



QUALITY RECORDS MATRIX

Record Year: **2021**

Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	None	FM-PPO-02	Masterlist of Laboratory Instruments and Equipment No. CET.RERC LEM21-01 19 October 2021	Data Filer No. 1: Folder Label: Masterlist of Laboratory Instruments and Equipment	Renewable Energy Research Center	N.A.	N.A.
2.	None	FM-PPO-02	Masterlist of Office Instruments and Equipment No. CET.RERC OEM21-02 19 October 2021	Data Filer No. 1: Folder Label: Masterlist of Office Instruments and Equipment	Renewable Energy Research Center	N.A.	N.A.
3.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 700, s. of 2021 RE: Designation as Department/Unit-based Health Status Coordinator 7 December 2021	Data Filer No. 1: Folder Label: OP Memorandum 2021	Office of the President	2 years	None
4.	None	FM-VPR-09	OPCR Monitoring Form No. CET.REC OPCR21-02 Accomplishment for the period of January – December 2021 06 December 2021	Data Filer No. 6 Folder Label: OPCR Monitoring Form	Renewable Energy Research Center	N.A.	N.A.
5.	None	FM-VPR-02	Strategic Plan Monitoring Form No. CET.RERC SPMF 21-02 06 December 2021	Data Filer No. 6 Folder Label: Strategic Plan Monitoring Form	Renewable Energy Research Center	N.A.	N.A.

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
6.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-100a Period Covered: November 27 & 30 & December 4, 11, & 18, 2021 Name: METimbal	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
7.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-99a Period Covered: November 27 & 30 & December 4, 11, & 18, 2021 Name: FPGumamac	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
8.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-98a Period Covered: December 16-31, 2021 Name: FMCatilogo Jr, & TRAcohido	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
9.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-97a Period Covered: December 16-31, 2021 Name: METimbal	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
10.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-96a Period Covered: December 16-31, 2021 Name: FPGumamac	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
11.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-95a Period Covered: December 16-31, 2021 Name: RCRebucas	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
12.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-94a Period Covered: December 1-15, 2021 Name: FMCatilogo Jr. & TRAcohido	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
13.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-93a Period Covered: December 1-15, 2021 Name: METimbal	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
14.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-92a Period Covered: December 1-15, 2021	Data Filer No. 1	Renewable Energy	Permanent	

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 14

FM-QAC-14
V3 10-29-2021

No. CET-RE Q21-04

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			Name: FPGumamac	Folder Label: Accomplishment Report – Staff	Research Center		
15.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-91a Period Covered: December 1-15, 2021 Name: RCRebucas	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
16.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 129, s. of 2021 RE: Operational Planning Workshop and Reframing Strategic Plan 6 December 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
17.	None	FM-OAF-01	Approved Request to Render Overtime No. 2021-0200 25 November 2021	Data Filer No. 1: Folder Label: Request to Render Overtime	Office of the Vice President for Administration and Finance	N.A.	N.A.
18.	None	FM-VSU-01	Memorandum No. 08, s. of 2021 RE: 2021 CET College-Wide Year-End Party 01 December 2021	Data Filer No. 1: Folder Label: Memorandum – Others 2021	College of Engineering and Technology	2 years	None
19.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 693, s. of 2021 RE: 2022 Teacher's Leave Schedule 6 December 2021	Data Filer No. 1: Folder Label: OP Memorandum 2021	Office of the President	2 years	None
20.	None	FM-VSU-03	Communication No. CET-RERC C21-22 2021 CET College-Wide Year-End Party 07 December 2021	Data Filer No. 1 Folder Label: Outgoing Communication	Renewable Energy Research Center	2 years	None
21.	None	FM-VSU-05	Notice of Meeting No. 21-47 Subject: Monitoring of accomplishment CY 2021 01 December 2021	Data Filer No. 1: Folder Label: Notice of Meeting	Office of the Vice President for Research, Extension, and Innovation	5 years	None

