ANNEX A

BATAAN PENINSULA STATE UNIVERSITY
ORGANIZATIONAL STRUCTURE

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                              BOARD OF REGENTS
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Executive Council Administrative Council Academic Council Research, Extension & Training Council Human Resource Development Council	**OFFICE OF THE PRESIDENT**	Commission on Audit

Office of the Secretary of the University and of the Board of Regents

Gender and Development Focal Point System	

PRESIDENTIAL MANAGEMENT STAFF
Operations, Planning & Development
Management Information Systems
• Campus Information Technology Office

Quality Assurance Office

Internal Auditing Control Unit

Legal Affairs

Public Affairs

Security and Risk Reduction Management Services

Arts and Cultural Affairs

Sports and Physical Development

National Service Training Program

Office of the Vice President, Research, Extension & Training

Research & Development
• Innovation and Technology Support Office (ITSO)
• Journal Publication
• Research Institutes, Centers and Units

Extension & Training Services
• Training Services
• Consultancy and Technical Services
• Technology Transfer and Promotion Unit
   • Piloting
   • Demonstration
• Applied Communication Unit
• Monitoring and Evaluation Unit

Office of the Vice President, Academic Affairs

Colleges/Institutes

Student Affairs and Services

• Student Development
• Student Welfare
• Student Services

University Librarian

Office of the University Registrar

Office of the Vice President, Administration and Finance

Administrative Services
● Human Resource Development and Management Office
● Central Records Office
   ● Current
   ● Archives
● Property & Procurement Office
   ● Procurement Unit
   ● Supply Unit

Physical Plant & Engineering Services
● Construction Services
● General Services
   ●Repair & Maintenance Services Unit
   ● Ground Services Unit
●Motorpool & Engineering Services

Financial Management Services
• Budget Office
• Accounting Office
• Collection and Disbursement office
   o Collection unit
   o Disbursement Unit
Production and Business Enterprise
• Manufacturing & Production Units
   o Agribusiness
   o Metal and Wood Fabrication
   o Garments Production Center
• Services
   o Food Services
   o Training and Conference Facilities
   o Housing and Hostel
   o Commercial Business Services
   o Printing/reproduction

OFFICE OF THE CAMPUS DIRECTOR

RET Services	Colleges/ Institutes	Campus Library	Office of the Campus Registrar	Student Affairs & Services	Admin Services	Finance Services	Physical Plant ES	Production & Business Enterprises

GUIDELINES ON RISKS AND OPPORTUNITIES MANAGEMENT

I. **OBJECTIVES**
- To determine risks and opportunities and actions to address these risk and opportunities
- To integrate and implement the actions into QMS processes and to evaluate the effectiveness of these actions

II. **SCOPE AND APPLICATION**

Risk Assessment Tools:

- Risk registry
- Risk assessment table

Risk Identification:

- Identified risks during planning, and as indicated in the Quality Objectives
- Risks are identified in consideration of their potential impact, but not limited to, the following: achievement of intended and/or desirable results, prevention or reduction of undesired effects, achievement of improvement
- Retained and updated risk registry per service/campus/office

Risk Evaluation and Analysis:

- Use of risk assessment table
- Determination of root cause, if actionable

Actions to address risks and opportunities:

- Preventive action for root causes
- Actions for identified opportunities are discussed during ….

Review and Monitoring of Risks:

- Risk registries reviewed per service/campus office every …
- Consolidation of risk registries…
- Reporting of relevant information generated from risk registries…

Occurrence of identified risks and opportunities:

- Reporting
- Documentation
- Discussion

ANNEX C

GUIDELINES ON ORGANIZATIONAL KNOWLEDGE MANAGEMENT

I.   DESCRIPTION

Knowledge management (KM) is the process of creating, sharing, using and managing the knowledge and information of an organization. It refers to a multidisciplinary approach to achieving organizational objectives by making the best use of knowledge.

II.   PURPOSE

Help knowledge development at all levels and facilitate & promote its diffusion to individuals, groups, and/or across the entire university, in accordance with the organization's requirements.

III.   SCOPE

KM shall manage organizational knowledge storage and retrieval capabilities, and create an environment conducive to learning and knowledge sharing. Similarly it shall be involved in tapping internal and external sources of knowledge whenever these are necessary for the development of the organizational knowledge resources and the identification of the University's best practices.

IV.   TOOL FOR MONITORING

Organizational Knowledge Monitoring Table

BPSU Knowledge	Tool/Methods			
	Acquire and/or Update	Maintain and/or Retain	Share and Access	Responsib ility
Internal Source				
External Source				

V.   RESPONSIBILITIES

Monitored by the Office of the President

ANNEX D

GUIDELINES ON INTERNAL AND EXTERNAL COMMUNICATION MANAGEMENT

I. DESCRIPTION

BPSU has established and maintains an internal and external communication procedure to provide an explicit standard in managing flow of communication within the institution and its relevant interested parties (RIPs).

Communication means may be in the form of hard copies and/or electronic. These shall be properly documented for identification and tracking, to monitor the efficiency and effectiveness of the procedure. However this procedure is exclusive of communications in any form that contain information for the effective planning, operation and control of the various processes related to the Bataan Peninsula State University quality management system (BPSU QMS) and it shall follow the Control of Documented Information (CDI) Procedure.

II. PURPOSE and SCOPE

The purpose of this procedure is to ensure effective, secure and timely communication of relevant information within the institution and its RIPs.

The guides described in this procedure apply to correspondence and issuances, both of internal or external origin in any means.

III. DEFINITION OF TERMS

Correspondence – the letters or e-mails that people write to each other

Issuance – official document (memorandum) that provides information limited to subjects pertaining to ventures, notices, activities, events and attendance to meetings/seminars/trainings/conferences.

Corrigendum – an error in a printed work discovered after printing; shown with its correction on a separate sheet.

Addendum – something that is added to a section of an issuance shown on a separate sheet.

Portal – any identified media that can be used in transmission or dissemination of public information relevant to the needs of the institution and its RIPs (i.e. website, Facebook page/group, bulletin boards, radio broadcast and newsletters)

IV. RESPONSIBILITY

Records Officer – Records-in-charge, University/Central Offices
Records Focal Person – Records-in-charge, Campus Level
Records Point Person – Records-in-charge, Office/Unit Level
Liaison Officer – for satellite campuses; Pick-up and Delivery of Documents
Process Owner – office or unit accountable for specific institutional process
Public Affairs Office – a Presidential management office tasked to disseminate relevant information throughout the institution and the community.

V. INTERNAL AND EXTERNAL COMMUNICATION PROCEDURE

All communication shall be written in English language considering gender sensitivity. Filipino may also be used in accordance to existing Government policies.

A. Correspondence within the institution

A.1 Creation

A.1.1 All correspondence within the institution shall follow the standard BPSU letterhead and footer stated in Attachment D.

A.1.2 A document code shall be assigned by the writer/encoder to every correspondence created; or by the concerned office (COF) to every correspondence received, following the Document Coding Format as stated in Section V, A.3 of CDI Procedure.

A.1.3 The following shall be used as additional standard for correspondence:
1. Confidential correspondence should be labelled CONFIDENTIAL, immediately below the letterhead; centered, bold and 12pt.
2. Addressed to the head of the identified concerned office.
3. Attention to personalities concerned of the subject.
4. A subject entry must be indicated after a space from the inside address, in italicized format, followed by the salutation. Each letter should be limited to only one subject.
5. Salutations "Sir" or "Madam" should be used to address higher authority; and addition of "Dear" shall be used to address one of equal rank or to a subordinate.
6. The body should be justified with 1.15 line spacing; have a space every after paragraph, and; have one inch margin on left and right side.

7. Only one (1) side of the paper shall be used.
8. Complimentary close shall be "Very truly yours".
9. The sender must indicate its position/designation/course/section directly below its name.
10. Names of the recipient and the sender must be all capitalized and bold.
11. It should be signed by the sender using blue ink pen.

A.2 Review and Taking Actions

A.2.1 All correspondence, (within and incoming) should be forwarded to appropriate offices for review and to acquire a specific action, following the hierarchy of the organization (Attachment B).

1. The writer/encoder/RIP shall submit the correspondence to the concerned office (COF) for review and coding.
2. If the requirement/s is incomplete, the COF shall return the correspondence to the RIP. Otherwise, the office shall then verify its responsibility about the matter; TAKE ACTION if it's in its accountability; if not, ENDORSE the correspondence to the campus director (CD) (1st Endorsement) from its Records Point Person (RPP) to the Records Focal Person (RFP).
3. The RFP shall receive the correspondence, record in the Document Tracking Form – A (DTF-A) (See Attachment E) and forward to CD.
4. The CD shall receive, record in the DTF-A; and review the matter of the correspondence.
5. If the requirement/s is incomplete, the CD shall return the correspondence to the RFP. Otherwise, the CD shall then verify its responsibility about the matter; TAKE ACTION if it's in its accountability; if not, ENDORSE the correspondence to the Vice President / Central Office (VP/CO) (2nd Endorsement) through RFP.
6. The RFP shall receive the correspondence, record in the DTF-A; and forward to VP/CO.
7. The VP/CO shall receive, record in the DTF-A; and review the matter of the correspondence.
8. If the requirement/s is incomplete, the VP/CO shall return the correspondence to the RFP. Otherwise, the VP/CO shall then verify its responsibility about the matter; TAKE ACTION if it's in its accountability; if not, ENDORSES the correspondence directly to the President's Office (PO) (Final Endorsement).

9. The PO shall receive, record in the DTF-A; and review the matter of the correspondence.
10. If the requirement/s is incomplete, the PO shall return the correspondence to the VP/CO. Otherwise, the PO shall TAKE ACTION of the matter.
11. The correspondence that has been GIVEN ACTION shall be recorded in the DTF-A; and forwarded by the PO to the Records Officer (RO).
12. The RO shall receive, record in the DTF-A the correspondence that has been GIVEN ACTION; and forward to RFP.

A.2.2 All correspondence that is found to have incomplete requirement/s shall be managed by the RFP and must be returned to suitable office or to its sender.

A.2.3 A copy of correspondence that has already GIVEN NECESSARY ACTION, together with the annotations of the action taken, should be forwarded to the RIP; filed and retained by the RFP and RO; and follow records management procedure.

A.2.4 Confidential correspondence should never be forwarded to other institutions, branches of the Government, nor divulged its contents to persons other than those for whom they are intended.

A.2.5 Review and taking action procedure shall ensure that a particular correspondence will be acted upon within a reasonable time depending on its nature and gravity. A maximum of 24 hours shall be given in taking immediate actions, unless it requires consultation and investigation.

A.2.6 A responsible person should be delegated for the purpose, in the absence of officials in their respective offices. Lost and/or delayed documents, that cause concern, may be filed against a particular office and will be made liable to existing government laws and policies, through proper channels and investigation. Flow of the correspondence should be monitored in the DTF-A.

A.2.6 Endorsement letters shall use the standard letterhead and footer described in Attachment D. The following shall also be used as additional standard for its contents and format (see Attachment B);

1. The heading should indicate the level of endorsement (1st, 2nd, Final) and the date it is created.
2. The statement should, at least contain, (a) to whom the correspondence is endorsed, (b) subject of the correspondence, (b) author of

the correspondence, (c) document code of the correspondence, and (d) justification for endorsement.

       3. The signatory should be the Head of the Office, indicating its complete name and designation/position.

       4. Signature over its name should be in blue ink.

       5. Endorsement letter shall not carry a document code.

B. Incoming Correspondence

B.1 Incoming correspondence, in any format, routed to mistaken office should be forwarded immediately, not exceeding 24 hours upon receipt, to the Concerned Office. This shall be monitored in the DTF – A.

B.2 Then follow SectionV, A.2 of this procedure, upon receipt of the correspondence, for review and taking actions.

C. Outgoing Correspondence

C.1 Agency to Agency. All correspondence to be sent to outside agencies, organizations and offices shall be endorsed to the Office of the President for proper transmittal. Only the President shall represent the university and sign in official communication.

C.2 Electronic signature of the President cannot be used without expressed approval by the President and/or the University Board Secretary.

C.3 Agency to RIPs. All correspondence to be sent to external RIPs and customers shall carry the standard university letterhead and footer; following the creation procedure stated in Section V, A.1.3.

D. Internal Issuances

D.1 These are issued to provide information on certain ventures, notices, events, activities and attendance to various trainings/seminars which will be used as official basis for class and work suspensions, overtime activities, absence and leave of office, and the like.

D.2 These may be a Campus Memorandum, Office Memorandum and/or University Memorandum.

D.3 Creation

> **D.3.1** All issuances created internally that entails the stated limitations shall follow the standard letterhead and format defined in Attachment D. Coding of all issuances shall follow the format provided Section V, A.3, of the CDI Procedure.

> **D.3.2** The following shall also be used as additional standard for creating issuances,

>> **D.3.2.1** University Memorandum. The University President shall issue University Memorandum, in reference to official events, ventures, notices, activities and attendance to various trainings/seminars; that (a) involves University-wide participation/information, (b) will take place outside of the University premises, and (c) needs to follow statutory requirements.

>> **D.3.2.2** Office Memorandum.

>>> **D.3.2.2.1** The Directors and Vice-Presidents shall issue an Office Memorandum, in reference to official events, ventures, notices, activities and attendance to various trainings/seminars; that only involves office/unit participation/information and/or will only take place within the University premises. This shall be noted by the immediate superior of the issuing office.

>>> **D.3.2.2.2** The chairpersons shall issue an Office Memorandum, in reference to official events, ventures, notices, activities and attendance to various trainings/seminars; that only involves office/unit participation/information and/or will only take place within the campus premises. This shall be noted by its respective Campus Directors.

>> **D.3.2.3** Campus Memorandum. The Campus Director shall issue a Campus Memorandum, in reference to official events, ventures, notices, activities and attendance to various trainings/seminars; that only involves Campus participation/information and will only take place within campus premises.

D.3.3 Campus Directors, Directors and Vice-Presidents shall request for issuance of University Memorandum, if the particular event, venture notices, activities and attendance to trainings/seminars, identified by the office (a) involves University-wide participation/information, (b) will take place outside of the University premises, and (c) needs to follow statutory requirements.

D.4 Distribution

D.4.1 Campus and Office Memorandum shall be forwarded to RFP. The RFP shall (a) identify number of authorized recipients, (b) reproduce the issuance, (c) file and retain a copy and (d) distribute the copies to identified recipient/s. Distribution of issuances should be monitored in the DTF-A.

D.4.2 University Memorandum shall be forwarded to RO. The RO shall (a) identify the number of RFP who is accountable for the distribution of the issuance, (b) reproduce the issuance, (c) file and retain a copy and (d) distribute the copies to identified RFPs. The RFPs shall receive the University Memorandum and follow the procedure stated on Section B.4.1. Distribution of issuances should be monitored in the DTF-A.

D.4.3 All issuances whose subject entails the information of the institution, its customers and RIPs, should be forwarded to the Public Affairs Office (PAFO). The PAFO shall (a) create appropriate materials for the dissemination of the subject, (b) manage portals for easy access of the information, (c) update portals with an interval identified by the office, ensuring only applicable information are posted, and (d) monitor the extent of information dissemination at a prescribe period.

D.4.4 Distribution procedure shall ensure that a particular issuance will reach its intended recipient/s within 24 hours from the time of creation. Lost and/or delayed documents, that cause concern, may be filed against a particular office and will be made liable to existing government laws and policies, through proper channels and investigation.

D.5 Control of Changes

D.5.1 Any change in the issuance after its initial approval and issue are subjected to the document change procedure. In case of any change/s in the content of the issuance, the process owner/requester should fill-up a "Document Update Notice" (DUN) Form (BPSU-QAF-001), which shall be forwarded to the Records-in-charge (RO or RFP); the RO/RFP shall endorse

the DUN to the issuing office for review and creation of Corrigendum or Addendum.

       D.5.2 Distribution of Corrigendum or Addendum shall follow the procedure stated in Part V, Section B.4.

E. Issuances of External Origin

       E.1 These are issued to provide information on certain ventures, notices, events and activities from other agencies which will be used as official basis for class and work suspensions, overtime activities, absence and leave of office, and the like.

       E.2 All of these, in any form, upon receipt should be forwarded to its recognized process owner/office/unit. The process owner shall (a) assign a document code for the external issuance, referring to Part XIII, Section A.1 of CDI procedure, (b) create an equivalent internal issuance in reference to the received external issuance, following Part V, Section D.3 of this procedure and (c) follow the distribution procedure stated in Part V, Section D.4.

       E.3 Lost and/or delayed documents, that cause concern, may be filed against a particular office and will be made liable to existing government laws and policies, through proper channels and investigation.
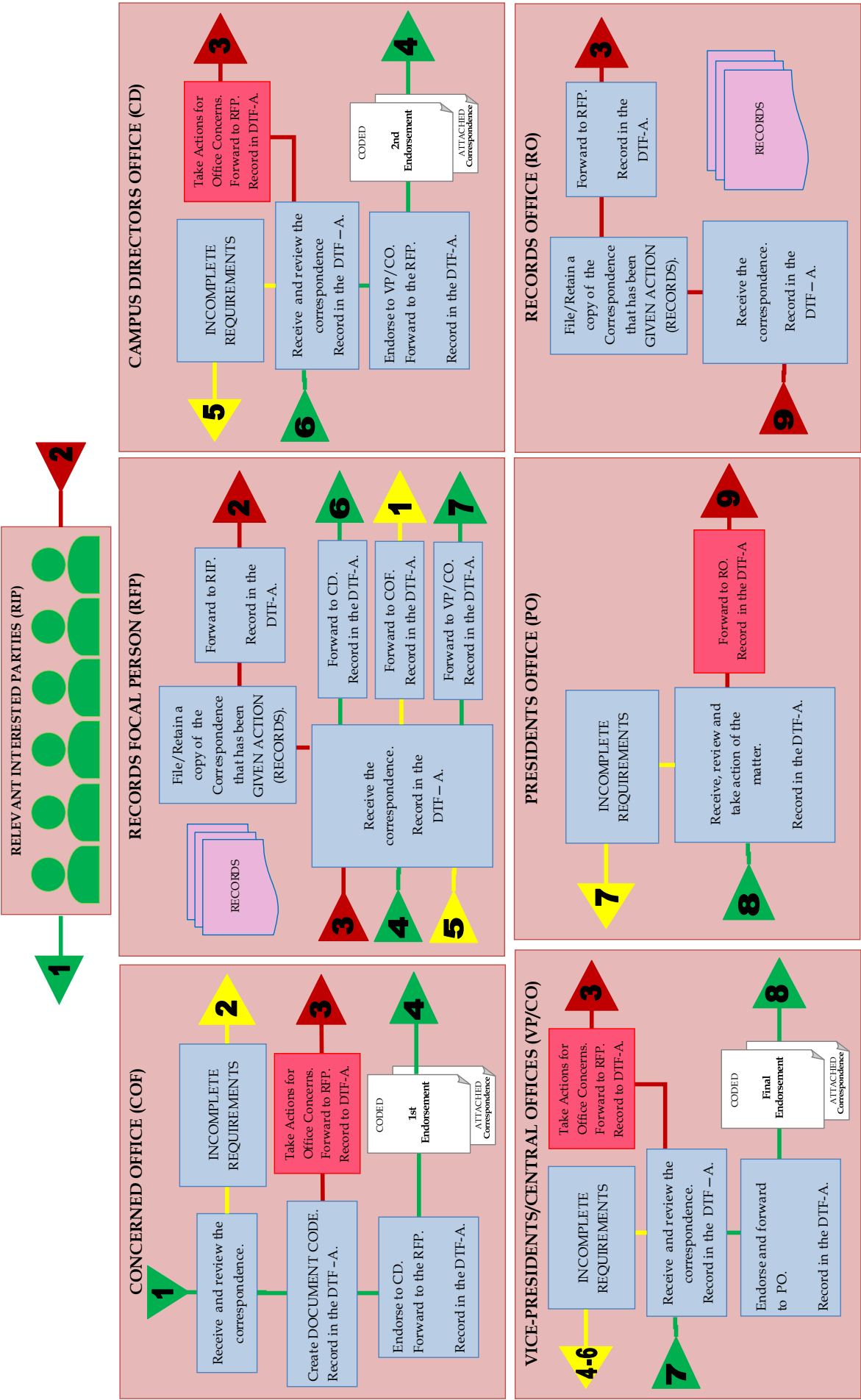
F. The Liaison Officer

       F.1 The Liaison officer will help satellite campuses and central offices of the university to work together in bringing information to each other. The officer shall (a) pick-up and delivers all type of documents (i.e. correspondence, procurement documents, issuances, etc.) to and from the campus and central offices, (b) follow-up status of the forwarded documents, and (c) coordinates closely with the campus RFP and university RO.

