



QUALITY RECORDS MATRIX

**Department/Unit: Office of the University Disaster & Risk-
Reduction Management**

Record Year: 4th quarter of 2021

Updated as of:

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION AC
1	PM-SEC-01	FM-SEC-01	Issuance of Gate Pass Sticker	Cabinet 1, shelf 1, Data filer 1	OUDDRM	Perm
2	PM-SEC-02	FM-SEC-02	Incident Report (21-41 to 21-47)	Cabinet 1, shelf 1, Data filer 1	OUDDRM	Perm
3	PM-SEC-02	FM-SEC-02	Follow-up Investigation Report (21-08 to 21-09)	Cabinet 1, shelf 1, Data filer 1	OUDDRM	Perm
4	PM-SEC-02	FM-SEC-02	Endorsement Letter (21-14 to 21-16)	Cabinet 1, shelf 1, Data filer 1	OUDDRM	Perm
5	PM-OOP-01	FM-OOP-01	MEMORANDUM NO. 644 ISO Quality Assurance Coordinator under OVPAF	Cabinet 1, shelf 1, Data filer 1	OP	Perm
6	PM-OOP-01	FM-OOP-01	MEMORANDUM NO. 676 Account Audit and Priority List for Workplace Access	Cabinet 1, shelf 1, Data filer 1	OP	Perm
7	PM-OOP-01	FM-OOP-01	MEMORANDUM NO. 682 Releasing of the 3 rd IQA Reports	Cabinet 1, shelf 1, Data filer 1	OP	Perm
8	PM-OOP-02	FM-OOP-02	MEMO CIRCULAR NO. 107 Nomination of College/Center/USHER/UDRRM/ICTMC Risk Managers	Cabinet 1, shelf 1, Data filer 1	OP	Perm
9	PM-OOP-02	FM-OOP-02	MEMO CIRCULAR NO. 109 Update on OP MC #101, s. 2021	Cabinet 1, shelf 1, Data filer 1	OP	Perm
10	PM-OOP-02	FM-OOP-02	MEMO CIRCULAR NO. 112 Monitoring of Accomplishments	Cabinet 1, shelf 1, Data filer 1	OP	Perm
10	PM-OOP-02	FM-OOP-02	MEMO CIRCULAR NO. 113 Suspension of Work and Classes Nov. 8, 2021	Cabinet 1, shelf 1, Data filer 1	OP	Perm

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.