



QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of : March 2022

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	NA	FM-VSU-05	Notice of Meeting: 5 April 2022	Steel Filing Cabinet	DMet	5 yrs	NA
2	NA	FM-VSU-03	Communication to Ms. JE Ando re: Submission of docs for the permanency of CSAndan: Diploma, Certification, TOR (all in original)	Steel Filing Cabinet	DMet	2 yrs	NA
3	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 40, s. 2022. Webinar on Women: Where are You and Where Do you Want to Be? Women as Biomedical & Biotechnology Innovators	Steel Filing Cabinet	OP	2 yrs	NA
4	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation Form: Mete 149, 2nd Sem A.Y. 2021-2022. DCLor	Steel Filing Cabinet	DMet		
5	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation Form: Mete 136, 2nd Sem A.Y. 2021-2022. DCLor	Steel Filing Cabinet	DMet		
6	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation Form:ESci 122t, 2nd Sem A.Y. 2021-2022. RB Labisores	Steel Filing Cabinet	DMet		
7	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation Form:ES 131, 2nd Sem A.Y. 2021-2022. RB Labisores	Steel Filing Cabinet	DMet		
8	NA	FM-VSU-01	Memorandum No. 05, s. 2022. "Deferred Mark" for the 1st Sem A.Y. 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
9	NA	FM-VSU-01	Memorandum No. 04, s. 2022. Table of Specification (TOS) and Test Questions (TQ) of the Midterm Exam	Steel Filing Cabinet	DMet	2 yrs	NA
10	NA	FM-VSU-10	Excerpt from the approved minutes (October 25,	Steel Filing	SPPRO	2 yrs	NA

Vision:
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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			2021) of APB re: CS Andan, et. Al for permanent position	Cabinet			
11	NA	FM-VSU-03	Approved communication to OP re: Webinar on #WeatherWisser: A New Normal ver2.0 with notations that monetary incentive (honorarium) with notation from Ms. Ampac	Steel Filing Cabinet	DMet	2 yrs	NA
12	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation Form: CSci 135 , 2nd Sem A.Y. 2021-2022. RG Goliat	Steel Filing Cabinet	DMet		
13	PM-IMD-04	FM-IMD-10	Virtual Classroom (VC) Evaluation Form: Mete 144 , 2nd Sem A.Y. 2021-2022. RG Goliat	Steel Filing Cabinet	DMet		
14	NA	FM-VSU-01	Memorandum No. 10, s. 2022. Submission of 1st Sem, A.Y. 2021-2022 Final Grades with "Deferred Grade Mark" of the Pre-requisite Courses of the Subject in 2nd Sem A.Y. 2021-2022	Steel Filing Cabinet	CET	2 yrs	NA
15	NA	FM-VSU-01	Memorandum No. 3.0. CS Andan as Department Personnel Committee - Chairman	Steel Filing Cabinet	DMet	2 yrs	NA
16	NA	FM-VSU-01	Memorandum No. 3.1. CS Torrior as Department Web-Publication Committee - Chairman	Steel Filing Cabinet	DMet	2 yrs	NA
17	NA	FM-VSU-01	Memorandum No. 3.2. RB Labisores as Department Sports & Socio-Cultural Committee - Chairman	Steel Filing Cabinet	DMet	2 yrs	NA
18	NA	FM-VSU-01	Memorandum No. 3.3. DC Lor as Department Instructional Materials Development Committee	Steel Filing Cabinet	DMet	2 yrs	NA
19	NA	FM-VSU-01	Memorandum No. 3.4. RG Goliat as Department Research, Development, Extension, and Innovation (RDEI) Committee - Chairman	Steel Filing Cabinet	DMet	2 yrs	NA
20	NA	FM-VSU-01	Memorandum No. 3.5.DC Lor as Department Gender and Development Committee -	Steel Filing Cabinet	DMet	2 yrs	NA