G. Electronic Copies

       G.1 All circulating electronic communication copies shall be printed in grayscale or black and white to distinguish from the hard copies which are directly handed-over, unless a portion of the electronic document needs to be colored, mark the printed document with "PRINTED E-COPY" on the lower-left side of each page.
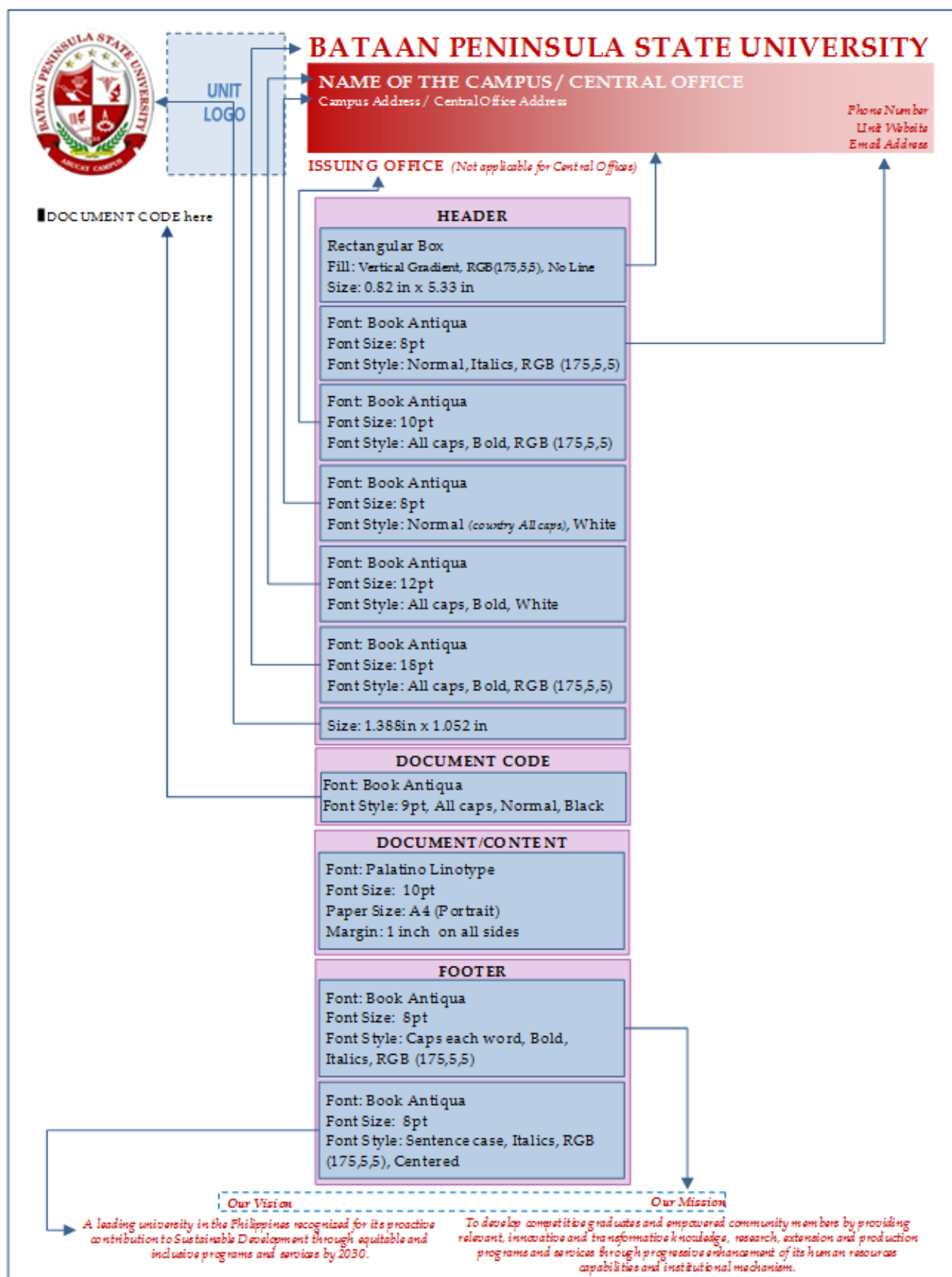
Attachment A (Correspondence Flow Chart)

RELEVANT INTERESTED PARTIES (RIP)

CAMPUS DIRECTORS OFFICE (CD)

Take Actions for Office Concerns. Forward to RFP. Record in DTF-A.

INCOMPLETE REQUIREMENTS

Receive and review the correspondence. Record in the DTF–A.

Endorse to VP/CO. Forward to the RFP. Record in the DTF-A.

CODED
2nd Endorsement
ATTACHED **Correspondence**

RECORDS OFFICE (RO)

Forward to RFP. Record in the DTF-A.

RECORDS

File/Retain a copy of the Correspondence that has been GIVEN ACTION (RECORDS).

Receive the correspondence. Record in the DTF–A.

RECORDS FOCAL PERSON (RFP)

Forward to RIP. Record in the DTF-A.

Forward to CD. Record in the DTF-A.

Forward to COF. Record in the DTF-A.

Forward to VP/CO. Record in the DTF-A.

File/Retain a copy of the Correspondence that has been GIVEN ACTION (RECORDS).

RECORDS

Receive the correspondence. Record in the DTF–A.

PRESIDENTS OFFICE (PO)

Forward to RO. Record in the DTF-A

INCOMPLETE REQUIREMENTS

Receive, review and take action of the matter. Record in the DTF-A.

CONCERNED OFFICE (COF)

INCOMPLETE REQUIREMENTS

Take Actions for Office Concerns. Forward to RFP. Record in DTF-A.

CODED
1st Endorsement
ATTACHED **Correspondence**

Receive and review the correspondence.

Create DOCUMENT CODE. Record in the DTF–A.

Endorse to CD. Forward to the RFP. Record in the DTF-A.

VICE-PRESIDENTS/CENTRAL OFFICES (VP/CO)

Take Actions for Office Concerns. Forward to RFP. Record to DTF-A.

CODED
Final Endorsement
ATTACHED **Correspondence**

INCOMPLETE REQUIREMENTS

Receive and review the correspondence. Record in the DTF–A.

Endorse and forward to PO. Record in the DTF-A.

Attachment B (Endorsement Letter Format Guide)

STANDARD LETTERHEAD (Header)

CONFIDENTIAL

FIRST/SECOND/FINAL ENDORSEMENT

Date

Respectfully referred to [WHOM THE CORRESPONDENCE IS ENDORSED, POSITION], the [SUBJECT OF THE CORRESPONDENCE] submitted by [AUTHOR OF THE CORRESPONDENCE] with a document code [AAAA-BB.CCC.DDDD.####.EEE(E)];

After reviewing the correspondence and its requirements [JUSTIFICATION FOR ENDORSEMENT]

Palatino Linotype, 10pt; justified; black; 1.15pt-spacing;

Palatino Linotype, 10pt; Centered; black; DD Month YYYY

Palatino Linotype, 11pt; Centered; bold; black; All caps

For CONFIDENTIAL CORRESPONDENCE
Palatino Linotype, 12pt; Centered; bold; black; All caps
(Omitted for NON-CONFIDENTIAL CORRESPONDENCE)

Palatino Linotype, 10pt; regular; black; Capitalized each word

Palatino Linotype, 10pt; bold; black; All caps

HEAD OF THE OFFICE
Position/Designation

MISSION/VISION (Footer)

Attachment C (Issuances Format Guide)

BATAAN PENINSULA STATE UNIVERSITY
[NAME OF THE CAMPUS/CENTRAL OFFICE]
[Address]
PHILIPPINES

[DATE]

[CAMPUS/OFFICE/UNIVERSITY] MEMORANDUM

Code: **PRES.MEM.2017.0358.LAA**

Reference: QUAO.COR.2017.0012.JCM

SUBJECT OF THE MEMORANDUM
(SUBTITLE)

To:

Thru:

From:

Reference (Document Code – Correspondence requesting the creation of the memo; May be omitted when creation is initiated by the issuing office).
Palatino Linotype; 10pt; Left-aligned; Black
Regular-Italics

Document Code (refer to CDI Procedure)
12pt; Left-aligned; Black
Palatino Linotype
Emphasizing on YEAR CREATED and SEQUENTIAL NUMBER (20pt)

Palatino Linotype
14pt; Left-aligned; Black

Line –Thick thin
Size: 0 x 7.5 in; 5pt; Black

Size: 1.388in x 1.052 in
Grayscale

Palatino Linotype
12pt; Bold; Centered; Black

Palatino Linotype
14pt; Bold; Centered; Black

Palatino Linotype
10pt; Regular; Black
DD Month YYYY

HEADER

Arial; 11pt; Regular; Centered; Black; Complete Address

Palatino Linotype
12pt; Bold; Centered; Black

Palatino Linotype
19pt; Bold; Centered; Black

Table (1 x2); Custom margin; 0.5pt; Black

Body; including sender, channels and recipient
Palatino Linotype; 10pt, Black
1inch margin on all sides
Paper size: 8.5 x 13

Attachment D (Letterhead and Footer Format Guide)

BATAAN PENINSULA STATE UNIVERSITY

NAME OF THE CAMPUS / CENTRAL OFFICE
Campus Address / Central Office Address

Phone Number
Unit Website
Email Address

UNIT LOGO

▌DOCUMENT CODE here

ISSUING OFFICE *(Not applicable for Central Offices)*

HEADER

Rectangular Box
Fill: Vertical Gradient, RGB(175,5,5), No Line
Size: 0.82 in x 5.33 in

Font: Book Antiqua
Font Size: 8pt
Font Style: Normal, Italics, RGB (175,5,5)

Font: Book Antiqua
Font Size: 10pt
Font Style: All caps, Bold, RGB (175,5,5)

Font: Book Antiqua
Font Size: 8pt
Font Style: Normal *(country All caps)*, White

Font: Book Antiqua
Font Size: 12pt
Font Style: All caps, Bold, White

Font: Book Antiqua
Font Size: 18pt
Font Style: All caps, Bold, RGB (175,5,5)

Size: 1.388in x 1.052 in

DOCUMENT CODE

Font: Book Antiqua
Font Style: 9pt, All caps, Normal, Black

DOCUMENT/CONTENT

Font: Palatino Linotype
Font Size: 10pt
Paper Size: A4 (Portrait)
Margin: 1 inch on all sides

FOOTER

Font: Book Antiqua
Font Size: 8pt
Font Style: Caps each word, Bold, Italics, RGB (175,5,5)

Font: Book Antiqua
Font Size: 8pt
Font Style: Sentence case, Italics, RGB (175,5,5), Centered

Our Vision

Our Mission

A leading university in the Philippines recognized for its proactive contribution to Sustainable Development through equitable and inclusive programs and services by 2030.

To develop competitive graduates and empowered community members by providing relevant, innovative and transformative knowledge, research, extension and production programs and services through progressive enhancement of its human resources capabilities and institutional mechanism.

Attachment E (Sample of Document Tracking Form –A)

Bataan Peninsula State University
Administrative Services Office
BPSU-QAF-004 (Revision 0; May,2017)

DOCUMENT TRACKING FORM - A

			IMPLEMENTING OFFICE		OFFICE CODE	

Document Code	Document Description/Subject	RECEIVED			DISTRIBUTION/ENDORSEMENT			STORAGE	
		Date Received *(mm/d /yy, hh:mm)*	Action Taken *(Approved /Resolved; Endorsed to: In-process; For Signature; Signed; Pending; Compliance; For distribution; For File/Rejected)*	Action Unit *(Office Code)*	Date *(mm/d d/yy)*	Accepted By *(Signature over Printed Name, hh:mm)*		Cabinet Series Number *(Assigned by respective Records Point Persons/Records Officer)*	Folder Series Number *(Assigned by respective Records Point Persons/Records Officer)*

ANNEX E

CONTROL OF DOCUMENTED INFORMATION PROCEDURE

I. DESCRIPTION

BPSU has established and maintains a documented procedure for creation / revision, approval, and issuance of the Quality Management System (QMS) and Manual of Operations. The Control of Documented Information Procedure provides for an organized monitoring, distribution, maintenance and updating of procedures and work instructions within the said manuals.

All documents included in the QMS are reviewed and approved for adequacy and suitability by authorized personnel prior to use. A master list/revision history, which indicates the current revision status of documents is maintained by the Document Controller and shall be made available to all. This will prevent the use of incorrect, invalid or obsolete documents. Only the latest issues of documents are available at locations where business process operations are performed. Obsolete documents are identified, retrieved, and properly disposed of, retaining only the obsolete original copy document.

Any change in the QMS after its initial approval and issue are subjected to the document change procedure in Control of Documents.

II. PURPOSE

This procedure provides a documented system to ensure that only appropriate versions of documents needed for the effective planning, operation and control of the various processes related to the Bataan Peninsula State University (BPSU) quality management system are available at points of use.

Reference Documents

ISO 9001:2008 – Quality Management System Requirements

RA 9470 - National Archives of the Philippines Act of 2007; NAP General Circular No. 1 & 2

III. SCOPE

The controls described in this procedure apply to policies, procedures and guidelines and records, including their associated forms, with internal and external origin and produced in any type of media.

IV. STRUCTURE AND DESCRIPTION PER TYPE

The BPSU QMS is designed to ensure consistency in meeting the customer's needs and expectations through the actual performance of the documented processes, work instructions and support policies, systems and procedures. The BPSU QMS is described in the following documents:

Level 1: Policies – This include records of University issuances such as Memorandum Circulars, Office Orders and Special Orders. It also includes Executive Orders and Memorandum Circulars issued by the Office of the President of the Philippines and/or particular oversight agencies which are relevant to the University's operations and should be complied with.

Level 2: Procedures and Guidelines – This is the operational guide on what the University does and how it achieves stated policies. It also provides guidance on how to communicate and perform various activities.

Level 3: Records – The Quality Records include records providing evidence of conformity to the established procedures and work instructions, as well as the University's QMS.
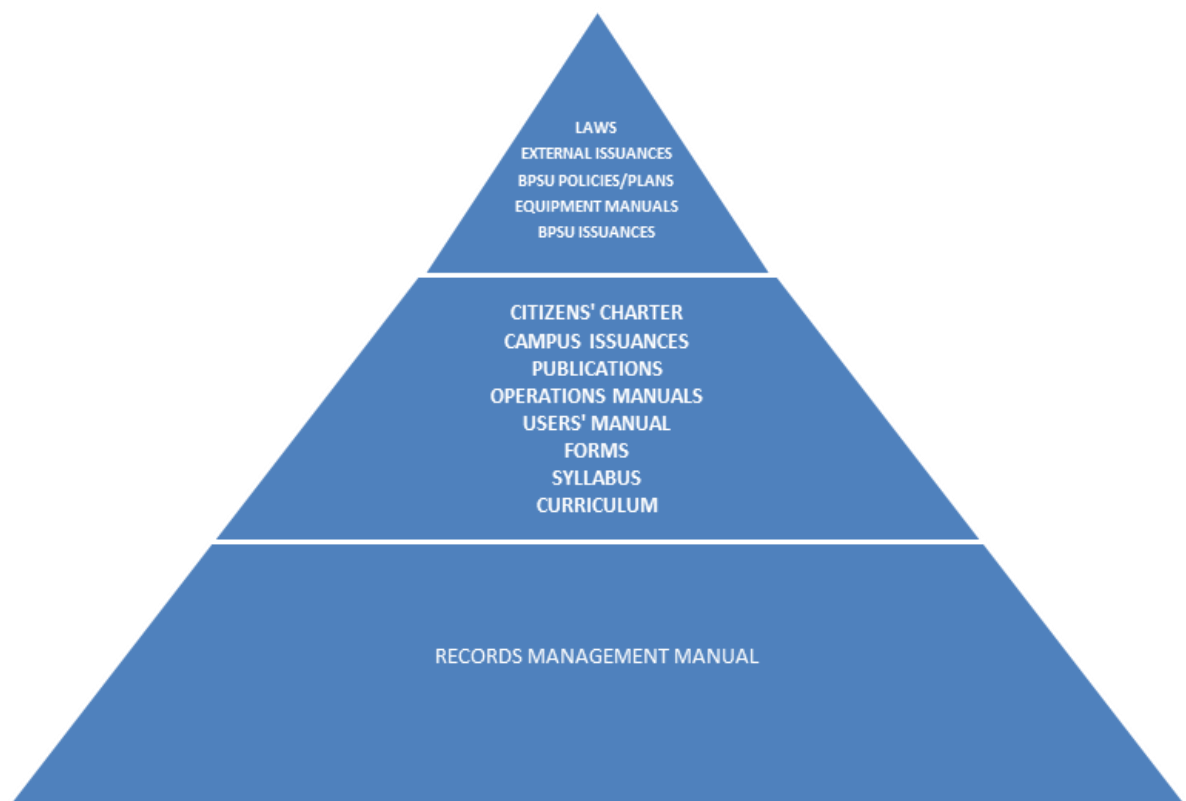
V.   **CREATION OF DOCUMENTED INFORMATION**

When creating new document, draft documents must be printed, labeled or stamped with the word "*DRAFT*". They are not official documents and must not be used for current work purposes. Documented information is coded accordingly for proper identification, indicating its source, type, year created and author/creator.

A. Tools and Control Methods To Be Used / Applied

    A.1 Document Source Identification Codes (see Attachment H)

        A.1.1 Codes for Central Offices

        A.1.2 Codes for Campus Offices

        A.1.3 Codes for Campuses

        A.1.4 Codes for Documents of External Origin

    A.2 Document Type Identification Codes (see Attachment I)

        A.2.1 Sequential Number for Curriculum

        A.2.2 Sequential Number for Syllabus

    A.3. Document Coding Format

AAAA-BB.CCC.DDDD.####.EEE(E)

	Initials of encoder/author
	Sequential number
	Year Created
	Document Type
	Campus Code (omit this part for Central Offices)
	Office Code

    A.4. Forms Coding Format

BPSU - ___ ___ F - ___ ___ ___ *(Revision ___ ; _____)*

Revision history number	Effectivity date Month/YYYY
Three (3) numeric codes of the specific form, that starts with 001.	
Two (2) letter abbreviation of the delivering office	
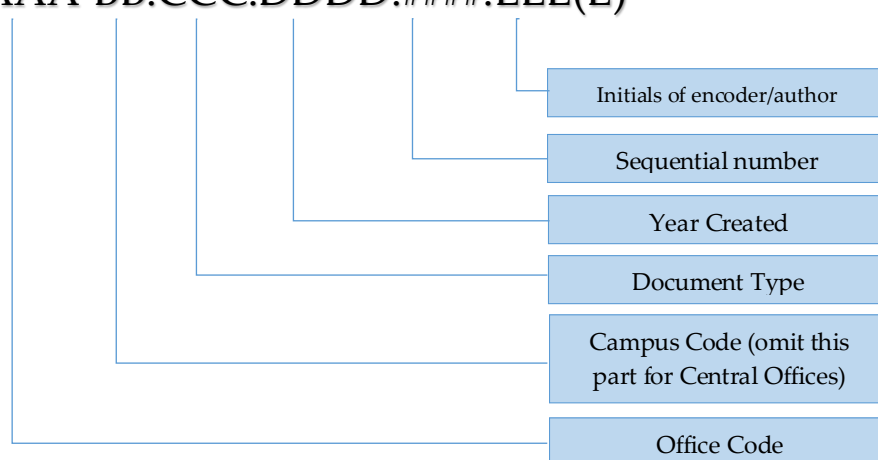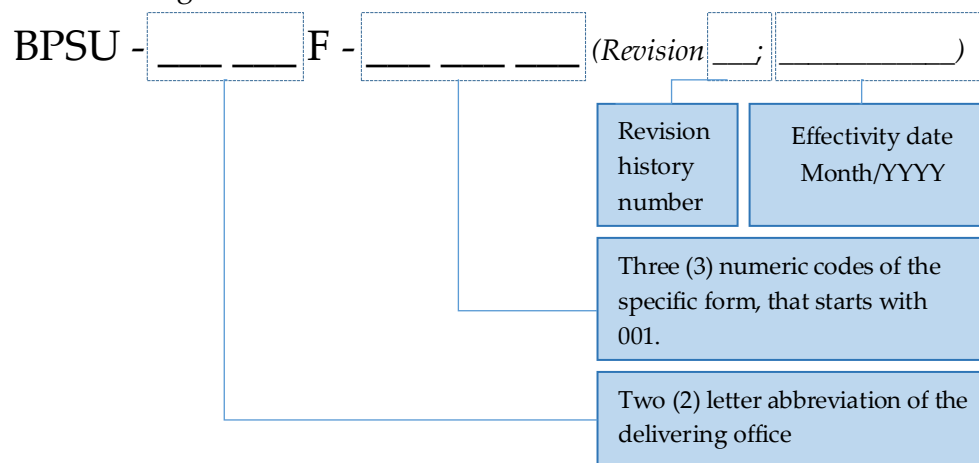
        For documents that must carry letter head, sample illustrations, and notes are provided in Attachment D of Guidelines on Internal and External Communication Management except those with prescribed format from the National Government.

A.5. Operations and User's Manual Header Format

All identified operations and user's manual must contain the standard header format (See Attachment A).

B. Responsibilities

Creation and updating of documents are monitored by the identified offices.

