



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF
AGRONOMY**

**QUALITY RECORDS MATRIX
(EXTERNAL)**

Record Year: 2024

Updated as of: September 30, 2024

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	N/A	PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2023- 2024	FILING CABINET	DBM	3 years if superseded	
2	PM-HRM-09	N/A	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) JAN~DECEMBER 2023 TARGET	FILING CABINET	CSC	1 years if superseded	
3	N/A	N/A	OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR) JANUARY ~ DECEMBER 2023 TARGET	FILING CABINET	CSC	5 years if superseded	
4.	N/A	N/A	CURRICULUM VITAE	FILING CABINET	CSC	5 years if superseded	
5	N/A	N/A	POSITION DESCRIPTION FORM (PDF)	FILING CA BINET	CSC	5 years if superseded	
6	N/A	N/A	CERTIFICATE OF PROGRAM COMPLIANCE FOR BSA MAJOR IN AGRONOMY	FILING CABINET	CHED	5 years if superseded	

DEPARTMENT OF AGRONOMY

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