



QUALITY RECORDS MATRIX (INTERNAL RECORDS)

Updated as of :
March 31, 2022

Record
Year: 2022

Department/Unit: DoPAC

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-01	Memorandum - OP	Data Filer	OP	1 yr.	NA
	PM-OOP-02	FM-OOP-02	Memorandum Circulars - OP	Data Filer	OP	2 yrs	NA
		FM-OBS-03	Excerpts Minutes – VSU BOR	Data Filer	OBS	5 yrs	
		FM-VSU-01	Memorandum – OVPA	Data Filer	OVPA	1yr	NA
		FM-VSU-02	Memorandum – DoPAC	Data Filer	DoPAC	2 yrs	
		FM-VSU-02	Memorandum -OVPAF	Data Filer	OVPAF	1yr	NA
		FM-VSU-01	Memorandum -OVPRGAS	Data Filer	OVPRGAS	1 yr	
		FM-VSU-02	Memorandum-OVPREI	Data Filer	OVPREI	1yr	NA
		FM-VSU-04	Certification - ODHRM	Data Filer	ODHRM	1 yr	
		FM-VSU-03	Memorandum- OVPSAS	Data Filer	OVPSAS	1yr	NA
		FM-VSU-01	Memorandum - ODIE	Data Filer	ODIE	1 yr.	NA
		FM-VSU-03	Communication Letters - Outgoing	Data Filer	DoPAC	1 yr.	NA
		FM-VSU-04	Certification	Datafiler	DoPAC	1 yr	NA
		FM-VSU-05	Notices of Meeting	Data Filer	DoPAC	1 yr.	NA

PERIOD	
INAC	
N	
N	
N	
NA	
NA	
NA	
NA	
NA	
NA	
NA	

by:



THELMA P. APAS
Deputy Document and Records Controller
Date: April 3, 2022

Noted by:



ELIZABETH S. QUEVEDO
Head of Office/Date

Reviewed by:

ROD M. UNAHAN
College dDRC
Date

Received and Reviewed by:

PAMELA P. ORAÑO
University Document and Records Controller
Date:

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment