



VISAYAS
STATE UNIVERSITY



**NATIONAL SERVICE
TRAINING PROGRAM**

QUALITY RECORDS MATRIX

Record Year: 2024				Updated as of : JANUARY - MARCH 2024			
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
MONTH OF: JANUARY 2024							
1	PM-OOP-01	FM-OOP-01	OP Memorandum # 01, series of 2024 re: Designation as Vice President for Research, Extension and Innovation.	Data Filer # 4	Office of the President	Permanent	Permanent
2	PM-VSU-02	FM-VSU-02	OVPAА Memorandum # 01, series of 2024 re: Faculty performance Evaluation by Supervisor (FPES).	Data Filer # 4	Office of the Vice President for Academic Affairs	Permanent	Permanent
3	PM-VSU-02	FM-VSU-02	OVPAА Memorandum # 02, series of 2024 re: Submission of College Curriculum and Instruction Review Report.	Data Filer # 4	Office of the Vice President for Academic Affairs	Permanent	Permanent
4	PM-VSU-02	FM-VSU-02	OVPAА Memorandum # 03, series of 2024 re: VSU Faculty Onboarding (2 nd semester AY: 2023-2024)	Data Filer # 4	Office of the Vice President for Academic Affairs	Permanent	Permanent
5	Not Applicable	Not Applicable	Request of NSTP Serial Number dated January 15, 2024 of Ronnalyn P. Perero.	Data filer # 4	San Lorenzo Ruiz College of Ormoc, Inc.	Permanent	Permanent
6	Not Applicable	Not Applicable	Request of NSTP Serial Number dated January 15, 2024 of Sheila Mae Marie De Dios.	Data filer # 4	San Lorenzo Ruiz College of Ormoc, Inc.	Permanent	Permanent
7	PM-VSU-02	FM-VSU-02	OVPAА Memorandum # 04, series of 2024 re: Preparation of OBE Course Syllabi and Table of Specifications (TOS).	Data Filer # 4	Office of the Vice President for Academic Affairs	Permanent	Permanent



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