



## QUALITY RECORDS MATRIX

Record Year: 2020-2021

Updated as of: December 31, 2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-ESci 123: Engineering Mechanics-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Beatriz Nicolle A. Oppus	Permanent	
2	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 137: Hydraulics-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Beatriz Nicolle A. Oppus	Permanent	
3	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-ESci 137n: Technopreneurship 101-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Gladys G. Doydora	Permanent	
4	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEnC 152: Advanced Construction Methods & Equipment-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Raffy Andrew G. Loreto	Permanent	
5	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 145n: CE Laws, Ethics, and Contracts-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	John Christian L. Gaviola	Permanent	
6	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 139: Construction Materials and Testing-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Ramil B. Vinculado, Jr.	Permanent	
7	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 199: Undergraduate Seminar-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Raffy Andrew G. Loreto	Permanent	
8	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 113n: Engineering Drawings and Plans-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Raffy Andrew G. Loreto, Ramil B. Vinculado, Jr. and John Christian L. Gaviola	Permanent	

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9	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEnC 151: Project Construction & Management-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Ramil B. Vinculado, Jr.	Permanent	
10	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 121: Engineering Utilities 01-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Raffy Andrew G. Loreto	Permanent	
11	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 198: Civil Engineering Project 1-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	John Christian L. Gaviola	Permanent	
12	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 133: Building Systems Design-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Raffy Andrew G. Loreto and Ramil B. Vinculado, Jr.	Permanent	
13	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 111: Civil Engineering Orientation-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	John Christian L. Gaviola	Permanent	
14	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 132n: Principles of Highway and Railroad Engineering-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	John Christian L. Gaviola	Permanent	
15	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEng 132n: Principles of Highway and Railroad Engineering-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
16	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEng 111: Civil Engineering Orientation-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
17	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEng 133: Building Systems Design-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
18	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEng 198: Civil Engineering Project 1-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
19	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEng 121: Engineering Utilities 01-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review		

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					Committee		
20	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEnC 151: Project Construction & Management-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
21	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEng 113n: Engineering Drawings and Plans-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
22	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEng 199: Undergraduate Seminar-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
23	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-CEng 139: Construction Materials and Testing-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
24	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-CEng 145n: CE Laws, Ethics, and Contracts-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
25	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-CEnS 152: Earthquake Engineering-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
26	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEnC 152: Advanced Construction Methods & Equipment-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
27	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-ESci 137n: Technopreneurship 101-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		

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28	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus- CEng 137: Hydraulics-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
29	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-ESci 123: Engineering Mechanics I-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
30	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-ESci 131n: Engineering Economy-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
31	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-ESci 131n: Engineering Management-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
32	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-CEnS 151: Computer Software in Structural Analysis-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
33	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-CEng 135: Structural Theory-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
34	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus-ESci 110: Pre-Calculus for Engineers-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Department Instructional Material Review Committee		
35	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-ESci 110: Pre-calculus for Engineers-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	John Allan A. Gulles	Permanent	
36	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEng 135: Structural Theory-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Marcelo T. Abrera, Jr.	Permanent	
37	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEnS 152: Earthquake Engineering-1 <sup>st</sup>	White Cabinet, PM-IMD Filer,	Marcelo T. Abrera, Jr.	Permanent	

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			Semester, AY 2021-2022	Folder # 1			
38	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-CEnS 151: Computer Software in Structural Analysis-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	Marcelo T. Abrera, Jr.	Permanent	
39	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-ESci 143: Engineerig Management-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	John Allan A. Gulles	Permanent	
40	PM-IMD-03	TP-IMD-08	Outcome-Based Education (OBE) Course Syllabus-ESci 131n: Engineering Economy-1 <sup>st</sup> Semester, AY 2021-2022	White Cabinet, PM-IMD Filer, Folder # 1	John Allan A. Gulles	Permanent	
41	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Alviola, Jess Basil P.	2 years	NA
42	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Ambulo, Lynette C.	2 years	NA
43	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Ampo, Kyla D.	2 years	NA
44	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Calumba Joanna Marie P.	2 years	NA
45	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Caputol, Bryle Arvin T.	2 years	NA
46	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Caranias, Fritz Gerald G.	2 years	NA
47	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Comandante, Fernando C.	2 years	NA
48	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Consuelo, Sandra Luzviminda	2 years	NA
49	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Cullano, Elpedio C.	2 years	NA
50	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Dajotoy, Pastor Jr. O.	2 years	NA
51	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer,	Deluvio, Gary G.	2 years	NA

