



## QUALITY RECORDS MATRIX

Record Year: 2022 (1st Quarter)

Updated as of March 31, 2022

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