

QUALITY RECORDS MATRIX

Record Year: 2023

Updated as of : June 2023

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 102, s. 2023. Binding of Thesis Manuscripts at the VSU Printing Press & VSU Learning Commons (Library) and Submission of Manuscript E-Copy	Steel Filing Cabinet	OP	2 yrs	NA
2	PM-VPA-08	FM-VPA-07	Appointment of Adviser and Student Research Committee of: Dalagan; Tenio & Yap., 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
3	NA	FM-VSU-03	Communication to Registrar's Office re: 24 BS Met Students of their Registration Forms	Steel Filing Cabinet	DMet	2 yrs	NA
4	NA	FM-VSU-03	Letter of Support to PMS for the implementation of Met4YOU	Steel Filing Cabinet	DMet	2 yrs	NA
5	PM-REG-03	FM-REG-19	Grade Sheet, 2nd Sem 2022-2023 in Mete 149	Steel Filing Cabinet	OUR		
6	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 101, s. 2023. Graduation Photo Shoot Final Schedule	Steel Filing Cabinet	OP	2 yrs	NA
7	PM-ODI-02	FM-ODI-04	Teaching Performance Evaluation by Students, 1st Sem 2022-2023 of DC Lor	Steel Filing Cabinet	ODIE		
8	PM-ODI-02	FM-ODI-04	Teaching Performance Evaluation by Students, 1st Sem 2022-2023 of RB Labisoires	Steel Filing Cabinet	ODIE		
9	PM-ODI-02	FM-ODI-04	Teaching Performance Evaluation by Students, 1st Sem 2022-2023 of CS Torrior	Steel Filing Cabinet	ODIE		
10	PM-ODI-02	FM-ODI-04	Teaching Performance Evaluation by Students, 1st Sem 2022-2023 of CS Andan	Steel Filing Cabinet	ODIE		

DEPARTMENT OF METEOROLOGY

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						ACTIVE	INACTIVE
11	PM-ODI-06	FM-ODI-12	Teaching Performance Evaluation Summary by Department, 1st Sem 2022-2023	Steel Filing Cabinet	ODIE	5 yrs	10
12	PM-HRD-10	FM-HRM-16	Report After Attendance to Training/conference/Seminar/Workshop/forum of LB Abamo, POAP, Palawan	Steel Filing Cabinet	DMet		
13	PM-VPA-08	FM-VPA-07	Appointment of Adviser and Student Research Committee of: Cuarema; Gumaod; Cinto., 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
14	NA	FM-VSU-03	Communication to Dr. Elwin Jay V. Yu, M.D. re: Medical certificate of BS Met student who will go for OJT	Steel Filing Cabinet	DMet	2 yrs	NA
15	PM-REG-03	FM-REG-19	Grade Sheet in Mete 151, 2nd Sem SY 2022-2023 of CS Andan	Steel Filing Cabinet	OUR	4 Yrs	NA
16	PM-REG-03	FM-REG-19	Grade Sheet in ES 132, 2nd Sem SY 2022-2023 of DCLor	Steel Filing Cabinet	OUR	4 Yrs	NA
17	NA	FM-VSU-03	Communication to Dr. Nancy D. Abunda re: request for Course syllabus for COPC of DMet	Steel Filing Cabinet	DMet	2 yrs	NA
18	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 100, s. 2023. Graduation Photo Shoot	Steel Filing Cabinet	OP	2 yrs	NA
19	NA	FM-VSU-02	Memorandum Circular No. 27, s. 2023. Requirements for Clearance of Faculty on Teacher's Leave and Part-time Faculty	Steel Filing Cabinet	OVPA	2 yrs	NA
20	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 95, s. 2023. Social Security Systems Coverage and Information Seminar	Steel Filing Cabinet	OP	2 yrs	NA
21	NA	FM-VSU-01	CET Memorandum No. 20, s. 2023. Postponement of the College-Wide Preparation of OPCR and IPCR	Steel Filing Cabinet	CET	2 yrs	NA
22	NA	FM-VSU-03	Communication to: Esperanza O. Cayan, Ph.D. re: OJT internship activity of 3rd year BS Meteorology	Steel Filing Cabinet	DMet	2 yrs	NA
23	PM-IMD-03	TP-IMD-09	Table of Specification, Mete 141, 2nd Sem AY 2022-2023 for final of RLG Gonzaga	Steel Filing Cabinet	DMet		
24	PM-IMD-03	TP-IMD-09	Table of Specification, Mete 132, 2nd Sem AY 2022-2023 for final of RB Labisores	Steel Filing Cabinet	DMet		
25	NA	FM-VSU-02	OVPAF Memorandum Circular No. 09, s. 2023. Additional request on Monetization of Leave Credits (MLC) for CY 2023	Steel Filing Cabinet	OVPAF	2 yrs	NA

