



## QUALITY RECORDS MATRIX

Updated as of : June 2022

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	NA	FM-VSU-02	Memorandum Circular No. 12, s. 2022. NBC 461 8th Cycle Zonal Fees	Steel Filing Cabinet	OVPAA	Permanent	Permanent
2	PM-OOP-01	FM-OOP-01	Memorandum No. 540, s. 2022.s. 2022. Guideline in the Conduct of Face-To-Face Classes Starting in the Midyear AY 2021-2022.	Steel Filing Cabinet	OP	2 yrs	NA
3	NA	FM-VSU-02	Memorandum Circular No. 13, s. 2022. Health Assessment of Students Attending Midyear Classes	Steel Filing Cabinet	OVPAA	2 yrs	NA
4	PM-REG-03	FM-REG-19	Grade Sheet in Mete 141 (lec) , 13-14:30 of CS Torrion	Steel Filing Cabinet	OUR	4 yrs	NA
5	PM-REG-03	FM-REG-19	Grade Sheet in Mete 136, (Lec), 16-17:30 of DC Lor	Steel Filing Cabinet	OUR	4 yrs	NA
6	PM-REG-03	FM-REG-19	Grade Sheet in Mete 134, (Lec), 10-12:30 of CS Torrion	Steel Filing Cabinet	OUR	4 yrs	NA
7	NA	FM-VSU-03	Communication to Mario A. Penaranda re: Interns at PAGASA Tacloban	Steel Filing Cabinet	DMet	2 yrs	NA
8	NA	FM-VSU-03	Communication to Alfredo Quiblat re: Request of students for internship	Steel Filing Cabinet	DMet	2 yrs	NA
9	NA	FM-VSU-07	Attendance Sheet, 29 June 2022. Typhoon Awareness Calamity	Steel Filing Cabinet	DMet		

**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.

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			Readiness				
10	NA	FM-VSU-03	Communication to Alfredo F. Quiblat re: Request for student for an internship in their office (Gumaod & Creams)	Steel Filing Cabinet	DMet	2 yrs	NA
11	PM-OOP-01	FM-OOP-05	Advisory (June 28, 2022)	Steel Filing Cabinet	OP	2 yrs	NA
12	NA	FM-VSU-03	Communication to Alfredo F. Quiblat re: Request for student for an internship in their office (Tenio)	Steel Filing Cabinet	DMet	2 yrs	NA
13	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 71, s. 2022. Virtual Seminar of Typhoon Awareness and Calamity Readiness	Steel Filing Cabinet	OP	2 yrs	NA
14	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 70, s. 2022. 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	Steel Filing Cabinet	OP	2 yrs	NA
15	NA	FM-VSU-02	Memorandum Circular No. 11. Midyear Classes 2022	Steel Filing Cabinet	OVPAA	2 yrs	NA
16	NA	FM-HRM-07	VSFC-AS recommending approval of the Faculty Development Plan for CY 2022-2032 of DMet	Steel Filing Cabinet	OHLDHRA	Permanent	Permanent
17	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report in Mete 151 of CS Andan	Steel Filing Cabinet	DMet		
18	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report in Mete 132 of CS Andan	Steel Filing Cabinet	DMet		
19	NA	FM-VSU-03	Communication to Atty. Guinocor: Re reply of demand letter of overdue account on finishing studies in MS of CS Torrior (returned letter)	Steel Filing Cabinet	DMet	2 yrs	NA

