



## DEPARTMENT OF METEOROLOGY

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### QUALITY RECORDS MATRIX

Updated as of : December 2022

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 141 Series of 2022 re: Re-orientation on the Documentary Requirements for Financial and Administrative Transactions	Steel Filing Cabinet	OP	2 yrs	NA
2	NA	FM-VSU-03	Amount of Bill for the Registration of the following staff during 34th Regional RDEI Symposium @RDE Hall November 17-18, 2022	Steel Filing Cabinet	OVPREI	2 yrs	NA
3	NA	FM-VSU-01	Memorandum No. 50 Series of 2022 re: Addendum to CET Memorandum N0.49 s. 2022 RE: College-Wide Faculty and Staff Sport fest 2022	Steel Filing Cabinet	CET	2 yrs	NA
4	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 142 Series of 2022 re: Re-orientation on the Documentary Requirements for Financial and Administrative Transactions	Steel Filing Cabinet	OP	2 yrs	NA
5	NA	FM-REG-20	Report of Grade Completion-Mete 136 (Callanta K.)	Steel Filing Cabinet	OUR	2 yrs	NA
6	NA	FM-REG-20	Report of Grade Completion-Mete 136 (Hilvano T.)	Steel Filing Cabinet	OUR	2 yrs	NA
7	NA	FM-VSU-01	Memorandum No.51 Series of 2022 re: CET Classroom Utilization Policy	Steel Filing Cabinet	CET	2 yrs	NA
8	NA	FM-VSU-01	Memorandum No.52 Series of 2022 re: Mandatory Attendance to the College-Wide Preparation of IPCR and OPCR Accomplishment for July-December 2022 and Target Setting for 2023	Steel Filing Cabinet	CET	2 yrs	NA

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
9	PM-VPA-04	FM-VPA-03	Arrangement for Class(es) Missed CSTorrior December 2,2022	Steel Filing Cabinet	DMet	1 yr	NA
10	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 144 Series of 2022 re: Monitoring of Accomplishment	Steel Filing Cabinet	OP	2 yrs	NA
11	NA	FM-VSU-05	Notice of Meeting December 7,2022 re: Regular meeting	Steel Filing Cabinet	DMet	5 yrs	NA
12	PM-VPA-04	FM-VPA-03	Arrangement for Class(es) Missed DCLor December 5,2022	Steel Filing Cabinet	DMet	1 yr	NA
13	NA	FM-VSU-03	List of Student Excuse for not attending the class ,Field Trip DOST-PAGASA, Guian, Samar	Steel Filing Cabinet	DMet	2 yrs	NA
14	NA	FM-VSU-03	Document of CSAndan Grantee under the Scholarship for Graduate Studies	Steel Filing Cabinet	DMet	2 yrs	NA
15	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus (Mete 152)	Steel Filing Cabinet	DMet	Permanent	Permanent
16	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 145 Series of 2022 re: University-Wide Christmas Party	Steel Filing Cabinet	OP	2 yrs	NA
17	PM-VPA-03	FM-VPA-02	Individual Faculty Workload 1st Sem. 2022-2023 CSAndan	Steel Filing Cabinet	DMet	2 yrs	NA
18	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 146 Series of 2022 re: Monitoring of Accomplishments	Steel Filing Cabinet	OP	2 yrs	NA
19	NA	FM-VSU-07	Attendance Sheet re: Department Meeting December 7,2022	Steel Filing Cabinet	DMet		
20	PM-VPA-03	FM-VPA -02	Individual Faculty Workload 1st Sem. 2022-2023 DCLor	Steel Filing Cabinet	DMet	2 yrs	NA
21	PM-VPA-03	FM-VPA-02	Individual Faculty Workload 1st Sem. 2022-2023 RBLabisores	Steel Filing Cabinet	DMet	2 yrs	NA
22	NA	FM-VSU-03	Communication Letter DGE - DMet offering EC133 Graphic Information System (GIS) Application	Steel Filing Cabinet	DMet	2 yrs	NA
23	PM-ODS-15	FM-ODS-29	Parental Consent Form-Cinto J. (ES134-field trip)	Steel Filing Cabinet	ODS		