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26	PM-IMD-03	TP-IMD-09	Table of Specification, Mete 132, 2nd Sem AY 2022-2023 for final of RB Labisores	Steel Filing Cabinet	DMet		
27	PM-IMD-03	TP-IMD-09	Table of Specification, CSci 135, 2nd Sem AY 2022-2023 for final of RB Labisores	Steel Filing Cabinet	DMet		
28	PM-IMD-03	TP-IMD-09	Table of Specification, ES 131, 2nd Sem AY 2022-2023 for final of RB Labisores	Steel Filing Cabinet	DMet		
29	PM-IMD-03	TP-IMD-09	Table of Specification, EC133, 2nd Sem AY 2022-2023 for final of RAA Palo	Steel Filing Cabinet	DMet		
30	NA	FM-VSU-03	Communication from Dr. Aure re; TPES 1st Sem AY 2022-2023	Steel Filing Cabinet	ODIE	2 yrs	NA
31	PM-OOP-01	FM-OOP-05	Appointment of CS Andan as Project Staff in Internationalization Program " Assessing the Role of Mangroves in Protecting Coastal Communities from Typhoon-related Hazards in Central Philippines, Jan 1- Dec31, 2023	Steel Filing Cabinet	OP	2 Yrs	NA
32	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 93, s. 2023. Re-hiring of Job Workers for July 1- Dec 31, 2023 charge to CY 2023 General Appropriation Act (GAA) Fund and Special Trust Fund (STF), trust Fund (TF) and income-Generation Project (IGO) Fund	Steel Filing Cabinet	OP	2 yrs	NA
33	NA	FM-VSU-03	Communication from QAC informing the dDRCs that UIMC updated their registered guidelines for implementation	Steel Filing Cabinet	QAC	2 yrs	NA
34	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 96, s. 2023. Certification as True Copy of Appropriate Documentary Evidences to Support Claims on Accomplishments for Faculty Reclassification pursuant to DBM & CHED Joint Circular No. 3, series of 2022 dated Octo. 18, 2022.	Steel Filing Cabinet	OP	2 yrs	NA
35	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 94, s. 2023. Renewal and Submission of Valid Professional License	Steel Filing Cabinet	OP	2 yrs	NA
36	NA	FM-VSU-07	Attendance Sheet on June 14 meeting	Steel Filing Cabinet	DMet		
37	PM-IMD-03	TP-IMD-09	Table of Specification on Mete 136 (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		

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38	PM-IMD-03	TP-IMD-09	Table of Specification on ESci 122-lec (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
39	PM-IMD-03	TP-IMD-09	Table of Specification on ESci 122t (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
40	PM-IMD-03	TP-IMD-09	Table of Specification on Mete 149 (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
41	PM-IMD-03	TP-IMD-09	Table of Specification on CSci 135 (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
42	PM-IMD-03	TP-IMD-09	Table of Specification on EC 134 (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
43	PM-IMD-03	TP-IMD-09	Table of Specification on Mete 151 (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
44	PM-IMD-03	TP-IMD-09	Table of Specification on Mete 136 (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
45	PM-IMD-03	TP-IMD-09	Table of Specification on Mete 134(final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
46	PM-IMD-03	TP-IMD-09	Table of Specification on Mete 148 (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
47	PM-IMD-03	TP-IMD-09	Table of Specification on Meted 144 (final), 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
48	NA	FM-VSU-03	Communication to Dr. Eliza Espinosa re: request of an aide for linkage with LGU partners of ITEEM in Region VIII	Steel Filing Cabinet	DMet	2 yrs	NA
49	NA	FM-VSU-05	notice OF meeting ON June 14, 2023	Steel Filing Cabinet	DMet	5 yrs	NA
50	NA	FM-VSU-03	Communication re: Notice of meeting for the Orientation to the Deputy Risk Managers' new responsibilities on June 9, 2023	Steel Filing Cabinet	RMO	2 yrs	NA
51	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 91, s. 2023. One-Time Rice Assistance	Steel Filing Cabinet	OP	2 yrs	NA
52	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 90, s. 22023. Exit Conference of CHEDRO8 Evaluation Visit	Steel Filing Cabinet	OP	2 yrs	NA
53	PM-IMD-03	TP-IMD-09	Table of Specification, Mete 132 (final) 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		

