

QUALITY RECORDS MATRIX

Record Year: 2025 Updated as of : Sept. 4, 2025

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-00P-02	OP Memo Circular No. 186 Series of 2025 dated June 30, 2025 re: Submission of OPCR, DPCR, UPCR and IPCR with Actual Accomplishments, Necessary Means of Verifications or Evidences....	Data Filer	OP, VSU	Permanent	Permanent
2	PM-OOP-01	FM-00P-02	OP Memo Circular No. 184 Series of 2025 dated June 25, 2025 re: Invitation/First User Training Webinar: Getting Started with JoVE at Visayas State University	Date Filer	OP, VSU	Permanent	Permanent
3	PM-OOP-01	FM-00P-02	OP Memo Circular No. 183 Series of 2025 dated June 24, 2025 re: Calibration of OPCR, DPCR, and UPCR Target and their Ratings	Data Filer	OP, VSU	Permanent	Permanent
4	PM-OOP-01	FM-00P-02	OP Memo Circular No. 176 Series of 2025 dated June 13, 2025 re: Guidelines on the Submission and Binding of Theses, Dissertations, Manuscripts, Capton Project and Case Studies, AY 2024-2025	Data Filer	OP, VSU	Permanent	Permanent
5	PM-OOP-01	FM-00P-02	OP Memo Circular No. 175 Series of 2025 dated June 13, 2025 re: Extension of Deadline for Submitting Academic Requirements for Graduation	Data Filer	OP, VSU	Permanent	Permanent
6	PM-OOP-01	FM-00P-02	OP Memo Circular No. 174 Series of 2025 dated June 9, 2025 re: Supplemental Memorandum of the OP MC No. 144 re Conduct of Commencement Exercises	Data Filer	OP, VSU	Permanent	Permanent

7	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 171 Series of 2025 dated June 3, 2025 re: Reorientation Seminar on the Ease of Doing Business Act, Data Privacy Act of 2012 and Privacy Assessment for Visayas State University Personnel	Data Filer	OP, VSU	Permanent	Permanent
8	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 167 Series of 2025 dated May 30, 2025 re: Health Advisory: Mpox, COVID-19 and Seasonal Illnesses	Data Filer	OP, VSU	Permanent	Permanent
9	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 163 Series of 2025 dated May 22, 2025 re: Participation in the Feedbacking on Draft Instrument for Evaluating Teaching Effectiveness	Data Filer	OP, VSU	Permanent	Permanent
10	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 162 Series of 2025 dated May 22, 2025 re: Conduct of ROTC Instructions in Preparation for RAATI 2025	Data Filer	OP, VSU	Permanent	Permanent
11	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 161 Series of 2025 dated May 21, 2025 re: L&D Activity entitled "Orientation on the BOR Approved International Audit Framework and Special Oath-Taking Ceremony...."	Data Filer	OP, VSU	Permanent	Permanent
12	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 160 Series of 2025 dated May 22, 2025 re: Dissemination of Revised, Discontinued and Newly Registered Procedure Manuals, Guidelines and Forms	Data Filer	OP, VSU	Permanent	Permanent
13	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 159 Series of 2025 dated May 21, 2025 re: Schedule and Guidelines for Graduation Photoshoot	Data Filer	OP, VSU	Permanent	Permanent
14	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 157 of 2025 dated May 19, 2025 re: Reorientation Seminar on the Ease of Doing Business Act, Data Privacy Act of 2012....	Data Filer	OP, VSU	Permanent	Permanent
15	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 158 Series of 2025 dated May 19, 2025 re: Invitation to "Empowering Educational Innovation: Enhancing Learning with MAC and iPad at Visayas State University ...	Data Filer	OP, VSU	Permanent	Permanent

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Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

16	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 154 Series of 2025 dated May 14, 2025 re: Academic Requirements and Clearance Processing Deadlines	Data Filer	OP, VSU	Permanent	Permanent
17	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 153 Series of 2025 dated May 14 2025 re: Compliance Order on the Filing 4	Data Filer	OP, VSU	Permanent	Permanent
18	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 152 Series of 2025 dated May 14, 2025 re: Centralized Safekeeping of Department and Laboratory Keys at the Guard Post	Data Filer	OP, VSU	Permanent	Permanent
19	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 149 Series of 2025 dated May 14, 2025 re: Excusal of ROTC Officers and Cadets from Classes for Tactical Activities	Data Filer	OP, VSU	Permanent	Permanent
20	PM-OOP-01	FM-OOP-02	OP Mem Circular No. 148 Series of 2025 dated May 14, 2025 re: Logistical Support and Participation for the VSU Alumni Homecoming 2025	Data Filer	OP, VSU	Permanent	Permanent
21	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 147 Series of 2025 dated May 9, 2025 re: Temporary Class and Work Adjustment in Observance of the May 12, 2025 National and Local Elections	Data Filer	OP, VSU	Permanent	Permanent
22	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 146 Series of 2025 dated May 8, 2025 re: Excusal of Honorees and Awardees during the Rehearsal and the 2025 Honors and Awards Convocation Program	Data Filer	OP, VSU	Permanent	Permanent
23	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 145-A Series of 2025 dated May 8, 2025 re: 2025 DOST-0SEI Junior Level Science Scholarship Information Caravan	Data Filer	OP, VSU	Permanent	Permanent
24	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 144 Series of 2025 dated May 6, 2025 re: Conduct of Commencement Exercises	Data Filer	OP, VSU	Permanent	Permanent
25	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 138 Series of 2025 dated April 24, 2025 re: Final Schedule for the L&D Activity on Orientation of GSIS Services and GSIS Touch Enrollment	Data Filer	OP, VSU	Permanent	Permanent