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						ACTIVE	INACTIVE
			Chairman				
21	NA	FM-VSU-01	Memorandum No. 3.6.RB Labisores as Department Grievance Committee - Chairman	Steel Filing Cabinet	DMet	2 yrs	NA
22	NA	FM-VSU-01	Memorandum No. 3.7.DC Lor as Department Ways & Means Committee - Chairman	Steel Filing Cabinet	DMet	2 yrs	NA
23	NA	FM-VSU-01	Memorandum No. 3.8.RB Labisores as Department Ways & Means Committee	Steel Filing Cabinet	DMet	2 yrs	NA
24	NA	FM-VSU-01	Memorandum No. 3.9. RG Goliat as Department Secretary	Steel Filing Cabinet	DMet	2 yrs	NA
25	NA	FM-VSU-01	Memorandum No. 07 s. 2022 Seminar-Workshop on TOS Preparation and Tips on Making Examination VSU EE	Steel Filing Cabinet	CET	2 yrs	NA
26	NA	FM-VSU-01	Memorandum No. 08 s. 2022. Updating of Department Faculty Development Plan	Steel Filing Cabinet	CET	2 yrs	NA
27	NA	FM-VSU-01	Memorandum No. 09 s. 2022. Celebration of CET Week on March 28-April 1, 2022	Steel Filing Cabinet	CET	2 yrs	NA
28	NA	FM-VSU-05	Notice of Meeting on March 30, 2022	Steel Filing Cabinet	CET	5 yrs	NA
29	NA	FM-VSU-03	Communication to Ms. P. Orano re: Return of Obsolete controlled documents from DMet	Steel Filing Cabinet	DMet	2 yrs	NA
30	NA	FM-VSU-03	Communication to Ms. M.A. Castaneda re: Deferred grade of DCLor	Steel Filing Cabinet	DMet	2 yrs	NA
31	NA	FM-VSU-03	Communication to Ms. M.A. Castaneda re: Courses to be taken by BSMet-2 & BSMet 3 Students for the Second Semester, A.Y. 2021 - 2022	Steel Filing Cabinet	DMet	2 yrs	NA
32	PM-REI-01	TP-REI-02	Extension Proposal on Weather & Atmospheric Information System (Project WAIS)	Steel Filing Cabinet	DMet	Permanent	Permanent
33	NA	FM-VSU-01	Memorandum No. 6.0 s, 2022. College Personnel Committee	Steel Filing Cabinet	CET	2 yrs	NA
34	NA	FM-VSU-01	Memorandum No. 6.1 s, 2022. College	Steel Filing Cabinet	CET	2 yrs	NA

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						ACTIVE	INACTIVE
			Instruction & Curriculum Committee	Cabinet			
35	NA	FM-VSU-01	Memorandum No. 6.2 s, 2022. College Research, Extension, & Innovation (REI) Committee	Steel Filing Cabinet	CET	2 yrs	NA
36	NA	FM-VSU-01	Memorandum No. 6.3 s, 2022. College Sports & Socio-Cultural Committee	Steel Filing Cabinet	CET	2 yrs	NA
37	NA	FM-VSU-01	Memorandum No. 6.4 s, 2022. College Media Committee	Steel Filing Cabinet	CET	2 yrs	NA
38	NA	FM-VSU-01	Memorandum No. 6.5 s, 2022. College Gender & Development Committee	Steel Filing Cabinet	CET	2 yrs	NA
39	NA	FM-VSU-01	Memorandum No. 6.6 s, 2022. College Student Supports, Scholarships & Awards Committee	Steel Filing Cabinet	CET	2 yrs	NA
40	NA	FM-VSU-01	Memorandum No. 6.7 s, 2022. College Student On-the-Job Training Advisory Committee	Steel Filing Cabinet	CET	2 yrs	NA
41	NA	FM-VSU-01	Memorandum No. 6.8 s, 2022. College Student On-the-Job Training Advisory Committee	Steel Filing Cabinet	CET	2 yrs	NA
42	NA	FM-VSU-01	Memorandum No. 6.9 s, 2022. Equipment Utilization, Inventory & Maintenance Committee	Steel Filing Cabinet	CET	2 yrs	NA
43	NA	FM-VSU-01	Memorandum No. 6.10 s, 2022. College Rooms/Utilization & Lawn Maintenance Committee	Steel Filing Cabinet	CET	2 yrs	NA
44	NA	FM-VSU-01	Memorandum No. 6.11 s, 2022. College Document & Records Controller Committee	Steel Filing Cabinet	CET	2 yrs	NA
45	NA	FM-VSU-03	Communication to Ms. JC Ecleo re: PPMP of DMet for PAPs for CY 2023	Steel Filing Cabinet	DMet	2 yrs	NA
46	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 39, s. 2022. AACCUP Accreditation Opening Program March 21 & 23, 2022	Steel Filing Cabinet	OP	2 yrs	NA
47	NA	FM-VSU-03	Communication to MS M.A. Castañeda. Deferred grade of Ms./ Gomez, Angelica G.	Steel Filing Cabinet	DMet	2 yrs	NA
48	NA	FM-VSU-03	Communication re: Laboratory Fees SY 2021-	Steel Filing	ODFM	2 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			2022 (First Sem)	Cabinet			
49	NA	FM-VSU-02	Memorandum Circular No.01, s. 2022. Documents and Data for the Institutional Accreditation, Area 8 infrastructure and Learning Resources	Steel Filing Cabinet	OVPPRGAS	2 yrs	NA
50	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 36, s. 2022. Alay Linis	Steel Filing Cabinet	OP	2 yrs	NA
51	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 37, s. 2022. Limited Face-to-Face Classes in the 2nd Semester 2021-2022	Steel Filing Cabinet	OP	2 yrs	NA
52	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 38, s. 2022. VSU Second Surveillance Audit (SSA) Report	Steel Filing Cabinet	OP	2 yrs	NA
53	NA	FM-VSU-01	Memorandum No. 05. Conduct of Virtual Classroom (VC) Evaluation	Steel Filing Cabinet	CET	2 yrs	NA
54	NA	FM-VSU-03	Communication to Ms. Cristina C. Uson, as speaker of the Webinar : #WeatherWiser: A New Normal ver2.0	Steel Filing Cabinet	DMet	2 yrs	NA
55	NA	FM-VSU-03	Communication to Mr. Wilmer D. Agustin, as speaker of the Webinar : #WeatherWiser: A New Normal ver2.0	Steel Filing Cabinet	DMet	2 yrs	NA
56	NA	FM-VSU-03	Communication to Mr. Robert C. Badrina, as speaker of the Webinar : #WeatherWiser: A New Normal ver2.0	Steel Filing Cabinet	DMet	2 yrs	NA
57	PM-VPA-03	FM-VPA-01	Report of Actual Teaching Load. 2nd Sem A.Y. 2021-2022	Steel Filing Cabinet	DMet	1 yr	NA
58	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 34, s. 2022. Uniform for CY 2022	Steel Filing Cabinet	OP	2 yrs	NA
59	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 33 s. 2022. Reporting of Employees to Office	Steel Filing Cabinet	OP	2 yrs	NA
60	NA	FM-VSU-03	Communication to JC Bencure re: Virtual Classroom Evaluation of the Department Heads	Steel Filing Cabinet	DMet	2 yrs	NA