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54	PM-IMD-03	TP-IMD-09	Table of Specification, ES 132 (final) 2nd Sem 2022-2023	Steel Filing Cabinet	DMet		
55	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 89, s. 2023. Extension of Spillway Gate Closing Schedule	Steel Filing Cabinet	OP	2 yrs	NA
56	NA	FM-VSU-01	OVRGAS Memorandum No. 03, s. 2023. Physical Development Plan	Steel Filing Cabinet	OVRGAS	2 yrs	NA
57	NA	FM-VPA-13	Permit to Give Examination/Hold Class Outside of Regular Class Schedule of RB Labisores	Steel Filing Cabinet	DMet	1 yr	NA
58	NA	FM-VSU-01	CET Memorandum No. 28, s. 2023. Attendance to the OPCR and IPCR Preparation for the period January-June 2023.	Steel Filing Cabinet	CET	2 yrs	NA
59	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 88, s. 2023. Regional Annual Administrative Tactical Inspection (RAATI) 2023	Steel Filing Cabinet	OP	2 yrs	NA
60	PM-VPA-03	FM-VPA-02	IFW DC Lor, 2nd Sem AY 2022-2023	Steel Filing Cabinet	DMet	2 yrs	NA
61	NA	FM-VSU-03	Communication to Fr. Jose Ramon T. Villarin S.J re: accommodation of Ms. Evalyn Endriga & Jelly Beth Vasquez as interns	Steel Filing Cabinet	DMet	2 yrs	NA
62	NA	FM-VSU-01	CET Memorandum No. 27, s. 2023. Attendance to the CET OJT Pre-Departure Orientation on June 7, 2023	Steel Filing Cabinet	CET	2 yrs	NA
63	NA	FM-VSU-03	Invitation for DC Lor as "Panel Evaluator" on June 13-14, 2023 during the VSU Integrated School Annual REs Congress 2023	Steel Filing Cabinet	VSUIHS	2 yrs	NA
64	NA	FM-VSU-01	DMet Memorandum No. 7, s. 2023. Submission of Table of Specification (TOS) and Test Questionnaire (TQ) for the Final Examination A.Y. 2022-2023	Steel Filing Cabinet	DMet	2 yrs	NA
65	NA	FM-VSU-01	DMet Memorandum No. 6, s. 2023. VSUEE 2nd Monitoring	Steel Filing Cabinet	DMet	2 yrs	NA
66	NA	FM-VSU-02	OVPREI Memorandum Circular No. 02, s. 2023. Call for Participants for the Back-to-Back Training Workshop on Research Proposal Writing and Scientific Writing	Steel Filing Cabinet	OVPREI	2 yrs	NA
67	NA	FM-VSU-03	Communication to Registrar's Office re: merging of Mete 148 to on section only	Steel Filing Cabinet	DMet	2 yrs	NA
68	NA	FM-VSU-01	DMet Memorandum No. 5. Submission of Daily Time Record (DTR)	Steel Filing Cabinet	DMet	2 yrs	NA

