



QUALITY RECORDS MATRIX

Record Year: 2025

**Updated as of : January-
March 2025**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
MONTH OF: JANUARY 2025							
1	PM-OOP-01	FM-OOP-01	OP Memorandum # 15, series of 2025 re:Preparation of Classrooms, Facilities, and other University Resources for the Resumption of Classes.	Data Filer # 4	Office of the President	2yrs	N/A
2	PM-OOP-02	FM-OOP-02	OP Memorandum # 02, series of 2025 re: Submission of NAP Form No. 1 - Records Inventory and Appraisal.	Data filer # 4	Office of the President	2yrs	N/A
3	Not Applicable	Not Applicable	Request of NSTP Serial Number dated January 7, 2025 of Buen Abygail B. Mercado.	Data filer # 4	The College of Maasin	2yrs	N/A
4	PM-OOP-02	FM-OOP-02	OP Memorandum # 05, series of 2025 re: Submission of Adjusted Project Procurement Management Plan (PPMP) per GAA.	Data Filer # 4	Office of the President	2yrs	N/A
5	PM-OOP-01	FM-OOP-01	OP Memorandum # 61, series of 2025 re: National Budget Call for FY 2026.	Data filer # 4	Office of the President	2yrs	N/A
6	PM-OOP-02	FM-OOP-02	OP Memorandum # 08, series of 2025 re: Submission of SALN as of December 31, 2024	Data Filer # 4	Office of the President	2yrs	N/A
7	PM-OOP-02	FM-OOP-02	OP Memorandum # 09, series of 2025 re: Reiteration of OP Memorandum Circular No. 61, s. 2023 on the Prohibition of Alcohol Consumption and Sale.	Data Filer # 4	Office of the President	2yrs	N/A
8	PM-OOP-02	FM-OOP-02	OP Memorandum # 11, series of 2025 re: Submission of required ISO Documents for 2024 and 2025 to the office Instrumentation and Calibration (formerly Instrumentation and Laboratory Equipment Unit).	Data Filer # 4	Office of the President	2yrs	N/A
9	PM-OOP-01	FM-OOP-01	OP Memorandum # 126, series of 2025 re: Reconstitution of the Bids and Awards Committee.	Data filer # 4	Office of the President	2yrs	N/A
10	PM-OOP-01	FM-OOP-01	OP Memorandum # 171, series of 2025 re: Designation as Head, Learning and Development Office.	Data filer # 4	Office of the President	2yrs	N/A
11	PM-OOP-01	FM-OOP-01	OP Memorandum # 173, series of 2025 re: Designation as Head, Performance Management and Rewards &	Data filer # 4	Office of the President	2yrs	N/A

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