

# VISAYAS

STATE UNIVERSITY



## DEPARTMENT OF ECONOMICS

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## QUALITY RECORDS MATRIX

**Record Year: 2022**

**Updated as of : Dec. 31,  
2022**

| #         | MOTHER PROCEDURE | FORM NO. | RECORD TITLE  | LOCATION     | ORIGINATOR              | RETENTION PERIOD |           |
|-----------|------------------|----------|---|--------------|-------------------------|------------------|-----------|
|           |                  |          |   |              |                         | ACTIVE           | INACTIVE  |
| PM-OOP-01 | FM-OOP-02        |          | Memorandum Circular No. 155 Series of 2022 dated 29 December 2022 re: Re-hiring of Existing Job Order Workers for January 1 – June 30, 2022 Charge Against the CY 2023 General Appropriation Act (GAA) and Special Trust Fund (STF) | Data Filer 1 | Office of the President | Permanent        | Permanent |
| PM-OOP-01 | FM-OOP-02        |          | Memorandum Circular No. 154 Series of 2022 dated 22 December 2022 re: Tree Planting Requirement   | Data Filer 1 | Office of the President | Permanent        | Permanent |
| PM-OOP-01 | FM-OOP-02        |          | Memorandum No. 769 Series of 2022 dated 22 December 2022 re: Prescribed Class Size for 2 <sup>nd</sup> Semester 2022-2023   | Data Filer 1 | Office of the President | Permanent        | Permanent |
| PM-OOP-01 | FM-OOP-02        |          | Memorandum No. 764 Series of 2022 dated 19 December 2022 re: Attendance to the Philippine Health Research Ethics Board (PHREB) Basic Research Ethics Training   | Data Filer 1 | Office of the President | Permanent        | Permanent |
| PM-OOP-01 | FM-OOP-02        |          | Memorandum Circular No. 152 Series of 2022 dated 16 December 2022 re: Brief Process Flow and Deadline of Submission of OPCR and IPCR  | Data Filer 1 | Office of the President | Permanent        | Permanent |
| PM-OOP-01 | FM-OOP-02        |          | Memorandum Circular No. 151 Series of 2022 dated 14 December 2022 re: Change of Time in the re-Cascading of University Priorities and Strategic Direction for 2023 and Orientation of Revised Planning Forms.....                   | Data Filer 1 | Office of the President | Permanent        | Permanent |
| PM-OOP-01 | FM-OOP-02        |          | Memorandum Circular No. 150 Series of 2022 dated 14 December 2022 re: Cascading of University Priorities and Strategic Direction for 2023 and Orientation of Revised Planning Forms.....  | Data Filer 1 | Office of the President | Permanent        | Permanent |
| PM-OOP-01 | FM-OOP-02        |          | Memorandum Circular No. 149 Series of 2022 dated 14 December 2022 re: Submission of 2022 Annual Accomplishment Report   | Data Filer 1 | Office of the President | Permanent        | Permanent |
| PM-OOP-01 | FM-OOP-01        |          | Memorandum No. 761 Series of 2022 dated 13 December 2022 re: Urgent Submission of Information for the VSU Experts Directory 2023  | Data Filer 1 | Office of the President | Permanent        | Permanent |

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.

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 V3 10-29-2021  
 No. DOE-2022-04