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69	NA	FM-REG-20	Report of Grade Completion of Paderes, Lende Vasquez on ESci 122t	Steel Filing Cabinet	OUR	2 yrs	NA
70	NA	FM-REG-20	Report of Grade Completion of Cano, Myoki Mariba on ESci 122t	Steel Filing Cabinet	OUR	2 yrs	NA
71	NA	FM-REG-20	Report of Grade Completion of Santianez, Mariella Kassandra on CSci 135	Steel Filing Cabinet	OUR	2 yrs	NA
72	NA	FM-REG-20	Report of Grade Completion of Wenceslao, Kimberly on CSci 135	Steel Filing Cabinet	OUR	2 yrs	NA
73	NA	FM-REG-20	Report of Grade Completion of Bulawan, Shenna on CSci 135	Steel Filing Cabinet	OUR	2 yrs	NA
74	NA	FM-REG-20	Report of Grade Completion of Daling, Julianne on Mete 136	Steel Filing Cabinet	OUR	2 yrs	NA
75	NA	FM-VSU-01	DMet Memorandum No. 4, s. 2023. Submission of Midterm Grade (Cumulus)	Steel Filing Cabinet	DMet	2 yrs	NA
76	NA	FM-VSU-03	Communication for NCRC, inviting CS Andan as resource speaker on June 21, 2023	Steel Filing Cabinet	NCRC	2 yrs	NA
77	PM-OOP-01	FM-OOP-01	OP Memo # 646, s. 2023. Submission of List of All External Documents	Steel Filing Cabinet	OP	2 yrs	NA
78	NA	FM-VSU-01	DMet Memorandum No. 3, s. 2023. Appointment of RB Labisores as department Secretary	Steel Filing Cabinet	DMet	2 yrs	NA
79	NA	FM-VSU-01	DMet Memorandum No. 2, s. 2023. Early Termination of Term Appointment of CS Torrion as Department Secretary	Steel Filing Cabinet	DMet	2 yrs	NA
80	NA	FM-VSU-01	CET Memorandum No. 26, s. 2023. Addendum to CET Memorandum No. 25: CET Month Culmination	Steel Filing Cabinet	CET	2 yrs	NA
81	NA	FM-VSU-03	Communication to OP re: support for the COPC of BS Meteorology	Steel Filing Cabinet	DMet	2 yrs	NA
82	PM-OOP-01	FM-OOP-02	OP MC # 86, s. 2023. University-wide Pre-employment Seminar/Jobs-Fair	Steel Filing Cabinet	OP	2 yrs	NA
83	NA	FM-VSU-02	IFW RB Labisores, 2nd Sem AY 2022-2023	Steel Filing Cabinet	DMet	2 yrs	NA
84	NA	FM-VSU-02	IFW CS Andan, 2nd Sem AY 2022-2023	Steel Filing Cabinet	DMet	2 yrs	NA

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85	NA	FM-VSU-05	Notice of Meeting, 29 May Pre-Bidding Conference	Steel Filing Cabinet	Procurement Office	5 yrs	NA
86	PM-OOP-01	FM-OOP-02	OP MC # 81, s. 2023. Correction of OP MC No. 78, s. 2023 re 2022-2023 Teachers' Leave Schedule	Steel Filing Cabinet	OP	2 yrs	NA
87	PM-OOP-01	FM-OOP-02	OP MC # 83, s. 2023. Orientation -Workshop on the new Guidelines of the Scientific Publication Award	Steel Filing Cabinet	OP	2 yrs	NA
88	NA	FM-VSU-03	Communication re: Conduct a Pre-internship orientation/training on Student Interns	Steel Filing Cabinet	OVPSAS	2 yrs	NA
89	NA	FM-VSU-01	OVPPRGA Memo # 02, s. 2023. CR Repair/Renovation/Construction	Steel Filing Cabinet	OVPPRGAS	2 yrs	NA
90	NA	FM-VSU-01	CET Memorandum No. 25, s. 2023. CET Month Culmination Program	Steel Filing Cabinet	CET	2 yrs	NA
91	PM-OOP-01	FM-OOP-01	OP Memo # 613, s. 2023. Submission of Proposal for the NEDA Innovation Grant FY 2023	Steel Filing Cabinet	OP	2 yrs	NA
92	PM-IMD-05	FM-IMD-11	VC Monitoring Report, Mete 132	Steel Filing Cabinet	DMet		
93	PM-IMD-05	FM-IMD-11	VC Monitoring Report, ES 131	Steel Filing Cabinet	DMet		
94	PM-IMD-05	FM-IMD-11	VC Monitoring Report, EC 134	Steel Filing Cabinet	DMet		
95	PM-IMD-05	FM-IMD-11	VC Monitoring Report, CSci 135	Steel Filing Cabinet	DMet		
96	PM-IMD-05	FM-IMD-10	VC Evaluation Form, Mete 149	Steel Filing Cabinet	DMet		
97	PM-IMD-05	FM-IMD-10	VC Evaluation Form, Mete 148	Steel Filing Cabinet	DMet		
98	PM-IMD-05	FM-IMD-10	VC Evaluation Form, Mete 144	Steel Filing Cabinet	DMet		
99	PM-IMD-05	FM-IMD-10	VC Evaluation Form, Mete 141	Steel Filing Cabinet	DMet		
100	PM-IMD-05	FM-IMD-10	VC Evaluation Form, Mete 136	Steel Filing Cabinet	DMet		
101	PM-IMD-05	FM-IMD-10	VC Evaluation Form, Mete 134	Steel Filing Cabinet	DMet		