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24	NA	FM-VSU-02	Memorandum Circular No. 9 series of 2022 re: Deadline for Submission of Financial Documents to Budget and Accounting Office	Steel Filing Cabinet	OVPAA	2 yrs	NA
25	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 147 Series of 2022 re: Conduct of Year End Performance Assessment 2022	Steel Filing Cabinet	OP	2 yrs	NA
26	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 148 Series 2022 re: University-Wide Christmas Party	Steel Filing Cabinet	OP	2 yrs	NA
27	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus 1st sem. 2021-2022 Mete 152 CSTorrior	Steel Filing Cabinet	DMet		
28	NA	FM-VSU-01	Memorandum No. 53 Series of 2022 re: Reminders to the College-Wide preparation of OPCR/IPCR Accomplishment for July-December 2022 and Target Setting for 2023	Steel Filing Cabinet	CET	2 yrs	NA
29	PM-OOP-01	FM-OOP-01	Memorandum No. 761 Series of 2022 re: Urgent Submission of Information for the VSU Experts Directory 2023	Steel Filing Cabinet	OP	2 yrs	NA
30	NA	FM-VSU-01	Memorandum No. 54 Series of 2022 re: Ready! Get CET! Go: A CET Welcome Party 2023	Steel Filing Cabinet	CET	2 yrs	NA
31	NA	FM-VSU-01	Memorandum NO.55 Series of 2022 re; Training-Workshop on OBE Continuous Quality Improvement (CQI)	Steel Filing Cabinet	CET	2 yrs	NA
32	PM-OOP-01	FM-OOP-02	Memorandum Circular NO. 151 Series of 2022 re: Change of Time in the re Cascading of University Priorities and Strategic Direction 2023	Steel Filing Cabinet	OP	2 yrs	NA
33	NA	FM-VSU-01	Memorandum No. 56 Series of 2022 re: Deadline of Submission of OPCR/IPCR Accomplishment for 2022 and Target for 2023	Steel Filing Cabinet	CET	2 yrs	NA
34	PM-LEG-01	FM-LEG-01	Legal Opinion/Comment CSAndan	Steel Filing Cabinet	OCLO		
35	NA	FM-VSU-03	MOA proposal submission	Steel Filing Cabinet	DMet	2 yrs	NA

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						ACTIVE	INACTIVE
36	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 152 Series of 2022 re: Brief Process Flow and Deadline of Submission of OPCR and IPCR	Steel Filing Cabinet	OP	2 yrs	NA
37	PM-OOP-01	FM-OOP-02	Memorandum No. 764 Series of 2022 re: Attendance to the Philippines Health Research Ethics Board (PHREB)	Steel Filing Cabinet	OP	2 yrs	NA
38	NA	FM-VSU-01	Memorandum No. 12 Series of 2022 re: Submission of OPCR/IPCR Accomplishment for 2022 and Target for 2023	Steel Filing Cabinet	DMet	2 yrs	NA
39	NA	FM-VSU-03	Recommendation Letter- CSTorrior as Officer-in-Charge of DMet dec. 22-29, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
40	PM-IMD-03	TP-IMD-09	Table of Specification, Mete 145 of CS Andan	Steel Filing Cabinet	DMet		
41	PM-IMD-03	TP-IMD-09	Table of Specification, PhSc 119 of DC Lor	Steel Filing Cabinet	DMet		
42	PM-IMD-03	TP-IMD-09	Table of Specification, EC 131 of RB Labisoires	Steel Filing Cabinet	DMet		
43	PM-IMD-03	TP-IMD-09	Table of Specification, PhSc 118 of DC Lor	Steel Filing Cabinet	DMet		
44	PM-IMD-03	TP-IMD-09	Table of Specification, Mete 131 of CS Andan	Steel Filing Cabinet	DMet		
45	PM-IMD-03	TP-IMD-09	Table of Specification, Mete 199 of DC Lor	Steel Filing Cabinet	DMet		
46	PM-IMD-03	TP-IMD-09	Table of Specification, Mete 111 CS Torrior	Steel Filing Cabinet	DMet		
47	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation, EC 131 of RB Labisoires	Steel Filing Cabinet	DMet		
48	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation, Mete 133 of CS Torrior	Steel Filing Cabinet	DMet		
49	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation, Mete 111 of CS Torrior	Steel Filing Cabinet	DMet		

