



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

QUALITY RECORDS MATRIX

Record Year: 2024

Updated as of: APRIL -
JUNE

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 506: Mr. Christian Vie Baldonado, Designation as Dean, College of Nursing	White, file shelving cabinet	Office of the President	2 years	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 489: Enhance Scrutiny of Purchase Orders (PO), Obligation, Budget, Usage, and Reconciliation (OBUR), and Disbursement Voucher (DVs) for goods and services	White, file shelving cabinet	Office of the President	2 years	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 463: Dr. Aljay D. Valida, Designation as Head, Department of Horticulture	White, file shelving cabinet	Office of the President	2 years	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 459: Prof. Corazon A. Padilla, Designation as Execution Assistant IV (Chief of Staff)	White, file shelving cabinet	Office of the President	2 years	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 458: Engr. Jeffrey Lloyd L. Cagande, Designation as Head, Alumni and Community Relations Office	White, file shelving cabinet	Office of the President	2 years	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 457: Ms. Christy M. Desades, Designation as Head, University Review Services Office	White, file shelving cabinet	Office of the President	2 years	NA

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

Visayas State University, PQWV+X76 Baybay City, Leyte

Email: ecofarmi@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1040