DOCUMENTED INFORMATION	MONITORING OFFICE
• LAWS • EXTERNAL ISSUANCES • BPSU POLICIES/PLANS • EQUIPMENT MANUALS • BPSU ISSUANCES	Office of the President
• CITIZENS' CHARTER • CAMPUS ISSUANCES • PUBLICATIONS • OPERATIONS MANUALS • USERS' MANUAL • SYLLABUS • CURRICULUM • FACULTY WORKLOAD	Administrative Services Campus Director RDO OPD RDO/ITSO VPAA VPAA VPAA
• RECORDS	Records Officer

VI. FORMAT MEDIA AND OTHER CONVENTIONS PER TYPE

Records can be in the form of any type of media such as hardcopy or electronic media.

VII. REVIEW, REVISION AND APPROVAL PER TYPE

BPSU has established and maintains a documented procedure for review, revision and approval/re-approval of documented information.

A. Tools and Control Methods To Be Used / Applied

Controlled documents shall be reviewed regularly every internal audit for adequacy and suitability. Results of review will be carried over on the audit report.

The table below shows the series of responsibilities for review, revision and approval per type of document.

Document Type	Process Owner/ Prepared or revised by	Review	Approval/Re-approval
University Memo/ Order/ Advisory	OP-Executive Assistant	President	President
Campus Issuances	CD – Office Assistant	Campus Director	Campus Director
Curriculum	VPAA	Academic Council	Board of Regents
Syllabus	Concerned Faculty	Cluster Head Concerned Dean	VPAA
Faculty Workload	University Registrar	VPAA	President
Research Publication	Publication Team RDO	VP Research	President
Library Manuals	University Librarian	Administrative Council	Board of Regents
Student Manual	OSAS	Administrative Council	Board of Regents
Faculty Manual	VPAA	Academic Council	Board of Regents
Laboratory Manual	College Dean	VPAA	Board of Regents
QMS Manual	QA	Administrative Council	Board of Regents
Operations Manual	Concerned unit	Administrative Council	Board of Regents
Citizens' Charter	Admin Services	Administrative Council	Board of Regents
Equipment Manual	ITSO	RDO	Board of Regents

Reference /Publications

Approved new document shall be forwarded to the process owner and stamped "MASTER COPY" in red, on each page; except for Reference/Publications which shall be stamped only on the first page. The effectivity date of the approved new document shall also be affixed on the stamp of the first page. (See Attachment F for Official Stamps)

These documents shall be recorded in the "Document Masterlist Form (DMF)" (BPSU-ASF-010) (See Attachment D) indicating the document code, document type, process owner and effectivity date.

The new version is then retained and filed by the Records Officer (RO).

B. Responsibilities

All documents included in the QMS are reviewed and approved for adequacy by authorized personnel prior to use.

VIII. CONTROL OF CHANGES

Any change in the QMS after its initial approval and issue are subjected to the document change procedure.

A. Tools and Control Methods to be used / applied

In case of any change/s in the content of the controlled document (including forms), the process owner should request for "Document Update Notice (DUN)"(BPSU-QAF-001) for review and re-approval by the same persons who performed original review and approval, unless otherwise specifically designated in the DUN form. (See Attachment B)

Re-approved documents will be recorded on "Revision History Form (RHF)" (BPSU-ASF-009) indicating the DUN No., DUN Date, effectivity date and description of the revision/change. (See Attachment C) Updating of the DMF shall also follow.

B. Responsibilities

Any changes in the content of controlled documents are reviewed for adequacy and approved for adoption by authorized personnel prior to use.

IX. DISTRIBUTION AND RETRIEVAL

A. Tools and Control Methods to be Used / Applied

All approved/re-approved copies must have been stamped with "MASTER COPY" in red, (Refer to Section VII - A for exemptions) and stamped "CONTROLLED" in blue (first page only) with affixed date of distribution and signature of the RO. The RFP shall issue the new version to the authorized copyholder/s (Records Point Person – RPP per unit) who shall sign in the acceptance column specified in the "Document Tracking Form - B (DTF)" (BPSU-ASF-008) (see Attachment E);

Copies of documents that were released by the RFP's shall be stamped with the word "ISSUED" in green, on the first page with affixed date of receipt and signature of the authorized copyholder – RPP's. (See Attachment F for Official Stamps)

The RO and RFP's shall ensure that all previously issued controlled copies are taken back from the copyholders (excluding References/Publications). Copyholder of retrieved documents must countersign on the DTF of the superseded document to indicate retrieval. All employees shall assume the responsibility of surrendering to the RFP's all obsolete documents found in their work areas.

Only the latest issues of documents are available at locations where business process operations are performed. Obsolete documents are identified and retrieved by the RFP's and retaining only the obsolete original copy document which shall be stamped with "OBSOLETE Copy" in black by the RO, on all pages and affixed with the date of ineffectivity on the first page. (See Attachment F for Official Stamps)

B. Responsibilities

Distribution and Retrieval of controlled documents are ensured and monitored by the RO and RFP's per campus.

X.   STORAGE AND PRESERVATION

A. Tools and Control Methods to be Used / Applied

Filing cabinets, box files, folders, dividers, envelopes, etc. shall be provided to organize records.

Cabinets and storage areas shall be numbered using the main door as point of reference. The first cabinet or storage area located at the immediate left side of the main door shall be Cabinet 1. The rest shall be numbered based on clockwise direction.
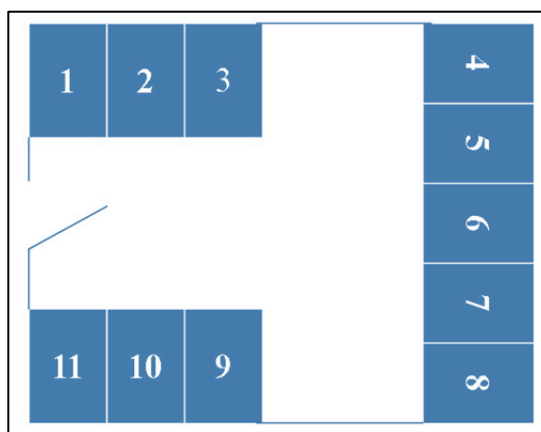
Drawer/Tier number for each cabinet or shelf shall be assigned from the top drawer/tier downward.   In case the records are not placed in a cabinet or shelf, and are kept in boxes, assign a number for each box. As much as possible, the date encoded shall be the date when your office received the document. If the said information is not available, use the date reflected in the document as its date of creation.   This is important because this shall serve as basis for determining the age of the record.

Electronic records shall be backed up periodically. Storage or e-records may include USB, external hard drive, or compact discs.

B. Responsibilities

Each central office and department/unit with its RO and RPP's, respectively, shall be responsible for the storage and keeping of its records, particularly for its confidential records.

XI. RETENTION AND DISPOSITION

A. Tools and Control Methods to be Used / Applied

Records' retention and disposition period shall be indicated in the records inventory, using the DMF. Retention period will be based on *National Archives of the Philippines, Circular Nos. 1 and 2 and General Records Disposition Schedule (GRDS).*

Critical and/or confidential documents shall be disposed by means of shredding. For economic and environmental purposes, "used documents" which are not critical or confidential in nature shall be recycled.

B. Responsibilities

The RO, RFP's and the RPP's shall be in-charge of identifying appropriate disposal procedure based on the NAP Guidelines, retaining only the obsolete original copy document.

XII. PROTECTION FROM ALTERATIONS

A. Tools and Control Methods to be Used / Applied

Records shall be kept in a place where they can be protected from data tampering, including access to confidential records. Each department/unit shall ensure that releasing of records to appropriate personnel is being tracked.

To prevent unauthorized amendments on the recorded data, the following shall be implemented:

- Only permanent blue or black ink pens must be used to fill out forms.
- Red pens shall only be used to correct wrong data. Strikethrough incorrect inputs.
- All corrected data must be countersigned indicating the identity of the corrector.

B. Responsibilities

Protection from alterations of controlled documents are ensured and monitored by the Records Officer and the Records Point Person per Unit.

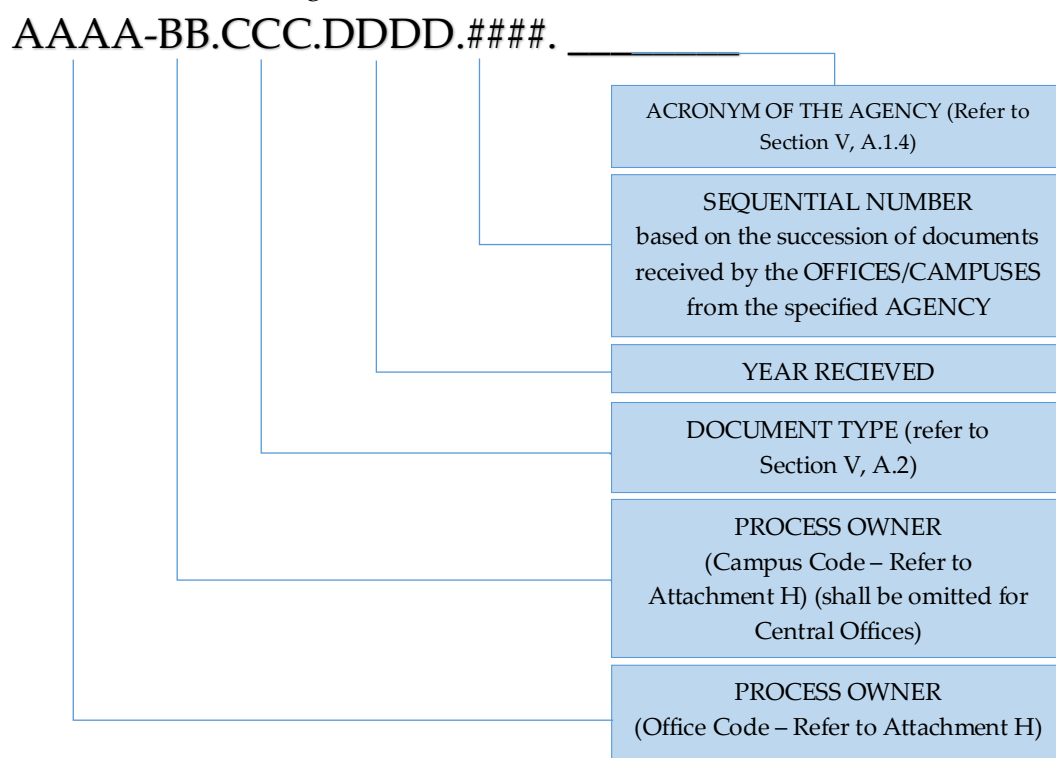**XIII. CONTROL FOR DOCUMENTED INFORMATION OF EXTERNAL ORIGIN**

Documents of external origin such as manuals, books, guidelines, standards, regulatory communications etc., which are essential for effective planning and operation of BPSU quality management system, shall be registered.

A list of relevant externally generated documents shall be maintained and such information as document code, date received, document title/description, and action taken shall be indicated in the DTF.

Use the acronym of the source offices or agencies. Take note of the origin of communications coming from regional offices/regional field units, Provincial, Municipal/City.

A. Tools and Control Methods to be Used / Applied
A.1 External Document Coding Format

AAAA-BB.CCC.DDDD.####. _____

ACRONYM OF THE AGENCY (Refer to Section V, A.1.4)
SEQUENTIAL NUMBER based on the succession of documents received by the OFFICES/CAMPUSES from the specified AGENCY
YEAR RECIEVED
DOCUMENT TYPE (refer to Section V, A.2)
PROCESS OWNER (Campus Code – Refer to Attachment H) (shall be omitted for Central Offices)
PROCESS OWNER (Office Code – Refer to Attachment H)

The received external document/s must be forwarded to its identified process owner for coding and stamping, following the same procedure as with the institutions documented information.

A. Responsibilities

Control for documented information of external origin are ensured and monitored by the RO and the RFP's per campus.

XIV. CONTROL FOR ELECTRONIC DOCUMENTS

Electronic records shall be backed up periodically. Storage of e-records may include USB, external hard drive, or compact discs.

Electronic documented information copies, if necessary, shall be printed in grayscale or black and white to distinguish from the hard copies which are directly issued to authorized copyholders; unless a portion of the electronic document needs to be colored, mark the printed document with "PRINTED E-COPY" on the lower-left side of each page.

Attachment A (Operations and User's Manual Header Format Guide)

	Document Type:		Document Code	AAAA-BB.CCC.DDDD.####.EEE(E)
		OPERATIONS MANUAL	Effective Date	MONTH DD, YYYY
	Document Title:	ADMINISTRATIVE MANUAL	Revision No	1

Arial, 9pt; Centered; All Caps; Black

Arial, 9pt; Left-aligned; Regular; Black

Arial, 8pt; Left-aligned; Italicized; Black

Arial, 9pt; Centered; All Caps; Black

BPSU Logo; 0.53x0.7; Standard Color

Table; Border, ½pt, Black

Attachment B (Sample of Document Update Notice Form)

<table>
<tr>
<td colspan="2">Bataan Peninsula State University
Quality Assurance Office
BPSU-QAF-001 (Revision 0; May/2017)</td>
<td></td>
</tr>
<tr>
<td colspan="2" align="center">DOCUMENT UPDATE NOTICE</td>
<td>DUN No.
DUN Date:</td>
</tr>
<tr>
<td>Document Code:</td>
<td colspan="2"></td>
</tr>
<tr>
<td>Document Title:</td>
<td colspan="2"></td>
</tr>
<tr>
<td>Originating Office:</td>
<td colspan="2"></td>
</tr>
<tr>
<td>Document Source</td>
<td colspan="2" align="center">Document Type</td>
</tr>
<tr>
<td>☐ Internal
☐ External</td>
<td colspan="2">☐ Manuals   ☐ Forms   ☐ Syllabus
☐ Policies   ☐ Procedures   ☐ Issuances
☐ Curriculum   ☐ Citizens Charter   Others, specify: _____</td>
</tr>
<tr>
<td colspan="3" align="center">UPDATE INFORMATION</td>
</tr>
<tr>
<td colspan="3">☐ Addition   ☐ Revision   ☐ Deletion
Revision No: _____
Effectivity Date:_____</td>
</tr>
<tr>
<td colspan="3">Details:</td>
</tr>
<tr>
<td colspan="2">Prepared by:</td>
<td>Approved by:</td>
</tr>
<tr>
<td colspan="2" align="center">Signature over Printed Name</td>
<td align="center">Signature over Printed Name</td>
</tr>
<tr>
<td colspan="2" align="center">Position/Designation</td>
<td align="center">Position/Designation</td>
</tr>
<tr>
<td colspan="2" align="center">Date</td>
<td align="center">Date</td>
</tr>
<tr>
<td colspan="3" align="right">BPSU-QAF-001 (Revision 0; May/2017)</td>
</tr>
</table>

Attachment C (Sample of Revision History Form)

Bataan Peninsula State University Quality Assurance Office *BPSU-QAF-002 (Revision 0; May,2017)*			
REVISION HISTORY			
Document Code:			
Document Title:			
Process Owner:			
Revision Number	DUN No. / DUN Date	Effectivity Date	Description of Revision/Changes
			BPSU-QAF-002 (Revision 0; May,2017)

Attachment D (Sample of Document Masterlist Form)

Bataan Peninsula State University
Quality Assurance Office
BPSU-QAF-003 (Revision 0; May,2017)

DOCUMENT MASTERLIST FORM					
Document Type:					
Document Code	Document Title	Process Owner	Effectivity Date *(Month,YYYY)*		
			Revision 0	Revision 1	Revision2

BPSU-QAF-003 (Revision 0; May,2017)

Attachment E (Sample of Document Tracking Form – B)

Bataan Peninsula State University
Quality Assurance Office
BPSU-QAF-005 (Revision 0; May,2017)

DOCUMENT TRACKING FORM - B												

IMPLEMENTING OFFICE		OFFICE CODE	

Document Code	Document Description/Subject	RECEIVED		DISTRIBUTION			RETRIEVED			REMARKS	
		Date Received *(mm/dd/yy, hh:mm)*	Action Taken *(Approved/Resolved; Endorsed to; In-process; For Signature; Signed; Pending Compliance; For distribution; For File; Rejected)*	Action Unit *(Office Code)*	Date Distributed *(mm/dd/yy)*	Accepted By *(Signature over Printed Name, hh:mm)*	Date Retrieved *(mm/dd/yy)*	Retrieved From *(Signature over Printed Name, hh:mm)*	Retrieved By *(Signature over Printed Name, hh:mm)*	Retained/ Disposed *(Shredded, Recycled, etc)*	Date *(mm/dd/yyyy)*

BPSU-QAF-005 (Revision 0; May,2017)

Attachment F (Official BPSU Documented Information Stamps)

Color: RED
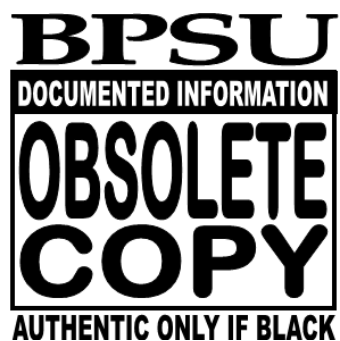Stamp Area: Bottom-leftmost part of every page

Color: BLUE
Stamp Area: Bottom-center part of the front page

Color: GREEN
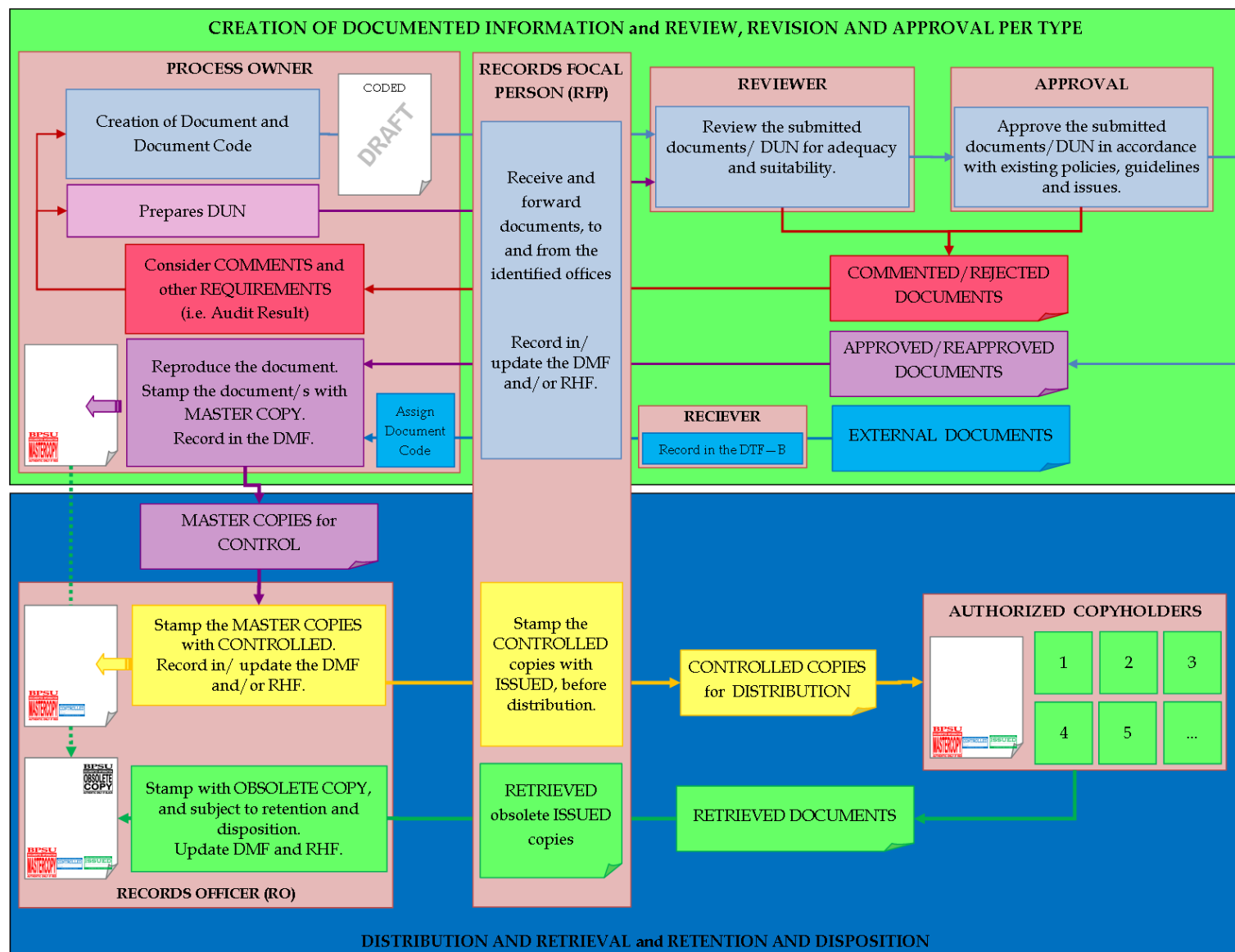Stamp Area: Bottom-rightmost part of the front page

Color: BLACK
Stamp Area: Top-rightmost part of the every page

Attachment G
Documented Information Flowchart

Note:

Each office responsible for the indicated processes must have a copy of the Document Tracking Form - B (DTF - B).