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50	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation, EC132 of RB Labisores	Steel Filing Cabinet	DMet		
51	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 142 series of 2022 re: Alay Lakad 2022 "Walk for a Cause"	Steel Filing Cabinet	OP	2 yrs	NA
52	NA	FM-VSU-05	Notice of Meeting from OHP re: Document Review of Planning Forms with Co-Process Owners	Steel Filing Cabinet	OHP	5 yrs	NA
53	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 141 series of 2022 re: Re-orientation on the Documentary Requirements for Financial and Administrative Transactions	Steel Filing Cabinet	OP	2 yrs	NA
54	NA	FM-VSU-03	Communication to all adviser of Ms. Casas re: Isolation Facilities because of her medical status	Steel Filing Cabinet	DMet	2 yrs	NA
55	PM-OOP-01	FM-OOP-01	Memorandum No. 751 series of 2022 re: SY 2022-2023 Teachers Leave Schedule	Steel Filing Cabinet	OP	2 yrs	NA
56	NA	FM-VSU-01	Memorandum No. 49 series of 2022 re: CET College-Wide Faculty and Staff Sport fest 2022	Steel Filing Cabinet	CET	2 yrs	NA
57	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 140 series of 2022 re: Orientation on the Drafting of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU)	Steel Filing Cabinet	OP	2 yrs	NA
58	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 139 series of 2022 re: Re-orientation on the Guidelines in Filling Up of the Statement of Assets, liabilities and Net Worth (SALN)	Steel Filing Cabinet	OP	2 yrs	NA
59	NA	FM-VSU-02	Memorandum Circular No.8 series of 2022 re: Deadline for Submission of Financial Documents to Budget and Accounting Office	Steel Filing Cabinet	OVPAF	2 yrs	NA
60	PM-OOP-01	FM-OOP-05	Advisory Nov. 22,2022 re: Compliance with CHED Memorandum Issued Nov. 02,2022	Steel Filing Cabinet	OP	2 yrs	NA
61	NA	FM-VSU-05	Notice of Meeting from QAC re: 4th IQA Findings, Document review and other matters	Steel Filing Cabinet	QAC	5 yrs	NA
62	NA	FM-VSU-03	Communication from GDO re: Awarded Scholarship Grants Monitoring	Steel Filing Cabinet	GDO	2 yrs	NA

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						ACTIVE	INACTIVE
63	PM-OOP-01	FM-OOP-02	Memorandum Circular No.135 series of 2022 re: Suspension of Classes for Elementary and Secondary levels	Steel Filing Cabinet	OP	2 yrs	NA
64	PM-OOP-01	FM-OOP-02	Memorandum Circular No.136 series of 2022 re: Suspension of Work, Midterm Exams in all VSU Campuses on Nov. 18-19,2022	Steel Filing Cabinet	OP	2 yrs	NA
65	NA	FM-VSU-05	Notice of Meeting re: Documents Review of Planning Forms with Co-Process Owners Dec.02,2022	Steel Filing Cabinet	OHP	5 yrs	NA
66	NA	FM-VSU-10	Excerpt from Approved Minutes of the APB Meeting Oct. 27,2022 re: Approval to hire one regular faculty	Steel Filing Cabinet	OP	2 yrs	NA
67	NA	FM-VSU-01	Memorandum No.48 series 2022 re: College-Wide Preparation of IPCR and OPCR accomplishment July-Dec 2023	Steel Filing Cabinet	CET	2 yrs	NA
68	NA	FM-VSU-07	Attendance Sheet re: DMet Meeting Nov. 16, 2022	Steel Filing Cabinet	DMet		
69	NA	FM-VSU-02	Memorandum Circular No. 28 series of 2022 re: Holding of AY: 2022-2023 Academic Convocation	Steel Filing Cabinet	OVPAA	2 yrs	NA
70	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 134 series of 2022 re: Academic Convocation Program	Steel Filing Cabinet	OP	2 yrs	NA
71	NA	FM-VSU-03	Communication to DMet re: 32nd Library and Information Services Month and the 88th National Book Week	Steel Filing Cabinet	OCL	2 yrs	NA
72	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 133 series of 2022 re: Deadline of grade completion	Steel Filing Cabinet	OP	2 yrs	NA
73	PM-OOP-01	FM-OOP-02	Memorandum Circular No.132 series of 2022 re: Postponement of training-workshop on root cause analysis	Steel Filing Cabinet	OP	2 yrs	NA
74	PM-OOP-01	FM-OOP-02	Memorandum Circular No.130 series of 2022 re: "Alay Linis"	Steel Filing Cabinet	OP	2 yrs	NA
75	PM-OOP-01	FM-OOP-02	Memorandum Circular No.131 series of 2022 re: Participation to the European Higher Education Institution	Steel Filing Cabinet	OP	2 yrs	NA

