



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS



Bachelor of Secondary Education



**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**
Town Proper, City of General Trias , Cavite

**BACHELOR OF SCIENCE IN
SECONDARY EDUCATION
MAJOR IN ENGLISH**

PRELIMINARY SURVEY VISIT

**AREA X.
ADMINISTRATION**

F. Records Management

F.1 Composition of the Records Management Office, their qualification and functions.





Republic of the Philippines

**CAVITE STATE UNIVERSITY
GENERAL TRIAS CITY CAMPUS**

Town Proper, City of General Trias, Cavite, 4107
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cvsugeneraltrias@cvsu.edu.ph

Ref. No : E-220228-0659

Reg: LAUJO B. PASCUA

Received: Feb 28, 2022; 11:03 am

February 28, 2022

DR. HERNANDO D. ROBLES
University President
This University

Siri

Greetings!

CAVITE STATE UNIVERSITY

Indang, Cavite, Philippines

Administrative Services

Reference No.: A-220228 - 0659

Received: By _____

Date: 02-28-2022

I would like to respectfully recommend **SHAINNE C. HAYAG** as Records Officer of Cavite State University - General Trias Campus.

She is responsible in keeping and maintaining record and documents of the campus and maintaining a continuing program for the preservation and disposition of permanent records.

Hoping for your favorable response. Thank you.

Respectfully,

LAURO B. RASCUA, Ed.D.
Campus Administrator

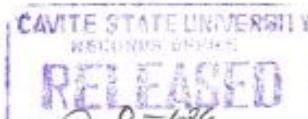
Recommending Approval:

MA. AGNES P. NUESTRO, Ph.D.
Vice President for Academic Affairs

MARY JANE D. TEPORA, Ph.D.
Officer-in-Charge, Vice President for Administrative and Support Services

Approved:

 HERNANDO D'ROBLES, Ed.D. CEO VI
University President



Click to view:

Records Officer CV

CITIZEN'S CHARTER

Office: OFFICE OF STUDENT AFFAIRS AND SERVICES								
Office Hours: 7:00 - 8:00 Monday to Thursday (No Noon Break) Contact No.: Tel. No. 030-4012-07000 Ext. 2000 Email: sas@ust.edu.ph								
Nature of Service: Admission Procedure for First Year Students								
Step	Applicant's Client	Service Provider	Duration of Activity (Under normal circumstances)	Person-in-Charge	Fees	Form	Day	Comments
1	Applicant submits the following documents:	Admission Officer	Upon receipt of application form from the applicant documents.	2 weeks	SGS 20-10 (Admission Form for First Year Students)			
2	Applicant fills in the admission application form.	Admission Officer	2 weeks	SGS 20-10 (Admission Form for First Year Students)				
3	Applicant signs the admission agreement.	Admission Officer / Examiner	10 weeks	SGS 20-10 (Admission Form for First Year Students)				
4	Applicant gets a photo of himself.	Photo Booth	10 weeks	SGS 20-10 (Admission Form for First Year Students)				
5	The applicant submits his application to the College of Nursing (CNS), CNS Office or the appropriate department.	College of Nursing / CNS Office	10 weeks	SGS 20-10 (Admission Form for First Year Students)				
6	After the application is submitted, the applicant signs the "Statement of Intent" and signs the "Agreement to be bound by the rules and regulations of the University."	Admission Officer	2 weeks	SGS 20-10 (Admission Form for First Year Students)				
7	Applicant presents the Photo of himself and the University Identity Card.	University Identity	2 weeks	SGS 20-10 (Admission Form for First Year Students)				
Nature of Service: Admission Procedure for Freshmen from Other Schools								
1	Applicant presents the following documents:	Admission Officer	Upon receipt of application form from the applicant documents.	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)			
2	Applicant fills in the admission application form.	Admission Officer	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
3	Applicant signs the admission agreement.	Admission Officer / Examiner	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
4	Applicant gets a photo of himself.	Photo Booth	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
5	The applicant submits his application to the College of Nursing (CNS), CNS Office or the appropriate department.	College of Nursing / CNS Office	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
6	After the application is submitted, the applicant signs the "Statement of Intent" and signs the "Agreement to be bound by the rules and regulations of the University."	Admission Officer	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
7	Applicant presents the Photo of himself and the University Identity Card.	University Identity	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
Office: OFFICE OF THE UNIVERSITY REGISTRAR								
Office Hours: 7:00 am to 8:00 pm Monday to Saturday (No Noon Break) Mid Year Term 7:00 am to 6:00 pm Monday to Thursday (No Noon Break) Contact No.: Tel. No. 030-4012-0700 Ext. 2000 / CP No. 0929177766 Email: registrar@ust.edu.ph								
Nature of Service: REGISTRATION OF NEW STUDENTS								
Step	Client	Service Provider	Duration of Activity (Under normal circumstances)	Person-in Charge	Fees	Form	Day	Comments
1	Applicant presents the following documents:	Admission Officer	Upon receipt of application form from the applicant documents.	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)			
2	Applicant fills in the admission application form.	Admission Officer	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
3	Applicant signs the admission agreement.	Admission Officer / Examiner	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
4	Applicant gets a photo of himself.	Photo Booth	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
5	The applicant submits his application to the College of Nursing (CNS), CNS Office or the appropriate department.	College of Nursing / CNS Office	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
6	After the application is submitted, the applicant signs the "Statement of Intent" and signs the "Agreement to be bound by the rules and regulations of the University."	Admission Officer	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
7	Applicant presents the Photo of himself and the University Identity Card.	University Identity	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
Office: LIBRARY								
Office Hours: Regular Session 7:00 am to 8:00 pm Monday to Saturday (No Noon Break) Mid Year Term 7:00 am to 6:00 pm Monday to Thursday (No Noon Break) Contact No.: Tel. No. 030-4012-0700 Ext. 2000 / CP No. 0929177766 Email: librarian@ust.edu.ph								
Nature of Service: Request for Use of the Library Facilities and Resources								
Step	Applicant's Client	Service Provider	Duration of Activity (Under normal circumstances)	Person-in Charge	Fees	Form	Day	Comments
1	Applicant presents relevant documents.	Library Officer	Upon receipt of relevant documents.	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)			
2	Applicant fills in the admission application form.	Admission Officer	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
3	Applicant signs the admission agreement.	Admission Officer / Examiner	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
4	Applicant gets a photo of himself.	Photo Booth	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
5	The applicant submits his application to the College of Nursing (CNS), CNS Office or the appropriate department.	College of Nursing / CNS Office	10 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
6	After the application is submitted, the applicant signs the "Statement of Intent" and signs the "Agreement to be bound by the rules and regulations of the University."	Admission Officer	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				
7	Applicant presents the Photo of himself and the University Identity Card.	University Identity	2 weeks	SGS 20-10 (Admission Form for Freshmen from Other Schools)				

Office: HEALTH SERVICES UNIT								
Office Hours: 7:00am - 8:00pm Monday to Friday (No Noon Break) Contact Number(s): (046) 22-13-35								
Nature of Service: Physical, Dental, and Laboratory Examination of Freshman / New Students								
Step	Patient (New Students / Client)	Service Provider	Duration of Activity (Under normal circumstances)	Person-in Charge	Fees	Form	Day	Comments
Day 1 (Physical and Dental Examination)	Presents the Notice of Student Admission (SGS)		2 - 10 hrs.	Healthcare Unit personnel or Nurse on Duty (HOD)	Sis Fees	SGS 20-10 (Notice of Admission (SGS))		
	SGS 20-10 Personal Information Sheet		3 - 5 hrs.	Nurse on Duty (HOD)		SGS 20-10 (Personal Information Sheet)		
	Presents to Laboratory Section for laboratory examination		2 - 5 hrs.	Medical Technologist (MedTech)		SGS 20-10 (Physical Examination Report)		
	Presents to Radiology Section for X-ray Examination		2 - 5 hrs.	Medical Technologist (MedTech)		SGS 20-10 (X-ray Examination Report)		
Day 2 (Physical and Dental Examination)	Presents state civil to Nurse on Duty (HOD)		30 min - 1 hrs.	Healthcare Unit personnel or Nurse on Duty (HOD)		SGS 20-10 (State Civil)		
	SGS 20-10 Health and Disease History		30 min - 1 hrs.	Healthcare Unit personnel or Nurse on Duty (HOD)		SGS 20-10 (Health and Disease History)		
	Presents to Dental Service for dental examination	Dentist	1 - 2 hrs.	Dentist		SGS 20-10 (Dental Examination Report)		
	Presents to Medical Service for physical examination	Physician	1 - 2 hrs.	Physician		SGS 20-10 (Physical Examination Report)		
			30 min.	Physician / Nurse on Duty (HOD)		SGS 20-10 (Medical Examination Report)		
Nature of Service: Medical Consultation and Treatment								
Step	Patient (Student and University Personnel) / Client	Service Provider	Duration of Activity (Under normal circumstances)	Person-in Charge	Fees	Form	Day	Comments
1	Cause to client for consultation		30 min.	Nurse on Duty (HOD)		SGS 20-10 (Medical Consultation Form)		
2	Identify cause to the examination of vital signs		30 min.	Nurse on Duty (HOD)		SGS 20-10 (Medical Consultation Form)		
3	Submits to the consultation process.	Physician or Dentist	3 - 5 hrs.	Physician or Dentist		SGS 20-10 (Medical Consultation Form)		
4	Presents prescription and collects the modified Clinical Record Form (CRF).		1 hrs.	Nurse on Duty (HOD)		SGS 20-10 (Medical Consultation Form)		
5	Signs the ligature.			Nurse on Duty (HOD)		SGS 20-10 (Medical Consultation Form)		
6	Registers for the following health care procedures and services:		30 min.	Nurse on Duty (HOD)		SGS 20-10 (Medical Consultation Form)		
7	a. Blood test		0.5 - 1 hrs.	Nurse on Duty (HOD) / Physician		SGS 20-10 (Blood Test Form)		
8	b. Urine test		0.5 - 1 hrs.	Physician / Technologist (MedTech)		SGS 20-10 (Urine Test Form)		
9	c. Laboratory or Radiology examinations		1 - 2 hrs.	Physician / Technologist (MedTech)		SGS 20-10 (Laboratory or Radiology Examination Form)		
10	d. X-ray request for copy of results.		0.5 - 1 hrs.	Nurse on Duty (HOD)		SGS 20-10 (X-ray Request Form)		
11	e. Observation and confinement		1 - 2 hrs.	Nurse on Duty (HOD)		SGS 20-10 (Observation and Confinement Form)		
12	f. Assumption of risk for care		0.5 - 1 hrs.	Nurse on Duty (HOD)		SGS 20-10 (Assumption of Risk Form)		

Office: QUALITY POLICY								
Office Hours: 7:00 - 8:00 Monday to Thursday (No Noon Break) Contact No.: Tel. No. 030-4012-0700 Ext. 2000								
Nature of Service: Quality Policy								
Step	Client	Service Provider	Duration of Activity (Under normal circumstances)	Person-in Charge	Fees	Form	Day	Comments
1	Please let us know how we have served you by doing one of the following:							
2	Accomplish our Feedback Form inside the Public Assistance and Complaint Desk (PAC) and put inside the drop box;							
3	Send your feedback through e-mail: eval@ust.edu.ph or							
4	Tell us to Public Assistance Office;							
5	THANK YOU for helping us continuously improve our services.							

CITIZEN'S CHARTER

of

RECORDS OFFICE

RECEIPT OF INCOMING COMMUNICATION

Schedule of Availability of Service:

Monday to Thursday

8:00 am to 12:00 noon; 1:00 pm. to 6:00 pm.

Who May Avail of the Service

Internal Clients (Faculty Members/Employees/Students) from Main Campus and Satellite Campuses

External Clients (walk-in clients from government agencies and private entities)

What are the Requirements:

Common Requirements

3 copies of the communication

attachment, if there's any

signature of the sendee/

recommending officer

Requirements for Specific Services

A. Recommendation to hire a particular position

1. Letter request

2. Source of Fund

B. Recommendation to Hire Contractual Faculty/Employee

1. Letter Request to Hire

2. Approved Evaluation of PSB

C. Recommendation for Renewal/Rehiring of Faculty

1. Letter for Renewal/Rehiring

2. SET for last 2 semesters

3. PES for last 2 semester

4. Progress Report of his/her graduate studies (if scholar under FSDP)

D. Letter request to attend seminar/training

1. Letter request signed by the requisitioner

2. Communication/Invitation to attend from sponsoring agency

3. Indorsement from CHED

E. Student Letter request to attend seminar-workshop/training outside the university

1. Invitation to attend approved by OP

2. Endorsement from CHED

3. Letter request approved by the following

a. Adviser

b. Head, SOSCA

c. For Recomending Approval:

1. Dean, OSA

2. VP for Academic Affairs

F. Reinstatement Letter from Maternity Leave

1. Letter Request for Reinstatement

2. Medical Cert. attesting that she is medically fit to resume work

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Submit 4 copies of the communication, together with the attachments.	Acknowledge receipt of the com. Make initial evaluation, attach yellow sticker to the original copy, indicate time and date of receipt, stamp receipt on the duplicate and triplicate copies		Records Clerk/ Records Officer	Free of charge	Delivery Rec.
			3 minutes per doc.			
2		Record communication in the logbook.	3 minutes per doc.	Records Clerk		Logbook of Inc. Communication
3		Stamp RECEIVED and assign Reference Number	1 minute	Records Officer	Free of charge	
4		Segregate copy for Records File	1 min. per doc.	Records Clerk	Free of charge	
5		Route communication to next action unit	2 minutes	Releasing clerk		
End of Transaction			10 min.			

PROCESSING OF FINANCIAL DOCUMENTS (Obligation Requests, Budget Utilization Request and Status, Purchase Requests, Disbursement Vouchers)

Schedule of Availability of Service:

Monday to Thursday

7:30 am. to 12:00 1:00 pm to 6:00 pm

Who May Avail of the Service

Internal Clients - employees, faculty members, students and alumni of CvSU Main Campus and Satellite Campuses

External Clients - individual from other government agencies and private entities.

What are the requirements:

3 copies of duly accomplished Purchase Request

3 Copies of duly accomplished Obligation Request

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
3		Stamp RECEIVED, and assign Reference Number	2 minutes	Records Encoder		
4		Record particulars of items requested, the requisitioner and date of receipt.	3 minutes	Records Encoder		
						Logbook
5		Attach Routing Slip, indicate date of receipt, time received and time released	2 minutes	Records Encoder		Routing Slip
6		Affix initial on the space provided for "Received By" of the Purchase Request and Obligation Request		Records Officer		
7		Record document for release and release to next action unit	2 minutes	Records Encoder		Financial Outgoing Logbook
End of Transaction		13 min.				

DOCUMENT TRACKING (Financial Documents)

Schedule of Availability of Service

Monday to Thursday

7:00 am to 12:00 noon 1:00 pm to 6:00 pm

Who May Avail of the Services:

Internal Clients (Faculty Members, Employees, Students, Alumni from Main Campus and Satellite Campuses

External Clients (walk-in Clients from other government agencies and private entities)

What are the Requirements

Fully accomplish Client Request Form No. 2

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Client log at the Visitor's/ Client Logbook	Records Clerk hand in the Visitor/Client Logbook			Free of charge	Visitor/Client Logbook
2	Client fill up the Client Request Form No. 2	Acknowledge receipt of the Client Request Form	2 minutes			Client Request Form No. 2
3		Check accuracy of data indicated on the Client Request Form No. 2	2 minutes	Records Encoder/ Records Officer		
4		Verify against Master List/ Logbook for Financial Transaction	1 minute	Records Encoder/ Records Officer		Logbook for Financial Transaction
5		Verify against data on computer, search for Ref. No. and the date it was transmitted to next action unit.	1 minute	Records Encoder/ Records Officer		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
		Fill out the Tracer form, indicating the Ref. No., the date the document was released and the office wherein the document was sent to.	2 minutes	Records Encoder	Free of Charge	Tracer Form
6	Sign on the space provided for "Follow-up" By"	The Tracer Form was released to the Client, fully accomplished with all the needed information	1 minute	Records Encoder		
		End of Transaction	10 mins.			

**AUTHENTICATION / ISSUANCE OF CERTIFIED COPIES OF DOCUMENTS (Pay Slip, Payroll, TOR, Diploma, Certificates
for local and abroad employment)**

Schedule of Availability of Service

Monday to Thursday

7:00 am to 12:00 noon 1:00 pm to 6:00 pm

Who May Avail of the Services:

Internal Clients (Faculty Members, Employees, Students, Alumni from Main Campus and Satellite Campuses

External Clients (walk-in Clients from other government agencies and private entities)

What are the Requirements

Original copies of document

Fully accomplished Client Request Form No. 1

Photocopy of documents to be certified

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Client log in the Visitor/ Client Logbook	Staff hand in Visitor/Client Logbook	1 min.	Records Clerk		Visitor/Client Logbook
2	Client fill up Client Request Form No. 1	Evaluate contents of Client Request form No. 1	1 min.	Records Clerk		Client Request Form No. 1
3	Submit documents to be certified/authenticated	Acknowledge receipt of documents	1 min.	Records Clerk		
4	Secure order of payment from the Accounting Office then pay to the Cashier	Process payment and issue Official Receipt	5 min.	Cashier	15.00 for local 35.00 for abroad	
		While the client pays the corresponding fees, the submitted records are being evaluated/verified against	Cert. - 1 min. Pay Slip - 1 min TOR - 3 min Dip 1 min	Records Officer		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
		scrutinized line by line and look for any alterations or erasures which will render the document invalid.				
6		Stamp Certified True Copy	30 sec./doc	Records Clerk		
7		Sign the document	25 sec./doc.	Records Officer		
8	Present Official Receipt	Record OR Number	1 min	Records Clerk		
9	Received the documents requested	Released documents to the client.	2 min.	Records Clerk		
End of Transaction			15 mins.			

APPROVAL OF REQUEST FOR POSTING OF DOCUMENTS

Schedule of Availability of Service

Monday to Thursday

7:00 am to 12:00 noon 1:00 pm to 6:00 pm

Who May Avail of the Services:

Internal Clients (Faculty Members, Employees, Students, Alumni from Main Campus and Satellite Campuses)

External Clients (walk-in Clients from other government agencies and private entities)

What are the Requirements

Fully accomplished Client Request Form No. 4

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Client log in the Visitor/ Client Logbook	Staff hand in Visitor/Client Logbook	1 min.	Records Clerk	Free of charge	
2	Client Fill up Client Request Form No. 4	Check if the Client Request Form No. 4 is completely filled up.	1 min.	Records Clerk		Client Request Form No. 4
3	Client submits documents for posting approval	Evaluate the content and the purpose of the poster/documents for posting.	2 min.	Records Officer		
4		Stamp "Approved for Posting"	1 min.	Records Clerk		
		Approves and signs the doc.	1 min/doc.	Records Officer		
5	Client signs at the Log book as to number of copies	Released of approved documents for posting	1 min.	Records Clerk		
End of Transaction			7 mins.			