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						ACTIVE	INACTIVE
20	NA	FM-VSU-03	Communication to Atty. Guinocor: Re reply of demand letter of overdue account on finishing studies in MS of RB Labisores (returned letter)	Steel Filing Cabinet	DMet	2 yrs	NA
21	NA	FM-HRM-30	Pass Slip of LB Abamo on June 23	Steel Filing Cabinet	DMet	1 yr	NA
22	NA	FM-HRM-30	Pass Slip of LB Abamo on June 8	Steel Filing Cabinet	DMet	1 yr	NA
23	NA	FM-VSU-03	Communication to OP re: Typhoon Awareness & Calamity Readiness...(note: Approved by the university president)	Steel Filing Cabinet	DMet	2 yrs	NA
24	NA	FM-VSU-03	Reply of the demand letter of RB Labisores re: Overdue Account due to failure to complete MS in Meteorology	Steel Filing Cabinet	DMet	2 yrs	NA
25	NA	FM-VSU-03	Reply of the demand letter of CS Torrior re: Overdue Account due to failure to complete MS in Meteorology	Steel Filing Cabinet	DMet	2 yrs	NA
26	NA	FM-VSU-07	Attendance Sheet. Pre-OJT Orientation (BS Meteorology), 21 June 2022	Steel Filing Cabinet	DMet		
27	PM-REG-02	FM-REG-04	Application for Leave of Absence of Restor, Jarlyn Infante. 2nd Sem 2021-2022.	Steel Filing Cabinet	OUR	2 yrs	NA
28	NA	FM-VSU-07	Attendance Sheet on 20 June 2022	Steel Filing Cabinet	DMet		
29	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 65, s. 2022. Virtual Awareness Seminar on RA No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018)	Steel Filing Cabinet	OP	2 yrs	NA
30	PM-REG-03	FM-REG-19	Grade Sheet, 2nd Sem 2021-2022 in Mete 149 by DC Lor	Steel Filing Cabinet	OUR	4 yrs	NA

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						ACTIVE	INACTIVE
31	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 69, s. 2022. VSU Institutional Accreditation Validation Visit on June 19-22, 2022	Steel Filing Cabinet	OP	2 yrs	NA
32	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 68, s. 2022. VSU Institutional Accreditation Tour to Facilities on June 19, 2022 at 2pm	Steel Filing Cabinet	OP	2 yrs	NA
33	NA	FM-VSU-02	Memorandum Circular No. 10, s. 2022. Teaching Performance Evaluation (2nd Semester AY 2021-2022)	Steel Filing Cabinet	OVPAA	2 yrs	NA
34	NA	FM-VSU-02	Memorandum Circular No. 64, s. 2022. Alay Linis	Steel Filing Cabinet	OP	2 yrs	NA
35	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 66, s. 2022. Graduation Toga, Media, and Branding Guidelines	Steel Filing Cabinet	OP	2 yrs	NA
36	NA	FM-VSU-03	Communication to Ms. MA Castañeda re: final grades who were given a Deferred in Mete 133 of CS Torrion	Steel Filing Cabinet	DMet	2 yrs	NA
37	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 67, s. 2022. 2022 Graduation Focal Persons (GFPs)	Steel Filing Cabinet	OP	2 yrs	NA
38	NA	FM-VSU-03	Communication from AM Quilicot re: invitation to witness a MOA signing bet VSU & University of Tottori, Japan on June 15, 2022.	Steel Filing Cabinet	OHIA	2 yrs	NA
39	NA	FM-VSU-01	Memorandum No. 21, s. 2022. Alay Linis on June 17, 2022	Steel Filing Cabinet	CET	2 yrs	NA
40	NA	FM-VSU-03	Communication to Dr. Joel Joseph S. Marciano, Jr. as resource speaker on June 29, 2022 during the webinar "Typhoon Awareness and Calamity Readiness"	Steel Filing Cabinet	DMet	2 yrs	NA

