



QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of: Dec 31, 2022

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	FM-VSU-13	Accomplishment Report of Jesiah Mar Santos dated December 1-31, 2022	Steel Cabinet	ATR	2 years	N/A
2	N/A	FM-VSU-03	Request for Appointment of Contractual Employees for Research, Extension, and Innovation Project KVCaingcoy for January-June 2023 dated November 29, 2022	Steel Cabinet	ATR	PERMANENT	N/A
3	N/A	FM-VSU-03	Communication from OHRSPPR (renewal for casual/contractual employee/s)	Steel Cabinet	OHRSPPR	PERMANENT	N/A
4	N/A	FM-VSU-13	Accomplishment Report of Jesiah Mar Santos dated November 1-30, 2022	Steel Cabinet	ATR	2 years	N/A
5	N/A	FM-QAC-22	General Observations and Opportunities for Improvement List (ATR-OFI-22-01)	Steel Cabinet	ODQA	PERMANENT	N/A
6	N/A	FM-VSU-07	Attendance Sheet on November 22, 2022 Meeting	Steel Cabinet	ATR	PERMANENT	N/A
7	N/A	FM-VSU-08	Minutes of Meeting on November 22, 2022	Steel Cabinet	ATR	PERMANENT	N/A
8	N/A	FM-VSU-05	Notice of Meeting November 21, 2022	Steel Cabinet	ATR	PERMANENT	N/A
9	N/A	FM-VSU-13	Accomplishment Report of Jesiah Mar Santos dated October 1-31, 2022	Steel Cabinet	ATR	2 years	N/A
10	N/A	FM-LEG-03	Contract of Service for Individual Job Order Worker – Jesiah Mar Santos	Steel Cabinet	ATR	PERMANENT	N/A
11	N/A	FM-VSU-03	Letter request for Educational Tour KVCaingcoy November 18, 21-24, 2022	Steel Cabinet	ATR	PERMANENT	N/A

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.