



QUALITY RECORDS MATRIX

Updated as of : Sept 2022

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	NA	FM- VSU-05	Notice of Meeting: Dept. Meeting on Oct 5, 2022	Steel Filing Cabinet	DMet	5 yrs	NA
2	PM-IMD-03	FM-IMD-05	Evaluation of Outcomes-Based Education (OBE) Course Syllabus in Mete 111 of CS Torrion. 1st Sem 2022-2023	Steel Filing Cabinet	DMet		
3	PM-IMD-03	TP-IMD-08	Outcomes-Based Education (OBE) Course Syllabus in Mete 111 of CS Torrion. 1st Sem 2022-2023	Steel Filing Cabinet	DMet	Permanent	Permanent
4	NA	FM-VSU-03	Copy of the letter to registrar's office re: Request for Course to be taken by BS Meteorology 2 students for 2nd Sem AY 2020-2021	Steel Filing Cabinet	DMet	2 yrs	NA
5	NA	FM-VSU-02	Memorandum Circular 23, s. 2022. World Teachers' Day 2022	Steel Filing Cabinet	OVPAA	2 yrs	NA
6	PM-REG-09	FM-REG-10	Class Roster of DC Lor in Mete 146, 15-16 MWF. First Sem SY 2022-2023	Steel Filing Cabinet	OUR	Permanent	Permanent
7	PM-OOP-01	FM-OOP-02	Memorandum Circular 111, s. 2022. World's Teacher Day	Steel Filing Cabinet	OP	2 yrs	NA
8	PM-OOP-01	FM-OOP-05	Advisory re: Agreement with USHER on medical certificate of VSU employee	Steel Filing Cabinet	OP	2 yrs	NA

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						ACTIVE	INACTIVE
9	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 109,s. 2022. Final Schedule of the University Intramural Games 2022	Steel Filing Cabinet	OP	2 yrs	NA
10	NA	FM-VSU-05	Notice of Meeting; Pre-Bidding Conference, 29 Sept 2022	Steel Filing Cabinet	OHP	5 yrs	NA
11	NA	FM-VSU-02	Memorandum No. 07., s. 2022. Filling of ODS Document Requirement/Delinquencies of Graduate Students	Steel Filing Cabinet	OGS	2 yrs	NA
12	PM-LEG-01	FM-LEG-01	Legal Opinion/Comment re MOA with PAGASA	Steel Filing Cabinet	OCLO	5 yrs	NA
13	PM-REG-09	FM-REG-10	Class Roster of DC Lor in Mete 199, 116-17 M. First Sem SY 2022-2023	Steel Filing Cabinet	OUR	Permanent	Permanent
14	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 110,s. 2022. Culmination Program of the 122nd Philippine Civil Service Anniversary Celebration	Steel Filing Cabinet	OP	2 yrs	NA
15	PM-OOP-01	FM-OOP-01	Memorandum No. 693, s. 2022. Appointment for Reclassification of Academic Rank, NBC 461 8th cycle	Steel Filing Cabinet	OP	2 yrs	NA
16	NA	FM-VSU-05	Notice of Meeting. 27 September 2022	Steel Filing Cabinet	CET	5 yrs	NA
17	NA	FM-VSU-02	Memorandum Circular No. 01, s. 2022. Submission of Annual Student Internship Report	Steel Filing Cabinet	OVPSAS	2 yrs	NA
18	NA	FM-VSU-03	Communication to Dr. MTP Loreto re: Availability of the physical copy of the documents asked during the Internal audit of the Department.	Steel Filing Cabinet	DMet	2 yrs	NA
19	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 on ESci 114 MTWTHFS 10-11:30 (Lec) of Mark Anthony Arcayan	Steel Filing Cabinet	OUR	4 yrs	NA
20	NA	FM-VSU-01	Memorandum No. 41, s, 2022. CET Coffee and Tea Time	Steel Filing Cabinet	CET	2 yrs	NA

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
21	NA	FM-VSU-05	Notice of Meeting. 27 September. CET Land Utilization and Lawn Maintenance committee for FCAbanera	Steel Filing Cabinet	CET	5 yrs	NA
22	NA	FM-VSU-05	Notice of Meeting. 28 September. CET College-Wide Regular Meeting.	Steel Filing Cabinet	CET	5 yrs	NA
23	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 108,s. 2002. Implementation of the Clean-As-You-Go (CLAYGO) Policy.	Steel Filing Cabinet	OP	2 yrs	NA
24	NA	FM-VSU-03	Communication to EG. Loreto re: Requesting help from Arnel Doron regarding the repair of the computers of DMet	Steel Filing Cabinet	DMet	2 yrs	NA
25	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 106,s. 2002. GSIS New Employee Orientation (NEO)	Steel Filing Cabinet	OP	2 yrs	NA
26	NA	FM-VSU-02	Memorandum Circular No. 21, s. 2022. Class Attendance of Students without validated COR	Steel Filing Cabinet	OVPAA	2 yrs	NA
27	NA	FM-VSU-02	Memorandum Circular No. 22, s. 2022. Responsibilities of Faculty Members Accepting the Academic Responsibilities of those Retired/Resigned/On Leave	Steel Filing Cabinet	OVPAA	2 yrs	NA
28	NA	FM-VSU-02	Memorandum Circular No. 06, s. 2022. Signatories of Financial Transactions	Steel Filing Cabinet	OPAF	2 yrs	NA
29	PM-OOP-01	FM-OOP-01	Memorandum No. 685, s. 2022. DLS Tan as OIC of the University from Sept 20-23, 2022.	Steel Filing Cabinet	OP	2 yrs	NA
30	NA	FM-VSU-05	Notice of Meeting. Presentation of Structural and Plan Site Plans for the Campus Covered Walk Network, Departmental Parking spaces, Eco	Steel Filing Cabinet	ODPIPDM	5 yrs	NA

