



Documentation / Forms Generation Report

Document Type

<input checked="" type="radio"/> Procedure	<input type="radio"/> Aspects /Impacts	<input type="radio"/> PRPs
<input type="radio"/> Work Instructions	<input type="radio"/> Hazards/ Risks	<input type="radio"/> <others>
<input type="radio"/> Quality Plans	<input type="radio"/> HACCP	<input type="radio"/> <others>

STATUS OF COMPLIANCE

Docs. Accomplished	24
No. of Pending Docs.	30
Total Documents	54
% of Accomplishment	44%
Status updated as of	3/8/2019



CLIENT	Romblon State University
ADDRESS	Odiangan, Romblon

CONTACT PERSON	Dr. Rey Ramos (ISO Facilitator)		
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	TEL. NO./S	FAX NO./S	E-MAIL ADDRESS
CONSULTANTS	Eric Vilvan		

No.	Document No.	Responsible Dept.	Document / Form Title	Date of coaching / initial drafting	Checking of Reviewed Docs & Coaching of ORRF & List of Records	Final Documentation Checking	Registration	Document Distribution	Status	CONSULTANT
			DOCUMENT CONTROLLER							
			CONTROL OF DOCUMENTED INFORMATION							
			ISO FACILITATOR							
			MANAGEMENT REVIEW PROCEDURE							
			CORRECTIVE ACTION PROCEDURE							
			INTERNAL AUDIT PROCEDURE	25-Jan-19	7-Mar-19				Checked the presented procedure and coached its finalization	Rico
			RISK AND OPPORTUNITIES PROCEDURE							
			CONTROL OF NONCONFORMING OUTPUT PROCEDURE							
			CUSTOMER SATISFACTION CONTROL PROCEDURE							
			HANDLING CUSTOMER COMPLAINTS PROCEDURE							
			Admission, Accreditation and Faculty Evaluation							
			ADMISSION AND REGISTRATION PROCEDURE	7-Mar-19					Coached the preparation of the procedure	Eric
			ACCREDITATION PROCEDURE	7-Mar-19					Coached the preparation of the procedure	Eric
			FACULTY EVALUATION PROCEDURE	7-Mar-19					Coached the preparation of the procedure	Eric
			REGISTRAR							
			HANDLING OF STUDENT RECORDS	March 7, 2019					Checked the presented procedure and coached its finalization	RICO
			ACADEMIC AFFAIRS (Delivery Instruction)							
			DEVELOPMENT OF PROGRAMS PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			DESIGN AND DEVELOPMENT OF CURRICULUM AND SYLLABUS PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			PROMOTION OF PROGRAM OFFERINGS PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			CLASSROOM MANAGEMENT PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			ASSESSMENT OF STUDENTS PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			RETENTION OF STUDENTS CONTROL PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			STUDENT EVALUATION FOR GRADUATION PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			GRADUATION OF STUDENTS AND CONFERMENT OF DEGREES PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			IMPLEMENTATION OF OJT PROCEDURE							
			IMPLEMENTATION OF FIELD TRIPS PROCEDURE							
			IGS							



