



Republic of the Philippines
CENTRAL PHILIPPINES STATE UNIVERSITY
Kabankalan City, Negros Occidental

QUALITY PROCEDURES MANUAL

CPSU-LIB- QPRM-01

Rev.: 00

BORROWING OF BOOKS

Eff. Date: 12/20/2016

Page 1 of 2

1.0 Objective

To establish a system in the delivery of library services.

2.0 Scope

This work procedure covers the borrowing of books in the University library.

3.0 Definitions and Abbreviations

- 3.1. Borrower's Slip – a slip issued to a student when borrowing books.
- 3.2. Purpose Slip – a slip to a student where the purpose for borrowing book/s and the due date are indicated.

4.0 References

- 4.1. Library Manual

PREPARED BY:	APPROVED BY:
JULIUS R. FETILUNA Librarian III	FREDDIE C. MANINGO, PhD., CPA SUC President I



QUALITY PROCEDURES MANUAL

CPSU-LIB-QPRM-01

BORROWING OF BOOKS PROCEDURE

Eff. Date: 12/20/2016

Rev.: 00

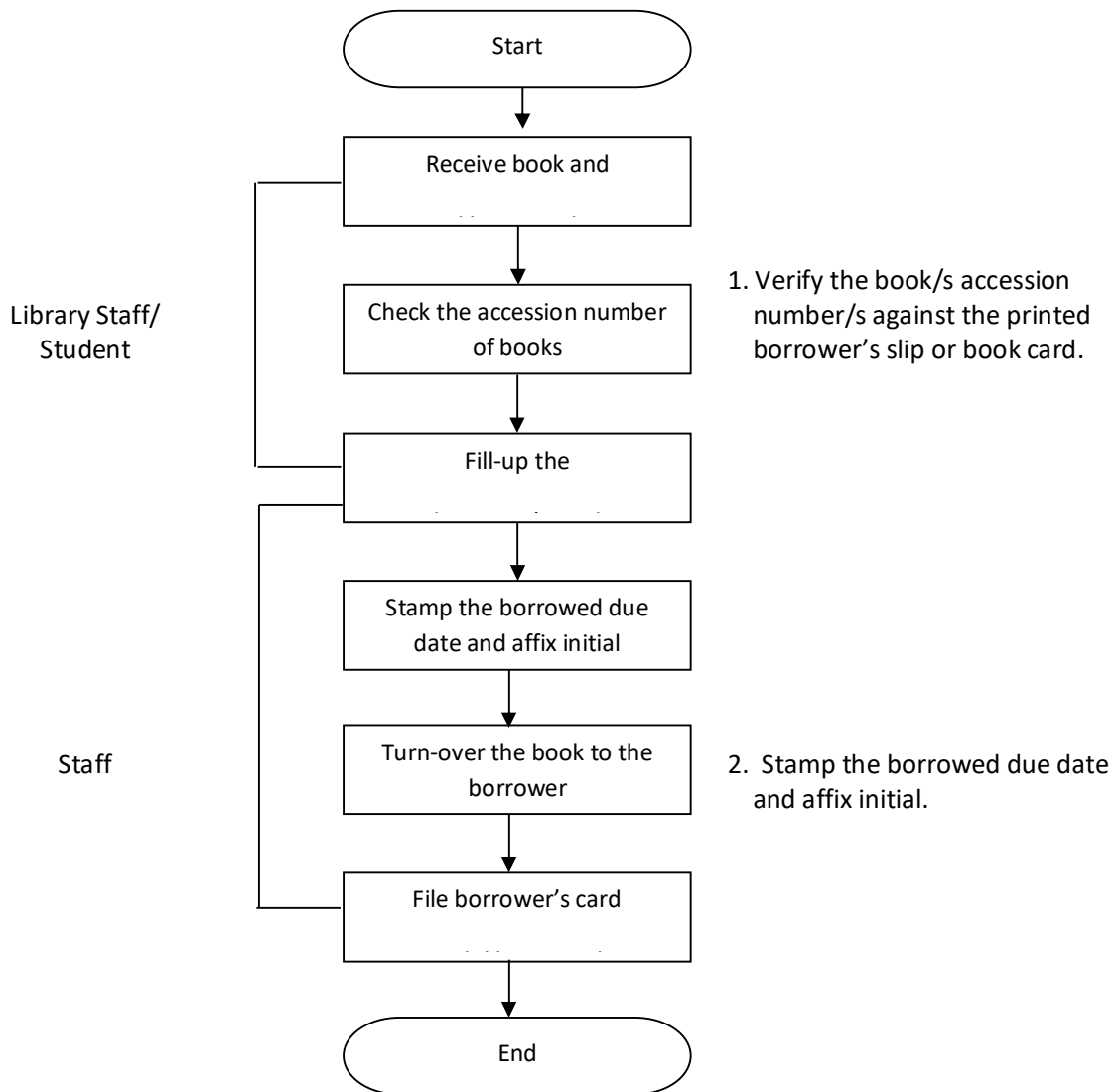
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5.0 Details

