

agency_abrv	agency_name	title	description	file_format	onlin_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released (or coverage)	frequency_of_update
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML,TXT,PDF,DOC,Standard (hard copy)etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following - <b>public</b> :info can be disclosed for public consumption regardless of identity - <b>exception</b> : info is under the Exceptions List - <b>internal</b> : info only for agency consumption - <b>with fee</b> : info can be disclosed but with corresponding charges based on the agency's mandate/polices/business model. - <b>limited</b> : info, upon verification of the requesting party's identity can only be disclosed to specific person/s and/ or entity/ies.	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
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 amended
	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	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	Office Memorandum No.2,s.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	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	Office Memorandum 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	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	Office Memorandum 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	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.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	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	Office Memorandum 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	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.12,s.2021	Exempting indigent student's from paying certification 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 BTVED faculty to the Trainer's Methodology at TESDA at simon suan Vocational and Technical College (SSVTC) on March , 2021	hard copy	N/A		Limited	MinSCAT-OP	Records Office	Febraury 10, 2021	
	Office of the President	Office Memorandum No.14,s.2021	Attendance to the program at the minSCAT-Main 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 of the President	Office Memorandum No. 15,s.2021	Revised Internal guidelines for adoption of alternative work arrangements (AWA) and support mechanisms for its Workers during the period of state of national 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	Faculty involvement to Research and Extension Activities	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 19, 2021	
	Office of the President	Office Memorandum No.16,s.2021	Faculty involvement to research and extension activities	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 19, 2021	
	Office of the President	Office Memorandum No.17,s.2021	Adoption of WFH arrangement for two (2)days (April 22 &23, 2021), MinSU Main Campus	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 21, 2021	
	Office of the President	Office Memorandum No.18,s.2021	Alternative Work Arrangement of Faculty and staff of MinSU Main Campus effective 27 April 2021 until 05 May 2021	hard copy	N/A		Limited	MinSCAT-OP	Records Office	April 26, 2021	
	Office of the President	Office Memorandum 19,s.2021	Revised Internal guidelines for adoption of alternative work arrangements (AWA) and support mechanisms for its Workers during the period of state of national emergency due to COVID-19 pandemic	hard copy	N/A		Limited	MinSCAT-OP	Records Office	May 5, 2021	

UP	Office of the University President	Office Memorandum No.1,s.2021	Use of temporary letterhead in documents and correspondences	hard copy	N/A	Limited	MinSU-UP	Records Office	June 17, 2021	
	Office of the University President	Office Memorandum No.2,s.2021	Philippine flag flown at a half -mast as a sign of mourning for the death of the former president Benigno 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	Board Resolutions	hard copy	N/A	Limited	MinSU-UP	Records Office	September 24, 2021	
	Office of the University President	Office Memorandum 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 President	Office Memorandum No.8,s.2021	Delegation of approving and signing official trip tickets and travel orders issued at MinSU Main Campus in behalf of the University President	hard copy	N/A	Limited	MinSU-UP	Records Office	September 28, 2021	
	Office of the University President	Office Memorandum No.9,s.2021	Revised Internal guidelines for adoption of alternative work arrangements (AWA) and support mechanisms for its Workers during the period of state of national emergency due to COVID-19 pandemic	hard copy	N/A	Limited	MinSU-UP	Records Office	October 1, 2021	
	Office of the University President	Office Memorandum No.10,s.2021	Wearing of prescribed uniform/appropriate attire of officials, faculty and employees in the three (3) campuses for AY 2021-2022	hard copy	N/A	Limited	MinSU-UP	Records Office	October 8, 2021	
OP	Office of the College President	Office Order No.1,s.2021	Designation as researcher/project cooperor of the MinSCAT Philrice National cooperative testing-multi 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 copy	N/A	Limited	MinSCAT-OP	Records Office	January 4, 2021	Upon revocation
	Office of the College President	Office Order No.4,s.2021	Designation as in-charge of the MinSCAT coconut and banana plantation projects	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 4, 2021	Upon revocation
	Office of the College President	Office Order No.5,s.2021	Designation as in-charge of the MinSCAT vegetable 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 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 revocation
	Office of the College President	Office Order No.8,s.2021	Designation as college veterinarian	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 12, 2021	Upon revocation
