



QUALITY RECORDS MATRIX (QRM)- 3rd Quarter

Department/Unit:

Office of the Chief of University Services for Health, Emergency and Rescue (USHER)

Record Year:

2021

Updated as of:

September 30, 2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	Memorandum Circular No. 70	FM-OOP-02	Reiteration of VSU COVID-19 Protocols	Data Filer # 1 (Analisa Amarillo)	Office of the President	1 year	
2	Memorandum Circular No. 74	FM-OOP-02	Official Result of the Result of the First Surveillance Audit for ISO 9001:2015 Conducted by TUV Rheinland on Feb. 4-5, 2021	Data Filer # 1 (Analisa Amarillo)	Office of the President	1 year	
3	Memorandum Circular No. 81	FM-OOP-02	COVID-19 Vaccination Form for VSU Employees	Data Filer # 1 (Analisa Amarillo)	Office of the President	1 year	
4	Memorandum Circular No. 83	FM-OOP-02	Re-Orientation Seminar on Duties and Responsibilities of Drivers	Data Filer # 1 (Analisa Amarillo)	Office of the President	1 year	
5	Memorandum Circular No. 85	FM-OOP-02	Work Arrangement in VSU Main Campus to Arrest COVID-19 spread	Data Filer # 1 (Analisa Amarillo)	Office of the President	1 year	
6	Memorandum Circular No. 87	FM-OOP-02	Entry Protocol for VSU Household members and helpers from August 23 until 27, 2021	Data Filer # 1 (Analisa Amarillo)	Office of the President	1 year	
7	Memorandum Circular No. 88	FM-OOP-02	Updated Health and Safety Protocols in VSU Pursuant to Executive Order No. 118 of the Baybay City LGU dated 23 August 2021	Data Filer # 1 (Analisa Amarillo)	Office of the Vice President for Administration & Finance	1 year	

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.