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				Folder # 2			
52	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Edillor, James Kenneth S.	2 years	NA
53	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Go, Mitzie D.	2 years	NA
54	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Gonzales, Jethro Christian F.	2 years	NA
55	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Guimbal, Mary Rose M.	2 years	NA
56	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Jaca, Jemmel P.	2 years	NA
57	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Milleza, Kenneth Carl R.	2 years	NA
58	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Molina, Joyce Lene D.	2 years	NA
59	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Morada, Daisy Joy O.	2 years	NA
60	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Oraiz, Aira A.	2 years	NA
61	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Paderes, Leandra Margrett L.	2 years	NA
62	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Pelias, Danica Alaiza J.	2 years	NA
63	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Perturbos, Arnold S.	2 years	NA
64	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Serot, Joemar V.	2 years	NA
65	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer,	Sorima, Krizza T.	2 years	NA

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				Folder # 2			
66	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Trongcoso, Roger G.	2 years	NA
67	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Gomez, Paul Kelvin A.	2 years	NA
68	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Montenegro, Likha Y.	2 years	NA
69	NA	FM-REG-20	Report of Grade Completion-CEng 136n, 2nd Semester, SY:2020-2021, EGL	White Cabinet, PM-REG Filer, Folder # 2	Cullano, Elpedio C.	2 years	NA
70	NA	FM-REG-20	Report of Grade Completion-CEng 136n, 2nd Semester, SY:2020-2021, EGL	White Cabinet, PM-REG Filer, Folder # 2	Cambronero, Alyssa Kaye M.	2 years	NA
71	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Abenoja, Joenem Q.	2 years	NA
72	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Cabalquinto, Jayson R.	2 years	NA
73	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Endico, Francis Roy P.	2 years	NA
74	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Placa, Rienalen M.	2 years	NA
75	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Quilantang, Genisa	2 years	NA
76	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Dueñas, Josephus Anthony Jr. M.	2 years	NA
77	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Remoto, Meriam H.	2 years	NA
78	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Lipon, Jhaycel P.	2 years	NA
79	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer,	Taripe, Kristel M.	2 years	NA

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				Folder # 2			
80	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Conte, Danica P.	2 years	NA
81	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Mayol, Bryan James L.	2 years	NA
82	NA	FM-REG-20	Report of Grade Completion-CEng 133, 1st Semester, SY:2020-2021, RAGL	White Cabinet, PM-REG Filer, Folder # 2	Caranias, Fritz Gerald G.	2 years	NA
83	NA	FM-REG-20	Report of Grade Completion-ESci 142, 2nd Semester, SY:2020-2021, JBC	White Cabinet, PM-REG Filer, Folder # 2	Alvero, Lady Dawn D.	2 years	NA
84	NA	FM-REG-20	Report of Grade Completion-ESci 142, 2nd Semester, SY:2020-2021, JBC	White Cabinet, PM-REG Filer, Folder # 2	Infiesto, Marvin R.	2 years	NA
85	NA	FM-REG-20	Report of Grade Completion-ESci 142, 2nd Semester, SY:2020-2021, JBC	White Cabinet, PM-REG Filer, Folder # 2	Velmonte, Jhonbel C.	2 years	NA
86	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Angob, Kristine Jane O.	2 years	NA
87	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Salubre, Reina Marie M.	2 years	NA
88	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Aberilla, Marlo Jr. J.	2 years	NA
89	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Angob, Kristine Jane O.	2 years	NA
90	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Aure, Karlo Bagani B.	2 years	NA
91	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Carillo, Dina Mae A.	2 years	NA
92	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Coretico, Michael P.	2 years	NA
93	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer,	Cabato, Efren P.	2 years	NA

