

QUALITY RECORDS MATRIX

Record Year: 2025

Updated as of : June 2025

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 106, series of 2025 re Cultural Allowance	Data Filer #10	Office of the President	2 years	N/A
2.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 122, series of 2025 re Countersignature Requirement on Travel Orders	Data Filer #10	Office of the President	2 years	N/A
3.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 123, series of 2025 re Seminar on Composting- 'Transforming Trash to Treasure'	Data Filer #10	Office of the President	2 years	N/A
4.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 125, series of 2025 re Submission of Signed and Notarized MOAs for BOR Confirmation	Data Filer #10	Office of the President	2 years	N/A
5.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 126, series of 2025 re Fostering Psychological Safety in the Workplace	Data Filer #10	Office of the President	2 years	N/A
6.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 135, series of 2025 re Participation in the VSU Anniversary Parade and Convocation Program and Suspension of Classes on April 28, 2025	Data Filer #10	Office of the President	2 years	N/A
7.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 139, series of 2025 re Participation in the VSU 101st Anniversary on April 28-30, 2025	Data Filer #10	Office of the President	2 years	N/A
8.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 140, series of 2025 re Campus-Wide Alay Linis Activity on April 30, 2025	Data Filer #10	Office of the President	2 years	N/A
9.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 152, series of 2025 re Centralized Safekeeping of Department and Laboratory Keys at the Guard Post	Data Filer #10	Office of the President	2 years	N/A
10.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 153, series of 2025 re Compliance Order on the Filing and Submission of	Data Filer #10	Office of the President	2 years	N/A


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