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76	NA	FM-VSU-03	Communication from ODFM re: Laboratories fees SY: 2021-2022	Steel Filing Cabinet	ODFM	2 yrs	NA
77	PM-OOP-01	FM-OOP-02	Memorandum Circular No.127 series of 2022 re: Closing meeting 4th internal audit	Steel Filing Cabinet	OP	2 yrs	NA
78	NA	FM-VSU-03	Communication to OP thru OVPAA re: request to hire two additional faculty members in regular status	Steel Filing Cabinet	DMet	2 yrs	NA
79	PM-OOP-01	FM-OOP-01	Memorandum No. 732 series of 2022 re: Designation as Officer In-Charge, Visayas State University	Steel Filing Cabinet	OP	2 yrs	NA
80	PM-OOP-01	FM-OOP-02	Memorandum Circular No.125 series of 2022 re: Joint Christmas lightning ceremony and inauguration of the centennial gates	Steel Filing Cabinet	OP	2 yrs	NA
81	PM-HRD-04	FM-HRM-14	Recommendation to attend trainings/workshops/seminars/conventions/fora/conferences	Steel Filing Cabinet	DMet	5 yrs	NA
82	NA	FM-REG-20	Report of Grade Completion	Steel Filing Cabinet	OUR	2 yrs	NA
83	NA	FM-VSU-03	Communication from ODIE re: to the concerned department head/director	Steel Filing Cabinet	ODIE	2 yrs	NA
84	PM-OOP-01	FM-OOP-02	Memorandum Circular No.124 series of 2022 re: University-wide Christmas Parol Contest	Steel Filing Cabinet	OP	2 yrs	NA
85	NA	FM-VSU-05	Notice of Meeting Nov. 16,2002 Regular Meeting	Steel Filing Cabinet	DMet	5 yrs	NA
86	NA	FM-VSU-03	Communication to OP re: request of approval to go on cultural tour to Negros on Nov. 7 to 11, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
87	NA	FM-VSU-03	Communication from QAC re: to all academic deputy and documents controller Visayas state university]	Steel Filing Cabinet	QAC	2 yrs	NA
88	NA	FM-VSU-01	Memorandum Circular No.47 series of 2022, re: Submission of TOS for midterm examination 1st sem. SY 2022-2023	Steel Filing Cabinet	CET	2 yrs	NA

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89	NA	FM-VSU-01	Memorandum Circular No.46 series of 2022, re: Submission of TOS for midterm examination 1st sem. SY 2022-2023	Steel Filing Cabinet	CET	2 yrs	NA
90	NA	FM-VSU-05	Notice of Meeting Nov. 9,2002 Regular Meeting	Steel Filing Cabinet	DMet	5 yrs	NA
91	PM-IMD-03	TP-IMD-08	Outcomes-Based Teaching-Learning Syllabus on Mete 111 Introduction to Meteorology	Steel Filing Cabinet	DMet	Permanent	Permanent
92	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 120 s. 2022. 2022 Convocation Program	Steel Filing Cabinet	OP	2 yrs	NA
93	NA	FM-VSU-03	Copy of the communication re: request for Data for the Impact Rankings	Steel Filing Cabinet	GRC	2 yrs	NA
94	NA	FM-VSU-02	Memorandum Circular No. 27, s. 2022. Amendment to OVPAA MC No. 26 s. 2022 re: AY 2022-2023 Academic Convocation and Inauguration of the New VSU Gates	Steel Filing Cabinet	OVPAA	2 yrs	NA
95	NA	FM-VSU-02	Memorandum Circular No. 26, s. 2022. AY 2022-2023 Academic Convocation and Inauguration of the New VSU Gates	Steel Filing Cabinet	OVPAA	2 yrs	NA
96	NA	FM-VSU-10	Excerpt on VSF-AS Minutes of Meeting re: Virtual attendance of CSAndan to present a paper " Lightning and Thunderstorm events in Greater Metro Manila"	Steel Filing Cabinet	OHLDHRA	2 yrs	NA
97	NA	FM-VSU-05	Notice of Meeting, Oct 25, 2022 re" College of Engineering Student's Travel Abroad	Steel Filing Cabinet	OVPSAS	5 yrs	NA
98	NA	FM-VSU-02	Memorandum Circular No. 2, s. 2022. Calling for Submission of Planning and Activities 2023	Steel Filing Cabinet	OVPRGAS	2 yrs	NA
99	PM-IMD-03	TP-IMD-08	Outcomes-Based Teaching-Learning Syllabus on Mete 131 Synoptic Meteorology	Steel Filing Cabinet	DMet	Permanent	Permanent
100	PM-IMD-03	TP-IMD-08	Outcomes-Based Teaching-Learning Syllabus on Mete 145 Principles of Numerical Weather Prediction	Steel Filing Cabinet	DMet	Permanent	Permanent
101	PM-IMD-03	TP-IMD-08	Outcomes-Based Teaching-Learning Syllabus on EC 131 Astronomy	Steel Filing Cabinet	DMet	Permanent	Permanent