	Office of the College President	Office Order No.9,s.2021	Addendum to Memorandum Order No.2018-113 dated September 27,2018 re: relief and designation as acting 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 Order No.10,s.2021	Designation as PC BSED-MBC	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 20, 2021	Upon revocation
	Office of the College 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 President	Office Order No.12,s.2021	Creation of the Evaluation committee for the selection of the CED's of the 3 campuses of MinSCAT	hard copy	N/A	Limited	MinSCAT-OP	Records Office	January 26, 2021	Upon revocation
	Office of the College President	Office Order No.13,s.2021	Designation of personnel to various key positions of the college	hard copy	N/A	Limited	MinSCAT-OP	Records Office	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	Office Order No.15,s.2021	Relief and designation as Chairperson of the HRMPSTB of the MinSCAT		N/A	Limited	MinSCAT-OP	Records Office	February 1, 2021	Upon revocation
	Office of the College President	Office Order No.17,s.2021	Designation as PC-BSCE	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 3, 2021	Upon revocation
	Office of the College President	Office Order No.18,s.2021	Relief and designation as FIC head and R&D 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 President	Office Order no.21,s.2021	Designation of personnel to various key positions of the college	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 17, 2021	Upon revocation
	Office of the College President	Office Order No.22,s.2021	Designation as Coordinator,CAS of MinSCAT-Main 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 President	Office Order No.25,s.2021	Designation as Coordinator for Women GAD-MMC	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 24, 2021	Upon revocation
	Office of the College President	Office Order No.26,s.2021	Designation as Monitoring In-Charge in PME Unit of the MinSCAT-BC	hard copy	N/A	Limited	MinSCAT-OP	Records Office	February 25, 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	Office Order No.28,s.2021	Designation as head-electrical services unit of the GSSD	hard copy	N/A	Limited	MinSCAT-OP	Records Office	March 1, 2021	Upon revocation
	Office of the College President	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
	Office of the College 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

	Office of the College President	Office Order No.32,s.2021	Authority to sign on certification of Erasures on 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 BSI 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	Office Order No.55,s.2021	Designation as Coordinators for knowledge and technology transfer	hard copy	N/A		Limited	MinSCAT-OP	Records Office	June 1, 2021	Upon revocation
UP	Office of the University President	Office Order No.1,s.2021	Designation of personnel to various key positions of the University	hard copy	N/A		Limited	MinSU-UP	Records Office	June 17, 2021	Upon revocation
	Office of the University President	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
	Office of the University President	Office Order No.3,s.2021	Designation as Music Director	hard copy	N/A		Limited	MinSU-UP	Records Office	June 30, 2021	Upon revocation
	Office of the University President	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
	Office of the University President	Office Order No.5, s.2021	Designation as Music Coordinator	hard copy	N/A		Limited	MinSU-UP	Records Office	June 30, 2021	Upon revocation
	Office of the University President	Office Order No.6,s.2021	Designation as Music coordinator,Instrumentalist/Arranger	hard copy	N/A		Limited	MinSU-UP	Records Office	June 30, 2021	Upon revocation
	Office of the University President	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
	Office of the University President	Office Order No.8,s.2021	Designation as PC-BSEd for MBC	hard copy	N/A		Limited	MinSU-UP	Records Office	August 11, 2021	Upon revocation
	Office of the University President	Office Order No.9,s.2021	Designation of personnel to various key positions of the University	hard copy	N/A		Limited	MinSU-UP	Records Office	September 23, 2021	Upon revocation
	Office of the University President	Office Order No.10,s.2021	Designation as Coordinator for PME unit of the MinSU-CCC	hard copy	N/A		Limited	MinSU-UP	Records Office	October 6, 2021	Upon revocation
	Office of the University President	Office Order No.11,s.2021	Composition of the MinSU PMT for the SPMS for faculty and non-teaching staff	hard copy	N/A		Limited	MinSU-UP	Records Office	October 7, 2021	Upon revocation
	Office of the University President	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 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
	Office of the University 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	Office Order No. 16,s.2021	Designation as Official Representative to nederation of Institutions for marine and Freshwater Sciences	hard copy	N/A		Limited	MinSU-UP	Records Office	November 10, 2021	Upon revocation
	Office of the University President	Office Order No.17,s.2021	Designation as Head, Institute of Agricultural and Biosystem Engineering	hard copy	N/A		Limited	MinSU-UP	Records Office	November 29, 2021	Upon revocation
	Office of the University president	Office Order No.18,s.2021	Reorganization of the Composition of Unified Bids and Awards Committee of the MinSU	hard copy	N/A		Limited	MinSU UP	Records Office	December 20, 2021	Upon revocation
	Office of the University President	Office Order No.19,s.2021	Reorganization of the Composition of Unified Bids and Awards Committee Secretariat of MinSU	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	Reorganization of the Composition of the University 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 President	Memorandum order No.23,s.2018	Compliance to AOM No.17-003 dated February 28, 2018	hard copy	N/A	No	Public	OP	Records Office	April, 2018	Per COA AOM
	Office of the College President	Memorandum Order No.22,s.2018	Compliance to AOM No.17-005 dated February 28, 2018	Hard copy	N/A	No	Public	OP	Records Office	April, 2018	Per COA AOM