RESPONSIBLE PERSON/OFFICE

ACTIVITY

INTERFACE



PREPARED BY:	APPROVED BY:
JULIUS R. FETILUNA Librarian III	FREDDIE C. MANINGO, PhD., CPA SUC President I



Republic of the Philippines
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QUALITY PROCEDURES MANUAL

CPSU-LIB-QPRM-02

Rev.: 00

APPLICATION FOR LIBRARY CARD

Eff. Date: 12/20/2016

Page 1 of 2

1.0 Objective

To establish a system in the delivery of library services.

4.1. Scope

This work procedure covers the returning of books in the University library.

4.1. Definitions and Abbreviations

3.1. Library Card – a card issued to a student which allows him/her to avail of library services.

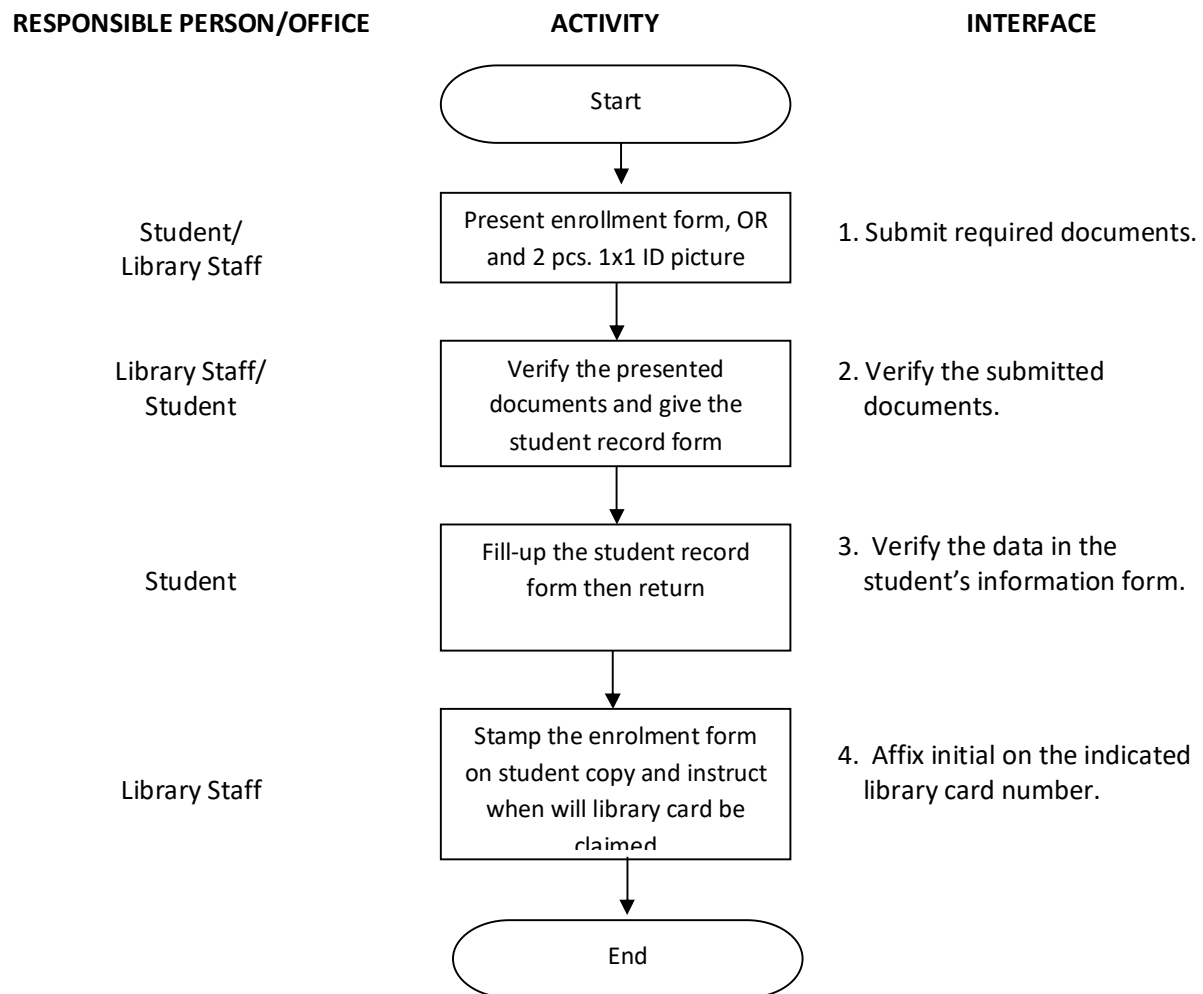
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4.1. Library Manual