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
22.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 117, s. of 2021 RE: Monitoring of Accomplishments (Final Schedule) 15 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
23.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 126, s. of 2021 RE: Submission of OPCR with Guides 26 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
24.	None	FM-VSU-03	Communication No. CET-RERC C21-21 25 November 2021	Data Filer No. 1 Folder Label: Outgoing Communication	Renewable Energy Research Center	2 years	None
25.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 683, s. of 2021 RE: Designation as OIC Head, Central Analytical Service Laboratory and Focal Person, Purchase of PNP Regulated Chemicals 24 November 2021	Data Filer No. 1: Folder Label: OP Memorandum 2021	Office of the President	2 years	None
26.	None	FM-VSU-02	OVPAF Memorandum Circular No. 09, s. of 2021 RE: COVID-19 Vaccination Tracking of the Management Information System 11 November 2021	Data Filer No. 1 Folder Label: Memorandum Circular 2021 – Others	Office of the Vice President for Administration and Finance	2 years	None
27.	None	FM-VSU-02	Memorandum Circular No. 03, s. of 2021 RE: Continuing Professional Development (CPD) Training for Professional Teachers 12 November 2021	Data Filer No. 1 Folder Label: Memorandum Circular 2021 – Others	Office of the Head of the Continuing Professional Development and Education	2 years	None
28.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 118, s. of 2021 RE: Submission of IPCR 15 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
29.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 676, s. of 2021 RE: Account Audit and Priority List for Workplace Access	Data Filer No. 1: Folder Label: OP	Office of the President	2 years	None

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.

Page 4 of 14

FM-QAC-14

V3 10-29-2021

No. CET-RE Q21-04

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			16 November 2021	Memorandum 2021			
30.	None	FM-VSU-05	Notice of Meeting No. 2021-13 Subject: Virtual Meeting re Status of Compliance Report for the Level IV accreditation of seven (7) programs in February 2022 16 November 2021	Data Filer No. 1: Folder Label: Notice of Meeting	Office of the Director for Quality Assurance	5 years	None
31.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 677, s. 2021 RE: Designation as Officer-In-Charge, Visayas State University 17 November 2021	Data Filer No. 1: Folder Label: OP Memorandum 2021	Office of the President	2 years	None
32.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 119, s. 2021 RE: Center/Department/Unit-based Fitness Coordinators 18 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
33.	None	FM-VSU-05	Notice of Meeting No. 2021-048 Subject: Meeting with Health Coordinators 19 November 2021	Data Filer No. 1: Folder Label: Notice of Meeting	Office of the Vice President for Administration & Finance	5 years	None
34.	None	FM-VSU-05	Notice of Meeting No. 21-46 Subject: OVPREI Third Quarter Meeting 19 November 2021	Data Filer No. 1: Folder Label: Notice of Meeting	Office of the Vice President for Research, Extension, and Innovation	5 years	None
35.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 682, s. 2021 RE: Releasing of the 3 rd IQA Reports 22 November 2021	Data Filer No. 1: Folder Label: OP Memorandum 2021	Office of the President	2 years	None
36.	None	FM-VSU-02	OVPAAM Memorandum Circular No. 24, s. 2021 RE: VSUEE Emergency System Maintenance 22 November 2021	Data Filer No. 1 Folder Label: Memorandum	Office of the Vice President for Academic Affairs	2 years	None

