



QUALITY RECORDS MATRIX

Record Year: 2022

Updated as of : September 30,
2022

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-OOP-01	FM-OOP-02	OP Memo Circular #72, series of 2022 re: Graduation Photo Shoot	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
2.	PM-OOP-01	FM-OOP-02	OP Memo Circular #73, series of 2022 re: Amendment to Deadline for Submission of Grades	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
3.	PM-OOP-01	FM-OOP-02	OP Memo Circular #74, series of 2022 re: Service Credits/Additional Pay during the Extension of Deadline for Grade Submission	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
4.	PM-OOP-01	FM-OOP-02	OP Memo Circular #75, series of 2022 re: Stopping of Procurement Through Reimbursement Basis	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
5.	PM-OOP-01	FM-OOP-02	OP Memo Circular #77, series of 2022 re: Brief Process Flow and Deadline of Submissions of OPCR and IPCR	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
6.	PM-OOP-01	FM-OOP-02	OP Memo Circular #78, series of 2022 re: Submission of the Updated Citizen's Charter	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
7.	PM-OOP-01	FM-OOP-02	OP Memo Circular #79, series of 2022 re: Prohibition of Travel on July 11-15, 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
8.	PM-OOP-01	FM-OOP-02	OP Memo Circular #81, series of 2022 re: Submission of All Academic Requirements for Graduation and Final Clearance for 2 nd Semester 2021-2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
9.	PM-OOP-01	FM-OOP-02	OP Memo Circular #82, series of 2022 re: Revised Schedule of Graduation Photo Shoot in the Main Campus	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent

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10.	PM-OOP-01	FM-OOP-02	OP Memo Circular #83, series of 2022 re: Launching of VSUEE's Branded Moodle App	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
11.	PM-OOP-01	FM-OOP-02	OP Memo Circular #84, series of 2022 re: University-wide Virtual Job Fair	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
12.	PM-OOP-01	FM-OOP-01	OP Memorandum #575, series of 2022 re: Workshop for Part III and IV of the VSU Land Use Development and Infrastructural Plan	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
13.	PM-OOP-01	FM-OOP-01	OP Memorandum #603, series of 2022 re: Preparation for the 4th Internal Quality Audit	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
14.	PM-OOP-01	FM-OOP-01	OP Memorandum #604, series of 2022 re: Participation in the Webinar on the Guidelines in Gender-Based Sexual Harassment in Higher Education Institutions	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
15.	PM-OOP-01	FM-OOP-01	OP Memorandum #609, series of 2022 re: Use of HRIS Module on RSP on Selection of Applicants for Faculty Positions	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
16.	PM-OOP-01	FM-OOP-02	OP Memo Circular #85, series of 2022 re: Regional ASEAN Month Opening Ceremony	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
17.	PM-OOP-01	FM-OOP-01	OP Memorandum #613, series of 2022 re: Graduation Rehearsal	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
18.	PM-OOP-01	FM-OOP-01	OP Memorandum #614, series of 2022 re: 2022 Employee Satisfaction Survey	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
19.	PM-OOP-01	FM-OOP-02	OP Memo Circular #86, series of 2022 re: Recognition Rites for Graduates of 2020 & 2021 and Commencement Exercises 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
20.	PM-OOP-01	FM-OOP-02	OP Memo Circular #87, series of 2022 re: Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
21.	PM-OOP-01	FM-OOP-02	OP Memo Circular #88, series of 2022 re: 122nd Philippine Civil Service Anniversary (PCSA)	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
22.	PM-OOP-01	FM-OOP-02	OP Memo Circular #89, series of 2022 re: VSU Faculty Onboarding (1st semester A.Y. 2022-2023)	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
23.	PM-OOP-01	FM-OOP-02	OP Memo Circular #90, series of 2022 re: ISO 9001:2015 Awareness and Re-Awareness Seminar	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent

