



**VISAYAS**  
STATE UNIVERSITY



**ECOLOGICAL FARM AND  
RESOURCE MANAGEMENT  
INSTITUTE**  
Visca, Baybay City, Leyte, PHILIPPINES  
Telephone: (053) 565 0600; local: 1040  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of : OCTOBER-  
DECEMBER

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 758: Dr. Aleli A. Villocino, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 757: Dr. Beatriz S. Belonias, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 756: Dr. Maria Juliet C. Ceniza, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 754: Dr. Daniel Leslie S. Tan, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 748: Training Workshop on Risk Assessment	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 746: University Grievance Committee	White, file shelving cabinet	Office of the President	1 year	NA
7	PM-OOP-01	FM-OOP-01	Memo No. 721: Ms. Honey Sofia V. Collis, Designation as OIC In-Charge, Learning and Development and HR Accreditation	White, file shelving cabinet	Office of the President	1 year	NA
8	PM-OOP-01	FM-OOP-01	Memo No. 720: Ms. Miriam M. dela Torre, Designation as OIC Head, RSP and Personnel Records	White, file shelving cabinet	Office of the President	2 years	NA
9	PM-OOP-01	FM-OOP-01	Memo No. 718: Dr. Catherine L. Chan, Designation as Director for Academic Affairs, VSU Isabel Campus	White, file shelving cabinet	Office of the President	1 year	NA
10	PM-OOP-01	FM-OOP-01	Memo No. 717: Ms. Hannah Mae E. Quimbo, Designation as OIC Head, Department of Consumer & Hospitality Management	White, file shelving cabinet	Office of the President	1 year	NA
11	PM-OOP-01	FM-OOP-01	Memo No. 711: Dr. Aleli A. Villocino, 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. 615: Dr. Aleli A. Villocino, 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.



# OP MEMO CIRCULAR

1	PM-OOP-01	FM-OOP-02	Memo Circular No. 155: Re-hiring of Existing Job Order Workers for January 1- June 30, 2022 Charge Against the CY 2023 General Appropriation Art (GAA) and Special Trust Fund (STF)	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-02	Memo Circular No. 149: Submission of the 2022 Annual Accomplishment Report	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-02	Memo Circular No. 147: Conduct of Year End Performance Assessment 2022	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-02	Memo Circular No. 146: Monitoring of Accomplishments	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-02	Memo Circular No. 145: University-Wide Christmas Party 2022	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-02	Memo Circular No. 144: Monitoring of Accomplishments	White, file shelving cabinet	Office of the President	2 years	NA
7	PM-OOP-01	FM-OOP-02	Memo Circular No. 143: Productivity Enhancement Incentive (PEI) for FY 2022	White, file shelving cabinet	Office of the President	1 year	NA
8	PM-OOP-01	FM-OOP-02	Memo Circular No. 136: Suspension of Work, Midterm Exams in All VSU Campuses on November 18 (PM) – 19, 2022 due to Heavy Rainfall	White, file shelving cabinet	Office of the President	1 year	NA
9	PM-OOP-01	FM-OOP-02	Memo Circular No. 135: Suspension of Classes for Elementary and Secondary Levels	White, file shelving cabinet	Office of the President	1 year	NA
10	PM-OOP-01	FM-OOP-02	Memo Circular No. 134: Academic Convocation Program	White, file shelving cabinet	Office of the President	2 years	NA
11	PM-OOP-01	FM-OOP-02	Memo Circular No. 132: Postponement of Training-Workshop on Root Cause Analysis	White, file shelving cabinet	Office of the President	2 years	NA
12	PM-OOP-01	FM-OOP-02	Memo Circular No. 131: Participation to the European Higher Education Institution	White, file shelving cabinet	Office of the President	2 years	NA
13	PM-OOP-01	FM-OOP-02	Memo Circular No. 130: "Alay Linas"	White, file shelving cabinet	Office of the President	2 years	NA
14	PM-OOP-01	FM-OOP-02	Memo Circular No. 125: Joint Christmas Lighting Ceremony and Inauguration of the VSU Centennial Gates	White, file shelving cabinet	Office of the President	2 years	NA
15	PM-OOP-01	FM-OOP-02	Memo Circular No. 124: University-wide Christmas Parol Contest	White, file shelving cabinet	Office of the President	2 years	NA
16	PM-OOP-01	FM-OOP-02	Memo Circular No. 123: Suspension of Work in All VSU Campuses on October 28, 2022 effective this afternoon due to Tropical Storm Paeng	White, file shelving cabinet	Office of the President	2 years	NA
17	PM-OOP-01	FM-OOP-02	Memo Circular No. 121: Suspension of Classes in all	White, file shelving cabinet	Office of the President	2 years	NA

## Vision:

A globally competitive university for science, technology, and environmental conservation.