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
				Circular 2021 – OVPAA			
37.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 122, s. 2021 RE: Cleaning of Surroundings and Christmas Lighting Ceremony 24 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
38.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 124, s. 2021 RE: Attendance to VSU Christmas Lighting Ceremony 26 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
39.	None	FM-VSU-02	OVPPRGAS Memorandum Circular No.3 Series of 2021 RE: Submission of Monitoring Forms 2021 1 December 2021	Data Filer No. 1 Folder Label: Memorandum Circular 2021 – OVPPRGAS	Office of the Vice President for Planning, Resource Generation & Auxiliary Services	2 years	None
40.	None	FM-VSU-05	Notice of Meeting No. CET N21-24 Consultation Meeting on the Implementation of Limited Face-to-Face Classes (LF2FC) effective 2 nd Semester AY 2021-2022 01 December 2021	Data Filer No. 1: Folder Label: Notice of Meeting	College of Engineering and Technology	5 years	None
41.	None	FM-VSU-03	Incoming Communications No. 2021-68 File Copy 25 November 2021	Data Filer No. 1: Folder Label: Incoming Communications 2021	Office of the Head of Records and Archives	2 years	None
42.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-90a November 16-30, 2021 Name: FMCatilogo, Jr. & TRAcohido	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
43.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-89a November 16-30, 2021	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	

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.

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
44.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-88a November 16-30, 2021	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
45.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-87a November 16-30, 2021	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
46.	None	FM-VSU-01	Memo No. 07 Series of 2021 RE: Consultation and Survey of Faculty, Students and Parents as Regards Implementation of Limited Face-to-Face Classes (LF2FC) 26 November 2021	Data Filer No. 1: Folder Label: Memorandum – Others 2021	Office of the Vice President for Academic Affairs	2 years	None
47.	PM-OOP-01	FM-OOP-05	OP Communication No. 21-1538 RE: 2021 Christmas Tree & Holy Nativity Lighting Ceremony 04 November 2021	Data Filer No. 1: Folder Label: Incoming Communication 2021	Office of the President	2 years	None
48.	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 114 Series of 2021 RE: University-wide Christams Parol Contest 05 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
49.	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 113 Series of 2021 RE: Suspension of Work and Claases in All VSU Campuses on November 8, 2021 in Commemoration of the Super Typhoon Yolanda Anniversary 06 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
50.	PM-OOP-01	FM-OOP-01	Memorandum No. 672 Series of 2021	Data Filer No. 1: Folder Label: OP Memorandum 2021	Office of the President	2 years	None

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.

Page 7 of 14

FM-QAC-14

V3 10-29-2021

No. CET-RE Q21-04

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			RE: Call for Participants to the Back-to-Back Training Workshop on Research Proposal Writing and Scientific Writing 9 November 2021				
51.	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 116 Series of 2021 RE: Closing meeting of the 3 rd Internal Quality Audit 10 November 2021	Data Filer No. 1: Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
52.	None	FM-VSU-03	Inventory of Vaccinated and Non-vaccinated Personnel No. CET-RERC C21-20 11 November 2021	Data Filer No. 1: Folder Label: Outgoing Communications 2021	Renewable Energy Research Center	2 years	None
53.	None	FM-VSU-05	OP Notice of Meeting No. 50 Re: Virtual Meeting re Status of Compliance Report for the Level IV application of the 15 programs for Dec. 2021 and 7 programs on Feb. 2022 Online AACCUP Accreditation 26 November 2021	Data Filer No. 1: Folder Label: Notice of Meeting	Office of the President	5 years	None
54.	None	FM-VSU-08	Attendance Sheet No. CET.RE A21-19 RERC Bimonthly Meeting 15 November 2021	Data Filer No. 1: Folder Label: Attendance Sheet	Renewable Energy Research Center	5 years	None
55.	None	FM-VSU-08	Minutes of Meeting No. CET.REC M21-24 RERC Regular Bi-monthly meeting 15 November 2021	Data Filer No. 1: Folder Label: Minutes of Meeting	Renewable Energy Research Center	5 years	None
56.	None	FM-VSU-07	Attendance Sheet No. CET.RE A21-18 RERC Short Meeting 25 October 2021	Data Filer No. 1: Folder Label: Attendance Sheet	Renewable Energy Research Center	5 years	None
57.	None	FM-VSU-08	Minutes of Meeting No. CET.REC M21-23 RERC Short Face-to-face meeting 25 October 2021	Data Filer No. 1: Folder Label: Minutes of Meeting	Renewable Energy	5 years	None

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.