	Office of the College President	Memorandum Order No.21.s.2018	Compliance to AOM No. 17-004 dated February 28, 2018	hard copy	N/A	No	Public	OP	Records Office	April, 2018	Per COA AOM
	Office of the College President	Memorandum Order No.007.s.2019	AOM issued by the COA on the results of the conduct of financial and compliance audit on the financial transactions and operations of MinSCAT for CY 2018	hard copy	N/A	No	Public	OP	OP/RO	April, 2018	Per COA AOM
	Office of the College President	Memorandum order No.006.s.2019	AOM issued by the COA on the results of conduct of value for money Audit on the evaluation of various Academic performance of the MinSCAT for CY 2018	hard copy	N/A	No	Public	OP	OP/RO	April, 2018	Per COA AOM
	Office of the College President	Letter to State Auditor III, re: 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 President	Letter address to Auditor of this College, re: AOM nO.Nos.2021-001-010 (20)	Management comments relative to the Audit Observation memoranda (AOM)	hard copy	N/A	No	Public	OP	OP/RO	April 7, 2021	Per COA AOM
VPAA	Office of the Vice President for Academic Affairs	Memorandum Order: VPAA001 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 Affairs	Memorandum Order: VPAA002 Series 2021	Submission of pertinent documents by faculty requesting exemption from physical reporting for work	hard copy	N/A		Limited	VPAA	VPAA	January 12, 2021	
	Office of the Vice President for Academic Affairs	Memorandum Order from 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 Affairs	Memorandum Order from VPAA004 Series 2021	Faculty members under COS status on february 12 and 25, 2021 Holidays	hard copy	N/A		Limited	VPAA	VPAA	February 9, 2021	
	Office of the Vice President for Academic Affairs	Memorandum Order from VPAA005 Series of 2021	Request for additional faculty members second semester 2020-2021	hard copy	N/A		Limited	VPAA	VPAA	March 4, 2021	
	Office of the Vice President for Academic Affairs	Memorandum order from VPAA006 Series of 2021	Faculty reporting during semestral break and work from home arrangement March 14-21, 2021	hard copy	N/A		Limited	VPAA	VPAA	March 8, 2021	
	Office of the Vice President for Academic Affairs	Memorandum Order from VPAA007 Series of 2021	Designation as the OIC- OVPAA	hard copy	N/A		Limited	VPAA	VPAA	March 25, 2021	
	Office of the Vice President for Academic Affairs	Memorandum Order from VPAA008 Series of 2021	Request for OTR, certificate of GMRC and other academic documents	hard copy	N/A		Limited	VPAA	VPAA	April 5, 2021	
	Office of the Vice President for Academic Affairs	Memorandum Order from VPAA009 Series of 2021	Extension of enrollment	hard copy	N/A		Limited	VPAA	VPAA	October 11, 2021	
	Office of the Vice President for Academic Affairs	Memorandum Order from VPAA010 Series 2021	Clearance-End of school Year 2020-2021	hard copy	N/A		Limited	VPAA	VPAA	October 26, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum Order No.1.s. 2021	Designation as PC for BSIT of MinSU MC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum no.2.s.2021	Designation as PC for BSIT of MinSU CC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum no.3.s.2021	Designation as PC for BSIT MinSU BC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum No.4.s.2021	Designation as PC for BSCE of MinSU BC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum No.5.s.2021	Designation as BSIT Extension, KTTC-MinSU MC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum No.6.s.2021	Designation as BSIT Extension, KTTC-MCC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum No.7.s.2021	Designation as BSIT Extension, KTTC-MBC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum No.8.s.2021	Designation as BScpE Extension, KTTC-MBC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice President for Academic Affairs	Office Memorandum No.9.s.2021	Designation as BSIT RDC of MMC	hard copy	N/A		Limited	VPAA	VPAA	September 15, 2021	
	Office of the Vice 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 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 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 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	
	Office of the Vice 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	

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 Affairs	Office Memorandum No.16.s.2021	Designation as the BSCpE Instructional Material coordinator-MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice President for Academic Affairs	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
Office of the Vice 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	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice President for Academic Affairs	Office Memorandum No. 20.s.2021	Designation as the BSCpE alumni and job placement Coordinator-MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice 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	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice President for Academic Affairs	Office Memorandum No.25.s.2021	Designation as the BSIT Society adviser and student affairs services coordinator-MMC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice President for Academic Affairs	Office Memorandum No.26.s.2021	Designation as 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 Memorandum No.29.s.2021	Designation as the BSIT capstone coordinator-MMC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice President for Academic Affairs	Office Memorandum No.30.s.2021	Designation as the capstone project coordinator-MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice President for Academic Affairs	Office Memorandum No.31.s.2021	Designation as the BSIT Capstone project coordinator-MBC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice 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 Affairs	Office Memorandum No.33.s.2021	Designation as the Computer laboratory 1 in-charge-MMC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice President for Academic Affairs	Office Memorandum No.34.s.2021	Designation as the Computer laboratory 2 in-charge-MMC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice 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 Affairs	Office Memorandum No.38.s.2021	Designation as the Laboratory 3-in-charge-MCC	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021