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102	PM-IMD-05	FM-IMD-10	VC Evaluation Form, ESci 122	Steel Filing Cabinet	DMet		
103	PM-IMD-05	FM-IMD-10	VC Evaluation Form, ES 132	Steel Filing Cabinet	DMet		
104	PM-IMD-05	FM-IMD-10	VC Evaluation Form, CSci 135	Steel Filing Cabinet	DMet		
105	PM-IMD-05	FM-IMD-10	VC Evaluation Form, EC 134	Steel Filing Cabinet	DMet		
106	PM-IMD-05	FM-IMD-10	VC Evaluation Form, Mete 132	Steel Filing Cabinet	DMet		
107	PM-IMD-05	FM-IMD-10	VC Evaluation Form, ES 131	Steel Filing Cabinet	DMet		
108	PM-IMD-05	FM-IMD-10	VC Evaluation Form, Mete 151	Steel Filing Cabinet	DMet		
109	PM-OOP-01	FM-OOP-05	Appointment of CS Torrior as Project Leader of the Project WAIS	Steel Filing Cabinet	OP	2 Yrs	NA
110	NA	FM-VSU-03	Communication re: CS Torrior as Project Leader of Project WAIS	Steel Filing Cabinet	DMet	2 yrs	NA
111	NA	FM-VSU-03	Laboratory Fees, SY 2022-2023, Revised May 11, 2023	Steel Filing Cabinet	FMO	2 yrs	NA
112	PM-OOP-01	FM-OOP-05	Appointment of RL G. Gonzaga as Component Leader of Project WIAS, #Weather Wiser	Steel Filing Cabinet	OP	2 yrs	NA
113	NA	FM-VSU-03	Communication re: RL G. Gonzaga as the Component Leader, #Weather Wiser	Steel Filing Cabinet	DMet	2 yrs	NA
114	PM-OOP-01	FM-OOP-02	OP MC # 80, s. 2023. Classes and Work during the VSU 2023 Alumni Homecoming	Steel Filing Cabinet	OP	2 yrs	NA
115	PM-OOP-01	FM-OOP-02	OP MC # 79, s. 2023. Alay Linis	Steel Filing Cabinet	OP	2 yrs	NA
116	PM-OOP-01	FM-OOP-02	OP MC # 78, s. 2023. 2022-2023 Teachers' Leave Schedule	Steel Filing Cabinet	OP	2 yrs	NA
117	PM-VPA-04	FM-VPA-03	Arrangement for Classes(es) Missed	Steel Filing Cabinet	DMet	1 yr	NA
118	NA	FM-REG-20	Report of Grade Completion of Laurente, Lorenn M.	Steel Filing Cabinet	DMet	2 yrs	NA

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119	NA	FM-REG-20	Report of Grade Completion of Loreto Leanne Marie A.	Steel Filing Cabinet	DMet	2 yrs	NA
120	NA	FM-VSU-02	OVPAAC MC #24, s. 2023. Monitoring of Plan of Action	Steel Filing Cabinet	OVPAAC	2 yrs	NA
121	NA	FM-VSU-01	CET Memo No. 24, s. 2023. CET Sports fest on May 17	Steel Filing Cabinet	CET	2 yrs	NA
122	PM-OOP-01	FM-OOP-02	OP MC # 55, s. 2023. Active Participation in the General Alumni Homecoming	Steel Filing Cabinet	OP	2 yrs	NA
123	NA	FM-VSU-10	Excerpts from VSFC-AS REs. No. 174, s. 2023 for Mr. Andan to attend the POAP training on May 23-26.	Steel Filing Cabinet	HRMO	2 yrs	NA
124	NA	FM-REG-20	Report of Grade Completion of Dalagan, Arnie Marisse L.	Steel Filing Cabinet	DMet	2 yrs	NA
125	PM-ODS-15	FM-ODS-25	Activity Permit of VSUSOD to use EB 105 A	Steel Filing Cabinet	ODS	1 yr	NA
126	NA	FM-VSU-01	CET Memorandum Circular # 24, s. 2023. CET Research Colloquium on May 26, 2023	Steel Filing Cabinet	CET	2 yrs	NA
127	PM-OOP-01	FM-OOP-02	OP MC # 77, s. 2023. Temporary Suspension on the Implementation of the Centennial Branding of Unit Logos	Steel Filing Cabinet	OP	2 yrs	NA
128	PM-OOP-01	FM-OOP-02	OP MC # 76, s. 2023. Medical Examination for Academic Year 2023-2024	Steel Filing Cabinet	OP	2 yrs	NA
129	PM-LEG-01	FM-LEG-01	Legal Opinion re: MOA between EL Observatorio De Manila & VSU	Steel Filing Cabinet	OCLO		
130	PM-OOP-01	FM-OOP-02	OP MC # 75, s. 2023. VSU Status of Certification for ISO 9001:2015	Steel Filing Cabinet	OP	2 yrs	NA
131	NA	FM-VSU-03	Communication re: Onsite Audit of all academic buildings of the university	Steel Filing Cabinet	DME	2 yrs	NA
132	NA	FM-VSU-07	Attendance Sheet on 10 May 2023, DMet Meeting	Steel Filing Cabinet	DMet		
133	NA	FM-VSU-02	OVPAAC MC #23, s. 2023. Teaching Performance Evaluation (2nd Sem AY 2022-2023)	Steel Filing Cabinet	OVPAAC	2 yrs	NA
134	NA	FM-VSU-03	Communication re: Submission of DTR of Mr. Andan for the months of March - April 2023.	Steel Filing Cabinet	HRMO	2 yrs	NA

