



VISAYAS
STATE UNIVERSITY

**ECOLOGICAL FARM RESOURCES
AND MANAGEMENT INSTITUTE**
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565 0600; local: 1040
Website: www.vsu.edu.ph

QUALITY RECORDS MATRIX

Record Year: 2023

Updated as of : APRIL-JUNE

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 654: Dr. James A. Patindol, Designation as Head, Central Analytical Service Laboratory	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 651: Dr. Daniel Leslie S. Tan, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 648: Dr. Pauline S. Caintic, Designation as Regional R & D Coordinator under VICARP	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 646: Submission of List of All External Documents	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 640: Dr. Renezita S. Come, Designation as Director, Institute of Environmental Governance (IEG) of CFES	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 612: Ms. Chona A. Brit, Designation as OIC, Dean of Students	White, file shelving cabinet	Office of the President	1 year	NA
7	PM-OOP-01	FM-OOP-01	Memo No. 593: Dr. Beatriz S. Belonias, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
8	PM-OOP-01	FM-OOP-01	Memo No. 592: Dr. Daniel Leslie S. Tan, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
9	PM-OOP-01	FM-OOP-01	Memo No. 591: Ms. Lilibeth Victoria V. Pagalan	White, file shelving cabinet	Office of the President	1 year	NA

10	PM-OOP-01	FM-OOP-01	Memo No. 586: Dr. Dilberto O. Ferraren, Designation as Risk Manager of the Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
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OP MEMO CIRCULAR

1	PM-OOP-01	FM-OOP-02	Memo Circular No. 93: Re-hiring of Job Order Workers for July 1 – December 31, 2023 charged to CY 2023 General Appropriation Act (GAA) Fund and Special Trust Fund (STF), Trust Fund (TF) and Income-Generation Project (IGP) Fund	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-02	Memo Circular No. 91: One-Time Rice Assistance	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-02	Memo Circular No. 83: Orientation-Workshop on the new guidelines of the Scientific Publication Award	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-02	Memo Circular No. 80: Classes and Work during the VSU 2023 Alumni Homecoming	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-02	Memo Circular No. 79: "Alay Linis"	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-02	Memo Circular No. 75: VSU Status of Certification for ISO 9001:2015	White, file shelving cabinet	Office of the President	1 year	NA
7	PM-OOP-01	FM-OOP-02	Memo Circular No. 71: Orientation-Workshop on Privacy Impact Assessment (PIA)	White, file shelving cabinet	Office of the President	1 year	NA
8	PM-OOP-01	FM-OOP-02	Memo Circular No. 68: Doc control within VSU during the 99 th VSU Anniversary	White, file shelving cabinet	Office of the President	1 year	NA
9	PM-OOP-01	FM-OOP-02	Memo Circular No. 63: 99 th VSU Anniversary Fun Run for a Cause	White, file shelving cabinet	Office of the President	1 year	NA
10	PM-OOP-01	FM-OOP-02	Memo Circular No. 62: Unconditionally No Smoking in all VSU Campuses	White, file shelving cabinet	Office of the President	1 year	NA
11	PM-OOP-01	FM-OOP-02	Memo Circular No. 61: Consumption and	White, file	Office of the	1 year	NA

Vision:

A globally competitive university for science, technology, and environmental conservation.

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Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

	02	Selling of Alcoholic Drinks	shelving cabinet	President		
12	PM-OOP-01	FM-OOP-02	Memo Circular No. 59: Cultural Allowance	White, file shelving cabinet	Office of the President	1 year
						NA

MEMO CIRCULAR (Other Offices)

1	NA	FM-VSU-02	Memo Circular No. 21: Classes and Related Academic Activities during the 99 th VSU Anniversary in the Main Campus	White, file shelving cabinet	OVPAA	1 year	NA
2	NA	FM-VSU-02	Memo Circular No. 09: Additional request on Monetization of Leave Credits (MLC) for CY 2023	White, file shelving cabinet	OVPAP	1 year	NA
3	NA	FM-VSU-02	Memo Circular No. 4 Mr. & Ms. VSU 2023 Contribution	White, file shelving cabinet	OVPPRGAS	1 year	NA

