



QUALITY RECORDS MATRIX

Record Year: 2022

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. 538: Identification of Business Opportunities and Feasibility Study Preparation Workshop	White, file shelving cabinet	Office of the President	2 years	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 509: Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 508: Dr. Daniel Leslie S. Tan; Designation as Office-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 490: Dr. Maria Juliet C. Ceniza; Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 488: Mr. Toni Marc L. Dargantes; Designation as OIC Head, Planning Office	White, file shelving cabinet	Office of the President	2 years	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 487: Mr. Marlon M. Tambis; Designation as Assistant Director, Philippine Rootcrop Research and Training Center (PhilRootcrops)	White, file shelving cabinet	Office of the President	2 years	NA
7	PM-OOP-01	FM-OOP-01	Memo No. 480: Recomposition of the RDI Commodity Teams to University Research and Development, and Innovation Technical Working Groups (URDITWGs)	White, file shelving cabinet	Office of the President	2 years	NA
8	PM-OOP-01	FM-OOP-01	Memo No. 479: Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
OP MEMO CIRCULAR							
1	PM-OOP-01	FM-OOP-02	MC No. 70: Amendments on number of days per month of work for some Job Order Workers for July 1 - December 31, 2022 charged to the CY 2022 General Appropriation Act (GAA) and Special Trust Fund (STF) and other fund source	White, file shelving cabinet	Office of the President	2 years	NA

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2	PM-OOP-01	FM-OOP-02	MC No. 65: Virtual Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	White, file shelving cabinet	Office of the President	2 years	NA
3	PM-OOP-01	FM-OOP-02	MC No. 64: "Alay Linis"	White, file shelving cabinet	Office of the President	2 years	NA
4	PM-OOP-01	FM-OOP-02	MC No. 62: Submission of All Requirements for Graduation	White, file shelving cabinet	Office of the President	2 years	NA
5	PM-OOP-01	FM-OOP-02	MC No. 58: Checklist for Processing of Financial Transactions	White, file shelving cabinet	Office of the President	2 years	NA
6	PM-OOP-01	FM-OOP-02	MC No. 53: Full Resumption on the Use of Biometric Time Recording (BTRs) for Daily Attendance Record (DTR)	White, file shelving cabinet	Office of the President	2 years	NA
7	PM-OOP-01	FM-OOP-02	MC No. 46: Render of Services on Weekends after Tropical Storm Agaton	White, file shelving cabinet	Office of the President	2 years	NA
8	PM-OOP-01	FM-OOP-02	MC No. 45: Cultural Allowance	White, file shelving cabinet	Office of the President	2 years	NA

MEMORANDUM (Other Offices)

1	NA	FM-VSU-02	Memo No. 04: Contents for OVPREI Website and Workshop on Website Development	White, file shelving cabinet	OVPREI	2 years	NA
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IN-COMING COMMUNICATION

1	NA	FM-OOP-05	June 28, 2022: Advisory: The university has recorded one active probable case and an employee and a resident of VSU with a history of travel from June 20-24, 2022. The university is reminding everyone including those who received vaccine doses.	White, file shelving cabinet	OP	2 Years	NA
2	NA	FM-VSU-03	June 22, 2022: Request organization to be partner for the industry immersion of the incoming 4 th year BSAB students.	White, file shelving cabinet	DBM	2 Years	NA
3	NA	NA	June 20, 2022: Request to allow to bring farmers to the organic/natural farming site	White, file shelving cabinet	Project Tarsier, ACIAR	1 year	NA
4	NA	FM-VSU-03	June 15, 2022: Alay Linis, June 17, 2022 Area of Assignment	White, file shelving cabinet	OVPREI	2 Years	NA
5	NA	FM-VSU-03	June 15, 2022: Project Site/Facility Visit of AACCCUP Institutional Accreditors	White, file shelving cabinet	OVPREI	2 Years	NA

6	NA	FM-VSU-10	June 14, 2022: VSFC-AS Res. No. 2540 series of 2022; Recommending approval to reinstate and later enroll in another reputable SUC offering the same field of specialization (probably CLSU), to continue Ms. Villaremo's PhD studies.	White, file shelving cabinet	Office of the Head of Learning & Development & Accreditation	2 Years	NA
7	NA	FM-OOP-05	June 11, 2022: The university has recorded two active probable case and an employee employee residing outside the campus. The university is reminding everyone including those who received vaccine doses.	White, file shelving cabinet	OP	2 Years	NA
8	NA	FM-VSU-03	June 9, 2022: Facilitate the visit of Prof. Magesh Chandramouli from the University of Purdue Northwest	White, file shelving cabinet	Office of the Head of Internal Affairs	2 Years	NA
9	NA	FM-VSU-03	June 8, 2022: R & D Exhibits and Display at RDE Hall	White, file shelving cabinet	OVPREI	2 Years	NA
10	NA	FM-VSU-03	June 7, 2022: Request for approval to allow the staff to cooperate for compliance of the scheduled Earthquake Drill and Fire Drill in the departments under Quadrant 3	White, file shelving cabinet	ODRRM	2 Years	NA
11	NA	FM-VSU-03	June 6, 2022: Request to allow Mr. Gelberto Valdevieso to serve as driver for the team building activity	White, file shelving cabinet	DPBG	1 year	NA
12	NA	NA	May 31, 2022: Approval of Request for Realignment and Extension	White, file shelving cabinet	Bureau of Agricultural Research	2 Years	NA
13	NA	FM-VSU-03	May 23, 2022: Requested to submit the required recommendation for renewal of the concerned casual and contractual employees to be supported with the Checklist, PDS, Oath of Office and Certification of Assumption to Duty	White, file shelving cabinet	RSPPRO	2 Years	NA
14	NA	FM-VSU-03	May 2, 2022: Permission for the students be allowed to conduct the said waste generation inventory and visit all departments, colleges, research facilities, offices, dormitories, cottages, residential or apartments, recreational areas, accommodation areas, fast foods, VSU-PAG-ASA Agromet Station and other common areas within the VSU starting 1 st week of May until 1 st week of June 2022	White, file shelving cabinet	ITEEM	1 year	NA