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						ACTIVE	INACTIVE
61	NA	FM-VSU-01	Memorandum No. 04. CET Strategic Planning & RDE Agenda Setting Workshop 2022	Steel Filing Cabinet	CET	2 yrs	NA
62	NA	FM-VSU-03	Communication to Ms. M.A. Castaneda. Deferred grade of Balbuena, Virgilyn	Steel Filing Cabinet	DMet	2 yrs	NA
63	NA	FM-REG-20	Report of Grade Completion: Mejia, Johann Stella Fernandez in ES 131	Steel Filing Cabinet	OUR	2 yrs	NA
64	NA	FM-VSU-03	Communication to BS Belonias re: Validity of Soil 22: Principles of Soil Science in behalf of Soil 22n: Fundamentals of Soil Science	Steel Filing Cabinet	DMet	2 yrs	NA
65	PM-REG-09	FM-REG-10	Class Roster: 2nd Sem SY 2021-2022, Mete 141, Lec. CSTorrion	Steel Filing Cabinet	OUR	Permanent	Permanent
66	PM-REG-09	FM-REG-10	Class Roster: 2nd Sem SY 2021-2022, Mete 134, Lec. CSTorrion	Steel Filing Cabinet	OUR	Permanent	Permanent
67	PM-REG-09	FM-REG-10	Class Roster: 2nd Sem SY 2021-2022, Mete 131a, Lec. CSTorrion	Steel Filing Cabinet	OUR	Permanent	Permanent
68	NA	FM-VSU-02	Memorandum Circular No. 02 ,s. 2022. Contribution of Data to the University Directory of Experts	Steel Filing Cabinet	OVPREI	2 yrs	NA
69	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 32. s. 2022. Turnitin Feedback Studio Instructor's Workflow Training	Steel Filing Cabinet	OP	2 years	NA
70	NA	FM-VSU-02	Memorandum Circular No. 01,s. 2022. Contribution to the 2022 University Compendium of Technologies	Steel Filing Cabinet	OVPREI	2 yrs	NA
71	NA	FM-VSU-03	Communication to BS Belonias re: Validity of Soil 22: Principles of Soil Science in behalf of Soil 22n: Fundamentals of Soil Science	Steel Filing Cabinet	DMet	2 yrs	NA
72	NA	FM-VSU-03	Communication to BS Belonias re: Validity of CSci 21: Information & Communication Technology Concepts and Skills is an equivalent course for CSci 21: Introduction to Computers.	Steel Filing Cabinet	DMet	2 yrs	NA
73	NA	FM-VSU-01	Memorandum No. 03, s. 2022. Virtual	Steel Filing	CET	2 yrs	NA

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						ACTIVE	INACTIVE
			Classroom Evaluation of the Department Heads	Cabinet			
74	PM-BUD-01	FM-BUD-01	Advice of Sub-Allotment CY 2022	Steel Filing Cabinet	OHB	3 yrs	NA
75	PM-REG-01	FM-REG-01	Registration Form, 2nd Sem 2021-2022 of Manilag, Lykah Espinosa	Steel Filing Cabinet	OUR	Permanent	Permanent
76	NA	FM-VSU-10	Excerpt from the Approved Minutes of the Feb. 21, 2022 APB Meeting	Steel Filing Cabinet	OHRSPPR	2 yrs	NA
77	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 30 s, 2022. Call for Nomination for the VSU Awards	Steel Filing Cabinet	OP	2 yrs	NA
78	PM-OOP-01	FM-OOP-01	Memorandum No. 276 s, 2022. Designation as Head, Department of Meteorology - CS Andan	Steel Filing Cabinet	OP	2 yrs	NA
79	NA	FM-VSU-05	Notice of Meeting on 7 March 2022.	Steel Filing Cabinet	DMet	5 yrs	NA
80	NA	FM-VSU-07	Attendance Sheet on March 7, 2022	Steel Filing Cabinet	DMet		
81	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus on Mete 136, Second Sem AY 2021-2022	Steel Filing Cabinet	DMet	Permanent	Permanent
82	NA	FM-VSU-03	Communication to JC Bencure re:Students information for the limited face-to-face class of Meteorology	Steel Filing Cabinet	DMet	2 yrs	NA
83	PM-QAC-05	FM-QAC-17	File copy of the Corrective Action Report of DMet	Steel Filing Cabinet	ODQA		
84	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 29, s. 2022. Revised Audit Plan and Audit Dry Run	Steel Filing Cabinet	OP	2 yrs	NA
85	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 27, s. 2022. Updated Health & Safety Protocol in VSU Pursuant to Executive Order No. 128 of the Baybay City LGU dated 17 January 2022	Steel Filing Cabinet	OP	2 yrs	NA
86	NA	FM-VSU-03	Communication to Ms. M. A. Castaneda. Deferred & dropped grade of Damayo, May	Steel Filing Cabinet	DMet	2 yrs	NA

