|  |  |  |  |
| --- | --- | --- | --- |
|  | **GESTIÓN DE BIENESTAR UNIVERSITARIO** | **CODIGO** | FO-BU-14 |
| **VERSIÓN**  | 03 |
| **ENTREGA DE TARJETAS DE CEREMONIA** | **FECHA** | 30/11/2022 |
| **PAGINA** | 1 DE 1 |
| **ELABORÓ** | **REVISÓ** | **APROBÓ** |
| Líder Gestión Bienestar Universitario | Equipo Operativo de Calidad | Líder de Calidad |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NOMBRE DEL PROGRAMA** |       |  | **HORA DE LA CEREMONIA** |       |

| **No.** | **FECHA** | **APELLIDOS Y NOMBRES** | **TIPO DE DOCUMENTO** | **NUMERO DE DOCUMENTO** | **CODIGO** | **FIRMA** |
| --- | --- | --- | --- | --- | --- | --- |
| **AA** | **MM** | **DD** |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |

|  |
| --- |
| **CONTROL DE CAMBIOS** |
| **VERSIÓN** | **DESCRIPCIÓN DEL CAMBIO**  | **FECHA** | **RESPONSABLES** |
| 01 | **Creación Documento.** Versión Original integrada al SIGC | 15/09/2017 | Líder de Calidad |
| 02 | **Actualización de Documento.** En el marco de las acciones para el cumplimiento del Plan de Desarrollo Institucional - PDI UFPS 2020-2030, la Vicerrectoría de Bienestar Universitario UFPS ha adelantado la revisión y actualización de procedimientos que conforman el Mapa de Procesos de Gestión de Bienestar. | 25/06/2022 | **Elaborado por:** • Luis Eduardo Trujillo Toscano (Vicerrector Bienestar Universitario)• Luz Silvana Maldonado Carvajal (Jefe Oficina del Egresado)• Paola Alejandra Bolívar Anaya (Profesional Bienestar Universitario)• Andrés Felipe Morales Navarro (Practicante Bienestar Universitario)**Aprobado por:**• Henry Luna (Líder de Calidad) |
| 03      | **Actualización de Documento.** Cambio de Excel a Word del documento "FO-BU-14 ENTREGA DE TARJETAS DE CEREMONIA V2", teniendo en cuenta que se usa con datos superiores a 800 estudiantes que solicitan grado y al estar protegido el archivo y pegar información se desorganiza | 30/11/2022 | **Elaborado por:** • Luis Eduardo Trujillo Toscano (Vicerrector Bienestar Universitario)• Luz Silvana Maldonado Carvajal (Jefe Oficina del Egresado)• Paola Alejandra Bolívar Anaya (Profesional Bienestar Universitario)**Aprobado por:**• Henry Luna (Líder de Calidad) |