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
					Research Center		
58.	PM-OOP-01	FM-OOP-05	OP Communication	Data Filer No. 1 Folder Label: Memorandum Circular OP 2021	Office of the President	2 years	None
59.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 670, s. 2021 RE: Designation as OIC Head for Planning – Mr. Toni Marc L. Dargantes	Data Filer No. 1 Folder Label: Memorandum OP – Designations	Office of the President	2 years	None
60.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 109 s. 2021 RE: Update on OP MC#101, s. 2021	Date Filer No. 1 Folder Label: OP Memorandum Circular 2021	Office of the President	2 years	None
61.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 643 s. 2021 RE: Designation as ISO Quality Assurance Coordinator under the Office of the Vice President for Research, Extension and Innovation (OVPREI) – Dr. Reoberto C. Guarte, et al.	Data Filer No. 1 Folder Label: Memorandum OP – Designations	Office of the President	2 years	None
62.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 634 s. 2021 RE: Designation as OIC Head of the Department of Development Communication – Dr. Editha G. Cagasan	Data Filer No. 1 Folder Label: Memorandum OP – Designations	Office of the President	2 years	None
63.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 113 s. 2021 Date Issued: 6 November 2021 R E: Suspension of Work and Classes in All VSU Campuses on No. 8, 2021 in Commemoration of the Super Typhoon Yolanda Anniversary	Data Filer No. 1 Folder Label: Memorandum Circular 2021 – OP	Office of the President	2 years	None
64.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 111 s. 2021 Date Issued: 29 October 2021 R E: Reporting of Employees to Office	Data Filer No. 1 Folder Label: Memorandum Circular 2021 – OP	Office of the President	2 years	None

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 9 of 14

FM-QAC-14
V3 10-29-2021

No. CET-RE Q21-04

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
65.	None	FM-VSU-02	OVPF Memorandum Circular No. 05 s. 2021 Date Issued: 2 November 2021 R E: Deadline for Submission of Financial Documents to Budget and Accounting Office	Data Filer No. 1 Folder Label: Memorandum Circular 2021 – OVPF	Office of the Vice President for Administration and Finance	2 years	None
66.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 112 s. 2021 Date Issued: 3 November 2021 R E: Monitoring of Accomplishments	Data Filer No. 1 Folder Label: Memorandum Circular 2021 – OP	Office of the President	2 years	None
67.	None	FM-VSU-07	Attendance Sheet No. CET.RE A21-RERC Short Meeting Dated: 25 October 2021	Data Filer No. 1 Folder Label: Attendance Sheet	Renewable Energy Research Center	2 years	None
68.	None	FM-VSU-03	Communication No. CET.RERC C21-19 RERC file copy Dated: 22 October 2021	Data Filer No. 1 Folder Label: Outgoing Communication	Renewable Energy Research Center	2 years	None
69.	PM-GSD-01	FM-PPO-02	RERC Master List of Laboratory Instruments and Equipment No. CET.RERC LEM21-01	Data Filer No. 1 Folder Label: Laboratory Instruments & Equipment	Renewable Energy Research Center	N.A.	N.A
70.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-86a Period Covered: November 1-15, 2021 Name: FMCatologo Jr & TRAcodigo	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
71.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-85a Period Covered: November 1-15, 2021 Name: METimbal	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
72.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-84a Period Covered: November 1-15, 2021 Name: FPGumamac	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	

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.

