



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF ECONOMICS

QUALITY RECORDS MATRIX

Record Year: 2023 (July-Sept. 2023)					Updated as of : Sept. 31, 2023		
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-001	OP Memo No. 904 Series of 2023 dated 29 Sept, 2023 re: Submission of Privacy Impact Assessment	Data Filer	OP, VSU	Permanent	Permanent
2	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 150 Series of 2023 dated Sept. 29, 2023 re: VSU-Fan General Assembly and USSC General Assembly	Data Filer	OP, VSU	Permanent	Permanent
3	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 149 Series of 2023 dated Sept. 29, 2023 re: Implementation of Bundy Clock for JO Workers	Data Filer	OP, VSU	Permanent	Permanent
4	PM-OOP-01	FM-OOP-001	OP Memo No. 889 Series of 2023 dated 20 Sept, 2023 re: Mandatory Customer Satisfaction Survey Form Submission After Completing University Transactions	Data Filer	OP, VSU	Permanent	Permanent
5	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 148 Series of 2023 dated Sept. 25, 2023 re: Call for Participants for the Training on Climate change Expenditure Tagging (CCET)	Data Filer	OP, VSU	Permanent	Permanent



DEPARTMENT OF ECONOMICS
Visayas State University, Baybay City, Leyte
Email: doe@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1024