

MANAGEMENT INSTITUTE **ECO-FARM AND RESOURCE**

QUALITY RECORDS MATRIX

Record Year: 2024

Updated as of: JULY-SEPTEMBER

=	MOTHER		DECORD TITLE	CONTINU	OPICINATOR	RETENTION PERIOD	N PERIOD
#	PROCEDURE	FORM NO.	NECORD III LE	LOCATION	ORIGINATOR	ACTIVE	INACTIVE
OP I	OP MEMO						
_	PM-00P-01	FM-00P-	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-00P-01	FM-00P- 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
ω	PM-00P-01	FM-00P- 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-00P-01	FM-00P- 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	N A

OP MEMO CIRCULAR

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