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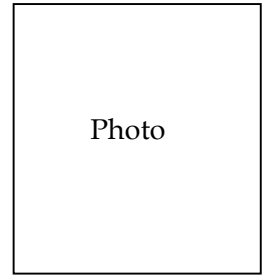
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PREPARED BY:	APPROVED BY:
JJULIUS R. FETILUNA Librarian II	FREDDIE C. MANINGO, PhD., CPA SUC President I



Republic of the Philippines
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University Library



STUDENT'S INFORMATION FORM

Initial	Last Name	First Name	Middle
NAME <i>(in print)</i>			
Home Address			
Course	Major	School Year	
Sex	Date of Birth	CP No.	
Parent/Guardian			
Signature			



Republic of the Philippines
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QUALITY PROCEDURES MANUAL

CPSU-LIB-QPRM-03

Rev.: 00

RETURNING OF BORROWED BOOKS

Eff. Date: 12/20/2016

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1.0 Objective

To establish a system in the delivery of library services.

2.0 Scope

This work procedure covers the returning of books in the University library.

3.0 Definitions and Abbreviations

- 3.1. Borrower's Slip – a slip issued to a student when borrowing books.
- 3.2. Fine Slip – a slip issued to the students with overdue fines for their borrowed book.

4.0 References

- 4.1. Library Manual

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JULIUS R. FETILUNA Librarian III	FREDDIE C. MANINGO, PhD., CPA SUC President I