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			park food stalls, etc. 23 Sept 2022.				
31	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 105, s. 2022. Commemorative Activities for the 50th Anniversary of the Martial Law Declaration in the Philippines.	Steel Filing Cabinet	OP	2 yrs	NA
32	NA	FM-VSU-02	Memorandum Circular No. 20, s. 2022. Checking of Certificates of Registration (C.O.R).	Steel Filing Cabinet	OVPAA	2 yrs	NA
33	NA	FM-VSU-02	Memorandum Circular No. 19, s. 2022. Grade Submission.	Steel Filing Cabinet	OVPAA	2 yrs	NA
34	NA	FM-VSU-03	Communication to Dr. BS Belonias re: Faculty handling Mete 200a cannot submit the grade on Aug. 17 due to insufficient time for the students to comply their narrative report.	Steel Filing Cabinet	DMet	2 yrs	NA
35	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 103, s. 2022. Revised Contract for Part-time Instructors effective 1st Sem SY 2022-2023.	Steel Filing Cabinet	OP	2 yrs	NA
36	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 104, s. 2022. VSU Free Campus Tuyok Na Bus Rides.	Steel Filing Cabinet	OP	2 yrs	NA
37	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 102 s., 2022. Proper Procedure on the Utilization and Replenishment of Petty Cash Fund.	Steel Filing Cabinet	OP	2 yrs	NA
38	NA	FM-VSU-02	Memorandum No. 06, s. 2022. VSU Publication Incentive for CY 2021.	Steel Filing Cabinet	OVPREI	2 yrs	NA
39	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form , creation. ES 134, 1st Sem 2022-2023. RB Labisores.	Steel Filing Cabinet	DMet		
40	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form , creation.Mete 147,	Steel Filing Cabinet	DMet		

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			1st Sem 2022-2023.CS Andan.				
41	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form , creation.Mete 146, 1st Sem 2022-2023.DC Lor	Steel Filing Cabinet	DMet		
42	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form , creation.Mete 152, 1st Sem 2022-2023.CS Torrior	Steel Filing Cabinet	DMet		
43	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,creation.Mete 199, 1st Sem 2022-2023.DC Lor	Steel Filing Cabinet	DMet		
44	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update.Mete 133, 1st Sem 2022-2023.CS Torrior	Steel Filing Cabinet	DMet		
45	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update. EC 131, 1st Sem 2022-2023.CS Torrior	Steel Filing Cabinet	DMet		
46	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update. PhSc 119, 1st Sem 2022-2023.DC Lor	Steel Filing Cabinet	DMet		
47	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update. PhSc 118, 1st Sem 2022-2023.DC Lor	Steel Filing Cabinet	DMet		
48	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update. EC 132, 1st Sem 2022-2023.CS Andan	Steel Filing Cabinet	DMet		
49	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update.Mete 111, 1st Sem 2022-2023.CS Torrior	Steel Filing Cabinet	DMet		
50	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update.Mete 111, 1st Sem 2022-2023.CS Torrior	Steel Filing Cabinet	DMet		
51	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update.Mete 131, 1st	Steel Filing Cabinet	DMet		

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			Sem 2022-2023.CS Andan				
52	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update.Mete 133, 1st Sem 2022-2023.CS Torrior	Steel Filing Cabinet	DMet		
53	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form ,update.Mete 145, 1st Sem 2022-2023.CS Andan	Steel Filing Cabinet	DMet		
54	NA	FM-VSU-07	Attendance Sheet. 14 September 2022.	Steel Filing Cabinet	DMet		
55	NA	FM-VSU-02	Memorandum Circular No. 17, s. 2022. Preparation of Course Syllabi and Table of Specifications (TOS)	Steel Filing Cabinet	OVPAA	2 yrs	NA
56	NA	FM-VSU-01	Memorandum No. 40, s. 2022. CET Land Utilization and Lawn Maintenance Committee. DC Lor	Steel Filing Cabinet	CET	2 yrs	NA
57	NA	FM-VSU-02	Memorandum Circular No. 18, s. 2022. Checking of Pre-requisite(s)	Steel Filing Cabinet	OVPAA	2 yrs	NA
58	PM-QAC-09	FM-QAC-19	Audit Plan (Amended)	Steel Filing Cabinet	ODQA		
59	NA	FM-VSU-03	Turn-over of Courses/ Subjects handled by RG Goliat to CS Andan	Steel Filing Cabinet	DMet	2 yrs	NA
60	NA	FM-VSU-03	Turn-over of Appointment of RG Goliat to CS Torrior	Steel Filing Cabinet	DMet	2 yrs	NA
61	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 101, s. 2022. Opening Meeting 4th Internal Quality Audit	Steel Filing Cabinet	OP	2 yrs	NA
62	PM-OOP-01	FM-OOP-01	Memorandum No. 581. s. 2022. DLS Tan as OIC of the university, Sept 10-17, 2022.	Steel Filing Cabinet	OP	2 yrs	NA
63	PM-OOP-01	FM-OOP-01	Memorandum No. 673. s. 2022. Conduct of Classes during the Student's Onboarding	Steel Filing Cabinet	OP	2 yrs	NA
64	NA	FM-VSU-05	Notice of Meeting. 15 Sept 2022	Steel Filing Cabinet	DMet	5 yrs	NA

