

QUALITY RECORDS MATRIX

Record Year: 2025

Updated as of : September 2025

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 186, series of 2025 re Submission of OPCR, DPCR, UPCR, and IPCR with Actual Accomplishments Necessary Means of Verifications or Evidences and Numerical Ratings for the Rating Period January to June 2025	Data Filer #10	Office of the President	2 years	N/A
2.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 174-A, series of 2025 re Supplemental Memo of OP MC No. 174 re Conduct of Commencement Exercises	Data Filer #10	Office of the President	2 years	N/A
3.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 187, series of 2025 re Attendance to the 72nd Commencement Exercises of VSU Main Campus	Data Filer #10	Office of the President	2 years	N/A
4.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 192, series of 2025 re Flag Raising Ceremony on 14 July 2025	Data Filer #10	Office of the President	2 years	N/A
5.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 191, series of 2025 re Deadline for Submission of Financial Documents to Budget and Accounting Office	Data Filer #10	Office of the President	2 years	N/A
6.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 203, series of 2025 re List of Revised Forms as of July 18, 2025	Data Filer #10	Office of the President	2 years	N/A
7.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 207, series of 2025 re Submission of OPCR, DPCR, UPCR and IPCR Targets for the Period July to December 2025	Data Filer #10	Office of the President	2 years	N/A
8.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 208, series of 2025 re University-wide Flag Raising Ceremony in Celebration of ASEAN Month 2025	Data Filer #10	Office of the President	2 years	N/A
9.	PM-OOP-01	FM-OOP-02	OP Memo Circular # 211, series of 2025 re Orientation on the Basics of Government	Data Filer #10	Office of the President	2 years	N/A


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