



VISAYAS
STATE UNIVERSITY



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QUALITY RECORDS MATRIX

Record Year: 2023

Updated as of:
APRIL-JUNE 2023

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
MONTH OF: APRIL 2023							
1	PM-VSU-02	FM-VSU-02	OVPAA Memorandum # 17, series of 2023 re: Conduct of Class Observation by Supervisor.	Data Filer # 4	Office of the Vice President for Academic Affairs	Permanent	Permanent
2	PM-OOP-02	FM-OOP-02	OP Memorandum # 59, series of 2023 re: Cultural Allowance	Data Filer # 4	Office of the President	Permanent	Permanent
3	PM-VSU-02	FM-VSU-02	OVPAA Memorandum # 18, series of 2023 re: Submission of Individual Faculty Workload for second semester, SY: 2022-2023.	Data Filer # 4	Office of the Vice President for Academic Affairs	Permanent	Permanent
4	PM-OOP-02	FM-OOP-02	OP Memorandum # 64, series of 2023 re: Policy on the Flying of Drones in all VSU Campuses.	Data Filer # 4	Office of the President	Permanent	Permanent
5	PM-OOP-02	FM-OOP-02	OP Memorandum # 66, series of 2023 re: Requirement to submit an “Executive Brief” for those who would go on Official Foreign Travel.	Data Filer # 4	Office of the President	Permanent	Permanent
6	PM-VSU-02	FM-VSU-02	OVPAA Memorandum # 20, series of 2023 re: Extension of the Midterm Exam Week.	Data Filer # 4	Office of the Vice President for Academic Affairs	Permanent	Permanent
7	PM-OOP-02	FM-OOP-02	OP Memorandum # 67, series of 2023 re: Participation to Mental Health Wellness Seminar.	Data Filer # 4	Office of the President	Permanent	Permanent
8	PM-OOP-02	FM-OOP-02	OP Memorandum # 69, series of 2023 re: VSU Employees Night.	Data Filer # 4	Office of the President	Permanent	Permanent
9	Not Applicable	Not Applicable	Request of NSTP Serial Number dated April 27, 2023 of Lyka Joyce B. Emberda.	Data filer # 4	Southern Leyte State University.	Permanent	Permanent
10	PM-OOP-02	FM-OOP-02	OP Memorandum # 71, series of 2023 re: Orientation-Workshop on Privacy Impact Assessment (PIA).	Data Filer # 4	Office of the President	Permanent	Permanent
11	PM-OOP-02	FM-OOP-02	OP Memorandum # 72, series of 2023 re: Temporary Suspension of Student Internship Abroad Program (SIAP).	Data Filer # 4	Office of the President	Permanent	Permanent

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.