



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
AGRONOMY

QUALITY RECORDS MATRIX

Record Year: 2025

Updated as of: March 31, 2025

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
MEMORANDUM							
1.	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 102, series of 2025: Attendance on the Re-orientation of Guideline and Procedures on Processes/Services of the Offices under Administrative Services (AS)	MEMO FILER (White Folder)	OP	2 years	NA
2.	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 101, series of 2025: L&D Activity on Self-Empowerment entitled “Yung Sumakses Kal: Toolkits for Flourishing” and Culmination Activity of the 2025 National Women’s Month Celebration (NWM)	MEMO FILER (White Folder)	OP	2 years	NA
3.	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 100, series of 2025: PSA Document Requests and National ID Printing at Komunikasyon Event	MEMO FILER (White Folder)	OP	2 years	NA
4.	PM-OOP-01	FM-OOP-02	OP Memo Circular nO. 102, series of 2025: Attendance on the Re-orientation of Guideline and Procedures on Processes/Services of the Offices under Administrative Services (AS)	MEMO FILER (White Folder)	OP	2 years	NA



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