


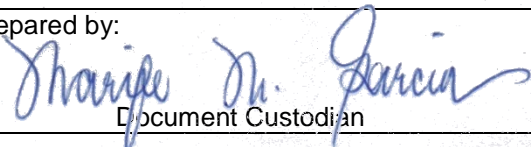
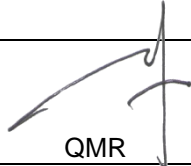



Republic of the Philippines
ROMBLON STATE UNIVERSITY

WORK INSTRUCTIONS MANUAL

	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-01-01
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 1
SECTION	USER'S GUIDE	EFFECTIVITY DATE	1 January 2018
SUBJECT	TABLE OF CONTENTS		

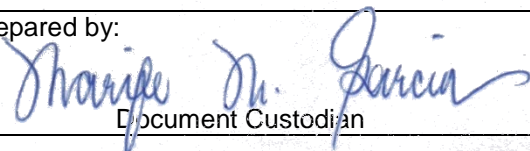
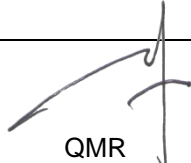
Section	Unit	Subject Title	No. of Pages
01		USER'S GUIDE	
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Prepared by:  Document Custodian	Approved by:  QMR
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-01-02
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 1
SECTION	USER'S GUIDE	EFFECTIVITY DATE	1 January 2018
SUBJECT	OBJECTIVES OF THE WORK INSTRUCTIONS MANUAL		

The Work Instructions Manual is prepared with the following objectives:

- To document how a particular job is done.
- To serve as guide for the person responsible for the job.
- To state in detail the sequence of actions and other specific details to be conducted to accomplish the work.

Prepared by:  Document Custodian	Approved by:  QMR
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-01-03
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 1
SECTION	USER'S GUIDE	EFFECTIVITY DATE	1 January 2018
SUBJECT	AUTHORIZATION FOR IMPLEMENTATION/ UPDATING RESPONSIBILITY		


Implementation of the contents of the manual shall be authorized and approved by the Quality Management Representative effective on the date specified in the manual.

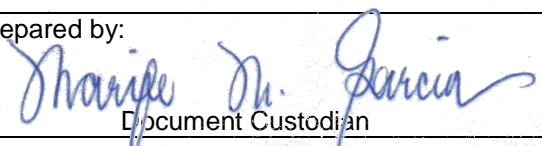
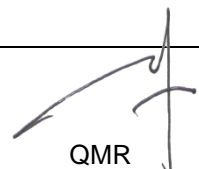
Updating of the manual is the responsibility of the QMR, Document Custodian and concerned process owners following the Control of Documents procedure as defined in PM-RSU-02-01.


Their specimen signatures appear below:


ARNULFO F. DE LUNA
 SUC President II


ELVIN F. GAAC
 Quality Management Representative, and
 Vice President for Academic Affairs


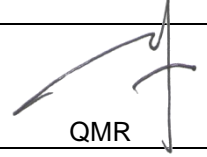

MARIFE GARCIA
 Document Custodian, and
 Admissions Coordinator


Prepared by:  Document Custodian	Approved by:  QMR
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-01-04
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 2
SECTION	USER'S GUIDE	EFFECTIVITY DATE	1 January 2018
SUBJECT	DISTRIBUTION OF THE WORK INSTRUCTION MANUAL		

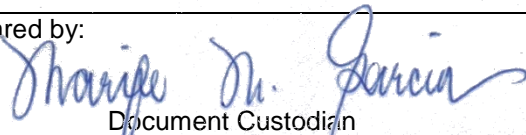

The Work Instructions Manual shall be distributed as follows:


Copy Number	Office	Remarks
Original Copy	Document Custodian	Whole manual
1	SUC President	Whole manual
2	Board Secretary	Whole manual
3	Vice President for Academic Affairs	Whole manual
4	Vice President for Finance and Administration and Support Services	Whole manual
5	Vice President for Research Extension and Training	Whole manual
6	Presidential Assistant for Production, IGPs and Special Projects	Whole manual
7	Presidential Assistant for Tablas Campuses	Whole manual
8	Director, Planning and Development Office & Head, Intellectual Property Unit	Whole manual
9	Director, Office of Gender and Development	Whole manual
10	Director, Office of Faculty and Staff Development	Whole manual
11	Director, Office of Research	Whole manual
12	Director, Office of Training	Whole manual
13	Director, Office of Extension	Whole manual
14	Director, Office of Applied Research	Whole manual
15	Director, Office of Business Affairs	Whole manual
16	Director, Office of Admission, Faculty Evaluation and Accreditation	Whole manual
17	Director, Student Affairs Office	Whole manual
18	Director, Office of the National Services Training Program	Whole manual
19	Director, Office of Alumni Affairs	Whole manual
20	Office of Sports, Physical Education and Recreation	Whole manual
21	Director, Office of Social and Cultural Affairs	Whole manual
22	Director, Office of Physical Planning, Auxiliary and Plant Services	Whole manual
23	Head, Office of Guidance and Placement Services	Whole manual
24	Head, Office of Dental and Medical Services	Whole manual
25	Head, Office of the Library	Whole manual
26	Dean, Institute of the Graduate Studies	Whole manual
27	Dean, College of Agriculture, Fishery and Forestry	Whole manual
28	Dean, College of Arts and Sciences	Whole manual
29	Dean, College of Business and Accountancy	Whole manual
30	Dean, College of Education	Whole manual
31	Dean, College of Engineering and Technology	Whole manual

Prepared by:  Document Custodian	Approved by:  QMR
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-01-04
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	2 OF 2
SECTION	USER'S GUIDE	EFFECTIVITY DATE	1 January 2018
SUBJECT	DISTRIBUTION OF THE WORK INSTRUCTION MANUAL		

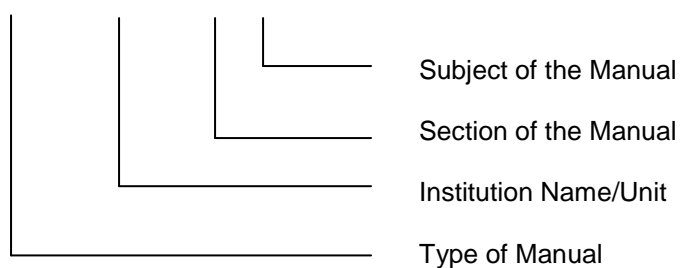
32	Director, Institute of Information Technology	Whole manual
33	Director, Institute of Criminal Justice Education	Whole manual
34	Director, Science High School	Whole manual
35	Campus Director, RSU San Andres Campus	Whole manual
36	Campus Director, School of Agro- Forestry, Calatrava Campus	Whole manual
37	Campus Director, School of Fisheries and Technology, San Agustin Campus	Whole manual
38	Campus Director, School Fisheries and Technology, Sta. Maria Campus	Whole manual
39	Campus Director, School of Inland Fisheries, Sta. Fe & San Jose Campuses	Whole manual
40	School of Arts, Sciences and Technology, Romblon Campus	Whole manual
41	Campus Director, School of Agriculture & Environmental Sciences, Cajidiocan Campus	Whole manual
42	Campus Director, School of Industrial Technology, San Fernando Campus	Whole manual
43	Head, Cashiering Office	Whole manual
44	Head, Records Management	Whole manual
45	Head, Supply and Property Management	Whole manual
46	Head, Human Resource and Development Office	Whole manual
47	Head, Accounting Office	Whole manual
48	Head, Civil Security Services	Whole manual
49	Head, Internal Audit Group	Whole manual

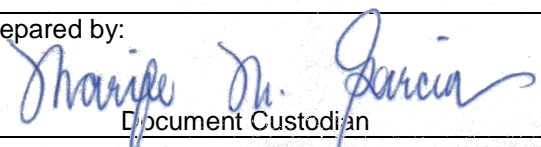
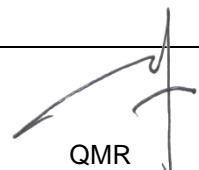
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-01-05
	WORK INSTRUCTIONS	REVISION NUMBER	0
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SUBJECT	CODING		

An alpha-numeric coding system is being followed in the Work Instructions Manual as shown:

WI – RSU -01-05



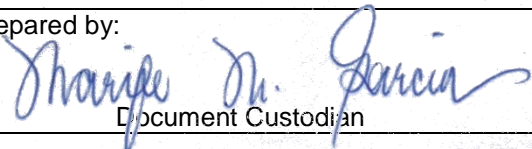
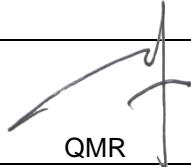
Prepared by:  Document Custodian	Approved by:  QMR
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-02-01
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 1
SECTION	DOCUMENTATION REQUIREMENTS	EFFECTIVITY DATE	1 January 2018
SUBJECT	HOW TO REVISE CONTROLLED DOCUMENT		