Office of the Vice President for Academic Affairs	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
Office of the Vice 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	hard copy	N/A	Limited	VPAA	VPAA	September 15, 2021

CAAF	Office of the Dean, College of Agriculture and allied fields	Memorandum Order No. DCAAF001, s. 2021	Designation as the OIC-to the Office of the Dean of CAAF	hard copy	N/A	Limited	CAAF	CAAF	April 26, 2021		
CAAF	Office of the Dean, College of Agriculture and Allied Fields	Memorandum Order No. CAAF 002, s. 2021	Designation as OIC-Dean of CAAF	hard copy	N/A	Limited	CAAF	CAAF	July 2, 2021		
CCS	Office of the Dean, College of Computer Studies	Memorandum Order No. CCS001, Series 2021	Submission of required documents and reports for the second semester 2020-2021	hard copy	N/A	Limited	CCS	CCS	June 14, 2021		
CCS	Office of the Dean, College of Computer Studies	Memorandum Order No. CCS002, Series 2021	Non-compliance to submit accomplishment reports from October 2020-May 2021	hard copy	N/A	Limited	CCS	CCS	June 18, 2021		
CCS	Office of the Dean, College of Computer Studies	Memorandum Order No. CCS003, Series 2021	Non-Compliance to submit the required reports as stated	hard copy	N/A	Limited	CCS	CCS	June 18, 2021		
CCS	Office of the Dean, College of Computer Studies	Memorandum Order No. CCS004 Series 2021	Submission of required midterm documents and reports for the first semester 2021-2022	hard copy	N/A	Limited	CCS	CCS	November 2, 2021		
CCS	Office of the Dean, College of Computer Studies	Memorandum Order No. CCS005 Series 2021	Non-Compliance to submit agency clearance school year 2020-2021	hard copy	N/A	Limited	CCS	CCS	November 2, 2021		
CCS	Office of the Dean, College of Computer Studies	Memorandum Order No. CCS006 Series 2021	Non-Compliance to submit the required reports as stated	hard copy	N/A	Limited	CCS	CCS	November 2, 2021		
CCS	Office of the Dean, College of Computer Studies	Memorandum Order No. CCS007 Series 2021	Non-Compliance to submit the required reports as stated	hard copy	N/A	Limited	CCS	CCS	November 2, 2021		
CBM	Office of the Dean, College of Business Management	Office Order No. 002, s. 2021	Officer-in-charge	hard copy	N/A	Limited	CBM	CBM	June 17, 2021		
DOF	Director for Finance	Letter Request	Salaries and wages of all personnel under Job Order and COS status be claimed through ATM payroll effective November 15, 2021 to ensure safety and reducing face to face transaction	hard copy	sent via email to other 2 campuses	Limited	DOF	DOF	October 21, 2021		
DOF	Director of Finance	Letter Request	Implementation of One-Fund-One -Management Concept-Requesting the accountants of 2 campuses to start reporting in the main campus on August 1, 2020	hard copy	sent via email to other 2 campuses	Limited	DOF	DOF	July 27, 2020		
GS	Graduate Studies	Schedule and List of Panelist	Request for approval of the schedule and list of panelist for thesis and dissertation proposal defense	hard copy	via google meet	Public	GS	GS	September 15, 2021		
GS	Graduate Studies	Online proposal and final thesis defense	Request to conduct online proposal and final thesis defense	hard copy	via zoom	Public	GS	GS	January 27, 2021		
MinSU	Records Office	Systems and Processes	Manuals of Operation	hard copy /PDF/standard	No	Internal	RO	RO		Per BOT Approval	
RO			Faculty Manual				Academic/Records office	Academic	April 27, 2016	revised 2016 edition	
			Student Handbook				SAS/Records office	SAS	April 27, 2016	revised 2016 edition	
			Student handbook (Graduate studies)				GS/Records Office	GS	April 27, 2016	revised 2016 edition	
			Guidance Manual				Guidance Office/Records office	Guidance Office	September 8, 2009		
			Library Manual				Library /Records office	Library	April 27, 2016	revised 2016 edition	
			Laboratory Manual				Laboratory/Records Office	Laboratory	April 27, 2016	revised 2016 edition	
			Research Manual				Research/Records office	Research	August 27, 2014	revised 2014 edition	
			Extension and Public Information Manual				Extension/records office	Extension	August 27, 2014	revised 2014 edition	
			Administrative Manual				Administration/Records office	Administration	September 8, 2009		
			Career Systems				Records Office	Records Office	September 18, 2009	Per CSC Approval	
			1. Merit selection Plan for teaching personnel							Per BOT Approval	
			2. Merit Selection Plan for non-teaching personnel							Per BOT Approval	
			3. PRAISE							Per BOT Approval	
			4. Grievance Machinery							Per BOT Approval	
			5. MinSCAT Administrative Disciplinary Rules on Sexual Harassment							Per BOT Approval	
			6.FSDP							Per BOT Approval	
			Strategic Performance Management System (SPMS)							Per BOT Approval	
			Citizen Charter				Records Office/HRMO/CAO	Records office/HRMO/CAO	June 17, 2009	Per CSC Approval	
			Freedom of Information Manual (FOI)				Records Office/CAO	Records Office/CAO	December 14, 2017	Per BOT Approval	
			Income Generation Manual				Records Office/DPBO	Records Office/DPBO	June 8, 2007	Per BOT Approval	
RO	Records Office	List of CHED Memorandum Orders (CMO) for MinSCAT Program Offerings									
		CMO No.51, s. 2017	Policies and standards for the Bachelor of Arts in Political Science (BA PoS) Program	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	May 31, 2017	Per CHED updates
