



DEPARTMENT OF METEOROLOGY

1/F Annex Engineering Building
Visca Baybay City, Leyte, PHILIPPINES
Phone: +63 53 565 0600 local 1106
Email: meteorology@vsu.edu.ph
Website: www.vsu.edu.ph

QUALITY RECORDS MATRIX

Updated as of : March 2023

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|---|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 1 | NA | FM-VSU-01 | CET Memorandum No. 15, s. 2023. Submission of Course Evaluation Plan for 2nd Semester AY 2022-2023 | Steel Filing Cabinet | CET | 2 yrs | NA |
| 2 | NA | FM-VSU-02 | Memorandum Circular No. 16, s. 2023. Use of the VSU Undergraduate Manuscript Template | Steel Filing Cabinet | OVPA | 2 yrs | NA |
| 3 | NA | FM-VSU-03 | Laboratory Fees, 2nd Sem SY 2022-2023 | Steel Filing Cabinet | FMO | 2 yrs | NA |
| 4 | NA | FM-VSU-02 | Memorandum Circular No. 15, s. 2023. Training-Workshop on TOS & Test Item Analysis | Steel Filing Cabinet | OVPA | 2 yrs | NA |
| 5 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 57, s. 2023. 2023 National Women's Month Celebration (NWM) Closing Program | Steel Filing Cabinet | OP | 2 yrs | NA |
| 6 | NA | FM-VSU-07 | Attendance Sheet, 29 March 2023 | Steel Filing Cabinet | DMet | | |
| 7 | NA | FM-VSU-03 | OIC of DMet, 30 March 2023- 4 April 2023, Mr. Charlindo S. Torrion | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 8 | NA | FM-VSU-03 | Communication to the Director of Extension requesting for purchase of new equipment of CLAWS Lab at RCCRDC | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 9 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 56, s. 2023. Mr. & Ms. VSU 2023 Team Composition | Steel Filing Cabinet | OP | 2 yrs | NA |

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 10 | NA | FM-VSU-02 | Memorandum Circular No. 01, s. 2023. Orientation/Re-orientation and Training in Suicide Prevention for College/Dept. Based-Guidance Facilitators | Steel Filing Cabinet | DSO | 2 yrs | NA |
| 11 | NA | FM-VPA-13 | Permit to Give Examination/Hold Class Outside of Regular Class Schedule, DC Lor | Steel Filing Cabinet | DMet | 1 yr | NA |
| 12 | NA | FM-VSU-02 | Memorandum Circular No. 14, s. 2023. Deadline for Dropping of Subjects Without a Grade of 5.0 | Steel Filing Cabinet | OVPA | 2 yrs | NA |
| 13 | NA | FM-VSU-03 | Communication from the director of Instruction & Evaluation re: TPES of DMet Faculty for 1st Sem AY 2021-2022 | Steel Filing Cabinet | IEO | 2 yrs | NA |
| 14 | NA | FM-VSU-03 | Communication for the Director of Research re: Research Proposal on Quantitative Analysis of Hydrometeorological Forcing on Surface Water Body Geomorphology in Leyte Island was forwarded to TWG for review | Steel Filing Cabinet | ODR | 2 yrs | NA |
| 15 | NA | FM-VSU-03 | Justification letter re: Actual Teaching Load of DMet for 2nd Sem AY 2022-2023 | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 16 | NA | FM-VSU-02 | Memorandum Circular No. 05, s. 2023. Submission of ICT Resource Requirements for Yr. 2024-2023 | Steel Filing Cabinet | OVPAF | 2 yrs | NA |
| 17 | PM-LEG-01 | FM-LEG-01 | Legal Opinion of MOA bet VSU & PAGASA | Steel Filing Cabinet | OCLO | | |
| 18 | NA | FM-VSU-03 | Communication for Petty Cash for Project WAIS | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 19 | PM-ODI-06 | FM-ODI-05 | Summary of Rating Per Subject of DC Lor for 1st Sem 2021-2022: 2 sections of PhSc 118;2 sections for PhSc 119; ESci 114 (lab) | Steel Filing Cabinet | ODIE | 5 yrs | 10 yrs |
| 20 | PM-ODI-06 | FM-ODI-05 | Summary of Rating Per Subject of RBLabisoors for 1st Sem 2021-2022: 4 Sections of ESci 114 (Lec), Mete 143 (Lec);EC 131 (Lec) | Steel Filing Cabinet | ODIE | 5 yrs | 10 yrs |
| 21 | PM-ODI-06 | FM-ODI-05 | Summary of Rating per subject of RG Goliat for 1st Sem 2021-2022: ESci 114 (lab); 3 Section | Steel Filing Cabinet | ODIE | 5 yrs | 10 yrs |

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.