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				Folder # 2			
94	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Loreto, Shiela Mae A.	2 years	NA
95	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Sacay, Miguel Dionesio P.	2 years	NA
96	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Villegas, Iris T.	2 years	NA
97	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Samson, Al Herman M.	2 years	NA
98	NA	FM-REG-20	Report of Grade Completion-CEng 137, 1st Semester, SY:2020-2021, JCG	White Cabinet, PM-REG Filer, Folder # 2	Cambronero, Alyssa Kaye M.	2 years	NA
99	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Mecasia, Bryan L.	2 years	NA
100	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Solar, Rovemar G.	2 years	NA
101	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Balosca, Merrwyn L.	2 years	NA
102	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Mejia, Joan J.	2 years	NA
103	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Garin, Robert D.	2 years	NA
104	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Dacallos, Neil O.	2 years	NA
105	NA	FM-REG-20	Report of Grade Completion-CEng 152, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Cabataña, Leslie D.	2 years	NA
106	NA	FM-REG-20	Report of Grade Completion-CEng 144n, 2nd Semester, SY:2020-2021, MTA	White Cabinet, PM-REG Filer, Folder # 2	Gaviola, Benigno G.	2 years	NA
107	PM-IMD-03	TP-IMD-09	Table of Specification-CEng 111 (1 <sup>st</sup> Semester, 2021-2022)-Midterm Exam	White Cabinet, PM-IMD Filer,	John Christian L. Gaviola		

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				Folder #6			
108	PM-IMD-03	TP-IMD-09	Table of Specification-CEng 139 (1 <sup>st</sup> Semester, 2021-2022)-Midterm Exam	White Cabinet, PM-IMD Filer, Folder #6	Ramil B. Vinculado, Jr.		
109	PM-IMD-03	TP-IMD-09	Table of Specification-CEng 137 (1 <sup>st</sup> Semester, 2021-2022)-Midterm Exam	White Cabinet, PM-IMD Filer, Folder #6	Beatriz Nicolle A. Oppus		
110	PM-IMD-03	TP-IMD-09	Table of Specification-CEng 133 (1 <sup>st</sup> Semester, 2021-2022)-Midterm Exam	White Cabinet, PM-IMD Filer, Folder #6	Raffy Andrew G. Loreto		
111	PM-IMD-03	TP-IMD-09	Table of Specification-CEng 121 (1 <sup>st</sup> Semester, 2021-2022)-Midterm Exam	White Cabinet, PM-IMD Filer, Folder #6	Raffy Andrew G. Loreto		
112	PM-IMD-03	TP-IMD-09	Table of Specification-CEng 113n (1 <sup>st</sup> Semester, 2021-2022)-Midterm Exam	White Cabinet, PM-IMD Filer, Folder #6	Raffy Andrew G. Loreto, Ramil B. Vinculado, Jr. and John Christian L. Gaviola		
113	PM-REG-09	FM-REG-10	Class Roster-1 <sup>st</sup> Semester, 2021-2022-CEng 200a.3-ZF01	White Cabinet, PM-REG Filer, Folder # 1	Department of Civil Engineering	Permanent	
114	PM-REG-09	FM-REG-10	Class Roster-1 <sup>st</sup> Semester, 2021-2022-CEng 200a.3-ZF02	White Cabinet, PM-REG Filer, Folder # 1	Department of Civil Engineering	Permanent	
115	NA	FM-VSU-05	Notice of Meeting CET Documents and Records Controller Committee-November 17, 2021	White Cabinet, FM VSU Filer, Folder # 14	Michelle A. Borleo	5 years	NA
116	NA	FM-VSU-05	Notice of Meeting DCE Web and Publication Committee-October 26, 2021	White Cabinet, FM VSU Filer, Folder # 14	Raffy Andrew G. Loreto	5 years	NA
117	NA	FM-VSU-05	Notice of Meeting DCE Regular Monthly Meeting-November 5, 2021	White Cabinet, FM VSU Filer, Folder # 14	Gladys G. Doydora	5 years	NA
118	NA	FM-VSU-05	Notice of Meeting DCE Monthly Meeting-October 21, 2021	White Cabinet, FM VSU Filer, Folder # 14	Gladys G. Doydora	5 years	NA
119	NA	FM-VSU-03	Communication-Laboratory Fees for 2 <sup>nd</sup> Semester, 2020-2021	White Cabinet, FM VSU Filer, Folder # 13	Office of the Director for Financial Management	2 years	NA

