s. 2021	Designation as the Compueytr laboratory 2 in-charge- MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic	Office Memorandum								
 Affairs Office of the Vice President for Academic	No.38,s.2021	Designation as the Laboratory 3-in-charge-MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
 President for Academic Affairs Office of the Vice	Office Memorandum No.39,s.2021	Designation as the Computer system servicing laboratory in-charge-MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
President for Academic Affairs	Office Memorandum No.40,s.2021	Designation as the computer laboratory 1 -in-charge- MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.41,s.2021	Designation as the compuetr laboratory 2-in-charge- MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	
Office of the Vice President for Academic Affairs	Office Memorandum No.42,s.2021	Designation as the compuetr laboratory 3-in-charge- MBC							
 Andits	110.42,5.2021		hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021	

	Office of the										
	Dean,College of Agriculture and allied	Memorandum Order No.	Designation as the OIC-to the Office of the Dean of								
CAAF	fields	DCAAF001,s.2021	CAAF	hard copy	N/A		Limited	CAAF	CAAF	April 26, 2021	
CAA	Office of the			naid copy	IN/A		Linited		CAAI	April 20, 2021	
	Dean,College of										
	Agriculture and Allied	Memorandum Order No.CAAF									
CAAF	Fields	002,s.2021	Designation as OIC-Dean of CAAF	hard copy	N/A		Limited	CAAF	CAAF	July 2, 2021	
	Office of the	Memorandum Order									
	Dean,College of Computer Studies	Memorandum Order No.CCS001, Series 2021	Submission of required documents and reports for the econd semester 2020-2021								
CCS	Office of the	No.CCS001, Series 2021	econd semester 2020-2021	hard copy	N/A		Limited	CCS	CCS	June 14, 2021	
	Dean,College of	Memorandum Order	Non-compliance to submit accomplishment reports								
ccs	Computer Studies	No.CCS002, Series 2021	from October 2020-May 2021	hard copy	N/A		Limited	CCS	CCS	June 1`8, 2021	
	Office of the										
	Dean,College of	Memorandum Order	Non-Compliance to submit the required reports as								
CCS	Computer Studies	No.CCS003, Series 2021	stated	hard copy	N/A		Limited	CCS	CCS	June 18, 2021	
	Office of the										
	Dean,College of	Memorandum Order No.CCS004									
CCS	Computer Studies	Series 2021	reports for the first semester 2021-2022	hard copy	N/A		Limited	CCS	CCS	November 2, 2021	
	Office of the Dean,College of	Momorandum Order No CCS00	5 Non-Compliance to submit agency clearance school								
CCS	Compuetr Studies	Series 2021	year 2020-2021	hard copy	N/A		Limited	CCS	CCS	November 2, 2021	
003	Office of the	001100 2021	Jour 2020 2021	nard copy	IN/A		Linited	ccs	003	NOVERIDER 2, 2021	
	Dean,College of	Memorandum Order No.CCS006	6 Non-Compliance to submit the required reports as								
ccs	Compuetr Studies	Series 2021	stated	hard copy	N/A		Limited	CCS	CCS	'November 2, 2021	
	Office of the		Ì		1			1	1	1	
	Dean,College of	Memorandum Order No.CCS007			1						
CCS	Computer studies	Series 2021	stated	hard copy	N/A		Limited	CCS	CCS	November 2, 2021	
	Office of the Dean,										
ODM.	College of Business Mnagement	Office Octor No. 200 - 1	Officer in the sec	hand annu	N/A		l instand	СВМ	CBM	hun a 47, 000 f	
CBM	winagement	Office Order No.002, s. 2021	Officer-in-charge	hard copy			Limited	СВМ	CBM	June 17, 2021	
			Salaries and wages of of all personnel under Job Order and COS status be claimed through ATM payroll		sent via email to						
			effective November 15, 2021 to ensure safety and		other 2						
DOF	Director for Finance	Letter Request	reducing face to face transaction	hard copy	campuses		Limited	DOF	DOF	October 21, 2021	
					sent via						
			Implementation of One-Fund-One -Management		email to						
			Concept-Requesting the accountants of 2 campuses to		other 2						
DOF	Director of Finance	Letter Request	start reporting in the main campus on August 1, 2020	hard copy	campuses		Limited	DOF	DOF	July 27, 2020	
			Request for approval of the schedule and list of panelist for thesis and fdissertation proposal defense		via google meet			~~		0 1 1 15 0001	
GS	Graduate Studies	Schedule and List of Panelist Online proposal and final thesis		hard copy	Ineer		Public	GS	GS	September 15, 2021	
GS	Graduate Studies	defense	defense	hand annu	via zaam		Public	GS	C S	January 27, 2021	
MinStill				hard copy	via zoom				80	January 21, 2021	Bar BOT Approval
MinSU	Records Office	Systems and Processes	Manuals of Operation	hard copy hard copy /PDF/standard	No		Internal	RO	RO		Per BOT Approval
MinSU RO			Manuals of Operation Faculty Manual		No			RO Academic/Records office	Academic	April 27, 2016	revised 2016 edition
MinSU RO			Manuals of Operation		No			RO	-		
MinSU RO			Manuals of Operation Faculty Manual		No			RO Academic/Records office	Academic	April 27, 2016	revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies)		No			RO Academic/Records office SAS/Records office GS/Records Office	Academic SAS GS	April 27, 2016 April 27, 2016 April 27, 2016	revised 2016 edition revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook		No			RO Academic/Records office SAS/Records office	Academic SAS	April 27, 2016 April 27, 2016	revised 2016 edition revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies)		No			RO Academic/Records office SAS/Records office GS/Records Office	Academic SAS GS	April 27, 2016 April 27, 2016 April 27, 2016	revised 2016 edition revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual		No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office	Academic SAS GS Guidance Office	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009	revised 2016 edition revised 2016 edition revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual		No No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library /Records office Laboratory/Records Office	Academic SAS GS Guidance Office Library Laboratory	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual		No No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library /Records office Laboratory/Records office Research/Records office	Academic SAS GS Guidance Office Library Laboratory Research	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27,2014	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and Publiclinformation Manual		No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library /Records office Laboratory/Records office Research/Records office Extension/records office	Academic SAS GS Guidance Office Library Laboratory Research Extension	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and Publiclinformation Manual Administrative Manual		No No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library/Records office Laboratory/Records office Research/Records office Extension/records office Administration/Records office	Academic SAS GS Guidance Office Library Laboratory Research Extension Administration	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014 September 8, 2009	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2014 edition revised 2014 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and Publiclinformation Manual		No No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library /Records office Laboratory/Records office Research/Records office Extension/records office	Academic SAS GS Guidance Office Library Laboratory Research Extension	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and Publiclinformation Manual Administrative Manual		Via 20011 No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library/Records office Laboratory/Records office Research/Records office Extension/records office Administration/Records office	Academic SAS GS Guidance Office Library Laboratory Research Extension Administration	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014 September 8, 2009	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2014 edition revised 2014 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and Publiclinformation Manual Administrative Manual Career Systems		Via 20011 No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library/Records office Laboratory/Records office Research/Records office Extension/records office Administration/Records office	Academic SAS GS Guidance Office Library Laboratory Research Extension Administration	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014 September 8, 2009	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2014 edition revised 2014 edition
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and PublicInformation Manual Administrative Manual Career Systems 1. Merit selection Plan for teaching personnel 2. Merit Selection Plan for non-teaching personnel		Via 20011 No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library/Records office Laboratory/Records office Research/Records office Extension/records office Administration/Records office	Academic SAS GS Guidance Office Library Laboratory Research Extension Administration	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014 September 8, 2009	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2014 edition revised 2014 edition Per CSC Approval Per BOT Approval