Page 2 of 24

FM-QAC-14
V3 10-29-2021

No. CET.Met Q23-02

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| | | | ESci 114 (lec); EC 132 (lec) | | | | |
| 22 | PM-ODI-06 | FM-ODI-05 | Summary of Rating per subject of CS Torrior for 1st Sem 2021-2022: 3 sections of ESci 114(Lab); Physics for Engineer (Lab); Mete 133 (Lec); Mete 111 (lec) | Steel Filing Cabinet | ODIE | 5 yrs | 10 yrs |
| 23 | PM-ODI-06 | FM-ODI-05 | Summary of Rating per subject of CS Andan for 1st Sem 2021-2022: 2 Sections ESci 114(lab); Mete 145 (lab & lec); Mete 131n (Lab & Lec) | Steel Filing Cabinet | ODIE | 5 yrs | 10 yrs |
| 24 | PM-ODI-06 | FM-ODI-05 | Summary of Rating per subject of EE Albia for 1st Sem 2021-2022: 8 Sect. ESci 114 (lec); 3 sect ESci 114(lab) | Steel Filing Cabinet | ODIE | 5 yrs | 10 yrs |
| 25 | NA | FM-VSU-08 | Minutes of DMet Meeting | Steel Filing Cabinet | DMet | 5 yrs | NA |
| 26 | PM-ODS-19 | FM-ODS-39 | Student Assistantship Charging Request Form of Veril, Daryl Jay B. | Steel Filing Cabinet | ODS | | |
| 27 | NA | FM-VSU-05 | Notice of Meeting : DMet Special Meeting, March 29, 2023 | Steel Filing Cabinet | DMet | 5 yrs | NA |
| 28 | NA | FM-REG-20 | Report of Grade Completion: Laurente L, Mete 152 | Steel Filing Cabinet | OUR | 2 yrs | NA |
| 29 | NA | FM-REG-20 | Report of Grade Completion: Marte JZ, Mete 152 | Steel Filing Cabinet | OUR | 2 yrs | NA |
| 30 | NA | FM-REG-20 | Report of Grade Completion: Loreto LM, Mete 152 | Steel Filing Cabinet | OUR | 2 yrs | NA |
| 31 | NA | FM-VSU-03 | Communication Letter to Dr. Abela : Student Research | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 32 | NA | FM-VSU-02 | Memorandum Circular No. 7 Series of 2023 re: Monetization of Leave Credits (MCL) for CY 2023 | Steel Filing Cabinet | OVPAF | 2 yrs | NA |
| 33 | NA | FM-VSU-07 | Attendance Sheet - World Meteorological Day | Steel Filing Cabinet | DMet | | |

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 34 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form - Mete 148 | Steel Filing Cabinet | DMet | | |
| 35 | PM-IMD-04 | FM-IMD-10 | Virtual Classroom (VC) Evaluation Form- DCL , Mete 199 | Steel Filing Cabinet | DMet | | |
| 36 | PM-IMD-04 | FM-IMD-10 | Virtual Classroom (VC) Evaluation Form- DCL , PhSc 118 | Steel Filing Cabinet | DMet | | |
| 37 | PM-IMD-04 | FM-IMD-10 | Virtual Classroom (VC) Evaluation Form- DCL , PhSc 119 | Steel Filing Cabinet | DMet | | |
| 38 | PM-IMD-04 | FM-IMD-10 | Virtual Classroom (VC) Evaluation Form- CST , Mete 147 | Steel Filing Cabinet | DMet | | |
| 39 | PM-IMD-04 | FM-IMD-10 | Virtual Classroom (VC) Evaluation Form- RBL, Mete 143 | Steel Filing Cabinet | DMet | | |
| 40 | PM-IMD-04 | FM-IMD-10 | Virtual Classroom (VC) Evaluation Form- DCL , Mete 146 | Steel Filing Cabinet | DMet | | |
| 41 | NA | FM-VSU-02 | Memorandum Circular No. 3 Series of 2023 re: Deadline Maintenance and Other Operating Expenses | Steel Filing Cabinet | OVPPRGGAS | 2 yrs | NA |
| 42 | NA | FM-VSU-02 | Memorandum Circular No. 6 Series of 2023 re: Filing of CY 2022 Annual Income Tax Return | Steel Filing Cabinet | OVPAPF | 2 yrs | NA |
| 43 | NA | FM-VSU-01 | Memorandum No. 14 Series of 2023 re: Virtual Classroom Evaluation of the Department Heads | Steel Filing Cabinet | CET | 2 yrs | NA |
| 44 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 54 Series of 2023 re: Working Committees for the General Alumni | Steel Filing Cabinet | OP | 2 yrs | NA |
| 45 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 55 Series of 2023 re: Active Participation in the General Alumni Homecoming | Steel Filing Cabinet | OP | 2 yrs | NA |
| 46 | NA | FM-VSU-03 | Request Letter to make a Petty Cash Advance | Steel Filing Cabinet | DMet | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 47 | NA | FM-VSU-01 | Memorandum No.12 Series of 2023 re: Attendance to the Training-Workshop on OBE Continuous Quality Improvement | Steel Filing Cabinet | CET | 2 yrs | NA |
| 48 | NA | FM-VSU-03 | Corrective Action Report : Complaint regarding Issuance of CAR for NON-submission of Grades | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 49 | NA | FM-VSU-01 | Memorandum No. 13 Series of 2023 re: Instructions on the Preparation of IFW and Individual Instructors Program | Steel Filing Cabinet | CET | 2 yrs | NA |
| 50 | NA | FM-VSU-03 | Notice of Meeting : Tree planting Coordinator Meeting | Steel Filing Cabinet | DFS | 2 yrs | NA |
| 51 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No.51 Series of 2023 re: Development of New/Updated Unit Logo mark based on the Centennial Branding Guidelines in the VSU Brand Book | Steel Filing Cabinet | OP | 2 yrs | NA |
| 52 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 52 Series of 2023 re: Uniform/clothing Allowance for SY 2023 | Steel Filing Cabinet | OP | 2 yrs | NA |
| 53 | NA | FM-VSU-03 | Communication Letter to RGGonzaga from Dr. Loreto - Assistant Dormitory Adviser of Mulberry Men's Home | Steel Filing Cabinet | ODS | 2 yrs | NA |
| 54 | NA | FM-VSU-03 | Communication Letter to Ms. De La Cruz from CSTorrion -Training-Workshop on Hydrometeorological Hazards for High School Teachers | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 55 | NA | FM-VSU-03 | Communication Letter to Dr. Soria from CSTorrion -Training-Workshop on Hydrometeorological Hazards for High School Teachers | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 56 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 48 Series of 2023 re: GSIS UMID Card Enrollment and eCard Release | Steel Filing Cabinet | OP | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 57 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 49 Series of 2023 re: Presentation of Sponsors and Escorts (POSE) | Steel Filing Cabinet | OP | 2 yrs | NA |
| 58 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 50 Series of 2023 re: Use of TUV Rheinland Certification Test Mark/Logo in Printed and Online Platforms | Steel Filing Cabinet | OP | 2 yrs | NA |
| 59 | NA | FM-VSU-03 | Communication Letter to Dr. Ceniza , Project proposal name SUGAT | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 60 | NA | FM-VSU-03 | Communication Letter to Dr. Belonias, Subject : About 4 sections of Mete 148 | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 61 | PM-LEG-01 | FM-LEG-01 | Legal Opinion/Comment to CST- MOA, Project LIGTAS | Steel Filing Cabinet | OCLO | | |
| 62 | NA | FM-VSU-02 | Memorandum Circular No.12 Series of 2023 re: Extension of Deadline for Filing of Application of Graduation | Steel Filing Cabinet | OVPA | 2 yrs | NA |
| 63 | NA | FM-VSU-01 | Memorandum No. 12 Series of 2023 re: Attendance to the Training-Workshop on OBE Continuous Quality Improvement (QCI) | Steel Filing Cabinet | CET | 2 yrs | NA |
| 64 | NA | FM-VSU-03 | Communication Letter to Dr. Peque from CSTorrior | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 65 | NA | FM-VSU-01 | Memorandum No. 1.12 Series of 2023 re: Department Equipment Utilization, Inventory & Maintenance Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 66 | NA | FM-VSU-01 | Memorandum No. 1.16 Series of 2023 re: Department Disaster Response Coordinator | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 67 | NA | FM-VSU-01 | Memorandum No. 1.15 Series of 2023 re: Department Tree Planting Coordinator | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 68 | NA | FM-VSU-01 | Memorandum No. 1.13 Series of 2023 re: Department Rooms/Land Utilization and Lawn | Steel Filing Cabinet | DMet | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| | | | Maintenance Committee | | | | |
| 69 | NA | FM-VSU-01 | Memorandum No. 1.1 Series of 2023 re: Department Secretary | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 70 | NA | FM-VSU-01 | Memorandum No. 1.11 Series of 2023 re: Department Ways & Means Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 71 | NA | FM-VSU-01 | Memorandum No. 1.6 Series of 2023 re: Department Media Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 72 | NA | FM-VSU-01 | Memorandum No. 1.14 Series of 2023 re: Department Internship Program Coordinator | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 73 | NA | FM-VSU-01 | Memorandum No. 1.3 Series of 2023 re: Department Instruction and Curriculum Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 74 | NA | FM-VSU-01 | Memorandum No. 1.4 Series of 2023 re: Department Research, Extension, and Innovation (RDEI) Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 75 | NA | FM-VSU-01 | Memorandum No. 1.5 Series of 2023 re: Department Sport and Socio-Cultural Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 76 | NA | FM-VSU-01 | Memorandum No. 1.10 Series of 2023 re: Department Grievance Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 77 | NA | FM-VSU-01 | Memorandum No. 1.9 Series of 2023 re: Department Gender and Development Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 78 | NA | FM-VSU-01 | Memorandum No. 1.8 Series of 2023 re: Department On-the-Job Training Advisory Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 79 | NA | FM-VSU-01 | Memorandum No. 1.7 Series of 2023 re: Department Student Support, Scholarship, and Awards Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |

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.

Page 7 of 24

FM-QAC-14
V3 10-29-2021

No. CET.Met Q23-02

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 80 | NA | FM-VSU-01 | Memorandum No. 1.16 Series of 2023 re: Department Instructional Materials Review Committee (DIMRC) | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 81 | NA | FM-VSU-01 | Memorandum No. 1.2 Series of 2023 re: Department Personnel Committee | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 82 | NA | FM-VSU-07 | Attendance Sheet - Dept. Meeting March 8, 2023 | Steel Filing Cabinet | DMet | | |
| 83 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus- Mete 119, DCL | Steel Filing Cabinet | DMet | | |
| 84 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus- PhSc 118, DCL | Steel Filing Cabinet | DMet | | |
| 85 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus- Mete 146, DCL | Steel Filing Cabinet | DMet | | |
| 86 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus- PhSc 119, DCL | Steel Filing Cabinet | DMet | | |
| 87 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : METE 144 DCL | Steel Filing Cabinet | DMet | | |
| 88 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : METE 149 DCL | Steel Filing Cabinet | DMet | | |
| 89 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : METE 136 RGG | Steel Filing Cabinet | DMet | | |
| 90 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : METE 141 RGG | Steel Filing Cabinet | DMet | | |
| 91 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : ESci 122t RGG | Steel Filing Cabinet | DMet | | |
| 92 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : METE 151 CSA | Steel Filing Cabinet | DMet | | |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 93 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : METE 132 CSA | Steel Filing Cabinet | DMet | | |
| 94 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : ES 131 RBL | Steel Filing Cabinet | DMet | | |
| 95 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : CSci 135 RBL | Steel Filing Cabinet | DMet | | |
| 96 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : EC 134 RBL | Steel Filing Cabinet | DMet | | |
| 97 | PM-IMD-04 | FM-IMD-06 | VSUEE Virtual Classroom Creation Request Form : ES 132 DCL | Steel Filing Cabinet | DMet | | |
| 98 | NA | FM-VSU-01 | Memorandum No. 01 Series of 2023 re: Submission of Indicative PPMP as Basis for VSU's Indicative APP for 2024 | Steel Filing Cabinet | OVPAP | 2 yrs | NA |
| 99 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 46 Series of 2023 re: International Students Welcome week | Steel Filing Cabinet | OP | 2 yrs | NA |
| 100 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 47 Series of 2023 re: Purple Wednesday | Steel Filing Cabinet | OP | 2 yrs | NA |
| 101 | NA | FM-REG-20 | Report of Grade Completion, Mete 136 Nuñez J. | Steel Filing Cabinet | OUR | 2 yrs | NA |
| 102 | NA | FM-REG-20 | Report of Grade Completion, Mete 106 Uy JM | Steel Filing Cabinet | OUR | 2 yrs | NA |
| 103 | NA | FM-VSU-05 | Notice of Meeting March 8, 2023 | Steel Filing Cabinet | DMet | 5 yrs | NA |
| 104 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 44 Series of 2023 re: Submission of Course Syllabi | Steel Filing Cabinet | OP | 2 yrs | NA |
| 105 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 45 Series of 2023 re: Reiteration of the Guidelines for Off-Campus Activities | Steel Filing Cabinet | OP | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 106 | PM-OOP-01 | FM-OOP-01 | Memorandum No. 522 Series of 2023 re: Reconstitution as Members of the Different Teams/Groups in the Crisis Management Committee | Steel Filing Cabinet | OP | 2 yrs | NA |
| 107 | NA | FM-VSU-07 | Attendance Sheet - DMet Meeting Mar 3, 2023 | Steel Filing Cabinet | DMet | | |
| 108 | PM-HRM-01 | FM-HRM-06 | Recommendation of hiring: RGG and other Documents of RGG in folder attachment | Steel Filing Cabinet | DMet | | |
| 109 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 39 Series of 2023 re: Updating Personal Profile in the HRIS and Submission of Personal Data Sheet (PDS) | Steel Filing Cabinet | OP | 2 yrs | NA |
| 110 | PM-OOP-01 | FM-OOP-01 | Memorandum No. 483 Series of 2023 re: ISO Quality Assurance Coordinator Under the Office Of the VP for OVPAA | Steel Filing Cabinet | OP | 2 yrs | NA |
| 111 | PM-BUD-01 | FM-BUD-01 | Advice of Sub-Allotment CY 2023 -P180,000 | Steel Filing Cabinet | OHB | 3 yrs | NA |
| 112 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 37 Series of 2023 re: Extension of duty until 6PM on Feb27, 2023 | Steel Filing Cabinet | OP | 2 yrs | NA |
| 113 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 38 Series of 2023 re: Implementation of the Revised VSU Organizational Structure | Steel Filing Cabinet | OP | 2 yrs | NA |
| 114 | PM-HRM-01 | FM-HRM-08 | Checklist of Requirements for Issuance of Appointment | Steel Filing Cabinet | DMet | | |
| 115 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 34 Series of 2023 re: Revised Contract for Part-time Instructors Effective | Steel Filing Cabinet | OP | 2 yrs | NA |
| 116 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 35 Series of 2023 re: Submission of Statement of Assets, Liabilities and Net | Steel Filing Cabinet | OP | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 117 | NA | FM-VSU-10 | Excerpt - Recommendation of DMet Personnel Committee to hire RGGonzaga | Steel Filing Cabinet | RSPPRO | 2 yrs | NA |
| 118 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular NO. 33 series of 2023 re: Audit Plan for Re-Certification Audit | Steel Filing Cabinet | OP | 2 yrs | NA |
| 119 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - EC 131 | Steel Filing Cabinet | DMet | | |
| 120 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - ES 134 | Steel Filing Cabinet | DMet | | |
| 121 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - Mete 143 | Steel Filing Cabinet | DMet | | |
| 122 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - EC 132 | Steel Filing Cabinet | DMet | | |
