1. **Revision History**

***Sample Only***

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| --- | --- | --- | --- | --- | --- |
| **Revision No.** | **Nature of Change** | **Effective Date** | **Author** | **Reviewed** | **Approved** |
| *00* | *Initial Issue* | *August 30, 2022* | *M.N. BANTING* | *DR. N.B. CORPUZ* | *DR. A.E. VELASCO* |
| *01* | *1st Revision* | *Effectivity date* | *Process Owner* | *Immediate Supervisor* | *Next Higher-Ranking Authority* |
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**\****Note: Revision History Table is being updated every time the document is being revised. It shall reflect the revision history of the document.*

1. **Reference Policies/ Standards/ Interfaces and Retained Documented Information**

*This section shall include:*

*Legal basis (Republic Act, Memo Circular, CMO, Joint Circular, Advisories)*

*Board Resolution, TSU Memos*

*Standards (Internal and Local)*

*Retained documents Information stands for records generated during the procedure/service delivery (filled-out forms and other applicable (e.g. TSU-QMU-SF-02 – Receiving, Retrieval and Releasing Log)*

*Sample:*

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| *ISO 9001: 2015* | *–* | *Quality Management System* |
| *TSU-QMU-SF-01* | *-* | *Document Registration, Revision and Abolition Form* |
| *TSU-QMU-SF-02* | *-* | *Receiving, Retrieval and Releasing Log* |

1. **Purpose**

*This section shall state that the purpose of the procedure or service.*

*e.g.*

*This process aims to standardize the established guidelines and protocols for all major decisions, actions, policies, and principles of an organization.*

*This also aims to establish a consistent process for controlling the documented information required to maintain Quality Management System.*

1. **Scope**

*This section shall state that the applicability of the procedure/ service from start to finish.*

*e.g. This procedure applies to all internal and external document and records generated in relation to the implementation of the Quality Management System of TSU.*

1. **Acronyms/ Terms and Definitions**
2. **Acronyms**

*Description: List of all acronyms used in the procedure*

1. **Terms and Definitions**

*Description: Beside from the terminologies used in the procedure, the role/s of involve personnel/ authorities shall also be defined in this point*

*e.g.*

*Document Control Officer (DCO)- a person who manages and controls the QMS documentation of the University.*

*Immediate Supervisor- a person who review/monitor the implementation of the procedure/ service.*

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1. **Procedure Details**

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| **Steps** | **Activities** | **Responsible** | **Resources Needed** |
| * 1. ***(Title of the process/subprocess with station time (e.g.* Control of New Internal Documents *ex. 5 hours).***   *\*Station time is the summation of time of all the step/activity in the Subprocess Example: 6.1.1 = 5 Minutes, 6.1.2 = 10 Minutes, therefore the station time is 15 Minutes.* | | | |
| ***For subprocess with more than 1 step, use the numbering scheme: 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2. 6.2.3 etc.***  ***Example: 6.1.1*** | ***Statement of activities shall be in “Active voice”.***  ***Example: Submits the document to the DCC for assistance in inputting of document identifiers and other details.***  ***Eliminate the word “Forwarded to the authority (spell out the directly involved personnel).***  ***Example:***  ***Submits the document to the approving authority (Head/Director/ Vice President/ President) for approval.***  ***Personnel/ Authority shall not be reflected in this area but shall appear in the responsible column.*** | ***Example: Document Control Coordinators***  **Only one person responsible per step**  **Example:**  **Prepares and signs the requested documents.**  *If the staff prepares the documents and the Immediate supervisor signs it. It shall be a separate step.*  *6.1.1 Prepares the requested documents.*  *(Responsible: Staff)*  *6.1.2 Signs the prepared requested documents. (Responsible: Unit Head)* | ***Resources needed to perform the step/activity.***  ***Example:***  ***Master Copy Stamp,***  ***Scanner, Printer, Computer, Paper*** |
| ***6.2 (E.g. Control of Revised Internal Documents (1 hour and 10 minutes)*** | | |  |
| *6.2.1* | *Revise the document.* | *Author* | *Example:*  *Master Copy Stamp,*  *Scanner, Printer, Computer, Paper* |
| *6.2.2* | *Submits the document to the DCC for assistance in inputting of document identifiers, namely the Revision Date, Revision Number, and Effectivity Date.* | *Author* |
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| **Prepared by:** | **Reviewed by:** | **Approved by:** |
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| *Process Owner* | *Immediate Supervisor* | *Next Higher-Ranking Authority* |