



QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of : June 30, 2022

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-01	OP Memo Circular # 45, series of 2022 re: Cultural Allowance	Steel Cabinet	Office of the President	Permanent	Permanent
2	PM-OOP-01	FM-OOP-01	OP Memo Circular # 47, series of 2022 re: Executive Order No. 139 Declaring a State of Calamity in Baybay City, Leyte due to Tropical Storm Agaton	Steel Cabinet	Office of the President	Permanent	Permanent
3	PM-OOP-01	FM-OOP-01	OP Memo Circular # 49, series of 2022 re: Postponement of VSU Institutional Accreditation to May 23-27, 2022 and Webinar to IP Preparation	Steel Cabinet	Office of the President	Permanent	Permanent
4	PM-OOP-01	FM-OOP-01	OP Memo Circular # 50, series of 2022 re: Suspension of Classes April 27, 2022	Steel Cabinet	Office of the President	Permanent	Permanent
5	PM-OOP-01	FM-OOP-01	OP Memo Circular # 51, series of 2022 re: Job-seeking Webinar	Steel Cabinet	Office of the President	Permanent	Permanent
6	PM-OOP-01	FM-OOP-01	OP Memo Circular # 53, series of 2022 re: Full Resumption on the Use of Biometric Time Recording System (BTRS) for Daily Attendance Record (DTR)	Steel Cabinet	Office of the President	Permanent	Permanent
7	PM-OOP-01	FM-OOP-01	OP Memorandum # 461, series of 2022 re: Awareness Webinar on Data Privacy Act of 2012	Steel Cabinet	Office of the President	Permanent	Permanent
8	PM-OOP-01	FM-OOP-01	OVPA Memo Circular #08, series of 2022 re: Submission of Data and Supporting Documents Needed for the upcoming Institutional Accreditation (AREA 3)	Steel Cabinet	Office of the President	Permanent	Permanent
9	PM-OOP-01	FM-OOP-01	OP Memorandum #461, series of 2022 re: Appointment for Permanent Status	Steel Cabinet	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.