		CMO No.24, s. 2017	Policies and standards for the Bachelor of Arts in English Language/bachelor of Arts in English Language Studies	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	May 9, 2017	Per CHED Updates
		CMO No.34, s. 2017	Policies and standards for undergraduate programs in Psychology	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	May 11, 2017	per CHED Updates

		CMO No.35.s.2005	Minimum Policies and standards for Bachelor of science in Environmental science (BSES)	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	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	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	November 2, 2017	Per CHED Updates
		CMO No.75.s.2017	Policies, standards and guidelines for Bachelor of secondary education (BSEd)	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	November 2, 2017	Per CHED Updates
		CMO No.79.s.2017	Policies, standards and guidelines for the Bachelor of Technical-Vocational teacher Education (BTVTEd)	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	November 2, 2017	Per CHED Updates
		CMO No.14.s.2008	Policies and standards for bachelor of science in Agriculture (BSA) Program	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	April 14, 2008	Per CHED Updates
		CMO No.9.s.2006	Policies and standards for bachelor of science in Agroforestry (BSAF)	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	March 10, 2006	per CHED Updates
		CMO No.5.s.2018	Policies, standards and guidelines for the bachelor of science in criminology program	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	April 25, 2018	Per CHED updates
		CMO No. 87.s.2017	Policies, standards and guidelines for the bachelor of science in computer engineering effective 2018-2019	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	December 4, 2017	Per CHED updates
		CMO No. 25.s.2015	Revised Policies, standards and guidelines for Bachelor of science in computer science, Bachelor of science in information systems and bachelor of science in information technology programs	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	August 3, 2015	Per CHED updates
		CMO No.18.s.2017	Revised Policies, standards and guidelines for Bachelor of science in entrepreneurship	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	May 9, 2017	Per CHED updates
		CMO No.62.s.2017	PSG for BS Hospitality MGMT & BS Tourism MGMT	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	July 19, 2017	Per CHED updates
		CMO No.94.s.2017	Policies, standards and guidelines for the bachelor of science in agricultural and biosystems engineering program effective academic year 2018-2019	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	December 4, 2017	Per CHED updates
		CMO No.43.s.2006	Policies and standards for bachelor of science in fisheries	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	October 16, 2006	Per CHED updates
		CMO NO.53.s.2007	Policies and standards for graduate programs in education for teachers and other education professionals	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	October 4, 2007	Per CHED updates
		CMO No. 9.s. 2003	Addendum to CMO No.36.s.1998 entitled policies and standards on graduate education	PDF/hard copy	Yes	<a href="https://ched.gov.ph/?s=">https://ched.gov.ph/?s=</a>	Public	IATF	Records Office	May 13,2003	Per CHED updates
		PRC Certification	Performance of Mindoro State College of Agriculture and Technology (List of examinees with corresponding grades/ratings per subject in the professional licensure exams, certifications of Institutional performance with the National passing Percentage)	hard copy	No	N/A	Public/With Fee	PRC-Manila	Records Officer	Various years	Per schedule of board/exams.
RO	Records Office	IATF Resolution No.89.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	December 17, 2020	Per IATF Updates
		IATF Resolution no.90.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	December 22, 2020	Per IATF Updates
		Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of December 14, 2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	December 14, 2020	Per IATF Updates
		IATF Resolution No.88.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	December 14, 2020	Per IATF Updates
		IATF Resolution No.87.,s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	December 3, 2020	Per IATF Updates
		IATF Tresolution No.85.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	November 26, 2020	Per IATF Updates
		IATF Resolution No.84.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	November 19, 2020	Per IATF Updates
		Omnibus guidelines on the implementation of community quarantine in the Philippines with amendments as of November 19, 2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	November 19, 2020	Per IATF Updates
		IATF Resolution No.83.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	November 3, 2020	Per IATF Updates
		IATF Resolution No.82s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	October 26, 2020	Per IATF Updates
		IATF Resolution No.81.s.2020	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	<a href="http://iatf.doh.gov.ph">iatf.doh.gov.ph</a>	Public	IATF	Records Office	October 26, 2020	Per IATF Updates









		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
		IATF Resolution No 146B,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	October 28, 2021	Per IATF Updates
		IATF Resolution No146A,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	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	October 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	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	October 15, 2021	Per IATF Updates
		IATF Resolution No144 D,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	Records Office	Records Office	October 18, 2021	Per IATF Updates
		PGOM-Memorandum No.4,s.2021	Alternative Work arrangements	Image	Yes	facebook .com/bonzdolor	Public	Provincial information Office	Records Office	March 21, 2021	Per PGOM Updates
