



QUALITY RECORDS MATRIX (INTERNAL RECORDS)

Department/Unit: DoPAC			Record Year: 2023	Updated as of : April 14, 2023			
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
		FM-OOP-01	OP Memorandum	Data Filer	OP		
		FM-OOP-02	OP Memo Circulars	Data Filer	OP	1 yr	
		FM-VSU-02	OVPAAMemorandum	Data Filer	OVPAAM	1 yr	
		FM-VSU-02	OVPAF Memorandum	Data Filer	OVPAF	1 yr	
		FM-VSU-03	Communications	Data Filer	DOPAC	1 yr	
		FM-VSU-04	Certifications	Data Filer	REG	1 yr	
		FM-VSU-05	Notice of Meeting	Data Filer	DOPAC	1 yr	
		FM-VSU-07	Attendance of Meeting	Data Filer	DOPAC	1 yr	
		FM-VSU-08	Minutes of Meeting	Data Filer	DOPAC	1 yr	
		FM-VSU-10	Excerpts Approved Meetings	Data Filer	OBS	1 yr	
		FM-VSU-10	Learning & Dev't & Accreditation	Data Filer	OHLDA		
		FM-VSU-13	Accomplishment Report	Data Filer	DOPAC	1 yr	

PM-VPA-03	FM-VPA-01	Actual Teaching Load	Data Filer	DOPAC	1 yr
	FM-VPA-02	Individual Faculty Workload	Data Filer	DOPAC	1 yr
PM-VPA-04	FM-VPA-03	Arrangement of Missed Classes	Data Filer	DOPAC	1 yr
PM-VPA-05	FM-VPA-04	Request of Unscheduled Subjects	Data Filer	DOPAC	1 yr
PM-VPA-06	FM-VPA-05	Request Form for Changing Degree Program or Major Field	Data Filer	DOPAC	1 yr
PM-VPA-08	FM-VPA-06	Nomination of Adviser SRC	Data Filer	DOPAC	1 yr
	FM-VPA-07	Appointment of Adviser SRC	Data Filer	DOPAC	1 yr
	FM-VPA-08	Oral Defense of Thesis Outline	Data Filer	DOPAC	1 yr
	FM-VPA-09	Approval Sheet- Thesis Outline	Data Filer	DOPAC	1 yr
	FM-VPA-10	Transmittal- Manuscript	Data Filer	DOPAC	1 yr
	FM-VPA-11	Routing Slip	Data Filer	DOPAC	1 yr
	FM-VPA-13	Permit to Give Exam/Hold Class Outside Regular Schedule	Data Filer	DOPAC	1 yr.
PM-IMD	TP-IMD-08	OBE-Course Syllabus	Data filer	OIMD	1 yr
	TP-IMD-09	Table of Specifications	Data Filer	OIMD	1 yr
	FM-IMD-05	Evaluation of OBE Course Syllabus	Data Filer	OIMD	1 yr.
	FM-IMD-10	Virtual Classroom (VC) Evaluation Form	Data Filer	OIMD	1 yr
	FM-IMD-11	Virtual Classroom (VC) Monitoring Report	Data Filer	OIMD	1 yr
PM-ODI-01	FM-ODI-01	Report of Change of Grade	Data Filer	ODIE	1 yr
PM-ODI-02	FM-ODI-04	Teaching Performance Evaluation by Students Summary of Rating	Data Filer	ODIE	1 yr
	FM-ODI-05	Summary of Ratings Per Subject	Data Filer	ODIE	1 yr

