



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF
ACRONOMY**

QUALITY RECORDS MATRIX

Record Year: 2024				Updated as of: December 31, 2024				
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD		
							ACTIVE	INACTIVE
MEMORANDUM								
1.	PM-OOP-01	FM-OOP-01	OP Memorandum No. 991 s. 2024: Designation as Director, University Information and Communications (Engr. Villagonzalo)	MEMO FILER (White Folder)	OP	1 year	NA	
2.	PM-OOP-01	FM-OOP-01	OP Memo No. 999 s. 2024: Designations for VSU Isabel	MEMO FILER (White Folder)	OP	1 year	NA	
3.	PM-OOP-01	FM-OOP-01	OP Memo No. 10001 s. 2024: Designation as Director, Advance Research and Innovation Center (ARIC) (Dr. Loreto)	MEMO FILER (White Folder)	OP	1 year	NA	
4.	PM-OOP-01	FM-OOP-01	OP Memo No. 1073 s. 2024: Designation as Head, Procurement (Ms. Ecleo)	MEMO FILER (White Folder)	OP	1 year	NA	
5.	PM-OOP-01	FM-OOP-01	OP Memo No. 1090 s. 2024: Designation as Head, Department of Mathematics (Dr. Lina)	MEMO FILER (White Folder)	OP	1 year	NA	
6.	PM-OOP-01	FM-OOP-01	OP Memo No. 1088 s. 2024: Designation as Head, Department of Biological Sciences (Dr. Batistel)	MEMO FILER (White Folder)	OP	1 year	NA	
7.	PM-OOP-01	FM-OOP-01	OP Memo No. 1087 s. 2024: Designation as Head, Eco-FARMI (Mr. Arribado)	MEMO FILER (White Folder)	OP	1 year	NA	
8.	PM-OOP-01	FM-OOP-01	OP Memo No. 1086 s. 2024: Designation as Head, Department of Soil Science	MEMO FILER (White Folder)	OP	1 year	NA	



DEPARTMENT OF ACRONOMY
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**DEPARTMENT OF
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**QUALITY RECORDS MATRIX
(EXTERNAL)**

Record Year: 2024					Updated as of: December 31, 2024		
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	N/A	PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2023-2024	FILING CABINET	DBM	5 years if superseded	
2	PM-HRM-09	N/A	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) JAN~DECEMBER 2023 TARGET	FILING CABINET	CSC	5 years if superseded	
3	N/A	N/A	OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR) JANUARY ~ DECEMBER 2023 TARGET	FILING CABINET	CSC	5 years if superseded	
4.	N/A	N/A	CURRICULUM VITAE	FILING CABINET	CSC	5 years if superseded	
5	N/A	N/A	POSITION DESCRIPTION FORM (PDF)	FILING CA BINET	CSC	5.years if superseded	
6	N/A	N/A	CERTIFICATE OF PROGRAM COMPLIANCE FOR BSA MAJOR IN AGRONOMY	FILING CABINET	CHED	5 years if superseded	
7	PM-HRM-09	N/A	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) JULY~DECEMBER 2023 ACCOMPLISHMENTS	FILING CABINET	CSC	5 years if superseded	

DEPARTMENT OF AGRONOMY
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