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			GUIDELINE AND STANDARD FOR MASTER'S THESIS AND DISSERTATION PROCEDURE	7-Mar-19					Checked the presented procedure and coached its finalization	Eric
			PLANNING							
			STRATEGIC PLANNING							
			SHORT TERM PLANNING							
			BAC							
			BAC CONTROL PROCEDURE	March 8, 2019					Coached the preparation of the procedure	RICO
			SUPPLY							
			SUPPLY MANAGEMENT CONTROL PROCEDURE	March 7, 2019					Coached the preparation of the procedure	RICO
			PROCUREMENT CONTROL PROCEDURE	March 7, 2019					Coached the preparation of the procedure	RICO
			EXTERNAL PROVIDER ACCREDITATION AND PERFORMANCE EVALUATION PROCEDURE	March 7, 2019					Coached the preparation of the procedure	RICO
			CALIBRATION CONTROL PROCEDURE	March 8, 2019					Coached the preparation of the procedure	RICO
			HR (Faculty/Staff Development)							
			HUMAN RESOURCE MANAGEMENT CONTROL PROCEDURE	8-Mar-19					Coached the preparation of the procedure	Eric
			PRAISE	8-Mar-19					Coached the preparation of the procedure	Eric
			COMPETENCE, TRAINING & AWARENESS CONTROL PROCEDURE	7-Mar-19					Coached the preparation of the procedure	Eric
			CONTROL OF POSITION DESCRIPTION AND TABLE OF ORGANIZATION PROCEDURE	8-Mar-19					Coached the preparation of the procedure	Eric
			BUDGET							
			BUDGET MANAGEMENT CONTROL PROCEDURE							
			CASHIER							
			CASHIERING CONTROL PROCEDURE	March 7, 2019					Checked the presented procedure and coached its finalization	RICO
			FINANCIAL MANAGEMENT & SERVICES							
			DISBURSEMENT CONTROL PROCEDURE	March 7, 2019					Checked the presented procedure and coached its finalization	RICO
			BANK RECONCILIATION CONTROL PROCEDURE	March 7, 2019					Coached the preparation of the procedure	RICO
			PREPARATION OF FINANCIAL STATEMENT CONTROL PROCEDURE	March 7, 2019					Coached the preparation of the procedure	RICO
			PRODUCTION							
			RSU INCOME GENERATING PROJECT IMPLEMENTATION PROCEDURE	March 8, 2019					Checked the presented procedure and coached its finalization	RICO
			ACCREDITING UNIVERSITY IGP PROJECTS PROCEDURE	March 8, 2019					Coached the preparation of the procedure	RICO
			STUDENT SERVICES							



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			SECURING PERMIT FOR STUDENT ACTIVITIES CONTROL PROCEDURE	March 7, 2019					Checked the presented procedure and coached its finalization	RICO
			ACCREDITATION OF STUDENT ORGANIZATION CONTROL PROCEDURE	MARCH 7, 2019					Checked the presented procedure and coached its finalization	RICO
			DELIVERY OF INSTRUCTION (IMPLEMENTATION OF OJT/ INTERSHIP) CONTROL PROCEDURE	MARCH 7, 2019					Checked the presented procedure and coached its finalization	RICO
			COUNSELING CONTROL PROCEDURE	March 8, 2019					Checked the presented procedure and coached its finalization	RICO
			RESEARCH, EXTENSION & TRAINING OFFICE							
			RSU EXTENSION CONTROL PROCEDURE	March 7, 2019					Checked the presented procedure and coached its finalization	RICO
			RSU RESEARCH CONTROL PROCEDURE	March 7, 2019					Coached the preparation of the procedure	RICO
			RSU TRAINING CONTROL PROCEDURE	March 7, 2019					Coached the preparation of the procedure	RICO
			AUXILIARY							
			MAINTENANCE OF UNIVERSITY EQUIPMENT AND PROPERTY	7-Mar-19					Coached the preparation of the procedure	Eric
			GENERAL SERVICES PROVISION PROCEDURE	7-Mar-19					Coached the preparation of the procedure	Eric
			PROJECT MANAGEMENT PROCEDURE	7-Mar-19					Coached the preparation of the procedure	Eric
			LIBRARY							
			LIBRARY CONTROL PROCEDURE	March 8, 2019					Checked the presented procedure and coached its finalization	RICO
			MEDICAL / DENTAL							
			MEDICAL CONTROL PROCEDURE	March 8, 2019					Checked the presented procedure and coached its finalization	RICO
			DENTAL CONTROL PROCEDURE	March 8, 2019					Coached the preparation of the procedure	RICO

Rev No.	Revision Date	Revision History	Updated by
0	Mar. 7-8, 2019	Initial Documentation Coaching/Gap Analysis	Eric Vinluan

UPDATED BY:

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CONFORMED BY:

Client Representative