



EXTERNAL QUALITY RECORDS MATRIX

Department/Unit: College of Forestry and Environmental Science

Record Year: 2021

Updated as of :
December 31, 2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	N/A	N/A	Payrolls for the period of December 16-31, 2021 of Magno, et.al	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
2.	N/A	N/A	Payrolls for the period of December 16-31, 2021 of AVLopez	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
3.	N/A	N/A	Payrolls for the period December 16-31, 2021 of JPDotarot	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
4.	N/A	N/A	Payrolls for the period of December 16-31, 2021 of KLNabong	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
5.	N/A	N/A	Payrolls for the period of December 1-15, 2021 of Magno, et.al	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
6.	N/A	N/A	Payrolls for the period of December 1-15, 2021 of AVLopez	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
7.	N/A	N/A	Payrolls for the period December 1-15, 2021 of JPDotarot	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
8.	N/A	N/A	Payrolls for the period of December 1-15, 2021 of KLNabong	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
9.	N/A	N/A	Payrolls for the period of November 16-30, 2021 of Magno, et.al	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
10.	N/A	N/A	Payrolls for the period of November 16-30, 2021 of AVLopez	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A
11.	N/A	N/A	Payrolls for the period November 16-30, 2021 of JPDotarot	Black Steel Filing Cabinet, 3 rd layer	CFES	PERMANENT	N/A

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.