PERSON RESPONSIBLE: Document Custodian

STEPS:

- 1.0 Whenever necessary, issue an uncontrolled copy of document for revision of the concerned process owner together with the Document Change Request Form (DCR) FM-RSU/DC-02-01.
- 2.0 Accomplish DCR indicating the revision content, reason for revision, and date revised.
- 3.0 Submit DCR to QMR for review and approval.
- 4.0 Check the approved DCR and set the effectivity date (at least one week after approval) of the revision.
- 5.0 Incorporate the approved revision/s on the document.
- 6.0 Access the electronic data of the QMS documents.
- 7.0 Supply the password for the document file being edited to initiate changes.
- 8.0 Encode the revision/s.
- 9.0 Indicate changes by changing the font of recent edited area into italic format while the unedited portion remains.
- 10.0 Check the pagination of the document.
- 11.0 Change the Revision Number by determining the frequency of revisions made in the particular document.
- 12.0 Check if the revision had affected the other part of the document (e.g. Table of Contents, Page No., etc.).
- 13.0 Print a copy of the revised document and forward it to the concerned process owner and concerned head for their signatures. Signatures should be in blue ink to have distinction of the original copies.
- 14.0 Photocopy the duly signed revised document according to the number of designated copyholders.
- 15.0 Stamp "Controlled Copy" on every page of the revised document indicating the number of the copy holder per set document.

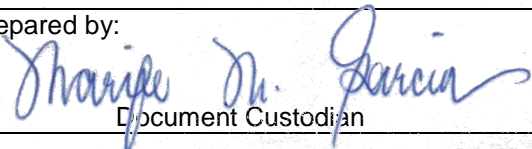
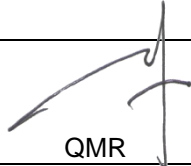
Prepared by:  Document Custodian	Approved by:  QMR
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-02-02
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 1
SECTION	DOCUMENTATION REQUIREMENTS	EFFECTIVITY DATE	1 January 2018
SUBJECT	WITHDRAWAL OF OBSOLETE DOCUMENTS		

PERSON RESPONSIBLE: Document Custodian

STEPS:

- 1.0 Accomplish Issue/Withdrawal Form (FM-RSU/DC-02-02) for document/s to be withdrawn or issued.
- 2.0 Issue revised copies of documents to concerned copyholders.
- 3.0 Withdraw obsolete copies of documents from concerned copyholders.
- 4.0 Upon return of obsolete document, copyholder or any authorized representative signs under the column 'WITHDRAWN FROM". Whereas, for issuance of revised documents, copyholder or any authorized representative signs under the column 'RECEIVED BY".

Prepared by:  Document Custodian	Approved by:  QMR
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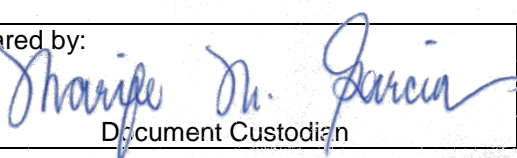
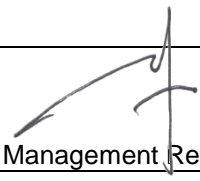
	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-02-03
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 4
SECTION	DOCUMENTATION REQUIREMENTS	EFFECTIVITY DATE	1 January 2018
SUBJECT	HANDLING ELECTRONIC DATA		

1.0 Person Responsible

Document Custodian

2.0 Work Steps

- 2.1 Assign file folders and password/s for QMS documents in the personal computer.
- 2.2 Save all electronic data in designated file folders and label according to document codes and titles.
- 2.3 When revising document files, retain original file copy and "Save As" the new document. Attach to the file name "rev. no. ___" upon revision.
- 2.4 Save back-up files in Storage Media (i.e. USB flash disk) assigned for this purpose.
- 2.5 Update back-up files in Storage Media whenever revisions are made.

