	<b>SOUTHERN LEYTE STATE UNIVERSITY</b> <b>Sogod, Southern Leyte</b>	DOCUMENT CODE	<b>P-QA01</b>
	<b>QUALITY PROCEDURES MANUAL</b>	REVISION	<b>00</b>
		EFFECTIVITY DATE	<b>20 October 2015</b>
	<b>FOREWORD</b>		


This Quality Procedures Manual is a compilation of the essential policies and procedures of Southern Leyte State University. This manual outlines routine procedures thereby reducing “red tape” and promotes the effective and efficient operations at all levels. Policies, procedures and other information stated therein are derived from policies approved by the Board of Regents, statutory, regulatory and other official requirements. Documentation of the university's policies and procedures promotes the standardization and simplification of the university's functions.

The purpose of this Quality Procedures Manual, then, is twofold: first, to provide statements of policies and procedures for general guidance in conducting operations; and second, to provide specific instructions and guidelines for those personnel who are responsible for the preparation of necessary documents, forms, and other materials involved in the provision of quality services to students, customers and stakeholders,

The SLSU top management is responsible for coordinating the development of policy guidelines to ensure consistent formatting, coordination of revisions/additions to university policies and procedures, and the distribution of this information.


It is the responsibility of the office head to disseminate information pertinent to the functions of subordinates and to ensure that employees are aware of, understand and comply with all issued policies and procedures in the University's Quality Procedures Manual.

  
**PROSE IVY G. YEPES, EdD**  
 University President

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	<b>QUALITY POLICY, VISION, MISSION, GOALS</b>		

## QUALITY POLICY

Southern Leyte State University is committed to disseminate and comply with the requirements to continually improve the effectiveness of the quality management system as to educational processes to satisfy international, statutory, regulatory, industry and customer's requirements which will lead to quality instruction services.

## VISION

A High Quality Corporate Science and Technology University.

## MISSION

SLSU will:

- Produce science and technology leaders and competitive professionals
- Generate breakthrough research in science and technology based disciplines
- Transform and improve the quality of life in the communities in the service areas
- Be self-sufficient and financially viable

## GOALS

1. Develop comprehensive curricula to produce Science and Technology leaders and professionals.
2. Establish a culture of Science and Technology-based research.
3. Facilitate adoption of technology to communities and service areas
4. Intensify production capability.
5. Establish a transparent, efficient and effective management system.