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102	PM-IMD-03	TP-IMD-08	Outcomes-Based Teaching-Learning Syllabus on Mete 143 Basic Climatology and Agrometeorology	Steel Filing Cabinet	DMet	Permanent	Permanent
103	PM-IMD-03	TP-IMD-08	Outcomes-Based Teaching-Learning Syllabus on Mete 133 Dynamic Meteorology 1	Steel Filing Cabinet	DMet	Permanent	Permanent
104	PM-IMD-03	TP-IMD-08	Outcomes-Based Teaching-Learning Syllabus on E4 134 Field Work	Steel Filing Cabinet	DMet	Permanent	Permanent
105	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 119, s. 2022. Implementation of the flexible Hours or "Flexi time" for Faculty Members	Steel Filing Cabinet	OP	2 yrs	NA
106	NA	FM-VSU-03	CS Torrion as OIC of DMet on October 21 & 24	Steel Filing Cabinet	DMet	2 yrs	NA
107	NA	FM-VSU-03	DC Lor as OIC of DMet on October 27-28	Steel Filing Cabinet	DMet	2 yrs	NA
108	NA	FM-VSU-03	RB Labisores as OIC of DMet on October 25-26	Steel Filing Cabinet	DMet	2 yrs	NA
109	NA	FM-VSU-03	Communication to Engr. Jundy R. Castil re: Assistance in the fabrication of wall mount bracket for TV	Steel Filing Cabinet	DMet	2 yrs	NA
110	PM-VPA-03	FM-VPA-01	Report of Actual Teaching Load	Steel Filing Cabinet	DMet	1 yr	NA
111	NA	FM-VSU-10	Excerpt on VSFC-AS Minutes of meeting re: Attendance of CS Andan to attend the "Training on Problem Solving Decision Making" on October 26-28, 2022	Steel Filing Cabinet	OHLDHRA	2 yrs	NA
112	NA	FM-VSU-03	Communication re: Guidelines in the Conduct of OFF Campus Activities	Steel Filing Cabinet	ODS	2 yrs	NA
113	PM-ODS-19	FM-ODS-39	Student Assistantship Charging Request Form: Anano, Brian Gallo	Steel Filing Cabinet	ODS		
114	PM-ODS-19	FM-ODS-38	Application for Student Assistantship: Anano, Brian Gallo	Steel Filing Cabinet	ODS		
115	PM-ODS-19	FM-ODS-39	Student Assistantship Charging Request Form: Veril, Daryl Jay B.	Steel Filing Cabinet	ODS		
116	PM-ODS-19	FM-ODS-38	Application for Student Assistantship: Veril, Daryl Jay	Steel Filing	ODS		

