



INSTITUTE FOR
**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

QUALITY RECORDS MATRIX

#		MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD		Updated as of : Dec. 31, 2023
							ACTIVE	INACTIVE	
1.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 150, series of 2023 re VSU-FAN General Assembly and USSC General Assembly	Data Filer #10	Office of the President	Permanent	Permanent		
2.	PM-OOP-01	FM-OOP-01	OP Memorandum # 904, series of 2023 re Submission of Privacy Impact Assessment	Data Filer #10	Office of the President	Permanent	Permanent		
3.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 151, series of 2023 re Conduct of Online Classes and Academic Wellness Week	Data Filer #10	Office of the President	Permanent	Permanent		
4.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 158, series of 2023 re Participating Students of the RSCUAA Field Demonstration to be Excused from Online Classes	Data Filer #10	Office of the President	Permanent	Permanent		
5.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 159, series of 2023 re VSU's Participation in the 2024 Times Higher Education Ranking	Data Filer #10	Office of the President	Permanent	Permanent		
6.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 160, series of 2023 re Alay Linis-October 19, 2023	Data Filer #10	Office of the President	Permanent	Permanent		
7.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 157, series of 2023 re Closing Meeting for the 5th Internal Quality Audit	Data Filer #10	Office of the President	Permanent	Permanent		
8.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 162, series of 2023 re Monitoring of Accomplishments	Data Filer #10	Office of the President	Permanent	Permanent		