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						ACTIVE	INACTIVE
65	NA	FM-VSU-01	Memorandum No. 36, s. 2022. Attendance to the College Student Onboarding on September 15, 2022.	Steel Filing Cabinet	CET	2 yrs	NA
66	NA	FM-VSU-07	Attendance Sheet. 8 September 2022. DMet Monthly Meeting	Steel Filing Cabinet	DMet		
67	NA	FM-VSU-03	Communication to Dr. BS Belonias re: CS Andan to take charge of the class records & accommodate students query of Ms. EA Albia	Steel Filing Cabinet	DMet	2 yrs	NA
68	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 100, s. 2022. Conduct of 4th Internal Quality Audit (IQA)	Steel Filing Cabinet	OP	2 yrs	NA
69	NA	FM-VSU-05	Notice of Meeting for Alumni Communicator on 8 Sept 2022.	Steel Filing Cabinet	ACRO	5 yrs	NA
70	PM-REG-01	FM-REG-02	Readmission form of Mr. Alkuino, Val Lapasanda	Steel Filing Cabinet	OUR	2 yrs	NA
71	NA	FM-REG-20	Report of Grade Completion of Solano, Felix John Buenaobra. Summer 2021-2022.	Steel Filing Cabinet	OUR	2 yrs	NA
72	PM-OOP-01	FM-OOP-01	Memorandum No. 656, s. 2022. Designation as Alternate Deputy Document and Records Controller of CS Torrion.	Steel Filing Cabinet	OP	2 yrs	NA
73	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 96, s. 2022. Orientation and Re-orientation of Duties and Responsibilities & Cascading of Document and Records Control Documented Information	Steel Filing Cabinet	OP	2 yrs	NA
74	NA	FM-VSU-03	Recommendation of CS Torrion as Alternate Document and Records Controller effective Aug, 1 to December 31, 2022.	Steel Filing Cabinet	DMet	2 yrs	NA
75	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 97., s.	Steel Filing Cabinet	OP	2 yrs	NA

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						ACTIVE	INACTIVE
			2022. Fire & Earthquake Drill				
76	PM-REG-09	FM-REG-10	Class Roster. Summer SY 2021-2022. RB Labisores, Mete 200a 10-11:30 Lec MT	Steel Filing Cabinet	OUR	Permanent	Permanent
77	PM-REG-09	FM-REG-10	Class Roster. Summer SY 2021-2022. RB Labisores, ESci 114 13-16 TThS	Steel Filing Cabinet	OUR	Permanent	Permanent
78	PM-REG-09	FM-REG-10	Class Roster. Summer SY 2021-2022. RB Labisores, Mete 200a 1-4 TThS	Steel Filing Cabinet	OUR	Permanent	Permanent
79	PM-REG-01	FM-REG-01	Registration Form of Pacabes, Welfredo A. 1st Sem 2022-2023	Steel Filing Cabinet	OUR	Permanent	Permanent
80	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 98 s. 2022. Student Onboarding Academic Year 2022-2023	Steel Filing Cabinet	OP	2 yrs	NA
81	NA	FM-VSU-05	Notice of Meeting on 7 Sept 2022 for CET Management Committee; CS Andan	Steel Filing Cabinet	CET	5 yrs	NA
82	NA	FM-VSU-05	Notice of Meeting on 7 Sept 2022 for CET Management Committee for CS Torrion	Steel Filing Cabinet	CET	5 yrs	NA
83	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 95, s. 2022. Revised Schedule of VSU Faculty Onboarding 1st Semester AY 2022-2023	Steel Filing Cabinet	OP	2 yrs	NA
84	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 94, s. 2022. Workshop for Newly-Hired and Other Interested Faculty	Steel Filing Cabinet	OP	2 yrs	NA
85	PM-REG-01	FM-REG-01	Registration Form of Corman, Jan Michael Ygot. 1st Sem 2022-2023	Steel Filing Cabinet	OUR	Permanent	Permanent
86	NA	FM-VSU-05	Notice of Meeting. 8 September 2022. DMet Regular Meeting	Steel Filing Cabinet	DMet	5 yrs	NA
87	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 92.s,	Steel Filing Cabinet	OP	2 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
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			2022. Withholding Tax on Other Taxable Compensation				
88	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 91.s, 2022. Opening Program of the 122nd Philippine Civil Service Anniversary and Introduction & Oath-taking of New Appointees and Promoted Faculty and Staff	Steel Filing Cabinet	OP	2 yrs	NA
89	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer on Mete 200a, 10-11 lec of RB Labisores	Steel Filing Cabinet	OUR	4 yrs	NA
90	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer on Mete 200a, 10-11:30 MT lec of CS Torrior	Steel Filing Cabinet	OUR	4 yrs	NA
91	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer on ESci 114 MTWTHFS 14:30-16:00 of RJ G. Goliat	Steel Filing Cabinet	OUR	4 yrs	NA
92	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer on ESci 114 MTWTHFS 16-17 of RJ G. Goliat	Steel Filing Cabinet	OUR	4 yrs	NA
93	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer on ES 133, MTWTh 16-17:30 of CS Torrior	Steel Filing Cabinet	OUR	4 yrs	NA
94	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer on Mete 200a, MT 10-11:30 of DC Lor	Steel Filing Cabinet	OUR	4 yrs	NA
95	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer on Mete 200a, MT 10-11:30 of CS Andan	Steel Filing Cabinet	OUR	4 yrs	NA
96	NA	FM-VSU-03	Resignation letter of RJG Goliat effective Sept 1, 2022 as instructor of DMet	Steel Filing Cabinet		2 yrs	NA
97	PM-VPR-02	FM-VPR-06	2021 Risk & Opportunities Assessment Matrix (OVPAAs)	Steel Filing Cabinet	OVPAAs		