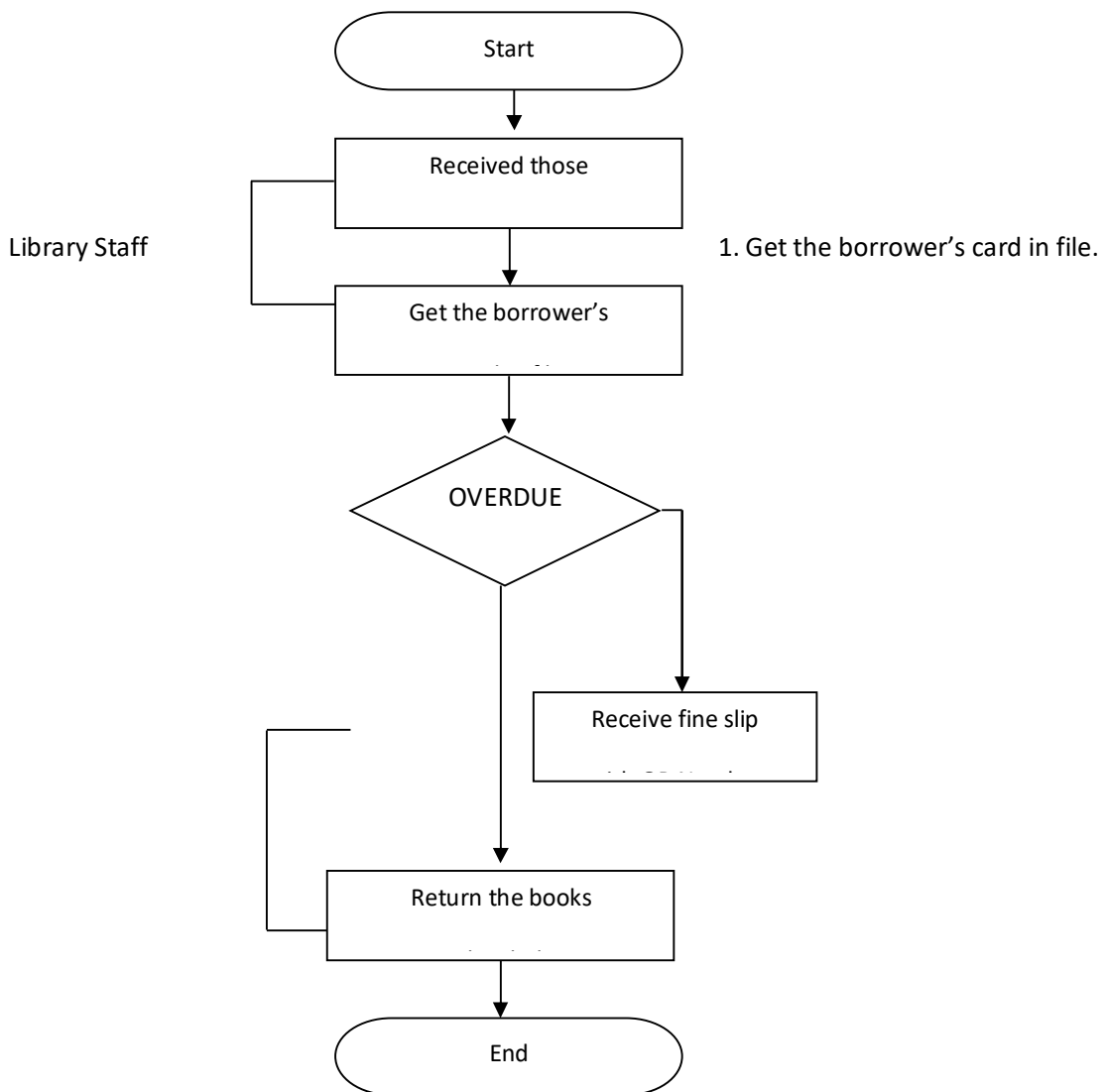


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NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME: 	
DATE: 		ADDRESS: 	
TELEPHONE NUMBER: 			
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED <i>(If Any)</i>
LOCATION OF RECORDS: 		VOLUME IN CUBIC METER: 	
PREPARED BY: (Name & Signature)		POSITION:	
CERTIFIED AND APPROVED BY: <p style="text-align: center;">This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.</p> <div style="text-align: center; margin-top: 20px;"> <hr style="width: 30%; margin: 0 auto;"/> <p>Name and Signature of Agency Head or Duly Authorized Representative</p> </div>			

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY				ORGANIZATIONAL UNIT			TELEPHONE NO.:		
		ADDRESS				PERSON-IN-CHARGE OF FILES			DATE PREPARED		
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T / P	UTILITY VALUE Adm / F / L / Arc	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	

LEGEND:
 TIME VALUE: **T** - Temporary **P** - Permanent
 UTILITY VALUE: **Adm** - Administrative **F** - Fiscal **L** - Legal **Arc** - Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

 Name and Position

 NAP Records Management Analyst

 Chief of the Division/Department



Republic of the Philippines
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QUALITY PROCEDURES MANUAL

CPSU-RECO-QPRM-01	RECEIVING OF INCOMING DOCUMENTS AND CORRESPONDENCE	Eff. Date: 12/20/2016
Rev.: 00		Page 1 of 2

1.0 Objective

To establish a system and procedures in the Records identification, storage, retrieval, retention and Records Disposition for an orderly and effective flow of information.

2.0 Scope

This procedure applies to all offices in the university system and to be followed by all personnel.

