

TARLAC STATE UNIVERSITY

**QUALITY MANAGEMENT UNIT**

**DOCUMENT REGISTRATION, REVISION & ABOLITION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Document No. | Document Title | Classification*New – “****N****”**Revision – “****R****”**Abolition – “****A****”* | Rev No. |
|  |  |  |  |
| Creation/Revision/Abolition Date: |  | Effectivity Date: |  |

**Changes/Modifications** (*use an additional sheet if necessary*):

|  |  |  |
| --- | --- | --- |
| Section | Page | Changes/Modifications |
|  |  |   |

**Distribution List:**

[ ]  All Offices

[ ]  **OUP** University President

[ ]  **LEG**  Office of Legal Counsel

[ ]  **BOR** Board Secretary

[ ]  **EXE** Executive Assistant

[ ]  **MIS** Office of Management Information Systems

[ ]  **IAS** Office of Internal Audit Service

[ ]  **OGM** Office of Governance and Quality Management Unit

 [ ]  **DPO** Office of Data Privacy

 [ ]  **QMU** Quality Management Unit

 [ ]  **ART** Anti-Red Tape Unit

 [ ]  **FOI** Freedom of Information

[ ]  **OIA** Office of International Affairs and Linkages

[ ]  **QAO** Office of Quality Assurance

[ ]  **CAL** Office of Culture, Arts, and Languages

[ ]  **PME** Office of Planning

[ ]  **PAI** Office of Public Affairs

[ ]  **AAO** Office of Alumni Affairs

[ ]  **VPA** Vice President for Academic Affairs

[ ]  **OCR** Office of Curriculum and Instruction

[ ]  **LMS** Office of Library Management Services

[ ]  **NST** Office of TSU National Service Training Program

[ ]  **GST** Office of Graduate Studies

 [ ]  **ORA** Office of Admission and Registration

 [ ]  **SAS** Student Affairs and Services

[ ]  **GAC** Guidance and Counselling Unit

[ ]  **CJS** Career Education and Job Placement Services Unit

[ ]  **TEM** Testing, Evaluation and Monitoring Services Unit

[ ]  **EED** Economic Enterprise Development Unit

[ ]  **SOU** Student Organization Unit

[ ]  **SDU** Student Discipline Unit

[ ]  **SPU** Student Publication

[ ]  **SDS** Student Discipline Unit

[ ]  **SDM** Sports and Development Unit

[ ]  **SDU** Student Discipline Unit

[ ]  **SFA** Scholarship and Financial Assistance Unit

[ ]  **RAR** Research, Accreditation and Records

[ ]  **IDI** International, Differently Abled, Indigenous and Marginalized Student Services

[ ]  **CAF** College of Architecture and Fine Arts

[ ]  **CSS** College of Arts and Social Sciences

[ ]  **CBA** College of Business and Accountancy

 [ ]  **HTL** University Hotel

 [ ]  **HRM** Hotel & Restaurant Management

[ ]  **CCS** College of Computer Studies

[ ]  **CTE** College of Education

[ ]  **CET** College of Engineering

[ ]  **SOL** School of Law

[ ]  **CPA** College of Public and Administration

[ ]  **COS** College of Science

[ ]  **CJE** College of Criminal Justice and Education

[ ]  **CIT** College of Industrial Technology

[ ]  **VPF** Vice President for Administration

 [ ]  **MPL** Motorpool Unit

[ ]  **OAS** Office of Administrative Services

[ ]  **ASU** Administrative Services Unit

[ ]  **CAS** Cashiering Unit

[ ]  **PRO** Procurement Unit

[ ]  **RAU** Records and Archives Unit

[ ]  **SUP** Supply and Property Management Unit

[ ]  **CSU** Civil Security Unit

 [ ]  **HRD** Human Resource Development and Management

 Office

 [ ]  **CFO** Office of Finance

[ ]  **FIN** Accounting Office

[ ]  **BMU** Budget Management Unit

[ ]  **CAS** Cashiering Unit

 [ ]  **BAS** Office of Business Affairs and Auxiliary Services

 [ ]  **FDM** Office of Facilities Development and Management

[ ]  **PDU** Planning and Design Unit

[ ]  **MIU** Monitoring and Inspection Unit

[ ]  **CMU** Contract Management Unit

[ ]  **JGS** Janitorial and Grounds Services Unit

[ ]  **FMU** Facilities Maintenance Unit

 [ ]  **GAD** Office of Gender and Development

[ ]  **OHS** Office of University Health Services

 [ ]  **DHO** Dental Unit

 [ ]  **MSO** Medical Unit

 [ ]  **PCS** Pollution Control and Safety Unit

[ ]  **VPR** Vice President for Research, Development and Extension

 [ ]  **TTO** Office of Technology Development Transfer & Commercialization

[ ]  **ERC** Research Ethics Review Committee

[ ]  **FTR** Center for Food Technology and Research

 [ ]  **ORD** Office of University Research Development

[ ]  **MCL** Microbiology Laboratory

 [ ]  **PCL** Physico-Chemistry Laboratory

 [ ]  **ATL** Analytical Testing Laboratory

 [ ]  **ESO** Office of University Extension Services

 [ ]  **SET** Center for Solar and Emerging Technology

 [ ]  **CLG** Center for Community and Local Governance Studies and Policy

 Development

[ ]  **CER** Center for Engineering and Environmental Research

[ ]  **IPD** Center for Peace, Indigenous People's Resources and Development

[ ]  **NPR** Center for Natural Products Research

[ ]  Others:

[ ]  **DRR** Disaster Risk Reduction

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Author: | Reviewed by: | Approved by: |
|  |  |  |