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						ACTIVE	INACTIVE
98	PM-VPR-03	FM-VPR-08	2022 Objectives, Target and Programs	Steel Filing Cabinet	OVPAA		
99	PM-VPR-01	FM-VPR-05	2022 OVPAA SWOT Analysis Matrix	Steel Filing Cabinet	OVPAA		
100	PM-VPR-02	FM-VPR-07	2022 Needs & Expectation of Interested Parties	Steel Filing Cabinet	OVPAA		
101	NA	FM-VSU-02	Memorandum Circular No. 5, s. 2022. Claims of Monthly Monetary Benefits and payments like Salaries and Wages, Allowances, Honorarium, RATA, Remittances, MOOE and Capital Outlay Projects, charges to MDS Fund or Regular Agency Fund (General Fund).	Steel Filing Cabinet	OVPAF	2 yrs	NA
102	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 90-A, s. 2022. Revised Schedule of ISO 9001:2015 Awareness & Re-Awareness Seminar	Steel Filing Cabinet	OP	2 yrs	NA
103	NA	FM-VSU-07	Attendance Sheet. 30 Aug 2022. ISO 9001:2015 Awareness & Re-Awareness Seminar	Steel Filing Cabinet	DMet		
104	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 90, s. 2022. ISO 9001:2015 Awareness & Re-Awareness Seminar	Steel Filing Cabinet	OP	2 yrs	NA
105	NA	FM-REG-20	Report of Grade Completion, Summer SY 2021-2022 on ESci 114 of Modina, Shaina Mari D.	Steel Filing Cabinet	OUR	2 yrs	NA
106	NA	FM-REG-20	Report of Grade Completion, Summer SY 2021-2022 on ESci 114 of Lacambra, Evalyn T.	Steel Filing Cabinet	OUR	2 yrs	NA
107	NA	FM-REG-20	Report of Grade Completion, Summer SY 2021-2022 on ESci 114 of Batican, Kimberly Anne T.	Steel Filing Cabinet	OUR	2 yrs	NA
108	NA	FM-REG-20	Report of Grade Completion, Summer SY 2021-2022 on ESci 114	Steel Filing Cabinet	OUR	2 yrs	NA

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			of Bermejo, Lhyn Antonette P..				
109	NA	FM-REG-20	Report of Grade Completion, Summer SY 2021-2022 on ESci 114 of Casuco, Vianca E..	Steel Filing Cabinet	OUR	2 yrs	NA
110	NA	FM-REG-20	Report of Grade Completion, Summer SY 2021-2022 on ESci 114 of Dela Cruz, Michael Simon C.	Steel Filing Cabinet	OUR	2 yrs	NA
111	PM-OOP-01	FM-OOP-05	Advisory dated August 23, 2022 re: conduct of photoshoot for the centennial book	Steel Filing Cabinet	OHGS	2 yrs	NA
112	PM-OOP-01	FM-OOP-01	Memorandum No. 633, s. 2022. Cleaning of Office and Building Landscapes for Photoshoot	Steel Filing Cabinet	OP	2 yrs	NA
113	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 89, s. 2022. VSU Faculty Onboarding (1st Sem AY 2022-2023)	Steel Filing Cabinet	OP	2 yrs	NA
114	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 88, s. 2022. 122nd Philippine Civil Service Anniversary (PCSA)	Steel Filing Cabinet	OP	2 yrs	NA
115	NA	FM-VSU-01	Memorandum No. 29, s. 2022. Seminar-Workshop on Preparation and Review Syllabus	Steel Filing Cabinet	CET	2 yrs	NA
116	NA	FM-VSU-01	Memorandum No. 28, s. 2022. Attendance to CET In-house Review and RDE Projects Monitoring	Steel Filing Cabinet	CET	2 yrs	NA
117	NA	FM-VSU-01	Memorandum No. 27, s. 2022. Submission of Final Grades for Mid-Semester Courses 2022	Steel Filing Cabinet	CET	2 yrs	NA
118	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer, ESci 114 (Lec), MTWThS, Iñigo Ezekiel Q. Cabase	Steel Filing Cabinet	OUR	4 yrs	NA
119	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Summer, ESci 114 (Lec), MTWThF,	Steel Filing Cabinet	OUR	4 yrs	NA

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			Jeffrey Lloyd L. Cagande				
120	NA	FM-VSU-02	Memorandum Circular No. 01, s. 2022. Appointment of College/Department -Based Guidance Facilitator for SY 2022-2023	Steel Filing Cabinet	ODS	2 yrs	NA
121	NA	FM-VSU-01	Memorandum No. 07. s. 2022. Deadline for Submission of Procurement Documents	Steel Filing Cabinet	OVPAF	2 yrs	NA
122	PM-REG-01	FM-REG-02	Readmission Form. Francisco, Crissa C. for summer 2022-2023	Steel Filing Cabinet	OUR	2 yrs	NA
123	PM-OOP-01	FM-OOP-01	Memorandum No. 595, s. 2022. Dr. DLS Tan as OIC of VSU on Aug 15-18, 22	Steel Filing Cabinet	OP	2 yrs	NA
124	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 87, s. 2022. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Focal Persons, and College Hotline Agents	Steel Filing Cabinet	OP	2 yrs	NA
125	PM-OOP-01	FM-OOP-05	Advisory dated Aug. 11, 2022 re: Strictly adhere to minimum health protocols	Steel Filing Cabinet	OP	2 yrs	NA
126	NA	FM-VSU-03	Approved Communication re: Travel fund for OJT	Steel Filing Cabinet	DMet	2 yrs	NA
127	NA	FM-REG-20	Report of Grade Completion, 2nd Sem 2020-2021, Cinto, Jeremiah Ben M., Mete 132n	Steel Filing Cabinet	OUR	2 yrs	NA
128	NA	FM-REG-20	Report of Grade Completion, 2nd Sem 2020-2021, Otero, Kaye Althea, Mete 132n	Steel Filing Cabinet	OUR	2 yrs	NA
129	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 86, s. 2022. Recognition Rites for Graduates of 2020 & 2021 and Commencement Exercise 2022	Steel Filing Cabinet	OP	2 yrs	NA