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120	NA	FM-VSU-07	Attendance Sheet-DCE Regular Monthly Meeting-November 5, 2021	White Cabinet, FM VSU Filer, Folder # 14	Department of Civil Engineering	5 years	NA
121	NA	FM-VSU-05	Notice of Meeting-CET ManCom Regular Meeting-October 18, 2021	White Cabinet, FM VSU Filer, Folder # 14	Jannet C. Bencure	5 years	NA
122	NA	FM-VSU-03	Communication Letter-Call for Civil Engineering Capstone Project Adviser	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
123	NA	FM-VSU-03	Communication Letter-Schedule for CE Project Proposal Deliberations	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
124	NA	FM-VSU-04	Certification of actual contact hours of Part-time Instructor	White Cabinet, FM VSU Filer, Folder # 13	Office of the Head of Recruitment, Selection, Placement and Personnel Records	2 years	NA
125	NA	FM-VSU-05	Notice of Meeting-Meeting with Health Coordinators-November 22, 2021	White Cabinet, FM VSU Filer, Folder # 14	Daniel Leslie S. Tan	2 years	NA
126	NA	FM-VSU-10	Excerpt-VSFC-AS Res. No. 2352, s. 2021-Sikap Grant Application of Ando, Lindy Jane	White Cabinet, FM VSU Filer, Folder # 5	Ma. Fe L. Gayanilo	Permanent	
127	NA	FM-VSU-10	Excerpt-VSFC-AS Res. No. 2356, s. 2021-Reconsideration on change of specialization of Corrales, Jessie	White Cabinet, FM VSU Filer, Folder # 5	Ma. Fe L. Gayanilo	Permanent	
128	NA	FM-VSU-10	Excerpt on VSFC-AS Minutes of Meeting for the Renewal of Financial Assistance Contract of Mejia, Hanzel	White Cabinet, FM VSU Filer, Folder # 5	Ma. Fe L. Gayanilo	Permanent	
129	NA	FM-VSU-10	Excerpt on VSFC-AS Minutes of Meeting for the reinstatement letter of Engr. Andy Phil Cortes	White Cabinet, FM VSU Filer, Folder # 5	Ma. Fe L. Gayanilo	Permanent	
130	NA	FM-VSU-10	Excerpt -APB Minutes of Meeting-Recommending approval to grant the leave status	White Cabinet, FM VSU Filer, Folder # 5	Jennifer E. Ando	Permanent	
131	PM-LEG-01	FM-LEG-01	Legal Opinion/Comment-MOA between VSU and ENTTI	White Cabinet, FM VSU Filer, Folder # 15	Atty. Rysan C. Guinocor	2 years	NA
132	NA	FM-VSU-03	Communication Letter endorsing Engr. Oppus to takeover records and responsibilities	White Cabinet, FM VSU Filer, Folder # 13	Jessie B. Corrales	2 years	NA

