



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan Campus, Isulan, Sultan Kudarat,
9805 Province of Sultan Kudarat

CHT
CERTIFIED
ISO 9001:2015
Certificate No. PHL 180038
EXPIRES: 2023-09-29

OFFICE MEMORANDUM No. 35, Series 2020

TO

: ALL PERSONNEL OF THE FOLLOWING:

- College of Engineering -Engr. Meilaflor A. Paclibar
- College of Industrial Technology -Mr. Randy T. Berina
- College of Computer Studies -Ms. Cecilia E. Gener
- Registrar's Office -Ms. Ivy Lynn F. Madriaga
- Guidance Office -Ms. Kristine Joy L. Catiwalaan
- Campus Clinic -Ms. Chiradee May P. Marquez
- SBO Office -Ms. May C. Gallano
- Sports and Socio Cultural Office -Ms. Susan P. Losanes
- Accreditation Office -Jade A. Buenavides
- Publication Office -Rosela O. Sazon/Edralin D. Mesias
- Research Office -Ms. Kyrene L. Dizon
- Extension Office -Engr. Celia Rose J. Nota
- Production Office -Ms. May Flor L. Tapot
- Supply Office -Ms. Patema A. Murillo
- Campus Library -Mr. Salvador A. Pal
- Instructional Materials Development -Dr. Abraham C. Accad
- Scholarship Program -Ms. Jecylie R. Oriana

-ALL CONCERNED

FROM

: ELMER C. BUENAVIDES, DIT
Campus Director, Isulan Campus

SUBJECT : REMOTE SUVEILLANCE AUDIT- ISO 9001: 2015

DATE : August 03, 2020

Please be reminded that the Remote Surveillance Audit –ISO 9001:2015 will be this coming August 17, 2020. All concerned personnel of different offices in the campus are hereby requested to facilitate immediately the scanning of all retained documents and submit them to Ms. Kristine Mae H. Ampas on August 10, 2020 for consolidation and checking before forwarding to QMS.

For your information and strict compliance.

MAINTAINED DOCUMENTED INFORMATION (MDI) - Volume 1

QRDI-MP-COTO01-001	Vision, Mission and Goal
QRDI-MP-COTO01-002	Service Delivery Tools and Strategies (Strategic Development Plan)
QRDI-MP-COTO02-001	Matrix of Applicable Legal Requirements and Obligations
QRDI-MP-COTO02-002	Matrix of Interested Parties and their Needs and Expectations
QRDI-MP-COTO02-003	Matrix of Internal and External Issues
QRDI-MP-COTO03-001	Scope and Application of Quality Management System
QRDI-MP-COTO04-002	University Hymn, Official Seal and Logo
QRDI-MP-COTO05-001	Service Process Model

MAINTAINED DOCUMENTED INFORMATION (MDI) - Volume 2

QRDI-MP-COTO05-002	QMS Process Flow and Interface
QRDI-MP-LCOM02-001	Quality Policy
QRDI-MP-LCOM02-002	Pledge of Commitment to QMS
QRDI-MP-LCOM03-001	Organizational Structure
QRDI-MP-QPAC01-002	Risks and Opportunities Identification and Evaluation Sheet
QRDI-MP-QPAC01-004	Registry of Significant Risks and Opportunities
QRDI-MP-QPAC02-001	Quality Objectives
QRDI-MP-QPAC02-001	Monitoring of Resources (Infrastructure, Work Environment and Safety)
QRDI-MP-CLSA01-002	Measurement and Analysis (Consolidated Clients' Feedback Survey)
QRDI-MP-IQUA01-001	Internal Quality Auditor's Competency Profile

VOLUME 1

SKSU-MP-RPMS-001	Conduct of Mid-year Employees' Performance Evaluation
SKSU-MP-RPMS-002	Conduct of Year-end Performance Management Evaluation
SKSU-MP-OPAC-001	Procurement Planning
SKSU-MP-OPAC-002	Identification and Evaluation of Risks/Issues and Opportunities
SKSU-MP-OPAC-003	Handling of Service Nonconformity
SKSU-MP-OPAC-004	Grievance Mechanism
SKSU-MP-OPAC-005	Handling of Complaint through Mediation Procedure
SKSU-MP-COMM-001	Communication Protocol(Internal)
SKSU-MP-COMM-002	Incoming and Outgoing Communication
SKSU-MP-CLSA-001	Client's Satisfaction Measurement and Analysis
SKSU-MP-IQUA-001	Conduct of Internal Quality Audit
SKSU-MP-IQUA-002	Program Accreditation Process
SKSU-MP-AUDA-001	Review of Curricular Program
SKSU-MP-AUDA-002	Administrative Disciplinary Rules on Sexual Harassment