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						ACTIVE	INACTIVE
130	PM-OOP-01	FM-OOP-01	Memorandum No. 614., s. 2022. 2022 Employee Satisfaction Survey	Steel Filing Cabinet	OP	2 yrs	NA
131	PM-OOP-01	FM-OOP-01	Memorandum No. 613., s. 2022. Graduation Rehearsal.	Steel Filing Cabinet	OP	2 yrs	NA
132	PM-OOP-01	FM-OOP-01	Memorandum No. 609, s. 2022. Use of HRIS Module on Recruitment, Selection and Placement (RSP) in Selection of Applicants for Faculty Positions	Steel Filing Cabinet	OP	2 yrs	NA
133	PM-REG-09	FM-Reg-10	Class Roster, SY 2021-2022; ES 133, 7-10 MWF, CS Torrion	Steel Filing Cabinet	DMet	Permanent	Permanent
134	NA	FM-VSU-03	Communication to MA Castañeda re: Student with deferred grade then have grades, 1st Sem 2021-2022 of RG Goliat.	Steel Filing Cabinet	DMet	2 yrs	NA
135	PM-VPA-06	FM-VPA-05	Request Form for Changing Degree Program or Major Field, Jarlyn I. Restor	Steel Filing Cabinet	OVPA	2 yrs	NA
136	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Second Sem. Mete 151, TTH 9-10 (lec), CS Andan	Steel Filing Cabinet	OUR	4 yrs	NA
137	NA	FM-REG-20	Report of Grade Completion, Arape, Catherine Bonilla., ESci 112	Steel Filing Cabinet	OUR	2 yrs	NA
138	NA	FM-REG-20	Report of Grade Completion, Rabago, John Russel Thomas O., ESci 112	Steel Filing Cabinet	OUR	2 yrs	NA
139	PM-ODI-06	FM-ODI-12	Teaching Performance Evaluation, Summary by Department, 2nd Sem 2021-2022	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
140	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form. ESci 114, Mark Anthony Arcayan, et. Al	Steel Filing Cabinet	DMet		
141	PM-LEG-01	FM-LEG-01	Legal Opinion/Comment re: MOA between VSU & PAGASA.	Steel Filing Cabinet	Legal Office		

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
142	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 85, s. 2022. Regional ASEAN Month Opening Ceremony	Steel Filing Cabinet	OP	2 yrs	NA
143	PM-REG-03	FM-REG-19	Grade Sheet, SY 2021-2022 Second Sem. Mete 132 (Lec) TTH 14:30-16, CS Andan	Steel Filing Cabinet	OUR	4 yrs	NA
144	NA	FM-VSU-07	Attendance Sheet. 8 Aug 2022. Regular Meeting	Steel Filing Cabinet	DMet		
145	PM-ODS-19	FM-ODS-39	Student Assistantship Charging Request Form of Palermo, Darwin B. & Veril, Daryl B.	Steel Filing Cabinet	ODS		
146	NA	FM-VSU-03	Approved communication to OP re: CSTorrior will be granted as Project Staff in Project LIGTAS	Steel Filing Cabinet	DMet	2 yrs	NA
147	NA	FM-VSU-03	Communication from Ms. RKL Aure, re: Teaching Performance Evaluation by Student (TPES) 2nd Sem AY 2021-2022 for distribution	Steel Filing Cabinet	ODIE	2 yrs	NA
148	PM-ODI-06	FM-ODI-04	TPES Summary of Rating, 2nd Sem 2021-2022 of EAAlvia	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
149	PM-ODI-06	FM-ODI-04	TPES Summary of Rating, 2nd Sem 2021-2022 of CS Andan	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
150	PM-ODI-06	FM-ODI-04	TPES Summary of Rating, 2nd Sem 2021-2022 of CS Torrior	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
151	PM-ODI-06	FM-ODI-04	TPES Summary of Rating, 2nd Sem 2021-2022 of RB Labisores	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
152	PM-ODI-06	FM-ODI-04	TPES Summary of Rating, 2nd Sem 2021-2022 of RB Labisores	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
153	PM-ODI-06	FM-ODI-04	TPES Summary of Rating, 2nd Sem 2021-2022 of RG Goliat	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
154	PM-ODI-06	FM-ODI-04	TPES Summary of Rating, 2nd Sem 2021-2022 of DC Lor	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
155	NA	FM-VSU-03	Communication from Ms. Rosa Ophelia D. Velarde re: 2022 Level 1	Steel Filing Cabinet	ODR	2 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			RDE In-house review & Level 2 Cluster review				
156	PM-OOP-01	FM-OOP-01	Memorandum No. 590, s. 2022. Dr. AA Villocino as OIC of VSU	Steel Filing Cabinet	OP	2 yrs	NA
157	NA	FM-VSU-03	Communication from Toni Marc L. Dargantes, re: findings/comments of OPCR	Steel Filing Cabinet	OHP	2 yrs	NA
158	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 84, s. 2022. University-wide Virtual Job Fair on August 16	Steel Filing Cabinet	OP	2 yrs	NA
159	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 83, s. 2022. Launching of VSUEE's Branded Moodle App	Steel Filing Cabinet	OP	2 yrs	NA
160	PM-OOP-01	FM-OOP-01	Memorandum No. 588, s. 2022. DR. BS Belonias as OIC of VSU	Steel Filing Cabinet	OP	2 yrs	NA
161	NA	FM-VSU-03	Mr. CS Torrion as OIC of DMet from July 22-29 until the return of the head of DMet	Steel Filing Cabinet	DMet	2 yrs	NA
162	PM-REG-09	FM-REG-10	Class Roster in ESci 114 (SY 2021-2022 Summer), Lec 14:30-16 MTWThFS	Steel Filing Cabinet	OUR	Permanent	Permanent
163	PM-REG-09	FM-REG-10	Class Roster in ESci 114 (SY 2021-2022 Summer), Lec 16-17:30 MTWThFS	Steel Filing Cabinet	OUR	Permanent	Permanent
164	NA	FM-VSU-03	Communication to OUR re: Deferred grade of Dacera, 1st Sem 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
165	PM-OOP-01	FM-OOP-01	Memorandum No. 588, s. 2022. Dr. DO Ferraren as OIC of VSU	Steel Filing Cabinet	OP	2 yrs	NA
166	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 82, s. 2022. Revised Schedule of Graduation Photo Shoot in the Main Campus	Steel Filing Cabinet	OP	2 yrs	NA
167	PM-REG-03	FM-REG-19	Grade Sheet in ESci 114, 2nd Sem 2021-2022, 14:30-16 TTh of EAAlvia	Steel Filing Cabinet	OUR	4 yrs	NA

