



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF ECONOMICS
College of Management and Economics
Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Phone/Fax: +63 53 563 -7751
Email: doe@vsu.edu.ph
Website: www.vsu.edu.ph

QUALITY RECORDS MATRIX

Record Year: 2022						Updated as of : March 31, 2022	
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD ACTIVE	RETENTION PERIOD INACTIVE
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 41 Series of 2022 dated March 30 re: Flag Raising Ceremony	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-01	Memorandum No. 461 Series of 2022 dated March 29 re: Awareness Webinar on Data Privacy Act of 2012	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 40 Series of 2022 dated March 28 re: Webinar on Women: Where are You and Where Do You Want to Be? Women as Biomedical and Biotechnology Innovators	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-01	Memorandum No. 463 Series of 2022 dated March 25 re: Creation of the Committee on Anti-Red Tape (CART)	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-01	Memorandum No. 460 Series of 2022 dated March 24, 2022 re: Submission of Annual Calibration Plan and Maintenance Plan of Equipment and Laboratory Instruments	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-VSU-02	Memorandum Circular No. 01 Series of 2022 dated March 21 re: Documents and Data for the Institutional Accreditation, Area 8 Infrastructure and Learning Resources	Date Filer 1	OVP/PRGAS	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 39 Series of 2022 dated March 18 re: AACUP Accreditation Opening Program March 21 and 23, 2022 and Schedule Activities	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 38 Series of 2022 dated March 18 re: VSU Second Surveillance Audit (SSA) Report	Date Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 37 Series of 2022 dated March 18 re: Limited Face-to-Face Classes in the 2 nd Semester 2021-2022	Data Filer 1	Office of the President	Permanent	Permanent

Vision:
Mission:

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