

	Agency Name	Title	Description	File Format
Agency abbreviation	Name of agency (spelled out)	Title of the information (record/document)	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.

KSU	Kalinga State University	Republic Act No. 10584	An Act Converting the Kalinga-Apayao State College in the City of Tabuk, Province of Kalinga into a State University to be known as the Kalinga State University and Appropriating Funds Therefor	PDF
KSU	Kalinga State University	KSU Citizen's Charter	Defines the procedures, timelines and person responsible for the services	PDF
KSU	Kalinga State University	KSU Faculty Manual	It features the Functions and Duties, Rights, Responsibilities, Priviledges and Benefits of Faculty Members	PDF
KSU	Kalinga State University	KSU Admin Manual	It features the Powers and Duties, Rights and Responsibilities of the Organization and Management	PDF

KSU	Kalinga State University	KSU Student Manual	It features all the policies, rules and regulation applicable to students in KSU	PUB
KSU	Kalinga State University	Graduate Studies Manual	It features all the policies, guidelines, rules and regulation about the graduate's program of KSU	PUB
KSU	Kalinga State University	KSU RDE Manual	<ul style="list-style-type: none"> > Defines the scope and establish criteria for prioritizing RDE undertakings >Underscores the importance of and function of the RDE organization >Indicates the system for planning, developing, processing and evaluating, monitoring, promoting and disseminating RDE activities and results 	PDF
KSU	Kalinga State University	KSU SPMS Manual	It features the establishment of a performance evaluation system for all officers and employees	PDF
KSU	Kalinga State University	QMS Manual	This Manual featues the University's Quality Management System Manual essentially setting the policies, systems and procedures	PDF

KSU	Kalinga State University	PAWIM	It features procedures and work instructions including prescribed forms and control mechanism	PDF
KSU	Kalinga State University	IGP Manual of Operations	It features the Income Generating Projects Manual of Operations establishing policies, systems and procedures	Standard hard copy
KSU	Kalinga State University	Registrar's Manual of Operations	It defines the functions and duties of the office; different processes and requirements applicable to frontline services; and student's records management.	Standard hard copy
KSU	Kalinga State University	Library Manual	It is a source of information which will serve as a guiding principles in the management of KSU Library System. It also serve as a guide as to how the library resources are acquired, processed, organized, and managed effectively. It is also a training tool for new staff members and a mechanism for refining and the library's current policies and procedures.	Standard hard copy

KSU	Kalinga State University	University Procurement Operations Manual	It manages the procurement of all goods and consulting services of the university as well as the procurement of infrastructure projects both local and foreign funded through grants or government appropriations.	Standard hard copy
KSU	Kalinga State University	People's Freedom of Information Manual	The People's Freedom of Information Manual serve as a guide to clients who request for information under EO No. 2. This Manual shall set out the guidelines and procedures to be followed when a request for relevant information about the University – its Programs, Projects and Activities is made by any person. It also directs the requesting party to the responsible officials of the University in relation to the requested information.	Standard hard copy

KSU	Kalinga State University	College Manuals	<p>These manual is intended to provide the basic information needed in the admission of students until conferment of their respective degrees, curriculum development, on-the-job trainings, conduct of student researches and extension activities and other administrative and academic policies involving faculty and staff.</p>	Standard hard copy
KSU	Kalinga State University	Manual on Flexible Learning Continuity Plan	<p>To ensure the smooth transition from a stern face-to-face learning approach to a more flexible learning approach, the institution has the following Learning Continuity Plan for implementation</p>	Standard hard copy

KSU	Kalinga State University	Republic Act No. 9184 and Its Revised Implementing Rules and Regulations - Updated as of July 03, 2023	It is the guide for the conduct of procurement activities of the University.	Standard hard copy
KSU	Kalinga State University	Board Resolution No. 1578, s. 2019	This resolution vesting the KSU President the authority to approve procurement transactions covering infrastructure and equipment not exceeding Php 20,000,000.00 including the consequential actions such as approving the Notice of Award, Notice to Proceed and Contract Agreement; subject to the review and recommendation of the Board Committee on Finance.	Standard hard copy