UP	University President	Press release	MBC Campus placed under lockdown by Mayor Elgin Malaluan per Executive Order no.12,s.2021	Image	Yes	<a href="mailto:mnsctmainop@gmail.com">mnsctmainop@gmail.com</a>	Public	Office of the University President	Records Office	March 27, 2021	Per MinSCAT issuance
		Guidelines on the implementation of alert level system for COVID 19 response in pilot areas	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	October 13, 2021	Per IATF Updates
		IATF Resolution No.143,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	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	IATF	Records Office	September 30, 2021	Per IATF Updates
		IATF Resolution No.141B,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 30, 2021	Per IATF Updates
		IATF Resolution No.140,s.2021	COVID-19 inter agency task force for the management of emerging infectious diseases resolution	PDF	Yes	iatf.doh.gov.ph	Public	IATF	Records Office	September 23, 2021	Per IATF Updates
		Memorandum Circular No.15,s.2021	Adoption of the revised 2021 Panunumpa ng Lingkod Bayan	hard copy/PDF	Yes	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a>	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	<a href="http://www.csc.gov.ph">www.csc.gov.ph</a>	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	op-proper.gov.ph	Public	Malacañan Records	Records Office	November 3, 2021	Per MRO Updates
		Memorandum Circular No.80	Kainang pamilya mahalaga day	hard copy/PDF	Yes	op-proper.gov.ph	Public	Malacañan Records	Records Office	September 25, 2020	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'1 Fitr	hard copy/PDF	Yes	op-proper.gov.ph	Public	Malacañan Records	Records Office	May 10, 2021	Per MRO Updates
		Advisory	Mandatory wearing of face shields in enclosed public places	hard copy	Yes	facebook .com/bonzdolor	Public	Provincial Government of Oriental Mindoro	Records office	September 18, 2020	Per PGOM Updates
		Municipal Ordinance No.03-2020	A ordinance institutionalizing the compulsory use of facemasks, cloth masks in the Municipality of Victoria, Oriental Mindoro during the implementation of General Community Quarantine in the province of Oriental mindoro unless further extended, modified or withdrawn and imposing penalties thereof	hard copy	Yes	No	Public	Municipal Government of Victoria	Records Office	May 6, 2020	Per LGU Updates

		Proposals	A document proposing a project, generally in the sciences or academia and generally constitutes a request for sponsorship	hard copy	No	N/A	Exception	Department/Units	Records office	Per project	As needed
		Fidelity bond	is an insurance of bondable public officer under the fidelity fund to assure faithfully perform all the duties imposed by law upon him	hard copy	No	N/A	With fee	Department of Finance-Bureau of the Treasury	Records Office	After each expiration date	Annually
		Permits	Occupancy, Fire safety certificate, electrical, inspection, completion and certificate of completion of various buildings	hard copy	No	N/A	With fee	LGU Concerned/Bureau of Fire Protection	Records Officer	Per project	After each completion of project
		201 files (In-active)	Files of retired/resigned/separated/transferred employees	hard copy	No	N/A	Limited	Records Office	Records Officer	Per employee	For reference purposes
		Outside communications	Letter /corresponce/memorandum addressed to the University President or institution (MinSU) containing inquiries or for compliance of requested data or informations.	hard copy	No	N/A	Public	Concerned agencies	Office of the University President/Records Officer	as need arises	Daily
		Accomplishment reports	A document containing partial or completed work/assignment of concerned officials and employees	hard copy	No	N/A	Limited	Concerned officials or employees	Records Officer	2015-2021	Monthly
		RA No. 506	An act to establish a national Agricultural School in the province of Mindoro	PDF/hard copy	Yes	<a href="https://the.corpusjuris.com/legislative/republic-acts/ra-no-506.php">https://the.corpusjuris.com/legislative/republic-acts/ra-no-506.php</a>	Public	Congress of the Philippines	Records officer	June 13, 1950	Upon its approval
		Proclamation no.260.s.1951	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 oriental, island of Mindoro	PDF/hard copy	Yes	<a href="https://www.officialgazette.gov.ph">https://www.officialgazette.gov.ph</a>	Public	Malacañan Records	Records Officer	June 22, 1951	Upon its approval
		RA No.3758	An act to open a Collegiate department in the Mindoro national Agricultural school and to authorize the appropriation of the sum of two hundred thousand pesos for its operation and maintenance	PDF/hard copy	Yes	<a href="https://the.corpusjuris.com/legislative/republic-acts/ra-no-3758.php">https://the.corpusjuris.com/legislative/republic-acts/ra-no-3758.php</a>	Public	Congress of the Philippines	Records Officer	June 22, 1963	Upon its approval
		Proclamation No.686.s.1970	Excluding from the operation of the proclamation no.260 dated June 22, 1951, which established the Mindoro Agricultural School reservation situated in the Municipality of Victoria, province of oriental Mindoro, island of Mindoro, a certain portion of the land embraced therein and reserving the same for horticultural research center site purposes of the Bureau of Plant Industry	PDF/hard copy	Yes	<a href="https://www.officialgazette.gov.ph">https://www.officialgazette.gov.ph</a>	Public	Malacañan Records	Records Officer	April 21, 1970	Upon its approval
		Proclamation No.1831.s.1979	Excluding from the operation of proclamation no.260 dated June 22, 1951 which established the Mindoro Agricultural School site reservation situated in the Municipality of Naujan, Province of Oriental Mindoro, island of Mindoro, certain portion of the Land embraced therein and declaring the same open to disposition under the provisions of the Public Land Act	PDF/hard copy	Yes	<a href="https://officialgazette.gov.ph">https://officialgazette.gov.ph</a>	Public	Malacañan Records	Records Officer	April 21, 1970	Upon its approval
