



De La Salle University
RISK MANAGEMENT, COMPLIANCE, AND AUDIT OFFICE

**CONDUCT OF SCHOOLS
PROCESS DOCUMENTATION OUTLINE FORM**

I. BASIC INFORMATION

a. Office /Department _____

b. Unit Head _____
Name Position

c. Process Name _____

d. Process Description/ Objective _____

e. (Sub)Process Owner(s)

_____ Name Position

_____ Name Position

_____ Name Position

f. Date Last Updated _____ g. Effectivity Date _____

II. PROCESS ACTIVITIES/ STEPS

	Activities/ Steps	Narrative Description	Input	Output	Responsible Position	Time
1						
2						
3						



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II. PROCESS ACTIVITIES/ STEPS (CONTINUATION)

	Activities/ Steps	Narrative Description	Input	Output	Responsible Position	Time



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II. PROCESS ACTIVITIES/ STEPS (CONTINUATION)

	Activities/ Steps	Narrative Description	Input	Output	Responsible Position	Time

III. APPROVAL AND SUBMISSION

a. Prepared By:

_____	_____	_____
Signature	Signature	Signature
_____	_____	_____
Name	Name	Name
_____	_____	_____
Position	Position	Position

b. Approved by:

Signature

c. Submission to RMCA Office

Signature