Prepared by:  Document Custodian	Approved by:  Quality Management Representative
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-03-01
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 2
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	1 January 2018
SUBJECT	HOW TO CLEAN THE COMPUTER		

1.0 Person Responsible: Computer Technician

2.0 Materials and Equipment:

- Computer
- Screw driver and any other tools necessary to open your computer. This will vary according to the machine you have. Some computers do not need to be unscrewed to open.
- 2 pieces clean dry cloth
- Paint brush
- All-purpose computer cleaner

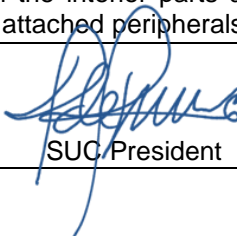
3.0 Steps:

- 3.1 **Prepare necessary tools:** Prepare all necessary tools and materials needed; an all-purpose MC cleaner for removing stains, a clean dry cloth for dusting and for applying the computer cleaner, a paint brush for sweeping off debris in small and delicate parts of the computer such as the motherboard and a screwdriver if there are screws to be removed to open the machine.
- 3.2 **Shut down the machine:** Turn off the computer and any surge protectors or alternate power sources it may be connected to.
- 3.3 **Disconnect all peripherals:** After the machine is shut down, unplug all cables connecting it to external components and power sources. **DO NOT LEAVE ANY CABLES CONNECTED TO THE COMPUTER WHILE CLEANING IT, ESPECIALLY POWER AND MONITOR CORDS.**
- 3.4 **Move to a suitable work area:** If the computer is not cleaned in a while (or ever), it would be a good idea to move to a suitable workspace. Cleaning the computer where it sits usually isn't ideal.
- 3.5 **Open the CPU:** It is best to start cleaning the inside components before proceeding to the outer parts. Open the CPU in a suitable workplace. Consult a user's manual, if necessary. Most machines have screws holding a side panel down. After removing these, slip the side of the machine.
- 3.6 **Prepare to clean CPU:** After opening the computer, get the all-purpose computer cleaner, dry cloth and paintbrush.
- 3.7 **Begin dusting:** It is usually a good idea to start on the upper region of the CPU to sweep out all the dust that settles on lower components in one run. Use the dry cloth to remove dirt on the inside CPU case and the paintbrush on the motherboard. Do not worry if the blades of internal fans spin. This is expected and it is important to keep these components clean. Be thorough, but do not press on cords or components.
- 3.8 **Close the CPU:** After dusting the interior of the CPU, replace the casing of the machine and secure with screws.
- 3.9 **Clean the outer parts of the computer:** When the interior parts are already tidy, clean the CPU case, keyboard, mouse and other attached peripherals using separate

Prepared by:


Property and Supply Officer

Approved by:


SUC President

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SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	1 January 2018
SUBJECT	HOW TO CLEAN THE COMPUTER		

dry cloth. When it is already dust-free, damp the dry cloth with all-purpose computer cleaner and apply to the exterior parts to polish surfaces and remove stains.

3.10 **Reconnect the CPU:** After performing thorough cleaning. Return computer to its usual spot and reattach the power cord and other cables. If the master power is off, be sure to turn it on again or the machine will not start.

3.11 **Clean up the work space:** The initial run will churn up a lot of particulates. Depending on the workspace, you may need to get a small vacuum and clean the area around the computer.

4.0 Frequency:

4.1 A yearly schedule is intended for the maintenance of the computers and may be made simultaneously.

5.0 Tips:

5.1 Wearing a dust mask can save a good deal of irritation and sneezing, especially if one has a breathing or lung problem.

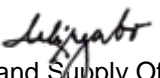

5.2 Cleaning the machine outside can save a lot of clean-up. However, be sure that there are no extraneous materials (wood chips or twigs) that can enter the machine. Articles such as this can cause major damage.


6.0 Safety Requirements:

6.1 **Never use a feather duster, Swiffer-type product, or vacuum inside the computer.** Such tools can generate static charges which have the ability to fry internal components.

6.2 Blowing on the inside of the computer is not recommended. This does very little and runs the risk of accidentally spitting on internal components. It might also churn dust up into a person's face.

6.3 Although the process above is very safe, dusting can still lead to anomalous errors. While rare, dusting can sometimes cause just the wrong particle to settle in just the wrong place. However, the benefits of cleaning out the computer far outweigh the risks. In addition, NOT cleaning the computer can eventually lead to overheating and component failure.

Prepared by:  Property and Supply Officer	Approved by:  SUC President
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SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	1 January 2018
SUBJECT	MAINTENANCE OF AIR-CONDITIONING UNIT		

1.0 Person Responsible: Aircon Technician



2.0 Materials and Equipment: Air Condition Unit
Screwdrivers


3.0 Steps:

- 3.1 Remove the air condition unit from the frame if it is a window-type air condition unit.
- 3.2 Remove and clean the plastic cover.
- 3.3 Likewise, clean the air filter, evaporator and drain pan.
- 3.4 Clean the condenser.
- 3.5 Check the tightness of all electrical connections.
- 3.6 Check the pressure of the refrigerant.
- 3.7 Check the vibration level of the compressor, condenser, fan motor and evaporator.
- 3.8 Return the air condition unit.