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						ACTIVE	INACTIVE
41	NA	FM-VSU-03	Communication to Mr. Nathaniel "Mang Tani" Cruz as resource speaker on June 29, 2022 during the webinar "Typhoon Awareness and Calamity Readiness"	Steel Filing Cabinet	DMet	2 yrs	NA
42	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 63, s. 2022. Soft Launching and Raising of Flags of the VSU's International HEI Partners	Steel Filing Cabinet	OP	2 yrs	NA
43	NA	FM-VSU-03	Copy of the appointment of RG Goliat as component leader of the extension project" Weather and Atmospheric Information Services (Project WAIS)	Steel Filing Cabinet	DMet	2 yrs	NA
44	NA	FM-VSU-03	Copy of the appointment of CS Torrior as project leader of the extension project" Weather and Atmospheric Information Services (Project WAIS)	Steel Filing Cabinet	DMet	2 yrs	NA
45	PM-OOP-01	FM-OOP-01	Memorandum No. 512,s.2022: Amendment to OP Memorandum No. 510, s. 2022 re SY 2021-2022 Teachers' Leave Schedule	Steel Filing Cabinet	OP	2 yrs	NA
46	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 62, s. 2022. Submission of All Requirement for Graduation	Steel Filing Cabinet	OP	2 yrs	NA
47	PM-OOP-01	FM-OOP-01	Memorandum No. 511, s. 2022. Appointment for Permanent Status	Steel Filing Cabinet	OP	2 yrs	NA
48	NA	FM-VSU-03	Copy of the approved leave status of faculty in DMet SY 2021-2022, APB Res. No. 487, s. 2021	Steel Filing Cabinet	DMet	2 yrs	NA
49	NA	FM-VSU-01	Memorandum No. 10, s. 2022. Student General Consultation and Meeting, June 23, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
50	PM-VPA-03	FM-VPA-02	Individual Faculty Workload. 2nd Sem AY2021-2022 of RG Goliat	Steel Filing Cabinet	DMet	2 yrs	2 yrs

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51	PM-VPA-03	FM-VPA-02	Individual Faculty Workload. 2nd Sem AY2021-2022 of CS Torrior	Steel Filing Cabinet	DMet	2 yrs	2 yrs
52	NA	FM-VSU-05	Notice of Meeting re: Revised NBC Cycle 8 Guidelines on June 8, 2022.	Steel Filing Cabinet	OP	5 yrs	NA
53	NA	FM-VSU-01	Memorandum No. 08, s.2022. OPCR & IPCR Accomplishment for January-June 2021-2022 Submission	Steel Filing Cabinet	DMet	2 yrs	NA
54	NA	FM-VSU-01	Memorandum No. 09, s.2022. Submission of Semi-Annual Report	Steel Filing Cabinet	DMet	2 yrs	NA
55	NA	FM-VSU-05	Notice of Meeting. DMet Pre-OJT Orientation on 21 June 2022	Steel Filing Cabinet	DMet	5 yrs	NA
56	PM-OOP-01	FM-OOP-01	Memorandum No. 510.s, 2022. SY 2021-2022 Teacher's Leave Schedule	Steel Filing Cabinet	OP	2 yrs	NA
57	NA	FM-VSU-03	Communication to MS. MA Castañeda re: Courses to be taken by BSMet Students for Mid-Year, AY 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
58	NA	FM-VSU-03	Communication to MS. MA Castañeda re: Mete 200 Pre-Requisite Courses starting Mid-Year, AY 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
59	NA	FM-VSU-07	Attendance Sheet on 7 June 2022	Steel Filing Cabinet	DMet		
60	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report, Mete 144 2nd Sem 2021-2022 of RG Goliat	Steel Filing Cabinet	DMet		
61	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report, Mete 136, 2nd Sem 2021-2022 of DC Lor	Steel Filing Cabinet	DMet		
62	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report, ESci 122t, 2nd Sem 2021-2022 of RB Labisores	Steel Filing Cabinet	DMet		
63	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report, CSci 135, 2nd Sem 2021-	Steel Filing Cabinet	DMet		

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						ACTIVE	INACTIVE
			2022 of RG Goliat				
64	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report,CSci 135, 2nd Sem 2021-2022 of RG Goliat	Steel Filing Cabinet	DMet		
65	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report,ES 131, 2nd Sem 2021-2022 of RB Labisores	Steel Filing Cabinet	DMet		
66	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report,Mete 149, 2nd Sem 2021-2022 of DC Lor	Steel Filing Cabinet	DMet		
67	PM-ODI-06	FM-VSU-03	Communication from MRK L. Aure re: TPES result, 2nd Sem 2020-2021	Steel Filing Cabinet	ODIE	2 yrs	NA
68	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 116n (lec) of CS Torrior	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
69	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 116n (lec-A) of CS Torrior	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
70	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 114 (lab) of DC Lor	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
71	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 114 (lab-A) of DC Lor	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
72	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 114 (lab-A) of DC Lor	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
73	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in Mete 136 (lec) of DC Lor	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
74	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ES 131 (lec) of RBL	Steel Filing Cabinet	ODIE	5 yrs	10 yrs

