



QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of : December 29,
2022

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-OOP-01	FM-OOP-02	OP Memo Circular #112, series of 2022 re: Energy Conservation Measures	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
2.	N/A	FM-VSU-02	OVPAA Memo Circular #25, series of 2022 re: Submission of Individual Faculty Workload for First Semester, SY 2022-2023	Data Filer #10, Folder #5	Office of the President	Permanent	Permanent
3.	PM-OOP-01	FM-OOP-02	OP Memo Circular #113, series of 2022 re: Faculty and Staff Sports Fests 2022 Final Team Composition	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
4.	PM-OOP-01	FM-OOP-02	OP Memo Circular #114, series of 2022 re: Payroll Preparation and Submission	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
5.	PM-OOP-01	FM-OOP-02	OP Memo Circular #115, series of 2022 re: New PHIC Premium Rate	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
6.	PM-OOP-01	FM-OOP-02	OP Memo Circular #116, series of 2022 re: Mental Health Forum and Oath-Taking Ceremony	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
7.	PM-OOP-01	FM-OOP-02	OP Memo Circular #117, series of 2022 re: Attendance and Participation during the 2022 University Intramural Games	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
8.	PM-OOP-01	FM-OOP-02	OP Memo Circular #118, series of 2022 re: Pag-IBIG Fund Briefing/Update	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
9.	PM-OOP-01	FM-OOP-02	OP Memo Circular #119, series of 2022 re: Implementation of the Flexible Working Hours or Flexitime for Faculty Members	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
10.	PM-OOP-01	FM-OOP-02	OP Memo Circular #120, series of 2022 re: 2022 Convocation Program	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent

Vision:

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

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11.	PM-OOP-01	FM-OOP-02	OP Memo Circular #121, series of 2022 re: Suspension of Classes in All VSU Campuses on October 28, 2022 due to Tropical Storm Paeng	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
12.	PM-OOP-01	FM-OOP-02	OP Memo Circular #122, series of 2022 re: Identified Evacuation Sites at VSU During Typhoons	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
13.	PM-OOP-01	FM-OOP-02	OP Memo Circular #123, series of 2022 re: Suspension of Work in All VSU Campuses on October 28, 2022 effective this afternoon due to Tropical Storm Paeng	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
14.	PM-OOP-01	FM-OOP-02	OP Memo Circular #124, series of 2022 re: University-wide Christmas Parol Contest	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
15.	PM-OOP-01	FM-OOP-02	OP Memo Circular #125, series of 2022 re: Joint Christmas Lighting Ceremony and Inauguration of the VSU Centennial Gates	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
16.	PM-OOP-01	FM-OOP-02	OP Memo Circular #126, series of 2022 re: Change of Midterm Examination Schedule	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
17.	PM-OOP-01	FM-OOP-02	OP Memo Circular #127, series of 2022 re: Closing Meeting 4th Internal Quality Audit	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
18.	PM-OOP-01	FM-OOP-02	OP Memo Circular #128, series of 2022 re: Commemoration of the Ninth Anniversary of Super Typhoon Yolanda	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
19.	PM-OOP-01	FM-OOP-02	OP Memo Circular #130, series of 2022 re: Alay Linis	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
20.	PM-OOP-01	FM-OOP-02	OP Memo Circular #132, series of 2022 re: Postponement of Training-Workshop on Root Cause Analysis	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
21.	PM-OOP-01	FM-OOP-02	OP Memo Circular #133, series of 2022 re: Deadline of Grade Completion	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
22.	PM-OOP-01	FM-OOP-02	OP Memo Circular #134, series of 2022 re: Academic Convocation Program	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
23.	PM-OOP-01	FM-OOP-02	OP Memo Circular #135, series of 2022 re: Suspension of Classes for Elementary and Secondary Levels-November 18, 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
24.	PM-OOP-01	FM-OOP-02	OP Memo Circular #136, series of 2022 re: Suspension of Work, Midterm Exams in All VSU Campuses on Nov. 18(PM)-19, 2022 due to Heavy Rainfall	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent

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25.	PM-OOP-01	FM-OOP-02	OP Memo Circular #137, series of 2022 re: Suspension of Classes	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
26.	PM-OOP-01	FM-OOP-02	OP Memo Circular #138, series of 2022 re: Modified Regional State Colleges and University Athletic Association (SCUAA)	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
27.	PM-OOP-01	FM-OOP-02	OP Memo Circular #139, series of 2022 re: Re-orientation on the Guidelines in Filling Up of the SALN	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
28.	PM-OOP-01	FM-OOP-02	OP Memo Circular #140, series of 2022 re: Orientation on the Drafting of MOA and MOU	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
29.	PM-OOP-01	FM-OOP-01	OP Memorandum #751, series of 2022 re: SY 2022-2023 Teachers' Leave Schedule	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
30.	PM-OOP-01	FM-OOP-02	OP Memo Circular #141, series of 2022 re: Re-orientation on the Documentary Requirements for Financial and Administrative Transactions	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
31.	PM-OOP-01	FM-OOP-02	OP Memo Circular #142, series of 2022 re: Alay Lakad 2022 "Walk for a Cause"	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
32.	PM-OOP-01	FM-OOP-02	OP Memo Circular #143, series of 2022 re: Productivity Enhancement Incentive (PEI) for FY 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
33.	PM-OOP-01	FM-OOP-02	OP Memo Circular #144, series of 2022 re: Monitoring of Accomplishments	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
34.	PM-OOP-01	FM-OOP-02	OP Memo Circular #145, series of 2022 re: University-Wide Christmas Party 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
35.	PM-OOP-01	FM-OOP-02	OP Memo Circular #147, series of 2022 re: Conduct of Year-End Performance Assessment 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
36.	PM-OOP-01	FM-OOP-02	OP Memo Circular #149, series of 2022 re: Submission of the 2022 Annual Accomplishment Report	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
37.	PM-OOP-01	FM-OOP-02	OP Memo Circular #150, series of 2022 re: Cascading of University Priorities and Strategic Direction for 2023 and Orientation of Revised Planning Forms for the Operational Planning Workshop and Reframing of the Strategic Plan	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
38.	PM-OOP-01	FM-OOP-02	OP Memo Circular #152, series of 2022 re: Brief Process Flow and Deadline of	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent

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			Submission of OPCR and IPCR				
39.	PM-OOP-01	FM-OOP-01	OP Memorandum #764, series of 2022 re: Attendance to the Philippine Health Research Ethics Board (PHREB) Basic Research Ethics Training	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
40.	PM-OOP-01	FM-OOP-01	OP Memorandum #769, series of 2022 re: Prescribed Class Sizes for 2nd Sem 2022-2023	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
41.	PM-OOP-01	FM-OOP-02	OP Memo Circular #154, series of 2022 re: Tree Planting Requirement	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
42.	PM-OOP-01	FM-OOP-02	OP Memo Circular #155, series of 2022 re: Re-hiring of JO Workers	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent

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