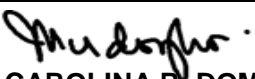

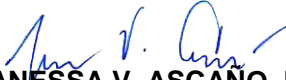



DOCUMENT TITLE	DUPLICATING/REPRODUCTION SERVICES OF EXAMINATION PAPERS
PURPOSE	<ul style="list-style-type: none"> To print various examination papers during major exam periods.
SCOPE	<ul style="list-style-type: none"> This procedure covers from receipt of the document to be reproduced/duplicated up to the release of the completed documents to its requesting party applicable for Cagayan de Oro Campus only.
RELATED RISK/S	<ul style="list-style-type: none"> Non-availability of consumables and technical problem of equipment.
PROCESS OWNER/S	<ul style="list-style-type: none"> Printing Press Unit

PROCESS FLOW/DETAILS		RESPONSIBLE PERSON/OFFICE	RECORDS/EVIDENCE
Receive document/s to be reproduced/printed from client	Note 1	Admin Assistant	Logbook
Record in the duplicating logbook specifically for exam papers	Note 2	Admin Assistant	Logbook
Reproduce the exam	Note 3	Machine Operator	Logbook
Release reproduced exam/s to client	Note 4	Machine Operator	Logbook
Prepare billing by College	Note 5	Admin Assistant	Billing Form(FM-USTP-PP-005)
Submit the approved billing to the Accounting office for payment	Note 6	Admin Assistant	Billing Form(FM-USTP-PP-005)

PREPARED BY:	REVIEWED BY:
 MARIA CAROLINA R. DOMUGHO Focal Person for the Process	 ATTY. ERWIN B. BUCIO, Ph.D. Deputy QML – Administrative Support Services
RECOMMENDED BY:	APPROVED BY:
 VANESSA V. ASCANO, DPA Quality Management Leader (QML)	 AMBROSIO B. CULTURA II, Ph.D. President

MASTER COPY

CONTROLLED E-COPY
Date: October 01, 2021

NOTE 1:

1. Examine the exam/s to be reproduced, i.e. how many pages, how many copies per page, size of paper to be used (A4, short, long).

NOTE 2:

1. Record in the duplicating logbook specifically for exam/s the following: subject, how many pages, whether back to back printing or not, instructor/s and department.

NOTE 3:

1. Machine operator will acquire the needed materials from the stock room, i.e. paper to be used; i.e. A4, long or short.
2. Record the withdrawal of supplies and materials in the Supplies and materials logbook.

NOTE 4:

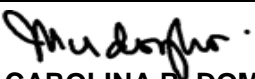

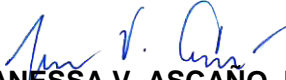

1. Machine operator will release the printed exam/s to client and indicate the date of delivery with the client's signature upon receiving in the duplicating logbook for exam/s.

NOTE 5:

1. Based on the duplicating logbook for exam/s, billing is prepared by college indicating the number of copies, cost per page and total amount.
2. Photocopy of the logbook are then attached by college.

NOTE 6:

1. Submit the approved billing to the accounting office for payment.

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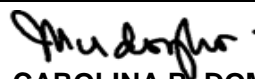



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RECORDS/EVIDENCE:

- Billing Form
- Logbook

FM-USTP-PP-005

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