



VISAYAS

STATE UNIVERSITY



**ADVANCED RESEARCH
AND INNOVATION
CENTER**
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QUALITY RECORDS MATRIX

Record Year: 4th quarter
(October-December)

Updated as of: December 31, 2022

#	MOTHER PROCEDURE	FORM No.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-01	Memorandum	Filer B	Office of the President	Permanent	Permanent
2	PM-OOP-01	FM-OOP-02	Memorandum Circular	Filer B	Office of the President	Permanent	Permanent
3	PM-OOP-01	FM-OOP-05	Communication	Filer B	Office of the Vice President for Academic Affairs	Permanent	Permanent
4	Not Applicable	FM-VSU-02	Memorandum	Filer B	Office of the Director for Quality Assurance	2 years	Not applicable
5	Not Applicable	FM-VSU-03	Communication (Incoming)	Filer B	Office of the Director for Quality Assurance	2 years	Not applicable
6	Not Applicable	FM-VSU-03	Communication (Outgoing)	Filer B	Office of the Director for Quality Assurance	2 years	Not applicable
7	Not Applicable	FM-VSU-04	Certification	Filer B	Office of the Director for Quality Assurance	2 years	Not applicable
8	Not Applicable	FM-VSU-05	Notice of Meeting	Filer B	Office of the Director for Quality Assurance	1 year	Not applicable
9	Not Applicable	FM-VSU-07	Attendance sheet	Filer B	Office of the Director for Quality Assurance	1 year	Not applicable
10	Not Applicable	FM-VSU-08	Minutes of Meeting (Abridge)	Filer B	Office of the Director for Quality Assurance	1 year	Not applicable
11	Not Applicable	FM-VSU-10	Excerpt of the Minutes of Meeting	Filer B	Office of the Director for Quality Assurance	5 years	Not Applicable
12	Not Applicable	FM-VSU-12	Justification	Filer B	Office of the Director for Quality Assurance	1 year	Not Applicable
13	Not Applicable	FM-VSU-13	Accomplishment	Filer B	Office of the Director for Quality Assurance	1 year	Not applicable
14	PM-HRM-05	FM-HRM-14	Recommendation to Attend Training	Filer C	Office of the Director for Human Resource	1 year	Not Applicable

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