



RA 9299

Republic of the Philippines

June 25, 2004

Negros Oriental State University

NOPS (1907)

NOTS (1927)

EVSAT (1956)

CVPC (1983)

Kagawasan Ave., Dumaguete City, Negros Oriental, Philippines 6200

OFFICE OF THE CAMPUSES ADMINISTRATOR

UNIVERSITY SECURITY MANAGEMENT OFFICE

FOI Registry

Year/Quarter/ Monthly	Tracking Number	Request Type	Date Received	Title of Request/Document Issued	Extension	Status	Date Finished	Days Lapsed	Cost	Appeal/s	Remarks
Monthly	n/a	n/a	n/a	Memo on Guarding Duties for Guest Security Aides	n/a	Successful	n/a	0	0	n/a	Memorandums on Guarding Duties for Guest Security Aides were prepared & issued at least a week before month end.
Monthly	n/a	n/a	n/a	Memo on Guarding Duties for Organic Personnel	n/a	Successful	n/a	0	0	n/a	Memorandums on guarding duties for organic personnel were also prepared & issued at least a week before month end.
Quarterly	n/a	n/a	n/a	Memo on Security Meetings of the Guards	n/a	Successful	n/a	0	0	n/a	Security meetings to update all the guards were done quarterly or as the need arises.

Prepared and Submitted by:

JOSE LUIS P. CATA CUTAN

Asst. Chief Security Officer-Designate