VISAYAS STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

QUALITY RECORDS MATRIX

Record Year: 2024

Updated as of: JANUARY - MARCH

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD ACTIVE	RETENTION PERIOD INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 257: Dr. Beatriz S. Belonias, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 250: Dr. Moises Neil V. Seriño, Designation as Head, Department of Economics	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 229: Mr. Jonel H. Ababat, Designation as Alternative Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 228: Ms. Vanessa May B. Milan, Designation as Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 90: Dr. Jerry B. Sanguillosa, Designation as OIC Head, Department of Plant Breeding & Genetics	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 86: Dr. Ivy C. Emnace, Designation as Director for Research	White, file shelving cabinet	Office of the President	1 year	NA

Prepared/Submitted by:

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Head of Office/ Date

Reviewed by:

Received and Reviewed by:

CAROLINE B. ANDUYAN
College dDRC / VP dDRC
Date

SUSANA B. MIÑOZA
University Document and Records Controller
Date

University Document and Records Controller

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.