



VISAYAS
STATE UNIVERSITY



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QUALITY RECORDS MATRIX

Update as of: Jan 1- March 31, 2023

Record Year: 2023

Department/Unit: National Abaca Research Center (NARC)

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	ACTIVE	INACTIVE
1.	PM-OOP-01	FM-OOP-02	Memorandum # 04 TO: Vice Presidents, Chancellors, Directors, College Deans, Department & Unit Heads RE: Virtual Orientation-Workshop on New Communication Platforms for VSU employees dated Jan 11, 2023	Shelves # 1, Data filer #01 (2023)	VSU	1 Year	N/A
2.	PM-OOP-01	FM-OOP-02	Memorandum # 01 To: All Individuals under a Job Order or Service Contract Agreement RE: Submission of Income Payee's Sworn Declaration of Gross Receipts/Sales Jan 16, 2023	Shelves # 1, Data filer #01 (2023)	VSU	1 Year	N/A
3.	PM-OOP-01	FM-OOP-02	Memorandum # 06 TO: All concerned RE: Contract of Service for Job Order Workers to January 1-June 30, 2023 charged against the CY 2023 General Appropriation Act (GAA), Special Trust Fund (STF) and other fund sources Jan 6, 2023	Shelves # 1, Data filer #01 (2023)	VSU	1 Year	N/A
4.	PM-OOP-01	FM-OOP-001	Memorandum # 07 TO: All Process Owners and Co-Process Owners RE: Preparation for the 5 th Management Review Jan 6, 2023	Shelves # 1, Data filer #01 (2023)	VSU	1 Year	N/A