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135	NA	FM-VSU-10	Excerpts from VASC Res. No. 16, s. 2023. Attendance of 5 Admin Staff of POAP Training on June 13-16, 2023	Steel Filing Cabinet	LDHRAO	2 yrs	NA
136	NA	FM-VSU-05	Notice of Meeting on My 8 & 22 Pre-Bidding & Bid Opening)	Steel Filing Cabinet	Procurement Office	5 yrs	NA
137	NA	FM-VSU-07	Attendance Sheet on 5 May 2023, Training (Installation & Maintenance of AWS)	Steel Filing Cabinet	DMet		
138	PM-OOP-01	FM-OOP-02	OP MC# 74, s. 2023. Postponement of Orientation-Workshop on Privacy Impact Assessment (PIA)	Steel Filing Cabinet	OP	2 yrs	NA
139	NA	FM-VSU-05	Notice of Meeting on 4 May 2023 for TWG foe 2023 Level I R&D In-House Review	Steel Filing Cabinet	OVPREI	5 yrs	NA
140	NA	FM-VSU-07	Attendance Sheet on 3 May 2023, CET Month 2023	Steel Filing Cabinet	DMet		
141	PM-OOP-01	FM-OOP-02	OP MC # 72, s. 2023. Temporary Suspension of Student Internship Abroad Program (SIAP)	Steel Filing Cabinet	OP	2 yrs	NA
142	NA	FM-VSU-05	Notice of Meeting on 10 May 2023	Steel Filing Cabinet	DMet	5 yrs	NA
143	NA	FM-VSU-01	CET Memorandum No. 21, s. 2023. Attendance to the Opening Parade for CET Month 2023 Celebration	Steel Filing Cabinet	CET	2 yrs	NA
144	NA	FM-VSU-01	CET Memo No. 21, s. 2023. Attendance of All CET Students to the CET Month 2023 Activities	Steel Filing Cabinet	CET	2 yrs	NA
145	NA	FM-VSU-09	Minutes od Meeting, April 12, 2023	Steel Filing Cabinet	DMet	5 yrs	NA
146	NA	FM-VSU-09	Minutes od Meeting, March 08, 2023	Steel Filing Cabinet	DMet	5 yrs	NA
147	NA	FM-VSU-05	Notice of Meeting : DMet Regular Meeting May 2, 2023	Steel Filing Cabinet	DMet	5 yrs	NA
148	PM-OOP-01	FM-OOP-02	Memorandum Circular No.71 Series of 2023 re: Orientation-Workshop on Privacy Impact Assessment (PIA)	Steel Filing Cabinet	OP	2 yrs	NA
149	NA	FM-VSU-02	Memorandum Circular No.22 Series of 2023 re: Extension of Deadline for Completion of INC Marks	Steel Filing Cabinet	OVPAA	2 yrs	NA
150	PM-VPA-03	FM-VPA-01	Report of Actual Teaching Load 2nd Sem AY 22-23	Steel Filing Cabinet	DMet	1 yr	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
151	NA	FM-VSU-03	Invitation to CY 2023 In-House Review	Steel Filing Cabinet	RO	2 yrs	NA
152	NA	FM-VSU-03	Letter to Dr. Malano from CST - OJT activities for 3rd yr BS Met Students	Steel Filing Cabinet	DMet	2 yrs	NA
153	PM-OOP-01	FM-OOP-02	Memorandum Circular No.69 Series of 2023 re: VSU Employees Night	Steel Filing Cabinet	OP	2 yrs	NA
154	PM-REG-09	FM-REG-10	Class Roster SY 22-23 - Mete 132	Steel Filing Cabinet	OUR	Permanent	Permanent
155	NA	FM-VSU-02	Memorandum Circular No.21 Series of 2023 re: Classes and Related Academic Activities during the 99th VSU Anniversary in the Main Campus	Steel Filing Cabinet	OVPA	2 yrs	NA
156	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 68 Series of 2023	Steel Filing Cabinet	OP	2 yrs	NA
157	PM-IMD-03	TP-IMD-09	Table of Specifications - ES 131 RBL	Steel Filing Cabinet	DMet		
158	PM-IMD-03	TP-IMD-09	Table of Specifications - CSci 135 RBL	Steel Filing Cabinet	DMet		
159	PM-IMD-03	TP-IMD-09	Table of Specifications - EC 134 RBL	Steel Filing Cabinet	DMet		
160	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 132 RBL	Steel Filing Cabinet	DMet		
161	PM-IMD-03	TP-IMD-09	Table of Specifications - CSci 135 RBL	Steel Filing Cabinet	DMet		
162	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 148 CST	Steel Filing Cabinet	DMet		
163	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 134 CST	Steel Filing Cabinet	DMet		
164	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 141 RGG	Steel Filing Cabinet	DMet		
165	PM-OOP-01	FM-OOP-01	Memorandum No.594 re: Postponed of April 21, 2023 VSU Activities	Steel Filing Cabinet	OP	2 yrs	NA
166	NA	FM-VSU-05	Notice of Meeting : CET Documents and Records Controller Committee re: 2nd CET-DRCC Regular Meeting	Steel Filing Cabinet	CET	5 yrs	NA