PM-ODI-06	FM-ODI-12	Teaching Performance Evaluation Summary by Department	Data Filer	ODIE	1 yr
	FM-ODI-14	Class Observation	Data Filer	DOPAC	1 yr
PM-VPR-01	FM-VPR-02	Strategic Plan Monitoring	Data Filer	OVPA	1 yr
	FM-VPR-03	Operational Plan Monitoring	Data Filer	OVPA	1 yr
	FM-VPR-04	Work and Financial Plan	Data Filer	DOPAC	1 yr
	FM-VPR-05	SWOT Analysis Matrix	Data Filer	DOPAC	1 yr
	FM-VPR-07	Needs & Expectations of Interested Parties	Data Filer	DOPAC	1 yr
	FM-VPR-08	Objectives, Targets and Programmes	Data Filer	DOPAC	1 yr
	FM-QAC-01	Customer Feedback Report	Data Filer	ODQA	1 yr
	FM-QAC-03	ROAM	Data Filer	DOPAC	1 yr
FM-QAC	FM-QAC 14	Quality Records Matrix (QRM)	Data Filer	DOPAC	1 yr
	FM-QAC 17	Corrective Action Report (CAR)	Data Filer	ODQA	1 yr
	FM-QAC-21	Non-Conformity Report	Data Filer	ODQA	1 yr
	FM-QAC-22	General Observation & Opportunities Improvement List (GOOI)	Data Filer	ODQA	1 yr
	FM-QAC-25	Request for Corrective Action (RFCA)	Data Filer	DOPAC	1 yr
PM-REG-01	FM-REG-01	Registration Form	Data Filer	DOPAC	1 yr
	FM-REG-02	Re-Admission	Data Filer	DOPAC	1 yr
	FM-REG-04	Leave of Absences	Data Filer	DOPAC	1 yr
	FM-REG-17	Student Clearance	Data Filer	DOPAC	1 yr

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.

PM-REG-03	FM-REG-19	Grade Sheets(Approved)	Data Filer	DOPAC	1 yr
	FM-REG-20	Report of Grade Completion	Data Filer	DOPAC	1 yr
	FM-REG-24	Application for Graduation	Data Filer	DOPAC	1 yr
	FM-REG-27	Course checklist	Data Filer	DOPAC	1 yr
PM-HRM	FM-VSU-03	Incoming Communications ODAHRD	Data Filer	ODHRM	1 yr
	FM-HRM-01	Posting of Vacant Position	Data Filer	ODHRM	1 yr
	FM-HRM-02	Background Investigation Report	Data Filer	DOPAC	1 yr
	FM-HRM-05	Ranking of Teaching Applicants	Data Filer	DOPAC	1 yr
	FM-HRM-06	Recommendation for Hiring	Data Filer	DOPAC	1 yr
	FM-HRM-22	Instrument for Performance Effectiveness of Admin Staff	Data Filer	DOPAC	1 yr
	FM-HRM-28	DTR – Part-Time	Data Filer	DoPAC	1 yr
	FM-HRM-29	Job Order Evaluation	Data Filer	DOPAC	1 yr
PM-LEG	FM-LEG-03	Contract of Services-JO	Data Filer	DOPAC	1 yr
	FM-VSU-01	Graduate Memo	File Cabinet	OGS	1 year
	TP-IMD-08	Graduate OBE-Course Syllabus	Data Filer	ODIE	1 yr
	FM-REG-01	Registration Form	Data Filer	DOPAC	1 yr
	FM-REG-17	Student Clearance -Gradaute	Data Filer	REG	1 yr
FM-OGS	FM-OGS-14	Request for Change -Graduate Advisory	Data Filer	REG	1 year
	FM-OGS-16	Revised Plan Course of Work	Data Filer	OGS	1 year
	FM-OGS-19	Request for Change - Degree Program	Data Filer	OGS	1 year

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	FM-OGS-24	Application for Comprehensive Exam	Data Filer	OGS	1 year	
	FM-OGS-25	Request for Change Comprehensive Exam	Data Filer	OGS	1 year	
	FM-OGS-26	Report/Result Comprehensive Exam	Data Filer	OGS	1 year	
	FM-OGS-42	Recommendation for Graduate Faculty	Data Filer	OGS	1 year	

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