



QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of : Jan – Mar 2022

#	MOTHER PROCEDURE	FORM NO. Ref. No.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	NA	FM-VSU-13	Accomplishment Report – LOManla (Feb 2022)	Filing Cabinet	OP	PERMANENT	NA
2	NA	FM-VSU-13	Accomplishment Report – LO Manla (Mar 2022)	Filing Cabinet	OP	PERMANENT	NA
3	NA	FM-VSU-13	Accomplishment Report – MA Barbadillo (Jan 2022)	Filing Cabinet	OP	PERMANENT	NA
4	NA	FM-VSU-13	Accomplishment Report – K Oraiz (Jan 2022)	Filing Cabinet	OP	PERMANENT	NA
5	NA	FM-VSU-13	Accomplishment Report – K Oraiz (Feb 2022)	Filing Cabinet	OP	PERMANENT	NA
6	NA	FM-VSU-13	Accomplishment Report – SB Lina (Jan 2022)	Filing Cabinet	OP	PERMANENT	NA
7	NA	FM-VSU-13	Accomplishment Report – Nikka Fay Mauris Ascencion (Jan 2022)	Filing Cabinet	OP	PERMANENT	NA
8	NA	FM-VSU-13	Accomplishment Report – Ailyn Castro (Feb 2022)	Filing Cabinet	OP	PERMANENT	NA
9	NA	FM-VSU-03	Communication – Letter to Different Schools for Employer Feedbacks to VSU Graduates as Employee in their university.	Filing Cabinet	OP	PERMANENT	NA
10	NA	FM-VSU-03	Communication – Deferred Grades Soil 118 KOraiz	Filing Cabinet	OP	PERMANENT	NA
11	NA	FM-VSU-03	Communication – List of Learning Guides, Laboratory Manuals and Workbooks Approved in 2020	Filing Cabinet	OP	PERMANENT	NA
12	NA	FM-VSU-03	Communication – Deferred Grade –Asoy et al	Filing Cabinet	OP	PERMANENT	NA
13	NA	FM-VSU-03	Communication – Request for Affiliate Staff – Dr. Marciana B. Galambao	Filing Cabinet	OP	PERMANENT	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.