



VISAYAS

STATE UNIVERSITY



DEPARTMENT OF PHYSICS
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QUALITY RECORDS MATRIX (INTERNAL) Record Year: 2021

Updated as of :
September 30, 2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	FM-VSU-10	Excerpt from the approved minutes (To hire JO Clerk)	Data filer 6	Office of the Director for Quality Assurance	5 yrs	10 yrs
2	N/A	FM-VSU-10	Excerpt from the approved minutes (To Hire Ms Cara Luz Buar as Regular instead of a Part-time instructor)	Data Filer 6	Office of the Director for Quality Assurance	5 yrs	10 yrs
3	N/A	FM-VSU-04	Certification newly hired clerk	Data Filer 6	Office of the Director for Quality Assurance	2 yrs	N/A
4	N/A	FM-VSU-03	Letter of Submission of Dept. LOGO (August 9, 2021)	Data Filer 6	Office of the Director for Quality Assurance	2 yrs	N/A
5	N/A	FM-VSU-03	Letter of Submission of Dept. LOGO Revised (August 17, 2021)	Data Filer 6	Office of the Director for Quality Assurance	2 yrs	N/A
6	N/A	FM-VSU-10	Excerpt from the approved minutes of the (Proposal to Silt the Department of Physics) BOR Resolution No. 49,s,2021	Data Filer 6	Office of the Director for Quality Assurance	5 yrs	10 yrs
7	N/A	FM-VSU-03	Reporting of Schedule of Skeleton Workforce (Sept 20 – Oct 1, 2021)	Data Filer 6	Office of the Director for Quality Assurance	2 yrs	N/A
8	N/A	FM-VSU-03	DPhys Skeleton workforce for 5 day Work Arrangement (Sept 13-Sept 17 2021)	Data filer 6	Office of the Director for Quality Assurance	2 yrs	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.

No.