REQUEST FOR DOCUMENT TRACKING (CORRESPONDENCE)

Schedule of Availability of Service

Monday to Thursday

7:00 am to 12:00 noon 1:00 pm to 6:00 pm

Who May Avail of the Services:

Internal Clients (Faculty Members, Employees, Students, Alumni from Main Campus and Satellite Campuses

External Clients (walk-in Clients from other government agencies and private entities)

What are the Requirements

Fully accomplished Client Request Form No. 3

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	Client log in the Visitor/ Client Logbook	Staff hand in Visitor/Client logbook	1 min.	Records Clerk	Free of charge	Visitor/Client Logbook
2	Client fill up Client Request form No. 3	Check if the Client Request form No. 3 is completely filled up.	1 min.	Records Clerk		Client Request Form No. 3
3		Verify the document as to date of receipt and date it was forwarded to next action unit from the logbook.	1 min.	Records Clerk/ Records Officer		Logbook for In-coming Com.
4		Verify the action taken on the document (from OP)	1 min.	Records Clerk/ Records Officer		Logbook for Out-going Com.
5		If still in process, inform client of its status	1 min.	Records Clerk		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
6	If already approved, locate/ retrieve the documents and provide the requesting party with a photocopy		2 min.	Records Clerk/ Records Officer		
7	Receive the document requested and signed by the Logbook	Released requested document/records to client.	1 min.	Records Clerk	Logbook for Out-going Com.	
End of Transaction			8 mins.			

RECORDS OFFICE

Date Received: _____

Time: _____

Received by: _____

- (2) Envelopes of confidential matters shall also be stamped before these are recorded and delivered to the addressee.
- (3) Mail shall be time-stamped only when time of receipt of mail has monetary or legal significance or where this is necessary for the purpose of protecting the interest of the entity of the government.

In order to ensure that all incoming correspondence are course through the Records Office, action units shall not act on any papers not officially Stamped with yellow sticker and received by the Records Office.

5. Routing

Routing is the process of determining and indicating the action units to which to send received mail/correspondence. The following steps in routing shall be observed:

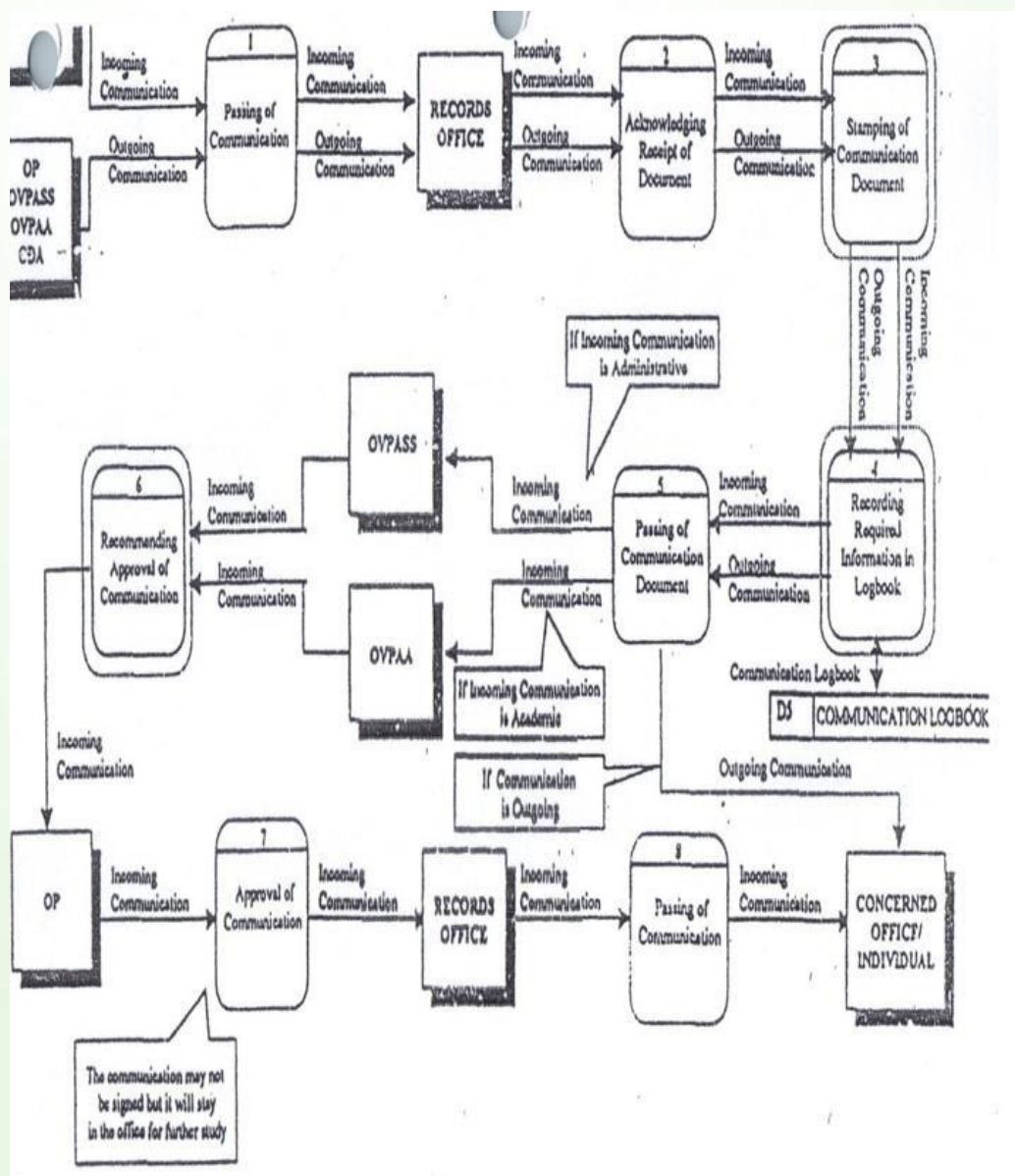
- (1) Read each communication to analyze its contents and determine the action unit or units which will take appropriate action thereon;
- (2) Indicate on the face of the communication at the upper right hand corner the office symbol of the action unit concerned;
- (3) When two or more action units are involved, a routing slip may be attached to the correspondence indicating the proper sequence the action units through which it should pass.

B. STANDARD OPERATING PROCEDURES IN THE CONTROL OF INCOMING AND OUTGOING CORRESPONDENCE

- 1. All incoming correspondence and other official documents whether internal or external intended for the agency including outgoing

correspondence shall be coursed through the CENTRAL RECORDS where the same shall be attached with yellow sticker for recording and routing to the proper action unit for easy verification and to avoid possible lost.

2. Incoming correspondence shall be assigned Reference Number by the Central Records for recording and monitoring purposes
3. Action unit (VPAA, VPASS, VPEBA, RECETS, Unit Heads, etc.) should not act on the correspondence unless it is properly course through the CENTRAL RECORDS.
4. Within 8 hours upon receipt, the in-charge of the CENTRAL RECORDS shall facilitate transmittal of the correspondence/documents to the office concerned for appropriate action.
5. There should be no direct deliveries of incoming correspondence to action units by individuals. All officials and employees shall inform the transacting public of this regulation and shall adhere to it.
6. In instance where the urgency of the action to the said correspondence/document is at stake, the same may be hand carried by the sender or his duly authorized representative to the office concerned provided it is coursed through the CENTRAL RECORDS.
7. All correspondence must be acted upon and released within twenty four (24) hours upon receipt.
8. If for one reason or another, the subject correspondence/document can not be favorably acted due to some questions which require further justification/additional information, the same must be immediately released and return to the sender/origin through the CENTRAL RECORDS.
9. To avoid delay in the processing and for the information and/or guidance of the sending parties, correspondence/documents referred to in No. 7 should be accompanied with Return Slip wherein comments/requirements are indicated.
10. All outgoing communication should be stamped "RELEASED" and will be released through the CENTRAL RECORDS.



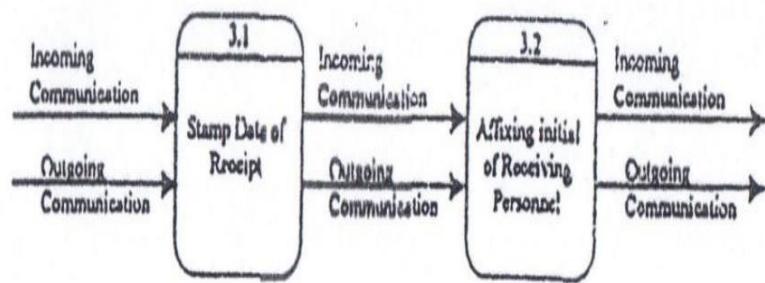


Figure 8.1. Subprocess of Process 3.0 - Stamping of Communication

OUTGOING COMMUNICATION

INCOMING COMMUNICATION

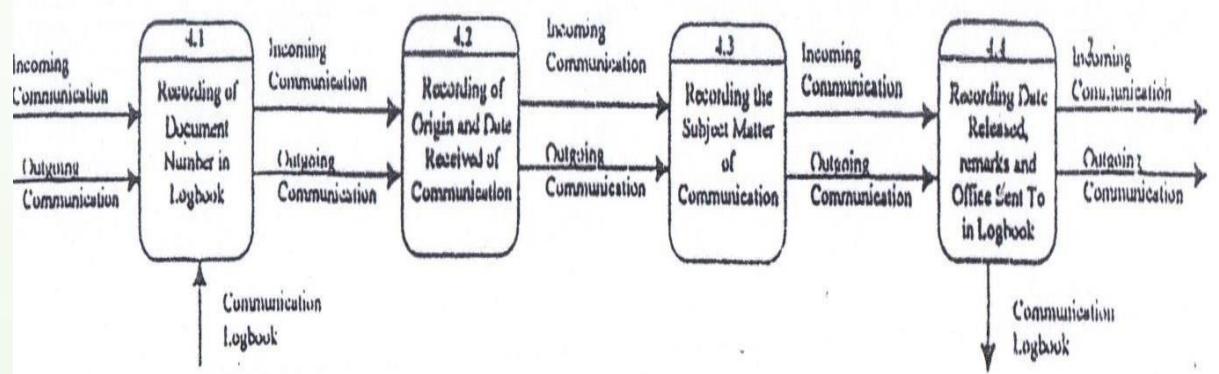


Figure 8.2. Subprocess of Process 4.0 - Recording of Required Information in Logbook

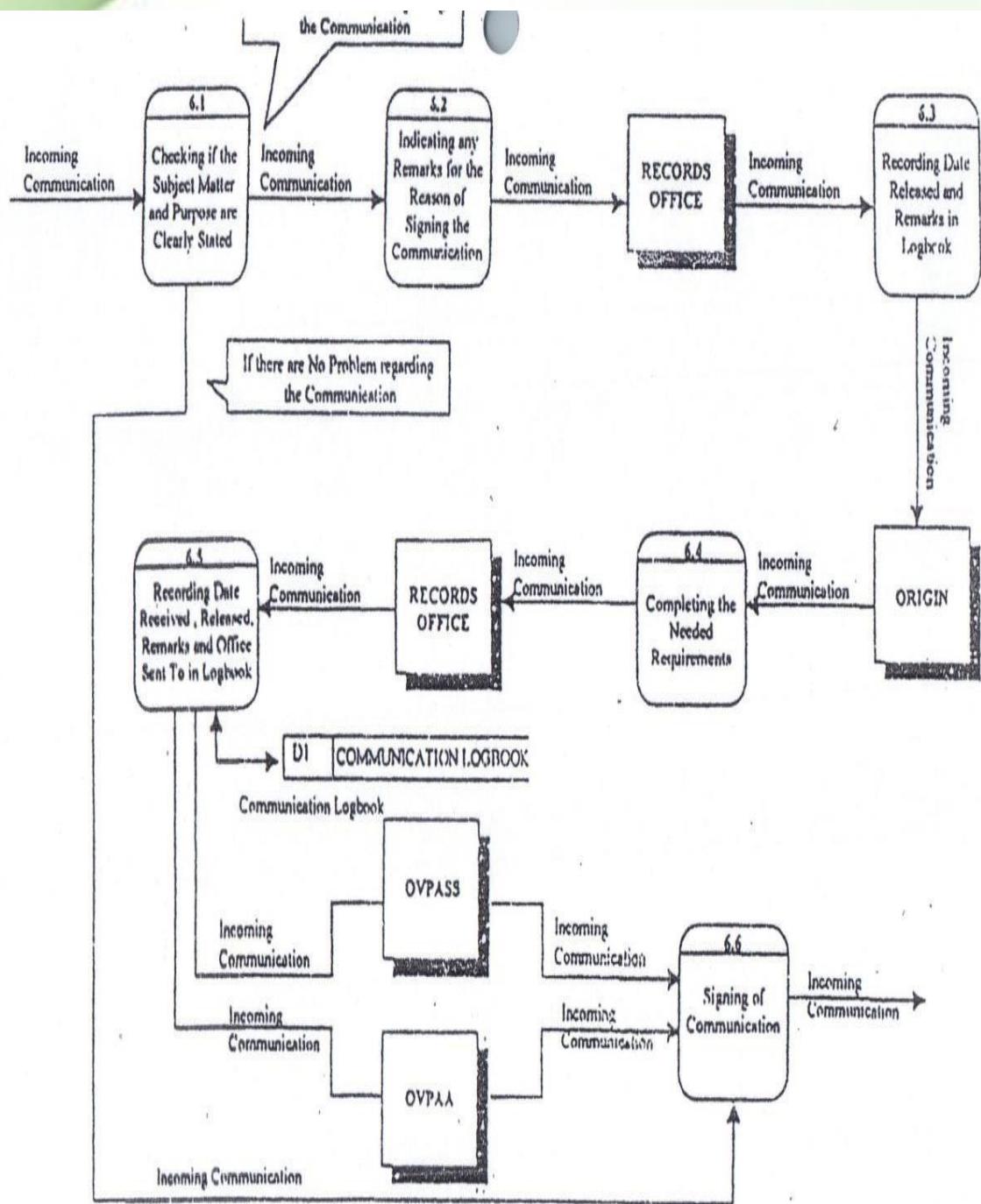


Figure 8.3. Subprocess of Process 6.0 - Recommending Approval of Communication

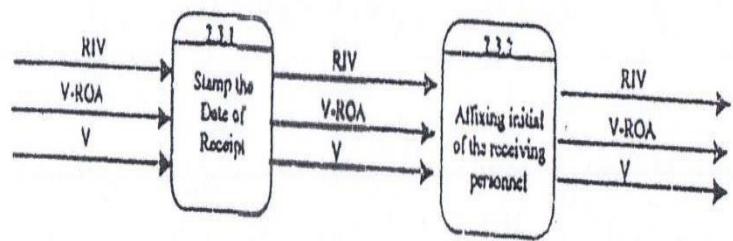


Figure 7.1.1. Subprocess of Subprocess 2.3 - Stamping of Documents

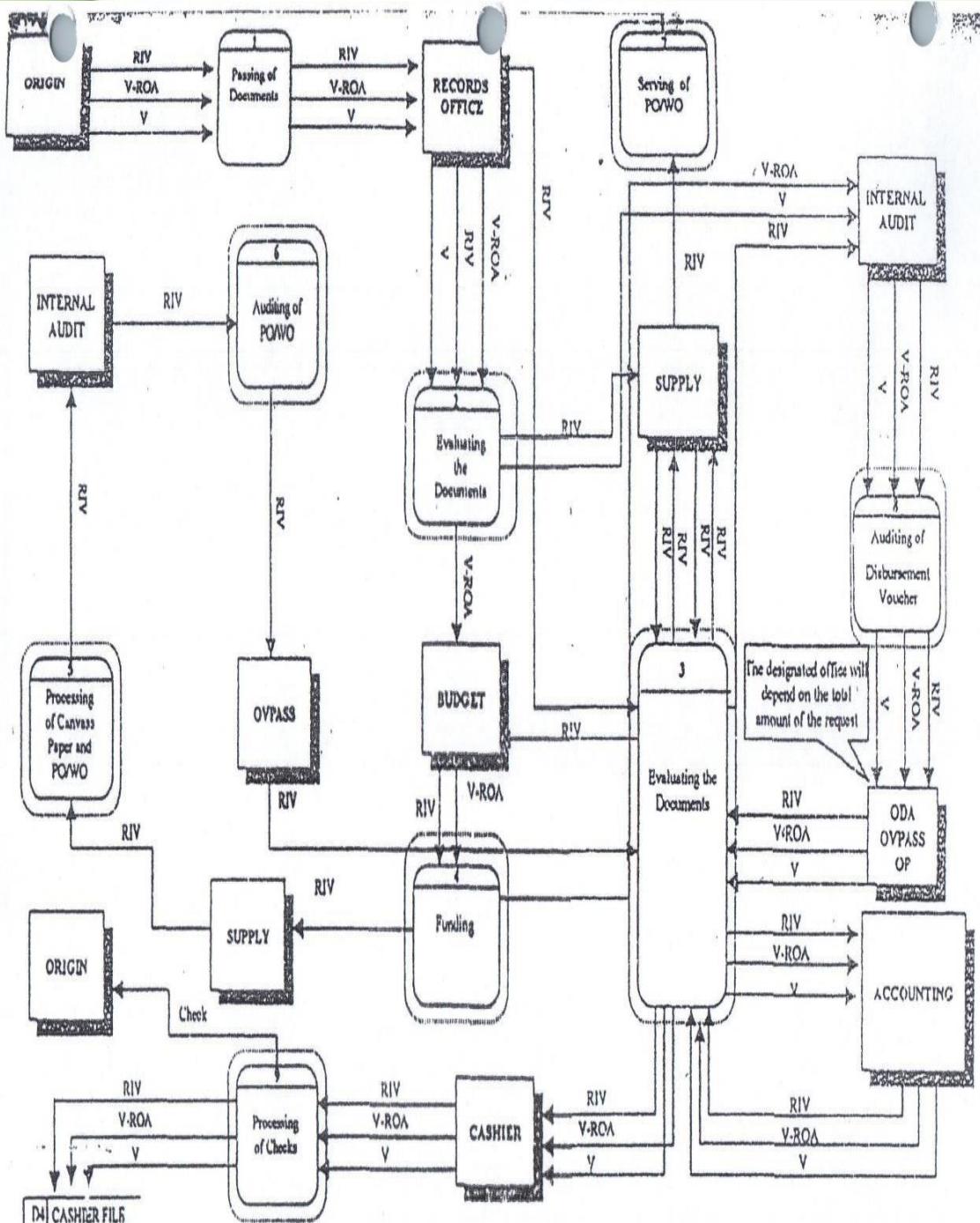


Figure 7. Diagram 9 of the Existing System (Financial Documents)