| 123 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - PhSc 119 | Steel Filing Cabinet | DMet | | |
| 124 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - PhSc 118 | Steel Filing Cabinet | DMet | | |
| 125 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - Mete 199 | Steel Filing Cabinet | DMet | | |
| 126 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - Mete 146 | Steel Filing Cabinet | DMet | | |
| 127 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - Mete 111 | Steel Filing Cabinet | DMet | | |
| 128 | PM-IMD-05 | FM-IMD-11 | Virtual Classroom Monitoring Report - Mete 147 | Steel Filing Cabinet | DMet | | |
| 129 | NA | FM-VSU-03 | Recertification Audit Schedule | Steel Filing Cabinet | ODQA | 2 yrs | NA |
| 130 | NA | FM-VSU-03 | Auditee Representative and Drivers Assigned During the Recertification Audit | Steel Filing Cabinet | ODQA | 2 yrs | NA |
| 131 | PM-ODS-19 | FM-ODS-38 | Application for Student Assistant Slip -Añano | Steel Filing Cabinet | ODS | | |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|-----------|
| | | | | | | ACTIVE | INACTIVE |
| 132 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - ES 131 | Steel Filing Cabinet | DMet | | |
| 133 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - Mete 134 | Steel Filing Cabinet | DMet | | |
| 134 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - Mete 148 | Steel Filing Cabinet | DMet | | |
| 135 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - Mete 151 | Steel Filing Cabinet | DMet | | |
| 136 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - Mete 132 | Steel Filing Cabinet | DMet | | |
| 137 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - EC 133 | Steel Filing Cabinet | DMet | | |
| 138 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - CSci 135 | Steel Filing Cabinet | DMet | | |
| 139 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - EC 134 | Steel Filing Cabinet | DMet | | |
| 140 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - ES 132 | Steel Filing Cabinet | DMet | | |
| 141 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - Mete 141 | Steel Filing Cabinet | DMet | | |
| 142 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - Mete 144 | Steel Filing Cabinet | DMet | | |
| 143 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - ESci 122 | Steel Filing Cabinet | DMet | | |
| 144 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - Mete 149 | Steel Filing Cabinet | DMet | | |
| 145 | PM-IMD-03 | FM-IMD-05 | Evaluation OBE Course Syllabus - Mete 136 | Steel Filing Cabinet | DMet | | |
| 146 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - Mete 148 | Steel Filing Cabinet | DMet | 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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|-----------|
| | | | | | | ACTIVE | INACTIVE |
| 147 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - CSci 135 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 148 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - ESci 131 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 149 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - Mete 149 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 150 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - Mete 136 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 151 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - ESci 122t | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 152 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - EC 144 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 153 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - EC 134 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 154 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - EC 132 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 155 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - EC 133 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 156 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - Mete 141 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 157 | PM-IMD-03 | TP-IMD-08 | OBE Course Syllabus - Mete 151 | Steel Filing Cabinet | DMet | Permanent | Permanent |
| 158 | PM-VPA-08 | FM-VPA-07 | Appointment of Adviser and Student Research Committee (Anomar,Otero,Plimaco) | Steel Filing Cabinet | DMet | | |
| 159 | PM-VPA-08 | FM-VPA-07 | Appointment of Adviser and Student Research Committee (Wenceslao,Bulawan,Santianez) | Steel Filing Cabinet | DMet | | |
| 160 | PM-VPA-08 | FM-VPA-07 | Appointment of Adviser and Student Research Committee (Loreto,Laurente,Marte) | Steel Filing Cabinet | DMet | | |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|-----------|
| | | | | | | ACTIVE | INACTIVE |
| 161 | PM-VPA-08 | FM-VPA-07 | Appointment of Adviser and Student Research Committee (Dalagan,Tenio, Yap) | Steel Filing Cabinet | DMet | | |
| 162 | NA | FM-VSU-05 | Notice of Meeting, All dDRCs and aDRCs - Final Instruction for the ISO Re-Certification Audit | Steel Filing Cabinet | ODQA | 5 yrs | NA |
| 163 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 33 Series of 2023 re: Audit Plan for Re-Certification Audit | Steel Filing Cabinet | OP | 2 yrs | NA |
| 164 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 32 Series of 2023 re: Alay Linis | Steel Filing Cabinet | OP | 2 yrs | NA |
| 165 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 30 Series of 2023 re: Preparation and Online Submission of Fiscal Year 2022 | Steel Filing Cabinet | OP | 2 yrs | NA |
| 166 | NA | FM-VSU-03 | Request Permission to make a Petty Cash Advance | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 167 | NA | FM-VSU-03 | Livestream on Going Organic PH bu Natureland in the Philippines , Feb 24,2023 | Steel Filing Cabinet | RDENO | 2 yrs | NA |
| 168 | NA | FM-VSU-03 | Submitting Registration Forms of 12 BSMet Students 2nd Sem 22-23 | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 169 | NA | FM-VSU-03 | Request to Access Cumulus - RG Gonzaga | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 170 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 31 Series of 2023 re: Extension of Deadline for Readmission | Steel Filing Cabinet | OP | 2 yrs | NA |