		RA No.8007	An act converting the Mindoro College of Agriculture and Technology into a State College, providing a charter for this purpose, expanding its curricular offerings, redirecting its objectives, and appropriating funds thereof	PDF/hard copy	Yes	<a href="https://the.corpusjuris.com/legislative/republic-acts/ra-no-8007.php">https://the.corpusjuris.com/legislative/republic-acts/ra-no-8007.php</a>	Public	Congress of the Philippines	Records Officer	May 25, 1995	Upon its approval
		RA No.11006	An act amending RA No.10596, entitled: "An act converting the Mindoro State College of Agriculture and Technology in the Municipality of Victoria, Province of Oriental Mindoro into a State University to be known as the Mindoro State University (MinSU) and appropriating funds therefore"	PDF/hard copy	Yes		Public	Malacanang Records	Records Officer	March 27, 2018	Upon its approval
		RA No. 10596	An act converting the Mindoro state College of Agriculture and Technology in the Municipality of Victoria, province of Oriental Mindoro into a State university to be known as the Mindoro State University (MinSU) and appropriating funds thereof	hard copy	Yes		Public	Malacanang Records	Records officer	June 4, 2013	Upon its approval
		Certifications	by RA No.11006, and based on the observations and favorable recommendation by the CHED Composite Team the Commission en banc hereby confirms by virtue of Resolution No. 110-2021 the compliance with the CHED requirements for University status by	hard copy	Yes		Public	CHED	Records Officer	16-Mar-21	Upon CHED confirmation by virtue of Resolution No.110-2021
		Compliance Report for the conversion of MinSCAT to MinSU ,Section 26 of Republic Act # 10596	A documents used during the CHED Remote validation visit on December 7, 2020	hard copy	No	N/A	Public	Academic & RDE Offices	Records Officer	December 23, 2020	Per findings and recommendations of CHED-OIQAG
		Liquidation Reports/Wages/payrols/Triplicate copies of accountable forms No. 51		hard copy	No	N/A	Limited	Accounting Office	Records Officer		Per project transaction
		Policy Insurance		hard copy	No	N/A	Limited	Finance Unit/Accounting	Records Officer	Various years	Transferred to R.O. for archiving purposes
		Leave Cards	Compulsary motor vehicle/ building fire liability insurance	HARD COPY	No	N/A	With fee	GSIS	Records Office	Various years	Annual

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

			Audited consolidated statement of cash flows	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			Audited consolidated statement of changes in assets/equity	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			Audited consolidated notes to financial statements	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			Consolidated pre/post-closing trial balance	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			FAR 3 (ageing of due and demandable obligations	XLS	No	https://www.coa.gov.ph	Public	Accounting Office	Accounting office	2020-2021	Annually
			Agency action plan and status of implementation of COA Audit Recommendations	hard copy	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	Annually
			Report of cash advances	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/Annually
			Quarterly status of funds received for special purposes and for implementation of projects recorded as trust liabilities	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	Quarterly
			Quarterly IGP Reports	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	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-notice to debit accounts issued	hard copy/PDF	No	N/A	Limited	Accounting Office	Accounting office	2020-2021	daily/monthly
HRMO	Human Resource Management Office	Certifications	Employment certificate,certificate of dependent, IPCR	hard copy	No	N/A	Exception	HRMO	Human Resource Management Officer	as requested	as needed
		Service Records	Employment records of an employee with corresponding salary, salary increase,promotions	hard copy	No	N/A	Exception	HRMO	Human Resource Management Officer	as requested	As needed
		Daily Time Record (DTR)	a sheet for recording the time of arrival and departure of employees and for recording the amount of time spent on each job	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer	as requested	as needed
		201 File	Documents include: appointment, NOSA, Scholastic records, NBI,Marriage contract 9if applicable) oath of office,assumption of duty,eligibility	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer	as requested	as needed
		Position Description Form (PDF)	Duties and functions of employee	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer	as requested	as needed
		Personal Data Sheet (PDS)	Documents that provides the personal and biological and logistical information,including contact and details such as residence,education and social,community activities,etc.	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer	as requested	As needed
		Designation of employee	Document which provide additional positions aside from a regular assingment,duties and responsibilities of an employee	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer	as requested	as needed
		Contracts	Written agreement which provides terms of reference on employment,scholarship studies of an employee	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer	as requested	As needed
		Medical/Psychological results	Document which contain the assessment and analysis of mental and physical fitness of an employee to the job assigned	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer	as requested	as needed
		CSC Reports	Accession and separation,CODI, DIBAR, Inventory of Government Human resource, Dat on HRM Offices, ASEC, VAWC referral system, Monthly Inventory of Cases, Report on JO and COS	hard copy	No	N/A	Limited	HRMO	Human Resource Management Officer	2020-2021	Monthly
