



QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of : March 31,
2022

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-01	Memorandum Circular no. 01 series of 2022 re: Contract of JO workers for January 1-January 30, 2022 charged to GAA and STF and other fund sources.	Steel Cabinet	Office of the President	Permanent	Permanent
2	PM-OOP-01	FM-OOP-01	Memorandum Circular no. 05 series of 2022 re: Contract for Teaching Service of Part Time Instructors due to adjustments in academic activities schedules for 1 st semester SY 2021-2022	Steel cabinet	Office of the President	Permanent	Permanent
3	PM-OOP-01	FM-OOP-01	Memorandum Circular no. 06 series of 2022 re: Alay Linis, January 11, 2022	Steel cabinet	Office of the President	Permanent	Permanent
4	PM-OOP-01	FM-OOP-01	Memorandum Circular no. 07 series of 2022 re: Alay Linis, January 11, 2022	Steel cabinet	Office of the President	Permanent	Permanent
5	PM-OOP-01	FM-OOP-01	Memorandum Circular no. 08 series of 2022 re: Reminder for the Submission of RFCA reports and CAPs	Steel cabinet	Office of the President	Permanent	Permanent
6	PM-OOP-01	FM-OOP-01	Memorandum Circular no. 10 series of 2022 re: Alternative Work arrangements for VSU faculty and staff to arrest the Resurging Cases of COVID-19 effective January 24, 2022.	Steel cabinet	Office of the President	Permanent	Permanent
7	PM-OOP-01	FM-OOP-01	Memorandum Circular no. 11 series of 2022 re: Compliance of all COA Notice of Suspension	Steel cabinet	Office of the President	Permanent	Permanent
8	PM-OOP-01	FM-OOP-01	Memorandum no. 01 series of 2022 re:	Steel cabinet	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.

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