

OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

G/F Administration Building Visca, Baybay City, Leyte 6521-A, PHILIPPINES Trunkline No: (053) 565-0600/ Local: 1065 Email: ohra@vsu.edu.ph Website: www.vsu.edu.ph

QUALITY RECORDS MATRIX (EXTERNAL RECORDS)

Record Year: 2021 (4th Quarter)

Updated as of December 31, 2021

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#	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.	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.

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No. 2021-04