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133	PM-OOP-01	FM-OOP-05	Communication Letter-2021 Christmas Tree & Holy Lighting Ceremony	White Cabinet, PM OOP Filer, Folder # 13	Office of the President	2 years	NA
134	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 119, s. 2021-Center/Department/Unit-based Fitness Coordinators	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
135	NA	FM-VSU-02	Memorandum Circular No. 10, s. 2021-Documents Tracking System of the Management Information System	White Cabinet, FM VSU Filer, Folder # 2	Office of the Vice President for Administration and Finance	2 years	NA
36	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 117, s. 2021-Monitoring of Accomplishment (Final Schedule)	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
137	NA	FM-VSU-02	Memorandum Circular No. 05, s. 2021-Deadline for Submission of Financial Documents to Budget and Accounting Office	White Cabinet, FM VSU Filer, Folder # 2	Office of the Vice President for Administration and Finance	2 years	NA
138	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 112, s. 2021-Monitoring of Accomplishment	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
139	NA	FM-VSU-13	Accomplishment Report-October 1-31, 2021	White Cabinet, FM VSU Filer, Folder # 1	John Allan A. Gulles	2 years	NA
140	NA	FM-VSU-13	Accomplishment Report-Work from Home on September 1-3, 6-10, 13-17, 20-24, 2021	White Cabinet, FM VSU Filer, Folder # 1	Marcelo T. Abrera, Jr.	2 years	NA
141	NA	FM-VSU-13	Accomplishment Report-Work from Home on October 4-8, 2021	White Cabinet, FM VSU Filer, Folder # 1	Beatriz Nicolle A. Oppus	2 years	NA
142	NA	FM-VSU-13	Accomplishment Report-November 1-30, 2021	White Cabinet, FM VSU Filer, Folder # 1	John Allan A. Gulles	2 years	NA
143	NA	FM-VSU-13	Accomplishment Report-Work from Home on September 1-3, 6-10 & 16-17, 2021	White Cabinet, FM VSU Filer, Folder # 1	Beatriz Nicolle A. Oppus	2 years	NA
144	NA	FM-VSU-13	Accomplishment Report-Work from Home on September 1-3, 6-10 & 13-17, 20-24 & 27 2021	White Cabinet, FM VSU Filer, Folder # 1	Ramil B. Vinculado, Jr.	2 years	NA
145	NA	FM-VSU-13	Accomplishment Report-Work from Home on August 23 & 31, 2021	White Cabinet, FM VSU Filer, Folder # 1	Gladys G. Doydora	2 years	NA

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146	NA	FM-VSU-13	Accomplishment Report-August 23 & 31, 2021	White Cabinet, FM VSU Filer, Folder # 1	Gladys G. Doydora	2 years	NA
147	NA	FM-VSU-13	Accomplishment Report-September 1-30, 2021	White Cabinet, FM VSU Filer, Folder # 1	Gladys G. Doydora	2 years	NA
148	NA	FM-VSU-13	Accomplishment Report-August 1-30, 2021	White Cabinet, FM VSU Filer, Folder # 1	Gladys G. Doydora	2 years	NA
149	NA	FM-VSU-13	Accomplishment Report-Work from Home on September 1-3, 6-10, 2021	White Cabinet, FM VSU Filer, Folder # 1	John Christian L. Gaviola	2 years	NA
150	NA	FM-VSU-13	Accomplishment Report-Work from Home on October 5-9, 2021	White Cabinet, FM VSU Filer, Folder # 1	John Christian L. Gaviola	2 years	NA
151	NA	FM-VSU-03	Communication Letter for Dr. Julius Abela-request to allow students to enter the campus	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
152	NA	FM-VSU-03	Communication Letter for CET dean-Request of documents for AACCUP	White Cabinet, FM VSU Filer, Folder # 13	Beatriz Nicolle A. Oppus	2 years	NA
153	NA	FM-VSU-03	Communication Letter for Head Librarian-Request of documents for AACCUP	White Cabinet, FM VSU Filer, Folder # 13	Beatriz Nicolle A. Oppus	2 years	NA
154	NA	FM-VSU-03	Communication Letter - 1 <sup>st</sup> Concept Paper Deliberation (Title Hearing)	White Cabinet, FM VSU Filer, Folder # 13	John Christian L. Gaviola	2 years	NA
155	NA	FM-VSU-03	Communication Letter for DMet Head-Complaint letter	White Cabinet, FM VSU Filer, Folder # 13	John Christian L. Gaviola	2 years	NA
156	NA	FM-VSU-03	Communication Letter-Request to Hire additional faculty	White Cabinet, FM VSU Filer, Folder # 13	DCE Personnel Committee	2 years	NA
157	NA	FM-VSU-03	Communication Letter-Request for casual position	White Cabinet, FM VSU Filer, Folder # 13	DCE Personnel Committee	2 years	NA
158	NA	FM-VSU-03	Communication Letter-Response to the comment on the MOA	White Cabinet, FM VSU Filer, Folder # 13	Beatriz Nicolle A. Oppus	2 years	NA
159	NA	FM-VSU-03	Communication Letter-Endorsement for the Scholarship of John Christian L. Gaviola	White Cabinet, FM VSU Filer, Folder # 13	Beatriz Nicolle A. Oppus	2 years	NA

