



QUALITY RECORDS MATRIX

Record Year: 2023

Updated as of : Sept. 30, 2023

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|---------------------|-----------|--|----------------|--|------------------|-----------|
| | | | | | | ACTIVE | INACTIVE |
| 1. | N/A | FM-VSU-02 | OVPAA Memo Circular #28, series of 2023 re: Online Submission of Final Grades effective 2nd semester 2022-2023 | Data Filer #10 | Office of the Vice President for Academic Affairs | Permanent | Permanent |
| 2. | N/A | FM-VSU-02 | GS Memorandum No. 09, series of 2023 re Cancellation of Scheduled GS Curriculum Review | Data Filer #10 | Graduate School | Permanent | Permanent |
| 3. | N/A | FM-VSU-02 | OVPAA Memo Circular #29, series of 2023 -Start of Midyear Classes | Data Filer #10 | Office of the Vice President for Academic Affairs | Permanent | Permanent |
| 4. | N/A | FM-VSU-02 | GS Memorandum No. 10, series of 2023 re Submission of Course Offering for 1 st Semester 2023-2024 | Data Filer #10 | Graduate School | Permanent | Permanent |
| 5. | PM-OOP-01 | FM-OOP-01 | OP Memorandum # 694, series of 2023 re Online Review and Approval of Final Grades | Data Filer #10 | Office of the President | Permanent | Permanent |
| 6. | PM-OOP-01 | FM-OOP-02 | OP Memo Circular # 104, series of 2023 re 2023 Official Graduation Photoshoot | Data Filer #10 | Office of the President | Permanent | Permanent |
| 7. | PM-OOP-01 | FM-OOP-02 | OP Memo Circular # 106, series of 2023 re Continuation of the 2023 Official Graduation Photoshoot | Data Filer #10 | Office of the President | Permanent | Permanent |

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|-----|-----------|-----------|--|----------------|---|-----------|-----------|
| 54. | PM-OOP-01 | FM-OOP-02 | OP Memo Circular # 148, series of 2023 re Call for Participants for the Training on Climate Change Expenditure Tagging (CCET) | Data Filer #10 | Office of the President | Permanent | Permanent |
| 55. | PM-OOP-01 | FM-OOP-02 | OP Memorandum # 889, series of 2023 re Mandatory Customer Satisfaction Survey Form Submission After Completing University Transactions | Data Filer #10 | Office of the President | Permanent | Permanent |
| 56. | N/A | FM-VSU-02 | OVPAA MC #43, series of 2023 re Submission of INDIVIDUAL FACULTY WORKLOAD for First Semester, SY 2023-2024 | Data Filer #10 | Office of the Vice President for Academic Affairs | Permanent | Permanent |
| 57. | PM-OOP-01 | FM-OOP-02 | OP Memo Circular # 149, series of 2023 re Implementation of Bundy Clock for JO Workers | Data Filer #10 | Office of the President | Permanent | Permanent |

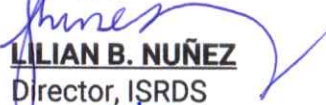
Prepared/Submitted by:


RHEA ANGELIE F. DAYONDON

Deputy Document and Records Controller

Date: Oct. 12, 2023

Noted by:


LILIAN B. NUÑEZ

Director, ISRDS

Date: 10/13/23

Reviewed by:

GEECEL F. GALVEZ

College dDRC

Date:

Received and Reviewed by:

PAMELA P. ORAÑO

University Document and Records Controller

Date:

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.