



## QUALITY RECORDS MATRIX

Record Year:

Updated as of: December 31, 2021

11	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-01	Memorandum	Filer B	Office of the President	Permanent	Permanent
2	PM-OOP-01	FM-OOP-02	Memorandum Circular	Filer B	Office of the President	Permanent	Permanent
3	Not Applicable	FM-VSU-03	Communication (Incoming)	Filer B	Office of the Director for Quality Assurance	2 years	Not applicable
4	Not Applicable	FM-VSU-03	Communication (Outgoing)	Filer B	Office of the Director for Quality Assurance	2 years	Not applicable
5	Not Applicable	FM-VSU-05	Notice of Meeting	Filer B	Office of the Director for Quality Assurance	1 year	Not applicable
6	Not Applicable	FM-VSU-07	Attendance sheet	Filer B	Office of the Director for Quality Assurance	1 year	Not applicable
7	Not Applicable	FM-VSU-08	Minutes of Meeting (Abridge)	Filer B	Office of the Director for Quality Assurance	1 year	Not applicable
8	Not Applicable	FM-VSU-12	Justification	Filer B	Office of the Director for Quality Assurance	1 year	Not Applicable
9	Not Applicable	FM-VSU-13	Accomplishment	Filer B	Office of the Director for Quality Assurance	1 year	Not applicable
10	PM-LEG-1	FM-LEG-03	Contract of Service for Individual Job Order Worker	Filer B	Legal Office	5 years after expiration/renewal of contract	Not Applicable
11	Not Applicable	FM-OAF-01	Request to Render Overtime	Filer B	Office of the Vice-President for Administration and Finance	1 year	Not applicable
12	PM-PPO-03	FM-PPO-15	Physical Plant Service Request Form	Filer C	Office of the Director for Physical Plant	1 year	Not applicable

**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.

13	PM-REI-04	FM-VSU-13	VSU Research Quarterly Report of Accomplishment Form	Filer C	Office of the Vice President for Research, Extension and Innovation	Permanent	Not applicable
14	PM-VPR-01	FM-VPR-09	OPCR Monitoring Form	Filer C	Office of the Vice President for Planning, Resource Generation & Auxiliary Services	Permanent	Not applicable
15	PM-VPR-01	FM-VPR-02	Strategic Plan Monitoring Form	Filer C	Office of the Vice President for Planning, Resource Generation & Auxiliary Services	Permanent	Not applicable
16	Not Applicable	FM-PRO-15	Pass Slip	Filer C	Office of the Head of RSP & Personnel Records	1 year	Not applicable
17	PM-QAC-08	FM-QAC-14	Quality Record Matrix	Filer C	Office of the Director for Quality Assurance	1 year	Not applicable
18	PM-QAC-09	FM-QAC-22	General Observations and Opportunities for Improvement List	Filer C	Office of the Director for Quality Assurance	Not applicable	Not applicable

Prepared/Submitted by:

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