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75	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 114 (lec) of RBL	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
76	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 114 (lec-A) of RBL	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
77	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 114 (lec-B) of RBL	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
78	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ES 131 (lec) of RBL	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
79	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 114 (lab) of CS Andan	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
80	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 in ESci 114 (lab-A) of CS Andan	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
81	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 Physics for Engineers (calculus-based) of CS Andan	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
82	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 Mete 132n (lab) of CS Andan	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
83	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 Mete 132n lec) of CS Andan	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
84	PM-ODI-06	FM-ODI-05	Summary of Rating Per Subject, 2nd Sem 2020-2021 ESci 112 (lec) of CS Andan	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
85	NA	FM-VSU-01	Memorandum No. 20, s. 2022. College Pictorial	Steel Filing Cabinet	CET	2 yrs	NA
86	NA	FM-VSU-01	Memorandum No.19, s. 2022.2022 CET Team Building	Steel Filing Cabinet	CET	2 yrs	NA



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87	NA	FM-VSU-03	Communication for Dir. Of Extension re: 2022 budget allotment for extension program )Project WAIS)	Steel Filing Cabinet	ODEx	2 yrs	NA
88	PM-OOP-01	FM-OOP-05	Advisory. June1, 2022 re: Dengue Cases from Jan -May 30, 2022	Steel Filing Cabinet	OP	2 yrs	NA
89	NA	FM-VSU-03	Communication from RG Goliat re: Class schedule & class room for evaluation	Steel Filing Cabinet	DMet	2 yrs	NA
90	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 61, s. 2022. Rollout of Google Workspace for Education Plus Licenses	Steel Filing Cabinet	OP	2 yrs	NA
91	NA	FM-VSU-05	Notice of Meeting. DMet Regular Meeting, 7 June 2022	Steel Filing Cabinet	DMet	5 yrs	NA
92	NA	FM-VSU-01	Memorandum No. 17, s. 2022. Submission of OPCR & IPCR Accomplishment for January -June 2022	Steel Filing Cabinet	CET	2 yrs	NA
93	NA	FM-VSU-01	Memorandum No. 14,s. 2022. Schedule of Department's Wellness Day	Steel Filing Cabinet	CET	2 yrs	NA
94	NA	FM-VSU-03	Copy of the approved appointment of RG Goliat as Component Leader in Project WAIS from Jan-Dec 2022	Steel Filing Cabinet	DMet	2 yrs	NA
95	NA	FM-VSU-03	Copy of the approved appointment of CS Torrior as Project Leader in Project WAIS from Jan-Dec 2022	Steel Filing Cabinet	DMet	2 yrs	NA
96	NA	FM-VSU-03	Communication from RB Labisoires re: Subjects handled for evaluation by the DMet head	Steel Filing Cabinet	DMet	2 yrs	NA
97	NA	FM-VSU-03	Communication from CS Torrior re: Subjects handled for evaluation by the DMet head	Steel Filing Cabinet	DMet	2 yrs	NA
98	NA	FM-VSU-05	Notice of Meeting for ADPA BOD, LB Abamo	Steel Filing Cabinet	VSU-AdPA	5 yrs	NA

