

QUALITY RECORDS MATRIX

Record Year: 2025

 Updated as of: APRIL-
JUNE

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO CIRCULAR							
1	PM-OOP-01	FM-OOP-02	Memo Circular No. 186: Submission of OPCR, DPCR, UPCR and IPCR with Actual Accomplishments, Necessary Means of Verifications or Evidences and Numerical Ratings for the Rating Period January to June 2025	White, file shelving cabinet	Office of the President	2 Years	NA
2	PM-OOP-01	FM-OOP-02	Memo Circular No. 184: Invitation First User Training Webinar: Getting Started with JOVE at Visayas State University	White, file shelving cabinet	Office of the President	2 Years	NA
3	PM-OOP-01	FM-OOP-02	Memo Circular No. 183: Calibration of OPCR, DPCR, and UPCR Targets and their Ratings	White, file shelving cabinet	Office of the President	2 Years	NA
4	PM-OOP-01	FM-OOP-02	Memo Circular No. 182: Audit Results of the ISO 9001: 2015 2 nd Surveillance Audit	White, file shelving cabinet	Office of the President	2 Years	NA
5	PM-OOP-01	FM-OOP-02	Memo Circular No. 181: Updated Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions	White, file shelving cabinet	Office of the President	2 Years	NA


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