VPAF	Vice President for Administration and Finance	Letter to Directors under the OVPAF	Reiteration of deadline for submission to the DBM of agency requests/ for any release requiring of SARO's/additional NCA	hard copy	No	N/A	Limited	VPAF	Records Officer	2020-2021	Annually
		Memorandum from VPAF	Reminder on the compliance as per minSCAT Policy guidelines on the submission of agency clearance at 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
		Memorandum from VPAF	Securing the Exit Pass	hard copy	No	N/A	Limited	VPAF	Records Officer	2020	as needed
		Letter from VPAF	Submission of the OPCR for FY 2020 and targets for FY 2021	hard copy	No	N/A	Limited	VPAF	Records Officer	2020-2021	Annually
		Letter from VPAF	Closing of book of accounts for FY 2021	hard copy	No	N/A	Limited	VPAF	Records Officer	2020-2021	Annually
			Submission of key departments of priority PPA for FY 2021	hard copy	No	N/A	Limited	VPAF	Records Officer	2020	as needed
OBS	Office of the Board Secretary	Resolutions	Approved/confirmed/acted/noted/Council/ BOT/BOR Resolutions	hard copy/PDF	No	N/A	Exception	BS	Board Secretary/Records Officer		by quarter
BAC	Bids and Awards Committee	Bidding Documents									
		Notice /Minutes of meeting		hard copy/PDF	Yes	<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>	With Fee	BAC Office	BAC Secretariat	2020-2021	Per schedule of project
		Invitation to bid		hard copy/SMS	No	N/A	Internal	BAC Secretariat	BAC Secretariat	2020-2021	Per schedule of project
		Other Procurement documents		PDF	Yes	<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>	With Fee	BAC Secretariat	BAC Secretariat	2020-2021	Per schedule of project
		Records of		hard copy	No	N/A	Limited	BAC Secretariat	BAC Secretariat	2020-2021	Per Project

SO	Supply Office	Inventory of	Receipts,tools, issuance of supplies, inspection, fixed assets, materials, equipment, stocks, waste material	hard copy, XLS	No	N/A	Limited	Supply Office	Supply Officer	2020-2021	Annually
			Inventory Report of property, Plant and Equipment	hard copy/XLS	No	N/A	Exception	Supply Office	Supply Officer/Records Officer	2017-2020	Annually
		Reports of	Biological Assets	hard copy/XLS	No	N/A	Exception	Supply Office	Supply Officer/Records 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 Board of Trustees	Preparation of Budget Execution Documents (BED)	hard copy	No	N/A	Exception	DBM	DPME	October 29, 2020	as need arises
		Memorandum Circular No. 2020-1-Grant of PBB 2020	Preparation and submission of Action Plan and Strategic Plan for Fy 2019-2022	hard copy	No	N/A	Exception	DPME	DPME	December 1, 2020	as per Recommendation of BOT
		Letter from PME	Preparation of PBB 2020 supporting documents by the Academic, RDE and Administration and Finance Units	hard copy	No	N/A	Exception	DPME	DPME	December 28, 2020	On or before January 29, 2021
		Request for face to face meeting of PME	Request for signature of Revised Three Quarters Physical Plan of MinSU	hard copy	No	N/A	Exception	DPME	DPME	2021	Quarterly
		President's Report	Finalization of five year development plan	hard copy	No	N/A	Exception	PME	DPME	2021	Per Scheduled timeline
		Transmittal Letter to CHED Regional Director	Annual accomplishment reports of the University	hard copy	No	N/A	Exception	PME	DPME	2020-2021	Annually
NSTP	National Service Training Program	Transmittal Letter to CHED Regional Director	List of NSTP/CWTS/LTS components from 2002 to 2021 of MinSU	hard copy	No	N/A	Exception	NSTP	Registrar	2021	as Per CHED Memorandum
		Transcript of Record	List of Graduates of NSTP/CWTS/LTS for AY 2020-2021 with corresponding serial numbers	hard/soft copy	No	N/A	Exception	NSTP	Registrar	2020-2021	as Per CHED 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	Hard copy	No	N/A	With fee	Registrar	Registrar	As per request	Per AY
		Certifications	A form issued to students who are seeking for transfer	Hard copy	No	N/A	Limited	Registrar	Registrar	As per request	As per request
		certificate of enrollment	Admission, grades and credits, course description, candidate for graduation, others	hard copy	No	N/A	With fee	Registrar	Registrar	As per request	As per request
		Birth certificate	Reflects the subjects, schedules, fees for officially enrolled student	hard copy	No	N/A	With Fee	Registrar	Registrar	As per request	as per requests
		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
		Grade sheets	Requirements submitted by new student such as birth certificate, Report card, and GMRC	hard copy	No	N/A	With Fee	Student	Registrar	As per request	As needed
		AACCUP Technical Review and Board Action	A form submitted by the faculty at the end of the semester, /term where the list of students and their corresponding final grades are reflected.	XLS	No	N/A	Limited	Registrar	Registrar	As per request	As needed
IQA	Internal Quality Assurance	Advisory No.2021-10	Awards accreditation status/level to various degree programs	Hard copy	No	N/A	Exception	AACCUP	IQA/ RO	As per validity period	Per expiration of accreditation
		Letter to AACCUP	Call for application for online accreditation survey visits for January-December, 2022	hard copy	No	N/A	Public	AACCUP	OP/RO	September 10, 2021	
		Letter from AACCUP Executive Director	Accreditation of Various programs of MinSU for 2022	hard copy	No	N/A	Limited	IQA Unit	RO	November 9, 2021	
University clinic	University President	Common ailments	Request for authority to attend accreditation survey visit to SUCs	hard copy	No	N/A	Limited	IQA Unit	RO	Per scheduled accreditation survey visit	As per AACCUP invitation
		Medical records of teaching and non teaching personnel	Top 10 common ailments, communicable diseases	XLS	No	N/A	limited	College Clinic	College Clinic		Annual
			Annual medical examination of all officials and employees	hard copy	No	N/A	Exception	College clinic	College clinic	2019	Annual