| 171 | NA | FM-VSU-07 | Attendance Sheet - DMet Meeting Jan 18, 2023 | Steel Filing Cabinet | DMet | | |
| 172 | NA | FM-OBS-04 | Excerpt - 5-Year Development Plan for 2022-2026 | Steel Filing Cabinet | OBS | Permanent | Permanent |
| 173 | NA | FM-VSU-03 | Submitting Registration Forms of 13 BSMet Students 2nd Sem 22-23 | Steel Filing Cabinet | DMet | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 174 | NA | FM-VSU-03 | Submitting Registration Forms of 40 BSMet Students 2nd Sem 22-23 | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 175 | NA | FM-VSU-03 | All Deputy Documents and Records Controller | Steel Filing Cabinet | ODQA | 2 yrs | NA |
| 176 | PM-VPA-08 | FM-VPA-07 | Appointment of Adviser and Student Research Committee (4) | Steel Filing Cabinet | DMet | | |
| 177 | NA | FM-VSU-01 | Memorandum No. 09 Series of 2023 re: Alay Linis | Steel Filing Cabinet | CET | 2 yrs | NA |
| 178 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 28 Series of 2023 re: ISO 9001:2015 Awareness Seminar | Steel Filing Cabinet | OP | 2 yrs | NA |
| 179 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 29 Series of 2023 re: Faculty Onboarding 2nd sem 22-23 | Steel Filing Cabinet | OP | 2 yrs | NA |
| 180 | PM-OOP-01 | FM-OOP-01 | Memorandum No. 373 Series of 2023 re: Submission of Calibration and Maintenance Documents | Steel Filing Cabinet | OP | 2 yrs | NA |
| 181 | NA | FM-VSU-02 | Memorandum Circular No. 10 Series of 2023 Series of 2023 re: Class Observation during ISO 9001:2015 | Steel Filing Cabinet | OVPA | 2 yrs | NA |
| 182 | NA | FM-VSU-02 | Memorandum Circular No. 08 Series of 2023 re: Request for Unscheduled Subjects | Steel Filing Cabinet | OVPA | 2 yrs | NA |
| 183 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No.26 Series of 2023 re: Revised Enrolment Schedule for Irregular Students | Steel Filing Cabinet | OP | 2 yrs | NA |
| 184 | PM-IMD-03 | TP-IMD-09 | Table of Specifications Mete 199 - DCL | Steel Filing Cabinet | DMet | | |
| 185 | NA | FM-OHA-07 | Non-Disclosure Agreement-DCL | Steel Filing Cabinet | OHA | | |
| 186 | PM-OOP-01 | FM-OOP-01 | Memorandum No. 317 Series of 2023 re: Designation as Alternate DDRC -EPL | Steel Filing Cabinet | OP | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 187 | NA | FM-VSU-03 | Returning Controlled Copy Obsolete | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 188 | PM-REG-03 | FM-REG-19 | Grade Sheet 1st sem 22-23 PhSc 119 -DCL | Steel Filing Cabinet | OUR | 4 yrs | NA |
| 189 | PM-REG-03 | FM-REG-19 | Grade Sheet 1st sem 22-23 Mete 146 -DCL | Steel Filing Cabinet | OUR | 4 yrs | NA |
| 190 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No.23 Series of 2023 re: Uploading of all Required documents in the QMS Portal | Steel Filing Cabinet | OP | 2 yrs | NA |
| 191 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 22 Series of 2023 re: Mandatory Orientation and Re-Orientation of Academic Advisers and Dept Enrolment Focal persons | Steel Filing Cabinet | OP | 2 yrs | NA |
| 192 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 24 Series of 2023 re: University 2023 Calendar of Major Activities | Steel Filing Cabinet | OP | 2 yrs | NA |
| 193 | NA | FM-VSU-03 | All Deputy Documents and Records Controller | Steel Filing Cabinet | ODQA | 2 yrs | NA |
| 194 | NA | FM-VSU-03 | Laboratory Share- 1st sem 22-23 | Steel Filing Cabinet | ODFM | 2 yrs | NA |
| 195 | NA | FM-VSU-03 | Letter for ODHRM- CST Failed to Submit DTR for Month of Jul-Dec 2022 | Steel Filing Cabinet | ODHRM | 2 yrs | NA |
| 196 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No.21 Series of 2023 re: Verification of Corrective Actions for CARs and NCs | Steel Filing Cabinet | OP | 2 yrs | NA |
| 197 | NA | FM-VSU-02 | Memorandum Circular No.06 Series of 2023 re: Start of the Second Semester 22-23 | Steel Filing Cabinet | OVPA | 2 yrs | NA |
| 198 | PM-HRD-04 | FM-HRM-14 | Recommendation to Attend Seminar/Trainings Empowered Agricultural and Biosystems Engineer- RBL | Steel Filing Cabinet | DMet | 5 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 199 | NA | FM-VSU-10 | Recommendation of the DMet Personnel Committee-RBL | Steel Filing Cabinet | OHLDHRA | 2 yrs | NA |
| 200 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No.19 Series of 2023re: Call for Nomination for the VSU Awards | Steel Filing Cabinet | OP | 2 yrs | NA |
| 201 | NA | FM-VSU-05 | Notice of Meeting Feb.9, 2023 -DMet Regular Meeting | Steel Filing Cabinet | DMet | 5 yrs | NA |
| 202 | PM-LEG-01 | FM-LEG-01 | Legal Opinion/Comment to CST- MOA | Steel Filing Cabinet | OCLO | | |
| 203 | PM-OOP-01 | FM-OOP-01 | Memorandum No. 178 Series of 2023 re: Designation as Head, DMet | Steel Filing Cabinet | OP | 2 yrs | NA |
| 204 | PM-HRD-04 | FM-HRM-14 | Cancelled- Training/Seminar/Workshops/ -DCL Jan 23, 2023 | Steel Filing Cabinet | DMet | 5 yrs | NA |
| 205 | PM-OOP-01 | FM-OOP-01 | Memorandum No. 178 Series of 2023 re: Designation as Head, DMet | Steel Filing Cabinet | OP | 2 yrs | NA |
| 206 | NA | FM-VSU-08 | Minutes of DMet Special Meeting, Jan 18,2023 | Steel Filing Cabinet | DMet | 5 yrs | NA |
| 207 | NA | FM-VSU-08 | Minutes of DMet Monthly Meeting, Jan 11,2023 | Steel Filing Cabinet | DMet | 5 yrs | NA |
| 208 | NA | FM-VSU-01 | Memorandum No. 11.0 Series of 2023 re: College Personnel Committee | Steel Filing Cabinet | CET | 2 yrs | NA |
| 209 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 19 Series of 2023 re: Call for Nomination for the VSU Awards | Steel Filing Cabinet | OP | 2 yrs | NA |
| 210 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No.20 Series of 2023 re: Virtual Orientation on the VSU Brand Book and its Centennial Branding Provisions | Steel Filing Cabinet | OP | 2 yrs | NA |
| 211 | PM-IMD-04 | FM-IMD-10 | Virtual Classroom Evaluation Form - Mete 131n CSA | Steel Filing Cabinet | DMet | | |
| 212 | PM-LEG-01 | FM-LEG-01 | Legal Opinion/Comment to CST | Steel Filing Cabinet | OCLO | | |