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						ACTIVE	INACTIVE
167	NA	FM-VSU-03	Letter to Malano V. from CSA : On-the-Job Training	Steel Filing Cabinet	DMet	2 yrs	NA
168	NA	FM-VSU-05	Academic Core dDRCs and dDRCs Meeting	Steel Filing Cabinet	QAC	5 yrs	NA
169	NA	FM-VSU-02	Memorandum Circular No.20 Series of 2023 re: Extension .of the Midterm Examination Week	Steel Filing Cabinet	OVPAA	2 yrs	NA
170	PM-OOP-01	FM-OOP-02	Memorandum Circular No.67 Series of 2023 re: Participation to Mental Health Wellness Seminar	Steel Filing Cabinet	OP	2 yrs	NA
171	NA	FM-VSU-03	Rescheduling of RDEI in-house Review	Steel Filing Cabinet	RO	2 yrs	NA
172	PM-QAC-08	FM-QAC-14	Quality Records Matrix	Steel Filing Cabinet	DMet		
173	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 151 CSA	Steel Filing Cabinet	DMet		
174	PM-IMD-03	TP-IMD-09	Table of Specifications - EC 133 RAP	Steel Filing Cabinet	DMet		
175	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 136 RGG	Steel Filing Cabinet	DMet		
176	PM-IMD-03	TP-IMD-09	Table of Specifications - ESci 122t RGG	Steel Filing Cabinet	DMet		
177	NA	FM-VPA-13	Permit to give examination/hold class outside of regular class schedule	Steel Filing Cabinet	DMet	1 yr	NA
178	NA	FM-REG-20	Report of Grade Completion - Loreto L.	Steel Filing Cabinet	DMet	2 yrs	NA
179	NA	FM-REG-20	Report of Grade Completion - Tenio E.	Steel Filing Cabinet	DMet	2 yrs	NA
180	NA	FM-REG-20	Report of Grade Completion - Marte J.	Steel Filing Cabinet	DMet	2 yrs	NA
181	NA	FM-REG-20	Report of Grade Completion - Laurente L.	Steel Filing Cabinet	DMet	2 yrs	NA
182	PM-OOP-01	FM-OOP-02	Memorandum Circular No.66 Series of 2023 re: Requirement to submit an Executive Brief for those who would go on Official Foreign Travel	Steel Filing Cabinet	OP	2 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
183	NA	FM-VSU-02	Memorandum Circular No.64 Series of 2023 re: Turnitin Instructors Training	Steel Filing Cabinet	OVPAA	2 yrs	NA
184	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 132 DCL	Steel Filing Cabinet	DMet		
185	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 144 DCL	Steel Filing Cabinet	DMet		
186	PM-IMD-03	TP-IMD-09	Table of Specifications - ES 132 DCL	Steel Filing Cabinet	DMet		
187	PM-IMD-03	TP-IMD-09	Table of Specifications - Mete 149 DCL	Steel Filing Cabinet	DMet		
188	NA	FM-VSU-03	Letter to OUR from CSA - Request to Merge 4 section into 1 section	Steel Filing Cabinet	DMet	2 yrs	NA
189	NA	FM-VSU-03	To: Instructors/Professors Concerned - Subject: Request to be excuse for the Absence that she will Incurred (Ms Trajano)	Steel Filing Cabinet	USSO	2 yrs	NA
190	NA	FM-VSU-03	Letter to CSA from VSU Hospital - Ms. Melanie Trajano diagnostic examination	Steel Filing Cabinet	USHER	2 yrs	NA
191	PM-OOP-01	FM-OOP-02	Memorandum Circular No.64 Series of 2023 re: Policy on the Flying of Drones in all VSU Campuses	Steel Filing Cabinet	OP	2 yrs	NA
192	PM-OOP-01	FM-OOP-02	Memorandum Circular No.62 Series of 2023 re: Unconditionally No Smoking in All VSU Campuses	Steel Filing Cabinet	OP	2 yrs	NA
193	PM-OOP-01	FM-OOP-02	Memorandum No.587 Series of 2023 re: Safety reminders during your stay here in VSU	Steel Filing Cabinet	OP	2 yrs	NA
194	PM-OOP-01	FM-OOP-02	Memorandum Circular No.61 Series of 2023 re: Consumption and Selling of Alcohol Drinks	Steel Filing Cabinet	OP	2 yrs	NA
195	PM-OOP-01	FM-OOP-02	Memorandum Circular No.63 Series of 2023 re: 99th VSU Anniversary Fun Run for a Cause	Steel Filing Cabinet	OP	2 yrs	NA
196	PM-IMD-05	FM-IMD-11	VSUEE Virtual Classroom Creation Request Form - Mete 134 : CST Update	Steel Filing Cabinet	DMet		
197	PM-IMD-05	FM-IMD-11	Virtual Classroom Monitoring Report - Mete 145 : CSA	Steel Filing Cabinet	DMet		
198	NA	FM-VSU-03	Letter to CSA from Registrar: List Students who obtained INC grades 2nd Sem 21-22	Steel Filing Cabinet	OUR	2 yrs	NA