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						ACTIVE	INACTIVE
168	PM-REG-03	FM-REG-19	Grade Sheet in Mete 132c, 2nd Sem 2021-2022, 14:30-16 TTh of CS Andan	Steel Filing Cabinet	OUR	4 yrs	NA
169	NA	FM-VSU-03	Communication to OUR re: New Schedule for ESci 114 for merging midyear 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
170	PM-REG-03	FM-REG-19	Grade Sheet in ES 131, 2nd Sem 2021-2022, 13-14:30 MW of RB Labisores	Steel Filing Cabinet	OUR	4 yrs	NA
171	NA	FM-VSU-03	Communication to OUR re: Deferred grade of Agomaa, et. al, 1st Sem 2021-2022 (CSAndan)	Steel Filing Cabinet	DMet	2 yrs	NA
172	PM-OOP-01	FM-OOP-01	Memorandum No. 573, s. 2022. College Equipment Utilization, Inventory & Maintenance Com. Of CET (FC Abanera)	Steel Filing Cabinet	CET	2 yrs	NA
173	PM-OOP-01	FM-OOP-01	Memorandum No. 573, s. 2022. College Equipment Utilization, Inventory & Maintenance Com. Of CET (DC Lor)	Steel Filing Cabinet	CET	2 yrs	NA
174	PM-OOP-01	FM-OOP-01	Memorandum No. 572, s. 2022. College Personnel Committee of CET (LB Abamo) for non-academic representative	Steel Filing Cabinet	CET	2 yrs	NA
175	PM-OOP-01	FM-OOP-01	Memorandum No. 572, s. 2022. College Personnel Committee of CET (CS Andan)	Steel Filing Cabinet	CET	2 yrs	NA
176	PM-OOP-01	FM-OOP-01	Memorandum No. 571, s. 2022. College Research, Extension, Extension & Innovation (REI) of CET (CS Andan)	Steel Filing Cabinet	CET	2 yrs	NA
177	PM-OOP-01	FM-OOP-01	Memorandum No. 570, s. 2022. College Land Utilization & Lawn Maintenance Com of CET (FC	Steel Filing Cabinet	CET	2 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			Abanera)				
178	PM-OOP-01	FM-OOP-01	Memorandum No. 570, s. 2022. College Land Utilization & Lawn Maintenance Com of CET (DC Lor)	Steel Filing Cabinet	CET	2 yrs	NA
179	PM-OOP-01	FM-OOP-01	Memorandum No. 570, s. 2022. College Land Utilization & Lawn Maintenance Com of CET (DC Lor)	Steel Filing Cabinet	CET	2 yrs	NA
180	PM-OOP-01	FM-OOP-01	Memorandum No. 569, s. 2022. College Instruction & Curriculum Committee of CET (CS Andan)	Steel Filing Cabinet	CET	2 yrs	NA
181	PM-OOP-01	FM-OOP-01	Memorandum No. 568, s. 2022. College Media Committee of CET (RG Goliat)	Steel Filing Cabinet	CET	2 yrs	NA
182	PM-OOP-01	FM-OOP-01	Memorandum No. 567, s. 2022. College Gender & Development Com of CET (CS Andan)	Steel Filing Cabinet	CET	2 yrs	NA
183	PM-OOP-01	FM-OOP-01	Memorandum No. 566, s. 2022. College Student Supports, Scholarship & Awards Com of CET (CS Torrior)	Steel Filing Cabinet	CET	2 yrs	NA
184	PM-OOP-01	FM-OOP-01	Memorandum No. 565, s. 2022. College Document & Records Controller Com of CET (LB Abamo)	Steel Filing Cabinet	CET	2 yrs	NA
185	PM-OOP-01	FM-OOP-01	Memorandum No. 564, s. 2022. College Student On-the-Job Training Advisory Com of CET (CS Torrior)	Steel Filing Cabinet	CET	2 yrs	NA
186	PM-OOP-01	FM-OOP-01	Memorandum No. 563, s. 2022. College Linkages Com of CET (CS Torrior)	Steel Filing Cabinet	CET	2 yrs	NA
187	PM-OOP-01	FM-OOP-01	Memorandum No. 562, s. 2022. College Sports & Socio-Cultural Com of CET (RG Goliat)	Steel Filing Cabinet	CET	2 yrs	NA
188	NA	FM-VSU-03	Communication to OUR re: Deferred	Steel Filing Cabinet	DMet	2 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			grade of Alvarez, et. Al, 1st Sem 2021-2022 of EAAlvia				
189	PM-REG-03	FM-REG-19	Grade Sheet in ESci 112, 2nd Sem 2021-2022, 14:30-16 TTh of CS Andan	Steel Filing Cabinet	OUR	4 yrs	NA
190	NA	FM-VSU-07	Attendance Sheet, 14 July 2022	Steel Filing Cabinet	DMet		
191	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 81, s. 2022. Submission of All Academic Requirements for Graduation and Final Clearance for 2nd Sem 2021-2022	Steel Filing Cabinet	OP	2 yrs	NA
192	NA	FM-VSU-03	Communication to USHER re: Entry of Visitors from ISAT U for benchmarking at DMet	Steel Filing Cabinet	DMet	2 yrs	NA
193	PM-REG-09	FM-REG-10	Class Roster in ESci 114 (SY 2021-2022 Summer), Lec 10-11:30 MT of CS Torrion	Steel Filing Cabinet	OUR	Permanent	Permanent
194	PM-REG-09	FM-REG-10	Class Roster in ESci 112 (SY 2021-2022 Summer), Lec 14:30-16 of CS Andan	Steel Filing Cabinet	OUR	Permanent	Permanent
195	NA	FM-VSU-10	Excerpt from the Approved Minutes of APB, June 16, 2022 re: Leave Status of DMet faculty	Steel Filing Cabinet	RSPPRO	2 yrs	NA
196	PM-QAC-08	FM-QAC-14	Quality Record Matrix of DMet as of June 2022	Steel Filing Cabinet	DMet		
197	NA	FM-VSU-03	Communication to OP re: conduct of the second part of webinar on Typhoon Awareness, Mang Tani as the speaker	Steel Filing Cabinet	DMet	2 yrs	NA
198	NA	FM-VSU-03	Endorsement of students with INC grades on Maete 136 under DC Lor to RBLabisores	Steel Filing Cabinet	DMet	2 yrs	NA
199	NA	FM-VSU-05	Notice of meeting to CS Torrion re:	Steel Filing Cabinet	ACRO	5 yrs	NA