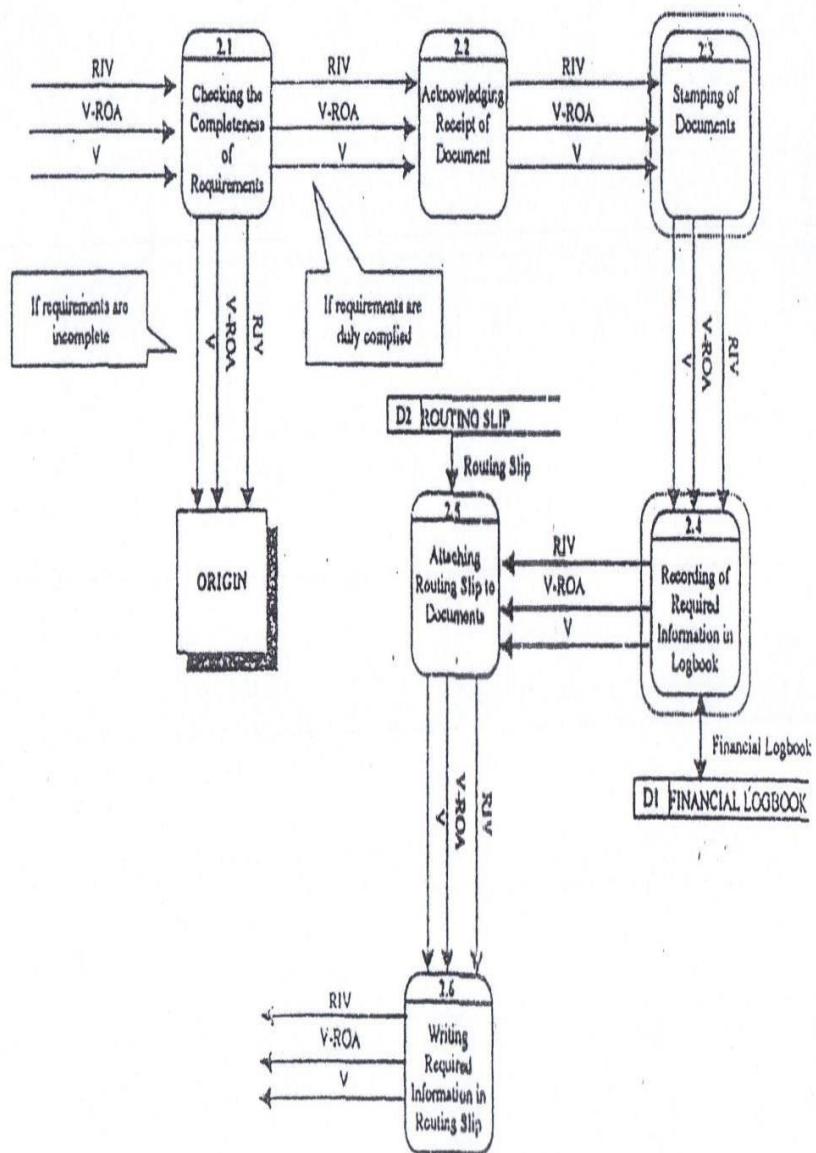


Figure 7.1. Subprocess of Process 2.0 - Evaluating the Documents

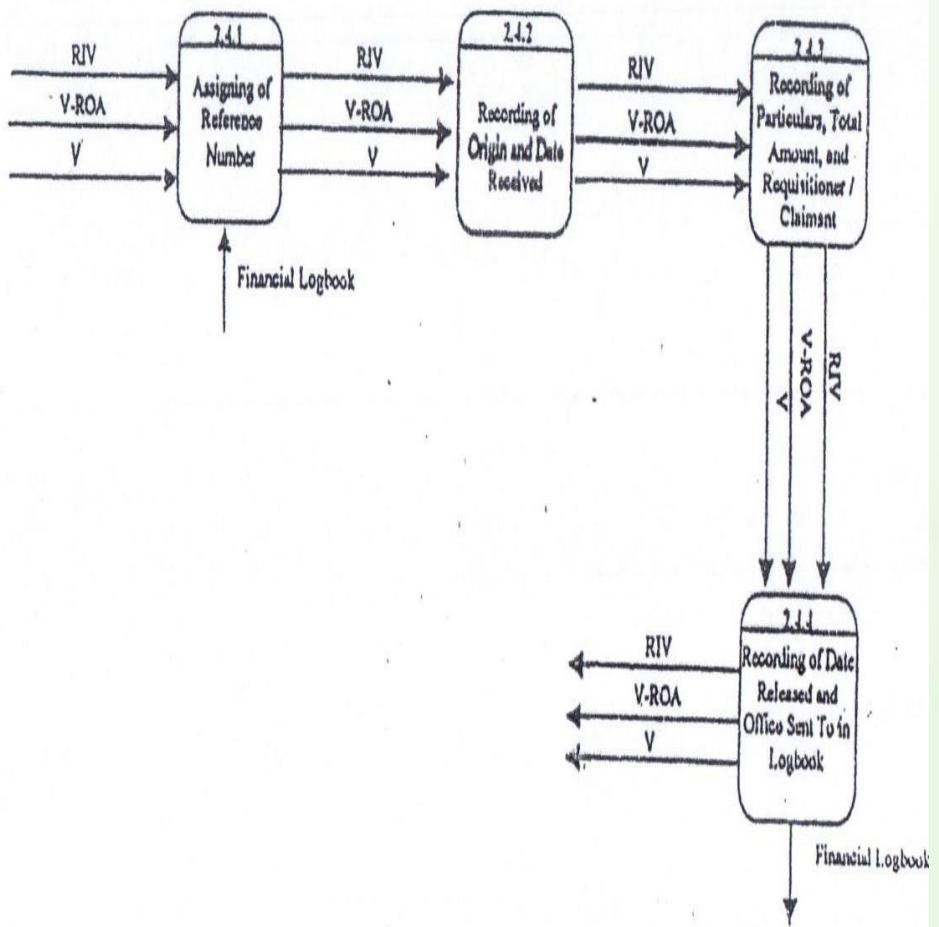


Figure 7.1.2. Subprocess of Subprocess 2.4 - Recording of Required Information in Logbook

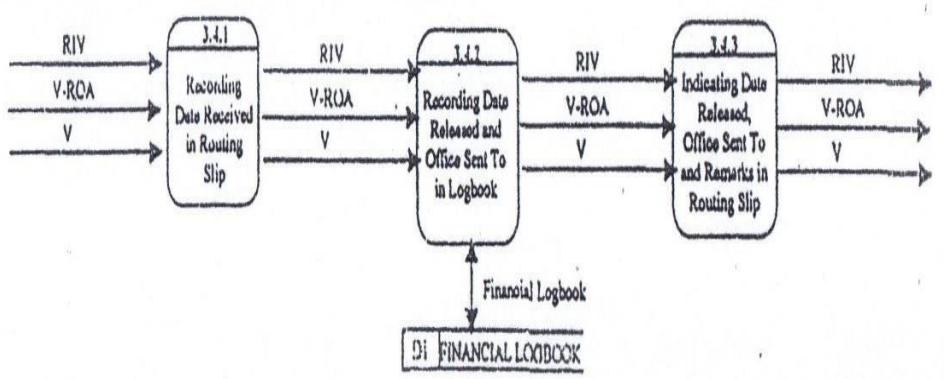


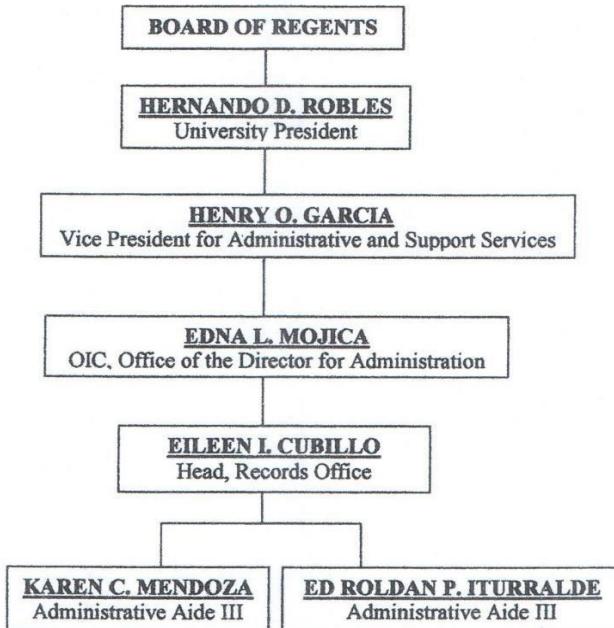
Figure 7.2.1. Subprocess of Subprocess 3.4 - Tracking of Documents



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
(046) 862-0853 / (046) 4150-013
www.cvsu.edu.ph

ORGANIZATIONAL STRUCTURE OF THE CAVITE STATE UNIVERSITY

RECORDS OFFICE



Prepared by:

Karen C. Mendoza
KAREN C. MENDOZA
Administrative Aide III

Noted by:

Eileen I. Cubillo
EILEEN I. CUBILLO
Administrative Officer V



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
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RECORDS OFFICE

DUTIES AND RESPONSIBILITIES:

EDNA L. MOJICA
Administrative Officer V

1. Supervise and checks the works within the unit based on existing policies, decisions, rules and regulations.
2. Checks and classifies official communications and documents for release and filing.
3. Plans and directs the activities of the unit.
4. Assist in the training of personnel on records management.
5. Prepares annual and other necessary reports.
6. Meets regularly with the staff members of the unit with regards to planning and implementation of activities.
7. Participates in staff meetings and conferences.
8. Prepares budget estimate for the unit.
9. Determines and requests the equipment and supplies for the unit.
10. Performs other related works from time to time.

KAREN C. MENDOZA
Administrative Aide III

1. Receiving of incoming communication with assigned reference number properly recorded and forwarded to the next action unit.
2. Receiving of approved / disapproved communications with assigned releasing numbers, and released to the sender / concerned unit.

3. Receiving of registered / ordinary mails are properly recorded in the logbook and delivered / sent the mails to the concerned units / recipients within 2 days upon receipt.
4. Attended to clients' request for tracer number, reference number, and other queries
5. Perform other tasks being assigned by the supervisor.

ED ROLDAN P. ITURRALDE

Administrative Aide III

1. Received financial Documents (OR, PR, DV etc.)
2. Assigned tracking number to each financial document.
3. Recorded the details of the financial documents
4. Transferred /released documents to concerned units (IA,ODA,OVPASS,Budget Office,Accounting Office,Supply Office)
5. Documents with discrepancies were returned to concerned unit/s/staff for compliance.
6. Encoded the details of the financial transactions in their respective files.



Edna L. Mojica

Hugo Ilagan St., Indang, Cavite
E-mail address: ednalmojica@yahoo.com.ph
Telephone Nos.: Office - (046) 4150014 loc. 210
Home- (046) 8621329
Cellphone : 091780340209
TIN: 143-384-554

Work Experience:

Cavite State University
Don Severino delas Alas Campus
Indang, Cavite
(046) 415-001
January 3, 1977 to present

Position: *Clerk I*
March 3, 1980-June 30, 1982

Clerk II
July 1, 1982-December 28, 1993

Clerk III
December 29, 1993 – July 2, 2008

Sr. Bookkeeper
July 3, 2008 - May 4, 2013

Administrative Officer II
May 5, 2013 to March 16, 2016

Administrative Officer V
March 17, 2017 to date

Training and Seminars Attended:

- Budget Consolidation FY 2016 STRASUC
Southern Luzon State University
Lucban, Quezon
July 9-10, 2015
- ESGP-PA Zonal Assembly for Region IV-A &B, NCR
2nd Floor HEDC Bldg., C.P. Garcia Avenue, UP Campus,
Diliman, Quezon City
May 26, 2015
- DBM Orientation on the 2016 Budget Preparation
And Updated GMIS Web-Based Application System
Conference Hall, IRTC Bldg., Technological University
of the Philippines, Manila - March 11- 12, 2015

- Forum on FY 2015 Budget Execution & FY 2016 Budget Preparation
Cavite State University Main Campus
February 20, 2015
- Forum on Sexual Harrassment and Violence Against Women and their Children
Cavite State University, Indang, Cavite
December 11, 2014
- UACS Application Course – Training Program for SUCs Region IV-A
Batangas State University
Batangas City
November 17-19, 2014
- GSIS – PSIJ Consultative Meeting
Traders Hotel, Pasay City
November 5, 2014
- Consolidation and Workshop for the Regional Budget of Regions IV- A & B for Fiscal Year 2015
MinSCAT – Calapan City Campus, Victoria, Oriental Mindoro – July 2-3, 2014
- Orientation-Workshop on the Information System Strategic Plan (ISSP) and On-line Submission of Budget Proposal (OSBP) for FY 2015
2nd Floor HEDC Bldg., C.P. Garcia Avenue, UP Campus, Diliman, Quezon City
February 25-26, 2014
- Coordinative/Assment Meeting with AAOs -Preparation of Electronic Renittance File Conference Hall 3rd Flr, Core G, GSIS Bldg.
Roxas Blvd., Manila
October 26, 2010
- 24th Annual Regional Convention
Association of College & University Registrars & Liason Officers (ACURLO, REGION IV-A)
Emiramona Garden Hotel, Tagaytay City
August 4 – 6, 2010
- Seminar-/workshop on Performance Management System- Office Performance Evaluation System (PMS-OPES)
Cavite State University, Indang, Cavite
Indang, Cavite
July 28 – 30, 2009

- 2009 National Workers' Congress
SMX Convention Center
Mall of Asia Complex, Pasay City
March 23, 2009

- Interactive Training with Administrative and Finance Officers
GSIS Gymnasium, GSIS Financial Center
Pasay City, Metro Manila
March 12, 2009

- Regional Budget Consolidation Workshop of SUC's Regions IV-A & B, Budget Officers & Accountants
Puerto Princesa City, Palawan
July 24 – 25, 2008

- Mastering the Art of EQ Leadership
February 20, 2008
Lasap Hall, Cavite State University
Indang, Cavite

- Training on e-NGAS
October 17-20, 2006
Cavite State University and Commission on Audit

- Seminar on RA 9337 (Expanded Vat Law) and Other Tax Updates
January 17, 2006
Trece Martires City, Cavite

- Seminar on Withholding tax
December 17, 2004
Bureau of Internal Revenue
Trece Martires City

- Pagba Convention
April 21-24, 2003
Philippine Association for Government Budget Administration Incorporation
Baguio City

- Awareness Seminar on ISO 9000
October 23, 2003
Cavite State University

- Government Service Insurance System Electronic Remittance Schedule Hands-on Training
August 27, 2003
GSIS Financial Center, Manila
- Teambuilding Seminar
November 19-20, 2003
Cavite State University
- Seminar-Workshop on Job Specification Review and Re-orientation for Non-Teaching Personnel
July 19-20, 2001
Cavite State University
- Withholding Tax on Compensation
December 12, 2001
Bureau of Internal Revenue
Trece Martires City
- Evacuation in Case of Fire
February 10, 2000
Cavite State University
- Update on Withholding Taxes for Government Offices
December 12, 1994
Bureau of Internal Revenue
Trece Martires City
- Courtesy as a Way of Life
May 19, 1994
Don Severino Agricultural College
- Secretarial Development Course
November 25, 1993
Don Severino Agricultural College
- Training on Stenography
September 19-November 6, 1993
Don Severino Agricultural College
- Computer Course – D Base III
May 8-15, 1990
Don Severino Agricultural College
- Refresher Course on Communication Coding
August 8, 1990
Don Severino Agricultural College
- Preparation of Treasury Reconciliation Statement
April 4, 1990
Bureau of Treasury

- Computer Course on Lotus 123
May 21 – June 11, 1990
Don Severino Agricultural College
- Preparation of Treasury Reconciliation Statement
April 4, 1990
Bureau of Treasury
- Seminar on Code of Ethical Standards and Conduct
April 2, 1990
Don Severino Agricultural College
- Computer Course on Wordstar
April 16-23, 1990
Don Severino Agricultural College
- Course on Records Management/General Clerical
July 17 – 26, 1985
Commission on Audit
Quezon City

Eligibilities:

Career Service Professional
Dasmarinas National High School
Dasmarinas City, Cavite
October 21, 2012
80.37%

Career Service Sub-Professional (Local Gov't)
Cavite City National High School
Cavite City, Cavite
November 20, 1977
70.92%

Career Service Sub-Professional
Quezon City
June 17, 1979
72.64%

Education:

- Post Graduate Studies

Master in Professional Studies
Major in Public Administration
Graduate School
Cavite State University
Don Severino delas Alas Campus
Indang, Cavite
June 2006 to 2016

- **College**

Bachelor of Science in Business Management
Major in Marketing
Cavite State University
Don Severino delas Alas Campus
Indang, Cavite, 1998 – 2006

Associate in Secretarial Administration
University of the East
Manila
1974 – 1976

- **Secondary**

Amadeo Western Cavite Institute
Amadeo, Cavite
1970 - 1974

- **Primary**

Amadeo Elementary School
Amadeo, Cavite
1964 – 1970

Skills:

- Proficient in Windows and Microsoft Office Applications: MS Word, Excel, and Powerpoint.
- Accomplishes assigned tasks under minimal supervision.
- Capable of performing tasks or responsibilities under pressured environment

References:

Mary Jane D. Tepora, Ph.D.
Chief Administrative Officer/Director of Admin
Cavite State University
Indang, Cavite

Analyn A. Mojica
Director, Faculty & Staff Development Program
Cavite State University
Indang, Cavite

Hernando D. Robles, Ph.D
VP for Admin & Support Services
Cavite State University
Indang, Cavite

Personal Information:

Age	:	59 years old
Civil Status	:	Married
Date of Birth	:	November 1, 1957
Place of Birth	:	Amadeo, Cavite
Spouse	:	Reynaldo R. Mojica
Father's Name	:	Rafael dR. Limpiada (deceased)
Mother's Name	:	Francisca J. Limpiada

Edna L. Mojica
EDNA L. MOJICA

CURRICULUM VITAE



A. PERSONAL DATA

Name : **EILEEN L. CUBILLO**
Date of Birth : January 29, 1959
Place of Birth : Manila
Nationality : Filipino
Religion : Catholic
Civil Status : Married
Current Position: Administrative Officer V
Office : Cavite State University
Current Designation : Head, Records Office
Cavite State University

B. EDUCATIONAL ATTAINMENT

Masteral Degree Master of Science in Human Resource Management (MS, 2005)
(Cum Laude)
University of Santo Tomas, Manila

Bachelor Degree Bachelor of Arts in Economics (AB, 1980)
University of the East, Manila

C. PREVIOUS DESIGNATION

Director Continuing Education and Training Services
Cavite State University
Indang, Cavite
2008-2013

Director Human Resource Development Services
Cavite State University
Indang, Cavite
November 2016- February 2018

D. AWARDS AND RECOGNITION

Service Award (20 years) – Cavite State University

Service Award (25 years) - Cavite State University

Service Award (35 years) – Cavite State University

E. WORK EXPERIENCE

Head, Records Office
CvSU, 2018 – Present
CvSU, 2013 – 2016

Designated Director of the Continuing Education and Training Services
CvSU, 2008-2013

Designated Director of the Human Resource Development Office
CvSU, 2016-2018

Training Specialist II
CvSU, 1995-2013

Instructor
CvSU 1994 – 1995

Institutional Development Officer
National Irrigation Administration, Quezon City, 1984-1994

Research Assistant
National Irrigation Administration, Quezon City, 1982-1984

Clerk B
National Irrigation Administration, Quezon City 1980-1982

F. ELIGIBILITIES

Career Service Professional
Career Service Sub-Professional

RM 101: Records Management for Newbies – conducted by the Philippine Records Management Association, Inc. at the Teachers' Camp, Baguio City on March 26-28, 2014

Seminar-Workshop on Records Center and Archives Management – conducted by the National Archives of the Philippines at Tagaytay International Convention Center on April 16-18, 2013

The Teacher's Treasure Chest Course A Gabay Guro Project – conducted by PLDT-SMART at Rolle Hall, Cavite State University on August 28, 2012

Systematic Evaluation of Training Effects, Outcomes and Impacts – conducted by the Development Center for Asia Africa and Pacific, and Department of Agriculture at Siliman University, Dumaguete City on November 28 – December 2, 2012

Agribusiness and Management Skills for LGUs and SUCs - conducted by the Development Center for Asia Africa and Pacific, and Department of Agriculture at Richmond Hotel, Cebu City on November 30 – December 3, 2010

Community Participation in Agricultural Development - conducted by the Development Center for Asia Africa and Pacific, and Department of Agriculture at O' Hotel, City on November 30 – December 3, 2010

G. TRAININGS/SEMINARS/CONFERENCE ATTENDED

International

Training of Trainers (Phase I – III), sponsored by the Irrigation Support for the Pacific, Asia and the Near East (ISPAN), conducted at the National Irrigation Administration, Quezon City on Nov. 11-27, 1991, June 11-24, 1991, April 11-24, 1991)

Trainings of Trainers for Irrigation Management, sponsored by USAID, conducted, conducted at Colorado Institute for Irrigation Management, Colorado State University, USA on Nov. 6 – 24, 1989

Local

Cascading of 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) - conducted by the Civil Service Commission Regional Office No. 4 at La Brea Hotel, Quezon City (Nov. 27-29, 2018)

24th Annual Conference of the Regional Council of HRM Practitioners - conducted by the Civil Service Commission Regional Office No. 4 at Tagaytay International Convention Center, Tagaytay City on April 9-11, 2017

Supervisory Development Course Track 1 - conducted by the Civil Service Commission Regional Office No. 4, at Bells and Whistles, Tagaytay City on March 28-31, 2017

Conversation on Performance Management - conducted by the Civil Service Commission Regional Office No. 4, at the Civil Service Regional Office, Quezon City on March 6, 2017

Orientation on Enhanced Prime-Human Resource Management - conducted by the Civil Service Commission Field Office, at the Viewsite, Tagaytay City on February 24, 2017

Program in Leading Organizations to the Top (PLOT) - conducted by the Civil Service Commission Regional Office No. 4 at the Civil Service Commission Regional Office, Quezon City on August 26-28, 2015

Developing Controlled Vocabulary for Records Management - conducted by the Philippine Records Management Association, Inc. at Skylight Hotel, Puerto Princesa City, Palauan on June 17-19, 2015

KAREN CUNANAN – MENDOZA

439 Brgy. Inocencio Trece Martires City, Cavite

Contact # 09157999675

Email Address: cunanankaren@yahoo.com



Objective: Be a part of the company in achieving the goal and objectives in the field of study.