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						ACTIVE	INACTIVE
			Gunoon A 200				
87	NA	FM-VSU-07	Attendance Sheet on March 3, 2022	Steel Filing Cabinet	DMet		
88	NA	FM-VSU-02	Memorandum Circular No. 03 s, 2022. 2022 POAP Training Calendar	Steel Filing Cabinet	OVPAP	2 yrs	NA
89	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 25, s. 2022. 2022 National Women's Celebration (NWM)	Steel Filing Cabinet	OP	2 yrs	NA
90	NA	FM-VSU-05	Notice of Meeting on 3 March 2022	Steel Filing Cabinet	DMet	5 yrs	NA
91	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus on Mete 136, 2nd Sem 2021-2022	Steel Filing Cabinet	DMet		
92	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus on CSci 135, 2nd Sem 2021-2022	Steel Filing Cabinet	DMet		
93	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus on Mete 136, Second Sem AY 2021-2022	Steel Filing Cabinet	DMet	Permanent	Permanent
94	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus on CSci 135, Second Sem AY 2021-2022	Steel Filing Cabinet	DMet	Permanent	Permanent
95	PM-REG-03	FM-REG-19	Grade Sheet. Mete 111 (Lec). 1st Sem SY 2021-2022 - CSTorrion	Steel Filing Cabinet	OUR	4 yrs	NA
96	PM-REG-03	FM-REG-19	Grade Sheet. Mete 133 (Lec). 1st Sem SY 2021-2022 - CSTorrion	Steel Filing Cabinet	OUR	4 yrs	NA
97	PM-REG-03	FM-REG-19	Grade Sheet. ESci 114 (Lec), offer no. A213. 1st Sem SY 2021-2022 - EAAlbia	Steel Filing Cabinet	OUR	4 yrs	NA
98	PM-REG-03	FM-REG-19	Grade Sheet. ESci 114 (Lec), offer no. A157. 1st Sem SY 2021-2022 - EAAlbia	Steel Filing Cabinet	OUR	4 yrs	NA
99	PM-REG-03	FM-REG-19	Grade Sheet. ESci 114 (Lec), offer no. A153 1st Sem SY 2021-2022 - EAAlbia	Steel Filing Cabinet	OUR	4 yrs	NA

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						ACTIVE	INACTIVE
100	PM-REG-03	FM-REG-19	Grade Sheet. ESci 114 (Lec), offer no. A151 1st Sem SY 2021-2022 - EAAlbia	Steel Filing Cabinet	OUR	4 yrs	NA
101	PM-REG-03	FM-REG-19	Grade Sheet. ESci 114 (Lec), offer no. A005 1st Sem SY 2021-2022 - EAAlbia	Steel Filing Cabinet	OUR	4 yrs	NA
102	NA	FM-VSU-03	Communication to Dr. Tulin re: To allow BSMet 3 student to join the limited face-to-face class for 2nd Sem AY 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
103	NA	FM-VSU-08	Minutes of DMet Meeting on 18 January 2022	Steel Filing Cabinet	DMet	5 yrs	NA
104	NA	FM-VSU-03	Communication to Ms. M.A. Castaneda re: Merging of the Lecture and Lab Offering for ESci 11 for 2nd Sem Ay 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
105	PM-QAC-06	FM-QAC-09	Internal Document Master List	Steel Filing Cabinet	ODQA		
106	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus: 2nd Sem AY 2021-2022. Mete 144 by Raymond Jess G. Goliat	Steel Filing Cabinet	DMet	Permanent	Permanent
107	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus: 2nd Sem AY 2021-2022. ESci 122t by RBLabisores	Steel Filing Cabinet	DMet	Permanent	Permanent
108	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus: 2nd Sem AY 2021-2022. ES 131 by RBLabisores	Steel Filing Cabinet	DMet	Permanent	Permanent
109	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus: 2nd Sem AY 2021-2022. Mete 132 by CS Andan	Steel Filing Cabinet	DMet	Permanent	Permanent
110	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus: 2nd Sem AY 2021-2022. Mete 134 by CS Torrior	Steel Filing Cabinet	DMet	Permanent	Permanent
111	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus: 2nd Sem AY 2021-2022. Mete 141 by	Steel Filing Cabinet	DMet	Permanent	Permanent

