



## QUALITY RECORDS MATRIX

Record Year: 2023

Updated as of : June 30, 2023

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 59, series of 2023 re Cultural Allowance	Data Filer #7	Office of the President	Permanent	Permanent
2.	PM-OOP-01	FM-OOP-01	OP Memorandum # 587, series of 2023 re Safety reminders during your stay here in VSU	Data Filer #7	Office of the President	Permanent	Permanent
3.	N/A	FM-VSU-02	OVPA MEMORANDUM CIRCULAR NO. 17, Series of 2023 re: Conduct of Class Observation by Supervisor	Data Filer #7	Office of the Vice President for Academic Affairs	Permanent	Permanent
4.	N/A	FM-VSU-02	OVPA MEMO Circular #18, series of 2023 re: Submission of INDIVIDUAL FACULTY WORKLOAD for 2nd Semester, SY 2022-2023	Data Filer #7	Office of the Vice President for Academic Affairs	Permanent	Permanent
5.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 61, series of 2023 re Consumption and Selling of Alcoholic Drinks	Data Filer #7	Office of the President	Permanent	Permanent
6.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 62, series of 2023 re Unconditionally No Smoking in All VSU Campuses	Data Filer #7	Office of the President	Permanent	Permanent
7.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 64, series of 2023 re Policy on the Flying of Drones in all VSU Campuses	Data Filer #7	Office of the President	Permanent	Permanent
8.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 63, series of 2023 re 99th VSU Anniversary Fun Run for a Cause	Data Filer #7	Office of the President	Permanent	Permanent
9.	N/A	FM-VSU-01	GS Memorandum No. 05, series of 2023 re GS Graduation Requirements	Data Filer #7	Graduate School	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.

43.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 91, series of 2023 re One-Time Rice Assistance	Data Filer #7	Office of the President	Permanent	Permanent
44.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 96, series of 2023 re Certification as True Copy of Appropriate Documentary Evidences to Support Claims on Accomplishments for Faculty Reclassification pursuant to DBM & CHED Joint Circular No. 3, s of 2022 dated Oct. 18, 2022	Data Filer #7	Office of the President	Permanent	Permanent
45.	N/A	FM-VSU-02	OVPAF Memo Cir. No. 09, S.2023 - Additional request for Monetization of Leave Creadits (MLC) for CY 2023	Data Filer #7	Office of the Vice President for Administration and Finance	Permanent	Permanent
46.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 100, series of 2023 re Graduation Photo Shoot	Data Filer #7	Office of the President	Permanent	Permanent
47.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 101, series of 2023 re Graduation Photo Shoot Final Schedule	Data Filer #7	Office of the President	Permanent	Permanent
48.	PM-OOP-01	FM-OOP-01	OP Memorandum # 687, series of 2023 re 2023 Graduation Focal Persons (GFPs)	Data Filer #7	Office of the President	Permanent	Permanent
49.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 102, series of 2023 re Binding of thesis manuscripts at the VSU Printing Press & VSU Learning Commons and Submission of Manuscript E-Copy	Data Filer #7	Office of the President	Permanent	Permanent

Prepared/Submitted by:

  
**RHEA ANGELIE F. DAYONDON** 7/3/23

Deputy Document and Records Controller /Date

Noted by:

  
**LILIAN B. NUÑEZ**

Director, ISRDS/ Date 7/3/23

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