Educational Background:

August 2017 – To present **Bachelor of Secondary Education - UNITER**

Philippine Christian University - Dasmarinas

College of Education

Dasmarinas, Cavite

March 2006 **Bachelor of Arts in Psychology**

De La Salle University – Dasmarinas

Dasmarinas, Cavite

March 2002 **Secondary Education**

Saint Gregory Academy

Indang, Cavite

March 1998 **Elementary Education**

Saint Gregory Academy

Indang, Cavite

Trainings and Seminars Attended:

January 16, 2018	Orientation on Administrative Rules and HR Matters Human Resource Development Office Cavite State University Main Campus Indang, Cavite
Dec. 05 – 07, 2017	RM 201: ISO Compliant Records Management Processes and Control Philippine Records Management Association, Inc. Naga Regent Hotel, Elias Angeles Street, Naga City, Camarines Sur
October. 05, 2017	Project Procurement Management Plan (PPMP) 2018 Preparation Workshop Supply Office, Cavite State University Main Campus Indang, Cavite
September 07, 2017	Orientation on the New Internal Control and Auditing Guidelines and Records Management Office of the Director for Administration Cavite State University Main Campus Indang, Cavite
August 15, 2013	Training on Gender Sensitivity, Planning and Budgeting Hostel Tropicana Cavite State University Don Severino delas Alas Campus Indang, Cavite
July 6 -8, 2010	Basic Customer Service Skills (BCSS) Civil Service Commission Regional Office No. 4

	Twenty-four (24) training hours CSCRO4 training room, 139 Panay Avenue, Quezon City
Nov. 24 – 26, 2008	MS Access in Records Management Philippine Records Management Association, Inc. Brentwood Apartelle, Baguio City
July 24 – 26, 2007	Clerical Secretarial Development Course (CSDC) Civil Service Commission Regional Office No. 4 Twenty-four (24) training hours CSCRO IV, 139 Panay Avenue, Quezon City

Work Experience:

CAVITE STATE UNIVERSITY

Administrative Aide III

March 12, 2007 to present

Job Description:

- Receiving of incoming communication with assigned reference number properly recorded and forwarded to the next action unit.
- Receiving of approved / disapproved communications with assigned releasing numbers, and released to the sender / concerned unit.
- Receiving of registered / ordinary mails are properly recorded in the logbook and delivered / sent the mails to the concerned units / recipients within 2 days upon receipt.
- Attended to clients' request for tracer number, reference number, and other queries.
- Perform other tasks being assigned by the supervisor.

Affiliations:

CVSU Non-Academic Employees Association

DLSU-D Alumni Association Inc.

Alumnus, Batch 2006

Personal Information:

Birth date: November 09, 1984

Age: 33 years' old

Birth Place: Trece Martires City, Cavite

Civil Status: Married

Sex: Female

Religion: Roman Catholic

Citizenship: Filipino

Skills:

Computer literate

CvSU – CEIT

University Computer Center Certification

Competency Level 2 for MS Word and MS Excel

Dec. 21, 2007

CvSU – CEIT

Skills validation of applicants for HR Assistant and Clerk

Competency Level 2 for MS Power Point

Competency Level 1 for MS Word and MS Excel

January 23, 2007

Good communication skills

Able to work with minimal supervision

Team - worker

Character References:

Edna L. Mojica

Administrative Officer V

OIC – Director for Administrative Services

Cavite State University

Indang, Cavite

Eileen I. Cubillo

Administrative Officer V

Head, Records Office

Cavite State University

Indang, Cavite

Mary Jane D. Tepora, PhD

Chief Administrative Officer

Director for Human Resources Development Office

Cavite State University

Indang, Cavite

I hereby certify that the above information is true and correct to the extent of my knowledge and belief.



KAREN CUNANAN - MENDOZA

ED ROLDAN PINPIN ITURRALDE

Janabu Cerca Indang, Cavite
Mobile Number: 09464509409
E-mail Address: editurralde14@gmail.com



OBJECTIVES

- To acquire knowledge and experience that will utilize my skills, training and personal growth and development in my profession.
- To be able to contribute to the progress of any institution I will be working with.

WORK EXPERIENCES

Cavite State University – Main Campus

Indang, Cavite

- Records Office
January 22, 2015 - Present
Administrative Aide III (Casual)

Cavite State University – Main Campus

Indang, Cavite

- College of Engineering and Information Technology (CEIT)
- Department of Information Technology (DIT)
June 2014 - October 2014 (First Semester AY 2014 - 2015)
Office Administration Instructor (Part-time)

Cavite State University – Main Campus

Indang, Cavite

- Accounting Office/ Research Office
AY 2010 - 2011 / Jan. 2012 - May 2013
Student Assistant

AREAS OF EXPERTISE

- Stereography
- Computer literate (MS Office, PHOTOSHOP CS4)
- Strong sense of Responsibility
- Hardworking and Dedicated
- Professional and Mannerly
- Work Independently
- Time Management
- Resourceful

CERTIFICATE

PERSONAL BACKGROUND

Age:	25	Height:	5'7"
Date of Birth:	Oct. 14, 1992	Weight:	65 kg
Civil Status:	Married	Religion:	Roman Catholic
Nationality:	Filipino	Contact Person:	Charlotte Maine Ruel-Iturralde
Gender:	Male	Contact Number:	0946 450 9406

EDUCATION

Master of Management Maj. Human Resource Management Cavite State University - Main Campus 2017 – up to present (9 Units)

- **Tertiary**

Bachelor of Science in Office Administration Cavite State University - Main Campus 2010 - 2014

Bachelor of Science in Applied Mathematics Cavite State University - Main Campus June 2009 – October 2009

- **Secondary**

Indang National High School 2004 – 2008

- **Elementary**

Banaba Cerca Elem. School 1998 – 2004

MEMBERSHIP

- **Non-Academic Employees Association of Cavite State University (NAEA)**
 - Member
- **Philippine Records Management Association, Inc. (PRMA)**
 - Member

SUMMITS ATTENDED

- **"RM101: Records Management for Newbies"**
Grand Regal Hotel, Davao City
Feb. 21-23, 2017
- **"Capability Enhancement Training Program for Teachers"**
S.M. Rolle Hall, Cavite State University
Indang, Cavite
June 27, 2014 and July 10, 2014
- Seminar – Workshop **"Enhancing Office Professionals Through Values Enhancement and Management Strategies Towards Globalization 2020"**
CEIT Conference Room, Cavite State University
Indang, Cavite
August 15, 2013
- **Career Orientation: Developing Office Professionals Through Management Techniques**
Di Francia Auditorium, Rogationist College
Silang, Cavite
August 2, 2013
- **Equipping Future Office Professionals for more vibrant Corporate World**
Cavite State University - Imus Campus
Imus, Cavite
September 30, 2011

- MENTORSHIP**
- Lolita G. Herrera
Chief Administration Officer, Financial Management Office
Cavite State University -- Main Campus
Indang, Cavite
 - Edna L. Mojica
OIC, Director for Administration
Cavite State University – Main Campus
Indang, Cavite
 - Lilia O. Torres
Office Administration Instructor
Cavite State University - CEIT-DIT
Indang, Cavite

I HEREBY CERTIFY that the above information is true and correct to the extent of my knowledge and belief.


ED ROLDAN PINPIN ITURRALDE

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MENDOZA		
FIRST NAME	KAREN MAE		
MIDDLE NAME	CALICDAN		
3. DATE OF BIRTH (mm/dd/yyyy)	06/10/1993	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: ▼
4. PLACE OF BIRTH	INDANG, CAVITE		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS 190 House/Block/lot No. N/A Subdivision/Village INDANG City/Municipality CAVITE Province	
7. HEIGHT (m)	1.62 M	ZIP CODE	4122
8. WEIGHT (kg)	63KG		18. PERMANENT ADDRESS 190 House/Block/lot No. N/A Subdivision/Village INDANG City/Municipality CAVITE Province
9. BLOOD TYPE	"A"	ZIP CODE	4122
10. GSIS ID NO.	2004662796		19. TELEPHONE NO.
11. PAG-IBIG ID NO.	12113470 9838	20. MOBILE NO.	09264305422
12. PHILHEALTH NO.	08 - 000108912 - 2	21. E-MAIL ADDRESS (if any)	calicdankaren28@gmail.com
13. SSS NO.	N/A	19. TELEPHONE NO.	
14. TIN NO.	456 - 776 - 161	20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.	2015-565C	21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MENDOZA			23. NAME OF CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARK JOVERT	NAME EXTENSION (JR., SR.)	N/A	MATTEO ARKAE C. MENDOZA		05/19/2019
MIDDLE NAME	RODERNO					
OCCUPATION	PHILIPPINE NAVY					
EMPLOYER/BUSINESS NAME	PHILIPPINE NAVY					
BUSINESS ADDRESS	FORT BONIFACIO TAGUIG CITY					
TELEPHONE NO.	N/A					
24. FATHER'S SURNAME	CALICDAN					
FIRST NAME	CIRILO	NAME EXTENSION (JR., SR.)	JR.			
MIDDLE NAME	SERNA					
25. MOTHER'S MAIDEN NAME						
SURNAME	SIDAMON					
FIRST NAME	ROWENA					
MIDDLE NAME	CREENCIA			(Continue on separate sheet if necessary)		

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DIPLOME/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP/Academic Honors Received
			From	To			
ELEMENTARY	KAYQUIT ELEMENTARY SCHOOL	ELEMENTARY	2000	2006	N/A	2006	N/A
SECONDARY	CONSTANCIO E. AURE SR. NATIONAL HIGH SCHOOL	HIGHSCHOOL	2006	2009	N/A	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CAVITE STATE UNIVERSITY	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	2009	2014	N/A	2014	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE	<i>Karen Mae Calicdan</i>	DATE	07/01/2019
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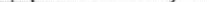
IV. CIVIL SERVICE ELIGIBILITY

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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SIGNATURE		DATE	07/01/2019
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34. Are you related by consanguinity or affinity, to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed.		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO												
a. within the third degree?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO												
b. within the fourth degree (for Local Government Unit - Career Employees)?		If YES, give details: N/A												
35. a. Have you ever been found guilty of any administrative offense?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:												
b. Have you been criminally charged before any court?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: END OF CONTRACT												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____												
a. Are you a member of any indigenous group?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
b. Are you a person with disability?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
c. Are you a solo parent?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)														
<table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>LILIBETH P. NOVICO</td> <td>Cavite State University - Main Campus</td> <td>9778147960</td> </tr> <tr> <td>LUNINGNING A. VALDEZ</td> <td>Sta. Ana Manila</td> <td>9957509630</td> </tr> <tr> <td>MARITES M. ANDALEON</td> <td>Kaytambog Indang, Cavite</td> <td>9354120661</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	LILIBETH P. NOVICO	Cavite State University - Main Campus	9778147960	LUNINGNING A. VALDEZ	Sta. Ana Manila	9957509630	MARITES M. ANDALEON	Kaytambog Indang, Cavite	9354120661	<p>ID picture taken within the last 6 months 3.5 cm X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p>
NAME	ADDRESS	TEL. NO.												
LILIBETH P. NOVICO	Cavite State University - Main Campus	9778147960												
LUNINGNING A. VALDEZ	Sta. Ana Manila	9957509630												
MARITES M. ANDALEON	Kaytambog Indang, Cavite	9354120661												
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p> <table border="1"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> <td>  Signature (Sign inside the box) 07/01/2019 Date Accomplished </td> </tr> <tr> <td>Government Issued ID TIN ID</td> <td></td> </tr> <tr> <td>ID/License/Passport No. 456-776-161-000</td> <td></td> </tr> <tr> <td>Date/Place of Issuance 8/27/2014 / TRECE MARTIRES</td> <td></td> </tr> </table>			Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	 Signature (Sign inside the box) 07/01/2019 Date Accomplished	Government Issued ID TIN ID		ID/License/Passport No. 456-776-161-000		Date/Place of Issuance 8/27/2014 / TRECE MARTIRES					
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ID/License/Passport No. 456-776-161-000														
Date/Place of Issuance 8/27/2014 / TRECE MARTIRES														
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1"> <tr> <td style="text-align: center;"> MARY JANE D. TEPORA, Ph.D. Chief Administrative Officer Person Administering Oath </td> </tr> </table>			MARY JANE D. TEPORA, Ph.D. Chief Administrative Officer Person Administering Oath											
MARY JANE D. TEPORA, Ph.D. Chief Administrative Officer Person Administering Oath														

- **The composition and services of the Record Management Office (RMO) in terms of records creation & generation; records transmission, records maintenance and use; records retention; records disposal and records disaster recovery, can be accessed here:**

[https://drive.google.com/drive/folders/14sb9yCZKj_JB6hCV1ZuksXjc_dVqNqr3?
usp=sharing](https://drive.google.com/drive/folders/14sb9yCZKj_JB6hCV1ZuksXjc_dVqNqr3?usp=sharing)

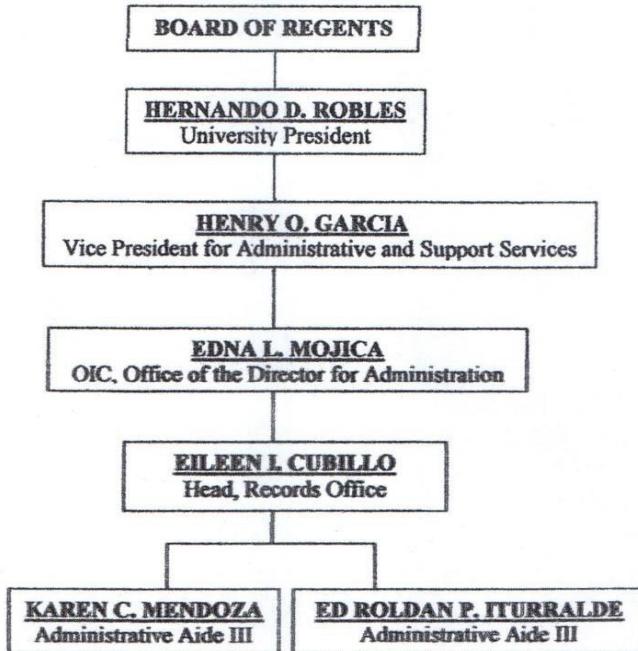
F.2. Description of the records management in the Institution.



