



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

QUALITY RECORDS MATRIX

Record Year:

Updated as of : Mar. 31, 2025

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-00P-02	OP Memo Circular No. 102 Series of 2025 dated Marc 26, 2025 re: Attendance on the Re- Orientation of Guidelines and Procedures...	Data Filer	OP, VSU	Permanent	Permanent
2	PM-OOP-01	FM-00P-02	OP Memo Circular No. 101 Series of 2025 dated March 26, 2025 re: L & D Activity on Self- Empowerment entitled "Yung Sumakses Kal Toolkist for Flourishing....."	Date Filer	OP, VSU	Permanent	Permanent
3	PM-OOP-01	FM-00P-02	OP Memo Circular No. 98 Series of 2025 dated March 26, 2025 re: The Voice of VSU 2025 Guidelines and Registration Form	Data Filer	OP, VSU	Permanent	Permanent
4	PM-OOP-01	FM-00P-02	OP Memo Circular No. 100 Series of 2025 dated March 27, 2025 re: PSA Document Request and National ID Printing at KomuniAksyon Event	Data Filer	OP, VSU	Permanent	Permanent
5	PM-OOP-01	FM-00P-02	OP Memo Circular No. 97 Series of 2025 dated March 26, 2025 re: Survey on VSU Uniform 2025	Data Filer	OP, VSU	Permanent	Permanent
6	PM-OOP-01	FM-00P-02	OP Memo Circular No. 91 Series of 2025 dated March 21, 2025 re: Conduct of the Fire and Earthquake Drill for the First Quarter of 2025	Data Filer	OP, VSU	Permanent	Permanent
7	PM-OOP-01	FM-00P-02	OP Memo Circular No. 87 Series of 2025 dated March 19, 2025 re: Call for Nomination for the VSU Performance Awards of 2025	Data Filer	OP, VSU	Permanent	Permanent
8	PM-OOP-01	FM-00P-02	OP Memo Circular No. 85 Series of 2025 dated March 18, 2025 re: On-Site- Pag-IBIG Fund Services and Loyalty Card Plus....	Data Filer	OP, VSU	Permanent	Permanent



DEPARTMENT OF ECONOMICS

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