MinSU RO			Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and PublicInformation Manual Administrative Manual Career Systems 1. Merit selection Plan for teaching personnel 2. Merit Selection Plan for non-teaching personnel 3. PRAISE		Via 20011 No			RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Library/Records office Laboratory/Records office Research/Records office Extension/records office Administration/Records office	Academic SAS GS Guidance Office Library Laboratory Research Extension Administration	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014 September 8, 2009	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2014 edition revised 2014 edition Per CSC Approval Per BOT Approval Per BOT Approval
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MinSU RO	Records Office	Systems and Processes	Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and Publiclinformation Manual Administrative Manual Career Systems 1. Merit selection Plan for teaching personnel 2. Merit Selection Plan for teaching personnel 3. PRAISE 4. Grievance Machinery 5. MmSCAT Administrative Disciplinary Rules on Sexual Harassment 6.FSDP Strategic Performance Management System (SPMS) Citizen Charter Freedom of Information Manual (FOI) Income Generation Manual Policoies and standards for the Bachelor of Arts in English Language/bachelor of Arts in English Language Studies	hard copy /PDF/standard	No	h/?s= https://ched.gov.p h/?s= https://ched.gov.p	Internal	RO Academic/Records office SAS/Records office GS/Records office Guidance Office/Records office Library /Records office Administration/Records office Research/Records office Records office Records office/ARMO/CAO Records Office/LARMO/CAO Records Office/DPBO IATF	Academic SAS GS Guidance Office Library Laboratory Research Extension Administration Records Office Administration Records Office Records Office/HRMO/CAO Records Office/CAO Records Office/DPBO Records Office Records Office	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014 September 8, 2009 September 18, 2009 September 18, 2009 June 17, 2009 December 14, 2017 June 8, 2007 May 31, 2017 May 9, 2017	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2014 edition revised 2014 edition revised 2014 edition Per CSC Approval Per BOT Approval
MinSU RO	Records Office	Systems and Processes	Manuals of Operation Faculty Manual Student Handbook Student handbook (Graduate studies) Guidance Manual Library Manual Laboratory Manual Research Manual Extension and Publiclinformation Manual Administrative Manual Career Systems 1. Merit selection Plan for teaching personnel 2. Merit Selection Plan for teaching personnel 3. PRAISE 4. Grievance Machinery 5. MINSCAT Administrative Disciplinary Rules on Sexual Harassment 6.FSDP Strategic Performance Management System (SPMS) Citizen Charter Freedom of Information Manual (FOI) Income Generation Manual Policoies and standards for the Bachelor of Arts in Political Science (BA PoS) Program Policoies and standards for the Bachelor of Arts in English Language/bachelor of Arts in English Language Studies	hard copy /PDF/standard	No	h/?s= https://ched.gov.p h/?s=	Internal	RO Academic/Records office SAS/Records office GS/Records Office Guidance Office/Records office Laboratory/Records Office Laboratory/Records Office Extension/records office Administration/Records office Records Office Records Office/HRMO/CAO Records Office/DPBO IATF	Academic SAS GS Guidance Office Library Laboratory Research Extension Administration Records Office Mecords Office/CAO Records Office/CAO Records Office/DPBO Records Office	April 27, 2016 April 27, 2016 April 27, 2016 September 8, 2009 April 27, 2016 April 27, 2016 August 27, 2014 August 27, 2014 September 8, 2009 September 18, 2009 September 18, 2009 June 17, 2009 December 14, 2017 June 8, 2007 May 31, 2017	revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2016 edition revised 2014 edition revised 2014 edition Per CSC Approval Per BOT Approval

			Minimum Policies and standards for Bachelor mof			https://ched.gov.p					
		CMO No.35,s.2005	science in Environmental science (BSES)	PDF/hard copy	Yes	h/?s=	Public	IATF	Records Office	October 6, 2005	Per CHED Updates
		CMO No.74,s.2017	Policies, Standards and guidelines for Bachelor of Elementary Education (BEEd)	PDF/hard copy	Yes	https://ched.gov.p h/?s=	Public	IATE	Records Office	November 2, 2017	Per CHED Updates
		0110110.14,3.2011	Policies, standards and guidelines for Bachelor of	T Di mara copy	103	https://ched.gov.p			Records Onice	November 2, 2017	T CI ONED Opuales
		CMO No.75,s.2017	secondary education (BSEd)	PDF/hard copy	Yes	h/?s=	Public	IATE	Records Office	November 2, 2017	Per CHED Updates
			Policies,standards and guidelines for the Bachelor of			https://ched.gov.p					
		CMO No.79,s.2017	Technical-Vocational teacher Education (BTVTEd)	PDF/hard copy	Yes	h/?s=	Public	IATE	Records Office	November 2, 2017	Per CHED Updates
			Policies and standards for bachelor of science in			https://ched.gov.p					
		CMO No.14,s.2008	Agriculture (BSA) Program	PDF/hard copy	Yes	<u>h/?s=</u>	Public	IATF	Records Office	April 14, 2008	Per CHED Updates
			Policies and standards for bachelor of science in			https://ched.gov.p					
	_	CMO No.9,s.2006	Agroforestry (BSAF)	PDF/hard copy	Yes	<u>h/?s=</u>	Public	IATF	Records Office	March 10, 2006	per CHED Updates
			Policies, standards and guidelines for the bachelor of			https://ched.gov.p h/?s=					
		CMO No.5,s.2018	science in criminology program	PDF/hard copy	Yes		Public	IATF	Records Office	April 25, 2018	Per CHED updates
			Policies, standards and guidelines for the bachelor of			https://ched.gov.p					
		CMO No. 87,s.2017	science in computer engineering effective 2018-2019	PDF/hard copy	Yes	<u>h/?s=</u>	Public	IATF	Records Office	December 4, 2017	Per CHED updates
			Revised Policies, standards and guidelines for								
			Bachelor of science in computer science, Bachelor of science in information systems and bachelor of science			https://ched.gov.p					
		CMO No. 25, s. 2015	in information technology programs	PDF/hard copy	Yes	<u>h/?s=</u>	Public	IATF	Records Office	August 3, 2015	Per CHED updates
			Revised Policies, standards and guidelines for			https://ched.gov.p					
		CMO No.18,s.2017	Bachelor of science in entreppreneurship	PDF/hard copy	Yes	<u>h/?s=</u>	Public	IATF	Records Office	May 9, 2017	Per CHED updates
					L	https://ched.gov.p					
		CMO No.62,s.2017	PSG for BS Hospitality MGMT & BS Tourism MGMT	PDF/hard copy	Yes	<u>h/?s=</u>	Public	IATF	Records Office	July 19, 2017	Per CHED updates
			Policies, standards and guidelines for the bachelor of			https://ched.gov.p					
		CMO No.94,s.2017	science in agricultural and biosystemms ebgineering program effective academic year 2018-2019	PDF/hard copy	Yes	h/?s=	Public	IATE	Records Office	December 4, 2017	Per CHED updates
		CINO 140.94,3.2017	Policies and standards for bachelor of science in	P DI Mard Copy	163	https://ched.gov.p	rubic		Records Office	December 4, 2017	Fer CITED updates
		CMO No.43,s.2006	fisheries	PDF/hard copy	Yes	h/?s=	Public	IATE	Records Office	October 16, 2006	Per CHED updates
			Policies and standards for graduate programs in education for teachers and other education			https://ched.gov.p					
		CMO NO.53,s.2007	professionals	PDF/hard copy	Yes	h/?s=	Public	IATE	Records Office	October 4, 2007	Per CHED updates
			Addendum to CMO No.36,s.1998 entitled policies and	· -· · · · · · · · · · · · · · · · · ·		https://ched.gov.p					· • • • • •
		CMO No. 9,s. 2003	standards on graduate education	PDF/hard copy	Yes	<u>h/?s=</u>	Public	IATF	Records Office	May 13,2003	Per CHED updates
		CMO No. 9,s. 2003		PDF/hard copy	Yes	<u>h/?s=</u>	Public	IATF	Records Office	May 13,2003	Per CHED updates
		CMO No. 9,s. 2003	standards on graduate education Performance of Mindoro State College of Agriculture and Technology (List of examinees with corresponding		Yes	<u>h/?s=</u>	Public	IATF	Records Office	May 13,2003	Per CHED updates
		CMO No. 9,s. 2003	Performance of Mindoro State College of Agriculture and Technology (List of examinees with corresponding grades/ratings per subject in the professional licensure		Yes	<u>h/?s=</u>	Public	IATF	Records Office	May 13,2003	
		CMO No. 9,s. 2003	Performance of Mindoro State College of Agriculture and Technology (List of examinees with corresponding		Yes	<u>h/?s=</u> N/A	Public Public/With Fee	IATF PRC-Manila	Records Office	May 13,2003 Various years	Per CHED updates Per schedule of board/exams.