VOLUME 2

SKSU-COP-INST-001	Assignment of Faculty Workload
SKSU-COP-INST-002	Syllabus Preparation
SKSU-COP-INST-003	Course Orientation
SKSU-COP-INST-004	Conduct of Regular Classes
SKSU-COP-INST-005	Conduct of Make-up Classes

SKSU-COP-INST-006	Holding of Consultation Meeting
SKSU-COP-INST-007	Preparation of Examination or Testt
SKSU-COP-INST-008	Conduct of Ecamination or Test Administration
SKSU-COP-INST-009	Preparation and Submission of Grades
SKSU-COP-INST-010	Conduct of Special Examination
	Conduct of Removal Examination
	Evaluation of Grades
	Classroom Observation
	Field Study and Practice Teaching Supervision
	Supervision of On-the Job Training (Local)

VOLUME 3

SKSU-COP-GRAS-001	Administration of Written and Oral comprehensive Examination
SKSU-COP-GRAS-002	Certification for Bar Examination
SKSU-COP-GRAS-003	Request for Summer Class
SKSU-COP-DIMA-001	Registration of Instructional Materials
SKSU-COP-RDES-001	Research Development and Extension (Paper Proposal)
SKSU-COP-RDES-002	Research Development and Extension (Paper Presentation)
SKSU-COP-RDES-003	Research Development and Extension (Paper Publication)
	Research Developmet and Extension (Registration of Intellectual Property Assets
SKSU-COP-RDES-004	Research Development and Extension (Project Implementation)
SKSU-COP-RDES-005	Reseach Development and Extension (Conduct of Training)
SKSU-COP-RDES-006	Resource Generation and Entrepreneurship (New Projects Review)
SKSU-COP-RGEN-001	Resource Generation and Entrepreneurship(Project Monitoring)

VOLUME 4

SKSU-COP-REGT-009	Processing of Re-issuance Request of Diploma
SKSU-COP-LIBS-001	Issuance of Library ID
SKSU-COP-LIBS-002	Issuance and Retrieval of Borrowed Books
SKSU-COP-LIBS-003	Processing od Library References
SKSU-COP-GATC-001	Conduct of Students Orientation
SKSU-COP-GATC-002	Conduct of Career Guidance
SKSU-COP-GATC-003	Conduct of Individual Counseling(Walk-in)
SKSU-COP-GATC-004	Conduct of Student Appraisal
SKSU-COP-GATC-005	Investigation on Student Discipline
	Presentation of Sponsors and Regional Annual Administrative Tactical Inspection and Evaluation
SKSU-COP-NSTP-001	Acceditation of Student Organization
SKSU-COP-SAAS-001	Approval of Student Travels and Activity Design
SKSU-COP-SAAS-002	Selection of Athletes for Mindanao Association of State Tertiary School (MASTS)
SKSU-COP-SPOD-001	Billing for CHED Scholars

VOLUME 5

SKSU-SP-BORS-001	Preparation pf Board of Regents' Agenda Folder
SKSU-SP-PRIN-001	News, Information and Advertisement Dissemination

SKSU-SP-PRIN-002	Production of Campus Publication
SKSU-SP-PRIN-003	Monitoring of Campus Publication Operations
SKSU-SP-HRMD-001	Recruitment, Selection and Placement
SKSU-SP-HRMD-002	Conduct of Training Needs Assessment Analysis
SKSU-SP-HRMD-003	Conduct of In-House Continuing Professional Development
SKSU-SP-HRMD-004	Application for Institutional Scholarship Programs
SKSU-SP-HRMD-005	Performance Evaluation of Teaching and Non-Teaching Personnel
SKSU-SP-HRMD-006	Application for Retirement
SKSU-SP-HRMD-007	Payment of Terminal Leave Benefit
SKSU-SP-PROC-001	Contract Administration
SKSU-SP-PROC-002	Procurement of Infrastructure through Competitive Bidding
SKSU-SP-PROC-003	Procurement of Goods and Services through Competitive Bidding