CREATION OF DOCUMENTED INFORMATION and REVIEW, REVISION AND APPROVAL PER TYPE

PROCESS OWNER

Creation of Document and Document Code

CODED DRAFT

Prepares DUN

Consider COMMENTS and other REQUIREMENTS (i.e. Audit Result)

Reproduce the document. Stamp the document/s with MASTER COPY. Record in the DMF.

Assign Document Code

BPSU MASTERCOPY

RECORDS FOCAL PERSON (RFP)

Receive and forward documents, to and from the identified offices

Record in/ update the DMF and/or RHF.

REVIEWER

Review the submitted documents/ DUN for adequacy and suitability.

APPROVAL

Approve the submitted documents/DUN in accordance with existing policies, guidelines and issues.

COMMENTED/REJECTED DOCUMENTS

APPROVED/REAPPROVED DOCUMENTS

RECIEVER

Record in the DTF – B

EXTERNAL DOCUMENTS

DISTRIBUTION AND RETRIEVAL and RETENTION AND DISPOSITION

MASTER COPIES for CONTROL

Stamp the MASTER COPIES with CONTROLLED. Record in/ update the DMF and/or RHF.

BPSU MASTERCOPY

Stamp the CONTROLLED copies with ISSUED, before distribution.

CONTROLLED COPIES for DISTRIBUTION

AUTHORIZED COPYHOLDERS

BPSU MASTERCOPY ISSUED

1	2	3
4	5	...

Stamp with OBSOLETE COPY, and subject to retention and disposition. Update DMF and RHF.

BPSU OBSOLETE COPY

BPSU MASTERCOPY

RETRIEVED obsolete ISSUED copies

RETRIEVED DOCUMENTS

RECORDS OFFICER (RO)

Attachment H
(Document Sources Coding Guides)

I. Central Offices Code

CENTRAL OFFICES	CODE
Academic Council	ACCO
Administrative Council	ADCO
Executive Council	EXCO
Administrative Services	ADSO
Arts and Cultural Affairs	ACAF
Center for Human Rights Education	CHRE
Extension and Training Services	ETSO
Finance and Management Services	FMSO
GAD Focal Point System	GFPS
Innovation and Technology Support	ITSO
International Affairs	IAFO
Management Information Systems	MISO
National Service Training Program	NSTP
Operations, Planning and Development	OPAD
Physical Plant and Engineering Services	PPES
Placement	PLCE
Procurement	PROC
Production and Business Enterprise	PBEN
Public Affairs	PAFO
Quality Assurance	QUAO
Research and Development	REDO
Scholarship and Financial Assistance	SFAO
Secretary of the University and of the Board of Regents	SUBR
Security and Risk Reduction Management Services	SRRM
Sports and Physical Development	SPDO
Student Affairs and Services	SASO
Supply	SUPO
Technical and Vocational Education and Training	TVET
University Accountant	ACCT
University Budget	BUDG
University Cashier	CASH
University Librarian	LAIS
University President	PRES
University Registrar	REGI
Vice President for Academic Affairs	VPAA
Vice President for Administration and Finance	VPAF
Vice President for Research, Extension and Training	VRET

II. Campus Offices Code

OFFICE	CODE
Administrative Services	ADSO
Arts and Cultural Affairs	ACAF
Campus Director	CADI
Civic Welfare Training Services	CWTS
College of Business and Accountancy	COBA
College of Education	COED
College of Engineering and Architecture	COEA
College of Information and Communications Technology	CICT
College of Nursing and Midwifery	CONM
College of Social and Behavioral Sciences	CSBS
College of Technology	CTEC
Dean of Instruction	DEAN
Department of Arts and Sciences	DOAS
Finance and Management Services - Accounting	FMSA
Finance and Management Services - Budget	FMSB
Finance and Management Services - Cashier	FMSC
Graduate School	GRAD
Guidance and Admission Services	GAAS
Library and Information Services	LAIS
Medical and Dental Services*	MEDS
National Service Training Program	NSTP
Physical Plant and Engineering Services	PPES
Production and Business Enterprise	PBEN
Registrar	REGI
Research Extension and Training	RETO
Reserve Officer Training Corps	ROTC
Sports and Physical Development	SPDO
Student Affairs and Services	SASO
Supply	SUPO

III. Campuses Code

CAMPUS	CODE
Abucay	AC
Bagac	BG
Balanga	BC
Dinalupihan	DC
Main	MC
Orani	OC

IV: Codes for Documents of External Origin

AGENCY	CODE

Accrediting Agency of Chartered Colleges and Universities	AACCUP
AgroStudies	AgroStudies
Andong National University	ANU
Bureau of Fire and Protection	BFP
Bureau of Internal Revenue	BIR
Bureau of Internal Revenue Regional Office 3	BIR-3
Bureau of Internal Revenue-Provincial/Bataan	BIR-Bataan
Commission on Higher Education	CHED
Commission on Higher Education-Regional Office 3	CHED-3
Central Luzon Agriculture and Resources Research and Development	CLARRDEC
Central Luzon Industry and Energy Research and Development Consortium	CLIERDEC
Commission on Audit	COA
Commission on Audit Regional Office 3	COA-3
Commission on Audit - Resident Auditor	COA-Local
City Mayor's Office and other Office within the City Hall	COB
Department of Agriculture	DA
Department of Agriculture-Agricultural Competitiveness Enhancement Fund	DA-ACEF
Department of Agriculture- Agricultural Training Institute Regional	DA-ATI
Department of Agriculture- Agricultural Training Institute Regional Training Center III	DA-ATI-RTC3
Department of Agriculture- Bureau of Agricultural Research	DA-BAR
Provincial Agriculture Office	DA-Bataan
Bureau of Fisheries and Aquatic Resources	DA-BFAR
Department of Agriculture- Bureau of Postharvest Research and Extension	DA-BPRE
Department of Agriculture- Bureau of Soils and Water Management	DA-BSWM
Department of Agriculture-Regional Field Unit 3	DA-RFU3
Department of Budget and Management	DBM
Department of Budget and Management-Regional Office 3	DBM-3
Development Bank of the Philippines-Balanga	DBP-Balanga
Developmental Council of State Universities and Colleges in Region III, Center for Inter-Institutional Research & Policy Studies	DC-SUC III/CIRPS
Department of Environment and Natural Resources	DENR
Department of Environment and Natural Resources Region 3	DENR-3
Provincial Environment and Natural Resources Office	PENRO-Bataan
Department of Labor and Employment	DOLE
Department of Labor and Employment Regional Field Office 3	DOLE-3
Department of Science and Technology	DOST
Department of Science and Technology Regional Office 3	DOST-3
Department of Science and Technology – Provincial/Bataan	DOST-Bataan
Department of Science and Technology- Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development	DOST-PCAARRD
Department of Trade and Industry	DTI
Department of Trade and Industry Region 3	DTI-3
Department of Trade and Industry Region - Bataan	DTI-Bataan
Intellectual Property Office	IPO
Land Bank of the Philippines	LBP
Maejo University	MAEJO
Municipal Mayor's Office of Abucay and other offices under the	MUN-ABUCAY

City Mayor's Officel Hall	
Municipal Mayor's Office of Bagac and other offices under the Municipal Mayor's Office Hall	MUN-BAGAC
Municipal Mayor's Office of Dinalupihan and other offices under the Municipal Mayor's Office Hall	MUN-DINALUPIHAN
Municipal Mayor's Office of Hermosa and other offices under the Municipal Mayor's Office Hall	MUN-HERMOSA
Municipal Mayor's Office of Limay and other offices under the Municipal Mayor's Office Hall	MUN-LIMAY
Municipal Mayor's Office of Mariveles and other offices under the Municipal Mayor's Office Hall	MUN-MARIVELES
Municipal Mayor's Office of Morong and other offices under the Municipal Mayor's Office Hall	MUN-MORONG
Municipal Mayor's Office of Orani and other offices under the Municipal Mayor's Office Hall	MUN-ORANI
Municipal Mayor's Office of Orion and other offices under the Municipal Mayor's Office Hall	MUN-ORION
Municipal Mayor's Office of Pilar and other offices under the Municipal Mayor's Office Hall	MUN-PILAR
Municipal Mayor's Office of Samal and other offices under the Municipal Mayor's Office Hall	MUN-SAMAL
NBC Zonal Computerization Center in Region III	NBC-ZCC3
National Grid Corporation of the Philippines	NGCP
National Economic and Development Authority	NEDA
National Economic and Development Authority-Regional 3	NEDA RO3
Pag-Ibig	PAG-IBIG
Public Employment Service Offices of Bataan	PESO
Philippine Health Insurance Corporation	PHILHEALTH
Technical Education Skills and Development Authority	TESDA
Technical Education Skills and Development Authority Regional Office 3	TESDA-3
Technical Education Skills and Development Authority	TESDA-Bataan

Attachment I
(Document Type Coding Guides)

I. Document Type Code

DOCUMENT TYPE	CODE
Manual	MAN
Memorandum	MEM
Order	ORD
Advisory	ADV
Correspondence	COR
Syllabus	SYL
Curriculum	CUR
Faculty Workload	FWL
Publications (Research/Student)	PUB
Monograph	MON
Journals	JOU
Newsletter	NEW
Memorandum of Agreement	MOA
Memorandum of Understanding	MOU
Policies	POL

II. Specific Number for Curriculum

Sequential

SEQUENTIAL NUMBER	Program Curriculum
	GRADUATE
0001	Master of Arts in Education Language Education
0002	Master of Arts in Education Guidance & Counseling
0003	Filipino
0004	Social Studies
0005	Technology and Livelihood Education
0006	Master in Public Administration
0007	Master in Business Administration
0008	Master of Arts in Nursing
0009	Master in Engineering Management
0010	Master of Physical Education and Sports
0011	Master of Science in Agriculture
	UNDERGRADUATE
0012	Bachelor of Secondary Education Filipino */**
0013	Bachelor of Secondary Education Physical Sciences */**
0014	BS Architecture
0015	BS Mechanical Engineering
0016	BS in Tourism
0017	BS Computer Science Net and Data Communication
0018	BS Computer Science Software Development
0019	BS Information Technology
0020	BS Information Technology Network and Web Application
0021	BS Nursing
0022	Diploma in Midwifery
0023	BS Accountancy
0024	BS Business Administration Human Resource Development

	0025	BS Business Administration Marketing Management
		Management
	0025	BS Business Administration Marketing Management
	0026	BS Business Administration Operations Management
	0027	BS Psychology
	0028	AB Psychology
	0029	BS Agricultural Engineering
	0030	BS Agriculture Animal Science
	0031	BS Agriculture Crop Science
	0032	BSE Agriculture
	0033	Bachelor of Elementary Education Pre-Elementary Education
	0034	Bachelor in Physical Education

III. Specific Sequential Number for Course Syllabus

UNDERGRADUATE PROGRAM SUBJECTS		
Sequential Number	Subject Code	Subject Description/Title
0001	ACCTG-111	Basic Accounting
0002	ACTG-111A	Basic Accounting
0003	ACTG-111	Fundamentals of Accounting Part 1
0004	ACTG-111A	Basic Bookeeping
0005	ACTG-111B	Fundamentals of Accounting
0006	ACTG-121	Fundamentals of Accounting Part II
0007	ACTG-121A	Basic Accounting 2
0008	ACTG-301	Management Uses of Accounting
0009	AECO-100	Gen. Economics and Taxation
0010	AECO-101	Agricultural Economics and Marketing
0011	AECO-101	Principles of Agricultural Economics
0012	AECO-102	Intro. to Enterprise and Entrepreneurship
0013	AECO-103	Marketing & Cooperatives
0014	AECO-104	Farm Management and Entrepreneurship
0015	AECO-104A	Agricultural Entrepreneurship and Management
0016	AECO-105	Intro. to Enterprise and Entrepreneurship
0017	AECO-105	Financial Mgt. for Agri-Based Entrepreneur
0018	AECO-106A	Agricultural Economics and Marketing
0019	AENG-100	Engineering Graphics
0020	AENG-101	Principles of Electricity and Electronics
0021	AENG-102	Agricultural Electrification
0022	AENG-103	Engineering Mechanics
0023	AENG-104	Computer Application in Engineering I
0024	AENG-105	Mechanics of Deformable Bodies
0025	AENG-106	Farm Shop Practices
0026	AENG-107	Fluid Mechanics
0027	AENG-108	Engineering Economy
0028	AENG-109	Hydrology
0029	AENG-110	Surveying
0030	AENG-111	Thermodynamic and Heat Transfer

0031	AENG-112	Materials of Engineering
0032	AENG-113	Agricultural Power and Energy Sources
0033	AENG-114	Tractor and Agricultural Equipment Operation
0034	AENG-115	Agricultural Engineering Law and Professional Ethics
0035	AENG-116	Forest Products and Engineering
0036	AENG-117	Agricultural Structures Engineering
0037	AENG-118	Refrigeration Engineering
0038	AENG-119	Computer Application in Engineering II
0039	AENG-120	Processing, Handling and Storage of Agricultural Products I
0040	AENG-121	Design and Management of Agricultural Buildings and Structures
0041	AENG-122	Irrigation and Drainage Engineering
0042	AENG-123	Introduction to Operations Research
0043	AENG-124	Agricultural Waste Management
0044	AENG-125	Agricultural Mechanization and Machinery Management
0045	AENG-126	Processing, Handling and Storage of Agricultural Products 2
0046	AENG-127	Agricultural Machinery Design
0047	AENG-199	Undergraduate Seminar
0048	AENG-200	Thesis/Field Practice I
0049	AENG-200A	Thesis/Field Practice II
0050	AEXT-101	Rural Sociology & Agricultural Extension
0051	AGEN-100	Fundamentals of Agricultural Engineering
0052	AGEX-102	Agricultural Extension and Communication
0053	AGEX-104	Mgt. of Extension Programs
0054	AGRI-100	Intro. to Agriculture
0055	AGRI-101	Intro. to Ecological Agriculture
0056	AGRI-102	Genetics
0057	AGRI-103	Methods of Agricultural Research
0058	AGRI-104	Biotechnology and Society
0059	AGRI-105	Driving Skills Upgrading
0060	AGRI-150	Bridging Program (Skills Development or OJT)
0061	AGRI-200a	Seminar 1
0062	AGRI-200b	Colloquium
0063	AGRI-200c	Seminar 2
0064	AGRI-300A	Special Topics
0065	AGRI-300B/C	Thesis/Practicum
0066	AQUA-100	Principles of Fishery Science
0067	AQUA-101	Aquaculture Engineering
0068	ARDS-112	Architectural Design 1-Introduction to Design
0069	ARDS-122	Architectural Design 2-Creative Design Fundamentals
0070	ARDS-213	Architectural Design 3-Architectural Design 3-Creative Design in Architectural Interiors
0071	ARDS-223	Architectural Design 4- Space Planning 1
0072	ARDS-314	Architectural Design 5-Space Planning II
0073	ARDS-324	Architectural Design 6-Site Development, Planning and Landscaping
0074	ARDS-415	Architectural Design 7-Community Architecture and Design
0075	ARDS-425	Architectural Design 8-Design of Complex Structures

0076	ARDS-515	Architectural Design 9-Thesis Research Writing
0077	ARDS-525	Architectural Design 10-Thesis Research and Application
0078	AREC-513	Competency Enhancement Course 1
0079	AREC-523	Competency Enhancement Course 2
0080	ARHS-513	Housing
0081	ARID-323	Architectural Interiors
0082	ARSC-503	Specialization 1 Construction Management
0083	ARSC-513	Specialization 2 Construction Management
0084	ARSC-523	Specialization 3 Construction Management
0085	ARSS-1	Social Science Elective 1
0086	ARSS-2	Social Science Elective 2
0087	ARTS-101	Philippine Visual Arts
0088	ARTS-102	Asian and Western Arts
0089	ASCI-100	Intro. to Animal Science
0090	ASCI-101	Principles of Animal Science
0091	ASCI-101A	Introduction to Animal Science
0092	ASCI-104	Intro. to Livestock and Poultry Production
0093	ASCI-105	Slaughter of Animals and Processing of their Products
0094	ASCI-109	Animal Nutrition
0095	ASCI-112A	Animal Health and Sanitation
0096	ASCI-113A	Animal Nutrition and Feeding
0097	ASCI-121	Poultry Production
0098	ASCI-122	Swine Production
0099	ASCI-123	Ruminant Production
0100	AUTO-115	General Metal Processes
0101	AUTO-115A	Occupational Health and Safety Practices
0102	AUTO-125	Automotive Chassis
0103	AUTO-125A	Power Train Components
0104	AUTO-215	Auto Repair and Rebuilding
0105	AUTO-215A	Service Engine Mechanical System and Preventive Maintenance
0106	AUTO-215A	Preventive Maintenance
0107	AUTO-225	Automotive Electricity
0108	AUTO-225A	Body Electrical System
0109	AUTO-315	Automotive Service and Repair
0110	AUTO-315A	Advance Auto Gas/Diesel Service and Repair
0111	AUTO-325	Automotive Machine Operation and Driving
0112	AUTO-325A	Engine Diagnosing and Trouble Shooting and Car Air-conditioning
0113	BETH-200	Bio-Ethics
0114	BFIN-100	Basic Finance
0115	BFIN-102	Business Finance
0116	BIOS-100A	General Biology
0117	BIOS-205	Botany
0118	BIOS-215	Genetics, Evolution and Diversity
0119	BIOS-223	Statistics of Biology
0120	BIOS-224	Microbiology & Parasitology
0121	BIOS-225	Microbiology
0122	BIOS-305	Introduction to Zoology

0123	BIOS-310	Cell Biology
0124	BIOS-315	Microbiology
0125	BIOS-315	Microbiology
0126	BIOS-320	Biotechnology
0127	BIOS-325	Human Anatomy and Physiology
0128	BIOS-410	Ecology and Field Biology
0129	BIOS-420	Research in Biology
0130	BLAW-101	Law on Obligations and Contracts
0131	BMGT-101	Principles of Management
0132	BMGT-101A	Philo of Business Management
0133	BMGT-102	Human Behavior in the Organization
0134	BMGT-102	Human Behavior in Organization
0135	BMGT-105	Human Resource Management
0136	BMGT-107	Total Quality Management
0137	BMGT-108	Entrepreneurial Management
0138	BMGT-108A	Entrepreneurship and Business Planning
0139	BMGT-111	Practicum/Work Integrated Learning
0140	BMGT-222	Public Administration, Good Governance and Social Responsibility
0141	BMGT-313	Fundamentals of Business Analytics
0142	BMGT-321	Fundamentals of Data Warehousing
0143	BMGT-322	Fundamentals of Descriptive Analytics
0144	BMGT-411	Fundamentals of Predictive Analytics
0145	BMGT-412	Fundamentals of Prescriptive Analytics
0146	BMGT-421	Analytics Internship
0147	BMIS-010	Business Application Software
0148	BMIS-112	Principles of Information Systems
0149	BMIS-214	Introduction to computer programming
0150	BMIS-223	Database Systems
0151	BMIS-300	Introduction to Applications Development
0152	BMIS-313	Multimedia Development for Business
0153	BMIS-314	Computer Architecture and Network Technology
0154	BMIS-323	Advanced Management Information Systems
0155	BMIS-324	Database System Implementation
0156	BMIS-415	Information Systems Administration
0157	BMIS-416	Information Technology Project Mgt. w/ Lab
0158	BMIS-423	Information Technology Management
0159	BMIS-424	Web Development and Management
0160	BSFi-101	Computer Use in Fisheries
0161	BTAX-101	Income Taxation
0162	BTCH-213	Building Technology 1- Building Materials
0163	BTCH-223	Building Technology II-Construction Drawing in Wood & Masonry
0164	BTCH-313	Building Technology III-Construction in Concrete & Steel
0165	BTCH-323	Building Technology 4- Advance Building Construction
0166	BTCH-413	Building Technology 5
0167	CADD-413	Computer Aided Design & Drafting for Architecture 2
0168	CADD-423	CAD & Drafting in Architecture
0169	CADT-115	Drafting Room Practices-1 & Elements of Mechanical Drawing