KSU	Kalinga State University	Board Resolution No. 1579, s. 2019	This resolution vesting the KSU President the authority to approve procurement transactions covering goods not exceeding Php 3,000,000.00 including the consequential actions such as approving the Notice of Award, Notice to Proceed and Contract Agreement; subject to the review and recommendation of the Board Committee on Finance.	Standard hard copy
KSU	Kalinga State University	COA Circular No. 2023-004 dated June 14, 2023 - Updated Documentary Requirements for Common Government Transactions	This circular serves as a guide on the preparation of documentary requirements for all the transactions of the University	Standard hard copy

KSU	Kalinga State University	Philippine Bidding Documents (As Harmonized with Development Partners) - Procurement of Goods 6th Edition July 2020	This document serve as a guide in the preparation of bidding documents of the university for goods.	PDF, DOC
KSU	Kalinga State University	Philippine Bidding Documents (As Harmonized with Development Partners) - Procurement of Infrastructure Projects 6th Edition July 2020	This document serve as a guide in the preparation of bidding documents of the university for infrastructure projects.	PDF, DOC

KSU	Kalinga State University	Generic Procurement Manuals Volume 1, Volume 2, Volume 3 and Volume 4	The Generic Procurement Manuals serve as a guide on the establishment of procurement systems and organizations, procurement of goods and services, procurement of infrastructure projects and procurement of consulting services	PDF
KSU	Kalinga State University	Kalinga State University	provides the management with the support as to recruitment, staffing, training and development, performance monitoring and rewarding, employee counseling and retirement/separation from service.	Hard Copy

KSU	Kalinga State University	HR MANUAL	provides the management with the support as to recruitment, staffing, training and development, performance monitoring and rewarding, employee counseling and retirement/separation from service.	Hard Copy
KSU	Kalinga State University	MPP (Faculty & Non Teaching)	It is a systematic method of selecting employees on the basis of their qualifications, fitness and ability to perform the duties and assume the responsibilities of the position being filled.	Hard Copy

KSU	Kalinga State University	SPMS Manual		Hard Copy
KSU	Kalinga State University	Institutional Promotion Policy	Provides a fair, just and transparent system of advancement of faculty members with a clear criteria, guidelines, and evaluation procedures based on merit and fitness in the univerisity	Hard Copy

KSU	Kalinga State University	Records and Archives Section Operations Manual	It features the efficient system of creating, storing, retrieving and disposing of information including its protection and control.	Hard Copy
KSU	Kalinga State University	Flexible Learning Continuity Plan 2021	It features the changes of delivery of instruction in all levels of education that uses a flexible learning approach through synchronous and asynchronous modalities.	Hard Copy

KSU	Kalinga State University	Financial Continuity Plan	This manual creates a planning structure that will enable the university of its plan to maintain essential processes and strategy in times of unpredictable events.	Hard Copy
KSU	Kalinga State University	Disaster Risks Reduction Management Manual	This manual formalizes and standardized the disaster risk reduction and management strategies.	Hard Copy

KSU	Kalinga State University	Quality Management System Manual	It features the policies, systems and procedures adopted to implement and continually improve the Quality Management System of the University.	Hard Copy
KSU	Kalinga State University	Faculty Manual	sets forth the rights of faculty members, and various obligations of faculty members to the college, and of the college to faculty members, through policies adopted by the Board of Regents pursuant to its responsibility under section 3.02 of the college bylaws	Hard Copy

KSU	Kalinga State University	Crisis Management Manual	It provides the management and key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency.	Hard Copy
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Online Publication	Location or URL	Disclosure Type	Original Data Owner
Posted in the website (Yes/No)	Location of published information or URL for direct download	Whether the information is either of the following: - public : info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns/create the information