15	NA	FM-VSU-03	April 26, 2022: Direct verification of customer balances from Internally Generated Fund (IGF) and Business Related Fund (BRF) projects.	White, file shelving cabinet	Office of the Head for Internal Audit	1 year	NA
16	NA	FM-VSU-10	April 26, 2022: VSFC-AS Res. No. 2512 Series of 2022; Noted and commendation for Ms. Villaremo's very good scholastic performance	White, file shelving cabinet	Office of the Head of Learning & Development & Accreditation	2 years	NA
17	NA	FM-VSU-10	April 1, 2022: APB Resolution No. 135 Series of 2022, Recommending approval on the permanency of Ms. Marejen A. Villaremo and Mr. Dhenber C. Lusanta after having complied with all the requirements for permanent position, subject to UADCO recommendation and BOR approval.	White, file shelving cabinet	RSPPRO	2 years	NA

OUT-GOING COMMUNICATION

	NA	FM-VSU-03	June 21, 2022: Request the expertise of Engr. Celestial A. Manigo to operate the drone on June 29, 2022	White, file shelving cabinet	Eco-FARMI	1 year	NA
1	NA	FM-VSU-03	June 10, 2022: Mr. Jerome O. Arribado; Designation as Officer-In-Charge, Eco-FARMI on June 15-19, 2022	White, file shelving cabinet	Eco-FARMI	2 Years	NA
2	NA	FM-VSU-03	June 6, 2022: Request to be allowed to use the administrative cost of the following research projects implemented by Dr. Fe M. Gabunada from 2018 to 2021: (1) Development of Mixed-Method Approaches to Impact Assessment of Selected Research Projects in Central Philippines; (2) Impact Evaluation of the Agrarian Reform Infrastructure Support Project - Phase III (ARISP-III) in Eastern Visayas; (3) Impact Evaluation of the Agri-Pinoy Livestock Program (A-PLP) in Samar Island	White, file shelving cabinet	Eco-FARMI	2 Years	NA
3	NA	FM-VSU-03	June 6, 2022: Recommendation of the renewal of Appointment of Mr. Reynante G. Macapanas as Science Research Assistant of the project entitled "Vermicompost and Vermimeal Production Program"	White, file shelving cabinet	Eco-FARMI	2 Years	NA
4	NA	FM-VSU-03	May 18, 2022: Request to allow to do a team building activity	White, file shelving cabinet	Eco-FARMI	1 year	NA

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5	NA	FM-VSU-03	Inventory on VSU's waste Generation and other Facility Water Pollution	White, file shelving cabinet	Eco-FARMI	2 Years	NA
6	NA	FM-VSU-03	Inventory on VSU's Waste Generation and other Facility Air Pollution	White, file shelving cabinet	Eco-FARMI	2 Years	NA
7	NA	FM-VSU-04	ISA Narrative Profile for Area IV- Research	White, file shelving cabinet	Eco-FARMI	2 Years	NA
8	NA	FM-VSU-03	May 2, 2022: Endorsement; Ms. Villaremo's reinstatement effective May 2, 2022 while searches for another university to continue studies	White, file shelving cabinet	Eco-FARMI	2 Years	NA
9		FM-VSU-04	May 2, 2022: Request to visit vermicomposting facility on May 5, 2022 at 8:30	White, file shelving cabinet	Eco-FARMI	2 Years	NA
10	NA	FM-VSU-03	April 22, 2022: Request for a petty cash advance charged to Vermiculture Project	White, file shelving cabinet	Eco-FARMI	2 Years	NA
11	NA	FM-VSU-03	April 22, 2022: Request for a petty cash advance charged to EFARMI. TP.UF.009	White, file shelving cabinet	Eco-FARMI	2 Years	NA
12	NA	FM-VSU-03	April 21, 2022: Appointment of Mr. Jerome O. Arribado as Officer-in-charge of the Eco-FARMI	White, file shelving cabinet	Eco-FARMI	2 Years	NA

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

1	NA	NA	IPCR Accomplishment, January to June 2022	White, file shelving cabinet	Eco-FARMI	2 year	NA
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OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

1	NA	NA	OPCR Accomplishment, January to June 2022	White, file shelving cabinet	Eco-FARMI	2 year	NA
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Prepared/Submitted by:

VANESSA MAY B. MILAN / Aug. 25, 2022
Deputy Document and Records Controller /Date

Noted by:

DHENBER C. LUSANTA
Head of Office/ Date

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Reviewed by:

College dDRC / VP dDRC
Date:

Received and Reviewed by:

PAMELA P. ORAÑO
University Document and Records Controller
Date

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