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						ACTIVE	INACTIVE
			CS Torrior				
112	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus. 2nd Sem A.Y. 2021-2022. Mete 144, RG Goliat	Steel Filing Cabinet	DMet		
113	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus. 2nd Sem A.Y. 2021-2022. ESci 122t, RBLabisores	Steel Filing Cabinet	DMet		
114	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus. 2nd Sem A.Y. 2021-2022. ES 131, RBLabisores	Steel Filing Cabinet	DMet		
115	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus. 2nd Sem A.Y. 2021-2022. Mete 132, CS Andan	Steel Filing Cabinet	DMet		
116	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus. 2nd Sem A.Y. 2021-2022. Mete 134, CS Torrior	Steel Filing Cabinet	DMet		
117	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus. 2nd Sem A.Y. 2021-2022. Mete 141, CS Torrior	Steel Filing Cabinet	DMet		
118	NA	FM-VSU-05	Notice of Meeting. CET Management Com, March 2, 2022	Steel Filing Cabinet	CET	5 yrs	NA
119	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 22, s. 2022. Virtual Orientation on CSC & VSU Reward and Recognition Programs	Steel Filing Cabinet	OP	2 yrs	NA
120	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 21, s. 2022. Orientation on the Use of the QMS Portal and Shared Drives	Steel Filing Cabinet	OP	2 yrs	NA
121	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 20, s. 2022. Graduate School Onboarding for 2nd Semester AY 2021-2022	Steel Filing Cabinet	OP	2 yrs	NA
122	NA	FM-VSU-02	Memorandum Circular No. 02, s. 2022. Re-	Steel Filing	OVPAP	2 yrs	NA

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						ACTIVE	INACTIVE
			orientation seminar on the Recruitment, Selection, and Placement (RSP0, Personnel Data Sheet (PDS), and Electronic Daily Attendance Tracking System (eDATS) of the Management Information System (MIS)	Cabinet			
123	NA	FM-VSU-12	Justification of the Construction of a Two(2)-Storey Building of the offering of the New OBE-based Degree in BS Meteorology under the newly created Department of Meteorology	Steel Filing Cabinet	DMet		
124	PM-OOP-01	FM-OOP-01	Memorandum No. 29, s. 2022. Designation as Deputy Document & Records Controller (LB Abamo)	Steel Filing Cabinet	OP	2 yrs	NA
125	PM-OOP-01	FM-OOP-01	Memorandum No. 30, s. 2022. Designation as Alternate Deputy Document & Records Controller (RG Goliat)	Steel Filing Cabinet	OP	2 yrs	NA
126	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 18, s. 2022. Qualitative Contribution Evaluation (QCE) for the NBC 461 8th Cycle	Steel Filing Cabinet	OP	2 yrs	NA
127	PM-OOP-01	FM-OOP-01	Memorandum No. 84, s. 2022. ISO Quality Assurance Coordinator under the Office of the Vice President for Academic Affairs (DC Lor)	Steel Filing Cabinet	OP	2 yrs	NA
128	NA	FM-VSU-03	Acknowledgement Form from Registrar Office, receipt in confidence the checklist of the student under the advisory of CS Andan & RB Labisoires.	Steel Filing Cabinet	OUR	2 yrs	NA
129	NA	FM-VSU-03	Communication to Mr. Freddy R. Bello re: Submission of the Income Payee's Sword Declaration of Gross Receipts/Sales for year 2021 Job Order Workers of EA Albia	Steel Filing Cabinet	DMet	2 yrs	NA
130	NA	FM-VSU-03	Communication to the Office of the President re: LB Abamo as Deputy Document & Records	Steel Filing Cabinet	DMet	2 yrs	NA

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						ACTIVE	INACTIVE
			Controller of DMet				
131	NA	FM-VSU-03	Communication to the Office of the President re: RG Goliat as Alternate Deputy Document & Records Controller of DMet	Steel Filing Cabinet	DMet	2 yrs	NA
132	PM-REG-03	FM-REG-19	Grade Sheet of RB Labisores in ESci 114 (lec), 14:30-16 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
133	PM-REG-03	FM-REG-19	Grade Sheet of RG Goliat in ESci 114 (lec), 7-8:30 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
134	PM-REG-03	FM-REG-19	Grade Sheet of RG Goliat in ESci 114 (lec), 10-11:30 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
135	PM-REG-03	FM-REG-19	Grade Sheet of RB Labisores in ESci 114 (lec), 4-5:30 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
136	PM-REG-03	FM-REG-19	Grade Sheet of RB Labisores in ESci 114 (lec), 14:30-16 MW. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
137	PM-REG-03	FM-REG-19	Grade Sheet of RB Labisores in ESci 114 (lec), 13-14:30 MW. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
138	PM-REG-03	FM-REG-19	Grade Sheet of RB Labisores in ESci 114 (lec), 14:30-16 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
139	PM-REG-03	FM-REG-19	Grade Sheet of RG Goliat in ESci 114 (lec), 10-11:30 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
140	PM-REG-03	FM-REG-19	Grade Sheet of RG Goliat in ESci 114 (lec), 7-8:30 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
141	PM-REG-03	FM-REG-19	Grade Sheet of RG Goliat in ESci 114 (lec) 8:30-10 MW. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
142	NA	FM-VSU-03	Communication from OVPREI re: Curriculum Vitae for Faculty Researchers as required for Institutional Accreditation	Steel Filing Cabinet	OVPREI	2 yrs	NA
143	NA	FM-VSU-07	Attendance Sheet on February 10, 2022	Steel Filing Cabinet	DMet		
144	NA	FM-VSU-03	Copy of the "Proposal to Adopt Program Advisory Council Guidelines for CET"	Steel Filing Cabinet	CET	2 yrs	NA

