



QUALITY RECORDS MATRIX

Record Year: 2023					Updated as of: January 09, 2024		
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-OOP-01	FM-OOP-02	RE/HIRING OF CONTRACT SERVICE (COS) WORKERS FOR JANUARY-JUNE 30, 2024 CHARGED TO REGULAR AGENCY FUND (RAF) INCLUDING INTERNATIONALIZATION PROJECT/GF, INTERNALLY GENERATED FUND (IGF)/STF, TRUST FUND (TF) AND BUSINESS-RELATED FUND (BRF)/IGP FUND	MEMO FILER RED	OIC-PRESIDENT	PERMANENT	PERMANENT
2.	PM-OOP-01	FM-OOP-01	HOLD-OVER CAPACITY	MEMO FILER RED	OIC-PRESIDENT	PERMANENT	PERMANENT
3.	PM-OOP-01	FM-OOP-02	PREPARATION AND SUBMISSION OF FISCAL YEAR (FY) 2023 GENDER AND DEVELOPMENT ACCOMPLISHMENT REPORT (GAD AR)	MEMO FILER RED	OIC-PRESIDENT	PERMANENT	PERMANENT
4.	PM-OOP-01	FM-OOP-02	UNIVERSITY-WIDE CHRISTMAS PARTY	MEMO FILER RED	OIC-PRESIDENT	PERMANENT	PERMANENT
5.	PM-OOP-01	FM-OOP-02	PAYMENT OF WAGES FOR LAST QUINCENA OF DECEMBER 2023 AND GRATUITY PAY	MEMO FILER RED	OIC-PRESIDENT	PERMANENT	PERMANENT
6.	PM-OOP-01	FM-OOP-02	SUBMISSION OF OPCR WITH GUIDES	MEMO FILER RED	OIC-PRESIDENT	PERMANENT	PERMANENT

DEPARTMENT OF AGRONOMY

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