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
73.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-83a Period Covered: November 1-15, 2021 Name: RCRebucas	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
74.	None	FM-VSU-03	Communication No. CET.RERC C21-18 RERC Staff Work Arrangement October 18-29, 2021	Data Filer No. 1 Folder Label: Outgoing Communication	Renewable Energy Research Center	2 years	None
75.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 21-114 Date Issued: 5 November 2021 R E: University-wide Christmas Parol Contest	Data Filer No. 1 Folder Label: Memorandum Circular 2021-OP	Office of the President	2 years	None
76.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-82a Period Covered: October 11&18, 2021 Name: SBMiñoza	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
77.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-81a Period Covered: October 16-31, 2021 Name: FMCatologo Jr & TRAcenido	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
78.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-80a Period Covered: October 16-31, 2021 Name: METimbal	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
79.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-79a Period Covered: October 16-31, 2021 Name: FPGumamac	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
80.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-78a Period Covered: October 16-31, 2021 Name: RCRebucas	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 11 of 14

FM-QAC-14
V3 10-29-2021

No. CET-RE Q21-04

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
81.	None	FM-VSU-03	Communication No. CET C21-60	Data Filer No. 1 Folder Label: Incoming Communication	College of Engineering & Technology	2 years	None
82.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-77a Period Covered: October 1-15, 2021 Name: FMCatologo Jr & TRAcotido	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
83.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-76a Period Covered: October 1-15, 2021 Name: METimbal	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
84.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-75a Period Covered: October 1-15, 2021 Name: FPGumamac	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
85.	None	FM-VSU-13	Accomplishment Report No. CET.REC 21-74a Period Covered: October 1-15, 2021 Name: RCRebucas	Data Filer No. 1 Folder Label: Accomplishment Report – Staff	Renewable Energy Research Center	Permanent	
86.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 650 s. 2021 Date Issued: 19 October 2021 R E: Designation as OIC, Department of Statistics – Dr. Maria Theresa P. Loreto	Data Filer No. 1 Folder Label: Memorandum (Designations) – OP	Office of the President	2 years	None
87.	None	FM-VSU-05	Notice of Meeting No. CET N21-14 Subject: CET ManCom Regular Meeting 18 October 2021	Data Filer No. 1 Folder Label: Notice of Meeting	College of Engineering & Technology	5 years	None
88.	PM-QAC-08	FM-QAC-14	Quality Records Matrix No. CE.RE Q21-03 3 rd Quarter 2021 QRM	Data Filer No. 5 Folder Label: Quality Records Matrix	Renewable Energy Research Center	N.A.	N.A
89.	PM-OOP-01	FM-OOP-02	OP Memorandum Circular No. 107 Dated: 4 October 2021	Data Filer No.1	Office of the President	2 years	None

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 12 of 14

FM-QAC-14
V3 10-29-2021

No. CET-RE Q21-04

Record Year: **2021**Updated as of: **December 31, 2021**

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			RE: Nomination of College/Center/USHER/OUDDRM/ICTMC Risk Managers	Folder Label: 2021 OP Memorandum			
90.	None	FM-VSU-08	Minutes of Meeting No. CET.REC M21-22	Data Filer No. 1: Folder Label: Minutes of Meeting	Renewable Energy Research Center	5 years	None
91.	PM-QAC-14	FM-QAC-40	Form for Issuance of Control Number of E-Signature No. CET.ABE SN21-15	Data Filer No. 1; Folder Label: E-Signature	Department of Agricultural & Biosystems Engineering	N.A.	N.A
92.	PM-QAC-14	FM-QAC-40	Form for Issuance of Control Number of E-Signature No. CET.ABE SN21-14	Data Filer No. 1; Folder Label: E-Signature	Department of Agricultural & Biosystems Engineering	N.A.	N.A

Note: **Red** indicates that the document type cannot be found in the Retention and Disposition Schedule

Prepared/Submitted by:

SUSANA B. MIÑOZA

Deputy Document and Records Controller /Date

Noted by:

ROBERTO C. GUARTE

Head of Office/ Date

Vision:
Mission:

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

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Reviewed by:

ELMERA Y. BAÑOC

OVPREI dDRC

Date

Received and Reviewed by:

PAMELA P. ORAÑO

University Document and Records Controller

Date

Vision:
Mission:

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

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 14 of 14

FM-QAC-14
V3 10-29-2021

No. CET-RE Q21-04