3.0 Abbreviation

RECO – Records Office

4.0 References

Republic Act 9470 (National Archives of the Philippines Act 2007)

Implementing Rules and Regulations of Republic Act No. 9470

AUTHORIZED BY:	APPROVED BY:
JANE T. TOLEDO Administrative Officer V-Records Officer III	FREDDIE C. MANINGO, PhD., CPA SUC President I



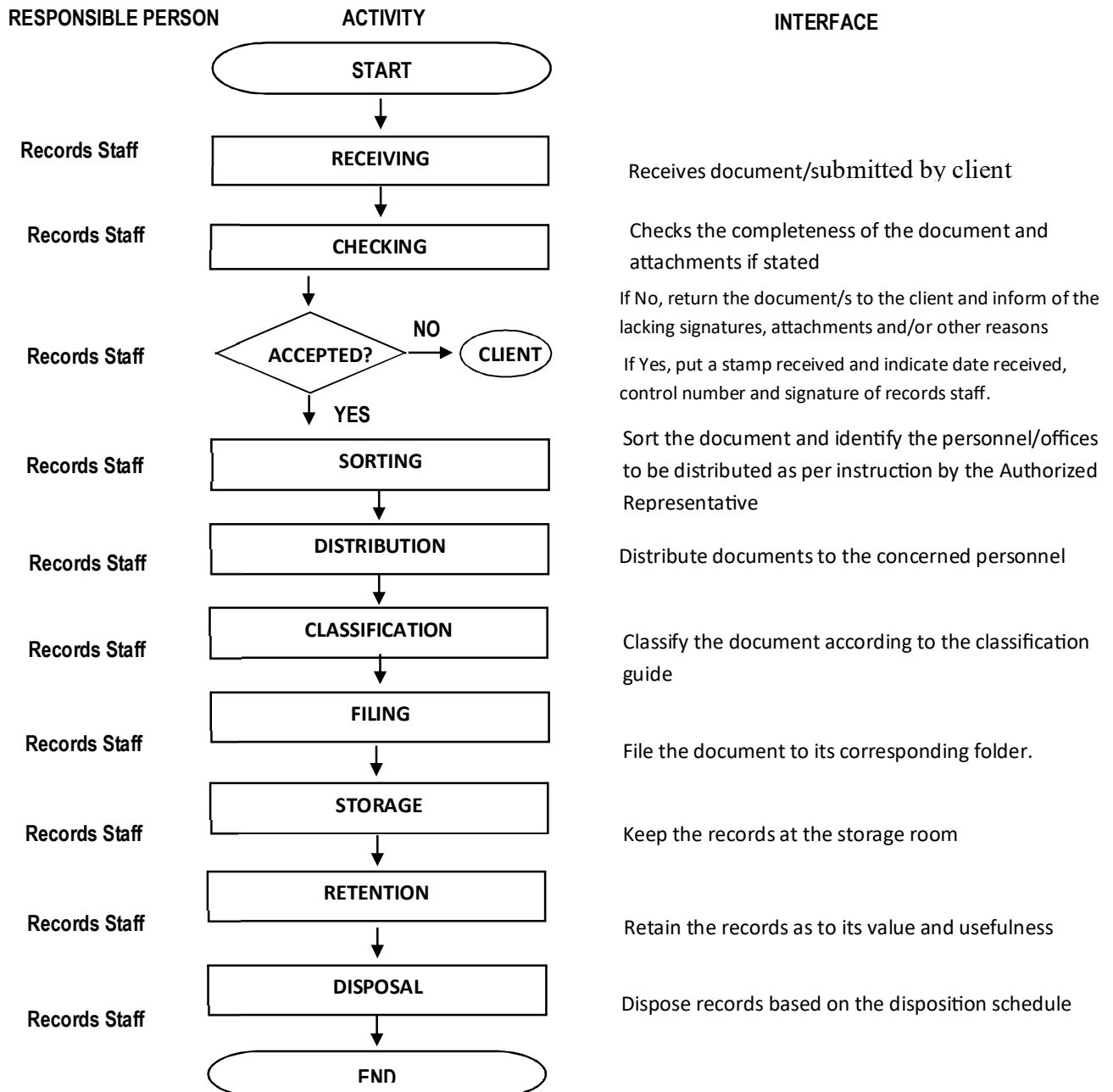
QUALITY PROCEDURES MANUAL

CPSU-RECO-QPRM-01
 Rev.: 00

**RECEIVING OF INCOMING DOCUMENTS AND
 CORRESPONDENCE**

Eff. Date: 12/20/2016
 Page 2 of 2

5.0 Details



AUTHORIZED BY:	APPROVED BY:
JANE T. TOLEDO Administrative Officer V-Records Officer III	FREDDIE C. MANINGO, PhD., CPA SUC President I