			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)		Yes No						Per schedule of
RO	Records Office		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		Yes No Yes						Per schedule of
RO	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) COVID-19 inter agency task force for the management of emerging infectious diseases resolution	hard copy	Yes No Yes	N/A	Public/With Fee	PRC-Manila	Records Officer	Various years	Per schedule of board/exams.
RO	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) COVID-19 inter agency task force for the management	hard copy	Yes No Yes	N/A	Public/With Fee	PRC-Manila	Records Officer	Various years	Per schedule of board/exams.
RO	Records Office	PRC Certification IATF Resolution No.89,s.2020 IATF Resolution no.90,s.2020 Omnibus guidelines on the	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) COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management	hard copy PDF	Yes No Yes Yes	<u>N/A</u> iatf.doh.gov.ph	Public/With Fee Public	PRC-Manila IATF	Records Officer Records Office	Various years December 17, 2020	Per schedule of board/exams. Per IATF Updates
RO	Records Office	PRC Certification IATF Resolution No.89,s.2020 IATF Resolution no.90,s.2020	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) COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management	hard copy PDF	Yes No Yes Yes	<u>N/A</u> iatf.doh.gov.ph	Public/With Fee Public	PRC-Manila IATF	Records Officer Records Office	Various years December 17, 2020	Per schedule of board/exams. Per IATF Updates
RO	Records Office	PRC Certification IATF Resolution No.89,s.2020 IATF Resolution no.90,s.2020 Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of	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) COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management	hard copy PDF PDF	No Yes Yes	N/A iatf.doh.gov.ph iatf.doh.gov.ph	Public/With Fee Public Public	PRC-Manila IATF IATF	Records Office Records Office Records Office	Various years December 17, 2020 December 22, 2020	Per schedule of board/exams. Per IATF Updates Per IATF Updates
RO	Records Office	PRC Certification IATF Resolution No.89,s.2020 IATF Resolution no.90,s.2020 Omnibus guidelines on the implementation of community quarantine in the Philippines	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) COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management of emerging infectious diseases resolution	hard copy PDF	Yes No Yes Yes	<u>N/A</u> iatf.doh.gov.ph	Public/With Fee Public	PRC-Manila IATF	Records Officer Records Office	Various years December 17, 2020	Per schedule of board/exams. Per IATF Updates
RO	Records Office	PRC Certification IATF Resolution No.89,s.2020 IATF Resolution no.90,s.2020 Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of December 14, 2020	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) COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management	hard copy PDF PDF	No Yes Yes	N/A iatf.doh.gov.ph iatf.doh.gov.ph	Public/With Fee Public Public	PRC-Manila IATF IATF IATF	Records Office Records Office Records Office Records Office	Various years December 17, 2020 December 22, 2020 December 14, 2020	Per schedule of board/exams. Per IATF Updates Per IATF Updates Per IATF Updates
RO	Records Office	PRC Certification IATF Resolution No.89,s.2020 IATF Resolution no.90,s.2020 Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of	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) COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management of emerging infectious diseases resolution COVID-19 inter agency task force for the management of emerging infectious diseases resolution	hard copy PDF PDF	No Yes Yes	N/A iatf.doh.gov.ph iatf.doh.gov.ph	Public/With Fee Public Public	PRC-Manila IATF IATF	Records Office Records Office Records Office	Various years December 17, 2020 December 22, 2020	Per schedule of board/exams. Per IATF Updates Per IATF Updates
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	IATF Resolution No.80,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	October 22, 2020	Per IATF Updates
	Omnibus guidelines on the implementation of community									
	quarantine in the Philippines									
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	15, 2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATE	Records Office	October 15, 2020	Per IATF Updates
	IATF Resolution No.79,s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Vec	iatf.doh.gov.ph	Public		Records Office	October 15, 2021	Per IATF Updates
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		COVID-19 inter agency task force for the management								
	IATF Resolution No.78, s.2020 Omnibus guidelines on the	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	October 8, 2020	Per IATF Updates
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	8, 2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATE	Records Office	October 8, 2020	Per IATF Updates
	IATF Resolution No.75,s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATE	Records Office	October 5, 2020	Per IATF Updates
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	IATF Resolution No.76,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	October 2, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.75,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 28, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.75-A,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 28, 2020	Per IATF Updates
		COVID 19 inter agoncy task force for the management								
	IATF Resolution No. 74,s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATE	Records Office	September 24, 2021	Per IATF Updates
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	IATF Resolution No.73,s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Voc	iatf.doh.gov.ph	Public	IATE	Records Office	September 22, 2020	Per IATF Updates
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	IATF Resolution no.72,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 17, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.71,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 15, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.70,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 10, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.69-A,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 7, 2020	Per IATF Updates
	IATF Resolution No.69,s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Vec	iatf.doh.gov.ph	Public	IATE	Records Office	September 7, 2021	Per IATF Updates
	IATF Resolution No.68,s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDE	Voc	iath dan gay an	Public		Records Office	September 3, 2020	Por IATE Lindotoo
	INTERESOLUTION NO.06,S.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATE	Records Office	September 3, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management		L						
	IATF Resolution No. 67,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records office	August 31, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.66,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	August 27, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.65,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	August 20, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.64,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	August 17, 2020	Per IATF Updates
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	IATF Resolution No 63,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	August 14, 2020	Per IATF Updates
	IATE Resolution No 63,8.2020		r DI'	185	iau.uun.gov.pn			Necolus Onice	nuyusi 14, 2020	renate updates
		COVID-19 inter agency task force for the management		L						
├ ─── ├	IATF Resolution No.62,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	August 12, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
l	IATF Resolution No.61,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	August 6, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No.60,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	July 30, 2020	Per IATF Updates
		COVID-19 inter agency task force for the management								
	IATF Resolution No. 60-A,s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	July 30, 2020	Per IATF Updates

	IATF Resolution No.59,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	July 28, 2020	Per IATF Updates
	IATF Resolution No 58,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	July 23, 2020	Per IATF Updates
	IATF Resolution No.57,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	July 21, 2020	Per IATF Updates
	IATF Resolution No.56,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	July 16, 2020	Per IATF Updates
