



QUALITY RECORDS MATRIX

Record Year: 2021

**Updated as of: December
31, 2021**

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	FM-VSU-04	Certificate of Rendered Service (Prely Aguilar) from October 6-8, 2021. Date prepared October 1, 2021	Steel Cabinet	ATR	Permanent	N/A
2	N/A	FM-VSU-13	Accomplishment report October 1-15 (Prely Aguilar) date prepared October 7, 2021	Steel Cabinet	ATR	2 years	N/A
3	N/A	FM-VSU-13	Accomplishment report WFH October 4, 5, 11, 12, 13 (Prely Aguilar) date prepared October 7, 2021	Steel Cabinet	ATR	2 years	N/A
4	N/A	FM-VSU-03	Follow-up letter of Media Production Specialist position addressed to Ms. Honey S. Colis date prepared October 22, 2021	Steel Cabinet	ATR	Permanent	N/A
5	N/A	FM-VSU-13	Accomplishment report October 16-31 (Prely Aguilar) date prepared October 22, 2021	Steel Cabinet	ATR	2 years	N/A
6	N/A	FM-VSU-13	Accomplishment report November 1-15 (Prely Aguilar) date prepared November 9, 2021	Steel Cabinet	ATR	2 years	N/A
7	N/A	FM-VSU-05	Notice of Meeting (OVPRE 3 rd Qtr meeting) dated November 19, 2021	Steel Cabinet	OVPREI	Permanent	Permanent
8	N/A	FM-QAC-22	General Observation and Opportunities for Improvement List dated November 22, 2021	Steel Cabinet	QAC	Permanent	Permanent
9	N/A	FM-VSU-05	Notice of Meeting (ISO Audit Report during the 3 rd Internal Quality Audit) dated November 23, 2021	Steel Cabinet	ATR	Permanent	Permanent
10	N/A	FM-VSU-08	Minutes of Meeting (OVPREI-ATR Meeting) dated November 24, 2021	Steel Cabinet	ATR	Permanent	Permanent
11	N/A	FM-VSU-07	Attendance Sheet (OVPREI-ATR Meeting) dated November 24, 2021	Steel Cabinet	ATR	Permanent	Permanent
12	N/A	FM-VSU-13	Accomplishment report November 16-31 (Prely Aguilar) date prepared November 24, 2021	Steel Cabinet	ATR	2 years	N/A
13	N/A	FM-VSU-13	Accomplishment report December 1-15 (Prely Aguilar) date prepared December 6, 2021	Steel Cabinet	ATR	2 years	N/A
14	N/A	FM-VSU-13	Accomplishment report December 16-31 (Prely Aguilar) date prepared December 10, 2021	Steel Cabinet	ATR	2 years	N/A

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.