



VISAYAS  
STATE UNIVERSITY



ECOLOGICAL FARM AND  
RESOURCE MANAGEMENT  
INSTITUTE  
Visca, Baybay City, Leyte, PHILIPPINES  
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## QUALITY RECORDS MATRIX

Record Year: 2022

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. 699: Mr. Lourd Franz M. Gabunada, Designation as OIC Head, Department of Biotechnology	White, file shelving cabinet	Office of the President	2 years	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 694: Preparation and Online Submission of Fiscal Year (FY) 2023 Gender and Development (GAD) Plans and Budgets	White, file shelving cabinet	Office of the President	2 years	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 658: Membership to the Technical Working Group (TWG) for the Livestock and Poultry of the RDI Commodity Teams to University Research and Development, and Innovation Technical Working Groups (URDITWGs)	White, file shelving cabinet	Office of the President	2 years	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 655: Mr. Raymund M. Igcasama, Designation as Head of Admission	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 652: Dr. Christina A. Gabrillo, Designation as Head, Department of Development Communication	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 620: Prof. Jesusa M. Magno, Designation as Dean, College of Nursing	White, file shelving cabinet	Office of the President	1 year	NA
7	PM-OOP-01	FM-OOP-01	Memo No. 612-A: Dr. Beatriz S. Belonias, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
8	PM-OOP-01	FM-OOP-01	Memo No. 609: Use of HRIS Module on Recruitment, Selection and Placement (RSP) in Selection of Applicant/s for Faculty Position/s	White, file shelving cabinet	Office of the President	2 years	NA
9	PM-OOP-01	FM-OOP-01	Memo No. 595: Dr. Daniel Leslie S. Tan, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
10	PM-OOP-01	FM-OOP-01	Memo No. 591: Designation as Officer-in-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA

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.



11	PM-OOP-01	FM-OOP-01	Memo No. 589: Designation as Officer-in-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
12	PM-OOP-01	FM-OOP-01	Memo No. 588: Designation as Officer-in-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
13	PM-OOP-01	FM-OOP-01	Memo No. 583: Designation as Head, Department of Plant Breeding & Genetics	White, file shelving cabinet	Office of the President	1 year	NA
14	PM-OOP-01	FM-OOP-01	Memo No. 582: Designation as Director, National Abaca Research Center (NARC)	White, file shelving cabinet	Office of the President	1 year	NA

#### OP MEMO CIRCULAR

1	PM-OOP-01	FM-OOP-02	Memo Circular No. 113: Faculty and Staff Sports Fests 2022 Final Team Composition	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-02	Memo Circular No. 112: Energy Conservation Measures	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-02	Memo Circular No. 111: World Teachers' Day 2022	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-02	Memo Circular No. 110: Culmination Program of the 122 <sup>nd</sup> Philippine Civil Service Anniversary Celebration	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-02	Memo Circular No. 109: Final Schedule of the University Intramural Games 2022	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-02	Memo Circular No. 108: Implementation of Clean-As-You-Go (CLAYGO) Policy	White, file shelving cabinet	Office of the President	2 years	NA
7	PM-OOP-01	FM-OOP-02	Memo Circular No. 104: VSU Free in Campus Tuyok and Bus Rides	White, file shelving cabinet	Office of the President	1 year	NA
8	PM-OOP-01	FM-OOP-02	Memo Circular No. 98: Student On boarding Academic Year 2022-2023	White, file shelving cabinet	Office of the President	1 year	NA
9	PM-OOP-01	FM-OOP-02	Memo Circular No. 96: Orientation and Re-orientation of Duties and Responsibilities & Cascading of Document and Records Control Documented Information	White, file shelving cabinet	Office of the President	1 year	NA
10	PM-OOP-01	FM-OOP-02	Memo Circular No. 95: Revised Schedule of VSU Faculty On-boarding 1 <sup>st</sup> semester AY 2022-2023	White, file shelving cabinet	Office of the President	2 years	NA
11	PM-OOP-01	FM-OOP-02	Memo Circular No. 93: Updated Health and Safety Protocol in VSU Pursuant to IATF Resolution No. 169-A dated 27 June 2022 and CHED Press Release dated 30 August 2022	White, file shelving cabinet	Office of the President	2 years	NA
12	PM-OOP-01	FM-OOP-02	Memo Circular No. 92: Withholding Tax on Other Taxable Compensation	White, file shelving cabinet	Office of the President	2 years	NA



