



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF ECONOMICS**  
College of Management and Economics  
Visayas State University  
Visca, Baybay City, Leyte PHILIPPINES  
Phone/Fax: +63 53 563 -7751  
Email: doe@vsu.edu.ph  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of :  
September 30, 2022

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 112 Series of 2022 dated Sept. 27 re: World Teachers' Day 2022	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 110 Series of 2022 dated September 23 re: Culmination Program of the 122 <sup>nd</sup> Philippine Civil Service anniversary celebration	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 109 Series of 2022 dated 26 September re: Final Schedule of the University Intramural Games	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-01	Memorandum No. 693 Series of 2022 dated September 22 re: Appointment for Reclassification of Academic Rank, NBC 46' 8 <sup>th</sup> cycle	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 108 Series of 2022 dated 23 September re: Implementation of the Clean-As-You-Go (CLAYGO) Policy	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 106 Series of 2022 dated 14 September re: GSIS New Employees Orientation (NEO)	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 105 Series of 2022 dated 19 September re: Commemorative Activities for the 50 <sup>th</sup> Anniversary of the Martial Law Declaration in the Phil.	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 104 Series of 2022 dated 19 September re: VSU Free in Campus Tuyok and Bus Rides	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 103 Series of 2022 dated 15 September re: Revised Contract for Part-Time Instructors effective 1 <sup>st</sup> semester, SY 2022-2023	Data Filer 1	Office of the President	Permanent	Permanent
	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 102 Series of 2022 dated 15 September re: Proper Procedure on the Utilization	Data Filer 1	Office of the President	Permanent	Permanent

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 4

FM-QAC-14

V3 10-29-2021

No. DOE-2022-03

No. DOE-2022-03