VOLUME 6

SKSU-SP-PROC-005	Standard Procedure of Small Value Procurement
SKSU-SP-PROC-006	Standard Procedure of Conducting Negotiated Procurement
SKSU-SP-PROC-007	Standard Procedure of Conducting Shopping Procurement
SKSU-SP-IFRA-001	Implementation of Infrastructure Project
SKSU-SP-IFRA-002	Repair and Maintenance of Service Facilities/Building
SKSU-SP-GSSU-001	Evaluation and Control of External Providers
SKSU-SP-GSSU-002	Inspection of Delivered Supplies and Materials
SKSU-SP-GSSU-003	Disposal of Unserviceable Properties Plants and Equipment
SKSU-SP-GSSU-004	Receipt and Issuance of Inventory Items
SKSU-SP-GSSU-005	Issuance of Property, Plant and Equipment
SKSU-SP-GSSU-006	Preventive and Corrective Maintenance (Air-conditioning Units)
SKSU-SP-GSSU-007	Preventive and Corrective Maintenance (Carpentry)
SKSU-SP-GSSU-008	Preventive and Corrective Maintenance (Motor Vehicle)
SKSU-SP-GSSU-009	Building and Ground Maintenance
SKSU-SP-GSSU-010	Preventive and Corrective Maintenance (Water and Sewerage System)

VOLUME 7

SKSU-SP-SMIS-003	Network Security System
SKSU-SP-DRMO-001	Creating and Updating of Documented Information
SKSU-SP-DRMO-002	Control of Documented Information
SKSU-SP-DRMO-003	Control of Electronic Documented Information
SKSU-SP-DRMO-004	Retention and Disposition of Retained Document Information
SKSU-SP-CASH-001	Preparation and Approval of Checks and LDDAP-ADA
SKSU-SP-CASH-002	Collection and Deposit
SKSU-SP-ACCT-001	Disbursement of Funds
SKSU-SP-ACCT-002	Preparation of Financial Statements
SKSU-SP-ACCT-003	Pre-Audit of Financial Expenditures
SKSU-SP-ACCT-004	Internal Post Audit
SKSU-SP-ACCT-005	Liquidation of Cash Advances
SKSU-SP-BUDG-001	Budget Planning and Execution of Regular Fund(Func101)
SKSU-SP-BUDG-002	Budget Planning and Execution of Internally Generated Fund (Fund 164)

LIST OF PROCESSS - c/o Deans/Program Chairman

Assignment of Faculty

DC-ARTA Form 1 (Adjustment Form)
DC-ARTA Form 2 (Refusal Form)
ACA-ARTA Form 2 (Individual Faculty Workload)
DC-ARTA Form 11 (Consolidated Faculty Workloads)
Room Utilization

Syllabus Preparation

Approved OBE Syllabi

Course Orientation

Accomplished ACA - ARTA Form 3 - Course Orientation Form
Accomplished ACA - ARTA Form 5 - Seat Plan
Filled-out RD-ARTA Form 12 (Class Cards)

Conduct of Regular Classes

Filled Out Attendance Sheet
Evaluated Student's Output

Conduct of Make up Classes

Approved DC-ARTA Form 3 - Request for Make-up Class Form
Filled-out Attendance Sheet

Holding of Consultation Meeting

Filled out DC ARTA Form 7

Preparation of Examination and Test

Approved Test Questionnaire
Test Questionnaires and Test Booklet or answer

Conduct of Examination or Test Administration

Schedule of Examination
Answered Testing Materials

Preparation and Submission of Grades

Approved RD ARTA Form 2 - Gradesheet
Checked Academic Requirement

Conduct of Special Examination

Filled out DC- ARTA Form 6
Approved Gradesheet (RD-ARTA Form 2)
Answered Testing Materials

Conduct of Removal Examination

Filled out DC ARTA Form 5
Approved Gradesheet (RD-ARTA Form 2)
Checked Testing Materials

Evaluation of Grades
Grade sheets (RD-ARTA Form 2)
Evaluation Sheets

Classroom Observation
Scheduled of Class Observation
Accomplished Observation Sheet
Tabulated Ratings
Report on Faculty Ratings

Field Study and Practice Teaching Supervision
Portfolio
Certificate of Completion
GradeSheet

Supervision of On-the Job Training (Local)
Class List
Filled up OJT Forms
Approved Travel Order
Certificate of Completion
Gradesheets

Requested Summer Class
Approved Application Form
Letter Request of the Students

Processing and Monitoring of OJT (Abroad)
Conduct of Off-Campus Activities
Review and Evaluation of Activity Design
Writing Thesis/Dissertation