



QUALITY RECORDS MATRIX

Record Year: 2021

Updated as of : Dec. 31, 2021

#	MOTHER PROCEDURE	FORM NO. Ref. No.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	NA	FM-VSU-03	Communication – letter to ODREI Extension Proposal of Dr. B.C. Jadina	Filing Cabinet	OP	PERMANENT	NA
2	NA	FM-VSU-03	Communication – Letter for Dr. Rosario Salas	Filing Cabinet	OP	PERMANENT	NA
3	NA	FM-VSU-03	Communication – OIC Letter Dr. SB Lina (Dr. DeeJay M. Lumanao – OIC)	Filing Cabinet	OP	PERMANENT	NA
4	NA	FM-VSU-03	Communication – Vaccination Status of DSS Staff	Filing Cabinet	OP	PERMANENT	NA
5	NA	FM-VSU-03	Communication – OIC letter Dr. Suzette B. Lina	Filing Cabinet	OP	PERMANENT	NA
6	NA	FM-VSU-03	Communication – Permission to use DSS Rm 206 – RJ Bulawan	Filing Cabinet	OP	PERMANENT	NA
7	NA	FM-VSU-03	Communication – Justification Letter to QAC	Filing Cabinet	OP	PERMANENT	NA
8	NA	FM-VSU-03	Communication – OIC for Dr SB Lina (Nov 29, 2021 (Mr. MA Barbadillo)	Filing Cabinet	OP	PERMANENT	NA
9	NA	FM-VSU-03	Communication – letter to Scholarship Committee regarding Extension of PhD. Studies of Ms. CM O. Quiñones	Filing Cabinet	OP	PERMANENT	NA
10	NA	FM-VSU-03	Communication – Appointment of Ms Asoy from Dec 1, 2021 – Nov. 30, 2022	Filing Cabinet	OP	PERMANENT	NA
11	NA	FM-VSU-03	Communication – Recommendation for Permanency of Mr. Mark Anthony Barbadillo	Filing Cabinet	OP	PERMANENT	NA
12	NA	FM-VSU-03	Communication – Recommendation Letter of Mr. Paolo Sancho	Filing Cabinet	OP	PERMANENT	NA
13	NA	FM-VSU-03	Communication – letter for the Result of the Tracer Survey of our graduates from 2016- 2021	Filing Cabinet	OP	PERMANENT	NA
14	NA	FM-VSU-03	Communication – CDO Schedule for Faculty 2021	Filing Cabinet	OP	PERMANENT	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.