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						ACTIVE	INACTIVE
			B.	Cabinet			
117	PM-ODS-19	FM-ODS-39	Student Assistantship Charging Request Form: Lendie V. Paderes	Steel Filing Cabinet	ODS		
118	PM-ODS-19	FM-ODS-38	Application for Student Assistanship:Lendie V. Paderes	Steel Filing Cabinet	ODS		
119	NA	FM-VSU-01	Memorandum No. 44. Emergency Kit/First Aid Kit	Steel Filing Cabinet	CET	2 yrs	NA
120	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 117, s. 2022. Attendance and Participation during the 2022 University Intramural Games	Steel Filing Cabinet	DMet	2 yrs	NA
121	PM-QAC-08	FM-QAC-14	Quality Record Matrix of DMet, updated as of September 2022	Steel Filing Cabinet	DMet		
122	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 114, s. 2022. Mental Health Forum and Oath-Taking Ceremony	Steel Filing Cabinet	OP	2 yrs	NA
123	NA	FM-VSU-01	Memorandum No. 3.10, s. 2022. Department Instructional Materials Development Committee	Steel Filing Cabinet	DMet	2 yrs	NA
124	NA	FM-VSU-01	Memorandum No. 11, s. 2022. Department Research, Development, Extension, and Innovation (RDEI) Committee	Steel Filing Cabinet	DMet	2 yrs	NA
125	NA	FM-VSU-01	Memorandum No 3.12, s. 2022. CS Torrior as Department Secretary effective 1 Sept 2022 to Dec 2022.	Steel Filing Cabinet	DMet	2 yrs	NA
126	NA	FM-VSU-10	Excerpts from the approved minutes of the NAPB, Sept 9, 2022 re: Approval to hire one JO Lab Technician	Steel Filing Cabinet	OHRSPPR	2 yrs	NA
127	NA	FM-VSU-02	Memorandum Circular 24, s. 2022. Agreements during the meeting on October 4	Steel Filing Cabinet	OVPAA	2 yrs	NA
128	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 113, s. 2022. Faculty and Staff Sports Feast 2022 Final Team Composition	Steel Filing Cabinet	OP	2 yrs	NA
129	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 114, s. 2022. Payroll Preparation and Submission	Steel Filing Cabinet	OP	2 yrs	NA

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**FM-QAC-14**

V3 10-29-2021

No. CET.Met Q23-01

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
130	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 115, s. 2022. New Philippine Health Insurance Corporation (PHIC) Premium Rate	Steel Filing Cabinet	OP	2 yrs	NA
131	NA	FM-VSU-05	Notice of Meeting from OVPSAS re: Request of Change of Grace of Mr. DC Lor	Steel Filing Cabinet	ODIE	5 yrs	NA
132	NA	FM-VSU-02	Memorandum Circular No. 25, s. 2022. Submission if Individual Faculty Workload for 1st Sem, SY 2022-2023	Steel Filing Cabinet	OVPA	2 yrs	NA
133	NA	FM-VSU-08	Minutes of DMet monthly meeting, October 5, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
134	NA	FM-VSU-07	Attendance Sheet, DMet Meeting on October 5, 2022	Steel Filing Cabinet	DMet		
135	PM-REG-09	FM-REG-10	Class Roster, SY 2022-2023 1st Semester. ES 134, 8-9 TTh of RB Labisores	Steel Filing Cabinet	OUR	Permanent	Permanent
136	NA	FM-VSU-03	Communication to OVPSAS re: Submission of the Annual Report in the Implementation of Student Internship Program in the Phil. AY 2021-2022 of BS Meteorology	Steel Filing Cabinet	DMet	2 yrs	NA
137	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 1109, s. 2022. Final Schedule of the University Intramural Games 2022.	Steel Filing Cabinet	OP	2 yrs	NA
138	NA	FM-VSU-05	Notice of Meeting from CET re: 8th CET-DRCC Regular Meeting	Steel Filing Cabinet	CET	5 yrs	NA
139	NA	FM-VSU-03	Communication to OUR re: Student Advisers of BS Meteorology Students.	Steel Filing Cabinet	DMet	2 yrs	NA
140	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 112, s. 2022. Energy Conservation Measures	Steel Filing Cabinet	OP	2 yrs	NA
141	NA	FM-VSU-08	Minutes of DMet monthly meeting, Aug 8, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
142	NA	FM-VSU-13	Accomplishment Report of CS Andan, Sept 2022	Steel Filing Cabinet	DMet	2 yrs	NA

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