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160	NA	FM-VSU-03	Communication Letter-Inventory of Vaccinated and Non-vaccinated Personnel	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
161	NA	FM-VSU-03	Communication Letter-recommends members for Program Advisory Council	White Cabinet, FM VSU Filer, Folder # 13	CET Management Council	2 years	NA
162	NA	FM-VSU-03	Communication Letter-Expiration date of the appointments of faculty member	White Cabinet, FM VSU Filer, Folder # 13	Office of the Head of Recruitment, Selection, Placement & Personnel Records	2 years	NA
163	NA	FM-VSU-03	Communication Letter-Request for transfer of students' academic advising	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
164	NA	FM-VSU-03	Communication Letter-Request of documents for AACCUP	White Cabinet, FM VSU Filer, Folder # 13	Beatriz Nicolle A. Oppus	2 years	NA
165	NA	FM-VSU-03	Reinstatement Letter	White Cabinet, FM VSU Filer, Folder # 13	Raffy Andrew G. Loreto	2 years	NA
166	NA	FM-VSU-03	Communication Letter-Request of documents for AACCUP	White Cabinet, FM VSU Filer, Folder # 13	Raffy Andrew G. Loreto	2 years	NA
167	NA	FM-VSU-03	Communication Letter-Request of documents from Pag-IBIG Office	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
168	NA	FM-VSU-03	Communication Letter-Request of documents for AACCUP to the Director of Physical Plant Office	White Cabinet, FM VSU Filer, Folder # 13	Raffy Andrew G. Loreto	2 years	NA
169	NA	FM-VSU-03	Recommendation Letter-Ar. Raffy Andrew G. Loreto as OIC-Head	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
170	NA	FM-VSU-03	Communication Letter-reinstatement letter	White Cabinet, FM VSU Filer, Folder # 13	Andy Phil D. Cortes	2 years	NA
171	NA	FM-VSU-03	Communication Letter-Request of the following information for CET website	White Cabinet, FM VSU Filer, Folder # 13	College of Engineering and Technology	2 years	NA
172	NA	FM-VSU-03	Communication Letter-Request of documents for AACCUP to Head Librarian	White Cabinet, FM VSU Filer,	Gladys G. Doydora	2 years	NA

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				Folder # 13			
173	NA	FM-VSU-03	Communication Letter-in response to the notation in the excerpt minutes of VSFC-AS Res No. 2356	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
174	NA	FM-VSU-03	Communication Letter-reduced total workload for Engr. Cortes for 1 <sup>st</sup> semester, 2021-2022	White Cabinet, FM VSU Filer, Folder # 13	Gladys G. Doydora	2 years	NA
175	NA	FM-VSU-03	Communication Letter-endorsing Engr. Oppus to takeover records and responsibilities related to the registrar services	White Cabinet, FM VSU Filer, Folder # 13	Jessie B. Corrales	2 years	NA
176	NA	FM-VSU-03	Communication Letter-endorsing Engr. Vinculado to takeover records and responsibilities related to the registrar services	White Cabinet, FM VSU Filer, Folder # 13	Lindy Jane L. Ando	2 years	NA
177	PM-LEG-01	FM-LEG-01	Legal Opinion/Comment-MOA between VSU and ENTTI	White Cabinet, FM VSU Filer, Folder # 15	Atty. Rysan C. Guinocor	2 years	NA
178	PM-VPA-03	FM-VPA-01	Report of Actual Teaching Load-1 <sup>st</sup> Semester, 2021-2022-Updated	White Cabinet, PM-VPI Filer, Folder # 4	Department of Civil Engineering	2 years	NA
179	NA	FM-VSU-07	Attendance Sheet-DCE Regular Monthly Meeting	White Cabinet, FM VSU Filer, Folder # 14	Department of Civil Engineering	2 years	NA
180	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	Ramil B. Vinculado, Jr.	4 years	NA
181	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	John Christian L. Gaviola	4 years	NA
182	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	Gladys G. Doydora	4 years	NA
183	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	Beatriz Nicolle A. Oppus	4 years	NA
184	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	Raffy Andrew G. Loreto	4 years	NA

