

**QUALITY RECORDS MATRIX**

Record Year: 2024

Updated as of: JULY-  
SEPTEMBER

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 802: Immediate Conduct of Physical Inventory of Procured but Unused Equipment	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 722: Ms. Riclyn M. Argallon, Designation as Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 617: Mr. Jonel H. Ababat, Designation as Alternate Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-01	Memo 592: Constitution of Inventory Committee, Formulation of Physical Inventory Plan (PIP) for the One-time Cleansing of Property, Plant and Equipment (PPE), Account Balances of VSU Pursuant to COA Circular No. 2020-006 dated January 31, 2020	White, file shelving cabinet	Office of the President	2 years	NA

**OP MEMO CIRCULAR**

