



**VISAYAS**  
STATE UNIVERSITY

## ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

### QUALITY RECORDS MATRIX

Record Year: 2023

Updated as of : JULY-  
SEPTEMBER

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 901: Dr. Beatriz S. Belonias Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 888: Dr. Dilberto O. Ferraren Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 885: Dr. Aleli A. Villocino Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 884: Mr. Al Franjion M. Villaroya Designation as Head, Department of Philosophy and social Science (DPSS)	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 843: Ms. Jennifer E. Ando Designation as Head of the Recruitment, Selection, Placement and Personnel Records Office	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 842: Ms. Luvilla G. Alcober Designation as Head of the Learning, Development and Human Resource Accreditation Office	White, file shelving cabinet	Office of the President	1 year	NA

#### ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

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			Officer-in-Charge of the Eco-FARMI on July 6-7, 2023			
8	NA	FM-VSU-03	July 1, 2023: Recommendation of the designation of Ms. Vanessa May B. Milan as deputy document and records controller for Eco-FARMI and Mr. Jonel H. Ababat as alternate deputy document and records controller for Eco-FARMI	White, file shelving cabinet	Eco-FARMI	1 Year
						NA

Prepared/Submitted by:

*Vanessa May B. Milan*  
VANESSA MAY B. MILAN 004. 13.12.2023  
Deputy Document and Records Controller /Date

Noted by:

JEROME O. ARRIBADO  
Head of Office/ Date

Reviewed by:

CAROLINE B. ANDUYAN  
College ddRC / VP ddRC  
Date

Received and Reviewed by:

PAMELA P. ORAÑO  
University Document and Records Controller  
Date

**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.