

QUALITY RECORDS MATRIX

Record Year: 2025

Updated as of: JULY-SEPTEMBER

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 1083: Submission of Course Syllabi	White, file shelving cabinet	Office of the President	1 Year	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 1070: Designation as Project Manager of Eco-FARMI (Vermicast & Seedbank C Project)	White, file shelving cabinet	Office of the President	1 Year	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 1027: Ms. Ma. Theresa A. Arcelo, Designation as Alternate Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 Year	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 1026: Ms. Crisilda B. Mazo, Designation as Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 Year	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 985: Designation as Head, Eco-FARMI	White, file shelving cabinet	Office of the President	1 Year	NA
OP MEMO CIRCULAR							
1	PM-OOP-01	FM-OOP-02	Memo Circular No. 264: Lifting of the Carless Wednesday on October 1, 2025from 7:00AM to 12:59PM	White, file shelving cabinet	Office of the President	2 Years	NA
2	PM-OOP-01	FM-OOP-02	Memo Circular No. 263: Amendments to the Guidelines on the Implementation of the VSU's Actions in Reducing Emission and Optimizing Health through Alternative Mobility on Carless/Motorless Day (VAROAM)	White, file shelving cabinet	Office of the President	2 Years	NA

