



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF ECONOMICS

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QUALITY RECORDS MATRIX

Record Year: 2023 (Jan.-March)					Updated as of : Mar. 31, 2023		
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-002	OVPAA Memo Circular No. 16 Series of 2023 dated March 30, 2023 re: The Use of the VSU Undergraduate Manuscript Template	Data Filer	OVPAA, VSU	Permanent	Permanent
2	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 58 Series of 2023 dated March 30, 2023 re: Establishment of a Campus-Based Alumni Chapter	Data Filer	OP, VSU	Permanent	Permanent
3	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 57 Series of 2023 dated March 29, 2023 re: 2023 National Women's Month Celebration (NWM) Closing Program	Data Filer	OP, VSU	Permanent	Permanent
4	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 56 Series of 2023 dated March 24, 2023 re: Mr. & Mrs. VSU 2023 Team Composition	Data Filer	OP, VSU	Permanent	Permanent
5	PM-OOP-01	FM-OOP-002	OP Memorandum Circular No. 55 Series of 2023 dated March 15, 2023 re: Active Participation in the General Alumni Homecoming	Data Filer	OP, VSU	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.