## Mission:

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		VSU Campuses on October 28, 2022 due to Tropical Storm Paeng	shelving cabinet	President		
18	PM-OOP-01	FM-OOP-02	Memo Circular No. 120: 2022 Convocation Program	White, file shelving cabinet	Office of the President	2 years
19	PM-OOP-01	FM-OOP-02	Memo Circular No. 117: Attendance and Participation during the 2022 University Intramural Games	White, file shelving cabinet	Office of the President	2 years
20	PM-OOP-01	FM-OOP-02	Memo Circular No. 114: Payroll Preparation and Submission	White, file shelving cabinet	Office of the President	2 years

#### MEMO CIRCULAR (Other Offices)

1	NA	FM-VSU-02	Memo Circular No. 8: Deadline for Submission of Financial Documents to Budget and Accounting Office	White, file shelving cabinet	OVPAP	1 year	NA
2	NA	FM-VSU-02	Memo Circular No. 28: Holding of AY 2022-2023 Academic Convocation	White, file shelving cabinet	OVPAA	1 year	NA
3	NA	FM-VSU-02	Memo Circular No. 7: Monetization of Leave Credits for CY 2022	White, file shelving cabinet	OVPAP	2 years	NA

#### IN-COMING COMMUNICATION

1	NA	FM-VSU-03	Invitation to the 34 <sup>th</sup> Regional RDEI Symposium	White, file shelving cabinet	Office of the Director for Research	1 year	NA
2	NA	FM-VSU-05	Notice of Meeting: November 16, 2022, 5S Training-Seminar for Utility and Messenger Personnel	White, file shelving cabinet	Office of the Head for General Services	2 years	
3	NA	FM-VSU-05	Notice of Meeting: November 15, 2022, Baybay City Agri-Fair	White, file shelving cabinet	Office of the Director for Extension	1 year	NA
4	NA	FM-VSU-03	Submission of required recommendation for Renewal of your concerned casual/contractual employee/s not later than December 15, 2022	White, file shelving cabinet	Office of the Head of Recruitment, Selection, Placement and Personnel Records	1 year	NA
5	NA	FM-VSU-03	Weekly Incident Report of the Office of the University Disaster & Risk Reduction Management from September 19-25, 2022	White, file shelving cabinet	Office of the Chief Legal Officer	2 Years	NA

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# OUT-GOING COMMUNICATION

1	NA	FM-VSU-03	November 15, 2022: Request for approval for a 5-day leave that will devote to an educational tour of the Holy Land from 1-12, December 2022 – Fe M. Gabunada	White, file shelving cabinet	Eco-FARMI	1 Year	NA
2	NA	FM-VSU-03	Justification: One (1) Muscovy Duck at the Demonstration Farm was found dead on October 28, 2022. The Muscovy duck was free-ranged and it was suspected to have bitten by a snake.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
3	NA	FM-VSU-03	October 5, 2022: Recommendation of appointment of Mr. Jerome O. Arribado as Officer-In-Charge of the Eco-FARMI on October 12-14, 2022, October 16-23, 2022, October 25-26, 2022.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
4	NA	FM-VSU-03	October 4, 2022: Request for Hiring of one (1) faculty who specializes in Agricultural Engineering to serve as technical staff of the Ecological Farm and Resource Management Institute (Eco-FARMI).	White, file shelving cabinet	Eco-FARMI	1 Year	NA
5	NA	FM-VSU-03	October 4, 2022: Request the use of LED Wall and Sound System. Likewise, would like the event to be streamed online thru the VSU Facebook Page.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
6	NA	FM-VSU-03	October 3, 2022: Recommendation of Appointment of Mr. Jerome O. Arribado as Officer-In-Charge of the Eco-FARMI on October 6-7, 2022 or until return from travel to UPLB, Laguna to finalize the terminal report for the Value Chain Approaches for Citrus Fruits in Small Island Communities-Homonhon Island Project.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
7	NA	FM-VSU-03	Recommendation of the Leave Status of Dr. Fe M. Gabunada with her respective research and extension responsibilities for the school year 2021-2022	White, file shelving cabinet	Eco-FARMI	1 Year	NA

Prepared/Submitted by:

  
**VANESSA MAY B. MILAN** Jan. 6, 2023  
 Deputy Document and Records Controller /Date

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Noted by:

DHENBER C. LUSANTA  
Head of Office/ Date 1/9/2023

Reviewed by:

ELMERA Y. BAÑOC  
College dDRC / VP dDRC  
Date:

Received and Reviewed by:

PAMELA P. ORAÑO  
University Document and Records Controller  
Date

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