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.

Page 17 of 24

FM-QAC-14
V3 10-29-2021

No. CET.Met Q23-02

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 213 | NA | FM-VSU-03 | Request to Open 4 Section of Mete 148 for 2nd Sem AY 22-23 | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 214 | PM-IMD-04 | TP-IMD-09 | Table of Specification EC 131 - RBL | Steel Filing Cabinet | DMet | | |
| 215 | PM-IMD-04 | FM-IMD-09 | Table of Specification, 1st Sem AY2022-2023 _ Mete 131 -CSA | Steel Filing Cabinet | DMet | | |
| 216 | PM-IMD-04 | FM-IMD-09 | Table of Specification, 1st Sem AY 2022-2023_ Mete 143-RBL | Steel Filing Cabinet | DMet | | |
| 217 | PM-IMD-04 | FM-IMD-09 | Table of Specification, 1st Sem AY 2022-2023_ Mete 145 _CSA | Steel Filing Cabinet | DMet | | |
| 218 | PM-IMD-04 | FM-IMD-09 | Table of Specification, 1st Sem AY 2022-2023_ Mete 134 _RBL | Steel Filing Cabinet | DMet | | |
| 219 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus, 1st Sem AY 2022-2023_Es 134_RBL | Steel Filing Cabinet | DMet | | |
| 220 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus, 1st Sem AY 2022-2023_Mete 145 _CSA | Steel Filing Cabinet | DMet | | |
| 221 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus, 1st Sem AY 2022-2023_EC 131_RBL | Steel Filing Cabinet | DMet | | |
| 222 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus, 1st Sem AY 2022-2023_Mete 147_RGG | Steel Filing Cabinet | DMet | | |
| 223 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus, 1st Sem AY 2022-2023_Mete 152_CST | Steel Filing Cabinet | DMet | | |
| 224 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus, 1st Sem AY 2022-2023_EC 132_RGG | Steel Filing Cabinet | DMet | | |