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#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
			2022 VSU Alumni Homecoming Meeting				
200	NA	FM-VSU-02	Memorandum Circular No. 15, s. 2022. Policies on the Preparation and Approval of Undergraduate Theses	Steel Filing Cabinet	OVPAA	2 yrs	NA
201	PM-OOP-01	FM-OOP-05	Advisory re: recorded two active Covid 19 positive thus to continue health protocols	Steel Filing Cabinet	OP	2 yrs	NA
202	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 78, s. 2022. Submission of the Updated Citizen's Charter	Steel Filing Cabinet	OP	2 yrs	NA
203	NA	FM-VSU-05	Notice of meeting re: Document Review of Planning Forms with co-process owners	Steel Filing Cabinet	OHP	5 yrs	NA
204	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 77, s. 2022. Brief Process Flow and Deadline of Submission of OPCR and IPCR	Steel Filing Cabinet	OP	2 yrs	NA
205	PM-OOP-01	FM-OOP-02	Memorandum Circular No. 75, s. 2022. Stopping of Procurement Through Reimbursement Basis	Steel Filing Cabinet	OP	2 yrs	NA
206	NA	FM-VSU-01	Memorandum No. 04, s. 2022. DOST Region VIII in-house Training /Seminar on Metrology & Industrial Calibration	Steel Filing Cabinet	OVPAF	2 yrs	NA
207	NA	FM-VSU-01	Memorandum No. 11., s. 2022. CS Torrior as Department Sec effective July 2022 to Dec. 2022	Steel Filing Cabinet	DMet	2 yrs	NA
208	PM-REG-03	FM-REG-19	Grade Sheet in Mete 149, 2nd Sem 2021-2022, 10-11:30 TTh of DCLor	Steel Filing Cabinet	OUR	4 yrs	NA
209	NA	FM-REG-20	Report of Grade Completion, 2nd Sem 2020-2021. Mendoza, Sim Arancon	Steel Filing Cabinet	OUR	2 yrs	NA

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						ACTIVE	INACTIVE
210	NA	FM-VSU-07	Attendance Sheet, 5 July 2022	Steel Filing Cabinet	DMet		
211	NA	FM-VSU-02	Memorandum Circular No. 14. Continuation of Student Health Assessment	Steel Filing Cabinet	OVPAA	2 yrs	NA
212	NA	FM-VSU-05	Notice of Meeting DMet Meeting, 5 July 2022	Steel Filing Cabinet	DMet	5 yrs	NA
213	NA	FM-VSU-05	Notice of Meeting, CET Management Com, 8 July 2022	Steel Filing Cabinet	CET	5 yrs	NA
214	PM-IMD-04	FM-IMD-06	VSUEE Virtual Classroom Creation Request Form. ES 133 Mid year 2021-2022, CS Torrior	Steel Filing Cabinet	DMet		
215	NA	FM-VSU-03	Petty Cash for Webinar, Typhoon & Flood awareness amounting to P3,850.00	Steel Filing Cabinet	DMet	2 yrs	NA
216	PM-OOP-01	Fm-OOP-02	Memorandum Circular No. 72, s. 2022. Graduation Photo Shoot	Steel Filing Cabinet	OP	2 yrs	NA
217	NA	FM-VSU-04	Certification of DC Lor handling OJT on midyear 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
218	NA	FM-VSU-04	Certification of RB Labisores handling OJT & ESci 114 on midyear 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
219	NA	FM-VSU-03	Communication to Mr. Vicente B. Malano re: internship of Mr. Anonar & Otero.	Steel Filing Cabinet	DMet	2 yrs	NA
220	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Albaladejo, Venn Deo Justin Escasinas	Steel Filing Cabinet	OUR	Permanent	Permanent
221	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Añano, Brian Gallo	Steel Filing Cabinet	OUR	Permanent	Permanent
222	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Benzon, Elloisa Malquisto	Steel Filing Cabinet	OUR	Permanent	Permanent
223	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Bulic, Patrick Rupert Pulma	Steel Filing Cabinet	OUR	Permanent	Permanent

