

## OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

G/F Administration Building Visca, Baybay City, Leyte 6521-A, PHILIPPINES Trunkline No: (053) 565-0600/ Local: 1065

Email: ohra@vsu.edu.ph Website: www.vsu.edu.ph

## **QUALITY RECORDS MATRIX**

Record Year: 2022 (1st Quarter)

Updated as of March 31, 2022

			1100010 1001. 2022 (1300	, , , , , , , , , , , , , , , , , , , ,	opulated as of march 51, 2022		
#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP- 01	Memo No. 471, series of 2022, re: Reconstitution of the Review Committee on the Anti-Sexual Harassment Rules and Regulations	Archives Display Area	Office of the President	Permanent	Permanent
2.	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP- 01	Memo No. 470, series of 2022, re: Designation as Deputy Document and Records Controller	Archives Display Area	Office of the President	Permanent	Permanent
3.	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP- 01	Memo No. 469, series of 2022, re: Designation as OIC Head, Department of Business Management	Archives Display Area	Office of the President	Permanent	Permanent
4.	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP- 01	Memo No. 468, series of 2022, re: Designation as OIC Head, Instrumentation & Laboratory Equipment	Archives Display Area	Office of the President	Permanent	Permanent
5.	PM-HRM-01 Issuance of Directives, Communication and Certificates	FM-OOP- 01	Memo No. 467, series of 2022, re: Designation as Director for Planning and Infrastructure Project Development and Monitoring	Archives Display Area	Office of the President	Permanent	Permanent
6.	PM-HRM-01 Issuance of Directives,	FM-OOP- 01	Memo No. 463, series of 2022, re: Creation of the Committee on Anti-Red Tape (CART)	Archives Display Area	Office of the President	Permanent	Permanent