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
145	NA	FM-VSU-05	Notice of Meeting, DMet Regular Meeting, 10 Feb 2022	Steel Filing Cabinet	DMet	5 yrs	NA
146	NA	FM-VSU-03	Communication to Registrar, re: Names of students with differed and dropped grade of CS Andan	Steel Filing Cabinet	DMet	2 yrs	NA
147	PM-REG-01	FM-REG-02	Readmission Form of Mazo, Nico John	Steel Filing Cabinet	DMet	2 yrs	NA
148	PM-REG-03	FM-REG-19	Grade Sheet, Mid-Term grade of RG Goliat in ESci 114 (lec) 10-11:30 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
149	PM-REG-03	FM-REG-19	Grade Sheet, Mid-Term grade of RG Goliat in ESci 114 (lec) 8:30-10 MW. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
150	PM-REG-03	FM-REG-19	Grade Sheet, Mid-Term grade of RG Goliat in ESci 114 (lec) 7-8:30 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
151	PM-REG-03	FM-REG-19	Grade Sheet, of DC Lor, in PhSc 118 (Lec), 2:30-4 TTh. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
152	PM-REG-03	FM-REG-19	Grade Sheet, of DC Lor, in PhSc 118 (Lec) , 8:30-10 MW. 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
153	NA	FM-VSU-03	Communication to Mr. Villa re: acknowledge receipt of August-Dec 2021 Station Data.	Steel Filing Cabinet	DMet	2 yrs	NA
154	PM-REG-03	FM-REG-19	Grade Sheet, of RB Labisores in EC 131 (Lec) ,7-8:30 MW . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
155	PM-REG-03	FM-REG-19	Grade Sheet, of RB Labisores in ESci 114 (Lec) ,14:30-16 MW . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
156	PM-REG-03	FM-REG-19	Grade Sheet, Mid-Term grade of RB Labisores in ESci 114 (Lec) ,4-5:30 TTh . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
157	PM-REG-03	FM-REG-19	Grade Sheet, Mid-Term grade of RB Labisores in ESci 114 (Lec) ,13-14:30 MW . 1st Sem AY	Steel Filing Cabinet	OUR	4 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			2021-2022				
158	NA	FM-VSU-02	Memorandum Circular No. 06,s. 2022. Webinar-Workshop on VSU E-Learning Environment (VSUEE)	Steel Filing Cabinet	OVPA	2 yrs	NA
159	NA	FM-VSU-02	Memorandum Circular No. 02,s. 2022. Corrected Memorandum on Submission of Grades for Students with "Deferred" Marks Incurred in the 1st Sem 2021-2022	Steel Filing Cabinet	OVPA	2 yrs	NA
160	PM-REG-04	FM-REG-17	Clearance of Costillas, Silver Joyce O.	Steel Filing Cabinet	OUR	1 yr	NA
161	NA	FM-VSU-02	Memorandum Circular No. 02, s. 2022. Submission of Grades for Students with "Deferred" Marks	Steel Filing Cabinet	OVPA	2 yrs	NA
162	NA	FM-VSU-02	Memorandum Circular No. 05, s. 2022. Submission of Grades for Undergraduate Thesis	Steel Filing Cabinet	OVPA	2 yrs	NA
163	NA	FM-VSU-02	Memorandum Circular No. 03, s. 2022. Compliance to Approved PMs and Associated Forms	Steel Filing Cabinet	OVPA	2 yrs	NA
164	PM-REG-02	FM-REG-04	Application for Leave of Absence of Rosane, Sneezy	Steel Filing Cabinet	OUR	2 yrs	NA
165	NA	FM-VSU-02	Memorandum Circular No. 04, s. 2022. Monitoring of Grade Submission	Steel Filing Cabinet	OVPA	2 yrs	NA
166	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 16, s. 2022. 2022 Search for Outstanding Government Workers	Steel Filing Cabinet	OP	2 yrs	NA
167	NA	FM-VSU-03	Communication to the President re: Alternative Work Arrangement of DMet faculty & Staff effective Jan 31, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
168	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 15, s. 2022. Amendment to OP Memorandum No. 03, s. 2022 Re Submission of Course Syllabi for 2nd Sem 2021-2022	Steel Filing Cabinet	OP	2 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
169	PM-REG-03	FM-REG-19	Grade Sheet, of CS Andan in Mete 145 (Lec) ,8-6 TTh . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
170	PM-REG-03	FM-REG-19	Grade Sheet, of CS Andan in Mete 131n (Lec) ,8:30-10 MW . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
171	PM-REG-03	FM-REG-19	Grade Sheet, of RG Goliat in EC 132 (Lec) ,7-8:30 MW . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
172	PM-REG-03	FM-REG-19	Grade Sheet, of DCLor in PhSc 119, 10-11:30 MW . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
173	PM-REG-03	FM-REG-19	Grade Sheet, of DCLor in PhSc 119, 8:30-10 TTh . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
174	PM-REG-03	FM-REG-19	Grade Sheet, Mid-Term grade of RB Labisores in EC 131, 7-8:30 MW . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
175	PM-REG-03	FM-REG-19	Grade Sheet, of RB Labisores in Mete 143(Lec), 8:30-10 MW . 1st Sem AY 2021-2022	Steel Filing Cabinet	OUR	4 yrs	NA
176	NA	FM-VSU-03	Appointment for RB Labisores as Guidance Facilitator for DMet AY 2021-2022	Steel Filing Cabinet		2 yrs	NA
177	NA	FM-VSU-01	Memorandum 01, s. 2022. Faculty Deliverables before the Commencement of 2nd Sem, AY 2021-2022.	Steel Filing Cabinet	DMet	2 yrs	NA
178	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 14, s. 2022. VSU Faculty On Boarding (2nd Semester AY 2021-2022)	Steel Filing Cabinet	OP	2 years	NA
179	NA	FM-VSU-05	Notice of Cet Mgt. Committee Meeting on Feb 4, 2022.		CET	5 yrs	NA
180	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 13, s. 2021. NBC 461-8th Cycle	Steel Filing Cabinet	OP	2 yrs	NA
181	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 12, s. 2021. Mandatory Orientation and Re-Orientatation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents.	Steel Filing Cabinet	OP	2 yrs	NA
182	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request	Steel Filing	DMet		

