



QUALITY RECORDS MATRIX

Record Year: 2021 (4th Quarter)

Updated as of: Dec. 31, 2021

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-02	FM-OOP-02	Nomination of College/ Center/ USHER/ OUDRRM/ ICTMC Risk Manager	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
2	PM-OOP-02	FM-OOP-02	Update on OP MC # 101, s. 2021	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
3	PM-OOP-02	FM-OOP-02	Working Committee for the VSU Student Vaccination Roll Out	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
4	PM-OOP-02	FM-OOP-02	Reporting of Employees to Office	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
5	PM-OOP-02	FM-OOP-02	Monitoring of Accomplishments	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
6	PM-OOP-02	FM-OOP-02	Suspension of Work and Classes in all VSU Campuses on November 8, 2021 in Commemoration of the Super Typhoon Yolanda Anniversary	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
7	PM-OOP-02	FM-OOP-02	Closing Meeting of the 3 rd Internal Quality Audit	Data Filer # 1 (Analisa Amarillo)	Office of the Vice President for Administration & Finance	Permanent	Permanent
8	PM-OOP-02	FM-OOP-02	Monitoring of Accomplishments (Final Schedule)	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
9	PM-OOP-02	FM-OOP-02	Submission of IPCR	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
10	PM-OOP-02	FM-OOP-02	Center/ Department/ Unit-based Fitness Coordinators	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
11	PM-OOP-02	FM-OOP-02	Virtual Pre-retirement Orientation Seminar on November 22, 2021	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent
12	PM-OOP-02	FM-OOP-02	"Alay-Linis"	Data Filer # 1 (Analisa Amarillo)	Office of the President	Permanent	Permanent

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.