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QUALITY PROCEDURES MANUAL

CPSU-RECO-QPRM-02
Rev.: 00

REQUEST OF RETRIEVAL OF DOCUMENTS

Eff. Date: 12/20/2016
Page 1 of 1

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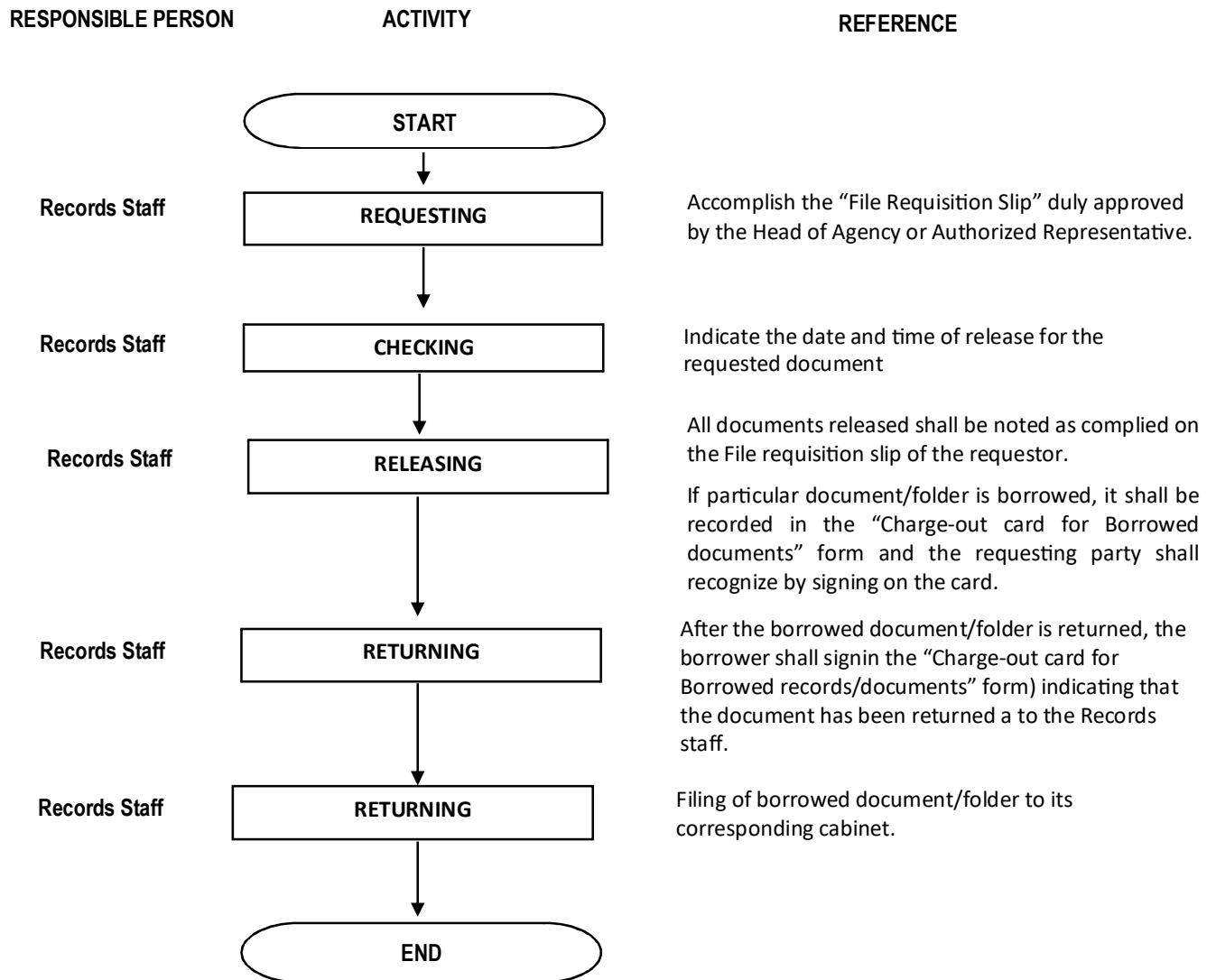
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