	IATF Resolution No. 55,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	July 14, 2020	Per IATF Updates
	IATF Resolution No.55A, 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	July 14, 2020	Per IATF Updates
	IATF Resolution No 54,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	July 11, 2020	Per IATF Updates
	IATF Resolution No.53,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	July 9, 2020	Per IATF Updates
	IATF Resolution No 52,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	July 6, 2020	Per IATF Updates
	IATF Resolution No.51,s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATE	Records Office	July 2, 2020	Per IATF Updates
	Omnibus guidelines on the implementation of community quarantine in the Philippines									
	with amendments as of July 2, 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	July 2, 2020	Per IATF Updates
	IATF Resolution No.50,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	June 29, 2020	Per IATF Updates
	IATF Resolution No.50A,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	June 29, 2020	Per IATF Updates
	IATF Resolution No 49,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	June 25, 2020	Per IATF Updates
	Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of June 25	, COVID-19 inter agency task force for the management								
	2020	of emerging infectious diseases resolution COVID-19 inter agency task force for the management	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	June 25, 2021	Per IATF Updates
	IATF Resolution No.48,2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	June 22, 2020	Per IATF Updates
	IATF Resolution No.47,2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	June 19, 2020	Per IATF Updates
	IATF Resolution No.46,2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	June 15, 2020	Per IATF Updates
	IATF Resolution No.46A,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	June 15, 2020	Per IATF Updates
├ ─── │	IATF Resolution No 45, 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	June 10, 2020	Per IATF Updates
├ ─── │	IATF Resolution No 44, s.2020		PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	June 8, 2020	Per IATF Updates
├ ─── │	IATF Resolution No 43,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	June 3, 2020	Per IATF Updates
	IATF Resolution No 42,s.2020 Omnibus guidelines on the	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	June 1, 2020	Per IATF Updates
	implementation of community quarantine in the Philippines	, COVID-19 inter agency task force for the management								
<u>├</u>	2020	of emerging infectious diseases resolution COVID-19 inter agency task force for the management	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	June 3, 2020	Per IATF Updates
	IATF Resolution No .41.s.2020	of emerging infectious diseases resolution COVID-19 inter agency task force for the management	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	May 29, 2020	Per IATF Updates
├ ─── │	IATF Resolution No .40.s.2020	of emerging infectious diseases resolution COVID-19 inter agency task force for the management	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	May 27, 2020	Per IATF Updates
	IATF Resolution No .39.s.2020	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	May 22, 2020	Per IATF Updates

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	IATF Resolution No.38,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	May 22, 2020	Per IATF Updates
	IATF Resolution No.37, 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	May 22, 2020	Per IATF Updates
	IATF Resolution No.36,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	May 13, 2020	Per IATF Updates
	Omnibus guidelines on the implementation of community quarantine in the Philippines									
	with amendments as of June 25 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		Per IATF Updates
	IATF Resolution No.35,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	May 11, 2020	Perr IATF Updates
	IATF Resolution No.34,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	May 8, 2020	Per IATF Updates
	IATF Resolution No.33,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	May 6, 2020	Per IATF Updates
	IATF Resolution No.32,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	May 4, 2020	Per IATF Updates
	IATF Resolution No.31,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	May 1, 2020	Per IATF Updates
	IATF Resolution No.29,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	April 27, 2020	Per IATF Updates
	IATF Resolution No.28,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	April 23, 2020	Per IATF Updates
	IATF Resolution No.27,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	April 22, 2020	Per IATF Updates
	IATF Resolution No.26,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	April 20, 2020	Per IATF Updates
	IATF Resolution No.25,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	April 17, 2020	Per IATF Updates
	IATF Resolution No.24,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	April 15, 2020	Per IATF Updates
	IATF Resolution No.23,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	April 13, 2020	Per IATF Updates
	IATF Resolution No.22,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	April 8, 2020	Per IATF Updates
	IATF Resolution No.21,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	April 6, 2020	Per IATF Updates
	IATF Resolution No.20,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	April 6, 2020	Per IATF Updates
	IATF Resolution No.19,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	April 3, 2020	Per IATF Updates
	IATF Resolution No.18,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	April 1, 2020	Per IATF Updates
	IATF Resolution No.17,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	March 30, 2020	Per IATF Updates
	IATF Resolution No.16,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	March 30, 2020	Per IATF Updates
	IATF Resolution No.15,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	March 17,2020	Per IATF Updates
	IATF Resolution No.14,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	March 13, 2020	Per IATF Updates
	IATF Resolution No.13,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	March 13, 2020	Per IATF Updates
	IATF Resolution No.12,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	March 13, 2020	Per IATF Updates
	IATF Resolution No.11,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	March 12, 2020	Per IATF Updates
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		IATF Resolution No.10,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	March 9, 2020	Per IATF Updates
		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	March 3, 2020	Per IATF Updates
		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	November 4, 2021	Per IATF Updates
			COVID-19 inter agency task force for the management		100						
		IATF Resolution No 146B,s.2021	of emerging infectious diseases resolution COVID-19 inter agency task force for the management	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Recordws Office	October 28, 2021	Per IATF Updates
		IATF Resolution No146A,s.2021	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	October 28, 2021	Per IATF Updates
		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	October 28, 2021	Per IATF Updates
		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	October 14, 2021	Per IATF Updates
		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	October 14, 2021	Per IATF Updates
		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	Poctober 14, 2021	Per IATF Updates
		IATF Resolution No144 C,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	225	¥		Duk la	Decende Office	Decords Office	O-t-b 45, 2024	
			COVID-19 inter agency task force for the management	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	October 15, 2021	Per IATF Updates
		IATF Resolution No144 D,s.2021 PGOM-Memorandum No.4,s.2021	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph facebook .com/bonz dolor	Public Public	Records Office Provincial information Office	Records Office Records Office	October 18, 2021	Per IATF Updates Per PGOM Updates
		110.4,3.2021	MBC Campus placed under lockdown by Mayor Elgin	Image	res	mnsctmainop@gm	Public	Provincial information Office	Records Office	March 21, 2021	Per PGOM Opdates
UP	University President	Press release Guidelines on the	Malaluan per Executive Order no.12,s.2021	Image	Yes	ail.com	Public	Office of the University President	Records Office	March 27, 2021	issuance
		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 dab gay ab	Public	IATE	Records Office	October 13, 2021	Per IATF Updates