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26	PM-OOP-01	FM-00P-02	OP Memo Circular No. 139 Series of 2025 dated April 28, 2025 re: Participation in the VSU 101 st Anniversary on April 28-30, 2025	Data Filer	OP, VSU	Permanent	Permanent
27	PM-OOP-01	FM-00P-02	OP Memo Circular No. 137 Series of 2025 dated April 24, 2025 re: Monetization of Leave Credits (MLC) in Fiscal Year 2025	Data Filer	OP, VSU	Permanent	Permanent
28	PM-OOP-01	FM-00P-02	OP Memo Circular No. 134 Series of 2025 dated April 23, 2025 re: Suspension of Afternoon Classes on April 23, 2025	Data Filer	OP, VSU	Permanent	Permanent
29	PM-OOP-01	FM-00P-02	OP Memo Circular No. 133 Series of 2025 dated April 22, 2025 re: Performance Gaps in the FY 2024 Agency Performance Review	Data Filer	OP, VSU	Permanent	Permanent
30	PM-OOP-01	FM-00P-02	OP Memo Circular No. 131 Series of 2025 dated April 22, 2025 re: Support for the Perception Survey on VSU's Cultural Heritage Properties	Data Filer	OP, VSU	Permanent	Permanent
31	PM-OOP-01	FM-00P-02	OP Memo Circular No. 127 Series of 2025 dated April 22, 2025 re: Participation to the Opening of the Booth Exhibits on April 23, 2025	Data Filer	OP, VSU	Permanent	Permanent
32	PM-OOP-01	FM-00P-02	OP Memo Circular No. 126 Series of 2025 dated April 21, 2025 re: Fostering Psychological Safety in the Workplace	Data Filer	OP, VSU	Permanent	Permanent
33	PM-OOP-01	FM-00P-02	OP Memo Circular No. 125 Series of 2025 dated April 21, 2025 re: Submission of Signed and Notarized MOAs for BOR Confirmation	Data Filer	OP, VSU	Permanent	Permanent
34	PM-OOP-01	FM-00P-02	OP Memo Circular No. 124 Series of 2025 dated April 20, 2025 re: Call for Active Participation of All Members of the VSU Academic Community in the Resumption of the 101 st VSU Founding Anniversary	Data Filer	OP, VSU	Permanent	Permanent
35	PM-OOP-01	FM-00P-02	OP Memo Circular No. 122 Series of 2025 dated April 16, 2025 re: Countersignature Requirement on Travel Orders	Data Filer	OP, VSU	Permanent	Permanent
36	PM-OOP-01	FM-00P-02	OP Memo Circular No. 119 Series of 2025 dated April 14, 2025 re: Orientation on GSIS Services and GSIS Touch Enrollment	Data Filer	OP, VSU	Permanent	Permanent

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37	PM-OOP-01	FM-00P-01	OP Circular No. 564 Series of 2025 dated April 11, 2025 re: UADCO Referendum 19, s. 2025 UADCO Approval of the Updates and Guidelines for the University Official Uniform Policy for AY 2-25-2026	Data Filer	OP, VSU	Permanent	Permanent
38	PM-OOP-01	FM-00P-02	OP Memo Circular No. 118 Series of 2025 dated April 11, 2025 re: Active Participation in the 101 st VSU Founding Anniversary Activities No. 117, s. 2025 on Work and Class Schedule	Data Filer	OP, VSU	Permanent	Permanent
39	PM-OOP-01	FM-00P-02	OP Memo Circular No. 117 Series of 2025 dated April 11, 2025 re: Supplementation Guidelines to OP Memorandum Circular No. 117, s. 2025..... ..	Data Filer	OP, VSU	Permanent	Permanent
40	PM-OOP-01	FM-00P-02	OP Memo Circular No. 116 Series of 2025 dated April 11, 2025 re: Reminder on Compliance with Civil Service Commission (CSC) Memorandum Circular No. 03, Series of 2025	Data Filer	OP, VSU	Permanent	Permanent
41	PM-OOP-01	FM-00P-02	OP Memo Circular No. 115 Series of 2025 dated April 8, 2025 re: Guidelines on the Display of Materials during the Anniversary Celebration in light of the Election Ban	Data Filer	OP, VSU	Permanent	Permanent
42	PM-OOP-01	FM-00P-02	OP Memo Circular No. 110 Series of 2025 dated April 7, 2025 re: On-Site PRC License Reviewal Service	Data Filer	OP, VSU	Permanent	Permanent
43	PM-OOP-01	FM-00P-01	OP Circular No. 551 Series of 2025 dated April 11, 2025 re: UADCO Referendum 19, s. 2025 UADCO Approval of the Updates and Guidelines for the University Official Uniform Policy for AY 2025-2026	Data Filer	OP, VSU	Permanent	Permanent
44	PM-OOP-01	FM-00P-02	OP Memo Circular No. 109 Series of 2025 dated April 4, 2025 re: 101 st VSU Founding Anniversary Booth Exhibit Guidelines	Data Filer	OP, VSU	Permanent	Permanent
45	PM-OOP-01	FM-00P-02	OP Memo Circular No. 108 Series of 2025 dated April 4, 2025 re: Extension of Deadline for the Call for Nomination for the VSU Performance Awards 2025	Data Filer	OP, VSU	Permanent	Permanent

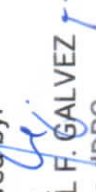
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46	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 107 Series of 2025 dated April 3, 2025 re: Attendance to the Launching of 101 st VSU Founding Anniversary and Oathtaking Ceremonies	Data Filer	OP, VSU	Permanent	Permanent
47	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 106 Series of 2025 dated April 2, 2025 re: Cultural Allowance	Data Filer	OP, VSU	Permanent	Permanent

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