Commented [U1]: TOS is TP-IMD-09

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 225 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus, 1st Sem AY 2022-2023_Mete 143_RBL | Steel Filing Cabinet | DMet | | |
| 226 | PM-IMD-03 | FM-IMD-05 | Evaluation of Outcomes-Based Education (OBE) Course Syllabus, 1st Sem AY 2022-2023_Mete 133_CST | Steel Filing Cabinet | DMet | | |
| 227 | PM-ODI-02 | FM-ODI-04 | Class Observation By Supervisor, 1st Sem AY 2022-2023_Mete 147_CST | Steel Filing Cabinet | DMet | | |
| 228 | PM-ODI-02 | FM-ODI-04 | Class Observation By Supervisor, 1st Sem AY 2022-2023_Mete 199_DCL | Steel Filing Cabinet | DMet | | |
| 229 | PM-ODI-02 | FM-ODI-04 | Class Observation By Supervisor, 1st Sem AY 2022-2023_Mete 143_RBL | Steel Filing Cabinet | DMet | | |
| 230 | PM-VPR-01 | FM-VPR-05 | SWOT Matrix 2023, DMet | Steel Filing Cabinet | DMet | | |
| 231 | PM-VPR_03 | FM-VPR-08 | Objectives, Targets, and Programs (OTP) 2023, DMet | Steel Filing Cabinet | DMet | | |
| 232 | PM-VPR-02 | FM-VPR-07 | Needs & Expectations of Interested Parties, 2023, DMet | Steel Filing Cabinet | DMet | | |
| 233 | PM-VPR-01 | FM-VPR-04 | Work and Financial Plan, DMet (2022-2027) | Steel Filing Cabinet | DMet | | |
| 234 | PM-VPR-03 | FM-QAC-03 | Risk and Opportunities Assessment Matrix (ROAM), 2023, DMet | Steel Filing Cabinet | DMet | | |
| 235 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No.155 Series of 2022 re: Re-Hiring of Existing JO workers Jan-Jun | Steel Filing Cabinet | OP | 2 yrs | NA |
| 236 | NA | FM-VSU-03 | ODIE Newly Registered PMs and Forms, Updates Schedule for Distribution. | Steel Filing Cabinet | ODQA | 2 yrs | NA |
| 237 | NA | FM-VSU-01 | Memorandum Circular No.03 Series of 2023 re: Conduct of Face-to-Face Class Observation by the Dean on Jan9-13,2023 | Steel Filing Cabinet | CET | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 238 | NA | FM-VSU-01 | Memorandum Circular No.01 Series of 2023 re: Postponement of the Training-Workshop on OBE CQI | Steel Filing Cabinet | CET | 2 yrs | NA |
| 239 | PM-OOP-01 | FM_OOP-02 | Memorandum Circular No.03 Series of 2023 re: Revised Schedule of the Final Examination for 1st Sem 22-23 | Steel Filing Cabinet | OP | 2 yrs | NA |
| 240 | PM-OOP-01 | FM_OOP-02 | Memorandum Circular No.01 Series of 2023 re: Resumption of Classes on Jan9,2023 | Steel Filing Cabinet | OP | 2 yrs | NA |
| 241 | NA | FM-VSU-05 | Notice of Meeting DMet - Regular Meeting Jan4,2023 | Steel Filing Cabinet | DMet | 5 yrs | NA |
| 242 | NA | FM-VSU-01 | Memorandum No.02 Series of 2023 re: Postponement of the CET Welcome Party 2023 | Steel Filing Cabinet | CET | 2 yrs | NA |
| 243 | NA | FM-VSU-02 | Memorandum Circular No. 1 Series of 2023 re: Submission of Income Payee's Sworn Declaration of Gross Receipt | Steel Filing Cabinet | OVPAF | 2 yrs | NA |
| 244 | PM-LEG-01 | FM-LEG-01 | Legal Opinion/Comment to CST | Steel Filing Cabinet | OCLO | | |
| 245 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. Series of 2022 re: VSU University-Wide Flag Raising Ceremony | Steel Filing Cabinet | OP | 2 yrs | NA |
| 246 | NA | FM-VSU-02 | Memorandum Circular No.2 Series of 2023 re: Updates on Withholding Income Tax Computation | Steel Filing Cabinet | OVPAF | 2 yrs | NA |
| 247 | PM-VPA-03 | FM-VPA-01 | Report of Actual Teaching Load Mid Year A.Y. 2021-2022 | Steel Filing Cabinet | DMet | 1 yr | NA |
| 248 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 04 Series of 2023 re: Virtual Orientation-Workshop on New Communication Platforms for VSU employees | Steel Filing Cabinet | OP | 2 yrs | NA |
| 249 | NA | FM-VSU-03 | Submission of Income Payee's Sworn Declaration of Gross Receipt/Sales-EPL to Accounting Office | Steel Filing Cabinet | DMet | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 250 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. Series of 2023 re: Extension of the Deadline for Completion of INC Marks | Steel Filing Cabinet | OP | 2 yrs | NA |
| 251 | PM-QAC-02 | FM-QAC-01 | Customer Feedback Report Jan10,2023 | Steel Filing Cabinet | ODQA | | |
| 252 | NA | FM-VSU-03 | Communication CST- Dr. Servando -Partnership | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 253 | NA | FM-VSU-07 | Attendance Sheet DMet Meeting Jan11,2023 | Steel Filing Cabinet | DMet | | |
| 254 | PM-LEG-01 | FM-LEG-01 | Legal Opinion/Comment to CSA | Steel Filing Cabinet | OCLO | | |
| 255 | NA | FM-VSU-01 | Memorandum Circular No. 05 Series of 2023 re: Preparation of OBE Syllabus for the 2nd Semester AY 22-23 | Steel Filing Cabinet | CET | 2 yrs | NA |
| 256 | NA | FM-VSU-01 | Memorandum No. 04 Series of 2023 re: Submission of TOS for the Final Examination 1st Semester AY 22-23 | Steel Filing Cabinet | CET | 2 yrs | NA |
| 257 | NA | FM-VSU-05 | Notice of Meeting to CET DDRC Jan18,2023 | Steel Filing Cabinet | CET | 5 yrs | NA |
| 258 | NA | FM-VSU-10 | Excerpt- DMet Personnel Committee to hire a Lab Tech | Steel Filing Cabinet | RSPPRO | 2 yrs | NA |
| 259 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 09 Series of 2023 re: International Student and Research Visitor | Steel Filing Cabinet | OP | 2 yrs | NA |
| 260 | NA | FM-VSU-07 | Attendance Sheet DMet Meeting Jan18,2023 | Steel Filing Cabinet | DMet | | |
| 261 | PM-OOP-01 | FM-OOP-01 | Memorandum No.45 Series of 2023 re: Submission of Updated Master list of Equipment and Instruments | Steel Filing Cabinet | OP | 2 yrs | NA |
| 262 | NA | FM-VSU-03 | Communication - Designation as DDRC LBA | Steel Filing Cabinet | DMet | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|---|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 263 | PM-QAC-08 | FM-QAC-14 | Quality Records Matrix -Updated as of Dec2022 | Steel Filing Cabinet | DMet | | |
| 264 | NA | FM-VSU-01 | Memorandum No.07 Series of 2023 re: Conduct of Student Self-Assessment of Course and Program Outcomes - 1st sem AY 22-23 | Steel Filing Cabinet | CET | 2 yrs | NA |
| 265 | PM-VPA-03 | FM-VPA-02 | Individual Teaching Load 1st sem AY 22-23 - CST | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 266 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 10 Series of 2023 re: Release of Information only in accordance with VSU FOI Policies and Protecting Individual Personnel Information | Steel Filing Cabinet | OP | 2 yrs | NA |
| 267 | NA | FM-VSU-03 | Communication to Ms. Oraño form LBA returning Obsolete Docs. | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 268 | PM-OOP-01 | FM-OOP-01 | Memorandum No. 109 Series of 2023 re: Designation as DDRC - LBA | Steel Filing Cabinet | OP | 2 yrs | NA |
| 269 | NA | FM-VSU-02 | Memorandum Circular No. 04 Series of 2023 re: Course Syllabi Preparation | Steel Filing Cabinet | OVPA | 2 yrs | NA |
| 270 | NA | FM-REG-20 | Report of Grade Completion - ES133 LA Loreto | Steel Filing Cabinet | OUR | 2 yrs | NA |
| 271 | NA | FM-VSU-02 | Memorandum Circular No. 3 Series of 2023 re: BIR Form 2316 | Steel Filing Cabinet | OVPAF | 2 yrs | NA |
| 272 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 11 Series of 2023 re: Virtual Awareness Seminar on Proper Application of ARTA | Steel Filing Cabinet | OP | 2 yrs | NA |
| 273 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 12 Series of 2023 re: VSU Free in Campus Bus Ride | Steel Filing Cabinet | OP | 2 yrs | NA |
| 274 | NA | FM-VSU-03 | To All Offices - In charge of the Flag Raising Ceremonies from Jan-Dec 2023 | Steel Filing Cabinet | ODHRM | 2 yrs | NA |