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99	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report. Mete 132n (lec), 2nd Sem 2021-2022 - CSAndan	Steel Filing Cabinet	DMet		
100	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) Monitoring Report. Mete 151 (lec), 2nd Sem 2021-2022 - CSAndan	Steel Filing Cabinet	DMet		
101	NA	FM-VSU-03	Communication to DO Ferraren re: Revised BP Form 202 (2022 Budget Tier) of DMet	Steel Filing Cabinet	DMet	2 yrs	NA
102	NA	FM-VSU-01	DMet Memorandum No. 07, s. 2022. Classroom Observations	Steel Filing Cabinet	DMet	2 yrs	NA
103	NA	FM-VSU-01	DMet Memorandum No. 06, s. 2022. Virtual Classroom (VC)Monitoring	Steel Filing Cabinet	DMet	2 yrs	NA
104	PM-VPA-04	FM-VPA-03	Arrangement of Classes Missed, May 24-27. CS Torrior	Steel Filing Cabinet	DMet	2 yrs	NA
105	NA	FM-VSU-02	Memorandum Circular No. 09, s. 2022. Class Observation	Steel Filing Cabinet	OVPAA	2 yrs	NA
106	PM-OOP-01	FM-OOP-01	Memorandum No. 505, s. 2022. NBC 461 8th Evaluation Cycle	Steel Filing Cabinet	OP	2 yrs	NA
107	PM-OOP-01	FM-OOP-01	Memorandum No. 16, s. 2022. Composition of the Institutional NBC 461 Evaluation Committee 8th Cycle	Steel Filing Cabinet	OP	2 yrs	NA
108	PM-HRM-03	FM-HRM-12	Faculty Development Plan (CY 2022-2032) of DMet	Steel Filing Cabinet	DMet	Permanent	Permanent
109	NA	FM-VSU-03	Communication to Registrar's Office re: Deferred grade of CS Andan, 1st Sem 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
110	NA	FM-VSU-03	Communication to Registrar's Office re: Deferred grade of RG Goliat, 1st Sem 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
111	NA	FM-VSU-03	Communication to Registrar's Office re: Deferred grade of RB Labisores , 1st Sem 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA

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112	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 59, s. 2022. Nominate a Writer for your Unit for VSU Centennial Book	Steel Filing Cabinet	OP	2 yrs	NA
113	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 58, s. 2022. Checklist for Processing of Financial Transactions	Steel Filing Cabinet	OP	2 yrs	NA
114	NA	FM-VSU-05	Notice of Meeting: CET Documents & Records Controller Committee on May 16, 2022	Steel Filing Cabinet	CET	5 yrs	NA
115	NA	FM-VSU-03	Mr. DC Lor as Officer-in-charge, May 2-6, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
116	NA	FM-VSU-03	Copy of the Communication re: Permission of the BSES fourth year students to conduct waste generation inventory	Steel Filing Cabinet	ITEE	2 yrs	NA
117	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 56, s. 2022. Orientation on social Security System (SSS) Programs, Services and Benefits	Steel Filing Cabinet	OP	2 yrs	NA
118	NA	FM-VSU-02	Memorandum Circular No. 8. s. 2022. Submission of Data and Supporting Documents Needed for the upcoming Institutional Accreditation (AREA 3)	Steel Filing Cabinet	OVPAA	2 yrs	NA
119	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 54, s. 2022. University-wide Pre-Employment Webinar	Steel Filing Cabinet	OP	2 yrs	NA
120	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 53, s. 2022. Full Resumption on the Use of Biometric Time Recording (BTRS) for Daily Attendance Record (DTR)	Steel Filing Cabinet	OP	2 yrs	NA
121	PM-REG-09	FM-REG-10	Class Roster: Mete 151 of CS Andan; 9-10 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
122	PM-REG-09	FM-REG-10	Class Roster: Mete 151 of CS Andan; 13-16 F	Steel Filing Cabinet	OUR	Permanent	Permanent