		in pilot areas	COVID-19 inter agency task force for the management	FDF	Tes	iatf.doh.gov.ph			Records Office	October 13, 2021	Fer IATE Opulaes
		IATF Resolution No.143, s.2021	of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	October 13, 2021	Per IATF Updates
		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	October 13, 2021	Per IATF Updates
		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	October 7, 2021	Per IATF Updates
		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	September 30, 2021	Per IATF Updates
		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	IATE	Records Office	september 30, 2021	Per IATF Updates
			COVID-19 inter agency task force for the management							· · · ·	
		1711 Resolution No. 1418,S.2021	of emerging infectious diseases resolution COVID-19 inter agency task force for the management	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 30, 2021	Per IATF Updates
		IATF Resolution No.140,s.2021 Memorandum Circular	of emerging infectious diseases resolution Adoption of the revised 2021 Panunumpa ng Lingkod	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 23, 2021	Per IATF Updates
		No.15,s.2021	Bayan	hard copy/PDF	Yes	www.csc.gov.ph	Public	CSC	Records Office	November 11, 2021	Per CSC Updates
		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	May 7, 2020	Per CSC Updates
		Proclamation No.1243	Declaring Monday, 15 November 2021, a special (non- working) day in the province of Oriental mindoro	hard copy/PDF	Yes		Public	Malacañan Records	Records Office		Per MRO Updates
		Proclamation No.1243 Memorandum Circular No.80	Kainang pamilya mahalaga day	hard copy/PDF	Yes Yes	op-proper.gov.ph op-proper.gov.ph	Public	Malacanan Records Malacañan Records	Records Office	November 3, 2021 September 25, 2020	Per MRO Updates Per MRO Updates
		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	March 21, 2021	Per MRO Updates
		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	May 10, 2021	Per MRO Updates
	l	Advisory	Mandatory wearing of face shields in enclosed public places	hard copy	Yes	facebook .com/bonz dolor	Public	Provincial Government of Oriental Mindoro	Records office	September 18, 2020	Per PGOM Updates
			A ordinance institutionalizing the compulsary use of facemasks,cloth masks in the Municipality of Victoria,Oriental Mindoro during the implementation of General Community Quarantine in the province of								
		Municipal Ordinance No.03- 2020	Oriental mindoro unless further extended, modified or withdrawn and imposing penalties thereof	hard copy	Yes	No	Public	Municipal Government of Victoria	Records Office	May 6, 2020	Per LGU Updates

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			A document proposing a project, generally in the sciences or academia and generally constitutes a								
		Proposals	request for sponsorship	harcd copy	No	N/A	Exception	Department/Units	Records office	Per project	As needed
			is an insurance of bondable public officer under nthe fidelity fund to assure faithfully perform all the duties					Department of Finance-Bureau			
		Fidelity bond	imposed by law upon him	hard copy	No	N/A	With fee	of the Treasury	Records Office	After each expiration date	Annually
			Occupancy, Fire safety certificate, electrical, inspection, completion and certificate of completion of various					LGU Concerned/Bureau of Fire			After each completion
		Permits	buildings	hard copy	No	N/A	With fee	Protection	Records Officer	Per project	of project
			Files of retired/resigned/separated/transferred								
		201 files (In-active)	employees	hard copy	No	N/A	Limited	Records Office	Records Officer	Per employee	For refernce purposes
			Letter /corresponce/memorandum addressed to the University Presidentor institution (MinSU) containing								
		• • • •	inquiries or for compliance of requested data or					a	Office of the University		D. 1
		Outside communications	informations.	hard copy	No	N/A	Public	Concerned agencies	President/Records Office	r as need arises	Daily
			A document containing partial or completed								
		Accomplishment reports	work/assignemnt of concerned officilas and employees	hard copy	No	N/A	Limited	Concerned officals or employees	Records Officer	2015-2021	Monthly
						https://the corpusjuris.com/legislati					
			An act to establish a national Agricultural School in the			ve/republic-acts/ra-no-					
		RA No. 506	province of Mindoro	PDF/hard copy	Yes	506.php	Public	Congress of the philippines	Records officer	June 13, 1950	Upon its approval
			Reserving for Agricultural school site purposes to be known as the Mindor Agricultural School certain								
			parcels of the public domain situated in the								
			Municipality of naujan, province of Mindoro			https://www.offici					
		Proclamation no.260,s.1951	oriental,island of Mindoro	PDF/hard copy	Yes	algazette.gov.ph	Public	Malacañan Records	Records Officer	June 22,1951	Upon its approval
			An act to open a Collegiate department in the Mindoro			https://the					
			national Agricultural school and to authorize the		1	corpusjuris.com/legislati		1			
		RA No.3758	appropriation of the sum of two hundred thousand pesos for its operation and maintenance			ve/republic-acts/ra-no- .3758.php		Congress of the Philippines	Records Officer	June 22, 1963	Upon its approval
		ICA 110.3738	Excluding from the operation of the proclamation	PDF/hard copy	Yes	.3730.php	Public	Congress of the Emilphiles	Records Officer	Julie 22, 1505	opon its approval
			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 therin and reserving the same for			https://www.affici					
		Proclamation No.686,s.1970	horticultural research center site purposes of the Bureau of Plant industry			https://www.offici		Malacañan Records	Records Officer	April 21, 1970	Upon its approval
		F100/amation N0.000,5.1970	Buleau of Plant Industry	PDF/hard copy	Yes	algazette.gov.ph	Public	Malacanan Recolus	Records Officer	April 21, 1970	opon its approvar
			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								
		D I .: N 4004 4070	embraced therein and declaring the same open to			https://officialgaze			D 1.0%	1 1 04 4070	
		Proclamation No.1831,s.1979	disposition under the provisions of the Public Land Act	PDF/hard copy	Yes	<u>tte.gov.ph</u>	Public	Malacañan Records	Records Officer	April 21, 1970	Upon its approval
			An act converting the Mindoro College of Agriculture								
			and Technology into a State College, providing a			https://the					
			charter for this purpose, expanding its curricular offerings, redirecting its objectives, and appropriating			corpusjuris.com/legislati ve/republic-acts/ra-					
		RA No.8007		PDF/hard copy	Yes	no.8007.php	Public	Conngress of the Philippines	Records Officer	May 25, 1995	Upon its approval
					Î						
			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		1			1			
			Oriental Mindoro into a State University to be known as		1			1			
		RA No.11006	the Mindoro State University (MinSU) and appropriating funds therefore"	PDF/hard copy	Voc		Public	Malacanan Records	Records Officer	March 27,2018	Upon its approval
	 			гы лага сору	Yes		r auno				- Pointio approvai
			An act converting the Mindoro state College of Agriculture and Technology in the Municipality of		1			1			
			Victoria, province of Oriental Mindoro into a State								
		RA No. 10596	university to be known as the Mindoro State University (MinSU) and appropriating funds thereof	hard copy	Yes		Public	Malacanan Records	Records officer	June 4, 2013	Upon its approval
┣━━━━━┫	╂─────┤			пана сору	162	1	r abito	Malaoanan NooUlus		33.10 4, 2013	
			by RA No.11006, and based on the observations and favorable recommendation by the CHED Composite		1			1			Upon CHED
			Teamthe Commission en banc hereby confirms by		1			1			confirmation by virtue
		Cortifications	virtue of Resolution No. 110-2021 the compliance with the CHED requirements for University status by		L.			CHED	Records Officer	16-Mar-21	of Resolution No.110-
┣────┤		Certifications Compliance Report for the	the Grieb requirements for University status by	hard copy	Yes	1	Public		Records Officer	16-Mar-21	2021
		conversion of MinSCAT to									Per findings and
		MinSU ,Section 26 of Republic	A documents used during the CHED Remote validation			I		Anadamia & DDC OV	Describe Off	December 00, 0000	recommendations of
├ ────┤	┨─────┤	Act # 10596 Liquidation	visit on December 7, 2020	hard copy	No	N/A	Public	Academic & RDE Offices	Records Officer	December 23, 2020	CHED-OIQAG
		Reports/Wages/payrols/Triplicat			1			1			
		e copies of accountable forms			L	I					Per project
├ ────┤	┨─────┤	No. 51		hard copy	No	N/A	Limited	Accounting Office	Records Officer		transaction
					1			1			Transferred to R.O.