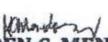
Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
☎ (046) 862-0853 / (046) 4150-013
www.cvsu.edu.ph

ORGANIZATIONAL STRUCTURE OF THE CAVITE STATE UNIVERSITY

RECORDS OFFICE



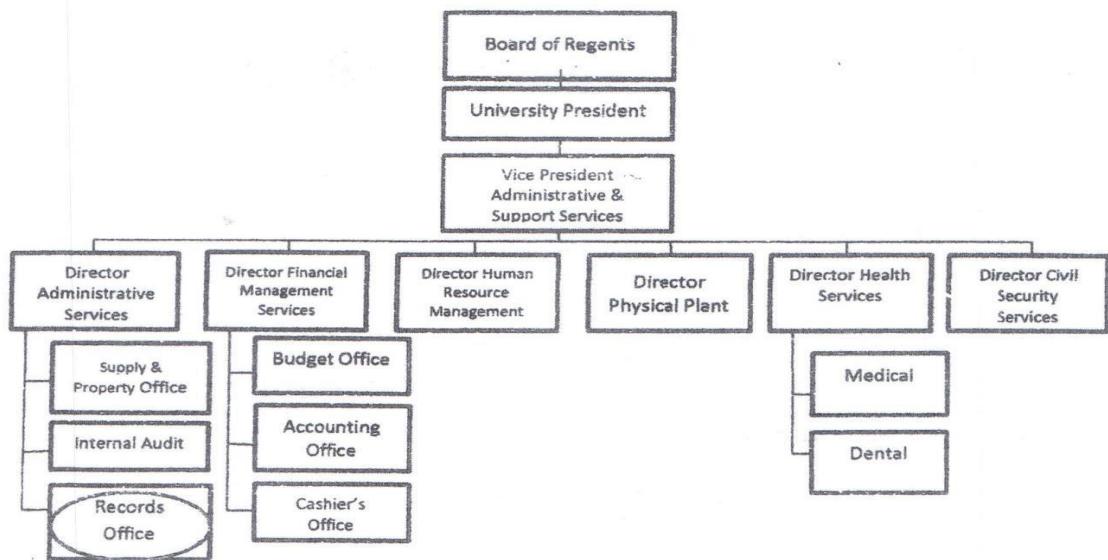
Prepared by:


KAREN C. MENDOZA
Administrative Aide III

Noted by:


EILEEN I. CUBILLO
Administrative Officer V

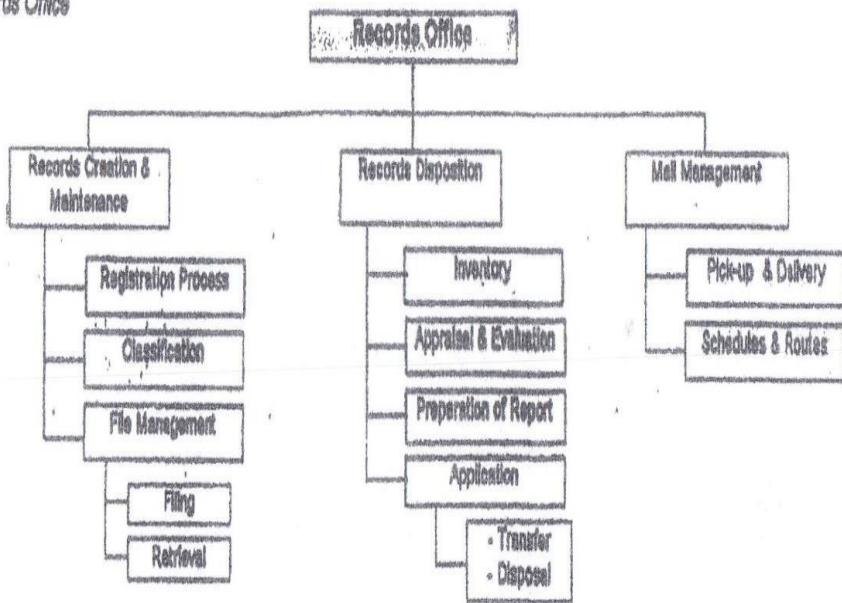
Organizational Chart of the General Administration and Support Services



Prepared by:

Chrisel R. Borja
CHRISSEL R. BORJA
Administrative Aide III

ORGANIZATIONAL SET-UP
Records Office



Functions of Records Creation and Maintenance	Functions of Records Disposition	Functions of Mail Management
<ul style="list-style-type: none"> 1. Eliminate needless forms, correspondence and reports from present file 1. Provide classification and coding systems for records storage 2. Select and use proper equipment and supplies for the storage and retrieval systems. 3. Develop and maintain well-controlled file storage and protection system 	<ul style="list-style-type: none"> 1. Survey departments to determine records status 2. Prepare comprehensive listing of records maintained in the unit/office 3. Identify and preserve permanent valuable records 4. Set up retention schedule. 	<p>A. Handling Incoming Mails and Correspondence</p> <ul style="list-style-type: none"> 1. Priority handling of mail to RUSH or URGENT correspondent whenever it is recognized. 2. Record registered mail before forwarding them to the addressee. <p>B. Messenger Services</p> <ul style="list-style-type: none"> 1. Pick up and delivery on a regular basis to minimize the necessity for special messenger service 2. Maintain schedules and routes on an up-to date basis.

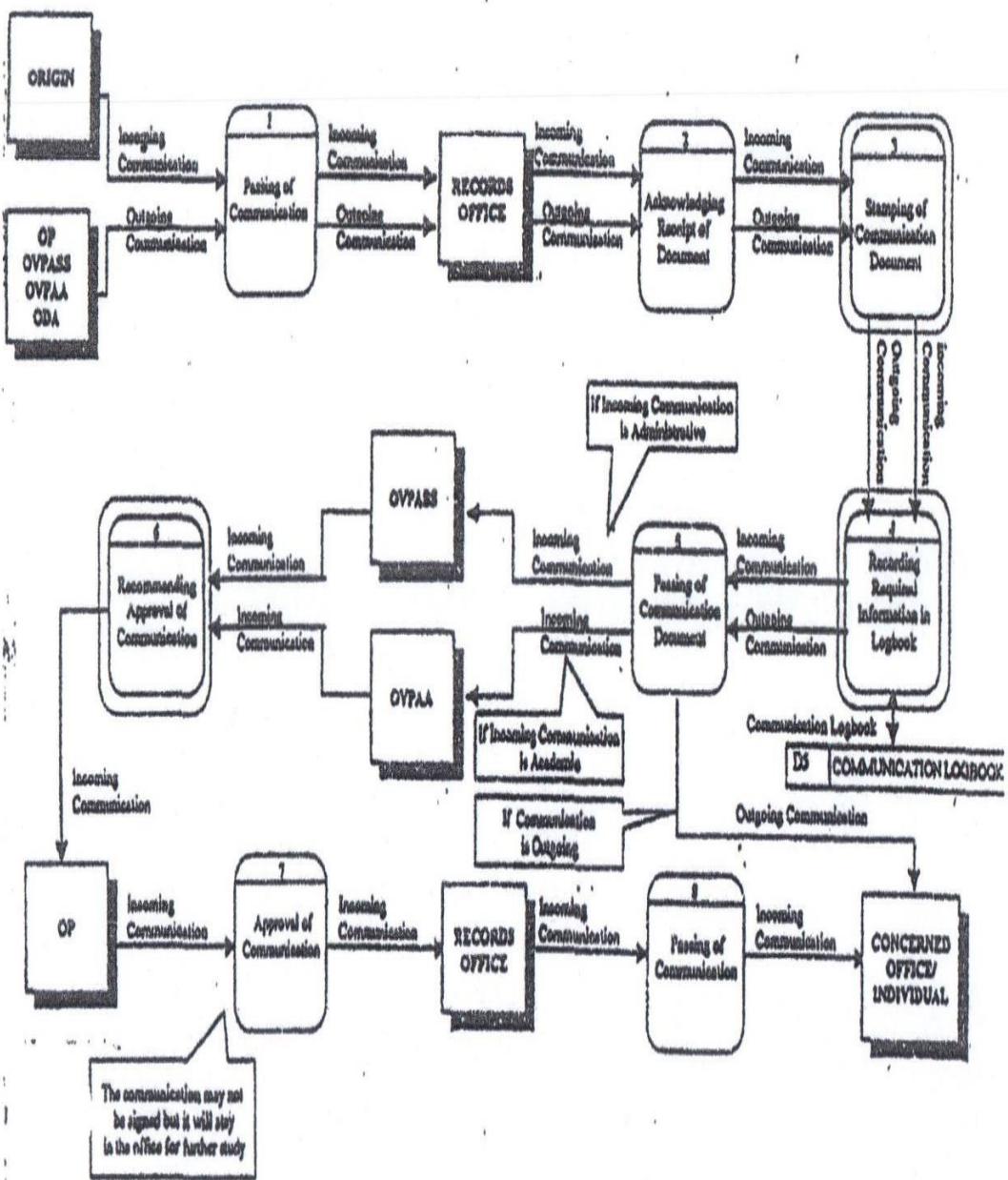


Figure 8. Diagram 0 of the Existing System (Communication Documents)

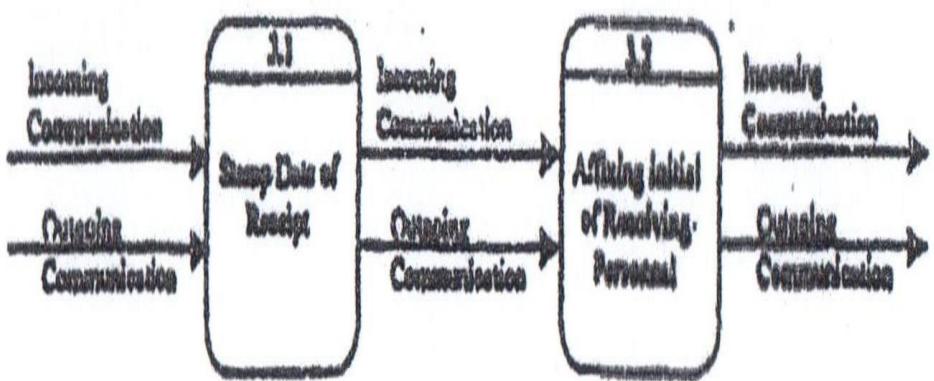


Figure 8.1. Subprocess of Process 3.0 - Stamping of Communication

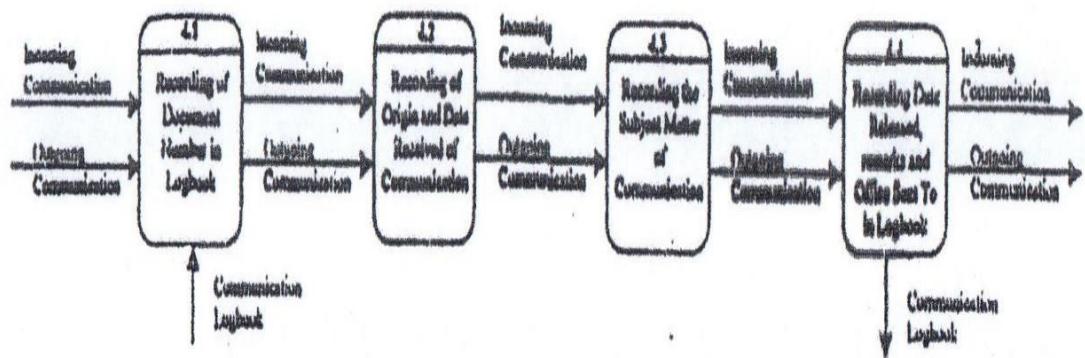


Figure 8.2. Subprocess of Process 4.0 - Recording of Required Information in Logbook

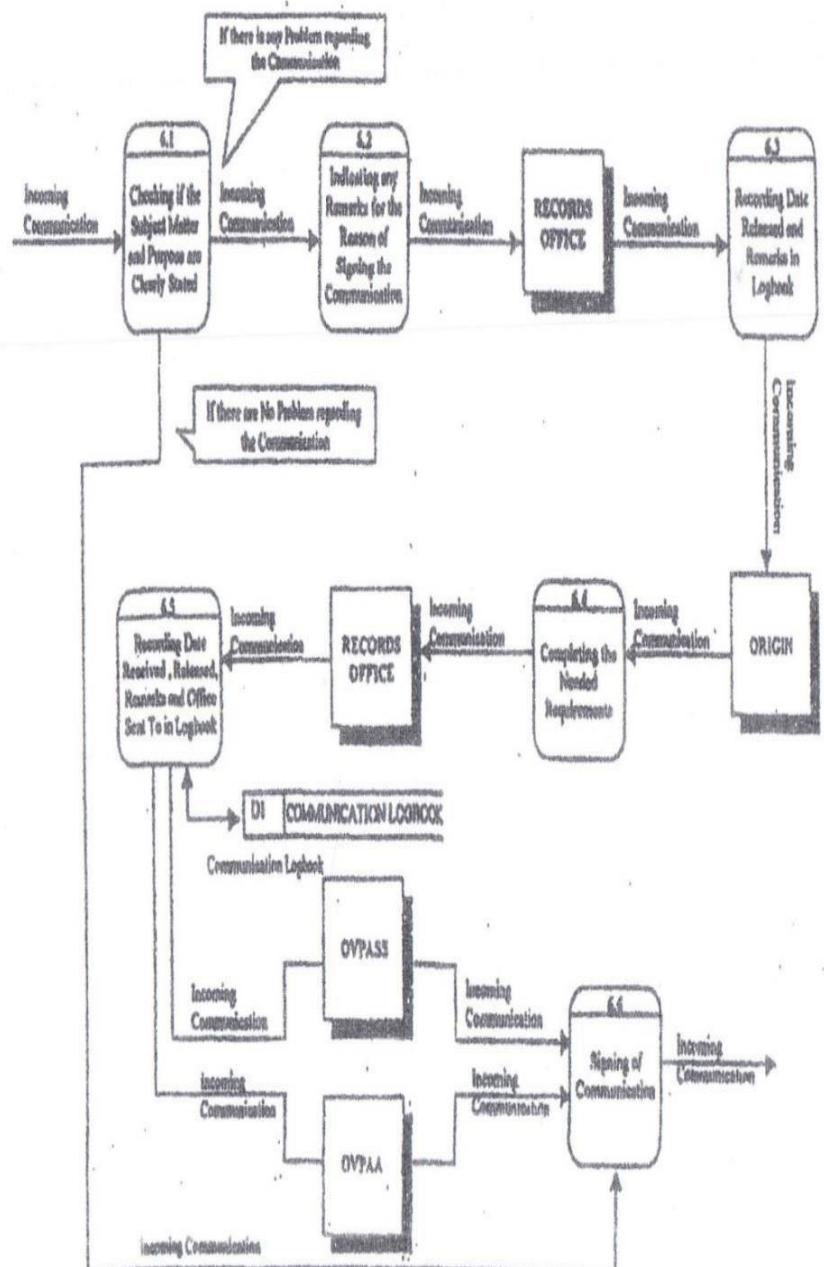


Figure 8.3. Subprocess of Process 6.0 - Recommending Approval of Communication

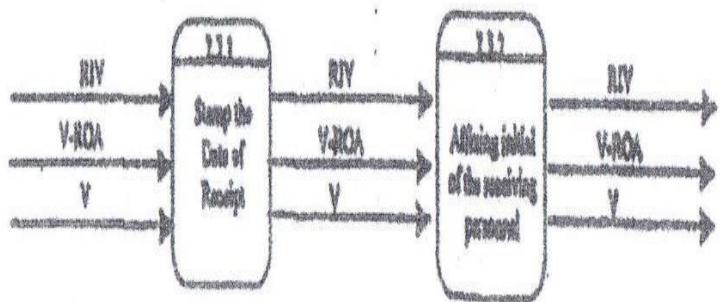


Figure 7.1.1. Subprocess of Subprocess 2.3 - Stamping of Documents

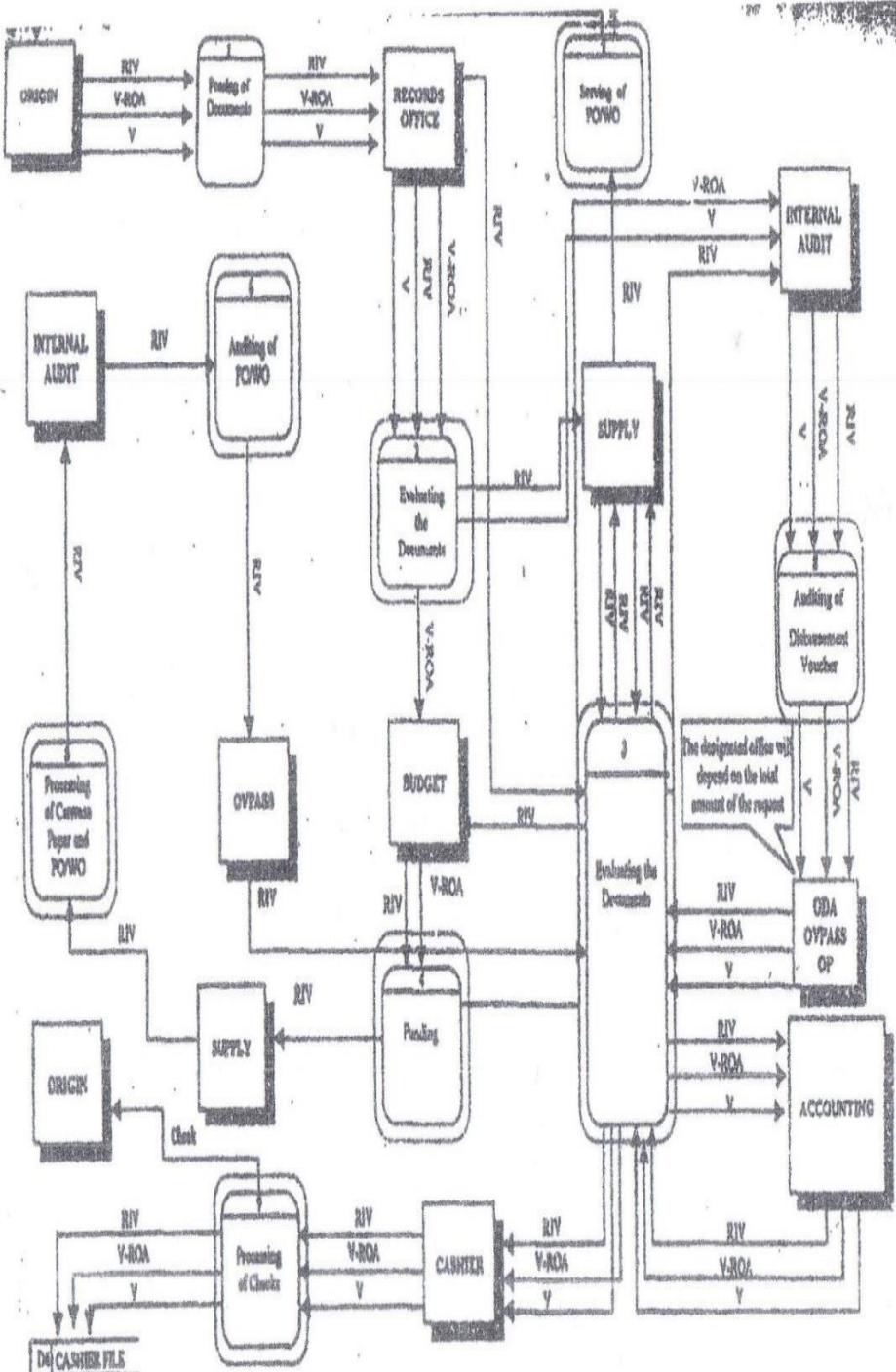


Figure 7. Diagram 0 of the Existing System (Financial Documents)

