

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapsed	Cost	Appeal/s filed?	Remarks
Monthly	N/A	Standard	Monthly	Daily Time Record	N/A	Completed	1/3/2017		Free	No	
Quarterly	N/A	Standard	Quarterly	DPRC/IPCR	N/A	Completed	1/9/2017		Free	No	
Annually	N/A	Standard	Annually	PDS and SSALN	N/A	Completed	1/23/2017		Free	No	
Annually	N/A	Standard	Annually	NORSU Strategic Planning Workshop	N/A	Completed	2/22/2017		Free	No	
Quarterly	N/A	Standard	Quarterly	Leave Form	N/A	Completed	3/15/2017		Free	No	
Quarterly	N/A	Standard	Quarterly	Travel Order	N/A	Completed	3/20/2017		Free	No	
Annually	N/A	Standard	Annually	PPMP	N/A	Completed	11/2/2017		Free	No	
Annually	N/A	Standard	Annually	Faculty Roster	N/A	Completed	4/19/2018		Free	No	
Biannually	N/A	Standard	Biannually	Instructor's Load	N/A	Completed	7/4/2018		Free	No	

Preraped by:


HERMOSILA A. ADALID, Ph. D.
 OIC Dean of the College of Education