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.

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|-----|------------------|-----------|--|----------------------|------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 275 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 13 Series of 2023 re: Opening time of Spillway gate in the afternoon | Steel Filing Cabinet | OP | 2 yrs | NA |
| 276 | NA | FM-REG-20 | Report of Grade Completion - METE 136 HJCuevas | Steel Filing Cabinet | OUR | 2 yrs | NA |
| 277 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No.14 Series of 2023 re: Conduct of the ISO Re-certification Audit | Steel Filing Cabinet | OP | 2 yrs | NA |
| 278 | NA | FM-VSU-03 | Communication - Request of VSU email Account | Steel Filing Cabinet | DMet | 2 yrs | NA |
| 279 | PM-OOP-01 | FM-OOP-02 | Memorandum Circular No. 178 Series of 2023 re: Designation as Head of DMet- CSAndan | Steel Filing Cabinet | OP | 2 yrs | NA |
| 280 | PM-IMD-03 | TP-IMD-09 | Table of Specifications Mete 146 - DCL | Steel Filing Cabinet | DMet | | |
| 281 | PM-IMD-03 | TP-IMD-09 | Table of Specifications PhSc 119 - DCL | Steel Filing Cabinet | DMet | | |
| 282 | PM-IMD-03 | TP-IMD-09 | Table of Specifications EC 132 - RBL | Steel Filing Cabinet | DMet | | |
| 283 | PM-IMD-03 | TP-IMD-09 | Table of Specifications PhSc 118 - DCL | Steel Filing Cabinet | DMet | | |
| 284 | NA | FM-VSU-01 | Memorandum No. 08 Series of 2023 re: Addendum to CET Memo No. 05 s.2023: Preparation of OBE Syllabus | Steel Filing Cabinet | CET | 2 yrs | NA |

Commented [U2]: TOS is TP-IMD-09

Commented [U3]: TOS is TP-IMD-09

Commented [U4]: TOS is TP-IMD-09

Commented [U5]: TOS is TP-IMD-09

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.

Prepared/Submitted by:

LORNA B. ABAMO

Deputy Document and Records Controller /Date

Noted by:

CHARLIE S. ANDAN

Head of Office/ Date

Reviewed by:

Received and Reviewed by:

MICHELLE A. BORLEO

College dDRC / VP dDRC

Date

PAMELA P. ORAÑO

University Document and Records Controller

Date