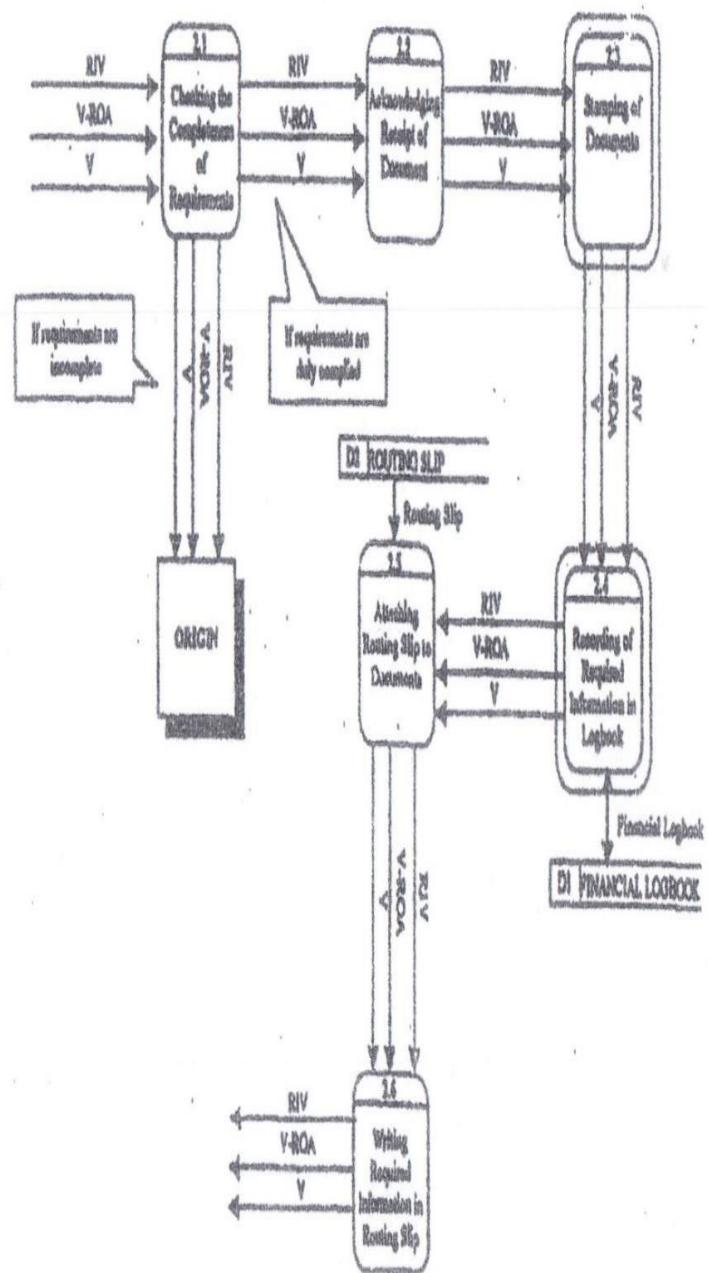
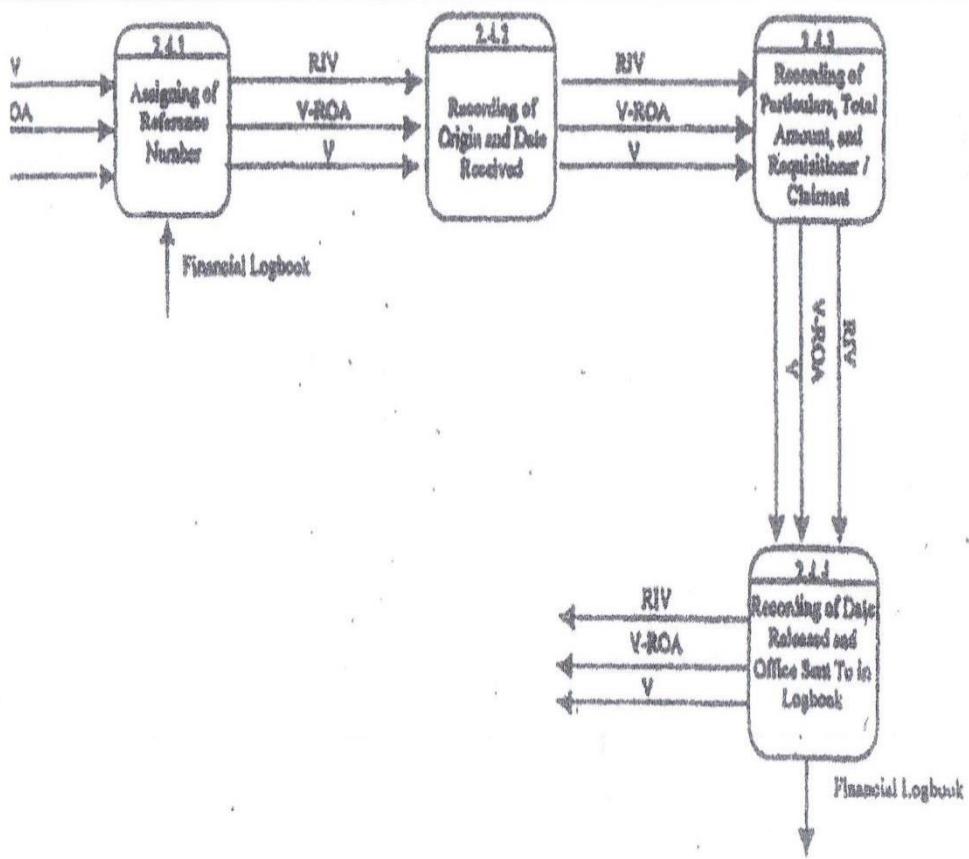


Figure 7.1. Subprocess of Process 2.0 - Evaluating the Documents



c 7.1.2. Subprocess of Subprocess 2.4 - Recording of Required Information in Logbook

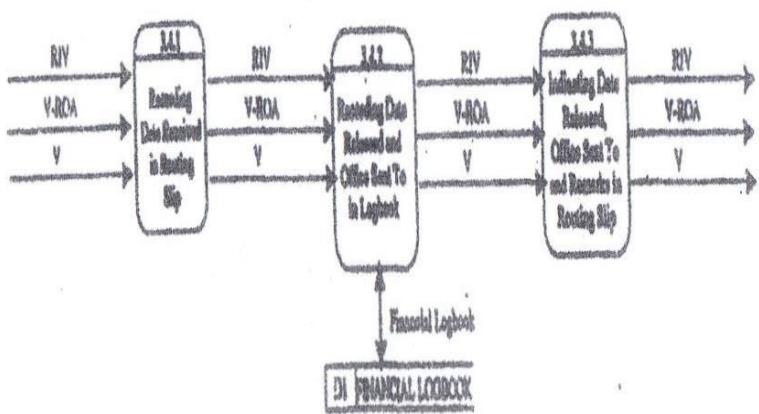


Figure 7.2.1. Subprocess of Subprocess 3.4 - Tracking of Documents

CvSU RECORDS MANAGEMENT SYSTEM

INTRODUCTION

Records are vital tools in the efficient operation of the agency. By its records, an agency authenticates and keeps track of its day to day activities. Records also provide the material for planners and implementers of future operations. Hence, the management and tracking of records should be properly operated to better achieve one of the primary functions of modern day organization – getting the right information, from the right person at the right time and at a reasonable cost. Moreover, to ensure the effectiveness of this function, proper system in records keeping and records tracking are necessary. The processing, use, maintenance, storage and retrieval of these records are to be monitored closely.

RECORDS MANAGEMENT IN GENERAL

Records Defined

Records refer to "any paper, book, photograph, motion picture, film, micro-film, sound, recording, drawing, chart, map or other document of any physical form or copy thereof that has been made or received by any entity or its successors as evidence of the objectives organizations, functions, policies, decisions, procedures, operations, or other activities of the government or because of the information contained therein".

Stated in another manner, records consist of all books, papers, maps, micro-film, motion pictures, magnetic tapes or other documentary materials made in physical form or characteristic and are made or received by any organization in pursuance of its legal obligation or in connection with the transaction of its proper business; and returned for short or long periods or preserved its evidence of its functions, policies, procedures, operations and other activities.

Three Characteristics of Records are:

1. They are tangible and can, thereof be seen and held;
2. They are entity or received by it in connection with the transaction of public business; and
3. They are retained by the agency or entity or its successors as evidence of the objectives, policies, decisions, and/or procedures of the organization.

Non-Record Materials Defined

Non-record materials that should be maintained separately from record materials:

1. Library materials acquired by an entity solely for the information and use of its staff and the public and not created or received by its incidental to the transaction or public business.
2. Museum materials acquired and preserved solely for exhibition.
3. Documents submitted for copyright.
4. Models submitted in connection with application for patents.
5. Processed or published materials received from other agencies or offices which require no action and are not required for documentary purposes.
6. Catalogues, trade journals, and other publications or paper received from other government agencies, commercial firms or private institutions which require no action and are part of a case upon which action is taken.
7. Reproduction materials such as stencils, hectograph masters and offset plates.
8. Stocks of publications or unused forms that are kept for supply purposes only.

Non-Record Materials which can be discarded as soon as they are read and should never reach the filing cabinet:

1. Extra copies of documents preserved solely for convenience of for reference.
2. Transmittal letters and acknowledgment which do not add any information to the materials transmitted.
3. Requests for printed materials after the requests have been filled.
4. Informal notes, worksheets or rough draft of letters, memoranda or reports that do not represent basic steps in the preparation of documents.
5. Working papers, preliminary drafts and other similar materials which are summarized in final or other forms which has no evidential or information value once action has been completed.
6. Shorthand notes, including stenographic notebooks and stenotype tapes and dictating media which has been transcribed.
7. Miscellaneous notices of agency affairs and employees' meetings or holidays.
8. Tickler or follow up correspondence

THE RECORDS OFFICE

The Records office serve as the receiving and releasing arm of the university for official correspondence, reports, memorandum and financial documents. It assigns reference number for each document received to identify the communication and the date of receipt as well as to facilitate recording and location of communication. Moreover, it facilitates the fast transmission and routing of communication to the next action unit. It authenticates, classifies, indexes, and files official documents of the university. It is also responsible for the disposing papers that are no longer needed in accordance with the existing rules and regulations. It also monitors the weekly accomplishment of administrative personnel and submits reports to OVPASS. Finally, it provides accurate information on the exact location or status of document within the offices of the administration.

The person in charge of the records office is the Records Officer who is responsible for recording and tracking of documents received and released in the university.

There are two major classifications of documents in the existing system. These are correspondence and financial documents. These documents are entirely different from each other, thus, they are recorded on separate logbooks.

On the other hand, correspondence are written communications which are further classified into incoming and outgoing communication (See Figure 8). Incoming communications are those coming from outside the office while outgoing communications are those that originate from the office.

FLOW OF COMMUNICATION

Incoming documents are forwarded to the Records Office for evaluation, stamping and assignment of document/reference number. Documents are stamped with date received and initialed by the receiving personnel. (See Figure 8.1). Important information about the document is recorded in the logbook including the origin, the particulars of the request, the date of receipt, the office sent to and the date of release. (See Figure 8.2). The communication is forwarded to OVPASS or OVPAA for recommending approval depending upon the nature of the incoming communication. Documents that are academic in nature are forwarded to OVPAA while documents that are administrative in nature are forwarded to OVPASS for appropriate action. Before signing however, the documents are checked if they are in order. In the event that there is a need for some clarification, or there are some requirements that need to be complied with, OVPAA/OVPASS send back the communication to the Records Office. The Records Office in turn, sends the communication back to the origin after the date of release and remark/notation of the signing officer has been recorded in the logbook. After complying with the remarks/requirements, the document is then returned to the Records Office, after which the same document will be transmitted to OVPAA/OVPASS for recommending approval and finally to the OP for approval.

Upon approval, the communication is returned to the Records Office wherein the same shall be released to the office, individual concerned after such action of the document has been recorded in the logbook including the date of release. (See Figure 8).

FINANCIAL DOCUMENTS

Included in financial documents are Request and Issue Voucher (RIV), Request for Allotment (ROA), Disbursement Voucher (DV), and Payroll.

FLOW OF FINANCIAL DOCUMENTS

Financial documents usually start as a Request and Issue Voucher (RIV) or a Disbursement Voucher (DV) coupled with Request for Allotment (ROA). Upon submission to

the Records Office, the Records Officer evaluates all the documents (See Figure 7.1). All required signatures and required documents are scrutinized as to completeness. RIV with incomplete requirements are sent back to origin. After ascertaining the completeness of requirements, the same is acknowledged receipt by indicating the date of receipt as well as the initial of the receiver (see Figure 7.1.1). A reference number is assigned to each document. Other necessary information such as the origin, date received, particulars, total amount and requisitioner or claimant are then recorded in the financial logbook (see figure 7.1.2). A routing slip is attached to the document where the tracking information is recorded. Date of receipt and release in each of the offices where documents are forwarded are clearly indicated in the routing slip.

After recording the needed information about the financial document on hand, it is forwarded to the Supply Office. As aforementioned, the receiving personnel indicate the date of receipt on the Routing Slip. The Supply Officer approves, signs and releases the document to the Budget Office for appropriate funding.

The Budget Office appropriate funds based on the amount requested as reflected on the Request for Obligation of Allotment (ROA). The date of release, any remarks about the document and the office where it originated were recorded in the Routing Slip and eventually the funded RIV and ROA are forwarded to the Supply Office for canvassing.

The Supply Office facilitates the serving of approved PO/WO to winning bidders (see figure 7.6). The supplier delivers the items and the designated inspectors check the items according to specifications indicated in the RIV. As soon as all the required signatures and supporting documents are complied with, disbursement voucher is then prepared by the Supply Office and forwarded to the Office of the Internal Audit for auditing purposes.

Audited disbursement vouchers are forwarded to the Accounting Office for obligation and corresponding accounting entry and eventually released to the Cashier's Office for check preparation. The Cashier's Office facilitates the preparation of check coupled with advice of checks issued. The authorized signing officer signs the check. Finally, the cashier files the documents and release the check to the claimant see figure 7.8).

Definition of Terms

Operational Definition of Terms

Administrative Issuance- they are prepared policies in written form released from time to time by higher authorities for the purpose of transmitting to its staff orders, instructions as well as information on programs, operations and other general or specific activities of the Department or units therein.

Correspondence- they are documents which constitute mail matters, incoming letters, carbon copies of outgoing letters, telegrams, cables, inter or intra-office correspondence, memoranda and other forms of written communication.

Disbursement Voucher- the paper/document used by all government entities for all monetary claims.

Financial Documents- these includes Disbursement Voucher (DV), Payroll, Request and Issue Voucher (RIV) processed in the university.

Logbook- a book containing record of important information and progress of documents.

Office Memorandum- an issuance addressed exclusively to a particular group of official and/or employees or a particular unit or division. They are intended for internal administration and usually treated on temporary assignment.

Office Orders- the issuances involving assignments and other related matters affecting the status of personnel.

Origin- the different unit or colleges within the university where the requests come from.

Payroll- a list of employees and their wages/salaries including the corresponding deductions.

Purchase Order- a contract between the agency and suppliers or dealers for the delivery of supplies of a stipulated amount which include among others quantity, unit price, total price, mode of delivery, mode of payment and penalty clause.

Records Management- the phase of organizational activity which deals with the proper creation, maintenance, utilization, disposition, and control of all records of an agency in its official transactions.

Reference Number- the unique identifier assigned to a specific document to be processed.

Requisition and Issue Voucher (RIV)- a form used for the request of supplies and materials which should be duly approved by authorized officials. The quantity and quality of supplies and materials requisitioned are indicated therein and the receipt portion is signed by the person authorized to receive the requested supplies.

Requisitioner- a person who makes a formal request, summons or demand to a specific unit.

Report- a careful and accurate presentation or statistics compiled or conditions of operations studied for the purpose of informing those needing such information.

Routing Slip- a form that indicates the time of receipt and released of document and its location as it moves from one office to another.



CAVITE STATE UNIVERSITY

Doc. Code : VPAS-QP-02

Procedure on Records Control

Rev. No. : 00

1.0 Objectives

This procedure aims to define the system of retention, retrieval and disposition of documented information of CvSU and provides evidence of conformity to the requirements of effective operation of the Quality Management System (QMS).

2.0 Scope

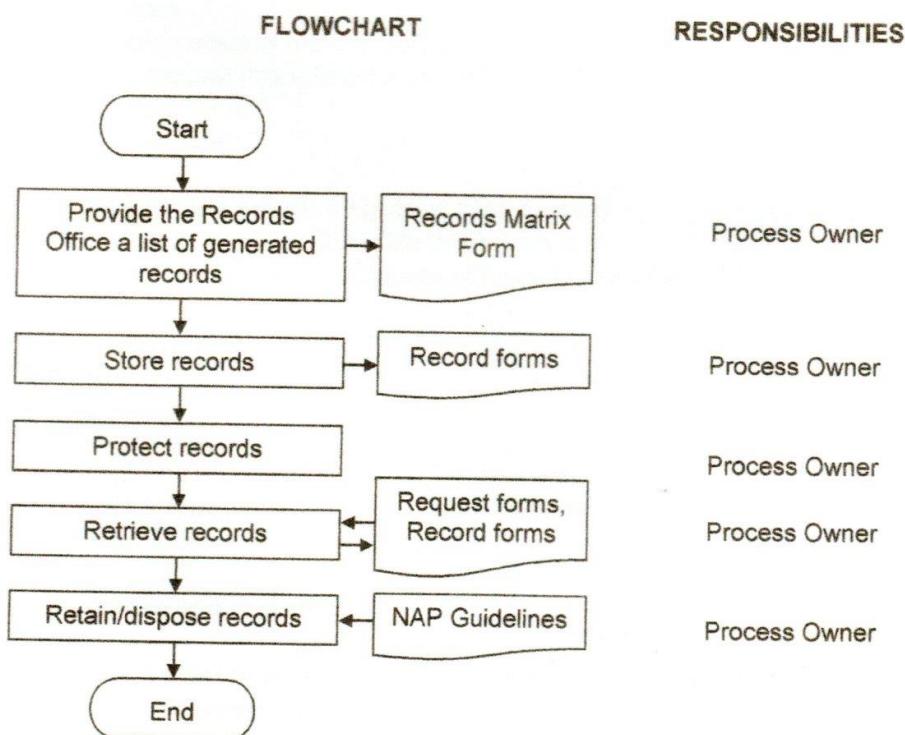
This procedure applies to all records generated in the implementation of CvSU QMS.

3.0 Definition of Terms

Record refers to a collection of data classified as academic and non-academic, information or reports stating activities performed and/or results achieved.

Records Matrix Form refers to a document containing the list of records generated by each unit or office of the University.

4.0 Procedure Details



DISCLAIMER: THIS DOCUMENT IS NOT TO BE REPRODUCED WITHOUT PERMISSION; AND IS NOT TO BE DISCARDED UNLESS SUPERSEDED BY A REVISED ISSUE.

1. All units shall provide the Records Office a list of records being generated in their respective offices using the Records Matrix Form.
2. Records shall be retained for a minimum period as prescribed under RA No. 9470: National Archives of the Philippines Act of 2007.
3. Electronic copies of records and data are stored in the University server or computers; in all cases, computer files are subject to backup.
4. Hardcopy records are stored in suitable storage facilities that prevent damage or deterioration.
5. When archived records are stored offsite or in another location, these shall be stored in a controlled environment that also protects them from damage or deterioration.
6. When necessary, records shall be made readily available for review by the requesting authority. Such review is limited to those records applicable to the stakeholder or regulatory authority, and shall not allow for the accidental or intentional release of confidential information to an unauthorized party.
7. All process owners must ensure that their records remain legible, readily identifiable and retrievable.
8. In case of allowable record entry correction, cross the error out, make the correction and affix initials on it. White-out or correction tape is not allowed. Date-sensitive corrections should be dated as well.
9. In order to ensure protection of records, hard copy records are digitized and electronic records are subject to periodic backups, with the backup stored on a separate external drive.
10. The Records Officer and the process owners are responsible for backup of data.
11. Disposition of records shall be in accordance with the provision of Article IV (Disposal Procedures) of RA 9470.

5.0 Forms Used

Records and Inventory Appraisal (NAP Form 1)
Records Disposition Schedule (NAP Form 2)
Request for Authority to Dispose of Records (NAP Form 3)
Records Matrix Form

6.0 References

CvSU Quality Manual
PNS ISO 9001:2015 Standard Requirements
RA 9470 (National Archives of the Philippines Act of 2007)
Procedure on Document Control

7.0 Review and Amendment

1. This procedure shall be reviewed by the Records Office every three (3) years or as deemed necessary.
2. The review process shall consider the inputs from Internal Quality Audit Team and other concerned units.

DISCLAIMER: THIS DOCUMENT IS NOT TO BE REPRODUCED WITHOUT PERMISSION; AND IS NOT TO BE DISCARDED UNLESS SUPERSEDED BY A REVISED ISSUE.

3. The Records Office shall present proposed amendments to the procedure for approval by the Vice President for Administrative and Support Services and the University President.
4. In case of policy amendments, the Administrative Council shall endorse proposed amendments for approval by the Board of Regents.

