



VISAYAS
STATE UNIVERSITY



**COLLEGE OF FORESTRY AND
ENVIRONMENTAL SCIENCE**
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QUALITY RECORDS MATRIX

Department/Unit: College of Forestry and Environmental
Science

Record Year: 2021

Updated as of :
December 31, 2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGIN ATOR	RETENTION PERIOD	
						ACTIVE	INACTI VE
1.	N/A	FM-VSU-08	Minutes of Meeting for December 14, 2021	Left side cabinet, 3 rd layer, 5 th data filer	CFES	PERMANENT	N/A
2.	N/A	FM-VSU-07	Attendance sheet for December 14, 2021	Left side cabinet, 3 rd layer, 5 th data filer	CFES	PERMANENT	N/A
3.	N/A	FM-VSU-05	Notice of Meeting on December 14, 2021 via Zoom	Left side cabinet, 3 rd layer, 5 th data filer	CFES	PERMANENT	N/A
4.	N/A	FM-VSU-08	Minutes of Meeting for December 3, 2021	Left side cabinet, 3 rd layer, 5 th data filer	CFES	PERMANENT	N/A
5.	N/A	FM-VSU-07	Attendance sheet for December 3, 2021	Left side cabinet, 3 rd layer, 5 th data filer	CFES	PERMANENT	N/A
6.	N/A	FM-VSU-05	Notice of Meeting on December 3, 2021 via Zoom	Left side cabinet, 3 rd layer, 5 th data filer	CFES	PERMANENT	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.