13	PM-OOP-01	FM-OOP-02	Memo Circular No. 91: Opening Program of the 122 <sup>nd</sup> Philippine Civil Service Anniversary and Introduction & Oath-taking of New Appointees and Promoted Faculty and Staff	White, file shelving cabinet	Office of the President	2 years	NA
14	PM-OOP-01	FM-OOP-02	Memo Circular No. 90: ISO 9001:2015 Awareness and Re-Awareness Seminar	White, file shelving cabinet	Office of the President	2 years	NA
15	PM-OOP-01	FM-OOP-02	Memo Circular No. 83: Launching of VSUEE's Branded Moodle App	White, file shelving cabinet	Office of the President	2 years	NA
16	PM-OOP-01	FM-OOP-02	Memo Circular No. 78: Submission of the Updated Citizen's Charter	White, file shelving cabinet	Office of the President	2 years	NA
17	PM-OOP-01	FM-OOP-02	Memo Circular No. 77: Brief process flow and Deadline of Submission of OPCR and IPCR	White, file shelving cabinet	Office of the President	2 years	NA
18	PM-OOP-01	FM-OOP-02	Memo Circular No. 75: Stopping of Procurement through reimbursement basis	White, file shelving cabinet	Office of the President	2 years	NA

#### MEMO CIRCULAR (Other Offices)

1	NA	FM-VSU-02	Memo Circular 6: Signatories of Financial Transactions	White, file shelving cabinet	Office of the Vice President for Administration and Finance	1 year	NA
2	NA	FM-VSU-02	Memo Circular 5: Submission of OPCR for Accomplishment	White, file shelving cabinet	OVPREI	1 year	NA
3	NA	FM-VSU-02	Memo Circular 5: Claims of Monthly Monetary Benefits and payments like Salaries and Wages, Allowances, Honorarium, RATA, Remittances, MOOE and Capital Outlay Projects, charged to MDS Fund or Regular Agency Fund (General Fund).	White, file shelving cabinet	Office of the Vice President for Administration and Finance	2 years	NA

#### IN-COMING COMMUNICATION

1	NA	FM-VSU-03	September 28, 2022: Letter Request be allowed to use a portion (approximately 300 m <sup>2</sup> ) of the hilly area at Eco-FAMI (near the Molave Hill) this 1 <sup>st</sup> semester 2022-2023	White, file shelving cabinet	Department of Soil Science	1 year	NA
2	NA	FM-VSU-03	September 12, 2022: Letter request the services of the driver, Mr. Gelberto Valdevieso, from September 13-15, 2022	White, file shelving cabinet	National Coconut Research Center-Visayas	1 year	NA

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3	NA	FM-VSU-05	September 5, 2022: Notice of Meeting	White, file shelving cabinet	Office of the Head for General Services	1 year	NA
4	NA	FM-VSU-10	Excerpt from the Approved minutes of the APB Meeting; APB Resolution No. 233 Series of 2022, Recommending Approval. August 24, 2022: Mr. Dhenber C. Lusanta, hereby appointed as Teaching Graduate Faculty Member in the field of Horticulture on Permanent Status of the Visayas State University Graduate School effective August 24, 2022 unless sooner terminated subject to pertinent university rules and regulations and the following terms and conditions.	White, file shelving cabinet	OHRSPPR	2 Years	NA
5	NA	FM-OOP-05	August 23, 2022: Advisory, Regular utility are advised to grass cut their surroundings before the scheduled date in the OP Memo	White, file shelving cabinet	Office of the President	1 year	NA
6	NA	FM-VSU-05	August 22, 2022: Necropsy Report, 1 sow	White, file shelving cabinet	Office of the Head for General Services	2 Years	NA
7	NA	FM-VSU-03	August 16, 2022: Necropsy Report, 1 pregnant sow	White, file shelving cabinet	College of Veterinary Medicine	2 Years	NA
8	NA	FM-VSU-03	August 11, 2022: Advisory, recorded 3 active COVID confirmed cases and 1 probable case	White, file shelving cabinet	Office of the President	2 Years	NA
9	NA	FM-VSU-03	July 29, 2022: Letter request Mr. Gelberto Valdevieso to drive the Mitsubishi Canter on August 12, 2022, from 8am until 5pm, here in the campus.	White, file shelving cabinet	Institute of Tropical Ecology and Environmental Management	1 year	NA
10	NA	FM-VSU-03	July 27, 2022: Letter Request approval for the use of the FARM Conference Room for the CAFS In-House Review on August 2-5, 2022 and for the CAFS Workshop to update the BSA Curriculum on August 25-26, 2022	White, file shelving cabinet	College of Agriculture and Food Science	1 year	NA
11	NA	FM-VSU-03	July 22, 2022: Necropsy Report, 1 year old male gate	White, file shelving cabinet	College of Veterinary Medicine	2 Years	NA
12	NA	FM-VSU-03					