0170	CADT-115A	Occupational Health and Safety Practices
0171	CADT-115A	Occupational Health and Safety Practices
0172	CADT-125	Drafting Room Practices-II
0173	CADT-125A	Basic AutoCAD (2-D Applications)
0174	CADT-215	Furniture Design and Topographical Drafting
0175	CADT-215A	Furniture Design and Topographical Drafting with AutoCAD Application
0176	CADT-225	Electrical and Piping Drafting
0177	CADT-225A	Electrical and Piping Drafting with AutoCAD Application
0178	CADT-315	Architectural Drafting
0179	CADT-315A	Architectural Drafting with AutoCAD 2-D and 3-D Application
0180	CADT-325	CAD-AUTOCAD
0181	CADT-325A	Graphics/Commercial Arts with Computer Application
0182	CCAD-312	Computer Aided Drafting
0183	CCAD-313	Computer Aided - Drafting
0184	CEAS-423	Architectural Structures
0185	CEBD-211	Building Design 1
0186	CEBD-211L	Building Design 1 Lab
0187	CEBD-221	Building Design 2
0188	CEBD-221L	Building Design 2 Lab
0189	CEBE-521	Pre-Board Exam
0190	CEC	Competency Enhancement Course
0191	CEC-101	Competency Enhancement Course
0192	CEC-102	ECE Competency Enhancement Course 2
0193	CECE-513	CE Competency Enhancement 1
0194	CECE-523	CE Competency Enhancement
0195	CECF-101	Competency Enhancement Course in Fisheries
0196	CECP-523	CE Projects
0197	CEEE-512	Earthquake Engineering
0198	CEEN-312	Environmental Engineering
0199	CEES-223	Surveying
0200	CEES-311L	Elementary & Higher Surveying Lab
0201	CEES-312	Elementary Surveying (Lecture)
0202	CEES-313	Elementary & Higher Surveying
0203	CEFC-423	Flood Control and Drainage/Irrigation
0204	CEFC-513	Water Resources Engineering
0205	CEFE-523	Foundation Engineering (Design)
0206	CEFM-321	Fluid Mechanics (laboratory)
0207	CEFM-322	Fluid Mechanics (Lecture)
0208	CEFM-411L	Mechanics of Fluids Lab
0209	CEFM-413	Mechanics of Fluids
0210	CEGE-421L	Geotechnical Engineering Lab
0211	CEGE-423	Geotechnical Engineering
0212	CEHE-513	Highway/Transportation Eng'g.
0213	CEHS-322	Higher Surveying (Lecture)
0214	CEHS-411	Hydraulics
0215	CEHS-413	Hydraulics

0216	CEHS-423	Hydraulics
0217	CEHY-323	Hydrology
0218	CELC-523	CE Laws, Contracts & Ethics
0219	CEMA-411	Matrix Structural Analysis (laboratory)
0220	CEMA-412	Matrix Structural Analysis (Lecture)
0221	CEMT-411	Construction Materials & Testing (Lab)
0222	CEMT-412	Construction Materials & Testing (Lec)
0223	CEPE -423	Planning & Estimates
0224	CEPM-511L	Construction Methods & Project Management Lab
0225	CEPM-513	Construction Project Management
0226	CEPM-513A	Construction Methods & Project Management
0227	CEPS-511	Structural Design 2 with Plant Visit (Pre-stressed Design) Laboratory
0228	CEPS-511L	CE Project & Study
0229	CEPS-513	Structural Design 2 with Plant Visit (Pre-stressed Design) Lecture
0230	CERC-511	Structural Design 1 Laboratory
0231	CERC-512	Structural Design 1 Lecture
0232	CERS-321L	Engineering Surveys Lab
0233	CERS-323	Engineering Surveys
0234	CERS-411	Engineering Surveying (Laboratory)
0235	CERS-412	Engineering Surveying (Lecture)
0236	CESD-413	Steel and Timber Design
0237	CESD-421L	Structural Design 1 (Reinforced Concrete) Lab
0238	CESD-422	Structural Design 1 (Reinforced Concrete)
0239	CESD-443	Structural Design 2 (Steel and Timber Design)
0240	CESD-443L	Structural Design 2 (Steel and Timber Design) Lab
0241	CESD-521	Structural Design 4 (Steel) Lab
0242	CESD-523	Structural Design 4 (Steel)
0243	CESF-521	Seminar & Field Trips
0244	CESL-311	Elementary Surveying (Laboratory)
0245	CESL-312	Elementary Surveying (Laboratory)
0246	CESL-322	Higher Surveying (Laboratory)
0247	CESM-411	Soil Mechanics (Laboratory)
0248	CESM-413	Soil Mechanics (Lecture)
0249	CEST-323	Theory of Structures
0250	CEST-411	Structural Theory 1 (Laboratory)
0251	CEST-412	Structural Theory 1 (Lecture)
0252	CEST-413	Structural Theory 1
0253	CEST-421	Structural Theory 2 (Laboratory)
0254	CEST-422	Structural Theory 2 (Lecture)
0255	CEST-423	Structural Theory 2
0256	CETD-523	Structural Design 3 (Timber)
0257	CETE-412	Technical Elective 1 (Construction Cost Engineering)
0258	CETE-423	Technical Elective 2 (Irrigation, Flood Control & Drainage Engg)
0259	CETE-513	Transportation Engineering
0260	CETE-522	Technical Elective 4 (Water & Waste Water Engg)
0261	CETE-533	Technical Elective 3 (Sanitary Engineering)

0262	CHEM-113	General Inorganic Chemistry
0263	CHEM-113	General & Inorganic Chemistry
0264	CHEM-113	Inorganic Chemistry
0265	CHEM-113A	General Chemistry
0266	CHEM-114	General Chemistry
0267	CHEM-114A	General Chemistry
0268	CHEM-114B	General Chemistry Lab
0269	CHEM-115	General Inorganic Chemistry
0270	CHEM-115	General & Inorganic Chemistry
0271	CHEM-116	General Chemistry (Organic & Inorganic)
0272	CHEM-125	Analytical Chemistry
0273	CHEM-213	Organic Chemistry
0274	CHEM-214	General Chemistry 2
0275	CHEM-215	Organic Chemistry
0276	CHEM-313	Chemistry of Materials
0277	CHEM-413	Biochemistry
0278	CHEM-415	Bio-Chemistry
0279	CHEM-425	Analytical Chemistry
0280	COAP-001	Competency Appraisal I
0281	COAP-002	Competency Appraisal 2
0282	COCO-511	Comprehensive Course
0283	COHN-101	Community Health Nursing
0284	COJT-503	On-The-Job Training
0285	COJT-523	On-the-Job Training
0286	COML-212	Computer Fundamentals & Programming
0287	COML-215	Computer Fundamentals & Operation
0288	COML-226	Computer Programming I-using C Language
0289	COML-317	Comp. Fundamentals & Programming 1 (Laboratory)
0290	COML-327	Comp. Fundamental & Programming 2 (Lab)
0291	COML-327A	Comp. Fundamentals & Programming 2
0292	COML-328	Comp. Programming II (ECE CAD)
0293	COML-417	Computer Applications
0294	COML-424	Comp. Systems Org. w/ Ass. Lang.
0295	COMP - 112	Comp. Funds. w/ Software App. 1
0296	COMP- 110	Information Technology
0297	COMP- 113	Computer Fundamental with Software Application
0298	COMP- 316	Management Information System
0299	COMP -317	Comp. Fundamentals & Programming 1 (Lecture)
0300	COMP-100	Basic Computer, Concepts and Application
0301	COMP-110	Introduction to Computer Science
0302	COMP-110A	Intro to Information Technology
0303	COMP-110A	Introduction to Information Technology
0304	COMP-110B	Computer Fundamentals
0305	COMP-111	Microcomputer Application
0306	COMP-112	Introduction to Computer with Software Application 1
0307	COMP-112A	Office Productivity Tools
0308	COMP-113	Introduction to Computer w/ Software Application

0309	COMP-113	Computer Fundamental with Software Application
0310	COMP-113	Introduction to Computer Technology
0311	COMP-113	Computer Application for Business
0312	COMP-121	Computer Programming 1 (C ++)
0313	COMP-122	Information Systems Management
0314	COMP-123A	Database Concept w/ Application
0315	COMP-211A	Computer Programming II (Java)
0316	COMP-212	Data Structure & Algorithm Analysis
0317	COMP-212A	Data Structures
0318	COMP-212B	Design and Analysis of Algorithms
0319	COMP-213	Logic Design and Switching Theory
0320	COMP-214	Computer Drafting I
0321	COMP-214	Introduction to CAD (Computer Aided Drafting)
0322	COMP-215	Computer Fundamentals & Operation
0323	COMP-221A	Computer Programming III (VB)
0324	COMP-222	File Organization for Data Management
0325	COMP-222A	File Processing and Database Systems
0326	COMP-223A	Comp Organization and Architecture with Assembly Programming
0327	COMP-224	Professional Practice
0328	COMP-226	Computer Programming I-using C Language
0329	COMP-227	Computer Modelling & Simulation
0330	COMP-230	Human-Computer Interaction
0331	COMP-311	Introduction to Numerical Analysis
0332	COMP-313	Database Management System with Laboratory
0333	COMP-314	Operating Systems
0334	COMP315	Web Programming 1
0335	COMP-316	Management Information System
0336	COMP-317	Comp. Funds & Programming 1
0337	COMP-317A	Comp. Fundamentals & Programming 1
0338	COMP-320A	Network Principles & Programming
0339	COMP-321a	Business Application Software
0340	COMP-322A	Computing Theory (Automata)
0341	COMP-323	Object Oriented Programming
0342	COMP-325A	Systems Analysis & Design
0343	COMP-325B	Systems Analysis and Design
0344	COMP-326	Distributed Systems
0345	COMP-327	Comp. Fundamental & Programming 2
0346	COMP-327A	Comp. Fundamentals & Programming 2
0347	COMP-328	Comp. Programming II (ECE CAD)
0348	COMP-411	Synthesis of Ethics & Law for the Computing Professional
0349	COMP-412A	Software Engineering
0350	COMP-413	Research Methodology
0351	COMP-414	Career Planning
0352	COMP-415	Computer Science Seminar(Network Systems Administration)
0353	COMP-415A	Seminar on Advanced Topics
0354	COMP-416	Advanced Database Mgt. System I
0355	COMP-416A	Advanced Database Management Systems

0356	COMP-417	Computer Applications
0357	COMP-422	Thesis Writing
0358	COMP-423	Elective
0359	COMP-424	Comp. Systems Org. w/ Ass. Lang.
0360	COMP-425	Multimedia Presentation
0361	COMP-427	IT Project Management
0362	COMP-428	Network Administration
0363	COMP-429	Human Computer Interaction
0364	COMP-601	Business Communication for CS/IT
0365	COMP-602	Mobile Application Development
0366	COMP-604	Programming Languages
0367	COMP-605	Multimedia Systems
0368	COMPUTER 113	Basic Computer
0369	CPRO-100	Prin. of Crop Protection
0370	CPRO-101	Plant Pathology
0371	CPRO-102	Entomology
0372	CPRO-104	Approaches and Practices in Pest Mgt.
0373	CPRO-105	Beneficial Arthropods and Microorganism
0374	CPRO-106	Gen. Physiology and Toxicology
0375	CSCI-100	Prin. of Crop Science
0376	CSCI-101	Principles of Crop Science
0377	CSCI-102	Horticultural Crops Production
0378	CSCI-102A	Practices of Crop Production
0379	CSCI-112	Plant Nutrition
0380	CSCI-113	Prin. of Plant Breeding, Propagation and Nursery Management
0381	CSCI-114	Vegetable Production
0382	CSCI-115	Cereal Production
0383	CSCI-117	Orchard Establishment and Management
0384	CTAT-101	Automotive Practicum (Intro/Fundamentals)
0385	CTAT-102	Auto. Pract. (ICE/Electrical)
0386	CTAT-103	Auto. Pract. (Auto Airconditioning)
0387	CTAT-104	Auto Pract.(Chassis & Suspension Sys)
0388	CTAT-105	Auto. Pract. (Body Repair & Repainting)
0389	CTAT-201	Auto. Pract. (Industrial Safety / Maintenance)
0390	CTAT-202	Auto. Pract. (Shop Operation and Management)
0391	CTAT-203	Auto. Pract. (Advanced ICE Gas/Diesel)
0392	CTAT-204	Auto. Pract. (Advanced Body Repair / Coachwork)
0393	CTAT-205	Auto. Pract. (Advanced Chassis & Suspension System)
0394	CTAT-206	Auto. Pract. (Heavy Equipment Maintenance / Service)
0395	CTAT-207	Auto. Pract. (Advanced Auto Airconditioning)
0396	CTAT-208	Auto. Pract. (Advanced Auto Electrical Testing / Servicing)
0397	CTGY 101	Basic Shop Practice (Basic Elec/Elx)
0398	CTGY 102	Basic Shop Practice (Entrepreneurial Mgt)
0399	DMET-115	Workshop Theory and Practice (Benchwork)
0400	DMET-115A	Occupational Health and Safety Practices
0401	DMET-125	Machine Shop Theory and Practice
0402	DMET-125A	Basic Heat Treatment

0403	DMET-215	Adv. Lathe Work, Shaper Work & Milling Machines
0404	DMET-215A	Advance Heat Treatment
0405	DMET-225	Tool Design and Metallurgy
0406	DMET-225A	Basic Metallurgy
0407	DMET-312	Metrology
0408	DMET-312A	Tool and Die Making
0409	DMET-313	Principles of Jigs and Fixtures
0410	ECBA-521	Broadcast Engineering & Acoustic Design Lab
0411	ECBA-522	Broadcast Engineering & Acoustic Design Lec
0412	ECCS-423	Control Systems
0413	ECDC-423	Data Communication
0414	ECDC-521	Data Communication Lab
0415	ECDC-523	Data Communication
0416	ECDG-421	Digital Communications Lab
0417	ECDG-423	Digital Communications
0418	ECEC-321	Communication Theory 1(Lab)
0419	ECEC-323	Communication Theory 1(Lec)
0420	ECEC-411	Communication Theory II Design
0421	ECEC-413	Communication Theory II (Lec)
0422	ECEC-421	Communication Theory 3 (Lab)
0423	ECEC-423	Communication Theory 3 (Lec)
0424	ECEC-513	Communication Theory 4
0425	ECEC-522	Electronics Nav'l Aids & Devices
0426	ECEC-523	Communication Theory 5
0427	ECED-101	Introduction to Pre-school Education
0428	ECED-102	Characteristics of the Young Filipino
0429	ECED-103	Pre-School Curriculum
0430	ECED-104	Creative Arts, Music, & Drama for Young Children
0431	ECED-106	Language and Numeracy for Young Children
0432	ECED-108	Preparation of Instruction Materials
0433	ECED-110	Multiple Intelligence in Early Childhood
0434	ECED-111	Observational Child Study
0435	ECED-113	Classroom Management
0436	ECED-114	Guidance and Counseling in Pre-School Education
0437	ECED-115	Organization and Management of Child Programs Development
0438	ECED-116	Technology in Pre-School Education
0439	ECED-117	Home-School Relationship
0440	ECED-118	Trends and Issues in Pre-School Education
0441	ECED-119	Directed Study in Pre-School Education
0442	ECED-511	Electronic Design Project
0443	ECEE-311	Electronics 1 Laboratory
0444	ECEE-311A	Electronic Circuits and Devices Lab
0445	ECEE-312	Electronic Circuits and Devices
0446	ECEE-313	Electronics 1 Lecture
0447	ECEE-313A	Electronic Circuits and Devices
0448	ECEE-321	Electronics 2 Laboratory
0449	ECEE-321A	Electronic Circuits Analysis and Design Lab

0450	ECEE-322	Electronic Circuits Analysis and Design
0451	ECEE-323	Electronics 2 Lecture
0452	ECEE-323A	Electronic Circuits Analysis and Design
0453	ECEE-401	Principles of Acoustics Laboratory
0454	ECEE-402	Principles of Acoustic Lecture
0455	ECEE-411	Electronics 3 (Laboratory)
0456	ECEE-413	Electronics 3 (Lecture)
0457	ECEE-421	Logic Circuits & Switching Laboratory
0458	ECEE-423	Logic Circuits & Switching Lecture
0459	ECEE-511	Industrial Electronics Laboratory
0460	ECEE-513	Industrial Electronics Lecture
0461	ECEE-523	Environmental Engineering
0462	ECEL-523	ECE Laws, Contracts, Specs & Ethics
0463	ECEM-421	lMicroprocessor System Lab
0464	ECEM-422	Microprocessor System
0465	ECEM-511	Microprocessor Systems Laboratory
0466	ECEM-513	Microprocessor Systems Lecture
0467	ECES-422	ECE Safety
0468	ECET-115	Basic Electronics
0469	ECET-115A	Occupational Health and Safety Practices
0470	ECET-125	Communication 1
0471	ECET-125A	Electronics Communications System Repair and Maintenance
0472	ECET-215	Digital System
0473	ECET-215A	Advance Digital System
0474	ECET-225	Communication II
0475	ECET-225A	Video System Repair and Maintenance
0476	ECET-311	ECE Technology
0477	ECET-312	Industrial Electronics
0478	ECET-312A	Programmable Logic Controller
0479	ECET-313	Instrumentation and Process Control
0480	ECEX-101	Early Childhood Experience
0481	ECIC-423	Instrumentation and Controls
0482	ECON-100	Microeconomic Theory and Practice
0483	ECPC-411	Principles of Communication Lab
0484	ECPC-413	Principles of Communication
0485	ECPE-501	ECE Elective 1 (Track)
0486	ECPE-502	ECE Elective 2 (Track)
0487	ECPE-503	ECE Elective 3 (Track)
0488	ECPE-504	ECE Elective 4 (Track)
0489	ECPF-521	ECE Project Study
0490	ECPT-511	Practicum / Thesis 1
0491	ECRM-511	Research Method in Engineering
0492	ECRM-521	Practicum/Thesis 2
0493	ECSO-503	Seminars & Field Trips / OJT
0494	ECSS-513	Signal, Spectral and Signal Processing
0495	ECTM-511	Transmission Media and Antenna System Lab
0496	ECTM-513	Transmission Media and Antenna System

0497	ECVA-313	Vector Analyisis
0498	EDRW-111	Engineering Drawing 1
0499	EDRW-121	Engineering Drawing 2
0500	EDRW-211	Engineering Drawing 3
0501	EDRW-221	Engineering Drawing 4
0502	EDUC- 112	Integrative Teaching Strategies
0503	EDUC- 118	Practice Teaching/Practicum
0504	EDUC-0102	Human Growth, Learning & Development
0505	EDUC-101	Child and Adolescent Development
0506	EDUC-101A	Child Development
0507	EDUC-102	Developmental Reading I
0508	EDUC-103	Developmental Reading 2
0509	EDUC-104	The Teaching Profession
0510	EDUC-104	The Teaching Profession
0511	EDUC-104	The Teaching Profession
0512	EDUC-105	Principles of Teaching 1
0513	EDUC-105	Principles & Theories of Learning
0514	EDUC-106	Facilitating Learning
0515	EDUC-107	Assessment of Student Learning 1
0516	EDUC-107	Curriculum Development
0517	EDUC-107a	Educational Measurement & Evaluation
0518	EDUC-108	Principles of Teaching 2
0519	EDUC-108	Principles of Teaching 1
0520	EDUC-109	Educational Technology 1
0521	EDUC-109A	Educational Techonology 2
0522	EDUC-110	Teaching Multicultural Classes
0523	EDUC-110	Principles of Teaching 2
0524	EDUC-110A	Teaching Multi-Cultural Classes
0525	EDUC-111	Assessment of Student Learning 2
0526	EDUC-111	Educational Technology
0527	EDUC-112	Integrative Teaching Strategies
0528	EDUC-112	Assessment of Study Learning
0529	EDUC-113	Curriculum Development
0530	EDUC-113	Curriculum Development
0531	EDUC-114	Environmental Education
0532	EDUC-114	Assessment of Study Learning 2
0533	EDUC-115	Educational Research
0534	EDUC-115	Integrative Teaching Strategies
0535	EDUC-116	Guidance and Counselling
0536	EDUC-116	Teaching Multi-Cultural Classes
0537	EDUC-117	Social Dimension of Education
0538	EDUC-117	Social Dimension of Education
0539	EDUC-117	Thesis Writing
0540	EDUC-117A	The Philippine Educational System
0541	EDUC-118	Practice Teaching
0542	EDUC-118	Environmental Education
0543	EDUC-119	Guidance & Counseling

0544	EDUC-120	Social Dimension of Education
0545	EDUC-121	Practice Teaching
0546	EDUC-121	Education & The Law
0547	EDUC-122	Practice Teaching
0548	EE Elective 1	EE Elective 1
0549	EE Elective 2	EE Elective 2
0550	EE Elective 3	EE Elective 3
0551	EE Elective 4	EE Elective 4
0552	EEAD-421	AC Apparatus and Devices Lab
0553	EEAD-422	AC Apparatus and Devices
0554	EEAL-323	Acoustics & Lighting
0555	EEAM-421	AC Machinery Laboratory
0556	EEAM-423	AC Machinery Lecture
0557	EECE-513	Competency Enhancement Course 1
0558	EECO-513	Engineering Economy
0559	EECS-413	Control System Analysis
0560	EEDA-514	DC and AC Machinery
0561	EEDM-411	DC Machinery Laboratory
0562	EEDM-413	DC Machinery Lecture
0563	EEEC-311	Electrical Circuits 1 Laboratory (Elementary Electrical Engineering)
0564	EEEC-313	Electrical Circuits 1 Lec (Elementary Electrical Engineering)
0565	EEEC-313A	Basic Electrical Engineering
0566	EEEC-321	Electrical Circuits 2 Laboratory
0567	EEEC-323	Electrical Circuits 2 Lecture
0568	EEEC-411	Energy Conversion (Laboratory)
0569	EEEC-411A	Electrical Circuits 3 Lab
0570	EEEC-412	Electrical Circuits 3
0571	EEEC-413	Energy Conversion (Lecture)
0572	EEEM-313	Fundamentals of Materials Science and Engineering
0573	EEEM-323	Engineering Materials
0574	EEET-311	Electrical Engineering Technology Lab
0575	EEET-312	Electrical Engineering Technology Lec
0576	EEIC-511	Instrumentation and Control
0577	EEIC-512	Instrumentation and Control
0578	EEIC-513	Instrumentation and Control
0579	EEIE-511	Illumination Engineering Design Lab
0580	EEIE-522	Illumination Engineering Design
0581	EEIT-511	Information Technology lab
0582	EEIT-512	Information Technology
0583	EELC-422	EE Laws, Contract and Ethics
0584	EELC-523	EE Laws, Codes and Standards
0585	EEMD-511	Electrical Machine Design Laboratory
0586	EEMD-513	Electrical Machine Design Lecture
0587	EEMF-522	Machinery Foundation
0588	EEOM-513	Electrical Equipment Operation & Maintenance
0589	EEPE-501	Professional Elective 1
0590	EEPE-502	Professional Elective 2