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						ACTIVE	INACTIVE
123	PM-REG-09	FM-REG-10	Class Roster: ESci 112 of CS Andan; 14:30-16 MW	Steel Filing Cabinet	OUR	Permanent	Permanent
124	PM-REG-09	FM-REG-10	Class Roster: Mete 132n of CS Andan; 14:30-16 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
125	PM-REG-09	FM-REG-10	Class Roster: Mete 132n of CS Andan; 7-10 MW	Steel Filing Cabinet	OUR	Permanent	Permanent
126	PM-REG-09	FM-REG-10	Class Roster: Mete 149 of DC Lor; 10-11:30 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
127	PM-REG-09	FM-REG-10	Class Roster: Mete 136 of DC Lor; 16-17:30 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
128	PM-REG-09	FM-REG-10	Class Roster: ESci 112 of DC Lor; 8:30-10 MW	Steel Filing Cabinet	OUR	Permanent	Permanent
129	PM-REG-09	FM-REG-10	Class Roster: ESci 112 of EA Albia; 8:30-10 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
130	PM-REG-09	FM-REG-10	Class Roster: ESci 114 of EA Albia; 14:30-16 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
131	PM-REG-09	FM-REG-10	Class Roster: ESci 114 of EA Albia; 13-16 F	Steel Filing Cabinet	OUR	Permanent	Permanent
132	PM-REG-09	FM-REG-10	Class Roster: ESci 114 of EA Albia; 8:30-10 MW	Steel Filing Cabinet	OUR	Permanent	Permanent
133	PM-REG-09	FM-REG-10	Class Roster: ESci 114 of EA Albia; 7-10 F	Steel Filing Cabinet	OUR	Permanent	Permanent
134	PM-REG-09	FM-REG-10	Class Roster: ESci 112 of EA Albia; 7-8:30 MW	Steel Filing Cabinet	OUR	Permanent	Permanent
135	PM-REG-09	FM-REG-10	Class Roster: ESci 116n of RG Goliat; 8-10 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
136	PM-REG-09	FM-REG-10	Class Roster: Mete 144 of RG Goliat; 14:30-16 MW	Steel Filing Cabinet	OUR	Permanent	Permanent
137	PM-REG-09	FM-REG-10	Class Roster: CSci 135 of RG Goliat; 7-8 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
138	PM-REG-09	FM-REG-10	Class Roster: CSci 135 of RG Goliat; 7-10 F	Steel Filing Cabinet	OUR	Permanent	Permanent
139	PM-REG-09	FM-REG-10	Class Roster: ES 131 of RBLabisoires; 13-14:30 MW	Steel Filing Cabinet	OUR	Permanent	Permanent

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
140	PM-REG-09	FM-REG-10	Class Roster: ESci 112 of RBLabisores; 10-11:30 MW	Steel Filing Cabinet	OUR	Permanent	Permanent
141	PM-REG-09	FM-REG-10	Class Roster: ESci 122t of RBLabisorest; 16-17 MW	Steel Filing Cabinet	OUR	Permanent	Permanent
142	PM-REG-09	FM-REG-10	Class Roster: ESci 122t of RBLabisorest; 10-1 F	Steel Filing Cabinet	OUR	Permanent	Permanent
143	PM-REG-09	FM-REG-10	Class Roster: ESci 122t of RBLabisorest; 8-9 TTh	Steel Filing Cabinet	OUR	Permanent	Permanent
144	PM-REG-09	FM-REG-10	Class Roster: ESci 122t of RBLabisorest; 13-16 T	Steel Filing Cabinet	OUR	Permanent	Permanent
145	NA	FM-VSU-03	Mr. RG Goliat Lor as Officer-in-charge, April 28, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
146	NA	FM-VSU-03	Communication from Chad Quincy M. Cablitas re: filling up of check list for her thesis	Steel Filing Cabinet	DGE	2 yrs	NA
147	NA	FM-VSU-03	Communication from Ma. Clarissa B. Asid re: filling up of check list for her thesis	Steel Filing Cabinet	DGE	2 yrs	NA
148	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 51, s. 2022. Job-Seeking Webinar	Steel Filing Cabinet	OP	2 yrs	NA
149	NA	FM-VSU-03	Communication to M. Pamela B. Oraño re: Returning of Obsolete Documents -2	Steel Filing Cabinet	DMet	2 yrs	NA
150	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 50, s. 2022. Suspension of Classes	Steel Filing Cabinet	OP	2 yrs	NA
151	PM-REG-02	FM-REG-04	Application for Leave of Absence of Rosane, Sneezy Almanzor (note: returned to DMet)	Steel Filing Cabinet	OUR	2 yrs	NA
152	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 49, s. 2022. Postponement of VSU Institutional Accreditation to May 23-27, 2022 and Webinar on IP preparation on April 30, 2022	Steel Filing Cabinet	OP	2 yrs	NA