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13	NA	FM-VSU-03	July 19, 2022: Letter to apply for a field practice stint in your office starting 2022	White, file shelving cabinet	Department of Agricultural and Biosystems Engineering	1 year	NA
14	NA	FM-VSU-03	July 12, 2022: Request to utilize Eco-FARMI Training Hall for GIS training	White, file shelving cabinet	Department of Biological Sciences	2 Years	NA

#### OUT-GOING COMMUNICATION


1	NA	FM-VSU-03	September 22, 2022: Letter authorizing Ms. Anna Martha C. Monsanton to act as subject in-charge in AG-EX 215 (FB03) on my behalf, settle and issue grades for those extramural graduate students who got incomplete grades in my subjects during my absence - Marejen Villaremo	White, file shelving cabinet	Eco-FARMI	2 Years	NA
2	NA	FM-VSU-03	September 12, 2022: Letter request that Mr. Dhenber C. Lusanta, Ms. Gracielle Dawn L. Gamotin, Mr. Gideon Niel D. Tan, Hadasha N. Bongat be allowed to travel to Chiang Mai, Thailand on October 16-23, 2022	White, file shelving cabinet	Eco-FARMI	1 Year	NA
3	NA	FM-VSU-03	September 7, 2022: Letter recommendation to appoint Mr. Jerome O. Arriado as Officer-In-Charge of the Eco-FARMI on September 9-12, 2022 or until the return of Mr. Dhenber C. Lusanta	White, file shelving cabinet	Eco-FARMI	1 Year	NA
4	NA	FM-VSU-03	September 6, 2022: Letter addressed to Ms. Cruz with regards to their query about the 35 kg vermicast given for free to the following persons: Darlene Cerales, Pacencia Milan, and Ed Noriel.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
5	NA	FM-VSU-03	August 25, 2022: Letter serves as a reference for Ms. Lendelle Editha G. Cagasan - Fe M. Gabunada	White, file shelving cabinet	Eco-FARMI	1 Year	NA
6	NA	FM-VSU-03	August 19, 2022: Letter request that the following members of the Inahan sa Kanunay'ng Panabang Association from Sitio Bakwit, Brgy. Anahawan, Bato, Leyte be allowed to enter the VSU on August 22, 2022 for a bench marking activity at Eco-FARMI Demo Farm	White, file shelving cabinet	Eco-FARMI	1 Year	NA
7	NA	FM-VSU-03	August 18, 2022: Letter recommendation to appoint Mr. Jerome O. Arriado as Officer-In-Charge of the Eco-FARMI on August 20-27, 2022 or until the return of Mr. Dhenber C. Lusanta	White, file shelving cabinet	Eco-FARMI	1 Year	NA
8	NA	FM-VSU-03	August 8, 2022: Revisiting and Redirecting of E-Farming Systems REDI Program	White, file shelving cabinet	Eco-FARMI	1 Year	NA

9	NA	FM-VSU-03	August 2, 2022. Authorization letter to request file copies of PDS and PDF	White, file shelving cabinet	Eco-FARMI	2 Years	NA
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Prepared/Submitted by:

  
VANESSA MAY B. MILAN  
 Deputy Document and Records Controller /Date

Noted by:

  
DHENBER C. LUSANTA  
 Head of Office/ Date

Reviewed by:

College dDRC / VP dDRC  
 Date:

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PAMELA P. ORAÑO  
 University Document and Records Controller  
 Date