0591	EEPE-503	Professional Elective 3
0592	EEPE-504	Professional Elective 4
0593	EEPP-521	Power Plant Engineering Lab
0594	EEPP-522	Power Plant Engineering
0595	EEPP-523	Power Plant Engineering
0596	EEPS-423	Power Systems
0597	EEPS-513	Research Project
0598	EEPS-521	EE Project Study
0599	EEPS-521A	Power System Analysis & Design Lab
0600	EEPS-523	Power System Analysis Design
0601	EERM-421	Engineering Research Methods
0602	EERM-421A	Research Methods for EE
0603	EESD-511	Electrical System Design Lab
0604	EESD-512	Electrical System Design
0605	EESD-521	Electrical System Design Laboratory
0606	EESD-523	Electrical System Design Lecture
0607	EESE-413	Environmental and Safety Engineering
0608	EESE-521	EE Safety
0609	EESF-521	Seminars & Field Trips
0610	EESM-311	Safety Management
0611	EETD-511	Electrical Transmission and Distribution System Laboratory
0612	EETD-513	Electrical Transmission and Distribution System Lecture
0613	EFCS-511	Feedback and Control Systems Lab
0614	EFCS-513	Feedback and Control Systems
0615	ELCT-323	Electromagnetics
0616	ELEC 001	Elective Course
0617	ELEC 002	Elective Course
0618	ELEC-115	Basic Electrical Technological Processes
0619	ELEC-115A	Occupational Health and Safety Practices
0620	ELEC-125	Practical Electric Wiring I
0621	ELEC-125A	Electrical/Electronics Measuring Instrument
0622	ELEC-215	Practical Electric Wiring II (Residential and Commercial Wiring)
0623	ELEC-215A	Illumination Design
0624	ELEC-225	AC Motor Alternator
0625	ELEC-225A	Motor Rewinding
0626	ELEC-315	Motor Controllers
0627	ELEC-315A	Signal and Communication Installation
0628	ELEC-325	Introduction to Programmable Logic Controllers (PLC)
0629	ELEC-325A	Logic Circuit Controller
0630	ELED-101	The Learner's Environment and Development
0631	ELED-102	On Becoming A Teacher
0632	ELED-103	Technology in the Learning Environment
0633	ELED-104	Experiencing the Teaching-Learning Process
0634	ELED-105	Exploring the Curriculum
0635	ELED-106	Assessment of Learning
0636	ELED-107	Practice Teaching
0637	ELET-115	Basic Electricity

0638	ELET-115A	Occupational Health and Safety Practices
0639	ELET-125	Electrical Design and Wiring Installation
0640	ELET-125A	Illumination Design
0641	ELET-215	Electrical AC and DC Machines
0642	ELET-215A	Transformers and Motor Rewinding
0643	ELET-225	Motor Controllers and Sequential Controllers
0644	ELET-225A	Programmable Logic Control
0645	ELET-312	Electrical Distribution and Transmission
0646	ELET-312A	ELC Maintenance
0647	ELET-313	Signal Communications Installation
0648	ELEX-115	Fundamentals of Electronics and Electricity
0649	ELEX-115A	Occupational Health and Safety Practices
0650	ELEX-125	Audio Reproduction and Electronic Communication System
0651	ELEX-125A	Cellular Phone Repair and Maintenance
0652	ELEX-215	Digital Electronics
0653	ELEX-215A	Advance Digital Electronics
0654	ELEX-225	Television System
0655	ELEX-225A	Video System Repair and Maintenance
0656	ELEX-315	Instrumentation I
0657	ELEX-315A	Instrumentation and Calibration
0658	ELEX-325	Instrumentation II
0659	ELEX-325A	Electron Pneumatics and Programmable Logic Control (PLC)
0660	EMGT-313	Engineering Management
0661	ENGL-101	Study & Thinking Skills
0662	ENGL-101	Oral/Diagnostic English
0663	ENGL-102	Communication Arts 1
0664	ENGL-102	Study and Thinking Skills
0665	ENGL-103	Communication Arts 2
0666	ENGL-104	Study and Thinking Skills
0667	ENGL-105	Writing in the Discipline
0668	ENGL-106	Speech and Oral Communication
0669	ENGL-106	Business & Technical Writing
0670	ENGL-106	Speech Communication
0671	ENGL-106A	Technical Communication
0672	ENGL-107	Business Communication
0673	ENGL-107	Business English and Correspondence
0674	ENGL-108	Technical Writing and Reporting
0675	ENGL-108 A	Scientific and Technical Writing
0676	ENGL-202	Intro to Linguistics
0677	ENGL-203	Structure of English
0678	ENGL-204	Intro to Literature
0679	ENGL-205	The Teaching of Listening and Reading
0680	ENGL-205A	The Teaching of Listening ang Speaking
0681	ENGL-206	Mythology and Folklore
0682	ENGL-207	Afro-Asian Literature
0683	ENGL-208	Business and Technical Writing
0684	ENGL-209	Teaching Reading & Writing

0685	ENGL-209	Mythology & Folklore
0686	ENGL-210	Drama and Theater Arts
0687	ENGL-210	Campus Journalism
0688	ENGL-211	Introduction to Mass Communication
0689	ENGL-212	English Skills Proficiency
0690	ENGL-213	World Masterpieces
0691	ENGL-213	World Masterpieces
0692	ENGL-214	Campus Journalism
0693	ENGL-215	Language Teaching & Research
0694	ENGL-216	Language & Literature Assessment
0695	ENGL-217	Preparation & Evaluation of Instruction Materials
0696	ENGL-218	Teaching Approaches in English
0697	ENGL-219	Language Curriculum for Secondary School
0698	ENGL-220	Remedial Instruction in English
0699	ENGL-221	Literary Criticism
0700	ENGL-222	Teaching Grammar and Literature
0701	ENGL-304	Business and Technical Writing
0702	ENGL-305	Teaching Reading and Writing
0703	ENGL-306	Stylistics
0704	ENGL-308	English and American Literature
0705	ENGL-309	Translation and Editing of Text
0706	ENGL-402	Language Research
0707	EOJT-503	On-the-Job-Training
0708	ESSP-411	Signals, Spectra, Signal Processing Lab
0709	FILI-101	Sining ng Pakikipagtalastasan
0710	FILI-101	Komunikasyon sa Akademikong Filipino
0711	FILI-101A	Komunikasyon sa Akademikong Filipino
0712	FILI-102	Pagbasa at Pagsulat
0713	FILI-102	Pagbasa at Pagsulat sa Iba't Ibang Disiplina
0714	FILI-102	Pagbasa at Pagsulat Tungo sa Pananaliksik
0715	FILI-102A	Pagbasa at Pagsulat Tungo sa Pananaliksik
0716	FILI-103	Masining na Pagpapahayag
0717	FILI-103	Retorika
0718	FILI-103	Masining na Pagpapahayag
0719	FILI-104	Panitikan ng Pilipinas
0720	FILI-105	Panitikang Pambata at Kulturang Popular
0721	FILI-201	Intro sa Pag-aaral ng Wika
0722	FILI-202	Panimulang Lingwistika
0723	FILI-204	Introduksyon sa Pagsasaling Wika
0724	FILI-205	Pagtuturo at Pagtataya sa Pakikinig, Pagsasalita, Pagsulat at Pagbasa
0725	FILI-206	Paraan at Pamamaraan ng Pagtuturo ng Filipino sa Filipino
0726	FILI-207	Paghahanda at Ebalwasyon ng kagamitang Pampagtuturo
0727	FILI-208	Intro sa Pamamahayag
0728	FILI-209	Dulaang Filipino
0729	FILI-210	Intro sa Pananaliksik-Wika at Panitikan
0730	FISH-101	Ichthyology

0731	FISH-102	Aquatic Ecology
0732	FISH-103	Capture Fisheries
0733	FISH-104	Oceanography
0734	FISH-105	Aquaculture
0735	FISH-106	Meteorology
0736	FISH-107	Aquatics Resources
0737	FISH-108	Philippine Fishing Grounds
0738	FISH-108A	Limnology
0739	FISH-109	Post-Harvest Fisheries
0740	FISH-110	Fisheries Management
0741	FISH-110A	Brackish Water Aquaculture
0742	FISH-111	Fisheries Laws
0743	FISH-112	Project Development and Management
0744	FISH-113	Mariculture
0745	FISH-113A	Hatchery and Pond Management
0746	FISH-113E	Hatchery and Pond Management
0747	FISH-114E	Navigation and Seamanship
0748	FISH-115	Minor Fishery Products and By-Product Processing
0749	FISH-116	Fisheries Extension
0750	FISH-117	Research Design and Methodologies
0751	FISH-118	Fisheries Entrepreneurship
0752	FISH-119	Fish Health Management
0753	FISH-120E	Fishing System
0754	FISH-121	Product Development and Value Addition
0755	FISH-122	Special Problem/ On-the-Job Training
0756	FISH-123	Seminar
0757	FL 1	Foreign Language I (Asian)
0758	FL 2	Foreign Language II
0759	FLAN-111	Foreign Language 1 (Asian)
0760	FLAN-211	Foreign Language 2 (European)
0761	FLNG-101	Foreign Language 1 (Nihonggo)
0762	FLNG-102	Foreign Language 2 (Korean/Mandarin)
0763	FLNG-102A	Foreign Language 2
0764	FLNG-103	Foreign Language 3 (Spanish)
0765	FLNG-104	Foreign Language 4 (French)
0766	FLNG-105	Foreign Language 5 (Asian)
0767	FLNG-106	Foreign Language 6 (European)
0768	FLST-101	Field Study 1
0769	FLST-102	Field Study 2
0770	FLST-103	Field Study 3
0771	FLST-104	Field Study 4
0772	FLST-105	Field Study 5
0773	FLST-106	Field Study 6
0774	FOOD-115	Food Preparation and Service Technology 1 & 2 (Hot Kitchen & Cold Kitchen)
0775	FOOD-115A	Occupational Health and Safety Practices

0776	FOOD-125	Food and Beverage Preparation and Service (Waitering and Bartending)
0777	FOOD-125A	Bartending
0778	FOOD-215	Introduction to Food Trade Practices Food Preservation
0779	FOOD-215A	Food Processing, Packaging and Labeling
0780	FOOD-225	Basic Commercial Baking
0781	FOOD-225A	Advance Baking
0782	FOOD-315	Quantity Cookery
0783	FOOD-315A	Cafeteria and Catering Management
0784	FOOD-325	Philippine Regional and International Cuisine / Culinary Art
0785	FOOD-325A	Introduction to Culinary Arts
0786	GEEM-315	Engineering Mechanics
0787	GEEM-315B	Dynamics of Rigid Bodies
0788	GESB-313	Statics of Rigid Bodies
0789	GESF-521	Safety Management
0790	GESM-323	Strength of Materials
0791	GESM-325A	Mechanics of Deformable Bodies
0792	GRPH-113	Architecture Drafting 1
0793	GRPH-123	Orthographic, Isometric Perspectives, Shades and Shadows
0794	HASS-101	Health Assessment
0795	HELE-101	HELE
0796	HELE-101	Home Economics & Livelihood Education
0797	HLED 001	Health Education
0798	HRCH-213	History of Architecture 1
0799	HRCH-223	History of Architecture 2
0800	HRCH-313	History of Architecture 3
0801	HRCH-323	History of Architecture 4
0802	HRDM-311	Administrative and Office Management
0803	HRDM-312	Labor Law and Legislation
0804	HRDM-321	Recruitment and Selection
0805	HRDM-322	Training and Development
0806	HRDM-323	Compensation Administration
0807	HRDM-411	Labor Relations and Negotiations
0808	HRDM-412	Organizational Development
0809	HRDM-413	Strategic Human Resource Management
0810	HRMG- 223B	Housekeeping Procedures
0811	HRMG-113A	Introduction to Hospitality Management
0812	HRMG-113B	Principles of Safety, Hygiene and Sanitation
0813	HRMG-123A	Basic Nutrition (with Lab)
0814	HRMG-123Ab	Basic Nutrition (Laboratory)
0815	HRMG-123Ac	Basic Nutrition (Lecture)
0816	HRMG-123B	Food Service Techniques (w/ Lab)
0817	HRMG-123Bb	Food Service Techniques (Laboratory)
0818	HRMG-123Bc	Food Service Techniques (Lecture)
0819	HRMG-213	Food and Beverage Service Procedure
0820	HRMG-213A	Culinary Arts and Sciences (with Lab)
0821	HRMG-213Ab	Culinary Arts & Sciences (Laboratory)

0822	HRMG-213Ac	Culinary Arts & Sciences (Lecture)
0823	HRMG-213B	Beverage Management (W/ Lab)
0824	HRMG-213Bb	Beverage Management (Laboratory)
0825	HRMG-213Bc	Beverage Management (Lecture)
0826	HRMG-223A	Front Office Procedures
0827	HRMG-223Bb	Housekeeping Procedure (Laboratory)
0828	HRMG-223Bc	Housekeeping Procedure (Lecture)
0829	HRMG-223C	Basic Baking
0830	HRMG-223Cb	Basic Baking (Laboratory)
0831	HRMG-223Cc	Basic Baking (Lecture)
0832	HRMG-313A	Banquet and Catering Services Procedures (with Lab)
0833	HRMG-313B	International Cuisine (with Lab)
0834	HRMG-313C	Leisure, Sports and Recreation Management
0835	HRMG-313D	Research Methods & Techniques in HRM
0836	HRMG-313E	Resort Management
0837	HRMG-323A	Rooms Division Management and Control System
0838	HRMG-323B	Food and Beverage Control System
0839	HRMG-323C	Advanced Baking (W/ Lab)
0840	HRMG-323D	Research Methods in HRM
0841	HRMG-323E	Hotel/Restaurant Accounting
0842	HRMG-323F	Banquet, Function & Catering Services Procedures
0843	HRMG-323G	Research Writing in HRM
0844	HRMG-413A	Events Management
0845	HRMG-413B	Feasibility Study w/ Thesis
0846	HRMG-413C	Trends and Issues in Hospitality Industry
0847	HRMG-413D	Human Resource Management in Hospitality Industry
0848	HRMG-413E	Events Management
0849	ICPN 001	Intensive Nursing Practicum
0850	INFO 001	Informatics
0851	IOMT-323	Industrial Organization and Management
0852	IOPM-323	Industrial Orientation Program
0853	IPDD-313	Industrial Product Design and Development
0854	IPSY-301	Industrial Psychology
0855	ISMT-323	Industrial Safety Management
0856	ITRH-323	Industrial Technology Research
0857	ITTR-313	Industrial Technology Trainer's Training Program
0858	LIT-1	Literature 1
0859	LITE-101	Philippine Literature
0860	LITE-101	The Literature of the Philippines
0861	LITE-102	World Literature
0862	LITE-103	Children's Literature
0863	LITE-201	Panunuring Pampanitikan
0864	LITE-202	Panulaang Filipino
0865	LITE-203	Pagtuturo at Pagtataya sa Panitikan
0866	LITE-204	Maikling Kwentong Filipino
0867	LITE-205	Sanaysay at Talumpati
0868	LITE-206	Panitikan ng Rehiyon

0869	LITE-207	Kulturang Popular
0870	LITE-208	Pagbasa ng mga Obra Mestrang Filipino
0871	LITE-209	Panitikan ng mga Umuunlad na Bansa
0872	LITE-210	Pagpapahalagang Pampanitikan
0873	LITE-211	Pagtuturo ng Filipino Bilang Wikang Banyaga
0874	LOGIC 123	Logic
0875	MAPH-101	Fundamentals of MAPEH
0876	MAPH-101	Fundamentals of Music, Arts, PE and Health
0877	MAPH-102	Anatomic Mechanical & Physiological
0878	MAPH-103	Philippine Folk Dance
0879	MAPH-104	Personal, Community, Environmental Health, Safety Education & First Aid
0880	MAPH-105	Team Sports (Volleyball, Softball, Basketball)
0881	MAPH-106	Aquatics (Swimming and other Water Activities)
0882	MAPH-107	International Folk Dance & Other Dance
0883	MAPH-108	Methods & Strategies in Teaching MAPEH
0884	MAPH-109	Special Education for MAPEH
0885	MAPH-110	Coaching & Officiating of Sports Events, Dance Competition & Music Activities
0886	MAPH-111	Research in MAPEH
0887	MAPH-112	Athletics, Individual, Dual & Combative Sports
0888	MAPH-113	Organization & Management of MAPEH Activities
0889	MAPH-114	Health Practicum
0890	MASC-313	Material Science
0891	MATH-101	Fundamentals of Mathematics
0892	MATH-102	College Algebra
0893	MATH-102A	College Algebra
0894	MATH-102B	Analytical Geometry and Calculus 1
0895	MATH-102C	Analytical Geometry and Calculus II
0896	MATH-102D	Analytical Geometry and Calculus 3
0897	MATH-103	Business Mathematics
0898	MATH-104	Investment Mathematics
0899	MATH-105	Plane Trigonometry
0900	MATH-106A	Plane and Spherical Trigonometry
0901	MATH-107	Applied Mathematics
0902	MATH-108	Applied Mathematics 2
0903	MATH-109	Applied Industrial Mathematics
0904	MATH-110	Basic Statistics
0905	MATH-110	Basic Statistics (w/ Biostatistics)
0906	MATH-110	Intro. to Statistics
0907	MATH-110 A	Elementary Statistics
0908	MATH-111	Business Statistics
0909	MATH-112	Advanced Algebra
0910	MATH-112C	Advanced College Algebra
0911	MATH-113	Analytic Geometry
0912	MATH-114	Plane Geometry
0913	MATH-115	Solid Geometry

0914	MATH-116C	Solid Mensuration
0915	MATH-117	Modern Geometry
0916	MATH-119	Calculus I (Differential Calculus)
0917	MATH-119B	Differential Calculus
0918	MATH-120	Calculus II (Integral Calculus)
0919	MATH-120B	Integral Calculus
0920	MATH-121	Differential Equation
0921	MATH-123	Advance Engineering Mathematics
0922	MATH-124	Probability and Statistics
0923	MATH-125	Contemporary Mathematics
0924	MATH-127	Discrete Mathematics
0925	MATH-128	History of Mathematics
0926	MATH-129	Instrumentation in Mathematics
0927	MATH-130	Seminar on Problem Solving in Mathematics
0928	MATH-131	Probability
0929	MATH-132	Number Theory
0930	MATH-133	Advanced Statistics
0931	MATH-134	Linear Algebra
0932	MATH-135	Mathematical Investigation & Modelling
0933	MATH-136	Action Research in Math Education
0934	MATH-137	Seminar on Technology in Mathematics
0935	MATH-138	Abstract Algebra
0936	MATH-139	Numerical Methods
0937	MATH-139A	Numerical Methods
0938	MATH-139B	Numerical Methods Lab
0939	MATH-139C	Numerical Methods with Computer Application
0940	MATH-140	Calculus for Business
0941	MATH-141	Plane & Solid Geometry
0942	MATH-142	Biostatistics
0943	MATH-601	Calculus
0944	MATH-601	Calculus
0945	MEAC-421	Air Conditioning and Ventilation Systems Lab
0946	MEAC-422	Air Conditioning
0947	MEAC-422A	Air Conditioning and Ventillation Systems (Lec)
0948	MECE-423	ME Competency Enhancement 1
0949	MECE-523	ME Competency Enhancement 2
0950	MECH-115	Bench Work
0951	MECH-115A	Occupational Health and Safety Practices
0952	MECH-125	Lathe Machine Operation
0953	MECH-125A	Mettallurgy
0954	MECH-215	Advance Lathe Machine and Introduction to Shaping Work
0955	MECH-215A	Advance Shaping Work
0956	MECH-225	Milling Machine Operation
0957	MECH-225A	Gear Cutting Process
0958	MECH-315	Metrology and Precision Grinding
0959	MECH-315A	Jigs, Fixtures, Tool and Die Designing
0960	MECH-325	Advance Machine Work

