

QUALITY RECORDS MATRIX
Record Year: 2023
Updated as of: September 30

| # | MOTHER PROCEDURE | FORM NO. | RECORD TITLE | LOCATION | ORIGINATOR | RETENTION PERIOD | |
|----|------------------|-----------|--|---------------|------------------|------------------|----------|
| | | | | | | ACTIVE | INACTIVE |
| 1. | N/A | FM-VSU-03 | EXTENSION BUDGET ALLOCATION, CY 2023 | Data Filer #1 | Extension Office | 3 years | N/A |
| 2. | N/A | FM-VSU-03 | Communication Letter to Client for Dr. Dario B. Lina, Dr. Lorina A. Galvez, Ms. Leilani M. Valdevieso and Dr. Eileen B. Cayetano to act as Resource Person and shall collect honorarium during the Training on GAP-Anchored Jackfruit Production, Value-adding and Processing which will be held September 28-29, 2023 at the Department of Food Science and Technology, Pilot Plant Facility. | Data Filer #1 | Extension Office | 3 years | N/A |
| 3. | N/A | FM-VSU-03 | Request of the Issuance of a Corrective Action Report for these concerned project units | Data Filer #1 | Extension Office | 3 years | N/A |
| 4. | N/A | FM-VSU-03 | SNayre Report after Attendance to Training / Seminar-Workshop from July 13 - 16, 2023 | Data Filer #1 | Extension Office | 3 years | N/A |
| 5. | N/A | FM-VSU-03 | Annual In-House Review Result CY 2023 | Data Filer #1 | Extension Office | 3 years | N/A |
| 6. | N/A | FM-VSU-03 | List of Passengers of data gathering activities of LANGKAKAYANIN project | Data Filer #1 | Extension Office | 3 years | N/A |

EXTENSION OFFICE

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