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			form. Update: ES 131. RBLabisores	Cabinet			
183	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Update: Mete 136. DC Lor	Steel Filing Cabinet	DMet		
184	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Creation:Csci 135 RJGGoliat	Steel Filing Cabinet	DMet		
185	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Creation: Esci 122t LB Labisores	Steel Filing Cabinet	DMet		
186	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Creation: Esci 122t LB Labisores	Steel Filing Cabinet	DMet		
187	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Creation:Mete 151 CS Andan	Steel Filing Cabinet	DMet		
188	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Creation:Mete 149 DC Lor	Steel Filing Cabinet	DMet		
189	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Creation:Mete 144 RG Goliat	Steel Filing Cabinet	DMet		
190	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Creation:Mete 141 RG Goliat	Steel Filing Cabinet	DMet		
191	PM-REI-04	FM-REI-15	VSU Extension Project Annual Accomplishment Report CY: 2021-2022	Steel Filing Cabinet	DMet	Permanent	Permanent
192	PM-LEG-01	FM-LEG-03	Contract for Teaching Services of Ms. Albia (Jan 10-28, 2022)	Steel Filing Cabinet	DMet	5 yrs	NA
193	NA	FM-VSU-03	Document Approval Matrix for Planning & Monitoring Outputs as of January 3, 2022	Steel Filing Cabinet	OVPPRGAS	2 yrs	NA
194	PM-ODI-06	FM-ODI-12	Teaching Performance Evaluation Summary by Department, 2nd Sem AY 2020-2021	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
195	PM-ODI-06	FM-ODI-04	Teaching Performance Evaluation Summary by Students of CS Andan, 2nd Sem AY 2020-2021	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
196	PM-ODI-06	FM-ODI-04	Teaching Performance Evaluation Summary by Students of RB Labisores, 2nd Sem AY 2020-2021	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
197	PM-ODI-06	FM-ODI-04	Teaching Performance Evaluation Summary by	Steel Filing	ODIE	5 yrs	10 yrs