		Policy Insurance		hard copy	No	N/A	Limited	Finance Unit/Accounting	Records Officer	Various years	for archiving purposes
		Leave Cards	Compulsary motor vehicle/ building fire liability insurance			N1/A	Mark 6	GSIS	Recoirds Office	Varoius years	Annual
		Louve Odius	in Suran CC	HARD COPY	No	N/A	With fee	000	recollus office	valuus years	nitiuai

		1			1					1	
			An employee annual leave record sheet is a	1							
		Plans/Maps/POW	professional document which is used for preparing record of leave period taken by an employee	hard copy	No	N/A	Limited	HRMO	Recpords Officer	entrance of an employee until present	Annually
			A document for Infrastructure project/development of		110						
		Accreditation documents MinSU Land ownership (3	the institution A documents containg various compliance reports as	hard copy	No	N/A	Exception	Auxiliary Unit	Records Officer	Per project	As required
		Campuses)	required by the AACCUP	hard copy	No	N/A	Exception	IQA Unit	Records Officer	Various years	For refernce Purposes
			MinSU Land profile/briefer/reservations/legal	1							
			cases/decisions/disputes/Titles/ Tax	1	1.			Describe Office	Decender Officer	From year of establishment	
-		NBC Documents	declarations/proclamations /other related documents	hard copy	No	N/A	Exception	Records Office	Records Officer	(1951) until present	
			A documents containing specific factors and guidelines	1							
			for determining points in educational qualifications, experience and professional growth,	1							Per Revised
		into by the institution	professional development achievement and honors	hard copy	No	N/A	Public	Academic Unit	Records Officer	2010-2016	Guidelines
			A written document describing a cooperative relationship between 2 parties wishing to work together	1							
			on a project or to meet agreed-upon objective. A legal document describes the terms and details of the	1							Depending on the
		References	partnership agreement.	hard copy	No	N/A	Public	Various units	Records Officer		contracts
			Thesis, Journals,Competency based curriculum, program performance profile, brochures, books,other								
		ACBS Project	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	It and a series	N	N/A	Limited	MinSCAT & LGU -Victoria	Records Officer	2001-2016	
		Scholarship recipient/alumni &	Portrait/Representation of a pierson who served the	hard copy	INO	N/A	Limited		Records Officer		During year/s of
		students Directory	College	Photograph	No	N/A	Public	Records Office	Records Officer	Between 2008 to 2018	designations
		Specimen Signature	Include name of graduates or students or grantees/address/year/course/title of scolarship	hard copoy	No	N/A	Exception	Registrar	Records Officer	By Academic Year	Annually/Per Semester
		External issuances		hard copy	No	N/A	Limited	MinSU-UP	Records Officer	As per Request	as needed
			Proclamation, Memorandum Circular, Advisory, Batas		1	www.officialgazett					
		Sec. 3 of RA No. 11396 Compliance with CSC-CHED -	Pambansa, Ordinances Documents on Land Use Development and	PDF	Yes	e.gov.ph	Public	NGA's	Records Officer		by year As per Timeline of
		IATFcirculars	Infrastructure Plan (LUDIP) of MinSU	Hard copy	No	N/A	Exception	various agencies	Records Officer/DPBO	2020-2021	activities
		Sangguniang bayan		1							
		/sangguniang panlalawigan resolution endorsing		1							
		/recommending the establishment of satelloite		1							
		campus and or conduct of		1							as per IATF
		extension classes in LGU	Documents on Alternative Work arrangement schedule Establishment of satellite campuses and or conduct of	hard copy	No	N/A	Public	MinSU	Records Officer	2020-2021	guidelines
		ACIC	extension classes	hard copy	No	N/A	Public	MinSU	Records Officer	2015-2021	
Director for D Finance/Cashier Office F	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	2020-2021	Monthly
			Accountable Form containing details of list of due and	ilard oopy						2020 2021	inoritiny
		Official Receipts	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	2020-2021	Monthly
			Accountable form issued to payor containing details of					Director for Finance/Cashier			
		Deposit slips	nature of collection and amount paid Contains details of cash deposit breakdown to be	hard copy	No	N/A	Limited	Office Director for Finance/Cashier	Senior Bookkeeper	2020-2021	Monthly
		ROCD	deposited to authorized depository bank		N			Office			
				hard copy	INO	N/A	Limited	011100	Senior Bookkeeper	2020-2021	Monthly
				hard copy	NO	N/A	Limited		Senior Bookkeeper	2020-2021	Monthly
		RCI	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month)		No	N/A N/A	Limited	Director for Finance/Cashier Office	Senior Bookkeeper	2020-2021 2020-2021	Monthly Monthly
		RCI CRR	Contains summary of collections & deposits (Nature of	hardc opy	No			Director for Finance/Cashier			
		CRR	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of	hardc opy hard copy	No No	N/A N/A	Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier	Senior Bookkeeper Director for Finance/Cashier Office	2020-2021 2020-2021	Monthly
			Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of.	hardc opy	No No No	N/A	Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office	Senior Bookkeeper Director for	2020-2021	Monthly
		CRR	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of	hardc opy hard copy	No No No No	N/A N/A N/A	Limited Limited Limited Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper	2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Monthly
Budget Office B	Budget Office	CRR CKADADREC	Contains summary of collections & deposits (Nature of payee, O.R.#, Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits	hardc opy hard copy hard copy	No No No No No	N/A N/A N/A	Limited Limited Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Diffice	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for	2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly
Budget Office B	ž	CRR CKADADREC Obligation request/Slips Budget Plans	Contains summary of collections & deposits (Nature of payee, O.R.#.Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated	hardc opy hard copy hard copy hard copy		N/A N/A N/A	Limited Limited Limited Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office	2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Monthly
Budget Office B	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU	hardc opy hard copy hard copy hard copy hard copy hard copy		N/A N/A N/A N/A N/A	Limited Limited Limited Limited Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget Officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Monthly Daily Annually
Budget Office B	ž	CRR CKADADREC Obligation request/Slips Budget Plans	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection	hardc opy hard copy hard copy hard copy hard copy		N/A N/A N/A N/A N/A	Limited Limited Limited Limited Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Monthly Daily
Budget Office B	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request	Contains summary of collections & deposits (Nature of payee, O. R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record - Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal	hardc opy hard copy hard copy hard copy hard copy hard copy		N/A N/A N/A N/A N/A N/A	Limited Limited Limited Limited Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget Officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Monthly Daily Annually
Budget Office E	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request Budget call (CMO No 20,5.2011 Budget proposals	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal A document containing projects, programs and	hardc opy hard copy hard copy hard copy hard copy hard copy hard copy	No	N/A N/A N/A N/A N/A N/A N/A N/A https://ched.gov.p h/?s=	Limited Limited Limited Limited Limited Limited Li mited Public	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office Budget Office Budget Office CHED	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget officer Budget officer Budget Officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Daily Annually As per request Annually
Budget Office E	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request Budget call (CMO No 20,s.2011 Budget proposals Financial accountability	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record - Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal A document containing projects, programs and activities of the University	hardc opy hard copy hard copy hard copy hard copy hard copy hard copy	No	N/A N/A N/A N/A N/A N/A N/A N/A	Limited Limited Limited Limited Limited Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office Budget Office	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget Officer Budget officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Monthly Daily Annually As per request