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24.	PM-OOP-01	FM-OOP-02	OP Memo Circular #90-A, series of 2022 re: Revised Schedule of ISO 9001:2015 Awareness and Re-Awareness Seminar	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
25.	PM-OOP-01	FM-OOP-02	OP Memo Circular #91, series of 2022 re: Opening Program of the 122nd Philippine Civil Service Anniversary and Introduction & Oath-taking of New Appointees and Promoted Faculty and Staff	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
26.	PM-OOP-01	FM-OOP-02	OP Memo Circular #92, series of 2022 re: Withholding Tax on Other Taxable Compensation	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
27.	PM-OOP-01	FM-OOP-02	OP Memo Circular #93, series of 2022 re: Updated Health and Safety Protocol in VSU Pursuant to IATF Resolution No. 169-A dated 27 June 2022 and CHED Press Release dated 30 Aug 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
28.	PM-OOP-01	FM-OOP-02	OP Memo Circular #94, series of 2022 re: Workshop for Newly-Hired and Other Interested Faculty	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
29.	PM-OOP-01	FM-OOP-01	OP Memorandum #647, series of 2022 re: Amendment of OP Memo No. 530,s. 2022 re Class Size for 2022 Midyear Classes	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
30.	PM-OOP-01	FM-OOP-02	OP Memo Circular #95, series of 2022 re: Revised Schedule of VSU Faculty Onboarding 1st Sem AY 2022-2023	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
31.	PM-OOP-01	FM-OOP-02	OP Memo Circular #96, series of 2022 re: Orientation and Re-orientation of Duties and Responsibilities & Cascading of Document and Records Control Documented Information	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
32.	PM-OOP-01	FM-OOP-02	OP Memo Circular #97, series of 2022 re: Fire and Earthquake Drill	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
33.	PM-OOP-01	FM-OOP-02	OP Memo Circular #98, series of 2022 re: Student Onboarding Academic Year 2022-2023	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
34.	PM-OOP-01	FM-OOP-02	OP Memo Circular #100, series of 2022 re: Conduct of 4th Internal Quality Audit (IQA)	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent

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35.	PM-OOP-01	FM-OOP-02	OP Memo Circular #101, series of 2022 re: Opening Meeting 4th Internal Quality Audit (IQA)	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
36.	PM-OOP-01	FM-OOP-01	OP Memorandum #673, series of 2022 re: Conduct of Classes during the Students' Onboarding	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
37.	PM-OOP-01	FM-OOP-02	OP Memo Circular #102, series of 2022 re: Proper Procedure on the Utilization and Replenishment of Petty Cash Fund	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
38.	PM-OOP-01	FM-OOP-02	OP Memo Circular #103, series of 2022 re: Revised Contract for Part-time Instructors effective 1st Sem SY 2022-2023	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
39.	PM-OOP-01	FM-OOP-02	OP Memo Circular #104, series of 2022 re: VSU Free on Campus Tuyok and Bus Rides	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
40.	PM-OOP-01	FM-OOP-02	OP Memo Circular #105, series of 2022 re: Commemorative Activities for the 50th Anniversary of the Martial Law Declaration in the Philippines	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
41.	PM-OOP-01	FM-OOP-02	OP Memo Circular #106, series of 2022 re: GSIS New Employees Orientation (NEO)	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
42.	PM-OOP-01	FM-OOP-02	OP Memo Circular #108, series of 2022 re: Implementation of the Clean-As-You-Go (CLAYGO) Policy	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
43.	PM-OOP-01	FM-OOP-01	OP Memorandum #693, series of 2022 re: Appointment for Reclassification of Academic Rank, NBC 461 8th cycle	Data Filer #10, Folder #1	Office of the President	Permanent	Permanent
44.	PM-OOP-01	FM-OOP-02	OP Memo Circular #110, series of 2022 re: Culmination Program of the 122nd Philippine Civil Service Anniversary Celebration	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
45.	PM-OOP-01	FM-OOP-02	OP Memo Circular #109, series of 2022 re: Final Schedule of the University Intramural Games 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent
46.	PM-OOP-01	FM-OOP-02	OP Memo Circular #111, series of 2022 re: World Teachers' Day 2022	Data Filer #10, Folder #2	Office of the President	Permanent	Permanent

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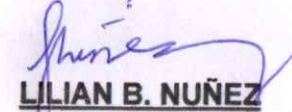
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