



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 nd 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.