Budget Office E	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request Budget call (CMO No 20,s.2011 Budget proposals Financial accountability Program of receipts and	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal A document containing projects, programs and activities of the University Reports on appropriations, allotments, obligations,	hard copy hard copy hard copy hard copy hard copy hard copy hard copy/PDF hard copy	No No Yes No	N/A N/A N/A N/A N/A N/A N/A https://ched.gov.p h/?s= N/A	Limited Limited Limited Limited Limited Limited Li mited Public Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office Budget Office CHED Budget Officer	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget officer Budget officer Budget Officer Budget officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Daily Annually As per request Annually Annually
Budget Office E	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request Budget call (CMO No 20,s.2011 Budget proposals Financial accountability	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal A document containing projects, programs and activities of the University Reports on appropriations, allotments, obligations,	hardc opy hard copy hard copy hard copy hard copy hard copy hard copy	No No Yes No	N/A N/A N/A N/A N/A N/A N/A N/A https://ched.gov.p h/?s=	Limited Limited Limited Limited Limited Limited Li mited Public	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office Budget Office Budget Office CHED	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget officer Budget officer Budget Officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Daily Annually As per request Annually
Budget Office E	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request Budget call (CMO No 20,s.2011 Budget proposals Financial accountability Program of receipts and expenditures Notice of cash allotment	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal A document containing projects, programs and activities of the University Reports on appropriations, allotments, obligations, disbursements,current and continuing appropriations Allotment summary of Allotment authorized for the functions?	hardc opy hard copy hard copy hard copy hard copy hard copy hard copy hard copy/PDF hard copy Hard copy Hard copy	No No Yes No	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office Budget Office CHED Budget Officer Budget Officer Budget Officer	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget officer Budget officer Budget officer Budget officer Budget officer Budget officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Daily Annually Annually Annually Annually Quarterly Annually
Budget Office E	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request Budget call (CMO No 20,s.2011 Budget proposals Financial accountability Program of receipts and expenditures	Contains summary of collections & deposits (Nature of payee, O. R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record - Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal A document containing projects, programs and activities of the University Reports on appropriations, allotments, obligations, disbursements, current and continuing appropriations Consolidated budgets of various departments	hardc opy hard copy hard copy hard copy hard copy hard copy hard copy/PDF hard copy Hard copy	No No Yes No	N/A N/A N/A N/A N/A N/A N/A https://ched.gov.p h/?s= N/A	Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office Budget Office CHED Budget Officer Budget officer	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget Officer Budget officer Budget officer Budget officer Budget officer Budget officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Daily Annually As per request Annually Annually Quarterly
	ž	CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request Budget call (CMO No 20,s.2011 Budget proposals Financial accountability Program of receipts and expenditures Notice of cash allotment	Contains summary of collections & deposits (Nature of payee, O.R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record -Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal A document containing projects, programs and activities of the University Reports on appropriations, allotments, obligations, disbursements,current and continuing appropriations Allotment summary of Allotment authorized for the functions?	hardc opy hard copy hard copy hard copy hard copy hard copy hard copy hard copy/PDF hard copy Hard copy Hard copy	No No Yes No	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office Budget Office CHED Budget Officer Budget Officer Budget Officer	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Finance/Cashier Office Budget officer Budget officer Budget officer Budget officer Budget officer Budget officer Budget officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Daily Annually Annually Annually Annually Annually Annually Annually Annually Annually Annually Annually Annually Annually
		CRR CKADADREC Obligation request/Slips Budget Plans Special Budget Request Budget call (CMO No 20,s.2011 Budget proposals Financial accountability Program of receipts and expenditures Notice of cash allotment	Contains summary of collections & deposits (Nature of payee, O. R.#,Income Acct., amount paid for the month) Contains summary of check issued & cancelled for the month containing details of. Cash Receipt record - Report containing summary of collection and deposits summary of checks/ADA issued for all funds Certifies allotment available and obligated A document containing overview of budget at MinSU a document requesting authority to use collection Prescribed guidelines and procedures on budget proposal A document containing projects, programs and activities of the University Reports on appropriations, allotments, obligations, disbursements, current and continuing appropriations Consolidated budgets of various departments Allotment authorized for the functions/ projects/purposes specified	hardc opy hard copy hard copy hard copy hard copy hard copy hard copy hard copy/PDF hard copy Hard copy Hard copy Hard copy	No No Yes No	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	Limited	Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Director for Finance/Cashier Office Budget Office Budget Office Budget Office CHED Budget Officer Budget Officer Budget Officer Budget Officer Budget Officer Budget Officer	Senior Bookkeeper Director for Finance/Cashier Office Senior Bookkeeper Director for Binance/Cashier Office Budget officer Budget officer Budget officer Budget officer Budget officer Budget officer Budget officer Budget officer	2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021 2020-2021	Monthly Monthly Monthly Daily Annually As per request Annually Quarterly Annually As needed

					-	-			-		
			Audited consolidated statement of cash flows	XLS	No	htpps://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			Aidited consolidated statement of changes in					·	j		,
			assets/equity	XLS	No	htpps://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			Audited consolidated notes to financial statements	XLS	No	htpps://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			Consolidated pre/post-closing trial balannce	XLS	No	htpps://www.coa.gov.ph	Duklia	Accounting Office	Accounting office	2020-2021	Annually
			Consolidated pre-post-closing that balantice	ALS	NU			Accounting Onice	Accounting once		Annually
			FAR 3 (ageing of due and demandable obligations Agency action plan and status of implementation of	XLS	No	htpps://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			COA Audit Recommendations	hard copy	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	Annually
			Report of cash advavces	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	Quarterly/Annually
			FAR 5 (Quarterly report of revenue and other receipts	PDF	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	Quarterly/Monthly/An nually
			Quarterly status of funds received for special purposes	PDF	INU		Linited	Accounting Onice	Accounting once	2020-2021	ilduliy
			and for implementation of projects recorded as trsut liabilities			N/A				0000 0004	o
			Quarterly IGP Reports	hard copy/PDF hard copy/PDF	NO	N/A	Limited Limited	Accounting Office Accounting Office	Accounting office Accounting office	2020-2021 2020-2021	Quarterly Quarterly
			Report on salaries and allowances	Hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	Quarterly/Annually
			FAR 4 (Monthly report of disbursements)	XLS	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	Monthly
			Monthly liquidation report for special project	XLS	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	As needed
			Schedule of fees	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	semestral
			List of due and demandable obligations-advice to debit								
	Human Resource	ł	accounts issued	hard copy/PDF	NO	N/A	Limited	Accounting Office	Accounting office Human Resource	2020-2021	daily/monthly
HRMO	Management Office	Certifications	Employment certificate, certificate of dependent, IPCR	hard copy	No	N/A	Exception	HRMO	Management Officer	as requested	as needed
		Sonico Recordo	Employment records of an employee with corresponding salary,salary increase,promotions	hard copy	No	N/A	Execution	HRMO	Human Resource Management Officer	as requested	As pooded