0961	MECH-325A	Basic CNC Operation
0962	MEFM-321	Fluid Mechanics (Lab)
0963	MEFM-323	Fluid Mechanics
0964	MEFM-413	Fluid Machinery
0965	MEFM-413A	Mechanics of Fluid
0966	MEHT-422	Heat Transfer
0967	MEIC-422	Internal Combustion Engines
0968	MEIC-423	Eng'g Instrumentation and Controls
0969	MEIC-511	Instrumentation and Control Engineering Lab
0970	MEIC-512	Instrumentation and Control Engineering Lec
0971	MEID -512	Industrial Plant Design (Lec)
0972	MEID-513	Industrial Plant Engineering
0973	MEIL -512	Industrial Plant Design (Lab)
0974	MEIL-523	Industrial Lubrication
0975	MEIM-311	Introduction to Mechanical Engineering
0976	MEIP-512	Industrial Processes
0977	MEIP-513	Ind'l Processes and Plant Inspection
0978	MELC-523	ME Laws, Contracts and Ethics
0979	MELE-413	ME Elective 1 (Management of Technology)
0980	MELE-423	ME Elective 2 (Energy Management in Buildings)
0981	MELE-513	ME Elective 3 (Energy Management Industry)
0982	MELE-523	ME Elective 4 (Alternative Energy Resource)
0983	MEMD-421	Machine Design 1 (Lab)
0984	MEMD-423	Machine Design 1 (Lec)
0985	MEMD-511	Machine Design 2 (Lab)
0986	MEMD-513	Machine Design 2 (Lec)
0987	MEME-311	Machine Elements 1 (Lab)
0988	MEME-312	Machine Elements 1 (Lec)
0989	MEME-321	Machine Elements 2 (Lab)
0990	MEME-322	Machine Elements 2 (Lec)
0991	MEMT-411	Materials Engineering (Lab)
0992	MEMT-413	Engineering Materials and Testing
0993	MEMT-413A	Material Engineering (Lec)
0994	MEPB-521	Pre-Board Examination
0995	MEPD-521	Power Plant Engineering Lab
0996	MEPD-522	Power Plant Design (Lab)
0997	MEPD-523	Power Plant Design (Lec)
0998	MEPD-524	Power Plant Engineering Lec
0999	MEPP-513	Power Plant Operation & Maintenance
1000	MEPS-521	ME Project Study 2
1001	MEPS-523	ME Project Study
1002	MERE-423	Refrigeration Engineering
1003	MERM-421	Methods of Research for ME
1004	MERM-511	Engineering Research Methods
1005	MESE-522	Safety Engineering
1006	METD-322	Basic Thermodynamics
1007	METD-323	Thermodynamics

1008	METD-323A	Basic Mechanical Engineering
1009	METD-413	Thermodynamics 2
1010	MEVE-512	Vibration Engineering
1011	MKTG-101	Principles of Marketing
1012	MKTG-101	Fundamentals of Marketing
1013	MKTG-101	Introduction to Marketing
1014	MLAB-412	ME Laboratory 1
1015	MLAB-422	ME Laboratory 2
1016	MLAB-512	ME Laboratory 3
1017	MMGT-421	E-Commerce and Internet Marketing
1018	MOJT-503	On-The-Job Training (360 hours)
1019	MUSC-101	Fundamentals of Music
1020	MUSC-102	Philippine & Asian Music
1021	MUSC-103	Integrated Music Theory
1022	MUSC-104	Solfeggio & Applied Piano
1023	MUSC-105	Music Literature (Western Music)
1024	MUSC-106	Choral Works & Conducting
1025	MUSC-107	Western Music with Choral Works and Conducting
1026	NetD-411	Network Technology & Architecture
1027	NETD-421A	Fundamentals of Network Security
1028	NETD-422	Wireless Communications and Networks
1029	NetW-211	Desktop Publishing
1030	NetW-212	E-Business and Technology (w/ Basic Internet)
1031	NETW-213	Graphics Design
1032	NetW-321	Web Management
1033	NETW-321A	Web Management
1034	NetW-322	Web Programming II
1035	NETW-323	Graphics and Multimedia Design
1036	NetW-411	Web Programming III
1037	NRCM 100	Fundamentals of Nursing Practice
1038	NRCM 101	Care of Mother, Child and Family
1039	NRCM 102	Care of Mother, Child, Family and Population Group at-risk or with Problems
1040	NRCM 103	Care of Clients with Problems in Oxygenation, Fluid & Electrolyte Balance, Metabolism & Endocrine
1041	NRCM 104	Care of Clients with Problems in Inflammatory & Immunnologic Response, Perception & Coordination
1042	NRCM 105	Care of Clients with Maladaptive Patterns of behavior
1043	NRCM 105a	Related Learning experience
1044	NRCM 106	care of Clients with Problems in cellular Abarrations. Acute Biologic Crisis Including Emergency and
1045	NRCM 107-A	Nursing Leadership Management
1046	NRCM 107-B	Nursing Leadership and Management
1047	NRES-001	Nursing research 1
1048	NRES-002	Nursing Research 2
1049	NSCI-113	Fundamentals of Physical Science
1050	NSCI-213	Fundamentals of Biological Science

1051	NSCI-213	Biological Science
1052	NSCI-313	Environmental Issues
1053	NSCI-413	Earth Science
1054	NSCI-414	Ecology
1055	NSCI-415	Human Biology
1056	NSTP-001	National Service Training Program
1057	NSTP-002	National Service Training Program
1058	NUTR-201	Nutrition and Diet Therapy
1059	OJTG-001	ON-THE-JOB TRAINING
1060	OMGT-310	Introduction to Operations Management
1061	OMGT-322	Logistics Management
1062	OMGT-421	Operations Research
1063	PCPC-411	Principles of Communication Lab
1064	PCPC-413	Principles of Communication
1065	PHAR-302	Pharmacology
1066	PHED-101	Physical Fitness
1067	PHED-101	Self Testing Activities
1068	PHED-101	Foundation of Physical Fitness
1069	PHED-102	Games and Sports
1070	PHED-102	Rhythmic Activities
1071	PHED-102A	Aquatics
1072	PHED-103	Rhythmic Activities
1073	PHED-104	Recreational Activities
1074	PHED-201	Rhythmic Activities
1075	PHED-201	Individual/Dual Sports
1076	PHED-202	Recreational Activities
1077	PHED-202	Team Sports
1078	PHYS-105	Trigonometry with Calculus
1079	PHYS-113	College Physics
1080	PHYS-113	College Physics 1 (Mechanics and Heat)
1081	PHYS-113	Physics 1
1082	PHYS-113	General Physics 1
1083	PHYS-113A	General Physics II
1084	PHYS-114	College Physics 1 (Mechanics and Heat)
1085	PHYS-114A	Physics 1 (Mechanics and Heat)
1086	PHYS-114B	Physics 1 (Mechanics and Heat Lab)
1087	PHYS-115	Mechanics and Heat
1088	PHYS-202	Environmental Science
1089	PHYS-203	Earth & Environmental Science 1
1090	PHYS-205	Thermodynamics
1091	PHYS-208	Basic Electronics
1092	PHYS-213	College Physics 2 (Waves, Sound, Electromagnetism and Optics)
1093	PHYS-214	College Physics 2 (Electromagnetism, Sound and Atomic Physics)
1094	PHYS-214A	Physics 2 (Electromagnetism, Sound and Electricity)
1095	PHYS-214B	Physics 2 (Electromagnetism, Sound and Electricity)
1096	PHYS-223	Statistics for Physical Science
1097	PHYS-313	Modern Physics

1098	PHYS-323	Physics for Health Sciences 1
1099	PHYS-324	Physics for Health Science 2
1100	PHYS-420	Research in Physical Science
1101	PHYS-601	College Physics
1102	PLAN 413	Site Planning & Landscaping
1103	PLAN 423	Fundamental of Urban Design Commercial Architectur
1104	PLAN -513	Introduction to Urban & Region Design
1105	PLAN-323	Site Planning & Landscaping Architecture
1106	PLAN-413A	Planning 2 - Urban Design & Community Architecture
1107	PLAN-423A	Urban and Regional Planning
1108	PLAN-513	Introduction to Urban & Regional Design
1109	PRAC- 410	Tourism Agency/Office Training
1110	PRAC-235	Housekeeping, Food & Beverage Operations
1111	PRAC-410	Hotel/Shipboard Training
1112	PRAC-426	Practicum/Work-Integrated
1113	PRAC-427	Practicum
1114	PRCT-223	Professional Practice I
1115	PRCT-313	Professional Practice 2-Administering the Regular Services of the Architect
1116	PRCT-323	Professional Practice 3- Construction Management
1117	PRCT-423	Office Practice and Responsibilities
1118	PRCT-423A	Professional Practice 3
1119	PRCT-513	Construction Management & Comprehensive Services
1120	PRCT-523	Professional Practice 4- Estimating and specification Writing
1121	PSYC-101	General Psychology
1122	PSYC-101	Psychology and Anthropology
1123	PSYC-102	Developmental Psychology
1124	PSYC-200	Business Psychology
1125	PSYC-200B	Psychological Statistics
1126	PSYC-201	Theories of Personality
1127	PSYC-202	Experimental Psychology
1128	PSYC-202B	Industrial Psychology
1129	PSYC-203B	Environmental Psychology
1130	PSYC-206	Group Dynamics
1131	PSYC-213	Abnormal Psychology
1132	PSYC-301B	Counselling and Psychotherapy
1133	PSYC-302B	Psychological Assessment
1134	PSYC-303	Physiological Psychology
1135	PSYC-304	Research in Psychology I (Proposal)
1136	PSYC-305	Social Psychology
1137	PSYC-307	Practicum in Psychology
1138	PSYC-401B	Research in Psychology II (Final Defense)
1139	PSYC-402	Psychology of Learning
1140	PSYC-403	Current Issues in Psychology
1141	PSYC-404	Family Psychology
1142	PSYC-405	Sikolohiyang Filipino
1143	PSYC-501	Child Psychology

1144	PSYCH-101	General Psychology
1145	PTEC-101	Post Harvest Technology
1146	PTEC-103	Postharvest Handling and Seed Technology
1147	RACT-101	Principles of Electricity
1148	RACT-102	Basic Tools & Testing Equipment
1149	RACT-103	Principles of Refrigeration
1150	RACT-104	Basic Controls
1151	RACT-105	Advance Test Equipment
1152	RACT-106	Troubleshooting
1153	RACT-115	Refrigeration Electricity: Basic Work Processes
1154	RACT-115A	Occupational Health and Safety Practices
1155	RACT-125	Uses and Care of refrigeration Hand Tools, Instrument and Equipment
1156	RACT-125A	Instrumentation and Control Devices
1157	RACT-201	Fundamentals of Airconditioning
1158	RACT-202	Commercial Refrigeration and Cold Storage Installation
1159	RACT-203	Airconditioing Installation
1160	RACT-204	Winding and Rewinding Motors
1161	RACT-205	Preventive Maintenance & troubleshooting Techniques
1162	RACT-215	Refrigerant, Refrigerant Controls and Cooling Units: Service and Repair
1163	RACT-215A	Refrigerants properties and Advance Test Equipment
1164	RACT-225	Electric Motor and Rewinding Work Processes
1165	RACT-225A	Electric Motor Controls
1166	RACT-315	Air conditioning Unit: Service and Repair
1167	RACT-315A	Preventive Maintenance and Troubleshooting
1168	RACT-325	Cabinet Repair and Repainting Work Processes
1169	RACT-325A	Advance Tools and Ancillary Equipment Service and Repair
1170	REED-101	Research in Elementary Education
1171	REED-101	Research in Elementary Education
1172	RMAR-412	Research Methods for Architecture
1173	RMAR-412	Research Methods for Architecture
1174	SCIE-213	History and Philosophy of Science
1175	SCIE-313	Health Science
1176	SCIE-413	Science, Technology & Society
1177	SHOP 212	Workshop Theory & Practice
1178	SHOP 222	Machine Shop Theory & Practice
1179	SHOP 312	Internal Combustion Engines
1180	SHOP 322	Refrigeration Air Conditioning
1181	SHOP-122	Welding Processes
1182	SHOP-212	Workshop Theory and Practice
1183	SHOP-312A	Automotive Engine Shop
1184	SITG-001	Supervised Industrial Training 1
1185	SITG-002	Supervised Industrial Training 2
1186	SITI-4112	Supervised Industrial Training/Industry Immersion
1187	SITI-4212	Supervised Industrial Training/Industry Immersion
1188	SLMT-313	Shop Layout and Management

1189	SOFD-321	Intelligent Systems
1190	SofD-412	Software Testing & Quality Assurance
1191	SOFD-413	Graphics and Visualization
1192	SOIL-100	Prin. of Soil Science
1193	SOIL-101	Soil Fertility, Conservation and Management
1194	SOIL-101	Principles of Soil Science
1195	SOIL-102	Soil Survey, Classification and Land Use
1196	SOIL-102	Soil Fertility Management
1197	SOIL-103	Soil and Water Conservation Management
1198	SPAN-101	Elementary Spanish
1199	SPAN-102	Intermediate Spanish
1200	SPE-101	Foundation of Physical Education
1201	SPE-102	Human Anatomy and Physiology
1202	SPE-103	Introduction to Biomechanics and Movement Education
1203	SPE-105	Individual-Dual Sports and Philippine Games
1204	SPE-106	Gymnastics and Combative Sports
1205	SPE-107	Team Sports (Soccer, Basketball, Volleyball and Softball) Practicum
1206	SPE-108	Organization and Management of Physical Education, Sports and Wellness Program
1207	SPE-109	International Folk Dance
1208	SPE-111	Methods and Techniques in Teaching Physical Education, Sports and Wellness
1209	SPE-112	Comprehensive School Health Education
1210	SPE-113	Research II in Physical Education, Sports and Wellness
1211	SPE-114	Measurement and Evaluation in Physical Education, Sports and Wellness
1212	SPE-115	Consumer Health, Drug and Safety Education
1213	SPE-116	Advanced Aquatics
1214	SPE-117	Special Physical Education, Sports
1215	SPED-101	Introduction to Special Education
1216	SSCI - 102	Philippine Government and the New Constitution (Politics and Governance)
1217	SSCI - 104	Philosophy of Man
1218	SSCI - 105	Philosophical Analysis
1219	SSCI - 115	Philippine Industrial and Social Life
1220	SSCI- 106	General Sociology with Population and Responsible Parenthood
1221	SSCI- 108	Cultural Anthropology
1222	SSCI- 110	Rizal Course
1223	SSCI- 113	Industrial Economics with Land Reform and Taxation
1224	SSCI- 122	Issues and Problem in Contemporary Society
1225	SSCI-101A	Philippine History
1226	SSCI-101B	Philippine History with Politics and Governance
1227	SSCI-101B	Phil. Government and Politics
1228	SSCI-102	Philippine Government. & the New Constitution (Politics & Governance)
1229	SSCI-103A	Logic and Ethics
1230	SSCI-103B	Logic & Critical Thinking

1231	SSCI-104	Philosophy of Man
1232	SSCI-104A	Philippine History
1233	SSCI-104B	Philosophy and Ethics
1234	SSCI-105	Philosophical Analysis
1235	SSCI-106	General Sociology with Population Education and Responsible Parenthood
1236	SSCI-107A	Soc. and Culture with Family Planning, Population Mgt. HIV/AIDS, SARS and Anti-Smoking
1237	SSCI-107A	Society and Culture with Family Planning
1238	SSCI-108	Cultural Anthropology
1239	SSCI-110	Rizal Course
1240	SSCI-110	Rizal's Life, Works and Writing
1241	SSCI-110	Life and Works of Rizal and Other Heroes
1242	SSCI-110	Rizal & Other Heroes
1243	SSCI-110	Life and Works of Rizal
1244	SSCI-111A	Basic Economics
1245	SSCI-111A	Economics
1246	SSCI-111B	Principles of Economics with Taxation and Land Reform
1247	SSCI-111C	Basic Economics
1248	SSCI-111C	General Economics (with Taxation and Land Reform)
1249	SSCI-113	Industrial Economics with Land Reform and Taxation
1250	SSCI-114	Taxation & Agrarian Reform
1251	SSCI-116	New Labor Code
1252	SSCI-117	Personality Development
1253	SSCI-117A	Personhood Development
1254	SSCI-118	Fundamentals of Cooperatives
1255	SSCI-119	Humanities I (Art,Man, Society)
1256	SSCI-119	Intro. to Humanities
1257	SSCI-120	Humanities 2 (Art Appreciation)
1258	SSCI-121	Current Issues and Problems
1259	SSCI-121	Issues & Problems of Contemporary Society
1260	SSCI-123	Social Values
1261	SSCI-124	Industrial Values
1262	SSCI-125	Work Ethics and Attitudes Development
1263	SSCI-126	Social Philosophy
1264	SSCI-127	Philippine Geography
1265	SSCI-128	Sociology with Anthropology
1266	SSCI-129	Humanities (World Civilization & Literature)
1267	SSCI-513	Humanities
1268	SSCI-523	Social Science Elective 2
1269	SSMJ-201	Introduction to Social Studies
1270	SSMJ-202	Geography I
1271	SSMJ-203	World History & Civilization 1
1272	SSMJ-205	Socio-Cultural Anthropology
1273	SSMJ-206	Micro-Macro Economics
1274	SSMJ-206	Social-Cultural Anthropology
1275	SSMJ-207	Scientific and Reasoning and Critical Thinking

1276	SSMJ-209	Asian Studies
1277	SSMJ-210	Teaching Approaches in SS
1278	SSMJ-211	Introduction to Political Science
1279	SSMJ-212	Socio-Political Theories and Movements
1280	SSMJ-212	Socio-Political Theories
1281	SSMJ-213	Production of Social Studies Materials
1282	SSMJ-214	Law-Related Studies
1283	SSMJ-215	Economic Planning & Strategies
1284	SSMJ-216	Comparative Government and Politics
1285	SSMJ-217	Philippine Historiography
1286	SSMJ-218	Assessment & Evaluation in the Social Studies
1287	SSMJ-219	Research in Social Science
1288	SSMJ-220	Building Bridges Across the Social Science Discipline
1289	SSMJ-221	Ancient Civilization and World History
1290	SSMJ-222	Medieval World Civilization and History
1291	SSMJ-223	Geography and Natural Resources of the Philippines
1292	SSMJ-224	Philippine Economic Policies and Development
1293	SSMJ-225	Modern and Contemporary World Civilization and History
1294	SSMJ-225	Modern and Contemporary Policies and Development
1295	SSMJ-226	Issues in Contemporary Philippine History
1296	SSMJ-227	Research in Social Science 1
1297	SSMJ-228	Fundamentals of Political Science
1298	SSMJ-229	History of Religion and Philosophy
1299	SSMJ-230	Research in Social Science 2
1300	SSMJ-231	The Philippines and the ASEAN
1301	STED-101	Environmental Education
1302	TAGR-111	Farming System
1303	TAGR-114	Processing Seafoods& Animal Products
1304	THEA-113	Theory of Architecture 1
1305	THEA-223	Theory of Architecture 1
1306	THEA-313	Theory of Architecture 2
1307	THFN-101	Theoretical Foundations in Nursing
1308	TOUR-113	Introduction to Tourism Theory
1309	TOUR-113A	Principles of Tourism 1
1310	TOUR-123	Tourism Industry Overview
1311	TOUR-213	Tourism Planning & Development
1312	TOUR-214	Phillipine Tourism
1313	TOUR-223A	World Tourism
1314	TOUR-223B	Tourism Marketing
1315	TOUR-313A	Ecotourism
1316	TOUR-313B	Transportation Mangement
1317	TOUR-313C	Tourism Laws, Legal Responsibilities & Taxation
1318	TOUR-323A	Tourism Research Methods and Techniques
1319	TOUR-323B	Tourism Impacts & Sustainability
1320	TOUR-323C	Travel Agency Management & Operations
1321	TOUR-323D	Hotel & Resort Administration & Management
1322	TOUR-413A	Entreprenuership in Tourism

1323	TOUR-413B	Tour Guiding & Escorting
1324	TOUR-413C	Tourism Research Writing
1325	TROP-412	Tropical Design
1326	UTIL-213	Plumbing & Sanitary System
1327	UTIL-223	Building Utilities 1
1328	UTIL-313	Mechanical & Electrical Systems
1329	UTIL-323	Acoustics & Lighting Design
1330	VTCH-112	Monochromatic Drawing
1331	VTCH-122	Color Rendering and Still Life
1332	VTCH-212	Presentations & Techniques
1333	WELD-115	Intro./Fundamentals of Electric Arc Welding
1334	WELD-115A	Occupational Health and Safety Practices
1335	WELD-125	Advance SMAW
1336	WELD-125A	Pattern Development
1337	WELD-125A	Pattern Development
1338	WELD-215	Arc Welding Inspection and Testing of Weld
1339	WELD-215A	Inspection and Quality Control
1340	WELD-225	Oxy-acetylene Process
1341	WELD-225A	Introduction to Gas Tungsten Arc Welding (GTAW) Process
1342	WELD-315	Basic Principles of Industry based safety and Planned Maintenance Practices
1343	WELD-315A	Introduction to Gas Metal Arc Welding (GMAW) Process
1344	WELD-325	Advance Welding Process (TIG & MIG)
1345	WELD-325A	Pipe Fittings
1346	WFET-115	Shielded Metal Arc Welding Procedure (Basic)
1347	WFET-115A	Occupational Health and Safety Practices
1348	WFET-125	Shielded Metal Arc Welding Process, Structural Welding
1349	WFET-125A	Metallurgy
1350	WFET-215	Gas Welding Process (Oxy-Welding and Cutting)
1351	WFET-215A	Arc Welding Inspection and Testing of Welds
1352	WFET-225	Pipe Welding (SMAW Process)
1353	WFET-225A	Fundametals of Pipe Fitting with Pattern Development
1354	WFET-312	Industrial Managemenet
1355	WFET-312A	Welding Inspection and Quality Control
1356	WFET-313	Adv. Pipe Welding & Structural Welding (SMAW-TIG-MIG Process)

