



QUALITY RECORDS MATRIX

Record Year: 2021

Updated as of :
 December 31, 2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-02	OP Memo Circular # 140, series of 2021 re Submission of the 2021 Annual Accomplishment Report	Right side cabinet, 3 rd layer, 1 st	OP	PERMANENT	N/A
2.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-02	OP Memo Circular # 139, series of 2021 re Resumption of the Year End Performance Assessment 2021	Right side cabinet, 3 rd layer, 1 st	OP	PERMANENT	N/A
3.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-02	OP Memo Circular # 138, series of 2021 re Adjustments in Academic Activities-Schedules in the Aftermath of Typhoon Odette (1)	Right side cabinet, 3 rd layer, 1 st	OP	PERMANENT	N/A
4.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-01	OP Memorandum # 715, series of 2021 re Preparation and Online submission of Fiscal Year (FY) 2021 Gender and Development Accomplishment Report (GAD AR)	Right side cabinet, 3 rd layer, 1 st	OP	PERMANENT	N/A
5.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-02	OP-Memo-Circular-137-series-of-2021-re-Proclamation-No.-1267-Special-Emergency-Leave-to-Government-Employees-Affected-by-Calamities-Disasters	Right side cabinet, 3 rd layer, 1 st	OP	PERMANENT	N/A

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.