IN-COMING COMMUNICATION

1	NA	FM-VSU-05	June 21, 2023 Notice of Meeting: AOM No.: 2023-011 (2022) re: Fuel, Oil and Lubricants Expenses	White, file shelving cabinet	OVPAP	1 year	NA
2	NA	FM-VSU-03	June 19, 2023 Updated document GL-INF-01, version no. 2, and return of obsolete file to the Quality Assurance Center (QAC)	White, file shelving cabinet	QAC	1 year	NA
3	NA	FM-VSU-03	June 14, 2023 Respectfully Request that your good office allow us to use your Oven to dry our soil samples	White, file shelving cabinet	DBS	1 year	NA
4	NA	FM-VSU-03	June 13, 2023 Updated documents GL-QAC-05, version 02 and GL-QAC-06, version 03, and return of obsolete documents	White, file shelving cabinet	QAC	1 year	NA
5	NA	FM-VSU-03	June 6, 2023 Letter from the Director for Research to make the Training Hall available for the Health Research and Development Information Network Orientation and Learning Session.	White, file shelving cabinet	RDE Network Office	1 year	NA

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6	NA	FM-VSU-03	June 6, 2023 Request approval from your office to allow the Core dDRCs to use your Av/Training room as our venue on Wednesday, June 7, 2023, 2:00-5:00 pm for the meeting.	White, file shelving cabinet	CAFS	1 year	NA
7	NA	FM-VSU-03	June 2, 2023 Response letter of OVPPRGAS regarding the Institute's name	White, file shelving cabinet	OVPPRGAS	1 year	NA
8	NA	FM-VSU-03	June 1, 2023 Letter to ask permission to use Mitsubishi Canter and to request Mr. Gelberto P. Valdevieso to drive the vehicle starting from June 6-9, 2023	White, file shelving cabinet	ITEEM	1 year	NA
9	NA	FM-VSU-03	May 26, 2023 Action of the VSU Administrative Scholarship Committee during its meeting on May 18, 2023 regarding the recommendation for three (3) Administrative staff to attend the POAP training with their respective title of training, date and venue.	White, file shelving cabinet	HRM	1 year	NA
10	NA	FM-VSU-03	May 25, 2023 Letter request Mr. Gelberto P. Valdevieso to drive the Mitsubishi Canter on May 26-28, 29 and June 1-3, 2023 to Brgy. Kambonggan to fetch the laborer and continue building the newly established nursery and on May 31, 2023 to Brgy. Gabas to pick up the materials to be used for the event	White, file shelving cabinet	ITEEM	1 year	NA
11	NA	FM-VSU-03	May 24, 2023 Letter request Mr. Gelberto P. Valdevieso to drive the Mitsubishi Canter on May 24, 2023 to Baybay City, Leyte to purchase the materials and delivered to Brgy. Kabonggan, Baybay City, Leyte.	White, file shelving cabinet	ITEEM	1 year	NA
12	NA	NA	May 23, 2023 Permission to have a fecal sample from your raised from the raised free-ranged chickens	White, file shelving cabinet	NA	1 year	NA

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13	NA	FM-VSU-10	May 18, 2023 Excerpt from the Approved Minutes of the Academic Personnel Board Meeting: APB Resolution No. 147 Recommending Approval to hire Mr. Lyman Dennis O. Moreno and is endorsed for evaluation to the Institutional Evaluation Committee. However, Mr. Moreno is better deployed at the Department of Agricultural Biosystems Engineering (DABE). He was also an applicant in department and his expertise and services are more needed at DABE due to the retirement of Dr. Guarte, Prof. Tambong and affiliate faculty Prof. Orias and Dr. Sudaria. Mr. Moreno can be an affiliate faculty of Eco-FARMI.	White, file shelving cabinet	RSPPRO	2 years	NA
14	NA	FM-VSU-03	May 15, 2023 This is to inform that the appointment of your casual/contractual employee/s will expire on June 30, 2023. You are therefore requested to submit the required recommendation for renewal of your concerned casual/contractual employee/s not later than June 15, 2023: Reynante G. Macapanas	White, file shelving cabinet	HRMO	1 year	NA
15	NA	FM-VSU-03	May 15, 2023 Letter request that the students will be given a guided tour of your research center. This will allow them to gain a deeper understanding of the center's research programs, equipment, and facilities.	White, file shelving cabinet	DTHM	1 year	NA
16	NA	FM-VSU-03	May 12, 2023 Letter request Mr. Gelberto P. Valdevieso to drive the Mitsubishi Canter on May 12 and May 15-16, 2023, to Bryg. New Taligue, Abuyog Leyte	White, file shelving cabinet	ITEEM	1 year	NA
17	NA	FM-VSU-03	May 10, 2023 The VSU Brand Book was officially launched on VSU Anniversary last April 27 after its BOR Approval on January 25. We are pleased to provide your office with 1 copies of the book, from which you may find the necessary information	White, file shelving cabinet	Printing Press Multimedia Development Center	1 year	NA

