

## QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of : January 1-  
March 31, 2022

March 31, 2022

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 469: Designation as OIC Head, Department of Business Management	White, file shelving cabinet	Office of the President	2 years	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 468: Designation as OIC Head, Instrumentation & Laboratory Equipment	White, file shelving cabinet	Office of the President	2 years	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 467: Designation as Director for Planning and Infrastructure Project Development and Monitoring	White, file shelving cabinet	Office of the President	2 years	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 461: Awareness Webinar on Data Privacy Act of 2012	White, file shelving cabinet	Office of the President	2 years	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 460: Submission of Annual Calibration Plan and Maintenance Plan of Equipment and Laboratory Instruments	White, file shelving cabinet	Office of the President	2 years	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 358: Designation as University Firearm Custodian	White, file shelving cabinet	Office of the President	2 years	NA
7	PM-OOP-01	FM-OOP-01	Memo No. 349: Designation as Secretary of the Graduate School	White, file shelving cabinet	Office of the President	2 years	NA
8	PM-OOP-01	FM-OOP-01	Memo No. 348: Designation as Director of NSTP/CWTS	White, file shelving cabinet	Office of the President	2 years	NA
9	PM-OOP-01	FM-OOP-01	Memo No. 320: Designation as Officer-in-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
10	PM-OOP-01	FM-OOP-01	Memo No. 302: Designation as Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	2 years	NA
11	PM-OOP-01	FM-OOP-01	Memo No. 301: Designation as Alternate Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	2 years	NA
12	PM-OOP-01	FM-OOP-01	Memo No. 238: Designation as Head, Geographic Information System Laboratory	White, file shelving cabinet	Office of the President	2 years	NA

**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.