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
153	PM-OOP-01	FM-OOP-01	Memorandum No. 483, s. 2022. BS Belonias designation as OIC of VSU	Steel Filing Cabinet	OP	2 yrs	NA
154	NA	FM-VSU-03	Communication to OUR re: Numerical grade of Cayunda, Glody D in PhSc119	Steel Filing Cabinet	DMet	2 yrs	NA
155	PM-VPA-03	FM-VPA-02	Individual Faculty Workload of CS Andan, 2nd Sem 2021-2022	Steel Filing Cabinet	DMet	2 yrs	2 yrs
156	PM-VPA-03	FM-VPA-02	Individual Faculty Workload of RB Labisores, 2nd Sem 2021-2022	Steel Filing Cabinet	DMet	2 yrs	2 yrs
157	PM-VPA-03	FM-VPA-02	Individual Faculty Workload of DCLor , 2nd Sem 2021-2022	Steel Filing Cabinet	DMet	2 yrs	2 yrs
158	PM-VPA-03	FM-VPA-02	Individual Faculty Workload of EAAlbia , 2nd Sem 2021-2022	Steel Filing Cabinet	DMet	2 yrs	2 yrs
159	NA	FM-VSU-03	Communication to M. Pamela B. Oraño re: Returning of Obsolete Documents -1	Steel Filing Cabinet	DMet	2 yrs	NA
160	NA	FM-VSU-03	Communication to OUR re: Academic Adviser of BS Meteorology students for 2nd Sem AY 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
161	PM-QAC-08	FM-QAC-14	Quality Matrix, updated March 2022	Steel Filing Cabinet	DMet		
162	PM-OOP-01	FM-OOP-02	Memorandum Circular No.47, s. 2022. Executive Order No. 139 "Declaring a State of Calamity in Baybay City, Leyte due to Tropical Strom Agaton" availment of Special Emergency Leave	Steel Filing Cabinet	OP	2 yrs	NA
163	PM-OOP-01	FM-OOP-01	Memorandum No. 479, s. 2022. DLS Tan as OIC of VSU	Steel Filing Cabinet	OP	2 yrs	NA
164	PM-OOP-01	FM-OOP-02	Memorandum Circular No.45, s. 2022. Cultural Allowance	Steel Filing Cabinet	OP	2 yrs	NA
165	PM-OOP-01	FM-OOP-02	Memorandum Circular No.46, s. 2022. Render of Services on Weekends after Tropical Storm	Steel Filing Cabinet	OP	2 yrs	NA

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			Agaton				
166	PM-OOP-01	FM-OOP-02	Memorandum Circular No.42, s. 2022. Alay Linis	Steel Filing Cabinet	OP	2 yrs	NA
167	PM-OOP-01	FM-OOP-02	Memorandum Circular No.41, s. 2022. Flag Raising	Steel Filing Cabinet	OP	2 yrs	NA
168	NA	FM-VSU-03	Raymond Jess Goliat as OIC in DMet, March 31, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
169	NA	FM-VSU-07	Attendance Sheet, 5 April 2022	Steel Filing Cabinet	DMet		
170	PM-LEG-01	FM-LEG-03	Contract for Teaching Service, 2nd Sem 2021-2022, EA Albia	Steel Filing Cabinet	DMet	5 yrs	NA
171	NA	FM-VSU-03	Communication from CS Torrion re: Face-to-face classes	Steel Filing Cabinet	DMet	2 yrs	NA
172		FM-IMD-10	Virtual Classroom (VC), ESci 114, 2nd Sem 2021-2022. EA Albia	Steel Filing Cabinet	DMet		
173	NA	FM-VSU-03	Communication to Dr. Julius V. Abela re: allowing DOST PAGASA personnel to get inside in VSU campus to the scheduled meeting with VSU president	Steel Filing Cabinet	DMet	2 yrs	NA
174	NA	FM-VSU-03	Deferred grade of : Burdios, Haide N. 1st Sem AY 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
175	PM-OOP-01	FM-OOP-01	Memorandum No. 461, s. 2022. Awareness Webinar on Data Privacy Act of 2012	Steel Filing Cabinet	OP	2 yrs	NA
176	NA	FM-VSU-01	Memorandum No. 13, s. 2022. Conduct of Virtual Classroom (VC) Monitoring	Steel Filing Cabinet	CET	2 yrs	NA

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