



### QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of :  
MARCH 31, 2022

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	N/A	FM-VSU-03	Communication- Appointment Dr. Mangaoang - Project Staff level 2 (ASEM/2016/103) ACIAR Jan 1- March 31, 2022	CABINET, 2 <sup>nd</sup> Layer- Shelf 2, Data filer #04	DFS	1 year	N/A
2.	N/A	FM-VSU-03	Communication- Appointment Dr. Mangaoang - Project Staff level 2 (ASEM/2016/103) ACIAR April 1- December 31, 2021	CABINET, 2 <sup>nd</sup> Layer- Shelf 2, Data filer #04	DFS	1 year	N/A
3.	N/A	FM-VSU-03	DOM-Communication- Invitation Letter for WMO day #weather wiser 2 webinars	CABINET, 4 <sup>th</sup> Layer- Shelf 12, Data filer #43	ODR	1 year	N/A
4.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-01	OP Memorandum # 469, series of 2022 re Designation as OIC Head, Department of Business Management	CABINET, 3 <sup>rd</sup> Layer- Shelf 11, Data filer #38	OP	Permanent	N/A
5.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-01	OP Memorandum # 468, series of 2022 re Designation as OIC Head, Instrumentation & Laboratory Equipment	CABINET, 3 <sup>rd</sup> Layer- Shelf 11, Data filer #38	OP	Permanent	N/A
6.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-01	OP Memorandum # 467, series of 2022 re Designation as Director for Planning and Infrastructure Project Development and Monitoring	CABINET, 3 <sup>rd</sup> Layer- Shelf 11, Data filer #38	OP	Permanent	N/A