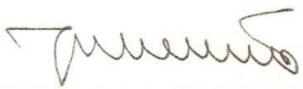
8.0 Distribution List

COPYHOLDER NO.	COPYHOLDER
1	University President
2	Vice President for Academic Affairs
3	Vice President for Research and Extension
4	Vice President for Administrative and Support Services
5	Vice President for External and Business Affairs
6	Vice President for Planning and Development
7	Board Secretary
8	Faculty and Staff Development Office
9	Special Projects
10	Presidential Management Coordinating Office
11	Gender and Development Office
12	College of Agriculture, Food, Environment and Natural Resources
13	College of Arts and Sciences
14	College of Education
15	College of Economics, Management and Development Studies
16	College of Engineering and Information Technology
17	College of Nursing
18	College of Sports, Physical Education and Recreation
19	College of Criminal Justice
20	College of Veterinary Medicine and Biomedical Sciences
21	Graduate School and Open Learning College
22	Student Affairs
23	Professional Review Center
24	Naic Campus
25	Rosario Campus
26	Cavite City Campus
27	Carmona Campus
28	Imus Campus
29	Trece Martires City, Tanza and General Trias Campus
30	Silang Campus
31	Bacoor Campus
32	Maragondon Campus
33	University Registrar
34	University Library
35	Sports
36	Research Center

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37	Extension Services
38	Knowledge Management Center
39	National Coffee Research, Development and Extension Center
40	Administration
41	Finance Management Office
42	Human Resource Development Office
43	Civil Security Services
44	Health Services
45	Physical Plant Services
46	Business Affairs
47	Public Information and Community Relations
48	Alumni Affairs
49	Planning Office
50	Institutional Development Office

9.0 Approval

Approved by:	
	
HERNANDO D. ROBLES, EdD	<u>May 05, 2018</u>
University President	Date

<p>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></p> <p>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</p>		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
CERTIFIED AND APPROVED BY: This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.			
_____ Name and Signature of Agency Head or Duly Authorized Representative			

9. Prepared by:

Name

Position

11. Recommending Approval:

Name

Position

10. Assisted by:

Name

Position

12. Approved:

Name

Position

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

This Records Disposition Schedule

- is being returned for improvement / correction
 is being recommended for approval

Chairman
Records Management Evaluation Committee

Date

APPROVED:

Executive Director

Date

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	

<p>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></p> <p>RECORDS DISPOSITION SCHEDULE</p>		1. AGENCY NAME:			
		2. ADDRESS:			
3. SCHEDULE NO.:		4. DATE PREPARED:			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

TIME VALUE

ט' יי' קדש ל' ז'

PREPARED BY:

卷之三

Name and Position

卷之三

Chief of the Division/Department

	CAVITE STATE UNIVERSITY	Doc. Code : VPAS-QP-01
	Procedure on Document Control	Rev. No. : 00

1.0 Objectives

This procedure aims to define the system in controlling internal and externally-sourced documents used in the implementation of CvSU's Quality Management System (QMS).

2.0 Scope

This procedure covers the creation, identification, control, review, revision, approval, issuance, filing, availability, retrieval, storage, and disposal of documents.

3.0 Definition of Terms

Controlled Copy refers to CvSU QMS document given to authorized personnel under the controlled distribution list. When there are revisions on documents, the newly revised document is automatically issued to the personnel concerned.

Document Creation or Revision Request Form (DCRRF) refers to the form used to create, or edit or modify existing document.

Document Master List (DML) refers to the list used to record all internal and externally-sourced documents.

Externally-sourced Document refers to document used in the implementation of CvSU's QMS, which originate from sources outside CvSU. These may include regulations, circulars, and other information used as references.

Internal Document refers to document generated within the confines of CvSU, such as quality manual, procedures, guidelines, forms, among others, as indicated in the master list.

Master Copy refers to the original CvSU QMS documents that are controlled and filed by the Records Office. Writing or any form of erasure in this document copy or any unauthorized changes on these copies are strictly not allowed.

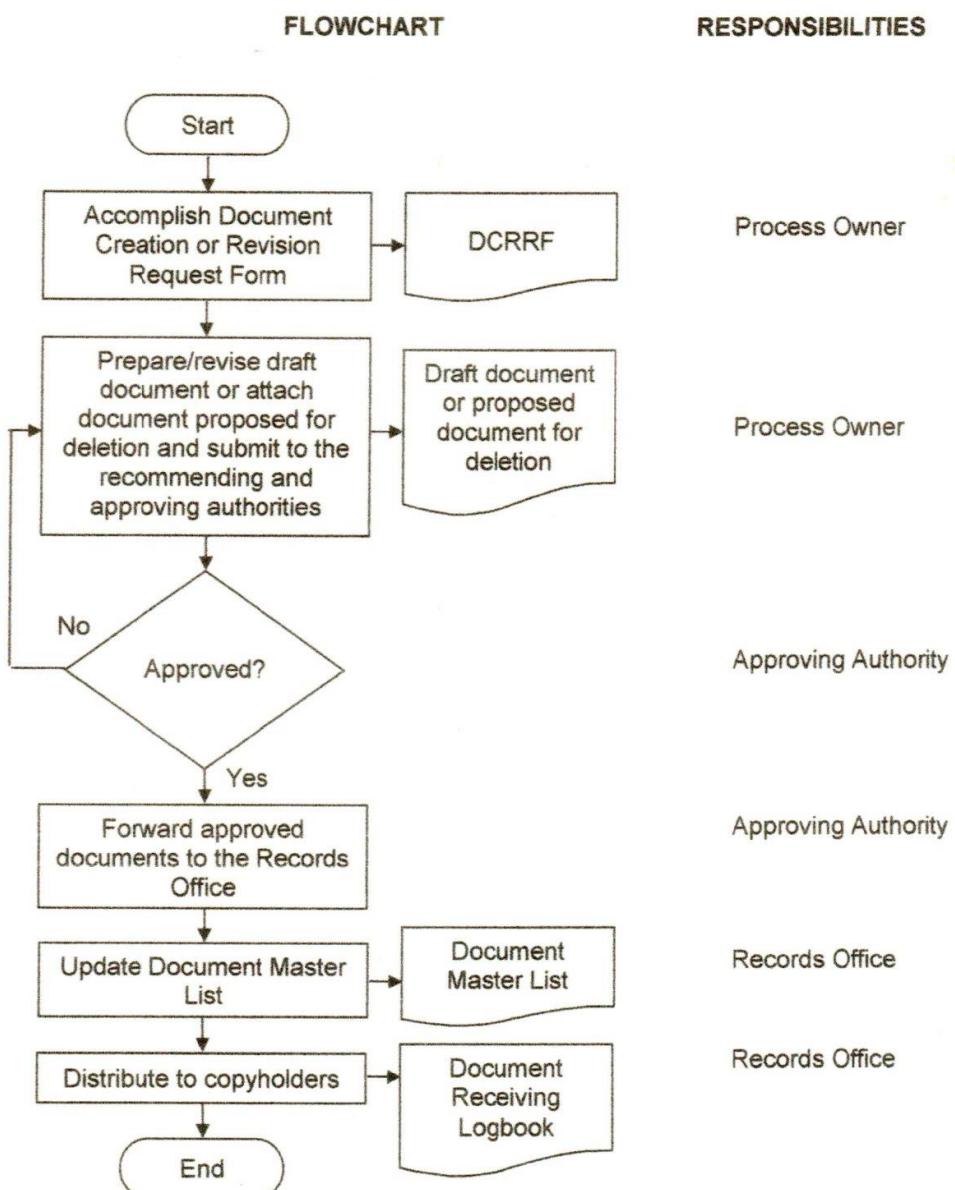
Master List of Obsolete Documents (MLOD) refers to the list used to record all obsolete documents.

Obsolete Copy refers to CvSU QMS documents that have been superseded due to revisions.

Reproduction Request Form (RRF) refers to the form used to replicate an existing document.

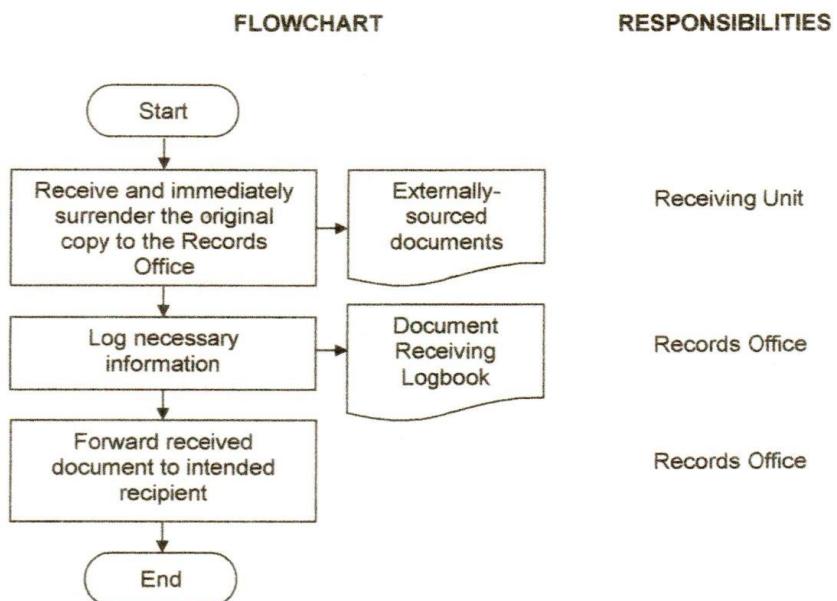
Uncontrolled Copy refers to copies of CvSU QMS documents given for information or reference purpose only.

4.0 Procedure Details



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(Control of Externally Sourced Documents)



1. Creation or Amendment

- A. The concerned unit accomplishes the Document Creation or Revision Request Form (DCRRF) with approval of the concerned Unit Head.
- B. The following guidelines are observed in the creation of documents:
 - The standard contents of a Quality Manual are the following:
 - Cover Page
 - Approval Page
 - Foreword
 - Table of Contents
 - Manual Details
 - Annexes (including Distribution List)
 - The standard contents of a Procedure are the following:
 - Objectives
 - Scope
 - Definition of Terms
 - Procedure Details
 - Forms Used
 - References
 - Review and Amendment
 - Distribution List
 - Approval

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- The standard contents of a policy or guideline are the following:
 - Objectives
 - Scope
 - Definition of Terms
 - Policy Details
 - References
 - Review and Amendment
 - Distribution List
 - Approval
 - The standard contents of a form are the following:
 - Title
 - Form Code
 - Latest Revision Date
 - Control number, if necessary
 - Contents
 - Prepared by, if applicable
 - Approved by, if applicable
- C. Documents are coded as follows:
- Quality Manual - QM
 - Policy or Guidelines - AAAA-PG-XX
 - Procedure - AAAA-QP-XX
 - Forms - AAAA-QF-XX

LEGEND:

QM is Quality Manual

PG is Policy or Guidelines

QP is Procedure

QF is Form

AAAA is the designated code for the document origin

XX is the series number of the document

OFFICE NAME	CODE
University President	PRES
Vice President for Academic Affairs	VPAA
Vice President for Research and Extension	VPRE
Vice President for Administrative and Support Services	VPAS
Vice President for External and Business Affairs	VPEB
Vice President for Planning and Development	VPPD
Board Secretary	BSEC
Faculty and Staff Development Office	FSDO
Special Projects	SPRJ
Presidential Management Coordinating Office	PMCO
Gender and Development Office	GDEV
College of Agriculture, Food, Environment and Natural Resources	CAFN
College of Arts and Sciences	CASS
College of Education	CEDU

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College of Economics, Management and Development Studies	CEMD
College of Engineering and Information Technology	CEIT
College of Nursing	CNUR
College of Sports, Physical Education and Recreation	CSPR
College of Criminal Justice	CRIM
College of Veterinary Medicine and Biomedical Sciences	CVET
Graduate School and Open Learning College	GSOL
Student Affairs	OSAS
Professional Review Center	PREV
Naic Campus	NAIC
Rosario Campus	CCAT
Cavite City Campus	CAVC
Carmona Campus	CARM
Imus Campus	IMUS
Trece Martires City, Tanza and General Trias Campus	TTTC
Silang Campus	SLNG
Bacoor Campus	BCOR
Maragondon Campus	MRGD
University Registrar	UREG
University Library	ULIB
Sports	SPRT
Research Center	UREC
Extension Services	EXTN
Knowledge Management Center	KNMC
National Coffee Research, Development and Extension Center	NCRD
Administration	ADMN
Finance Management Office	FMSO
Human Resource Development Office	HRDO
Civil Security Services	UCSS
Health Services	UHSE
Physical Plant Services	PPLS
Business Affairs	BUSS
Public Information and Community Relations	PICR
Alumni Affairs	ALUM
Planning Office	PLAN
Institutional Development Office	IDEV

D. Standard format details

- Official paper size: A4
- Margin: 1.5" left, 1" other sides
- Font: Arial, 11 pt
- Alignment and spacing: Justified, 1.15 line spacing
- Document Header will appear on page 1 only, and page number will appear on top right of page 2 and succeeding pages.

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	CAVITE STATE UNIVERSITY	Doc. Code : _____
	Procedure on Document Control	Rev. No. : 00

- Document Footer shall appear on all pages of the document.

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- Form Header shall follow the format below. In case that there is an approved logo of the unit, it will appear on the right side of the form header.

X000-QF-01	
	Republic of the Philippines CAVITE STATE UNIVERSITY Campus Name Campus Address
FORM TITLE	

- Form Footer. Document version on the bottom right following the format: Version number (vxx) and date (yyyy-mm-dd). Ex. v01-2018-01-31

2. Review and Approval

- A. The concerned process owner submits the draft document or proposed document for deletion to the recommending and approving authorities. Recommendation and approval of all documents are as follows:

DOCUMENT TYPE	ENDORSEMENT	APPROVAL/ DISAPPROVAL
Quality Manual	Administrative Council	Board of Regents
Policies and Guidelines	Administrative Council	Board of Regents
Procedures	Vice President concerned	President

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Forms	Vice President concerned	President
• University wide		
• College or Campus wide	Dean or Campus Administrator	Vice President
• Unit wide	Unit Head	Immediate Supervisor

- B. Approved documents are forwarded to the Records Office. Disapproved documents are returned to the process owner.

3. Registration.

The Records Office, upon receipt of the approved documents, updates the Document Master List, and removes the superseded documents in case of revision. Documents approved for deletion are permanently removed from the master list, a copy is retained at the obsolete documents repository.

4. Distribution and Maintenance

- A. The Records Office distributes copies of the approved documents to authorized copyholders within five (5) working days after receipt of documents. In case of deletion, the Records Office notifies all the concerned offices to remove the said document.
- B. Upon receipt of copy of approved documents, the authorized copyholders sign the receiving logbook.
- C. The Records Office handles, files and stores the Master Copy of all documents, both print and digital.
- D. All authorized copyholders are responsible in ensuring that the latest approved document is filed and used.
- E. The Records Office ensures that superseded or obsolete documents are identified to prevent improper use.
- F. All authorized copyholders, except for the Records Office, disposes by appropriate method the superseded or obsolete document.
- G. In case of requests for copies of documents, the requesting unit accomplishes the Reproduction Request Form with the approval of the concerned Unit Head within five (5) working days.

5. Control of Externally-Sourced Documents

- A. The Records Office ensures that all externally-sourced documents received by the University are identified in the Document Master List, and controlled. Externally-sourced documents include:
 - Print copies
 - Digital copies, as applicable

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- B. Upon receipt of an externally-sourced document, the receiving unit immediately surrenders the original copy to the Records Office for control and distribution.
- C. The receiving unit keeps an uncontrolled copy of the externally-sourced document for immediate assessment and evaluation of actions to be taken.
- D. The Records Office logs the following information for all externally-sourced documents:
 - Title
 - Type (print copy, facsimile, web-based, digital copy, among others)
 - Description (correspondence, manual, book, brochure, among others)
 - Date of receipt
 - Intended recipient (name, unit)
- E. After logging, the Records Office forwards received document to intended recipient.
- F. For documents received through the official email system, the concerned personnel acknowledges through email the Records Office of the receipt of said document.

6. Filing and Storage

- A. Each unit is responsible in filing and properly storing their documents.
- B. All documents shall be available at any time at point of use and shall be filed accordingly with proper labels for easy retrieval and to prevent damage, deterioration and loss.

7. Control of Obsolete Documents

- A. The Records Office shall identify obsolete documents, record in the Master List of Obsolete Documents (MLOD), and inform all concerned units.
- B. Obsolete Master Copy of documents should be kept for a period in accordance with the Procedure on Records Control.

8. Disposal of Obsolete Documents

- A. Obsolete Master Copy of Documents shall be disposed of following the National Archives of the Philippines Guidelines.
- B. All other obsolete documents intended for disposal shall be recycled, shred or sold.

9. Records generated by this procedure are retained according to the Procedure on Records Control.

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5.0 Forms Used

Document Creation or Revision Request Form (DCRRF)
Reproduction Request Form (RRF)

6.0 References

CvSU Quality Manual
PNS ISO 9001:2015 Standard Requirements
CvSU Manual of Operations
RA 9470 (National Archives of the Philippines Act of 2007)
Procedure on Records Control

7.0 Review and Amendment

1. This procedure shall be reviewed by the Records Office every three (3) years or as deemed necessary.
2. The review process shall consider the inputs from Internal Quality Audit Team and other concerned units.
3. The Records Office shall present proposed amendments to the procedure for approval by the Vice President for Administrative and Support Services and the University President.
4. In case of policy amendments, the Administrative Council shall endorse proposed amendments for approval by the Board of Regents.

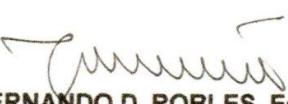
8.0 Distribution List

COPYHOLDER NO.	COPYHOLDER
1	University President
2	Vice President for Academic Affairs
3	Vice President for Research and Extension
4	Vice President for Administrative and Support Services
5	Vice President for External and Business Affairs
6	Vice President for Planning and Development
7	Board Secretary
8	Faculty and Staff Development Office
9	Special Projects
10	Presidential Management Coordinating Office
11	Gender and Development Office
12	College of Agriculture, Food, Environment and Natural Resources
13	College of Arts and Sciences
14	College of Education
15	College of Economics, Management and Development Studies
16	College of Engineering and Information Technology
17	College of Nursing

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18	College of Sports, Physical Education and Recreation
19	College of Criminal Justice
20	College of Veterinary Medicine and Biomedical Sciences
21	Graduate School and Open Learning College
22	Student Affairs
23	Professional Review Center
24	Naic Campus
25	Rosario Campus
26	Cavite City Campus
27	Carmona Campus
28	Imus Campus
29	Trece Martires City, Tanza and General Trias Campus
30	Silang Campus
31	Bacoor Campus
32	Maragondon Campus
33	University Registrar
34	University Library
35	Sports
36	Research Center
37	Extension Services
38	Knowledge Management Center
39	National Coffee Research, Development and Extension Center
40	Administration
41	Finance Management Office
42	Human Resource Development Office
43	Civil Security Services
44	Health Services
45	Physical Plant Services
46	Business Affairs
47	Public Information and Community Relations
48	Alumni Affairs
49	Planning Office
50	Institutional Development Office

9.0 Approval

Approved by:	
 HERNANDO D. ROBLES, EdD University President	<u>May 05, 2018</u> Date

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CAVITE STATE UNIVERSITY

Procedure on the Disposal of Valueless
Documents

Doc. Code : ADMN-QP-XX

CAVITE STATE UNIVERSITY
CONTROLLED COPY

DOCUMENT CODE: ADMN-QP-03
COPY NUMBER: 20

1.0 Objectives

This procedure aims to define the steps to be undertaken to ensure the effective management and disposal of valueless records/documents

2.0 Scope

This procedure applies to all documents that have reached their prescribed retention period, have outlived their usefulness, and are due for disposal.

