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QUALITY RECORDS MATRIX

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	Updated as of : June 20, 2023	
						RETENTION PERIOD ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-002	OP Memo Circular No. 102 Series of 2023 dated June 29, 2023 re: Binding of thesis manuscripts at the VSU Printing Press & VSU Learning Commons (Library) and Submission of Manuscripts E-Copy	Data Filer	OP, VSU	Permanent	Permanent
2	PM-OOP-01	FM-OOP-001	OP Memo No. 687 Series of 2023 dated 29 June 2023 re: 2023 Graduation Focal Persons (GFPs)	Data Filer	OP, VSU	Permanent	Permanent
3	PM-OOP-01	FM-OOP-002	OP Memo Circular No. 101 Series of 2023 dated 26 June 2023 re: Graduation Photo Shoot Final Schedule	Data Filer	OP, VSU	Permanent	Permanent
4	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 100 Series of 2023 dated 22 June re: Graduation Photo Shoot	Data Filer	OP, VSU	Permanent	Permanent
5	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 96 Series of 2023 dated 16 June , 2023 re: Certification as True copy of Appropriate Documentary	Data Filer	OP, VSU	Permanent	Permanent

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.