



**QUALITY RECORDS MATRIX
(EXTERNAL RECORDS)**

Record Year: 2021 (4th Quarter)

Updated as of December 31, 2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	N/A	CS Form No. 33-B	Appointment	201 File	Civil Service Commission	5 years after separated	10 years
2.	N/A	CS Form No. 4	Certificate of Assumption to Duty	201 File	Civil Service Commission	5 years after separated	10 years
3.	N/A	CS Form No. 32	Oath of Office	201 File	Civil Service Commission	5 years after separated	10 years
4.	N/A	CS Form No. 212	Personal Data Sheet	201 File	Civil Service Commission	5 years after separated	10 years
5.	N/A	DBM-CSC Form No. 1	Position Description Form	201 File	Civil Service Commission	5 years after separated	10 years
6.	N/A	N/A	Certificate of Eligibilities	201 File	Civil Service Commission	5 years after separated	10 years
7.	N/A	N/A	Statement of Assets, Liabilities and Net Worth	201 File	Civil Service Commission	5 years after separated	10 years
8.	N/A	N/A	Notice of Salary Adjustment	201 File	Dept. of Budget and Management	5 years after separated	10 years
9.	N/A	N/A	Notice of Step Increment	201 File	Dept. of Budget and Management	5 years after separated	10 years

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.