YES	https://ksu.edu.ph/aboutKSU/RA10584	Public	KSU
Yes	https://ksu.edu.ph/good-governance/citcharter	Public	KSU
NO	Unpublished (Office File)	Public	KSU
NO	Unpublished (Office File)	Public	KSU

Yes	ksu.edu.ph	Public	KSU
NO	Unpublished (Office File)	Public	KSU
NO	Unpublished (Office File)	Public	KSU
NO	Unpublished (Office File)	Public	KSU
Yes	https://ksu.edu.ph/transparency/university-quality-manual	Public	KSU

Yes	https://ksu.edu.ph/transparency/pawim	Public	KSU
NO	N/A	Public	KSU
NO	Unpublished (Office File)	Public	KSU
NO	Unpublished (Office File)	Public	KSU

NO	Unpublished (Office File)	Public	KSU
YES	www.ksu.gov.ph/foimanual	Public	KSU

YES	Unpublished (Office File)	Public	KSU
YES	Unpublished (Office File)	Public	KSU

NO	Unpublished (Office File)	Public	GPPB
NO	Unpublished (Office File)	Public	KSU

NO	Unpublished (Office File)	Public	KSU
NO	Unpublished (Office File)	Public	COA

NO	Unpublished (Office File)	Public	GoP
NO	Unpublished (Office File)	Public	GoP

NO	Unpublished (Office File)	Public	GPPB
No	None	None	KSU

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No	https://ksu.edu.ph/sites/default/files/public/transparency1/QMS%20Manual.pdf	Public	KSU
No	None	Public	KSU

No	None	Public	KSU
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Data Maintainer	date_released (or coverage)	frequency_of_up date
Unit responsible in storing the information (can be the same as the Data Owner)	The date when the information was initially released (YYYY-MM-DD) or year only	Daily, Annually, Biannually, Quarterly, Monthly (optional)

KSU/Office of the President	2012-07-23	
KSU/Office of the President	2016-10-20	Every two (2) years
Office of the President/Office of the Vice President	2017-03-20	Every five (5) years
Office of the President/Office of the Vice President	2017-10-08	Every five (5) years

OP, OVP's, Office of the Director of Student Services	2017-08-10	Every two (2) years
OP, OVPASD, Deans	2015-03-20	Every five (5) years
Office of the President/Office of the Vice President	2018-08-05	Every five (5) years
Office of the President/Office of the Vice President	2017-08-10	Annually
Quality Assurance Office	2019-01-07	Every two (2) years

Quality Assurance Office	2019-01-07	Every two (2) years
Office of the Director for Income Generating Projects	2019-01-07	Every two (2) years
Office of the University Registrar	2018-01-20	Every five (5) years
Office of the Director for Library Services	3/1/2007	Every two (2) years

Procurement/ Bids and Awards Committee Office	2019-12-21	Every two (2) years
Office of the Information Officer & Office of the University President	2019-12-18	Every two (2) years

Records Office	2020-08-01	Every two (2) years
Records Office	2021-09-07	Every two (2) years

KSU/Procurement management Office & Bids and Awards Committee	2023-07-03	
KSU / Office of the University Board Secretary	2019-02-21	

KSU / Office of the University Board Secretary	2019-02-21	
KSU / Procurement Management office / Human Resource management office / Finance Office	2023-06-14	

KSU / Procurement Management Office & Bids and Awards Committee	2020-07-01	
KSU / Procurement Management Office & Bids and Awards Committee	2020-07-01	

KSU / Procurement Management Office & Bids and Awards Committee		
Human Resource Management Office		

Human Resource Management Office	11-20-2018	
HRM Office	2023-08-01	

Records & Archives Section	04-15-2023	
Office of the Vice President for Academics and Student Development		

Finance Office	01-02-2024	
KSU DRRMC		

Quality Assurance	02-10-2020	
VPASD		

OP, Records & Archives Section		
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