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			Students of DC Lor, 2nd Sem AY 2020-2021	Cabinet			
198	PM-ODI-06	FM-ODI-04	Teaching Performance Evaluation Summary by Students of CS Torrior, 2nd Sem AY 2020-2021	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
199	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Creation: Mete 134, CS Torrior for 2nd Sem AY 2021-2022	Steel Filing Cabinet	DMet		
200	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Update: Mete 132, CS Andan	Steel Filing Cabinet	DMet		
201	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Update: Math 131, CS Torrior	Steel Filing Cabinet	DMet		
202	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request form. Update: Math 131, CS Torrior	Steel Filing Cabinet	DMet		
203	PM-HRM-01	FM-HRM-01	Job Posting for Hiring : One Part-time Instructor, not later than Jan. 20, 2022	Steel Filing Cabinet	DMet	1 yr	NA
204	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) monitoring Report, 1st Sem AY 2021-2022: Mete 131 of CS Andan	Steel Filing Cabinet	DMet		
205	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) monitoring Report, 1st Sem AY 2021-2022: Mete 143 of RBLabisores	Steel Filing Cabinet	DMet		
206	PM-IMD-04	FM-IMD-11	Virtual Classroom (VC) monitoring Report, 1st Sem AY 2021-2022: Mete 145 of CS Andan	Steel Filing Cabinet	DMet		
207	PM-ODI-06	FM-ODI-04	Teaching Performance Evaluation by Student's Summary of rating, 2nd Sem AY 2020-2021 of CS Torrior	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
208	NA	FM-VSU-05	Notice of Meeting: 25 Jan 2022	Steel Filing Cabinet	CET	5 yrs	NA
209	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 10, s. 2022. Alternative Work Arrangements for VSU faculty & staff to arrest the resurging cases of COVID-19 effective January 24, 2022.	Steel Filing Cabinet	OP	2 yrs	NA
210	NA	FM-VSU-03	Instruction from Dr. MKL Aure re: Teaching Performance Evaluation by Student's Summary	Steel Filing Cabinet	ODIE	2 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			of rating, 2nd Sem AY 2020-2021				
211	PM-QAC-08	FM-QAC-14	Quality Records Matrix	Steel Filing Cabinet	DMet		
212	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 08, s. 2022. Reminder for the Submission of RFCA Reports and CAPs	Steel Filing Cabinet	OP	2 yrs	NA
213	PM-OOP-01	FM-OOP-01	Academic Contract List for QS Asian and World University Rankings	Steel Filing Cabinet	OP	2 yrs	NA
214	NA	FM-VSU-07	Attendance Sheet: January 18, 2022	Steel Filing Cabinet	DMet		
215	NA	FM-VSU-05	Notice of Meeting: 18 Jan 2022	Steel Filing Cabinet	DMet	5 yrs	NA
216	PM-REG-03	FM-REG-19	Grade Sheet (Midterm) , Mete 143 : 1st Sem AY 2021-2022 of RB Labisores	Steel Filing Cabinet	OUR	4 yrs	NA
217	PM-OOP-01	FM-OOP-01	Memorandum No. 716, s. 2021. Employer Contact for QS Asian and World University Rankings	Steel Filing Cabinet	OP	2 yrs	NA
218	NA	FM-VSU-03	Communication to CS Andan re: Relieved of responsibility as component leader of Project WAIS effective January 2022.	Steel Filing Cabinet	DMet	2 yrs	NA
219	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 06, s. 2022. Alay Linis	Steel Filing Cabinet	OP	2 yrs	NA
220	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 02, s. 2022. Clarification on the Entitlement of Teacher's Leave Privilege	Steel Filing Cabinet	OP	2 yrs	NA
221	PM-OOP-01	FM-OOP-01	Memorandum No. 01,s. 2022. Hold-Over Capacity	Steel Filing Cabinet	OP	2 yrs	NA
222	NA	FM-VSU-10	Excerpt from the approved Minutes of the APB Res. No 521 to re-open the Part-time Position. Dated: Dec 06, 2021	Steel Filing Cabinet	RSPPRO	2 yrs	NA
223	PM-IMD-03	TP-IMD-09	Table of Specification on Phy 118; 1st Sem AY	Steel Filing	DMet		

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			2021-2022 of DCLor	Cabinet			
224	PM-IMD-03	TP-IMD-09	Table of Specification on Phy 119; 1st Sem AY 2021-2022 of DCLor	Steel Filing Cabinet	DMet		
225	PM-IMD-03	TP-IMD-09	Table of Specification on Esci 114; 1st Sem AY 2021-2022 of DCLor	Steel Filing Cabinet	DMet		
226	PM-IMD-03	TP-IMD-09	Table of Specification on EC 131; 1st Sem AY 2021-2022 of RB Labisores	Steel Filing Cabinet	DMet		
227	PM-IMD-03	TP-IMD-09	Table of Specification on Esci 114; 1st Sem AY 2021-2022 of RB Labisores	Steel Filing Cabinet	DMet		
228	NA	FM-VSU-05	Notice of Meeting for FC Abanera on 11Jan 2022	Steel Filing Cabinet	CET	5 yrs	NA
229	NA	FM-VSU-03	Communication to Prof. MB Loreto Jr, re: request of temporary accompcation of the part-time instructor.	Steel Filing Cabinet	DMet	2 yrs	NA
230	PM-OOP-01	FM-OOP-01	Memorandum No. 03, s. 2022. Submission of Course Syllabi for 2nd Semester 2021-2022	Steel Filing Cabinet	OP	2 yrs	NA
231	NA	FM-VSU-02	Memorandum Circular No. 01, s. 2022 Cascading of the Latest procedure Manuals and their Associated Forms	Steel Filing Cabinet	OVPAA	2 yrs	NA
232	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 05., s. 2022. Contract for Teaching Service of Part-time Instructors due to Adjustments in Academic Activities/Schedules for 1st Sem SY 2021-22	Steel Filing Cabinet	OP	2 yrs	NA
233	NA	FM-VSU-03	Communication to Dr. Malano, Administrator of PAGASA re: intension to become with PAGASA under the project ADAN (Agrometeorological Data Acquisiotn & Network	Steel Filing Cabinet	DMet	2 yrs	NA
234	NA	FM-VSU-03	Copy of the letter to the Director for Extension re: IFW of CS Andan & CS Torrion	Steel Filing Cabinet	ODRex	2 yrs	NA
235	PM-VPA-03	FM-VPA-02	IFW: CS Andan. 1st Sem AY 2021-2022	Steel Filing Cabinet	DMet	2 yrs	2 yrs

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
236	PM-VPA-03	FM-VPA-02	IFW: CS Torrion. 1st Sem AY 2021-2022	Steel Filing Cabinet	DMet	2 yrs	2 yrs

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

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