



QUALITY RECORDS MATRIX

Record Year: 2023
Updated as of:
JANUARY-
MARCH 2023

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
MONTH OF: JANUARY 2023							
1	PM-OOP-02	FM-OOP-02	OP Memorandum # 01, series of 2023 re: Resumption of Classes on January 9, 2023	Data Filer # 4	Office of the President	Permanent	Permanent
2	PM-OOP-01	FM-OOP-01	OP Memorandum # 01, series of 2023 re: Hold-Over Capacity	Data Filer # 4	Office of the President	Permanent	Permanent
3	PM-OOP-02	FM-OOP-02	OP Memorandum # 02, series of 2023 re: Call for Proposal (Internationalization Program of VSU).	Data Filer # 4	Office of the President	Permanent	Permanent
4	PM-OOP-02	FM-OOP-02	OP Memorandum # 03, series of 2023 re: Revised Schedule of the Final Examination for 1 st Semester 2022-2023.	Data Filer # 4	Office of the President	Permanent	Permanent
5	PM-OOP-02	FM-OOP-02	OP Memorandum # 04, series of 2023 re: Virtual Orientation-Workshop on New Communication Platforms for VSU Employees.	Data Filer # 4	Office of the President	Permanent	Permanent
6	Not Applicable	Not Applicable	Request of NSTP Serial Number dated January 5, 2023 of Josiah Jireh A. Tadle.	Data filer # 4	Bohol Northern Star College	Permanent	Permanent
7	PM-OOP-01	FM-OOP-01	OP Memorandum # 07, series of 2023 re: Preparation for the 5 th Management Review.	Data Filer # 4	Office of the President	Permanent	Permanent
8	PM-OOP-02	FM-OOP-02	OP Memorandum # 07, series of 2023 re: Extension of the Deadline for Completion of INC Marks.	Data Filer # 4	Office of the President	Permanent	Permanent
9	Not Applicable	Not Applicable	Request of NSTP Serial Number dated January 13, 2023 of Lea Marie P. Rabuya.	Data filer # 4	Western Leyte College of ormoc City, Inc.	Permanent	Permanent
10	PM-OOP-01	FM-OOP-01	OPMemorandum # 45, series of 2023 re: Submission of Updated Master list of Equipment and Instruments.	Data Filer # 4	Office of the President	Permanent	Permanent
11	PM-VSU-02	FM-VSU-02	OVPAA Memorandum # 03, series of 2023 re: Discussion of Procedure Manuals (PM), Guidelines (GL) and BOR Resolutions.	Data Filer # 4	Office of the Vice President for Academic Affairs	Permanent	Permanent