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			regarding the branding and visual identity of the university.				
18	NA	FM-VSU-03	May 10, 2023 Letter request to use the Eco-FARMI Training Hall as the venue for the Integrating High-throughput Phenotyping and Genotyping in Wheat Breeding and Genotyping-By-Sequencing: A promising Tool for Plant Genetics Research and Breeding.	White, file shelving cabinet	DPBG	1 year	NA
19	NA	FM-VSU-03	April 18, 2023 Request for approval from your office to allow the Core academic dDRCs and departments dDRCs to use your Av/Training room as our venue on Tuesday, April 25, 2023, 1:00-4:00 pm for our academic meeting.	White, file shelving cabinet	CAFS	1 year	NA
20	NA	NA	April 14, 2023 Writing to express sincere interest in visiting VSU Eco-FARMI on April 19-20, 2023, for the purpose of signing a Memorandum of Understanding (MOU) and seeking your assistance in arranging visits to your adopters of vermicomposting project	White, file shelving cabinet	NSSU	1 year	NA
21	NA	FM-VSU-10	April 5, 2023 Excerpt from the approved referendum: APB Action: The recommendation to hire a replacement of Dr. Fe M. Gabunada was favorably acted upon by the Academic Personnel Board through referendum dated April 5, 2023, however Eco-FARMI has to wait for the availability of a lower position as vacated position is Professor VI.	White, file shelving cabinet	RSPPRO	2 year	NA
OUT-GOING COMMUNICATION							
1	NA	FM-VSU-03	June 20, 2023 Recommendation of appointment of Mr. Dhenber C. Lusanta as Officer-in-Charge of the Eco-FARMI on June 21, 2023.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
2	NA	FM-VSU-03	June 16, 2023 Letter request addressed to Dr. Romel B. Armezin the initial and final sample of the student be analyzed in your	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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			laboratory on the few parameters.				
3		FM-VSU-04	June 15, 2023 Certificate of Employment of Mr. Edwin Roca	White, file shelving cabinet	Eco-FARMI	1 Year	NA
4	NA	FM-VSU-03	June 14, 2023 Letter request addressed to Dr. Suzette B. Lina to allow us to use the Department of Soil Science (DSS) screen house area for air drying our soil samples on June 19-21, 2023 of the project entitled "Assessment of Climate Smart Agriculture on Hilly Upland Areas" These samples will be used for analysis of different soil parameters needed by the project.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
5	NA	FM-VSU-03	June 7, 2023 Letter Addressed to Dr. Antonio P. Abamo: The VSU is partnering with Jollibee Group Foundation Inc (JGF) in clustering small-holder vegetable farmers for collective production and marketing with integration of some business principles towards more sustainable and profitable production. Thus, an extension project is being proposed entitled: "Agro-enterprise Clustering Approach (AECA) for inclusive Vegetable Production and Marketing" aiming to at least form one (1) active cluster of small-holder vegetable farmers on Cabintan, Ormoc City for collective bulb onion production and be able to establish and sustain linkages to institutional buyers most especially to Jollibee Food Corporation. We are Requesting additional 150,000.00 as counter-part for VSU to hire science research aide to assist the project implementation.	White, file shelving cabinet	Eco-FARMI	2 Year	NA
6	NA	FM-VSU-03	June 6, 2023 Letter addressed to Dr. Ma. Theresa P. Loreto request permission from your office to visit the organic laboratory facility inside the Advance Research and	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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			Innovation Center (ARIC) on June 7, 2023 from 1:30-3:00pm.				
7	NA	FM-VSU-03	May 31, 2023 Endorsement letter: This is to endorse the progress report of Ms. Marejen A. Villaremo's graduate studies at the University of Southern Mindanao, Kabacan, Cotabato, for the first semester of A.Y. 2022-2023 under the VSU Fellowship Grant.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
8	NA	FM-VSU-03	May 23, 2023 Letter addressed to Ms. Maria Elena A. Mendoza, Head, CAO Ormoc City to have a meeting to discuss the details of the Project this May 25, 2023.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
9	NA	FM-VSU-03	May 18, 2023 Request for Inspection, 1 head of female goat, ready for sale.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
10	NA	FM-VSU-03	May 17, 2023 Letter addressed to Dr. Ma. Theresa P. Loreto request permission to visit organic laboratory facility inside the Advanced Research and Innovation Center (ARIC) on May 17, 2023 at 2:30 to 3:00pm	White, file shelving cabinet	Eco-FARMI	1 Year	NA
11	NA	FM-VSU-13	Accomplishment report of Mr. Jerome O. Arribado, Director of Eco-FARMI for the Month of March 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
12	NA	FM-VSU-13	Accomplishment report of Mr. Jerome O. Arribado, Director of Eco-FARMI for the Month of February 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
13	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Renando Sauro has rendered service on April 5, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
14	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Jesimiel Curbita has rendered services on April 5 and 21, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
15	NA	FM-VSU-04	April 25, 2023 Certify that Ms. Vanessa May Milian has rendered services on April 16, 21, 22, 29, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
16	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Jonel Ababat has rendered service on April 21, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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17	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Fernando Bolasting has rendered services on April 5, 10 and 21, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
18	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Jayson Arpoceple has rendered services on April 5 and April 21, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
19	NA	FM-VSU-04	April 25, 2023 Certify that Ms. Jolivié Curay has rendered services on April 5 and April 21-22, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
20	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Patrocinio Barbosa, Jr. has rendered services on April 5 and April 21, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
21	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Marlon A. Bancali has rendered services on April 5, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
22	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Marlon A. Bancali has rendered services on April 5, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
23	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Jose Cayunda, Sr. has rendered services on April 5, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
24	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Faustino Sauro has rendered services on April 5, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
25	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Esteban Sauro has rendered services on April 5, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
26	NA	FM-VSU-04	April 25, 2023 Certify that Mr. Mharlon Cailling has rendered services on April 5, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
27	NA	FM-VSU-04	April 20, 2023 Certificate of Appearance of Mr. Wendell L. Ultra on April 19-20, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
28	NA	FM-VSU-04	April 20, 2023 Certificate of Appearance of Ms. Sance Secondez on April 19-20, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
29	NA	FM-VSU-	April 17, 2023 Certify that Mr. Herbert Rebojo has rendered services on April 5, 21	White, file shelving	Eco-FARMI	1 Year	NA

