**DOCUMENT REGISTRATION, REVISION & ABOLITION FORM**

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

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**Distribution List:**

[ ]  All Offices

[ ]  **OUP** Office of the University President

[ ]  **LEG**  Office of the Legal Counsel

[ ]  **BOR** Office of University and Board Secretary

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

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

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

 [ ]  **DPO** Office of Data Privacy

 [ ]  **QMU** Quality Management Unit

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

 [ ]  **FOI** Freedom of Information

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

[ ]  **QAO** Office of Quality Assurance

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

[ ]  **PME** Office of Planning

[ ]  **PAI** Office of Public Affairs

[ ]  **OAA** Office of Alumni Affairs

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

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

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

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

[ ]  **GST** Office of Graduate Studies

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

 [ ]  **SAS** Student Affairs and Services

[ ]  **GAC** Guidance and Counselling Unit

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

[ ]  **TEM** Testing, Evaluation and Measurement Services

[ ]  **EED** Economic Enterprise Development Unit

[ ]  **SOU** Student Organization Unit

[ ]  **SDU** Student Discipline Unit

[ ]  **SPU** Student Publication

[ ]  **SDS** Student Development Services

 [ ]  **SWS** Student Welfare Services

[ ]  **SDM** Sports Development and Management Unit

[ ]  **SDU** Student Discipline Unit

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

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

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

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

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

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

 [ ]  **HTL** University Hotel

 [ ]  **HRM** Hotel & Restaurant Management Department

[ ]  **CCS** College of Computer Studies

[ ]  **CTE** College of Education

☐ **COE** College of Engineering

 [ ]   **IED** Industrial Engineering Department

 [ ]  **MED** Mechanical Engineering Department

[ ]  **SOL** School of Law

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

[ ]  **COS** College of Science

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

[ ]  **CIT** College of Industrial Technology

[ ]  **VPF** Vice President for Administration

 [ ]  **MPL** Motorpool Unit

[ ]  **OAS** Office of Administrative Services

[ ]  **ASU** Administrative Services Unit

 [ ]  **PSU** Payroll Services Unit

[ ]  **OBL** Obligations and Administrative Support Service Unit

[ ]  **CAS** Cashiering Unit

[ ]  **PRO** Procurement Unit

[ ]  **RAU** Records and Archives Unit

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

[ ]  **CSU** Civil Security Unit

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

 [ ]  **TOD** Training and Organizational Development Unit

 [ ]  **RSP** Recruitment, Selection, and Placement Unit

 [ ]  **EWU** Employee Welfare Unit

 [ ]  **PRM** Performance Management Unit

 [ ]  **FIN** Office of Finance

[ ]  **ACU** Accounting Unit

[ ]  **BMU** Budget Management Unit

[ ]  **CAS** Cashiering Unit

 [ ]  **BAS** Office of Business and Auxiliary Service

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

[ ]  **PDU** Planning and Design Unit

[ ]  **MIU** Monitoring and Inspection Unit

[ ]  **CMU** Contract Management Unit

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

[ ]  **FMU** Facilities Maintenance Unit

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

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

 [ ]  **DHO** Dental Unit

 [ ]  **MSO** Medical Unit

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

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

 [ ]  **IBD** Office of Innovation and Business Development

[ ]  **ERC** Research Ethics Review Committee

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

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

[ ]  **ATL** Analytical Testing Laboratory

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

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

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

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

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

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

[ ]  Others:

[ ]  **DRR** Disaster Risk Reduction

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