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185	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	John Allan A. Gulles	4 years	NA
186	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	Marcelo T. Abrera, Jr.	4 years	NA
187	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	Andy Phil D. Cortes	4 years	NA
188	PM-VPA-03	FM-VPA-02	Individual Faculty Workload-1 <sup>st</sup> Semester, 2021-2022-Updated	White Cabinet, ISO Evidence Filer, Folder # 8.0-6	John Christian L. Gaviola	4 years	NA
189	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 138, series of 2021-Adjustment in Academic Activities/Schedules in the Aftermath of Typhoon	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
190	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 141, series of 2021-Administrative Order No. 45 "Authorizing the Grant of Services Recognition Incentive (SRI) to Government Employees for Fiscal Year (FY) 2021"	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
191	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 140, series of 2021-Submission of the 2021 Annual Accomplishment Report	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
192	PM-OOP-01	FM-OOP-01	Memorandum No. 715, series of 2021-Preparation and Online Submission of Fiscal Year (FY) 2021 Gender and Development Accomplishment Report (GAD AR)	White Cabinet, PM-OOP Filer, Folder # 1	Office of the President	2 years	NA
193	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 137, series of 2021-Proclamation No. 1267 "Declaring a State of Calamity in Regions IV-B, VI, VII, VIII, X and XIII and CSC MC No. 2 and 16 s. 2012 Special Emergency Leave to Government Employees Affected by Calamities/Disasters and Supplemental Guidelines in the Grant of Special Emergency Leave	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
194	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 134, series of 2021-Extension of Class Suspension until December 24, 2021; Clearing and clearing operations in All VSU Campuses in response to the aftermath of	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA

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			Typhoon Odette				
195	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 132, series of 2021-Suspension of Work and Classes on December 15, 1:00 PM until December 16, 2021 to prepare for Typhoon Odette	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
196	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 131, series of 2021-Conduct of Year End Performance Assessment 2021	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
197	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 130, series of 2021-Employee Satisfaction Survey	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
198	PM-OOP-01	FM-OOP-01	Memorandum No. 697, series of 2021-Management of Unit-based Social Media Accounts	White Cabinet, PM OOP Filer, Folder # 1	Office of the President	2 years	NA
199	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 129, series of 2021-Operational Planning Workshop and Reframing Strategic Plan	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
200	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 128, series of 2021-18-day Campaign to End Violence Against Women	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
201	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 127, series of 2021-Updated Health and Safety Protocol in VSU Pursuant to Executive Order No. 126 of the Baybay City LGU dated 18 November 2021	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
202	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 126, series of 2021-Submission of OPCR with Guides	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
203	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 123, series of 2021-CSC Memorandum Circular No. 16, s. 2021 "Interim Guidelines on Absences of Government Officials and Employees Due to COVID-19 Vaccination and/or Adverse Events Following Immunization (AEFI) of COVID-19 Vaccine	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA
204	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 125, series of 2021-Rerouting of Road Traffic Effective December 1, 2021	White Cabinet, PM OOP Filer, Folder # 2	Office of the President	2 years	NA

Prepared/Submitted by:

**MARIA PRECILLA P. BALO**

Deputy Document and Records Controller /Date

Noted by:

**GLADYS G. DOYDORA**

Head of Office/ Date

Reviewed by:

**MICHELLE A. BORLEO**

College dDRC  
Date

Received and Reviewed by:

**PAMELA P. ORAÑO**

University Document and Records Controller  
Date