



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF
AGRONOMY**

QUALITY RECORDS MATRIX

(EXTERNAL)

Record Year: 2024

Updated as of: April 08, 2024

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	N/A	PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2023- 2024	FILING CABINET	DBM	5 years if superseded	
2	N/A	N/A	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) JAN~DECEMBER 2023 TARGET	FILING CABINET	CSC	5 years if superseded	
3	N/A	N/A	OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR) JANUARY ~ DECEMBER 2023 TARGET	FILING CABINET	CSC	5 years if superseded	
4	N/A	N/A	CURRICULUM VITAE	FILING CABINET	CSC	5 years if superseded	
5	N/A	N/A	POSITION DESCRIPTION FORM (PDF)	FILING CABINET	CSC	5 years if superseded	
6	N/A	N/A	CERTIFICATE OF PROGRAM COMPLIANCE FOR BSA MAJOR IN AGRONOMY	FILING CABINET	CHED	5 years if superseded	
7	N/A	N/A	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) JULY~DECEMBER 2023 ACCOMPLISHMENTS	FILING CABINET	CSC	5 years if superseded	

DEPARTMENT OF AGRONOMY

Visayas State University, PQWV+97H Baybay City, Leyte

Email: agronomy@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1013

Page 1 of 2

FM-QAC-14

V04 07-11-2023

No. DA-QRME-24-01