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						ACTIVE	INACTIVE
224	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Cabalar, Jerome Hubilla	Steel Filing Cabinet	OUR	Permanent	Permanent
225	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Cabellon, Daryl Cañete	Steel Filing Cabinet	OUR	Permanent	Permanent
226	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Cuevas, Haifa Jaictin	Steel Filing Cabinet	OUR	Permanent	Permanent
227	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Daling, Julianne Meg Caadan	Steel Filing Cabinet	OUR	Permanent	Permanent
228	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Bulawan, Shenna Bestil	Steel Filing Cabinet	OUR	Permanent	Permanent
229	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Cinto, Jeremiah Ben Masing	Steel Filing Cabinet	OUR	Permanent	Permanent
230	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. De Castro, Ram Kristoffer Tabiolo	Steel Filing Cabinet	OUR	Permanent	Permanent
231	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Santianez, Mariella Kassandra Cidro	Steel Filing Cabinet	OUR	Permanent	Permanent
232	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Wencislao, Kimberly Lazarte	Steel Filing Cabinet	OUR	Permanent	Permanent
233	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Heyrosa, Loida Mae Supapo	Steel Filing Cabinet	OUR	Permanent	Permanent
234	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Hilvano, Tessa Marie Ocenar	Steel Filing Cabinet	OUR	Permanent	Permanent
235	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Nuñez, Jose Enrico Gulay	Steel Filing Cabinet	OUR	Permanent	Permanent
236	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Olorvida, Mariel Baguion	Steel Filing Cabinet	OUR	Permanent	Permanent
237	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Pacabes, Welfred Añonuevo	Steel Filing Cabinet	OUR	Permanent	Permanent
238	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Sinon, Rio Beth Gato	Steel Filing Cabinet	OUR	Permanent	Permanent
239	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Tiro, Erma Mae Tisado	Steel Filing Cabinet	OUR	Permanent	Permanent

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						ACTIVE	INACTIVE
240	PM-REG-01	FM-REG-01	Registration Form, Summer 2021-2022. Uy, Jann Miquelle Usob	Steel Filing Cabinet	OUR	Permanent	Permanent
241	PM-OOP-01	Fm-OOP-02	Memorandum Circular No. 73, s. 2022. Amendment to Deadline for Submission of Grades	Steel Filing Cabinet	OP	2 yrs	NA
242	NA	FM-VSU-03	Deferred grade of Cinto et. Al, 1st Sem 2021-2022. (RB Labisores)	Steel Filing Cabinet	DMet	2 yrs	NA
243	NA	FM-VSU-03	Deferred grade of Diaz, et al, 1st Sem 2021-2022. (DCL)	Steel Filing Cabinet	DMet	2 yrs	NA
244	NA	FM-VSU-03	RG Goliat as OIC of DMet on July 1, 4-5, 2022	Steel Filing Cabinet	DMet	2 yrs	NA
245	PM-LEG-01	FM-LEG-03	Contract for Teaching Services of EAAAlvia (2nd Sem 2021-2022)	Steel Filing Cabinet	DMet	5 yrs	NA
246	NA	FM-VSU-03	Minutes of DMet Monthly Meeting (June 7, 2022)	Steel Filing Cabinet	DMet	2 yrs	NA
247	PM-UHS-01	FM-UHS-13	Out Patient Medical Certificate of CS Andan	Steel Filing Cabinet	USHER	3 yrs	NA
248	NA	FM-VSU-03	Communication to Ms. MA Castaneda re: Deferred grade of CSAndan for 1st Sem AY 2021-2022	Steel Filing Cabinet	DMet	2 yrs	NA
249	PM-ODI-06	FM-ODI-12	Teaching Performance Evaluation, Summary by Department, 2nd Sem 2020-2021	Steel Filing Cabinet	ODIE	5 yrs	10 yrs
250	NA	FM-VSU-08	Minutes of DMet Monthly Meeting (July 5, 2022)	Steel Filing Cabinet	DMet	5 yrs	NA
251	PM-OOP-01	FM-OOP-05	Appointment of CS Torrior as project leader of extension project "Weather & Atmospheric Information Service (Project WAIS) from Jan 2022-Dec 2022 without honorarium	Steel Filing Cabinet	OP		
252	PM-REI-04	FM-REI-15	VSU Extension Project Annual Accomplishment Report: Weather We like it or not (Radio Program)	Steel Filing Cabinet	DMet	Permanent	Permanent

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						ACTIVE	INACTIVE
253	NA	FM-VSU-03	Renewal of DMet Faculty Members for SY 2022	Steel Filing Cabinet	RSPPRO	2 yrs	NA

Prepared/Submitted by:

LORNA B. ABAMO

Deputy Document and Records Controller /Date

Noted by:

CHARLIE S. ANDAN

Head of Office/ Date

Reviewed by:

Received and Reviewed by:

MICHELLE A. BORLEO

College dDRC / VP dDRC

Date

PAMELA P. ORAÑO

University Document and Records Controller

Date