



## QUALITY RECORDS MATRIX (EXTERNAL RECORDS)

Department/Unit: Department of Soil Science

Record Year: 2022

Updated as of: March 31, 2022

#	MOTHER PROCEDURE	FORM DOC. REF NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	Civil Service Form No. 48	Daily Time Record	Document Display Shelf	Civil Service Commission	PERMANENT	N/A
2	N/A	Civil Service Form No. 6	Application For Leave	Document Display Shelf	Civil Service Commission	PERMANENT	N/A
3	N/A	DBM-CSC Form No. 1	Position Description Form	Document Display Shelf	Civil Service Commission	PERMANENT	N/A
4	N/A	BIR Form No. 2316	Certification of Compensation Payment/Tax Withheld	Document Display Shelf	BIR	PERMANENT	N/A
5	N/A	Civil Service Form No. 212	Personal Data Sheet	Document Display Shelf	Civil Service Commission	PERMANENT	N/A
6	N/A		Sworn Statement of Asset, Liabilities and Network (SALN)	Document Display Shelf	Civil Service Commission	PERMANENT	N/A