4.0 Safety Requirement:

- 4.1 Make sure that the air condition unit is turned off before removing it from the frame.
- 4.2 Wear appropriate PPEs during operation or maintenance of the air condition unit.
- 4.3 Allow the unit to cool off before any repair or maintenance is performed.

Prepared by:  Supply and Property Officer	Approved by:  SUC President
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU/AA-04-01
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 2
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 January 2018
SUBJECT	CONDUCT OF ADMISSION AND REGISTRATION		

ACRONYMS USED:

RSUEE – Romblon State University Entrance Examination
 FM – Forms Manual
 RSU – Romblon State University
 ROTC – Reserve Officers' Training Course
 NSTP – National Service Training Program

PERSON RESPONSIBLE: Admissions Office

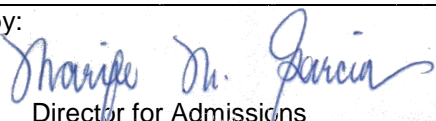
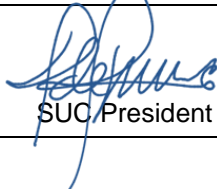
STEPS:


1. Collect Report of Grades and other credentials from student, evaluate the credentials if fit for University work, and forward these properties to the Registrar to be kept in customer's individual file.
2. Ask qualified customer to fill up Entrance Examination Application Form (FM-RSU/AA-04-01) and to pay the examination fee and to take the exam.
3. Administer the RSUEE and post the test results.
4. Ask passers to check colleges where they intend to enroll and to verify if the college has other admission criteria.
5. Ask customer to undergo medical checkup and advise those who fail to seek medical care before enrolling.
6. Ask those fit to proceed to guidance counseling for interview and career guidance.
7. Issue Admission Slip (FM-RSU/AA-04-02) and endorsement to College where student will enroll.

PERSON RESPONSIBLE: Office of the College Dean

STEPS:

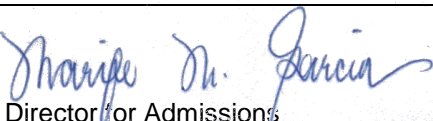

11. Receive Admission Slip and issue Personal Profile Form (FM-RSU/AA-04-03) and Trial Form (FM-RSU/AA-04-04).
12. Ask customer to fill up Personal Profile Form and keep the form in the student-supplied standard folder that will serve as the customer repository of records.
13. Evaluate transferees of his/her previous performance, determine his/her entry level, and advise him/her what subjects to enroll.
14. Guide customer in filling up Trial Form.
15. Assist customer in creating an account in the RSU Automated Enrolment System using the customer's email address.
16. Check the trial form if the allowed subjects for enrolment are entered.
17. Ask customer to register to ROTC/NSTP and to pay the ROTC/NSTP fees.
18. Ask customer also to pay student-managed fees.
19. Recheck subjects entered in trial form and generate a printout of the Registration Form (FM-RSU/AA-04-05) with the tuition and other fees included.
20. Ask customer to pay the required fees to the Cashier
21. Send the customer to the Registrar for stamping of Registration Form and for officially entering customer's name in the University Automated Enrolment System.
22. Send the customer to the IIT to secure his/her RSU Identification Card.

Prepared by:  Director for Admissions	Approved by:  SUC President
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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 January 2018
SUBJECT	CONDUCT OF ADMISSION AND REGISTRATION		

STEPS FOR OLD STUDENTS:

1. Old students will follow steps numbered 14, 16, 17, 18, 19, 20, and 21 if they have not yet taken ROTC/NSTP; otherwise, they will omit step number 17.

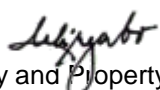
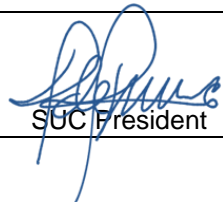
Prepared by:  Director for Admissions	Approved by:  SUC President
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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 January 2018
SUBJECT	ACCREDITATION OF SUPPLIERS		

PERSON RESPONSIBLE: Supply and Property Officer

STEPS:

- 1.0 Require potential supplier to fill-up Supplier Information Sheet (FM-RSU/AFS-04-01).
- 2.0 Check completeness of information. Rate potential supplier using Supplier Evaluation Sheet. Use FM-RSU/AFS-04-02.
- 3.0 If potential suppliers meet the passing mark, include on the List of Qualified Suppliers. Addendum is prepared whenever necessary. Use Addendum Form. Inform potential supplier of their status of accreditation.
- 4.0 Update List of Accredited Supplier once a year whenever there are changes.
- 5.0 Evaluate the Supplier's Performance. Refer to WI-RSU/AFS-04-02 Supplier Performance Rating.

Prepared by:  Supply and Property Officer	Approved by:  SUC President
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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 January 2018
SUBJECT	EVALUATION OF SUPPLIERS		

PERSON RESPONSIBLE: Supply and Property Officer

DEFINITION OF TERMS:

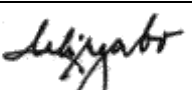
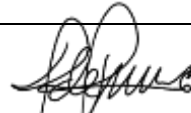
- Listed** - a status of supplier wherein accreditation is maintained.
- Conditional** - a status of supplier with one to three times below passing mark.
- Delisted** - a status of supplier disqualified and removed from the List of Qualified Suppliers.


STEPS:

- 1.0 Purchasing Officer will rate all suppliers with Purchase Order requisitioned by the concerned staff. Use Supplier Performance Rating Sheet (FM-RSU/AFS-04-03). Indicate the corresponding PO Number and date of PO on the back portion of Supplier Performance Sheet.
- 2.0 Compute the average score per transaction and determine the general average score on annual basis using the following:

Where:

E (Excellent)	=	5.0
VG (Very Good)	=	Below 5.0 to 4.0
S (Satisfactory)	=	Below 4.0 to 3.0
F (Fair)	=	Below 3.0 to 2.0
P (Poor)	=	Below 2.0
- 3.0 Using said data, check the appropriate box on the front page of Supplier Performance Sheet and indicate the general average score together with the corresponding final rating.
- 4.0 Passing Mark is set at 3. A rating lower than 3 puts the supplier in a conditional status. A supplier with more than 3 times below passing mark is disqualified and delisted from the List of Accredited Supplier except for a supplier with "Exclusive Distributorship" wherein correspondence is sent informing of their status of performance.
- 5.0 Prepare Addendum to the List of Accredited Supplier whenever necessary. Use Addendum (List of Qualified Supplier) FM-RSU/AFS-04-04. The List of Approved/Accredited Vendors is updated annually whenever there are changes.
- 6.0 A delisted vendor may apply for re-accreditation after 3 months.
- 7.0 A Report on Supplier's Performance is prepared annually.
- 8.0 Suppliers' performance will be evaluated after every 6 months.

Prepared by:  Supply and Property Officer	Approved by:  SUC President
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	Republic of the Philippines ROMBLON STATE UNIVERSITY	DOCUMENT CODE	WI-RSU-05-01
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 OF 1
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	1 January 2018
SUBJECT	HOW TO EVALUATE INTERNAL QUALITY AUDITORS		


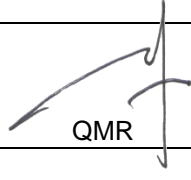
PERSON RESPONSIBLE: **Head, Internal Audit Group**

STEPS:

1. Require applicant to fill-up Application for Internal Quality Auditor (FM-RSU/IQA-05-02).
2. Evaluate qualification based on the established Qualification Matrix for Selection of Auditors.
3. Add name to the List of Qualified Internal Quality Auditors to be approved by the QMR.
4. Evaluate Internal Quality Auditor's performance after every conducted audit. Use Internal Quality Auditor Performance Rating (FM-RSU/IQA-05-03).
5. If performance rating is below satisfactory, provide necessary intervention.

QUALIFICATION MATRIX FOR SELECTION OF AUDITORS

PARAMETER	AUDITOR	AUDIT TEAM LEADER
Educational Attainment	At least College Level	At least College Graduate
Total Work Experience	Minimum of 6 months	Minimum of 1 year
Auditor's Training	<ul style="list-style-type: none"> ▪ ISO Awareness ▪ Internal Quality Audit Seminar 	<ul style="list-style-type: none"> ▪ ISO Awareness ▪ Internal Quality Audit Seminar

Prepared by:  Head, Internal Audit	Approved by:  QMR
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