3.0 Definition of Terms

General Records Disposition Schedule (GRDS) refers to a records control schedule governing the disposition of specified recurring records series common to all government agencies issued by the National Archives of the Philippines

Records Management refers to the managerial activities involved with respect to the records creation, records maintenance and use, transmission, retention, and records disposition in order to achieve adequate and proper documentation of policies and transactions of government for its efficient, effective and economical operation.

Records Officer refers to the employee responsible for overseeing the records management program and providing guidance on adequate and proper recordkeeping.

Retention Period refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent storage or destruction.

Valueless Records refer to all records that have reached the prescribed retention periods and outlived the usefulness to the agency or the government as a whole.

4.0 Procedure Details

1. The Records Office prepares an inventory of all the records on file.
2. The Records Office checks on the documents' creation dates vis-à-vis their respective prescribed retention period using the General Records Disposition Schedule (GRDS).
3. If the documents were found to have reached their prescribed retention period, the Records Office segregates the documents and labels them as valueless records.
4. The Records Office prepares a list of all valueless records/documents.

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5. The Records Office classifies and groups them together according to subject, activity, type or form.
6. The Records Office places the grouped documents in sacks and labels them based on the period covered.
7. When all the documents have been readied for disposal, the Records Office staff sends a communication to the National Archives Office requesting for the approval and authorization to dispose of valueless records together with NAP Form No. 3.
8. As soon as the request for disposal has been approved, the Records Office staff coordinates with NAP to contact the official buyer of documents and arranges for the schedule of actual disposal.
9. After the date for the actual disposal has been set, the Records Office sends an official communication to COA to send a representative to serve as witness in the actual buying process.
10. The Records Office assists the official buyer to pay at the Cashier's Office.
11. The Records Office requests for a reproduced copy of the official receipt (OR) and keeps the OR together with the approved request for authority to dispose of records.

5.0 Forms Used

Records Inventory and Appraisal

NAP Form No. 3 (Request for Authority to Dispose of Records)

6.0 References

CvSU Quality Manual

PNS ISO 9001:2015 Standard Requirements

Document Control Procedure

National Archives of the Philippines (NAP) General Circular No. 1,
January 20, 2009

7.0 Review and Amendment

1. This procedure shall be reviewed by the Records Office every three (3) years or as deemed necessary.
2. The review process shall consider the inputs from Internal Quality Audit Team and other concerned units.
3. The Records Office shall present proposed amendments to the Administrative Council.
4. The Administrative Council shall endorse the proposed amendments in the Procedure on the Disposal of Valueless Documents to the University President for approval.

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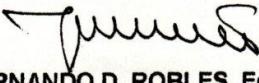
8.0 Distribution List

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8	Faculty and Staff Development Office
9	Special Projects
10	Presidential Management Coordinating Office
11	Gender and Development Office
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14	College of Education
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28	Imus Campus
29	Trece Martires City, Tanza and General Trias Campus
30	Silang Campus
31	Bacoor Campus
32	Maragondon Campus
33	University Registrar
34	University Library
35	Sports
36	Research Center
37	Extension Services
38	Knowledge Management Center
39	National Coffee Research, Development and Extension Center
40	Administration
41	Finance Management Office
42	Human Resource Development Office

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43	Civil Security Services
44	Health Services
45	Physical Plant Services
46	Business Affairs
47	Public Information and Community Relations
48	Alumni Affairs
49	Planning Office
50	Institutional Development Office

9.0 Approval

Approved by:	
	JUN 14 2010
HERNANDO D. ROBLES, EdD University President	Date

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➤ the approved Records Management Manual can be accessed here:

[https://drive.google.com/drive/folders/
14sb9yCZKj JB6hCV1ZuksXjc dVqNqr3?
usp=sharing](https://drive.google.com/drive/folders/14sb9yCZKjJB6hCV1ZuksXjc_dVqNqr3?usp=sharing)

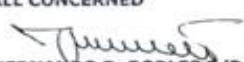
Plantilla of Personnel/201 File of Staff assigned in the Records Management Office of the Institution is confidential but available on call at the Human Resource Management Office (HRMO) of the University.



CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
(046) 4150-010 / (046) 4150-011
www.cvsu.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
NO. PHDR-53-12

TO : ALL CONCERNED
FROM : 
HERNANDO D. ROBLES EdD,
President

SUBJECT : CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

Pursuant to Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) Circular No. 1 dated January 20, 2009, which states that each agency shall create a Records Management Improvement Committee (RMIC) as an advisory on the development of records management, the Chairman and members of which shall be designated by Head of the Agency.

The following are hereby designated as members of the RMIC effective March 21 up to December 31, 2017:

1. Dr. Henry O. Garcia	Chairman
2. Mrs. Edna L. Mojica	Vice Chair
3. Mrs. Eileen I. Cubillo	Member
4. Mrs. Edwina O. Roderos	Member
5. Dr. Adolfo C. Manuel Jr.	Member
6. Engr. Rosalie A. Pelle	Member
7. Mrs. Lydia D. Perido	Member
8. College/Campus Records Officers	Member

The Committee shall, among others, perform the following functions:

- a. Implement a systematic Records Management program in all phases of records management, i.e. creation, maintenance and disposition;
- b. Identify and preserve documents which are of continuing value and expiration of a predetermined period;
- c. Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject to the approval of the agency head and the final approval of the Executive Director of the NAP;
- d. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
- e. Established a repository for the storage of records which are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the Records Management and Archives Office.

Please be guided accordingly.

F.3. Description of the system of maintaining the confidentiality and security or official records.

SECURITY OF INFORMATION AND RECORDS

Public interest demands from government officials and employee's outmost diligence, prudence and circumspection in performing their duties and responsibilities in handling or managing public records of documents.

The University through the Records Office adheres with the relevant provisions of the Revised Penal Code penalizing offenses committed by public offices in the performance of their duties concerning public documents.

1. Infidelity in the custody of documents. (Articles 227 and 228);
2. Revelation of secrets (Articles 229 and 230);
3. Certain acts of falsifications (Articles 170, 171 and 173)

Section 7(c) of Republic Act No. 6713 also prohibit the disclosure and and/or misuse of confidential information. It states that public officials and employees shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public either to further their private interests or give undue advantage to anyone or prejudice the public interest.

To ensure maximum security of records, the Records Office considered two factors:

1. Security of information

- a. Unauthorized individual shall not gain access to any confidential records.
- b. Premature release of information should be avoided.

To avoid leakage of information, the originator shall see to it that personnel to whom they assign the preparation and coursing of confidential matters are trusted to keep vital information.

2. Physical security of records

- a. Records shall not be physically removed, transferred or manipulated without prior authority.
- b. Records shall be protected from loss or damage by fire or tampering.
 - b.1 When records have been designated as vital but have infrequent use, the most effective protection is to send the original to the vital records center, or
 - b.2 A duplicate of record can be made for the vital records center by microfilm or fast copy reproduction.
 - b.3 Protection can be secured by making certain that duplicate copies of records are kept in two or more separate and dispersed locations.
- c. Documents presented for authentication purposes are scrutinized and compared / verified against the original copy.

SECURITY OF INFORMATION AND RECORDS

Security of records is maintaining records in such a manner that unauthorized individuals shall not gain access to them, or to the information they contain; so that they shall not be physically removed, transferred or manipulated without prior authority, and that they shall be protected from loss or damage by fire or tampering.

To ensure maximum security of records, two factors must be taken into consideration:

1. Security of information, and
2. Physical security of records

A. Security of Information

1. Confidential information and records

Confidential matter as defined in Memorandum Circular No. 78 of The Office of the President, series of 1964, entitled Promulgating rules governing Security of Classified Matter in government offices, "is information and material, the unauthorized disclosure of which, while not endangering the national security would be prejudicial to the interest and prestige of the nation, or any government activity, or would cause administrative embarrassment or unwarranted injury to an individual or would be of advantage to a foreign nation." This definition, however, applies to top-level matters and is in order when information and materials pertain to national security and interest.

When the term confidential is applied to some agencies' operations, it denotes a lower degree of restriction than that applied to matters of limited circulation which when indiscreetly divulged may lead to administrative embarrassment.

The gravest threat to which confidential information is constantly exposed is premature release of information. To avoid leakage of information, the originator shall see to it that, personnel to whom they assign the preparation and coursing of confidential matters are trusted to keep vital information.

B. Physical Security of Records

Valuable records must be protected against fire and flood. When records have been designated as vital but have infrequent use, the most effective protection is to send the original to a vital records center. Or a duplicate of a record can be made for the vital records center by microfilm or fast copy reproduction.

POLICY IN MAINTAINING THE CONFIDENTIALITY AND SECURITY OF RECORD

Confidential records or information refers to sensitive information pertaining to personnel matters, salaries or benefits, financial or technical data, employees, customers; information owned by others who have entrusted their information to the agency; or any other information which if lost or misused would adversely affect the agency or others.

Confidential information should be made available only to individuals who have the need to know.

All information shall be used in a manner that maintain an appropriate and relevant level of confidentiality and that provides sufficient assurance of its integrity in compliance with existing laws and regulations.

GENERAL POLICIES AND PROCEDURES

1. CLASSIFICATION LEVEL

All information within the organization shall be classified into the following:

a. General

Information for public and not restricted to any personnel.

b. For Internal Use Only

For faculty and employees who need to know and for outsider.

c. Confidential

Information that are for the use of the university only and could be disadvantageous if disclosed to outsider. The information is accessible only to the distribution list and not for photocopy of any person except for the authorize person to reproduce.

i. Restricted

Information which is sensitive and confidential in nature or legally constrained, and requires access only by that part of University community with the specific need to do so. Restricted university information includes individual student class schedules, grades, bills, financial aid information, health records, personally identifiable financial information and confidential personnel action, whether the

information is in paper, electronic, micrographic, or conversational form.

2. DEPARTMENT HEAD RESPONSIBILITY

All information/documents should be evaluated to determine the classification by corresponding department head. It is the responsibility of the department head to secure information within the department. If documents are intended for public use, the general classification should be used; otherwise, the corresponding category shall be used whichever is appropriate.

3. HANDLING CONFIDENTIAL INFORMATION/DOCUMENTS

a. USE

Confidential information should be used only for the benefit of the university. Confidential information of a third party and which has been disclosed to the university should be treated as the university's own confidential information and should only be used for purposes permitted by the third party.

b. TRANSMISSION

Confidential documents when transmitted outside of controlled office areas are to be put in envelopes marked confidential and transmitted to the addressee, for opening only by the addressee, or his or her designee. The sender of a confidential envelope must be sure that the envelope bears the originator's name.

c. RECEIPT

Confidential envelopes are to be opened only by the addressee, or his/her designee.

If the addressee (or his designee) to whom an envelope marked confidential is not available within a reasonable time to open the envelope, and no other individual has been given authorization to open the addressee's confidential correspondence, the envelope should be returned to the originator, with an explanation of the reason it is being returned.

d. SAFEKEEPING

Confidential information should be kept in locked desks, file cabinets or offices, except when in use, or kept in office areas or secured plant facilities

where access is granted only to specific individual who have the need to know the information.

Caution should be exercised to avoid such document being visible to others unless those others have a need to know the contents of such documents.

Copies of confidential information should be minimized and treated as confidentially as the original of the document.

4. ACCESS TO RECORDS

- a. Both active and retired members of the faculty and staff have the right of access to their records.
- b. Individuals who are on leave of absence or whose employment has been terminated for reasons other than retirement with reemployment rights have the right of access.
- c. Legal representatives of deceased faculty and staff members have the right of access for five (5) years after the death of the individual.

5. REVIEW OF RECORDS

- a. An individual may review his or her records by making appointment with Human Resource Office/Records Office during regular business hours.
- b. The review will take place in the office where the records are maintained and in the presence of a designated staff member of Records Office/HR Office.
- c. The individual will sign a logbook indicating the date of inspection/review of records.
- d. If necessary, an individual may request copies of his/her records.

6. LIMITATION ON REVIEW OF RECORDS

To protect against inappropriate disclosure of confidential information, certain records including those containing confidential information about more than one individual and medical records are not open to review by an individual who is a subject of the record. These records are maintained separately from other records.

Individuals may not review the following:

- a. records which contain confidential information about other people;
- b. all letters of recommendation relating to the consideration of a faculty member or a staff member for appointment, re-appointment, or promotion unless released by written consent of the author;
- c. records relating to the investigation of a possible crime offense;
- d. medical and hospital records.

7. SHARING OF INFORMATION

All employees should be refrained from sharing consolidated financial result of significant information or estimate regarding the university until such become known to public. If there is a need to share people within the organization due to business reasons, that employee should be advised that he is receiving a confidential information.

8. COMPUTER INFORMATION STORED IN AGENCY'S COMPUTER

The computer and all information stored in it are the property of the agency. The agency may review, monitor and record such information without notice or permission. Users are specifically advised that they should have no exception of privacy for any computer use via agency's facilities whether business or personal.

9. USE OF E-MAIL WITHIN THE AGENCY

- a. E-mail messages are properties of the agency. User or employee and faculty members shall use it responsibly.
- b. E-mail messages should be distributed only to person or persons with a need to know.
- c. Avoid incendiary language in written communication.
- d. Avoid self-incriminating word that refers to the agency.
- e. Avoid words that pertain to unfair competition regarding a major competitor.

CAVITE STATE UNIVERSITY
Indang, Cavite

RECORDS OFFICE

POLICY TO

ENSURE THAT TAMPERING OF
RECORDS IS NOT POSSIBLE

POLICY TO ENSURE THAT TAMPERING OF RECORDS IS NOT POSSIBLE

Public interest demands from government officials and employee's outmost diligence and prudence in the performance of their duties and responsibilities in handling or managing public records of documents.

The University through the Records Office adheres with the relevant provisions of the Revised Penal Code (Art. 170, 171 & 173) penalizing offenses committed by public officials in the performance of their responsibilities concerning public documents.

A person commits a crime if he/she falsifies, destroys, removes, alter, deface or mutilate any writing or record knowing that it contains a false statement or information, with a purpose to deceive or injure anyone or to conceal any wrong doing.

DETECTION OF TAMPERING

The Records Office whose function is to safeguard the confidentiality and integrity of documents is always on the look out for any improper alterations which constitutes tampering of records:

1. Adding to an existing record at a later date.
2. Placing inaccurate information into the record.
3. Omitting significant information
4. Dating a record to make it appear as if it were written at an earlier time.
5. Obliteration or destruction of the original entry - blacking out, erasing, using liquid paper correction fluid or in any other way making the original entry illegible.
6. A notation that is "squeezed" into the margin or unnaturally between other notations.

VERIFICATION OF DOCUMENTS:

1. Documents presented for authentication purposes or for certified true copy shall be scrutinized carefully on a line by line basis.
2. Original copy of the document shall be requested to detect differences in ink, signature or any alterations or addition.

PENALTY

*The penalty of prison mayor and a fine not to exceed 5,000.00 pesos shall be imposed upon any public officer, employee, or notary who, taking advantage of his official position, shall falsify a document by committing any of the following acts:

1. Counterfeiting or imitating any handwriting, signature or rubric;
 2. Causing it to appear that person have participated in any act or proceeding when they did not in fact so participate;
 3. Attributing to persons who have participated in an act or proceeding statements other than those in fact made by them;
 4. Making untruthful statements in narration of facts;
 5. Altering true dates;
 6. Making any alteration or intercalation in a genuine document which changes its meaning;
 7. Issuing an authenticated form a document purporting to be a copy of an original document when no such original exists, or including in such a copy a statement contrary to, or different from, that of the genuine original; or
 8. Intercalating any instrument or note relative to the issuance thereof in a protocol, a registry, or official book.
- Art. 171 of the Revised Penal Code

S. No. 2965
H. No. 4115

Republic of the Philippines
Congress of the Philippines
Metro Manila

Fifteenth Congress

Second Regular Session

Begun and held in Metro Manila, on Monday, the twenty-fifth day of July, two thousand eleven.

[REPUBLIC ACT NO. 10173]

AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

CHAPTER I

GENERAL PROVISIONS

SECTION 1. *Short Title.* — This Act shall be known as the "Data Privacy Act of 2012".

F.3 Description of the system of maintaining the confidentiality and security or official records.



F.4 Updated records/files identified under Administration.



RECORD SYSTEM

GENERAL TRIAS CAMPUS



Steel cabinets are equipped with labels for easy access to information.



Steel cabinets are equipped with labels for easy access to information.



RECORD SYSTEM

MAIN CAMPUS

RECORDS OFFICE - MAIN CAMPUS





BOARD OF REGENTS RESOLUTION/MINUTES OF MEETINGS

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2020 RESOLUTIONS

2019 RESOLUTIONS

2018 RESOLUTIONS

BOARD OF REGENTS
MINUTES OF MEETING

MINUTES OF MEETINGS ADMINISTRATIVE & ACADEMIC COUNCIL

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2021 MINUTES OF MEETING
2020 MINUTES OF MEETING
2019 MINUTES OF MEETING

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FACULTY AND STAFF
RECORDS

FACULTY PROFILE

NON-ACADEMIC STAFF
PROFILE

INDIVIDUAL PERFORMANCE RATINGS

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IPCR 2020-2021

IPCR 2019-2020

IPCR 2018-2019



Republic of the Philippines
CAVITE STATE UNIVERSITY
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www.cvsu.edu.ph

SUMMARY LIST OF INDIVIDUAL PERFORMANCE RATINGS
for the period January to June 2020

OFFICE/UNIT/COLLEGE/CAMPUS: General Trias Campus

NAME OF EMPLOYEE	RATING	
	January to June 2020	
	Numerical	Adjectival
1. Rogelyn Alarca	4.47	Very Satisfactory
2. Edwin Caadan	4.42	

Number of Employee	2
Average Rating of Staff	
Total Numerical Number of Employees	4.45

Prepared by:

SHAINE C. HAYAG
Campus Coordinator

Certified True and Correct:

NOEL A. SEDIGO
Campus Administrator



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for the period January to June 2020

OFFICE/UNIT/COLLEGE/CAMPUS: General Trias Campus

NAME OF EMPLOYEE	RATING	
	January to June 2020	
	Numerical	Adjectival
1. Roncesvalle J. Caipang	4.50	Very Satisfactory
2. April G. Gile	4.39	Very Satisfactory
3. Shaine C. Hayag	4.46	Very Satisfactory
4. Noel B. Manarpis	4.34	Very Satisfactory
5. Louziela P. Masana	4.50	Very Satisfactory

Number of Faculty	6
Average Rating of Faculty	
Total Numerical Number of Employees	4.438

Prepared by:

SHAINE C. HAYAG
Campus Coordinator

Certified True and Correct:

NOEL A. SEDIGO
Campus Administrator

Click the link to access the full file version:

[**2020 Dean's Report**](#)

[**2019 Dean's Report**](#)

[**2018 Dean's Report**](#)