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						ACTIVE	INACTIVE
199	NA	FM-VSU-03	Letter to DCL from Registrar: List Students who obtained INC grades 2nd Sem 21-22	Steel Filing Cabinet	OUR	2 yrs	NA
200	NA	FM-VSU-03	Letter to RBL from Registrar: List Students who obtained INC grades 2nd Sem 21-22	Steel Filing Cabinet	OUR	2 yrs	NA
201	NA	FM-REG-20	Report of Grade Completion - Plimaco	Steel Filing Cabinet	DMet	2 yrs	NA
202	NA	FM-VSU-02	Memorandum Circular NO.18 Series of 2023 re: Submission of Individual Faculty Workload for 2nd Sem AY 22-23	Steel Filing Cabinet	OVPAA	2 yrs	NA
203	NA	FM-VSU-02	Memorandum Circular No.17 Series of 2023 re: Conduct Class Observation by Supervisor	Steel Filing Cabinet	OVPAA	2 yrs	NA
204	NA	FM-VSU-01	Memorandum NO.17 series of 2023 re: Re-Updating of the Faculty Submission Monitoring 2nd Sem AY 22-23	Steel Filing Cabinet	CET	2 yrs	NA
205	NA	FM-VSU-01	Memorandum No.16 series of 2023 re: Preparation of TOS for Mid-Term Examination, 2nd Sem AY 22-23	Steel Filing Cabinet	CET	2 yrs	NA
206	NA	FM-VSU-05	Notice of Meeting : CET Special Meeting re: Discussion of COPC Application - Apr 3, 2023	Steel Filing Cabinet	CET	5 yrs	NA

Prepared/Submitted by:

LORNA B. ABAMO

Deputy Document and Records Controller /Date

Noted by:

CHARLIE S. ANDAN

Head, Department of Meteorology/ Date

Reviewed by:

MICHELLE A. BORLEO

College dDRC / VP dDRC

Date: _____

Received and Reviewed by:

PAMELA P. ORAÑO

University Document and Records
Controller

Date :_____

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