GRADUATE PROGRAM SUBJECTS		
Sequential Code	Subject Code	Subject Description/Title
0001	AS 300	Animal Science Research Design and And Statistical Methods
0002	AS 301	Advanced Animal Anatomy and Physiology of Reproduction
0003	AS 302	Feed Formulation and Quality Control
0004	AS 303	Advanced Diseases and Parasites Of Food Animals and Poultry
0005	AS 304	Animal Physiology
0006	AS 305	Advanced Animal Nutrition
0007	AS 306	Graduate Seminar

0008	AS 307	Special Topics and Research Problems
0009	AS 320	Advanced Poultry Production
0010	AS 321	Advanced Animal Breeding
0011	AS 400	Masteral Thesis
0012	CS 300	Plants Science Research Design and Statistical Methods
0013	CS 301	Advanced Soils Fertility and Water Management
0014	CS 302	Plant Growth and Development
0015	CS 303	Advanced Crop Protection
0016	CS 304	Farming Systems Development
0017	CS 305	Physiologies and Biochemistry of Endogenous Growth Regulators
0018	CS 306	Graduate Seminar
0019	CS 307	Special Topics and Research Problems
0020	CS 320	Advanced Field Crops Physiology And Ecology
0021	CS 321	Advanced Plants Nutrition
0022	EDD 500	Seminar in Philosophy of Philippines Education
0023	EDD 501	Seminar in Advanced Statistics Applied to Education
0024	EDD 502	Research Seminar: Educational Management
0025	EDD 503	Problems and Issues in Education and National Development
0026	EDD 504	Seminar in Legal Problems and Issues in Education
0027	EDD 505	Seminar in Educational Planning
0028	EDD 506	Seminar in Management Controls of Educational Institutions
0029	EDD 507	Comparative Educational Administration
0030	EDD 508	Seminar in Management of Educational Institutions/Systems
0031	EDD 509	Seminar in Economics of Education
0032	EDD 510	Seminar in Advanced Administrative Thought Applied to Education
0033	EDD 511	Seminar in Advanced Policy Analysis Applied to Education
0034	EDD 512	Seminar in Philippine Society and Culture
0035	EDD 513	Philippine Ethnic Relations
0036	EDD 514	Urbanization in the Philippines
0037	EDD 515	Special Problems: Innovative Processes in the Philippines
0038	EDD 516	East-West Encounter: Imperialism and Neo-Colonialism, Intellectualism and Cultural Development
0039	EDD 517	Nationalism and National Development
0040	EDD 518	Philosophies and Religious of Asia
0041	EDD 519	Socialism and Capitalism in Asia
0042	EDD 520	Family Therapy and Marriage Counseling
0043	EDD 521	Political Psychology
0044	EDD 522	Psycholinguistics
0045	EDD 523	Environmental Psychology
0046	EDD 524	Concepts in People-Centered Development
0047	EDD 525	Current Issues in Social Policy and Planning
0048	EDD 526	Complex Organization
0049	EDD 527	Comparative Study of Culture

0050	EME 1	Foundations of Education
0051	EME 1	Psycho-Philosophical Foundation of Education
0052	EME 10	Human Behavior in Education
0053	EME 10	Human Behavior in Organization
0054	EME 11	Human Resources Development in Education
0055	EME 12	Education and National Development
0056	EME 13	Educational Technology
0057	EME 14	Environment of Philippines Educational Institutions
0058	EME 15	Computer Education
0059	EME 15	Computer Education for Managers
0060	EME 15	Computer Application for Education
0061	EME 2	Statistical Methods Applied to Education
0062	EME 2	Statistics
0063	EME 2	Statistical Methods
0064	EME 3	Research Methodology
0065	EME 3	Research Design
0066	EME 3	Research Methods in Public Administration
0067	EME 4	Organizational and Management of Education Institutions
0068	EME 4	Organization and Management
0069	EME 5	Fiscal Management in Education
0070	EME 5	Public Fiscal Administration
0071	EME 6	Program, Project, and Evaluation
0072	EME 7	Educational Leadership
0073	EME 8	Education and the Law
0074	EME 9	Policy Analysis in Education
0075	GCE 408	Principles and Techniques of Guidance
0076	GCE 409	Counseling Methods and Techniques
0077	GCE 410	Psychometrics
0078	GCE 411	Organization and Administration of Guidance Program
0079	GCE 412	Personality Adjustment and Mental Hygiene
0080	GCE 413	Career Development
0081	GCE 414	Group Dynamics
0082	GCE 415	Guidance Practicum or Internship in Student Personnel
0083	GCE 416	Internship in Student Personnel
0084	GSE 415	Earth Science/Environmental Science
0085	GSE 416	Biology I
0086	GSE 417	Biology II
0087	GSE 418	Chemistry I
0088	GSE 418	Any Subject in Educational Management and Social Studies
0089	GSE 419	Chemistry II
0090	GSE 420	Physics I
0091	GSE 421	Physics II

0092	GSE 422	Applied Mathematics for Science Teachers
0093	GSE 423	Current Issues in Education
0094	GSE 423	Current Issues in National Development
0095	GSE 423	Seminar in Current Trends and Issues in Physical Education
0096	GSE 424	Educational Technology
0097	GSE 425	Seminar in Science Teaching
0098	LED 418	Introduction to Descriptive Linguistics
0099	LED 419	Applied Linguistics for Communication Arts
0100	LED 420	Language Acquisition, Theories, Principles and Research
0101	LED 421	Language Teaching: Approaches, Methods, Techniques, and their Application
0102	LED 422	Teaching/Reading Literary Appreciation, and Writing in a Bilingual Context
0103	LED 423	Production, Adaptation, Translation, and Evaluation of Learning, and Testing Materials
0104	LED 424	English for Specific Purposes: Theory, Methods, and Materials
0105	LED 425	Supervision of Bilingual Education
0106	LED 426	Philippine Literature in English
0107	LED 427	Afro-Asian Literature
0108	LED 428	Trends in Reading Instruction
0109	LED 429	Masterpiece of World Literature
0110	LED 430	Language Test Development
0111	LED 431	Problems, Issues, and Trends in Translation
0112	MAN 201	Nursing Administrative Process
0113	MAN 202	Behavioral Concept in Nursing
0114	MAN 203	Seminar in Nursing
0115	MAN 204	Promotion and Maintenance of Wellness
0116	MAN 205	Nursing Theory (Theoretical Framework in Nursing)
0117	MAN 206	Intensive Clinical Practice
0118	MAN 207	English Proficiency for Foreign Students
0119	MAN 208	Directed Study
0120	MAN 209	Curriculum And Instruction
0121	MAN 209	Curriculum and Instruction
0122	MBA 101	Business Research Methods
0123	MBA 102	Quantitative Business Analysis
0124	MBA 103	Economic Analysis
0125	MBA 104	Management Accounting
0126	MBA 105	Marketing Management
0127	MBA 106	Financial Management
0128	MBA 107	Operations/Production Management
0129	MBA 108	Human Resource Management
0130	MBA 109	Organizational Behavior, and Process
0131	MBA 110	Decision Making, and Business Policy Formulation
0132	MBA 111	Strategic Management

0133	MBA 112	Business Ethics
0134	MBA 113	Entrepreneurship Development
0135	MBA 114	Foundation of Business Law
0136	MBA 115	Management Communication
0137	MED 404	Differential Equation
0138	MED 405	Foundation of Calculus
0139	MED 406	Linear Algebra and Matrix Theory
0140	MED 407	Modern Algebra/Geometry
0141	MED 408	Probability and Statistics
0142	MED 409	Set Theory and Logic
0143	MED 410	Theory of Numbers
0144	MED 411	Seminar in Mathematics Teaching
0145	MEM 606	Seminar in Values, Ethics and Social Advocacy
0146	MEM 607	Survey of Engineering Disciplines Practices and Regulations
0147	MEM 608	Seminar in Management and Leadership Development
0148	MEM 609	Production and Operation Management
0149	MEM 610	Safety Engineering and Management
0150	MEM 611	Seminar in Technology Development and Management
0151	MEM 612	Legal Aspects of Engineering Management
0152	MEM 613	Technology, Environment and Sustainable Development
0153	MEM 614	Total Quality Management
0154	MEM 615	Project Development and Management
0155	MEM 616	Organization Communication and Records Management
0156	MEM 617	Policy Analysis and Development
0157	MPA 201	The Philippine Administrative System
0158	MPA 202	Theory and Practice of Public Administration
0159	MPA 203	Public Policy, and Program Administration
0160	MPA 204	Seminar in Governmental Management
0161	MPA 205	Organizational Studies
0162	MPA 206	Human Resource Development
0163	MPA 207	Administrative Communication, and Information Management
0164	MPA 208	Local Government Administration
0165	MPA 209	Administrative Innovation, and Reforms
0166	MPA 210	Public Accountability
0167	MPA 211	Public Administration, and Economy
0168	MPA 212	Project Planning, and Management
0169	PES 408	Advanced Supervision and Administration of Physical Education and Sports
0170	PES 409	Preparation of Teaching Materials
0171	PES 410	Special Activities for Handicapped
0172	PES 411	Seminar in Entrepreneurial of Sports
0173	PES 412	Seminar in Sports Medicine
0174	PES 413	Sports Science

0175	PES 414	Advanced Measurement and Evaluation
0176	PES 415	The Teaching of Dance
0177	PES 416	Teaching of Sports
0178	PES 417	Outdoor Education
0179	PES 418	Sports Psychology
0180	PES 419	Advanced Sports Management
0181	PES 420	Sports Facilities and Sites
0182	SED 424	Instructional Planning, and Procedure in Social Studies
0183	SED 425	Selected Topics in the Social Sciences for Social Studies Teacher Part I
0184	SED 426	Selected Topics in the Social Sciences for Social Studies Teacher Part II
0185	SED 427	Production of Instructional, and Assessment Materials in Social Studies
0186	SED 428	Geography of Southeast Asia
0187	SED 429	Seminar on Contemporary Problems in Asia
0188	SED 430	Problems in the Interpretation of Philippine History
0189	SED 431	The Philippines in Southeast Asia
0190	SED 432	Seminar on Philippine Post-War Problem
0191	SED 433	Seminar on Local/Oral History
0192	SED 434	Economy and Society
0193	SED 435	Social Institution
0194	SED 436	Cultural, and Social Forces in Southeast Asia
0195	SED 437	Seminar in the Sociology of Developing Societies
0196	SED 438	Philippine Language, and Society
0197	SED 439	Seminar in Philippine Society, and Culture
0198	SED 440	Development Processes in the Philippines
0199	SED 441	Urbanization in the Philippines
0200	SED 442	Urbanization, and Development in Asia
0201	SED 443	Nationalism, and National Development
0202	SED 444	Philosophies, and Religions of Asia
0203	SED 445	Socialism, and Capitalism in Asia
0204	THE 901	Ecology of the Filipino Family
0205	THE 902	Advanced Nutrition, and Food Management
0206	THE 903	Technology of Clothing, and Related Arts
0207	THE 904	Applied Arts, and Creative Arts
0208	THE 905	Entrepreneurship Development
0209	THE 906	Home Economics, and Livelihood Education
0210	THE 907	Seminar in Agricultural Arts
0211	THE 908	Seminar in Industrial Arts
0212	THE 909	Craft, and Product Design
0213	THE 910	Seminar in Business, and Distribution Arts
0214	THE 911	Mass Production
0215	THE 912	Consumer Education

ANNEX G

CONTROL OF NON-CONFORMITY AND CORRECTIVE ACTION PROCEDURE

I. DESCRIPTION and PURPOSE

BPSU has established a procedure for identifying, documenting and analyzing non-conformities and eliminating their impacts by applying suitable corrective actions. The quality management system (QMS) of BPSU is directed toward proactive mitigation of actual and potential lapses in its operation. Non-conformities in the products, services, processes and the management system are investigated for action to avoid possible recurrence.

II. ACTIVITY PROCESS MAP

ACTIVITY PROCESS MAP				
SOURCE	**INPUT**	**PROCESS**	**OUTPUT**	**OUTCOME**
QMS Internal Auditor QMS Leader Top Management Stakeholder Client	Request for Action Form QMS Non-conformance Customer Requirements Process Non-conformance Complaints Product/service/output	Non-conformity and corrective action reporting and resolution	Corrective Action Report Non-conformity Registry Inspection Report Specifications	Customer satisfaction Continual improvement Control of NC's Conformance/ concessions

III. TERMS AND DEFINITION

TERMS	ISO 9001:2015 DEFINITION
Non-conformity	Non-fulfillment of a requirement
Defect	Non-conformity related to an intended or specified use
Conformity	Fulfillment of requirement
Corrective Action	Action to eliminate the cause of non-conformity and to prevent recurrence.

IV. APPLICATION AND SCOPE

This procedure is applicable to all non-conforming processes, services, products and any aspect of the BPSU QMS. Any corrective action taken to eliminate the cause of con-conformity is appropriate to the magnitude of the problem whilst also being in proportion to the risks presented by the non-conformity. Root causes of the process non-conformities, including those arising from complaints are investigated and actions implemented to prevent their recurrence.

This applies to:

A. **Processes producing negative results and defective outputs**

Any process which do not produce an acceptable product or services in accordance to the implementation of the QMS.

B. Services/products provided by external sources

A service/product provided by an external source does not comply with the requirements of the purchase order and/or contract.

C. Internal issues and quality audits

During the process of conducting internal quality audits, processes may be identified as being non-conforming. These are documented on the Internal Audit Checklist, Internal Audit Report Form and the Request of Action (RFA) Form.

V. RESPONSIBILITIES

QMS Internal Auditors are assigned to
- Check the implementation of QMS on a regular basis.
- Identify all non-conforming processes, services, products and any aspect of the BPSU QMS.

All Process Owners are required to
- Follow this procedure upon issuance of non-conformities from QMS Internal Auditors and/or RIPs.
- Implement necessary action to achieve immediate resolution.
- Investigate and conduct root cause analysis of non-conformities.
- Implement the identified corrective action plan.

QMS Leader/Head is tasked to
- Monitor the implementation of the Internal Audit plan and Control of Non-conformity.
- Assist, if necessary in identifying additional corrective action plan.

Top management shall
- Identify additional corrective action plan if necessary.
- Ensure the effectiveness of the action plan.
- Validate and verify effective corrective actions.

VI. Control of Non-Conformity Procedure

Any material, product or service that is found to be suspect or non-conforming AT ANY POINT during the operation, is removed from work in progress and is clearly identified.

1. The initiator/auditor shall fill up the RFA Form (*BPSU-QAF-002 (Revision 0, June 2017)*) obtained from Quality Assurance Office (QUAO).

2. The QUAO shall register the issued RFA on the Request for Action Issuance Registry Form (*BPSU-QAF-003 (Revision 0, June 2017)*).

3. The filled up RFA shall be forwarded to the auditee or the identified process owner not later than five (5) working days after audit or report of NC.

4. The auditee/process owner shall take immediate necessary action to mitigate the reported non-conformity and shall submit the RFA Form to the auditor/initiator for review of validity and effectiveness of the action taken not later than three (3) working days upon receipt of the RFA Form.

5. If necessary, the auditee/process owner shall investigate and conduct root cause analysis of the reported non-conformities and develop appropriate corrective action plan.

6. The corrective action plan is then implemented by the auditee/process owner. (*The corrective action plan must be properly documented, stating its target date of implementation*).

7. The RFA shall be submitted back to the initiator/auditor for the validation of implementation and effectiveness of the corrective action plan, not later than five (5) working days from the date of implementation.

8. If the initiator/auditor found the action taken to be ineffective (unresolved NC), the Top management shall identify additional corrective action plan. The RFA must be reported to QUAO for registration update.

9. The Top management shall then endorse the RFA with additional corrective action plan to the auditee/process owner not later than five (5) working days after receipt of unresolved NC. Following steps 6 and 7.

10. If the reported non-conformity is unresolved for the third time, corrective action plan shall be deemed ineffective or a failure. NEW ROOT CAUSE ANALYSIS and CORRECTIVE ACTION PLAN shall be performed by the process owner and the Top Management.

11. However, if the non-conformity is resolved and the corrective plan is validated and verified effective by the initiator/auditor; the RFA is reported to the QUAO for registration and forwarded to the top management in-charge of the process for approval and Records-in-charge for the control of records.

Attachment A (Control of Non-Conformity Process Flowchart)

CONTROL OF NON-CONFORMITY FLOWCHART

AUDITOR	INITIATOR	AUDITEE/PROCESS OWNER	TOP MANAGEMENT

Conducts audit / Identify significant or recurring non-conformance

Request RFA from QAO / Fill-up Entries / Forward to Auditee or Process owner

Take immediate necessary action

Update RFA Issuance Registry

QUAO

Is root-cause analysis needed?

NO

YES

Investigate and conduct root-cause analysis of the reported non-conformities and develop appropriate corrective action plan.

Unresolved for the third time

Implement the corrective action plan according to target.

Review validity and effectiveness of the immediate action /action plan implementation.

Submit for validation of the effectiveness of the implemented action plan.

Effective?

NO

YES

Update RFA Issuance Registry

QUAO

Identify additional corrective action plan for implementation.

Validate, verify and sign the RFA Form.

Control of Records

RECORDS

Attachment B (Filling up Guide for the RFA Form)

BATAAN PENINSULA STATE UNIVERSITY
Quality Assurance Office
City of Balanga, Bataan 2100

BPSU-QAF-002 (Revision 0, June, 2017)

| REQUEST FOR **ACTION** | RFA No. ● | ● NATURE | ☐ Nonconformity | ☐ Opportunity |
| | | ● SOURCE | ☐ Complaint ☐ QMS Audit | ☐ Unmet Targets |

DETAILS OF REQUEST *(To be accomplished by the Auditor/Initiator)*

DESCRIPTION OF REQUEST	REQUIREMENT REFERENCE
●	●
	IS ROOT CAUSE ANALYSIS NEEDED?
	● ☐ YES ● ☐ NO

● Initiated by:	● Reported by:	● Approved by:	Issued to:
Signature over Printed Name	*Signature over Printed Name*	*Signature over Printed Name*	*Signature over Printed Name*
Date:	Date:	Date:	Date:

NECESSARY ACTION/S *(To be accomplished by the Auditee/Process Owner)*

● DETAILS OF IMMEDIATE ACTION TAKEN	● IMMEDIATE ACTION TAKEN BY:
	Signature over Printed Name
	Date:

● ROOT CAUSE/S	● DETAILS OF CORRECTIVE ACTION PLAN

● TARGET DATE OF IMPLEMENTATION	● CORRECTIVE ACTION TAKEN BY:
● DATE IMPLEMENTED	
	Signature over Printed Name

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PLANNING INPUTS *(As an input to planning, please answer the following questions to the best of your knowledge)*

Do similar NC's exist, or could potentially occur? 🟡	☐YES	☐NO

If YES, please describe below:

Are there any related risks or opportunities with reported NC? 🟡	☐YES	☐NO

If YES, please describe below:

VERIFICATION OF IMPLEMENTATION AND EFFECTIVENESS *(To be accomplished by the Auditor/Initiator)*

No.	🔴 Date	🔴 Status	🟡🔵 Verifier	🔴 Auditor
1		☐RESOLVED ☐UNRESOLVED *If UNRESOLVED, please indicate additional action plan below.* 🔵		
2		☐RESOLVED ☐UNRESOLVED *If UNRESOLVED, please indicate additional action plan below.*		
3		☐RESOLVED ☐UNRESOLVED *If UNRESOLVED, corrective action plan shall be deem ineffective or a failure. NEW ROOT CAUSE ANALYSIS and CORRECTIVE ACTION PLAN shall be performed by the process owner.:*		

Attachment C (Example of RFA Issuance Registry Form)

REQUEST FOR ACTION ISSUANCE REGISTRY

RFA No.	INITIATOR *(Surname, Given Name, MI) / Position*	PROCESS OWNER *(Office Code)*	DATE ISSUED *(mm/dd/yyyy, hh:mm)*	1st Follow-Up		2nd Follow-Up		3rd Follow-Up	
				Date	**Status**	**Date**	**Status**	**Date**	**Status**