



QUALITY RECORDS MATRIX

Department/Unit: Office of the Vice President for Research,
 Extension & Innovation – Annals of Tropical Research
 (OVPREI-ATR)

Record
 Year: 2021

Updated as of: September 30,
 2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	FM-VSU-03	Letter request to cancel STF21-06-0319 addressed to LibTech Source Philippines Inc. date prepared July 2, 2021	Glass Cabinet Documents	ATR	PERMANENT	N/A
2	N/A	FM-VSU-13	Accomplishment Report July 1-15, 2021 – Preilly P. Aguilar date prepared July 9, 2021	Glass Cabinet Documents	ATR	2 years	N/A
3	N/A	FM-VSU-13	Accomplishment Report July 16-31, 2021 – Preilly P. Aguilar date prepared July 23, 2021	Glass Cabinet Documents	ATR	2 years	N/A
4	N/A	FM-VSU-13	Accomplishment Report July 26-29, 2021 – Preilly P. Aguilar date prepared August 2, 2021	Glass Cabinet Documents	ATR	2 years	N/A
5	N/A	FM-VSU-13	Accomplishment Report August 1-15, 2021 – Preilly P. Aguilar date prepared August 9, 2021	Glass Cabinet Documents	ATR	2 years	N/A
6	N/A	FM-VSU-13	Accomplishment Report August 16-31, 2021 – Preilly P. Aguilar date prepared August 20, 2021	Glass Cabinet Documents	ATR	2 years	N/A
7	N/A	FM-VSU-13	Accomplishment Report August 24 & 26, 2021 – Preilly P. Aguilar date prepared August 23, 2021	Glass Cabinet Documents	ATR	2 years	N/A
8	N/A	FM-VSU-13	Accomplishment Report August 24, 26-31, 2021 – Kimberly V. Caingcoy date prepared September 1, 2021	Glass Cabinet Documents	ATR	2 years	N/A