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		04	and 22, 2023	cabinet			
	NA		April 20, 2023 In connection with the upcoming VSU 99 th Founding Anniversary, the Eco-FARMI faculty and staff are respectively assigned to serve as a watchman/in-charge for our Institute Booth to the following schedule.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
30	FM-VSU-03		April 17, 2023 Letter addressed to Dr. Shalom Grace C. Sugano request a marching band to play during the Farmers and Fisherfolks day on April 28, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
31	FM-VSU-03		April 17, 2023 Letter addressed to Prof. Joy A. Bellen request a marching band to play during the Farmers and Fisherfolks day on April 28, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
32	FM-VSU-03		April 12, 2023 Respectfully submit herewith two (2) copies each of the updated Personal Date Sheet of our regular staff – Odelo B. Baldos and Reynante G. Macapanas	White, file shelving cabinet	Eco-FARMI	1 Year	NA
33	FM-VSU-03		April 11, 2023 Certify that Mr. gelberto Valdevieso, performed service on March 21, 2023, and was paid the amount of six hundred pesos (P 600.00) as payment for his per diem and incidental allowance for the travel to Brgy. Cabintan, Ormoc City, Leyte	White, file shelving cabinet	Eco-FARMI	1 Year	NA
34	FM-VSU-04		April 11, 2023 Respectfully request for a cash advance in the amount of Five Thousand Pesos only (Php 5, 000.00) charged to FARMI Seedbank C. The amount will be used as petty cash to purchase office supplies/materials.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
35	FM-VSU-03		April 11, 2023 Respectfully submit herewith two (2) copies each of the updated Personal Date Sheet of our regular staff – Jerome O. Arribado, Dhenber C. Lusanta, Gelberto P. Valdevieso and Marejen A. Villaremo	White, file shelving cabinet	Eco-FARMI	1 Year	NA
36	FM-VSU-03		April 4, 2023 Request for inspection of one head of female goat, ready for sale	White, file shelving cabinet	Eco-FARMI	1 Year	NA
37	FM-VSU-03			White, file shelving cabinet	Eco-FARMI	1 Year	NA

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Prepared/Submitted by:

Spokane
VANESSA MAY B. MILAN

Deputy Document and Records Controller /Date *July 3, 2023*

Noted by:

Dr. July
JEROME O. ARRIBADO
Head of Office/ Date *July 4, 2023*

Reviewed by:

CAROLINE B. ANDUYAN
College dDRC / VP dDRC
Date:

Received and Reviewed by:

PAMELA P. ORAÑO
University Document and Records Controller
Date:

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