		Service Records	a sheet for recording the time of arrival and departure	hard copy	INO	IWA	Exception		management Onicer	as requested	As needed
			of employees and for recording the amount of time						Human Resource		
		Daily Time Record (DTR)	spent on each job	hard copy	No	N/A	Limited	HRMO	Management Officer	as requested	as needed
			Documents include: appointment, NOSA, Scholastic								
		004 5%	records, NBI,Marriage contract 9if applicable) oath of offce,assumption of duty,eligibility	hand and the	N	N//A	1 Jun Mar at	HRMO	Human Resource Management Officer		
		201 File		hard copy	INO	N/A	Limited	HRMO	Human Resource	as requested	as needed
		Position Description Form (PDF)	Duties and functions of employee	hard copy	No	N/A	Limited	HRMO	Management Officer	as requested	as needed
			Documents that provides the personal and biological and logistical information, including contact and details								
			such as residence, education and social, community						Human Resource		
		Personal Data Sheet (PDS)	activities,etc. Document which provide additional positions aside	hard copy	No	N/A	Limited	HRMO	Management Officer	as requested	As needed
			from a regular assingment, duties and responsibilities of						Human Resource		
		Designation of employee	an amployee	hard copy	No	N/A	Limited	HRMO	Management Officer	as requested	as needed
			Written agreement which provides terms of reference						Human Resource		
		Contracts	on employment, scholarship studies of an employee	hard copy	No	N/A	Limited	HRMO	Management Officer	as requested	As needed
			Document which contain the assessment and analysis of mental and physical fitness of an employee to the						Human Resource		
		Medical/Psychological results	job assigned	hard copy	No	N/A	Limited	HRMO	Management Officer	as requested	as needed
					1						
			Accession and separation, CODI, DIBAR, Inventory of Government Human resource, Dat on HRM Offices,								
			ASEC, VAWC referral system, Monthly Inventory of						Human Resource		
	Vice President for	CSC Reports	Cases, Report on JO and COS Reiteration of deadline for submission to the DBM of	hard copy	No	N/A	Limited	HRMO	Management Officer	2020-2021	Monthly
	Administration and	Letter to Directors under the	agency requests/ for any release requiring of								
VPAF	Finance	OVPAF	SARO's/additional NCA	hard copy	No	N/A	Limited	VPAF	Records Officer	2020-2021	Annually
			Reminder on the compliance as per minSCAT Policy								
			guidelines on the submission of agency clearance at								
		Memorandum from VPAF	end of school year and every year thereafter approved by the BOT per resolution No.57,s.2011	hard copy	No	N/A	Limited	VPAF	Records Officer	2021	as needed
	1	Memorandum from VPAF	Securing the Exit Pass	hard copy	No	N/A	Limited	VPAF	Records Officer	2020	as needed
			Submission of the OPCR for FY 2020 and targets for					VOIE		0000 0001	
		Letter from VPAF	FY 2021	hard copy	No	N/A N/A	Limited Limited	VPAF VPAF	Records Officer	2020-2021	Annually
		Letter from VPAF	Closing of book of accounts for Fy 2021 Summission of key departments of priority PPA for FY	hard copy	No	IWA		VENE	Records Officer	2020-2021	Anjnually
		ļ	2021	hard copy	No	N/A	Limited	VPAF	Records Officer	2020	as needeed
	Office of the Board		Approved/confirmed/acted/notedCouncil/ BOT/BOR						Board Secretary/Records		
OBS	Secretary	Resolutions	Resolutions	hard coy/PDF	No	N/A	Exception	BS	Officer		by quarter
PAC	Bids and Awards	Ridding Desum									
BAC	Committee	Bidding Documents		I		www.philgeps.gov.	ł				
		Notice /Minutes of meeting		hard copy/PDF	Yes	nh	With Fee	BAC Office	BAC Secretariat	2020-2021	Per schedule of project
		INGIGE / WILLIUGS OF THEELING	1	пага соруг от	105	1011	What I do				Per schedule of
		Invitation to bid		hard copy/SMS	No	N/A	Internal	BAC Secreatriat	BAC Secretariat	2020-2021	project
						www.philgeps.gov.					Per schedule of
		Other Procurement documents		PDF	Yes	pn	With Fee	BAC Secretariat	BAC Secretariat	2020-2021	project
		Records of		hard copy	No	N/A	Limited	BAC Secretariat	BAC Secretariat	2020-2021	Per Project

			Receipts, tools, issuance of supplies, inspection, fixed								
SO	Supply Office	Inventory of	assests, materials, equipment, stocks, waste material	hard copy,XLS	No	N/A	Limited	Supply Office	Supply Officer	2020-2021	Annually
									Supply Officer/Records		
			Inventory Report of property, Plant and Equipment	hard copy/XLS	No	N/A	Exception	Supply Office	Officer	2017-2020	Annually
									Spply Officer/Records		
		Reports of	Biological Assets	hard copy/XLS	No	N/A	Exception	Supply Office	Officer	2018	Annually
			Waste Material	hard/XLS	No	N/A	Exception	Supply Office	Supply Officer	2021	as needed
			Property Transfer	hard copy/XLS	No	N/A	Exception	Supply Office	Supply Officer	2021	as needed
		DBM Circular No.2016-09	Inventory and Inspection of Unserviceable Property	hard copy/XLS	No	N/A	Exception	Supply Officer	Supply Officer	2021	Annually
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	Exeption	DBM	DPME	October 29, 2020	as need arises
		Memorandum Circular No. 2020.	Preparation and submission of Action Plan and								as per Recommendation of
		1-Grant of PBB 2020	Strategic Plan for Fy 2019-2022	hard copy	No	N/A	Exception	DPME	DPME	December 1, 2020	BOT
						-					
			Preparation of PBB 2020 supporting documents by the								On or before Janua
		Letter from PME Request for face to face meeting	Academic, RDE and Administration and Finance Units Request for signature of Revised Three Quarters	harc copy	No	N/A	Exception	DPME	DPME	December 28, 2020	29, 2021
		of PME	Physical Plan of MinSU	hard copy	No	N/A	Exception	DPME	DPME	2021	Quarterly
											Per Scheduled
		President's Report	Finaloization of five year development plan	hard copy	No	N/A	Exception	PME	DPME	2021	timeline
		Transmittal Letter to CHED Regional Director				N/A		PME	DPME	0000 0004	
	National Service Training	Transmittal Letter to CHED	Annual accomplishment reports of the University List of NSTP/CWTS/LTS components from 2002-to	hard copy	No	N/A	Exception	PME	DPME	2020-2021	Annually as Per CHED
NSTP	Program	Regional Director	2021 of MinSU	hard copy	No	N/A	Exception	NSTP	Registrar	2021	Memorandum
			List of Graduates of NSTP/CWTS/LTS for AY 2020-								as Per CHED
		Transcript of Record	2021 with corresponding serial numbers	hard/soft copy	No	N/A	Exception	NSTP	Registrar	2020-2021	Memorandum
Registrar	Registrar	Diploma	An official copy of students academic records	XLS	No	N/A	Exception	Registrar	Registrar	2020-2021	as Needed
		Transfer credential	A document bearing record of graduation from a degree conferred by MinSU	Used and the	No	N/A	With fee	Desisters	Desistan		Per AY
		Transfer credential		Hard copy	INO	N/A	with ree	Registrar	Registrar	As per request	PerAt
		Certificatrions	A form issued to students who are seeking for transfer	Hard copy	No	N/A	Limited	Registar	Registrar	As per request	As per request
			Admission;grades and credits;course								
		certificate of enrollment	description;candidate for graduation;others Reflects the subjects,schedules,fees for officially	hard copy	No	N/A	With fee	Registrar	Registrar	As per request	As per request
		Birth certificate	enrolled student	hard copy	No	N/A	With Fee	Registrar	Registrar	As per request	as per requets
		Entrance credentials	A vital record that documents the birth of a child	hard copy	No	N/A	Limited	NSO	Registrar	as per request	As needed
		Littiance credentials	Requirements submitted by new student such as birth	naru copy	NO	IN/A	Linited	1130	Registial	as per request	As needed
		Grade sheets	certificate, Report card, and GMRC	hard copy	No	N/A	With Fee	Student	Registrar	As per request	As needed
			A form submitted by the faculty at the end of the								
		AACCUP Technical Review and Board Action	semester,/term where the list of students and their correspponding final grades sre reflected.	XLS	No	N/A	Limited	Registrar	Registrar	As per request	As needed
	Internal Quality	Board Abilon	Awards accreditation status/level to various degree	AL3	NO	IN/A	Linited	Registral	Registral	As per request	Per expiration of
	Assurance	Advisory No.2021-10	programs	Hard copy	No	N/A	Exception	AACCUP	IQA/ RO	As per validity period	accreditation
			Call for application for online accreditation survey visits								
		Letter to AACCUP Letter from AACCUP Executive	for January-December , 2022	hard copy	No	N/A	Public	AACCUP	OP/RO	September 10, 2021	
		Director	Accreditation of Various programs of MinSU for 2022	hard copy	No	N/A	Limited	IQA Unit	RO	November 9, 2021	
	1	1	Request for authority to attend accreditation survey						1	Per scheduled accreditatio	n As per AACCUP
University clinic	University President	Common ailments	visit to SUCs	hard copy	No	N/A	Limited	IQA Unit	RO	survey visit	invitation
		Medical records of teaching and non teaching personnel	T 10 1 1 1 1 1	24.0				0.11 011	0.11.011.1		
		non todoning personner	Top 10 common ailments,communicable diseases Annual medical examination of all officials and	XLS	No	N/A	limited	College Clinic	College Clinic		Annual
			employees	hard copy	No	N/A	Exception	College clininc	College clininc	2019	Annual
		1	1			1					