



VISAYAS
STATE UNIVERSITY



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QUALITY RECORDS MATRIX

Department/Unit: National Abaca Research Center Record Year: 2021 Update as of: December 31, 2021

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | ACTIVE | INACTIVE |
|----|------------------|-----------|--|-------------------------------|------------|--------|----------|
| 1 | PM-OOP-01 | FM-OOP-01 | Memorandum # 683 TO: Ms. Cynthia Dolores V. Godoy RE: Designation as OIC Head, Central Analytical Services Laboratory & Focal Person, Purchase of PNP regulated Chemicals effective Dec. 1, 2021 until December 31, 2021 | Shelves#1; Datafile#01 (2021) | VSU | 1 Year | N/A |
| 2. | PM-OOP-01 | FM-OOP-05 | Communication TO: All Center Director RE: DOST Call for 2022 Conferences | Shelves#1; Datafile#01 (2021) | VSU | 1 Year | N/A |
| | PM-OOP-01 | FM-OOP-01 | Memorandum Circular # 134 TO: All VSU Constituents RE: Extension of Class Suspension & Clearing & Cleaning Operations in all VSU Campuses w/ regards to the aftermath of typhoon Odette | Shelves#1; Datafile#01 (2021) | VSU | 1 Year | N/A |
| 4. | PM-OOP-01 | FM-OOP-01 | Memorandum Circular #135 TO: All VSU Constituents RE: Call for Donation for the victims of typhoon Odette | Shelves#1; Datafile#01 (2021) | VSU | 1 Year | N/A |
| 5. | PM-OOP-01 | FM-OOP-01 | Memorandum Circular # 136 TO: VSU Faculty & Students RE: Suspension of final | Shelves#1; Datafile#01 (2021) | VSU | 1 Year | N/A |

Vision:

A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.